

April 17, 2023

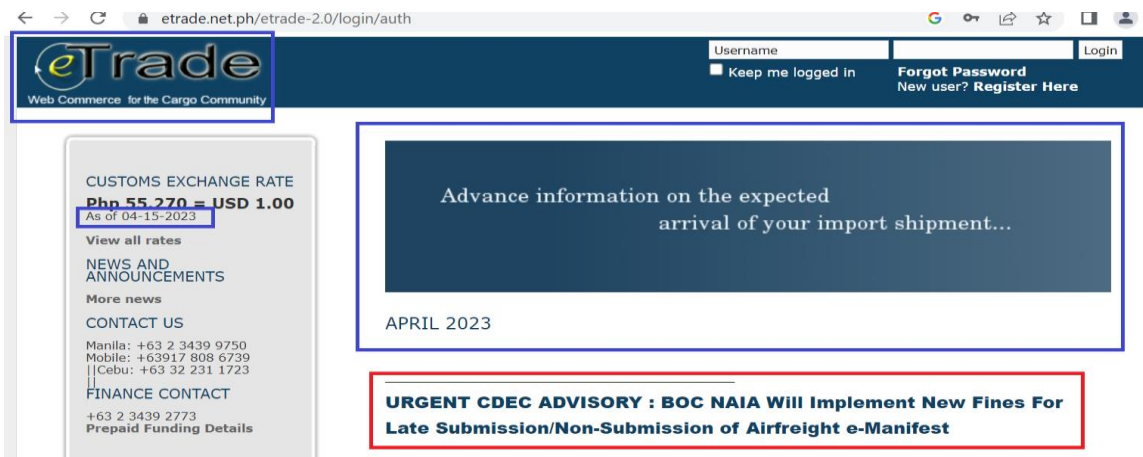
FOPS23_003

Dear Valued Client's /Agents/Concerned Party,

Good day!

Thank you for your usual support & cooperation to MIFFI.

Please be advise of the **STRICT IMPLEMENTATION OF PENALTY based on CAO 15-2020**
re LATE MANIFEST SUBMISSION: FOR AIR SHIPMENT



The screenshot shows the eTrade website interface. The top navigation bar includes the eTrade logo, a search bar, and login options. A sidebar on the left contains links for 'CUSTOMS EXCHANGE RATE', 'NEWS AND ANNOUNCEMENTS', and 'CONTACT US'. The main content area features a blue box with the text 'Advance information on the expected arrival of your import shipment...' and a red-bordered box containing the 'URGENT CDEC ADVISORY : BOC NAIA Will Implement New Fines For Late Submission/Non-Submission of Airfreight e-Manifest'.

APRIL 2023

URGENT CDEC ADVISORY : BOC NAIA Will Implement New Fines For Late Submission/Non-Submission of Airfreight e-Manifest

Please be informed that BOC NAIA will implement effective immediately the penalty provision for late e-manifest submission/non-submission of airline and air freight forwarder as stipulated in CAO-15-2020 (Subject: SUPERVISION AND CONTROL OVER VESSELS AND AIRCRAFTS)

The specific provision is:

Section 8.8 Failure to Supply Advance and Requisite Manifests. Failure to transmit the electronic manifest within the required time prescribed by this CAO prior to arrival of the carrying Vessel or Aircraft at the Port of Entry shall make the owner, Operator, or agent of the Vessel or Aircraft liable for the following fines:

- 8.8.1 First offense - One Hundred Thousand Pesos (100,000.00)**
- 8.8.2 Second Offense - Two Hundred Thousand Pesos (200,000.00)**
- 8.8.3 Third Offense - Three Hundred Thousand Pesos (300,000.00)**

This policy was confirmed this afternoon during CDEC meeting with the BOC NAIA Deputy Collector for Operations.

As additional guidance, CAO-15-2020 also stipulates in (Section 7.1.2.)

