



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

CHECKLIST FORM

CONTROL CODE: BOC-CL-POC-CCC-0001

☐ TRANSSHIPMENT	☐ FORMAL	☐ INFORMAL
☐ Checklist Form ☐ Portal Ticket ☐ Notarized TSAD ☐ Temporary Assessment Notice ☐ PEZA or CDC Electronic Import Permit ☐ Original AWB Chopped by the Airlines ☐ Invoice/Packing list ☐ Regulatory Agency Permit (If applicable) ☐ Boatnote (if applicable) ☐ Photocopy of valid I.D. with signature	☐ Checklist Form ☐ Portal Ticket ☐ Notarized SAD ☐ Temporary Assessment Notice ☐ Notarized SDV ☐ Invoice/Packing list ☐ Copy of previous Importation for Registered Locator (If Applicable) ☐ Original AWB Chopped by the Airlines ☐ Application of PBO (CDC) (If Applicable) ☐ Import Permit/ Clearance (If Regulated or Restricted) ☐ Original C.O. (If Applicable) ☐ Photocopy of valid I.D. with signature	☐ Checklist Form ☐ Portal Ticket ☐ Notarized Informal Entry ☐ Gate Pass (If Applicable) ☐ Invoice/Packing list ☐ Application of PBO (CDC) ☐ Truck Weighing Scale (If Applicable) ☐ Non-Hazardous Permit (CDC) (If Applicable) ☐ Original AWB Chopped by the Airlines ☐ Import Permit/ Clearance (If Regulated or Restricted) ☐ Photocopy of valid I.D. with signature ☐ PEZA Form No. 8106 (If Applicable)



Industrial Estate V, M.A. Roxas Highway, Clark Freeport Zone, Pampanga
(045) 499-0831 – (045) 499-0828 | www.customs.gov.ph | clark@customs.gov.ph



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DOCUMENT PROCESSING TIME FORM

TRANSSHIPMENT / FORMAL ENTRY / INFORMAL ENTRY
ENTRY NO. _____

CONSIGNEE: _____
BROKER/REPRESENTATIVE: _____

Person/OIC	Time Received/ Started	Time Released/ Finished	Name & Signature	Remarks
Entry Processing Unit (EPU)/Customer Care Cnter (CCC) Receiving Clerk/Document Processor				
Chief, EPU/CCC				
Releasing Clerk, EPU/CCC				
Chief Assessment Division				
COO III (Examiner)				
PRU Officer (if with C.O.)				
COO V (Appraiser)				
Liquidation and Billing Division				
For Filing				



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