

[BOC CUSTOMS MEMORANDUM ORDER NO. 2-2001, February 14, 2001]

PROCEDURES GOVERNING THE RELEASE OF CARGOES FROM OFF-DOCK CY/CFS UNDER ACOS OLR'S SYSTEM

I. Objectives

1. To implement the ACOS based Off-Dock OLR'S system.
2. To provide a more secure transmission of:
 - a. electronic cargo release instructions from ACOS OLR'S system to the OLR'S system of the Off-Dock CY/CFS operators;
 - b. electronic acknowledgment receipts from the OLR'S system of the CY/CFS Off-Dock operators to the ACOS OLR'S system.
3. To prevent unauthorized releases of goods stored at the CY/CFS Off-Dock operator.
4. To provide reports/information for cargo inventory purposes therefor.

II. Scope

This procedure shall govern all shipments, under consumption entries, for delivery by Off-Dock CY/CFS supervised by MICP and POM.

III. General Provisions

A. Glossary of Terms

ACOS - Automated Customs Operations System
AMPP - Automated Matching of Payments and Payables
BOC - Bureau of Customs
CY/CFS - Container Yard/Container Freight Station
DTI - Direct Traders Input
EDI - Electronic Data Interchange
EEC - Entry Encoding Center
FED - Formal Entry Division
IEIRD - Import Entry and Internal Revenue Declaration
MICP - Manila international Container Port
OLRS - On Line Release System
PID - Piers and Inspection Division
POM - Port of Manila

SAD - Single Administrative Document
VAN - Value Added Network service provider

B. Bureau of Customs

- Provides the Off-Dock CY/CFS operator with an electronic release instruction that contains data to identify the shipment, together with the declaration registration number;
- An electronic release instruction shall be transmitted in encrypted electronic message form to Off-Dock CY/CFS operator through the EDI gateway;
- Only messages whose examination flags have already been lowered shall be transmitted to Off-Dock CY/CFS operator;
- Examination flag shall be lowered by a duly designated Off-Dock OLRs officer at the FED of the concerned port.

C. Off-Dock CY/CFS Operator

- Receives ACOS OLRs transmitted cargo release messages and transmits corresponding acknowledgment receipts through its duly designated VAN service provider which provides security therefor;
- Submits a daily report of cargo releases to BOC in electronic form containing:
 - Entry/Permit Number
 - Broker Name
 - Registry Number (Manifest Number)
 - Bill of Lading Number
 - Gatepass Number, Date and Time Issued
- Maintains an audit log of all systems activities, on line for three (3) months, retrievable from offline storage for one (1) year;
- Offloads release messages, acknowledgment receipts, revision notices, and processing logs into a backup device at the end of each day. Said backup to be safe kept within its premises;
- Contract and maintain a data safekeeping service that shall collect and store the release and acknowledgment messages in its original form and encrypted using two (2) encryption keys, one known only to BOC and one known only to the Operator;
- Shall make available to BOC all systems and application logs upon demand;
- Shall formally inform BOC prior to any alteration/modification to their OLRs system.

D. Common

- The data being kept by the safekeeping service shall be the basis for resolving discrepancies between ACOS and Off-Dock CY/CFS operator received release messages. In cases where these discrepancies consequently release in

questionable delivery, the appropriate procedure for investigation and resolution that shall apply should conform to pertinent existing BOC rules and regulations;

- The following are the location codes to be used in Box #30 of the IEIRD/SAD:

C01 - Circle Freight	C07 - R.V. Marzan
C02 - Dassad	C08 - Transorient
C03 - Del Bros	C09 - United Terminal Services
C04 - Ocean Link	C10 - Pac-Atlantic
C05 - Orient	C11 - 8R Flanders
C06 - PCIC	C12 - ConPac

- Copies of entry declaration/permit shall be distributed in accordance with existing rules and regulations.

IV. Operational Provisions

A. Cargo Release Procedure

1. The Importer/Declarant/Broker shall prepare the import entry declaration in accordance with the provisions of CMO 1-96A re: Revision of CMO 1-96 on the Use of the Revised IEIRD. For purposes of OLRs implementation, Box #30 shall be filled up with the correct location code of the concerned Off-Dock CY/CFS operator;

Upon implementation of the IEIRD, the same together with other supporting documents, shall be submitted to EEC for encoding to ACOS.

In case of EDI/DTI lodgment, encoding of entry declaration shall be done by the importer/ broker using their own EDI/DTI facility.

2. The EEC shall encode the declaration in ACOS based on the submitted IEIRD.
3. The BOC ACOS system shall assess duties and taxes due and assign selectivity channel/lane to the shipment/entry.
4. The following assessment, payment and cargo release procedures shall be observed accordingly;

4.1 For Green Lane Entry- Upon matching of the payment and the assessed duties and taxes {through AMPP}, a cargo release instruction shall be generated by the ACOS Off-Dock OLRs system and a corresponding electronic release message shall be transmitted to the OLRs system of the concerned Off-Dock CY/CFS operator through the EDI facility.

4.2 For Yellow Lane Entry-The concerned FED assessment personnel shall conduct documentary examination of the shipment and finally assess the duties and taxes due in IEIRD and ACOS.

In case there is need for additional duties and taxes to be made by the importer/broker, the existing procedure for additional payment shall be