

# IMPORT GUIDELINES

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**PHILIPPINES**

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## INTRODUCTION

Asia Relocation has gained the trust of many prestigious institutions such as embassies, government offices, and international corporations through its commitment to high quality moving and relocation services.

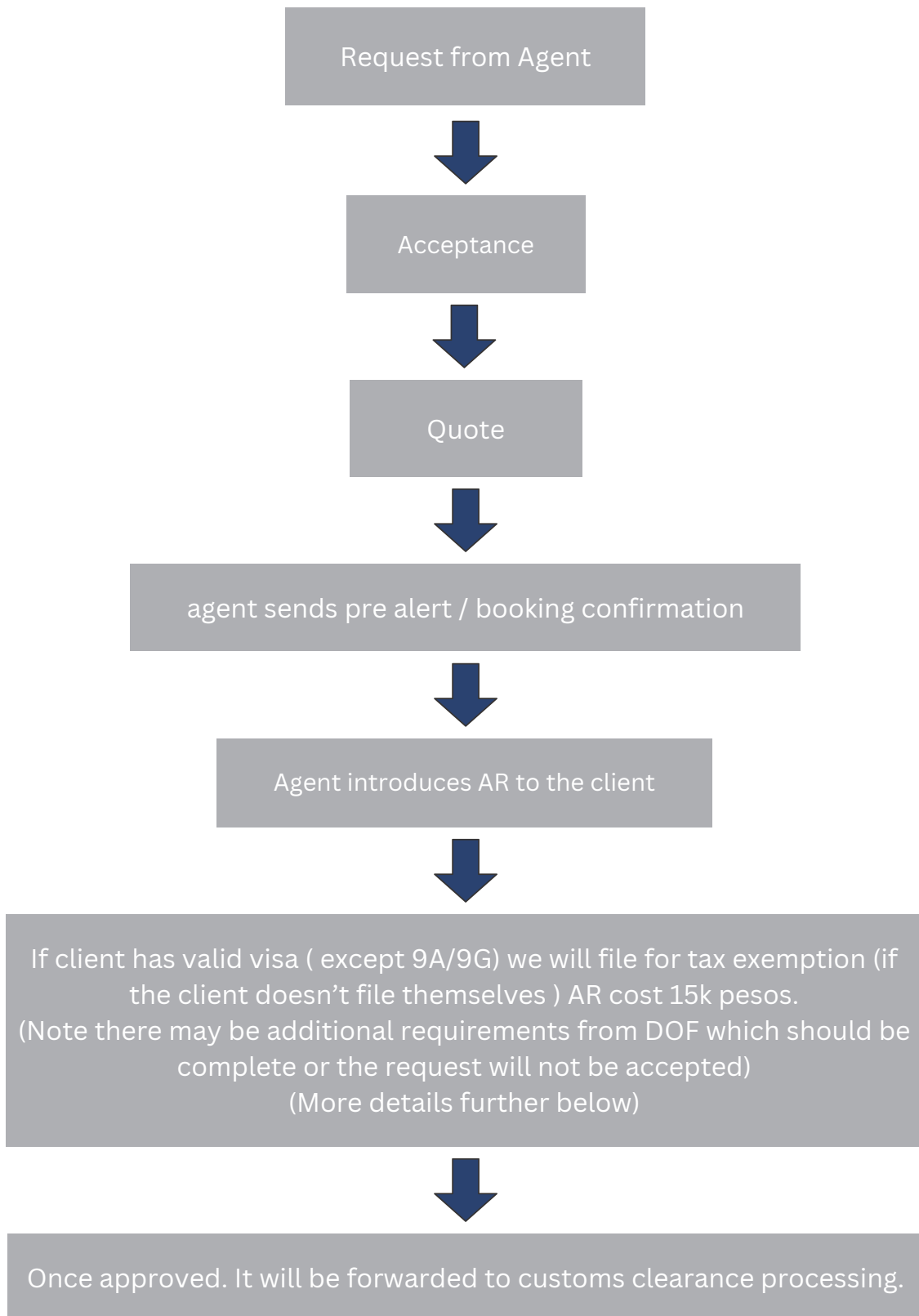
Its founder/manager possesses over a decade worth of experience in logistics, moving, and relocation. When he established Asia Relocation, he brought with him as well a vast experience as an expatriate in several countries.

