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Message from the Undersecretary

I wish to convey my heartfelt congratulations to the dedicated team of the Export Marketing Bureau (EMB) for the successful publication of the Philippine Export Guidebook. This publication presents the various guidelines, regulations, procedures, as well as the required documentation of agencies involved in export.

The EMB, with its strengthened base of knowledge, has become a major driving force in the growth of Philippine exports through the years. Local businesses are made aware of limitless export opportunities through the Doing Business in Free Trade Areas (DBFTA) sessions on the country’s current FTA engagements and other preferential regimes, such as the Generalized Scheme of Preferences Plus (GSP+) which was recently accorded by the European Union (EU). Capacity-building and productivity of exporters were enhanced through EMB’s Philippine Export Competitiveness Program (PECP) and its Regional Interactive Platform for Philippine Exporters (RIPPLES). Through its capacity-building programs, workshops, and massive information sessions dealing with issues and concerns relating to exports, EMB has definitely empowered exporters.

Optimism on the country’s merchandise exports is growing, as remarkable gains were recorded for industries like lumber, travel goods and handbags, automotive electronics, footwear, and agri-products. What is important to highlight is the continuous diversification of exports of non-electronics, which shows the increasing worldwide demand for Filipino products.

The publication of an enhanced, reliable, and comprehensive Philippine Export Guidebook cannot come at a better time as we promote more broad-based merchandise exports. This handy guidebook serves as a useful reference for our exporters as they conquer more markets and deliver more competitive product offerings to the rest of the world.

I encourage the government agencies who contributed to the completion of the Philippine Export Guidebook to continuously work with the EMB in updating their export-related procedures and put their efforts on a national scale to enhance further their service offerings to Filipino exporters.

Mabuhay!

PONCIANO C. MANALO JR.
Undersecretary
Message from the Director

The Philippine Export Guidebook was prepared by the Export Marketing Bureau (EMB), formerly the Bureau of Export Trade Promotion (BETP), of the Department of Trade and Industry (DTI), primarily to serve as a guide to Philippine exporters and would-be exporters. It provides information on how to get started with exporting by systematically going through the various export procedures. It also serves as a reliable guide in sourcing information on specific regulations and the appropriate agency to contact.

The publication of this Guidebook is through the initiative of the Export Assistance Network (EXPONET). The EXPONET is a unit of the EMB that directly provides frontline export-related services. If queries are for a specific agency, the EXPONET staff coordinates or networks with the competent authority concerned. With this Guidebook, most of the answers to the Frequently Asked Questions (FAQs) of exporters and would-be exporters are now in their hands.

Small and medium enterprises (SMEs) stand to benefit from this Guidebook and can take full advantage of this opportunity since they may be indirect exporters supplying to direct exporters. Through the SMEs’ active participation in export, more Philippine products will circulate around the world. This supports the EMB’s vision to be “the lead export promotion agency driving the growth of Philippine exports to uplift the lives of the Filipino people.”

I am truly pleased that our organization can offer our main stakeholders—would-be and existing exporters, and industry partners—the Philippine Export Guidebook, as we strive to become a stronger exporting nation.

EMB sincerely appreciates the continuing support and cooperation of various government and private institutions in making the publication of this Guidebook a reality.

SENEN M. PERLADA
Director
Introduction

This guidebook provides pieces of advice to Filipinos who wish to participate in exportation. It systematically details the various export procedures in readily understood terms. It also serves as a guide through the laws and agencies related to exporting.

The Philippine Export Guidebook is a project of the Export Assistance Network (EXPONET) of the Export Marketing Bureau (EMB), an office under the Industry Promotion Group (IPG) of the Department of Trade and Industry (DTI). Its network members include private and government organizations dealing in exportation.

EXPONET acknowledges the continuing support and cooperation of various government and private institutions—their participation has made the publication of this guidebook possible.
The Export Marketing Bureau (EMB)

The EMB of the Department of Trade and Industry (DTI) is mandated to oversee the development, promotion, and monitoring of the Philippine exports. The EMB provides the exporters the enabling environment to make them globally competitive.

**EXPORT ASSISTANCE**
Provision of assistance to existing and would-be exporters on all export-related matters including information on export procedures and documentation.

**EMAIL:** Exponet@dti.gov.ph  
**PHONE:** (+632) 465.3300 local 107 / 110

**BUSINESS MATCHING**
Handling of inquiries from international importers and overseas Philippine Embassies and Foreign Trade Service posts for a possible business matching in real time between foreign buyers and local exporters.

**EMAIL:** ExportMatching@dti.gov.ph  
**PHONE:** (+632) 897.7605  
(+632) 465.3300 local 102

**COFFEE ACCREDITATION & EXPORT DOCUMENTATION**
Facilitation of the accreditation of new coffee exporters and issuances of export clearances and certificates of origin.

**EMAIL:** embcoffee@dti.gov.ph  
**PHONE:** (+632) 465.3300 local 113

**EXPORT TRADE COMPLAINTS COMMITTEE (ETCC)**
Handling of trade complaints arising from disputes between local suppliers/exporters and foreign buyers.

**EMAIL:** ETCC_Secretariat@dti.gov.ph  
**PHONE:** (+632) 465.3300 local 106 / 110

**MARKET AND PRODUCT CONSULTANCY**
Provision of consulting services on market and product opportunities and regulations under FTAs and non-FTAs.

**EMAIL:** embmid@dti.gov.ph  
**PHONE:** (+632) 465.3300 local 207 / 216 / 237 / 246 / 247

**KNOWLEDGE PROCESSING**
Provision of export and import trade statistics and converting these into a knowledge product and service for the use of internal clients, other government agencies, and private sector.

**EMAIL:** embkpd@dti.gov.ph  
**PHONE:** (+632) 465.3300 local 205
MAJOR PROGRAMS

Guided by the Philippine Export Development Plan (PEDP), which was prepared by both government and private sectors, EMB has been promoting the following programs to enable domestic industries establish their niches in the regional and global markets and to raise the status of Philippine participation in the global value chain.

PHILIPPINE EXPORT COMPETITIVENESS PROGRAM (PECP)

PECP is EMB’s umbrella program that seeks to boost the competitiveness of the country’s domestic manufacturers and exports through seminars, information sessions, and activities that give them insights on productivity, innovation, and updates on export trade.

DOING BUSINESS IN FREE TRADE AREAS (DBFTA) AND DOING BUSINESS WITH THE EU USING GSP+

DBFTA is a nationwide information campaign on the benefits of Philippine Free Trade Agreements (FTAs) covering discussions on market opportunities, preferential tariffs, rules of origin, and customs procedures. Starting 2013, the DBFTA program has included information sessions on the ASEAN Economic Community (AEC) which is due to be fully implemented on 31 December 2015. With the Philippines’ inclusion in the Generalised Scheme of Preferences Plus (GSP+) on 25 December 2014, the EMB has also started the program on Doing Business with the EU using GSP+.

REGIONAL INTERACTIVE PLATFORM FOR PHILIPPINE EXPORTERS (RIPPLES)

This is a partnership program with the Department of Trade and Industry-Regional Operations Group’s (DTI-ROG) Export Pathways Program (EPP). It enables the regional and provincial staff to meet potential exporters through capacity-building trainings and provides direct interventions (e.g. product designs, market info seminars, compliance with market requirements, export marketing activities) with potential and existing exporters enrolled under the EPP.

HALAL EXPORT INDUSTRY DEVELOPMENT AND PROMOTION PROGRAM

Through the Halal Export Industry Development and Promotion Program, the EMB assists Philippine Halal certifiers obtain recognition from various Islamic markets, and facilitates to SMEs to be Halal-certified to be able to export accepted Halal certified products.
CHAPTER I

Introduction to Export

Role of Exports in Economic Growth

Export is an essential function in international trade. Countries with strong and stable economies have reliable and successful exporters of quality products and services that are known to be in high demand in the world market.

As the lead agency tasked to develop, promote, and expand export trade, the EMB enables Philippine exporters to compete with exporters around the world who produce and provide world-class products and services.

Business enterprises determined to venture into export must be armed with accurate and timely information on how to get started in export, while those who are currently in the export business can keep abreast with the latest developments. These developments encompass International Commercial Terms (Incoterms) used in exporting and export-related Investment Priorities Plan (IPP) that offer incentives to exporters. It is also important to know how to take advantage of the opportunities provided by the various free trade agreements (FTAs) that the Philippines is a signatory to, aside from the current local regulations that govern Philippine exports.

Hence, the Philippine Export Guidebook is an important information tool in driving the export consciousness of the Philippine business environment, boosting exports, creating more jobs, and propelling the growth of the economy.

International Trade Agreements in which the Philippines is a Signatory

GENERAL AGREEMENT ON TARIFFS AND TRADE (GATT)

The GATT is a set of agreements that aims to make world trade easier by reducing the taxes, quotas, and subsidies related to trade. GATT was formed in 1947 and signed into international law by 23 countries on 1 January 1948. The Agreement was originally part of a draft charter for the proposed International Trade Organization (ITO). When the ITO failed to materialize, GATT was instead expanded during several succeeding rounds of negotiation. Most of the rounds dealt with not only tariff reduction but also with technical barriers to
trade, subsidies, government procurement, and other non-tariff areas of concern. The Uruguay Round (1986-1994), the most comprehensive round of negotiation, led to the creation of the World Trade Organization (WTO) and a new set of trade agreements. The Philippines has been a signatory to the GATT since 1979.

**WORLD TRADE ORGANIZATION (WTO)**

While GATT was a set of rules agreed upon by nations, the WTO on the other hand, is an institution on its own. As a body of law, the WTO now encompasses the GATT of 1994, and has expanded its scope from traded goods to include trade within the service sector. It now also deals with intellectual property rights. WTO is the only global international organization dealing with the rules of trade between nations. At its heart are the WTO agreements, negotiated and signed by the bulk of the world’s trading nations and ratified in their law-making bodies. The goal is to help producers of goods and services, exporters, and importers conduct their business. Essentially, the WTO is a place where member governments sort out the trade problems they face with each other. All major decisions are made by the membership as a whole, either by ministers (who usually meet at least once every two years) or by their ambassadors or delegates (who meet regularly in Geneva, Switzerland). As of March 2013, there were 159 member-governments of the WTO. The Philippines has been a member of the WTO since 1995.

**GENERAL AGREEMENT ON TRADE IN SERVICES (GATS)**

The GATS is a treaty of the WTO that was approved in January 1995 as a result of the Uruguay Round of negotiations. The treaty was created to extend the multilateral trading system to the service sector (e.g. outsourced services such as labor and information technology), in the same way the GATT provides such a system for merchandise trade. GATS is the first and only set of multilateral rules governing international trade in services. All members of the WTO are signatories to the GATS. While the overall goal of GATS is to remove barriers to trade, members are free to choose which sectors are to be progressively “liberalized”, which mode of supply would apply to a particular sector, and to what extent liberalization will occur over a given period of time.

**AGREEMENT ON TRADE RELATED ASPECTS OF INTELLECTUAL PROPERTY RIGHTS (TRIPS)**

The TRIPS is an international agreement that sets minimum standards for many forms of intellectual property (IP) rules as applied to WTO members. The TRIPS Agreement is often described as one of the three “pillars” of the WTO, the other two being GATT and GATS. It was approved at the end of the Uruguay Round of the GATT in 1994. The TRIPS Agreement introduced intellectual property law into the international trading system for the first time and remains the most comprehensive international agreement on intellectual property to date. Because ratification of TRIPS is a compulsory requirement of WTO membership, any country seeking to obtain easy access to the numerous international markets opened by the WTO must enact the strict intellectual property laws mandated by TRIPS. For this reason, TRIPS is the most important international law on intellectual property.

**WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO)**

The WIPO was established in 1970, with a mandate from its member states to promote the protection of intellectual property throughout the world. The organization became a specialized agency of the United Nations in 1974. The WTO and WIPO work
together by: 1) notification of, access to and
translation of national laws and regulations;
2) implementation of procedures for the
protection of national emblems; and 3)
technical cooperation. The Philippines
joined the WIPO in 1980.

ASIA-PACIFIC ECONOMIC COOPERATION (APEC)
The APEC is a forum for 21 Pacific Rim
member economies that promotes free trade
and economic cooperation throughout the
Asia-Pacific region. APEC operates on the
basis of non-binding commitments, open
dialogue and equal respect for the views of
all participants. It was established in 1989
in response to the growing interdependence
of Asia-Pacific economies and the advent
of regional trade blocs in other parts of the
world. Unlike the WTO or other multilateral
trade bodies, APEC has no treaty obligations
required of its participants. Decisions made
within APEC are reached by consensus
and commitments are undertaken on a
voluntary basis.

INTERNATIONAL COFFEE AGREEMENT (ICA)
The ICA is an international commodity
agreement between coffee-producing
countries and coffee-consuming
countries. The ICA is administered by the
International Coffee Organization (ICO),
an intergovernmental organization that
brings together major coffee producing
and consuming countries to tackle
the challenges facing the world coffee
sector and promoting its expansion.
The agreement provides for member
governments to talk out policy issues in the
International Coffee Council.

ASSOCIATION OF SOUTHEAST ASIAN NATIONS
(ASEAN)
The ASEAN is a geo-political and economic
organization of ten (10) countries located
in Southeast Asia. It was formed in 1967
by Indonesia, Malaysia, the Philippines,
Singapore, and Thailand. Since then,
membership has expanded to include
Brunei, Myanmar, Cambodia, Laos, and
Viet Nam. Its aims include the promotion
of economic growth, social progress,
cultural development, and protection of
regional peace and stability. It provides an
opportunity for member countries to discuss
differences peacefully.

The ASEAN Community is comprised
of three pillars, the Political-Security
Community, Economic Community, and
Socio-Cultural Community. Each pillar has
its own approved Blueprint. This, together
with the Initiative for ASEAN Integration
(IAI) Strategic Framework and IAI Work Plan
Phase II (2009-2015), forms the Roadmap
to an ASEAN Community from 2009 to
2015.

FREE TRADE AREA (FTA)
An FTA is established through a free trade
agreement between two or more countries.
In a free trade area, member countries
agree to reduce or eliminate trading fees,
non-tariff barriers to trade in goods, and
other impediments to trade in services. FTAs
allow for the opportunity to negotiate rules
governing investments in other territories.

In 1992, the ASEAN Member States
signed the ASEAN Free Trade Area (AFTA)
Agreement. AFTA covers the following
main areas: 1) Trade in Goods (ASEAN
Trade in Goods Agreement), 2) Trade in
Services (ASEAN Framework Agreement
on Services), 3) Investment (ASEAN
Comprehensive Investment Agreement
(ACIA), and 4) Other Areas of Cooperation
such as Trade Facilitation, SMEs and
Consumer Protection.
Through the ASEAN, the Philippines’ existing free trade agreements are with the following:

- China (ASEAN-China Free Trade Area)
- Korea (ASEAN-Korea Free Trade Area)
- Japan (ASEAN-Japan Comprehensive Economic Partnership Agreement)
- Australia and New Zealand (ASEAN-Australia-New Zealand Free Trade Agreement)
- India (ASEAN-India Free Trade Area).

Currently, the country has one bilateral free trade: the Philippines-Japan Economic Partnership Agreement (PJEPA).

EUROPEAN UNION GENERALIZED SCHEME OF PREFERENCES

The Generalized Scheme of Preferences (GSP) is an autonomous trade arrangement under which the EU grants non-reciprocal trade preferences to exports of beneficiary countries under the following arrangements:

1. Regular GSP - offers zero duty or 3.5 percentage reduction on Most Favored Nation (MFN) tariffs;
2. GSP+ - a special incentive arrangement for sustainable development and good governance in the form of zero duties; and
3. EBA (Everything but Arms) - offers duty-free and quota-free access except arms and ammunitions.

The EU GSP undergoes regular reviews to enable adjustments to make it responsive to the changing global trading system and economic developments of beneficiary countries. The present GSP scheme started to apply on 1 January 2014 and will be effective for ten years or until 31 December 2023.

The Philippines is currently a beneficiary under the Regular GSP arrangement. The Regular GSP covers a total of 6,209 products, 2,442 of which are subject to zero duty while 3,767 are subject to reduced tariffs.

In 2013, Philippine exports to the EU under the Regular GSP arrangement reached €1,071.25M, representing 63.5% utilization rate, and ranked the country 19th among the list of GSP beneficiaries in terms of the export values under the scheme.

Major exports of the Philippines under the EU GSP scheme are: crude coconut oil (€223.M), canned tuna (€79.19M), pneumatic tires (€39.44M), spectacle lenses (€35.56M), relays (€30.20M), preserved fruits (€21.09M), board and similar cabinets for electric control or the distribution of electricity (€19.20M), and ballasts for discharge lamps (€18.90M). These products comprised almost 43% of total Philippine exports under the scheme.

THE GSP+

The GSP+ offers a more generous scheme of preferences compared to the Regular GSP. It has a larger coverage of 6,274 products, all of which will be accorded zero duty. The sectors with the highest preferential margins between Regular GSP and GSP+ are prepared foodstuffs (9.3%), garments (9.0%), textile products (5.0%), live animals & animal products (4.2%) and footwear, headwear & umbrellas (4.0%).

In order to avail itself of the GSP+, an applicant country must meet two conditions: (1) non-diversification of exports and low proportions of EU imports; and, (2) ratification of 27 international conventions on human and labor rights, environment and governance principles, and effective implementation of these conventions.
There are currently thirteen (13) beneficiary countries of GSP+, namely, Armenia, Bolivia, Cape Verde, Costa Rica, El Salvador, Georgia, Guatemala, Mongolia, Pakistan, Panama, Paraguay, Peru, and the Philippines.

**PHILIPPINE APPLICATION FOR GSP+**

In June of 2012, the EU announced the inclusion of the Philippines in the list of countries eligible to apply for the GSP+. The Philippines completed and formally submitted its application papers to the European Commission (EC) on 27 February 2014.

On 17 July 2014, the EC notified the Philippine government by way of a Disclosure that the Philippines has met the eligibility criteria for GSP+ and that it intends to include the Philippines as a beneficiary in the GSP+ scheme.

EC adopted a Commission Delegated Regulation proposing the inclusion of the Philippines as a beneficiary country under the GSP+ scheme and transmitted the same to the Council of Ministers of the European Union on 19 August 2014. The period for lodging objection to the Commission Delegated Regulation is two months from date of reception, or until 19 October 2014, unless either legislative institutions request for a two-month extension. On 2 October 2014, EU Council approved the Commission Delegated Act proposing the inclusion of the Philippines in the list of GSP+ beneficiaries in view of the lack of a qualified majority supporting an objection to the Act.

The European Parliament held a vote on 18 December 2014 to accept or reject the Philippines’ Application in the GSP+. After tallying of votes, the Philippines was officially accepted into the European Union’s GSP+ Program.

The EU GSP+ officially took effect on 25 December 2014.

**POTENTIAL BENEFITS OF GSP+ TO THE PHILIPPINES**

With the inclusion of the Philippines in the GSP+ scheme, the country’s exports to the EU are expected to increase, as more products will be accorded zero duty. According to a DTI study, the Philippine exports under GSP+ will increase by €611.8M during the first three years of availment. The product sectors projected to have the highest increases are:

- Animal or vegetable fats and oils (€231.2M)
- Prepared foodstuffs (€151.2M)
- Textiles and garments (€79.7M)
- Footwear, headwear, umbrellas (€28.5M)
- Chemical products (€17.1M)

The projected increases in exports will translate to 267,587 new jobs generated in both the agriculture and manufacturing sectors. Many of these new jobs will be created in the rural areas.
Preparing to Export

Establishment of an Export Enterprise

As in other types of businesses, the would-be exporter should first establish a company prior to engaging in exports. This includes registering with the DTI, the Securities and Exchange Commission (SEC), the Cooperative Development Authority (CDA), and the Bureau of Internal Revenue (BIR). Application for city or municipal license is also required.

This section describes the step-by-step process for setting up an export business. Procedures for registering under specific laws with the Board of Investments (BOI) and the Philippine Economic Zone Authority (PEZA for availing of incentives and for other purposes are discussed in this chapter. Special registration for specific products to be exported, e.g., fresh coconuts, films in videogram form, food and food products, and for shipping companies, is also covered in this chapter.

