

**BUREAU OF CUSTOMS**

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

October 13, 2021

CUSTOMS MEMORANDUM CIRCULARNO. 211-2021

**TO: All Deputy Commissioners
The Assistant Commissioner
All Directors and Division Chiefs
All District / Port Collectors
All Others Concerned**

SUBJECT: GUIDELINES AND PROCEDURES ON THE PILOT IMPLEMENTATION OF THE APPLICATION, PROCESSING, ISSUANCE AND OF LICENSE OF IMPORTER AND EXPORTER OF OMB REGULATED ITEMS THROUGH THE *TRADENET.GOV.PH*.

Attached herewith is the Advance Copy of Circular dated 09 August 2021 from Atty. Christian D. Natividad implementing the Guidelines and Procedures on the Pilot Implementation of the Application, Processing, Issuance and of License of Importer and Exporter of OMB regulated items through the tradenet.gov.ph.

The scope of these guidelines shall apply to pilot users identified for accreditation/licensing application as OMB Importers/Exporters using the Tradenet. However, while the Importer and Exporter Accreditation/Licensing is in electronic form, this does not preclude the presentation and acceptance of manually prepared amended permit in cases allowed by the rules.

The Pilot Implementation shall run until the end of September 2021.

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

For information and guidance.


REY LEONARDO B. GUERRERO
/ Commissioner



BOC-09-24241

CMC No. 211-2021 p.2

Re: Use of TradeNet Platform

Ina Gavino <igavino@finance.gov.ph>

Wed 9/1/2021 8:54 AM

To: Shie Ryl <shie2975@gmail.com>; Rhoan Escarmosa <rhoan.escarmosa@customs.gov.ph>; BOC OFFICE OF THE COMMISSIONER <boc.ocom@customs.gov.ph>; Francis Gabriel Santos <francissantos@arta.gov.ph>; shieryl@omb.gov.ph <shieryl@omb.gov.ph>; attyjollette@omb.gov.ph <attyjollette@omb.gov.ph>; chairman@omb.gov.ph <chairman@omb.gov.ph>; espiehopeful@gmail.com <espiehopeful@gmail.com>; Jollette Fajardo <cjs_fajardo@yahoo.com>; aquila02a@yahoo.com <aquila02a@yahoo.com>; TradeNet Onboarding Team <tradenet-onboarding@dof.gov.ph>
Cc: Mark Christian Dimacuha <mdimacuha@finance.gov.ph>; Ma. Glenda Taylan <mtaylan@dof.gov.ph>; Glessel Casino <gcasino@dof.gov.ph>; Johrel Maximiano <jmaximiano@dof.gov.ph>

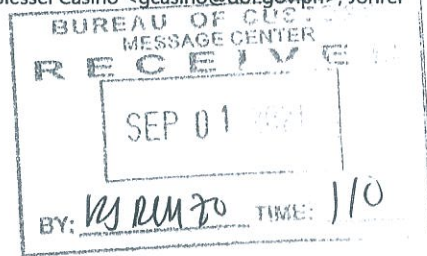
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1 attachments (3 MB)

OMB AUG 23 GUIDELINES-FOR-TRADENET-PILOT-USERS029.pdf;



BOC-09-24241



Dear All,

Good morning!

Sending the advanced copy form the Optical Media Board re: **Operational Guidelines on the Use of TradeNet**. Thank you.

On Tue, Aug 10, 2021 at 3:22 PM Shie Ryl <shie2975@gmail.com> wrote:

Please see attached letter for your reference.

Thank you,

Shie

INA MARIE G. GAVINO
Trade Facilitation Officer
Central Management and Information Office
(CMIO)
Department of Finance
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Blvd.,
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REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD
Office of the Chairman and CEO
Quezon City

TO : ALL EXPORTERS/IMPORTERS OF OPTICAL MEDIA BOARD

SUBJECT : GUIDELINES AND PROCEDURES ON THE PILOT IMPLEMENTATION OF THE APPLICATION, PROCESSING, ISSUANCE AND OF LICENSE OF IMPORTER AND EXPORTER OF OMB REGULATED ITEMS THROUGH THE TRADENET.GOV.PH

DATE : August 09, 2021

RATIONALE:

Pursuant to Republic Act 9239 and its Implementing Rules and Regulation, the Optical Media Board (OMB) has the power to issue license to exporter and importers of optical media and magnet media and storage devices and is responsible for the evaluation, verification of technical and documentary requirements, and inspection of establishments of applicants for licensing of exporters and importers.

Republic Act 11032 declares that the State shall take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which encompasses program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and non-business-related transaction in government.

SECTION 1: SCOPE

This Guidelines shall apply to pilot users identified for accreditation/licensing application as OMB Importers/Exporters using the TradeNet. However, while the Importer and Exporter Accreditation/Licensing is in electronic form, this does not preclude the presentation and acceptance of manually prepared amended permit in cases allowed by the rules. The Pilot implementation shall run until the end of September 2021.

