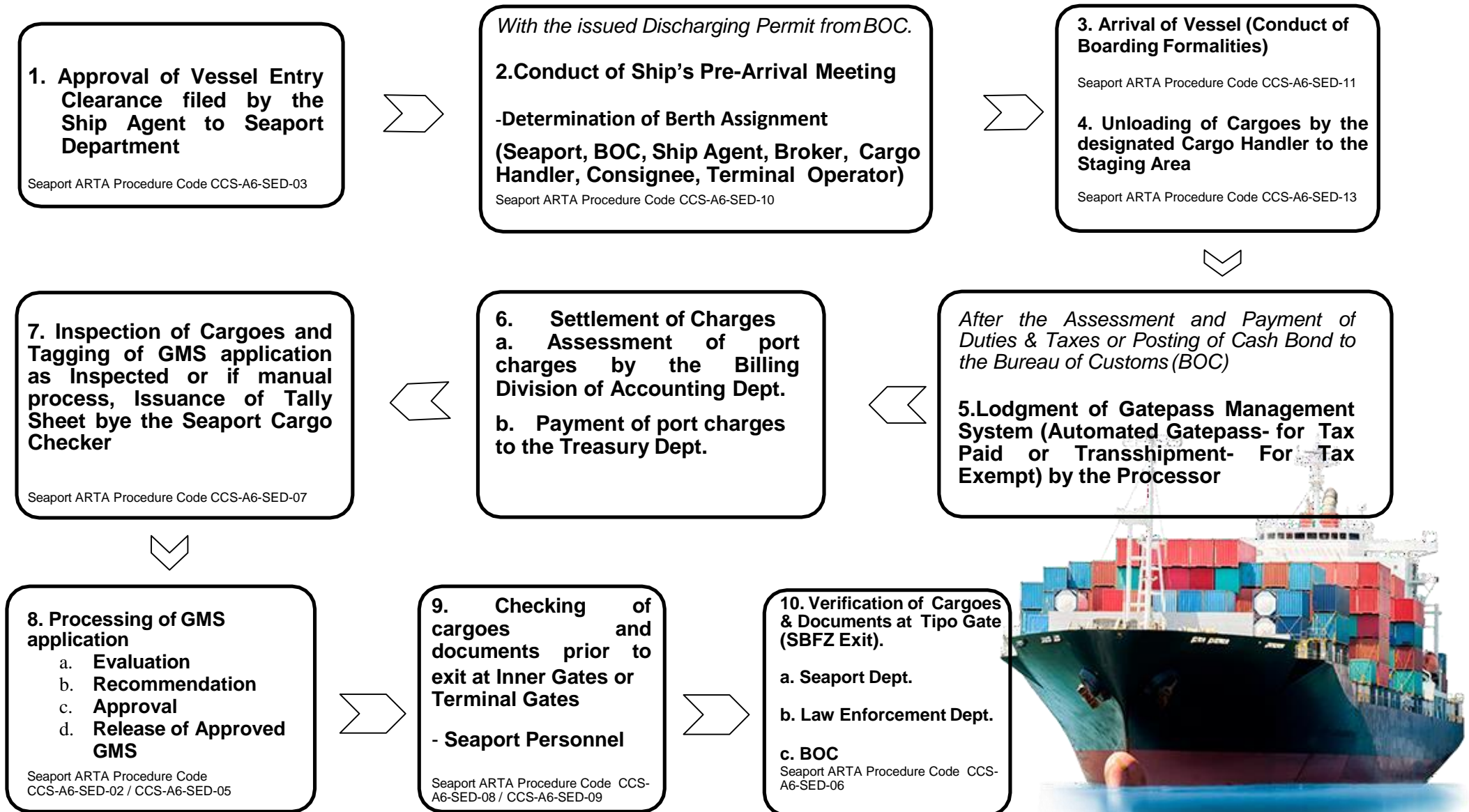
