



Date: AUG 10 2021

CUSTOMS MEMORANDUM ORDER
NO. 26-2021

SUBJECT: IMPLEMENTATION OF THE AUTHORIZED ECONOMIC OPERATOR (AEO) ONLINE PORTAL SYSTEM

Section 1. Objective. To provide the detailed guidelines on the application, processing, and approval of application for accreditation as AEO Importer and Exporter using the AEO Online Portal System pursuant to Customs Memorandum Order (CMO) No. 9-2020 and Customs Administrative Order (CAO) 5-2017.

Section 2. Scope. This Order shall provide the guidelines for the application, processing, and approval of application for AEO accreditation using the AEO Online Portal System.

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

- 3.1. AEO Applicant** – shall refer to an interested company applying to the AEO Program which has completed the Pre-screening process and applying for Level 1 AEO Accreditation;
- 3.2. AEO Candidate** – shall refer to an interested company applying to the AEO Program and undergoing the Pre-screening process to determine readiness and compliance with the criteria and standards set for the AEO prior to their application for Level 1 Accreditation¹;
- 3.3. AEO Online Portal System** (referred to as "AEO Portal") - shall refer to a web portal that caters for the electronic filing and review of applications submitted for accreditation to the AEO Program;


Section 4. Administrative Provisions.

- 4.1.** The AEO Online Portal System is a web portal that caters for the electronic submission and review of applications submitted for accreditation to the AEO Program.

¹ Customs Memorandum Order (CMO) No. 9-2020, Section 9.3. Pre-Screening.

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Bureau of Customs
CENTRAL RECORDS MGT. DIVISION

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Administrative Officer IV



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- 4.2. The AEO Portal shall have a capacity for uploading of documents and real-time notifications to the users on the status of an AEO application submitted through the AEO Portal.
- 4.3. The AEO Portal can be accessed by logging-in at <https://aao.customs.gov.ph> using any desktop or mobile devices with internet access.
- 4.4. General information on the AEO Program such as accreditation process, benefits and other relevant information shall be made available in the AEO Portal.
- 4.5. The AEO Portal shall have the capability to generate reports such as number of applications filed, status of evaluation (i.e., reviewed, inspected, approved, incomplete, etc.) and summary of responses on the self-assessment questionnaire.
- 4.6. The Management Information System and Technology Group (MISTG) and the AEO Office shall ensure the security and confidentiality of information provided and exchanged through the AEO Portal.
- 4.7. The system administrator shall be responsible for account user creation and granting of access to the members of the AEO Office, after review and approval of the Chief, AEO Office.
- 4.8. Access to the pages for submission and review of submitted application shall be provided only after securing User Access from the system administrator. This is applicable to AEO applicants and members of the AEO Office.
- 4.9. Granting of access and viewing of all submitted applications shall be available only to the User Access for the Chief, AEO Office and its three (3) unit heads.
- 4.10. User Access for Account Managers, Account Inspectors and other members of the AEO Office shall be limited to the application or other matters assigned to them by the Chief, AEO and/or Unit Heads.

Section 5. Operational Process. The following operational procedure shall be performed by the AEO Candidate, AEO Applicant and members of the AEO Office:

- 5.1. **Registration.** AEO Candidate, AEO Applicant and members and members of the AEO Office can access the AEO Portal at <https://aao.customs.gov.ph> to sign-up and/or sign-in.

5.1.1. AEO Candidate and AEO Applicant.

- a. When signing-up for the first time, AEO Candidate and AEO Applicant shall click **"Sign Up"** to create a user profile and provide the following details:
 1. Full name of the official company representative
 2. Official company email address
 3. Password (must contain minimum of 8 characters, lower & uppercase letter, number, and special character)
 4. Company TIN
 5. Company name
 6. Designation
 7. Mobile number
 8. Telephone number
- b. Once complete, the AEO Candidate and AEO Applicant shall click **"Submit"** to create a user account in the AEO Portal. The AEO Portal shall automatically send a notification to the email address provided confirming successful registration.

5.1.2. AEO Office.

- a. User profile shall be created for members of the AEO Office by providing the following details to the system administrator:
 - a. Full Name
 - b. Designation
 - c. Official email address
- b. After providing the requested information, members of the AEO Office shall be assigned with the username and password to log-in to the AEO Portal. Level of access shall be based on the designation of the member in the AEO Office and upon approval of the Chief, AEO Office.

- 5.1.3. Sign-in.** After successful registration, the AEO Candidate, AEO Applicant and members of the AEO Office shall log-in using the email registered with the AEO Portal and its corresponding password and click **"Sign In"**.

5.2. Fill-out AEO Pre-Screening/ Application Form.

5.2.1. When logging in for the first time, the AEO Candidate or Applicant shall be prompted automatically to the AEO Portal Homepage in which the user shall click the **"Apply"** button to continue to the Pre-Screening/ Level 1 AEO Application Form page.

5.2.2. The AEO Pre-screening/ Application Form page contains the following mandatory fields that the AEO Candidate or AEO Applicant must completely fill-in:

- a. Company name;
- b. Business Type (Importer, Exporter, or Others which needs to be specified);
- c. Company TIN;
- d. Customs Client No. (if applicable);
- e. Primary and alternate focal person name(s);
- f. Designation of primary and alternate focal persons;
- g. Primary and secondary telephone number;
- h. Fax number;
- i. Mobile number of primary and alternate focal persons;
- j. Email address of primary and alternate focal persons;
- k. Official company website;
- l. Full address where the entity was established;
- m. Mailing address;
- n. Full address where the main activities of the business are carried out;
- o. Full address of office where Customs documentations are kept;
- p. Full address of the office where the full accounts are kept (If the offices have the same address, indicate 'same');
- q. For multiple locations, list all locations and their addresses inside the country covered by this application;
- r. Locations where a third party executes outsourced activities for the applicant;

5.2.3. Once complete, AEO Candidate or AEO Applicant shall click **"Submit"**. If the fields are incomplete, the AEO Portal shall prompt on which fields needs to be completed.

5.2.4. After successful submission, a dashboard shall appear with the Ticket Number of the application and its status.

5.2.5. The AEO Candidate or Applicant may now edit, view or download a PDF copy of the Application Form by clicking the 'Edit', 'View', and 'PDF' buttons in the dashboard.

5.2.6. The AEO Candidate or AEO Applicant must originally sign the "Declaration" portion of the application form, have it notarized and uploaded in the AEO Portal.

