



# ARISE PLUS PHILIPPINES BUSINESS GUIDE EXPORTING TO THE EU MARKET





# ABOUT THE BUSINESS GUIDE

This Business Guide on Exporting to the European Union (EU) is part of a series of business guides developed for the Philippines.

These guides were developed with the Department of Trade and Industry (DTI) under ARISE Plus Philippines, a 4-year EU-funded project aimed at strengthening inclusive economic growth in the Philippines, through improved international trade performance and competitiveness as well as economic integration, with the International Trade Centre (ITC) as the technical agency for the project.

Under the scope of ARISE Plus Philippines, support is provided to strengthen the Philippines' access to the EU market, including by strengthening utilisation of the EU's unilateral trade preferences under the EU's GSP+ scheme.

In this context, activities include building awareness on and capacity to access the EU market and benefit from the opportunities delivered by the EU's unilateral trade preferences, including through the development of this series of Business Guides on exporting to the EU market, and making use of the GSP scheme, where relevant.

This Business Guide provides information on access to the EU market, technical and regulatory requirements to be complied with in the Philippines to export to the EU, and measures to meet to cross the EU border.

This general guide is complemented by a series of sector-specific guides covering the following sectors: raw agricultural products, processed food products, garments and textiles, machinery, and electrical equipment. These sectors were prioritised drawing from their current export status, priorities in the Philippines' development plans, and GSP+ market access related concerns.

This guide was developed in close partnership with the DTI and the EU Delegation to the Philippines. Information for the guide was collected over the period from March to October 2022.

*This document has been produced with the assistance of the European Union.*

*The contents of this document can in no way be taken to reflect the views of the European Union.*

First Edition: July 2023

# ACKNOWLEDGEMENTS

The International Trade Centre (ITC) would like to thank to all parties involved in the development of the Business Guide Series on Exporting to the EU from the Philippines.

Tobias Dolle and Jasminda Magsino developed this report under the guidance of ITC and the Department of Trade and Industry (DTI) of the Philippines. Vidya Nathaniel and Angela Louise Velasquez (from ITC) facilitated the development and finalization of the business guides. Jean-Sebastien Roure (Senior Business Officer, Business and Trade Policy, ITC) provided overall guidance.

ITC would like to express its gratitude to Bureau of International Trade Relations (BITR) and the Export Marketing Bureau (EMB) of the DTI Philippines for the detailed reviews and technical inputs, and continuous guidance and advice in the development and refinement of these business guides. This includes, Atty. Allan Gepty for providing overall guidance on the project; from BITR: Director Angelo Salvador M. Benedictos, Ma. Regina C. Serafico, Irish C. B. Tongohan, and Lattice Angelique Andriano; and from EMB: Director Bianca Sykimte, Asnia R. Bayabao, and Rudolph Jay Velasco.

ITC also wishes to thank the inputs received from stakeholders in the conceptualization of the business guides and the continuous support received from stakeholders to respond to queries, access information and relevant material, and advise on procedures/mechanisms to feed into the Guide. This includes representatives from BITR and EMB as noted above, and from the Board of Investment, Department of Agriculture, and the Philippines Trade and Investment Centre (PTIC) – Brussels from the government agencies; and the Confederation of Wearable Exporters of the Philippines (CONWEP), European Chamber of Commerce and Industry of the Philippines (ECCP), the Philippines Exporters Confederation (PHILEXPORT), and the Women's Business Council (WBC). ITC wishes to also recognise the advisory support of Ms. Magnolia Ashley of PTIC – Brussels, and Mr. Senen Perlada of PHILEXPORT in the development of these business guides.

ITC would also like to thank Gabrielle D. Sajo, Camille Roy, and Nishtha Agarwal (of ITC) for the coordination and related support under this project; and Nilangika Fernando for the design and layout of this report.

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# ABBREVIATIONS

<b>AFVDBCD</b>	Animal Feeds, Veterinary Drugs, and Biologics Control Division
<b>ATIGA</b>	ASEAN Trade in Goods Agreement
<b>ATR</b>	ASEAN Trade Repository
<b>BAI</b>	Bureau of Animal Industry
<b>BFAR</b>	Bureau of Fisheries and Aquatic Resources
<b>BIR</b>	Bureau of Internal Revenue
<b>BIS</b>	Bureau of Import Service
<b>BMB</b>	Biodiversity Management Bureau
<b>BNRS</b>	Business Name Registration System
<b>BPI</b>	Bureau of Plant Industry
<b>BRN</b>	Bank Reference Number
<b>BOC</b>	Bureau of Customs
<b>BOC- ECD</b>	Bureau of Customs Export Coordination Division
<b>BOI</b>	Board of Investments
<b>BITR</b>	Bureau of Industry and Trade
<b>CCC</b>	Commodity Clearance Certificate
<b>CCN</b>	Customs Client Number
<b>CDA</b>	Cooperative Development Authority
<b>CEC</b>	Coffee Export Clearance
<b>CDEC</b>	Cargo Exchange Data Center
<b>CENRO</b>	Community Environment and Natural Resources Office
<b>CI</b>	Commercial Invoice
<b>CITES</b>	Convention on International Trade in Endangered Species of Wild Fauna and Flora
<b>CoopRIS</b>	Cooperative Registration Information System
<b>CMO</b>	Customs Memorandum Order
<b>CONWEP</b>	Confederation of Wearables Exporters of the Philippines
<b>COR</b>	Certificate of Registration
<b>CPRS</b>	Client Profile Registration System
<b>CRC</b>	Convention on the Rights of the Child
<b>CO</b>	Certificate of Origin
<b>DA</b>	Department of Agriculture
<b>DENR</b>	Department of Environment and Natural Resources
<b>DOLE</b>	Department of Labor and Employment
<b>DOH</b>	Department of Health
<b>DTI</b>	Department of Trade and Industry
<b>EBA</b>	Everything But Arms
<b>ECC</b>	Export Commodity Clearance
<b>ECCP</b>	European Chamber of Commerce of the Philippines
<b>ED</b>	Export Declaration
<b>EMB</b>	Export Marketing Bureau
<b>EMB</b>	Environmental Management Bureau

<b>EMD</b>	Explosives Management Division
<b>E2M</b>	Electronic-to-Mobile
<b>eSPARC</b>	Electronic Simplified Processing of Application for Registration of Company
<b>eSPAYSEC</b>	SEC Payment Portal
<b>EU</b>	European Union
<b>FEO</b>	Firearms and Explosives Office
<b>FMB</b>	Forest Management Bureau
<b>GAP</b>	Good Agricultural Practices
<b>GIS</b>	General Information Sheet
<b>GMO</b>	Genetically Modified Organisms
<b>GSP</b>	Generalized Scheme of Preferences
<b>ICCPR</b>	International Covenant on Civil and Political Rights
<b>ICO</b>	International Coffee Organization
<b>IPA</b>	Investment Promotion Agency
<b>IUCN</b>	International Union for Conservation of Nature
<b>IUU</b>	Illegal, Unreported and Unregulated
<b>IVC</b>	International Veterinary Certificate
<b>LDC</b>	Least Developed Country
<b>LGUs</b>	Local Government Units
<b>MFN</b>	Most Favoured Nation
<b>MGB</b>	Mines and Geosciences Bureau
<b>MRL</b>	Maximum Residual Levels
<b>MSME</b>	Micro, Small and Medium Enterprises
<b>NCCA</b>	National Commission for Culture and the Arts
<b>NMIS</b>	National Meat Inspection Service
<b>NMP</b>	National Museum of Philippines
<b>NPPO</b>	National Plant Protection Organization
<b>NPQSD</b>	National Plant Quarantine Services Division
<b>NSGL</b>	National Strategic Goods List
<b>NTM</b>	Non Tariff Measures
<b>NVQSD</b>	National Veterinary Quarantine Services Division
<b>OMB</b>	Optical Media Board
<b>OSEDC</b>	One Stop Export Documentation Centre
<b>OP</b>	Order of Payment
<b>Pag - IBIG</b>	Home Development Mutual Fund
<b>PBH</b>	Philippine Business Hub
<b>PCA</b>	Philippine Coconut Authority
<b>PCA-LSD</b>	PCA-Laboratory Services Division
<b>PCA-AMS</b>	PCA-Assessment and Monitoring Services
<b>PECC</b>	Permits to Export Controlled Chemicals
<b>PENRO</b>	Philippines Environment and Natural Resources Office
<b>PERD</b>	Project Evaluation and Registration Division
<b>PEZA</b>	Philippine Economic Zone Authority
<b>PHILEXPORT</b>	Philippine Exporters Confederation
<b>PhilHEALTH</b>	Philippine Health Insurance Corporation
<b>PL</b>	Packing List
<b>PNP</b>	Philippine National Police

<b>PNP – FFEO-EMD</b>	Philippines National Police – Firearms and Explosives – Explosives Management Division
<b>PNP – FFEO - POLS</b>	Philippines National Police – Firearms and Explosives – Permits and Other Licences Section
<b>PNTR</b>	Philippine National Trade Repository
<b>PTIC</b>	Philippines Trade and Investment Centre
<b>NSW</b>	National Single Window
<b>RDO</b>	Revenue District Office
<b>REACH</b>	Registration, Evaluation, Authorisation and Restriction of Chemicals
<b>REX</b>	Registered Exporter System
<b>RoO</b>	Rules of Origin
<b>ROSA</b>	Rules of Origin Self-Assessment
<b>Q4T</b>	Quality for Trade Platform
<b>SAD</b>	Single Administrative Document
<b>SBR</b>	Special Bank Receipt
<b>SEC</b>	Securities and Exchange Commission
<b>SIPP</b>	Strategic Investment Priority Plan
<b>SHC</b>	Sanitary Health Certificate
<b>SPA</b>	Special Power of Attorney
<b>SPS</b>	Sanitary and Phytosanitary Measures
<b>SRA</b>	Sugar Regulatory Administration
<b>SSS</b>	Social Security System
<b>STMO</b>	Strategic Trade Management Office
<b>STMA</b>	Strategic Trade Management Act
<b>TRGA</b>	Trade Regulatory Government Agencies
<b>TIN</b>	Tax Identification Number
<b>URN</b>	Unique Reference Number
<b>VAT</b>	Value Added Tax
<b>WTO</b>	World Trade Organisation
<b>VASPs</b>	Value Added Service Providers
<b>VHC</b>	Veterinary Health Certificate
<b>WBC</b>	Women’s Business Council

# INTRODUCTION

This Business Guide is a tool for businesses seeking to export to the EU – providing guidance on the market access opportunities available to the Philippines under the EU GSP+ scheme, and requirements to comply with to export to the EU (at the domestic and EU level).

The Guide is structured as follows:

<b>Section I</b>  <b>The Philippines’ Access to the EU Market</b>	Part I	<a href="#">The Philippines Exports to the EU Market</a>	Details avenues through which the Philippines can trade with the EU, under the Most Favoured Nation (MFN) rules or the GSP+ scheme; and outlines key steps that businesses should take note of to export to the EU.
	Part II	<a href="#">The Philippines’ status as a GSP+ Beneficiary</a>	Details the Philippines’ benefits as a GSP+ beneficiary.
<b>Section II</b>  <b>Key Steps for Businesses Exporting to the EU Market</b>	Part III	<a href="#">Complying with requirements to benefit from the GSP+ scheme</a>	Details the rules for assessing the tariff benefits available to GSP+ beneficiaries and complying with rules of origin requirements.
	Part IV	<a href="#">Complying with key regulatory and market access requirement to access the EU Market</a>	Details other key rules that exporters need to comply with to access the EU market, such as requirements related to packaging, labelling, and standards.
	Part V	<a href="#">Complying with domestic requirements for exporting to the EU</a>	Details key domestic requirements that exporters need to comply with in the Philippines in order to register as an exporter and engage in exports with the EU.
<b>Section III</b>  <b>Additional Tools/Resources for Philippine Businesses</b>	Part VI	<a href="#">Tools and Resources available to Philippine Businesses</a>	Provides links to other important resources that exporters can make use of to ensure compliance with requirements for exporting to the EU.





# SECTION I:

## THE PHILIPPINES' ACCESS TO THE EU MARKET

# Part I:

## The Philippines' Exports to the EU market

Philippine businesses intending to export goods from the Philippines to the EU should be aware of general and product-specific trade conditions and market access requirements.

### 1.1 General tariff rules governing trade in goods

Trade in goods between countries is typically subject to tariffs.

Members of the World Trade Organization (hereinafter, WTO) are bound by the tariffs set out in the WTO Schedules of Commitments. These Schedules describe the maximum allowed tariff rate a WTO Member may provide to traded goods of other WTO Members. These tariffs are referred to as the [Most Favoured Nation](#) (hereinafter, MFN) tariffs.

There are, however, two exceptions to the MFN rule. Tariffs can be reduced or removed based on:

Preferential trade agreements, such as the [EU-Viet Nam Trade Agreement](#) or the [EU-Singapore Trade Agreement](#); and Unilateral preferential trade arrangements, which the EU grants to developing countries under the [EU's 'Generalised Scheme of Preferences'](#) (hereinafter, GSP).

In the case of trading with the European Union (EU), the EU functions as a single Customs Union with a single trade policy and single external tariff applicable for trade with all EU Member States. Accordingly, the EU's MFN tariff – as committed in its [WTO Schedule of Commitments](#) – applies to all trading partners, unless a preferential trade regime applies, such as a preferential trade

agreement or a unilateral preferential trade arrangement (as per the examples given above).

In the case of the Philippines' trade with the EU, Philippine exporters can export to the EU under (a) MFN tariff rates, or (b) the preferential tariff rates under the EU's Generalised Scheme of Preferences Plus (hereinafter, GSP+) – depending on the product and the compliance with the applicable rules of origin – as elaborated upon in [Part III](#) below.

When exporting under the MFN tariff rate – the exporters can determine the applicable tariff line and thereby, the applicable tariff rates – based on the specific type and characteristics of the product.

In the case of exports under the EU-GSP scheme – exporters will also need to determine the applicability of the scheme for the specific product, as elaborated in [Part III](#) below.

All consignments of goods exported to the EU must be accompanied by relevant Customs documents; and comply with certain technical and regulatory requirements relating to standards, packaging, labelling, etc, as elaborated in [Part IV](#) below.

## 1.2 Exporting to the EU under Most-Favoured-Nations Tariffs

In case the goods to be exported to the EU are not eligible for GSP or GSP+ preferences, either because the tariff line is not covered, or because the applicable rules of origin are not complied with, traders can export to the EU under the applicable Most-Favoured-Nation (MFN) tariffs. MFN tariffs apply, in principle, to all WTO member countries and provides the normal non-

discriminatory tariffs charged on imports. No special requirements apply with respect to the rules of origin, but Philippine businesses should still be aware of the EU's product- and sector-specific regulatory and market requirements detailed in [Part IV](#) of this Business Guide.