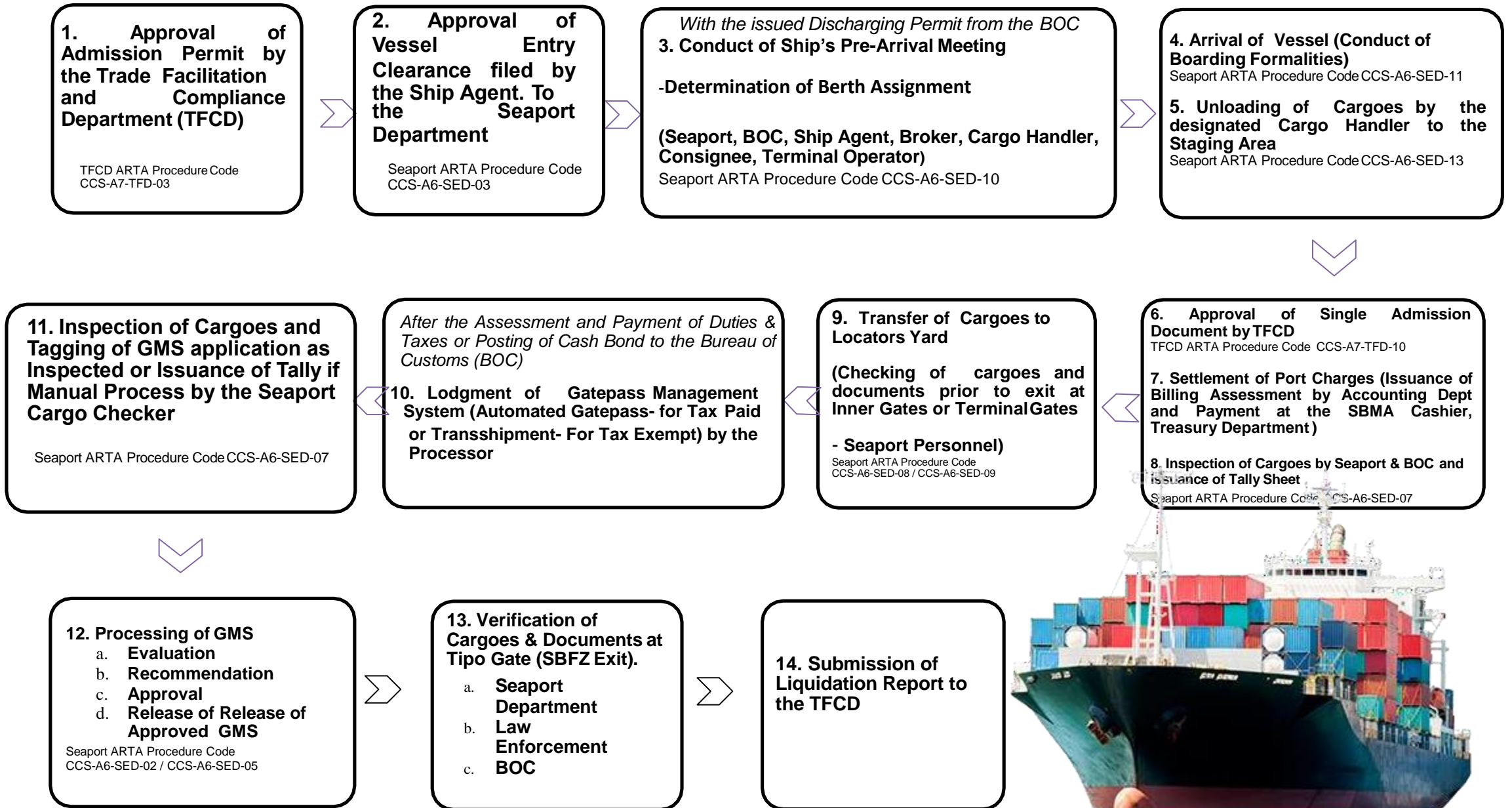