Within the worldwide moving and relocation industry, Asia Relocation has developed a strong and trusted reputation and has therefore been appointed to handle the Inbound/Outbound requirements for many global counterparts.

**For any Moving, Storage, and Relocation needs in the Philippines, Asia Relocation remains the most reputable and trusted partner you and your organization can find.**



## IMPORT PROCESS



## IMPORT PROCESS

IF there is port storage or demurrage, the client will pay AR directly before releasing. (this will be invoiced to the client directly at cost with receipts)



customs gate pass (document to state the container will be released)



customs xray - once image is printed , the container can leave the customs yard.



the container will be picked up by AR/broker



Brought to AR warehouse for unloading.



scheduled for delivery (only once fully paid)  
(the 2 steps above can be avoided if the clients residence allows containers for direct unloading. Payment will need to be made in full before this))



AR will send signed POD once delivery is done.

NOTE:  
Customs clearance approx x 7  
working days  
Tax exemption processing approx  
10 working days

## VISA

VISA CATEGORIES				
VISA	CATEGORY	DESCRIPTION	TAX EXEMPTIONS D&T	CLEARANCE FORM
9A or E0498	Tourist / Temp. Visitor	Temporary Visitor / Tourist	Not exempted	Dep't of Finance
9F	Student Visa	Foreign Document Official	Exempted	Dep't of Finance
9D	Treaty Traders		Exempted	Dep't of Finance
9E	Diplomatic	Foreign Document Official	Exempted	Dep't of Foreign Affairs & Dep't of Finance
9G	Pre-arranged Employee	Special Non-quota Immigrant	Not exempted	
47 (a) (2)	Consultant Visa Foreign Investor	Special Non-quota Immigrant under PEZA	Exempted	Dep't of Finance
13A	Married to a Filipino	Foreigners coming to settle in the Phils. Non-preference quota Immigrant	Exempted	Dep't of Finance
13E	Returning resident	Permanent resident / OFW	Exempted per BL depending on duration abroad: Less 5 years = Php150K More 5 years = Php 250K More 10 years = Php 350K	Dep't of Finance

## VISA

VISA CATEGORIES				
VISA	CATEGORY	DESCRIPTION	TAX EXEMPTIONS D&T	CLEARANCE FORM
13 G	Filipino w/ Foreign Passport	Applied for permanent residence Non-preference quota Immigrant	Exempted	Dep't of Finance
LOI 105	Balibayan	Not only Filipino but other Nationalities married to Filipino	Not exempted   50% duty & 12% tax	Dep't of Finance
EO226 formerly PD218	Multinational	Expatriate assigned to multinational companies	Exempted	Dep't of Finance & Board of Investment/DTI
9A Special	Contract Consultant	Contract Consultant hired by Phil. Gov't to provide basis for US Military Bases - under bond	Case to case basis	Dep't of Finance
PD1034	Offshore Banking	Foreign personnel assigned to Banks - under bond	Exempted	Dep't of Finance & Board of Investment
Special work permit	Member of Foreign Press	Exempted - under written commitment or Re-export Bond	Exempted	Int'l. Press Carrier & Dep't of Finance
PRA - SRRV	Retiring foreigner	Exempted under Phil. Retirement Authority	Exempted (shipment not worth more than USD7,000)	Phil. Retirement Authority & Dep't of Finance

