



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

25 November 1999

**Customs Memorandum Order**

No. 18-99 a

The Deputy Commissioner - Management Information System and  
Technology Group (MISTG)  
The Directors - Legal Service and Collection Service  
The District Collectors - POM, MICP, and NAIA  
The Operators, EDI Gateway  
The Concerned Value Added Network Service Providers  
All Importers/Brokers  
All Others Concerned

**Subject : Supplementary Guidelines to CMO 18-99 on the Registration Procedures  
for Electronic Data Interchange (EDI)/Direct Traders Input (DTI) Clients**

**Background:**

Paragraph 3.3 of CMO 18-99 provides that the EDI/DTI Registration Officer "shall have responsibility for processing applications, maintenance of a database/file of registered EDI/DTI clients and review of approved EDI/DTI applications."

In performing the above responsibility, paragraph 3.4 directs the EDI/DTI Registration Officer to maintain a file of importers with disqualification from the availment of the remote lodgment facility.

**Supplemental Instructions**

In the meantime that the system for the establishment and operations of the file of importers with disqualification has yet to be developed and with the view towards taking immediate and complete action on those pending EDI/DTI applications, the following supplemental instructions are hereby issued:

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CMO-18-94A

1. The Deputy Commissioner, MISTG shall immediately take steps to create and make operational a file of importers with disqualification to avail of remote lodgment as provided for in paragraph 3.4 of CMO 18-99.
2. Pending to the creation of the file, the registration officer and the Deputy Commissioner, MISTG shall limit the scope of their processing and application approval to the following:
  - Completeness and accuracy check of the information required on the EDI/DTI service application form
  - Verification of the Applicant's Accreditation as an Importer with the CIIS
3. Once the file of disqualification has been established and made operational, the processing of applications shall include verifying that the applicant is not included in the disqualification list.
4. Applications granted prior to the creation of the file of importers with disqualification shall be reviewed against the file created. Thus, registrants included in the file shall have their registration withdrawn without prejudice to their filing of reconsideration with the Deputy Commissioner, MISTG.

This order shall take effect immediately.

  
NELSON A. TAN  
Commissioner