



Date _____

CUSTOMS MEMORANDUM ORDER (CMO)

NO. _____

SUBJECT: GUIDELINES AND PROCEDURES FOR THE ELECTRONIC EXCHANGE OF THE ASEAN CUSTOMS DECLARATION DOCUMENT (ACDD)

Section 1. Scope. This Order shall cover the electronic exchange of the ASEAN Customs Declaration Document (ACDD) using the Bureau of Customs (BOC) ACDD Operations Portal in pursuance of the Protocol on the Legal Framework to implement the ASEAN Single Window.

Section 2. Objectives.

- 2.1.** To provide the procedures for the use of the ACDD Portal by BOC authorized personnel and external stakeholders concerned.
- 2.2.** To facilitate the exchange of import and export data between the ACDD Portal thru the Philippine ASEAN Single Window (PH ASW) Gateway and ASW Gateway of other ASEAN Member State (AMS).
- 2.3.** To provide support to Customs Authorities of the importing country in carrying out risk management activities to improve the Bureau's Selectivity System and reduce the Customs clearance time for import consignments covered by ACDD.
- 2.4.** To define the duties and responsibilities of customs personnel responsible for the monitoring of outbound and inbound messages within the ACDD Operations Portal in accordance with the established procedure and provide for their accountability.

Section 3. Definition of Terms. For purposes of this Order, the following terms are defined accordingly:

- 3.1. ACDD Messages** – shall refer to the import and export data exchanged between AMS through the ACDD Portal. ACDD messages sent by the Philippines to the other ASEAN Member States shall be referred to as the **Outbound ACDD** while the ACDD messages received by the Philippines from the other ASEAN Member States referred to as the **Inbound ACDD**.

- 3.2. ACDD Operations Portal** – shall refer to the portal that will facilitate the exchange of incoming and outgoing ACDD messages thru Tradenet and/or the PH ASW Gateway and ASW Gateway of other AMS.
- 3.3. ASEAN Customs Declaration Document (ACDD)** – shall refer to the electronic document used for facilitating the exchange of Export Declaration information among ASEAN Member States (AMS).
- 3.4. ASEAN Member States** – shall refer to any one of the ten member states of the Association of Southeast Asian Nations (ASEAN), namely: Brunei, Indonesia, Malaysia, Philippines, Singapore, Thailand, Cambodia, LAO PDR, Myanmar, and Vietnam.¹
- 3.5. Exportation** – shall refer to the act, documentation, and process of bringing goods out of Philippine Territory.²
- 3.6. Export Declaration** – shall refer to a statement made in the manner prescribed by the Bureau and other appropriate agencies, by which the persons concerned indicate the procedure to be observed for taking out or causing to be taken out any exported goods and the particulars of which the Bureau shall require.³
- 3.7. Exporter** – shall refer to the natural or juridical person engaged in the exportation of any goods or commodities to the AMS from the Philippines.⁴
- 3.8. Single Administrative Document (SAD)** – shall refer to an internationally used form as customs declaration or goods declaration, designed to standardize customs documents, harmonize codification, and simplify procedures in international trade exchanges.⁵

Section 4. Duties and Responsibilities.

- 4.1. Management Information System Technology Group (MISTG).** The MISTG shall be responsible for the execution of the script on the BOC database server for extraction of data

¹ CMO No. 15-2019, Section 3.1

² CMTA, Title I, Chapter 2, Section 102 (s).

³ cf. CMTA, Title I, Chapter 2, Section 102 (t).

⁴ cf. CMO No. 24-2020, Section 3.9.

⁵ cf. CAO No. 9-2020, Section 3.44.

element from BOC Export SAD. The MISTG shall also be responsible for system maintenance and user account creation.

4.2. Risk Management Office (RMO). The RMO shall be responsible for the monitoring of all ACDD messages for risk management activities and improvement of the risk criteria of the Bureau's Selectivity System.

4.3. Export Coordinating Division (ECD). The ECD shall be responsible for the monitoring of all outbound ACDD messages submitted to other AMS.

Section 5. Operational Provisions.

5.1. Creation of Agency User Profile.

5.1.1. To use the ACDD Operations Portal in tracking and record keeping of all ACDD messages passing through the system, the BOC Admin User shall create an ACDD account for the use of authorized customs personnel. Access to the said account shall follow the existing procedures under CMO No. 15-2018 for User Access Request.

5.1.2. Though the web portal <http://acdd.customs.gov.ph>, the BOC Admin shall log in using the BOC Admin username and password.

5.1.3. Once logged in, a dashboard shall appear, and the BOC Admin would be able to create a requested and approved account by clicking the User Management tab and fill up the required user information:

- a.** Email address;
- b.** Username;
- c.** Access role;
- d.** Middle name; and
- e.** Last name.

