

**[BOC CUSTOMS MEMORANDUM ORDER NO. 13-
2010, March 16, 2010]**

**PROCEDURES FOR THE IMPLEMENTATION OF E2M CUSTOMS
SYSTEM-PHASE 4 INFORMAL ENTRY OF COMMERCIAL GOODS IN
ALL CUSTOMS SEA PORTS NATIONWIDE**

1. Objectives

1.1 To Implement the Electronic to Mobile (E2M) Customs System-Phase 4: Informal Entry for Commercial Goods in all Customs Sea Ports Nationwide.

1.2 To provide detailed instructions to declarants, brokers, importers, warehouse operators, shipping lines, forwarders, transit storage facilities, authorized agent banks (AABs), accredited Value-Added Service Providers (VASPs), government agencies issuing licenses and clearances, the concerned Department of Finance (DOF) offices issuing Tax Exemptions and Tax Debit Memos and personnel of the Bureau of Customs (BOC) on the customs clearance processes to be observed under Informal Entry of E2M Customs System Phase 4.

1.3 To effect smooth transition from the current manual procedures to the intended customs procedures under the e2m Customs System.

2. Scope

The following components of the E2M Customs System must have been implemented at the time of Informal Entry implementation:

- Client Profile Registration System (CPRS)
- Electronic Manifest System (EMS)
- Payment Abstract Secure System version 5.0 (PASS5)
- Other Settlement Modes (OSM) consisting of Tax Exemptions
- On-line Release Systems (OLRS)
- License and Clearance System (LCS) for government agencies that are already connected to the National Single Window

Separate Customs Memorandum Orders (CMOs) shall be issued for Informal Entry Shipments of Personal Effects of Single consignment or consolidated shipments.

3. General Provisions

3.1 Lodgement of Declarations

3.1.1 Informal Entry Declarations must be lodged electronically using the Single Administrative Document (SAD) of the E2M Customs System.

3.1.2 E2M Customs System shall allow the shipment to be declared under Informal Entry if the following criteria are met:

- Total Customs Value is now below US\$500
- Total Gross Weight is less or equal 300 kilograms
- Total Number of packages is less or equal 12
- The shipment volume is less or equal one (1) cubic meter
- The consignee is registered in CPRS as an individual entry

3.1.3 All informal entry declarations have to be lodged through the VASPs. The printed copy of the SAD in the required number of copies and all other supporting documents must be submitted to the BOC.

3.1.4 Only Customs Brokers and consignees registered with CPRS pursuant to CMO 39-2008 shall be allowed to submit informal entry declarations in E2M Customs System through the VASP.

3.1.5 The consignee may register himself as a Once-A-Year Importer in accordance with CMO 44-2009 titled "CPRS Registration of Once-A-Year Importer (Previously First and Last Importation Scheme)".

3.1.6 If an exemption is claimed under Section 105 of the Tariff and Customs Code of the Philippines (TCCP), such exemption code should be part of the allowable list in Annex A-"Additional Codes referring to Section 105 of the TCCP that are acceptable for use in Informal Entry".

3.1.7 Shipments that do not qualify for Informal Entry under the above criteria shall be lodged under Formal Entry

3.2 Licenses, Clearances and Permits

3.2.1 The consignee/Customs broker is required to secure licenses or permits for the covered commodities before the electronic lodgement of import declarations, otherwise the system will reject the lodgement of the import declarations.

3.2.2 Separate CMOs may be issued to cover the particular procedure to be followed by the consignee in acquiring the electronic license or permit in each of the E2M Customs-ready issuing agency.

3.2.3 For license and clearance issued by government agencies that are not yet connected to the NSW or not yet E2M Customs-ready, the same shall be processed in the current procedure of tagging the import declaration into the SELECTED channel to enable the verification of the license or clearance by the BOC examiner.