5.3. **Fill-out Self-Assessment Questionnaire and Risk Evaluation Sheet.**

5.3.1. After filling-out the AEO Pre-screening/ Application Form, the AEO Candidate or Applicant shall answer the Self-Assessment Questionnaire and Risk Evaluation Sheet by clicking the "**Add**" button in the dashboard. Both can be stored in the system by clicking "**Save**" and "**Submit**", respectively.

5.3.2. A guide to accomplishing the Application Form, Self-Assessment Questionnaire and Risk Evaluation Sheet is attached as "**Annex A**" of this Order.

5.3.3. Once accomplished, the 'Add' button shall turn into 'Edit', 'View', and 'PDF' buttons in the dashboard.

5.3.4. The AEO Candidate or AEO Applicant must originally sign the "Declaration" portion of the Self-Assessment Questionnaire, have it notarized and uploaded in the AEO Portal.

5.4. **Upload Attachments.**

5.4.1. **Pre-Screening.** To complete the Pre-screening Application, the AEO Candidate shall upload the following documents by clicking the "**Upload**" button in the dashboard opposite the name of the documents:

- a. Notarized Pre-Screening Form;
- b. Notarized Self-Assessment Questionnaire;
- c. Notarized Undertaking (**Annex B**);
- d. Financial Documents (e.g. Annual BIR Returns, Financial Report, etc.);
- e. SEC/DTI Registration, as applicable;
- f. Mayor's Permit and/or Certificate of Registration (i.e., BOI, PEZA, SBMA, etc.), as applicable;
- g. General Information Sheet (GIS); and
- h. Others documents, as necessary.

5.4.2. Level 1 Application. To complete the Level 1 Application, the AEO Applicant shall upload the following documents by clicking the **"Upload"** button in the dashboard opposite the name of the documents:

- a. Notarized Application Form;
- b. Pre-Screening Clearance;
- c. Notarized Self-Assessment Questionnaire;
- d. Notarized Undertaking (Annex B);
- e. Financial Documents (e.g. Annual BIR Returns, Financial Report, etc.);
- f. SEC/DTI Registration, as applicable;
- g. Mayor's Permit and/or Certificate of Registration (i.e., BOI, PEZA, SBMA, etc.), as applicable;
- h. General Information Sheet (GIS);
- i. Secretary's Certificate designating the authorized person to process the application; and
- j. Others documents, as necessary.

5.4.3. Applicant shall then click the **"Attach"** button to upload all files that were selected.

5.4.4. Once submitted, a ticket number shall be generated and an email notification shall prompt the AEO Candidate, AEO Applicant, Chief of AEO Office, and Head of Accreditation Unit.

5.4.5. Hard copies of the aforementioned documents shall be submitted to the Deputy Commissioner, Assessment and Operations Coordinating Group, attention the Chief, AEO Office not later than three (3) working days from submission in the AEO Portal.

5.5. Application Assignment.

5.5.1. The Chief, AEO Office logs in and checks the Pre-screening and/or Level 1 AEO Application received.

5.5.2. The Chief, AEO Office forwards the ticket to the Head, Accreditation Unit which shall prompt an e-mail notification to the Head, Accreditation Unit.

5.5.3. The Head of Accreditation Unit logs in to the AEO Portal and assigns the application by forwarding the ticket to the selected Account Manager.

5.5.4. An email notification shall be sent to the selected Account Manager informing that an application was assigned to him/her.

5.6. Account Manager Evaluation.

5.6.1. The Account Manager logs in to the AEO Portal and retrieves the application that was assigned to him/her.

5.6.2. The Account Manager shall review and provide feedback to the AEO Candidate within fifteen (15) calendar days from receipt of the application².

5.6.3. Depending on the findings, the Account Manager shall select any of the following applicable actions in the "Validation" section of the AEO Portal:

a. **For Further Clarification** – Account Manager shall indicate questions or items for clarification in the "Comment" section of each field;

b. **Additional Documents Required** – Account Manager indicates what document is needed to support the procedure described in the application; or

c. **Complete Documents** – Account Manager fills-out the Risk Assessment portion of the questionnaire and schedule an on-site inspection and validation of the submitted information.

5.6.4. Summary of Findings shall be generated and reflected in the dashboard of the AEO Candidate or AEO Applicants account and shall also be notified through the latter's email.

5.6.5. The Account Manager may schedule consultation meetings and inspections to guide the AEO Candidate on the standards required to be an AEO within five (5) calendar days from issuance of feedback and recommendation³.

5.6.6. The AEO Candidate shall be given a reasonable period to comply with the recommendations of the Account Manager⁴.

² cf. CMO No. 9-2020, Section 9.3.1 (b).

³ CMO No. 9-2020, Section 9.3.1(c).

⁴ CMO No. 9-2020, Section 9.3.1(d).

5.7. Updating of Documents by the AEO Candidate or AEO Applicant.

5.7.1. The AEO Candidate or Applicant logs in to the AEO Portal and selects **"Update Application"** to respond to clarification or request for additional documents by the Account Manager.

Once complete, the AEO Candidate or Applicant clicks the **"Submit"** button at the bottom of each page which shall prompt for an e-mail notification to the assigned Account Manager.

The assigned Account Manager shall review the updates provided. If satisfied, the Account Manager shall select **"Documents Complete"**. Otherwise, the Account Manager may select **"For Further Clarification"** or **"Additional Documents Required"**, as applicable, until the AEO Candidate or Applicant satisfies the information needed by the Account Manager.

5.8. Decision.

5.8.1. Pre-Screening.

- a. The Account Manager shall prepare an evaluation report determining the level of readiness of the AEO Candidate and forward the summary of findings to the Head, Accreditation Unit within five (5) calendar days from evaluation.
- b. The Account Manager shall also schedule a presentation to deliberate the evaluation report and risk assessment form.
- c. If the Head, Accreditation Unit deems that the evaluation and its supporting documents are complete and in order, the Head, Accreditation Unit shall forward the Evaluation Report and application, with the corresponding recommendation to the Chief, AEO Office. Hard copies of the same with the corresponding Disposition Form shall also be transmitted.
- d. Otherwise, if the Head Accreditation Unit is not satisfied with the findings of the Account Manager, he/she may direct the Account Manager to re-evaluate the application and inform the AEO

Candidate on the additional documents and/or clarifications needed.

- e. Upon receipt of the ticket and documents from the Head, Accreditation Unit, the Chief, AEO Office shall review the recommendation and issue a Pre-Screening Clearance to the AEO Candidate within ten (10) calendar days from receipt of recommendation⁵.
- f. If the Chief of AEO Office disapproves the application, he/she shall issue a recommendation for further training and/or consultation. After the training and/or consultation, the applicant may re-apply through the AEO Online Portal for pre-screening application.

