TAGGING OF ARRIVAL AND DATE OF LAST DISCHARGE IN e2m FOR ALL VESSEL AND AIRCRAFT ARRIVALS FOR WHICH AN ELECTRONIC MANIFEST HAS BEEN FILED IN e2m

BOC CUSTOMS MEMORANDUM ORDER NO. 23-2014, October 29, 2014

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Adopted: 29 October 2014
Date Filed: 03 November 2014

1. CMO 22-2014 is repealed and replaced by this CMO.

2. The requirements of this CMO apply only to vessels or aircraft for which an electronic manifest has been filed in the e2m system.

3. Section 7 of this CMO is effective immediately. Sections 1-6 and 8 of this CMO are effective on 1 November 2014.

4. Every port and sub-port shall have a responsible officer who must tag the arrival and discharge of shipments in the e2m system for every vessel or aircraft which arrives in that port or sub-port. This requirement to tag the arrival and discharge of shipments in the e2m system applies only to vessels or aircraft for which an electronic manifest has been filed in the e2m system.

- If a port or sub-port has a Piers Inspection Division, the responsible officer shall be the head of the Piers Inspection Division.

- If a port or sub-port does not have a Piers Inspection Division, the responsible officer shall be the head of the Port Operations Division, Bay Service Division, Aircraft Operations Division, or other analogous units.

- If a port or sub-port does not have any of the units described in Sections 2.a and 2.b, then the responsible officer shall be designated by the District Collector or Sub-Port Collector.

- If there is no responsible officer as described in Sections 2.a to 2.c, then the District Collector or Sub-Port Collector shall be the responsible officer.

All references to "responsible officer" in this CMO shall be to the responsible officer as defined in this section of this CMO.

5. Within three hours of the arrival of any vessel or aircraft in any port or sub-port, the responsible officer shall tag the registry number for that vessel or aircraft arrival as “arrived” in the e2m system. If the vessel or aircraft arrives outside of normal office hours or during a time that e2m is not accessible, this may be done within the first three hours of the following working day, provided that under no circumstances should this be done more than 48 hours after the arrival of any vessel or aircraft in any port or sub-port.

6. Within three hours of the completion of discharge of shipments from any vessel or aircraft in any port or sub-port, the responsible officer shall update the “date of last discharge” in the e2m system for the registry number of that vessel or aircraft arrival to the correct date. If the vessel or aircraft arrives outside of normal office

hours, this may be done within the first three hours of the following working day, provided that under no circumstances should this be done more than 48 hours after the arrival of any vessel or aircraft in any port or sub-port.

7. Transitory provisions:

a. By 31 October 2014:

- Responsible officers should tag all vessel or aircraft arrivals for which an electronic manifest has been filed in e2m from 1 October 2014 as “arrived” in the e2m system.

- Responsible officers should verify whether the dates of last discharge as reflected in the e2m system for all vessel or aircraft arrivals for which an electronic manifest has been filed in e2m from 1 October 2014 are correct. If not, the correct date of last discharge should be updated in the e2m system.

b. It shall be the responsibility of all responsible officers to contact the MISTG representatives in their districts to obtain usernames and passwords for the e2m system and request training to perform the functions in this CMO if necessary.

c. Any questions on the implementation of this CMO can be directed to the Deputy Commissioner for AOCG.

8. Failure by a responsible officer to fully comply with the requirements of this CMO for any single vessel arrival shall be an incidence of Simple Neglect of Duty as used in CMO 25-2010, Title IV, Section 2, and shall be punishable upon second offense by Dismissal. The entry of a wrong date of last discharge shall be an incidence of Grave Offense as used in CMO 25-2010, Title IV, Section 1, and shall be punishable upon first offense by Dismissal.

(SGD) JOHN P. SEVILLA
Commissioner

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