

2017-01-042



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : All District Collectors and Port Collectors,
Chiefs, Export Division and Equivalent Units

SUBJECT : Submission of Monthly Export Transactions and Certificate of
Origin Utilization Report

DATE : January 24, 2017

In order to properly monitor the export transactions and Certificate of Origin utilization of all ports, you are hereby requested to submit the following data in the herein attached prescribed Excel Format **on or before the fifth working day of every succeeding month.**

Please create a book with two (2) separate Excel sheets labeled as follows:

- a. First Sheet: Export with CO; and
- b. Second Sheet: Exports without CO

Please submit an Excel file and a scanned signed copy of an official transmittal addressed to the Director, Port Operations Service of the above request via email at ecd@customs.gov.ph with Subject: **Export and CO Utilization Report of (Port) for (Month, Year)**; via fax at (02) 527-4580 or via courier or postal service addressed to the:

DIRECTOR
PORT OPERATIONS SERVICE
Rm. 309, 3/F POM Bldg., Gate 3,
Port Area, Manila

If sent via post or courier, kindly place the soft copy of the report in a CD that is labelled accordingly.

Should you have queries, please let us know thru the contact information indicated herein.

For your strict and immediate compliance.


JAMES A. LAYUG
Director
Port Operations Service

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MASTER COPY

FIRST SHEET

EXPORT TRANSACTION AND CERTIFICATE OF ORIGIN UTILIZATION REPORT

For the Month of _____ Year _____
Port of _____

Tel/Fax No.: _____ Email: _____

EXPORT DECLARATIONS WITH CERTIFICATES OF ORIGIN													
No.	Export Declaration No.	Exporter/Supplier	Consignee/Importer	Port of Origin	Country of Destination	HS Code in 8-digit	Product Description	Origin Criterion (Box 8)	Remarks (Box 13)	CO Reference No.	Free Trade Agreement	Gross Wt	FOB Value
1													
2													
3													
4													
5													
6													
7													
8													
TOTAL (FTA)												(Total Gross Wt per FTA)	(Total FOB Value per FTA)
TOTAL EXPORTS												(Total Gross Wt for ALL FTAs)	(Total FOB Values for ALL FTAs)

- NOTE :**
1. Please include only Export Declarations with accompanying Certificates of Origin.
 2. On the "No." Column, please indicate the number of transaction in series. Restart numbering to "1" for each FTA.
 3. At the end of each FTA, please indicate the Total Gross Wt and FOB Value, respectively.
 4. At the end of the report, please indicate the Total Gross Wt and FOB Value of all FTAs.

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MASTER COPY

SECOND SHEET

EXPORT TRANSACTION AND CERTIFICATE OF ORIGIN UTILIZATION REPORT

For the Month of _____ Year _____

Port of _____

Tel/Fax No.: _____ Email: _____

EXPORT DECLARATIONS WITHOUT CERTIFICATES OF ORIGIN									
No.	Export Declaration No.	Exporter/Supplier	Consignee/Importer	Port of Origin	Country of Destination	HS Code in 8-digit	Product Description	Gross Wt	FOB Value
1									
2									
3									
4									
5									
6									
7									
8									
TOTAL								Total Gross Wt	Total FOB Value

- NOTE :**
1. Please include only Export Declarations WITHOUT an accompanying Certificates of Origin.
 2. At the end of the report, please indicate the Total Gross Wt and FOB Value, respectively of all export transactions WITHOUT an accompanying Certificate of Origin.