ADMISSION PROCESS FOR IMPORTED CARGOES CONSIGNED TO NON – LOCATORS / PORT USERS



All processes are under ARTA-Frontline Service

ADMISSION PROCESS FOR IMPORTED CARGOES CONSIGNED TO SBFZ LOCATORS



All processes are under ARTA-Frontline Service

VESSEL MOVEMENT MANAGEMENT

INTERFACE

Accredited Ship Agent

Seaport Personnel, Accredited Ship Agent, Consignee, Terminal Operator, Tugboat Operator, Harbor Pilot, Ecology Office, Bureau of Customs, Bureau of Immigration, and Bureau of Quarantine

Bureau of Customs, Bureau of Immigration, Bureau of Quarantine, Phil. Coast Guard. Ship Agent, Vessel Crew, Ship Boarding and Safety Officers of the Seaport Department

Accredited Ship Agent, Consignee, Surveyor and Cargo Handler/Terminal Operator

Accredited Ship Agent

Ship Boarding and Safety Officers of the Seaport Department, Accredited Ship Agent, Vessel Master/Crew, Bureau of Customs, Bureau of Immigration, Bureau of Quarantine and Phil. Coast Guard.

Vessel Entry
Clearance

Ship's Pre-
Arrival Meeting

Arrival of
Vessel

Vessel
Operation /
Activity

Vessel Exit
Clearance

Departure
of Vessel

ACTIVITY

Application of Vessel Entry Clearance

Seaport ARTA Procedure Code CCS-A6-SED-03

Conduct of **Ship's Pre - Arrival Meeting (SPAM)** to discuss requirements of all attending parties, among which is the determination of berth assignment, nomination of cargo handler, ship agent, broker and verification of issued BOC Discharging Permit

Seaport ARTA Procedure Code CCS-A6-SED-10

Conduct Boarding Formalities to ensure that all requirements are satisfied (complete documentation to support the vessel, crew and cargoes conformity)

Seaport ARTA Procedure Code CCS-A6-SED-11

Conduct loading / unloading of general cargoes by the designated cargo handler

Seaport ARTA Procedure Code CCS-A6-SED-13

Application of Vessel Exit Clearance and Payment of Port Charges

Seaport ARTA Procedure Code CCS-A6-SED-04

Conduct **Pre-Departure Inspection** to ensure that all **Statutory and regulatory requirements are complied with** (complete documentation to support the vessel's seaworthiness, the capability of their crew and conformity of cargoes)

Port Communication Branch monitors and guides the vessel until it exited the port limit through constant communication. Actual time of every movement or traffic flow is recorded)

Seaport ARTA Procedure Code CCS-A6-SED-12

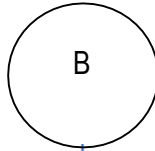
All processes are under ARTA-Frontline Service

Vessel's Arrival

Vessel Communication for Vessel

Arrival

Port Communication Branch (POD)

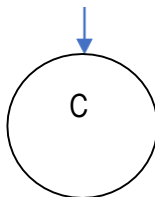


Receive notice of arriving vessel (ETA) based on SPAM - MOM

Monitor Vessels arrival thru VHF Channel 16 and Vessel Traffic Management System

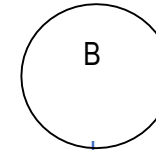
Coordinate and Monitor Tugboat Service, Pilot Service and Line-handling Service, Update Ship Boarding Officer on Vessel Status

Monitor and Log Vessels from Abeam Grande to Actual Time of Berth/Anchorage (Last Mooring Line Secured or Dropped Anchor)



Boarding Formalities

Ship Boarding and Maritime Safety Branch (POD)

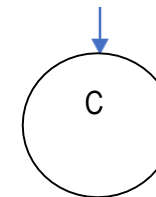


Receive notice of arriving vessel (ETA) based on SPAM - MOM

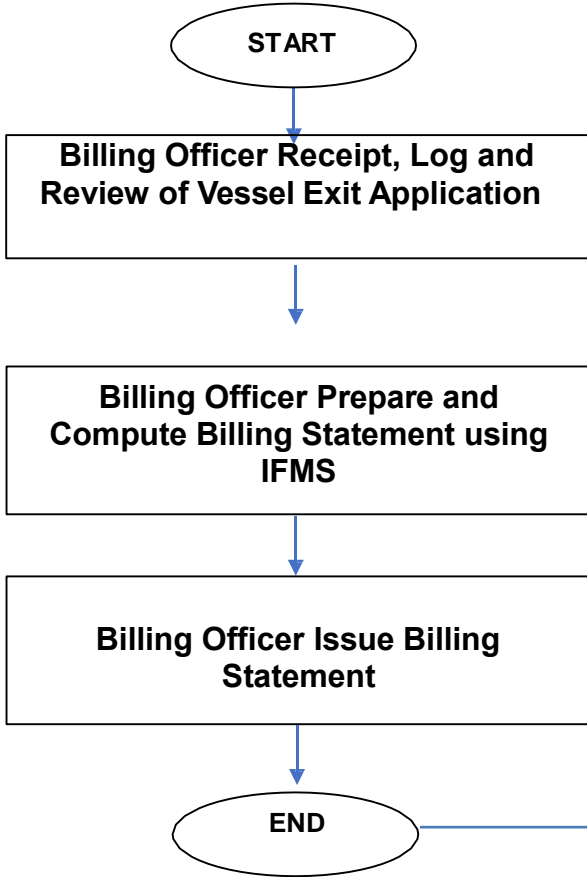
Coordinate with Ship Agent for service and Prepare Boarding Documents

