



Date _____

CUSTOMS MEMORANDUM ORDER

No. _____

SUBJECT: INTEGRATION OF THE AUTOMATED EXPORT DECLARATIONS SYSTEM (AEDS) OF THE BOC'S E2M WITH THE AUTOMATED EXPORT DOCUMENTATION SYSTEM (AEDoS) OF THE ECONOMIC ZONE/FREEPORT ZONE AUTHORITY AND OTHER INVESTMENT PROMOTION AGENCIES.

Section 1. Objectives. This Order shall cover the processing, clearance, and release of imported goods brought into the country by means of on-line trading platforms (E-Commerce).

- 1.1.** To provide seamless integration of the AEDoS in the Economic/Freeport Zones and IPAs with the BOC's AEDS.
- 1.2.** To provide clear and defined procedures for the effective implementation of the AEDS and AEDoS for export shipments of enterprises registered with freezone authorities and other IPAs.
- 1.3.** To delineate the duties and responsibilities of PEZA, IPAs and the Bureau of Customs in the processing of Export Declaration Single Administrative Documents (ED-SAD).
- 1.4.** To secure accurate statistical data for exports coming from Free Zones.

Section 2. Scope. This Order shall apply to export shipments coming from the different free Zones covered by ED-SADS authorized under the EZ/FPZ/IPAs' respective AEDoS and submitted electronically through the BOC accredited VASPs to the BOC E2M-AEDS. Lodgement of EDs by BOI-Registered enterprises shall still be through the AEDS of the Bureau.

Section 3. Definition of Terms. The following terms as used on this Order shall have the following meaning as defined herein:

- 3.1. Registered Economic Zone/Freeport Zone or EZ/FPZ Enterprise** — shall refer to companies duly registered with the Philippine Export Zone Authority (PEZA), Clark Development Authority (CDC), Subic Bay Metropolitan Authority (SBMA), Authority of the Freeport Area of Bataan (AFAB), and other Investment Promotions Agencies (IPAs) authorized by the Economic Zone/Freeport Authority to export goods through their respective AEDS systems.

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- 3.2. Automated Export Declaration System (AEDS)** — shall refer to the module under the BOC's computer system, for the receipt and processing of the ED/SAD submitted by Exporters. Also known as BOC e2m AEDS.
- 3.3. Authorized Export Documentation Single Administrative Document (ED-SAD)** — shall refer to the declaration for export shipments authorized by the Freezone Authority and other IPAs. In addition to the export shipment details, the ED-SAD shall contain the reference nos. of the Freezone Authorities or IPAs, a barcode, and the date and time the ED-SAD was approved.
- 3.4. Automated Export Documentation System (AEDoS)** — shall refer to the system on export documentation used by the various EZ/FPZ and other IPAs which is a front-end processing of the export shipments of all its registered enterprises.
- 3.5. Bank Reference Number (BRN)** — shall refer to the account number of the exporter in the bank. BRN is linked by the bank thru Philippine Clearing House Corporation to BOC E2M.
- 3.6. Certificate of Registration (COR)** — shall refer to the output of BOC E2M CPRS. It is presented to the bank to secure Bank Reference Number and as a proof of the exporter that their company is registered in the BOC E2M.
- 3.7. Client Profile Registration System (CPRS)** — shall refer to the system where client information obtained during the accreditation or registration of various clients and stakeholders are captured and recorded. Enrollment in the Bureau's CPRS shall be mandatory for transactions through the Bureau's automated cargo clearance system.
- 3.8. E-TRACC System Software Platform** — shall refer to a secure and interactive web-based system that allows the Bureau to track, monitor, and audit the location and condition of cargoes, as well as obtain real time alarms on, among others, diversion and tampering of, cargoes.
- 3.9. Free Zone** — shall refer to special economic zones registered with the Philippine Economic Zone Authority (PEZA) under Republic Act No. 7916, as amended, duly chartered or legislated special economic zones and freeports such as Clark Freeport Zone; Poro Point Freeport Zone; John Hay Special Economic Zone and Subic Bay Freeport Zone under Republic Act No. 7227, as amended by Republic Act No. 9400; the Aurora Special Economic Zone under Republic Act No. 9490, as amended; the Cagayan

