



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

11 June 2012

MEMORANDUM to:

Deputy Commissioner, AOCG
All District/Port Collectors
All Deputy Collectors for Operations
Chief, Export Coordinating Division
All Chiefs, Export Division
All Chiefs, PID/POD
All Chiefs, CCCD/Equivalent Unit
Site Managers, MISTG
All Others Concerned

**Subject : Manual Processing of Export Declarations After the
Mandatory Implementation of the Automated Export
Documentation System on June 11, 2012.**

To facilitate the clearance procedure for their exports shipments and so as not to hamper the commitments of legitimate exporters, manual processing of the old DTI-prescribed forms during the initial stages of the mandatory implementation of the AEDS on June 11, 2012 shall be allowed under the conditions prescribed below:


1. Exporter whose application for registration into the CPRS are still pending processing or approval with their respective accrediting agency, provided that the exporter or declarant shall submit a certification from the accrediting agency concerned that their application for CRPS registration have been received by the accrediting agency before June 11, 2012 and that the same is still pending evaluation or approval.
2. For small-scale exporters, those operating under the BIMP-EAGA scheme, or those exporters who export only once-a-year, their application for CPRS registration shall be filed with the ports for approval by the District Collector concerned, upon evaluation and favorable recommendation by the Chief, Export Division and the Port Collector, in case the application for registration is filed with the Port Collector.
3. The temporary registration of once-a-year exporters in the CPRS shall be deactivated after their first exportation. Any succeeding

exportation by the same exporter shall not be considered for manual processing and the exporter shall be required to file his application as a regular exporter with the accrediting agency concerned.

4. Exporters who have not applied for registration into the CPRS or accreditation with the pertinent accrediting agency and with export shipments ready for ship-out by June 11, 2012 shall be allowed to have their Export Declaration Forms processed manually provided they should submit a notarized Oath of Undertaking that after June 11, 2012, they shall apply for accreditation at their respective OGAs for registration into the CPRS. In case their accreditation with the accrediting agency or their registration into the CPRS is still in the process of evaluation and/or approval during their next exportation, the exporter concerned shall be required to undergo the procedures prescribed in No. 1 above.
5. The District Collectors are hereby required to submit to the MISTG, on a weekly basis, a report on all applications by exporters for temporary registration into the CPRS and the action taken thereon (approved or disapproved). In case the application has been disapproved, the report to be submitted should also state the reason for the disapproval thereof.

The above-prescribed guidelines shall be applicable in all seaports nationwide.

For strict compliance.


ROZZANO RUFINO B. BIAZON
Commissioner



Cc: Deputy Commissioner, MISTG

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