



REPUBLIC OF THE PHILIPPINES
Department of Finance
BUREAU OF CUSTOMS
Manila 1099

07 NOV 2012

CUSTOMS MEMORANDUM ORDER

NO. 12-2012

Subject: Guidelines in the Tagging of e-Permits/Clearances of Import/Export Cargoes through the Philippine National Single Window (PNSW)

1. Objectives

- 1.1. To prescribe the method and procedure in verifying the authenticity of supporting documents and tagging the e-permits/clearance of import/export cargoes through the PNSW.
- 1.2. To inform Government Agencies and importers/exporters on the status of the action taken by the Bureau of Customs (BOC) on e-permits/clearances of the import/export cargoes issued by the concerned regulatory agencies.
- 1.3. To detect any discrepancy between the e-permits/clearances and the e2m Single Administrative Document (SAD).
- 1.4. To prevent the use of fake and recycled import/export cargoes permits/clearances.
- 1.5. To expedite clearance of legitimate cargoes by BOC and reduce costs associated with the manual filing, issuance and processing of import/export cargo permits/clearances.
- 1.6. To dispense with the certification of authenticity as a regulatory requirement considering that the supporting documents attached to the approved e-permits/e-clearances are deemed to be authentic.

2. Scope

2.1. This Order shall be initially implemented at the Port of Manila (POM) and Manila International Container Port (MICP) for the verification of supporting documents and tagging of e-permits/clearances of import/export cargo issued by the Head Offices and National Capital Regional (NCR) Offices of the following agencies.

- 2.1.1. Board of Investments (BOI)
- 2.1.2. Bureau of Import Services (BIS)
- 2.1.3. Bureau of Internal Revenue (BIR)
- 2.1.4. Bureau of Product Standards (BPS)
- 2.1.5. Bureau of Quarantine (BOQ)
- 2.1.6. Civil Aviation Authority of the Philippines (CAAP)
- 2.1.7. Department of Health (DOH)
- 2.1.8. Environment Management Bureau (EMB)
- 2.1.9. Fertilizer and Pesticide Authority (FPA)
- 2.1.10. Firearms and Explosives Office (FEO)
- 2.1.11. Food and Drug Administration (FDA)
- 2.1.12. Forest Management Bureau (FMS)
- 2.1.13. Maritime Industry Authority (MARINA)
- 2.1.14. National Food Authority (NFA)
- 2.1.15. National Meat Inspection Service (NMIS)
- 2.1.16. National Telecommunication Commission (NTC)
- 2.1.17. Optical Media Board (OMB)
- 2.1.18. Philippine Coconut Authority (PCA)
- 2.1.19. Philippine Drug Enforcement Agency (PDEA)
- 2.1.20. Philippine Economic Zone Authority (PEZA)
- 2.1.21. Philippine Nuclear Research Institute (PNRI)
- 2.1.22. Philippine Ozone Desk (POD)
- 2.1.23. Sugar Regulatory Administration (SRA)

2.2. This order shall be implemented in other BOC Ports as soon as access to PNSW is made available.

3. Administrative Provisions

3.1. PNSW is an internet-based system that allows the importers/exporters to lodge information and documents with a single entry point to fulfill all imports, exports and transit-related regulatory requirements.

3.2. PNSW is also a business tool for BOC and other government agencies to put up measures and controls in releasing the cargoes, among others.

3.3. Under the PNSW, the parties involved have the following responsibilities:

3.3.1. Importers/Exporters:

3.3.1.1. E-lodgement of the application form and submission of supporting documents to secure e-permits/clearances of import/export cargoes from the concerned Government Agencies.

3.3.2. Concerned Government Agencies:

3.3.2.1. Verification and validation of the authenticity and completeness of the supporting documents attached to the application for e-permits/clearances of import/export cargoes.