**CHAPTER 2**

**STEP 1 - BUSINESS ENTITY REGISTRATION**

If Sole Proprietorship:
Register with the Department of Trade and Industry (DTI)

If Partnership/Corporation:
Register with the Securities and Exchange Commission (SEC)

If Cooperative:
Register with the Cooperative Development Authority (CDA)

**STEP 2 - BUSINESS PERMIT**

Apply for business permit and license from the City/Municipality where the business is to be located

Get sector specific clearances:
For example:
- Travel Agency - Department of Tourism (DOT)
- Food and Cosmetics - Food and Drugs Administration (FDA)
- Pawnshop - Bangko Sentral ng Pilipinas (BSP)
- Learning Centers - Department of Education (DepEd)
- Woodcrafts/Furniture - Department of Environment and Natural Resources (DENR)

**STEP 3**

Register with the Bureau of Internal Revenue (BIR) District Office where the business is to be located for Authority to Print Invoice and Book of Journal

**STEP 4 - OTHER REGISTRATION REQUIREMENTS**

Register with the following offices to comply with existing regulations:
- Social Security System (SSS)
- Department of Labor and Employment (DOLE)
- PhilHealth
- PAG-IBIG
- DENR
GENERAL PROCEDURES FOR ESTABLISHING NEW EXPORT ENTERPRISES

1a Registering with DTI

**OUTPUT:** Business Name Registration Certificate

**VALIDITY:** 5 years

**WHERE:** DTI-Provincial or Satellite Office or log on to www.bnrs.dti.gov.ph

**TEL. NO.:** (632) 751.3330

**REQUIREMENTS:**
- Presentation of 1 photocopy of government issued ID
- Business Name Registration form (BTRCP FORM 16 A)
- Written Undertaking to Change Corporate Name by any partner
- Form F105 for partnership with Foreign Equity
- Proof of Inward Remittance by foreign partners

**VALIDITY:** 5 years

**REQUIREMENTS FOR PARTNERSHIP:**
- Name Verication Slip (online or at the Name Verication Unit)
- Articles of Partnership
- Written Undertaking to Change Corporate Name by any partner
- Form F105 for partnership with Foreign Equity
- Proof of Inward Remittance by foreign partners

**REQUIREMENTS FOR STOCK[S] AND NONSTOCK[NS] CORPORATIONS:**
- Verication Slip Form [S] [NS]
- Articles of Incorporation and By-Laws [S] [NS]
- Treasurer’s Affidavit [S]
- Notarized Bank Certificate of Deposit where the bank is located [S]
- Written Undertaking to Change Corporate Name by any Incorporator or Director [S], by any Trustee [NS]
- Clearance from other government agencies [S]
- Foreign Investment Application Form F-100 (for subsidiaries of foreign corporations [S]
- Proof of Inward Remittance by Non-Resident Aliens/Subscribers [S]
- List of members and amount contributed certied by the Secretary and Treasurer [NS]
- Registration fee of Php360

1b Registering with SEC

**OUTPUT:** SEC Registration Certificate

**VALIDITY:** 50 years

**WHERE:** SEC Building, EDSA, Greenhills, Mandaluyong City

**TEL. NO.:** (632) 584.0923

**EMAIL:** mis@sec.gov.ph

**WEBSITE:** www.sec.gov.ph or http://iregister.sec.gov.ph/MainServlet (for online registration)

**REQUIREMENTS:**
- Presentation of 1 photocopy of government issued ID
- Business Name Registration form (BTRCP FORM 16 A)
- Registration fee depending on territorial coverage and documentary stamp:
  - Barangay - P 200.00
  - Municipal - 500.00
  - Regional - 1,000.00
  - National - 2,000.00

**REQUIREMENTS FOR PARTNERSHIP:**
- Name Verication Slip (online or at the Name Verication Unit)
- Articles of Partnership
- Written Undertaking to Change Corporate Name by any partner
- Form F105 for partnership with Foreign Equity
- Proof of Inward Remittance by foreign partners

**REQUIREMENTS FOR STOCK[S] AND NONSTOCK[NS] CORPORATIONS:**
- Verication Slip Form [S] [NS]
- Articles of Incorporation and By-Laws [S] [NS]
- Treasurer’s Affidavit [S]
- Notarized Bank Certificate of Deposit where the bank is located [S]
## Chapter 2

### 1c Registering with CDA

**OUTPUT:** Certificate of Registration

**WHERE:** 5th and 6th Floors, Ben-Lor Building, 1184 Quezon Avenue, Quezon City / 827 Aurora Blvd., Barangay Immaculate Concepcion, Cubao, Quezon City

**TEL. NOS.:** (632) 372.3808 / 373.6895 / 332.0019

**E-MAIL:** webmaster@cda.gov.ph

**WEBSITE:** www.cda.gov.ph

A cooperative is a duly registered association of persons, with a common bond of interest who have voluntarily joined together to achieve a lawful common social or economic end, making equitable contributions to the capital required, and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principles.

**EXTENSION OFFICES:**
- Dagupan City; Tuguegarao, Cagayan; Baguio City; San Fernando, Pampanga; NCR -Quezon City; Calamba, Laguna; Naga City; Iloilo City; Cebu City; Kidapawan; Tacloban City; Davao City; Zamboanga City; and Butuan City

**REQUIREMENTS:**
- Economic Survey (4 copies)
- By-Laws and Articles of Cooperation duly notarized (available at CDA office) - 4 copies
- At least 15 members
- Treasurer’s Affidavit
- Undertaking to change name
- Undertaking to submit reportorial requirements
- Bond of accountable officers
- Cooperative Pre-membership Education Seminar Certification
- Favorable endorsement of proper government agency, if necessary
- Capitalization of at least Php 15,000 (total paid-up capital)
- Cooperative Annual Performance Report and audited financial statements for them to secure a Certificate of Good Standing

**SCHEDULE OF FEES:**

<table>
<thead>
<tr>
<th>TYPE OF COOPERATIVES</th>
<th>PAID-UP CAPITAL</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Cooperatives</td>
<td>No Registration Fee</td>
<td></td>
</tr>
<tr>
<td>Primary Cooperatives</td>
<td>P2,000.00 - 500,000.00 up</td>
<td>P500.00 - 1/10 of 1% of the paid-up share capital</td>
</tr>
<tr>
<td>Secondary Cooperatives</td>
<td>P2,000.00 - 500,000.00 up</td>
<td>P1,000.00 - 1/10 of 1% of the paid-up share capital</td>
</tr>
<tr>
<td>Tertiary Cooperatives</td>
<td>P3,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### 2 Registering with the Municipality

**OUTPUT:** Mayor’s Permit

**VALIDITY:** 1 year

**WHERE:** Municipality or City where the business is located

Requirements may include the following:
- DTI or SEC Registration Certificate/Articles of Incorporation
- Community Tax Certificate
- Barangay Clearance
- Location Clearance
- Certificate of Occupancy
- Building Permit
- Fire Safety/Inspection Permit Certificate
- Electrical Inspection Certificate
- Contract of Lease
- Picture/Sketch of the Site
- Public Liability Insurance (for restaurants, mall, cinemas)
- SSS Registration
3 Registering with the BIR

OUTPUTS: Tax Identification Number (TIN), Authority to Print Invoice, and Book of Journal

VALIDITY: 1 year

WHERE: BIR Provincial Office where the business is located or BIR Revenue District Office

TRUNKLINES: (632) 981.7000 / 981.8888

E-MAIL: contact_us@cctr.bir.gov.ph

WEBSITE: www.bir.gov.ph

REQUIREMENTS:
1. Application for Tax Identification Number (TIN) for Employers
   a. Self Employed/Mixed Income Individual (BIR Form 1901)
   b. For Partnerships or Corporations (BIR Form 1903)
   • SEC Certificate of Registrations for Partnerships or Corporation
   • License to do business in the Philippines (in case of resident foreign corporation)
   • Mayor’s Permit or application for Mayor’s permit

2. Application for Authority to Print Receipts and Invoices
   a. For New Taxpayers (BIR Form 1906)
      • Job Order
      • Final and Clear Sample of Receipts and Invoices (machine printed)
      • Photocopy of BIR Form 1901 or 1903, TIN Card, Proof of Payment (BIR Form 0605)
   b. For Registered Taxpayers (BIR Form 1906)
      • Job Order
      • Final and clear sample of receipts and invoices
      • Photocopy of Proof of Payment (BIR Form 0605, previously approved Authority to Print Invoice (ATP), Certificate of Registration (COR) BIR Form 2303, last booklet printed

4a Registering with the SSS

OUTPUT: Social Security System Certificate

WHERE: SSS Provincial Office where the business is located or log on to www.sss.gov.ph

TEL. NO.: (632) 920.6401 / 920.6446

EMAIL: member_relations@sss.gov.ph

WEBSITE: www.sss.gov.ph

REQUIREMENTS:
• Employers Registration (SSS Form R-1) and Employment Report (SSS Form R-1A)
• Specimen Signature Card (SS Form L-501)
• Sketch of business

A. IF EMPLOYER (MAIN OFFICE)
   SINGLE PROPRIETORSHIP
   • Business Name Registration
   • Business Permit or any proof of business operations

   PARTNERSHIP
   • Photocopy of approved Articles of Partnership (original must be presented for authentication purposes)

   CORPORATIONS
   • Photocopy of approved Articles of Incorporations (original must be presented for authentication purposes)
   • SSS Form R-1 and R-1A (signed by the President or any of its Corporate Offices)

B. IF SELF-EMPLOYED MEMBER
   • SSS Form R-1 (Self Employed Data Record)
   • Photocopy of any of the following: Baptismal Certificate, Birth Certificate, Drivers License, Passport, Professional Regulation Commission (PRC) Card, Seaman’s Book
### 4b Registering with DOLE

Every employer, as defined in Rule 1002 of the Occupational Safety and Health Standards, shall register his/her business with the Regional Labor Office or authorized representative having jurisdiction thereof to form part of the databank of all covered establishments.

**WHERE:** DOLE - NCR Building, Maligaya St. Malate, Manila or the nearest DOLE Regional/Provincial Office

**TEL. NO.:** (632) 527.8000

**E-MAIL:** osec@dole.gov.ph
dolecallcenter@yahoo.com

**WEBSITE:** www.dole.gov.ph

**VALIDITY:** Lifetime

**REQUIREMENTS:**
- Registry of establishments under Occupational Health and Safety Standards No. 1020

### 4c Registering with PhilHealth

**OUTPUTS:** PhilHealth Employer Number (PEN) and Certificate of Registration

**WHERE:** City State Center, 709 Shaw Boulevard, Pasig City

**TEL. NO.:** (632) 637.9999

**E-MAIL:** info@philhealth.gov.ph

**WEBSITE:** www.philhealth.gov.ph

With deductions for PhilHealth contributions which is mandatory for those in the private and government sectors, this program ensures that medicare benefits are enjoyed by employees.

**REQUIREMENTS FOR EMPLOYER:**
1. Duly accomplished Employer Data Record (ER-1) Form with the following attachments as applicable:
   - SEC Registration if partnership or corporation
   - DTI Registration if solely owned
   - License to Operate
   - CDA Registration if Cooperative
   - Barangay certification and/or Mayor’s Permit for backyard industries/ventures and micro business enterprises
2. Wait for the release of PhilHealth Employer Number (PEN) and Certificate of Registration (COR)

**REQUIREMENTS FOR EMPLOYEES:**
1. Submit to his/her employer duly accomplished two copies of Member Data Record for Employed Sector (M1a) Form and attach the following:
   - Birth or Baptismal Certificate
   - GSIS or SSS Members ID, or Passport or any valid ID
   - If employees are declaring dependents, submit the following:
     - Marriage Certificate/Contract of dependent spouse
     - Birth Certificate of dependent children
     - Birth Certificate of dependent parents, 60 yrs old above
2. Duly accomplished Report Employee-Members (ER-2) Form together with accomplished M1a and M2 Forms to the nearest PhilHealth Office.
3. Outputs: PhilHealth Number Cards (PNCs) containing PhilHealth Identification Number (PIN) of employees, and Member Data Records (MDRs) of employees.
**4d Registering with the PAG-IBIG Fund**

**OUTPUT:** PAG-IBIG Fund Membership

**WHERE:** Atrium Building, Makati Avenue, Makati City

**TRUNKLINE:** (632) 812.8186 / 813.6615 / 812.4731 / 724.4244

**E-MAIL:** publicaairs@pagibigfund.gov.ph

**WEBSITE:** www.pagibigfund.gov.ph

Per Republic Act 7742 which was fully implemented on 01 January 1995, membership to the Pag-IBIG Fund shall be mandatory for all employees covered by the Social Security System (SSS) and/or the Government Service Insurance System (GSIS) and earning at least P4,000 a month. This mandatory coverage extends to expatriates whose age is up to 60 years old and who are compulsorily covered by the SSS.

Membership for employees who are earning less than P4,000 a month, including those who belong to other working groups, shall be on a voluntary basis.

**REQUIREMENTS FOR INDIVIDUAL PAYORS (IP)**

**SOLE PROPRIETORSHIP**
- Employer’s Data Form
- Members Data Form (for employees)

**PARTNERSHIP / CORPORATION**
- SEC Registration or Articles of Partnership (for partnership) or Articles of Incorporation (for corporation) and By-Laws.*

* Bring original copies for authentication purposes

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**4e Registering with DENR**

**REGISTERING WITH THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

**OUTPUT:** Environmental Compliance Certificate (ECC)

ECC Application for new single project located within Environmental Critical Areas (ECA) or Non-Environmental Critical Projects (Non-ECP)

**WHERE:** Visayas Avenue, Diliman, 1100 Quezon City

**TEL. NO.:** (632) 929.6626

**E-MAIL:** web@denr.gov.ph

**WEBSITE:** http://www.denr.gov.ph

**REQUIREMENTS:**
- Certificate of SSS Coverage and Compliance
- DTI Business Name Registration
- Mayor’s Permit or Business Permit

**PARTNERSHIP / CORPORATION**
- SEC Registration or Articles of Partnership (for partnership) or Articles of Incorporation (for corporation) and By-Laws.

Any project in the Philippines that poses a potential environmental risk or a significant impact to the environment (such as mining, agriculture projects, or construction) is required to secure Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources (DENR).
Registration Under Specific Laws

REGISTRATION UNDER E.O. 226 (OMNIBUS INVESTMENTS CODE OF 1987 OF THE BOARD OF INVESTMENTS (BOI))

To avail of incentives, an investor must be registered under Book 1 of E.O. 226, subject to the following conditions:

a. Nationality Requirements
   1. For individuals: must be a Filipino national.
   2. For partnerships or other associations: must be organized under Philippine laws, with at least sixty percent (60%) of capital owned and controlled by Filipino citizens.
   3. For a corporation or cooperative: must be organized under Philippine laws, with at least sixty percent (60%) of the capital stock outstanding and entitled to vote owned and held by Philippine nationals, and sixty percent (60%) of the Board of Directors are Filipino citizens.
   4. If the above ownership requirements cannot be met, the following conditions must be satisfied:
      • Must engage in a pioneer project as defined under Article 17 of ED. 226, or if at least seventy percent (70%) of total production are exported;
      • Must obligate the group to attain Philippine national status within thirty (30) years from date of registration, except if one hundred percent (100%) of total production are exported; and
      • The pioneer area it will engage in is one that is not within the activities reserved by the constitution or other laws of the Philippines to Philippine citizens or corporations owned and controlled by Philippine citizens.

b. The applicant should be engaged in preferred projects listed in the IPP. If the project is not listed: at least fifty percent (50%) of production are for export (for Philippine nationals), or seventy percent (70%) of production are for export (for non-Philippine nationals). The BOI shall determine if an existing producer will export part of production under such conditions; or

The applicant may also be engaged in the sale abroad of export products bought by it from one or more existing export producers; or

Applicant should be engaged in rendering technical, professional or other services, exporting television and motion pictures and musical recordings made or produced in the Philippines, either directly or through a registered trader.

c. The applicant is capable of operating on a sound and efficient basis that will contribute to the national economy;

d. The applicant will install a separate accounting system or establish a separate corporation if engaged in activities other than preferred or registered projects.

PROCEDURE FOR REGISTRATION

a. Accomplish two (2) copies of BOI Form No. 501 sworn before a notary public. Submit documents/project study to support application.

b. File application for registration with the Registration Division or through the BOI Extension Office if the project site is located at the DTI Regional Offices. Application received at the regions will be forwarded to BOI Registration Division and once it is officially filed, evaluation will be done by the BOI Makati staff then present it to the Management Committee of BOI for approval.

c. Within two (2) days from receipt of application, BOI shall notify the applicant of all pertinent requirements not complied with. Upon completion of the deficiencies, the application shall be officially accepted.
Publication of notice in newspapers will be made within a week after official acceptance at applicant’s expense.

Applications filed shall be considered automatically approved if not acted on within twenty (20) working days from date of official acceptance.

Applicant’s acceptance and compliance with pre-registration requirements should be made within thirty (30) days from the date of receipt.

Another alternative in availing incentives is to register with the PEZA.

**WHO SHOULD REGISTER**

Any person, firm, association, partnership or corporation or any other form of business organization regardless of nationality, control, and/or ownership of the working capital may apply for registration as a zone export enterprise.

**DOCUMENTS REQUIRED**

1. Accomplished PEZA application form
2. Project Feasibility Study
3. Copy of the Articles of Incorporation and By-laws
4. Board Resolution authorizing the filing of the application for the setting up of business organization inside the Zone
5. List of Directors, principal officers, and major stockholders together with their bio-data
6. Audited financial statements of the business organization for the preceding three (3) years, or financial statements during the period the company was operational
7. Income Tax Return (ITR) of the business organization for three (3) preceding years, or ITR during the period the company was operational
8. ITR and tax clearances of its principal officers and major stockholders for three consecutive years
9. Other papers/documents that may be required by the PEZA

**PROCEDURE FOR REGISTRATION**

1. Applicant submits accomplished application form and other requirements to the Project Evaluation and Review Department (PERD) of the PEZA. Payment of filing fee of P1,000.00.

**FEES FOR ECOZONE ENTERPRISES**

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<table>
<thead>
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<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td></td>
</tr>
<tr>
<td>Pioneer</td>
<td>P 5,000.00</td>
</tr>
<tr>
<td>Non-Pioneer</td>
<td>P 3,000.00</td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td></td>
</tr>
<tr>
<td>New Projects</td>
<td>P 5,000.00</td>
</tr>
<tr>
<td>Expansion</td>
<td>P 3,000.00</td>
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</tbody>
</table>

**FEES FOR SPECIAL ECONOMIC ZONES**

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<table>
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<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td></td>
</tr>
<tr>
<td>New Ecozone</td>
<td>P10,000.00</td>
</tr>
<tr>
<td>Amendments</td>
<td>P 1,000.00</td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td></td>
</tr>
<tr>
<td>Small (25-75 has.)</td>
<td>P10,000.00</td>
</tr>
<tr>
<td>Medium (75-100 has)</td>
<td>P20,000.00</td>
</tr>
<tr>
<td>Large (201 has. and above)</td>
<td>P30,000.00</td>
</tr>
</tbody>
</table>

**FEES FOR SERVICE ENTERPRISES**

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td>P 3,000.00</td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td>P 3,000.00</td>
</tr>
</tbody>
</table>

2. Evaluation shall be acted upon within two weeks.
3. Submission of recommendations to the PEZA Board for review (PEZA Board pledges to take action within two weeks).
4. If application is approved, the applicant will be notified in writing and will be given twenty (20) days from the receipt of notice to sign registration agreement with PEZA.

5. The applicant may then proceed to carry out the project.

FOR THOSE APPLYING THROUGH THE PEZA, THE FOLLOWING ARE IMPORTANT CONSIDERATIONS

1. A zone enterprise may lease a parcel of land for industrial purposes, the size and location of which shall be determined by the PEZA Board.

2. No building, structure or other facility shall be constructed without prior approval of the PEZA.

3. Building plans and specifications (3 copies) for building construction shall be submitted after 45 days from the date of registration, construction shall commence thirty (30) days after approval of said plans and specifications.

4. Except otherwise provided, no machinery/equipment, land, building or portions within the zone and no registration agreement, contract or rights shall be assigned, mortgaged, transferred, leased or otherwise disposed of without prior approval from PEZA.

5. A zone enterprise shall see to it that its operations during the course of manufacture or production will not endanger public safety and health.

6. The fully developed area in the zone shall be leased for a period of fifteen (15) days renewable for such period and under such terms and conditions as mutually agreed upon by the Authority and the zone enterprise.

7. A zone enterprise shall make provisions for the treatment and disposal of industrial waste and scrap in a manner acceptable to PEZA.

8. A zone enterprise shall maintain a separate book of accounts for its operations and shall submit an annual financial statement.

Registering under the Electronic 2 Mobile (E2M) Customs Administration

Under the E2M Customs Administration of the Bureau of Customs (BOC), exporters are required to be registered via the Client Profile Registration System (CPRS).

Below are the CPRS approving authorities and registrants:

1. Philippine Exporters Confederation, Inc. (Philexport) (www.philexport.ph) for its member-exporters and all first time exporters.

2. DTI-Export Marketing Bureau (EMB) (www.emb.dti.gov.ph) for coffee exporters and all exporters accredited under the Export Development Act (EDA).

3. Board of Investments (BOI) (www.boi.gov.ph) for BOI-registered exporting companies.

4. Philippine Economic Zone Authority (PEZA) (www.peza.gov.ph) for PEZA locators.

5. Freeport Zones Authorities (SBMA, CDC, AFAB, ZEZA etc.) for its own locators.

Each approving authority has its own list of requirements and procedures for accreditation. The approving agency shall assign a Unique Reference Number (URN) to the exporter it has accredited. The URN shall be part of the exporter’s CPRS profile which will be valid for twelve (12) months only, renewable annually.

CPRS registration procedure is provided for by Customs Memorandum Order No. 7-2012 (May 4, 2012) “Supplemental Guidelines in the Implementation of the Automated Export Documentation System under E2M Customs”. For reference see Appendix.
Exporting is both challenging and rewarding. Export procedures are simple and the requirements have been lessened.

Build your knowledge and develop skills on the dynamics of exporting by attending seminars/training courses on the basics of exporting, letters of credit, negotiating with the foreign buyers, and other similar courses. The Philippine Trade Training Center (PTTC) offers courses on these topics.

If you are not yet in business and would like to set up an export company, register first with the DTI or the SEC; with the city or the municipality where you intend to operate the business; and with the BIR.

