



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

CUSTOMS MEMORANDUM ORDER
NO. 28-2003

Subject: **Revised Super Green Lane (SGL)
Accreditation and Clearance Procedures**

Pursuant to Section VI of Customs Administrative Order (CAO) No. 2-2000, as amended, the following rules and regulations are hereby promulgated:

1. OBJECTIVES

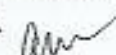
- 1.1 To improve the efficiency of SGL facility by providing clearer guidelines on accreditation and clearance procedures, workflows and coordination systems;
- 1.2 To provide adequate reporting and monitoring systems that will enable the BOC to respond to the needs of SGL accredited importers; and
- 1.3 To keep the integrity of the SGL as an advance Customs clearance facility for qualified shipments.

2. SCOPE

This Order shall cover the accreditation of qualified importers as SGL users; as well as the processing of shipments/importations of SGL users at the Port of Manila, Manila International Container Port and NAIA Customshouse.

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3. GENERAL PROVISIONS

- 3.1 Only SGL-accredited importers for whom a Certificate of Accreditation (CA) was duly issued in accordance with this Order shall be allowed to clear their shipments through the SGL facility.
- 3.2 An importer may be accredited as an SGL user, provided he/she meets the following qualifications:
 - 3.2.1 The importer is accredited by the Bureau of Customs as such in accordance with the existing rules and regulations;
 - 3.2.2 The importer has been actively engaged in the import business for at least one year at the time of filing his/her application for SGL accreditation;
 - 3.2.3 The importer is a regular importer of the same type of articles;
 - 3.2.4 The importer is a BoC-registered user of remote lodgment facilities and a holder of Certificate of Registration for that purpose; and
 - 3.2.5 The importer is willing to undergo voluntary audit as per CAO 5-2001.
- 3.3 Shipments shall qualify for SGL treatment only when:
 - 3.3.1 They are in the list of importables in the concerned SGL user's accreditation or in the duly approved amendments to the list of importables as prescribed in this Order;
 - 3.3.2 They are either freely importable commodities; or if regulated, covered by a continuing Import Authority issued by the concerned/ proper government agencies;
 - 3.3.3 They are declared under consumption entries, thus subject to taxes and duties; and
 - 3.3.4 They do not contain prohibited articles as defined under existing laws, rules and regulations. 

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- 3.4 All entries covering SGL shipments shall be filed through the remote lodgment facility in accordance with CMO 22-99 (General Procedures and Guidelines for the Remote Lodgment of Import Entries).

For this purpose:

- 3.4.1 The BOC shall provide the necessary infrastructure to enable remote electronic lodgment of SGL entries.
- 3.4.2 The qualified SGL importer may avail of the services of accredited service providers for the electronic lodgment of import entries.
- 3.4.3 The BOC shall allow the accredited service providers to charge reasonable fees to cover the costs of these facilities as well as their continuous maintenance and upgrade.
- 3.4.4 The EDI lodgment facility shall be made available to duly registered SGL-accredited users and their designated brokers. Procedures in the registration of EDI clients are set forth in CMO 18-99 (Re-registration Procedures for EDI/DTI Clients).
- 3.5 For every entry covering an SGL shipment, an SGL fee shall be paid as prescribed in CAO 6-2003 and its amendments at the concerned Collection Division after remote lodgment.
- 3.6 SGL entries shall be subject to Post-Release Verification and Post-Release Inspection as provided herein.

4. Organizational Structure

4.1 The Super Green Lane Committee.

The Super Green (SGL) Lane Committee is hereby established to replace the Super Green Lane Task Group established under Customs Memorandum Order (CMO) No. 2-2000.

- 4.1.1 *Composition.* The SGL Committee shall be headed by the Deputy Commissioner for Assessment and Operations Coordinating Group (AOCG) as chairman. It shall be composed of two sub-committees, namely, the

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Accreditation Sub-committee (AS) and the Import Compliance Sub-committee (ICS); and it shall be supported by the SGL Committee Secretariat created under Customs Special Order (CSO) No. 20-2002.