Conduct Boarding Formalities and Secure necessary Vessel/Cargo required documents

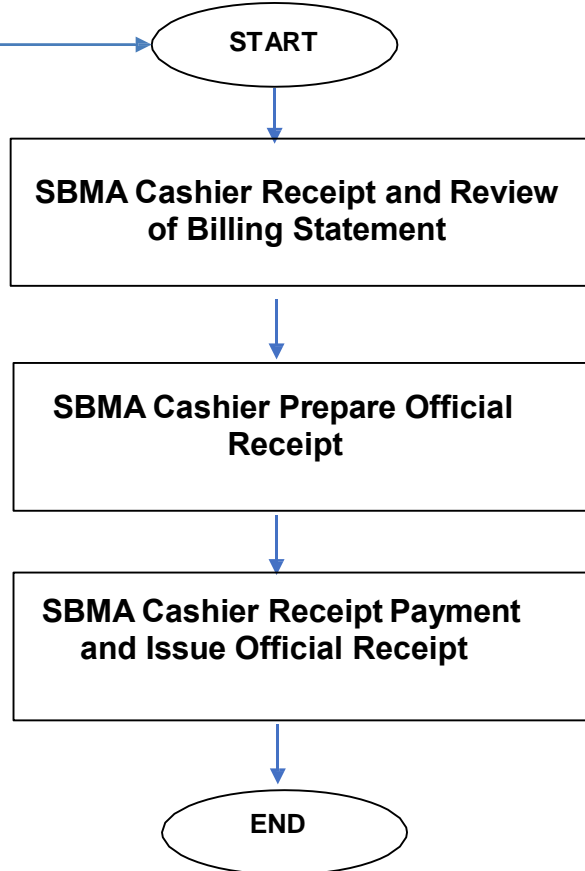
Record Boarding Formalities Details



ACCOUNTING DEPARTMENT PROCESS



TREASURY DEPARTMENT PROCESS

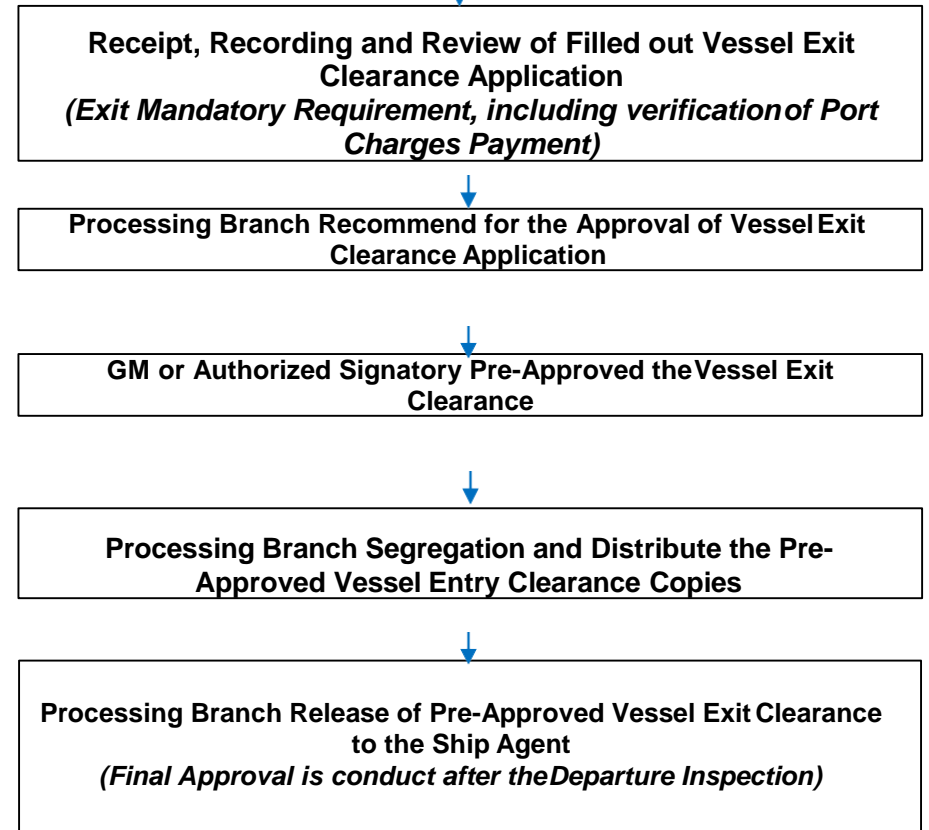


IN AUTHORITY
Seaport Billing Section

Cash Management Division

Payment of Port Charges

C



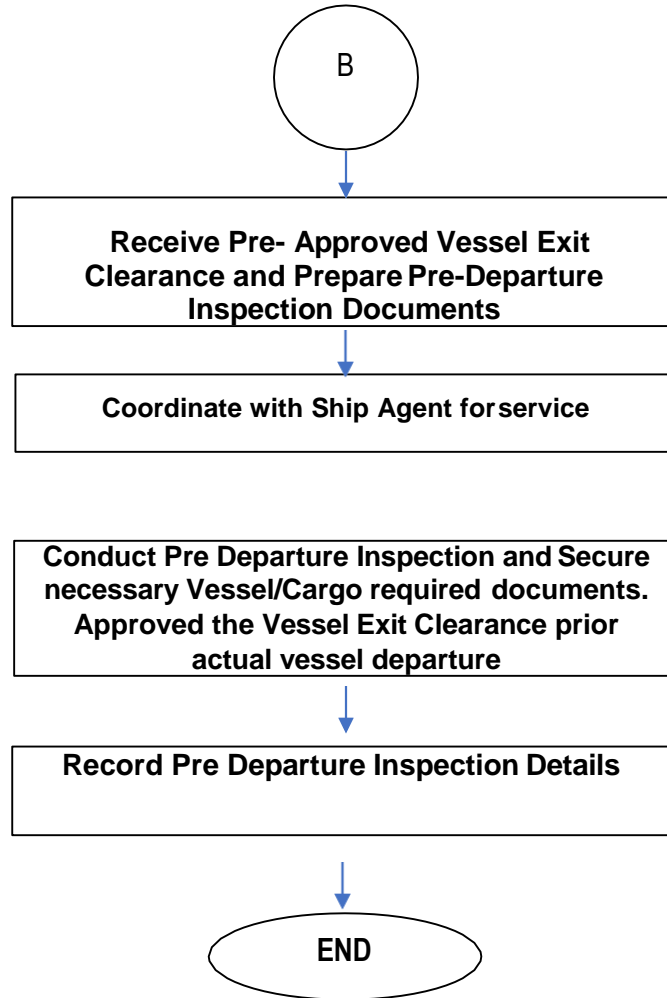
D

Approval of Vessel Exit Clearance

Vessel's Departure

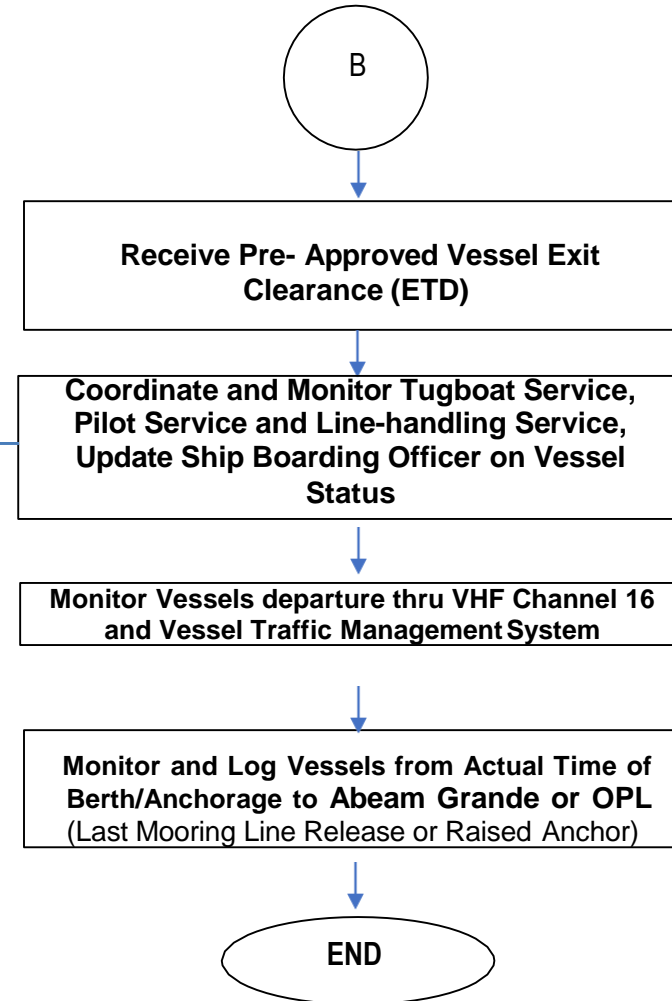
Boarding Formalities