## 9G VISA

### USED HOUSEHOLD GOODS AND PERSONAL EFFECTS

#### NO TAX EXEMPTION (DUTIES APPLY)

#### Documents Required

- Passport
- signed seaway bill copy (FCL/LCL)
- Air Waybill (AWB) - air
- Detailed Inventory list in English “clear copy”
- Authorization letter (AR to provide)
- Affidavit of shipment’s ownership
- TIN card copy
- Copy of Certificate of employment (COE)

#### Specific Information

- All incoming shipments are subject to the payment of duties and taxes.  
(duties and taxes are subject to customs assessment)  
(15% duties based on customs blue book value + 12% VAT)
- ALL household goods incoming shipments are subject to customs x-ray / scanning. Once they detect prohibited items shipment will be subject for 100% customs examination.
  - Customs only allow 15 calendar days for releasing. After 15 calendar days the shipment will automatically be tagged as abandoned. AR will then need to process lifting of abandonment which will be an additional cost of 20 000php at cost. (note that this is an unreceipted charge) cost will be charged to the client.
  - Prepay THC to avoid delays (in order to receive the delivery order from the shipping line)
  - Car shipments for Private individuals should not be shipped. Calculated at 130% of the sales invoice of the vehicle.

## 9G VISA

### For air shipments

- Customs clearance with a direct payment of duties taxes 4 to 5 working days from the date of arrival of the shipment.
- All air shipments are subject to airport storage starting from the arrival date of the cargo.

### For less than container load (LCL) shipments

- Customs clearance with a direct payment of duties takes approximately 5 to 7 working days from the transfer of shipments to the Customs bonded warehouse.

### For full container load (FCL) shipments

- Customs clearance with a direct payment of duties takes approximately 5 to 7 working days from the date of arrival of the shipment.
- ALL household goods incoming shipments are subject to customs x-ray / scanning. Once they detect prohibited items shipment will be subject for 100% customs examination.
  - Customs only allow 15 calendar days for releasing. After 15 calendar days the shipment will automatically be tagged as abandoned. AR will then need to process lifting of abandonment which will be an additional cost of 20 000php at cost. (note that this is an unreceipted charge) cost will be charged to the client.
  - Prepay THC to avoid delays (in order to receive the delivery order from the shipping line)
  - Car shipments for Private individuals should not be shipped. Calculated at 130% of the sales invoice of the vehicle.

### To avoid delays

- SEND ALL DOCUMENTS IN ADVANCE
  - packing list, passport copy, and bill of lading if the client will just pay duty/tax.

## 9G VISA

- CEBU CUSTOMS
  - same as with MANILA CUSTOMS it's just that duty and tax in CEBU is much cheaper compared to Manila so instead of filling for an exemption we advise the client to pay duty and tax.
- SPECIFIC PROBLEMS WITH CUSTOMS IN PH
  - Avoid incorrect BL, consignee name needs to be correct.
  - Number of packages are different to packing list. Make sure this doesn't happen.
  - Customs see prohibited items during xray, so make sure there isn't any. Refer to prohibited items list further below.
  - No seal on the container could cause problems.
- Prepaid DTHC/DESTINATION SHIPPING LINE LOCAL CHARGES
  - Booking agent can ask the carrier - shipping line will only send invoice once it arrives at port.
  - we do not know the actual charges.

### **Note:**

Estimated additional charges (which will be billed to the client )

Port storage – 1200php per day

Container demurrage – 2500php per day (depending on the carrier)

Container detention – 2500php per day

Village fees – price depends on village administration (client will need to check this before the shipment can be delivered)

Shuttle fee for difficult access – 5000php

(Note that some villages do not allow trucks / containers, therefore the items will need to be transferred into smaller trucks or L300 for shuttling back and forth)

Overtime – for work done after 4pm

Crew – 132php (2.5USD) per hour

Crew leader – 193php (3.5 usd) per hour

Handyman services – 1000php per hour (min. 4 hours)

