

**[ BOC CUSTOMS MEMORANDUM ORDER NO. 12-97,  
May 07, 1997 ]**

**AMENDMENTS TO SELECTIVITY CMO ON THE IMPORT  
CLEARANCE PROCEDURE FOR ADOPTION WITH AIRPORT  
OPERATIONS**

**1.0**

**Objectives**

- 1.1 To implement ACOS at Ninoy Aquino International Airport.
- 1.2 To utilize current import clearance procedure at the seaports with slight modifications for adoption with airport operations.
- 1.3 To clearly define modifications on the Selectivity procedure.

**2.0**

**Scope**

The provisions of this order shall initially apply to PAIRCARGO shipments. Applicability to shipments entered into the other NAIA CBW's including those of PAL shall be announced in subsequent order.

**3.0**

**General Provisions**

Considering the need to modify current Customs import clearance process of seaports (POM & MICP) as embodied in CMO 18-96 A to D, CMO 32-96 and CAO 6-96 for the subsequent adoption at NAIA airport, the following amendments shall be implemented:

**3.1 Assignment of Composite Teams**

Composite teams shall be detailed at airport warehouses requesting for composite in order to facilitate of cargoes. Composite teams are BOC and private units primarily concerned with import clearance procedures. These are:

**3.1.1 Private encoders**

**3.1.2 Document processors (EPU personnel)**

### 3.1.3 Examiners and Appraiser (FED staffs)

FED staffs concerned with Post Audit procedure for Green Lane entries shall also be detailed at the different warehouses for quick review of documents.

### 3.2 Review and Approval of Additional Payments/Seizure

CMOs 18-96 par. 3.6.1 and 18A-96 par 4.7.3 and 4.7.4 shall be amended as follows:

"Payment of additional customs duty/tax/surcharges resulting from examination of cargoes shall be reviewed and approved by the Deputy Collector for Assessment or her duly authorized representative which are the Special Collectors. Special Collectors shall be detailed at the different airport warehouses and shall be included in the different composite teams as described in 2.1."

### 3.3 Transfer Document from Storage Area to DEA of shipments Under Red Lane Channel

A transfer order document shall be issued to the Importer Representative (IR) which shall be used to move shipments channelled from storage area to DEA. Subsequently, after the conduct of physical examination of the goods, the transfer order document shall serve as the gatepass if initialed by the examining COO3.

### 3.4 Lowering of the Examination Flag

The delivery copy of the IEIRD shall be the document used to lower down the examination flag. The delivery copy must reflect the results of the physical examination done on the particular shipment by the examining COO3 (i.e. no discrepancy found, for additional payment, etc.).

Whenever an Importer Representative (IR) presents the blue copy of the IEIRD along with the appropriate gatepass, it is the responsibility of the Warehouse Gatekeeper to verify in the OLRS the selectivity color of that particular shipment (Green, Yellow, or Red). If the channel in the OLRS indicates "RED", the Warehouse Gatekeeper must verify from the Delivery copy of the IEIRD officially transmitted to them that the examination has been conducted and the flag subsequently lowered. Please refer to the prescribed release procedure under "Annex A".

### 3.5 Payment of Additional charges

Payment of surcharges resulting from documentary or physical examination shall be done at the Collection Division of the particular warehouse.

### 3.6 Payment of Importation Utilizing Other Payment Schemes

Payment of importation using deferred payment, cash bonds, and as well as cases under tentative releases shall first be processed at Collection Division (CD) of NAIA Customhouse. Fees for tentative releases initiated by BOC/FED staffs shall also be paid at CD.