



Republic of the Philippines
DEPARTMENT OF FINANCE

Bureau of Customs

Collection District III

NINYO AQUINO INTERNATIONAL AIRPORT
1300 Pasay City

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Sumada An Reg

July 27, 2016

MEMORANDUM to –

**CHIEFS, SPECIAL ASSESSMENT UNITS & CMEC
CHIEFS, FORMAL & INFORMAL ENTRY DIVISIONS
ALL COO III/V
ALL CUSTOMS PUBLIC BONDED WAREHOUSES**

SUBJECT: INFORMAL ENTRY FORM AND PROCESSING

In view of the scarcity of Informal Entry Declaration (IED) forms and after consultations with MISTG, the following measures shall be made effective today:

1. Instead of using the IED form, all informal declarations shall be generated by encoding the Single Administrative Document (SAD) in e2m.
2. SAD one page print-out shall be signed by declarant and broker, duly notarized and paid of Customs Documentary Stamps (CDS).
3. The SAD print-out once duly signed, notarized and paid of CDS shall be submitted to the Entry Processing Unit (EPU) for entry processing.
4. The resort to SAD print-out as the informal entry form shall last until stocks of the IED Form have normalized as certified by the Collection Division.

MEETING
7/26/16

This Memorandum does not implement the provisions of the unnumbered Memorandum dated May 31, 2016 with the subject "Mandatory Implementation of the enhanced Official Receipt Verification System (ORVS)" and CMO No. 14-2016 entitled "Procedures for Electronic Filing of Informal Entry for Non-Commercial Shipments Nationwide."

RECEIVED
JUL 27 2016

BY: *11701*
PPC/ISS

BUREAU OF CUSTOMS
CIVIL CUSTOMS COMPOSITE UNIT
RECEIVED BY: *[Signature]*
DATE: *7/28*
TIME: *10:50 am*

[Signature]
RAMON J. ANQUILAN
OIC- Deputy Collector for Assessment

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REC'D
FED
07-28-16
10:00

CMC - NANT
7/28/16

[Signature]
RA TUGALIA
MAJOR
7/26 12:11 PM