



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

April 26, 2005

Customs Memorandum Order
No. 21-2005

Deputy Commissioner, AOCC
Deputy Commissioner, MISTG
The District Collector, MICP
The Chief, Export Division
The Chief, Operations Division, MICP
The Collector, Laguna Technopark
All Others Concerned

Subject: Pilot Live Run of the Automated Export Documentation System (AEDS) using ACOS Direct Trader Input for Export Declaration of Philippine Economic Zone Authority (PEZA) Locators in the Automotive Sector

In line with the Agreements reached by the heads of the Bureau of Customs (BoC), PEZA and the Motor Vehicle Parts Manufacturers Association of the Philippines (MVPMAP) on 17 August 2004 to roll-out the AEDS to the PEZA Locators in the Automotive Sector, the following shall be observed effective May 3, 2005 for the pilot live run of the AEDS for the Automotive Sector:

1. Coverage
 - 1.1. Locators
 - 1.1.1. Honda Cars Philippines, Inc.
 - 1.1.2. Yazaki-Torres Manufacturing, Inc
 - 1.2. Economic Zones
 - 1.2.1. Laguna Technopark, Inc. (SEZ), Sta. Rosa, Laguna
 - 1.2.2. YIMI Realty (SEZ), Calamba, Laguna
 - 1.3. Offices
 - 1.3.1. PEZA Enterprise Assistance Division (EAD), LT1 - SEZ
 - 1.3.2. PEZA EAD, YIMI Realty (SEZ)
 - 1.4. Port of Loading
 - 1.4.1. Manila International Container Port

2. Procedure

2.1. PEZA Locator/Exporter

2.1.1. Remote Lodgement of Export Declaration (ED) or Transit Permit (TP)/Single Administrative Document (SAD)

- 2.1.1.1. Create and store locally the ED using AEDS/ASYCUDA in off-line mode.
- 2.1.1.2. Transmit the ED to AEDS Server on-line mode.
- 2.1.1.3. Wait for the acceptance response of AEDS.
- 2.1.1.4. Print the ED with the security barcode on it.
- 2.1.1.5. Wait for 30 minutes

2.1.2. In cases where a single ED/SAD is filed to cover shipments that will leave the locator premises or PEZA zone separately over several days, a Transit Permit (TP)/SAD shall be filed each time a shipment leaves the zone.

- 2.1.2.1. The same procedure described above (Item 2.1.1.) shall be followed in remote filing of the TP.

2.2. PEZA/BOC

2.2.1. Selection of shipment for inspection (Selectivity should be enabled)

- 2.2.1.1. Review filed EDs (or TPs) for its risk level and other factors
- 2.2.1.2. If selected for inspection, inform the PEZA Locator/Exporter within 30 minutes from the receipt thereof of the filed ED in the AEDS
- 2.2.1.3. Order the gate guard not to allow the particular export shipment to leave the economic zone until further notice.
- 2.2.1.4. Inspect shipment according to current policy and procedure
- 2.2.1.5. PEZA/BOC to specify responsibilities in the selection and inspection of export cargoes

2.3. PEZA Locator/Exporter

2.3.1. Transport of export cargo to MICP

- 2.3.1.1. Turn-over the printed ED (or TP) and the corresponding export cargo to the authorized locator representative after the 30 minutes has lapsed from completion of activities in Item 2.1.1 above.

- 2.3.1.2. If the Locator/Exporter chooses to voluntarily submit the export cargo for inspection by respective EAD for purpose of, among others, terminating the 30 minutes time delay, EAD shall inspect the export shipments. If EAD found nothing wrong with the export shipment, EAD shall give the authority to PEZA Locator/Exporter to leave the economic zone. EAD shall subsequently inform the gate guard of its early exit through the gate.