5.8.2. Level 1 Application. Sections 9.6 to 9.10 of CMO 9-2020 shall be adopted for evaluation and decision of Level 1 AEO applications.

5.8.3. The Account Manager shall then upload the final decision to the AEO Portal which shall prompt an email notification to the AEO Candidate of the decision on his/her Pre-screening and/or Level 1 AEO application.

5.8.4. The Account Manager shall likewise transmit the hard copies of the decision to the AEO Candidate or AEO Applicant within three (3) calendar days from receipt of the decision.⁶

Section 6. AEO Help Desk.

- 6.1.** An AEO Help Desk shall be made available in the Customs Client Portal System (CCPS) which can be accessed at <https://client.customs.gov.ph/>.
- 6.2.** General inquiries on AEO by non-AEO members and/or customs clearance related inquiries by AEO members can be submitted in the CCPS by selecting "**AEO INQUIRY**" in the "**Help**" topics.

Section 7. Confidentiality of Information.

- 7.1.** The Bureau of Customs and the AEO Office recognizes its responsibilities under Republic Act No. 10173, also known as the Data Privacy Act of 2012 and CMO No.16-2021 or the Bureau of Customs Data Privacy Manual, with respect to the data they

⁵ CMO No. 9-2020, Section 9.3.1 (f).

⁶ cf. CMO No. 9-2020, Sections 9.7.6 and 9.7.7.

collect, record, organize, update, use, consolidate or destruct from its stakeholders.

- 7.2. All personal data, business document and/or proprietary information entered and stored in the AEO Portal are for BOC purposes only. It shall remain confidential and will not be disclosed to a third party without the companies' prior consent⁷.
- 7.3. Every officer, agent or employee of the BOC who shall be found guilty of unlawfully disclosing confidential information gained during any investigation or audit, or using such information for personal gain or to the detriment of the government, the Bureau or third parties shall be penalized pursuant to Section 1431 of the CMTA and Data Privacy Act, as applicable⁸.
- 7.4. The MISTG and AEO Office shall ensure the institution of appropriate organizational, technical and physical security measures to ensure the protection of its stakeholder's personal data.

Section 8. Periodic Review and Updating. Unless otherwise provided, this Order and the AEO Portal shall be reviewed every three (3) years and be amended and/or updated as necessary.

Section 9. Repealing Clause. All other Orders, Memoranda, Circulars or parts thereof which are inconsistent with this Customs Memorandum Order are hereby deemed repealed and/or modified accordingly.

Section 10. Separability Clause. If any part of this Order is declared by Courts as unconstitutional or contrary to existing laws, the other parts not so declared shall remain in full force and effect.

Section 11. Effectivity. This Order shall take effect immediately.


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Commissioner
AUG 10 2021

⁷ CMO No. 9-2020, Section 16.1.

⁸ CMO No. 9-2020, Section 16.2.

GUIDE TO FILLING-OUT THE AEO PRE-SCREENING/ APPLICATION FORM AND SELF-ASSESSMENT QUESTIONNAIRE

FORM	DOCUMENT TO BE ATTACHED
APPLICATION FORM (PRE-SCREENING AND LEVEL 1)	
<p>IMPORTANT: Please accomplish this form as truthfully and accurately as possible. Please attach pertinent documents evidencing or further explaining your answers.</p> <p>Do not leave any blank fields in this form. Indicate "NA" if not applicable. Applications shall not be considered as filed without completion of mandatory fields of this form and the submission of relevant documents.</p>	
<p>I. GENERAL INFORMATION (all fields are mandatory, unless otherwise stated)</p>	
1. Company Name:	
2. Business Type/s:	
3. TIN:	
4. Customs Client No. (if applicable):	
5. Contact Information: (Primary and Alternate)	
a. Focal Person:	
b. Designation:	
c. Tel. No.:	
d. Fax No.:	
e. Mobile No.:	
f. Email Address	
6. Company Addresses:	
<p><i>Note: For physical office addresses that are same with the previous addresses provided, indicate "same as above"</i></p>	
a. Company web site address	
b. Full address where the entity was established	
c. Mailing address	
d. Full address where main activities of the business are carried out	
e. Full address of office where Customs documentation is kept	
f. Full address of the office where the full accounts are kept	

g. For multiple locations, list all locations and their addresses in country covered by this application.

Note: Locations include other offices, plants and warehouses that are part of the supply chain of the applicant. Indicate N/A if not applicable

a. Locations where a third party executes outsourced activities for the applicant/candidate

Note: This may include warehouses or temporary storage facilities, manufacturing plants, among others that are outsourced by the applicant/candidate

IMPORTANT: Please accomplish this form as truthfully and accurately as possible. Please attach pertinent documents evidencing or further explaining your answers.

Do not leave any blank fields in this form. Indicate "NA" if not applicable. Applications shall not be considered as filed without completion of mandatory fields of this form and the submission of relevant documents.

SELF ASSESSMENT QUESTIONNAIRE

I. GENERAL INFORMATION

Company Name:

II. GENERAL CRITERIA

1. Business ownership, structure, and organization

a. Date of Establishment (yyyy-mm-dd)

b. Owner Type

Note: Please attach DTI, SEC or other relevant registration documents showing ownership type

DTI/SEC Registration

c. Organizational Chart

Organizational Chart

d. Principal Businesses (e.g. manufacturers, importers, exporters)

e. Office/Department Functions

Company document enumerating the Offices and its functions

f. Senior Management Personnel responsible for areas relevant to application (e.g. Security, Customs Procedure, Finance, Human Resource)

g. Total No. of Employees

Note: Please attach certification on number of employees as of date from HR or equivalent department. Please identify number of permanent and temporary employees