3.3.2.2. Processing and approval of the application for e-permits /clearances of import/export cargoes.

3.3.3. Bureau of Customs:

3.3.3.1. Verification and validation of e-permits/clearances of import/export cargoes in the PNSW system.

3.3.3.2. Checking if there is any discrepancy between the e-permits /clearances and the e2m SAD.

3.4. The Customs Inspection Record Module in the PNSW system shall be accessed only by the Customs Operations Officers (COO) III and V of the Formal Entry Division or equivalent unit, except those authorized under Paragraph 3.5 of this Order.

3.5. Customs personnel authorized by the Commissioner shall be granted read-access only in the PNSW systems limited to the transactions cleared through Customs Inspection Record Module.

- 3.6. The applications and import/export e-permits/clearances processed and/or approved in the PNSW shall have system generated Transaction Reference
- 3.7. Numbers at the bottom left corner of the application and/or e-permits /clearances.
- 3.8. Strictly one e-permit/clearance of import/export of cargo per shipment.

4. Operational Provisions

4.1. Importers/Exporters

- 4.1.1. Shall encode the PNSW Transaction Reference Number in Box No. 44 of the Import Entry & Internal Revenue Declaration (IEIRD) / Export Declaration and Import/Export Single Administrative Document (SAD).
- 4.1.2. Shall submit the required documents to BOC pursuant to existing rules and regulations including the print out of e-permit/clearance of import/export cargoes.

4.2. COO III

- 4.2.1. Shall manual search the e-permit/clearance transaction reference number supplied in IEIRD / Export Declaration to determine authenticity.
- 4.2.2. Shall check from the working copy of IEIRD / Export Declaration and e-permit/clearance for any discrepancy in the details of information including the Transaction Reference Number in Box No. 44 of the working copy.
 - 4.2.2.1. If there is no discrepancy proceed to 4.2.3.
 - 4.2.2.2. If there is discrepancy, note down the discrepancy for inclusion in the discrepancy form (ANNEX "A") and proceed to 4.2.3.
- 4.2.3. Shall access the e2m system and check for discrepancy between the working copy of the IEIRD / Export Declaration and SAD.
 - 4.2.3.1. If no discrepancy, proceed to 4.2.4.

- 4.2.3.2. If there is discrepancy, note down the discrepancy for inclusion in the discrepancy form (ANNEX "A") and proceed to 4.2.4.
- 4.2.4. Shall access the PNSW System and search for the PNSW Transaction Reference Number corresponding to the e-permits /clearances of the import/export cargoes.
- 4.2.4.1. If found, check if there is any discrepancy between the e-permit/clearance and the SAD.
- 4.2.4.1.1. If there is no discrepancy, proceed to 4.2.5.
- 4.2.4.1.2. If there is discrepancy, note down the discrepancy for inclusion in the discrepancy form (ANNEX "A").
- 4.2.4.2. If not found recommend the issuance of an Alert Order.
- 4.2.5. Shall perform the required action for the e2m system pursuant to CMO No. 27-2009.
- 4.2.5.1. If there is no discrepancy, shall encode in the Inspection Act the e-permit/clearance PNSW Transaction Reference Number and the date the e-permit/clearance and proceed to 4.2.5
- 4.2.5.2. If there is a discrepancy between as declared and as found, proceed to 4.2.7.
- 4.2.5. Shall access the Customs Inspection Record of the PNSW and shall fill out the following fields:
- 4.2.5.3. Import Entry No. / Export Declaration Reference Number
- 4.2.5.4. Commodity Description
- 4.2.5.5. Quantity/Volume
- 4.2.5.6. AHTN (Tariff Classification & Rate)
- 4.2.5.7. Shipment Remarks (to include Supplier's/Exporter's Name and Address)
- 4.2.6. Shall click the 'SAVE' button to proceed for the review and approval of COO V.
- 4.2.7. Shall inform in writing the COO V about the nature of the discrepancy between as declared and as found by filling out the attached discrepancy form in ANNEX A.

