

May 14, 2025

To: All Logisteed Agents, Other Networks and Subsidiaries

**Attention:** Export Coordinators / Managers and up to Managing Directors

**Subject:** Compliance Advisory – Airfreight & Seafreight Pre-Alert Procedures

Dear Sir / Madame,  
Good day.

We have recently experienced late and amendments of cargo manifests, resulting in substantial penalties. To prevent future issues, please ensure strict adherence to the following procedures before loading cargo bound for the Philippines:

- **Informed MIFFI** ahead of time about the shipment bound for the Philippines.
- **Do not load cargo** until confirmation is received from the MIF Coordinator.
- **Send Draft Pre-alert to MIFFI**, as soon as shipment booked to carrier even no GW/CW/Quantity
- **Send Final Pre-Alerts promptly**, including MBL & HBL or MAWB & HAWB, ensuring complete and accurate details.

**Pre-alert timelines are as follows:**

- **Airfreight:**
  - Within Asia – Send pre-alert at least **3 hours** before arrival or upon confirmed loading to carrier, whichever is earlier.
  - Outside Asia – Send pre-alert at least **6 hours** before arrival or upon confirmed loading to carrier, whichever is earlier.
- **Seafreight:**
  - Transit time **under 72 hours** – Send pre-alert **at least 14 hours** before arrival or upon successful loading to carrier, whichever is earlier.
  - Transit time **over 72 hours** – Send pre-alert **at least 26 hours** before arrival or upon successful loading to carrier, whichever is earlier.

**Immediately notify the MIF Coordinator** of any changes, **especially flight details**.

**Penalty Notice:**

Late submission of manifests will result in penalties ranging from **₱100,000 to ₱300,000**, plus applicable processing costs, charged to the agent.

Your cooperation in maintaining compliance is greatly appreciated. Thanks in advance for your usual support.

Best Regards,  
**Manila International Freight Forwarders Inc.**