4.1.2 *Functions.* The Committee shall meet regularly or as often as may be necessary to carry out its functions, namely:

- 4.1.2.1 Evaluate the findings/recommendations of the AS and ICS with respect to the qualification of the applicant under the SGL Program and the acceptability of the list of importables, or amendments thereto, if any, as provided herein;
- 4.1.2.2 Based on its own evaluation of AS/ICS findings/recommendations, undertake any of the measures prescribed in No. 7.3.7 of this Order;
- 4.1.2.3 Handle and resolve all issues arising from or in connection with SGL accreditation and operation, including issues coming from SGL-accredited importers;
- 4.1.2.4 Develop/formulate and recommend to the Commissioner of Customs new policies or policy changes relating to the implementation/enhancement of the SGL;
- 4.1.2.5 Submit to the Commissioner of Customs a report on the progress of the SGL program monthly or as often as may be required; and
- 4.1.2.6 Perform such other functions as may be assigned to it by higher authorities.

4.2 The Accreditation Sub-committee (AS).

4.2.1 *Composition.* The AS shall be headed by the Director, Customs Intelligence and Investigation Service (CIIS). It shall have as members, the Head of the SGL Secretariat, the Heads of the ICSs in the three major ports of entry, a

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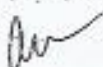
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- 4.2.2.2 Assist the applicant through an interactive process (face-to-face or telephone interview, internet exchange, etc.) in clarifying issues found/raised during the evaluation and, if necessary, in fully understanding the import of his/her answers. For this purpose, the AS shall develop a standardized interview system to ensure productivity and to facilitate the entire process;
- 4.2.2.3 Evaluate the list of importables as to the initial acceptability of their declared value and tariff classification; and identify any value or tariff declaration in said list that may be recommended for compliance audit;
- 4.2.2.4 On the basis of evaluation, submit its findings/recommendations to the SGL Committee for final/appropriate action;
- 4.2.2.5 Prepare an accreditation plan identifying priorities for SGL accreditation based on data provided by MISTG; and
- 4.2.2.6 Perform such other functions as may be assigned to it by the SGL Committee.

4.3 The Import Compliance Sub-committee (ICS).

The ICS shall replace the Import Compliance Sub-Group (ICSG) earlier established pursuant to Customs Personnel Order (CPO) Nos. D-23-2002 (POM), D-27-2002 (MICP), D-29-2002 (NAIA).

- 4.3.1 *Composition.* The ICS shall be headed by the Director, Import and Assessment Service (IAS) or his duly designated representative. It shall have as members the heads of the ICSGs in the Port of Manila, Manila (PoM), Manila International Container Port (MICP) and NATA Customhouse, the Chief Valuation and Classification Division, and by other persons designated by the Committee Chair.



4.3.2 *Functions.* In addition to the functions of the ICSG, the ICS shall meet regularly or as often as may be necessary to do the following:

- 4.3.2.1 Review the findings and recommendations of the ICS units in the PoM, MICP and NAIA with respect to an SGL user's importations as against his/her list of importable commodities, as approved by the SGL Committee;
- 4.3.2.2 Resolve the differences among the ICS units of the concerned Ports and come up with a common approved list (Annex A-5) and/or list of issues/questions to be raised during the meeting with the Applicant/SGL user;
- 4.3.2.3 Participate in the deliberations of the AS with respect to the valuation and classification of articles in SGL applicant's list of importables or amendments, if any, to said list; and the initial acceptability of such valuation under the Transaction Value System;
- 4.3.2.4 Validate the compliance issues identified in the post-release validation of the entry declaration as against the information and/or amendments thereto, if any, as provided by the SGL user to BOC in the Application Form/amendments and recommend to the SGL Committee such appropriate measures as it may deem necessary;
- 4.3.2.5 When appropriate, recommend that an SGL user/shipment be subjected to compliance audit; and
- 4.3.2.6 Perform such other functions as may be assigned to it by the SGL Committee.

