



March 16, 2020

MEMORANDUM

TO : Shipping Lines, Consignees, Shippers, Brokers/Processors, Trucking Companies

FROM : MICT Management

Subject : GUIDELINES IN THE ONLINE ISSUANCE OF CARGO ENTRY/WITHDRAWAL PERMIT

In line with the recent Memorandum Circular issued by PPA dated March 15, 2020 regarding the Guidelines in the Issuance of Cargo Entry/Withdrawal Permit, ICTSI will be implementing the following procedure effective March 16, 2020;

CARGO ENTRY/WITHDRAWAL PERMIT (CEWP)

- CEWP will be issued with control number automatically assigned by the system. The application for CEWP issuance shall be processed on-line for those that have valid transactions with the Manila International Container Terminal.
- Pre-requisites for issuance of CEWP are as follows;
 - Import – OLRs and Yard location
 - Export – Valid Pre-advise

PROCEDURE FOR IMPORT/EXPORT CARGO (Online Issuance)

1. Process payment of cargo charges at ACTS on-line. Print Official Receipt and Gatepass for successful online payment transaction.
2. Log on to mict.com.ph.
3. Input the following required information for systems validation;
 - a. For Import
 - i. Entry Number or Bill of Lading number
 - ii. Container Number
 - b. For Export
 - i. Loaded
 - Booking Number
 - Container Number
 - ii. Empty/Empty Return
 - Container Number

4. System will validate entries and display CEWP form.
5. Input the following required information:
 - a. SHIPPER/CONSIGNEE
 - b. ADDRESS
 - c. NAME OF DRIVER
 - d. NAME OF HELPERS (max 2)
 - e. PLATE NUMBER
 - f. TRUCK ROUTE/S: TO; FROM
 - g. COVER ENTRY TO AND FROM
 - h. EXIT FROM THE NCR AND VICE VERSA (please declare area/s of origin and destination of trucks and cargoes)
 - i. SHIPPING LINE – auto populate
 - j. CONTAINER NUMBER/S - auto populate
 - k. CARGOES (TYPE/NATURE IF LADEN; INDICATE 'EMPTY' IF APPLICABLE) – auto populate
6. Click Save and Print CEWP.

***This process ensures compliance with government initiatives for social distancing and prevention of mass gatherings. Having to operationalize the issuance of CEWP after 24 hours' notice required us to look for the best available option with the control function PPA is mandating for ease of entry through checkpoints. We urge the transacting public to make use of all MICT online options available to you.**