

2018-09-002



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

Deza
MASTER COPY

MEMORANDUM

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

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

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

DATE : August 22, 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.

2018-09-002 P. 3

MASTER COPY ANNEX "A"



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

EXPORT TRANSACTIONS WITHOUT CERTIFICATE OF ORIGIN

For the Month of _____ Year _____
Port/Sub-Port of _____
Tel/Fax No.: _____ Email: _____

No.	Exporter	Consignee	Country of Destination	HS Code in 8 Digit	Product Description	Export Declaration No.	FOB Value (in USD)	Gross Wt. (sea/air) (in kgs)	Qty in cbm, if LCL	No. of Containers			Type of Processing		Free Zone
										20'	40'	45'	Manual	Electronic	
TOTAL															

NOTES:

- Gross Wt. (sea/air) (in kgs)** - Please indicate the gross weight in kilograms for both by sea and by air shipments;
- Qty in cbm, if LCL** - Please indicate the total volume in cbm for LCL shipments, if applicable
- No. of Containers** - Please indicate the total number of containers for the CO, either by 20', 40' and/or 45', as applicable;
- Type of Processing** - If shipment is Electronically processed, please tick (/) the column for "Electronic";
-If manual, please indicate the reason under the column "Manual";
- Free Zone** - If the exportation is made by a Free Zone locator, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- If the requested information is not applicable, please indicate N/A.
- If the requested data is not available, please indicate NIL.
- At the end of the report, please indicate the Totals. Formulas are provided in the soft copy of the template.
- Use as many sheets as necessary.

Prepared by:

(Signature)
(Name & Designation)

Approved by:

(Signature)
(Name & Designation)

2018-09 - 002 F. 5



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

EXPORT TRANSACTIONS WITH CERTIFICATES OF ORIGIN

For the Month of _____ Year _____
Port/Sub-Port of _____
Tel/Fax No.: _____ Email: _____

GSP FORM A

No.	Exporter	Consignee	Country of Destination	HS Code in 8 Digit	Product Description	Origin Criterion (Box 8)	Remarks, if any (Box 13)	Export Declaration No.	CO Reference No.	FOB Value (in USD)	Gross Wt. (sea/air) (in kgs)	Qty in cbm	No. of Containers		Type of Processing		Free Zone
													20' 40'	45'	Electronic	Manual	
TOTAL																	

NOTES:

- Origin Criterion (Box 8)** - please indicate the corresponding Origin Criterion for each HS Code/Product Description in the C.O.
- Remarks, if any (Box 13)** - please indicate the details or the item ticked in Box 13 of the CO (e.g. Issued Retroactively, Third Country Invoicing, etc.)
- Gross Wt. (sea/air) (in kgs)** - Please indicate the gross weight in kilograms for both by sea and by air shipments;
- Qty in cbm, if LCL** - Please indicate the total volume in cbm for LCL shipments, if applicable
- No. of Containers** - Please indicate the total number of containers for the CO, either by 20', 40' and/or 45', as applicable
- Type of Processing** - If shipment is manually processed, please indicate under the column "Manual" the reason for manual processing
- Free Zone** - If shipment is made by a Free Zone locator, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- For exports with multiple items, please enumerate the HS Code, Product description and Origin Criterion covered by the ED and CO.
- If the requested information is not applicable, please indicate N/A.
- If the requested data is not available, please indicate NIL.
- At the end of the report, please indicate the Totals. Formulas are provided in the soft copy of the template.
- Use as many sheets as necessary.