4.4 SGL Secretariat.

The SGL Secretariat, which shall be composed as provided under CSO 20-2002, shall keep an efficient reporting and monitoring system. For this purpose it shall:

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- 4.4.1 Provide administrative support to the SGL Committee;
- 4.4.2 Provide invitees/applicants to the SGL Program with SGL application form and list of requirements;
- 4.4.3 Receive and review completeness of submitted documents from SGL applicants;
- 4.4.4 Schedule the meeting of a SGL applicant with the AS and ICS as herein provided;
- 4.4.5 Monitor the timely submission of the required reports, as follows:
 - MISTG: Form 2 (Annex 'D'), Entry Statistics
Form 4 (Annex 'F'), Detailed SGL Entries
Weekly Report
Summary of Transactions per SGL user
 - By ICS: Form 3 (Annex 'E'), Operational Issues
and Problems Report;
- 4.4.6 Submit membership status report (Form 1, Annex 'C') to the SGL Committee; and
- 4.4.7 Keep and secure all pertinent documents handled by the SGL Committee and its Sub-Committees.

5. SUPPORT STRUCTURE

Management Information System and Technology Group (MISTG).

In support of the SGL Program, the MISTG shall:

- 5.1 Provide the necessary infrastructure to enable the electronic lodgment of SGL entries, including provisions to allow accredited service providers to charge fees for electronic lodgment/SGL registration;
- 5.2 Develop/install the necessary computer system/facilities to support the SGL Program;
- 5.3 Within the first month of every calendar year, submit to the AS, copy furnished the SGL Secretariat, a list of the top 1,000 importers in terms of taxes and duties paid during the previous year, arranged from the highest to the lowest;

- 5.4 Through the Systems Development Division (SDD), submit to the SGL Secretariat, for dissemination to the concerned ICS units, Entry Statistics (Form 2, Annex 'D') on a monthly basis;
- 5.5 Through the SDD, submit a detailed SGL Entries Weekly Report to the SGL Secretariat, for dissemination to the concerned ICS units, copy furnished the concerned SGL member company; and
- 5.6 Prepare a monthly summary of transactions per SGL-accredited importer/user, in a form similar to Form 4 (Annex 'F'), and provide each SGL user with his/her respective copy thereof;

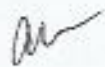
6. SUPPORT MEASURES

For purposes of this Order, the SGL Committee shall coordinate with the following:

- 6.1 Authorized Agent Bank (ABB), so that it immediately transmits the payment information to BoC upon its receipt of payment of the duties/taxes due on an SGL shipment.
- 6.2 Arrastre Operator, so that it provides the necessary infrastructure to facilitate the delivery of SGL shipment to the importers.
- 6.3 Carriers (Agent)/Freight Forwarders (Consolidators), so that the concerned airline/shipping line or freight forwarder submits the electronic inward cargo manifest of shipments prior to arrival at proper Port of Entry – if a shipping line, within 24 hours, if an airline, within two hours. Failure to comply with this requirement shall be subject to the sanctions provided by the Tariff and Customs Code of the Philippines.
- 6.4 Value Added Network (VAN) Service Providers – so that they provide SGL users with connectivity to BOC ACOS, and assistance in resolving technical and operational problems encountered in the process of accreditation and entry lodgment.

7. ACCREDITATION OF SGL USERS

The accreditation of SGL users shall be in accordance with the procedures outlined in Annex G hereof, as follows:



7.1 By Invitation

- 7.1.1 MISTG shall, within the first month of every calendar year, generate the list of top 1,000 importers in terms of duties and taxes paid during the previous year, arranged from the highest to the lowest.
- 7.1.2 MISTG shall submit the list to the AS, copy furnished the SGL Secretariat.
- 7.1.3 On the basis of that list, AS shall recommend to the SGL Committee the importers to be invited into the SGL Program, taking into account the requirements to qualify as SGL users under this Order.
- 7.1.4 The SGL Committee shall act on the recommendation, either by fixing it or by sending an invitation, together with the SGL application form and a list of other documentary requirements to be submitted to the SGL Secretariat.