Special Economic Zone and Freeport under Republic Act No. 7922; the Zamboanga City Special Economic Zone under Republic Act No. 7903; the Freeport Area of Bataan under Republic Act No. 9728; and such other freeports as established or may be created by law

3.10. Investment Promotions Agency (IPA) — shall refer to government entities created by law, executive order, decree or other issuance, in charge of promoting investments, granting and administering tax and non-tax incentives, and overseeing the operations of the different economic and freeports in accordance with their respective special laws. These include the Board of Investments (BOI), Regional Bangsamoro Board of Investments – Bangsamoro Autonomous Region in Muslim Mindanao (RBOI-BARMM), Philippine Economic Zone Authority (PEZA), Bases Conversion and Development Authority (BCDA), Subic Bay Metropolitan Authority (SBMA), Clark Development Corporation (CDC), John Hay Management Corporation (JHMC), Poro Point Management Corporation (PPMC), Cagayan Economic Zone Authority (CEZA), Zamboanga City Special Economic Zone Authority (ZCSEZA), Phividec Industrial Authority (PIA), Aurora Pacific Economic Zone and Freeport Authority (APECO), Authority of the Freeport of Bataan (AFAB), Tourism Infrastructure and Enterprise Zone Authority (TIEZA), and all other similar existing authorities or that may be created.

Section 4. General Provisions.

4.1. Activation in the Client Profile Registration System (CPRS).

4.1.1. An enterprise registered with a freezone authority or other IPAs shall request for the activation of his CPRS profile with the District Collector who has jurisdiction over the territory where the zone or business activity of the enterprise is located.

The activation of the CPRS profile of an enterprise registered with a freezone authority or other IPA shall be done by the District Collector upon receipt of the request for activation together with the Official Receipt evidencing payment of the Php1,010.00 accreditation and processing fee and verification of the registration of the applicant enterprise with the zone authority or IPA concerned.

Email alert notification will be sent automatically to the registered email address of the exporter, indicating the

status of the CPRS registration, i.e. stored, approved and/or activated.

- 4.1.2.** Upon registration into the CPRS, the registered enterprise shall print-out a copy of the Certificate of Registration (COR) sent through their registered e-mail address to support the application for the Bank Reference No. (BRN). The BRN serves as one of the requirements of BOC E2M to accept lodgment of export SAD.
- 4.1.3.** Enterprises registered with Freezone Authorities and other IPAs already registered in the CPRS as importers and who are also engaged in export activities shall be required to apply for registration as exporter in the CPRS with the concerned freezone authority or IPA.
- 4.1.4.** Suspension/Deactivation of the CPRS profile of a freezone or IPA registered enterprise shall be by formal advice from the registering Economic/Freeport Zone Authority or IPA addressed to the Commissioner of Customs, stating the reason/s for the suspension and/or deactivation.

Suspension/deactivation may also be initiated motu proprio by the Commissioner of Customs on account of verified derogatory information with advice to the Authority concerned of the fact of suspension/deactivation of the registered enterprise in the CPRS.

Suspension/deactivation in the CPRS as importer of any EZ/FPZ or IPA registered enterprise shall be made by the Accounts Management Office (AMO) of the Bureau while the suspension/deactivation in the CPRS as exporter shall be made by the District Collector concerned.

- 4.1.5.** In the event that the Authority concerned fails to request the Bureau for the suspension/deactivation of the CPRS profile of a registered enterprise which has been removed from the Authority's List of Enterprises of good standing, the Authority shall be held responsible for any import or export related transactions entered by the enterprise activity perpetrated by the enterprises.

- 4.2. Unique Reference Number (URN).** Freezone Authorities and other IPAs shall assign a Unique Reference Number (URN) to its accredited registered enterprises, following the defined format ie.

prefix with a 6-digit number, e.g., PEZA-000001, CDC-000001, SBMA-000001 or AFAB-000001. For enterprise with multiple site location, TIN last 3-digits shall become "001" and so on.

4.3. Bank Reference Number (BRN). All registered-enterprises, whether with any Freezone Authority or other IPA, even if exempted from the payment of Documentary Stamp Fee (DSF) shall submit a copy of their COR to their depository bank, and request for a BRN to be linked to their E2M CPRS for the purposes of acceptance of the submission/transmission of approved ED-SAD by EZ/FPZ authorities thru the accredited VASPs.

