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IMPLEMENTATION OF THE CDC ELECTRONIC EXPORT DOCUMENTATION SYSTEM (E-EDS) EFFECTIVE JANUARY 2011

CDC MEMORANDUM CIRCULAR NO. ERD 10-318 / TD 10-7491, December 03, 2010

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This Memorandum Circular is pursuant to CDC's aim to automate and simplify the trade approval processes at the Clark Freeport Zone (CFZ) through the implementation of CDC Electronic Export Documentation System (e-EDS). Similar to e-TAPS (electronic-Transit Admission Permit System) which was fully implemented in Clark January 2009, the e-EDS and e-Payment system may be lodged electronically via web/internet through CDC accredited Value Added Service Providers (VASPs). CDC processing and approvals will also be automated.

A special feature of the e-EDS is the elimination of the CDC Export Documentation (CDC-ED) and the adoption of a single form that captures the export data requirements of CDC, DTI and the BOC. CDC will adopt the use of the DTI Export Declaration – Single Administrative Document (ED-SAD) Form, with the CDC Export Documentation reference number to be indicated in Box 44 of the said ED-SAD. This allows single filing of export applications which can be used by CDC, DTI, and BOC for their evaluation and approvals.

The Department of Trade (DTI) has approved the use of the ED-SAD form as endorsed by the Export Development Council (EDC) and the EDC Networking Committee on Trade Policy and Procedures Simplification. The DTI ED-SAD is currently being used in the implementation of the Automated Export Declaration System (AEDS) for the export documentation of the electronics and semiconductor industry.

This initiative is preparatory to the implementation of the BOC E2M Export System wherein export declarations will be submitted electronically to the Bureau of Customs E2M, and that all required export clearances, licenses and permits would be submitted to BOC prior to loading. It is understood that in the implementation of the BOC e2m Export System, there may be changes or modification in the data specifications.

1. Objectives of the Memorandum Circular

> 1.1 To simplify export procedures at the Clark Freeport Zone by allowing the electronic submission of the required export documentation data thru CDC accredited Value Added Service Providers (VASPs), and adopting the DTI Export Declaration Single Administrative Document in lieu of the CDC Export Documentation form.

> 1.2 To provide detailed procedures on the electronic submission of the export documentation data, the automated CDC approval, the printing of the export data in the DTI Export Declaration SAD, the submission of the DTI ED SAD to the One-stop Export Documentation Center-Region 3 for the issuance of the Authority to Load (ATL), the inspection and clearance to exit for delivery to the port of loading.

2. Definition of Terms

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2.1 CDC Export Documentation (ED). The documentary requirement by CDC from CFZ registered enterprises which contain details of their export shipments that are subject for verification by CDC as to the validity of permit to operate and export of goods based on its registered business activity.

2.2 DTI Export Declaration – Single Administrative Document (DTI ED SAD). The revised Export Declaration form currently used for the AEDS.

2.3 ED SAD Box 44: Additional Information, Documents, Certificates/Authorization. The data field where reference to the CDC Export Document Reference Number would be indicated, together with the corresponding barcode.

2.4 Authority to Load. Authorization issued by the Bureau of Customs (BOC) or the One-Stop Export Documentation Center, as authorized by the BOC, allowing the goods to be cleared for loading into the vessel, upon verification of the prescribed documentation and support documents, e.g., CDC Export Documentation, Invoice, Packing List, etc.

2.5 One-Stop Export Documentation Center (OSEDC). A facility established by the Philippine Exporters Confederation to facilitate processing of export documentation, including the issuance of the Authority to Load. In Region 3, the OSEDC R3 is likewise authorized to issue the Authority to Load for export shipments of CDC Registered Enterprises.

2.6 Value Added Service Providers (VASPs). IT service companies, duly accredited by CDC to provide systems to facilitate the preparation and submission of the CDC eTAP and e-Export Documentations. The VASP export system shall comply with CDC data requirements and should pass through the CDC User Acceptance Tests (UAT) prior to deployment and use by CFZ Registered Enterprises.

2.7 Enterprise Regulations Department (ERD). CDC Department mandated to evaluate and approve export documentation applications.

2.8 Customer Service Department (CSD). CDC Department in-charge of the issuance and updating of Permit-to-Operate (PTO) of CFZ registered locators.

