

**[BOC Customs Memorandum Order No. 10-2015,
April 10, 2015]**

MANDATORY SUBMISSION OF MANIFESTS FOR AIR CARGO

*Adopted: 10 April 2015
Date Filed: 14 April 2015*

A. General Provisions

A.1 Effectivity

A.1.a This CMO is effective on May 11, 2015. Beginning then, all manifests for Air Cargo must be filed electronically with the Bureau of Customs, following the procedures laid out in this Customs Memorandum Order.

A.2 Definitions

A.2.a Electronic Inward Foreign Manifest (e-IFM) - the electronic list of House Airway Bills and/or Master Airway Bills which contain information about the cargo arriving on a flight.

A.2.b Electronic Consolidated Cargo Manifest (e-CCM) - the electronic list of House Airway Bills and/or Master Airway Bills which contain information about the cargo covered by a Master Airway Bill. This list is filed for each Master Airway Bill consigned to an airline, an air express operator, an air freight forwarder, or a de-consolidator.

Only a House Airway Bill has an ultimate consignee. Master Airway Bills do not have ultimate consignees. See Appendix A for an illustrative example.

A.2.c VASP - Value Added Service Provider accredited by the Bureau of Customs (Intercommerce, Cargo Data Exchange Center (CDEC), and e-Konek)

A.3 Airlines, Air Express Operators, Airfreight Forwarders, De-consolidators must be accredited with BOC as per CMO 39-2008.

B. Submission of Flight Schedules, Updating of Actual Flight Arrival, Updating of Last Discharge

B.1 Airlines and air express operators shall submit flight schedules to the Aircraft Operations Division of the Customs office of the airport to which the flight shall arrive at least one month in advance. The required

submission of the advanced flight schedule shall contain the following information:

B.1.a The name of the airline (Example: Philippine Airlines)

B.1.b The flight number of arriving aircraft (Example: PR 101)

B.1.c The assigned BOC Manifest Number following the format XXANNNN-YY where:

- i. XX - BOCs assigned airline prefix
- ii. A- Flight category
 - A - Regular Flight
 - B - Extension of A in case number Series for the year exceeds 9,999
 - D - Delayed Flight
 - E - Extra/ Additional Flight
 - S - Special Flight
 - U - Unscheduled Flight
- iii. NNNN - The Nth international arrival of a particular airline for the given year
- iv. YY - Last two digits of the current year
- v. Example: PRA0001-15 is the Manifest Number of
 - a. Philippine Airline flight,
 - b. with a flight category of 'regular', and that this is
 - c. the first international arrival of the airline for
 - d. the year 2015.

B.1.d The Estimated Date and Time of Arrival. The format for the date is: DD/MM/YYYY. The format for the time is HR:MM and should follow the 24-hour clock convention.

B.1.e Name and signature of the authorized representative from the airline and air express operator.

B.1.f Date and time of submission.

B.1.g Printed name and signature of Aircraft Operations Division's receiving personnel

B.2 The Aircraft Operations Division shall then encode the respective Estimated Times of Arrival (ETAs) in BOC's E2M System as soon as the flight schedules are submitted by the airlines and air express operators. This is a necessary prerequisite to allow the airlines and AEOs to submit e-IFMs as prescribed by this order. Soft copies of the flight schedules shall also be furnished to the VASp's.

B.3 On the date of the arrival of the aircraft, the Aircraft Operations Division shall record in E2M the actual date and time of the aircraft's arrival.

B.4 The Deputy Collector for Operations shall update the e-IFM for the actual date of last discharge.

B.5 The Deputy Collector for Operations can assign the abovementioned Aircraft Operations Division functions to Customs personnel of other

offices. In those cases, the assigned personnel from other offices shall perform the tasks required of the Aircraft Operations Division.

C. Submission of e-IFM by Airlines or Air Express Operator

C.1 Submission of e-IFMs and e-CCMs are done through the facility of BOC accredited Value Added Services Providers.

C.2 Airlines or Air express operators should submit an e-IFM for every flight arrival. For each house bill and master airway bill, the following fields must be filled in:

C.2.a Customs Port of Discharge (see attached List of Port Code)

C.2.b Manifest Number

C.2.c AWB Number)

C.2.d BL Type (i.e., MAWB or HAWB or AWB)

C.2.e BL Nature (23-Consumption, 24-Transshipment): if not known, just fill 23-Consumption. Erroneous filling in of this field will not have any impact on entries to be filed using the BL, nor incur any penalties.

C.2.f Name of Supplier/Shipper

C.2.g Address of Supplier/Shipper

C.2.h Name of Importer/Consignee

C.2.i Address of Importer/Consignee

C.2.j Name of Notify Party (if none, indicate the name in C.2.h)

C.2.k Address Notify Party (if none, indicate the address in C.2.i)

C.2.l Port of Loading

C.2.m Port of Unloading or Port of Discharge

C.2.n Type of Packages

C.2.o Total Number of Packages/Quantity

C.2.p Total Gross Weight (in kilograms)

C.2.q Specific Description of the Goods (except for MAWB with multiple HAWB's)

C.2.r Marks and Numbers (can also be used as extension of 4.17)

C.2.s Declared Value of the Goods (in USD)

C.2.t Freight Charges (in USD)

C.2.u Handling information, if indicated only in the AWB / MAWB otherwise this is the only field allowed to be left blank

Filers are advised to take extra care as the fields are case and values sensitive. Subsequent revisions in the data may require a formal amendment process which may result in processing delays as well as the incurrance of penalties.