7.2 By Application

- 7.2.1 Any importer who meets the qualification requirements of this Order may apply for SGL accreditation.
- 7.2.2 Those recommended for invitation but subsequently were not invited may also apply by securing/accomplishing/submitting the SGL application form and list of documentary requirements from the SGL Secretariat.

7.3 Common Provisions

- 7.3.1 The SGL Secretariat shall make available the application form to invitees/applicants to/for SGL Program/ accreditation and the list of documentary requirements.
- 7.3.2 Invitees/applicants shall submit to the SGL Secretariat the duly accomplished application form and all Annex 'A' (1-5) and soft copy, in MS Excel format, of Annex 'A-5' in addition to the hard copy.

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- 7.3.3 Attached to the application form and annexes shall be the following documents:
- 7.3.3.1 Import Permit/License (with respect to regulated articles, duly issued by the appropriate regulatory agency of the government; otherwise, regulated articles shall not be included in the list of allowable importations by the concerned SGL user).
 - 7.3.3.2 Duly sworn affidavit that the applicant's imports are not prohibited;
 - 7.3.3.3 Clearance from the Chiefs of Collection Service, Collection Division, Bonds Division, Liquidation and Billing Division in the Port of Manila, Manila International Container Port and NAIA Customshouse, attesting that applicant has no outstanding obligation/accountability with BoC; and
 - 7.3.3.4 Certificate of Registration that applicant is authorized to or can access to a BoC remote lodgment facility.
- 7.3.4 The SGL Secretariat shall check the completeness of the submitted documents and, if lacking, require the needed additional documents; otherwise, it shall forward the submissions to the AS for review/appropriate action, except Annex 'A-5', which shall be forwarded to the ICS.
- 7.3.5 The SGL Secretariat shall schedule a meeting with the applicant, AS and ICS, not later than ten (10) working days from receipt of all required submissions, for purposes of validating and clarifying information thereon.
- 7.3.6 Within five (5) days from such meeting, the AS shall deliberate on the application and submit its recommendations to the SGL Committee.
- 7.3.7 The SGL Committee shall review the recommendations of the AS and shall, after deliberation, undertake as may be appropriate one of the following measures: (a) notify the applicant of outstanding issues and additional documents

and information required, if any; (b) inform the applicant that his application has been denied, and the reason(s) therefor; or (c) recommend the applicant's accreditation for the approval of the Commissioner.

- 7.3.8 If for approval, the SGL Committee shall prepare the Certificate of Accreditation for signature of the Commissioner.

8. CERTIFICATE OF ACCREDITATION


- 8.1 The Certificate of Accreditation (CA) issued shall be subject to periodic review by the SGL Committee through the respective ICS units. The SGL Committee shall develop an account-based monitoring of the import activities of all the members, as well as the over-all performance of the SGL system as a whole.
- 8.2 A CA shall remain valid until suspended, cancelled, or revoked by the Commissioner of Customs upon the recommendation of the SGL Committee, after due notice and hearing, on any of the following grounds:
- 8.2.1 When the accredited importer fails or refuses, without justifiable reason, to submit the hard copies of import entries filed through the SGL facility, or any supporting import documents, within the prescribed period.
- 8.2.2 When the SGL application or importation itself is tainted with fraud or willful misrepresentation.
- 8.2.3 Submission of any fake document during accreditation or in the importation process.
- 8.2.4 Failure or refusal, without justifiable cause, to pay additional duties and taxes lawfully demanded after post entry (release) verification by ICS within the prescribed period.
- 8.2.5 When the SGL user utilizes the SGL facility to process and clear a shipment not included in the approved list of importable commodities.