However, business registration itself does not ensure success unless the basic foundations for a viable export enterprise are present. These are:

- Organization Readiness - Management is willing to commit resources of the enterprise.
- Product Readiness - Product meets foreign buyers’ requirements in both quality and price.
### Step 1

#### Business Registration

**Step i.** For Sole proprietorship: register with the Department of Trade and Industry (DTI)

**For Partnerships or Corporations:** register with the Securities and Exchange Commission (SEC)

**For Cooperatives:** register with the Cooperative Development Authority (CDA)

**Step ii.** Register with the city or municipality where you will operate to get a business permit.

**Step iii.** Register with the Bureau of Internal Revenue

#### Registration as an Exporter in the Client Profile Registration System (CPRS)

Register at the appropriate agency to get your Unique Reference Number (URN). This shall serve as proof of accreditation as an exporter.
### IF YOU ARE A/AN... REGISTER AT:

<table>
<thead>
<tr>
<th>Category</th>
<th>Register With</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-time exporter</td>
<td>Philippine Exporters Confederation, Inc</td>
</tr>
<tr>
<td></td>
<td>(<a href="http://www.philexport.ph">www.philexport.ph</a>)</td>
</tr>
<tr>
<td>Member of the Philippine Exporters Confederation, Inc  (PHILEXPORT)</td>
<td>Philippine Exporters Confederation, Inc</td>
</tr>
<tr>
<td></td>
<td>(<a href="http://www.philexport.ph">www.philexport.ph</a>)</td>
</tr>
<tr>
<td>Coffee Exporter</td>
<td>DTI-Export Marketing Bureau (EMB)</td>
</tr>
<tr>
<td></td>
<td>(<a href="http://www.emb.dti.gov.ph">www.emb.dti.gov.ph</a>)</td>
</tr>
<tr>
<td>Exporter accredited under the Export Development Act (EDA)</td>
<td>DTI-Export Marketing Bureau (EMB)</td>
</tr>
<tr>
<td></td>
<td>(<a href="http://www.emb.dti.gov.ph">www.emb.dti.gov.ph</a>)</td>
</tr>
<tr>
<td>Company registered with the the Board of Investments (BOI)</td>
<td>Board of Investments (BOI) (<a href="http://www.boi.gov.ph">www.boi.gov.ph</a>)</td>
</tr>
<tr>
<td>Company located in an area governed by the Philippine Economic Zone Authority (PEZA)</td>
<td>Philippine Economic Zone Authority (PEZA) (<a href="http://www.peza.gov.ph">www.peza.gov.ph</a>)</td>
</tr>
<tr>
<td>Company located in one of the many freeport zone authorities (e.g. SBMA, CDC, AFAB, ZEZA, CEZA, etc.)</td>
<td>At the specific Freeport Zone Authority</td>
</tr>
</tbody>
</table>


The CPRS is part of the Electronic-to-Mobile (E2M) Customs Administration of the Bureau of Customs (BOC), and will be used later when you export. Upon registration, a password will be issued to you. Please take note of this and keep this confidential.

### EXPORT PROCEDURES

Step 2. Confirmation of Order. When a foreign buyer wants to buy an exporter’s products (e.g. giving a purchase order), the exporter issues a PROFORMA INVOICE (PI). This should be signed by the foreign buyer and returned to the exporter.

Step 3. Choosing a Courier/Freighter. The exporter selects a courier who would deliver the products. This is done by filling out a BILL OF LADING (BL).

Step 4. Declaring the Exported Products. The products to be exported are declared using the E2M Internet System where you registered earlier. This online form is called an EXPORT DECLARATION (ED).

Step 5. Obtaining clearance to export your Products: Some products are regulated or prohibited for export. Therefore an EXPORT CLEARANCE (EC) is needed. Regulated products will be allowed if cleared by the Commodity Agency (CA) regulating those specific export products. To find out if your product needs this clearance, visit: www.dti.gov.ph/dti/index.php/resources/export-essentials

  5.1. Periodic Clearance: This is given to regular exporters. The clearance is valid for only one (1) year. The exporter makes the request to the CA in writing.

  5.2. Per Shipment Clearance. This is given for prohibited and regulated products. Prohibited products will only be allowed for export for scientific purposes.

  5.2.1. Application
  5.2.2. Checking of documents

  5.2.2.1. Assignment of Inspector
  5.2.2.2. Inspection

  5.2.3. Payment of EC
  5.2.4. Issuance of EC

5.3. Optional Clearance. May be issued by the CA upon request by the exporter.

Step 6. Getting authorization to start transporting products: The exporter shall file an Export Declaration electronically, via E2M, to BOC to secure an AUTHORITY TO LOAD.

Step 7. Loading the products: The products will be inspected by the agencies at each port.

  For air freight: Inspection at the airport will be by the BOC.

  For sea freight: Inspection at the ports will be by the Customs Container Control Division (for containerized products), and the Piers and...
Inspection Division (for non-containerized) products. The wharfage and arrastre fees must be paid for inspection.

**OBTAINING A CERTIFICATE OF ORIGIN**

The BOC can issue a CO upon request of the exporter. The following are the requirements:
1. Certificate Declaration
2. Export Declaration
3. Bill of Lading
4. Commercial Invoice
5. Other supporting documents proving that a CO is required

There are several types of preferential COs depending on the trade area or agreement you are exporting to/under.

<table>
<thead>
<tr>
<th>TYPE OF CO</th>
<th>TRADE AREA/AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>ASEAN Free Trade Area (AFTA)</td>
</tr>
<tr>
<td>E</td>
<td>ASEAN-China Free Trade Area (ACFTA)</td>
</tr>
<tr>
<td>AK</td>
<td>ASEAN-Korea Free Trade Area (AKFTA)</td>
</tr>
<tr>
<td>AANZ</td>
<td>ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)</td>
</tr>
<tr>
<td>AJ</td>
<td>ASEAN-Japan Comprehensive Economic Partnership Agreement (AJCEPA)</td>
</tr>
<tr>
<td>AI</td>
<td>ASEAN-India Free Trade Area (AIFTA)</td>
</tr>
<tr>
<td>JP</td>
<td>Philippines-Japan Economic Partnership Agreement (PJEPA)</td>
</tr>
<tr>
<td>A</td>
<td>General System of Preference/White</td>
</tr>
</tbody>
</table>

If you are exporting to an area not under the above agreements, you may get a NON-PREFERENTIAL CO from the Philippine Chamber of Commerce and Industry (PCCI).

**COMPLETE EXPORT DOCUMENTATION**

You know that you have completed the whole process of exporting when you have the following documents:

1. Export Declaration
2. Export Clearance
3. Commercial Invoice
4. Packing List
5. Bill of Lading
6. Certificate of Origin
7. Insurance Policy (if applicable)
8. Post loading Certificates (optional)

For products negotiated through an Authorized Agent Bank (AAB), provide your complete export documentation as listed above. For products that are prepaid, send your export documentation directly to the foreign buyer.

**OBTAINING A CERTIFICATE OF SHIPMENT**

In order to put on record that you have shipped your products, you may provide a certificate of shipment.

**PAYMENT**

There are several methods that foreign buyers can utilize to pay you for your products. These are as follows:
1. Letters of credit (L/C)
2. Documents against payment (D/P)
3. Documents against acceptance (D/A)
4. Open account (O/A)
5. Cash against documents (C/D)
6. Prepayment/Export Advance
7. Intercompany open account
8. Offset Arrangement
9. Consignment
10. Telegraphic Transfer
BIODIVERSITY MANAGEMENT BUREAU (BMB)

ISSUANCE OF PERMIT FOR THE EXPORT - RE-EXPORT OF WILDLIFE SPECIES LISTED UNDER CITES

PROCESS FLOW
Issuance of Permit for the Export/Re-Export of Wildlife Species Listed under the CITES of Wild Fauna And Flora (DAO 2004-55) (2 to 3 days)

CITES Export Permit refers to a permit authorizing an individual to bring, send, or transport wildlife listed under the CITES Appendices, including its by-products or derivatives, from the Philippines to other countries.

CITES Re-export Permit refers to permit authorizing an individual to bring out of the country wildlife listed under the CITES Appendices, including its by-products or derivatives, which were previously exported/imported.

Requirements
Export
- Accomplished application form
- Inspection of wildlife by the DENR within 3 days
- Documents supporting the legal possession or acquisition of wildlife
- Bank export declaration, if for commercial purposes
- Local Transport Permit, where applicable
- Phytosanitary/Veterinary Health Certificate
- Payment of fee

Re-export
- Accomplished application form
- Inspection of specimens by the DENR within 3 days
- CITES/Non-CITES Import Permit issued by the DENR-PAWB or other documents supporting legal possession or acquisition of wildlife
- Local transport permit, where applicable
- Bank export declaration, if for commercial purposes
- Phytosanitary/Veterinary Health Certificate
- Payment of fee
PROCEDURE FOR THE EXPORTATION OF ANIMALS AND ANIMAL PRODUCTS

CLIENT

Make a letter-request addressed to the BAI Director

Secure a Veterinary Health Commodity Clearance / Export Permit from National Veterinary Quarantine Services (NVQS)

Attach Meat Inspection Certificate and Laboratory Report from NMIS

PROCEDURE FOR THE EXPORTATION OF DOGS AND CATS

CLIENT

Present the animal to NVQS for inspection

In lieu of this, present a valid health certificate not more than 3 days from the date of the presentation

Present a valid vaccination certificate against rabies

Include the airline, flight number, date and time of flight

Fill out application form including the flight details

This is valid for 10 days

Secure a Veterinary Health Certificate / Export Permit
**PROCEDURE FOR THE EXPORTATION OF POULTRY (DAY-OLD CHICKS)**

**CLIENT**

Make a Letter-Request to Export addressed to the BAI Director.

Arrange a schedule with the NVQS for inspection of the birds.

Comply with the serological test/s for diseases required by the importing country.

Secure a Veterinary Health Certificate / Export Permit from NVQS.

This is valid for 10 days.

Attach a Health/Quarantine certificate in compliance with the animal health requirements of the importing country.

---

**PROCEDURE FOR THE EXPORTATION OF MONKEYS**

**CLIENT**

Make a Letter-Request to Export addressed to the BAI Director.

The animals shall be placed under quarantine for 31 days and shall be inspected by NVQS during the start, middle part and end of the quarantine period.

Secure a CITES permit from the Protected Areas and Wildlife Bureau (PAWB-DENR).

A certificate of inspection shall be issued at the end of the quarantine period.

Secure a Veterinary Health Certificate / Export Permit from NVQS.

This is valid for 10 days.

Attach a Health/Quarantine certificate in compliance with the animal health requirements of the importing country.

---

**PROCEDURE FOR THE EXPORTATION OF EXOTIC ANIMALS**

**CLIENT**

Make a Letter-Request to Export addressed to the BAI Director.

Present the animal to NVQS for inspection.

Comply with the serological test/s for diseases required by the importing country.

Secure a CITES permit from the Protected Areas and Wildlife Bureau (PAWB-DENR).

A Health/Quarantine certificate in compliance with the animal health requirements of the importing country shall be attached.

---

**PROCEDURE FOR THE EXPORTATION OF CHEESE CURDS, SKIM MILK & OTHER DAIRY PRODUCTS**

**CLIENT**

Make a letter-request addressed to the BAI Director.

Secure a Veterinary Health Commodity Clearance / Export Permit from NVQS.

For other dairy products such as infant formula and milk powder, a Veterinary Health Certificate is issued instead of the Veterinary Commodity Clearance.

This is valid for 10 days.

Attach a Proforma invoice.

---

**CLIENT**

Make a Letter-Request to Export addressed to the BAI Director.

Secure a Veterinary Health Commodity Clearance / Export Permit from NVQS.

For other dairy products such as infant formula and milk powder, a Veterinary Health Certificate is issued instead of the Veterinary Commodity Clearance.

This is valid for 10 days.

Attach Proforma invoice.

---

**CLIENT**

Make a letter-request addressed to the BAI Director.

Secure a Veterinary Health Commodity Clearance / Export Permit from NVQS.

For other dairy products such as infant formula and milk powder, a Veterinary Health Certificate is issued instead of the Veterinary Commodity Clearance.

This is valid for 10 days.

Attach Proforma invoice.
**PROCEDURE FOR THE EXPORTATION OF POULTRY (DAY-OLD CHICKS & FROZEN POULTRY MEAT)**

**PREREQUISITE**
- The Philippines must be an accredited exporter by the importing country
- The Bureau of Animal Industry (BAI) shall make a formal request for accreditation
- Accomplish set of questionnaires required by the importing country
- Other countries require an import risk analysis (IRA)

**PROCEDURE FOR THE EXPORTATION OF POULTRY (FROZEN POULTRY MEAT)**

**PREREQUISITE**
- Only BAI-accredited farms shall be allowed to export

**FARM ACCREDITATION PROCEDURE**
- Farm visit and inspection by NVQS staff
- Collection of blood and cloacal samples for testing at the National Disease Diagnostic Laboratory of BAI
- Pullorum testing shall also be conducted

**PROCEDURE FOR THE EXPORTATION OF POULTRY (FROZEN POULTRY MEAT)**

**CLIENT**
- Make a Letter-Request to Export addressed to the BAI Director
- Attach the following:
  a) Packing List
  b) Official Meat Inspection Certificate from NMIS
  c) NMIS Laboratory report for inspection of the poultry meat
- Secure an International Veterinary Certificate (IVC) from NVQS

**PROCEDURE FOR THE EXPORTATION OF GAMEFOWLS**

**CLIENT**
- Secure an Import permit from the country of destination and present this to NVQS
- Arrange a schedule with the NVQS for inspection and pullorum testing of the gamefowls
- Only the birds which tested negative shall be allowed for transport
- A Pullorum Test Certificate shall also be issued
- Secure a Veterinary Health Certificate / Export Permit from NVQS

**PROCEDURE FOR THE EXPORTATION OF EMBRYONATED & SALTED EGGS**

**CLIENT**
- Make a letter-request addressed to the BAI Director
- Arrange a schedule with the NVQS for inspection of the farm where the eggs are sourced
- Secure a Veterinary Health Commodity Clearance / Export Permit from NVQS

**This is valid for 10 days**
PROCEDURE FOR THE EXPORTATION OF HIDES, SKIN, COMMERCIAL LEATHER & FEATHERS

CLIENT

Make a letter-request addressed to the BAI Director

Arrange a schedule with the NVQS for inspection and fumigation of the commodities

Secure a Veterinary Health Commodity Clearance / Export Permit from NVQS

This is valid for 10 days

PROCEDURE FOR THE EXPORTATION OF NOODLE PACKS / SOUP PACKS

CLIENT

Make a letter-request addressed to the BAI Director

Secure a Veterinary Health Commodity Clearance / Export Permit from NVQS

Attach a Certification in compliance with the requirements of the importing country

PROCEDURE FOR THE EXPORTATION OF FULLY-PROCESSED PRODUCTS INCLUDING CANNED GOODS

CLIENT

Make a letter-request addressed to the BAI Director

Attach Meat Inspection Certificate and Laboratory Report from NMIS

Secure a Veterinary Health Commodity Clearance / Export Permit from NVQS

APPLICATION FOR EXPORT CLEARANCE – TRANSMITTAL NOTIFICATION

Applicant
Submit application including requirements*

Environmental Management Bureau-Records Section
Receives documents

Hazardous Wastes Management Section (HWMS)
Evaluates and conducts site inspection

Environmental Quality Division
Conducts further evaluation

Office of the Director
Makes comments/revision; if none, exporter’s notification is issued

HWMS
Releases Notification

*Requirements
- Transmittal letter requesting Exportation
- Clearance and Permit to Transport
- Hazardous Wastes/Recyclable Materials
- Duly accomplished notification form
- Generator’s DENR ID No. and latest self-monitoring report
- Insurance (Shipment)
- Last Bill Of Lading (for renewals)
- Movement of document/manifest form
- For previous export
  - Affidavit of Joint undertaking of Exporter/Importer
  - Notification – Php500.00/notification
BUREAU OF FISHERIES AND AQUATIC RESOURCES (BFAR)

ISSUANCE OF EXPORT PERMIT FOR FRESH/FROZEN/CHILLED FISHERY PRODUCTS (OLD CLIENTS)

Office: Fisheries Regulatory and Quarantine Division (FRQD)
Foreign Trade Miscellaneous Permits Section (FTMPS)

Schedule: Mondays to Fridays

Fees: No Fees Required per Executive Order No. 664

Processing Time: 30 minutes

Clients: Exporters of Fresh/Frozen/Chilled Fishery Products (Old Clients)

What are the Requirements:
1. Application
2. Proforma Invoice
3. Export Declaration
4. Authorization letter of representative from exporter with photocopy ID
5. EU Health Certificate or Non-EU countries (Quarantine Clearance for outgoing products)

HOW TO AVAIL OF THE SERVICE

<table>
<thead>
<tr>
<th>Step</th>
<th>Client Step</th>
<th>Action</th>
<th>Duration</th>
<th>Office/Person Responsible</th>
<th>Forms Required</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secure and fill out application form</td>
<td>Review documents and encode</td>
<td>10 minutes</td>
<td>Avelina S. Viernes</td>
<td>Application Form</td>
<td>FRQD - FTMPSF 4F PCA Annex Building, Elliptical Road, Diliman, Q.C.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit the application form together with the requirements</td>
<td></td>
<td>Querald N. Quetulio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Forward to Division Chief for approval and signature</td>
<td>5 minutes</td>
<td>Atty. Annaliza, A. Vitug</td>
<td></td>
<td>FRQD - 4F PCA Annex Building, Elliptical Road, Diliman, Q.C.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Stamp the permit</td>
<td>1 minute</td>
<td>Querald N. Quetulio</td>
<td></td>
<td>FRQD - FTMPSF</td>
</tr>
<tr>
<td>4</td>
<td>Claim the permit</td>
<td>Release of permit</td>
<td>1 minute</td>
<td></td>
<td></td>
<td>FRQD - FTMPSF</td>
</tr>
</tbody>
</table>
ISSUANCE OF EXPORT COMMODITY CLEARANCE (ECC)

**Office:** Fisheries Unit, One-Stop Export Documentation Center (OSEDC)

**Schedule:** Mondays to Fridays

**Fees:** No Fees Required per Executive Order No. 664

**Processing Time:** 20 minutes to 1 hour

**Clients:** Exporters of Fish and Fishery Products including Shellcrafts and Ornamental Shells (except exporters of fresh, chilled and frozen products and those exporting to EU which require Hazard Analysis and Critical Points (HACCP) accreditation / EU approval number)

**What are the Requirements:**

1. For non-commercial export (i.e. personal use, sample only, scientific research, etc.):
   a. Partially completed ECC Application Form 1. Invoice, product sample and other relevant documents, if applicable (see item #2b)

2. For commercial export:
   a. Partially completed ECC Application 1, copy of Export Declaration (ED), invoice/packing list, and product/commodity sample in lieu of on-site inspection of commodity for export
   b. Other relevant documents as may be required by the importing country, buyer and OSEDC Unit, such as but not limited to:
      - Copy of BFAR Registration Certificate issued by BFAR-Fish Health Management and Quality Assurance Section, (FHMQAS) to exporters of live ornamental fish, live food fish and crustaceans (Note: one-time submission only)
      - Copy of Health Certificate and other certification issued by FHMQAS as applicable
      - Updated inspection report of FHMQAS on the holding and packing facilities for live ornamental fish, live food fish and crustacean
      - LGU/BFAR-issued Certification for aquacultured or farmed (i.e. propagated or hatchery bred) live food fish and crustaceans
      - DOH-Quarantine Certificate on the laboratory analysis (i.e. Vibro cholerae) of fish and fishery products for human consumption bound for Japan
      - Results of Laboratory Analysis for fish and fishery products for human consumption as applicable

**HOW TO AVAIL OF THE SERVICE**

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<tr>
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<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit application for ECC, relevant supporting documents and commodity sample</td>
<td>2-3 minutes</td>
<td>Farida M. Batolos</td>
<td>Partially completed application form 1 (typewritten) for ECC and Copy of ED (if commercial export)</td>
<td>Hall 2, Philtrade Center, Roxas Boulevard Pasay City</td>
</tr>
<tr>
<td>Step</td>
<td>Client Step</td>
<td>Action</td>
<td>Duration</td>
<td>Office/ Person Responsible</td>
<td>Forms Required</td>
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<tr>
<td></td>
<td></td>
<td>Assign application number on the document</td>
<td></td>
<td></td>
<td>• Invoice/packing list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assign to inspector for further taxonomic identification</td>
<td></td>
<td></td>
<td>• Commodity sample</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identification and inspection/ verification of commodity against submitted export documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Taxonomic identification and verification of the submitted commodity sample, and validation of export documents</td>
<td>10-25 minutes Note: shellcraft commodity, may take longer in identifying the taxonomic description of each shell used or contained in the item</td>
<td>Amor G. Diaz/ Dalisay D. Moneda</td>
<td>Additional Requirements (as applicable) • BFA-FHMQAS Registration certification • HC/other required FHMQAS certification • Updated FHMQAS inspection report • DOH-Quarantine Certificate (Japan-bound fishery product for human consumption) • Results of laboratory analysts</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Preparation of CC</td>
<td>3-5 minutes</td>
<td>Amor G. Diaz/ Dalisay D. Moneda</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>BFAR inspector checks/ reviews, and signs CC before forwarding to the Approving Officer</td>
<td>1-5 minutes</td>
<td>Amor G. Diaz/ Dalisay D. Moneda</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Final review and approval of CC</td>
<td>1-10 minutes Note: review and approval process takes longer than usual if client is doing multiple applications per transaction when transacting during peak hours</td>
<td>Farida M. Batolos</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Receive CC</td>
<td>1 minute</td>
<td>Farida M. Batolos / Amor G. Diaz/ Dalisay D. Moneda</td>
<td></td>
</tr>
</tbody>
</table>
ISSUANCE OF CLEARANCE FOR OUTGOING FISH AND FISHERY PRODUCTS VIA THE MDA/NAIA

**Office:** Fisheries Quarantine Services
Manila Domestic Airport (MDA) / Ninoy Aquino International Airport (NAIA)

**Schedule:** 24/7

**Fees:** No Fees Required per Executive Order No. 554

**Processing Time:** 1 hour

**Clients:** Shippers/Exporters and Outgoing Passengers

**What are the Requirements:**
1. Export Permit/s
2. Commodity Clearance/s
3. Export Declaration/s and Invoice/s
4. Airway bill
5. Other requirements of importing countries

**HOW TO AVAIL OF THE SERVICE**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notify and present fish and/or fishery products to the Fisheries Quarantine officer or inspector for inspection, verification and clearance for at least 3 days prior to shipment</td>
<td>Accepts notice and immediately schedules inspection and clearance procedures</td>
<td>2-3 minutes</td>
<td>Farida M. Batolos</td>
<td>Fisheries Quarantine Officer and/or Inspector on-Duty</td>
<td>Fisheries Quarantine Office / Counter</td>
</tr>
<tr>
<td>2</td>
<td>Inspect / verify the fish and / or fishery products shipped (incoming / import) to be shipped (outgoing / export)</td>
<td>Minimum of 5 minutes</td>
<td>Fisheries Quarantine Officer and/or Inspector on-Duty</td>
<td>Fisheries Quarantine Office / Counter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Withdraw shipment or surrender it for confiscation</td>
<td>Deny clearance for commodities that do not comply or violate fishery rules and regulations</td>
<td>Depends on the volume of the shipment</td>
<td>Fisheries Quarantine Officer and/or Inspector on-Duty</td>
<td>Fisheries Quarantine Office / Counter</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Present or submit transport / document requirements</td>
<td>Check the documents for completeness and determine compliance with fishery rules and regulations</td>
<td>2 minutes</td>
<td>Fisheries Quarantine Officer and/or Inspector on-Duty</td>
<td>Transport / Document requirements</td>
<td>Fisheries Quarantine Office / Counter</td>
</tr>
</tbody>
</table>
The Bureau of Plant Industry (BPI) operates under the International Plant Protection Convention (IPPC) standard for export certification system. Exporters must comply with requirements imposed by trading partners to assure acceptability of their commodities.