With this, **HUGE AMOUNT OF PENALTY**, we are requesting from your good office to align on MIFFI TOP MANAGEMENT directions for guidelines/timeline & conditions that need to be followed by all agents of MIFFI in origin/overseas abroad, to avoid LATE SUBMISSION OF AIR CARGO MANIFEST in BOC system.

Failure to follow below guidelines/timeline/conditions, MIFFI will not be liable on any Penalty & other claim incidental charges for particular shipment's.

Origin	Email advise of Agent/Freight Forwarder (for an INITIAL SHIPMENT BOOKING) to MIFFI	Email advise of Agent/Freight Forwarder (for an FINAL SHIPMENT BOOKING) to MIFFI	Send Draft Shipping docs to MIFFI	Send FINAL Shipping docs to MIFFI	Preferred ETA PHILIPPINES (PHILIPPINE TIME) AIRLINES LISTED ATTACHED	NO ETA TO PHILIPPINES (BEYOND) PHIL.TIME	Freight Forwarder Cut-off for submission of Manifest in BOC system	ETA TO PHILIPPINES (AIRLINES NOT LISTED)	NO ETA TO PHILIPPINES
Within Asia	Before Booking to Airline	Upon received Booking Confirmation from Airline	1 day before ETD even no GW/CW/Pcs	4 hrs before ETD	1000H-1600H	1601H	1 Hour before ETA	1200-1400H	SATURDAY & SUNDAY & HOLIDAY'S
Outside Asia	Before Booking to Airline	Upon received Booking Confirmation from Airline	1 day before ETD even no GW/CW/Pcs	24 hrs before ETD	1200H-1600H	1601H	4 hours before ETA	1200-1400H	SATURDAY & SUNDAY & HOLIDAY'S

REMARKS:	If there's weekend/holidays shipment, need to assign manpower to do/submission of manifest in BOC system (with additional Handling fee)
	For Weekend & Holiday's not all airline offices, has assign Customer service to assist for any support required from their side like REGISTRY#
	For Weekend & Holiday's , sometimes for Offloaded/partial shipment, Updated Registry # must be coordinated to airline to have a validated manifest, thus need to assign manpower for 24 hrs.
	If in case Airline failed to submit Manifest on time & some waybills consign to MIFFI, Airline didn't pay any complaints of ultimate client for some additional charges like warehouse storage fee & others

AIRLINE WITH ADVANCE INFORMATION FOR REGISTRY#			
1	QF	8	KE
2	BR	9	KL
3	CI	10	EY
4	EK	11	CX
5	JL	12	UA
6	NH	13	GF
7	SQ	14	TG
Except : For Offloaded/Partial shipment as Updated Registry# will be coordinated to specific airline & it takes time			

IMPORTANT NOTICE :

AIR SHIPMENT TO PHILIPPINES: Please send complete Pre-alert docs in advance before shipment ETD given timeline, for us to prepare manifest lodgment, avoid Late Manifest, Amendment, Late I.P/Etaps lodgment & other unnecessary charges including Fines/Penalties. We must receive PRE-ADVISE email of your shipment before you book to airline as we need to check if consignee here in Philippines has an updated permit/BOC Accredited Importer and aware of said shipment for their green light approval as well, as some clients avoid extra storage charge for weekend arrival shipment, with that information of Pre-advise we will be expecting shipping documents from your company. Your advance information is highly appreciated.

UPON SENDING PRE-ALERT : NEED COMPLETE SHIPPING DOCUMENTS (**MAWB, HAWB, INVOICE,PACKING LIST). MUST HAVE CORRECT HS CODE IN THE AWB.**

Send to this email address: imp.air.group@miffi.com.ph

PLEASE ENSURE CORRECT: ITEM DESCRIPTION, MARKS & NUMBER, TOTAL NO. OF PACKAGES, TYPE OF PACKAGES, NET WEIGHT, GROSSWEIGHT & CBM ARE TALLY TO YOUR MAWB, HAWB, INVOICE & PACKING LIST. IF INVOICE & PACKING LIST CANNOT BE PROVIDED BECAUSE OF ITS CONFIDENTIALITY, WE WILL JUST BASED OUR MANIFEST LODGEMENT BASED ON MAWB,HAWB.ANY REVISION AFTER MANIFEST SUBMISSION AND SHIPMENTS ARRIVAL WILL BE SUBJECT TO AMENDMENT FEE which is very COSTLY and will be BILL BACK TO YOUR COMPANY.

