

**[ BOC (DOF) CUSTOMS MEMORANDUM ORDER NO.  
20-93, June 22, 1993 ]**

**MODIFICATION OF RULES AND REGULATIONS ON THE  
SUBMISSION OF THE INWARD FOREIGN MANIFEST**

Pursuant to Section 608 of the Tariff and Customs Code, the current rules concerning the submission and acceptance of an Inward Foreign Manifest for all cargoes carried into a port by vessels coming from a foreign port, are hereby modified accordingly, as follows:

**I**

**Objectives**

1. To make available to the different offices of the Bureau the most accurate data and information concerning a vessel and its cargoes at the earliest possible time;
2. To simplify and clarify the procedures on the submission of IFM.

**II**

**Operational Provisions**

1. In addition to the Inward Foreign Manifest (IFM), the master/agent of the vessel shall also submit to the Customs Boarding Officer a complete set of the Stowage Plan for all cargoes/containers, with all pages thereof signed by said master/agent. For break bulk operators, submission of stowage plan is optional.
2. Cargoes/containers not listed in the IFM but are otherwise recorded in the Stowage Plan shall be covered by a Supplemental Manifest which shall be submitted not later than five (5) working days from date of last discharge;
3. For cargoes/containers not listed in the IFM and Stowage Plan, a Supplemental Manifest submitted within twenty-four (24) hours from date of last discharged shall be accepted as a matter of course. If submitted beyond the 24-hour period, the same shall be accepted upon the approval of the District Collector or his authorized representative, without prejudice to administrative sanctions; and
4. Supplemental Manifests shall be received at the Piers and Inspection Division (PID) during working hours/days or, at any time, by the Inspector-on-Board, Guard-on-Board or Boarding Officer, who shall then forward the same PID within two (2) working hours. PID shall in turn transmit the same to the Entry Processing Divisions (EPD) within one working hour from receipt thereof.

**III**

**ADMINISTRATIVE PROVISIONS**