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DEPARTMENT ADMINISTRATIVE
 ORDER NO. 3
 Series of 1996

SUBJECT : GUIDELINES IN THE USE OF THE NEW EXPORT DECLARATION (ED)
 FORM

1. RATIONALE:

The Export Development Council (EDC), mandated by Republic Act No. 7844 to periodically review and assess the country's export performance, problems and prospects, and to review and simplify export procedures and forms, prescribed a new ED form as per EDC Resolution No. 2 dated 01 February 1996;

The Monetary Board through Resolution No. 398 dated 17 April 1996 approved the transfer of the authority to issue the Export Declaration Form from the Bangko Sentral ng Pilipinas to the Department of Trade and Industry;

The Bangko Sentral ng Pilipinas (BSP) issued Circular No. 107 dated 30 April 1996 withdrawing the delegated authority to commercial banks and Offshore Banking Units to issue and register EDs.

Pursuant to the abovementioned premises the following are hereby promulgated for the compliance, guidance and information of all concerned;

2. SCOPE:

This Department Administrative Order shall provide the policies, rules and guidelines to be observed in the processing, approval and use of the ED, the basic document required every export shipment, whereby the exporter or his duly authorized representative declares and certifies the full particulars of a shipment.

3. GUIDELINES IN THE USE OF THE ED:

- 3.1 The new ED form prescribed by the EDC, attached as Annex 1, shall serve as standard form to be used in the export of goods (with or without foreign exchange proceeds).

- 3.1.1 Existing ED form (CBP 6-21-02 revised 1991) for exports with foreign exchange proceeds and (CBP 6-21-04 for exports without foreign exchange proceeds) can still be used at the option of the exporter within the period of ninety (90) days from the date of issuance of BSP Circular No. 107, but without the need for the commercial banks or Offshore Banking Units (OBU) concerned to register the same.
 - 3.1.2 Only the new ED form shall be allowed to be used by the exporters, starting 30 July 1996 or ninety (90) days from the date of issuance of BSP Circular No. 107.
- 3.2 In pursuance of its mandate to issue the new ED form, the DTI authorizes that the new ED form can be reproduced by any person or entity provided that the document complies with the prescribed form and size (A4) as attached.
 - 3.2.1 In the reproduction of the new ED, the box numbers, titles as well as their sizes and locations shall not be altered.
 - 3.2.2 Sample forms for reproduction purposes are readily available at the following offices:
 - Bureau of Export Trade Promotion, DTI
 - All DTI Regional and Provincial Offices
 - Bureau of Customs (BOC)
 - All One Stop Export Documentation Centers (OSEDs)
 - Export Development Council Secretariat
 - Bangko Sentral ng Pilipinas (BSP)
 - Philippine Exporters Confederation, Inc. (PHILEXPORT)
- 3.3 The exporter shall refer to the reverse side of the form for the instructions on how to fill-up the form.
- 3.4 The exporter shall accomplish the ED form in four (4) clear copies, to be segregated as follows: BOC copy (original), Exporter's copy, National Statistics Office (NSO) copy, and DTI copy.
- 3.5 The exporter shall file all copies of the accomplished ED directly to the BOC or OSED for processing and approval through the issuance of the authority to load. The Bureau of Customs shall assign the ED number to the form.
- 3.6 The exporter shall provide the Commercial banks or Offshore Banking Units for record purposes a copy of the duly accomplished ED form, if the export negotiation or payment of the pertinent export shipment is coursed through them.

4. RECORD MAINTENANCE:

4.1 Pending computerization of the ED processing and approval, the DTI copy for records and statistical purposes, shall be maintained by:

4.1.1 The DTI - National Capital Region (NCR) for EDs processed at the One- Stop Export Documentation Center (Manila), Ninoy Aquino International Airport (NAIA), Manila International Container Port (MICP), and Port of Manila.

4.1.2 The DTI Provincial Offices concerned for EDs processed in the provinces.

The aforementioned DTI Units shall get their copies from the Bureau of Customs Processing Units in their respective areas and must be guided by Republic Act No. 6713 and its Implementing Guidelines when disseminating information to the public.

