



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

July 7, 2021

## CUSTOMS MEMORANDUM CIRCULAR

NO. 148-2021

**TO :** All Deputy Commissioners  
All Service Directors  
All District/Port Collectors  
All Chiefs, Formal Entry Division or Equivalent Unit  
All Others Concerned

**SUBJECT :** EMB-DTI'S ADOPTION OF AN ELECTRONIC SUBMISSION AND APPROVAL OF COFFEE EXPORT CLEARANCE (CEC) AND CERTIFICATE OF EXEMPTION (COE)

Attached herewith is the letter of DTI-EMB Director Perlada providing information on the transitioning to online processing of its frontline services in compliance to stringent physical distancing measures to address COVID-19. This is also in line with the DTI's initiative anchored on the Ease of Doing Business and Efficient Government Service Act of 2018, where automation of frontline services is aimed at streamlining procedures to reduce processing time in securing permits and licenses for business related transaction through a zero-contact policy.

The Coffee Export Clearance (CEC) and Certificate of Exemption (COE) are coffee export documentation services of DTI-Export Marketing Bureau (DTI-EMB), in accordance with Chapter XII, Article 32-33 of the International Coffee Agreement (ICA) to which the Philippines is a member-country, will be streamlined through digitalization. In this regard, starting 13 July 2020, the EMB shall adopt an electronic submission and approval of CEC and COE.

The Clearance and Certificate will have a Digital Signature and Timestamp of the processor as security measure and emailed to clients in a Portable Document Format (.pdf). To this effect, document veracity audits may be freely conducted by your District in coordination with the Approving Officer.

For inquiries, DTI-EMB named Ms. Suraida Guro, Chief of the Export Assistance & Business Matching Division as its contact person thru [SuraidaGuro@dti.gov.ph](mailto:SuraidaGuro@dti.gov.ph) or the Coffee Services Officer Mr. Rodelio A. Torre thru [embcoffee@dti.gov.ph](mailto:embcoffee@dti.gov.ph) or [RodelioTorre@dti.gov.ph](mailto:RodelioTorre@dti.gov.ph).

For information and guidance.

Please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.



*Q*

**REY LEONARDO B. GUERRERO**  
Commissioner

JUL 09 2021



BOC-03-10491

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
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**TRABAH  
NEGOSYO  
KONSUMER**

July 2, 2020

**ATTY. EDWARD JAMES A. DY BUCO**  
Deputy Commissioner  
Assessment & Operation Coordinating Group  
Bureau of Customs (BOC)  
Rm. 910, BIR National Office Building  
Diliman, Quezon City



BOC-03-10491

Dear Dep. Comm. Dy Buco,

We are pleased to inform you that our Bureau is transitioning to online processing of our front line services in compliance to stringent physical distancing measures to address COVID-19. This is also in line with DTI's initiative anchored on the Ease of Doing Business and Efficient Government Service Act of 2018, where automation of frontline services is aimed at streamlining procedures to reduce processing time in securing permits and licenses for business related transaction through a zero contact policy.

The **Coffee Export Clearance (CEC)** and **Certificate of Exemption (COE)** are coffee export documentation services of DTI-Export Marketing Bureau (DTI-EMB), in accordance with Chapter XII, Article 32-33 of the International Coffee Agreement (ICA) to which the Philippines is a member-country, will be streamlined through digitalization. **In this regard, starting 13 July 2020, the EMB shall adopt an electronic submission and approval of CEC and COE.**

The Clearance and Certificate will have a Digital Signature and Timestamp of the processor as security measure, and emailed to clients in a Portable Document Format (.pdf). To this effect, document veracity audits may be freely conducted by your office in coordination with the Approving Officer.

We hope that by adopting this measure, we can offer convenience to our stakeholders and ensure a continuous delivery of this frontline service, as we all transition to the new normal and create a resilient system amidst the COVID-19 pandemic.

Should you have any queries regarding this matter, you may get in touch with Ms. Suraida Guro, Chief of the Export Assistance & Business Matching Division at email address [SuraidaGuro@dti.gov.ph](mailto:SuraidaGuro@dti.gov.ph), or our Coffee Services Officer Mr. Rodelio A. Torre at [embcoffee@dti.gov.ph](mailto:embcoffee@dti.gov.ph) or [RodelioTorre@dti.gov.ph](mailto:RodelioTorre@dti.gov.ph).

Thank you very much.

