

CHECKLIST OF REQUIREMENTS
Billing/Processing Branch, Port Management Division
SEAPORT DEPARTMENT

A. GATE PASS by land/sea/pipeline

A.1 Mandatory Requirement for Imported Cargoes:

- GMS/Manual Filled Out Application
- BOC "Verified and Released" clearance
- Import Permit/Single Administrative Doc. (if locator)
- Import Tally Sheet (if locator)
- Bill of Lading or Airway Bill
- Invoice/Packing List
- Payment of Seaport Charges
- Certificate of Registration and Tax Exemption (if locator)
- Business Permit to Operate (if locator)
- *Special Power of Attorney to process
- ***Permanent Tally Sheet

Additional Requirements if:

a. Vehicles

- OR/CR from LTO
- Certificate of Payment from BOC

b. Plant or Agricultural Products

- Import Permit from DA
- Phytosanitary Certificate from the origin
- Plant Quarantine Inspection fro BPI

c. Live Animals

- Import Permit from DA
- Health Certificate from the origin
- Landing Permit from BAI
- Veterinary Health Certificate from BAI

d. Frozen Meat and Dairy Products

- Veterinary Quarantine Certificate from DA
- Quarantine Certificate from the origin
- Animal Quarantine Inspection from BAI

e. Fish Fry

- Clearance from BFAR
- Quarantine Certificate from the origin

f. Explosives

- Certification from Philippine National Police

g. Medicinal Drugs

- Clearance from FDA
- License to Operate from BFAD

h. Logs, Timber, Veneer, Plywood & other wood based matls

- Certificate of Registration /Authority to Import from DENR
- Phytosanitary Certificate
- SPS Import Clearance from BPI (inspected also by plant quarantine officer)
- Certificate of Origin

i. Cement

- Clearance from Bureau of Product Standards under DTI

i. Mutilated Used Clothing

- Clearance from BOC
- Condemnation Certificate from BOC
- Clearance from Ecology/PPMD/LED
- Letter Request for LED Escort
- Picture of Cargoes

j. Sugar

- Import Permit from Sugar Regulatory Administration (SRA)

k. Petroleum Products

- Acknowledgement from DOE
- Certificate of Product Quality and Quantity
- Withdrawal Certificate from BIR

l. Scrap Materials

- Certification from Locators
- Informal Entry from BOC
- Clearance from PPMD, Ecology & LED
- Scrapper/Hauler's SBMA Accreditation
- Picture of cargoes with cargo checker for vehicles

m. Waste/Oil Sludge

- Certification from Locator or Vessel's Captain noted by the Ship Agent
- Waste Transport and Permit to Transport Hazardous Waste from Ecology Dept.
- Scrapper/Hauler's SBMA Accreditation
- Clearance from LED and PPMD as needed
- Payment of Port Charges

n. Tobacco Products

- Clearance from NTA

o. Pull out of delisted SBFZ Locator's Equipment

- Clearance from Accounting Dept.
- Clearance from Business & Investment Group

A.2 Mandatory Requirement for Local Cargoes:

- Delivery Receipt or
- Proof of Local Purchase
- Approved Bring-In Permit
- Clearance from PPMD
- Permanent Tally Sheet
- Special Power of Attorney to process

B. LOCAL TRANSSHIPMENT (Manual Processing)

Mandatory Requirement:

- Bill of Lading/Airway Bill
- Invoice/Packing List
- Transshipment Tally Sheet
- Customs Boat Note or E2M from BOC
- Transshipment Permit from BOC
- Special Power of Attorney to Process
- Payment of Seaport Charges

For Locators

- Form 8105/Farm In and/or CBW Reg. from the ultimate consignee or Purchase Order & PEZA Registration

- Import Permit/Single Administrative Doc.

For Port Users

- Import Permit from PEZA/Other Ecozones or CBW Registration

- Authority to Withdraw from PEZA

Additional Requirements:

a. Plant or Agricultural Products

- Phytosanitary Clearance from the origin
- Plant Quarantine Inspection

b. Frozen Meat and Dairy Products

- Veterinary Quarantine Certificate from DA
- Quarantine Certificate from the origin
- Animal Quarantine Certificate from BAI

c. Explosives

- Certificate from Philippine National Police

d. Scrap Materials

- Clearance from PPMD and Ecology

e. Tobacco Leaves

- Import Commodity Clearance from NTA

D. FOREIGN TRANSSHIPMENT

Mandatory Requirement:

- Bill of Lading
- Invoice/Packing List
- Transshipment Tally Sheet
- Special Power of Attorney to Process
- Payment of Seaport Charges
- Customs Boat Note or E2M from BOC
- Transshipment Permit from BOC

Additional Requirements for Non-Subic/Subic Loading:

a. For Port Users

- Booking No. or Proforma Bill of Lading

a. Ship to Ship Transfer of Cargoes by Foreign Vessels

- Inward/Outward Manifest

E. TEMPORARY TRANSFER

Mandatory Requirement:

- Official Receipt of Cash Bond from BOC
- Invoice/Packing List
- Temporary Transfer Tally Sheet and Seaport Approved Letter Request
- Special Power of Attorney to Process

F. BRING-IN PERMIT

Mandatory Requirement:

- Bring-Out Permit/Farm Out Permit/Approved PEZA Form 8106 (if foreign goods)
- Customs Boat Note
- Sales Invoice/Delivery Receipt Purchase Order (if local goods)
- Permanent Tally Sheet
- Special Power of Attorney to Process

Additional Requirements:

Ships Spares/Stores

- Transshipment Permit from the origin
- Payment of Port Charges

G. VESSEL ENTRY AND EXIT CLEARANCE

- Protection and Indemnity Insurance
- Vessel Registry
- International Load Line Certificate
- Vessel Safety Construction Certificate
- Safety Equipment Certificate
- Radio Telegraphy Certificate
- Inward and Outward Manifest
- Ship Particulars
- Crew List
- Special Power of Attorney to process for Authorized Ship Agent
- Diplomatic Clearance for VFA Vessels

Note:

One (1) Truckload/Container/Unit one (1) gatepass

*Shall be submitted once and will be required again if there's a need to update the records.

**Anything that deviates from the norm shall be supported by a letter request coursed thru the Seaport General Manager for approval.

***For Manual Processing

Legend:

ATRIG - Authority to Release Imported Goods	DA - Department of Agriculture
BAI - Bureau of Animal Industry	DOE - Department of Energy
BFAR - Bureau of Fisheries and Aquatic Resources	DTI - Department of Trade and Industry
BIR - Bureau of Internal Revenue	FDA - Food and Drug Administration
BOC - Bureau of Customs	LTO - Land Transportation Office
BPI - Bureau of Plant Industry	NTA - National Tobacco Administration
CBW - Customs Bonded Warehouse	PEZA - Philippine Economic Zone Authority