## 1.3 Special tariff rules under the EU's Generalised Scheme of Preferences

The EU's preferential trading schemes under the EU's GSP provide a system of unilateral trade concessions that reduces or eliminates tariffs on a range of exports from developing countries and least developed countries (hereinafter, LDCs). The GSP is used to increase export revenue in developing countries to reduce poverty and promote sustainable development and good governance. The GSP preferential arrangements focus solely on granting tariff preferences for trade in goods.

The EU's GSP has been in place since 1971, although it has periodically been subject to reviews of varying depth and extent. Most changes affected, in relevant part, issues related to the GSP's product coverage, quotas, ceilings, administration, beneficiaries and depth of tariff cuts. The architecture of the scheme has also undergone significant changes over time and the next reform is currently underway – with the current scheme set to expire on 31 December 2023; and the new scheme intended to come into place from 1 January 2024.

The EU's GSP is consistent with the WTO 1979 '[Enabling Clause](#)<sup>1</sup>', which operates as an exception to one of the pillars of the WTO system, the MFN obligation, and which allows developed countries to grant differential and more favourable tariff treatment to imports from developing and least developed countries.

Since 1995, the Philippines has benefitted from enhanced trade preferences with the EU under the EU's GSP. The Philippines applied for GSP+ beneficiary status under the 2012 GSP scheme and was granted such status in December 2014. As a GSP+ beneficiary,

the Philippines is granted duty-free access for exported products covering more than 6,000 tariff lines.

Accordingly, Philippine exporters have the choice to export under the MFN tariff rate or, for covered products, under the GSP+ scheme. When MFN tariff rates are high, EU importers of products covered by the GSP+ can make significant savings.

Notably, there is scope for the Philippines to further exploit the duty-free access under the EU GSP+ scheme and strengthen Philippine exports to the EU market. Recent trade trends point in the right direction, as Philippine exporters have increasingly taken advantage of the preferential market access and the utilisation rate has constantly increased.

It should be noted that the current formulation of the EU-GSP+ scheme was set to expire on 31 December 2023; and the new formulation would then be place from 1 January 2024. Based on the new rules, current GSP+ beneficiaries, like the Philippines, would likely have a two-year transition period from 2024 to reapply for the GSP+ scheme. If it does not qualify under the future GSP+ scheme – Philippine exporters can export under the [Standard GSP scheme](#), provided that eligibility conditions are met. More details on these reforms are provided below in [Part II](#).

*At the time of publication of this report (July 2023) - the [European Commission adopted a proposal to extend the validity of the existing proposal with no changes for an additional four years until 31 December 2027](#). This will now have to be presented to the European Parliament and Council.*



**Table 1: GSP utilisation by the Philippines from 2014 to 2020<sup>2</sup>**

	2014	2015	2016	2017	2018	2019	2020
<b>Total GSP Eligible Exports</b> (in billion Euros)	1.83	2.32	2.34	2.62	2.63	2.71	2.15
<b>Total GSP Utilized</b> (in billion Euros)	1.22	1.60	1.66	1.93	1.92	1.95	1.61
<b>GSP+ Utilization Rate</b>	67.2%	68.3%	70.9%	74%	73.2%	71.9%	75%
<b>Total PH Exports to EU</b> (in billion Euros)	5.27	6.68	6.23	7.24	7.50	7.63	6.2
<b>Export Growth Rate</b>	14%	27%	-7%	16%	3%	2%	-19%

Source: Department of Trade and Industry (Statistics derived from Eurostat)

## 1.4 Specific market access conditions

Businesses must be aware of the sector- and product-specific regulatory and market access requirements applicable in the EU. Often, the importer in the EU will communicate these requirements to the exporter in the Philippines. However, as some of the requirements concern the cultivation or production process, businesses would be required to reflect these rules already at those stages. These are the non-tariff measures (NTMs) that often render trade more complex and only a detailed knowledge of these

market-specific requirements will allow traders to successfully place their products on the EU market.

Depending on the product-specific requirements, consignments of goods must be accompanied by relevant documents or documentation.

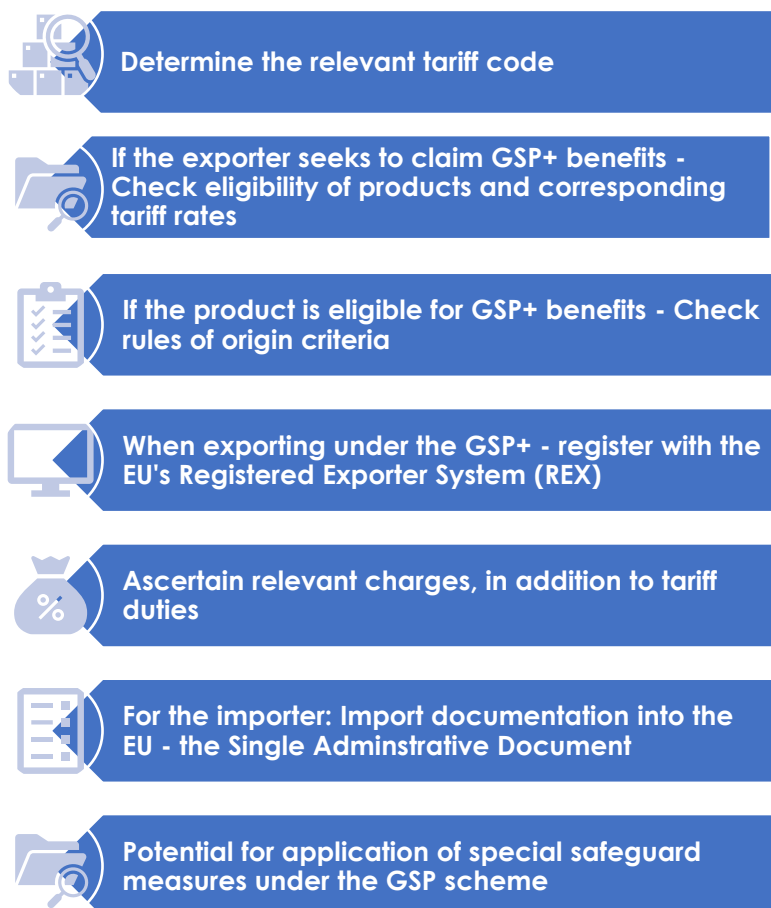
Further information on the specific market access conditions is provided in [Section II, Part IV](#) of this Business Guide.

## 1.5 Key steps

In order to export to the EU and benefit from the GSP+ preferences, traders from the Philippines need to account for the following aspects:

In addition, the Philippines' businesses will also need to comply with certain domestic requirements to set up the business and engage as an exporter as provided in [Section II, Part V](#) of this Business Guide.

**Figure 1: Aspects to account for in order to export to the EU and benefit from the GSP+**



Source: Author

# Part II:

## The Philippines' status as a GSP+ beneficiary

### 2.1 The EU's Preferential Trading Schemes

The current legislative foundation for the EU's GSP is set out in *Regulation (EU) No. 978/2012* (hereinafter, the GSP Regulation).<sup>3</sup>

In its current form, the EU's GSP comprises of three types of preferential arrangements:

**Figure 2: Types of EU preferential trade arrangements**

Standard GSP	GSP+	Everything But Arms (EBA)
<ul style="list-style-type: none"> <li>• General Arrangement</li> <li>• Automatically applicable to developing countries matching certain eligibility criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Special Arrangement</li> <li>• Applicable upon application to developing countries that ratify and implement 27 conventions dealing with sustainable development and good governance</li> </ul>	<ul style="list-style-type: none"> <li>• Special Arrangement</li> <li>• Automatically applicable to all LDCs</li> </ul>

Table 2 below provides an overview of the key principles applicable to each of these schemes – in terms of eligibility, level of market access, and cessation of preferences.

**Table 2: Key information concerning the operation of the EU's GSP**

	Standard GSP	GSP+	EBA
<b>Which countries are eligible?</b>	<p>Developing countries that:</p> <p>(i) Have not been classified by the World Bank as a high-income or upper middle-income country during the last three (3) consecutive years; and</p> <p>(ii) Do not benefit from a preferential market access arrangement with the EU providing equal or larger tariff preferences than the Standard GSP for substantially all trade (such as FTA partners or EU overseas territories).<sup>4</sup></p> <p>Annex II of the GSP Regulation provides the list of countries that benefit from the Standard GSP. There are currently 11 countries listed as Standard GSP beneficiaries.<sup>5</sup></p>	<p>Beneficiary countries of the Standard GSP which:</p> <p>(i) Meet the <b>economic vulnerability criteria</b> indicated in Article 9(1)(a) and Annex VII of the GSP Regulation, namely:</p> <ul style="list-style-type: none"> <li>The non-diversification criterion (<i>i.e.</i>, a country of which, in terms of value, the seven largest GSP sections of its imports into the EU of products listed in Annex IX represent more than the threshold of 75% in value of its total imports of products listed in that Annex, as an average during the last three consecutive years); and</li> <li>The import-share criterion (<i>i.e.</i>, a country of which the imports of products listed in Annex IX into the EU represent less than the threshold of 74% in value of the total imports into the EU of products listed in that Annex originating in countries listed in Annex II, as an average during the last three consecutive years).</li> </ul>	<p>All Least Developed Countries.</p> <p>Currently, 46 countries are <a href="#">listed</a> as EBA beneficiaries in Annex IV of the GSP Regulation.<sup>8</sup></p>

	Standard GSP	GSP+	EBA
<b>Which countries are eligible? (cont.)</b>		<p>(ii) Have ratified and effectively implemented 27 international conventions on human rights, environment and labour rights listed in Annex VIII of GSP Regulation.<sup>6</sup></p> <p>There are currently 8 countries listed as GSP+ beneficiaries, including the Philippines.<sup>7</sup></p>	
<b>How to benefit?</b>	Countries do not need to apply to qualify for Standard GSP arrangement. The European Commission adds or removes qualifying countries from the list through legal acts.	<p>Unlike for EBA and the Standard GSP, countries do not automatically benefit from the GSP+, but must comply with certain conditions and submit an application to the EU.</p> <p>Any Standard GSP beneficiary country can submit an application, following which the European Commission conducts an evaluation of compliance with relevant conditions and requirements.</p>	Countries do not need to apply to benefit from the EBA scheme, but automatically benefit from the preferences if <a href="#">identified as an LDC</a> by the UN. <sup>9</sup>
<b>What is the level of coverage?</b>	<p>Around 66% of tariff lines are entitled to duty-free or reduced duty access to the EU market.<sup>10</sup></p> <p>Tariff reductions depend on various factors, notably whether the product is considered sensitive or non-sensitive.<sup>11</sup></p>	The GSP+ scheme applies to substantially the same products as the Standard GSP scheme (covering around 66% of the tariff lines) but does not make a distinction between sensitive and non-sensitive products and, therefore, extends the range of tariffs lines that benefit from duty-free preferences (Refer to Annex IX of the GSP Regulation). <sup>12</sup>	Duty-free access for all products, except for arms, ammunition, and similar products ( <i>i.e.</i> , the products classified under Chapter 93 of the EU's Combined Nomenclature). <sup>13</sup>

	Standard GSP	GSP+	EBA
<p><b>What is the level of coverage? (cont.)</b></p>	<p>More specifically:</p> <ul style="list-style-type: none"> <li>• Non-sensitive products are granted duty free access (about 26% of tariff lines); and</li> <li>• Sensitive products from this list are granted reduced duty access (about 40% of tariff lines).</li> </ul> <p><i>(Refer to Annex I of the GSP Regulation for further details)</i></p>		
<p><b>When do preferences cease to apply?</b></p>	<p><b>Graduation from Sector Level</b></p> <p>Upon graduation to a higher-middle income or high-income status, a <b>one-year</b> transition period applies before GSP benefits expire for all eligible products.<sup>14</sup> Further, in the case of <b>GSP+ beneficiaries</b>, the GSP+ benefits will also cease to apply if a beneficiary country no longer fulfils the economic vulnerability criteria (Refer above).<sup>15</sup></p> <p>Accordingly, in the case of the Philippines – these benefits will cease to apply:</p> <ul style="list-style-type: none"> <li>• when it eventually graduates to higher-middle income or high-income status after a one-year transition period; or</li> <li>• if it no longer fulfils the economic vulnerability criteria.</li> </ul> <p>Exporters will then trade under the MFN rules (unless the Philippines has entered into a preferential trade agreement with the EU by then).</p>		
			<p>Upon graduation from LDC status a <b>three-year transition period</b> applies before EBA preferences are completely withdrawn.<sup>16</sup></p>

	Standard GSP	GSP+	EBA
<b>When do preferences cease to apply? (cont.)</b>	<b>Product-based graduation</b>		
	<p>Standard GSP and GSP+ benefits will generally be suspended for specific products, when the average value of EU imports of a given product, over three consecutive years, exceeds 57% of the total EU imports of that product from all GSP beneficiaries.<sup>17</sup></p> <p>This threshold is set at 47.2% with respect to textile and clothing goods, and at 17.5% with respect to trees and plants, fats and oils, and certain chemical substances.</p> <p><i>Therefore, for instance, if textile imports from a country were to exceed 47.2% of the total EU imports of that product from all GSP beneficiaries for three (3) consecutive years, the EU would suspend relevant preferences from that country for that particular product.</i></p> <p><i>This was the case for certain products from India, Indonesia, and Kenya (<a href="#">Commission Implementing Regulation (EU) 2019/249</a>). The average value of EU imports of (i) textiles from India; and (ii) wood and articles of wood, and wood charcoal from Indonesia exceeded the thresholds set out in the relevant GSP regulation<sup>18</sup> over three (3) consecutive years, resulting in the EU suspending preferences for these products from the specific countries.</i></p>		There is no graduation mechanism for products.
	<b>Entry into preferential trade agreement with EU</b>		
	<p>Standard GSP and GSP+ benefits will be removed upon entry into a preferential market access agreement with the EU. A transition period of <i>two (2) years</i> from the date of application of the preferential market access agreement applies before full removal of benefits.<sup>19</sup> For instance, Viet Nam is currently a beneficiary country of the Standard scheme, but, on 1 August 2020, the EU-Viet Nam Free Trade Agreement entered into force. Given this different preferential market access, the GSP will cease to apply to Viet Nam from 1 January 2023.<sup>20</sup></p>		EBA status and preferences are not withdrawn by entering into preferential trade agreement with the EU.



