

2019-10-010



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

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MASTER COPY

MEMORANDUM

FOR : ALL COLLECTION DISTRICTS/ SUBPORTS
ALL CHIEFS, EXPORT DIVISIONS OR EQUIVALENT UNIT
ALL OTHERS CONCERNED

FROM : ATTY. EDWARD JAMES A. DY BUCO
Deputy Commissioner, AOCC

SUBJECT : SUBMISSION OF DATA ON EXPORT ON ISSUANCE
OF CERTIFICATE OF ORIGIN FORM JP AND
CERTIFICATE OF ORIGIN FORM AANZ TO EXPORT
COORDINATION DIVISION (ECD)

DATE : **October 3, 2019**

Pursuant to unnumbered Memorandum dated August 06, 2018 issued by the Chief, Export Coordination Division, and in relation to the request of the Department of Trade and Industry, you are hereby directed to submit data on issuance of CO Form JP and CO Form AANZ from 2013-2018 **on or before 30 October 2019** following the hereto attached prescribed format (i.e. MS Excel).

Please submit the requested data via email to ecd@customs.gov.ph

For your strict and immediate compliance.

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FOR : ALL COLLECTION DISTRICTS/ SUBPORTS
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ALL OTHERS CONCERNED

FROM : *R. Oquias*
RECHILDA T. OQUIAS
Acting Chief, Export Coordination Division

SUBJECT : SUBMISSION OF MONTHLY REPORTS ON EXPORT
RELATED TRANSACTIONS TO EXPORT
COORDINATION DIVISION (ECD)

DATE : August 6, 2018

Pursuant to the mandate of Export Coordination Division (ECD) to coordinate and monitor export activities in all Collection Districts and to jumpstart a comprehensive database of information on all export related activities, you are hereby directed to submit to the following reports **on or before the fifth working day of every succeeding month** in the hereto attached prescribed formats, to wit:

1. Export Transactions without Certificates of Origin (*Annex A*);
2. Export Transactions with Certificates of Origin:
 - a. White C.O. Form (*Annex B-1*)
 - b. GSP Form A (*Annex B-2*)
 - c. ATIGA Form D (*Annex B-3*)
 - d. ACFTA Form E (*Annex B-4*)
 - e. AKFTA Form AK (*Annex B-5*)
 - f. AANZFTA Form AANZ (*Annex B-6*)
 - g. AIFTA Form AI (*Annex B-7*)
 - h. AJCEP Form AJ (*Annex B-8*)
 - i. PJEPA Form JP (*Annex B-9*)
3. Evaluation Report & Plant Visits conducted, if any (*Annex C*);
4. Export Apprehensions, if any (*Annex D*);
5. Special Permits to Load Issued, if any (*Annex E*); and
6. Summary Report of the following:
 - a. Export Transactions without Certificates of Origin (*Annex F-1*)
 - b. Export Transactions with Certificates of Origin (*Annex F-1*)
 - c. Total Exports - Electronic & Manually processed; Non-Free Zone & Free Zone exports (*Annex F-1*)
 - d. Special Permits to Load issued, if any (*Annex F-1*)
 - e. Evaluation Report & Plant Visits conducted (*Annex F-1*)

- f. Export Apprehensions (*Annex F-1*)
- g. Top Exporters ranked by Value (*Annex F-2*)
- h. Top Exporters ranked by Volume (*Annex F-3*)
- i. Top Commodities ranked by Value (*Annex F-4*)
- j. Top Countries of Destination ranked by Value (*Annex F-5*)

Further, you are hereby directed to **submit an electronic and signed original** of the above mentioned reports through the following modes:

1. **Via email**, to ecd@customs.gov.ph with the following attachments:
 - a. Scanned copy of the signed Memorandum addressed to the Chief, ECD, officially transmitting the report from the port concerned;
 - b. Editable file of the reports (e.g. MS Excel or MS Word format);
2. **Via courier or postal service**, with the following attachments:
 - a. Original copy of the signed Memorandum addressed to the Chief, Export Coordination Division officially transmitting the report from the port concerned;
 - b. CD, USB or any storage device containing the editable file of the reports (e.g. MS Excel or MS Word format);
 - c. Address:

CHIEF, EXPORT COORDINATION DIVISION
Bureau of Customs,
Rm. 310, 3F POM Bldg., Gate 3, 16th Street,
Brgy. 651, Port Area, Manila

Guidelines in filling-up the report are provided in the templates hereto annexed. Soft copies of the new report template shall be sent to you by e-mail.

Should you have further clarifications, please let us know via email at ecd@customs.gov.ph or via telefax at (02) 527-4580.

For your strict and immediate compliance.

Noted by:


EDUARDO A. CHICO, JR.
Director, Port Operations Service


ATTY. EDWARD JAMES A. DY BUCO
Deputy Commissioner
Assessment and Operations Coordinating Group