- 8.2.6 Violation of any of the express or implied terms and conditions of the accreditation, e.g., failure to promptly update or inform the SGL Committee of any changes in the commodities being imported, as well as in their description, unit values and the like.
- 8.2.7 Failure or refusal, without any valid ground, to comply with any lawful order or directive issued officially by the SGL Committee or any of its sub-committees, or by any other higher authority.

9. PROCESSING OF SGL IMPORTATIONS

The importations of SGL users shall be processed as follows:

- 9.1 The SGL user shall electronically lodge his/her Single Administrative Document (SAD) into the BOC-ACOS System through EDI via the BOC Gateway facility, or by such other facility as may be authorized by BOC for the purpose.
- 9.2 The SAD declaration goes through the processing of the BOC ACOS system which, among others, assesses the duties and taxes due on the shipment. Such assessment shall be electronically transmitted to the SGL user via the same EDI facility referred to above.
- 9.3 Upon receipt of the BOC-ACOS final assessment notice, the SGL user shall then make payment of the duties and taxes due with the Authorized Agent Bank (AAB).
- 9.4 Upon receipt of payment of the duties and taxes for an SGL shipment, the concerned AAB shall immediately, as a top priority, effect the electronic transmission of the payment information to BoC.
- 9.5 The payment is then verified, through the BOC ACOS system whether the payment made matches the amount assessed. If it does, the BOC-ACOS System shall generate and transmit an electronic cargo release message to the arrastre operator authorizing the release of the shipment to the duly authorized representative of the SGL user.
- 9.6 For purposes of identifying the SGL shipment of the importer for release, a SAD print out shall be presented to the Arrastre Operator. 

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10. POST-RELEASE VERIFICATION/VALIDATION

- 10.1 On the second working day of the week following electronic lodgment of the entry covering an SGL shipment, the SGL user/broker shall submit to the concerned Entry Processing Unit (EPU) seven (7) copies/print outs of the SAD filed, which shall be in the design/format prescribed in CMO 1-96 and its amendments, instead of the regular IEIRD.
- 10.2 The SAD, signed by the SGL user/broker in the space provided thereon, notarized and affixed with the proper number/value of documentary stamps, shall be submitted together with a copy of the assessment notice, certified true copy of the official receipt showing payment of required SGL fee, and all supporting documents.
- ✓ 10.3 The concerned EPU shall process the SAD in accordance with existing regulations and forward the working copy and supporting documents to the concerned ICS unit of the Port; the six other copies shall be distributed accordingly, pursuant to existing rules and regulations.
- 10.4 Upon receipt of the working copy of the SAD and supporting documents, the concerned ICS unit shall do the following:
 - 10.4.1 Check the completeness of the entry document using the data captured in the ACOS.
 - 10.4.2 Check the imported articles as against the approved list of importable commodities.
 - 10.4.3 Review the description, tariff classification, unit value, and any other information declared in the SAD vis-à-vis the data provided in the application form/amendments.
 - 10.4.4 Log in daily any problem or issue encountered in the processing or review of SGL entries under its jurisdiction and submit monitoring report Form 3 to the SGL Committee, thru the Secretariat, twice a month.
 - 10.4.5 Compare the number of SAD documents submitted with the number of electronically lodged entries to determine the entries for which no SAD documents were submitted within the prescribed period.

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- 10.4.6 If upon post-verification by the ICS unit, deficiencies in the payment of duties and taxes are established, the concerned ICS unit shall notify in writing the District Collector, copy furnished the Chair, SGL Committee, for the issuance of a demand letter to the SGL user for the collection of additional taxes and duties.