Ship Boarding and Maritime Safety Branch (POD)



Vessel Communication for Vessel Arrival

Port Communication Branch (POD)



CARGO MOVEMENT MANAGEMENT

INTERFACE

Cargo Handler, Ship Agent, Consignee, Broker, Trucker

Consignee, Broker, Seaport Cargo Checker, BOC Checker, & Personnel from other Gov't Agencies

Seaport Personnel, TFCD Personnel, BOC, Consignee, Broker

Seaport, LED, BOC



ACTIVITY

ARRIVAL OF CARGOES

Discharging of Cargoes at designated pier/wharf by the Terminal Operator / Cargo Handler

INSPECTION OF CARGOES

Inspection to be conducted by SBMA Seaport Department, Consignee representative, Bureau of Customs, and other Government Agency (as necessary).

Seaport ARTA Procedure Code CCS-A6-SED-07

DOCUMENTATION OF CARGOES

Issuance of permits and clearances such as Gatepass (Tax Paid) and Transshipment (Tax Exempt) by SBMA Seaport Department, Trade Facilitation and Compliance Dept., Bureau of Customs. Including payment of Vessel and Cargo Charges

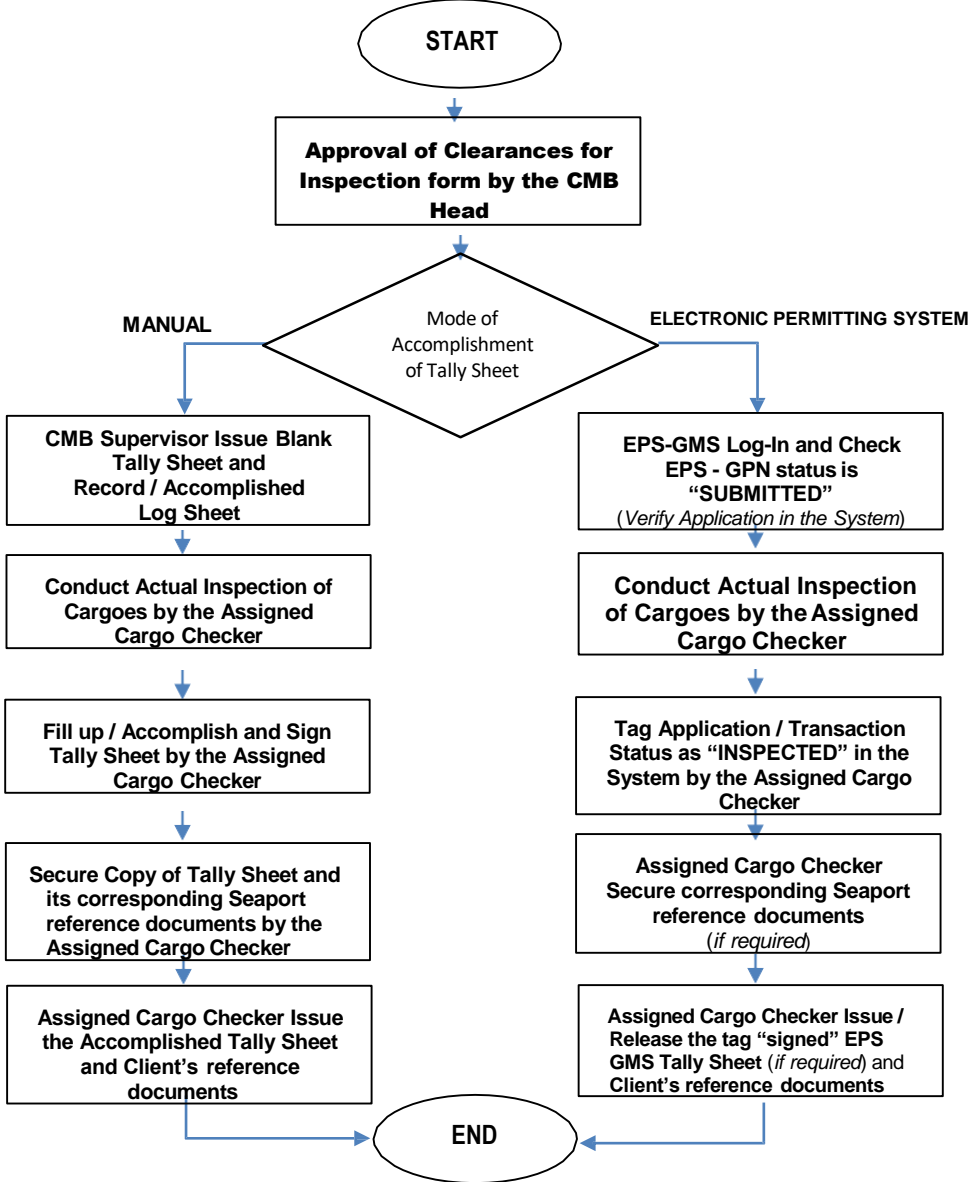
Seaport ARTA Procedure Code CCS-A6-SED-02