5.1.4. The ACDD Portal shall send an activation email to the registered email address which shall contain the username, temporary password and activation link. The User shall click the activation link and enter the username and temporary password. Once logged in, the system

shall prompt the User to immediately change the password.

5.1.5. The User can now access the ACDD dashboard and its functionalities.

5.2. Exporter Registration and Consent Form.

5.2.1. The Exporter shall register through the ACDD Portal <http://acdd.customs.gov.ph>. The online registration form will be linked to the BOC's profile data and the Exporter's account will be verified through the Client Profile Registration System (CPRS). Only Exporter with Active CPRS can register and use the ACDD Portal.

5.2.2. Registration shall cover the following:

a. Verification. Verification can be done by encoding the Tax Identification Number (TIN) and clicking the find button.

b. Creation of Account. Once verified, the Exporter may now proceed with creating an account by encoding the desired username. ACDD shall alert if the username is already registered or not.

c. Consent. The Exporter shall then tick on the Terms and Legal Consent checkbox. The full text of the terms and condition will display. The Terms and Legal Consent form authorizes the Bureau on the extraction of the Export Declaration SAD data from the E2M System and subsequent exchange of ACDD message with the AMS. If the users agree, then click on the "I Agree" button.

5.2.3. The Exporter shall be required to provide the following mandatory information during registration:

- a.** Name of Authorized Representative;
- b.** Position / designation;
- c.** Contact numbers;
- d.** Company name;
- e.** Address; and
- f.** Country.

5.2.4. Once the said details have been provided, the Exporter shall now click the Submit Registration button.

A 'Success' message will be displayed and an email notification will be sent to the Exporter's email address. The email sent shall contain the link for access to the ACDD Dashboard and the username and temporary password.

5.2.5. The temporary password provided via email shall be used to login to the ACDD account. Upon signing in, the Exporter will be required to change the password to complete the activation of the Exporter's ACDD account.

5.2.6. The Exporter can view, track status, print and generate report for all the outbound ACDD messages sent under its account.

5.3. Receiving of ACDD Message from BOC. The ACDD Portal will receive the extracted mandatory data fields from the BOC E2M System that will be stored in the ACDD Portal.

5.4. Sending of ACDD Message to AMS via PH ASW (Outbound).

5.4.1. The ACDD Portal will facilitate the sending of the Outbound ACDD message to importing AMS thru PH Gateway via Application Programming Interface Bridge (API Bridge).

5.4.2. The tracking functionality of the ACDD Portal will inform the exporting country that the message has been received and acknowledged by the importing AMS which will indicate the completion of the outbound PH ACDD Message exchange cycle.

5.5. Receiving of ACDD Message from AMS via PH ASW Gateway (Inbound).

5.5.1. The ACDD Portal will receive the ACDD Messages from the other AMS and will be stored in the ACDD Portal database. The inbound ACDD message will complement the BOC's risks management activity and will contribute to the reduction in Customs clearance time for import consignments.

5.5.2. The Risk Management Office shall have an access to view, print, track status and generate report for all inbound ACDD messages received by the Philippines from other AMS.

Section 6. Withdrawal or Reactivation of Account. The Exporter may, at any time after its registration, withdraw its consent and terminate its participation in the exchange of ACDD message by accessing its Profile in the Homepage and clicking on the Withdraw Consent button. Once consent has been withdrawn, the ACDD account of the Exporter will be deactivated.

The Bureau will terminate the extraction of the Export Declaration SAD and the generation of the mandatory data fields comprising the ACDD Message. The ACDD Portal shall likewise terminate immediately the exchange of ACDD message with the AMS.

The Exporter has an option to reactivate its participation in the exchange of ACDD message provided that they will agree again on the terms and conditions.

Section 7. Monitoring of ACDD Portal. The ECD shall be given access to the ACDD Portal to view, print, track status and generate report on all outbound ACDD Messages sent by the Philippines to other AMS.

Section 8. Transitory Provisions. Until such time that a PH Tradenet ACDD Module is implemented, exchange of information in the PH ASW Gateway Business to Business Integration (B2Bi) shall be made using the ACDD Portal.

Section 9. Reportorial Requirements. The BOC MISTG shall submit reports to the ASEAN Secretariat as may be needed to provide statistical data on the number of ACDD Messages issued or received by the Philippines.

Section 10. Repealing Clause. Provisions of any CMO, Orders, or Memoranda inconsistent herewith are deemed repealed or modified accordingly.

Section 11. Effectivity. This Order shall take effect on _____.

The Office of National Administrative Register (ONAR) of the UP Law Center shall be provided three (3) certified copies of this Order.

YOGI FILEMON L. RUIZ
Acting Commissioner