



Philippine Economic Zone Authority

MEMORANDUM ORDER NO. 2012 - 002

TO : ALL ECOZONE EXPORT ENTERPRISES (EEEs) AND
ECOZONE LOGISTICS SERVICE ENTERPRISES (ELSEs)
ALL PEZA ZONE ADMINISTRATORS, ZONE MANAGERS AND
ZONE OFFICERS-IN-CHARGE (ZA/ZM/ZOIC)

FROM : DIRECTOR GENERAL LILIA B. DE LIMA 

DATE : 14 February 2011

SUBJECT : Mandatory Implementation of the PEZA-BOC Expanded Automated Export Documentation System (E-AEDS) for Export Shipments to be Loaded at the Ninoy Aquino International Airport (NAIA), Manila International Container Port (MICP), Port of Manila (POM), Mactan-Cebu International Airport (MCIA), Cebu International Port (CIP), Diosdado Macapagal International Airport (DMIA) and Port of Subic (POS)

Pursuant to PEZA Memorandum Order No. 2011 - 002, dated 20 April 2011, which provides, among others, that PEZA shall issue guidelines on the implementation of the Expanded Automated Documentation System (E-AEDS) in accordance with the PEZA - Bureau of Customs (BOC) Joint Memorandum Order (JMO) No. 4-2010, dated December 23, 2010 and Customs Memorandum Order (CMO) No. 7 -2011, dated January 5, 2011, these guidelines and procedures are hereby issued to govern the mandatory implementation of the E-AEDS for export shipments of Ecozone Export Enterprise (EEEs) and Ecozone Logistics Service Enterprises (ELSEs), including Ecozone Facilities Enterprises whose registered activities are warehousing / logistics operations (EFE-WL) and recycling for export (EFE-R), which shipments are to be loaded at the NAIA, MICP, POM, MCIA, CIP, DMIA and POS.

1.0 Effectivity

- 1.1 Implementation of the E-AEDS shall be effective on **14 February 2012**, and shall be mandatory for all export shipments of all enterprises covered by this Memorandum Order effective **15 March 2012**. All concerned enterprises shall therefore enroll with any or all of the three PEZA-accredited Value Added Services Providers (VASPs) prior to 15 March 2012.
- 1.2 From 14 February 2012 to 14 March 2012, export shipments of enterprises covered by this Memorandum Order which are presently processed under the Manual Export Processing System or under the "Pilot" Automated Export Documentation System



(Pilot-AEDS) may be processed under the said systems until the enterprise is enrolled in the E-AEDS. However, effective 15 March 2012, all export shipments of all enterprises covered by this Memorandum Order are required to be processed under the E-AEDS.

2.0 Scope

- 2.1 The PEZA-BOC E-AEDS shall cover "unregulated and regulated" direct export shipments of PEZA-registered Ecozone Export Enterprises (EEEs), Ecozone Logistics Service Enterprises (ELSEs) and Ecozone Facilities Enterprises engaged in warehousing / logistics (EFE-WL) and recycling operations (EFE-R), which shipments are to be loaded at the NAIA, MICP, POM, MCIA, CIP, DMIA and POS.
- 2.2 This Memorandum Order shall not cover the following : (a) export shipments consisting of several cargoes under a single Export Declaration, which cargoes are to be released from the economic zones on a staggered basis; (b) export shipments of physical products of Ecozone IT Enterprises; and (c) direct export shipments of enterprises to be loaded at ports other than the NAIA, MICP, POM, MCIA, CIP, DMIA and POS. These shipments shall be processed under the existing Manual Export Processing System until the appropriate guidelines are issued by PEZA in a separate Memorandum Order to cover these shipments.
- 2.3 The E-AEDS shall not be utilized for "Non-exportables" as herein defined.