Very truly yours,

  
**SENEN M. PERLADA**

Director

EXPORT MARKETING BUREAU

Coffee Export Clearance (CEC)  
Online Processing & Issuance

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humb

**Requirements** (scanned copies, to be submitted via email):

**1. Accomplished Export Declaration Form**

*For seafreight, obtain ED using the website of VASP of E2M system (ekonek, cdec, and intercommerce); and for airfreight, proceed to One-Stop Export Documentation Center (OSED) of PHILEXPORT and fill-out manually an ED.*

**2. Proforma Bill of Lading**

*Airfreight or Sea freight booking of the cargo.*

**3. Commercial Invoice**

*Sales receipt with details of the export transaction.*

**4. Packing List**

*Packaging details of the cargo consistent with the commercial invoice.*

**Process:**

Exporter submits **scanned** copy of the original requirements in .pdf format, through email, to: [embcoffee@dti.gov.ph](mailto:embcoffee@dti.gov.ph).

Please note that our email server can only accommodate attachments up to a **maximum of 20MB** per message. You may opt to compress the file size of your documents without compromising readability.

1. Processor acknowledges receipt of document via email and proceed to evaluation of the application.
  - If there are lacking requirements or details that need clarification, clients will be notified via email.
2. Submission of Incomplete requirements will not be processed.
3. Once application is approved, copy of the application will be sent back to the client via email with electronic Coffee Export Clearance (e-CEC) e-stamped (See Annex 1) on the face of the ED in .pdf format.

-END-

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Juno

Annex 1:  
Sample of an electronic stamp for the CEC  
with Digital Signature and Timestamp of the processor at the bottom right portion

E-M CUSTOMS		BOC SINGLE ADMINISTRATIVE DOCUMENT		OFFICE OF DECLARATION		DEPARTMENT OF FINANCE BUREAU OF CUSTOMS		
I C U S T O M S I	2 Exporter / Supplier Address ALLIANCE IN MOTION GLOBAL INC. U 301 AND 407 AIG BURGUNDY EMPIRE TOWER, COR. GARNET AND SAPPHIRE STS. ORTIGAS CENTER PASIG 1500 PHILIPPINES		TIN: 240013571000		1 DECLARATION EX3 1 1		P02B Manila Intl Container Port Customs Reference E 1005443 06/01/2020 Registry Number	
	8 Importer / Consignee Address ALLIANCE IN MOTION GLOBAL NIGERIA LTD. BUFFALO HOUSE 2 ALLEN AVENUE IKEJA LAGOS STATE NIGERIA		9 CRF: Number OSEDC - One-Stop Export Documentation Center		3 Page 1 1 1		5 Items 1	
	14 Declarant address PERSIBAL B. SOTELO KAINGIN RD. MULTINATIONAL DR. PARANAQUE METRO MANILA		15 Country of Export PHILIPPINES		6 Total Pack 2350		7 Export Declaration Number 2020 ABAQB060101	
	18 Vessel / Aircraft KOTA SEJATI 0045W		19 CI <input checked="" type="checkbox"/>		10		11	
	21 Local Carrier (if any)		15 Country of Origin PHILIPPINES		12 Tot. F&D		13 T. Ref.	
	25		26		15 C.E. Code PH		17 C.D. Code NG	
	27 Port of Loading PHMANL MANILA		20 Terms of Delivery CFR   Cost and freight		16 Country of Origin PHILIPPINES		17 Country of Destination NIGERIA	
	29 Port of Departure P02B Manila Intl Container Port		30 Location of Goods, 500 - INTERNATIONAL CONTAINER TERMINAL INC (ICTSI)		22 F. Cur. USD		23 Exch Rate 50.727	
	31 Packages and Description of Goods Marks and Numbers - Container No(s) AS ADDRESSED PART OF 5X40 HC. Number and Kind 2350 CT CARTON Container No(s) PCIU9490700 PCIU8850171 PCIU8806030 GCXU5100319 --- In-Quota LIVEN COFFER ORIGINAL 123-320-05		22 F. Cur. Total Customs Value 37,012.50		23 Exch Rate 50.727		24 Thr. Bank Trans 0	
	44 Add. Info. Dsg / Product Certif. & Aut. 0 + 0 + 0 + 0 - 0 A.D. Invoice No.: BEV-MN2020001-MN2020005		25 Financial and Banking Data - Bank Code 99B		26 Terms of Payment 01 - Basic		27 Bank Name PCHC	
47 Calculation of Taxes Type dti EXPORT MARKETING BUREAU COFFEE EXPORT CLEARANCE ICD Identification Code: 123-320-01 Date: JUNE 22, 2020 APPROVED: LUNARDA LL. GUIRO Division Chief Export Assistance and Business Matching Division CEC No.: 02 RODELIO A. TORRE Division Director Date: JUNE 22, 2020		32 Item No. 1		33 HS Code 21011110 100		34 Tar Spec 30 %		
51 AUTHORIZATION Broker: PERSIBAL B. SOTELO Date: Importer / Authorized Agent: ALLIANCE IN MOTION GLOBAL INC. Administering Officer Notary Public		34 C.D. Code PH		35 Item Gross Weight 47,376.00 Kg.		36 Pref None		
52 Bureau of Customs (BOC) Control		37 Procedure 1000 000		38 Item Net Weight 35,532.00 Kg.		39 Quota		
53 Office of Destination and Country		40a AWD / BL		41 Suppl. Units 0		46 Dutiable Value 1,877,533.00		
		48 Prepaid Account Number		49 Identification of Warehouse /		ACCOUNTING DETAILS Method of Payment: CASH Assessment Number: Date: Receipt Number: Date: Fee: 0.00 Date: Fees: 0.00 Date: Total Assessment: 0.00		
		60 We hereby certify that the information contained in all pages of this Declaration and the documents submitted are to the best of our knowledge and belief true and correct		Subscribed and sworn before me				

