

NOTICE TO EXPORTER

SUBJECT: Application for the Issuance of Certificate of Origin (CO) GSP Form A and ASEAN CEPT Form D.

The Preferential Tariff treatment under the Generalized System of Preference (GSP) and the ASEAN Common Effective Preferential Tariff (CEPT) Scheme are systems whereby reduced or total elimination of tariff are granted.

For GSP: - by the importing developed countries (known as preference giving or donor countries) to certain eligible products exported by the Philippines as a beneficiary country.

For ASEAN-CEPT - among the ASEAN member states to certain eligible products exported by the Philippines, as signatory and regional member thereof.

To qualify for GSP Treatment:

1. The product must be included in the GSP product list of the importing preference-giving country;
2. The Philippines must be eligible for GSP treatment with respect to the product in question; and
3. The origin rules of the importing preference – giving country applicable to the product must be complied with.

To qualify for ASEAN-CEPT Treatment:

1. The product must be included in the positive list of the importing ASEAN member state; and
2. The origin rule for process goods under the ratio of 60% imported and 40% local have been complied with.

The Bureau through its Export Coordination Division, Office of the Commissioner/Export Division of the Port/Subport concerned will evaluate whether the export product will qualify for GSP/ASEAN CEPT treatment, and issue the corresponding CC.

If the product is found qualified, the same may, upon request of the exporter concerned, be issued CD Form A or CEPT Form D by the ECD/ED in accordance with existing GSP and CEPT Schemes, and Customs rules regulations and procedure.

Procedure in the issuance of CO (With Tariff Preferential Treatment)

1. Exporters or would be exporters are advised to request for the evaluation of their export products, officially in writing, at least five (5) working days prior to the exportation of the products, so that the Office concerned, where necessary may conduct inspection of said products. The request may be addressed to:

**Chief, Export Coordination Division
Office of the Commissioner
Bureau of Customs, Port Area, Manila**

Or

**Chief, Export Division
Port of _____**

2. The Export Coordination Division (ECD)/Export Division (ED) shall, upon request/application of the exporter, issue the Form A/Form D, if the origin of the product can be easily ascertained by its own nature (e.g. handwoven abaca placemat), otherwise, the product shall be subject to pre-exportation verification, and for which purpose ECD/ED shall furnish the exporter with Checklist (copy is attached as Annex A), together with its attachments, for guidance of the exporters.
3. The ECD/ED may also take any step necessary, including plant visits and examination of office books of accounts and records, in order to verify the origin of the product in accordance with the respective GSP/ASEAN CEPT Schemes.
4. The supporting evidence/papers used for the pre-exportation verification, especially the cost breakdown, shall be subject to periodic review consistent with the prevailing economic conditions. While said evidence may be used as basis for the issuance of Form A/Form D for a particular shipment on a particular time, the same shall not always be construed as also applicable and binding for another subsequent shipment at a different future time.
5. In general, the Office which processed the Export Declarations issues the corresponding CO. Thus, Export products for:

Manila Loading:

1. Export Division, Port of Manila/Manila International container Port/Ninoy Aquino International Airport.
2. Export Coordination Division, if the ED's were processed at the GTEB-BOC Unit or at the OSEDC, Philtrade

Provincial Loading:

1. Export Division/Unit of the Port of Loading concerned
 2. Export Coordination Division, if the ED's were processed by the same Division.
6. Form A/Form D shall be issued by the ECD/ED at the time of exportation or as soon thereafter it the product has been found to be eligible for preferential treatment.
 7. The declaration of the exporter or his authorized signatory on Form A/Form D shall be supported by competent and valid documents, such as the copies of the export declaration, commercial invoice, bill of lading/airway bill, etc.

Please be guided accordingly.

(SIGNED)
GEORGE M. JEREOS
Deputy Commissioner
Assessment and Operations Group

Note:

The Exporter in filing up the CHECKLIST in Annex A, may request the Customs Office concerned to check the appropriate boxes applicable to his product.

**Republic of the Philippines
Ministry of Finance
Bureau of Customs
Port of _____**

(Exporter's Name and Address)

(Product)

C H E C K L I S T
For the

Pre-Exportation Verification of the Origin of the Product

_____ 1. Full description of the product(s) intended for exportation

For proper classification and identification of the tariff heading number applicable to the product, its description must be sufficiently detailed to include sketches, diagrams, or illustrative material, if available; its used; common, commercial or technical name; and the relative quantity (by weight, volume and/or value) of its component material, where applicable.