3.0 Definition of Terms

- 3.1 "*E-AEDS*" refers to the PEZA-BOC Expanded Automated Export Documentation System, pursuant to the PEZA-Bureau of Customs (BOC) Joint Memorandum Order (JMO) No. 4-2010, dated December 23, 2010, and Customs Memorandum Order (CMO) No. 7 -2011, dated January 5, 2011. The E-AEDS shall supplant / take the place of the "Pilot-AEDS" and the Manual Export Processing System.
- 3.2 "*Pilot-AEDS*" refers to the automated export documentation system implemented for export shipments of Ecozone Export Enterprises in the semi-conductor and electronics industry and those located in the Mactan Economic Zone for loading at the NAIA, MCIA, and DMIA pursuant to PEZA-BOC JMO Nos. 2-2002; 1-2005 dated January 10, 2005; and 1-2008 dated August 1, 2008.
- 3.3 "*Manual Export Processing System*" refers to the manual processing of export shipments using the DTI Export Declaration Form, the PEZA Boat Note and the Export Tally (PEZA Form 8104), and which requires PEZA escorting of the export shipment during transfer from the economic zone to the port of loading, which system was established under the Memorandum of Agreement between then Export Processing Zone Authority (EPZA) and the Bureau of Customs, dated 19 March 1984.
- 3.4 "*PEZA Enterprises*" as used in this Memorandum Order, refer to Ecozone Export Enterprises, Ecozone Logistics Service Enterprises, Ecozone Facilities Enterprises

engaged in warehousing and logistics operations as registered activity, and Ecozone Facilities Enterprises engaged in recycling with export products as registered activity.

- 3.5 *"Direct Exports"* refer to export shipments of PEZA Enterprises for direct transfer from the PEZA economic zone location of the PEZA enterprise to the port of loading.
- 3.6 *"Exportables"* refer to the manufactured, processed, assembled or authorized products belonging to the class of products covered by the registered activity/ies of the PEZA Enterprise as indicated in its Registration Agreement and Supplemental Agreement/s with PEZA, or authorized under Letters of Authority issued by PEZA. It shall also refer to equipment and other goods occasionally exported / re-exported by the PEZA Enterprise which are duly covered by an authorization/clearance from PEZA in accordance with PEZA Rules and Regulations.
- 3.7 *"Unregulated Exportables"* refer to "Exportables" that do not require a separate clearance / authorization from PEZA and/or permit from a government regulatory agency/ies prior to PEZA approval of the Export Declaration.
- 3.8 *"Regulated Exportables"* refer to those "Exportables" that require a separate clearance/authorization from PEZA (e.g. equipment and raw materials to be returned to the supplier, equipment for repair, scrap items generated from the registered operations of the enterprise, and the like) and/or from a government regulatory agency such as but not limited to: the Department of Environment and Natural Resources-Environmental Management Bureau (DENR-EMB) for toxic and hazardous substances/goods/items; Philippine National Police-Firearms and Explosives Division (PNP-FED) for goods/substances used in explosives; Optical Media Board (OMB) for optical media, such as compact discs, uploaded with data/information/software by the PEZA Enterprise, etc.
- 3.9 *"Non-exportables"* refer to goods/items intended to be exported by the PEZA Enterprise that are not in any way related to its registered activity/ies and shall, thus, not be covered by a PEZA-issued ED. No Non-Exportable shall be included by the PEZA Enterprise in its list of Exportables.
- 3.10 *"Declarant"* refers to the President/Chief Executive Officer (CEO) of the PEZA Enterprise, or his duly authorized representative, who shall file the electronic application for the Export Declaration on behalf of the PEZA Enterprise and who has been tasked by the PEZA Enterprise with the responsibility for the processing of the Export Declaration and movement of the export shipment until it is loaded at the port of loading.
- 3.11 *"ED/ATL-SAD"* refers to the electronically generated Single Administrative Document ("SAD") under the E-AEDS, which serves as the Export Declaration ("ED"), and when printed with the electronically generated barcode, serves as the Authority to Load ("ATL").
- 3.12 *"Export Processing Fee"* refers to the PEZA administrative fee for the processing of export shipments under the E-AEDS.
- 3.13 *"PEZA Transaction Receipt"* refers to the record of the export shipment which indicates, among others, the quantity and type of cargo/es comprising the export shipment listed in the Export Declaration, the corresponding Container No./s. and

PEZA Seal No./s. (for FCL shipments), the Export Processing Fee paid, Date of Debit of the PEZA Export Processing Fee from the PEZA-Pre-payment Account of the PEZA Enterprise, Payment Reference No., and the 24-hour period within which the export shipment should be withdrawn from the PEZA Economic Zone.

