



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT AND SUB-PORT COLLECTORS
ALL FORMAL ENTRY DIVISION PERSONNEL
ALL OTHERS CONCERNED

FROM : ALLAN CO GERONIMO
Deputy Commissioner

SUBJECT : MANUAL RELEASE OF IMPORT SHIPMENTS

DATE : 8 April 2020

In line with the recent E2M Customs System technical problem and in furtherance with the Memorandum of the Commissioner on "MANUAL RELEASE OF IMPORT SHIPMENTS", the concerned offices are hereby directed to implement the following supplemental guidelines:

1. For Goods Declaration lodged in the E2M System **PRIOR to 4 April 2020, 10:00 AM**, the following procedures shall be implemented:
 - 1.1 If the Goods Declaration was already processed by Customs Officer after **4 April 2020, 10:00 AM**, the concerned Customs Officers shall reprocess the goods declarations lodged prior to the above-mentioned cut-off time. MISTG shall provide the Customs Officer view-only access to the processed goods declaration in the back-up server for comparison and reference.
 - 1.2 If the Goods Declaration is NOT YET processed by any Customs Officer after **4 April 2020, 10:00 AM**, upon proper evaluation and review of concerned Customs Officers, the goods declarations lodged prior to the above-mentioned cut-off time shall be finally assessed.

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- 1.3 For goods declaration lodged with the Port of Manila (POM) or Manila International Container Port (MICP) prior to the above-mentioned cut-off date and time, the assigned Customs Officers shall now process the goods declaration by updating the same in the E2M System.
- 1.4 The Customs Officers concerned are no longer required to accomplish and upload the Order of Payment Form (OP) in the Ticket considering that the updating in the E2M System is allowed for goods declaration lodged prior to the above-mentioned cut-off date and time.
- 1.5 However, if an OP has been issued and appropriate duties, taxes and other fees were already paid, the Collection District concerned may proceed with the Manual Release.
- 1.6 For Ports other than POM and MICP, the concerned Customs Officer shall process the goods declaration through the use of the E2M System.
2. For Goods Declaration lodged in the E2M System **AFTER 4 April 2020, 10:00 AM and BEFORE 8 April 2020** but still UNPAID, the following procedures shall be implemented:
 - 2.1 The Value-Added Service Providers (VASPs) shall be required to re-transmit all UNPAID goods declaration lodged after the above-mentioned cut-off date and time for reprocessing and assigning of a new entry number.
 - 2.2 The re-transmitted goods declaration shall have a new entry number which will result to the cancellation of the previously lodged goods declaration.
 - 2.3 The MISTG will provide a list of all the re-transmitted UNPAID goods declaration lodged after the above-mentioned cut-off date and time indicating the old and newly assigned entry number to the Customs Officer concerned.
 - 2.4 The assigned Customs Officer shall re-open Tickets affected by the re-transmitted goods declaration and require the Client/User to validate the details/declaration in the re-transmitted goods declaration and if in accord, the Client/User shall sign the same and resend to the Bureau.

2.5 Upon receipt, the assigned Customs Officers, such as the Examiners, Appraisers and Trigger Officers shall evaluate, review and reprocess the re-transmitted goods declaration.

3. For Goods Declaration lodged in the E2M System **AFTER 4 April 2020, 10:00 AM and BEFORE 8 April 2020** but appropriate duties, taxes and other fees were already PAID, the Collection District concerned may proceed with the Manual Release.
4. Collection Districts shall ensure close coordination with the respective MISTG Site Managers for the effective implementation of this Memorandum. For any questions or clarification, concerned offices may directly contact the Bureau's helpdesk at boc.cares@customs.gov.ph or the MISTG helpdesk at mistg-helpdesk@customs.gov.ph.

For strict compliance.