

**[CUSTOMS MEMORANDUM ORDER NO. 23-2002,
MAY 23, 2002, May 23, 2002]**

FILING OF IMPORT ENTRY

In some cases investigated by the CIIS it was established that in the logbook being kept by the Entry Processing Unit of the Port concerned, only the number of Import entry, the time it was filed and the name of the brokerage firm are indicated. The name(s) of the person, who is either the representative of the brokerage firm or the importer himself, who personally filed the entry was obviously omitted in the logbook.

Consequently, the brokerage firm could easily deny that the person who filed the entry is not its personnel and that the brokerage was used without its authority or knowledge.

To stop this practice, you are hereby instructed to require the person(s) filing the Import Entry, whether consumption, Informal or Warehousing, to indicate in the logbook his/her complete name and position in the company and to affix his/her signature opposite the name.

Violation of this Order shall be a ground for disciplinary action.

For strict compliance.

23 May 2002.

(SGD.) ANTONIO M. BERNARDO
Commissioner