_____ 2. Final Country of destination of the products(s)

In case applicable, state also whether the product(s) above-referred to will be exported via another country, including information on the processing operations that shall further take place if any.

_____ 3. Complete list of materials, parts or components (both locally made and imported) used in the manufacture of the finished product(s), including their corresponding country of origin.

Where applicable, said list shall also show the corresponding value, quantity or number of pieces used, in order to determine the material consumption per unit of the finished product.

_____ 4. Breakdown of the ex-factory cost, ex-factory price and FOB price of the finished product.

Said breakdown shall be detailed to permit a close examination of each of the cost elements involved, more particularly the local value-added and /or the value of foreign inputs (materials, parts or components) used, in relation to the ex-factory cost, ex-factory price or FOB price of the finished products. This is especially applicable when the finished product is subject to percentage criterion under the GSP scheme of the preference-giving country.

_____ 5. Concise explanation of the processes to manufacture the finished product, including Process Flow Chart.

**Signature
Chief, ECD/ESD**

CERTIFICATION

To Whom It May Concern:

This is to certify that our shipment of _____
(Product Description)
consigned to _____ per Vessel _____
under Export Declaration/Export Permit No. _____ are
manufactured in the Philippines.

Below is the breakdown of the ex-factory cost, ex-factory price and FOB price for
the above-described product.

	<u>Dollar Value</u>	<u>Percentage</u>
I – Imported Materials, Parts Or components: (Enumerate)	_____	_____
II –		
A. Materials Produced in Philippines: (Enumerate)	_____	_____
B. Direct Cost of Processing Operations Performed in the Philippines	_____	_____
III – Other Direct Cost of Processing Operations	_____	_____
IV – Overhead/General Expenses and Such Other costs of production Involved	_____	_____
EX-FACTORY COST (Total item I, II, III & IV)	_____	_____
Plus:		
V – Profit EX-FACTORY PRICE (Ex-factory Cost Plus item V)	_____	_____
Plus:		
VI – Cost of Transport from the Factory to the Frontier or Port/Brokerage Handling Expense	_____	_____
FOB VALUE: (Ex-Factory Price plus Item VI)	_____	_____

Certified True and Correct

Name of Exporter

SUGGESTED FORMAT OF THE BREAKDOWN OF THE EX-FACTORY COST, EX-FACTORY PRICE AND FOB

1. Imported/Foreign/Consigned Raw Materials, Parts or Components
(including those locally purchased but of foreign origin)

1 Description	2 Country of Origin	3 Quantity/No. of Pieces Consumed Per Unit or Finished Product	4 Unit Cost of Items in Col. (1)	5 Total Cost Col (3) x Col (4)	6 Reference No. of Supporting Invoices/Evidence

TOTAL COST of imported/foreign/consigned raw Materials, parts or components (including those locally purchased but of foreign origin) _____

2. Materials, Parts or Components made by the Manufacturer, Exporter and/or other Philippine Suppliers.

1 Description	2 Name of Supplier in the Philippines (were applicable)	3 Quantity/No. of Pieces consumed per unit of Finished Product	4 Unit Cost of Items in Col. (1)	5 Total Cost Col. (3) x Col. (4)	6 Reference No. of Supporting Purchases Invoices/Documents (were applicable)

TOTAL COST of materials, parts or components Made by the Manufacturer/Exporter And/or by other Philippine supplier _____

3. Cost of DIRECT LABOUR in the Philippines
(labour Cost Directly attributable to the
Manufacture of the finished product _____)
4. Other Direct Cost of Processing Operations
(i.e., except direct labour)
Carried out in the Philippines which can
Reasonably be allocated to the manufacture
Of the finished product (e.g., machinery depreciation,
Cost of tooling research and development,
Quality control, etc.) _____
5. Overhead or General Expenses not directly
Attributable to the export product
(e.g., administrative expenses, commissions,
salaries of executives, etc.) _____
6. Ex-Factory Cost of the finished product
(Sum of item (1) to (5)) _____
7. Ex-Factory price of the finished product
(Item #'s 1 to 5 plus profit) _____
8. Cost of Transportation/Trucking from
The factory to the pier or fronting, including
Brokerage service and port handling expenses _____
9. FOB Price (Sum of (7) and (8)) _____

Certified True:

Name and Signature of Exporter