4.3. COO V

- 4.3.1. Shall access e2m and the PNSW system in the course of reviewing the action taken by the COO III.
- 4.3.2. If everything is in order, shall assess/clear the shipments and click the 'APPROVE' button which automatically tag the import/export e-permits/clearances as 'USED' in the PNSW system.
- 4.3.3. If there is discrepancy, shall perform as follows
 - 4.3.3.1. In case of misdeclaration, shall tag the e-permits/clearances as "rejected" using the PNSW system and the relevant Customs laws, rules and regulations shall apply.
 - 4.3.3.2. In case of over quantity, shall tag the e-permits/clearances as "USED"; however, as to the excess quantity the relevant Customs laws, rules and regulations shall apply.
 - 4.3.3.3. For discrepancy in the details such as but not limited to supplier's name, AHTN, air way bill / bill of lading and unit of measure between the e-permits/clearances and e2m SAD, the COO V shall click the 'TRANSFER WORKFLOW' button in the PNSW System and specify the reasons for deferring action on the e-permits/e-clearances in the 'REMARKS' box and click the 'MOVE' button which automatically transfer the information back to the concerned regulatory agency and informs the corresponding importer/exporter. The COO III or equivalent Customs officer shall hold the processing of the Import Entry or Export Declaration until the corrected e-permits/e-clearances have been re-submitted by the concerned regulatory agencies.
- 4.4. In case of unintentional mistake by the COO III / COO V (i.e. wrong shipment details, and e-permits/clearances tagged as 'used' in the PNSW), the COO V shall immediately report the matter to the Chief of the Formal Entry Division or equivalent unit for appropriate action.
- 4.5. In reference to 4.3.3.3, in case the concerned regulatory agency fails to resubmit the e-permits/e-clearances within five (5) days from the date of the transfer of the information by the Bureau of Customs, the said shipment shall be subject to an Alert Order.

5. Repealing Clause

All Customs Memorandum Orders inconsistent with the provisions of this Order are hereby deemed modified and/or amended accordingly.

6. Effectivity

This Order shall take effect fifteen (15) days after its publication in three (3) newspapers of general circulation.


ROZZANO RUFINO B. BAZON
Commissioner



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ADDENDUM No.1


06 November 2012

The following addition shall be made to the appropriate sections and shall become supplementary to the administration of Customs Memorandum Order (CMO) No. 12-2012 - "Guidelines in the Tagging of e-Permits/Clearances of Import/Export Cargoes through the Philippine National Single Window (PNSW)."

Addendum :

1. Only the e-Sanitary and Pythosanitary Clearance of IMPORT cargo issued by the Head Offices and National Capital Regional (NCR) Offices of the following agencies shall be covered by this Order.
 - 1.1. Bureau of Animal Industry
 - 1.2. Bureau of Fishery and Aquatic Resources
 - 1.3. Bureau of Plant Industry
2. Relevant Customs laws, rules and procedures shall apply in clearing of import/export cargo regulated by the other government agencies not included yet in the Philippine National Single Window implementation.


ROZZANO RUFINO B. BIAZON
Commissioner

 Bureau of Customs
Rozzano Rufino B. Biazon
Commissioner

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ADDENDUM No.2

23 November 2012

11-28-12

The following addition shall be made to the appropriate sections and shall become supplementary to the administration of **Customs Memorandum Order (CMO) No. 12 - 2012 "Guidelines in the Tagging of e-Permits/Clearances of Import/Export Cargoes through the Philippine National Single Window (PNSW)."**

Addendum :

1. Only cargo IMPORT permit/clearance issued by Philippine Economic Zone Authority (PEZA) shall be covered by this Order.
2. Ammending paragraphs 4.1.1. and 4.2.2., the PNSW Transaction Reference Number shall be encoded in **box no. 31** of the Import Entry and Internal Revenue Declaration (IEIRD) / Export Declaration and Import/Export Single Administrative Document (SAD) instead of box no. 44.


ROZZANO RUFINO B. BIAZON
Commissioner



23 NOV 2012