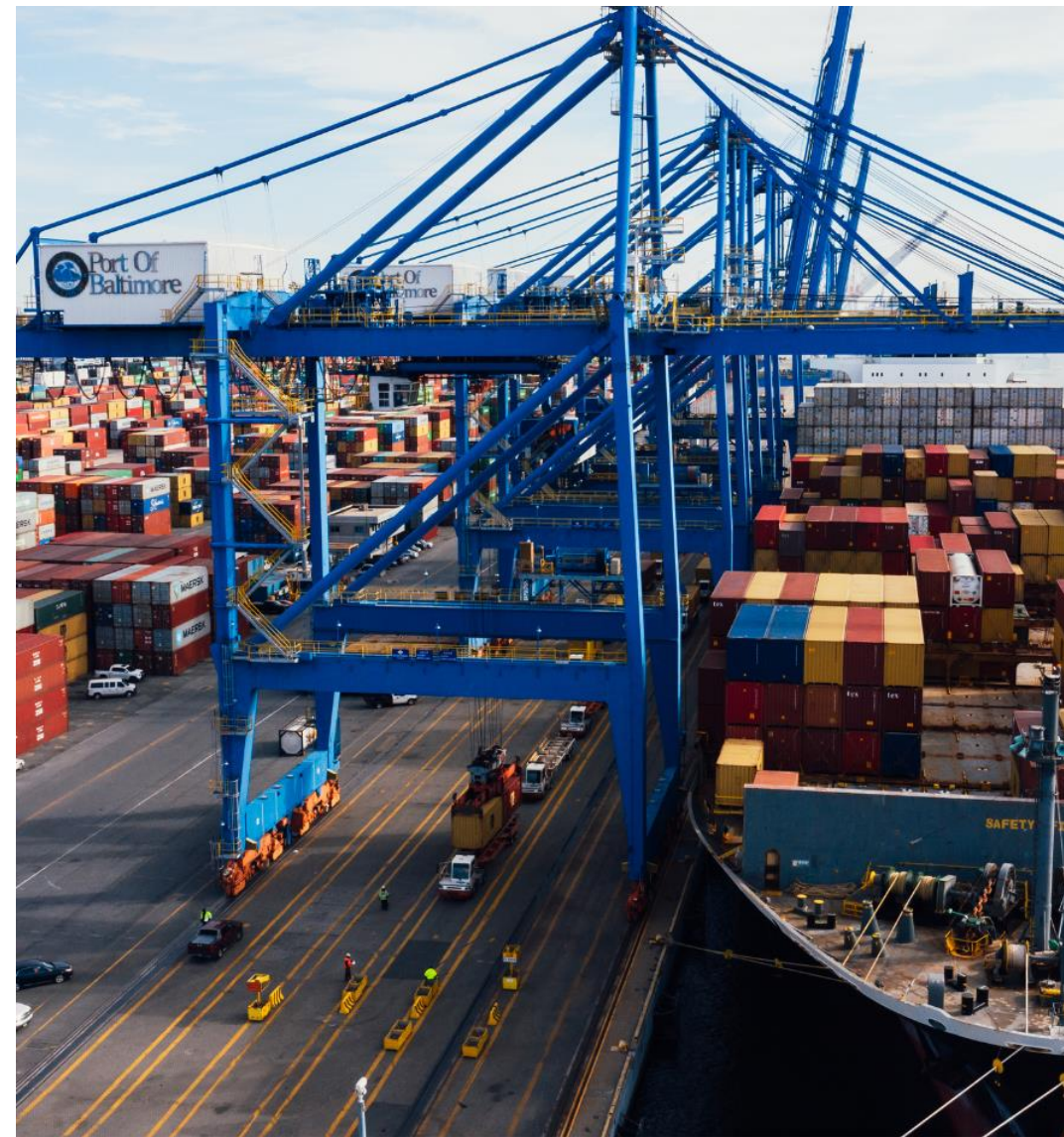
	Standard GSP	GSP+	EBA
When do preferences cease to apply? (cont.)	<b>Withdrawal of preferences</b>		
	<p>Preferences can be withdrawn in exceptional circumstances, notably in the case of:<sup>21</sup></p> <ul style="list-style-type: none"> <li>• Serious and systematic violation of principles laid down in fundamental human rights and labour rights conventions (For instance, in 2020, the EU removed EBA preferences on certain products from Cambodia due to serious and systematic concerns related to human rights ascertained in the country.<sup>22</sup>);</li> <li>• Export of goods made by prison labour;</li> <li>• Serious shortcomings in customs controls on the export or transit of drugs, or failure to comply with international conventions on anti-terrorism and money laundering;</li> <li>• Serious and systematic unfair trading practices including those affecting supply of raw material, which have an adverse effect on the Union industry and which have not been addressed by the beneficiary country;</li> <li>• Serious and systematic infringement of the objectives adopted by regional fishery organizations or any international arrangements to which the Union is a party concerning the conservation and management of fishery resources; and</li> <li>• Fraud or irregularities to comply with, or to implement, the rules on the origin of the covered products, as well as to grant administrative cooperation to implement and police the preferential arrangements.</li> </ul> <p>Further, for <b>GSP+ Beneficiaries</b>, preferences can be <b>temporarily withdrawn</b> when the EU considers that the beneficiary country no longer fulfils the specific conditions for the GSP+ (<i>e.g.</i>, ratification and effective implementation of the covered international conventions, or has formulated a reservation, which is prohibited by, or is incompatible with, the object or purpose of the conventions).<sup>23</sup> An example of such withdrawal concerned Sri Lanka, details of which are given below in Box 1.</p>		

**Box 1: Example of GSP+ withdrawal concerning Sri Lanka**

An example of such withdrawal concerned Sri Lanka. In 2008, the European Commission initiated an investigation “*in order to establish whether the national legislation of Sri Lanka incorporating the International Covenant on Civil and Political Rights (ICCPR), the Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (CAT), and the Convention on the Rights of the Child (CRC) is effectively implemented*”.<sup>24</sup>

On 19 October 2009, the European Commission approved a report containing its findings, which concluded that the national legislation of Sri Lanka incorporating international human rights conventions was not effectively implemented. Sri Lanka provided the European Commission with a number of observations in respect of the subject-matter of the Report and conduct of the investigation.<sup>25</sup> The European Commission’s assessment led to the conclusion that none of Sri Lanka’s arguments would substantively alter the findings of the investigation.

In February 2010, “*EU Member States decided to withdraw preferential tariff benefits to Sri Lanka under a special incentive arrangement for sustainable development and good governance, known as GSP+. This decision follows an exhaustive investigation by the European Commission, which identified significant shortcomings in respect of Sri Lanka’s implementation of three UN human rights conventions relevant for benefits under the scheme. The suspension of GSP+ benefits is temporary, as the overarching EU objective remains to use GSP+ as an incentive to underpin improvements in the human rights situation in Sri Lanka. The suspension will only take effect in six months’ time, giving Sri Lanka extra time to address the problems identified. (...) The temporary withdrawal takes effect 6 months from now. At that time, Sri Lankan exports would revert to standard GSP preferences as provided for in the current GSP Regulation*”.<sup>26</sup> Sri Lanka was suspended from the GSP+ from 15 August 2010 and only regained GSP+ beneficiary status in 2017.



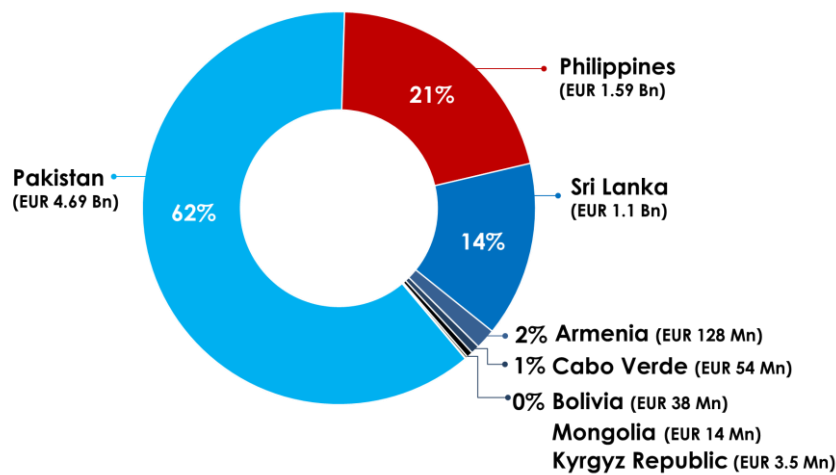
## 2.2 The Philippines as a Beneficiary of the EU GSP+ scheme

### (a) Trends in exports to the EU from the Philippines

In 2021, the Philippines' exports of goods to the EU amounted to a value of EUR 8.1 billion, with the main exports having been within the sectors of machinery and appliances, machinery; animal or vegetable fats and oils; optical and photographic instruments; foodstuffs,

beverages, tobacco; and products of the chemical or allied industries.<sup>27</sup> Exports from the Philippines to the EU increased by almost 47% compared to 2014 (when total exports had a value of EUR 5.3 billion), when the Philippines gained access to the EU's GSP+ scheme.<sup>28</sup> In 2014, exports utilising GSP preferences had a value of EUR 1.22 billion, which increased to EUR 1.61 billion in 2020, corresponding to a GSP utilisation rate of 67.2% in 2014 and 75% in 2020.<sup>29</sup>

**Figure 3: Preferential imports into the EU from GSP+ beneficiaries in 2020**



Source: [GSP Hub](#)

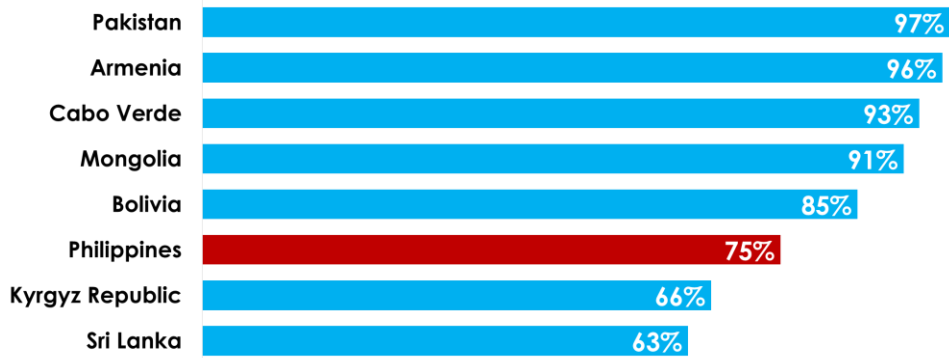
Under the EU GSP+ scheme, the Philippines benefits from duty-free access for products across around 66% of all EU tariff lines, including sensitive products, which corresponds to more than 6,000 tariff lines (available [here](#)).<sup>30</sup> Top GSP+ exports of the Philippines include agricultural products such as coconut oil, tuna, pineapples, and electrical products such as vacuum cleaners and pneumatic tires, among others.<sup>31</sup>

In addition to contributing to economic growth through increased exports, the Philippine Department of Trade and Industry (DTI) notes that the EU GSP+ also contributes to inclusive growth, as the enhanced market access has enabled several communities located around the country to engage in exports to the EU market,

which, in turn, leads to increased incomes, employment creation, and overall development.

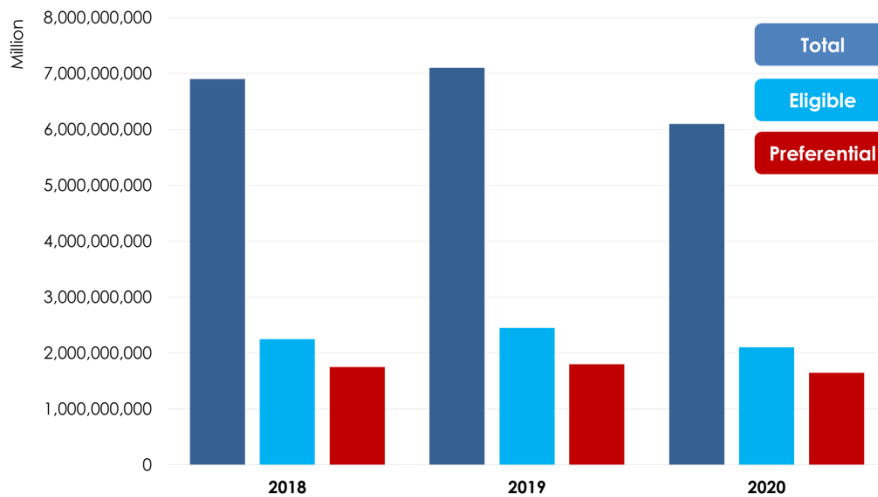
There is, however, still scope for the Philippines to strengthen its exports to the EU market, and also make use of the GSP+ benefits for relevant products while it is available. According to ITC's Export Potential Assessment (2021), the Philippines has an export potential of USD 13 billion to the EU, of which USD 7.15 billion or 54% is unrealized export potential. Further, in the context of the Philippines' utilisation of the duty-free access under the GSP+ scheme, only around 75% of Philippines' exports eligible for GSP+ preferences were actually claiming the GSP+ benefits, which is lower than the utilisation rate of most other GSP+ beneficiary countries.