Piano handling – 200usd

Stair carry – 500php per flight

## DIPLOMATIC SHIPMENTS

### USED HOUSEHOLD GOODS AND PERSONAL EFFECTS

#### Documents Required

- Passport
- Diplomatic ID
- signed seaway bill copy (FCL/LCL)
- Air Waybill (AWB) - air
- Detailed Inventory list in English “clear copy”
- Authorization letter (AR to provide)
- Affidavit of shipment’s ownership
- Endorsement letter from DFA (Client to handle) (AR will only follow up with DOF)
  - Copy of approved exemption documents (Client to handle)
  -

#### Specific Information

- Embassies and diplomatic organizations must apply for any tax exemption from the Department of Foreign Affairs (DFA) for the endorsement and then forward to the Department of Finance for filling of duty and tax exemption request.
- Approved exemption must be available prior to the shipment arrival at the port
  - Once we have the exemption we can start the processing. ALL household goods incoming shipments are subject to customs x-ray / scanning (on a case to case basis). Once they detect prohibited items shipment will be subject for 100% customs examination
  - Customs only allow 15 calendar days for releasing. After 15 calendar days the shipment will automatically be tagged as abandoned. AR will then need to process lifting of abandonment which will be an additional cost of 20 000php at cost. (note that this is an unreceipted charge) cost will be charged to the client. (a request can be made for extension however this will be subject to customs approval)
  - Prepay THC to avoid delays (in order to receive the delivery order from the shipping line)

## DIPLOMATIC SHIPMENTS

### For air shipments

- For shipments with tax exemption application, Customs clearance takes approximately 5-6 working days from the receipt of the complete documents including the duly approved exemption documents.
- All air shipments are subject to airport storage starting from the arrival date of the cargo.

### For less than container load (LCL) shipments

- For shipments with a tax exemption application, Customs clearance takes approximately 5 to 7 working days from the receipt of the complete documents/approved exemption documents and/or transfer of shipments to Customs bonded warehouse.

### For full container load (FCL) shipments

- For shipments with a tax exemption application, Customs clearance takes approximately 6 to 8 working days from the receipt of the complete documents/approved exemption documents.

## USED MOTOR VEHICLES

### Documents Required

- Duly approved BIS / DTI import permit
- Original or Authenticated copy of Car Title or Car Registration
- Copy of Car Invoice
- Original or Authenticated passport
- Copy Ocean Bill of Lading
- CID certification of arrival

## DIPLOMATIC SHIPMENTS

### Specific Information

- Only diplomats are allowed duty-free important.
- Clearing time approximate 30 days, provided all the required documents are in place prior to the car's arrival in Manila.
- Once the vehicle is released from customs, the diplomat needs to go to LTO(Land transportation office) headquarters in Quezon city to get the stencil (Car engine stencil done at LTO). Once received, this needs to be sent to AR so that we can send it to customs for processing of certificate of payment(CP).

**Note:** The Philippines have very specific import procedures on importing motor vehicles and the owner should contact, in advance of loading or exportation, the nearest Philippine Embassy, Consulate, or agent to obtain the most recent information as these rules and procedures change frequently.

### To avoid delays

- SEND ALL DOCUMENTS IN ADVANCE
  - packing list, passport copy, and bill of lading if the client will just pay duty/tax.
- CEBU CUSTOMS
  - same as with MANILA CUSTOMS it's just that duty and tax in CEBU is much cheaper compared to Manila so instead of filling for an exemption we advise the client to pay duty and tax.
- SPECIFIC PROBLEMS WITH CUSTOMS IN PH
  - Avoid incorrect BL, consignee name needs to be correct.
  - Number of packages are different to packing list. Make sure this doesn't happen.
  - Customs see prohibited items during xray, so make sure there isn't any. Refer to prohibited items list further below.
  - No seal on the container could cause problems.

## DIPLOMATIC SHIPMENTS

### Prepaid DTHC/DESTINATION SHIPPING LINE LOCAL CHARGES

- Booking agent can ask the carrier - shipping line will only send invoice once it arrives at port.
- we do not know the actual charges.