- 3.14 "ZA/ZM/ZOIC" refers to the PEZA Zone Administrator / Zone Manager / Zone Officer-in-Charge who is vested with authority by PEZA to exercise administrative supervision over the implementation of PEZA Rules and Regulations inside the PEZA economic zone.

4.0 General Provisions

- 4.1 **Electronic Filing and Processing of EDs.** - Export Declarations shall be electronically filed and processed through the internet-based E-AEDS. Access to the E-AEDS requires enrollment by the PEZA Enterprise with any or all of the PEZA-accredited Value Added Service Providers (VASPs).
- 4.2 **Barcode as Authority to Load (ATL).** - A barcode electronically generated by the system, shall serve as the electronic signature, which when printed on the ED makes the document the ATL. Prior to loading of the export shipment, the authenticity of the ED/ATL can be verified by scanning the barcode to cause the electronic copy of the ED/ATL to be displayed on the monitor of the E-AEDS workstation and then comparing the particulars therein with the particulars in the hard copy of the ED/ATL accompanying the export shipment.
- 4.3 **Elimination of the PEZA Boatnote and Tally Sheet (PEZA Form 8104).** - The printed ED shall take the place of the PEZA Boatnote, which shall no longer be required. Similarly, Export Tally Sheets (PEZA Form 8104) will no longer be required because EDs can be filed and processed as export shipments are being prepared, thus allowing exact quantities and items in the export shipments to be indicated in the EDs. PEZA escorting of the export shipment during its transfer from the economic zone to the port of loading shall no longer be required under the E-AEDS.
- 4.4 **Selective PEZA/BOC Shipment Inspection.** - PEZA/BOC shall undertake selective inspection of export shipments prior to clearing the selected shipment for release from the PEZA Economic Zone. Specifically, BOC inspection of export shipments shall be undertaken only when there is derogatory information received via BOC authorized channels or when the BOC Officer in the zone has reason to suspect that the shipment is attendant with fraud and/or is in violation of BOC rules and regulations. For purposes of the selective inspection, no export shipment may be cleared for release from the PEZA economic zone within 30 minutes from approval of the ED/ATL in order to provide PEZA/BOC Officers sufficient time to exercise the option to inspect the shipment, unless the shipment is volunteered for inspection by the PEZA Enterprise and the shipment is cleared for release by PEZA and BOC before the end of the prescribed 30-minute period. The PEZA/BOC Officers who shall conduct the inspection of an export shipment shall prepare a report on the inspection conducted, copies of which must be provided to the Declarant and to the PEZA/BOC Officer in the Zone, as the case may be.

- 4.5 Electronic Acceptance of ED/ATL-SAD at the Port.** - The BOC at the port of loading electronically accepts the export shipment for loading by scanning the electronically generated barcode in the printed ED/ATL. The BOC may view the ED/ATL on its E-AEDS workstation's monitor to authenticate the printed copy of the ED/ATL. The system will automatically record the date and time the barcode in the printed ED/ATL is scanned, signifying BOC's acceptance of the shipment for loading.
- 4.6 Electronic Payment of Fees.** - The E-AEDS includes a payment module for the electronic payment of the PEZA Export Processing Fee, initially through a Pre-payment Account against which payments for EDs lodged shall be electronically debited by the system. The PEZA Transaction Receipt, which shall contain, among other information, the amount of PEZA Processing Fee/s debited from the Pre-payment account of the PEZA Enterprise, shall be generated by the system.

5.0 PEZA Export Processing Fee

- 5.1** Pursuant to PEZA Board Resolution (B.R.) No. 11-749, dated 16 December 2011, the PEZA Export Processing Fee under the E-AEDS shall be as follows:
- ₱ 225.00 per ED for LCL cargoes;
 - ₱ 225.00 per ED consisting of one (1) to two (2) FCL cargoes, plus ₱ 112.50 per FCL in excess of two (2).
- 5.2** However, as likewise provided in B.R. No. 11-749, for the first six (6) months from the date of effectivity of this Memorandum Order, or until 15 August 2012, the PEZA Export Processing Fee under the E-AEDS shall be a flat fee of ₱ 150.00 per ED, regardless of type or number of cargoes contained in the ED. Thereafter, i.e., effective 16 August 2012, the above-prescribed PEZA Export Processing Fee of ₱ 225.00 (plus ₱ 112.50 per FCL in excess of 2) shall apply.
- 5.3** The PEZA Transshipment Processing Fee under the Manual Export Processing System shall no longer apply to the E-AEDS.

