



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Manila 1099



Management Information System

Telephone: (63-2) 917-3222 Fax: (63-2) 5274536 alexander.arevalo@customs.gov.ph

February 17, 2009

MEMORANDUM

To : All District Collectors
All Service Chiefs/Deputy Collectors
All Value Added Service Providers
All MISTG On-Site Manager
Other concerned offices

Subject : Post-Entry Cancellation/Modification Procedure

In connection with the on-going implementation of the BOC Customs Project, it has been observed and reported that processing of import entries with wrong information (i.e. wrong port of entry, consignee and bank reference number) should undergo post-entry cancellation/modification procedure.

This procedure is currently being undertaken by concerned BOC personnel but with significant waiting period before confirmation that the procedure has been completed. To address this issue, the following procedures have been formulated to be followed by all concerned parties:

Steps	Procedures	Responsible Officer
1	Fills-up Asycuda Post-Entry Revision Form and submits to BOC FED-WAD-CPCO-CFZO Authorized Post Entry Officer	Declarant/VASP
2	Performs cancellation/modification procedure and signs the Asycuda Post-Entry Revision Form	BOC FED-WAD-CPCO-CFZO Post-Entry Officer
3	Provide MISTG On-site Manager with the copy of the Asycuda Post-Entry Revision form signed by the FED-WAD-CPCO-CFZO Post-Entry Officer	Declarant/VASP
4	Send email to Help Desk (ictservicehelpdesk @customs.gov.ph) to confirm the completion of Post-Entry Cancellation/Modification	MISTG On-Site Manager

Very truly yours,


ALEXANDER M. AREVALO
Deputy Commissioner, MISTG

02-17- (11:41:50.5)