11. POST-RELEASE INSPECTION

- 11.1 An SGL shipment shall not be inspected/examined except when it is subject of a derogatory intelligence information and/or as directed by the SGL Committee Chair, in which case the inspection shall be covered by a Mission Order.
- 11.2 The Mission Order shall only be issued by the Commissioner of Customs or by his duly authorized representative and shall specify the basis for its issuance, the extent of the inspection to be done, the number of containers to be inspected if the shipment consists of several containers.
- 11.3 The concerned ICS unit shall form a team that would undertake the inspection at the importer's premises and in accordance with the Mission Order. The SGL importer shall extend full cooperation and assistance to the inspecting team.
- 11.4 The ICS team leader shall monitor the conduct of the inspection and shall require from the inspecting team the submission of an after-mission report within one (1) working day from the completion of the mission. The report shall include, among others, the following information:
- 11.4.1 The Mission Order, specifying the purpose of the inspection
 - 11.4.2 Date/Time started and completed
 - 11.4.3 Findings
 - 11.4.4 Comments and recommendations
 - 11.4.5 Reason for delay, if any, in completing the inspection
 - 11.4.6 Selection process utilized
 - 11.4.7 Signed declaration from an authorized officer/representative of the SGL user attesting to the orderly conduct of the inspection.



12. REPORTING AND MONITORING

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The reports shall be prepared and submitted thus:

Form No.	Description	Prepared By	Submitted To	Copy Furnished
1 (Annex 'C')	Membership Status Report	SGL Secretariat	SGL Committee	
2 (Annex 'D')	Entry Statistics	SDD-MISTG*	SGL Secretariat	
3 (Annex 'E')	Operational Problems and Issues Report	concerned ICS units	SGL Secretariat	RMG**
4 (Annex 'F')	Detailed SGL Entries Weekly Report	SDD-MISTG	ICS units	SGL Secretariat concerned SGL user

* *Systems Development Division-Management Information Systems and Technology Group*

** *Risk Management Group*

13. ACCOUNTABILITIES

13.1 The concerned Customs officers and personnel are directed to perform their responsibilities as required herein.

13.2 All signatories to any certificate/report required under this Order shall be liable for any flaw/defect found therein.

14. REPEALING CLAUSE

CMO 2-2000 is hereby superseded. All other orders, memoranda, circulars, or part or parts thereof, which are inconsistent herewith are deemed repealed and/or modified accordingly.

15. EFFECTIVITY

This Order shall take effect immediately upon signing hereof.



ANTONIO M. BERNARDO
Commissioner

25 November 2003
Date Signed

17 ANNEX A
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BOC USE ONLY:		
Date Rec'd:	/ /	Time:
By:		
Application No.	_____	



Part I: General Information

1.1. NAME OF APPLICANT _____

1.2. CHS Registration Number _____

1.3. Tax Identification Number _____

1.4. ADDRESS:	Tel. No.	Fax No.
Office _____	_____	_____
Plant _____	_____	_____

1.5. NATURE OF BUSINESS:

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Service Provider
<input type="checkbox"/> Trader	<input type="checkbox"/> Public Utility
<input type="checkbox"/> Others (please specify) _____	

1.6. TYPE OF BUSINESS ENTITY:

<input type="checkbox"/> Single Proprietorship
<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation

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1.7. CAPITAL STRUCTURE

A. Major Stockholders

NAME OF STOCKHOLDER	CITIZENSHIP	NO. SHARES SUBSCRIBED	NO. SHARES PAID-UP	VALUE SHARES PAID-UP (P&P)

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX A-1.1 - MAJOR STOCKHOLDERS'.

B. Principal Officers

NAME OF OFFICER	POSITION

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX A-1.2 - PRINCIPAL OFFICERS'.

Part 2: General Organizational Information

2.1. Name, title and telephone number of the person who supplied information for this form:

NAME	POSITION TITLE	PHONE / FAX NUMBER

2.2. Name, title and telephone number of the person(s) who will be the Bureau of Customs contact during the review of the application:

CONTACT PERSONS.	POSITION TITLE	PHONE / FAX NUMBER

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- 2.3. Names and addresses of any foreign and/or domestic related companies, such as company's parent, sister, subsidiaries, joint ventures, etc:

COMPANY NAME	ADDRESS

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX A-2 - RELATED COMPANIES'.