6.0 Enrolment and Fund set-up in the E-AEDS

- 6.1** All PEZA Enterprises covered by this Memorandum Order shall enroll in the E-AEDS with any or all of the three PEZA-accredited VASPs, as follows:
- Apollo Technologies Inc. (Apollo) – Tel. #s 8539434, 8548139, 8548142 and email: ed@apollo.com.ph
 - E-Konek Pilipinas Inc. (E-Konek) - Tel. # 6593333
email: marketing@ekonek.com or ekonek.help@ekonek.com
Download form from: <http://www.ekonek.com/web/content/downloads.html>
 - InterCommerce Network Services Inc. (INS) – Tel. # 8432792, 8438155
Register online at: <http://www.intercommerce.com.ph> or email: manilacs@intercommerce.com.ph

In order to forestall any delay in the processing of EDs in the event of any downtime in the system of the VASP engaged by the PEZA Enterprise, all enterprises are encouraged to enroll in all PEZA-accredited VASPs.

- 6.2** Enrollment in the E-AEDS shall consist of submission of the following documents to the ZA/ZM/ZOIC:

Particulars	No. of Copies	Reference Format
1. Pro forma Application Letter, with copy of the accomplished enrollment form to be submitted to the VASP/s.	The duly accomplished documents shall be sent to the PEZA ZA/ZM/ZOIC of the zone location of the PEZA Enterprise, as follows: one (1) printed copy of each document, plus the soft copy of the documents which shall be electronically transmitted to the official PEZA e-mail address of the ZA/ZM/ZOIC <u>only</u> from the e-mail address of the President /CEO of the PEZA Enterprise or his duly authorized Representative / Alternate Signatory.	Annex A
2. Designation / Authorization by the President/CEO of the Company's Alternate Signatory		Annex B
3. List of Unregulated and Regulated Exportables		Annex C
4. Endorsement / Certification of the List of Unregulated / Regulated Exportables signed by the President/CEO of the PEZA Enterprise or his duly authorized Alternate Signatory.		Annex D

Enrollment in the E-AEDS with any VASP shall take effect only after the ZA/ZM/ZOIC transmits the above-required documents to the VASP.

- 6.3** PEZA Enterprises already enrolled in the E-AEDS under its Trial Run (which commenced in July 2011) need not submit a new application for enrollment. Instead, they shall re-submit to the ZA/ZM/ZOIC the "Designation / Authorization by the President / CEO of the Company's Alternate Signatory" in the new format (Annex B), and the "Endorsement / Certification of the List of Unregulated / Reguated Exportables signed by the President/CEO of the PEZA Enterprise or his duly authorized Alternate Signatory" in the new format (Annex D).
- 6.4** An Ecozone Enterprise which has more than one type of PEZA registration shall enroll separately for each type of registration; e.g. ABC Inc. which is registered with PEZA as EEE, ELSE, EFE-R should enroll separately as follows:
- ABC Inc. (Ecozone Export Enterprise)
 - ABC Inc. – Warehousing Division (Ecozone Logistics Service Enterprise)
 - ABC Inc. (Ecozone Facilities Enterprise-Recycling)
- 6.5** Within 24 hours from receipt from the PEZA Enterprise of the documentary requirements for enrollment in the E-AEDS, the ZA/ZM/ZOIC shall review the documents and the list of unregulated / regulated exportables submitted, and endorse to the VASP concerned the approved list of exportables, the application letter and the accomplished VASP enrollment form.