Coffee Certificate of Exemption (COE)  
Online Processing & Issuance

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**Requirements** (scanned copies, to be submitted via email):

1. Original copy of Letter of Intent (to mention the coffee form, volume, and the contact details of the consignee)
2. Original copy of Proof or information to support the request for exemption.
3. Photocopy of the applicant's Company Identification (ID) Card or any government issued ID.

**Process:**

Exporter submits **scanned** copy of the original requirements in *.pdf* format, through email, to: [embcoffee@dti.gov.ph](mailto:embcoffee@dti.gov.ph).

Please note that our email server can only accommodate attachments up to a **maximum of 20MB** per message. You may opt to compress the file size of your documents without compromising readability.


1. Processor acknowledges receipt of document via email and proceed to evaluation of the application.
  - If there are lacking requirements or details that need clarification, clients will be notified via email.
2. Submission of Incomplete requirements will not be processed.
3. Once application is approved, copy of the application will be sent back to the client via email together with electronic Certificate of Exemption in *.pdf* format. (See Annex 2)

-END-

**Annex 2:**

Sample of an electronic Certificate of Exemption

with Digital Signature & Timestamp of processor at the bottom right portion of the document



**TRABAHO  
NEGOSYO  
KONSYUMER**

CE No. 00001

**CERTIFICATE OF EXEMPTION FROM APPLICATION FOR COFFEE  
EXPORT CLEARANCE AND ISSUANCE OF CERTIFICATE OF ORIGIN**

**TO WHOM IT MAY CONCERN:**

This certifies that in accordance with Rule 4, Paragraph 10 of International Coffee Organization (ICO) Document, No. EB-3511/94 (E), 30 December 1994, Certificate of Origin need not be issued to cover:

Small quantities of coffee for direct consumption as in stores, ships, air crafts and other international commercial carriers;

Sample and parcels and up to a maximum net weight of 60 kg. of green coffee or the equivalent thereof, namely:

- 120 kg. of dried coffee cherry; or
- 75 kg. of parchment coffee; or
- 50.4 kg. of roasted coffee; or
- 23 kg. of soluble or liquid coffee.

This certification is issued, for whatever legal purpose it may serve, upon the request of:

**NAME :** [REDACTED]  
General Manager  
[REDACTED] Holdings & Trading Corp.

concerning the shipment of Coffee with the following details:

**CONSIGNEE :** Mr. Lee [REDACTED]

**ADDRESS :** No. 51, Thai Ha Street, Lang Ha Ward, Dong Da District, Hanoi, Vietnam.

**DESCRIPTION :** Robusta Green Coffee Beans

**NET WEIGHT :** .600 kgs.


**COUNTRY OF DESTINATION :** VIETNAM

Due to the sampling nature of the shipment, the usual Coffee Export Clearance and ICO Certificate of Origin shall not apply. Issued this 18<sup>th</sup> day of December 2020 at Makati City, Philippines.

**SURAIDA U. GURO**  
Division Chief

**RODELI  
O A.  
TORRE**

Digitally signed  
by RODELI O A.  
TORRE  
Date: 2020.06.30  
16:29:39 +08'00'



**EXPORT MARKETING BUREAU**

1F and 2F DTI International Building, 375 Sen. Gil J. Puyat Ave.  
1200 Makati City, Philippines

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www.dti.gov.ph      (+632) 890.4716  
embinfo@dti.gov.ph