COMMON REQUIREMENTS BY BOC: FOR THOSE SHIPMENTS WITH **PAYMENT OF DUTIES & TAXES (NON-PEZA/FREEPORT), PLEASE SEND THE FOLLOWING:**

- *SALES CONTRACT/DISTRIBUTORS AGREEMENT
- *PURCHASE ORDER
- *PROOF OF PAYMENT/TELEGRAPHIC TRANSFER/BANK REMITTANCE CONFIRMATION
- *PRODUCT BROCHURE/CATALOGUE/PHOTOS OF ITEMS_SHIPMENT
- *FREIGHT CERTIFICATION
- *AIR CARGO INSURANCE POLICY & PROOF OF PAYMENT OF PREMIUM
- *CERTIFICATE OF ORIGIN (IF ANY)
- *OTHER IMPORT PERMITS (IF ANY) > IF ITEM/SHIPMENT IS REGULATED

NEED INVOICE & PACKING LIST with stamp & signature of shipper.

ENSURE THAT INVOICE VALUE MUST BE CORRECT (NOT UNDERVALUE-to avoid PENALIZED by BOC-BUREAU OF CUSTOMS).

OCEAN SHIPMENT TO PHILIPPINES: Please send complete Pre-alert docs in advance before vessels ETA within **4 to 7 working days (MONDAY to FRIDAY)**. **We preferred once actual vessel departure, we need to receive complete shipping documents** for us to prepare manifest lodgment, avoid Late Manifest, Amendment, Late I.P/Etaps lodgment & other unnecessary charges including Fines/Penalties. We must receive PRE-ADVISE email of your shipment , before you book to shipping line/consolidator, as we need to check if consignee here in Philippines has an updated permit /BOC Accredited Importer and aware of said shipment for their green light approval as well, with that

information of Pre-advise we will be expecting shipping documents from your company .
Your advance information is highly appreciated.

UPON SENDING PRE-ALERT : NEED COMPLETE SHIPPING DOCUMENTS (MBL, HBL, INVOICE,PACKING LIST). MUST HAVE CORRECT HS CODE IN THE BL.

Send to this email address: imp.sea.group@miffi.com.ph

PLEASE ENSURE CORRECT: ITEM DESCRIPTION, MARKS & NUMBER, CONTAINER NUMBER, TOTAL NO. OF PACKAGES, TYPE OF PACKAGES, NET WEIGHT,GROSS WEIGHT & CBM ARE TALLY TO YOUR MBL , HBL, INVOICE & PACKING LIST.

IF INVOICE & PACKING LIST CANNOT BE PROVIDED BECAUSE OF ITS CONFIDENTIALITY, WE WILL JUST BASED OUR MANIFEST LODGEMENT BASED ON MBL,HBL & ARRIVAL NOTICE ONLY.

ANY REVISION AFTER MANIFEST SUBMISSION AND SHIPMENTS ARRIVAL WILL BE SUBJECT TO AMENDMENT FEE which is very COSTLY and will be BILL BACK TO YOUR COMPANY.

COMMON REQUIREMENTS BY BOC: FOR THOSE SHIPMENTS WITH PAYMENT OF DUTIES & TAXES (NON-PEZA/FREEPORT), PLEASE SEND THE FOLLOWING:

*SALES CONTRACT/DISTRIBUTORS AGREEMENT

*PURCHASE ORDER

*PROOF OF PAYMENT/TELEGRAPHIC TRANSFER/BANK REMITTANCE CONFIRMATION

*PRODUCT BROCHURE/CATALOGUE/PHOTOS OF ITEMS_SHIPMENT

*FREIGHT CERTIFICATION

*AIR CARGO INSURANCE POLICY & PROOF OF PAYMENT OF PREMIUM

*CERTIFICATE OF ORIGIN (IF ANY)

*OTHER IMPORT PERMITS (IF ANY) > IF ITEM/SHIPMENT IS REGULATED

NEED INVOICE & PACKING LIST with stamp & signature of shipper.

