



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

AIR EXPRESS CARGO PROCESSING DIVISION

NAME OF DIVISION	PROCESS	REQUIREMENTS	WHERE TO SECURE
Air Express Cargo Processing Division	Low Value Dutiable Shipments	Printed Single Administrative Document (SAD) Using IES as Mode of Declaration (IE-SAD) with Copy of Assessment Notice	Air Express Cargo Operators thru Value Added Service Providers (VASPs)
		Printed On-Line Release System	Air Express Cargo Operators thru Value Added Service Providers (VASPs)
		Consolidated Inward Cargo Foreign Manifest (CICFM)	Air Express Cargo Operators
		Air Waybill (1 Original or Certified True Copy)	Air Express Cargo Operators
		Invoice (1 Original or Certified True Copy)	Shipper / Supplier / Air Express Cargo Operators
		Packing List (1 Original or Certified True Copy)	Shipper / Supplier / Air Express Cargo Operators
		Tax Exemption Indorsement, if applicable (1 Original)	Revenue Operations Group-Department of Finance
		Permits or Clearances for Regulated Commodities (1 Original)	Regulatory Government Agency
	De Minimis Shipments	Duly accomplished Informal Import Entry Declaration (IIDE) (BC Forms No. 177)	Collection Division
		Duly accomplished Gatepass Form (BC Form No. 201)	Collection Division
		Air Waybill	Shipper / Supplier / Air Express Cargo Operators
		Packing List	Shipper / Supplier / Air Express Cargo Operators
		Tax Exemption Indorsement, if applicable	Revenue Operations Group-Department of Finance
		Permits or Clearances for Regulated Commodities	Regulatory Government Agency