**Figure 4: GSP utilisation by GSP+ beneficiaries in 2020**



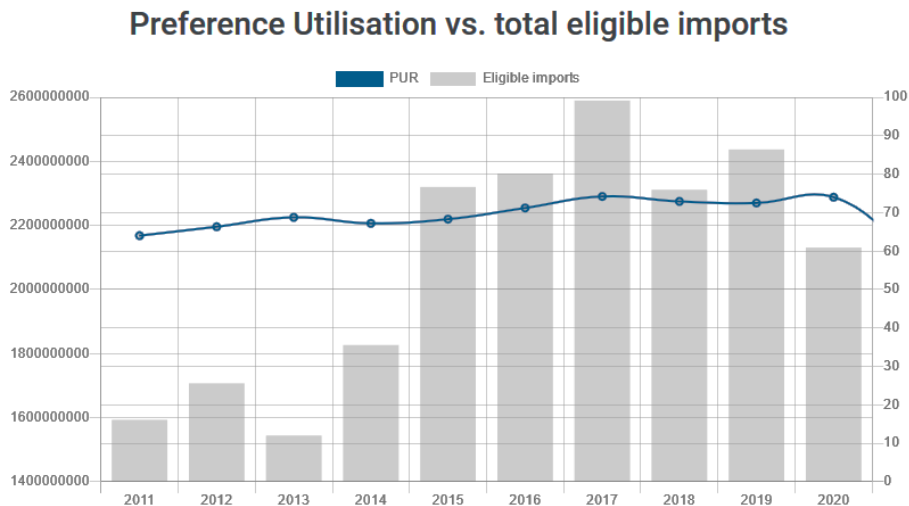
Source: [EU GSP hub](#)

**Figure 5: Imports into the EU from the Philippines (total imports, imports eligible for GSP' preferences, actual imports under preferences)**



Source: [EU GSP Hub](#)

**Figure 6: Imports into the EU from the Philippines (Imports eligible for GSP+ preferences, Preference Utilisation Rate (PUR))**



Source: [EU GSP Hub](#)

**Box 2. Note on the transition to GSP+ status for the Philippines****The EU noted:**

*“The transition to GSP+ status in January 2015 marked the start for an increase in the Philippines’ preference utilisation rate, which since then stands at an average of about 72%. Particularly, products like coconut oil, preserved tuna, bicycles, pineapple products as well as garment and footwear benefitted from the transition to GSP+. Total imports from the Philippines increased by almost 20% between 2016 and 2018. Over this period, the Philippines substantially increased their imports of prepared meat and fish, footwear, machinery, furniture, and toys. In most of the major product groups, including animal and vegetable fats, food and beverages and processed meat and fish, reduced duties are consistently used for more than 96% of imports”.*

**(b) Challenges for the Philippines in utilising the EU GSP+ benefits**

Common challenges faced in exporting to the EU and making use of the EU’s GSP+ benefits are:

- (i) The lack of awareness and understanding of the operation of preferential market access available to traders in the EU market under these GSP schemes; and
- (ii) Complying with strict technical and regulatory requirements (such as on labelling/packaging, restricted substances, quality, and standards requirements) imposed by the EU market and/or proving compliance with these requirements to effectively export to the EU.

These challenges may prevent/constrain traders, particularly Micro, Small and Medium Enterprises (MSMEs), from making use of the opportunities available in the EU market and tapping into the available potential.

**(c) Ensuring compliance with sustainable development related principles**

Businesses in the Philippines taking advantage of the current benefits of the GSP+ status to export to the EU should be aware that the country must avoid any serious and systematic violation of principles laid down

in fundamental human rights and labour rights conventions to avoid withdrawal of the preferential tariffs. Laws, regulations, and enforcement schemes must be adopted and applied by the Government of the Philippines to that effect.

Businesses in the Philippines that export to the EU also have a vested interest in ensuring that the Philippines complies with such fundamental rights to ensure that the Philippines continues benefiting from the GSP+ scheme. Consequently, it is in the best interests of Philippine exporters to do their part in ensuring that the Philippines comply with the 27 conventions outlined in Annex VIII of the GSP Regulation<sup>32</sup> (and the 6 additional conventions to come into place under the revised GSP scheme, in effect from 2024). This includes staying vigilant so as to ensure that their own businesses, as well as other Philippine businesses, provide equal rights to male and female workers, do not employ underage persons, do not partake in forced or compulsory labour, do not operate in unsafe conditions and do operate in ways that are friendly to the environment. Exporters from the Philippines should consider implementing compliance mechanisms, including the employment of a compliance officer and/or the creation of a compliance department to ensure that these requirements are being met. Such mechanism will be increasingly relevant given the likely stronger focus on implementation and enforcement under the EU’s future GSP Regulation, including enhanced participation of civil society within the EU and in beneficiary countries when it comes to the monitoring of the conventions that must be implemented by GSP beneficiary countries.<sup>33</sup>



## 2.3 Application of Special Safeguard Measures

As a general matter, Philippine exporters should be aware of the safeguard and surveillance provisions in Chapter VI of the EU's GSP Regulation. These safeguards do not apply to EBA beneficiary countries. Accordingly, in the case of Standard GSP or GSP+ beneficiaries, the EU may reintroduce common customs tariff duties on a product originating from any beneficiary country in the following cases:

- If the product is '*imported in volumes and/or at prices which cause, or threaten to cause, serious difficulties to [EU producers] of like or directly competing products*',<sup>34</sup> or
- The European Commission, on its own initiative, can on 1 January of each year, remove tariff preferences on textile products and on products falling under CN codes 2207.10.00 (Undenatured ethyl alcohol of an alcoholic strength by volume of 80% vol or higher), 2207.20.00 (Ethyl alcohol and other spirits, denatured, of any strength), 2909.19.10 (Organic chemicals: Tert-butyl ethyl ether (ethyl-tertio-butyl-ether, ETBE)), 3814.00.90, 3820.00.00 and 3824.90.97 (Miscellaneous chemical products), if certain import conditions are present.<sup>35</sup>

The conditions are:

- | An increase in quantity (by volume) of any relevant textile, agriculture or fisheries product from a beneficiary country of at least 13.5%, as compared to the previous calendar year; or
- | For textile products (*i.e.*, products found in Chapters 50-63 of the CN code), when the share of a textile product from a beneficiary country exceeds 47.2% of the value of the relevant textile product imported from all GSP and GSP+ beneficiary countries during any 12-month period.<sup>36</sup>

It should, however, be noted that the special safeguard provisions only apply if the relevant product from the beneficiary country exceeds 6% of the total EU imports of that product.<sup>37</sup> These rules on safeguards will likely remain largely similar under the EU's future GSP Regulation.<sup>38</sup>

## 2.4 Ongoing Review of the EU's GSP Scheme and Possible Reforms

The EU's current GSP Regulation came into force on 1 January 2014 and is, with the exception of the EBA scheme, supposed to expire on 31 December 2023 ([Regulation \(EU\) No 978/2012 of the European Parliament and of the Council](#)).

**[Note: At the time of publication of this guide, the European Commission adopted a proposal to extend the validity of the existing GSP Regulation until 31 Dec 2027. Nevertheless, the sections below have been maintained to explain the proposed reforms and relevance for the Philippines in the future.]**

### (a) The European Commission's Proposal

On 22 September 2021, the European Commission published its *Proposal for a Regulation on applying a Generalised Scheme of Tariff Preferences and repealing Regulation (EU) No 978/2012 of the European Parliament and of the Council*<sup>39</sup> (hereinafter, the proposed GSP Regulation), which is intended to replace the EU's current GSP Regulation.

The European Parliament and the Council of the EU, which gathers the EU Member States, must agree with the Commission on a text before the revised GSP Regulation can be adopted and subsequently enter into force. In general terms, the European Commission has proposed to maintain the current structure and overall approach of the current GSP scheme, which means that the differentiation into three (3) schemes, namely the Standard GSP, the GSP+, and the EBA, would be maintained.

According to the European Commission, the changes to the current GSP primarily aim at reinforcing "the scheme's social, environmental and climate aspects, reduce poverty and increase export opportunities for developing countries" and appear to reflect the Commission's commitments and increased focus on principles related to trade and sustainable development, as well as the importance of climate change mitigation and "environmental protection standards".

Notable reforms proposed for the new scheme are discussed in the next portions.

### (b) Conditions for access to the GSP+ scheme

Currently, in order to gain preferential market access under the GSP+ scheme, 27 international conventions relating to human and labour rights, environment, and good governance principles need to be ratified and effectively implemented by interested countries.

The Commission's Proposal for the new GSP scheme foresees an addition of six (6) additional international conventions in the area of environmental protection and good governance that would need to be ratified and effectively implemented to gain GSP+ beneficiary status. Accordingly, from 2024, countries would need to comply with a total of 32 conventions to access the GSP+ scheme. Below are the six (6) additional international conventions proposed by the Commission for the new scheme and the ratification status by the Philippines regarding these conventions.

**Table 3: Additional international conventions proposed under the EU's new GSP+ scheme**

Additional international conventions proposed under the EU's new GSP+ scheme	Status of ratification by the Philippines
<b>Optional Protocol to the Convention on the Rights of the Child on the Involvement of Children in Armed Conflict (2000)</b>	Ratified <sup>40</sup>
<b>Convention on the Rights of Persons with Disabilities (2007)</b>	Ratified <sup>41</sup>
<b>Convention on Labour Inspection No 81 (1947)</b>	Not ratified <sup>42</sup>
<b>Convention on Tripartite Consultations No 144 (1976)</b>	Ratified <sup>43</sup>



<b>The Paris Agreement on Climate Change (2015)</b>	Ratified <sup>44</sup>
<b>United Nations Convention against Transnational Organised Crime (2000)</b>	Ratified <sup>45</sup>

These additional conventions demonstrate the increased attention being placed by the EU on facilitating sustainable trade.

The European Parliament, based on a report<sup>46</sup> prepared by the European Parliament's Committee on International Trade (INTA), has [proposed](#) to **further extend the list of international conventions** beyond those already proposed by the European Commission by three additional conventions, namely the

- | First Optional Protocol to the International Covenant on Civil and Political Rights (1966),
- | Rome Statute of the International Criminal Court (1998), and
- | Second Optional Protocol to the International Covenant on Civil and Political Rights, aiming at the abolition of the death penalty (1989).

The Philippines has ratified the two Optional Protocols and was State Party to the Rome Statute, but withdrew from the Rome Statute on 17 March 2018.

Secondly, the European Parliament proposes to **extend the conditionality regarding the ratification of the international conventions also to standard GSP beneficiaries**.

Currently, the conditionality only applies to GSP+ beneficiaries. The European Parliament's position states that standard GSP beneficiaries must ratify all international conventions listed in Annex VI to the proposed GSP Regulation within "*five years upon the application of the preferences*". Should a standard GSP beneficiary not ratify those conventions, the Commission could temporarily suspend the trade preferences accorded to that country. While the European Parliament argues that this provision would help beneficiary countries transition from the GSP to the GSP+ scheme, it could also make it more difficult for developing countries to benefit from standard GSP preferences. Additionally, such conditionality might conflict with the spirit, and perhaps even the substance, of the WTO's '*Enabling Clause*', as it would not facilitate the enjoyment of the standard GSP preferences.

According to paragraph 3(a) of the '*Enabling Clause*', in fact, any differential or most favourable treatment "*shall be designed to facilitate and promote the trade of developing countries and not to raise barriers to or create undue difficulties for the trade of any other contracting parties*".

Another relevant change proposed by the European Parliament concerns the requirements to become a GSP+ beneficiary. In this regard, European Parliament proposes, in addition to the conditionality to ratify and implement the international conventions, that **GSP+ beneficiaries be required to adopt a "*National Action Plan for the implementation of the UN Guiding Principles on Business and Human Rights, in conformity with the Guidance on National Action Plans of the UN Working Group on Business and Human Rights*".**

Additionally, while the European Commission's Proposal foresees for the GSP+ applicants to "provide a plan of action" for the implementation of the conventions, the European Parliament proposes that GSP+ beneficiary countries would be required to **adopt a "*time-bound plan of action of measures that are necessary to effectively implement the relevant conventions*".**

The Commission's Proposal provides for a transition period of two (2) years, which aims at allowing current beneficiary countries to ratify and implement the additional conventions by 31 December 2025, unless they have already done so. Current GSP+ beneficiaries, such as the Philippines, would be required to re-apply to become a GSP+ beneficiary and to ratify and effectively implement the additional international conventions that would be added to the list in the GSP Regulation.

The proposed GSP Regulation foresees that current GSP+ beneficiaries would benefit from a two-year transition period to:

- | Ratify the additional conventions;
- | Provide a plan of action for their implementation; and

- Re-apply for the GSP+ arrangement.

Given that the GSP Regulation not only requires the ratification of the relevant conventions but also their effective implementation, any third country interested in benefitting from the GSP+ under the new GSP scheme should start preparing for the reapplication as soon as the final text and requirements of the future GSP Regulation are known. More specifically, current GSP beneficiaries such as the Philippines should carefully review the additional conventions that must be ratified and effectively implemented, consider ratifying those conventions that have not been ratified and ensuring the effective implementation of all additional conventions. In this regard, it should be noted that the European Commission's Proposal would add a requirement for GSP+ candidate countries to submit a plan of action for the effective implementation of the GSP relevant conventions as part of the GSP+ application.

### (c) Withdrawal of GSP preferences

For the new scheme, the European Commission also proposes an increased scope for the withdrawal of GSP preferences.

#### Failure to comply with Conventions

Currently, the withdrawal of tariff preferences under all schemes is possible, *inter alia*, in case of "serious and systematic violation of principles laid down in" the human and labour rights conventions listed in part A of Annex VIII to the current GSP Regulation. The Commission's proposal would amend this option to also include the conventions on the environment and good governance.

#### Rapid withdrawal in special circumstances

In addition to the already existing ways to withdraw preferences, the Commission also proposes to introduce a new provision that would allow the Commission to withdraw tariff preferences more rapidly when "the exceptional gravity of the violations calls for a rapid response in view of the specific circumstances in the beneficiary country". In such case, the Commission would initiate the procedure already established under the current GSP Regulation, which requires the adoption by the Commission of an Implementing Regulation to initiate the procedure for temporary withdrawal and that allows the beneficiary

country to cooperate during a monitoring and evaluation period of six months. Under the Commission's proposal, this timeframe would be reduced to two months in those exceptional cases.

#### Product Sector Graduation

The Commission's Proposal also foresees changes with respect to product graduation. A key concept of the current GSP Regulation is the removal of a product sector from preferential access for a given beneficiary country, which is known as '*product sector graduation*'. More specifically, tariff preferences must be suspended when the average value of EU imports of a certain product exceeds a certain threshold (*i.e.*, exceeds the total value of EU imports of the same products from all GSP beneficiary countries).

In this context, the Commission's proposal introduces updates to the GSP Regulation that would enable the Commission to more rapidly suspend tariff preferences. The Commission's proposal reduces the threshold from 57% to 47% of the total value of EU imports of the same products from all GSP beneficiary countries. In the case of textiles, the threshold would be reduced from 47.2% to 37%. The envisaged reduction of the threshold could have a direct impact on trade for certain products in certain countries. For instance, the reductions for textiles would particularly affect countries such as Pakistan and Bangladesh, as their apparel exports to the EU would likely exceed the proposed threshold. The *Leathergoods & Footwear Manufacturers and Exporters Association of Bangladesh* already noted its concerns with respect to the new rules and that the new scheme might negatively impact apparel exports to the EU.

### (d) Monitoring of compliance with GSP+ requirements

The European Commission's Proposal further foresees "*Improvements to the monitoring of compliance with GSP+ requirements, and increased transparency and involvement of civil society in its application*". Article 14 of the European Commission's Proposal also foresees to amend the reporting period to three years to streamline and better synchronise with monitoring bodies reports.

### (e) Current status

The European Commission, the European Parliament and the Council of the EU are currently engaged in so-called interinstitutional 'trilogue' negotiations with a view to agreeing on a common text. It is likely that there will still be certain changes to the European Commission's Proposal on the basis of the interinstitutional negotiations. *Trilogue* meetings were held in March and April 2023, and there was some hope that negotiations could be concluded in May 2023.

