



representative from the Post Entry Audit Group-Trade Information and Risk Analysis Office (PEAG-TIRAO), a CIIS representative, and others assigned by the Committee Chair to serve as AS members.

4.2.2 *Functions.* It shall meet regularly or as often as may be necessary to perform the following tasks:

4.2.2.1 Evaluate SGL applications and, for this purpose, conduct standard background checks on SGL applicants to determine their qualifications, taking into account the following:

- Applicant is accredited with BoC as importer
- Applicant has been actively engaged in the import business for at least one year at the time of the filing of his/her application for SGL accreditation, with good track record of compliance with Customs laws, rules and regulations
- Applicant is willing to be audited under the customs voluntary audit system
- Information provided by Applicant in the SGL Application Form (Annex 'A') is complete as required
- Applicant's list of importables do not include/involve prohibited articles
- If applicant's list of importables include regulated articles, such importables are covered by the appropriate clearance or Import Authority from the concerned government agency
- The value declaration and tariff classification of the importables listed in the Application Form meet the minimum standard of ("initial") acceptability for purposes of accreditation
- Applicant has money accountability clearance from the concerned BoC offices
- Other criteria that may be set by BoC at a later time;

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4.2.2.2 Assist the applicant through an interactive process (face-to-face or telephone interview, internet exchange, etc.) in clarifying issues found/raised during the evaluation and, if necessary, in fully understanding the import of his/her answers. For this purpose, the AS shall develop a standardized interview system to ensure productivity and to facilitate the entire process;

4.2.2.3 Evaluate the list of importables as to the initial acceptability of their declared value and tariff classification; and identify any value or tariff declaration in said list that may be recommended for compliance audit;

4.2.2.4 On the basis of evaluation, submit its findings/recommendations to the SGL Committee for final/appropriate action;

4.2.2.5 Prepare an accreditation plan identifying priorities for SGL accreditation based on data provided by MISTG; and

4.2.2.6 Perform such other functions as may be assigned to it by the SGL Committee.

4.3 The Import Compliance Sub-committee (ICS).

The ICS shall replace the Import Compliance Sub-Group (ICSG) earlier established pursuant to Customs Personnel Order (CPO) Nos. D-23-2002 (POM), D-27-2002 (MICP), D-29-2002 (NAIA).

4.3.1 *Composition.* The ICS shall be headed by the Director, Import and Assessment Service (IAS) or his duly designated representative. It shall have as members the heads of the ICSGs in the Port of Manila, Manila (PoM), Manila International Container Port (MICP) and NAIA Customshouse, the Chief Valuation and Classification Division, and by other persons designated by the Committee Chair.



- 4.3.2 *Functions.* In addition to the functions of the ICSG, the ICS shall meet regularly or as often as may be necessary to do the following:
- 4.3.2.1 Review the findings and recommendations of the ICS units in the PoM, MICP and NAIA with respect to an SGL user's importations as against his/her list of importable commodities, as approved by the SGL Committee;
 - 4.3.2.2 Resolve the differences among the ICS units of the concerned Ports and come up with a common approved list (Annex A-5) and/or list of issues/questions to be raised during the meeting with the Applicant/SGL user;
 - 4.3.2.3 Participate in the deliberations of the AS with respect to the valuation and classification of articles in SGL applicant's list of importables or amendments, if any, to said list; and the initial acceptability of such valuation under the Transaction Value System;
 - 4.3.2.4 Validate the compliance issues identified in the post-release validation of the entry declaration as against the information and/or amendments thereto, if any, as provided by the SGL user to BOC in the Application Form/amendments and recommend to the SGL Committee such appropriate measures as it may deem necessary;
 - 4.3.2.5 When appropriate, recommend that an SGL user/shipment be subjected to compliance audit; and
 - 4.3.2.6 Perform such other functions as may be assigned to it by the SGL Committee.

4.4 SGL Secretariat.

The SGL Secretariat, which shall be composed as provided under CSO 20-2002, shall keep an efficient reporting and monitoring system. For this purpose it shall:



- 4.4.1 Provide administrative support to the SGL Committee;
- 4.4.2 Provide invitees/applicants to the SGL Program with SGL application form and list of requirements;
- 4.4.3 Receive and review completeness of submitted documents from SGL applicants;
- 4.4.4 Schedule the meeting of a SGL applicant with the AS and ICS as herein provided;
- 4.4.5 Monitor the timely submission of the required reports, as follows:
- MISTG: Form 2 (Annex 'D'), Entry Statistics
Form 4 (Annex 'F'), Detailed SGL Entries
Weekly Report
Summary of Transactions per SGL user
 - By ICS Form 3 (Annex 'E'), Operational Issues
and Problems Report;
- 4.4.6 Submit membership status report (Form 1, Annex 'C') to the SGL Committee; and
- 4.4.7 Keep and secure all pertinent documents handled by the SGL Committee and its Sub-Committees.

5. SUPPORT STRUCTURE

Management Information System and Technology Group (MISTG).

In support of the SGL Program, the MISTG shall:

- 5.1 Provide the necessary infrastructure to enable the electronic lodgment of SGL entries, including provisions to allow accredited service providers to charge fees for electronic lodgment/SGL registration;
- 5.2 Develop/install the necessary computer system/facilities to support the SGL Program;
- 5.3 Within the first month of every calendar year, submit to the AS, copy furnished the SGL Secretariat, a list of the top 1,000 importers in terms of taxes and duties paid during the previous year, arranged from the highest to the lowest;