EXIT OF CARGOES from the Freeport Zone

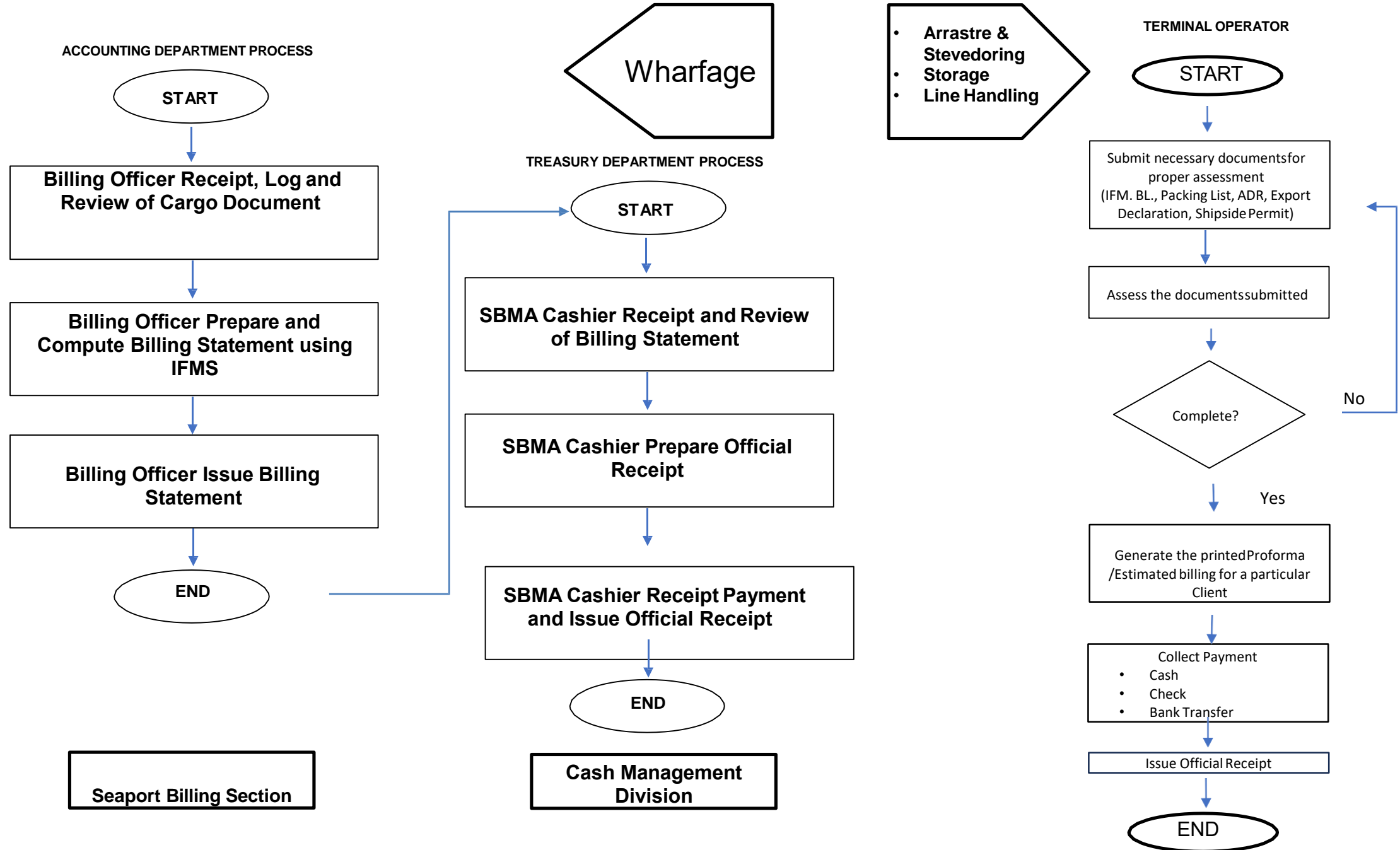
Final Inspection by Seaport Department, LED and Bureau of Customs to ensure full compliance to all Statutory and regulatory requirements.

