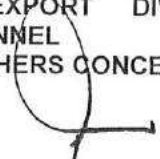





MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
 ALL DISTRICT AND SUB-PORT COLLECTORS
 ALL EXPORT DIVISIONS OR EQUIVALENT UNIT
 PERSONNEL
 ALL OTHERS CONCERNED

FROM : REY LEONARDO B. GUERRERO
 Commissioner   BOC-09-12533
 APR 13 2021

SUBJECT : ONLINE SUBMISSION OF DOCUMENTS FOR EXPORT
 PROCESSING

DATE : 07 April 2020

Pursuant to the President's declaration of "Enhanced Community Quarantine" and in line with our mandate to facilitate trade in goods, in the interim, an "ONLINE SUBMISSION OF DOCUMENTS FOR EXPORT PROCESSING" is hereby implemented.

Section 1. Scope. This Order shall cover the interim implementation of the online submission of documents in Export Divisions, Customs Container Control Division or its equivalent units in all Collection Districts and the Export Coordination Division, as applicable, for the processing of Export Declaration, Product Evaluation Report, Certificate of Shipment, Certificate of Identification, Special Permit to Load, Certificate of Origin (CO) Form AANZ, Application as Registered Exporter under EU-GSP and Application as Approved Exporter under PH-EFTA FTA.

Section 2. Objectives.

- 2.1. To ensure the unhampered and complete service of the Bureau of Customs (BOC) during the enhanced community quarantine and the implementation of alternative working arrangements.
- 2.2. To provide an option for BOC Stakeholders to avail of the online submission of documents considering the restriction of movement brought about by the Declaration of Enhanced Community Quarantine.

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Section 3. Definition of Terms. For purposes of this Order, the following terms are defined accordingly:

- 3.1. **Assignment of Ticket** — shall refer to the transfer or routing of an existing Ticket to and from an assigned Customs Officer or office.
- 3.2. **Approved Exporter** — a producer, manufacturer, or trader authorized by the respective customs authority of the Parties, which is the BOC to complete Origin Declarations without signature after complying with the requirements set out in Customs Memorandum Order 14-2018 on the Guidelines on the Implementation of the Free Trade Agreement Between the Philippines and European Free Trade Association (PH-EFTA).¹
- 3.3. **Certificate of Origin (CO)** — shall refer to the declaration of the exporter, certified by the Bureau of Customs that his or her export complies with the origin requirements specified under bilateral, regional or multilateral trading arrangements to which the Philippines is a party.² For the purposes of this Order, only CO Form AANZ bound for Australia and New Zealand shall be submitted and processed online.
- 3.4. **Certificate of Identification (CI)** — shall refer to a document secured prior to exportation and issued by the District Collector or authorized customs officer identifying goods to be exported.³
- 3.5. **Customer Care Portal System (CCPS)** — shall refer to the BOC Online facility with support ticketing system utilized by BOC Stakeholders to avail of the Online Submission of Documents for Export Processing.
- 3.6. **Customs Officer** — shall refer to BOC personnel authorized to perform a specific function as provided in this Order, including but not limited to Duty and Off-Duty Officers, Supervising Customs Officers, E2M Trigger Officers, Validating Officers, among others.
- 3.7. **Duty Officer** — shall refer to a Customs Officer performing its function as part of the skeletal workforce and designated to physically inspect shipments, if the circumstances warrant. A Duty Officer is also tasked to evaluate export documents filed manually by BOC Stakeholders.
- 3.8. **E2M Trigger Officers** — shall refer to a group of Duty Officers specifically designated to update the E2M System with the findings

¹ Customs Memorandum Order (CMO) 14-2019, Section 3.1

² cf. PD 930 Section 1.C; CMTA, Title V, Chapter 1, Section 503

³ cf. CAO 6-2016, Section 3.3

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or assessment of the Off-Duty Officers and Supervising Customs Officers.