The European Commission's Proposal and the European Parliament's position indicated the likelihood of changes to the list of international conventions that GSP+ candidates would have to ratify and implement,

also requiring current GSP beneficiaries like the Philippines to reply for GSP+ beneficiary status. The failure to ratify additional conventions within the transition period could risk losing GSP+ beneficiary status and consequently preferential access to the EU market.

The Commission's Proposal of 2021 also foresaw the introduction of new rules "to extend the scope of withdrawal measures where additional reasons or violations occur", including violations "of the principles of the conventions on climate change and environmental protection", and a prompt withdrawal of tariff preferences when "the exceptional gravity of the violations calls for a rapid response in view of the specific circumstances in the beneficiary country (See [Article 19](#)).<sup>47</sup>

#### Update as of July 2023:

The European Commission, on 4 July 2023, adopted its [Proposal for a Regulation of the European Parliament and of the Council amending Regulation \(EU\) No 978/2012 of the European Parliament and of the Council of 25 October 2012 applying a scheme of generalised tariff preferences and repealing Council Regulation \(EC\) No 732/2008](#), which would extend the validity of the EU's current *Generalised Scheme of Preferences* (hereinafter, GSP) for an additional four years until 31 December 2027.

With negotiations ongoing, the European Commission noted the risk that the ordinary legislative procedure would not be concluded in time. The consequences of any discontinuity for GSP would be that all imports under GSP would revert to the standard MFN treatment, except for the EBA beneficiaries.

Accordingly, this Proposal was tabled by the European Commission – with the view to ensure continuity and sufficient time for the legislative procedure to prolong the application of existing rules with no changes, until the successor Regulation is agreed and enters into force, after an appropriate transition period.





# **SECTION II:** **KEY STEPS FOR** **BUSINESSES** **EXPORTING TO THE** **EU MARKET**

# Part III:

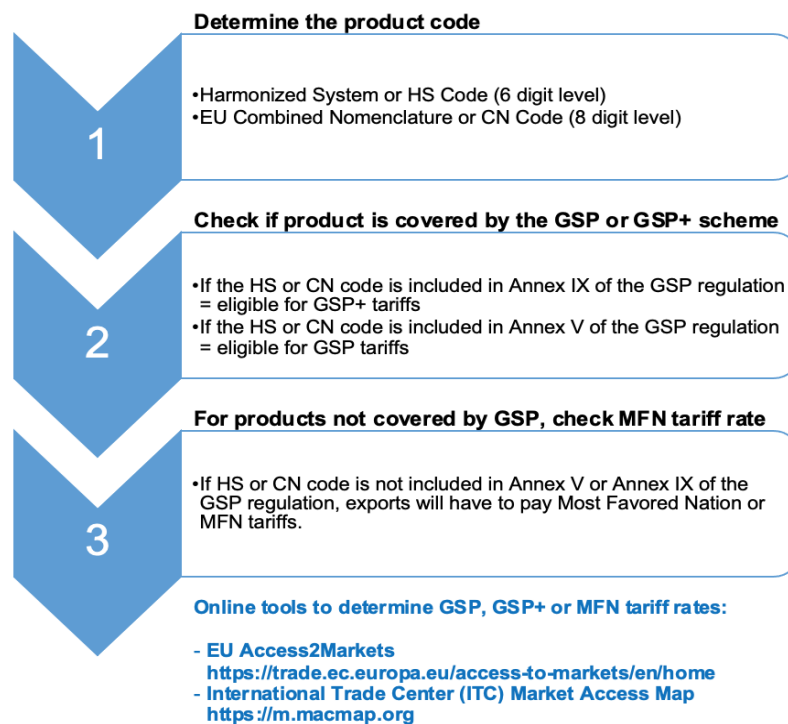
## Complying with requirements to benefit from the GSP+ scheme

### 3.1 Determine product eligibility

As a first step when considering exporting to the EU market, a trader must ascertain whether the relevant product(s) to be exported are eligible for preferential treatment under the EU's preferential trading schemes. The eligibility of products and corresponding tariff rates differ based on whether the trader is exporting under the EBA scheme, the Standard GSP, or the GSP+, as demonstrated in Table 4 below.

In the case of the Philippines, exporters will need to determine whether the product can benefit from preferential market access under the GSP+ scheme, and if not, will have to ascertain the relevant MFN tariff applicable to the product. Philippine businesses should follow the steps outlined below.

**Figure 7: Outline of steps to follow for Philippine businesses**



**Table 4: Product Eligibility and Tariff Rates by EU GSP scheme**

	EBA	Standard GSP	GSP+
<b>Product Eligibility</b>	All goods, except for arms and ammunition.	<p><b>First:</b> Check the tariff classification of the product according to the EU’s Combined Nomenclature (<a href="#">Council Regulation (EEC) No 2658/87</a>);<sup>48</sup> and</p> <p><b>Second:</b> Match the tariff classification to the list of products in Annex V of the GSP Regulation (<a href="#">Regulation (EU) No 978/2012 of the European Parliament</a>)</p> <p>If on the list, then the product is covered by the scheme.</p>	<p><b>First:</b> Check the tariff classification of the product according to the EU’s Combined Nomenclature (<a href="#">Council Regulation (EEC) No 2658/87</a>);<sup>49</sup> and</p> <p><b>Second:</b> Match the tariff classification to the list of products in Annex IX of the GSP Regulation (<a href="#">Regulation (EU) No 978/2012 of the European Parliament</a>).</p> <p>If on the list, then the product is covered by the scheme.</p>
<b>Tariff Rate</b>	All eligible products can be exported at zero tariff.	<p>For the eligible product:</p> <p><b>First:</b> Check the conventional most-favoured-nation rate applicable to the product as set out under the EU’s TARIC, which is then reduced on the basis of the GSP Regulation.<sup>50</sup></p> <p><b>Second:</b> Check the composition of the relevant duty in the EU’s Common Custom’s Tariff (<a href="#">See Annex I to Council Regulation (EEC) No 2658/87</a>),<sup>51</sup> namely whether it is an <i>ad valorem</i> duty, a specific duty, or a combination of the two. When tariffs include <i>ad valorem</i> duties and specific duties, the specific duties shall not be reduced.</p> <p><b>Third:</b> Check whether the product falls under a tariff line that is considered sensitive or non-sensitive.<sup>52</sup></p> <ul style="list-style-type: none"> <li>• Non-sensitive products are granted duty free access</li> </ul>	All eligible products can be exported at zero tariff.



	EBA	Standard GSP	GSP+
Tariff Rate (cont.)		(about 26% of tariff lines); and <ul style="list-style-type: none"> <li>• Sensitive products from this list are granted reduced duty access (about 40% of tariff lines).</li> </ul> <i>(Refer to Annex I of the GSP Regulation for further details.)</i>	

The EU's [Access2Markets](#) website allows traders to search on a product-by-product basis and on the basis of tariff lines and determine the applicable tariff rates.<sup>53</sup>

Given that the Philippines benefits from the GSP+, traders must determine the applicable tariff line and, if this tariff line is listed in Annex IX to the GSP Regulation, then that product enters the EU market duty-free.



## 3.2 Compliance with Rules of Origin requirements under the GSP+ scheme

The GSP Regulation provides that, in order to benefit from the tariff preferences, the products for which the tariff preferences are **claimed must originate in a beneficiary country**.<sup>54</sup> There are, however, two (2) exceptions to this rule: (a) cumulation; and (b) general tolerances. The provisions governing the specific rules of origin (RoO) for GSP beneficiaries are contained in two (2) separate EU Regulations,<sup>55</sup> which need to be read together with the list of rules and exceptions for LDCs, where, in certain cases, less stringent rules are applied (See [Annex 22-03](#) of Commission Delegated Regulation (EU) 2015/2446).<sup>56</sup> These rules are explained in the section below.

### 3.2.1 Products to 'originate' from the beneficiary country

To benefit from the GSP schemes, products must be deemed to 'originate' from the beneficiary country, which is the case when the products: <sup>57</sup>

(1) Have been '*wholly obtained*' in that country (a criterion which applies mainly to products occurring naturally and to goods made entirely from them, such as minerals and agricultural products).

OR

(2) Are '*sufficiently worked or processed*' in that country – Depending on their classification under the EU's Combined Nomenclature, products are subject to **specific rules regarding the working or processing operations** that confer them originating status.

There are four different types of rules that qualify as 'working or processing operations' notably:

- 1) The **change of heading criterion** (the rule of origin requires non-originating materials to undergo a change in tariff classification from any other heading);
- 2) The **value criterion** (when the value added to a good through the production in a country satisfies some value content, the good can be qualified as originating from that country);
- 3) The **specific process criterion** (goods are considered as originating if the goods undergo specific manufacturing or processing such as a chemical reaction, distillation, purification, etc. in the territory of a country); and
- 4) Where working or processing is carried out on certain '**wholly obtained**' materials.

### 3.2.2 Exceptions to the Rules of Origin

As noted above, there are two exceptions to the Rules of Origin requirements, namely: **Cumulation** and **General Tolerances**. These are explored in further detail below.

#### (a) Cumulation

Cumulation refers to a system that allows the origin of materials or processing undertaken in country A to be added to the materials and processing undertaken

within country B, so long as they are further processed or added to products originating in country B.

Cumulation can take place in the following ways:



**Table 5: Types of cumulation**

	Principle	Applicability to the Philippines
<b>The two main types of cumulation are:</b>		
<b>i. Bilateral Cumulation</b>	<p>Provided that certain requirements are met:</p> <ul style="list-style-type: none"> <li>  materials <u>originating in the EU</u> (within the meaning of the EU's GSP rules of origin), and</li> <li>  further <u>worked or processed in a beneficiary country</u>,</li> </ul> <p>are considered to originate in the beneficiary country.<sup>58</sup></p>	<p>If a Philippine business imports material originating in the EU and these materials are further worked or processed in the Philippines, the product is considered as originating in the Philippines and, if the product is covered by the preferences, will be entitled to the GSP+ tariff preferences.</p>
<b>ii. Regional Cumulation</b>	<p>The EU's GSP recognises four regional groups.<sup>59</sup></p> <p>Accordingly,</p> <ul style="list-style-type: none"> <li>  materials originating in one country of the group,</li> <li>  which are further worked or processed in another beneficiary country of the same group,</li> </ul> <p>are considered to originate in the latter country.<sup>60</sup></p>	<p>The Philippines is assigned to 'Group 1', which comprises of Brunei Darussalam, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Thailand, and Viet Nam.<sup>61</sup></p> <p>If a Philippine business imports material from any of the abovementioned countries that also benefit from the GSP scheme (<i>i.e.</i> are still GSP beneficiaries) and this product is further worked or processed in the Philippines, the product can be considered as originating in the Philippines and, if the product is covered by the preferences, will be entitled to benefit from the GSP+ preferences.</p>
<b>In addition, there are also two other types of cumulation that could apply:</b>		
<b>iii. Extended Cumulation<sup>62</sup></b>	<p>This is applied between the GSP beneficiary country and a country with which EU has a preferential trade agreement.</p> <p>Extended cumulation does not apply to products classified under Chapters 1 to 24 of the EU's Combined Nomenclature, which concerns agricultural and food products (<a href="#">See Annex I to Council Regulation (EEC) No 2658/87</a> on the tariff</p>	<p>If a Philippine business imports materials from a country with which the EU has concluded a preferential trade agreement, such as Viet Nam,<sup>63</sup> and further works or processes these materials in the Philippines, the product can be taken as originating in the Philippines and, if the product is covered by the preferences, can be entitled to benefit from GSP+ preferences. (Provided that the</p>

	Principle	Applicability to the Philippines
	and statistical nomenclature and on the Common Customs Tariff).	products do not fall within the Chapters 1 – 24 of the CN).
<p><b>iv. Cross-Regional Cumulation<sup>64</sup></b></p>	<p>Cross-regional cumulation allows for GSP beneficiary countries from neighbouring regions (<i>i.e.</i>, groups) to apply cumulation as though they were in the same region. This type of cumulation is subject to a request and is not granted automatically.</p> <p>For cross-regional cumulation to apply, the working and processing carried out may not go beyond minimal operations.</p>	<p>If a Philippines business imports materials from a GSP beneficiary from another region (<i>e.g.</i>, Bangladesh or Sri Lanka) and further works or processes these materials in the Philippines, the product can be taken as originating in the Philippines and, if the product is covered by the preferences, can be entitled to benefit from GSP+ preferences.</p>



## (b) General Tolerances

Tolerance refers to the relaxation of the RoO under certain conditions. More specifically, even if a product does not meet the product-specific rules, it can still be considered as originating if only a limited amount of non-originating materials are used in the production of that product.

According to the general '*tolerance rule*', under certain circumstances, **non-originating materials may be used in the manufacture of a given product, even if the rule on the sufficient working or processing list is not fulfilled.**<sup>65</sup>

The application of the '*tolerance rule*' is subject to the following conditions:

### | Limits on value of non-originating products:

The total value of the non-originating products may not exceed:

(a) 15% of the weight of the product for products falling within Chapters 2 and 4 to 24, other than processed fishery products pertaining to Chapter 16; and

(b) 15% of the ex-works price of the product for other products, except for products falling within Chapters 50 to 63 of the CN.<sup>66</sup>

### | Special rules are applicable for textile products:

Set out in Notes 6 and 7 of Part I of Annex 22-03.<sup>67</sup>

The tolerance rule **does not apply** to products wholly obtained in a beneficiary country (since "wholly obtained" products already meet the rules of origin requirements). However, without prejudice to the provisions<sup>68</sup> concerning insufficient working or processing and the unit of qualification, the tolerance nevertheless applies to the sum of all the materials which are used in the working and processing of a product and for which the rule laid down in the list in Annex 22-03 for that product requires that such materials be wholly obtained. In simple terms, if a product-specific rule requires that materials used in the production of the final product must be wholly obtained, tolerance can apply to

those materials, which means that a small amount of those materials may be not wholly obtained.

## (c) Other instances of derogations from the Rules of Origin

Derogations from the rules of origin may also be granted to beneficiary countries upon the European Commission's initiative or in response to a request from the beneficiary country.

This may be possible in case:

| Internal or external factors temporarily deprive the country of the ability to comply with the applicable rules of origin where it could do so previously, or

| The country requires time to prepare itself to comply with the '*normal*' rules of origin ([Article 64\(6\) of Regulation \(EU\) No 952/2013 of the European Parliament](#)).

[A derogation has been granted to and is currently in place for Cape Verde](#) and the related EU Regulation provides details on the context and reasoning ([See Commission Implementing Regulation \(EU\) 2021/966](#)).