Prepared by: _____

(Signature)
(Name & Designation)

Approved by: _____

(Signature)
(Name & Designation)

ANNEX "B-2"
MASTER COPY

2018-09-002 P. 4



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

EXPORT TRANSACTIONS WITH CERTIFICATES OF ORIGIN

For the Month of _____ Year _____
Port/Sub-Port of _____
Tel/Fax No.: _____ Email: _____

No.	Exporter	Consignee	Country of Destination	HS Code in 8 Digit	Product Description	Origin Criterion (Box 8)	Remarks, if any (Box 13)	Export Declaration No.	CO Reference No.	FOB Value (in USD)	Gross Wt. (sea/air) (in kgs)	Qty in cbm	No. of Containers		Type of Processing		Free Zone
													20'	40' 45'	Electronic	Manual	
TOTAL																	

NOTES:

- Origin Criterion (Box 8)** - please indicate the corresponding Origin Criterion for each HS Code/Product Description in the C.O.
- Remarks, if any (Box 13)** - please indicate the details or the item ticked in Box 13 of the CO (e.g. Issued Retroactively, Third Country Invoicing, etc.)
- Gross Wt. (sea/air) (in kgs)** - Please indicate the gross weight in kilograms for both by sea and by air shipments;
- Qty in cbm, if LCL** - Please indicate the total volume in cbm for LCL shipments, if applicable
- No. of Containers** - Please indicate the total number of containers for the CO, either by 20', 40' and/or 45', as applicable
- Type of Processing** - If shipment is manually processed, please indicate under the column "Manual" the reason for manual processing
- Free Zone** - If the exportation is made by a Free Zone locator, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- For exports with multiple items, please enumerate the HS Code, Product description and Origin Criterion covered by the ED and CO.
- If the requested information is not applicable, please indicate N/A.
- If the requested data is not available, please indicate NIL.
- At the end of the report, please indicate the Totals. Formulas are provided in the soft copy of the template.
- Use as many sheets as necessary.

Prepared by: _____
(Signature)
(Name & Designation)

Approved by: _____
(Signature)
(Name & Designation)

ANNEX "B-3"
MASTER COPY

2016-09-002 P.7



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

ANNEX "B-4"
MASTER COPY

EXPORT TRANSACTIONS WITH CERTIFICATES OF ORIGIN

For the Month of _____ Year _____
Port/Sub-Port of _____
Tel/Fax No.: _____ Email: _____

ACFTA FORM E

No.	Exporter	Consignee	Country of Destination	HS Code in 8 Digit	Product Description	Origin Criterion (Box 8)	Remarks, if any (Box 13)	Export Declaration No.	CO Reference No.	FOB Value (in USD)	Gross Wt. (sea/air) (in kgs)	Qty in cbm	No. of Containers		Type of Processing		Free Zone
													20'	40' 45'	Electronic	Manual	
TOTAL																	

NOTES:

- Origin Criterion (Box 8)** - please indicate the corresponding Origin Criterion for each HS Code/Product Description in the C.O.
- Remarks, if any (Box 13)** - please indicate the details or the item ticked in Box 13 of the CO (e.g. Issued Retroactively, Third Country Invoicing, etc.)
- Gross Wt. (sea/air) (in kgs)** - Please indicate the gross weight in kilograms for both by sea and by air shipments;
- Qty in cbm, if LCL** - Please indicate the total volume in cbm for LCL shipments, if applicable
- No. of Containers** - Please indicate the total number of containers for the CO, either by 20', 40' and/or 45', as applicable
- Type of Processing** - If shipment is manually processed, please indicate under the column "Manual" the reason for manual processing
- Free Zone** - If the exportation is made by a Free Zone locator, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- For exports with multiple items, please enumerate the HS Code, Product description and Origin Criterion covered by the ED and CO.
- If the requested information is not applicable, please indicate N/A.
- If the requested data is not available, please indicate NIL.
- At the end of the report, please indicate the Totals. Formulas are provided in the soft copy of the template.
- Use as many sheets as necessary.

