

**[ BOC CUSTOMS MEMORANDUM ORDER NO. 23-2014, October 29, 2014 ]**

**TAGGING OF ARRIVAL AND DATE OF LAST DISCHARGE IN e2m  
FOR ALL VESSEL AND AIRCRAFT ARRIVALS FOR WHICH AN  
ELECTRONIC MANIFEST HAS BEEN FILED IN e2m**

*Adopted: 29 October 2014  
Date Filed: 03 November 2014*

1. CMO 22-2014 is repealed and replaced by this CMO.
2. The requirements of this CMO apply only to vessels or aircraft for which an electronic manifest has been filed in the e2m system.
3. Section 7 of this CMO is effective immediately. Sections 1-6 and 8 of this CMO are effective on 1 November 2014.
4. Every port and sub-port shall have a responsible officer who must tag the arrival and discharge of shipments in the e2m system for every vessel or aircraft which arrives in that port or sub-port. This requirement to tag the arrival and discharge of shipments in the e2m system applies only to vessels or aircraft for which an electronic manifest has been filed in the e2m system.
  - a. If a port or sub-port has a Piers Inspection Division, the responsible officer shall be the head of the Piers Inspection Division.
  - b. If a port or sub-port does not have a Piers Inspection Division, the responsible officer shall be the head of the Port Operations Division, Bay Service Division, Aircraft Operations Division, or other analogous units.
  - c. If a port or sub-port does not have any of the units described in Sections 2.a and 2.b, then the responsible officer shall be designated by the District Collector or Sub-Port Collector.
  - d. If there is no responsible officer as described in Sections 2.a to 2.c, then the District Collector or Sub-Port Collector shall be the responsible officer.

All references to "responsible officer" in this CMO shall be to the responsible officer as defined in this section of this CMO.

5. Within three hours of the arrival of any vessel or aircraft in any port or sub-port, the responsible officer shall tag the registry number for that vessel or aircraft arrival as "arrived" in the e2m system. If the vessel or aircraft arrives outside of normal office hours or during a time that e2m is not accessible, this may be done within the first three hours of the following working day, provided that under no circumstances should this be done more than 48 hours after the arrival of any vessel or aircraft in any port or sub-port.

6. Within three hours of the completion of discharge of shipments from any vessel or aircraft in any port or sub-port, the responsible officer shall update the "date of