HR Certification on number of employees as of date

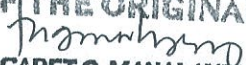
<p>2. Corporate or business profile and projected business activity;</p>	
<p>a. Brief Corporate or Business Profile</p>	<p>Corporate/ Business Profile</p>
<p>a. Detail the country/ies in which the applicant has been admitted to an AEO or similar programme, if applicable</p> <p><i>Note: Attach Certificate of admission to AEO or similar programs in other countries of the applicant</i></p>	<p>Certificate of admission to AEO or similar programs in other countries of the applicant</p>
<p>a. If your company is part of a group, please indicate if any other entities in the group:</p>	
<p>i. already have an AEO certificate?; or;</p> <p><i>Note: If "Yes", attach AEO Certification of entity concerned. This may include counterpart companies in other countries.</i></p>	<p>AEO Certification</p>
<p>ii. have applied for AEO status and are currently undergoing an AEO audit by a national Customs authority?</p> <p><i>Note: If "Yes", attach AEO application or similar document of entity concerned.</i></p>	<p>Application for AEO Certification of concerned entity in the group</p>
<p>b. List certifications under other security-related programmes, standards or other national agencies or authorities if applicable</p> <p><i>Note: This may include Super Green Lane Certifications, accreditation with other government agencies, Transport Asset Protection Association Certification, etc.)</i></p>	<p>Certifications on security-related programs</p>
<p>c. Please describe any known planned changes to the company's business practices or relationships that will impact the handling of goods or the supply chain currently being used.</p> <p><i>Note: If there is planned changes, please attach board resolutions or similar document documenting the planned changes</i></p>	<p>Board Resolution or similar document indicating the planned changes</p>
<p>3. End-to-end import or export process (goods, documentation, and payment flow) and local distribution system, if any:</p>	<p>1) End-to-end Import or Export Process Flow; 2) Local Distribution System Flow</p>
<p>4. Entities involved in foreign supply and/or local distribution chain;</p>	<p>List of Business Partners</p>
<p>5. List of goods imported or exported including the nature, specific description in tariff terms, customs</p>	<p>List of Importable and Exportable</p>

<p>value, preferential rates to be availed of, and volume (over time)</p>	
<p>6. Internal Customs compliance control</p>	
<p>a. Please describe the internal control system for the relevant departments of your company to identify, report to responsible management and rectify discrepancies in process and assure proper implementation of customs procedures and legislation.</p> <p><i>Note: If internal control system is employed, please attach company policies or manual supporting the described process</i></p>	<p>Company policy or manual indicating the internal control system employed</p>
<p>b. Have your internal control processes been subject to any internal/external audit, including audit of your Customs routines?</p>	<p>Certificate of Audit Audit Notification</p>
<p>c. Describe in brief your procedures for checking your computer files (standing data or master files)?</p> <p><i>Note: Standing data is a master file consisting of names of firms and trading, web addresses, data of accounting references, auditors, locus, contacts and addresses. While a master file contains relatively permanent records about particular items or entries. For example a customer file will contain details of a customer such as customer ID, name and contact address. Please attach supporting document for the procedure described.</i></p>	<p>Company policies or manual where the described procedure is indicated</p>
<p>d. In relation to the previous question, how do these procedures cover the following risks from your perspective?</p> <p><i>Note: Briefly explain how the procedure for checking of computer files addresses the following risks, as applicable</i></p>	
<p>i. Incorrect and/or incomplete recording of transactions in the accounting system.</p>	
<p>ii. Use of incorrect permanent or out-of-date data such as number of articles and tariff codes.</p>	
<p>iii. Inadequate control of the company processes within the applicant's business, if applicable.</p>	
<p>7. Customs compliance history.</p>	
<p>a. If you trade in goods that are subject to economic trade licenses e.g. textiles, agricultural goods, dual-use goods please describe briefly your procedures for administering the licenses related to the import and/or export of such goods.</p> <p><i>Note: If applicable, please attach licenses obtained and</i></p>	<p>Licenses obtained and company policies or manuals where the described procedure is indicated.</p>

<p><i>company policies or manuals where the described procedure is indicated.</i></p>	
<p>b. Do you deal in goods subject to anti-dumping duties or countervailing duties? If, yes, please briefly provide further information (e.g. type of goods, country of origin, as applicable)</p> <p><i>Note: If yes, please attach the legal basis issued by the government covering such imposition</i></p>	<p>Legal basis for the imposition of anti-dumping duties or countervailing duties to the goods of the applicant</p>
<p>c. Do you perform Customs formalities in your own name and for your own behalf?</p>	
<p>d. Are you being represented by someone regarding customs formalities (e.g. customs broker / agent)?</p>	
<p>i. If sometimes/always, how?</p> <p><i>Note: A company is directly represented if a customs agent lodges a declaration in the name of and on behalf of the applicant while indirectly represented if a customs agent lodges a declaration in his or her own name but on behalf of a applicant.</i></p>	
<p>ii. If sometimes/always, name the most significant companies</p> <p><i>Note: Please attach the contracts with the companies indicated. Significant companies are those that the applicant have transactions within one year from date of application.</i></p>	<p>Contracts with the companies indicated</p>
<p>e. Please describe your procedures for verifying the accuracy of Customs declarations, including those submitted on your behalf by, e.g., a Customs agent or a freight forwarder.</p> <p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>f. Please provide information on the instructions and guidelines for the internal reporting and investigation of breaches in connection with customs-related procedures, and mechanisms for appropriate recording and reporting to Customs</p> <p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>

<p>g. Please provide information on the procedures in place on the establishment of Customs value.</p> <p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>h. What quality assurance measures do you take to ensure that the Customs value is correctly established (e.g. checks, plausibility checks, internal working instructions, regular training, and other means)?</p> <p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>i. Regarding country of origin:</p>	
<p>i. Give an overview of process followed to establish the preferential or non-preferential origin of the imported goods.</p> <p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>ii. What internal actions have you implemented to verify that the country of origin of the imported goods is declared correctly?</p>	
<p>iii. Describe your approach in the issuing of proof of preferences and certificates of origin for exportation.</p> <p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>j. How and by whom, is the tariff classification of goods decided?</p>	
<p>k. What quality assurance measures do you take to ensure that the Customs tariff is correctly established (e.g. checks, plausibility checks, internal working instructions, regular training, and other means)?</p> <p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>l. Is documentation retained supporting the measures relating to the procedures referred to in questions 7(g) to (k)?</p>	
<p>m. Do you regularly monitor the effectiveness of your quality assurance measures relating to the procedures referred to in questions 7(g) to (k)?</p>	<p>Company policies or manuals where the quality assurance measure is indicated.</p>
<p>n. Do you have procedures in place regarding the quality assurance measures relating to the procedures referred to in questions 7(g) to (k)? If yes, please describe the procedures in place.</p>	<p>Company policies or manuals where the quality assurance measure is indicated.</p>