It is important to note that the products declared for release in the EU must be the same as those exported from the beneficiary country where they are considered to originate. Goods must undergo no alteration or transformation other than what is necessary to preserve the goods in good condition. Compliance with this requirement is considered satisfied unless the customs authorities have reason to believe the contrary. In such cases, the customs authorities may request the declarant to provide evidence of compliance, which may be given by any means, including contractual transport documents such as bills of lading or factual or concrete evidence based on marking or numbering of packages or any evidence related to the goods themselves.

**For further information on rules of origin:**

Please refer to:

- | ***The European Union's rules of origin for the Generalised System of Preferences. A Guide for users*** - which includes an unofficial consolidated version of the legal text concerning GSP rules of origin;<sup>69</sup>
- | The ***EU's Access2Markets*** online portal provides information on rules of origin and provides a self-assessment tool called ROSA (Rules of origin self-assessment), which provides assistance to determine the applicable rules of origin;<sup>70</sup> and
- | ***Rules of Origin Facilitator*** – which is a more general resource on the Rules of Origin.<sup>71</sup>

More details on the rules of origin under the GSP scheme are also provided in the sector-specific Business Guides.



## 3.2 Register with the EU's Registered Exporter System (REX)

### 3.3.1 Operation of the EU REX

The EU's Registered Exporter System (REX) came into effect from 1 January 2017.

The REX system is based on the principle of **self-certification** by economic operators (*i.e.*, referring here to exporters), who issue themselves the so-called statements on origin, abolishing the previous origin certificate forms (See [Regulation \(EU\) 2015/2447](#)). To be entitled to issue a statement on origin, an economic operator must be registered in a database by the competent authorities of the exporting country. Thereby, the economic operator becomes a '*registered exporter*'.<sup>72</sup>

To be entitled to issue a statement on origin, an economic operator must be registered in accordance with Article 86 of *Commission Implementing Regulation (EU) 2015/2447 of 24 November 2015/2447* and have a valid registration in the REX system.

For consignments of originating goods having a value below EUR 6,000, the statement on origin can be issued by any exporter, with no obligation to be registered. The value of the originating products in a consignment is the value of all originating products within one consignment covered by a statement on origin made out in the country of exportation.<sup>73</sup>

Accordingly, under this framework:

- Where the total value of the consignment of originating goods does not exceed EUR 6,000, exporters from the Philippines (as well as from all other beneficiary countries), registered or not, can make out statements on origin for the originating products being consigned;<sup>74</sup> and
- Where the total value of the consignment of originating goods exceeds EUR 6,000, exporters, once registered, can make out statements on origin for the originating products being consigned as of the date from which their registration is valid.<sup>75</sup>

In the Philippines, the *Bureau of Customs* (BOC) has issued a Memorandum Order on EU REX Application Guidelines.<sup>76</sup> The Philippine BOC carries out verifications on the originating status of the goods upon request of the importing country or based on risk analysis criteria.



### 3.3.2 Applying for REX registration in the Philippines

The competent authority for REX registration in the Philippines is the BOC. Below are the steps to become a registered exporter:<sup>77</sup>

Fill out the pre-application form online at <https://customs.ec.europa.eu/rex-pa-ui/#/create-preapplication/> (**ANNEX 1**). For the TIN in box 1, indicate the two-letter "PH" country code + Company TIN Number (example: PH12345678910).

Print the completed pre-application form.

Submit the following documents to the BOC *Export Coordination Division* (ECD) via e-mail to [ecd@customs.gov.ph](mailto:ecd@customs.gov.ph) and to [gina.german@customs.gov.ph](mailto:gina.german@customs.gov.ph).

- | Pre-application form
- | *Unique Reference Number* (URN) as PEZA locators or CPRS for non-PEZA locators
- | *Product Evaluation Report* (PER) for goods manufactured using imported raw materials. Otherwise, state in the email that all raw materials used in the manufacture of the product are sourced locally from the Philippines.

Goods manufactured using imported raw materials must undergo a "pre-export evaluation" to determine if the goods qualify as originating based on the rules of origin of the EU GSP scheme. The requirements for this "pre-export evaluation" are as follows:

- | Letter Request addressed to the Chief of the Export Coordination Division, specifying the description of the goods, HS Code, Certificate of Origin Form being requested (*i.e.*, EU REX registration) and country of destination. The request must be addressed to:

Atty. Danny J. Mella  
Chief, Export Coordination Division  
2nd floor IAS Bldg., Gate 3, South Harbor, Port Area, Manila

- | Company profile
- | Cost of production analysis per product (**ANNEX 2.1**, use USD as currency)
- | Manufacturing flowchart
- | List of raw materials used (**ANNEX 2.2**)
- | Plant visit, if deemed necessary by the BOC

Await the ECD's response regarding the REX application. Registered exporters will be assigned a REX Number within seven working days from the receipt by the ECD of the complete set of documents.

Exporters will be notified by the ECD about the results of the application and the assigned REX number. In case an application is denied, this will be communicated stating the reason.

Upon receiving the assigned REX number, registered exporters can make out a Statement on Origin when exporting to the EU using the GSP scheme.

- | The Statement on Origin must be completed in legible and permanent form, and issued by typing, printing, or stamping the text below on the invoice, pro forma invoice, packing list, or any other commercial document clearly identifying the originating product:

*“The exporter (**Registered Exporter Number**) of the products covered by this document declares that, except where otherwise clearly indicated, these products are of **Philippine** preferential origin according to the rules of origin of the Generalised System of Preferences of the European Union and that the origin criterion met is \_\_\_\_\_<sup>78</sup>.”*

- | The REX number must be indicated in the Statement on Origin if the value of goods being exported to the EU is more than EUR 6,000. If the value of the originating goods is below the said threshold, any exporter, even when not registered with the BOC, may make out a Statement on Origin.

### 3.3.3 Maintaining detailed records – Responsibilities for Philippines Exporters and Customs

#### (a) Records to be maintained by the Philippines’ Exporters

Exporters, registered or not, must comply with the following obligations:

- i. Maintain appropriate commercial accounting records for production and supply of goods qualifying for preferential treatment;
- ii. Keep available all evidence relating to the material used in the manufacture;
- iii. Keep all customs documentation relating to the material used in the manufacture; and
- iv. Keep for at least three (3) years from the end of the year in which the statement on origin was made out, or more if required by national law, records of:
  - The statements on origin they made out; and
  - Their originating and non-originating materials, production and stock accounts.<sup>79</sup>

The records referred to in point (iv) may be electronic but should contain all necessary information to trace the materials used in the manufacture of the exported products and confirm their originating

status. The obligations of exporters shall also apply to suppliers that provide exporters with supplier’s declarations certifying the originating status of the goods they supply.

It is important that exporters fully understand the conditions and implications of exporting under the EU’s GSP regime. *Inter alia*, the Customs authorities of the relevant EU Member States may require that further checks be carried-out on the consignments. If these post-exportation verifications show non-compliance of the exported goods with the applicable rules of origin, the importer will be required to pay the whole (non-preferential) duty, which may lead to, *inter alia*, claims of compensation vis-à-vis the exporter in the beneficiary country.

#### (b) Records to be maintained by the Philippines’ authorities

The Philippines’ competent authorities are required to establish and keep up to date at all times an *electronic record of registered exporters* located in the Philippines and must immediately update the record, when an exporter is withdrawn from the register.<sup>80</sup>



The record is to contain the following information:

- i. Name and full address of the place where the Registered Exporter is established/resides, including the identifier of the country or territory (ISO alpha 2 country code);
- ii. Number of the Registered Exporter;
- iii. Products intended to be exported under the scheme (indicative list of Harmonized System chapters or headings as considered appropriate by the applicant);
- iv. Dates as from and until when the Exporter is/was registered; and
- v. The reason for withdrawal (*i.e.*, the Registered Exporter's request / withdrawal by competent authorities). This data shall only be available to competent authorities.

The competent authorities of the beneficiary countries are to **notify the European Commission** of the **national numbering system used for designating Registered Exporters**. The number shall begin with the ISO alpha 2 country code.

In order to claim EU GSP tariff preferences, exported goods must comply with the relevant rules of origin to prove that the goods originate from the GSP beneficiary country.



# Part IV:

## Complying with key regulatory and market access requirements to access the EU market

In addition to general market access requirements, namely tariffs and Customs requirements, Philippine businesses must be aware of the sector- and product-specific regulatory and market access requirements applicable in the EU. Often, the importer in the EU will communicate these requirements to the business partner in the Philippines. However, as some of the requirements concern the cultivation or production process, businesses would be required to reflect these rules already at those stages. These are the NTMs that often render trade more complex. Only a detailed knowledge of these market-specific requirements will allow for a smooth trade and will allow businesses to take full advantage of the tariff preferences, such as the GSP+.

While the specific requirements will have to be determined on a product-by-product basis, this part is intended to provide a general overview of the types of regulatory and market access requirements that businesses should be particularly aware of. This concerns requirements related to:

- | Prohibited or restricted substances;
- | Labelling; and
- | Documentary requirements.

This general Business Guide is complemented by a series of sector-specific Business Guides – which provide detailed information on regulatory and market access requirements for a number of selected sectors, namely:

- | Textiles and Garments
- | Agricultural Products
- | Food Products
- | Machinery and Equipment
- | Electrical Products and Electronics

### 4.1 Complying with rules on prohibited or restricted substances

Particularly important for the cultivation or production process of goods destined for exports to the EU are the rules relating to prohibited or restricted substances, typically for consumer protection purposes.

Such rules exist, for instance, for food products, but also for any apparel or footwear products.

For instance, the EU has rules on:

- | Chemical substances, and groups of substances or mixtures that are prohibited or severely restricted;
- | The animal used for the manufacture of products;
- | Maximum levels for contaminants in food products; and
- | Maximum residue levels (MRLs) for pesticides in food and feed.

Philippine businesses should also be aware that control checks on products are carried out at the borders to ensure compliance with EU regulations. This includes documentary checks, identity checks, physical checks, and compulsory health checks (for plants and plant products).

### 4.1.1 Textile products

Textile articles containing certain chemical substances, group of substances, or mixtures **may not be placed on the EU market** or are **severely restricted**. Certain chemical substances, groups of substances, or mixtures are not allowed as set out in the EU’s Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulation (set out in [Regulation \(EC\) 1907/2006 of the European Parliament](#)).

checks on imports and exports at both the EU and country of origin levels and each EU Member State has a management authority to issue permits and check imports, as well as a scientific authority to act as a consultative body.

Manufacturers of textile products derived from exotic animals should also assess compliance with EU rules based on the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES) (See [Council Regulation \(EC\) 338/97](#)). The rules impose

EU legal instruments list the endangered species of animals, which roughly correlate to the appendixes found in CITES, and are organised from the greatest degree of trade restrictiveness as assigned by the EU, to the least trade restrictiveness. All textile products and garments derived from a species listed require, at the very least, an import licence or permit.

### 4.1.2 Food products

**Rules for contaminants in foodstuffs:** Contaminants may be present in food as a result of the various stages of its production, packaging, transportation or holding, or might also result from environmental contamination. In order to ensure a high level of consumer protection,

imports into the EU of foodstuffs are required to comply with EU legislation designed to ensure that food placed on the EU market is safe to be consumed and does not contain contaminants at levels which could threaten human health.

**Table 6: Rules for contaminants in foodstuffs**

<p><b>EU Law regulates the presence of such contaminants in foodstuffs in the EU</b></p> <p>(See <a href="#">Council Regulation (EEC) No. 315/93</a>)</p>	<p>Food containing a contaminant to an amount unacceptable from a public health viewpoint, and, in particular, at a toxicological level, is not to be placed on the EU market and will be rejected.</p>
	<p>Contaminant levels are to be kept as low as can reasonably be achieved following recommended good working practices.</p>
	<p>Maximum levels may be set for certain contaminants in order to protect public health.</p>

### Rules on maximum residue levels :

The EU law has a fully harmonised set of rules for pesticide residues, and more specifically sets out maximum residue levels (MRLs) for pesticides in food and feeds. Imports of plant and animal products must comply with such MRLs set by the European Commission in order to protect consumers from exposure to high levels of pesticide residues.

**Defining Pesticides:** A pesticide is a substance or a compound product that prevents, destroys, or controls a harmful organism (pest) or disease, or protects plants or plant products during production, storage and transport. The term includes herbicides, fungicides, insecticides, acaricides, nematocides,

molluscicides, rodenticides, growth regulators, repellents, and biocides.

*The EU law covers more than 1,100 pesticides currently or formerly used in agriculture in or outside of the EU.*

**Defining MRL:** An MRL is the highest level of a pesticide residue that is legally tolerated in or on food or feed when pesticides are applied correctly and according to Good Agricultural Practices (GAP).

*In the EU, MRLs have been established for 315 fresh products and a general default MRL of 0.01 mg/kg applies where an MRL for a pesticide is not specifically mentioned.*

## 4.2 Complying with Labelling Requirements

Specific labelling requirements are only required once products are effectively placed on the EU market, not already at importation. Thus, the responsibility of appropriately labelling the products either lies with:

- | the exporter, for products that are to be directly placed on the EU market without undergoing further processing or packaging, or
- | the importer, for products that will be further processed, packaged, or labelled.

However, even if it is the importer that organises the labelling in the line with relevant EU rules, the

importer must be aware of the products' characteristics of relevance for the labelling. Therefore, in either situation, Philippine businesses must be aware of the relevant labelling requirements in the EU so that the Philippine business can either already prepare the labelling or inform the importer accordingly.

Labelling requirements exist in most sectors in the EU and can be very detailed and specific. Important examples of labelling requirements are given below – with further developed in the relevant sector-specific Business Guides.

### 4.2.1 Textile products

To ensure that EU consumers are provided with accurate information regarding the composition of the textile products that they purchase, manufacturers and traders wishing to place their products on the EU market are required to show that their goods are properly marked or accompanied with commercial documents pursuant to [Regulation \(EU\) 1007/2001](#).

Types of products that require a label

- Only products for sale to the final consumer need to be labelled.

- For other products, the labelling or marking can be replaced or supplemented by accompanying commercial documents.
- Annex V to [Regulation \(EU\) 1007/2001](#) lists 42 products that do not require labelling indicating fibre name or composition. With respect to the names of the textile fibres, only the textile fibre names listed in Annex I to [Regulation \(EU\) 1007/2001](#) can be used for the description of the fibre composition on labels. A new name is justified only if the fibre cannot be classified into any of the existing groups. Traders of

textile products are required to label or mark their products so as to indicate the fibre

composition in a manner that is accurate, not misleading and easily understandable

**Figure 8: Labelling requirements**



**Labelling requirements**

- + Textile products must indicate the **fibre composition** in a manner that is accurate, not misleading and easily understandable.
- + Labels must be securely attached, and both labels and marks must be durable, easily legible in the official language(s) of the importing EU country, visible, and accessible.