Part 3: Customs Broker Information

BROKERAGE NAME	ADDRESS & PHONE NO.	CONTACT PERSON	PORTS OF ENTRY	NO. OF YEARS AS YOUR BROKER
1.				
2.				
3.				

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX A-3 - CUSTOMS BROKER INFORMATION'.

Part 4. List of Suppliers and Imported Commodities:

	SUPPLIER NAME	ADDRESS / PHONE	CONTACT PERSON	COMMODITIES SUPPLIED
1				
2				
3				
4				
5				

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX A-4 - SUPPLIERS'.

Part 5. List of Commodities Imported

Please refer to 'ANNEX A-5 - LIST OF COMMODITIES IMPORTED'.



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CERTIFICATION

This is to certify that the undersigned has read Executive Order No. 230, Customs Administrative Order No. 2-2000, Customs Administrative Order 5-2001, Customs Memorandum Order No. 2-2000, Customs Memorandum Order 2-2002, and other related rules and regulations implementing them.

It is further certified that the applicant company is willing to undergo voluntary compliance audit pursuant to Customs Administrative Order 5-2001 and that all information contained in this **Application Form** are true and correct.

Done in the city/municipality of _____ this _____ day of _____

Signature over name of President/Proprietor

Name of Company: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 200__ in the City/Municipality of _____, Affiant exhibited to me his/her Community Tax Certificate No. _____ issued in _____ on _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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Bureau of Customs
 SGL APPLICATION FORM
 ANNEX A-5 - LIST OF COMMODITIES IMPORTED

enc-28-03

Schedule 1-1
 Company: _____ TIN: _____
 Import Year: _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SUPPLIER / ADDRESS	COUNTRY OF ORIGIN	COUNTRY OF EXPORT	HS CODE	TARIFF RATE (%)	EXCISE TAX RATE (NA # rate)	SPECIFIC DESCRIPTION (include Brand, Test Specs, Model, Part Number)	ESTIMATED QUANTITY PER YEAR	UNIT OF MEASURE	TRANSACTION CURRENCY	UNIT PRICE	TERMS OF SALE (FOB, CIF, DDP, etc)	ROYALTY LIC FEE, SELLING COMM, ASSIST	IMPORT PERMIT FROM THIS AGENCY NEEDED (BLANK if none)	IMPORTER AND SUPPLIER RELATED? (YES/NO)	IMPORTED UNDER SPECIAL PROGRAM (SOFTWARE)	IMPORTER REWARDS	ICDG REMARKS (BCC USE ONLY)

PREPARED BY: _____
 DATE: _____
 CONTACT PHONE: _____

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BOC USE ONLY:

Date Rec'd: / / Time:

By: _____

Update No. _____



Date: _____

The Bureau of Customs
SGL Committee

Gentlemen:

We would like to file this application for change/s to our SGL data in the area(s) specified below:

1.1. CHANGE IN CORPORATE NAME OF IMPORTER TO

1.3. CHANGE IN ADDRESS/CONTACT DETAILS:

Office _____

Plant _____

Tel. No. _____ Fax No. _____

1.5. CHANGE IN NATURE OF BUSINESS:

Manufacturer

Service Provider

Trader

Public Utility

Others (please specify) _____

1.6. CHANGE IN TYPE OF BUSINESS ENTITY:

Single Proprietorship

Partnership

Corporation

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1.7. CHANGES IN CAPITAL STRUCTURE

A. Major Stockholders

NAME OF STOCKHOLDER	CITIZENSHIP	NO. SHARES SUBSCRIBED	NO. SHARES PAID-UP	VALUE SHARES PAID-UP (P&P)

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX 1.A - MAJOR STOCKHOLDERS'.