#### Note:

Estimated additional charges (which will be billed to the client )

Port storage – 1200php per day

Container demurrage – 2500php per day (depending on the carrier)

Container detention – 2500php per day

Village fees – price depends on village administration (client will need to check this before the shipment can be delivered)

Shuttle fee for difficult access – 5000php

(Note that some villages do not allow trucks / containers, therefore the items will need to be transferred into smaller trucks or L300 for shuttling back and forth)

Overtime – for work done after 4pm

Crew – 132php (2.5USD) per hour

Crew leader – 193php (3.5 usd) per hour

Handyman services – 1000php per hour (min. 4 hours)

Piano handling – 200usd

Stair carry – 500php per flight

## RETURNING FILIPINO RESIDENT / OFW

### RETURNING FILIPINO RESIDENT / OFW (OVERSEAS FILIPINO WORKER)

#### USED HOUSEHOLD GOODS AND PERSONAL EFFECTS

##### Documents Required

- Regional passport
- Latest arrival stamp
- signed seaway bill copy (FCL/LCL)
- Air Waybill (AWB) - air
- Detailed Inventory list in English “clear copy”
- Authorization letter (AR to provide)
- Affidavit of shipment’s ownership
- TIN card copy
  - DOF form (see below)
  - Resident ID card (from abroad) – Returning resident.
  - Certificate of employment from employer abroad (OFW only)

##### Specific Information

- Returning residents/OFW can avail Tax Exemption, provided:
- Client arrives in Manila within the sixty ( 60 ) days,
  - Affidavit of ownership Notarized by the Philippines DOF
  - DOF form
  - Original passport with valid visa stamped and latest arrival stamped
  - Copy of TIN card from the nearest BIR office from your residence in the Philippines
  - ALL household goods incoming shipments are subject to customs x-ray / scanning. Once they detect prohibited items shipment will be subject for 100% customs examination.

## RETURNING FILIPINO RESIDENT / OFW

- Customs only allow 15 calendar days for releasing. After 15 calendar days the shipment will automatically be tagged as abandoned. AR will then need to process lifting of abandonment which will be an additional cost of 20 000php at cost. (note that this is an unreceipted charge) cost will be charged to the client. (a request can be made for extension however this will be subject to customs approval)
- Prepay THC to avoid delays (in order to receive the delivery order from the shipping line)
- Car shipments for Private individuals should not be shipped. Calculated at 130% of the sales invoice of the vehicle.
- In rare cases where duties and taxes need to be paid, the client can send the shipment with their passport copy and provide the name of a relative as the consignee with the passport copy of the consignee attached.

### For air shipments

- For shipments with tax exemption application, Customs clearance takes approximately 5-6 working days from the receipt of the complete documents including the duly approved exemption documents.
  - All air shipments are subject to airport storage starting from the arrival date of the cargo.

### For less than container load (LCL) shipments

- For shipments with a tax exemption application, Customs clearance takes approximately 5 to 7 working days from the receipt of the complete documents/approved exemption documents and/or transfer of shipments to Customs bonded warehouse.

### For full container load (FCL) shipments

- For shipments with a tax exemption application, Customs clearance takes approximately 6 to 8 working days from the receipt of the complete documents/approved exemption documents

### To avoid delays

- SEND ALL DOCUMENTS IN ADVANCE
  - packing list, passport copy, and bill of lading for preparation of tax exemption

## RETURNING FILIPINO RESIDENT / OFW

- CEBU CUSTOMS
  - same as with MANILA CUSTOMS it's just that duty and tax in CEBU is much cheaper compared to Manila so instead of filling for an exemption, we advise the client to pay duty and tax.
- SPECIFIC PROBLEMS WITH CUSTOMS IN PH
  - Avoid incorrect BL, consignee name needs to be correct.
  - Number of packages are different to packing list. Make sure this doesn't happen.
  - Customs see prohibited items during xray, so make sure there isn't any. Refer to prohibited items list further below.
  - No seal on the container could cause problems.
- prepaid DTHC/DESTINATION SHIPPING LINE LOCAL CHARGES
  - Booking agent can ask the carrier - shipping line will only send invoice once it arrives at port.
  - we do not know the actual charges.

