

**[BOC Customs Memorandum Order No. 31-2015,
September 15, 2015]**

**REVISED RULES AND PROCEDURES FOR THE PROCESSING OF
IMPORTER OR CONSIGNEE'S REQUEST FOR AMENDMENT OF BILL
OF LADING (BL) AND AIRWAY BILL (AWB)**

*Adopted: 15 September 2015
Date Filed: 21 September 2015*

By the authority vested in me under Section 608 of the TCCP, the following rules are hereby promulgated:

Section 1. Objectives. The following rules and procedures for the amendment of a Bill of Lading and Airway Bill (AWB) are issued hereunder for the following purposes:

- a. To streamline and facilitate the processing of requests for amendment of BL and AWB; and
- b. To provide transparent procedures for amending the BL and AWB and to ensure compliance with relevant customs rules and procedures.

Section 2. General Provisions

- a. All BL and AWB which subject to amendment must first be validated by the shipping line, airline, freight forwarder or consolidator concerned.
- b. The E2M prohibits the amendment of data elements as follows:

- Nature of BL or AWB,
- Consignee's name, and
- Consignee's address.

In case there is a request for change of the nature of the BL or AWB, consignee's name or consignee's address, the consignee, shipping line, airline, freight forwarder or consolidator concerned shall submit the amended BL or AWB in the E2M to replace the incorrect one.

- c. Modification of 'validated' BL or AWB is limited to certain data fields such as:
 - Type of BL (HBL/MBL),
 - Universal Consignee Reference (UCR),
 - Container Number
 - Total Containers,
 - Modification of container size (20/40/45),
 - Status (FCL/LCL),