<p>o. Demonstrated record of compliance over the last three (3) years, as applicable:</p>	
<ul style="list-style-type: none"> • BOC Validated External Audit on Customs Compliance <p><i>Note: Please attach copy of audit report, if applicable</i></p>	<p>Audit Report</p>
<ul style="list-style-type: none"> • Regular Post-Clearance Audit <p><i>Note: Please attach copy of audit report or Audit Notification Letter, if applicable</i></p>	<p>Audit Report or Audit Notification Letter</p>
<p>p. Have any applications for Customs authorizations/certifications been refused, or existing authorizations been suspended or revoked because of breaches of Customs rules in the last three (3) years, as applicable?</p> <p><i>Note: Please attach copy of letter of suspension or revocation, if applicable</i></p>	<p>Letter of suspension or revocation</p>
<p>8. Business process continuity mechanism</p>	
<p>a. Describe briefly the crisis management, business continuity and security recovery plans in place.</p> <p><i>Note: If applicable, please attach Crisis Management and Business recovery plans</i></p>	<p>Crisis Management and Business recovery plans</p>
<p>b. Describe briefly the training provided for employees in crisis management and any drill conducted for the contingency plan.</p> <p><i>Note: Indicate the training topics and the period of which these trainings were provided. Please attach Training Program or modules.</i></p>	<p>Training Program or modules</p>
<p>9. Financial Viability</p>	
<p>a. Do you have a good financial standing which is sufficient to fulfil your customs related obligations with due regard to the characteristics of the type of your business activity?</p>	
<p>b. If applicable, please provide financial evaluation parameters (e.g., asset liability ratio, leverage ratio, asset turnover ratio), which you generally use to assess your financial situation</p>	
<p>c. Please provide profit and loss statements and balance sheet for the last three years. If a new business, state N/A.</p> <p><i>Note: Please attach BIR filed audited financial statements</i></p>	<p>BIR filed Audited Financial Statements</p>

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<p><i>within three (3) years from date of pre-screening application</i></p>	
<p>d. Have insolvency proceedings been initiated in respect of your company in the last three years?</p> <p><i>Note: If yes, please attach document evidencing insolvency proceedings</i></p>	<p>Document evidencing insolvency proceedings</p>
<p>e. If applicable, please provide information about your financial standing over the last three years such as a letter from your audited financial statements, a copy of your finalized accounts (if your accounts have not been audited) or bank or financial institution statements that demonstrate financial viability.</p>	<p>(1) Letter from your audited financial statements; (2) Copy of finalized accounts (if your accounts have not been audited) (3) Bank or financial institution statements that demonstrate financial viability.</p>
<p>f. If you are a newly established business provide all records and information in relation to your financial status e.g. latest cash flow, balance sheet and profit and loss forecasts approved by the directors/partners/sole proprietor.</p>	<p>(1) Latest cash flow, (2) balance sheet and (3) profit and loss forecasts approved by the directors/partners/sole proprietor.</p>
<p>g. Please provide any information that you are aware of, which will impact the financial solvency of your business in the foreseeable future (for example, whether company has lost/will lose a major project or a major supplier/buyer).</p>	
<p>III. SECURITY CRITERIA</p>	
<p>1. Cargo handling and safekeeping.</p>	
<p><i>Note: If applicable, please attach company policies or manuals where the described procedure is indicated.</i></p>	
<p>a. Describe briefly the procedures in place to protect against the introduction of unauthorized material and persons?</p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>b. Documentation Processing and Verification.</p>	
<p>i. Describe briefly the procedures in place to ensure that information in all documentation used in the movement and clearance of cargo, both electronic and manual, including those documents prepared by third parties such as Customs house brokers, are legible, complete and</p>	<p>Company policies or manuals where the described procedure is indicated.</p>

protected against the exchange, loss or intentional introduction of erroneous information and available for examination.	
ii. Describe briefly the procedures in place in directing staff on what should be done if they encounter a suspicious document.	Company policies or manuals where the described procedure is indicated.
c. Receipt and Release of Cargo.	
i. Describe briefly the procedures in place to ensure that arriving and departing cargo is reconciled against relevant documents, for example, cargo manifest, packing list, bill of lading, purchase order and delivery order.	Company policies or manuals where the described procedure is indicated.
ii. Describe briefly the procedures in place to compare, where feasible, the cargo with delivery documents when receiving and releasing cargo and to inform the appointed security officer if a discrepancy is detected.	Company policies or manuals where the described procedure is indicated.
iii. Describe briefly the procedures in place to ensure that persons / drivers delivering or receiving cargo are positively identified before cargo is received or released and to provide supervision to cargo handling processes.	Company policies or manuals where the described procedure is indicated.
d. Procedural Documentation:	
i. Describe briefly the documented procedures in place for critical process handover points (e.g., document preparation processes, issue of seals, breaking of seals, physical count of cargo, conveyance inspection, cargo delivery, cargo receipt).	Company policies or manuals where the described procedure is indicated.
ii. Describe briefly the documented procedures in place pertaining to custody and responsibility over cargo when a party takes receipt of the cargo or when a service is provided.	Company policies or manuals where the described procedure is indicated.
iii. Describe briefly the documented procedures in place in monitoring on a continuous basis the movement of the cargo.	Company policies or manuals where the described procedure is indicated.
iv. Describe briefly the documented procedures in place for controlling the movement of cargo within the port or airport prior to exit or the movement prior to entry, where applicable.	Company policies or manuals where the described procedure is indicated.
v. Describe briefly the documented procedures in place for monitoring the loading of cargo for export, as applicable.	
e. Inspection of Cargo Conveyance:	

i. Describe briefly the documented procedures in place to verify the physical integrity of the cargo conveyance prior to stuffing, including the reliability of the locking mechanisms of the doors.	Company policies or manuals where the described procedure is indicated.
ii. Describe briefly the documented procedures in place for inspecting the structure of the transport conveyance including the reliability of the access controls	Company policies or manuals where the described procedure is indicated.
iii. When appropriate to the type of conveyance is a seven-point inspection process carried out for all dedicated transport conveyances prior to stuffing, including:	Company policies or manuals where the described procedure is indicated.
a) Front wall;	
b) Left side;	
c) Right side;	
d) Floor;	
e) Ceiling;	
f) Inside/outside doors; and	
g) Outside/undercarriage?	
f. Container Seals:	
i. Do you use ISO 17712 compliant high security seals?	Photos of seals used
<i>Note: Please attach photos of seals used</i>	
ii. Describe briefly the procedures in place on how seals are to be controlled, affixed and checked to ensure only designated authorized person(s) distribute seals.	Company policies or manuals where the described procedure is indicated.
<i>Note: Controlled might mean received, securely stored, assessed, used and accounted for</i>	
iii. Do you require haulers to have documented procedures for regular vehicle inspections after stops in journey; that drivers ensure the integrity of the load whilst other consignments are added or removed; and that drivers have been trained in prompt reporting of incidents?	Company policies or manuals where the described procedure is indicated.
iv. Describe briefly the procedures in place to periodically review compliance with these requirements.	Company policies or manuals where the described procedure is indicated.
g. Storage of Conveyances, Containers and Cargo:	
i. Describe briefly the procedures in place to prevent unauthorized access and/or tampering of conveyances, containers and cargo in your custody stored in a secure area.	Company policies or manuals where the described procedure is indicated.
2. Record keeping and IT System	

Note: If applicable, please attach company policies or manuals where the described procedure is indicated.

a. Accounting and logistical system

i. Please describe the essential elements of your business processes that facilitate a full audit trail of your Customs activities or tax relevant movement of goods or accounting entries.

