## **ADMISSION OF CARGOES IMPORTED BY PORT USERS**

1. Vessel
Arrival/
Unloading of
Cargoes at
NCT/NSD

2. Examination of Cargoes and Payment of Duties & Taxes at the Bureau of Customs (BOC).

3. GMS
Registration
of New
Companies to
Seaport (15 mins)

4. Lodgement to GMS.
(Processor)

5. a. Billing of Seaport Charges (5 mins)

b. Payment of Seaport Charges (Processor)

6. Tagging of GMS as inspected by Seaport Cargo Checker (30mins)

- 7. a. Evaluation
  - b. Recommendation
  - c. Approval
  - d. Release of Gatepass (45 mins)

8. Checking of documents at NCT/NSD

- a. Seaport Cargo Checker (10 mins)
- b. BOC Official (x-ray)

9. Exit of Cargoes at Tipo Gate (5 mins)

## NOTE:

- 1. The Processor shall apply for a Mother Gatepass if the cargo contains more than 1 unit/truckload/container.
- After the Approval of Mother Gate Pass, the processor shall then apply for a sub gatepass and have it approved as well.