4.2 The National Statistics Office (NSO) shall continue to generate export statistics from the ED consistent with Commonwealth Act No. 591 and Malacañang Memorandum Circular No. 63 dated 13 August 1993. The NSO shall get its copies from the BOC in Metro Manila as well as through its provincial/regional offices nationwide.

5. EFFECTIVITY:

This Order shall take effect immediately.

Makati City, Metro Manila, this 24th day of May, 1996.


RIZALINO S. NAVARRO
Secretary

EXPORT DECLARATION

Republic of the Philippines
Department of Trade and Industry



2 Exporter / Supplier ; Address TIN : _____ ☐ BOI ☐ PEZA ☐ CLARK ☐ SUBIC ☐ OTHERS (pls. specify) _____		Office of Declaration 1 Declaration Export Declaration Number Date	
8 Importer / Consignee ; Address TIN : _____		5 No. of Items (Tariff Lines) 6 Total Packages 3 Page OF 15 Province of Origin 17 Country of Destination	
14 Declarant; Address TIN : _____		18 Vessel / Aircraft 21 Local Carrier (if any)	
28 Financial and Banking Data Mode of Payment : _____ Bank Name : _____ Terms of Payment : ☐ With FOREX ☐ Without FOREX		27 Port and Date of Loading 29 Port and Date of Departure Currency 22 Total FOB Value	
31 Marks and Numbers Container No(s) Number and Kind Descrip- tion of Goods		33 Harmonized System (HS) Code 35 Gross Weight KG	
		37 Customs Procedure Code 38 Net Weight KG	
		40 Previous Import Document No(s). 41 Supplementary Units	
		42 Item FOB Price 46 FOB Value of Imported Raw Materials	
44 Addt'l Infos / Doc Produced Cert. & Auth			
50 We hereby certify that documents and information produced and provided herewith are to the best of our knowledge and belief true and correct _____ Printed Name and Signature of Declarant Place and Date: _____		52 Bureau of Customs (BOC) Control _____ Printed name/Signature Position Date : _____	
51 AUTHORIZATION(a) Name of Agency : _____ _____ Printed name/Signature Position _____ Date Valid Until		51 AUTHORIZATION (b) Name of Agency: _____ _____ Printed Name/Signature Position _____ Date Valid Until	

NOTE: Boxes # 4, 7, 9, 10, 11, 12, 13, 16, 19, 20, 23, 24, 25, 26, 30, 32, 34, 36, 39, 43, 45, 47, 48, 49 of the SA Form have been omitted on this form due to its non-applicability for export declaration.
This form is to be accomplished/printed in quadruplicate [Exporter's Copy, BOC Copy, INCI Copy, DTI Copy]

Revised April 1996

EXPORT DECLARATION (Rider)

Department of Trade and Industry



	8 Exporter / Supplier	Export Declaration Number	3 Page OF
31 Marks and Numbers Container No(s). Number and Kind Description of Goods		33 Harmonized System (HS) Code	35 Gross Weight KG
		37 Customs Procedure Code	38 Net Weight KG
		40 Previous Import Document No(s).	41 Supplementary Units
			42 Item FOB Price
46 FOB Value of Imported Raw Materials			
44 Add'l Infos / Doc Produced Cert. & Auth.			
31 Marks and Numbers Container No(s). Number and Kind Description of Goods		33 Harmonized System (HS) Code	35 Gross Weight KG
		37 Customs Procedure Code	38 Net Weight KG
		40 Previous Import Document No(s).	41 Supplementary Units
			42 Item FOB Price
46 FOB Value of Imported Raw Materials			
44 Add'l Infos / Doc Produced Cert. & Auth.			
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			42 Item FOB Price
46 FOB Value of Imported Raw Materials			
44 Add'l Infos / Doc Produced Cert. & Auth.			