4.4. Payment of Documentary Stamp Fees (DSF). Unless otherwise exempted under existing laws, enterprises registered with other IPAs shall have the option to pay the required DSF either through Authorized Agent Banks (AABs) using their BRN or through their respective Pre-Payment Accounts.

Registered enterprises exempted from the payment of the Documentary Stamp Fees shall be required to use the following Model of Declaration applicable to them such as:

- a. EX3 1 – Export with no raw material tax break-DSF exempted
- b. EX3 1 – Temp. Export with no raw material tax break-DSF exempt
- c. EX3 3 – Re-export with no raw material tax break-DSF exempted

The registered BRN linked by the AAB to BOC E2M CPRS shall be indicated in Box Number 28 of ED-SAD otherwise submission/transmission by the VASPs to BOC E2M AEDS shall be rejected.

4.5. BOC Access to the Zone Authorities' Export System. The Trade Control Examiners (COO III) to be stationed at the Customs Clearance Areas at the Freeport Zones or at the Customs-PEZA Control Office (CPCO) at the Economic Zones shall be given access to their respective automated export systems. The BOC Export Division at the Port of Loading shall be given access also in EZ/FPZ AEDS, for validation purposes in case of doubt.

4.6. Thirty (30) Minute Window Period. For EDs selected "GREEN" under the Selectivity System, the BOC has a 30-minute window from receipt of the authorized/approved ED at the BOC's AEDS to notify the Zone or IPA Authority that an examination of the goods for export shall be conducted. The 30-minute window shall also be used for the verification by the concerned BOC

Officer at the Zone of the E-TRACC booking of the goods for export. Goods subject of the notification shall not be allowed transfer to the Port of Loading until the said examination has been conducted or the E-TRACC booking has been confirmed.

All registered enterprises must book with the e-TRACC System for the affixing of the required GPS Seal twenty-four (24) hours prior to the lodgement of the ED-SAD. Booking in the e-TRACC System for exports from the Freezones shall be mandatory regardless of Selectivity.

Section 5. Operational Provisions.

5.1. Lodgement of Export Declaration through the AEDoS.

- 5.1.1.** The exporter-enterprise shall lodge the Export Declaration in the respective Freezone Authority or IPA's AEDoS through the Value Added Service Provider (VASP).
- 5.1.2.** The AEDoS validates the information in the Export Declaration lodged by the exporter-enterprise by checking that all necessary or mandatory fields are duly filed up, and the goods for export are included in the Approved List of Exportables.
- 5.1.3.** If complete and validated the VASP system will check if the goods are regulated or auto-approved. If goods are regulated, the status of the ED will be "PENDING/ FOR APPROVAL", subject for approval by the Freezone or IPA Authority. If goods are auto-approve, the status of the ED will be "PAID/APPROVED".
- 5.1.4.** If the ED-SAD contains invalid or erroneous data, the system will automatically reject the lodgement, generating an error response message to indicate the cause for the error.
- 5.1.5.** For export products classified as regulated commodities by existing laws and regulations or by the Freezone or IPA Authority, it shall be the responsibility of the Authority concerned to check and validate that the export clearance, permit or license submitted pertains to the export goods described in the export documents prior to the electronic approval of the export documents submitted by the freezone-registered enterprise. EDs approved or authorized by the Freezone or IPA Authority shall have ""PAID/APPROVED" status.

5.1.6. The validity period of the ED-SAD approved by the Free Zone or IPA Authority shall have a validity period of twenty-four (24) hours upon its approval.

5.1.7. Export shipment must be released from the Zone not later than twenty-four (24) hours after the final assessment of the ED-SAD in the Bureau's E2M system. In cases where an export shipment will be released beyond twenty-four (24) hours, the registered EZ/FPZ enterprise shall notify the EZ/FPZ Authority of such fact in writing, for approval by the EZ/FPZ Authority.