SECTION 2: OBJECTIVES

The objectives of the pilot implementation of the OMB Importer and Exporter Accreditation/Licensing process using the TradeNet are as follows:

1. To strengthen OMB's commitment to deliver an effective and efficient service to the concerned stakeholders using a technology as part of the government's commitment to provide corruption-free and transparent processing of the application for the accreditation/licensing;

2. To provide a more transparent, trade facilitating, and cost-effective process for the importer and exporter accreditation;
3. To use information derived from the use of the TradeNet for future crafting of policies of OMB;

SECTION 3: DEFINITION OF TERMS - For the purpose of this Circular, the following shall mean:

- (a) *License* - the authority granted by the Optical Media Board (OMB) to establishments or entities registered with the OMB to engage in the business of mastering, manufacture, replication, importation and/or exportation, and sale and distribution of optical media and magnetic media;
- (b) *Magnetic Media* - a storage medium or device characterized by a base, usually plastic, coated with ferric oxide powder, in which visual and/or aural information, or software code may be recorded or stored, including but not limited to, magnetic tape, cassettes, video tape, diskettes and floppy discs or any technical variation thereof as may be determined by the Board;
- (c) *Storage Devices* - USB Flash Drives or Thumb Drives, Secure Digital (SD) Cards, Network Attached Storage (NAS), External/Internal Hard Drives (HDD), Solid State Drives (SSD), Cellular Phones, Tablet Computers, Portable Music Players, Smart TV, and Internet -Based File Storage and Synchronization Service;

SECTION 4: POLICIES AND GUIDELINES

Pursuant to Republic Act 9239, otherwise known as the "Optical Media Act of 2003", it is hereby declared to be the policy of the State to ensure the protection and promotion of intellectual property rights.

The unregulated mastering, manufacture, replication, importation and exportation of optical media and magnetic media in all forms is inimical to economic growth and public interest. Towards this end, the State shall institute the means to regulate the manufacture, mastering, replication, importation and exportation of optical media and magnetic media.

SECTION 5: PROCEDURES:

The pilot users shall be guided by the following procedures during the implementation period:

- A. Registration to TradeNet.gov.ph using the following link:
<https://staging.tradenet.gov.ph/#/login>

1. Creation of Log-In Account and Profile
 - a. In order to access and use the trade regulatory functions with TradeNet.Gov.ph, the applicant must create a Log-In Account and Profile;
 - b. For the creation of a TradeNet.gov.ph Log-In Account and Profile, the applicant must fill out the necessary information requested on the sign-up page. A valid email address must be used in the creation of an account;

- c. The applicant will be notified that TradeNet.gov.ph has accepted the submitted information. The applicant must then activate the account through the link sent to the nominated/registered email address;
- d. After activation, the applicant must complete a TradeNet.gov.ph profile.
 - i. For the creation of a TradeNet.gov.ph profile classified as a Corporation, the applicant must upload the following requirement in ".pdf" OR ".jpeg" formats:
 1. Securities and Exchange Commission (SEC) Certificate of Registration;
 2. Local Government Unit Mayor/Business Permit;
 3. Import Clearance Certificate from the Bureau of Internal Revenue (BIR);
 4. Certification from the Bureau of Customs - Account Management Office; and other documents required by involved agencies.

- B. Logging in and submission of documentary requirements using the link:
<https://staging.tradenet.gov.ph/#/login>.
- C. Payment of fees can be done electronically using Landbank Link Biz Portal;
- D. Review and approval of applications will be done online through the TradeNet by the OMB;
- E. Notifications on the status of application, and results of the assessment of documents shall be notified to the applicant through their respective TradeNet accounts;
- F. Assistance to client queries and feedback can be emailed to TradeNet jermينو@finance.gov.ph or tradenet-onboarding@dof.gov.ph or info@omb.gov.ph.

Changes made by TradeNet to the above links will be posted on OMB website, online portal and social media accounts for immediate dissemination.

SECTION 6: REGISTRATION WITH TRADENET.GOV.PH

- A. Registration with TradeNet.gov.ph
 - 1. Creation of Log-In Account and Profile
 - a. In order to access and use the trade regulatory functions with TradeNet.gov.ph, the applicant must create a Log-In Account and Profile.
 - b. For the creation of a TradeNet.gov.ph Log-In Account and Profile, the applicant must fill up the necessary information requested on the sign-up page. A valid email address must be used in the creation of an account.
 - c. The applicant will be notified that TradeNet.gov.ph has accepted the submitted information. The applicant must then activate the account through the link sent to the nominated email address.
 - d. After activation, the applicant must complete a TradeNet.gov.ph Profile.

- i. For the creation of a TradeNet.gov.ph Profile classified as a corporation, the applicant must upload the following requirements in ".pdf", ".jpeg" or ".png" formats:
1. Securities and Exchange Commission (SEC) Certificate of Registration;
 2. Local Government Unit Mayor/Business Permit;
 3. Import Clearance Certificate from the Bureau of Internal Revenue;
 4. Certification from the Bureau of Customs - Account Management Office; and other documents required by involved agencies.

This shall take effect on ___ August 2021.

For the guidance and compliance of all concerned.

Approved on ___ August 2021.


Atty. CHRISTIAN D. NATIVIDAD
Chairman/CEO