

DISTRIBUTED ENTRY/CLEARANCE DOCUMENT LODGMENT AND MANIFESTING SYSTEM

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/c255236929f7/>

I

Objective

To further streamline the clearance procedure for import shipments;

II

Scope

The provisions of this order shall apply to all types of import entry declarations and transshipment/transfer permit applications such as, a) Consumption Entry, b) Warehousing Entry, c) Informal Entry, d) Foreign and Local Transshipment Permits, and e) Special Permit to Transfer to Outside CY-CFS.

In the meantime that only the Port of Manila (South Harbor) and the Manila International Container Port (MICP) have computerized Manifest Clearance Systems under a Local Area Network, the provisions of this order shall only be applicable to those two ports.

III.

General Provisions

3.1. Distributed Lodgment and Manifest Clearance - The centralized lodgment and manifesting of import entries and other clearance documents at the Entry Processing Division of the Port is hereby discontinued. In lieu thereof, clearance documents shall be filed, received and manifested at the office directly responsible for processing the same.

3.2 Lodgment Office - Entries and Transshipment/Transfer Permits shall be submitted directly to the following operating offices:

Type of Document Receiving/Operating Office

Consumption Entry under Yellow and Red Lanes Formal Entry Division

Consumption Entry under Green Lane Collection Division

Warehousing Entry Warehousing Assessment Division

Informal Entry Informal Entry Division

Foreign and Local Transshipment Permit; Special Transfer to Outside CY-CFS

Office of the Deputy Collector for Operations

3.3 For identification of the type of document, assignment of entry/permit number shall follow the general format of

_____ MONTH

| _____ DAY

|| _____ YEAR

||| _____ SERIAL NO.

||||

Line 1 _____ 05 16 95 012345

Line 2 _____ POM -F

||

|| _____ DOCUMENT

| TYPE

|

| _____ PORT

Please refer to the attached list of codes for document types and port codes (Annex A).

3.4 To insure smooth transition from centralized to decentralized system, the following provisions shall be observed:

3.4.1 A Reception Processing and Manifesting Unit (RPMU) shall be created in each of the operating divisions/offices in 3.1 to be staffed by -

3.4.1.a Receiving Clerk

3.4.1.b Document Processor

3.4.1.c Manifest Clerk

3.4.1.d Order of Payment Clerk (if applicable)

3.4.1.e Perforating Machine Operator

3.4.1.f CRF Verifier (if applicable)

3.4.1.g Segregator

3.4.2 Reference files to be utilized in the processing of entry/permit shall be made available to the different RPU's. These are:

3.4.2.a Electronic Manifest File

3.4.2.b Accredited Importers File

3.4.2.c Electronic CRF File

3.4.2.d Hold/Alert Order File

3.4.2.e Accredited Brokers File

IV.

Operational Provisions

Pending the issuance of an order defining the detailed entry reception and processing procedure to be observed at the RPMU's, the existing procedures in the receipt, processing and manifesting of entry/clearance papers shall be observed at the operating divisions/offices.

V.

Repealing Clause

All rules and regulations inconsistent with this order are hereby deemed repealed, superseded accordingly.

VI.

Effectivity

This order shall take effect immediately.

Adopted: 19 May 1995

(SGD.) GUILLERMO L. PARAYNO, JR.

Commissioner

ANNEX "A"**I. DOCUMENT TYPE CODES**

Document Type

Code

Non-Green Lane Consumption Entry

F

Green Lane Consumption Entry

G

Warehousing Entry

W

Informal Entry

I

Special Transfer

O

II. PORT CODES

Port

Code

Port of Manila

POM

Manila International Container Port

MIP

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