5.2. Electronic Transmission of Authorized/ Approved ED-SAD to the AEDS of the BOC System. ED-SADs approved by the concerned Authority shall be transmitted electronically by the VASPs to the BOC System's AEDS for tagging under the Selectivity System as either "Green Lane", "Yellow Lane", "Orange Lane" or "Red Lane". The PEZA-approved ED-SAD will have a bar code on its face which will be the electronic signature of PEZA.

5.3. Processing of Approved ED-SAD.

5.3.1. For ED-SADs selected "Green".

a. The Trade Control Examiner at the Zone shall, during the 30-minute window period and for shipments needing further action by the BOC including booking in the e-TRACC System, re-route the selectivity from "GREEN" to other channels to hold the processing of the ED-SAD. Only after the registered enterprise has complied with the needed requirements shall the Trade Control examiner update the Inspection Act in the E2M System, re-route the ED-SAD to "Green" to generate the payment instructions.

b. The Trade Control Examiner at the Zone or satellite office shall inform the registered enterprise that the Authority to Load has been issued which shall be presented to the Customs Container Control Division (CCCD)/Airport Operations Division (AOD) or equivalent unit to allow the loading of the export cargo to the carrying vessel

5.3.2. For ED-SADs selected "Yellow".

a. ED-SADs selected "Yellow" shall be subject to document examination by the Trade Control

Examiner at the Zone or satellite office who shall perform the SAD update in the Customs system. Final assessment and issuance of the ATL shall be performed by the Officer-in-Charge of the BOC office located in the Zone or any of its satellite offices after verification of booking with E-TRACC of the export shipment.

- b.** The Officer-in-Charge of the BOC office located in the Zone or any of its satellite offices shall then inform the registered enterprise that the Authority to Load has been issued which shall be presented to the CCCD/AOD or equivalent unit to allow the loading of the export cargo to the carrying vessel.

5.3.3. ED-SADs selected as **“Orange”** under the BOC’s Selectivity System shall undergo non-intrusive inspection at the Port of Loading. Processing of the ED shall be done through the following:

- a.** The Trade Control Examiner (TCE) at the Zone or its satellite office shall retrieve the ticket created by the export enterprise for the filing of the ED-SAD. The TCE shall also confirm the E-TRACC booking for the shipment.
- b.** The TCE shall then inform the export enterprise that the shipment shall be subject of non-intrusive inspection at the port of loading and transfer the ticket to the Export Division at the port of loading for the conduct of non-intrusive inspection.
- c.** The Export Division of the Port of Loading shall then retrieve the ED-SAD in the Bureau’s system for SAD update, re-routing, final assessment and issuance of the ATL. No SAD update shall be made unless the x-ray image shall be submitted by the Xray Inspection Project Field Office.
 - i.** If the image appears to be regular, the shipment shall be subject to immediate release. Re-routing, final assessment and issuance of ATL shall be made by the Chief of the Export Division or his authorized representative.
 - ii.** If the image appears to be suspicious, the X-ray Inspector shall identify the particular location in the X-ray image which shall be subjected to

physical examination to be conducted by the Trade Control Examiner at the port of loading. A copy of the examination report shall be given to the XIP Field Office for the lifting of the x-ray flag and the continuous processing of the ED-SAD.

5.3.4. For Shipment Selected "RED."

- a.** Shipments selected as "Red" under the BOC's Selectivity System shall undergo physical examination at the Zone prior to transfer to the port of loading.
- b.** The Trade Control Examiner (TCE) at the Zone or its satellite office shall process the ED-SAD filed by the exporter with the Bureau. The TCE shall also confirm the E-TRACC booking for the shipment.
- c.** The TCE shall then inform the export enterprise that the shipment shall be subject to the conduct of a joint physical examination by the BOC and PEZA authorized personnel at the premises of the exporter's enterprise. The TCE shall as far as practicable conclude the physical examination of the shipment within twenty-four (24) hours from retrieval of the ticket from the CCPS.
- d.** The registered EZ/FPZ registered enterprise shall then prepare the export shipment for inspection under conditions necessary to ensure that there will be no damage to the goods for export during the physical examination.
- e.** The BOC Personnel and the EZ/FPZ Zone Officer shall immediately proceed to the premises of the registered EZ/FPZ enterprise to conduct the physical examination of the export shipment.
- f.** If the goods for export conform with the information in the ED-SAD, both the BOC Personnel and the EZ/FPZ Officer shall sign on the ED-SAD, indicating clearance for exit of the export shipment from the Zone.
- g.** After physical examination of the export shipment and prior to its release from the Zone, the registered EZ/FPZ enterprise, as applicable, shall attach container seal for full container load shipments.