- 3.9. **Export Declaration** — shall refer to a statement made in the manner prescribed by the Bureau and other appropriate agencies, by which the persons concerned indicate the procedure to be observed for taking out or causing to be taken out any exported goods and the particulars of which the Bureau shall require.⁴
- 3.10. **Off-Duty Officer** — shall refer to a Customs Officer performing its function through a "Work from Home" arrangement and who shall conduct review of documents electronically submitted.
- 3.11. **Product Evaluation Report** — shall refer to the document which contains the result/s of the pre-evaluation of export products applying for CO, after complying with the requirement of the Bureau. This may be issued by the Export Coordination Division or Export Division in all Collection Districts.⁵
- 3.12. **Registered Exporter** — shall refer to a producer, manufacturer, or trader who complied with the requirements set forth in the Delegated Regulation EU No. 2015/2446 and Commission Implementing Regulation EU 2015/2447 of the Union Customs Code (Regulation EU No. 952/2013), and authorized by the Bureau of Customs (BOC) pursuant to Customs Memorandum Order (CMO) No. 50-2019 to complete a Statement Origin through invoice or any other commercial document.
- 3.13. **Special Permit to Load (SPL)** — shall refer to a document that grants the authority to load goods for export in a situation where no Export Declaration is required.
- 3.14. **Supervising Customs Officer** — shall refer to a Customs Officer performing its function as either part of the skeletal workforce or through a "Work from Home" arrangement and designated to review and/or approve the document evaluated by the Duty or Off-Duty Officer(s), as applicable.
- 3.15. **Ticket** — shall refer to the electronic means utilized to identify issues, concerns and requests of the BOC Stakeholders. A ticket shall cover a message thread which may include the status and/or resolution of issues, concerns and requests, and may also allow BOC Stakeholders to upload relevant documents.

⁴ Customs Modernization and Tariff Act, Title I, Chapter 2, Section 102 (t)

⁵ Customs Memorandum Order (CMO) 50-2019, Section 3.3

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- 3.16. **Ticket Number** — shall refer to a system-generated unique reference number assigned to a Ticket.
- 3.17. **Updating of E2M** — is the procedure done by E2M Trigger Officer of registering in the E2M System which is solely a system requirement.
- 3.18. **User** — shall refer to BOC Stakeholders who will avail of the Online Submission of Documents for Export Processing. The user's account shall have the same email address registered in the **BOC Client Profile Registration System (CPRS)**.
- 3.19. **Validating Officers** — shall refer to a group of Customs Officers specifically designated to validate the submitted online and hard copies of export documents.

Section 4. General Provisions.

- 4.1. The online submission of documents for export processing can only be availed by BOC accredited Exporters, Licensed Customs Brokers and Declarants.
- 4.2. The online submission of documents for processing of Export Declaration under this Order shall be made within forty-eight (48) hours from lodgment of the Export Single Administrative Document (SAD) at the E2M Customs System or the Automated Export Declaration System (AEDS), as applicable.
- 4.3. The online submission of documents for processing of Manual Export Declarations, Pre-export Evaluation, Certificate of Shipment, Certificate of Identification, Special Permit to Load, Application as Registered Exporter and Application as Approved Exporter shall be uploaded to the CCPS as needed by the stakeholders.
- 4.4. Hard copies of the documents shall be submitted **upon lifting of the Declaration of the Enhanced Community Quarantine or within three (3) days thereafter.**
- 4.5. The District Collectors, in coordination with the Public Information and Assistance Division (PIAD) shall ensure the proper information dissemination to BOC Stakeholders and encourage them to avail of the online submission mechanism.
- 4.6. The District Collectors and Customs Officers concerned are hereby directed to observe extreme care and caution in securing the credibility of this online service facility.
- 4.7. The District Collectors and Deputy Commissioner, Assessment Operations Coordinating Group (AOCG) are likewise enjoined to

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supervise and monitor the Customs Officers in their respective ports/offices and ensure that the timeliness in performing their assigned tasks is at all times observed.

- 4.8. Failure to comply with any provisions of this Order shall be dealt with administratively and/or criminally, as the circumstances warrant.

Section 5. Operational Provisions.

- 5.1. The following operational procedure shall be performed by the **User** or **BOC Stakeholder**:

5.1.1. User will register and log-in with the CCPS at client.customs.gov.ph with its username and password and select "**Open A Ticket**".

5.1.2. The User shall select the applicable process (e.g. **FILING OF EXPORT DECLARATION, PRODUCT EVALUATION REPORT, CERTIFICATE OF SHIPMENT, CERTIFICATE OF IDENTIFICATION, SPECIAL PERMIT TO LOAD, CERTIFICATE OF ORIGIN FORM AANZ, APPLICATION AS REGISTERED EXPORTER, APPLICATION AS APPROVED EXPORTER**) from the drop-down menu of the "Help" topic.

5.1.3. For the submission of documents for the processing of Export Declaration, perform the following:

- a. Select the Port, Declaration Type "Export" in the form page.
- b. Enter the Export Declaration Reference number as used in the lodgment, exporter's complete name as shown in the Single Administrative Document (SAD) and DECLARANT's name in the field box.

