

**CHECKLIST OF REQUIREMENTS**  
**Processing Branch, Port Management Division**  
**SEAPORT DEPARTMENT**

**A. GATE PASS by land/sea/pipeline**

**A.1 Mandatory Requirement for Imported Cargoes:**

- GMS Print Out/Manual Filled Out Application
  - BOC Clearance with "Verified" stamp
  - Import Permit/Single Administrative Doc. (if locator)
  - Import Tally Sheet (if locator)
  - Bill of Lading or Airway Bill
  - Invoice/Packing List
  - Payment of Seaport Charges
  - Picture of Cargoes
  - \*Special Power of Attorney to process
  - \*\*\*Permanent Tally Sheet
- One Truckload/Unit per gatepass

**Additional Requirements if:**

**a. Vehicles**

- Copy of OR/CR from LTO or Certification
- Copy of Certificate of Payment from BOC

**b. Plant or Agricultural Products**

- Import Clearance from DA (BPI & BAI)
- Phytosanitary Certificate from the origin
- Plant Quarantine Inspection from BPI

**c. Live Animals**

- Import Permit from DA- BAI

- Health Certificate from the origin
- Landing Permit from BAI
- Veterinary Health Certificate from BAI

**d. Frozen Meat and Dairy Products**

- Veterinary Quarantine Certificate from DA
- Quarantine Certificate from the origin
- Animal Quarantine Inspection from BAI

**e. Fish Fry**

- Clearance from BFAR
- Quarantine Certificate from the origin

**f. Explosives**

- Certification from Philippine National Police

**g. Medicinal Drugs**

- Clearance from FDA
- License to Operate from BFAD

**h. Logs, Timber, Veneer, Plywood & other wood based mats**

- Certificate of Registration /Authority to Import from DENR
- Phytosanitary Certificate
- SPS Import Clearance from BPI (inspected also by plant quarantine officer)
- Certificate of Origin

**Rice**

- SPS Import Clearance from BPI (inspected also by plant quarantine officer)
- Plant Quarantine Inspection

**i. Cement and Steel**

- Clearance from Bureau of Product Standards under DTI
- Import Commodity Clearance / Certificate of Conditional Release

**i. Mutilated Used Clothing**

- Clearance from BOC
- Condemnation Certificate from BOC
- Clearance from Ecology/PPMD/LED
- Letter Request for LED Escort
- Picture of Cargoes

**j. Sugar**

- Import Permit from Sugar Regulatory Administration (SRA)

**k. Petroleum Products**

- Acknowledgement from DOE
- Certificate of Product Quality and Quantity
- Withdrawal Certificate from BIR
- Authority to Release Imported Goods (ATRIG)

**l. Scrap Materials**

- Certification from Locators/Ship Agent
  - Informal Entry from BOC
  - Clearance from PPMD, Ecology & LED
  - Scrapper/Hauler's SBMA Accreditation
  - Picture of cargoes with cargo checker for vehicles
  - Any proof of weigh in of scrap
- m. Waste/Oil Sludge**
- Certification from Locator or Vessel's Captain noted by the Ship Agent
  - Waste Transport and Permit to Transport Hazardous Waste from Ecology Dept.

- Scrapper/Hauler's SBMA Accreditation
- Clearance from LED and PPMD as needed
- Payment of Port Charges

**n. Tobacco Products**

- Clearance from NTA

**o. Pull out of delisted SBFZ Locator's Equipment**

- Clearance from Accounting Dept.
- Clearance from Business & Investment Group

**A.2 Mandatory Requirement for Local Cargoes:**

- Delivery Receipt or
- Proof of Local Purchase
- Approved Bring-In Permit
- Clearance from PPMD
- Permanent Tally Sheet
- Special Power of Attorney to