B. Change in Principal Officers

NAME OF OFFICER	POSITION

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX 1.B - PRINCIPAL OFFICERS'.

1.8. Changes in names and addresses of any foreign and/or domestic related companies, such as company's parent, sister, subsidiaries, joint ventures, etc:

COMPANY NAME	ADDRESS

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX 2 - RELATED COMPANIES'.



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ENO-28-03

Changes in Customs Broker Information (Supersedes previous submitted list):

BROKERAGE NAME	ADDRESS & PHONE NO.	CONTACT PERSON	PORTS OF ENTRY	NO. OF YEARS AS YOUR BROKER
1.				
2.				
3.				

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX 3 - CUSTOMS BROKER INFORMATION'.

Changes in List of Suppliers and Imported Commodities: (Supersedes previous submitted list)

	SUPPLIER NAME	ADDRESS / PHONE	CONTACT PERSON	COMMODITIES SUPPLIED
1				
2				
3				
4				
5				

Please use additional sheets as necessary. For additional sheets, please mark it as 'ANNEX 4 - SUPPLIERS'.

Changes in List of Commodities Imported (List only the additions/changes and/or deletions)

Note to SGL Member Use the format of 'ANNEX 5 - LIST OF COMMODITIES IMPORTED'. INDICATE ADDITIONAL ITEMS FIRST FOLLOWED BY ITEMS FOR DELETION.



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MD-28-03

CERTIFICATION

This is to certify that the undersigned has read Executive Order No. 230, Customs Administrative Order No. 2-2000, Customs Administrative Order 5-2001, Customs Memorandum Order No. 2-2000, Customs Memorandum Order 2-2002, and other related rules and regulations implementing them.

It is further certified that all information contained in this **Change Request Form** are true and correct.

Done in the city/municipality of _____ this _____ day of _____.

Signature over name of President/Proprietor

Name of Company: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 200__ in the City/Municipality of _____. Affiant exhibited to me his/her Community Tax Certificate No. _____ issued in _____ on _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____





Department of Finance
BUREAU OF CUSTOMS
SUPER GREEN LANE

PERFORMANCE MONITORING FORM # 1
MEMBERSHIP STATUS REPORT
FOR THE MONTH OF _____, 2003

- | | |
|---|-------|
| 1. Number of members at beginning of the month | _____ |
| 2. Members accredited during the month | _____ |
| 3. Members whose membership was terminated during the month | _____ |
| 4. Members at end of the month | _____ |
| 5. Members whose membership was suspended during the month | _____ |
| 6. Number of applications in process | _____ |
| 7. Number of applicants deferred/declined | _____ |

Newly Accredited SGL Members

- 1
- 2
- 3.

Terminated Memberships

1

Reason for termination

Suspended Memberships

1

Reason for suspension

In the Process of Accreditation

1

Status of Accreditation

2

Deferred/Declined Applications

1

Reason for deferment/decline

2

Prepared By _____

Date Prepared _____



Department of Finance
BUREAU OF CUSTOMS
SUPER GREEN LANE

27
2000 2-2-03

PERFORMANCE MONITORING FORM # 2 ENTRY STATISTICS
PORT: _____
FOR THE MONTH OF _____

	FOR THE MONTH			YEAR - TO - DATE		
	THIS YEAR	LAST YEAR	% INC / DEC	THIS YEAR	LAST YEAR	% INC / DEC
Number of Active User-Members						
Number of Transactions						
Volume of Transactions						
Value of Transactions						
Taxes and Duties Paid						

JAN



Department of Finance
BUREAU OF CUSTOMS
SUPER GREEN LANE

PERFORMANCE MONITORING FORM #3 ISSUES AND PROBLEMS
FOR THE MONTH OF _____

Name of Port _____

Prepared By: _____

Signature: _____

IMPORTER	ENTRY NUMBER	ENTRY DATE	Problem Encountered/ Issue Raised	Resolution