

- f. Declarant (ex. JOSE DE LA CRUZ);
- g. Declarant's email address (ex. jdlc@gmail.com);
- h. List of Documents submitted separated by Comma (ex. SAD, INVOICE, PACKING LIST); and
- i. Ticket Number

5.1.13. Non-compliance of the undertaking to submit the hardcopy of the original documents may cause suspension of the BOC Accreditation or for the exporter, broker or declarant to be barred from transacting with the Bureau.

5.2. The following operational procedure shall be performed by the **Customs Officers**:

5.2.1. The Ticket will automatically be assigned or routed as follows:

- a. To the Export Divisions or equivalent units for the processing of the following:
 - i. Export Declaration (ED-SAD and Manual ED);
 - ii. Product Evaluation Report
 - iii. Issuance of Certificate of Shipment;
 - iv. Issuance of Certificate of Identification; and
 - v. Application for Registered Exporter under EU-GSP

- b. To the Export Coordination Division for the processing of the following:
 - i. Product Evaluation Report; and
 - ii. Application for Approved Exporter under PH-EFTA FTA

- c. To the Customs Container Control Division (CCCD) for the processing of Special Permit to Load (SPL)

5.2.2. The Off-Duty Officer shall review the completeness of the uploaded export documents and promptly inform the User of any lacking documentary requirements which shall be indicated in the message thread of the Ticket.

5.2.3. Once documentary requirements are complete, the following procedures shall be observed, as applicable:

a. Export Declaration

- 1. The Off-Duty Officer shall assign the Ticket to E2M Trigger Officer.

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2. For ED-SAD lodged at the E2M System, the E2M Trigger Officer shall conduct the following, as applicable:
 - i. Check the selectivity of the ED-SAD at the E2M System and indicate the same in the message thread of the Ticket.
 - ii. If selected "GREEN" or "YELLOW", the Ticket shall be assigned to the Off-Duty Officer for review.
 - iii. If selected "RED" or is subject to examination, the Ticket is transferred to X-ray Inspection Project (XIP) of the concerned Port for the conduct of non-intrusive inspection.
3. For shipments selected "RED" or is subject to examination, the following shall be conducted:
 - i. XIP Office of the Port conducts non-intrusive inspection for shipments selected "RED" and transfers the Ticket back to the Off-Duty Officer from Export Division together with the scanned image result and analysis uploaded in the message thread.
 - ii. Off-Duty Officer reviews the documents submitted, indicates findings in the message thread and assigns the Ticket to the Supervising Customs Officer for review and issuance of Authority to Load with details on ED-SAD Reference Number and container number.
 - iii. If found in order, Supervising Customs Officer shall indicate approval for issuance of Authority to Load and route as follows:
 - a. Assign the Ticket to the E2M Trigger Officer for updating in the E2M System. The E2M Trigger Officer shall input the findings of the Off-Duty Officer and the Ticket Number in the Inspection Act of the E2M System. The rerouting of entries selected "RED" to "GREEN" and other necessary updates in the E2M system

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shall also be performed by the E2M Trigger Officer.

- b. Transfer the Ticket to the Customs Container Control Division (CCCD) and Piers and Inspection Division (PID), as applicable.
4. For ED-SAD lodged through the PEZA AEDS, the following procedures shall be followed, as applicable:
 - i. Duty Officer shall scan the barcode generated by the system and tag the ED-SAD as "Transferred"; or
 - ii. Off-Duty officer shall access the web-based facility of the PEZA AEDS and tag the ED-SAD as "Transferred".
 - iii. Duty or Off-Duty Officer assigns the ticket to the Supervising Customs Officer for review and issuance of Authority to Load with details on ED-SAD Reference Number and container number.
 - iv. If found in order, Supervising Customs Officer shall indicate approval for issuance of Authority to Load and transfer the Ticket to the Customs Container Control Division (CCCD) or equivalent unit, as applicable.
 5. The CCCD or equivalent unit shall transmit to the terminal operator the copies of the Export Declarations with issued Authority to Load as reference for the processing and payment of arrastre and wharfage dues, as applicable. The CCCD shall likewise post a message in the thread of the Ticket informing the User to proceed for payment with the terminal operator.
 6. On reasonable instances where the E2M System or E2M Trigger Officer of a port is not available, the updating in the E2M may be conducted by E2M Trigger Officers of other available ports, subject to the approval of the District Collector and arrangement of the offices concerned.

