

**[ PEZA MEMORANDUM ORDER NO. 2005-003,  
September 01, 2005 ]**

**GUIDELINES ON THE OPENING AND EXAMINATION OF IMPORT  
SHIPMENTS IN SEALED CONTAINERS OF ECONOMIC ZONE  
EXPORT-PRODUCER ENTERPRISES**

Memorandum Circular no. 2005-017 issued on 30 March 2005 reminds economic zone export-producer enterprises that import shipments in sealed containers should be opened only in the presence of PEZA and Bureau of Customs officials.

To prevent any delays in the opening of import shipments in sealed containers of economic zone export-producer enterprises, the following guidelines are hereby prescribed:

1. PEZA Enterprise Assistance Department (EAD) Officers and/or personnel shall supervise the opening and examination of import shipments in sealed containers from 8:00 a.m. to 5:00 p.m. during weekdays.
2. In addition, upon the prior written request of economic zone export-producer enterprises, PEZA-EAD Officers and personnel shall make themselves available to supervise the opening and examination of import shipments in sealed containers beyond regular working hours on weekdays, as well as during weekends and holidays.

Written requests for PEZA-EAD supervision of the opening and examination of import shipments in sealed containers beyond 5:00 p.m. on any weekday should be submitted to the PEZA-EAD no later than 3:00 p.m. of the same day. For the opening and examination of import shipments in sealed containers during a weekend and holiday, the written requests should be submitted to the PEZA-EAD on or before 3:00 p.m. of the Friday or working day preceding the weekend or holiday, respectively.

The Request Form may be downloaded from [www.peza.gov.ph](http://www.peza.gov.ph).

3. As much as possible, PEZA-EAD should fully supervise the opening and examination of all import shipments in sealed containers. However, where this is not possible, based on a selectivity criteria developed for economic zone export-producer enterprises, and/or information received regarding specific import shipments, the PEZA-EAD may waive supervision of the opening and examination of import shipments in sealed containers.