1. Export Certification Procedure

The Philippine Quarantine Service (PQS) shall require the exporter to submit the following:
- Import Permit from the country of destination if required. The IP shall state the terms and conditions to be complied with to facilitate clearance of commodities.
- Clearance to export restricted and/or prohibited exports or movement of plants and plant products issued by designated agencies of the Philippines, such as the Forest Management Bureau and DENR for certification with regards to the CITES of wild Fauna and Flora.
- Accomplished application for Phytosanitary Certification.
- The commodities to be inspected/examined/verified must be submitted at least 48 hours prior to actual loading, either at the office of the Plant Quarantine Services or at the premises of the exporter, which ever is convenient for both parties.
- Treatment, unless compulsary or mandated by the importing country may be waived. It maybe performed at the facilities operated by the PQS or private firms licensed to operate fumigation facilities. If the latter, a plant quarantine officer must supervise the entire operations.

2. Phytosanitary Certification (PC):

Upon compliance with the preceding requirements, the commodities will be issued a phytosanitary certificate or plant health certificate in accordance with IPPC/FAO.
- The BPI-PQS is the only government agency in the Philippines authorized to issue the PC.
- Only an authorized plant quarantine officer may validate a PC.
- Certification shall only be issued for commodities that completely meet the import requirements of the country of destination.
- PC shall be denied for exports to countries in which the commodity is prohibited by the plant quarantine regulations.

3. Re-export Phytosanitary Certification

PC for re-export shall be issued for in-transit shipments if the country of destination requires such certification. Any treatment and/or quarantine actions instituted on the in-transit cargo during its stay in the Philippines shall be stated in the re-export PC.

List of most important export products
- Fresh Bananas
- Coconut (desiccated)
- Fresh Pineapple
- Coconut Copra
- Coconut Copra Meal/Pellets
- Coconut copra solvent
- Tobacco leaves (dried)
- Fresh Mango
- Fresh Onion (shallots)

Verification / Inspection and Treatment

After verification and evaluation of the required documents, inspection shall be conducted by random sampling. Samples are then subjected to laboratory examination. Depending on the results of the examination, the following may be conducted:
- Release to the consignee if no pest is found in the consignment.
- Treat the commodity if the pest found can be eliminated by an internationally approved treatment.
- Post-entry quarantine for a period of time.
- If found infested with dangerous quarantine pests, and treatment is not possible:
  - Return to the port of origin.
  - Ship to other countries that will accept the consignment, or
  - Destroy the consignment.
- In all cases, the corresponding fees and charges shall be borne by the importer.

Permits shall be revoked and further permit issuance shall be refused if the materials have the following findings:
- Inspection and certification are confirmed to be merely superficial;
- Failure of the Permittee to give the required notice;
- False notice;
- Misdeclared shipment;
- Falsification of plant quarantine terms and conditions imposed in the permit;
- Other violations of plant quarantine rules and regulations.
APPLICATION AND ISSUANCE OF PHYTOSANITARY CERTIFICATE

Schedule of Availability of Service: 8:00 a.m. – 5:00 p.m. (Monday to Friday with no breaks) (some PQ stations are open on Saturdays, Sundays, and holidays)

Who May Avail of the Service: Any person who are exporting plants, planting materials and plant products abroad*

What are the Requirements:
1. Duly Accomplished Application Form (BPI “Q” Form No. 10**)
2. Actual commodity/shipment for inspection
3. Other documents/clearances from other agencies (if applicable)

Duration: 30 minutes to 5 days (may vary if quarantine treatment is required)

HOW TO AVAIL OF THE SERVICE

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration (under normal circumstances)</th>
<th>Person in Charge</th>
<th>Fee</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fill out Application for Inspection and Phytosanitary Certification</td>
<td>Provide client Application Form (and explain if necessary)</td>
<td>3 minutes</td>
<td>PQ Officer</td>
<td>Free</td>
<td>BPI “Q” Form No. 10</td>
</tr>
<tr>
<td>2</td>
<td>Submit accomplished BPI “Q” Form No. 10</td>
<td>Review information on the application form</td>
<td>2 minutes</td>
<td>PQ Officer</td>
<td>BPI “Q” Form No. 10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Present actual PQ Officer commodity for inspection</td>
<td>Inspect commodity (if treatment is required, PQ Officer supervise treatment)</td>
<td>Minimum of 10 minutes (may vary depending on kind of treatment and volume of shipment)</td>
<td>PQ Officer</td>
<td>BPI “Q” Form No. 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print and Sign Phytosanitary Certificate</td>
<td></td>
<td>5 minutes</td>
<td>Clerk / PQ Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Receive Phytosanitary Certificate</td>
<td>Release Phytosanitary Certificate</td>
<td>Applicant / PQ Officer</td>
<td>BPI “Q” Form No. 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fill out Feedback Form</td>
<td>Issue and collect feedback form</td>
<td>PQ Officer</td>
<td>Clienteles’ Feedback Form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Exporters of commodities under a bilateral agreement are required to be accredited by Philippine PQS
** Downloadable from BPI website
ACCREDITATION OF COFFEE EXPORTERS

In accordance with DAO No. 1, 1989 and DTI Circular No. 1, 1993

Exporter-Applicant submits Letter of Intent and required documents* to DTI EMB-Coffee.

DTI EMB-Coffee staff evaluates application and conducts ocular inspection of the Exporters' place of business.

Requirements satisfactory?

YES

DTI-EMB-Coffee staff prepares Certificate of Accreditation and assigns ICO Exporter Identification Number.

DTI EMB Director signs Certificate of Accreditation.

DTI EMB-Coffee staff notifies Exporter-Applicant of the approval of the Certificate of Accreditation.

NO

Exporter-Applicant completes the requirements.

Required Documents*

1. Letter of Intent for Coffee Exporter Accreditation
2. DTI Business Name Registration (for Sole Proprietorship) or SEC Registration (for Partnership or Corporation) or CDA Registration (for Cooperative)
3. BIR Registration (VAT/Non-VAT)
4. Mayor's Permit
5. Audited Financial Statements (Immediately preceding taxable calendar year).
6. Authorization to transact with DTI EMB-Coffee (for Partnership or Corporation/Cooperative)

CERTIFICATE OF EXEMPTION**

Exporter submits letter of request for Certificate of Exemption (CE) and may include Packing List to DTI EMB-Coffee.

DTI EMB-Coffee personnel accepts, evaluates, and recommends proper action on application.

Requirements satisfactory?

YES

DTI EMB-Coffee Staff prepares the CE.

NO

DTI EMB-Coffee cites the reason that shipment is over the sample size requirement then advises applicant to apply for accreditation.

DTI EMB-Coffee releases the approved CE and applicant may now present the CE with the sample shipment to the Bureau of Customs (BOC).

**Only exporters of sample size or small quantities of coffee export parcels for promotion, gift, personal use, etc. with the following weight equivalent of 60 kg. of Green Beans; 50.40 kg of Roasted Beans; and 23 kg. of Soluble/Liquid Coffee can apply. Otherwise, apply for Coffee Exporters Accreditation.
**AUTOMATED EXPORT DOCUMENTATION SYSTEM (AEDS) PRE-SHIPMENT**

**START**


DTI EMB-Coffee clears coffee export parcel for loading.

Exporter sends ED SAD application online through the Value Added Service Provider (VASP) to the Bureau of Customs (BOC).

Exporter delivers the commodity at the loading area.

BoC inspects and permits loading via ship or aircraft.

Exporter pays his Documentary Stamps thru the Payment Abstract Secure System 5 (PASS5) with its Authorized Agent Bank (AAB).

**END**

**CERTIFICATE OF ORIGIN (CO) POST-SHIPMENT**

**START**

Exporter submits the non-negotiable Bill of Lading (B/L) and validated Export Declaration (ED) to DTI EMB - Coffee for issuance of the CO.

EMB Coffee prepares and signs in Box#16(b) of the CO.

BoC signatory signs in Box#16(a) of the CO.

**END**

**CLIENT PROFILE REGISTRATION SYSTEM (CPRS) FOR COFFEE**

**START**

Accredited Coffee Exporter requests for a Unique Reference Number (URN) from DTI EMB - Coffee.

DTI EMB - Coffee staff assigns a URN to Exporter.

Exporter chooses a Value Added Service Provider (VASP).

Exporter fills out the Exporters Profile Information (EPI) at the website of chosen VASP.

VASP sends alert notification to DTI EMB - Coffee.

**IF APPROVED**

CPRS sends an email notification to Exporter with attached Certificate of Registration (CoR), Customs Client Number (CCN).

(Note: After the receipt of the CoR and CCN, the exporter must open an account with the Authorized Agent Bank (AAB) for the issuance of a Bank Reference Number (BRN) which will be used in all financial transactions with the BOC.)

**IF DISAPPROVED**

DTI EMB - Coffee staff reviews the EPI and the URN encoded in the CPRS?
The process involved in the exportation of the commodities is as follows:

1. The exporter applies for NFA license as exporter (registration only) at NFA local Office including other lines of business activities. The export license is free of charge while other business activities require a payment based on capitalization.

2. The exporter must first register with the Bureau of Customs/ National Single Window (BOC-NSW) System.

3. Once registration is completed with BOC-NSW, the exporter can now proceed to apply for an export permit under the NSW web portal. The application process includes submission of e-copies of the following:
   1. NFA License as exporter and other line of business activities
   2. Letter of Intent to export addressed to NFA
   3. Copy of TIN
   4. BPI Phytosanitary Certificate
   5. Export Pro-forma Invoice

4. The NFA will verify all documents attached to the application form accomplished by the exporter through the BOC-NSW System. If everything is complete and in order, NFA shall prepare the export permit and memorandum for approval by the NFA Administrator.

5. Once the export permit is approved by the NFA Administrator, the Application Form of the exporter from the BOC-NSW shall be marked as approved by NFA and the hard copy of NFA export permit shall be released to the exporter at no extra cost.
## OMB Issuance of Export Permit

<table>
<thead>
<tr>
<th>Steps</th>
<th>Office/Person Responsible</th>
<th>Location</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Secure OMB Application Form for Import/Export Permit and list of requirements from the frontline receiving/assessing area</td>
<td>Registry Unit Ariel Marian</td>
<td>Ground Floor</td>
<td>5 mins.</td>
</tr>
<tr>
<td>2. Submit the filled-out and notarized application form with complete requirements to the Registry Receiving/Assessing Officer for checking and assessing of corresponding fees</td>
<td>Registry Unit Ariel Marian</td>
<td>Ground Floor</td>
<td>15–20 mins.</td>
</tr>
<tr>
<td>3. Pay the required fees by presenting the Assessment Slip and cash and/or check payment to the Cashier</td>
<td>Cash Unit Analyn Genelfin</td>
<td>4th Floor</td>
<td>5–15 mins.</td>
</tr>
<tr>
<td>4. Present the Official Receipt and return the Assessment Slip to the Registry Receiving/Assessing Officer for the issuance of duplicate as Applicant’s copy</td>
<td>Registry Unit Ariel Marian</td>
<td>Ground Floor</td>
<td>5 mins.</td>
</tr>
<tr>
<td>5. Claim processed permits from the Registry Releasing Officer after three (3) working days or shorter, provided that the requirements are complied with. Present authorization letter with photocopy of valid ID if the person claiming is not the applicant</td>
<td>Registry Unit Ariel Marian</td>
<td>Ground Floor</td>
<td>5–10 mins.</td>
</tr>
</tbody>
</table>

## Requirements for Import/Export Permit

- Registration/License as importer and/or exporter
- Duly accomplished application form for Import/Report Clearance
- Affidavit of Undertaking
- Certified Copy of Contract and/or Certificate of Ownership from the Source of Rights
- Airway Bill or Bill of Lading
- Certified Copy of Commercial Invoice (Import) / Proforma Invoice (Export)
- Packing List
- Import/Export Permit Fee: PhP500.00/Airway Bill or Bill of Lading
A. REGISTRATION UNDER THE PHILIPPINE COCONUT AUTHORITY (PCA) ADMINISTRATIVE ORDER NO. 001 SERIES OF 1982

WHO SHOULD REGISTER
All persons or firms engaged in any business activity/operation involving coconut products and by-products

DOCUMENTS REQUIRED
1. Processors of Coconut-Based Products
   a. For Corporations/Partnerships
      • SEC Certificate of Registration
      • Articles of Incorporation/Partnership and By-laws
      • Municipal business permit/license
      • Building plans/permit
      • Project Feasibility Study
   b. For Single Proprietorships
      • DTI Certificate of Registration
      • Municipal business permit/license
      • Building plans/permit
      • Project Feasibility Study
2. Exporters/Traders of Coconut-Based Products
   a. For Corporations/Partnerships
      • SEC Certificate of Registration
      • Articles of Incorporation/Partnership and By-laws
      • Municipal Business Permit-License
   b. For Single Proprietorships
      • DTI Certificate of Registration
      • Municipal Business Permit-License
   c. For Trade Intermediaries
      • Broker’s License
      • DTI Certificate of Registration

REGISTRATION PROCEDURE
The registrant submits to the PCA Market Regulations Division (MRD) the duly accomplished registration application form with all the required documents.

B. REGISTRATION (NEW/RENEWAL) OF PROCESSORS, EXPORTERS & TRADERS OF COCONUT PRODUCTS & BY-PRODUCTS

SCHEDULE OF AVAILABILITY OF THE SERVICE
Monday-Friday
7:00 - 5:00 p.m. without noon break

WHO MAY PARTICIPATE IN THE PROJECT
I. Processors of coconut-based products
II. Exporters/Traders of coconut-based products
III. Trader Intermediaries

WHAT ARE THE REQUIREMENTS
A. NEW REGISTRANT
   I. PROCESSORS OF COCONUT-BASED PRODUCTS
      A. Corporation
         1. Properly accomplished and notarized Application for Registration
         2. Registration Certificate issued by the SEC
         3. Articles of Incorporation and By-laws
         4. City/Municipal permit/license
         5. License to Operate (LTO) issued by Food and Drug Administration for all coconut food-based products
         6. Building plan and permit
         7. Feasibility Study
B. Single Proprietorship/Partnership
1. Properly accomplished and notarized Application for Registration
2. Registration with the DTI
3. Articles or Contract of Partnership
4. Municipal permit/license
5. Building plan and permit
6. Feasibility Study

II. EXPORTERS/TRADERS OF COCONUT-BASED PRODUCTS
A. Corporation
1. Properly accomplished and notarized Application for Registration
2. Registration Certificate issued by the SEC
3. Articles of Incorporation and By-Laws
4. Municipal permit/license
5. License to Operate (LTO) issued by Food and Drug Administration for all coconut food-based products

B. Single Proprietorship/Partnership
1. Properly accomplished and notarized Application for Registration
2. Registration with the DTI
3. Municipal permit/license

III. Trade Intermediaries
1. Properly accomplished and notarized Application for Registration
2. Broker’s license
3. Registration with the DTI
4. Registration with the SEC

Duration: 1 day to 3 days
# HOW TO AVAIL OF SERVICE

**STEP 1**

**Applicant/Client:** Submit documents for registration

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (under normal circumstances)</th>
<th>Person in Charge</th>
<th>Fee</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit documents for registration</td>
<td>Receive/review application for registration and supporting documents</td>
<td>20 minutes</td>
<td>Coconut Production &amp; Regulation Officer (CPRO)</td>
<td>10 minutes</td>
<td>Application Form</td>
</tr>
<tr>
<td></td>
<td>Conduct information verification. Prepare report of inspection and Certificate of Registration</td>
<td>1 day</td>
<td>CPRO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review and evaluate application for registration and supporting documents and approve/sign Certificate of Registration</td>
<td>1</td>
<td>Regional Manager IV-B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepare Order of Payment and advise client to submit a copy of the receipt</td>
<td>10 minutes</td>
<td>CPRO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Authorized Capitalization, Amount</strong></td>
<td></td>
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<tr>
<td></td>
<td>P50,000 and below, P200.00</td>
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<td></td>
<td>Over P50,000 to P100,000, 500.00</td>
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<tr>
<td></td>
<td>Over P100,000 to P300,000, 1,500.00</td>
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<tr>
<td></td>
<td>Over P300,000 to P1.5M, 2,500.00</td>
<td></td>
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<tr>
<td></td>
<td>Over P1.5M to P2M, 1/5 of 1%</td>
<td></td>
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<tr>
<td></td>
<td>Over P2M to P10M, 1/5 of 1%</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Over P10M to P25M, 1/5 of 1%</td>
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<tr>
<td></td>
<td>Over P25M to P50M, 1/5 of 1%</td>
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<tr>
<td></td>
<td>Over P50M to P100M, 1/5 of 1%</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Over P100M, 1/5 of 1%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Process payment and issue Official Receipt</td>
<td>10 minutes</td>
<td>Cashier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Release Certificate of Registration</td>
<td>2 minutes</td>
<td>CPRO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## B. RENEWAL OF REGISTRATION

**WHAT ARE THE REQUIREMENTS**
1. Properly accomplished and notarized Application for Registration
2. Mayor’s permit/municipal permit

**Duration:** 1 to 2 days

### HOW TO AVAL OF THE PROJECT

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (under normal circumstances)</th>
<th>Person in Charge</th>
<th>Fee</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fill-out application for renewal of registration</td>
<td>Advise client to get certification of no PCA fee obligation from Coconut Investment Service Fund (CISF)</td>
<td>1 minute</td>
<td>CPRO</td>
<td></td>
<td>Application Form</td>
</tr>
<tr>
<td>2</td>
<td>Submit application for renewal of registration to CISF</td>
<td>Receive/evaluate application form and other documents</td>
<td>1 minute</td>
<td>Trade Control Examiner CISF</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Verify from the CISF records status of company’s compliance with the payment of PCA fees and submission of reportorial requirements.</td>
<td>3 minutes</td>
<td>Trade Control Examiner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepare Certification to be signed by the CISF Manager to Regional Office</td>
<td>3 minutes</td>
<td>CISF Manager</td>
<td></td>
<td>Certification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review the documents/Sign the Certification</td>
<td>2 minutes</td>
<td>Trade Control Examiner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sign receipt of Certification</td>
<td>Release the Certification</td>
<td>1 minute</td>
<td>Trade Control Examiner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Applicant/Client</td>
<td>Service Provider</td>
<td>Duration of Activity (under normal circumstances)</td>
<td>Person in Charge</td>
<td>Fee</td>
<td>Form</td>
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</tr>
<tr>
<td>4</td>
<td>Submit documents for renewal of registration together with Certification of no PCA fee obligation from CISF</td>
<td>Receive/review application for registration and inform the client of the amount of Registration Fee. Prepare Order of Payment and advise client to submit a copy of the receipt</td>
<td>20 minutes</td>
<td>CPRO, Market Regulation Division</td>
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<td></td>
<td></td>
<td></td>
<td>10 minutes</td>
<td>CPRO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Pay registration fee to the Cashier</td>
<td>Process payment and issue O.R.</td>
<td>10 minutes</td>
<td>Cashier</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepare evaluation and Certificate of Registration</td>
<td>20 minutes</td>
<td>CPRO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approve Certificate of Registration</td>
<td>20 minutes</td>
<td>Regional Manager IV-B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Receive Certificate of Registration</td>
<td>Release Certificate of Registration</td>
<td>10 minutes</td>
<td>CPRO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorized Capitalization, Amount**
- P50,000 and below, P200.00
- Over P50,000 to P100,000, 500.00
- Over P100,000 to P300,000, 750.00
- Over P300,000 to P1.5M, 1,250.00
- Over P1.5M to P2M, 2,000.00
- Over P2M to P10M, 3,000.00
- Over P10M to P25M, 5,000.00
- Over P25M to P50M, 8,000.00
- Over P50M to P100M, 10,000.00
- Over P100M, 20,000.00

For late renewal, a surcharge of equivalent to 14% of the renewal fee.
### 3. Issuance of Export & Commodity Clearances

