REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE BUREAU OF CUSTOMS MANILA

19 August 1996

CUSTOMS MEMORANDUM ORDER NO. __27-96

> TO: All District Collectors of Customs Chief, Export Division PID/CCCD All Others Concerned

Subject: New Export Declaration Form (ED) and Export Documentation Procedure

Pursuant to the Export Development Council (EDC) Resolution No. 2 series of 1996 prescribing a new ED form, and as implemented by department of Trade and Industry (DTI) Administrative Order (DAO) No. 3 Series of a996, the following rules and regulations are hereby prescribed:

1. USE OF NEW ED FORM

- 1.1 Only the new ED form as shown in Annex A shall be allowed to be used in the export of goods (with or without foreign exchange proceeds).
- 1.2 The DTI, authorized issuer of the new ED form, has authorized through DAO No. 3 that any juridical person or entity may reproduce/reprint the form provided no alteration is made to the form and size (A4) as prescribed. Photocopied Eds can also be used.
- 1.3 There is no more need for exporters to submit the ED to an Authorized Agent Bank (AAB)/Offshore Banking Unit (OBU) for registration prior to filing with the Bureau of Customs (BOC).
- 1.4 Exporters may chose to file all accomplished Eds either at any One Stop Export Documentation Center (OSEDC) or at Export Division of the BOC whichever is more convenient, for processing and the issuance of the Authority to Load (AL). Accredited exporters have a third option of filing electronically ED's through the Export Tracking and Monitoring System as provided for under CMO 26-96.
 - 1.4.1 The OSEDC/BOC concerned shall assign the ED number for identification purposes. The numbering system shall follow the following convention

AAA MM DD YY 999

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Where

AA . . . Acronym of the BOC Processing

Unit

MMDDYY . Date of Receipt of ED

999 . . . Sequence Number of Receipt

Example:

POM0701001 is an ED filed with the Port of Manila on July 1 and it is the first ED received that day.

1.4.2 The asssignment of ED Number for those filed under the ETMS shall be governed by the ETMS.

1.4.3 All EDs filed shall be in four (4) clear copies to be distributed and segregated by the OSEDC/BOC as follows:

Original

BOC copy is the working copy. This will be given back to the exporter in accompanying goods for loading

Duplicate

Exporter's copy

Triplicate

National Statistics Office (NSO)

сору

Quadruplicate -

DTI copy

It shall be the responsibility of the exporter to provide the AABs/OBUs or other interested entities extra copies of the accomplished ED for records purposes.

- 1.5 Filling up of the Boxes Nos. 5, 29, 33, 37, 40, and 46 of the new ED form is optional that is, they may or not be filled up by the exporter / declarant.
- 1.6 Regarding Boxes Nos. 22 and 42 of the new ED form in the exporter / declarant can also use the CIF or C & F value of the shipment, but the basis of the value shall be properly indicated.
- 1.7 As regards Box No. 52 this shall be utilized for the signing of the AL. The instructions at the reverse side on Box 52 shall be disregarded.
- 1.8 All BOC units at the Philippine Economic Zone Authority (PEZA) areas: must have an authorized signatory for the AL who will serve both zone locators and non-locators.

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2. USE OF THE GENERAL ED FORM

2.1 The use of the Monthly General ED at the option of the exporter, is allowed until further notice.

3. ISSUANCE OF THE CERTIFICATE OF ORIGIN (CO)

- 3.1 After loading, the BOC shall issue the appropriate CO upon request.
- 3.2 In case of EDs processed at the OSEDC Manila, the (BOC) Export Coordination Division shall issue the appropriate Cos.

4. AMENDMENTS TO ED

4.1 Exporters shall inform the BOC in writing on all amendments to processed EDs prior to actual loading.

5. EFFECTIVITY

This Order shall take effect immediately.

Commissioner