Company policies or manuals where the described procedure is indicated.

ii. Describe briefly your procedures for back-up, recovery, fallback, archiving and retrieval of your business records

Company policies or manuals where the described procedure is indicated.

iii. How long are the data saved in the production system and how long are these data archived?

Company policies or manuals where the described procedure is indicated.

b. Information Technology:

i. Describe briefly the procedures in place to maintain confidentiality and integrity of data and information systems used in the supply chain including protection against misuse and unauthorized alteration.

Company policies or manuals where the described procedure is indicated.

ii. Describe briefly the procedures in place to ensure proper transfer, storage and final disposal of data and information.

Company policies or manuals where the described procedure is indicated.

c. Documentation Security:

i. Describe briefly what actions have been taken in order to protect (e.g. constricted access rights, creation of electronic backup) information/documents from unauthorized access, abuse, intended destruction and loss?

Company policies or manuals where the described procedure is indicated.

ii. Have there been any cases of unauthorized access to documents in the last year, and if so what measures have been taken to prevent this from happening again?

Company policies or manuals where the described procedure is indicated.

iii. Which categories of employees have access to detailed data about the flow of materials and goods?

Company policies or manuals where the described procedure is indicated.

iv. Which categories of employees are authorized to change detailed data about the flow of materials and goods? Are changes comprehensively documented?

Company policies or manuals where the described procedure is indicated.

d. Information Security Procedures:

i. Describe briefly how access rights for the computer systems are issued and who is responsible for the running and protection of the computer system?

Company policies or manuals where the described procedure is indicated.

ii. Describe briefly the information security procedures and/or security related controls in place to protect information systems from unauthorized access?	Company policies or manuals where the described procedure is indicated.
e. Accountability:	
i. What computer system (hardware/software) do you use for your business in general, and for Customs matters in particular?	Company policies or manuals where the described procedure is indicated.
ii. Provide information on the following:	
o separation of functions between development, testing and operation;	Company policies or manuals where the described procedure is indicated.
o separation of functions between users;	Company policies or manuals where the described procedure is indicated.
o access controls (which ones/to whom);	Company policies or manuals where the described procedure is indicated.
o Traceability between business system and declaration system.	Company policies or manuals where the described procedure is indicated.
iii. At what locations are your Customs related computer activities undertaken?	Company policies or manuals where the described procedure is indicated.
iv. Have Customs related computer applications been outsourced? If yes, to which company were the applications outsourced and how do you manage access controls for the outsourced applications?	Company policies or manuals where the described procedure is indicated.
v. Describe briefly the procedures/ systems in place to identify the detected abuse of IT including improper access, tampering or the unauthorized altering of business data?	Company policies or manuals where the described procedure is indicated.
f. Data Back-ups and Recovery Plans:	
i. Please describe where your main server is located and give details of how it is secured.	Company policies or manuals where the described procedure is indicated.
ii. Describe briefly the actions you have taken in order to protect your computer system from unauthorized intrusion (Firewall, antivirus programme, password protection, etc.)?	Company policies or manuals where the described procedure is indicated.

<p>iii. Describe briefly the procedures and back-up capabilities in place to protect against the loss of information?</p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>iv. Does the company have a contingency plan for system disruption/failure?</p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>3. Supply and Trading partner</p>	
<p>a. Please provide a list of regular business partners including the modes of transportation and nodes.</p>	
<p>b. Selection of Business Partners. Describe briefly the procedures in place for the selection of and working with business partners taking into account elements that can identify and rectify security weaknesses?</p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>c. Security Requirements for Business Partners. As far as possible and in accordance with the business model, describe briefly the procedures in place for business partners to demonstrate they are meeting the company's supply chain security requirements (e.g. through written or electronic confirmation; through contractual obligations; through a letter from a senior business partner officer attesting to their compliance; through a written statement demonstrating their compliance with Customs supply chain security programme(s); or by providing a completed supply chain security profile)?</p>	<p>(1) Written or electronic confirmation; (2) through contractual obligations; (3) through a letter from a senior business partner officer attesting to their compliance; (4) through a written statement demonstrating their compliance with Customs supply chain security programme(s); (5) or by providing a completed supply chain security profile</p>
<p>d. Security Certification. For business partners who have obtained certification in a supply chain security programme administered by the Customs administration of another country describe briefly the procedures in place to maintain documentary proof of the business partners' certification?</p> <p><i>Note: If applicable, please attach copy of business partner's certification with other customs administration's supply chain security program</i></p>	<p>Business partner certification</p>
<p>e. Review of Business Partners' Compliance to Security Requirements. Describe briefly the procedures in place to review business partners' compliance to security requirements?</p>	<p>Company policy or manual for review of business partners</p>