5.1.4. A faithful reproduction of the following documents shall be uploaded, as applicable:

- a. **Export Declaration:**
 - i. **Regular Export**
 1. Export Single Administrative Document (SAD)
 2. Proforma Invoice;
 3. Packing List

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ii. Export under Sec. 801-813 (Warehousing)

1. Export Single Administrative Document (SAD)
2. Proforma Invoice;
3. Packing List;
4. Certificate of Identification (signed by WAD)
5. Certificate of Inspection and Loading
6. Boatnote

iii. Export under Drawback

1. Export Single Administrative Document (SAD);
2. Proforma Invoice;
3. Packing List;
4. Shipment Information Slip (secured from CIIS)

iv. Export under Bond/ For Repair

1. Export Single Administrative Document (SAD);
2. Proforma Invoice;
3. Packing List;
4. Certificate of Identification (signed by COO I)

v. Export of Regulated Product

1. Export Single Administrative Document (SAD);
2. Proforma Invoice;
3. Packing List;
4. Export Commodity Clearance/ Permit

vi. Transit

1. Export Single Administrative Document (SAD);
2. Special Permit to Load;
3. Copy of processed Export Declaration from the Outports, if applicable;
4. Copy of Cargo Manifest;
5. Copy of Domestic Bill of Lading

b. Pre-Exportation Evaluation

- i. Written request for evaluation to be submitted at least five (5) days prior to exportation;
- ii. Complete list of all materials used in the production both local and imported;
- iii. Break down of cost element
- iv. Import and Export Declarations

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- v. Production Flowcharts
 - vi. Company Profile
 - vii. Other documents to support originating status of the product
 - viii. Photo of production process
- c. Issuance of Certificate of Shipment**
- i. Processed Export Declaration
 - ii. Commercial Invoice
 - iii. Inspector's Certificate of Loading from Customs Container Control Division
- d. Issuance of Special Permit to Load**
- i. Special Permit to Load (SPL) with documentary stamps for Port of Manila loading and noted on Manila International Port or vice-versa
 - ii. Supporting documents/ proof of container discharge
- e. Issuance of Certificate of Origin (CO) Form AANZ bound to Australia and New Zealand only**
- i. Completely filled-out CO Form AANZ
 - ii. Approved Export Declaration
 - iii. Bill of Lading or Airway Bill
 - iv. Commercial Invoice
 - v. Export Permit for regulated products
- f. Application as Registered Exporter**
- i. Print-out of signed application submitted to <https://customs.ec.europa.eu/rex-pa-ui/#create-preapplication/>
 - ii. Unique Reference Number (URN) as PEZA locators, Client Profile Registration System (CPRS) for non-PEZA locators or other equivalent document;
 - iii. Product Evaluation Report, if applicable
 - iv. Supplier's declaration (for trader applicants)
- g. Application as Approved Exporter**
- i. Letter of intent or email to the Deputy Commissioner, AOCG
 - ii. Latest Income Tax Return
 - iii. Unique Reference Number (URN) as PEZA locators and Client Profile Registration System (CPRS) for non-PEZA locators
 - iv. Business Permits
 - v. SEC/DTI Registration, whichever is applicable;
 - vi. Product Evaluation Report, if applicable

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- 5.1.5. Uploaded files must be in Portable Document Format (PDF) and the file size shall not exceed 16 MB.
- 5.1.6. Upload the files by clicking “**choose them**” in the grayed box to the right of the document description.
- 5.1.7. Fields with red asterisks are mandatory fields. The creation of new ticket will not proceed without attaching the required document.
- 5.1.8. Click the green button at the bottom of the form to create the Ticket and upload the export documents.
- 5.1.9. The User is likewise required to accomplish a written commitment and undertaking to submit the original copy of the supporting documents uploaded in the CCPS. The said forms can be downloaded in the links located below the “Related Resources” of the Upload Section in the ticket page.

- 5.1.10. Pursuant to Sec. 412 of the CMTA and in relation to Republic Act (RA) No. 8792, otherwise known as the “Electronic Commerce Act of 2020”, all uploaded files, under penalties of falsification or perjury, must be faithful reproduction of the original documents and shall be considered as actionable documents for purposes of prosecuting a declarant/ exporter if the uploaded files are found to be fraudulent.
- 5.1.11. The User shall undertake to submit the hardcopy of the original documents on or before the period stated under Section 4.4. of this Order.
- 5.1.12. Once documents are ready for transmittal to the Bureau, the User may now send the original hardcopy to BOC through a courier for delivery or through the Customs Customer Care (CCC) or designated receiving station or drop box. The hard copies of the Export Declaration and the supporting documents must be placed in a long brown envelope properly labeled using size 16 Arial font with the following details, all in capital letters:
 - a. Date (ex. OCTOBER 2, 2019);
 - b. Port of Dispatch
 - c. ED-SAD Reference Number (ED-SAD Reference No.)
 - d. Exporter (ex. INTERNATIONAL LOCAL TRADING INC);
 - e. Exporter’s Email address (ex. ilti@gmail.com);

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