## 4.2.2 Footwear products

The labelling of footwear in the EU is regulated by [\*Directive 94/11/EC of European Parliament and Council of 23 March 1994 on the approximation of the laws, regulations and administrative provisions of the Member States relating to labelling of the materials used in the main components of footwear for sale to the consumer\*](#) (hereinafter, Directive 94/11/EC) (See [\*Directive 94/11/EC of European Parliament and Council\*](#)).

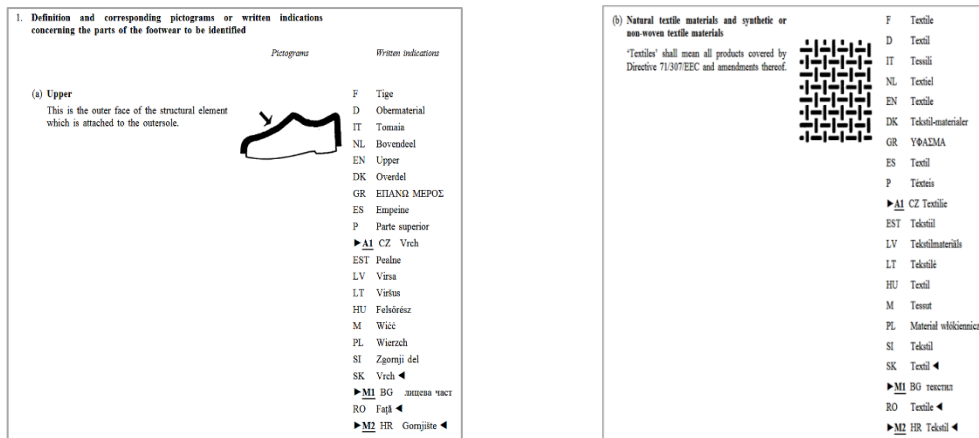
The labelling of footwear and its components aims at providing consumers with information allowing them to make informed decisions. It is also beneficial for the industry, as it may prevent unfair competition and avoid disruptions of the EU market.

### **Labels on footwear must comply with the following requirements:**

- 1) Provide information on the three components of the footwear: (i) *Upper*; (ii) *Lining and Sock*; and (iii) *Outer Sole*.
- 2) Label must be either written or in the form of a pictogram and must be visible, securely attached, and accessible.
- 3) Label must affix the required information to at least one article of footwear in each pair:
  - *Printed or embossed on the footwear*;
  - *Attached to the footwear by means of, for example, an adhesive label*; or
  - *Affixed by means of, for example, a fastener or string*.

With respect to footwear that is imported, the person that first places it on the EU market is responsible to do so. Retailers then remain responsible for ensuring that the footwear they sell bears the appropriate labelling.

Figure 9: Extract from Directive 94/11/EC – guidelines on identification of parts of footwear



Source: [European Commission, 2016](#)



### Box 3: The EU's Ecolabel

In the EU, the Ecolabel is the official mark for products with the lowest environmental impact in a specific product range. It aims at promoting environmental protection, as well as at helping consumers to identify those products that contribute significantly to improvements in relation to key environmental aspects.



**Participation to the scheme is voluntary**, which means that products can be sold within the EU market without the Eco-label logo and that there are no regulations that require traders to apply the logo.

▮ **Including the EU Ecolabel:** When a product is included in the product group definition and complies with the Ecolabel criteria, manufacturers, importers, service providers, traders or retailers, that want to market their products in the EU, may apply for the Eco-label.

▮ **The EU Ecolabel currently exists for the following product groups:** Cleaning, Clothing and textiles, Coverings, do it yourself, Electronic equipment, Furniture and mattresses, Gardening, Holiday accommodation, Lubricants, Paper, Personal and animal care products.



### 4.2.3 Food products

In accordance with Article 9, as well as Article 10 to 35, of the [EU Food Information Regulation](#), **labels of foodstuffs** intended to be placed on the EU market must contain the following elements:

**Table 7: Details of the product**

<b>Name under which product is sold</b>	<ul style="list-style-type: none"> <li>No trademark, brand name or fancy name may substitute the generic name, but rather it may be used in addition to the generic name.</li> <li>Particulars as to the physical condition of the foodstuff or the specific treatment it has undergone (<i>e.g.</i>, powdered, freeze-dried, deep-frozen, concentrated, smoked, irradiated or treated with ionizing radiation) must be included where the omission of such may confuse the consumer.</li> </ul>
<b>EU contact details</b>	<ul style="list-style-type: none"> <li>The name or business name and address of the manufacturer, packager, or importer established in the EU</li> </ul>
<b>Origin details</b>	<ul style="list-style-type: none"> <li>The country of origin or place of provenance where provided for in Article 26 of the <a href="#">EU Food Information Regulation</a></li> </ul>

**Table 8: Ingredients and related content**

<b>List of ingredients preceded by the word 'Ingredients'</b>	<ul style="list-style-type: none"> <li>List must be preceded by the word 'ingredients'</li> <li>Must provide all ingredients (including additives) in descending order of weight as recorded at the time of their use in the manufacture and designated by their specific name.</li> <li>In the case of products that may contain ingredients liable to cause allergies or intolerances, as listed in Annex II to the EU Food Information Regulation a clear indication must be given on the label by the word 'contains' followed by the name of the ingredient. However, this indication is not necessary when that the specific name is included in the list of ingredients.</li> </ul> <div data-bbox="678 1485 1326 1809" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>INGREDIENTS</b></p> <p>Water, Carrots, Onions, Red Lentils (4.5%) Potatoes, Cauliflower, Leeks, Peas, Cornflower, <b>Wheat</b>flour, Cream (<b>milk</b>), Yeast Extract, Concentrated Tomato Paste, Garlic, Sugar, <b>Celery</b> Seed, Sunflower Oil, Herb and Spice, White Pepper, Parsley</p> <p><b>ALLERGY ADVICE</b></p> <p>For allergens, see ingredients in <b>bold</b></p> </div>
<b>Quantity of ingredients</b>	The quantity of certain ingredients or categories of ingredients must be provided where it:
<b>Quantity of ingredients (cont.)</b>	<ul style="list-style-type: none"> <li>appears in the name of the food, or</li> <li>is usually associated with that name by the consumer, or</li> </ul>



	<ul style="list-style-type: none"> <li>• is emphasised on the labelling in words, pictures or graphics, or</li> <li>• is essential to characterise a food and to distinguish it from products with which it might be confused because of its name or appearance.</li> </ul>
<b>Net quantity of pre-packaged foodstuffs</b>	<ul style="list-style-type: none"> <li>• Must be provided in metric units for liquids (litre, centilitre, millilitre), and for non-liquids (kilogram, gram)</li> </ul>
<b>Alcoholic strength</b>	<ul style="list-style-type: none"> <li>• The indication of the acquired alcoholic strength for beverages containing more than 1.2% by volume of alcohol</li> </ul>
<b>Nutrition details</b>	<ul style="list-style-type: none"> <li>• A nutrition declaration</li> </ul>

**Table 9: Instructions on usage**

<b>Durability</b>	<ul style="list-style-type: none"> <li>• <b>Date of minimum durability consisting of day, month and year in that order; and</b></li> <li>• <b>Preceded by the words 'best before' or 'best before end' or 'use by' date for highly perishable goods</b></li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Any special storage conditions and/or conditions of use</li> </ul>
<b>Instructions on use</b>	<ul style="list-style-type: none"> <li>• Instructions for use where it would be difficult to make appropriate use of the food in the absence of such instructions</li> </ul>

**Table 10: Mandatory provisions for certain types of food**

<b>Certain foods are subject to additional mandatory particulars which must be included on the labelling</b>	<p>Particulars to be included are detailed in Annex III to the <a href="#">EU Food Information Regulation (See Regulation (EU) 1169/2011 of the European Parliament and of the Council)</a>.</p> <p><b>Foods covered:</b></p> <ul style="list-style-type: none"> <li>• Foods packaged in certain gases;</li> <li>• Foods containing sweeteners;</li> <li>• Foods containing glycyrrhizic acid or its ammonium salt;</li> <li>• Beverages with high caffeine content or foods with added caffeine;</li> <li>• Foods with added phytosterols, phytosterol esters, phytosterols or phytosterol esters; and</li> <li>• Frozen meat, frozen meat preparations and frozen unprocessed fishery products.</li> </ul> <p><b>Location of details:</b></p> <ul style="list-style-type: none"> <li>• These particulars must appear on the packaging or on a label attached to pre-packaged foodstuffs.</li> <li>• In the case of pre-packaged foodstuffs intended for mass caterers (<i>i.e.</i>, foodstuffs sold in bulk), the compulsory labelling particulars must appear on commercial documents, while the name under which it is sold, the date of durability or use-by-date, and the name of manufacturer must appear on the external packaging.</li> </ul>
--	--

#### 4.2.4 Other specific provisions on labelling

In addition to the above general rules, there are also other specific rules for particular products and types of information, as detailed in the table below.

**Table 11: Other specific provisions on labelling**

<p><b>Genetically modified organisms</b></p>	<ul style="list-style-type: none"> <li>• Products consisting of, or containing genetically modified organisms (hereinafter, GMOs) and food products obtained from GMOs, which have been authorised for the placing on the EU market, are subject to labelling requirements (See <a href="#">Regulation (EC) 1829/2003 of the European Parliament and of the Council</a>).</li> <li>• In the case of pre-packaged products, operators are required to state on a label that <i>'This product contains genetically modified organisms'</i>. This labelling obligation also applies to highly refined products (e.g., oil obtained from genetically modified maize), as well as genetically modified additives and flavourings.</li> </ul>
<p><b>Labelling of specific foods for particular nutritional uses such as baby foods, dietary foods for special medical purposes, foods for weight reduction, and foods for sportspeople (See <a href="#">Regulation (EU) No 609/2013 of the European Parliament and of the Council</a>).<sup>81</sup></b></p>	<ul style="list-style-type: none"> <li>• In addition to the rules applicable to foodstuffs in general, specific provisions (e.g., a declaration of the energy value, carbohydrate, protein and fat content, etc.) of EU law exist for groups of <b>foods for particular nutritional uses</b>. These products must be suitable for their claimed nutritional purposes and marketed in such a way as to indicate their suitability.</li> <li>• EU law provides general compositional and labelling rules, and required the Commission to adopt, through delegated acts, specific compositional and labelling rules for, as follows: 1) Infant and follow-on formula; 2) Processed-cereal based food and other baby food; 3) Food for special medical purposes; and 4) Total diet replacement for weight control.</li> <li>• In this context, the following instructions are provided:             <ol style="list-style-type: none"> <li>(a) <b>Infant formula and follow-on formula</b> – The EU law provides a number of specific labelling requirements with respect to specific compositional and information requirements (See <a href="#">Article 6 of Commission Delegated Regulation (EU) 2016/127</a> of European Parliament).</li> <li>(b) <b>Food for weight reduction</b> - EU law provides additional labelling rules for foods intended for use in energy-restricted diets for weight reduction (See <a href="#">Article 5(2) of Commission Directive 96/8/EC</a>). The rules of <i>Directive 96/8/EC</i> remain applicable until a new delegated act has been adopted by the European Commission.</li> <li>(c) <b>Food for special medical purposes</b> - EU law on the specific compositional and information requirements for food for special medical purposes provides specific labelling requirements for such foods (See <a href="#">Articles 6 and 8 of Commission Delegated Regulation (EU) 2016/128</a>).</li> </ol> </li> </ul> <p>In terms of the absence or reduced presence of gluten in food, EU law sets out the conditions under which foods may be labelled as <i>'gluten-free'</i> or <i>'very-low gluten'</i>:</p> <ul style="list-style-type: none"> <li>• <i>"The statement 'gluten-free' may only be made where the food as sold to the final consumer contains no more than 20 mg/kg of gluten".</i></li> <li>• <i>"The statement 'very low gluten' may only be made where the food, consisting of or containing one or more ingredients made from wheat, rye, barley, oats or their crossbred varieties which have been specially processed to reduce the gluten content, contains no more than 100 mg/kg of gluten in the food as sold</i></li> </ul>

	<p><i>to the final consumer</i>" (See <a href="#">Annex to Commission Implementing Regulation (EU) No 828/2014</a>)</p> <p>As regards the addition of substances for specific nutritional purposes, EU law provides a single EU list of <b>substances that can be added to foods for specific groups</b> (See <a href="#">Regulation (EU) No 609/2013 of the European Parliament and of the Council</a>).</p>
<p><b>Labelling of additives and flavourings</b></p>	<ul style="list-style-type: none"> <li>• <b>Additives and flavourings</b> must always be labelled on the packaging of food products by their category (<i>e.g.</i>, anti-oxidant, preservative, colour, etc.).</li> <li>• Further provisions on labelling of additives sold as such to food producers and consumers are laid down in EU law (See <a href="#">Regulation (EC) No. 1333/2008 of the European Parliament and of the Council</a>).</li> </ul>
<p><b>Labelling of material that comes into contact with food</b></p>	<ul style="list-style-type: none"> <li>• <b>Articles intended to come into contact with foodstuffs</b>, including packaging materials and containers, must be labelled '<i>for food contact</i>' or must bear the following symbol with a glass and fork as set out in EU law (See <a href="#">Regulation (EC) 1935/2004 of the European Parliament and of the Council</a>).</li> </ul>
<p><b>Additional voluntary information for foodstuffs</b></p>	<ul style="list-style-type: none"> <li>• In addition to the mandatory rules, there is also additional information that food manufacturers may include on a voluntary basis, provided that it is accurate and does not mislead the consumer.</li> <li>• For example, nutrition and health claims must comply with <i>Regulation (EC) No 1924/2006 of the European Parliament and of the Council of 20 December 2006 on nutrition and health claims made on foods</i> (See <a href="#">Regulation (EC) 1924/2006 of the European Parliament and of the Council</a>).</li> </ul>



**Box 4: EU's organic logo**

The EU's [organic logo may be used by producers wishing to export their goods into the EU when the products comply with the EU rules on the import of organic goods](#).

Article 33(1) of *Regulation (EU) 2018/848* allows the use of the EU's organic logo and the logo must be displayed according to certain specific rules.



## 4.3 Complying with documentary requirements for imports to the EU

Finally, for certain products there are additional documentary requirements for purposes of importation into the EU. A prominent example is the phytosanitary certificate for plant products.

