



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA



BSS-COM-2024-08-002

MEMORANDUM

FOR : ALL CONCERNED
FROM : THE COMMISSIONER
SUBJECT : REITERATING THE SUBMISSION OF NOTICES FOR VESSEL ARRIVALS AND DEPARTURES AND BI CLEARANCE FORM
DATE : 01 AUGUST 2024

To ensure strict enforcement of boarding formalities for incoming and outgoing vessels, the Bureau of Immigration through the Bay Service Section reiterates **Immigration Administrative Order No. 01-94, s. 1994, Notice of Arrivals and Departures of Vessels (Annex 'A')**. The Administrative Order applies to all shipping companies, ship owners, operators or chartered vessels, and their authorized representatives.

Further, pursuant to Section 32 of Commonwealth Act No. 613, also known as the Philippine Immigration Act of 1940, all owners of sea vessels are required to submit the necessary documents, which include the embarking crew list, embarking passenger manifest, departure crew list, and departing passenger manifest, along with the completed filled-out BI Immigration Clearance form 2014-10-018 (*Annex 'B'*).

The said documents shall be submitted to the Bay Service Section or sent thru email at **bi.bss.noa@gmail.com** with the subject "Notice of Departure/Vessel/Actual Departure Date."

Alien Control Officers and Boarding Officers shall strictly enforce and monitor compliance with this Order by all stakeholders.


NORMAN G. TANSINGCO
Commissioner