2.4. PEZA Gate Guard

2.4.1. Exit of the export cargo from the economic zone

- 2.4.1.1. The zone gate guard accepts the ED or TP (also serves as gate pass) from authorized locator representative.
- 2.4.1.2. The gate guard checks the PEZA seal if intact.
- 2.4.1.3. The gate guard scans the printed barcode on ED and shall check the exit time printed on the upper portion of the printed barcode on ED.
- 2.4.1.4. The gate guard checks if the presented ED matches with the screen display of the barcode scanner, and shall allow the export cargo to leave the economic zone only after the authorized exit time.
- 2.4.1.5. If the gate guard was earlier ordered by EAD not to allow the particular export shipment to leave the economic zone, the gate guard shall instruct the driver of the vehicle to bring back the export shipment to EAD.
- 2.4.1.5.1. If the export shipment is accompanied by an authorization to leave the economic zone issued by EAD as a result of, among others, the voluntary inspection activity in Item 2.3.1 above, the gate guard will allow the export cargo to leave the economic zone.
- 2.4.1.5.2. Prior to the departure of the cargo, gate guard shall indicate on the SAD the actual time and date the cargo was checked at the gate. This shall indicate the departure time.

2.5. Philippine Ports Authority (PPA) - Validation/verification of exemption (if any)

- 2.5.1. Participants of the AEDS for Motor Vehicle Products shall submit to the PPA SADs which may be an electronic file in the required PPA format to serve as their basis for exemption of their export products from the payment of wharfage dues.

- 2.5.1.1. Exempted from PPA Wharfage fees are export shipments from BOI and PEZA-registered companies.
- 2.5.1.2. BOI and PEZA-registered locators shall present proof of their business registration and the AEDS/DTI accreditation form with either BOI or PEZA to the authorized accreditation officer of the PPA.
- 2.5.1.3. The said PPA officials shall then establish the authenticity of the documents (hard copy or electronic copy, whichever is more expedient) and if everything is in order, approves exemption by affixing the PPA officers' signature or if not practicable, by logging in using their user names and passwords.
- 2.5.1.4. PPA shall then endorse and transmit the documents to BOC-MISTG for preparation and issuance of AEDS Usernames and Password.

2.6. Authorized Locator Representative/BOC

- 2.6.1. Delivery of the export cargo to the Port premises (A facility shall be provided by Arrastre Operator for this part of the procedure)
 - 2.6.1.1. Authorized locator representative presents the SAD and the export cargo at the arrastre Billing Section.
 - 2.6.1.1.1. Authorized locator representative then gives another copy of the SAD to the shipping line office for ECO preparation.
 - 2.6.1.2. BOC CCCD staff scans the printed barcode on the ED (or TP) and verifies the SAD against AEDS record on the computer. Scanning shall also confirm the particular shipment has arrived at the port.
 - 2.6.1.3. BOC CCCD checks and verifies the PEZA seal if it is still intact and not broken and checks the seal number.
 - 2.6.1.4. CCCD shall also confirm loading of shipment to the vessel and also the departure of the vessel with the cargo. CCCD shall submit the SAD of confirmed exported shipments to Export Division.

2.7. Arrastre Operator

- 2.7.1. Shipping lines shall give ECO to Arrastre operator.
- 2.7.2. Arrastre operator shall receive from shipping lines ECO report that was prepared based on the submitted SAD from the authorized locator representative.

- 2.7.3. Arrastre personnel shall conduct physical check on the container including checking of the seal prior to loading into the vessel.
- 2.7.4. Arrastre personnel then input the result of the inspection into the arrastre's system.
- 2.7.5. Arrastre personnel load the export cargo container of concerned exporter to the assigned shipping vessel after the authorized locator representative has completed the requirements including payment of cargo handler's charges and approval of wharfage payments/exemption thereof from PPA.

2.8. BOC-Port Export Division

2.8.1. Post Export Review of ED.

- 2.8.1.1. BOC shall collate all ED presented by authorized representative or PEZA Locator representative at the end of the day and transmit to BOC-Port Export Division.
- 2.8.1.2. Check completeness of ED.
- 2.8.1.3. Export Division closes the transaction or conduct Export Release on the transaction.
- 2.8.1.4. Prepare reports if necessary
- 2.8.1.5. BOC-CCCD & PPA shall receive necessary export information on every export declaration filed

Procedures stated herewith shall be further refined during the pilot run.


ALBERTO D. LINA
 Commissioner