<p><i>Note: If applicable, please attach company policy or manual for review of business partners</i></p>	
<p>f. Storage Facilities. If you use storage facilities and they are not owned by you please indicate who you rent/lease the storage facilities from.</p> <p><i>Note: Please attach Certificate of Title or similar document evidencing ownership of the storage facility or Contract for lease or rent, as applicable</i></p>	<p>(1) Certificate of Title or similar document, if owned (2) Rent/Lease Contract</p>
<p>g. External Services</p>	
<p>i. Describe briefly the 'external services' under contract, such as security guards, cleaning companies, suppliers, maintenance companies, etc., which are based at your premises?</p>	
<p>ii. Are there written agreements with the external service providers containing security requirements (i.e. restricted access controls etc.)?</p> <p><i>Note: If Yes, please attach contract or written agreements with the external service providers</i></p>	<p>Contract or written agreements with the external service providers</p>
<p>iii. Describe briefly how compliance with the procedures included in these agreements is checked? (e.g. performance review, etc.)</p> <p><i>Note: If applicable, please attach company policy or manual where the described process is indicated.</i></p>	<p>Company policies or manuals where the described procedure is indicated.</p>
<p>4. Physical premises and access control</p>	
<p>a. Perimeter Fencing:</p>	
<p>i. Describe the perimeter fencing and/or appropriate peripheral barriers in place to enclose the areas around cargo handling and storage facilities. (e.g. type of perimeter fencing, measurements, scope, etc.)</p> <p><i>Note: If applicable, please attach photos, vicinity map or layout of the areas around cargo handling and storage facilities</i></p>	<p>(1) Photos; or (2) Vicinity Map; (3) Layout of the area</p>
<p>ii. Briefly describe the procedures in place for the following:</p> <p><i>Note: If applicable, please attach company policy or manual where the described process is indicated</i></p>	<p>Company policy or manual where the described process is indicated</p>
<p>o segregation of high value and hazardous cargo</p>	<p>Company policy or manual where the</p>

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	described process is indicated
o to ensure that all fencing is regularly inspected for integrity, damage and repaired.	Company policy or manual where the described process is indicated
o for perimeters identifiable (signage) as controlled areas for authorized personnel only.	Company policy or manual where the described process is indicated
b. Gates and Gate Houses:	
i. Briefly describe the procedures in place: <i>Note: If applicable, please attach company policy or manual where the described process is indicated.</i>	Company policy or manual where the described process is indicated
o to control the movement of all vehicles and/or personnel entering or exiting the gates.	Company policy or manual where the described process is indicated
o to protect premises against unauthorized access by private vehicles	Company policy or manual where the described process is indicated
o that specify when and how searches of vehicles or personnel entering or exiting controlled areas of the premises are to be performed	Company policy or manual where the described process is indicated
ii. Are gates through which vehicles and/or personnel enter or exit manned, monitored or otherwise controlled?	Company policy or manual where the described process is indicated
c. Parking. Briefly describe the procedures in place to prohibit the parking of employees and visitors' vehicles in close proximity to cargo handling and storage areas. <i>Note: If applicable, please attach company policy or manual where the described process is indicated.</i>	Company policy or manual where the described process is indicated
d. Building Structure:	
i. Is the building constructed of materials that resist unlawful entry and protected against external intrusion?	
ii. Briefly describe the procedures in place to ensure that the integrity of the structures is maintained by periodic inspection and repair. <i>Note: If applicable, please attach company policy or manual</i>	Company policy or manual where the described process is indicated (e.g. building or property)

<p>where the described process is indicated (e.g. building or property maintenance policy, etc.)</p>	<p>maintenance policy, etc.)</p>
<p>e. Locking Devices and Key Controls:</p> <p><i>Note: If applicable, please attach company policy or manual where the following described processes are indicated.</i></p>	
<p>i. Briefly describe the procedures in place to ensure that all external and internal windows, doors, fences and gates are secured with locking devices or alternative access monitoring or other control measures.</p>	<p>Company policy or manual where the described process is indicated</p>
<p>ii. Briefly describe the procedures in place for issuance and access to locks and keys</p>	<p>Company policy or manual where the described process is indicated</p>
<p>iii. Briefly describe the procedures in place for conducting periodic inventory of locks and keys.</p>	<p>Company policy or manual where the described process is indicated</p>
<p>f. Lighting:</p> <p><i>Note: If applicable, please attach company policy or manual where the following described processes are indicated.</i></p>	
<p>i. Describe briefly the procedures in place to ensure adequate lighting inside and outside company facilities including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas. (e.g. types and number of lights for each area, which areas are lighted, maintenance plan, etc.)</p>	<p>Company policy or manual where the described process is indicated, as well as policy for maintenance of lighting.</p>
<p>ii. Describe the processes in place to maintain equipment and retention of recordings.</p>	
<p>g. Alarm Systems and Video Surveillance Cameras. Are alarm systems and video surveillance cameras utilized to prevent potential intruders from attempting to gain entry, detect possible intrusion, expand the area of security surveillance and assist in post-incident investigations?</p> <p><i>Note: If yes, please describe type and number of alarm systems and video surveillance camera in place and how are recordings retrieved to assist in post-incident investigations.</i></p> <p><i>If applicable, please attach company policy or manual wherein the described process is indicated</i></p>	<p>Company policy or manual where the described process is indicated</p>

<p>i. Describe the processes in place to maintain equipment and retention of recordings. (e.g. maintenance plan, period of retention of surveillance camera recordings, etc.)</p>	<p>Company policy or manual where the described process is indicated</p>
<p>h. Security Personnel and Organization:</p> <p><i>Note: If applicable, please attach company policy or manual where the following described processes are indicated.</i></p>	
<p>i. If personnel is in charge of the security of the company please describe briefly the procedures in place? (e.g. describe the role of the personnel, as well as the process and frequency of routine checks or security measures conducted)</p>	<p>Company policy or manual where the described process is indicated</p>
<p>ii. If an organization/unit is in charge of the security of the company please describe briefly the procedures in place. (e.g. describe the role of the organization if outsourced or internal unit in-charge of the security, as well as the process and frequency of routine checks or security measures conducted)</p>	<p>Company policy or manual where the described process is indicated</p>
<p>i. Access Controls for Employees:</p>	
<p>i. Describe briefly company's employee access controls to the premises/site at all times</p> <p><i>Note: If applicable, please attach company policy or manual where the described processes are indicated.</i></p>	<p>Company policy or manual where the described process is indicated</p>
<p>ii. Is an employee identification system in place that provides positive identification for access control purposes and while working in restricted areas?</p>	
<p>iii. Are employees only given access to those areas needed for the performance of their duties?</p>	
<p>j. Access Controls for Visitors and Vendors / Contractors:</p>	
<p>i. Describe briefly the positive identification procedures and access controls to the premises/site at all times for visitors, vendors and contractors</p> <p><i>Note: If applicable, please attach company policy or manual where the described processes are indicated.</i></p>	<p>Company policy or manual where the described process is indicated</p>
<p>ii. Are visitors, vendors and contractors, etc. registered and controlled?</p>	
<p>iii. Are visitors, vendors and contractors, etc. required to present photo identification or proper vendor ID for positive identification and access control purposes?</p>	
<p>iv. Are visitors, vendors and contractors, etc. required to visibly display identification passes?</p>	

