



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

16 May 2016

**MEMORANDUM**

To :                   **The District Collectors**  
                          **The Deputy Collectors for Operations**  
                          **The Value Added Service Providers**  
                          **The Arrastre Operators**  
                          **The CY-CFS Operators**  
                          **The Airport Warehouse Operators**  
                          **All Others Concerned**

Subject :           **Manual Processing of PEZA Transshipment Applications**

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Further to the Memorandum of the Commissioner of Customs dated 1 February 2016 with subject Approval of Manual Process of PEZA Transshipment Entries and in line with the verbal instructions of the Commissioner given during the dialogue with the Chamber of Customs Brokers Inc. on 12 May 2016, the public is hereby informed of a slowdown in the E2M Customs System. As such the following procedure shall be observed in the filing, processing and approval of PEZA Transits/Transshipments until further orders from this office.

1. Transit/Transshipment applications shall be filed electronically with an accredited VASP.
2. The receiving VASP shall store application locally and not send data to current BOC E2M Server.
3. The Declarant shall print a copy of the application, attach the currently required supporting documents, including the PEZA Import Permit for manual processing by both PEZA and Customs.
4. The office of the Deputy Collector for Operations shall maintain a record of all manual release T-SAD to ensure that these are monitored, completely processed and tagged paid once processing can be done in E2M System.

Rest assured that the Bureau is addressing the cause of the slowdown and taking corrective measures which includes migrating the E2M Customs System to a multi-core virtual computing environment.

For strict compliance.

  
**ALBERTO D. LINA**

Commissioner



Bureau of Customs  
ALBERTO D. LINA  
Commissioner



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