REVISED EXPORT DECLARATION
aligned with the Single Administrative Document (SAD)

Instructions on filling up each Box of the Revised Export Declaration Form

Box 1 Declaration

1/*

Enter one of the code "types" from the "look up" table attached as Annex 1. This table provides a "breakdown" for each of the following categories:

CATEGORY	CODE
Export	1
Consumption	4
Temporary	5
Reimportation	6
Warehousing	7
Transit	8

Box 2 Exporter/Supplier

1

Enter the full name, Tax Identification Number (TIN) and address of the Exporter/Supplier. An exporter/supplier refers to a natural or juridical person, including the manufacturer, seller or other person whose name appears on the commercial invoice as such.

Box 3 Page

1/*

If rider (continuation) sheets are not used, this box should be left blank. Otherwise enter the number of riders being used. For example if there is one declaration and two rider sheets, enter 1 of 3 on the declaration itself, 2 of 3 on the first rider sheet and 3 of 3 on the second rider sheet. The first figure should appear in the first sub-division and the second figure should be entered in the second sub-division.

Box 5 No. of Items (Tariff Lines)

1/*

Enter here the number of items being declared including those on any rider sheets. The number of items corresponds to the number of "Description of Goods" boxes (Box 31) being completed or the number of tariff lines in the declaration.

Box 6 Total Packages

1

Enter the total number of packages making up the shipment/consignment covered by the declaration. When goods are exported in bulk, for example grain, oil, etc. enter 1.

Box 8 Importer/Consignee

Enter the full name and address of the Importer (buyer)/Consignee.

Box 14 Declarant

1

Refers to a natural person who prepares the Export Declaration in his/her own behalf or on behalf of another natural or juridical person.

Enter in this box the full name, address and TIN of the authorized declarant, referring to the person who signs the declaration.

Box 15 Province of Origin

Enter the name of the province (RP) from which goods were produced in their final form. If the goods were derived from several provinces, enter the provinces contributing the highest component value (NSO Provincial Codes shall be used)

Box 17 Country of Destination

Refers to the importing country

Box 18 Vessel/Aircraft

1

Refers to the Vessel/Aircraft used for main transport. The vessel's registry number is to be inputted.

Box 21 Local Carrier, If any

Utilized for goods in transit to another Customs port. Input the name of the carrier concerned.

Box 22 Total FOB Price

1

Refers to the Total FOB Value (total Customs value) of the goods covered by the declaration. Enter in the space of the left of the box the currency in which the goods have been invoiced.

Box 27 Port of Loading

Refers to the port at which the goods are to be loaded for export purposes. This is not necessarily the port of departure.

Box 28 Financial and Banking Data

Enter the Mode of Payment by way of the codes included in Annex 1 (*or to check the mode of payment as indicated in the form, i.e., with or without Forex*). Also enter the name of the Bank.

Box 29 Port of Departure

1

Port of Departure is the port at which the goods are exported.

Box 31 Marks & Numbers, Packages, Container No(s), Number and Kind, Description of Goods

1

Refers to the representation of the cargo in the shipping documents for the purpose of identification.

The goods described in this box must all be subject to the same Commodity Code. Packages or containers must be described in the left hand section of the box in sufficient detail to enable them to be identified. If the goods described here do not comprise the whole contents of a package or container this should be made clear by adding the words part case, part container, etc. On a multi item declaration total packages declared in box 31 must equate with Total Packages as entered in Box 6. For containerized goods, add the container No(s).

The description of the goods must be the normal trade description expressed in sufficiently precise terms to enable immediate and unambiguous identification and classification. It is not necessary to copy out the full description as set out in the Tariff and Customs Code. For example "magnesium potassium sulfate" should be described in those terms and not as "other mineral or chemical fertilizers".

Where the Commodity Code to be used depends upon size, weight, or other physical criteria, the description should include that information. Equally when goods are liable to excise and/or specific duties their description should make this clear.

Box 33 Harmonized Systems (HS) Code

1

Refers to the 8-digit Harmonized Systems Code Tariff Heading or sub heading which applies to the item. The rules governing the location of the commodity code digits in Box 33 must be followed precisely. Enter in this box the eight digits code of the code for the goods described in Box 31 as set out in the Tariff and Customs Code of the Philippines.

Box 35 Gross Weight (kg)

Refers to the weight of the cargo for this item as declared in Box 31, including its packing, stated in kilograms. Enter where necessary to two decimal places.