**B. LOCAL TRANSSHIPMENT (Manual Processing)**

**Mandatory Requirement:**

- Bill of Lading/Airway Bill
  - Invoice/Packing List
  - Transshipment Tally Sheet
  - Customs Boat Note or E2M from BOC
  - Transshipment Permit from BOC
  - Special Power of Attorney to Process
  - Payment of Seaport Charges
- For Locators**
- Form 8105/Farm In and/or CBW Reg. from the ultimate consignee or Purchase Order & PEZA Registration
  - Import Permit/Single Administrative Doc.
- For Port Users**
- Import Permit from PEZA/Other Ecozones or CBW Registration
  - Authority to Withdraw from PEZA

**Additional Requirements:**

**a. Plant or Agricultural Products**

- Phytosanitary Clearance from the origin
- Plant Quarantine Inspection

**b. Frozen Meat and Dairy Products**

- Veterinary Quarantine Certificate from DA
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- Animal Quarantine Certificate from BAI

**c. Explosives**

- Certificate from Philippine National Police

**d. Scrap Materials**

- Clearance from PPMD and Ecology

**e. Tobacco Leaves**

- Import Commodity Clearance from NTA

**D. FOREIGN TRANSSHIPMENT**

**Mandatory Requirement:**

- Bill of Lading
- Invoice/Packing List
- Transshipment Tally Sheet
- Special Power of Attorney to Process
- Payment of Seaport Charges
- Customs Boat Note or E2M from BOC
- Transshipment Permit from BOC

**Additional Requirements for Non-Subic/Subic Loading:**

**a. For Port Users**

- Booking No. or Proforma Bill of Lading

**a. Ship to Ship Transfer of Cargoes by Foreign Vessels**

- Inward/Outward Manifest

**E. TEMPORARY TRANSFER**

**Mandatory Requirement:**

- Official Receipt of Cash Bond from BOC
- Commercial Invoice
- Temporary Transfer Tally Sheet and Seaport Approved Letter Request
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**F. BRING-IN PERMIT**

**Mandatory Requirement:**

- Bring-Out Permit/Farm Out Permit/Approved PEZA Form 8106 (if foreign goods)
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  - Sales Invoice/Delivery Receipt Purchase Order (if local goods)
  - Permanent Tally Sheet
  - Special Power of Attorney to Process
- Ships Spares/Stores**
- Transshipment Permit from the origin
  - Payment of Port Charges

**Petroleum Products**

- Certification from BOC re: Vessel arrival loaded with local petroleum products
- Shore Receipt, Survey Report, ATRIG, BIR Withdrawal Certificate
- BOC Proof of Tax Payment/ SSST, Custom's Entry, Coasting Manifest

**G. VESSEL ENTRY AND EXIT CLEARANCE**

- Protection and Indemnity Insurance
- Vessel Registry

- International Load Line Certificate
- Vessel Safety Construction Certificate
- Safety Equipment Certificate
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- Inward and Outward Manifest

- Ship Particulars
- Crew List
- Special Power of Attorney to process for Authorized Ship Agent
- Diplomatic Clearance for VFA Vessels

**Note:**

\*Shall be submitted once and will be required again if there's a need to update the records.  
\*\*Anything that deviates from the norm shall be supported by a letter request coursed thru the Seaport General Manager or Deputy Administrator for Operations for approval.

\*\*\*For Manual Processing

Pull out of cargoes in bulk especially if its intended for commercial purposes

**Legend:**

ATRIG - Authority to Release Imported Goods	DA - Department of Agriculture
BAI - Bureau of Animal Industry	DOE - Department of Energy
BFAR - Bureau of Fisheries and Aquatic Resources	DTI - Department of Trade and Industry
BIR - Bureau of Internal Revenue	FDA - Food and Drug Administration
BOC - Bureau of Customs	LTO - Land Transportation Office
BPI - Bureau of Plant Industry	NTA - National Tobacco Administration
CBW - Customs Bonded Warehouse	PEZA - Philippine Economic Zone Authority