**Schedule of Availability of the Service**

Monday-Friday

7:00 - 5:00 p.m. without noon break

---

**Who May Avail of the Project**

I. Exporters of coconut-based products

II. Trade Intermediaries

---

### How to Avail of the Project

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (under normal circumstances)</th>
<th>Person in Charge</th>
<th>Fee</th>
<th>Form</th>
</tr>
</thead>
</table>
| 1    | Submit properly accomplished application for export clearance together with the requirements | Accept and verify export application and supporting documents and compute regulatory fees and Laboratory Analysis fees | 2 hours | Market Regulation Division Staff-Coconut Production and Regulation Officer (CPRD) | 1. Export Processing Fee (per Export Declaration), P320.00  
2. Laboratory Analysis Fee (Refer to PCA A.O. 01, s. 2003)  
3. Inspection and Supervisory Fees  
   a. Dried Coconut, 940.00  
   i. per Export Declaration, maximum of 2 container vans per E.D., plus, 3,100.00  
   b. Bulk Loading  
      i. Copra, 4.40  
      ii. Coconut Oil and/or its derivatives, 5.40  
      iii. Copra Meal/Pellets, 4.40  
   c. For general cargo packed in cans, bags, crates, etc., 626.00  
      i.e. per E.D. maximum of 2 container vans per Export Declaration plus, 3,100.00 | Export Clearance and required documents, and Order of Payment |
<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration of Activity (under normal circumstances)</th>
<th>Person in Charge</th>
<th>Fee</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Pay regulatory fees and laboratory analysis fees</td>
<td>Process payments and issue Official Receipt</td>
<td>10 minutes</td>
<td>Cashier</td>
<td>PCA Fee of PhP 0.12 per kilo of copra or its equivalent in other coconut products such as: Crude Coconut Oil (CNO) - PhP 0.19355/kg, Cochin Oil - PhP 0.20374/kg, Edible Coconut Oil (RBD) - PhP 0.20482/kg, Dessicated Coconut (DCN) - PhP 0.18553/kg, Whole Nut/Fresh Coconut - PhP 0.0282/kg, Virgin Coconut Oil (VCO) - PhP 0.46028/kg, Fatty Alcohol, Fatty Acid, Methyl Ester, Coconut Milk - PhP 0.11611, Coconut Milk Powder - PhP 0.55512/kg.</td>
<td>Inspection Report Form (buko)</td>
</tr>
<tr>
<td></td>
<td>Collect samples of commodity for laboratory analysis</td>
<td>5 hours within Metro Manila</td>
<td>CPRO</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Inspect commodity before loading (buko)</td>
<td>1 hour</td>
<td>CPRO</td>
<td></td>
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<tr>
<td></td>
<td>Prepare request for Lab Analysis and forward to PCQRD together with the samples</td>
<td>1 hour</td>
<td>CPRO</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Prepare Commodity Inspection Report</td>
<td>1 hour</td>
<td>CPRO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Proceed to CISF Assessment &amp; Collection Department</td>
<td>Receive and examine export clearance application, export declaration and sales invoice</td>
<td>5 minutes</td>
<td>Trade Control Examiner (CISF)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Compute amount of PCA fee to be paid based on sales invoice</td>
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<td>Verify authenticity of the check/correctness of amount stated on the check</td>
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<td></td>
<td>Issue Order of Payment</td>
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</tr>
<tr>
<td>4</td>
<td>Receive Assessment Order of Payment</td>
<td></td>
<td>Order of Payment</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Step</td>
<td>Applicant/ Client</td>
<td>Service Provider</td>
<td>Duration of Activity (under normal circumstances)</td>
<td>Person in Charge</td>
<td>Fee</td>
<td>Form</td>
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</tr>
<tr>
<td>5</td>
<td>Proceed/ submit Order of Payment in check or cash</td>
<td>Process payment and issue O.R. based on the Order of Payment prepared by the Trade Control Examiner</td>
<td>2 minutes per check payment</td>
<td>Cashier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Go back to CISF NS present O.R. to the Trade Control Examiner</td>
<td>Record/fill out form with details of payment</td>
<td>2 minutes per check payment</td>
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<tr>
<td></td>
<td></td>
<td>Initial on the CISF portion of application form</td>
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<td></td>
<td>Sign on the application form</td>
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<tr>
<td>7</td>
<td>Receive the export clearance form</td>
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</tr>
<tr>
<td>8</td>
<td>Go back to Market Regulation Division (MRD)</td>
<td>Prepare Commodity and Export Clearances to incorporate Test/ Lab Analysis Report Results</td>
<td></td>
<td></td>
<td></td>
<td>Export Clearance and Commodity Clearance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validate entries in the Export and Commodity Clearances</td>
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<tr>
<td></td>
<td></td>
<td>Review application and supporting documents; Endorse the same for appropriate action to the Deputy Administrator (DA) for Trade and Market Development Branch (TMDB)</td>
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<tr>
<td></td>
<td></td>
<td>Approve/sign Export and Commodity Clearance</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Receive Export and Commodity Clearances</td>
<td>Release Export and Commodity Clearances together with Test Results; instruct inspection/loading supervisions to CPROs (Regions)</td>
<td>10 minutes</td>
<td>CPRO</td>
<td></td>
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</tr>
</tbody>
</table>
WHAT TO KNOW TO OBTAIN RADIOACTIVE MATERIAL LICENSE

CODE OF PNRI REGULATIONS (CPRs)
The following parts of the CPR are common to all applicants / licensees:

- CPR Part 2 – Licensing of Radioactive Material
- CPR Part 3 – Standards for Protection Against Radiation
- CPR Part 22 – Fees and Charges for Radioactive Material Licenses and Other Regulatory Services
- CPR Part 26 – Security of Radioactive Sources

The following parts of the CPRs are practice specific:

<table>
<thead>
<tr>
<th>Type</th>
<th>Part</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>12</td>
<td>Licenses for Medical Use of Sealed Radioactive Sources in Teletherapy</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Licenses for Medical Use of Radiopharmaceuticals</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Licenses for Medical Use of Sealed Radioactive Sources in Brachytherapy</td>
</tr>
<tr>
<td>Industrial</td>
<td>11</td>
<td>Licenses for Industrial Radiography and Radiation Safety Requirements for Radiographic Operations</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Licenses for Large Irradiators</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Licenses for the use of sealed sources contained in Industrial Devices</td>
</tr>
<tr>
<td>Commercial</td>
<td>20</td>
<td>Licenses to Manufacture and Dispense Radiopharmaceuticals</td>
</tr>
<tr>
<td>Facility</td>
<td>21</td>
<td>Licensing and Safety Requirements of Particle Accelerator Facilities for the Production of Radioisotopes</td>
</tr>
</tbody>
</table>

FLOWCHART ON THE PROCESSING AND ISSUANCE OF RADIOACTIVE MATERIAL LICENSE

All applications and requests are acted on within fifteen (15) working days upon receipt.
REQUIREMENTS FOR NEW APPLICATION FOR RADIOACTIVE MATERIAL LICENSE

1. Appropriate and completed license application form with supporting documents (signed by the head of the company / institution or designated representative and duly notarized). Application forms and CPRs are downloadable at www.pnri.dost.gov.ph or you may get the forms from the Licensing Review, and Evaluation Section (LRES), Nuclear Regulations, Licensing, and Safeguards Division (NRLSD);
2. Security Plan / Measures;
3. Copy of SEC registration; and
4. Payment of application and license fees.

FOR RENEWAL OF RADIOACTIVE MATERIAL LICENSE WITHOUT AMENDMENT

1. Completed appropriate application form or letter of request (Refer to applicable regulations)
2. Annual report (for medical practice additional report on accomplished activities of the MIC or RSC that includes review of the occupational dose records of personnel (as applicable);
3. Compliance with license specific conditions (as applicable);
4. Payment of license renewal fee;
5. For license renewal application filed less than thirty (30) days prior to expiration date and application for renewal of an expired license, please refer to CPR Part 22 for additional payment of surcharge fees;
6. Annual report on the use of radioactive material.

FOR AMENDMENT OF RADIOACTIVE MATERIAL LICENSE

1. Completed application form or letter of request indicating the items in the application form to be amended;
2. Supporting documents for each item to be amended;
3. Additional or revised radiation safety procedure or program, as required;
4. Payment of license amendment fee:

<table>
<thead>
<tr>
<th>Examples of amendments / changes</th>
<th>Supporting documents to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional radioactive material; corresponding change in radiation safety program (as applicable)</td>
<td>Specifications of the source (activity or activity concentration, chemical and physical form / initial leak test certificate (applicable to sealed sources); Updated radiation safety program</td>
</tr>
<tr>
<td>Change of RHSO, Asst. RHSO</td>
<td>Official appointment / designation signed by the management with the designee’s conforme; copies of proofs of training and experience, refer to practice-specific CPR for the requirements to be complied with</td>
</tr>
<tr>
<td>Additional personnel, e.g. authorized users, technologists, operators, radiographer</td>
<td>Proof of training / experience, refer to practice specific CPR for the requirements to be complied with</td>
</tr>
</tbody>
</table>

IMPORTANT REMINDERS

- For regulatory fees and charges, please refer to CPR Part 22
- CPR and application forms are downloadable from the PNRI website: www.pnri.dost.gov.ph
- All license applications that are sent by mail must be addressed to:
  Office of the Chief Nuclear Regulations Division
  Commonwealth Avenue, Diliman, Quezon City
- Handcarried applications must be filed with the Office NRD Chief,

For further inquiries, contact: 920.8810 or 929.6011 to 19 loc. 256 or email to: vkparami@pnri.dost.gov.ph
SUGAR REGULATORY ADMINISTRATION (SRA)

SRA MOLASSES AND MUSCOVADO CLEARANCE FOR EXPORT

REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Molasses / Muscovado Clearance for Export

<table>
<thead>
<tr>
<th>Exporter</th>
<th>Sugar Transaction Division</th>
<th>Budget &amp; Treasury Division</th>
<th>Manager III</th>
<th>Administrator/Deputy Administrator II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies/submits application/requirements</td>
<td>Checks/verifies supporting documents if in order and prepares Order of Payment</td>
<td>Receives payment and issues Official Receipt</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Processing fees: Molasses - P 30.00/metric ton Muscovado - P480.00/application</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Recommend/initials Export Clearance</td>
<td>Approves Export Clearance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receives Export Clearance</td>
<td>Records/releases Export Clearance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requirements:
1. Letter of application
2. Sworn statement as to the ownership of the molasses/muscovado to be exported and its location
3. Export Declaration

Note: The revised rate of increase is hereby deferred pending approval by the Department of Agriculture. Meanwhile, the old rate of fees and charges as provided for in General Administrative Order No. 1 and General Administrative Order No. 1-A, both Series of 2001-2002 and General Administrative Order No. 1, Series of 2002-2003 shall be collected.
REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Sugar Export Clearance

<table>
<thead>
<tr>
<th>Exporter</th>
<th>Sugar Transaction Division</th>
<th>Budget &amp; Treasury Division</th>
<th>Manager III</th>
<th>Administrator/Deputy Administrator II</th>
</tr>
</thead>
</table>

Applies/submits application/requirements.

- Checks/verifies supporting documents if in order and prepares Order of payment

- Checklist OK?

Yes: Receives payment and issues Official Receipt

- Processing Fee: P 50.00/Metric Ton

No: Processes/prepares Export Clearance

- Recommends/Initials Export Clearance

- Approves Export Clearance

- Receives Export Clearance

- Records/releases Export Clearance

Requirements:

- Letter application stating the following:
  - Name of vessel
  - Port of loading
  - FOB Value in US$/Total & Unit Value
  - Quantity to be exported (in LKg/Metric Ton)

- Accomplished Export Declaration
CERTIFICATE OF ORIGIN

- Issued by the unit who processed the ED to the exporter or his duly authorized representative
- BOC has the authority to verify the origin of the products and other statements in the certificate

DOCUMENTARY REQUIREMENTS

- Certificate Declaration
- Export Declaration
- Bill of Lading
- Commercial Invoice
- Any appropriate supporting documents proving the products to be exported qualify for the issuance of a CO

TYPES OF COs

- Form “D” - ASEAN Free Trade Area (AFTA)
- Form “E” - ASEAN-China Free Trade Area (ACFTA)
- Form “AK” - ASEAN-Korea Free Trade Area (AKFTA)
- Form “AANZ” - ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)
- Form “AJ” - ASEAN-Japan Comprehensive Economic Partnership Agreement (AJCEPA)
- Form “AI” - ASEAN-India Free Trade Area (AIFTA)
- Form “JP” - Philippines-Japan Economic Partnership Agreement (PJCEPA)
- Form “A” - Generalized System of Preference
- General C.O. or White C.O.

GSP - GENERALIZED SYSTEM OF PREFERENCE

- Provides preferential tariff treatment to certain products imported from designated developing countries (since 1970 – USA, EU, and other developed countries)

GSP C.O. Form “A”

- General Conditions: Product must –
  - Fall within a description of products eligible for preference in the country of destination
  - Comply with the rules of origin of the country of destination
  - Comply with the consignment specified by the country of destination (Direct from the country of exportation to country of destination)
  - Most preference-giving countries accept passage through intermediate countries subject to certain conditions
    - Australia - direct consignment is not necessary

GSP WITH U.S.A.

- Legal authorization for the GSP program expired on 31 July 2013 (U.S.C. Section 2465)
- As of midnight on 1 August 2013, imports that were previously eligible for duty-free treatment under GSP were subject to regular, normal trade relations duties
- For further question on the GSP, please contact:
  - European Commission, Directorate General for Trade:
    - Mr. Philippe Cuisson
      Email: philippe.cuisson@cec.eu.int
      Tel. (32-2) 295-27-94; Fax: (32-2) 296-92-90
    - Mr. Benoit Lefort
      Email: benoit.lefort@cec.eu.int
      Tel. (32-2) 299-96-90; Fax: (32-2) 296-92-90
    - Mr. Hannu Pitkanen
      Email: hannu.pitkanen@cec.eu.int
      Tel. (32-2) 296-83-25; Fax: (32-2) 296-92-90
- For questions on the GSP rules of origin, please contact:
  - Mr. Robert Light
    Email: robert.light@cec.eu.int
    Tel. (32-2) 295-07-89; Fax: (32-2) 296-98-50
  - European Commission, Directorate-General for Taxation and the Customs Union
  - The GSP on the net:
  - Guide on GSP rules of origin:
  - Expanding exports to the EU: Helpdesk for Developing Countries:
    http://export-help.cec.eu.int
    Email: export-help@cec.eu.int
    Tel. (32-2) 296-73-93
  - TARIC (Integrated Tariff of the Community) database:

GENERAL C.O. OR WHITE C.O.

- Issued upon request of the exporter for exports not qualified for either the GSP or ASEAN CPT but is nevertheless required by the importing country
- The original and duplicate copies are given to the exporter
APPENDIX 1

Laws and Regulations Affecting Export

PD. 930 Simplification of the Export Procedures and Documentation (Issued 13 May 1976)

E.O. 1016 With drawing the inspection, commodity and export clearance requirements on Philippine export (Issued 25 March 1985)

E.O. 26 Abolishing the Export Duties on all Export Products, except Logs, imposed under Section 514 of the Tariff & Customs Code, as amended (issued 1 July 1986)

CMO No. 158 – 99 dated 20 April 1999 Implementing the Revised Rules and Regulations implementing PD. 930

CMO No. 27 -2004 dated 8 October 1999 consolidated procedure in the issuance of certificate of origin with or without preferential tariff treatment and conduct of retroactive verification.

CMO No. 27A –2004 dated 5 November 2004 operational provisions in the processing of certificate of origin for canned tuna exports to Europe covered by the tariff quota system

E O No. 554 dated 3 August 2006 dispensation of export clearance requirement on some Phil commodity exports and elimination of fees and other charges imposed on export clearance, inspection permit and other documentary requirements.

CMO No. 184 2006 dated 15 August 2006 implementation of E.O no. 554.

CMO No. 22-2013 dated 29 January 2013 updated list of prohibited and regulated products for export under executive order no. 1016 as of December 2012
APPENDIX 2

Definition of Terms

AUTHORITY TO LOAD
Refers to the approval or permission granted by the BOC or its deputized agencies for the loading of export goods on board the carrier as specified in the covering Export Declaration.

CERTIFICATE OF ORIGIN
Refers to the declaration of the exporter, certified by the BOC, that the export complies with the origin requirement specified under bilateral, regional or multilateral trading arrangement to which the Philippines is a party.

CERTIFICATE OF SHIPMENT
Refers to the document which the BOC or its deputized agencies issue upon request of the exporter, or his duly authorized representative, certifying to the nature of shipment of export goods which could either be full shipment effected, shut-off or nonshipment.

CONTAINERIZED CARGOES
Refer to cargoes located within container vans or other sealable transport units.

CONVENTIONAL CARGOES
Refer to cargoes that are handled in pieces, packages, crates, bags, and the like.

EXPORTATION
Refers to transporting or sending merchandise or goods or raw materials to other countries for sale or trade.

EXPORT CLEARANCE
Refers to all pre-exportation requirements by any government agency other than those of the BOC to authorize loading.

EXPORT DECLARATION
Refers to the document required for every export shipment wherein the exporter or his duly representative declares and certifies the full particulars of a shipment.

PROHIBITED EXPORT PRODUCTS
Refers to products which are not allowed for exportation under existing policies of the government agencies concerned except for scientific or testing purposes.

REGULATED EXPORT PRODUCTS
Refer to products the exportation of which is not prohibited but which likewise need export clearance from government agencies concerned prior to exportation.

SINGLE ADMINISTRATIVE DOCUMENT
Document designed by the UNCTAD in documenting import and export transactions and which shall replace the Export Declaration (ED) in electronic form.
CUSTOMS MEMORANDUM ORDER
NO. 7-2012

SUBJECT: Supplemental Guidelines in the Implementation of the Automated Export Documentation System under E2M Customs

1.0 Scope
This Order shall cover all Export Declaration SAD lodged electronically by registered exporters to the (BOC) E2M Automated Export Declaration System (AEDS) thru accredited VASPS, Whether filed at the Export Divisions of the Collection Districts, including subports, the Export Coordinating Division (ECD) for provincial loadings or at the One-Stop Export Documentation Centers (OSEDCs)

2.0 Definition of Terms and Acronyms
a. Registered Exporters – Companies or individuals duly accredited as bona fide exporters by the Board of Investments, Freeport Zone Authorities (e.g., AFAB, CDC, SBMA, etc.), Philippine Economic Zone Authority (PEZA), the Bureau of Export Trade Promotion (BETP)*, the Philippine Exporters Confederation, Inc. (PHILEXPORT) and other government agencies as may be authorized by the Commissioner of the Bureau of Customs;
b. One-time Exporter – an individual, company, corporation or partnership who has a single shipment for export covered by one bill of lading and one export declaration.
c. Automated Export Documentation System (AEDS) – The BOC system module for the receipt and processing of the Export Declaration SAD.
d. Export Declaration-Single Administrative Document (ED-SAD) – The electronic representation of the Export Declaration, in lieu of the DTI Export Declaration form which is used in the manual export declaration processes submitted electronically to the BOC E2M AEDS.

* now Export Marketing Bureau (EMB)
3.0 General Provisions

3.1 Registration in the Client Profile Registration System (CPRS) Exporters,

3.1.1 Exporters shall be accredited based on whether they are investment or export-oriented.

3.1.1.1. The Accrediting agencies for investment promotion-oriented exporters are the BOI, PEZA, CDC, SBMA, AFAB, CEZA, and ZEZA, provided that garment exporters under the GTIS (Garments and Textile Import Services), except those located inside the PEZA Freeports, shall be accredited by the BOI.

3.1.1.2. The accrediting agency for export promotion-oriented exporters, as well as coffee exporters operating under the Export Development Act and the International Coffee Organization Certifying Agency is the BETP.

3.1.1.3. The accrediting authority for exporters not falling within any of the foregoing except Customs Bonded Warehouse (CBW) operators, shall be the PHILEXPORT.

3.1.2. Submission of List of Accredited Exporters

3.1.2.1. The accrediting agency shall cause the registration of its duly accredited, exporters in the; BOC CPRS by submitting to the BOC through its MISTG a list, in soft and hard copies; containing the (a) company individual name, (b) tax identification number (TIN); (c) Unique Reference Number (URN); (d) contact person; (e) Telephone Nos.; and (e) other material data of the exporter candidate for registration.

3.1.2.2. The accrediting agency shall assign a Unique Reference Number (URN), to the exporter it has accredited. The URN shall be part of the exporter's CPRS profile, in accordance with the following convention:

<table>
<thead>
<tr>
<th>Exporter Accrediting Agency</th>
<th>Prefix</th>
<th>URN Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOI</td>
<td>BOI</td>
<td>BOI-nnnnnn</td>
</tr>
<tr>
<td>BETP</td>
<td>BETP</td>
<td>BETP-nnnnn</td>
</tr>
<tr>
<td>PEZA</td>
<td>PEZA</td>
<td>PEZA-nnnnn</td>
</tr>
<tr>
<td>COG</td>
<td>COG</td>
<td>COG-nnnnnn</td>
</tr>
<tr>
<td>SBMA</td>
<td>SBMA</td>
<td>SBMA-nnnnn</td>
</tr>
<tr>
<td>AFAB</td>
<td>AFAB</td>
<td>AFAB-nnnnn</td>
</tr>
<tr>
<td>GEZA</td>
<td>GEZA</td>
<td>GEZA-nnnnn</td>
</tr>
<tr>
<td>ZEZA</td>
<td>ZEZA</td>
<td>ZEZA-nnnnn</td>
</tr>
<tr>
<td>PHILEXPORT</td>
<td>PHEX</td>
<td>PHEX-nnnnn</td>
</tr>
</tbody>
</table>

3.1.2.3. Exporters who are accredited with both export and promotion-oriented agencies shall apply for accreditation.

3.1.2.4. An exporter who is also an importer of goods shall use the same
Tax Identification Number (TIN) and business address registered in the importer’s CPRS profile.

3.1.3 Submission of the CPRS Profile - All exporters shall submit the required ePRS exporter profile data to the BOC E2M CPRS, thru any of the BOC accredited VASPs. Upon submission, the CPRS exporter profile data will automatically be stored in the BOC E2M CPRS for exporters.

3.1.4 Processing and Approval of the Certificate of Registration

3.1.4.1. The authorized government agencies and PHILEXPORT shall be given access to the BOC’s CPRS for the approval of the CPRS registration of their respective accredited exporters. BOC MISTG shall approve the initial CPRS registration of all other exporters during the initial year of implementation.

3.1.4.2. The approved CPRS shall be activated by the BOC MISTG. An e-mail alert notification will be sent automatically to the exporter’s email address, indicating the status of the CPRS registration, i.e. stored, approved and activated;

3.1.4.3. The e-mail alert notification indicating the approval of the CPRS shall have the Certificate of Registration (CoR) as an attached document to the email. The Certificate of Registration shall indicate the Customs Client Number (CCN) and the validity of the CoR.

3.1.4.4. The BOC MISTG shall email the names of companies to their respective accrediting agencies as soon as the BOC MISTG has activated the companies’ CPRS and issued the companies’ respective CeN and CoR.

3.2. Validity and Renewal of the CPRS Registration of Exporters.

3.2.1 The validity of the CPRS registration of an exporter accredited by government agencies shall be determined by the government agency, i.e. to coincide with the validity of the exporter accreditation with the government agency.