- 6.6 For subsequent additional exportables, the PEZA Enterprise shall submit to the ZA/ZM/ZOIC thru e-mail, a list of additional unregulated / regulated exportables in accordance with the PEZA-prescribed format (Annex C). The PEZA Enterprise can also upload additional unregulated/regulated exportables directly into the E-AEDS through the VASP, for the ZA/ZM/ZOIC's online approval; provided, however, that the required documents supporting the inclusion of the additional goods/items as exportables, e.g. Supplemental Agreement with PEZA, have been complied with, if any.
- 6.7 Two pre-payment accounts shall be set-up by the PEZA Enterprise in the E-AEDS Payment System – one for PEZA and another for the VASP – to fund the respective fees charge by PEZA and the VASP for the ED transactions of the PEZA Enterprise, i.e., the PEZA Export Processing Fee and the lodgment fee of the VASP. The initial deposit and maintaining balance for the PEZA pre-payment account shall be in accordance with PEZA Memorandum Order No. 2011-11 dated Dec. 29, 2011 and PEZA Memorandum Circular No. 2012-006 dated February 2, 2012, which prescribe the Guidelines on the Availment of PEZA's e-Payment Facilities. The pre-payment account shall be required until PEZA is able to set up and implement a bank-based electronic payment system.
- 6.8 The PEZA Enterprise shall be fully responsible and accountable for the use of the User Account issued by the VASP, and for the actions of its designated / authorized officials/personnel and/or representatives, including but not limited to the filing, lodgment, submission, processing, release of goods for transfer and acceptance of goods transferred. The PEZA Enterprise shall provide said officials/personnel and/or representatives with appropriate Identification (ID) cards and written authorizations.

7.0 Electronic Filing / Lodgment and Approval of the Export Declaration

- 7.1 The Declarant electronically files/lodges its Export Declaration (ED) through its appointed VASP, indicating if the goods to be exported are regulated or unregulated exportables. Upon reviewing the correctness of the encoded data, the Declarant shall electronically submit the ED to the system.
- 7.2 Unregulated exportables shall be automatically approved by the system.
- 7.3 For regulated exportables, the ED, upon electronic submission by the Declarant to the system, shall be subject to review by the ZA/ZM/ZOIC. The ED shall be approved by the ZA/ZM/ZOIC only upon submission by the Declarant of the prescribed documents and other requirements for the said regulated exportable/s.
- 7.4 Upon approval of the ED, the system shall generate a barcode which shall appear on the printed ED. The printed ED shall also contain the thirty (30) - minute waiting period within which PEZA and BOC may exercise their option to inspect the export shipment. The 30-minute period begins at the time of approval of the ED.
- 7.5 The Declarant shall print a minimum of two (2) copies of the ED. The ED shall contain a PEZA ED Reference Number in Box No. 44 and a system-generated Barcode. The printed ED with the barcode becomes the Authority to Load (refer to Annex E for sample copy of ED/ATL-SAD).

- 7.6 The system shall electronically debit the VASP's lodgment fee and the PEZA Export Processing Fee from the pre-payment account of the PEZA Enterprise with the VASP and PEZA, respectively. The amount debited from the PEZA Pre-payment account of the PEZA Enterprise shall be indicated in the PEZA Transaction Receipt which can be printed from the system together with the printed ED/ATL.