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<p>k. Challenging and Removing Unauthorized Persons. Describe briefly the procedures in place for employees to report and challenge any unauthorized or unidentified persons?</p> <p><i>Note: If applicable, please attach company policy or manual where the described processes are indicated.</i></p>	<p>Company policy or manual where the described process is indicated</p>
<p>5. Personnel complement</p> <p><i>Note: If applicable, please attach company policy or manual where the following described processes are indicated.</i></p>	
<p>a. Pre-Employment Verification and Background Checks:</p>	
<p>i. Describe briefly the procedures in place to ensure the application information for both permanent and temporary personnel, such as employment history and references, verified prior to employment.</p>	<p>Company policy or manual where the described process is indicated</p>
<p>ii. Describe briefly the procedures in place to ensure background checks conducted on prospective permanent and temporary personnel as appropriate and to the extent allowed for by law</p>	<p>Company policy or manual where the described process is indicated</p>
<p>b. Periodic Background Checks / Reinvestigations for Current Personnel:</p>	
<p>i. Describe briefly the procedures in place for the provision of periodic checks to the extent allowed by law performed on current permanent employees</p>	<p>Company policy or manual where the described process is indicated</p>
<p>ii. Describe briefly the procedures in place as to whether the periodic checks are based upon the position and responsibilities of the personnel in the company.</p>	<p>Company policy or manual where the described process is indicated</p>
<p>c. Resignation and Termination of Personnel:</p>	
<p>i. Describe briefly the procedures in place to remove identification cards, as well as premises and information systems access for terminated and resigned permanent and temporary personnel.</p>	<p>Company policy or manual where the described process is indicated</p>
<p>ii. Describe briefly the procedures in place to control the employee's ability to compromise security standards, if company policy, national law, employment contract or union agreement allows for a period of continued employment between termination/resignation notice and last work day</p>	<p>Company policy or manual where the described process is indicated</p>
<p>d. Temporary personnel security standards:</p>	
<p>i. Describe briefly the procedures in place to ensure temporary employees are checked regularly according to security standards.</p>	<p>Company policy or manual where the described process is indicated</p>

ii. Please specify how and by whom the temporary employees are checked.	Company policy or manual where the described process is indicated
iii. Please specify the areas where these employees are used.	Company policy or manual where the described process is indicated
iv. Please specify the security instructions for these employees	Company policy or manual where the described process is indicated
6. Security training, threat awareness, and outreach	
<i>Note: If applicable, please attach company policy or manual where the following described processes are indicated.</i>	
a. Education, Training and Awareness	
i. Describe briefly the procedures in place to educate your personnel with regard to the risks associated with movements of goods in the international trade supply chain (e.g. conduct of periodic trainings, seminars, engaging with the government etc.)	Company policy or manual where the described process is indicated
ii. Describe briefly what educational material, expert guidance and appropriate training on the identification of potentially suspect cargo is provided to all relevant personnel involved in the supply chain. <i>Note: if applicable, please attach training modules used</i>	Training Modules used
iii. Describe briefly what procedures are in place for employees to identify and report suspicious incidents.	Company policy or manual where the described process is indicated
iv. Describe briefly any specific training conducted to assist employees in maintaining cargo integrity, recognizing potential internal threats to security and protecting access controls. <i>Note: if applicable, please attach training modules used</i>	Company policy or manual where the described process is indicated
b. Crisis Management and Incident Recovery.	
i. Describe briefly the procedures in place identifying such threats as terrorism, contraband/Human Smuggling, Organized Crime or other Conditions which may increase the probability of a security breach	Company policy or manual where the described process is indicated
ii. Describe briefly the procedures in place to report and respond an incident or risk situation and identify root	Company policy or manual where the

causes so that actions can be taken to protect against recurrences.	described process is indicated
7. Conveyance Security	
<i>Note: If applicable, please attach company policy or manual and/or training modules where the following described processes are indicated.</i>	
a. Describe briefly the procedures in place to protect, to the extent and scope of your authority and responsibility, conveyances (e.g. trucks, prime movers, trailers) against the introduction of unauthorized personnel and material	Company policy or manual where the described process is indicated
b. Describe briefly the procedures in place to consider potential places of concealment on conveyances and ensure that these are regularly inspected.	Company policy or manual where the described process is indicated
c. Describe briefly the procedures in place to train drivers on subjects such as:	
i. Inspection of conveyance;	Company policy or manual where the described process is indicated
ii. Confidentiality of load, route and destination;	Company policy or manual where the described process is indicated
iii. Policy on keys, parking area, refueling and unscheduled stops;	Company policy or manual where the described process is indicated
iv. Reporting for accident or emergency;	Company policy or manual where the described process is indicated
v. Reporting of any irregularity in loading, locking and sealing; and	Company policy or manual where the described process is indicated
vi. Testing of security alarms and tracking devices, if any.	Company policy or manual where the described process is indicated

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Republic of the Philippines)
 City of _____) S.S.

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I, *(Name of Candidate/Applicant)*, of legal age, Filipino, *(designation)* of *(name of Company)* with principal office at *(complete address)* in relation to my application as Authorized Economic Operator (AEO) do hereby undertake:

1. That none of the executive officers and directors directly engaged in customs procedures and shareholders, as applicable, have not been found to have violated customs laws and procedures and/or criminally liable for violation of any Philippine laws, rules and regulations within three (3) years from date of application.
2. To provide a dedicated office or unit or responsible officer whose main function is to ensure the applicant's compliance with its duties and responsibilities under the AEO Program as an accredited member;
3. To maintain the standards set in accordance with the criteria referred to in Section 9.1 of CMO 9-2020.
4. To update the Bureau on any change in the member's status as recipient of certain official privileges, general information sheet, name of contact person/s and contact number/s and/or email addresses, importation process flow, product sourcing, list of imported items, pricing structure, terms of trade, product description, tariff classification, security policy or profile, and such other information as may be material in enabling the Bureau to monitor and evaluate the continuing eligibility of the accredited member.
5. Full disclosure at all times of information as required or requested by Customs under the AEO Program. Information, particularly those bearing on trade or business secrets or advantage, provided by the member in the course of the application or as a result of AEO import clearance operations shall be deemed confidential and shall not be disclosed to anyone without the written consent of the applicant, except in the context of judicial proceedings.
6. To designate an office or unit and personnel in the member's organization that shall be responsible for ensuring full and prompt compliance with AEO regulations and serve as a liaison with the AEO Office to ensure prompt exchange of information and close cooperation necessary for a smooth AEO operation.

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