3.2.2 The validity of the CPRS of exporters accredited by PHILEXPORT shall be valid for one year. The exporters shall renew their accreditation with their respective government agencies or with PHILEXPORT not later than 30 days-prior to the expiration of the accreditation and/or CPRS registration.

3.2.3 Transfer of accreditation of exporters from one agency to another after end of registration period should be accompanied by clearance from the original accrediting agency.

3.3 Suspension or Termination of CPRS Registration

3.3.1 The following shall be sufficient cause(s) for the suspension or termination of an exporter’s CPRS registration:

i. Expiration and failure of the accrediting agency to renew

ii. Upon notice from the accrediting agency that the exporter’s accreditation has been suspended or terminated;

iii. Upon orders from the Commissioner of Customs for violation of the Customs law and its rules and regulations.

3.3.2 Upon written notification of the accrediting authority, BOC-MISTG shall cause the suspension or termination of the CPRS registration of the subject company
3.3.3 The BOC shall provide all the accrediting agencies with the list of companies whose accreditation has been suspended or terminated by each of the accrediting agencies or the Commissioner of Customs, for their information and guidance.

3.3.4 The BOC-MISTG shall reactivate the CPRS registration of an exporter only upon written recommendation from the exporter’s accrediting agency or the Commissioner of Customs, as the case maybe:

3.4 Bank Reference Number (BRN)

3.4.1 The exporter shall submit a copy of the CoR to its depository bank and request for a BRN for purposes of compliance with the BOC CPRS requirements and for payment of the Documentary Stamp CPRS requirements and for payment of the Documentary Stamp Fee (DSF) and any other charges as may be applicable to the processing of the ED-SAD. Importers who are issued BRNs cannot use the same BRNs for their exports.

3.4.2 Upon issuance of the BRN to the exporter, the bank shall transmit to the BOC E2M the corresponding information through the PASS5.

3.4.3 Export-oriented enterprises registered either with the BOI and PEZA are exempted from the payment of the BOC/SIR DSF as provided by the Implementing rules and regulations of Presidential Decree No. 930 on the simplification of export procedures and documentation.

3.5 ePRS Registration of Exporter’s Authorized Representative (EAR)

3.5.1 Registered Exporter’s Authorized Representative (EAR) - A registered Exporter’s Authorized Representative (EAR) is a CPRS-registered Broker who is not a PRC-licensed broker, authorized by registered Broker who is not a PRC-licensed broker, authorized by an exporter to sign and process his export declaration pursuant to RA 9853 and who was accredited through the procedures defined SAD. The EAR who lodges the ED-SAD will be the declarant for the ED-SAD lodged.

3.5.2 The following procedure shall be observed in the registration of EAR in the CPRS:

3.5.2.1 The EAR shall encode his Broker’s Profile in the VASP using the internet-based system consisting of the following data:
   a. Client Type - Broker
   b. Nature of Business - Customs Brokerage (Ship and Aircraft)
   c. Business Entity - Individual
   d. Business Name - Full Name of the Exporter. Represented
   e. First Name - First Name of the EAR
   f. Middle Name - Middle Name of the EAR
   g. Last Name - Last Name of the EAR
   h. Citizenship - Citizenship of the EAR
   i. Address - Address of the exporter that will be represented by the EAR but the first line should indicate EAR.
   j. PRC 10 No99999999 (i.e. default value)
   k. Major Client - Information on the company that will be represented by the EAR. The VASP system shall send the EAR’s encoded profile to the BOC’s E2M CPRS system for processing by BOC-ICARE.
3.5.2.2. The EAR, using the VASP system, shall print a copy of his CPRS Broker’ Profile and, together with all required documents, send it to the concerned accrediting agency.

3.5.2.3. The Accrediting Agency shall endorse to the BOC-ICARE its list of all EAR applicants it seeks to register with the CPRS, together with the supporting documents which shall consist, inter alia, of the following:

i. Duly notarized Special Power of Attorney in favour of the EAR where the exporter is a natural entity or single proprietorship;

ii. Corporate Secretary’s Certificate designating the EAR as its representative, where the exporter is a duly registered corporation or partnership as required under RA No. 9280 as amended.

3.5.3 Based on the list endorsed by the accrediting agency, the BOC-ICARE shall approve the registration of the EAR as broker in the E2M CPRS within 7 working days from date of endorsement by the accrediting agency.

3.5.4 The BOC-MISTG shall activate the profile of the EAR in the E2M.

3.5.5 Appropriate sanctions and/or penalties, such as but not limited to suspension of CPRS registration, may be imposed on the EAR if he/she is found to be using his/her CPRS Broker registration for import-related transactions.

3.6 One-time Exporters

3.6.1 A one-time exporter is an individual company, corporation or partnership who has a single shipment for export covered by one Bill of Lading and one Export Declaration. The registration of an exporter as one-time exporter shall be limited to only one exportation within 365 days from date of approval either by the BOC or by the accrediting agency concerned.

3.6.2 A one-time exporter may apply for CPRS accreditation through any of the accrediting agencies he belongs to or with PHILEXPORT following the procedures stated hereunder:

3.6.2.1. A one-time exporter shall accomplish the form for CPRS Registration for Once-A-Year Exporter.

3.6.2.2. The one-time exporter shall submit the notarized application “for Once-A-Year Exporter to the BOC E2M CPRS, thru any of the BOC accredited VASPs. Upon submission, the CPRS Once-A-Year Exporter profile data will automatically be stored in the BOC E2M ePRS for once a year exporter.

3.6.2.3 The processing and approval of the Certificate of Registration shall follow the procedures under 3.1.

4.0 Payment of Export Fees or Documentary Stamp Fee (DSF)

4.1 Payment of the Documentary Stamp Fee (DSF) of P115.00 shall be done thru the auto-debit scheme of PASS5 or through the tellering module via the BOC in-house bank or the designated BOC Cashier, for payments made beyond office hours.

4.2 The exporter or his EAR shall bring the printed Assessment Notice SAD to the in-house Bank or BOC Cashier for payment of the export fees or DSF.

4.3 The in-house bank shall use the Cash SAD (C-SAD) payment function in the E2M Customs System to issue an electronic payment receipt to the exporter.
4.4 Payments for the export fees or DSF made beyond the prescribed office hours to the authorized BOC Cashier at the Port of Loading shall be remitted within the day or the next banking day.

4.5 It shall be the responsibility of the exporter or the EAR to make arrangements with the bank for the automatic debiting of his account.

5.0 Cancellation of ED-SAD

ED-SAD cancellation shall be the procedure to be followed when there are changes/amendment in the shipping details after lodgement of the ED-SAD or when the shipping details (port of loading, vessel name, container number, etc.) are encoded only after lodgment of the ED-SAD.

5.1 The exporter or his authorized representative shall file a formal written request with the Collector of Customs (Attention: The Chief, Export Division) of the port of loading for authority to cancel a previously filed ED-SAD stating the reasons therefore, indicating the correct information reflected in the new ED-SAD lodged covering the same shipment for export.

The exporter shall attach to his request a printout of the verified true copy of the original ED-SAD sought to be cancelled issued by the MISTG; and the accomplished e2m SAD Cancellation Form (annex “A”), accompanied by a copy of the B/L or AWB.

5.2 Upon receipt of the application, the Chief, Export Division, shall cancel the ED-SAD subject of the request by printing in bold letters across the face thereof the word “CANCELLED”, the date of cancellation and other relevant data.

He shall officially furnish the Deputy Commissioner, MISTG a certified copy of the cancelled ED-SAD to enable the latter to make the necessary adjustment in the, electronic record.

5.3 In cases of provincial loading where the ED-SAD sought to be cancelled was filed and processed at the Export Coordinating Division (ECD), the application for cancellation of ED-SAD shall be filed with the Chief, ECD following the procedures prescribed herein.

5.4 The exporter shall be allowed to lodge and file the new ED-SAD for the same export shipment in accordance with the existing regulations and procedures required under AEDS even without the previous ED-SAD first being cancelled.

5.5 If upon generation of the report from the system a particular SAD-ED is reflected as an “open account”, the subject exporter or his authorized representative shall be given fifteen (15) days from the date the ED-SAD is lodged to cancel the Same. Failure to do so by the exporter shall be a ground for the temporary suspension of his registration with the CPRS. Cancellation of the previous ED-SAD is not automatic.

Open Account is a SAD-ED where no report of loading has been furnished against the shipment or the SAD-ED does not have the status of “Export Released”.

5.6 Upon cancellation of the overdue “open account” ED-SAD, the exporter shall request the Commissioner of Customs for the lifting of the temporary suspension supported by the approved E2M SAD cancellation form. Upon verification of the ED-SAD cancellation, MISTG shall immediately reactivate the CPRS registration of the exporter.
6.0 Transitory Provision

6.1 Lodgment of the export declaration (OTI ED form) for manual processing shall completely be phased out upon implementation of the AEDS and only ED/SAD electronically lodged to the E2M AEDS shall be allowed to submit EDs in the E2M Customs System.

6.2 Procedures for registration of exporters under the Customs Bonded Warehousing System shall be covered by another Customs Memorandum Order providing for the procedures for their registration into the CPRS. In the meantime, they shall be allowed to continue using their previously issued URNs until their registration into the CPRS as exporters and a new URN is issued.

6.3 Until such time that the BOC implements a fully automated 24/7 E2M export system, the BOC shall allow the loading of export shipments found to be short-shipped even without the lodgment of a new ED SAD provided that the fact of short-shipment is certified to by the BOC Trade Control Examiner (TCE) after the physical examination of the shipment. No short-shipped export shipment shall be allowed for loading using the originally approved ED-SAD without the required certification from the BOC-TCE.

7.0 Repealing Clause

Provisions or parts of CMO 49-2010 and CMO 54-2010 and other Orders and Memoranda inconsistent with this Order are hereby deemed repealed and/or modified accordingly.

8.0 Effectivity

This Order shall take effect upon its publication in newspapers of general circulation. The Deputy Commissioner for MISTG shall subsequently issue corresponding AEDS Memoranda to clarify implementation guidelines and procedures on AEDS, for the appropriate guidance of stakeholders and others concerned.

(Signed)
Rozzano Rufino Biazon
Commissioner
May 4, 2012
## APPENDIX 4

# List of Prohibited and Regulated Products for Export

**LIST OF PROHIBITED AND REGULATED PRODUCTS FOR EXPORT (DECEMBER 2014)**

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NO.</th>
<th>PROHIBITED PRODUCTS</th>
<th>LEGAL BASES</th>
<th>REGULATED PRODUCTS</th>
<th>LEGAL BASES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangko Sentral ng Pilipinas (BSP)</td>
<td>1</td>
<td>Gold from small-scale mining, including panned gold</td>
<td>R. A. No. 7076 “People’s Small-Scale Mining Act of 1991”, Section 17 (27 June 1991).</td>
<td>Legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding PHP10,000.00.</td>
<td>• Manual of Regulations on Foreign Exchange Transactions issued under Circular No. 645 (13 February 2009), as amended, Section 4(1) Cross-Border Transfer of Local and Foreign Currencies.</td>
</tr>
<tr>
<td>Board of Investments (BOI)</td>
<td>2</td>
<td>Copper concentrates</td>
<td></td>
<td></td>
<td>• Letter of Instruction No. 1387 (21 February 1984)</td>
</tr>
<tr>
<td>Bureau of Animal Industry (BAI)</td>
<td>3</td>
<td>Live animals whether domestic or wild (exotic or indigenous) animals which may be food producing, companion, aquatic, laboratory including birds, worms, bees and butterflies, its products and by-products, veterinary feed premixes and biologics, laboratory specimen of animal origin, feeds and feed ingredients that may be carriers of communicable animal diseases.</td>
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<td>• CODEX and World Organization for Animal Health.</td>
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<td></td>
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<td></td>
<td>• R. A. No. 9296 “The Meat Inspection Code of the Philippines” (12 May 2004), Sections 28 and 29;</td>
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<td>• E.O. No. 338 series of 2001 “Restructuring the Department of Agriculture, Providing Funds therefore, and for other purposes (10 January 2001);</td>
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<td>• DA A.O. No. 9, series of 2010 “Department of Agriculture Administrative Order No. 08, series of 2009, as Amended” (12 April 2009)</td>
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<td></td>
<td>• DA A.O. No. 14, series of 2012 “Promoting the Development of Apiculture or Honeybee Industry including its Official Controls and Regulatory Requirement under the Bureau of Animal Industry” (29 March 2012)</td>
</tr>
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</table>
### List of Prohibited and Regulated Products for Export (Continued)

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NO.</th>
<th>Prohibited Products</th>
<th>Legal Bases</th>
<th>No.</th>
<th>Regulated Products</th>
<th>Legal Bases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Fisheries and Aquatic Resources (BFAR)</td>
<td>2</td>
<td>Humphead wrasse or Napoleon wrasse “Mameng” (Cheilinus undulatus)</td>
<td>• Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Appendix II, (12 January 2005 – CoP13, Bangkok)</td>
<td>4</td>
<td>All fish and fishery/aquatic products (live, fresh, dried and/or processed, frozen and chilled)</td>
<td>• R. A. No. 8550 “The Philippine Fisheries Code of 1998” Section 61(d) (25 February 1998)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Presidential Decree (P.D.) No. 704 “Fishing Decree of 1975” as amended, Sections 4, 7 and 18 (16 May 1975)</td>
<td>5</td>
<td>Live Mud crab “Alimango” (Scylla serrata), carapace length of 10 cm or over and weight of 200 grams or over.</td>
<td>• P.D. No. 704, as amended “Revising and Consolidating All Laws and Decrees Affecting Fishing and Fisheries” (16 May 1975, As amended by P.D. No. 1015 dated 22 September 1976; further amended by P.D. No. 1058; further amended by P.D. No. 1819 dated 16 January 1981)</td>
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<td></td>
<td></td>
<td></td>
<td>• Fisheries Administrative Order (FAO) No. 162 (6 November 1986)</td>
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<td>• FAO No. 162 (6 November 1986)</td>
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<td></td>
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<td>• FAO No. 210 (27 May 2001)</td>
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<td></td>
<td>3</td>
<td>Live Mud crab “Alimango” (Scylla serrata), carapace length of less than 10 cm and weight of less than 200 grams.</td>
<td>• R. A. No. 8550 “The Philippine Fisheries Code of 1998” Section 61(d) (25 February 1998)</td>
<td></td>
<td></td>
<td>• Act No. 4003 “Fisheries Act” as amended, Section 4 (5 December 1932)</td>
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<td></td>
<td>5</td>
<td>Marine wildlife species:</td>
<td>• R. A. No. 8550 “The Philippine Fisheries Code of 1998” Sections 91 and 97 (25 February 1998)</td>
<td>6</td>
<td>Marine wildlife species: Seasnakes; live, skin or products from the skin or meat.</td>
<td>• FAO No. 69 (3 December 1963)</td>
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<td></td>
<td></td>
<td>5.1. All Corals</td>
<td>• CITES Appendices II &amp; III;</td>
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<td></td>
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<td></td>
<td>• FAO No. 202 (14 August 2000)</td>
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</table>
### LIST OF PROHIBITED AND REGULATED PRODUCTS FOR EXPORT (CONTINUED)

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NO.</th>
<th>PROHIBITED PRODUCTS</th>
<th>LEGAL BASES</th>
<th>NO.</th>
<th>REGULATED PRODUCTS</th>
<th>LEGAL BASES</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>7.2. Gold lip pearl “Concha blanca” (Pinctada maxima), Minimum size is 19 cm, maximum outside long axis measurement, taken at right angle to the base. Undersized not allowed for harvest.</td>
<td></td>
<td></td>
<td>7.2. Same</td>
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<td></td>
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<td></td>
<td>7.3. Semi-finished or Semi-processed Capiz shells “Kapis”, 8 cm or over in diameter measured from the base perpendicular towards the top edge of the shell, undersized shell not allowed for harvest.</td>
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<td></td>
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<td></td>
<td>5.3. Coconut Crab (Birgus latro)</td>
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<td></td>
<td></td>
<td></td>
<td>5.4. Dogfaced water snake (Cerberus rhynchops)</td>
<td>5.4</td>
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<td></td>
<td></td>
<td></td>
<td>5.5. Elasmobranch and Sharks:</td>
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<td></td>
<td></td>
<td></td>
<td>5.5.1 Manta ray “Pagi” (Manta birostris), whether dead or alive, in any state or form, whether raw or processed</td>
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</tbody>
</table>

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This table lists prohibited and regulated products for export, along with legal bases for each entry.
### LIST OF PROHIBITED AND REGULATED PRODUCTS FOR EXPORT (CONTINUED)

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NO.</th>
<th>PROHIBITED PRODUCTS</th>
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</thead>
<tbody>
<tr>
<td>BFAR</td>
<td>5</td>
<td>5.5. Continuation of: Elasmobranch and Sharks:</td>
<td>5.5.2. Great white shark “Pating” (Carcharodon carcharias)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.5.3. Whaleshark “Butanding” (Rhinodon typus), whether dead or alive, in any state or form, whether raw or processed</td>
<td>5.5.3.</td>
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<td></td>
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<td>5.5.4. All sawfishes (Pristidae)</td>
<td>5.5.4.</td>
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<td></td>
<td></td>
<td>Milkfish “Bangus” fry, Full grown Milkfish, Mother Bangus “Sabalo”, Milkfish fingerling (not less than 25 mm but not more than 100 mm) (Chanos chanos)</td>
<td>7.4. Hirose shell “Babae” (Trochus noduliferus); Minimum size is 5 cm across the least diameter of the base, taken at right angles to the axis.</td>
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<td>7.4.</td>
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<td></td>
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<td></td>
<td>Act No. 4003 “Fisheries Act” as amended, Section 4 (5 December 1932)</td>
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<td></td>
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<td>FGAO No. 11 (2 September 1935)</td>
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<tr>
<td></td>
<td>7</td>
<td>7.4. Rough top shell or trochus shell “Simong; trocha rough variety” (Trochus maximus) Minimum size is 7.5 cm across the least diameter of the base, measured at right angles to the axis</td>
<td>7.5. Same</td>
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<td>7.5.</td>
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</table>
## LIST OF PROHIBITED AND REGULATED PRODUCTS FOR EXPORT (CONTINUED)

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<th>REGULATED PRODUCTS</th>
<th>LEGAL BASES</th>
</tr>
</thead>
</table>
  Sections 4 and 7 (16 May 1975);  
  • FAO No. 158 (17 September 1986).  |
|        |     | 7.2. Semi-finished or Semi-processed Capiz shells “Kapis”, less than 8 cm in diameter measured from the base perpendicular towards the top edge of the shell                                                                 | 7.2. FAO No. 157 Section 3 (13 June 1986)                                                                                                                                                             |     |                                                                                                       |             |
|        |     | 7.3. Live specimens, raw shells, meat and by-products of Giant Clams under the family Tridacnidae:                                                                                                                    | 7.3.1. True giant clams *(Tridacna Gigas)*  | 7.3.1.  | • CITES Appendix II (29 July 1983)  
  • R. A. No. 8550 “The Philippine Fisheries Code of 1998” Sections 11 and 97 (25 February 1998);  
  • FAO No. 208 (17 May 2001);  |
|        |     | 7.3.2. Smooth giant clam *(Tridacna Derasa)*  | 7.3.2. Same  | 7.3.2. Same  |                                                                                                       |             |
|        |     | 7.3.3. Fluted or Scaly giant clam *(Tridacna Squamosa)*  | 7.3.3. Same  | 7.3.3. Same  |                                                                                                       |             |
### BFAR 7

Continuation of: Shells:

7.3.4. Elongated giant clam (*Tridacna Maxima*)

7.3.5. Boring or Crocus clam (*Tridacna Crocea*)

7.3.6. Strawberry or Horse's hoof clam (*Hippopus hippopus*)

7.3.7. China or porcelain clam (*Tridacna Porcellanus*)

7.4. Angel wing shell (*Barnea manilensis*)

- FAO No. 208 (17 May 2001)

7.5. Beck's cowrie (*Cypraea beckii*)

7.6. Bent cerith (*Clypeomorus aduncus*)

7.7. Bullmouth helmet (*Cypraecassis rufa*)

7.8. Children's cowrie (*Cypraea childreni*)

7.9. Club-shaped boring clam (*Eufistulana mumia*)

7.10. Dance volva (*Phenacovolva dancei*)

7.11. Deep sea cap (*Malluvium lissus*)

7.12. Giant morum (*Morum grande*)
<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NO.</th>
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<th>REGULATED PRODUCTS</th>
<th>LEGAL BASES</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>7.15. Great spotted cowrie (<em>Cypraea guttata</em>)</td>
<td>7.15. Same</td>
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<td>7.15. Same</td>
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<td></td>
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<td>7.17. Katsue's cowrie (<em>Cypraea katsuae</em>)</td>
<td>7.17. Same</td>
<td></td>
<td>7.17. Same</td>
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<td></td>
<td></td>
<td>7.20. Martini's tibia (<em>Tibia martini</em>)</td>
<td>7.20. Same</td>
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<td>7.20. Same</td>
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<td></td>
<td></td>
<td>7.22. Network beak shell (<em>Varicospira crispata</em>)</td>
<td>7.22. Same</td>
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<td>7.22. Same</td>
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<td></td>
<td></td>
<td>7.23. Porter's cowrie (<em>Cypraea porter</em>)</td>
<td>7.23. Same</td>
<td></td>
<td>7.23. Same</td>
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<td></td>
<td></td>
<td>7.25. Recluzia snail (<em>Recluzea lutea</em>)</td>
<td>7.25. Same</td>
<td></td>
<td>7.25. Same</td>
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<td></td>
<td></td>
<td>7.27. Smooth bonnet (<em>Phalium glabratum glabratum</em>)</td>
<td>7.27. Same</td>
<td></td>
<td>7.27. Same</td>
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<td></td>
<td></td>
<td>7.28. Smooth top shell (<em>Trochus niloticus</em>)</td>
<td>7.28. Same</td>
<td></td>
<td>7.28. Same</td>
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</table>
### LIST OF PROHIBITED AND REGULATED PRODUCTS FOR EXPORT (CONTINUED)

