INTERIM PROCEDURE IN THE RELEASE OF GOODS FROM CY-CFS-OCZ (CONTAINER YARD-CONTAINER FREIGHT STATION-OUTSIDE CUSTOMS ZONE) AND DANGEROUS CARGO TERMINAL (DCT)

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Pending implementation of an On-Line Release System for CY/CFS-OCZ/DCT, the following interim procedures are hereby issued.

After Paragraph IV a, b, and c, of CAO 5-94 have been complied with, the following procedures shall be observed by the Collection Division and Piers and Inspection Division (PID) in effecting the release of shipments that have been transferred to CY-CFS-OCZ and DCT:

Step One

After the duties and taxes and all other charges have been paid or secured to be paid, the matching section shall forward the entry papers and supporting documents of shipments earlier transferred to CY-CFS-OCZ/DCT to the designated releasing clerk (or segregation clerk).

Step Two

The Releasing/Segregation Clerk shall:

1. Prepare two (copies) of an Abstract of Release containing the list of Gatekeepers Copy of the IEIRD for transmittal to PID following format below:

a. Entry Number
b. IEIRD Number
c. Consignee
d. Description
e. Vessel
f. Registry Number
g. BL Number
h. CY-CFS Code Number
i. Name of CY-CFS

2. Twice a day at 1000H and 1500H daily, release the Gatekeepers (green) copy of the IEIRD to the duly designated PID Messenger who must acknowledge receipt of the PID copy of Abstract by signing on the Collection Division Copy of the same.

TO PREVENT INSERTIONS OF UNAUTHORIZED RELEASES IN THE ABSTRACT, ALL BLANK SPACES MUST BE CROSSED OUT.

3. Release the Delivery (pink) copy of the IEIRD to the authorized representative of the importer upon identification. Unlike releasing of Green copy which is on a BATCH basis releasing of Pink must be on a continuing basis.

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To acknowledge receipt of this document, the authorized representative must record the detail of the IEIRD in the Release Logbook created for the purpose and affix his THUMBMARK and SIGNATURE in the space provided for.

The format of the logbook must conform to the format in 1 above and provide space for signature and thumbmark.

Step Three

The Piers and Inspection Division shall:

1. Breakdown the Abstract of Releases received from the Collection Division by CY-CFS, i.e., Abstract of Release Per CY/CFS shall be prepared listing down all shipments to be released. The format shall be as in Step 2 No. and the report shall be secured against insertions as in 2 above. The Abstract shall be faxed to the CY/CFS Operator following agreed upon faxing procedures and authentication protocols.

2. Segregate the Green copies of the IEIRD and place them in ENVELOPES by CY/CFS. These envelopes shall be picked up by the CY/CFS Wharfinger or duly designated Guards twice a day, i.e. 11:00 A.M. & 4:00 P.M. These Green copies shall be the basis of the CY/CFS PID Unit for determining whether or not the operator's gatepass is in order.

Step Four

Upon receipt by the CY/CFS operator of the FAX Message from PID of the Abstract, they must call up the PID on the designated Telephone Number or Radio Channel for confirmation of the abstract details.

Step Five

Upon presentation by the importer or his representative of the Pink copy of the IEIRD, the CY/CFS operator shall check if said release is also included in the Abstract received in Step 4. If included, prepare Gatepass upon compliance with CY/CFS terms and conditions for release and send by official courier to wharfinger's office, a copy of the gatepass.

Step Six

Upon receipt of the gate pass from the importer, the PID CY/CFS Unit shall compare the details appearing therein both against the Green copy of the IEIRD and gatepass received from the CY/CFS operator. If the information matches, allow delivery and retain Pink copy of IEIRD. The following day the PID CY/CFS Unit shall forward all Pink and Green Copy of IEIRD, and CY/CFS Gatepass to PID for post audit.

Step Seven

Result of daily post audit by PID shall be forwarded to the Office of the Commissioner (Attn: Special Assistant for CY/CFS Operations).

This Order shall take effect on August 09, 1995.

Adopted: 05 Aug. 1995

(SGD.) GUILLERMO L. PARAYNO, JR.
Commissioner

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