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b. Product Evaluation Report

- i. The Off-Duty Officer shall review the documents submitted by the User and indicate the findings or clarification in the message thread of the Ticket as necessary.
- ii. The conduct of factory visit and examination of records and processes of the company shall only be conducted if necessary and shall only be **after the lifting of the Declaration of the Enhanced Community Quarantine.**
- iii. The Off-Duty Officer shall prepare the evaluation report including the proposed origin ruling, affixing his/her electronic signature thereto. The word file of the document shall be routed to the Supervising Customs Officer for review.
- iv. If found in order, the Supervising Customs Officer shall affix his/her electronic signature in the word file then save the document as PDF. The PDF copy shall then be uploaded to the Ticket for information of the User.

c. Issuance of Certificate of Shipment

- i. The Off-Duty Officer shall retrieve records on file and verify against the documents submitted. For this purpose, the Export Divisions or equivalent units shall maintain an electronic database of related documents that is readily accessible for verification. Any findings or clarification shall be indicated in the message thread of the Ticket as may be necessary.
- ii. The Off-Duty Officer shall prepare the Certificate of Shipment and forward the same to the Supervising Customs Officer for approval.
- iii. If found in order, the Supervising Customs Officer shall affix his/her electronic signature in the word file then save the document as PDF. The PDF copy shall then be uploaded to the Ticket for information of the User.

d. Issuance of Certificate of Identification

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- i. The Off-Duty Officer shall review the documents submitted.
- ii. The Duty Officer shall conduct examination or inspection of the shipment, as necessary.
- iii. The Off-Duty Officer shall prepare the Certificate of Identification and forward the same to the Supervising Customs Officer for approval.
- iv. If found in order, the Supervising Customs Officer shall affix his/her electronic signature in the word file then save the document as PDF. The PDF copy shall then be uploaded to the Ticket for information of the User.

e. Issuance of Special Permit to Load:

- i. The Off-Duty Officer shall review the documents submitted.
- ii. If found in order, Off-Duty Officer, assigns control number in the SPL and forwards to Supervising Customs for review.
- iii. If found in order, the Supervising Customs Officer shall affix his/her electronic signature in the word file then save the document as PDF. The PDF copy shall then be uploaded to the Ticket for information of the User.

f. Issuance of Certificate of Origin (CO) Form AANZ bound to Australia and New Zealand only

- i. The Duty Officer shall review the documents submitted.
- ii. If found in order, the Clerk or Administrative Officer of Export Division or Export Coordination Division shall print the CO Form AANZ for signature of the Duty Officer or the Supervising Duty Officer duly authorized to sign Certificates of Origin.
- i. The Clerk or Administrative Officer shall place the appropriate seals and reference number in the CO Form AANZ.

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- ii. The CO Form AANZ shall then be scanned and uploaded by the Clerk or Administrative Officer to the message thread of the ticket.
- iii. All scanned copies of the CO Form AANZ issued by the Export Division or equivalent unit of the Port shall be transferred to the Export Coordination Division who shall email the same to the focal person in Australia and New Zealand.

g. Application as Registered Exporter under EU-GSP:

- i. The Off-Duty Officer reviews the documents submitted.
- ii. If submitted at the Export Division or equivalent unit of the Port, the Off-Duty Officer thereto routes the Ticket to the Export Coordination Division for registration at the REX System.
- iii. Once registered, the Export Coordination Division shall indicate in the message thread the assigned REX number of the exporter. Denial of application and grounds thereof shall be communicated in a similar manner.

h. Application as Approved Exporter under the PH-EFTA FTA:

- i. The Off-Duty Officer reviews the documents submitted.
- ii. Once approved, the Export Coordination Division shall indicate in the message thread the assigned Customs Authorization Number of the exporter within seven (7) working days from receipt of complete set of documents by ECD. Denial of application and grounds thereto shall
- iii. be communicated in a similar manner.

- 5.2.4.** For documents which requires clearance from other BOC offices, the responsible Customs Officer shall route the Ticket to the concerned BOC office or unit for their appropriate action.

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- 5.2.5. Any irregularity or concern on the export document or transaction shall be indicated in the message thread of the Ticket.
- 5.2.6. The responsible Customs Officers shall ensure that the User is informed of the status of the ticket by updating and posting messages in the message thread.
- 5.2.7. Once hard copies are received by the BOC as indicated in Sec. 4.4 of this Order, the Validating Officer shall retrieve the Ticket to check if the uploaded files are similar to the submitted hard copies of documents.
- 5.2.8. The Validating Officer shall immediately inform the User of any lacking documents. If the Validating Officer finds that the documents submitted were spurious or falsified, it shall immediately report the same to the District Collector or the Deputy Commissioner, AOCG, as the case may be.

Section 6. Transitory Provision. All Online Submission of Documents for Export Processing submitted prior to the effectivity of this Order but not earlier than 25 March 2020 shall be accepted and processed in accordance with the provisions of this Order.

Section 7. Repealing Clause. All orders, memoranda, circulars and issuance inconsistent herewith are hereby repealed and/or deemed modified accordingly.

Section 8. Separability Clause. If any part or provision of this Order is later declared invalid or illegal, the remaining portion shall remain valid and enforceable.

Section 9. Effectivity. This Order shall take effect immediately and shall last until repealed or revoked.

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