### **Note:**

Estimated additional charges (which will be billed to the client )

Port storage – 1200php per day

Container demurrage – 2500php per day (depending on the carrier)

Container detention – 2500php per day

Village fees – price depends on village administration (client will need to check this before the shipment can be delivered)

Shuttle fee for difficult access – 5000php

(Note that some villages do not allow trucks / containers, therefore the items will need to be transferred into smaller trucks or L300 for shuttling back and forth)

Overtime – for work done after 4pm

Crew – 132php (2.5USD) per hour

Crew leader – 193php (3.5 usd) per hour

Handyman services – 1000php per hour (min. 4 hours)

Piano handling – 200usd

Stair carry – 500php per flight

## Additional Info

### DUAL CITIZEN

#### Documents Required

- passports both foreign and PH
- Latest arrival stamp
- signed seaway bill copy (FCL/LCL)
- Air Waybill (AWB) - air
- Detailed Inventory list in English “clear copy”
- Authorization letter (AR to provide)
- Affidavit of shipment’s ownership
- Tin ID
  - DOF form
  - Oath of allegiance
  - Certificate of identification
  - Original certificate of re-acquisition/retention of Philippine Citizenship
  - Copy of birth certificate PSA

**Note:** Tax exemption can be done if all above requirements are provided. If not, shipment is subject for full duties and taxes

AR will charge 15000php for processing of tax exemption.

### Retiree in PH (SRRV)

#### Documents Required

- passport
- Latest arrival stamp
- signed seaway bill copy (FCL/LCL)
- Air Waybill (AWB) - air
- Detailed Inventory list in English “clear copy”
- Authorization letter (AR to provide)
- Affidavit of shipment’s ownership
- Tin ID
  - DOF form
  - Original Endorsement letter from PRA (Philippine retirement authority)

## Additional Info

**Note:** Tax exemption can be done if all above requirements are provided. If not , shipment is subject for full duties and taxes

AR will charge 15000php for processing of tax exemption

### Married to a PH citizen (13A VISA)

#### Documents Required

- passport
- Latest arrival stamp
- signed seaway bill copy (FCL/LCL)
- Air Waybill (AWB) - air
- Detailed Inventory list in English “clear copy”
- Authorization letter (AR to provide)
- Affidavit of shipment’s ownership
- Tin ID
  - DOF form
  - Marriage certificate

**Note:** Tax exemption can be done if all above requirements are provided. If not , shipment is subject for full duties and taxes

AR will charge 15000php for processing of tax exemption

## GROUPAGE

### GROUPAGE

#### USED HOUSEHOLD GOODS AND PERSONAL EFFECTS

#### MAXIMUM OF 2 CLIENTS PER CONTAINER

anything after 2 clients is considered balikbayan and cannot be handled by AR)

#### Documents Required

- Passports of each client
- valid Visa must be stamped on the passport for each client
- signed seaway bill copy (FCL/LCL) for each client
- Detailed Inventory list in English “clear copy” for each client
- Authorization letter (AR to provide for each client)
- Affidavit of shipment’s ownership for each client
- TIN card copy of each client
  - Depending on the client:
    - If they have valid visa – Tax exemption needs to be done
    - If they do not have valid visa – Duties and taxes will apply.