C.3 Upon filing of e-IFM, the following points will be verified by BOC's E2M System:

C.3.a completeness of prescribed fields

C.3.b ETA was encoded by Aircraft Operations Division

C.3.c Accreditation of the airline or air express operator.

Upon verification, the status in the E2M system will be tagged "stored".

C.4 The filer must submit the e-IFM by clicking the 'register' box in the E2M

interface prior to the cut-off time. Once accomplished, all the waybills filed as part of the e-IFM will automatically be “validated”.

D. Submission of Consolidated Cargo Manifest by Airline, Air Express Operator, Air Freight Forwarder, or De-Consolidator

- D.1 Once an e-IFM reaches “validated” status, the consignees of each Master Airway Bill can file an e-CCM.
- D.2 For each house bill and master airway bill, the filer must fill in all the fields listed on Section C.1 above.
- D.3 Filers of e-CCM must provide information on the gross weight per house airway bill.
- D.4 The E2M system will compare the sum of the gross weights of all the airway bills which are covered under the same Master Airway Bill. The sum of the gross weights of the airway bills which form part of the e-CCM must equal the gross weight of that particular e-CCM.

E. Timelines

- E.1 The cut-off time for the submission of the e-IFMs are as follows:
 - E.1.a If the Port of Loading is in Asia, submission time is upon arrival of the aircraft; and
 - E.1.b If the Port of Loading is other than Asia, submission time is four (4) hours before the aircraft arrival.
- E.2 If an airline or an express operator submits the e-IFM after the cut-off time, it will be considered a late submission and there will be a penalty of Php10,000.00 (Ten Thousand Pesos).
- E.3 Procedures to be followed for the filing if an e-IFM after the cut-off time are described in Section G.
- E.4 The cut-off time for the submission of the e-CCM are as follows:
 - E.4.a If the e-IFM is submitted by the cut-off time, cut-off time for e-CCM submission by the airlines, air express operators, air freight forwarders and de-consolidators in the E2M System is one hour after the aircraft’s actual arrival.
 - E.4.b If the e-IFM is submitted late, the e-CCM shall be accepted without penalty provided that the time of submission in BOC EZM System shall not exceed 24 hours after the e-IFM is registered by the Office of case e-IFMs are not validated on in time (example. due to system errors or due to late encoding of date of last discharge)
- E.5 Procedures to be followed to file e-CCM after the cut-off time are described in Section I.

F. Supplemental e-IFM

- F.1 A supplemental e-IFM should be filed for cargo which:

F.1.a Arrives aboard a plane for which an e-IFM has already been submitted, and

F.1.b Was not covered by either master or house airway bills that were part of the e-IFM which was submitted.

F.2 Procedures for filing a supplemental e-IFM:

F.2.a The airline or air express operator files the supplemental e-IFM through VASPs.

F.2.b The airline or air express operator then sends a formal request to the District Collector asking for the approval of the supplemental e-IFM.

F.2.c Upon approval of the District collector, the Office of the Deputy Collector for Operations will directly validate the way bills of the supplemental e-IFM. At this point, the updated e-IFM, which includes original and supplemental information, will now be accessible for the filing of entries for House Airway bills, and the filing of e-CCMS for Master Airway bills.

F.3 Timelines

F.3.a Provided an e-IFM has been filed, a supplemental e-IFM may be submitted without penalty up to the 24 hours after the cut-off time for the e-IFM mentioned in Section E.1 above.

F.3.b Any cargo not covered by an e-IFM or supplemental e-IFM within the timeline in Section F.3.a. will be considered un-manifested articles/items and will be subject to the rule described in Section H.

G. Late submission of the e-IFM

G.1 Submissions of e-IFM beyond the timeline stated in Section E above shall be considered "Late"

G.2 The procedures for late submissions are as follows:

G.2.a The airline or air express operator files an e-IFM through the VASPs.

G.2.b The airline or air express operator then sends a formal request to the District Collector asking for the approval of the late e-IFM.

G.2.c The District Collector decides whether to charge penalties. If the failure to submit on time is caused by lapses on the part of BOC (e.g. Down servers, inaccessible portals, lack of 24/7 facility) may be waived.

G.2.d Once the late e-IFM is approved by the District Collector, the Office of the Deputy Collector for Operations will directly validate the way bills of the e-IFM. At this point, the e-IFM will be accessible for the filing of entries for House Airway bills, and the filing of e-CCMS for Master Airway bills.

G.3 Late filing of e-IFM will not be accepted within eight (8) government working hours after the actual arrival of the aircraft. Beyond that, all the cargo on the flight will be considered un-manifested articles/items and will be subject to the rule described in Section H below.