3. Operating Provisions

3.1 Registration of CFZ Locators/Exporters

3.1.1 All CFZ Locators/Exporters shall submit to CDC ERD the CDC eEDS Proforma Application Letter (Annex A), CDC Locator Registration for e-EDS (Annex B) and CDC Exportables Template (Annex C) consistent with its registered business activity as may be pre-cleared by CDC. Applications should be submitted in original copy and thru email to CDC ERD. After reviewing by CDC ERD it will be endorsed to the nominated VASP.

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3.1.2 Upon CDC ERD endorsement, VASP will upload the CDC Locator/Exporter profile and List of Exportables to the CDC Trade System.

3.1.3 The CDC CSD shall approve online the registration of the said CDC Locator/ Exporter, indicating the validity of its Permit-to-Operate (PTO).

3.2 Electronic submission of the export documentation data

3.2.1 The registered CDC Locators/Exporters shall accomplish the DTI Export Declaration, using the VASP Export Declaration web-form.

3.2.2 Upon completion and in compliance to the CDC mandatory data requirements, the DTI Export Declaration data shall be submitted thru the VASP as the CDC Export Documentation.

3.3 Automated CDC Processing and Issuance of the CDC Export Documentation Reference Number

3.3.1 The CDC Export System shall receive the said export documentation data for automated processing and validate application based on required criteria (valid Permit-to-Operate, pre-approved List of Exportables, compliance to the submission of all mandatory data fields) for the issuance of the CDC Export Documentation Reference Number. Any application submitted which does not pass the said validation criteria shall automatically be rejected by the CDC Export System.

3.3.2 The CDC Export System shall electronically transmit its response to the CDC Locator/Exporter, indicating the CDC Export Documentation Reference Number. If rejected, the response will indicate the corresponding reason for said action (e.g., expired or suspended PTO; item is not in the approved List of Exportables or incomplete submission of mandatory data field).

3.4 Printing of DTI Export Declaration SAD

3.4.1 In lieu of the CDC Export Documentation, the export data submitted to the CDC Export System will be printed in the DTI Export Declaration-Single Administrative form, i.e., DTI-ED SAD, following the prescribed data specification for the DTI ED SAD.

3.4.2 As reference for data verification, the CDC Export System shall automatically generate the CDC Export Documentation Reference Number and the corresponding barcode which shall be indicated in Box 44, referring to “Additional Information, Document, Certificates or Authorization.

3.4.3 In compliance to the existing requirements on the submission of Export Declaration, the DTI ED SAD shall be printed in six (6) copies.

3.5 Submission of the DTI ED SAD to the OSEDC R3 for processing and issuance of the Authority to Load (ATL).

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3.5.1 The CDC Locator/Exporter or its authorized representative shall submit the DTI ED SAD, together with other CDC and BOC prescribed support documents, for the issuance of the Authority to Load.

3.5.2 The OSEDC R3 shall verify the authenticity of the DTI ED-SAD, by scanning the barcode and matching the data in the DTI ED-SAD vis-à-vis the data in the CDC Export System.

3.5.3 The OSEDC shall also tag in the online CDC Export System, the CDC Export Documentation as “used”. This will trigger the system generation of the OSEDC R3 Authority-to-Load Control Number which shall be manually written on the DTI ED-SAD by the OSEDC R3 Officer.

3.6 Inspection and clearance to exit for delivery to the port of loading.

3.6.1 The CDC and BOC at the Port of Clark shall jointly conduct inspection of the export shipment at the CCA, prior to issuance of clearance to exit the Freeport zone.

3.6.1 The CDC ERD Officer assigned at the CCA shall indicate any findings or discrepancy in the said export shipment.

3.7 Upon loading of cargo and departure of vessel, the CFZ locator exporter shall submit one copy of the DTI ED SAD, invoice and AWB/BL to CDC ERD, within 15 days after the issuance of the CDC Export Documentation. Non-submission is basis for CDC suspension of CFZ locator in the CDC Export System.

4. Repealing Clause

4.1 All CDC Orders, Circulars and directives inconsistent with the provisions of this Memorandum are hereby deemed modified and/or amended accordingly.

5. Effectivity

5.1 This Memorandum shall be mandatory, effective on 01 January 2011

Adopted: 03 December 2010

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