#### Specific Information

- if the client is subject to the payment of duties and taxes. (duties and taxes are subject to customs assessment) 15% duties based on customs blue book value + 12% VAT)
- ALL household goods incoming shipments are subject to customs x-ray / scanning. Once they detect prohibited items shipment will be subject for 100% customs examination.
  - Customs only allow 15 calendar days for releasing. After 15 calendar days the shipment will automatically be tagged as abandoned. AR will then need to process lifting of abandonment which will be an additional cost of 20 000php at cost which will be split between the clients. (note that this is an unreceipted charge) cost will be charged to the client. (a request can be made for extension however this will be subject to customs approval)
  - Prepay THC to avoid delays (in order to receive the delivery order from the shipping line)
  - Car shipments for Private individuals should not be shipped. Calculated at 130% of the sales invoice of the vehicle.

## GROUPAGE

### **For full container load (FCL) shipments**

- Customs clearance with a direct payment of duties takes approximately 5 to 7 working days from the date of arrival of the shipment.

### **prepaid DTHC/DESTINATION SHIPPING LINE LOCAL CHARGES**

- Booking agent can ask the carrier - shipping line will only send invoice once it arrives at port.
- we do not know the actual charges.

### **To avoid delays**

- SEND ALL DOCUMENTS IN ADVANCE
  - packing lists, passport copies, and bill of lading for both clients
- CEBU CUSTOMS
  - same as with MANILA CUSTOMS it's just that duty and tax in CEBU is much cheaper compared to Manila so instead of filling for an exemption we advise the client to pay duty and tax.
- SPECIFIC PROBLEMS WITH CUSTOMS IN PH
  - Avoid incorrect BL, consignee name needs to be correct.
  - Number of packages are different to packing list. Make sure this doesn't happen.
  - Customs see prohibited items during xray, so make sure there isn't any. Refer to prohibited items list further below.
  - No seal on the container could cause problems.

## GROUPAGE

### **Note:**

Estimated additional charges (which will be billed to the client(s))

Port storage – 1200php per day (will be split accordingly)

Container demurrage – 2500php per day (depending on the carrier) (will be split accordingly)

Container detention – 2500php per day (will be split accordingly)

Village fees – price depends on village administration (client will need to check this before the shipment can be delivered)

Shuttle fee for difficult access – 5000php

(Note that some villages do not allow trucks / containers, therefore the items will need to be transferred into smaller trucks or L300 for shuttling back and forth)

Overtime – for work done after 4pm

Crew – 132php (2.5USD) per hour

Crew leader – 193php (3.5 usd) per hour

Handyman services – 1000php per hour (min. 4 hours)

Piano handling – 200usd

Stair carry – 500php per flight

**Shipment will be delivered to AR warehouse, segregated and split delivery will apply.**

## PETS

### Documents Required

- Airway Bill
- Vaccination Card
- Veterinary Health Certificate Import Permit
- Export Permit Microchip
- First page copy of owner of the goods' passport

### Specific Information

- The health certificate must be issued within 10 days of the importation of each pet
- Vaccination card must be issued from the country of origin and include rabies vaccination information
- Import permit should be acquired from Bureau of Animal Industry, Manila at least two to three ( 2 – 3 ) working days prior to the pet's arrival in Manila
- There is no quarantine period required in the Philippines
- Duties/Taxes computations it's based on the value of the pet and the freight cost (3% duty and 10% tax)
- Clearing time is approximately 4 to 5 hours from the time of the pet's arrival in Manila The Quarantine Inspector in Manila must be notified at least 24 hours prior to the arrival of an animal
- Pets may be transported as accompanied baggage or as cargo; contact airline for specific information
- It is possible that a pet considered "exotic" would be restricted; if so, the owner should contact the Philippine Embassy, Consulate for further information

## PROHIBITED ITEMS

### PROHIBITED ITEMS

- Obscene literature, photographs and films
- Politically subversive literature
- Narcotics and drugs
- Gambling equipment
- Firearms (guns / ammunition)
- Sharp or bladed weapons
- Chainsaw
- Perishable items
- R.A. 4653, (elephant/ ivory tusk products)
- R.A. 8293, DVDs, VCDs, other imitation products or those which violate the Intellectual Property Rights Code and regulated items(i.e., transceivers, controlled chemicals /substances / precursors )