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<td>BFAR</td>
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<td>Continuation of: Shells:</td>
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<td></td>
<td></td>
<td>7.29. Smudged moon scallop (<em>Amusium obliteratum</em>)</td>
<td>7.29. Same</td>
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<td></td>
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<td>7.30. Teramachi’s cowrie (<em>Cypraea teramachii</em>)</td>
<td>7.30. Same</td>
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<td></td>
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<td>7.31. Thersite stromb (<em>Strombus thersites</em>)</td>
<td>7.31. Same</td>
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<td></td>
<td></td>
<td>7.32. True separatista (<em>Separatista blainvilliana</em>)</td>
<td>7.32. Same</td>
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<td></td>
<td></td>
<td>7.33. Triton or Charonia or trumpet shells (<em>Charonia tritonis</em>)</td>
<td>7.33. FAO 158 (17 September 1986)</td>
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<td></td>
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<td>7.35. White toothed cowrie (<em>Cypraea leucodon</em>)</td>
<td>7.35. Same</td>
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<td></td>
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<td>7.36. Wyville’s bonnet (<em>Phalium coronadoi wyvillei</em>)</td>
<td>7.36. Same</td>
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<td></td>
<td>8</td>
<td>“Elvers” or Eel fry and fingerlings under Family Anguillidae, 15 cm or less in length</td>
<td>8. R. A. No. 8550 &quot;The Philippine Fisheries Code of 1998&quot; Sections 61(b), 99 and 107 (25 February 1998); FAO No. 242 (10 April 2012)</td>
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<tr>
<td>Bureau of Plant Industry (BPI)</td>
<td>9</td>
<td>Saba banana (Musa paradisiaca) planting materials</td>
<td>• BPI Quarantine Administrative Order No. 4, Series of 2005 “Amendment to BPI Quarantine Administrative Order No. 2, Series of 2005, Entitled Prohibition of Exports of Saba Banana (Musa paradisiaca) planting materials from the Philippines”.</td>
<td>8</td>
<td>All plants, planting materials and plant products; pest specimen; including wood packaging materials capable of harboring plant pests.</td>
<td>• International Standards for Phytosanitary Measures (ISPM) No. 15. “Guidelines for Regulating Wood Packaging Material in International Trade” (2002) with modifications to Annex I (2006). • P.D. No. 1433 “Promulgating the Plant Quarantine Law of 1978, thereby revising and consolidating existing Plant Quarantine Laws to further improve and strengthen the Plant Quarantine Service of the Bureau of Plant Industry” Section 17 (10 June 1978); • BPI Quarantine Administrative Order No. 1 series of 1981.</td>
</tr>
<tr>
<td>Philippine Fiber Industry Development Authority (FIDA)</td>
<td>10</td>
<td>Abaca and Ramie Seeds, Seedlings, Suckers and Root Stocks; Buri Seeds and Seedlings</td>
<td>• R.A. No. 925  “An Act amending Act Numbered Thirty-Two Hundred Fifty-One, entitled “An Act to Prohibit the Exportation to Foreign Countries of Seeds of Abaca and Its Derivatives” (20 June 1953); • Department of Agriculture and Food Administrative Order No. 14, s. 1986. • Republic Act No. 4666  “An Act Prohibiting the Exportation of Fibers (Bunta) or Filaments of the Plant commonly known as “Buri” or seeds or seedlings thereof, repealing for this purpose Commonwealth Act Numbered five hundred eighty-five and Republic Act Numbered three hundred nineteen” (18 June 1966);</td>
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<td>REGULATED PRODUCTS</td>
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• R.A. 9516 (22 December 2008) "An Act further amending the provisions of P.D. No. 1866, as amended, entitled Codifying the laws on illegal/unlawful possession, manufacture, dealing in acquisition or disposition of firearms, ammunition or explosives or instruments used in the manufacture of firearms, ammunition or explosives, and imposing stiffer penalties for certain violations thereof, and for other relevant purposes."
• E.O. No. 522 (26 June 1992) "Amending Executive Order No. 60 Series of 1967, Prescribing rules and regulations for the control and supervision of the importation, sale and possession of chemicals used as ingredients in the manufacture of explosives and for other purposes." | 10.1.1. Major Parts of Firearms (Barrel, Slide, Frame) | • | 10.1.2. Riflescopes, sniperscopes, and other firearm accessories | |
<p>| | | | | 10.2. Explosives: | | | |
| | | | | 10.2.1. Explosives and Explosives Ingredients | | | |
| | | | | 10.2.2. Firecrackers and Pyrotechnics | | | |
| | | | | 10.2.3. Controlled Chemicals (Chemicals Explosives and Chemicals ingredients to Explosives) see annex &quot;1.&quot; | | | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>Forest Management Bureau (FMB)</td>
<td>11</td>
<td>Mangrove “Bakawan”</td>
<td></td>
<td>13</td>
<td>Coffee</td>
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<td>12</td>
<td>Monkey pod “Acacia” or Raintree (<em>Samanea saman</em>)</td>
<td>• R. A. No. 7161 “An Act incorporating certain sections of the National Internal Revenue Code of 1977, as amended, to Presidential Decree no. 705, as amended, otherwise known as the “Revised Forestry Code of the Philippines”, and providing amendments thereto by increasing the forest charges on timber and other products.” Section 4. (10 October 1991).</td>
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<td>13</td>
<td>Raw Rattan including poles as follows: a. Rattan poles that have not undergone any processing or manufacturing b. Rattan poles that have been cut c. Rattan poles that have undergone application of preservatives</td>
<td>• Revised Rules and Regulations Implementing P. D. No. 930</td>
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<td>14</td>
<td>Round logs, poles and piles including log core and flitches/railroad ties produced from naturally grown trees both from the forestlands and private lands.</td>
<td>• Executive Order (E.O.) No. 23 “Moratorium on the cutting and harvesting of Timber in the natural and residual forests” (1 February 2011)</td>
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<tr>
<td>Mines and GeoSciences Bureau (MGB)</td>
<td>14</td>
<td>Crushed and/or sized sand gravel and/or other unconsolidated materials.</td>
<td>• R. A. No. 7942 “Philippine Mining Act of 1995” (3 March 1995)</td>
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<td>LEGAL BASES</td>
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<tr>
<td>National Food Authority (NFA)</td>
<td>18</td>
<td>Grains and grain by-products.</td>
<td>• P. D. No. 4 “National Grains Authority Act” (26 September 1972)</td>
<td></td>
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<tr>
<td>National Museum (NM)</td>
<td>19</td>
<td>Cultural properties such as archaeological materials,</td>
<td>• R. A. No. 10066 “National Cultural Heritage Act of 2009”, Article VI,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>traditional ethnographic materials, antiques, historical</td>
<td>Section 23 (26 March 2010);</td>
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<td></td>
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<td>relics, Natural History specimens (holotypes, endangered,</td>
<td>• R. A. No. 8492 “National Museum Act of 1998” (12 February 1998);</td>
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<td>irreplaceable specimens, fossils).</td>
<td>• R. A. No. 4846 “Cultural Properties Preservation and Protection Act” as</td>
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<td>amended by Presidential Decree No. 374, and RR - Rule IV - Exportation and</td>
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<td>Optical Media Board (OMB)</td>
<td>20</td>
<td>Optical and magnetic media, its manufacturing equipment,</td>
<td>• R. A. No. 9239 “Optical Media Act of 2003” (10 February 2004)</td>
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<td>Protected Areas and Wildlife Bureau</td>
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<td>Stalactites and stalagmites</td>
<td>• R. A. No. 9072 “National Caves and Cave Resources Management and Protection</td>
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<td>(PAWB)</td>
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<td>• Revised Rules and Regulations Implementing P. D. No. 930</td>
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<td>to include its by-products &amp; derivatives</td>
<td>• DENR Administrative Order No. 2004-55 (31 August 2004)</td>
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<td>21.1. Aves:</td>
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<td>Painted Quail</td>
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<tr>
<td>PAWB</td>
<td>16</td>
<td>16.2. Flora to include the following among others: Ladies’ Slipper Orchids Cycas wadei Pitcher plant (Nepenthes sp) Vanda sanderiana Igem-dagat Jade vine Rafflesia Staghorn Fern Tree Fern Dao Yakal Narra Molave</td>
<td>16.2. R.A. No. 9147 and DENR Administrative Order No. 2007-01 (22 January 2007)</td>
<td>21</td>
<td>Continuation of: Terrestrial wildlife species whether live, preserved/stuffed to include its by-products &amp; derivatives 21.1.4. Amphibians: Frogs- live, skin, or products from the skin or meat</td>
<td>21.2. Flora/plant species produced in nurseries/farms and orchidaria to include the following among others: Agar wood Orchids, all species (except those in App. 1) Big leaf Mahogany Cactus Cycas Tree Ferns</td>
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<tr>
<td></td>
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<td>16.3 Exotic Wildlife Species found in Appendix 1 of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) to include the following among others: 16.3.1. Fauna: Buffon Macaw Scarlet Macaw Black Palm Cockatoo Great Hornbill Hyacinth Macaw</td>
<td>16.3 CITES Appendix I list of Fauna and Flora (<a href="http://www.cites.org">http://www.cites.org</a>)</td>
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<td>Species found in Appendix</td>
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<td>Dendrobium cruentum</td>
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<td>Renanthera</td>
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<td>Vanda coerulea</td>
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<td>Birdwing butterflies</td>
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<td>Swallowtail butterflies</td>
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<th>LEGAL BASES</th>
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<td>PCA</td>
<td>17</td>
<td>Matured Coconuts and</td>
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<td>Coconut seedlings</td>
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<td>• R. A. No.1145 “An Act Creating the</td>
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<td>Philippine Coconut Administration”</td>
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<td></td>
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<td>(17 June 1954);</td>
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<td>• P.D. No. 1644 “Granting Additional</td>
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<td>Powers to PCA” (4 October 1979);</td>
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<td>• Revised Rules and Regulations Implementing P.D. No. 930;</td>
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<td>• PCA Board Resolution No. 053-2011 (16 June 2011)</td>
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## LIST OF PROHIBITED AND REGULATED PRODUCTS FOR EXPORT (CONTINUED)

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<th>LEGAL BASES</th>
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• E.O. No. 128 (30 January 1987) “Reorganizing the National Science and Technology Authority”

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<th>22.2 Nuclear related dual-use items</th>
<th>22.2 PNRI Administrative Order No. 2 “Authorization for Transfers of Nuclear-Related Dual-Use Equipment Materials, Software and Related Technology” (16 October 2009)</th>
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<tr>
<td>Sugar Regulatory Administration (SRA)</td>
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<td>All sugarcane-based sugar (such as raw sugar, white sugar, muscovado) and molasses</td>
<td>E.O. No. 18 “Creating A Sugar Regulatory Administration” (28 May 1986)</td>
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## List of Prohibited and Regulated Products for Export

### Office Legal Bases

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<td>Explosives Management Division, Firearms and Explosives Office, Civil Security Group, Philippine National Police</td>
<td>Republic Act No. 9516 dated 22 December 2008 “An act further amending the provisions of Presidential Decree No. 1866, as amended, entitled codifying the laws on illegal/unlawful possession, manufacture, dealing in, acquisition or disposition of firearms, ammunition or explosives, and imposing stiffer penalties for certain violations thereof, and for other relevant purposes.”</td>
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### Chemicals-Explosives

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<td>Connectors</td>
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<td>Detonating Fuse</td>
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# PNP Firearms and Explosives Office
## List of Prohibited and Regulated Products for Export (Continued)

### OFFICE LEGAL BASES

| Explosives Management Division, Firearms and Explosives Office, Civil Security Group, Philippine National Police | Republic Act No. 9516 dated 22 December 2008 “An act further amending the provisions of Presidential Decree No. 1866, as amended, entitled codifying the laws on illegal/unlawful possession, manufacture, dealing in, acquisition or disposition of firearms, ammunition or explosives or instruments used in the manufacture of firearms, ammunition or explosives, and imposing stiffer penalties for certain violations thereof, and for other relevant purposes.” |

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### CHEMICAL-ACID

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### CHEMICAL-NITRATE

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APPENDIX 5

Forms

PNP FEO PERMIT TO EXPORT FIREARMS AND AMMUNITIONS

How to Avail the Service:

<table>
<thead>
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<th>Step</th>
<th>Applicant</th>
<th>Service Provider</th>
<th>Documentation/Requirement</th>
<th>Form</th>
<th>Days</th>
<th>Processing Time</th>
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<td>Receiving Clerk, Permits and Other Licenses Section (POL O)</td>
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<td></td>
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<td>Counterchecks the names, signs, and endorsements application to Chief, Firearms Management Branch</td>
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<td>Signs the endorsement to the Director of Civil Security Group (CSG)</td>
<td>Chief, FED</td>
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<td>No Name</td>
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<td>1 day</td>
<td>No Name</td>
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<td>Clerk, FED Message Center</td>
<td>1 day</td>
<td>No Name</td>
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<td></td>
<td>For consumption</td>
<td>The Director for Operations</td>
<td>1 day</td>
<td>No Name</td>
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<td>For consumption</td>
<td>The Chief of Executive Staff</td>
<td>1 day</td>
<td>No Name</td>
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<td>The Chief of Executive Staff</td>
<td>1 day</td>
<td>No Name</td>
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<td>Office of Chief, POL O</td>
<td>1 day</td>
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<td>No Name</td>
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<td>Logs to Message Center, FED</td>
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NOTE: Transactions may require additional time. Examine in the processing undertaken by PNP offices outside CSG. If the application is disapproved, the

Schedule of Availability:
Monday to Friday
8:00 am to 5:00 pm without break

Client / Requesting Party:
Licensees and Proprietors

Documentary Requirements (2 folders in numerical red tabbing):
1. Letter of Request addressed to Chief, PNP (Attn. Chief, FED)
2. Purchase Order
3. End-user Certificate
4. Letter of intent of foreign buyer
5. Photocopy of License to Operate to Manufacture
6. Request of Organization Event (for demonstration only)

Concerned Office:
Firearms Management Branch, Permits and Other Licenses Section

Duration: 17 working days
PNP FEO PERMIT TO EXPORT EXPLOSIVES AND INGREDIENTS

### How to Avail the Service:

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant</th>
<th>Service Provider</th>
<th>Office/Person Responsible</th>
<th>Forms</th>
<th>Fees</th>
<th>Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Go to Receiving Section and submit the form together with the required documents</td>
<td>Checks the completeness and authenticity of required documents, then briefs the applicant of the procedure and requirements</td>
<td>Receiving Clerk, Explosives Management Branch (EMB)</td>
<td>Receiving Clerk, Explosives Management Branch (EMB)</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prepares endorsement and permit for approval of the Chief, PNP</td>
<td>Firearms and Explosives Processor</td>
<td>Firearms and Explosives Processor</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final checking of processed documents and endorsement to Chief, Explosives Management Branch</td>
<td>Chief, License and Permit Section, EMB</td>
<td>Chief, License and Permit Section, EMB</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Endorses to Deputy Chief, FED</td>
<td>Chief, EMB</td>
<td>Chief, EMB</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Endorses to Chief, FED</td>
<td>Deputy Chief, FED</td>
<td>Deputy Chief, FED</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For concurrence</td>
<td>Chief, FED</td>
<td>Chief, FED</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signs the prepared endorsement for approval of the Chief, PNP</td>
<td>Director, Civil Security Group</td>
<td>Director, Civil Security Group</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For concurrence</td>
<td>The Directorate for Intelligence</td>
<td>The Directorate for Intelligence</td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For concurrence</td>
<td>The Directorate for Operations</td>
<td>The Directorate for Operations</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For concurrence</td>
<td>The Chief of Directional Staff</td>
<td>The Chief of Directional Staff</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For concurrence</td>
<td>The Deputy Chief for Operations</td>
<td>The Deputy Chief for Operations</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signs the prepared permit</td>
<td>Chief, PNP</td>
<td>Chief, PNP</td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Go back to Receiving Section and get a receiving copy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Present receiving copy at the Releasing Section and claim approved permit</td>
<td>Records and releases the approved permit</td>
<td>Releasing Clerk, EMB</td>
<td>Releasing Clerk, EMB</td>
<td>1 day</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Transactions may require additional time, especially in the processing undertaken by PNP offices outside CSG. If the application is disapproved, the applicant will be notified of the cause of disapproval.

*For inquiries, comments, and suggestions, please call 723-0401 loc 4498.*

### 27. Permit to Export Explosives or Explosives Ingredients

**Schedule of Availability:**
Monday to Friday
8:00 am to 5:00 pm without noon break

**Client / Requesting Party:**
All stakeholders exporting explosives or explosives ingredients

**Documentary Requirements (in 2 folders):**
1. Letter of Request (stating purpose) addressed to Chief, PNP (Attn: Chief, FED)
2. Photocopy of license (Manufacturer’s or Dealer’s License)
3. Letter of Intent

**Concerned Office:**
Explosives Management Branch

**Duration:** 15 working days
PRODUCTION / DISTRIBUTION REPORT OF IMPORTED FISH / FISHERY / AQUATIC PRODUCTS

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>PRODUCTION / DISTRIBUTION REPORT OF IMPORTED FISH / FISHERY / AQUATIC PRODUCTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td>Seller</td>
<td>Distribution</td>
</tr>
<tr>
<td>Details</td>
<td>Details</td>
<td>Details</td>
</tr>
<tr>
<td>Location</td>
<td>Location</td>
<td>Location</td>
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<td>Country</td>
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<tr>
<td>Voyage</td>
<td>Voyage</td>
<td>Voyage</td>
</tr>
<tr>
<td>Details</td>
<td>Details</td>
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</tr>
<tr>
<td>Remarks</td>
<td>Remarks</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
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</thead>
<tbody>
<tr>
<td>Remarks</td>
<td>Remarks</td>
<td>Remarks</td>
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</tbody>
</table>

[Signature]

[Signature]

[Signature]
APPLICATION FOR A PERMIT TO EXPORT FRESH/CHILLED/FROZEN FISH AND FISHERY/AQUATIC PRODUCTS

Republic of the Philippines
Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
Arcadia Bldg., 860 Quezon Avenue, Quezon City

APPLICATION FOR A PERMIT TO EXPORT
FRESH/CHILLED/FROZEN FISH AND FISHERY/AQUATIC PRODUCTS
(Fisheries Administrative Order No. 210, series of 2001)

Application No. ________________________________
Exporters Code No. ____________________________

A. Exportation Information:

Name of Exporter: ______________________________
Company Name: _______________________________
Company Address: ______________________________

B. Importer’s Country Information:

Name of Consignee: ______________________________
Address of Consignee: ____________________________
Purpose of Exportation: __________________________

C. Broker Information: (If shipment is handled by a broker):

Name of Brokerage Company: _______________________
Responsible Official & Designation: ________________
Address: ______________________________________

D. Information of Fishery Product to be Exported:

Source(s)

<table>
<thead>
<tr>
<th>Name of Fish (include scientific name)</th>
<th>Description Form</th>
<th>Volume (Age/Size/Year)</th>
<th>Quantity (piece)</th>
<th>Declared Value (From Pro-Forms Invoice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

E. Conditions for exportation of the fishery product:

1. Only fish products which have been processed in fish processing establishments certified by BFAR shall be subject to product tests required by the importing country at any BFAR laboratory or accredited laboratories the result of which shall be presented to BFAR as the basis for issuance of the product sanitary/health certificate.

2. Fish products shall be derived from species whose biological, microbiological and chemical characteristics meet the standards set for the exported product by the country of destination.

3. Establishments which are not accredited by BFAR as HACCP-compliant shall be required to submit samples for the conduct of the following tests and shall be issued export permit if the samples comply with the standards.
Microbiological (for all fresh, chilled and frozen fish only):
- Aerobic Plate Count (APC) - 500,000/g
- Escherichia coli - 11/g
- Salmonella - absent in 25 g
- Shigella - absent
- Vibrio cholera - absent
- Staphylococcus aureus - 1000/g

Chemical (As required by country of destination):
- Lead (Pb) - 0.5 ppm
- Mercury (Hg) - 0.5 ppm
- Cadmium (Cd) - 0.5 ppm

Marine biotoxins:
- Ciguatera - negative
- Paralytic shellfish toxin - 40 micrograms/100 g (for shellfish products only)
- Histamine - 200 ppm or 20 mg/100 g (for tuna products only)

4. Physical characteristics: Fish products shall meet the minimum physical characteristics appropriate for a specific products established by BFAR.
5. Packaging: Fish products shall be packed under hygienic and sanitary conditions in a manner and with such precautions to preclude lubricants, oil, fuel or any hazardous substances. Packaging materials to be used shall be of food grade.
6. Storage: Fish products shall be stored and maintained at the temperature required for specific products (i.e., zero degree Celsius for fresh/chilled and minus 20 degrees Celsius or below for frozen fishery products.)

G. Documents required upon submission of application form:
1. Export Declaration
2. Pre-Forms Invoice/Packing list
3. Affidavit of undertaking that exporters shall cause the accreditation of the establishment as HACCP-compliant (for processing plant) and traders/Exporter for SSOP-compliant
4. Result of prescribed laboratory tests and as required by importing countries, Xerox copy of BFAR Health Certificate for fishery products export to EU member countries

H. Exporter Undertaking:

1. Exporter binds himself/herself to abide by the rules and regulations on the exportation of fish and fishery product as stipulated in Fisheries Administrative Order No. 212, s. 2001 and other fisheries laws and regulations applicable to the specific fishery product currently in trade.

