



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MEMORANDUM**

**TO: ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
All others concerned**

**DATE: June 10, 2016**

**SUBJECT: Clarification on CMO 14-2016 in the "Procedures for  
Electronic Filing of Informal Entry for Non-  
Commercial Air Shipments Nationwide"**

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Following the implementation of CMO 14-2016 on the **electronic filing of Informal Entry through the BOC Accredited Value Added Service Provider (VASP) which shall initially be implemented at NAIA, Clark and Cebu on June 16, 2016**, the following are hereby augmented:

**3. General Provisions**

3.3 Submission of Paper Documents – The Informal Entry SAD (IE-SAD), which replaces the Informal Entry Declaration and the **Gatepass** Form, shall be filled-up by the Declarant/Customs Brokers through the VASP System.

3.6 An Informal Entry SAD shall cover only one HAWB.

Consolidated informal entry shall be processed according to existing manual procedures as per CMO 51-2010 and be revised accordingly when the implementing rules and regulations for Deminimis as per RA 1086 (Customs Modernization and Tariff Act) has been approved.

**4. Operational Guidelines**

4.1 The IE-SAD, which replaces the Informal Entry and **Gatepass Form**, shall be filled up by the Declarant/Customs Broker through the Accredited VASP System. In order for the Declarant/Customs Broker to properly declare the shipment, the same information will be taken from the current Informal Import Declaration and Entry Form (Form No. 177)

4.3 The cargo manifest system refers to the existing cargo manifest being submitted by the AEO and Forwarders.

4.6.1 Payment for the duties and taxes and other charges must be settled through the BOC Cashier or in the case of the air express operator who is

allowed to pay duty and tax within 24 hours (CAO 2-2006) or the next banking day. Collecting Officer will deposit the check equivalent to the previous day's total duties and taxes payable.

4.7 In the absence of the Customs Reference Numbers, all Value Added Service Providers (VASPs) are required to have a system generated Customs Reference Numbers indicated on the Informal Entry SAD using the format indicated below:

"Year" + "5" character Port with blank fillers + "2" Character Serial - I (for Informal) with Suffix VASP assigned letter+ "7 digit numbers with leading zeroes"

Example - 2016PO3 I(VASP)0000001

All rules and regulations inconsistent with this Order/Clarification are hereby deemed, repealed, suspended or modified accordingly.

This order shall take effect upon implementation of the Informal Entry System in the collection Districts of NAIA, Clark and Cebu on June 16, 2016.

For your guidance and strict compliance.

  
**ALBERTO D. LINA**  
Commissioner