### RESTRICTED / DUTIABLE ITEMS

- Drugs and medicines, including over-the-counter pharmaceutical and prescription drugs and medicines should be hand carried in minimal amounts.
- Wine, liquor and food items should be loaded last into the container to facilitate easy inspection by Philippines Customs and all boxes clearly marked. A separate inventory should be made for wine, liquor and food items with detailed information such as the number of bottles, volume of each bottle, and type of spirit, value and alcohol percent. The following items may qualify for free import if within the limits indicated:
  - Cigarettes (400), cigars (50), tobacco (250 g)
  - Alcohol(2 bottles of 1L each)
- Duties and taxes are assessed by Philippine Customs

## CONSIGNMENT INSTRUCTIONS

### CONSIGNMENT INSTRUCTIONS

**NON DIPLOMATIC CARGO:**

CLIENT'S NAME (as seen on the passport) CLIENT'S ADDRESS IN PHILIPPINES

**NOTIFY PARTY:**

ASIA RELOCATION MOVING AND STORAGE INC.

401 CERVANTES STREET BORMAHECO COMPOUND, SUCAT, PARANAQUE CITY, PHILIPPINES

POC: BING ARAMBULO

TEL: (63 2) 8511 1861

EMAIL: [traffic@asia-relocation.com](mailto:traffic@asia-relocation.com)

**DIPLOMATIC CARGO:**

CLIENT'S NAME (as seen on the passport)

C/O Name of the Company (Embassy of the Philippines Government Agency) (Full address in the Philippines)

**NOTIFY PARTY:**

ASIA RELOCATION MOVING AND STORAGE INC.

401 CERVANTES STREET BORMAHECO COMPOUND, SUCAT, PARANAQUE CITY, PHILIPPINES

POC: BING ARAMBULO

TEL: (63 2) 8511 1861

EMAIL: [traffic@asia-relocation.com](mailto:traffic@asia-relocation.com)

## NOTE

### **IMPORT CUSTOMS PROCESSING TIME**

- approximately 5 working days

### **TIMELINE**

- if there is duty and tax exemption (10 working days processing at the Department of Finance + 5 working days processing at customs) approximately

### **CAR SHIPMENTS - RECOMEND DIPLOMATIC ONLY**

- it's difficult to import used vehicle for non diplomatic shipment - longer customs clearance and exorbitant duty/tax, port charges, container demurrage, abandonment fees

### **ASK TO SEND ALL DOCUMENTS IN ADVANCE**

- packing list, passport copy, and bill of lading if the client will just pay duty/tax. But if the client will file for duty and tax exemption, Documents will depend on the VISA with the list of documents needed by the Department of Finance for the duty and tax exemption processing

### **AVOID ABANDONMENT**

- customs only allow 15 days to release the shipment and if not yet released it will be tagged automatically at the customs systems as abandoned and need to process the lifting of abandonment. There will be additional processing fee, port storage and container demurrage fees.

### **GROUPAGE**

- atleast 2 shipment in 1 container - can be allowed and just need a separate BL for both clients.

### **CEBU CUSTOMS**

- same as with MANILA CUSTOMS it's just that duty and tax in CEBU is much cheaper compared to Manila so instead of filling for an exemption we advise the client to pay duty and tax.

### **PREPAID DTHC/DESTINATION SHIPPING LINE LOCAL CHARGES**

-Booking agent can ask the carrier - shipping line will only send invoice once it arrives at port. we do not know the actual charges.

### **SPECIFIC PROBLEMS WITH CUSTOMS IN PH**

Avoid incorrect BL, consignee name needs to be correct

Number of packages are different to packing list.

Customs see prohibited items during xray, so make sure there isn't any.

No seal on the container could cause problems.