

**[BOC CUSTOMS MEMORANDUM ORDER NO. 4-97,
January 28, 1997]**

**REMOTE LODGEMENT OF IMPORT ENTRIES USING ACOS DIRECT
TRADER INPUT FACILITY**

I

Objectives

- 1.1 To further facilitate the import clearance process by providing remote lodgement of entries from office premises of Clients to the Bureau of Customs.
- 1.2 To promote a "paperless" procedure in entry processing.
- 1.3 To minimize encoding at the Entry Encoding Centers.
- 1.4 To implement best Customs practices.

II

Scope

- 2.1 This Order shall be applicable to all ports with an Automated Customs Operation System (ACOS) already operational and with Designated Examination Areas in place.
- 2.2 Only entries electronically lodged to BOC thru the Direct Trader Input project by selected Clients are covered.

III

General Provisions

Considering the need to further facilitate legitimate trade and enhance current Customs Import Clearance Process through modern technologies, the Direct Trader Input (DTI) shall be implemented to provide for acceptance of electronic lodgement of import entries from remote offices of Clients.

3.1 Accreditation of Authorized DTI Users

DTI service shall be made available to shipments of accredited importers. An importer must avail of the services of an accredited customs broker, customs brokerage companies or partnership who would be issued password to transact with the Bureau via DTI.

A broker shall be issued a password for each accredited importer that he services.

An application must be submitted for each Broker-Importer relationship.

Accreditation shall be based both on the importers and the brokers track record of clean and honest dealing with the Bureau.

3.2 DTI Review Board

Due to the communication facility limitation, the number of DTI participants will be regulated.

A review board shall be formed having the responsibility of reviewing applications for inclusion into the project. The review board shall be composed of the FED Chiefs of the different ports, CIIS Head, and one from the private sector (PCCI). The Commissioner of Customs shall be the chairman of the review board.

3.3 Memorandum of Agreement

The accredited importer and his designated broker must enter into a Memorandum of Agreement with the Bureau defining their responsibilities and providing for a mechanism to pinpoint responsibilities.

3.4 Lodgement

There are two steps involved in lodging entries via DTI. The first step called ENCODING may be done either by the broker or the importer. If the importer will encode, he will be given a password to gain access. The second step is called REGISTRATION. After encoding has been accomplished, the broker, using his own password and inputting the transaction reference number can review the declaration, make necessary corrections and then register the entry. Only Brokers can register the entry. Import entries lodged by Clients (Brokers and Importers) with the Bureau of Customs thru DTI shall be official and binding. The participants shall be responsible for the confidentiality of their passwords. It shall also be the responsibility of participants to submit accurate and true IEIRD. Non-compliance of the above provision shall result in sanctions that may lead to suspension of membership with the DTI project depending on the gravity of the offense.

3.5 Document Submission

Although submission of the IEIRD and supporting documents is not required immediately for Green Lane shipments, the same must be submitted to the Entry Processing Unit, FED, in batches such that all IEIRDs covering Green Lane entries filed for a particular week, must be submitted on the first working day of the following week.

IV

Operational Provisions

4.1 Activities on the Importer/Broker Side