Prepared by: _____

(Signature)
(Name & Designation)

Approved by: _____

(Signature)
(Name & Designation)

2016-09-02 8-8

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



EXPORT TRANSACTIONS WITH CERTIFICATES OF ORIGIN

For the Month of _____ Year _____
 Port/Sub-Port of _____
 Tel/Fax No.: _____ Email: _____

AKFTA Form AK

No.	Exporter	Consignee	Country of Destination	HS Code in 8 Digit	Product Description	Origin Criterion (Box 8)	Remarks, if any (Box 13)	Export Declaration No.	CO Reference No.	FOB Value (in USD)	Gross Wt. (sea/air) (in kgs)	Qty in cbm	No. of Containers		Type of Processing		Free Zone
													20' 40'	45'	Electronic	Manual	
TOTAL																	

NOTES:

- Origin Criterion (Box 8)** - please indicate the corresponding Origin Criterion for each HS Code/Product Description in the C.O.
- Remarks, if any (Box 13)** - please indicate the details or the item ticked in Box 13 of the CO (e.g. Issued Retroactively, Third Country Invoicing, etc.)
- Gross Wt. (sea/air) (in kgs)** - Please indicate the gross weight in kilograms for both by sea and by air shipments;
- Qty in cbm, if LCL** - Please indicate the total volume in cbm for LCL shipments, if applicable
- No. of Containers** - Please indicate the total number of containers for the CO, either by 20', 40' and/or 45', as applicable
- Type of Processing** - If shipment is manually processed, please indicate under the column "Manual" the reason for manual processing
- Free Zone** - If the exportation is made by a Free Zone locator, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- For exports with multiple items, please enumerate the HS Code, Product description and Origin Criterion covered by the ED and CO.
- If the requested information is not applicable, please indicate N/A.
- If the requested data is not available, please indicate NIL.
- At the end of the report, please indicate the Totals. Formulas are provided in the soft copy of the template.
- Use as many sheets as necessary.

Prepared by: _____

(Signature)
 (Name & Designation)

Approved by: _____

(Signature)
 (Name & Designation)

2018-09-002 P.9



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

EXPORT TRANSACTIONS WITH CERTIFICATES OF ORIGIN

For the Month of _____ Year _____
Port/Sub-Port of _____
Tel/Fax No.: _____ Email: _____

No.	Exporter	Consignee	Country of Destination	HS Code in 8 Digit	Product Description	Origin Criterion (Box 8)	Remarks, if any (Box 13)	Export Declaration No.	CO Reference No.	FOB Value (in USD)	Gross Wt. (sea/air) (in kgs)	Qty in cbm	No. of Containers		Type of Processing		Free Zone
													20'	40'	45'	Electronic	
TOTAL																	

NOTES:

- Origin Criterion (Box 8)** - please indicate the corresponding Origin Criterion for each HS Code/Product Description in the C.O.
- Remarks, if any (Box 13)** - please indicate the details or the item ticked in Box 13 of the CO (e.g. Issued Retroactively, Third Country Invoicing, etc.)
- Gross Wt. (sea/air) (in kgs)** - Please indicate the gross weight in kilograms for both by sea and by air shipments;
- Qty in cbm, if LCL** - Please indicate the total volume in cbm for LCL shipments, if applicable
- No. of Containers** - Please indicate the total number of containers for the CO, either by 20', 40' and/or 45', as applicable
- Type of Processing** - If shipment is manually processed, please indicate under the column "Manual" the reason for manual processing
- Free Zone** - If the exportation is made by a Free Zone locator, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- For exports with multiple items, please enumerate the HS Code, Product description and Origin Criterion covered by the ED and CO.
- If the requested information is not applicable, please indicate N/A.
- If the requested data is not available, please indicate NIL.
- At the end of the report, please indicate the Totals. Formulas are provided in the soft copy of the template.
- Use as many sheets as necessary.