Exporter
(Printed Name and Signature)

Broker Representative
(Printed Name and Signature)

(Note: Official Receipt for Application Fee of P50.00 must be attached to this Application Form)
PRODUCTION / DISTRIBUTION REPORT OF IMPORTED FISH/FISHERY/AQUATIC PRODUCTS

<table>
<thead>
<tr>
<th>Month</th>
<th>Fishery Products</th>
<th>No. of Cold Storage</th>
<th>Capacity of Cold Storage</th>
<th>Volume disposed/month</th>
<th>Total Volume</th>
<th>Volume of Importation Applied</th>
<th>Volume of Importation Allowed</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Filled up by: __________________________

(Signature over printed name)

Date: __________________________
EXPORT DECLARATION
# TYPES OF CERTIFICATE OF ORIGIN FORMS

## CO FORM A

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Goods consigned from (Exporter’s business name, address, country)</td>
</tr>
<tr>
<td>2.</td>
<td>Goods consigned to (Consignee’s name, address, country)</td>
</tr>
<tr>
<td>3.</td>
<td>Means of transport and route (as far as known)</td>
</tr>
<tr>
<td>4.</td>
<td>For official use</td>
</tr>
<tr>
<td>5.</td>
<td>Item number</td>
</tr>
<tr>
<td>6.</td>
<td>Marks and numbers of packages</td>
</tr>
<tr>
<td>7.</td>
<td>Number and kind of packages; description of goods</td>
</tr>
<tr>
<td>8.</td>
<td>Origin criterion (see notes overleaf)</td>
</tr>
<tr>
<td>9.</td>
<td>Gross weight or other quantity</td>
</tr>
<tr>
<td>10.</td>
<td>Number and date of invoices</td>
</tr>
<tr>
<td>11.</td>
<td>Certification</td>
</tr>
<tr>
<td>12.</td>
<td>Declaration by the exporter</td>
</tr>
</tbody>
</table>

11. Certification:

It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.

12. Declaration by the exporter:

The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in ______________________ (country) and that they comply with the origin requirements specified for those goods in the Generalised System of Preferences for goods exported to ______________________ (exporting country).

Place and date, signature and stamp of certifying authority

Place and date, signature of authorized signature
### CO FORM AANZ (ASEAN-AUSTRALIA-NEW ZEALAND)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Goods Consigned from (Exporter's name, address and country)</td>
</tr>
<tr>
<td>2.</td>
<td>Goods Consigned to (Importers' Consignee's name, address, country)</td>
</tr>
<tr>
<td>3.</td>
<td>Means of transport and route (if known)</td>
</tr>
<tr>
<td></td>
<td>Shipment Date:</td>
</tr>
<tr>
<td></td>
<td>Vessel's name/Aircraft etc.:</td>
</tr>
<tr>
<td></td>
<td>Port of discharge:</td>
</tr>
<tr>
<td>4.</td>
<td>For Official Use</td>
</tr>
<tr>
<td></td>
<td>Preferential Treatment Given Under AANZFTA</td>
</tr>
<tr>
<td></td>
<td>Preferential Treatment Not Given (Please state reason(s))</td>
</tr>
<tr>
<td>5.</td>
<td>Item number</td>
</tr>
<tr>
<td>6.</td>
<td>Marks and numbers on packages</td>
</tr>
<tr>
<td>7.</td>
<td>Number and kind of packages; description of goods including HS Code (6 digits) and brand name (if applicable)</td>
</tr>
<tr>
<td>8.</td>
<td>Origin Confirming Criterion (see Overleaf Notes)</td>
</tr>
<tr>
<td>9.</td>
<td>Quantity (Gross weight or other measurement), and value (FOB) (see Overleaf Notes)</td>
</tr>
<tr>
<td>10.</td>
<td>Invoice number(s) and date of invoice(s)</td>
</tr>
<tr>
<td>11.</td>
<td>Declaration by the exporter</td>
</tr>
<tr>
<td></td>
<td>This undersigned hereby declares that the above details and statement are correct, that all the goods were produced in (Country) and that they comply with the rules of origin, as provided in Chapter 3 of the Agreement Establishing the ASEAN-Australia-New Zealand Free Trade Area for the goods exported to (Importing Country)</td>
</tr>
<tr>
<td>12.</td>
<td>Certification</td>
</tr>
<tr>
<td></td>
<td>On the basis of control carried out, it is hereby certified that the information herein is correct and that the goods described comply with the origin requirements specified in the Agreement Establishing the ASEAN-Australia-New Zealand Free Trade Area.</td>
</tr>
</tbody>
</table>

**Certificate No.**

AGREEMENT ESTABLISHING THE ASEAN – AUSTRALIA – NEW ZEALAND FREE TRADE AREA (AANZFTA)

(Form AANZ) 

Issued in [Country]

See Notes Overleaf

**Signature of Authorised Signatory of the Importing Country**

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Back-to-back Certificate of Origin</td>
</tr>
<tr>
<td></td>
<td>Subject of third-party invoice</td>
</tr>
<tr>
<td></td>
<td>Issued retroactively</td>
</tr>
<tr>
<td></td>
<td>De Minimis</td>
</tr>
<tr>
<td></td>
<td>Accumulation</td>
</tr>
</tbody>
</table>

**SN:** 00534301
**CO FORM AI (ASEAN-INDIA)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Goods consigned from (Exporter’s business name, address, country)</td>
</tr>
<tr>
<td>2.</td>
<td>Goods consigned to (Consignee’s name, address, country)</td>
</tr>
<tr>
<td>3.</td>
<td>Means of transport and route (as far as known)</td>
</tr>
<tr>
<td></td>
<td>Departure date</td>
</tr>
<tr>
<td></td>
<td>Vessel’s name/Aircraft etc.</td>
</tr>
<tr>
<td></td>
<td>Port of Discharge</td>
</tr>
<tr>
<td>4.</td>
<td>For Official Use</td>
</tr>
<tr>
<td></td>
<td>□ Preferential Tariff Treatment Given Under ASEAN-India Free Trade Area Preferential Tariff</td>
</tr>
<tr>
<td></td>
<td>□ Preferential Tariff Treatment Not Given (Please state reason(s))</td>
</tr>
<tr>
<td>5.</td>
<td>Item number</td>
</tr>
<tr>
<td>6.</td>
<td>Marks and numbers on Packages</td>
</tr>
<tr>
<td>7.</td>
<td>Number and type of packages, description of goods (including quantity, weight or other quantity and value (FOB))</td>
</tr>
<tr>
<td>8.</td>
<td>Origin criterion (see Notes overleaf)</td>
</tr>
<tr>
<td>9.</td>
<td>Gross weight or other quantity and value (FOB)</td>
</tr>
<tr>
<td>10.</td>
<td>Number and date of invoices</td>
</tr>
</tbody>
</table>

11. Declaration by the exporter

The undersigned hereby declares that the above details and statement are correct; that all the goods were produced in

(Country)

and that they comply with the origin requirements specified for these goods in the ASEAN-INDIA Free Trade Area Preferential Tariff for the goods exported to

(Importing Country)

Place and date, signature of authorised signatory

12. Certification

It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.

Place and date, signature and stamp of certifying authority

13. Where appropriate please tick:

□ Third Country Invoicing
□ Exhibition
□ Back-to-Back CO
□ Cumulation

00151182
# CO FORM D

1. Goods consigned from (Exporter's business name, address, country)

2. Goods consigned to (Consignee's name, address, country)

3. Means of transport and route (as far as known):
   - Departure date
   - Vessel's name/Aircraft etc.
   - Port of discharge

4. For Official Use
   - Preferential Treatment Given Under ASEAN Trade in Goods Agreement
   - Preferential Treatment Given Under ASEAN Industrial Cooperation Scheme
   - Preferential Treatment Not Given (Please state reason(s))

5. Item number

6. Marks and numbers on Packages

7. Number and type of packages, description of goods (including quantity where appropriate and HS number of the importing country)

8. Origin criterion (see Overleaf Notes)

9. Gross weight or other quantity and value (FOB) where RVC is applied

10. Number and date of invoices

11. Declaration by the exporter

   The undersigned hereby declares that the above details and statement are correct, that all the goods were produced in
   (Country)
   and that they comply with the origin requirements specified for these goods in the ASEAN Trade in Goods Agreement for the goods exported to
   (Importing Country)

   Place and date, signature of authorized signatory

12. Certification

   It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.

   Place and date, signature and stamp of certifying authority

13. Third Country Invoice
   - Exhibition
   - Accumulation
   - Back-to-Back CD
   - Partial Cumulation
   - Issued Retrospectively

009882759
CO FORM E

1. Products consigned from (Exporter’s business name, address, country)

2. Products consigned to (Consignee’s name, address, country)

3. Means of transport and route (as far as known)
   - Departure date
   - Vessel’s name/Aircraft etc.
   - Port of discharge

4. For Official Use
   - [ ] Preferential Treatment Given
   - [ ] Preferential Treatment Not Given (Please state reasons)

   Signature of Authorized Signatory of the Importing Country

5. Item number
6. Marks and numbers on packages
7. Number and type of packages, description of products (including quantity where appropriate and HS number of the importing Party)
8. Origin certification (see Overseas Notes)
9. Gross weight or other quantity and value (FOB)
10. Number and date of invoices

11. Declaration by the exporter
    
    The undersigned hereby declares that the above details and statement are correct, that all the products were produced in

    (Country)

    and that they comply with the origin requirements specified for these products in the Rules of Origin for the ACFTA for the products exported to

    (Importing Country)

    Place and date, signature of authorized signatory

12. Certification

    It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.

    Place and date, signature and stamp of certifying authority

13. [ ] Issued Retroactively [ ] Exhibition
    
    [ ] Movement Certificate [ ] Third Party Invoking

Reference No.

ASEAN-CHINA FREE TRADE AREA
PREFERENTIAL TARIFF
CERTIFICATE OF ORIGIN
(Combined Declaration and Certificate)

Issued in ______
(Country)
See Overseas Notes
**AGREEMENT BETWEEN JAPAN AND THE REPUBLIC OF THE PHILIPPINES FOR AN ECONOMIC PARTNERSHIP**

**CERTIFICATE OF ORIGIN**

<table>
<thead>
<tr>
<th>1. Exporter's Name, Address and Country</th>
<th>Reference No.</th>
<th>Number of page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Importer's Name, Address and Country:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Means of transport and route</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Item number (as necessary); Marks and numbers; Number and kind of packages; Description of good(s); HS code

<table>
<thead>
<tr>
<th>5. Origin criterion</th>
<th>6. Quantity (gross or net weight or other quantity units)</th>
<th>7. Invoice number and date</th>
</tr>
</thead>
</table>

8. Certificate Number of the Phytosanitary Certificate or ITDI Certificate, if applicable.

9. Remarks

10. Declaration by the exporter:
1. the undersigned, declare that:
   - the above details and statement are true and accurate.
   - the good(s) described above meet the condition(s) required for the issuance of this certificate;
   - the country of origin of the good(s) described above is

Place and Date: ____________________________

Signature: ______________________________________

Name (printed): ____________________________

Company: ________________________________

11. Certification

It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.

Comptent governmental authority or Designate office:

__________________________________________

Stamp

______________________________

Signature: ________________________________

Place and Date: ____________________________

Signature: ________________________________

02975725
CO FORM AK (ASEAN-KOREA)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Goods consigned from Exporter's business name, address, country</td>
</tr>
<tr>
<td>2.</td>
<td>Goods consigned to Consignee's name, address, country</td>
</tr>
<tr>
<td>3.</td>
<td>Means of transport and route (as far as known)</td>
</tr>
<tr>
<td>4.</td>
<td>For Official Use</td>
</tr>
<tr>
<td>5.</td>
<td>Item number</td>
</tr>
<tr>
<td>6.</td>
<td>Marks and numbers on Packages</td>
</tr>
<tr>
<td>7.</td>
<td>Number and type of packages, description of goods (including quantity where appropriate and HS number of the importing country)</td>
</tr>
<tr>
<td>8.</td>
<td>Origin criterion (see Notes overleaf)</td>
</tr>
<tr>
<td>9.</td>
<td>Gross weight or other quantity and value (FOB only when INVL criterion is used)</td>
</tr>
<tr>
<td>10.</td>
<td>Number and date of Invoice</td>
</tr>
<tr>
<td>11.</td>
<td>Declaration by the exporter</td>
</tr>
<tr>
<td>12.</td>
<td>Certification</td>
</tr>
<tr>
<td>13.</td>
<td>Third Country Invoicing, Exhibition, Back-to-Back CO</td>
</tr>
</tbody>
</table>

The undersigned hereby declares that the above details and statement are correct, that all the goods were produced in ________ (Country) and that they comply with the origin requirements specified for these goods in the ASEAN-KOREA Free Trade Area Preferential Tariff for the goods exported to ________ (Importing Country).

Place and date, signature of authorised signatory

Place and date, signature and stamp of certifying authority
APPENDIX 6

Commodity Agencies: Contact Information

BANGKO SENTRAL NG PILIPINAS (BSP)
A. Mabini St. cor. P. Ocampo St.,
Malate, Manila
Tel: (+632) 708.7107
Fax: (+632) 306.3091
Email: pangeles@bsp.gov.ph
Website: www.bsp.gov.ph

BIODIVERSITY MANAGEMENT BUREAU (BMB)
(formerly Protected Areas and Wildlife Bureau
(PAWB))
Ninoy Aquino Parks and Wildlife Center
Diliman, Quezon City
Tel: (+632) 924.6031-35loc. 222, 224, 225
Fax: (+632) 925.8953
Email: bmb@mmb.gov.ph
Website: www.bmb.gov.ph

BOARD OF INVESTMENTS (BOI)
3F Industry & Investments Building
385 Sen. Gil J. Puyat Ave., Makati City
Tel.: (+632) 890.3172
(+632) 897.6682 loc. 257
Telefax: (+632) 890.2151
Email: moramos@boi.gov.ph
Website: investphilippines.gov.ph

BUREAU OF ANIMAL INDUSTRY (BAI)
Visayas Ave. cor. Elliptical Road
Diliman, Quezon City 1100
Telefax: (+632) 928.2937
Tel: (+ 632) 926.6883
(+632) 925.9228
Telefax: (+632) 927.0971
Email: BAI_Dir@yahoo.com
Website: www.bai.gov.ph

BUREAU OF FISHERIES AND AQUATIC RESOURCES (BFAR)
PCA Building, Diliman, Quezon City, Philippines
Tel: (+632) 929.8074
(+632) 929.9597
(+632) 426.6532
(+632) 455.2887
Email: bfarforeignntrade@yahoo.com;
josiesanpedro@yahoo.com
Website: www.bfar.da.gov.ph

BUREAU OF PLANT INDUSTRY (BPI)
692 San Andres, Malate, Manila
Tel: (+632) 404.0409 (Plant Quarantine Services)
(+632) 920.0968 (Seed Quality Control Services)
(+632) 929.2543 (Plant Variety Protection Office)
E-mail: asec.regulations2014@gmail.com
pqosedc@gmail.com
Website: www.bpi.da.gov.ph

DANGEROUS DRUGS BOARD (DDB)
3/F DDB-PDEA Bldg., NIA Road,
National Government Center, East Triangle,
Diliman, Quezon City
Tel: (+632) 929.1753
(+632) 926.6750
Telefax: (+632) 929.6639
Email: info@ddb.gov.ph
Website: www.ddb.gov.ph
ENERGY RESOURCE DEVELOPMENT BUREAU (ERDB)
Energy Road, Rizal Drive
Fort Bonifacio, Taguig City
Tel.: (+632) 479.2900
(+632) 840.2187 (Down Stream)
Email: attyrino_abad@yahoo.com.ph
mobillo@doe.gov.ph
Website: www.doe.gov.ph

ENVIRONMENTAL MANAGEMENT BUREAU (EMB)
2F AQMTC Bldg., DENR Compound, Visayas Avenue
Diliman, Quezon City 1100
Tel: (+632) 928.1212 (Hazardous Waste)
Email: hazwaste@emb.gov.ph;
Website: www.emb.gov.ph

EXPORT MARKETING BUREAU (EMB)
DTI International Building
375 Sen. Gil J. Puyat Ave., Makati City
Tel.: (+632) 456.3300
Telefax: (632) 899.0111
Email: Exponet@dti.gov.ph
Website: www.emb.dti.gov.ph

FERTILIZER AND PESTICIDE AUTHORITY (FPA)
FPA Bldg., BAI Compound, Visayas Ave., Diliman,
Quezon City
Tel.: (+632) 441.1601 (Fertilizer Division)
Email: frfsguardians@gmail.com
Tel.: (+632) 922.3368 (Pesticide Div.)
Website: www.fpa.da.gov.ph

FOOD AND DRUGS ADMINISTRATION (FDA)
Civic Drive, Filinvest Corporate City, Alabang,
Muntinlupa City
Tel.: (+632) 711.6016
(+632) 741.9443
Email: apperalta2004@yahoo.com
Website: www.fda.gov.ph

FOREST MANAGEMENT BUREAU (FMB)
FMB Bldg., Visayas Ave., Diliman, Quezon City
Tel.: (+632) 926.2141
(+632) 925.9796
Telefax: (+632) 920.8650
Email: fmbdenr@mozcom.com
Website: www.forestry.denr.gov.ph

MINES AND GEOSCIENCES BUREAU (MGB)
(MGB) PERMITS
MGB Compound, North Ave., Diliman, Quezon City
Tel.: (+632) 920.9131
(+632) 667.6700 loc. 143
Email: tenement@mgb.gov.ph
Website: www.mgb.gov.ph

NATIONAL FOOD AUTHORITY (NFA)
North Ave., Diliman, Quezon City
Tel.: 454.1890, 920.0651
Email: dpbarona@gmail.com
Website: www.nfa.gov.ph

NATIONAL MUSEUM OF THE PHILIPPINES
Padre Burgos Ave., Ermita, City of Manila
Telefax:( +632) 527.1216
Email:nm_cpd@yahoo.com
Website: www.nationalmuseum.gov.ph

OPTICAL MEDIA BOARD (OMB)
35 Scout Limbaga Street, Barangay Laging Handa,
Quezon City 1103
Tel.: (+632) 374.1393
(+632) 374.0237
Email: rld@omb.gov.ph
Website: www.omb.gov.ph

PHILIPPINE COCONUT AUTHORITY (PCA)
R & D Bldg., Elliptical Road,
Diliman, Quezon City
Tel.: (+632) 927.8116
(+632) 927.8706
(+632) 928. 4501 loc. 201
Telefax: 921.6173
Email: pca_ofad@yahoo.com
Website: www.pca.da.gov.ph

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY (PHILFIDA)
7/F Sunnymede IT Center,
1614 Quezon Ave., Quezon City
Telefax: (+632) 441.2048
Email: fidaoad@yahoo.com
Website: www.fida.da.gov.ph
PHILIPPINE NATIONAL POLICE-FIREARMS AND EXPLOSIVE OFFICE (PNP-FEO)
FEO Bldg., Camp Crame, Quezon City
Website: www.fed.org.ph
(+632) 723.0402
E-mail: pnpfed@gmail.com

PHILIPPINE NUCLEAR RESEARCH INSTITUTE (PNRI) (International Cooperation Section)
Commonwealth Avenue, Diliman, Quezon City
Website: www.pnri.dost.gov.ph
Tel.: (+632) 920.8742
(+632) 929.6011 loc. 254/258
Telefax: (+632) 920.1646
Email: ncmedina@pnri.dost.gov.ph

SUGAR REGULATORY ADMINISTRATION (SRA)
Sugar Center Bldg., North Ave.,
Diliman, Quezon City
Website: www.sra.gov.ph
Telefax: (+632) 929.9223
(+632) 455.7592
Email: sug_transact@sra.gov.ph
APPENDIX 7

Bureau of Customs
Contact Information

PORT OF MANILA
Address: POM Building, South Harbour, Gate 3, Port Area, Manila

Mario A. Mendoza
District Collector
Tel. No. 526.6652

Ali D. Usman
Deputy Collector of Operations
Tel. No. 527.4553

Louis Adviento
Chief
Export Division
Tel. No. 527.4590

MANILA INTERNATIONAL CONTAINER PORT
Address: Isla Putting Bato, Del Pan, Manila

Elrmir S. dela Cruz
District Collector
Tel. No. 245.2796

Ruperto J. Bustamante III
Deputy Collector for Operations
Tel. No. 2470985

Joji J. Rondina
Acting Chief
Export Division
Tel. No. 245.4101 loc. 2400

NAIA – CUSTOMS WAREHOUSE OFFICE
Address: BOC Bldg., NAIA, Pasay City

Reynaldo V. Gatchalian
Acting Chief
Export Division
Tel. No. 877.1109 loc. 3669

PORT OF CEBU
Office Address: Morga St., Cebu City

Roberto T. Almadin
Acting District Collector
Tel. No. (032) 231.6782

PORT OF DAVAO
Office Address: Sasa Wharf, Port Area, Sasa, Davao City

Ernesto R. Ardanadas
District Collector
Tel. No. (082) 235.1215

PORT OF SUBIC
Office Address: Bldg. 307, Canel Road, Subic Bay Freeport Zone
Tel. No. (047) 252.3534
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Bureau of Animal Industry (BAI)  Mines and Geosciences Bureau (MGB)
Bureau of Customs (BOC)  National Food Authority (NFA)
Bureau of Fisheries and Aquatic Resources (BFAR)  National Museum of the Philippines (NM)
Bureau of Internal Revenue (BIR)  One-Stop Export Documentation Center (OSEDC)
Bureau of International Trade Relations (BITR)  Optical Media Board (OMB)
Bureau of Plant Industry (BPI)  Philippine Coconut Authority (PCA)
Bureau of Small & Medium Enterprise Development (BSMED)  Philippine Economic Zone Authority (PEZA)
Dangerous Drugs Board (DDB)  Philippine Exporters Confederation, Inc. (PHILEXPORT)
Energy Resource Development Bureau (ERDB)  Philippine Fiber Industry Development Authority (PHILFDA)
Environmental Management Bureau (EMB)  Philippine National Police (PNP) - Firearms and Explosives Office (FEO)
Export Development Council (EDC)  Philippine Nuclear Research Institute (PNRI)
Fertilizer and Pesticide Authority (FPA)  Securities and Exchange Commission (SEC)
Food and Drugs Administration Philippines (FDA)  Sugar Regulatory Administration (SRA)
Foreign Trade Service Corps (FTSC)

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