

ACCREDITATION PROCESS



**PRE-
SCREENING**



APPLICATION



**EVALUATION,
VALIDATION**



**APPROVAL
OR DENIAL**

LEVEL 1



REVALIDATION



**APPROVAL
OR DENIAL**

LEVEL 2



ACCREDITATION PROCESS



DOCUMENTARY REQUIREMENTS

PRE-SCREENING

1. Notarized Pre-Screening Form (Annex A);
2. Notarized Self-Assessment Questionnaire (Annex B);
3. Risk Evaluation Sheet (Annex C)
4. Notarized Undertaking (Annex D)
5. Financial Documents (e.g. Annual BIR Returns, Financial Report, etc.)
6. SEC/DTI Registration, as applicable;
7. Mayor's Permit and/or Certificate of Registration (i.e. BOI, PEZA, SBMA, etc.), as applicable; and
8. General Information Sheet (GIS)

APPLICATION

1. Notarized Application Form (Annex A)
2. **Pre-screening Clearance**
3. Notarized Self-Assessment Questionnaire (Annex B);
4. Risk Evaluation Sheet (Annex C)
5. Notarized Undertaking (Annex D)
6. Financial Documents (e.g. Annual BIR Returns, Financial Report, etc.)
7. SEC/DTI Registration, as applicable;
8. Mayor's Permit and/or Certificate of Registration (i.e. BOI, PEZA, SBMA, etc.), as applicable;
9. General Information Sheet (GIS); and
10. Secretary's Certificate designating the authorized person to process the application

ACCREDITATION PROCESS



PRE-SCREENING

Until the applicant
is ready based on
criteria

01 | AEO candidate fills-in forms and submits documentary requirements to the Office of Deputy Commissioner, AOCG

02 | AEO Office assigns Account Manager to review criteria and assist candidate

2.1 | If, approved, Pre-screening Certificate is issued

2.2 | If, disapproved, AEO Office assists until candidate is ready

ACCREDITATION PROCESS



APPLICATION

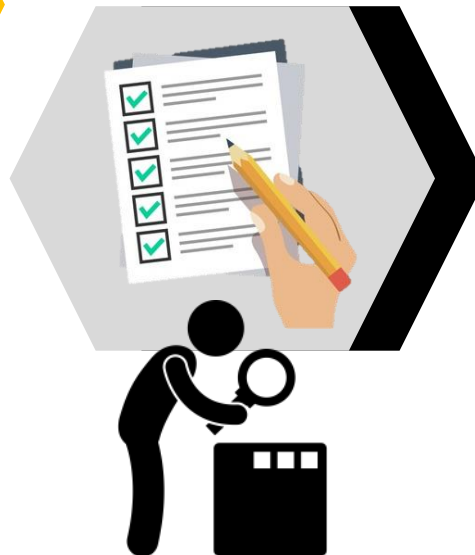
01

Applicant submits complete application form at AEO Online portal together with Pre-screening certificate



02

AEO Office evaluates document submission and conducts on-site inspection of facility



90 days from application



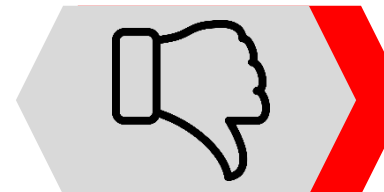
2.1

If, approved, applicant is accredited as Level 1 Member



2.2

If, disapproved, applicant may re-apply after one year from initial application



ACCREDITATION PROCESS



REVALIDATION



Level 1

04

Revalidation of security measures and supply chain security practices of Level 1 member (e.g site visit)



One year from accreditation

03

Level 1 Benefits:

- ✓ Exemption from Renewal of Accreditation
- ✓ Self-Assessment
- ✓ Supplementary Goods Declaration
- ✓ Dedicated Help Desk
- ✓ Other benefits consistent with RKC



4.1

If, approved, applicant is accredited as Level 2 Member



4.2

If, disapproved, retained as Level 1 Member

ACCREDITATION PROCESS



Level 2

06

The Commissioner, subject to the approval of the Secretary of Finance, shall designate appropriate criteria and benefits to validated Level 3 members

05

Level 2 Benefits:

- ✓ Dedicated processing lane
- ✓ Advance Clearance Process
- ✓ Periodic lodgement
- ✓ One time exemption certificate
- ✓ Expedited Customs Clearance for Exports
- ✓ Other benefits consistent with RKC



Level 3

Two (2) years from
effectivity of CAO
5-2017