ENSURE THAT INVOICE VALUE MUST BE CORRECT (NOT UNDERVALUE-to avoid PENALIZED by BOC-BUREAU OF CUSTOMS).

Please see below proper documentations for your reference:

1. Pls. consign/notify party in the MAWB/MBL/MANIFEST to:

MANILA INTERNATIONAL FREIGHT FORWARDERS INC.

3rd Floor Kingsland Bldg. Dr. A. Santos Ave. Sucat

Paranaque City, Philippines 1700

Tel. (02) 8-825-3182 to 86

REMINDER ON PROPER MARKING:

1. **CAO-2-2019 – Marking of Imported Goods:** stipulates that “all goods of foreign origin imported into the Philippines or their containers, shall be conspicuously

marked in any official language of the Philippines as legibly, indelibly and permanently as the nature of goods or container will permit and in such manner as to indicate to an ultimate purchaser or end-user or consumer in the Philippines the name of the country of origin of the goods.” Important information to include on the markings / labels attached to **each pallet**: country of origin, consignee name (in the Philippines), consignee address, goods description, supplier/shipper address (all of which must match on the CI PL / shipping documents).

In case of Violation: 5% of Dutiable Value (applicable to PEZA and non-PEZA shipments) is imposed. Moreover, please keep in mind that BOC has the authority/discretion to open the containers regardless of their selectivity.

2. **CMO 8-2007, CMO-28-2007, CMO-20-2020** - requires importers to **make detailed descriptions of imported articles in tariff terms**, or their shipments will go through 100% examination (as per CMO-20-2020). Under the CMOs, the description of articles must be in specific description or “in sufficient detail to enable the article to be identified for tariff classification, valuation and other statistical purposes.”

Example of General Description: pump, engine, milk, bag

Specific description: centrifugal (for pump), diesel (for engine), skimmed milk, shoulder bag

In case of Violation: Modification request, Php 5,000.00++ penalty charges and others.

- First Offense – Warning
- Second – Suspension of Accreditation for 6 months
- Third – Cancellation of Accreditation / Blacklisting

Important Note: Being in good faith is not a defense hence we shall exercise utmost diligence in declaring goods for purposes of customs clearance.

3. **PEZA MC 2007-017** – Additional instruction on the implementation of PEZA e- IP system. No generic terms, accurate H.S. Codes.

In case of violation: CAO-1-2020 - Imposition of 250% of the Dutiable Value (for 10% value discrepancy) and 500% of the DV (if found intentional/fraudulent), Seizure, etc.

REMINDER ON HS CODE & SHIPMENT ABANDONMENT TIMELINE:

- Be reminded to advise **HS Code** as mandatory requirement in the cargo description data field of e-manifest per **CMO 48-2019 IMPLEMENTATION OF CARGO TARGETING SYSTEM IN PHILIPPINE CUSTOMS**
- **REMINDER: CAO 17-2019 IMPLIED ABANDONMENT OF CARGO**

FAILURE TO LODGE/FILE THE GOODS DECLARATION ; PAYMENT OF DUTIES&TAXES ; SUBMISSION OF REQUIRED PERMIT/S; CLAIM THE GOODS; OR MARK THE GOODS WITHIN **15DAYS UPON LAST DISCHARGED ON VESSEL/AIRCRAFT.**

- **Failure to comply with the abovementioned, MIFFI will not be liable for any outturn of noncompliant party/s.**

Please be guided accordingly.

Best Regards,



Ms. Rosabel L. Nuguid
Freight Manager

3RD FLOOR KINGSLAND BLDG. DR.A. SANTOS AVE. BRGY.SAN ISIDRO
PARAÑAQUE 1700, METRO MANILA, PHILIPPINES TEL. NOS.: (02)8825-3182 TO 86