- h.** Upon receipt at the Port of Loading of the goods for export, the Chief, Export Division shall retrieve the ED-SAD in the Bureau's system for issuance of the ATL. No ATL shall be made issued unless the x-ray image shall be submitted by the Xray Inspection Project Field Office.

5.4. Export Release by CCCD or Equivalent Unit.

- 5.4.1.** The Customs Container Control Division (CCCD) or equivalent unit shall have access to the e2m Customs System to view the approved ED-SADs. No cargoes shall be allowed for loading unless ED-SADs tagged "Orange" or "Red" has been cleared by the Export Division of the Port, or in case of ED-SADS tagged "Green" or "Yellow", by the Customs Office at the EZ/FPZ.
- 5.4.2.** The Customs Stuffing Inspector of the CCCD/equivalent unit shall retrieve the ED-SAD and match the exportation declaration with the cargo. If the export declaration and the ED-SAD declaration match, the CCCD Inspector then clears the cargo for its loading by tagging the entry for Export Release.

5.5. Post Loading Checks.

- 5.5.1.** The registered EZ/FPZ enterprise shall present the hard copy of authorized ED-SAD bearing the stamp of date and time of release of the goods from the PEZA gate to the BOC Port of Loading within three (3) days from issuance of Authority to Load (ATL). There is no need to provide copy of approved ED-SAD to the BOC at zone since the ED-SAD can be viewed in the computer.
- 5.5.2.** The registered EZ/FPZ enterprise shall also submit a copy each of the air way bill or bill of lading (AWB/BL) to the BOC Export Division at the Port of Loading, the Customs Office at the EZ/FPZ and to the Zone Authority, within 15 days after the approval of the ED-SAD by the Bureau or five (5) from loading of the export shipment to the carrying vessel or twenty (24) hours from loading to the carrying aircraft, whichever comes first.
- 5.5.3.** The Exporter shall send the original hardcopy to BOC through a courier for delivery or through the Customs Customer Care (CCC) or designated receiving station or drop box.

- 5.5.4.** The BOC-Export Division at the Port of Loading shall conduct post-loading checks by comparing the ED-SADs submitted by the shipping line/airline as mentioned in 5.4.3 above against the export manifest submitted by the AOD/PID/POD or CCCD to Customs territory. This shall be done regardless of the Selectivity of the ED-SADs.
- 5.5.5.** Doubts on the authenticity of ED-SADs gathered and submitted by the AOD/PID/POD or CCCD shall be verified by opening the ED-SAD in the BOC's E2M AEDS and comparison of the particulars/details in the ED-SAD with those that appear on the computer screen.
- 5.5.6.** The CCCD or equivalent unit at the Port of Loading after conducting the post-loading documentary checks shall draw a list of any undocumented export shipments or export shipments released from the EZ/FPZ but which have either not been export-released or not yet loaded in their respective carriers for their possible diversion.
- 5.5.7.** Reports of discrepancies discovered after conducting post-loading checks shall be submitted to the Chief of the Export Division at the Port of Loading for corrective action or investigation, if proper.
- 5.5.8.** Non-compliance of the undertaking to submit the hardcopy of the original documents may result in the suspension of its accreditation or being barred from transacting with the Bureau.
- 5.5.9.** Should there be any suspicion of perjury or falsification in the documents submitted to the CCPS as against the hard copies of the documents submitted, the Chief, ED, upon recommendation of the Trade Control Examiner, shall immediately report the same to the District Collector for referral to appropriate office for further investigation or action.

Section 6. Amendment/Cancellation of ED-SAD.