8.0 Selective PEZA and BOC Examination and Inspection of Export Shipment

- 8.1 The Declarant shall observe the 30-minute waiting period indicated in the ED/ATL within which PEZA and BOC Officers may indicate their option to inspect the export shipment prior to exit thereof from the PEZA economic zone.
- 8.2 PEZA and BOC Officers at the PEZA Zone shall have the option to undertake selective inspection of the export shipment before allowing the goods to be brought out of the PEZA economic zone. The exercise of said option shall be conveyed to the PEZA Enterprise within the prescribed 30-minute waiting period. The BOC office in the PEZA economic zone may view approved EDs lodged by Declarants of PEZA Enterprises located in the said zone. In accordance with BOC-PEZA JMO No. 4-2010, BOC's option to undertake selective inspection of export shipments shall be based solely on derogatory information received via BOC's authorized channel or when the BOC officer in the PEZA economic zone has reason to suspect that the shipment is attendant with fraud and/or is in violation of Customs rules and regulations. Should the BOC Officer exercise such option, he shall immediately notify, in writing, the ZA/ZM/ZOIC who, in turn, shall immediately inform the PEZA Enterprise of the said inspection through the system (by electronically tagging the ED "FOR INSPECTION") and subsequently arrange for the site where the goods can be jointly inspected by the PEZA and BOC Officers in the zone (Refer to Annex F for Pro Forma Notification Letter to be used by the PEZA/BOC Officer for the Inspection of a Selected Export Shipment). The ZA/ZM/ZOIC shall also notify the Guard-on-duty at the PEZA Gate of the particulars of the export shipment to be inspected. Accordingly, the export shipment shall not be allowed to exit from the zone until cleared for release by PEZA/BOC.
- 8.3 The Declarant of the export shipment selected for inspection shall present to the BOC and PEZA officers in the zone two (2) original printed copies of the ED-ATL and supporting documents as basis for inspection. Where the goods contained in the export shipment conform with the information in the ED/ATL, the ZA/ZM/ZOIC or designated PEZA Officer shall sign in Box No. 51 of the ED/ATL and the BOC officer in Box No. 52 thereof, and the shipment thereafter shall be allowed to exit from the zone. The ZA/ZM/ZOIC shall also electronically tag the shipment through the system as "INSPECTED." The Declarant shall present to the PEZA Guard-on-duty at the PEZA Gate an original printed copy of the ED/ATL signed by the BOC and PEZA Officers. The BOC / PEZA Officer who conducted the shipment inspection shall immediately prepare a report on the inspection conducted, copy of which shall be provided to the concerned PEZA Enterprise and to the PEZA / BOC officer in the zone, as the case may be.
- 8.4 No export shipment selected for inspection shall be allowed to exit from the PEZA economic zone within the 30-minute window indicated in the printed ED/ATL unless the shipment has been cleared for exit by BOC and PEZA officers in the zone in accordance with the procedures herein prescribed for handling rush shipments.

9.0 Handling of Rush Shipments – Export shipments which need to be taken out of the premises of the PEZA Enterprise before the end of the prescribed 30-minute period may be volunteered for inspection within the said period. The Declarant shall immediately present the export shipment to the PEZA and BOC office in the zone for inspection and release ahead of time. Inspection and clearance of the shipment for release shall be in accordance with the procedures provided in par. 8.3 above.

10.0 Release of Export Shipment from the PEZA Economic Zone

10.1 The Declarant shall present to the PEZA Guard on Duty at the PEZA Gate the export shipment (with the PEZA Seal for FCL shipments), two (2) original printed copies of the corresponding ED/ATL-SAD, and other supporting documents such as: invoice, airway/bill of lading, packing list, and the PEZA Transaction Receipt evidencing payment of the PEZA Export Processing Fee.

10.2 Upon checking the completeness of the export documents, and the PEZA Container and Seal No/s. in the case of FCL shipments, and verification that the 30-minute waiting period has lapsed, the PEZA Guard on Duty at the PEZA Economic Zone Gate shall allow the release of the export shipment from the zone and shall stamp the shipment's EXIT DATE AND TIME on the two (2) copies of the corresponding ED/ATL-SAD and PEZA Transaction Receipt. For FCLs, the PEZA Guard on Duty shall record the Container No/s. and PEZA Seal No. on the PEZA Transaction Receipt. The PEZA Zone Officer shall ensure the tagging of the ED/ATL-SAD as "RELEASED" through the system.

10.3 One (1) copy each of the ED/ATL-SAD, with the PEZA and BOC Officers' signatures for inspected shipments, and the PEZA Transaction Receipt, each duly stamped with the export shipment's EXIT DATE AND TIME shall be retained by PEZA, while the other copy of the same, together with supporting documents, shall be returned to the Declarant.

10.4 The export shipment must be released from the PEZA economic zone for loading at the port within 24 hours from approval of the ED. The 24-hours period from the time of approval of the ED is indicated in the PEZA Transaction Receipt. Any export shipment which shall be withdrawn from the PEZA economic zone after the said 24-hour period shall be subject to advanced written notification to the ZA/ZM/ZOIC by the Declarant. The PEZA Guard on duty at the Gate shall allow release of the export shipment beyond the 24-hour period only upon receipt of written clearance from the ZA/ZM/ZOIC.

11.0 Transfer of Export Shipment to the Port of Loading.

Immediately upon release of the export shipment from the PEZA economic zone, it shall be incumbent upon the Declarant to ensure that the export shipment is transported directly to the port of loading and that the BOC at the port of loading, upon receipt of the export shipment, electronically tags the shipment as "TRANSFERRED" and signs the ED/ATL.

For compliance.

hoa/vmc