Prepared by: _____

(Signature)
(Name & Designation)

Approved by: _____

(Signature)
(Name & Designation)

MASTER COPY

 ANNEX "B-6"

2016-09-002 P. 10

MAGSUCR COPY ANNEX "B-7"

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



EXPORT TRANSACTIONS WITH CERTIFICATES OF ORIGIN

For the Month of _____ Year _____
 Port/Sub-Port of _____
 Tel/Fax No.: _____ Email: _____

AFTA FORM AI

No.	Exporter	Consignee	Country of Destination	HS Code in 8 Digit	Product Description	Origin Criterion (Box 8)	Remarks, if any (Box 13)	Export Declaration No.	CO Reference No.	FOB Value (in USD)	Gross Wt. (sea/air) (in kgs)	Qty in cbm	No. of Containers			Free Zone	
													20'	40'	45'		
TOTAL																	

NOTES:

- Origin Criterion (Box 8)** - please indicate the corresponding Origin Criterion for each HS Code/Product Description in the C.O.
- Remarks, if any (Box 13)** - please indicate the details or the item ticked in Box 13 of the CO (e.g. Issued Retroactively, Third Country Invoicing, etc.)
- Gross Wt. (sea/air) (in kgs)** - Please indicate the gross weight in kilograms for both by sea and by air shipments;
- Qty in cbm, if LCL** - Please indicate the total volume in cbm for LCL shipments, if applicable
- No. of Containers** - Please indicate the total number of containers for the CO, either by 20', 40' and/or 45', as applicable
- Type of Processing** - Please indicate under the column "Manual" the reason for manual processing
- Free Zone** - If shipment is manually processed, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- Free Zone** - If the exportation is made by a Free Zone locator, please indicate the corresponding Free Zone (e.g. PEZA, Subic, Clark, AFAB, etc.)
- For exports with multiple items, please enumerate the HS Code, Product description and Origin Criterion covered by the ED and CO.
- If the requested information is not applicable, please indicate N/A.
- If the requested data is not available, please indicate NIL.
- At the end of the report, please indicate the Totals. Formulas are provided in the soft copy of the template.
- Use as many sheets as necessary.

Prepared by: _____

(Signature)
(Name & Designation)

Approved by: _____

(Signature)
(Name & Designation)

2018-09-002 P.10


MASTER COPY ANNEX "F-1"



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

SUMMARY OF EXPORT TRANSACTIONS

For the Month of _____ Year _____
 Port/Sub-Port of _____
 Tel/Fax No.: _____ Email: _____

I. EXPORT DECLARATION (ED) WITHOUT CERTIFICATES OF ORIGIN (CO)

Total No. of EDs Processed	Total FOB Value (in USD)	Total Gross Wt. (in kgs)	Total Qty in cbm if LCL	No. of Containers			No. of Exports by Free Zones
				20'	40'	45'	
Electronic							
Manual							

II. EXPORT DECLARATION (ED) WITH CERTIFICATES OF ORIGIN (CO)

CO Form Type	No. of EDs Processed		Total FOB Value (in USD)	Total Gross Wt. (in kgs)	Total Qty in cbm, if LCL	No. of Containers			No. of Exports by Free Zones
	Electronic	Manual				20'	40'	45'	
White C.O. Form									
Form A									
Form D									
Form E									
Form AK									
Form AANZ									
Form AI									
Form AJ									
Form JP									
TOTAL									

2016-09-002 P.17


MASTER COPY ANNEX "F-1"

III. TOTAL EXPORTS (With and Without CO; Electronic & Manual)

Processing Type	Non-Free Zone (Regular) Exporters		Free Zone Exporters			TOTAL (Regular & Free Zone Exporter)			
	No. of Entries	Volume (in kgs)	Value (in USD)	No. of Entries	Volume (in kgs)	Value (in USD)	No. of Entries	Volume (in kgs)	Value (in USD)
EDs with CO	Electronic								
	Manual								
EDs without CO	Electronic								
	Manual								

IV. SPECIAL PERMITS TO LOAD ISSUED, IF ANY

Total No. of SPLs issued	Volume (in kgs)	Value (in USD)

V. EVALUATION REPORT & PLANT VISITS CONDUCTED

Applications for Evaluation	Plant Visits Conducted, if applicable	Passed Applications	Pending Applications, if any	Failed Applications, if any

VI. TOTAL EXPORT APPREHENSIONS

Prepared by: _____
 (Signature)
 (Name & Designation)

Approved by: _____
 (Signature)
 (Name & Designation)