Seaport ARTA Procedure Code CCS-A6-SED-06

Inspection of Cargo



Payment of Port Charges



Approval of Appropriate Cargo Document

GATEPASS & TRANSSHIPMENT

SEAPORT PROCESS

START

Processing Officer Receipt, checking of completeness of documentary requirements based on the official checklist & recording of duly accomplished Seaport Controlled – Cargo Application or Print out of EPS

Processing Officer Review of Seaport Controlled-Cargo Application and Official Requirements

Mode of Processing of Seaport Controlled-Cargo Application

MANUAL

ELECTRONIC PERMITTING SYSTEM

Processing Officer Affix initial on the “EVALUATED” Seaport Controlled-Cargo Application

Tagging of EPS application as “EVALUATED” by the Processing Officer

Seaport GM or Authorized Signatory Affix initial on the “RECOMMENDED” Seaport Controlled-Cargo Application

Tagging of EPS application as “RECOMMENDED” by the Seaport GM or Authorized Signatory

DA for Ports Affix Signature on the “APPROVED” Seaport Controlled-Cargo Applications

Tagging of EPS application as “APPROVED” by the DA for Ports

Processing Officer Issue / Release “APPROVED” & DRY SEALED Seaport Controlled-Cargo Document and its corresponding Seaport references / attachments

Processing Officer Issues / Releases corresponding Seaport references / attachments

END

Processing Branch

TRADE FACILITATION & COMPLIANCE (TFCD) PROCESS

START

Document Examiner Review the uploaded list of importable if within the CRTE’s business activities

TFCD Head Approves request by tagging “CONTROLLED” for controlled items and/ or “APPROVES for uncontrolled items

Document Examiner Monitor Processing Fee through TAFS

Document Examiner Receives and logs the Declaration for Admission of Foreign Goods and supporting documents

Document Examiner Prepares billing assessment for Admission Fee for Motor Vehicles and watercrafts

TFCD Head Signs the Declaration of Admission of Foreign Goods for controlled items

Document Examiner Photocopies, Logs, and segregates the signed Declaration for Admission of Foreign Goods and transmit to Seaport Billing Section of Accounting Department

END

Trade Processing Division

SINGLE ADMINISTRATIVE DOCUMENT (SAD) or TRADE AUTOMATION & FACILITATION SYSTEM (TAFS)

TREASURY DEPARTMENT PROCESS

START

Receipt and Review of Billing Statement

Prepare Official Receipt

Receipt Payment and Issue Official Receipt

END

Cash Management Division



Exit of Cargoes