- 6.1.** All the data in the SAD can be modified except the following and only if not yet finally assessed:
- a.** Registry/Manifest Number (Box 18) modify
 - b.** Bill of Lading Number (Box 40a) – can be modified only if actually exported/loaded out
 - c.** Type of Package (Box 31)
 - d.** Number of Packages (Box 31 & Box 6)

- e. Gross Weight (Box 35)
 - f. Container Reference Numbers (Box 31)
 - g. Warehouse (Box 49)
 - h. All entries or date in the Attached Document Page
 - i. All entries or data in the Terms of Payment (TOP) Page
- 6.2.** No amendments or changes in details shall be allowed for export declaration already validated and approved by the EZ/FPZ Authority. The registered EZ/FPZ enterprise shall be required to lodge a new export document containing the corrected details to the export documents.
- 6.3.** Revision of the following data shall require the cancellation of the SAD to be covered by an appropriate request subject to appropriate penalty, if applicable.
- a. Customs Office Code (Box at the top right hand corner) –
 - b. Model of Declaration/General Procedure Code (Box 1)
 - c. Exporter's Reference Number/TIN No. (Box 8)
 - d. Declarant's Reference Number/TIN No. (Box 14)
- 6.4.** Cancellation of Export Declaration maybe allowed under the following:
- 6.4.1.** When there are changes/amendment in the shipping details after lodgement of the SAD and such changes cannot be rectified through post modification;
 - 6.4.2.** When the shipping details (port of loading, vessel/aircraft name, container number, etc.) are encoded only after lodgement of the SAD; or
 - 6.4.3.** When the exporter cancels the Exportation of the shipment.
- 6.5.** Request for cancellation of the ED-SAD tagged "Green" and "Yellow" approved by the Bureau shall be filed with the Export Division of the Port of Loading. Request for "Orange" and "Red" tagged ED-SADs shall be filed with the Customs Office at the Zone. No prior approval from the zone authority shall be required as a condition for the approval of the Bureau of the request for cancellation.
- 6.6.** The exporter or his authorized representative shall upload and submit using Customer Care Portal System (CCPS) the electronic copy of the following documents to the Chief, Export Division or its equivalent unit:

- a. Request for cancellation;
- b. Duly filled-out SAD cancellation form;
- c. SAD to be cancelled.

The request for cancellation shall indicate the correct/updated information to be reflected in the new SAD covering the same shipment for export.

- 6.7.** The Chief, Export Division or equivalent unit shall review and approve the cancellation of the export document. Upon the approval of the cancellation of the ED-SAD requested by the registered EZ/FPZ enterprise, the EZ/FPZ Authority shall transmit the approved request to the Customs Officer at the EZ/FPZ via email if the closing time is very near provided that after the loading the approved formal request of the registered EZ/FPZ enterprise shall be transmitted by the EZ/FPZ to BOC Export Division.
- 6.8.** There shall be no filing of a new ED-SAD unless the previous ED-SAD has been cancelled.
- 6.9.** No payment of penalties for SAD Cancellation due to shut-out or changes in shipping details without the fault of the exporter.
- 6.10.** In case of returned export shipment already tagged "transferred" in EZ/FPZ AEDS and/or tagged "released" in BOC E2M AEDS, clearance from the Customs Officer at the EZ/FPZ, subject to approval of the District Collector at the Port of Loading and the approval of the shut out form filed by the registered EZ/FPZ enterprise's representative shall be secured.
- 6.11.** The exporter is not allowed to cancel any Export Declaration without the approval of the Chief, Export Division, a violation of which shall be subject to the following penalties:
 - 6.11.1.** The shipment shall be categorized as "Red", regardless of the selectivity channel of the succeeding lodgement/s;
 - 6.11.2.** All future shipments of the exporter shall be deemed selected "Red" corresponding to the number of times an unauthorized cancellation has been committed regardless of the selectivity channel; and
 - 6.11.3.** The conduct of x-ray inspection, and the 100% examination shall be done at the port of loading.

Section 7. Shut-Out/Off-Loaded Containers.