It is necessary to enter the Gross Weight for each item included in the Declaration. If available documents do not apportion the Gross Weight per item, it will be necessary to apportion Weight per item so that Gross Weight of all items equals the total indicated in relevant documents.

Box 37 Customs Procedure Code

1

Enter in the first subdivision the first four digits of the appropriate Customs Procedure Code (CPC) from the list attached as Annex 1.

Goods to which different CPC's apply may be included in the declaration, unless one of the CPC's relates to a different general procedure code, (see Box 1) for example Warehousing, Transit, Export etc. In this case that item must be subject of a separate declaration. All the items of a particular declaration must be subject to the same general procedure code and in the case of a Warehouse entry destined for the same warehouse. Entry of a CPC in this box constitutes a formal declaration that the condition of relevant law/regulations will be complied with and legally binds the person signing the declaration.

Box 38 Net Weight (kg)

Enter the Net Weight in kilograms of the goods described in Box 31. The net weight is the weight of the goods themselves without packaging.

Box 40 Previous Import Document No(s).

To be completed in instances where this particular declaration is the result of a previous action. For instance, the conversion of a Temporary Entry to a Consumption Entry whereby the entry number of the Temporary Entry should be quoted OR where an Export Entry relates to goods previously the subject of a Warehouse (import) Entry. In those circumstances, the number of the Warehouse entry should be entered.

Box 41 Supplementary Units

Whereas boxes 35 & 38 provide for recording of weight, Box 41, Supplementary units provides for all other forms of statistics that can include, Units, Numbers, Liters, Proof Liters, meters, cubic meters, etc. dependent upon the requirements of Particular Commodity Codes. The quantity is to be shown to the nearest whole number.

Box 42 Item Price

1

Enter the FOB invoice price for the goods described in the relevant Box 31 in the currency^a used in Box 22. On multi item declarations the total of all boxes 42 must equal the amount shown in Box 22.

**Box 44 Additional Information, Documents Produced,
Certificates/Authorizations**

Enter the reference of any documents produced in support of the declaration.

When the document submitted is numbered, the number should be entered in this box.

These additional information shall include information on Export or Commodity Clearances issued by the authorized export/commodity regulatory agency. Equally, exemptions identified by the exemption law number and issuing office, should also be identified here - for example, BOI, PEZA, DOF (Department of Finance).

Box 46 FOB Value of Imported Raw Materials

Enter the "Dutiable Value" in the Philippine Pesos. That is the sum total of Customs Value, Freight, Insurance and other Dutiable Charges declared.

Box 50 Printed Name and Signature of the Declarant and Date

1

In compliance with Section 1301, TCCP.

The declaration must be signed by the Declarant to whom the exporter has given authority to act on the Exporter's behalf for Customs purposes. Signature must be the original handwritten signature of those making the declaration.

The manner of authorization of the Declarant to act on behalf of the Exporter is a matter of arrangement between Exporters and their Declarants but in giving authority to the Declarant the Exporter will be assumed to have given authority to the clerks and servants authorized by the Declarant to carry out all the Exporter's Customs business. BOC may at any time require evidence that a declarant has been authorized by an Exporter to sign Declarations on the Exporter's behalf.

In signing Box 50, a legal declaration is being made that the details shown on the form and any rider (continuation) sheets are true, correct and complete and that in signing the declaration, the requirements of the relevant Customs legislation have been met.

Box 51 Authorization**

Is to be accomplished by the authorized officer in the regulatory agency concerned after the export or commodity clearance procedure is completed. The officer will enter the Date, the printed name and position as well as the signature.

The second portion of the box is accomplished by any other regulatory agency whose authorization is required, e.g., PEZA, Clark, Subic.

Box 52 Bureau of Customs (BOC) Control

To be utilized for Warehouse and transit entries.

Notes:

- * *Represents those boxes which will be automatically completed by the system when Direct Trader Input (DTI) is implemented.*
- 1 *Represents those boxes which are mandatory to complete, i.e., Entries that do not declare this information will be rejected.*

BOXES xx: Leave Blank have been removed from the revised Export Declaration (SAD) Form.