- 7.1.** In cases where any export shipment is shut-out or off-loaded from the declared carrying vessel, the exporter or his authorized representative shall request for a Certification from the CCCD/AOD/equivalent that the goods for export were shut-out, indicating therein the number of containers, container numbers and the original ED-SAD Number.
- 7.2.** For partial shut-out of export shipments declared in one ED-SAD, the exporter or his authorized representative shall request for the Post-Entry Modification (PEM) of the ED-SAD with the Chief, Export Division.
- 7.3.** The PEM shall be used to update the details in the ED-SAD pertaining to the final shipping details of the exported cargoes. PEM of the ED-SAD shall reflect only the containers that were actually loaded in the declared carrying vessel.
- 7.4.** Within 24 hours from departure of the carrying vessel/aircraft, the exporter or his authorized representative shall submit the Chief, Export Division a letter request for the modification of the ED-SAD, attaching thereto a duly certified copy of the Bill of Lading/Airway Bill of Lading and a Certification from the airline/shipping line that the export cargo has been actually loaded in the carrying vessel.
- 7.5.** The Chief, Export Division shall access the e2m Customs System and make the necessary amendments to the ED-SAD. He shall then print the modified SAD, affix his signature thereto and attach it to the original export documents.
- 7.6.** Loading of the shut-out or off-loaded containers to be carried in the next carrying vessel or next voyage of the original carrying vessel shall be covered by a duly processed new ED-SAD.
- 7.7.** In cases of full shut-out, the approved ED-SAD shall be cancelled and a new ED-SAD shall be filed and processed and approved by the Bureau.
- 7.8.** The Port shall inform the freezone authority concerned of any shut-out before allowing the re-lodgement of any new ED-SAD.

Section 8. Withdrawal/Pull-Out of Export Shipment.

- 8.1.** Withdrawal/Pull-out of export shipments shall be made through a Request for Pull-out filed with the Office of the Chief, CCCD/equivalent unit with the following supporting documents:

- a. Certificate of shut-out or non-loading from CCCD or AOD of equivalent unit;
 - b. Cancelled SAD;
 - c. Pictures of containers/goods for pull-out; and
 - d. Duly accomplished pull-out from, in case of return goods to PEZA
- 8.2.** The Chief, CCCD/AOD/equivalent unit shall check and validate the details of the export shipments subject of the request for pull-out. If the details of the shipments subject of the request match the details in the ED-SAD and recommend the approval of the request for withdrawal/pull-out of export shipments to the Deputy Collector for Operations.

Section 9. Establishment of Customs Clearing Areas (CCA).

- 9.1.** Zone Authorities shall provide and delineate a Customs Clearance Area (CCA) to be operated and managed by the Bureau of Customs as a clearing and processing center for goods and cargoes entering the Zone from the Customs territory and for goods and cargoes which are to be transported from the EZ/FPZ into the Customs territory. Affixing of the GPS seals under the e-TRACC System shall be done at the CCA or designated area.
- 9.2.** BOC personnel assigned at the CCA shall also perform the functions of a Trade Control Examiner who shall be available anytime to conduct document verification and/or physical examination of export shipments prior to exit from the EZ/FPZ.
- 9.3.** BOC personnel at the CCA shall be given online access to the BOC E2M to view/monitor export documents lodged by the registered EZ/FPZ enterprises in their respective areas of assignment.

Section 10. Monitoring System. The Export Division shall be given access to the Statistical Management System (SMS) to view or generate reports with regards to export list or ED-SADs with incomplete shipping details and submit to the Export Coordinating Division (ECD) of the Assessment and Operations Coordinating Group (AOCG) a report on exporters with ED-SADS lacking shipping details or those filing new ED-SADs without cancelling any previous ED-SAD filed for the same export shipment for imposition of appropriate sanctions.

Section 11. Issuance of Implementing Rules and Regulations. EZ/FPZ Authorities by virtue of their respective charters may issue Memorandum Orders or Circulars providing for the internal export procedures and requiring the electronic submission of export documentation for shipments emanating from the registered EZ/FPZ enterprises to align and harmonize their respective export systems on the lodgment and approval of the export documents to the BOC E2M AEDS.

Section 12. Schedule of Implementation. The Commissioner of Customs shall issue a Memorandum on the schedule of implementation of this Order, upon the recommendation of the Management Information and Systems Technology Group (MISTG).

Section 13. Repealing Clause. All other Orders, Memoranda, Circulars or parts thereof which are inconsistent with this Customs Memorandum Order are hereby deemed repealed and/or modified accordingly.

Section 14. 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.

BIENVENIDO Y. RUBIO
Commissioner