### 4.3.1 Phytosanitary certificate

Exporters of raw agricultural products from the Philippines to the EU may be subject to the measures included in EU rules on protective measures against the introduction into the Community of organisms harmful to plants or plant products and against their spread within the EU (See Regulation (EU) 2016/2031 of the European Parliament of the Council).<sup>82</sup>

- All plants (including living parts of plants) must be accompanied by a **phytosanitary certificate** to enter the EU unless they are listed in an EU legal instrument as exempted from this general requirement (See [Regulation \(EU\) 2016/2031 of the European Parliament of the Council](#)).<sup>83</sup>
- The phytosanitary certificate aims at guaranteeing that plants, plant products, and other objects are:
  - Properly inspected;
  - Free from quarantine pests, within the requirements for regulated non-quarantine pests and practically free from other pests; and
  - In line with the plant health requirements of the EU.<sup>84</sup>
- The phytosanitary certificate is issued by the exporting country's national plant protection authority.<sup>85</sup> Once in the EU, a plant passport may replace the phytosanitary certificate for imported plants, plant products and other objects, which are listed in EU law.<sup>86</sup>
- No phytosanitary certificate is required for the import into the EU of the following fruits: pineapples, bananas, coconuts, durians, and dates.<sup>87</sup>



**Figure 10: Phytosanitary certificate**

<b>1</b> Name and address of exporter <input type="checkbox"/>		<b>2</b> <p style="text-align: center;"><b>PHYTOSANITARY CERTIFICATE</b>  <b>No EC / /</b></p>	
<b>3</b> Declared name and address of consignee		<b>4</b> Plant protection organisation of  to plant protection organisation(s) of	
<b>6</b> Declared means of conveyance		<b>5</b> Place of origin	
<b>7</b> Declared point of entry			
<b>8</b> Distinguishing marks: number and description of packages; name of produce; botanical name of plants		<b>9</b> Quantity declared	
<b>10</b> This is to certify that the plants or plant products described above: — have been inspected according to appropriate procedures, and — are considered to be free from quarantine pests, and practically free from other injurious pests, and — are considered to conform with the current phytosanitary regulations of the importing country			
<b>11</b> Additional declaration			
<b>DISINFESTATION AND/OR DISINFECTION TREATMENT</b>		Place of issue	
<b>12</b> Treatment		Date	
<b>13</b> Chemical (active ingredient)		Name and signature of authorised officer	
<b>14</b> Duzrbon and temperature		Stamp of organisation	
<b>15</b> Concentration		<b>16</b> Date	
<b>17</b> Additional information			

### 4.3.2 Customs Value Declaration

The Customs Value Declaration is a document that must be presented to the Customs authorities where the value of the imported goods exceeds EUR 20,000.<sup>88</sup> The Customs Value Declaration must be drawn up

conforming to form DV 1.<sup>89</sup> The main objective of this requirement is to assess the value of the transaction in order to fix the Customs value (taxable value) to apply the tariff duties.

**Figure 11: Page 1 of the Customs Value Declaration as provided by Annex 8 to Regulation (EU) 2016/341**

DECLARATION OF PARTICULARS RELATING TO CUSTOMS VALUE D.V.1	
1 NAME AND ADDRESS OF THE SELLER	For official use
2a NAME AND ADDRESS OF THE BUYER	
2b NAME AND ADDRESS OF THE DECLARANT	
3 TERMS OF DELIVERY	
4 NUMBER AND DATE OF THE INVOICE	
5 NUMBER AND DATE OF CONTRACT	
6 Number and date of any previous customs decision concerning boxes 7 to 9	



### 4.3.3 Importing Goods into the EU: Single Administrative Document

All traders **importing** goods into the EU must use the 'Single Administrative Document' ('SAD') to clear Customs in the relevant EU Member State.<sup>90</sup>

The SAD is a standardised import declaration form used by all EU Member States. Traders may submit the SAD on approved computer systems linked to the relevant customs authority or by providing it directly to the relevant customs office.

Generally, three (3) copies must be used. One copy is kept by the relevant customs authorities, the second copy is used for statistical purposes by the country of destination, and the third copy is returned to the consignee after being stamped by the relevant customs authority.

The SAD allows traders to declare the following information at once:

- The identities and other relevant information concerning the importer, exporter, representative and other relevant parties;
- Treatment that has been approved by the relevant customs authorities (*e.g.*, release for free circulation, release for consumption, temporary importation, transit, etc.);
- Information on the goods being traded, such as the CN code, weight, units, location and packaging;
- Information on the means of transport used by the trader;
- Data regarding the country of origin, country of export and destination;
- Commercial and financial information (*e.g.*, incoterms, invoice value, invoice currency, exchange rate, insurance, etc.);
- A list of SAD-related documents (*e.g.*, import licenses, inspection certificates, document of origin, transport document, commercial invoice, etc.); and
- The declaration and method of payment of import taxes (*e.g.*, tariff duties, VAT, excises, etc.).



**Figure 12: Page 1 of the Single Administrative Document as provided by Appendix B of Annex 9 to Regulation (EU) 2016/341**

EUROPEAN UNION					1 DECLARATION		A OFFICE OF DISPATCH/EXPORT	
Copy for the country of dispatch/export	1	2 Consignor/Exporter			No			
		3 Forms			4 Loading lists			
		5 Items			6 Total packages		7 Reference number	
		8 Consignee			No		9 Person responsible for financial settlement	
					No			
		10 Country first			11 Trading		13 C.A.P.	
		destin.			country			
		14 Declarant/Representative			No		15 Country of dispatch/export	
							15 C. disp./exp. Code	
							17 Country destin. Code	
	16 Country of origin			17 Country of destination				
	18 Identity and nationality of means of transport at departure			19 Ctr.		20 Delivery terms		
	21 Identity and nationality of active means of transport crossing the border					22 Currency and total amount invoiced		
	23 Exchange rate			24 Nature of transaction				
	25 Mode of transport			26 Inland mode		27 Place of loading		
	at the border			of transport				
	28 Financial and banking data							
	29 Office of exit			30 Location of goods				
31 Packages and description of goods	Marks and numbers - Container No(s) - Number and kind			32 Item		33 Commodity Code		
				No				
				34 Country origin Code		35 Gross mass (kg)		
				a  b		37 P R O C E D U R E		
				36 Net mass (kg)		39 Quota		
44 Additional information/ Documents produced/ Certificates and authorizations				40 Summary declaration/Previous document				
				41 Supplementary units				
				A.I. Code		46 Statistical value		
47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred payment		
						49 Identification of warehouse		
B ACCOUNTING DETAILS								
	50 Principal			No		Signature:		
51 Intended offices of transit (and country)	represented by					C OFFICE OF DEPARTURE		
	Place and date:							
52 Guarantee not valid for				Code		53 Office of destination (and country)		
D CONTROL BY OFFICE OF DEPARTURE				Stamp:		54 Place and date:		
Result:						Signature and name of declarant/representative:		
Seals affixed: Number:								
identity:								
Time limit (date):								
Signature:								

## 4.4. Further taxes and duties

Apart from the relevant tariff duties, Philippine businesses exporting to the EU should be aware of other expenses that they may need to incur to place their products on the EU market. In particular, traders are likely to find that they need to pay *value-added taxes* (VAT) as well as *excise duties*, depending on the fiscal rules applicable in the respective EU Member State.

### 4.4.1 Value-Added Taxes (VAT)

A value-added tax is a general consumption tax assessed on the value added to goods and services. It applies more or less to all goods and services that are bought and sold for use or consumption.

The rationale for levying VAT on imported products is that such taxes keep the system fair for EU producers, allowing them to compete on equal terms on the EU market with third country producers. Taxable exporters registered for VAT are allowed to deduct the payment on their VAT return.

### 4.4.2 Excise Duties

Excise duties are indirect taxes on the consumption or the use of a product. In contrast to VAT, excise duties are specific taxes and thus expressed as a monetary amount per quantity of the product. Typically, the products that are usually subject to an excise duty include alcoholic beverages, tobacco products, and energy products (such as fuel).

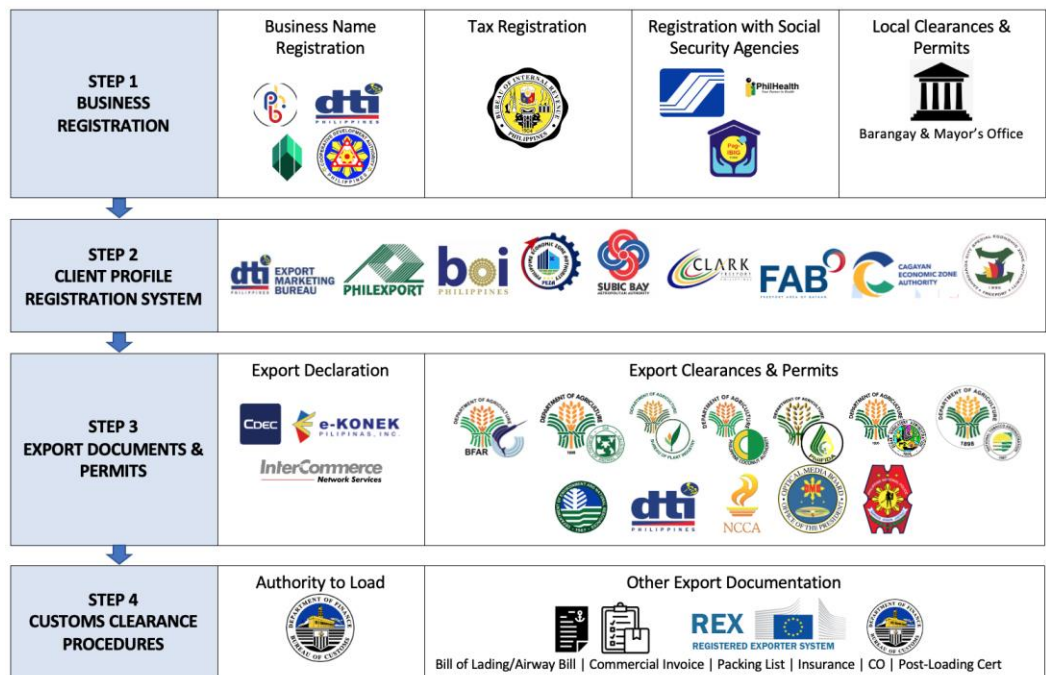
# Part V:

## Complying with key domestic requirements for exporting to the EU

Philippine businesses also need to comply with domestic requirements in the Philippines to export to the EU. This section provides detailed information on these local requirements that must be complied with in addition to the requirements imposed by the EU for goods entering its market.

This section is divided into four main parts: 1) The basic business registration process; 2) Registration as an exporter in the Client Profile Registration System; 3) Obtaining the necessary export documentation and permits; and 4) The customs clearance procedures before goods may be loaded and shipped to their destination.

**Figure 13: General domestic requirements for exporting**



Source: Compiled by the author

The information in this section is derived from official sources and updated as of May 2023. Exporters may refer to the agencies' websites to check for any changes that may apply

## 5.1 Step 1 - Business Registration

The first step for any business seeking to export from the Philippines is to register the business.

Business registration has four (4) main components, as set out in Table 12, which are administered by different government agencies.

**Table 12: Main steps in business registration in the Philippines**

Sub-Steps under Business Registration	Competent Government Agency
<a href="#">Business name registration</a>	<ul style="list-style-type: none"> <li>• Department of Trade and Industry (DTI) – for single proprietorship</li> <li>• Securities and Exchange Commission (SEC) – for corporations</li> <li>• Cooperative Development Authority (CDA) – for cooperatives</li> </ul>
<a href="#">Tax registration</a>	<ul style="list-style-type: none"> <li>• Bureau of Internal Revenue (BIR)</li> </ul>
<a href="#">Employee registration</a>	<ul style="list-style-type: none"> <li>• Social Security System (SSS)</li> <li>• Philippine Health Insurance Corporation (PhilHealth)</li> <li>• Home Development Mutual Fund (Pag-IBIG Fund)</li> </ul>
<a href="#">Securing local permits and clearances</a>	<ul style="list-style-type: none"> <li>• Local government units (LGUs)</li> </ul>

These steps in the business registration process can be done either through the (1) [Philippine Business Hub](#) (PBH); or (2) the different government agencies' individual registration systems.

### 5.1.1 Business Name Registration

Registration for the business name can take place either through the [Philippine Business Hub](#) or the [individual registration systems of different government agencies](#).

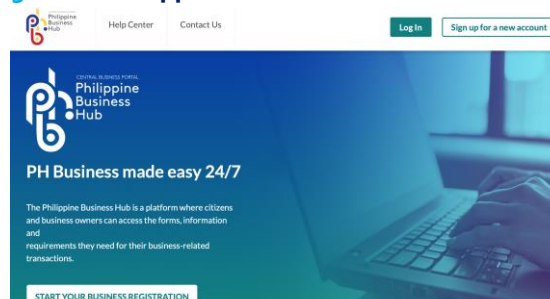
#### (a) Registration through the [Philippine Business Hub](#) (PBH)

The entire business registration process is simplified through the [PBH](#), a single portal that seeks to streamline the business registration and make it easier and faster online.<sup>91</sup>

To register a business, an account must be created on the PBH website [here](#). Information regarding the schedule of fees, requirements, and a unified application form for different types of business name applications is available on the website.

Once an application for business registration has been submitted through the PBH, the relevant government agency will review the application depending on the type of business being registered. Upon approval of the application and payment of the applicable fees, a company registration number will then be issued, which

**Figure 14: Philippine Business Hub**



Source: [Philippine Business Hub](#)

is needed for the next steps in the business registration process.

It is important to note that the PBH does not replace the different government agencies' individual online business registration systems. Rather, the PBH serves as a hub and facilitator integrating the different government agencies' registration systems to ensure that the general public has easier access to these systems through a single platform that will guide them through the business application process. This means that business registration applications can also be

submitted outside the PBH through the different government agencies' systems outlined in the succeeding sub-sections below.

Apart from the business name registration, the PBH also facilitates:

- Tax registration,
- Registration with social agencies, and
- Application for local permits and clearances with local government units (LGU), whose systems have been integrated with the PBH.<sup>92</sup>

Applications for these steps in the business registration process can be submitted through the PBH, which links the users to the relevant government agencies' systems.

The status of the different applications can be monitored through the PBH portal.

## (b) Registration through Individual Government Agencies

Exporters can also register their business with the appropriate government agency depending on the type of their business. The succeeding sub-sections provide information on how to register as a:

- (i) [Sole Proprietorship](#)
- (ii) [Corporation and Partnership](#)
- (iii) [Cooperative](#)

## Sole Proprietorship

For businesses with Sole Proprietorship, the following applies:<sup>93</sup>

**Table 13: Details for registration of sole proprietorship**

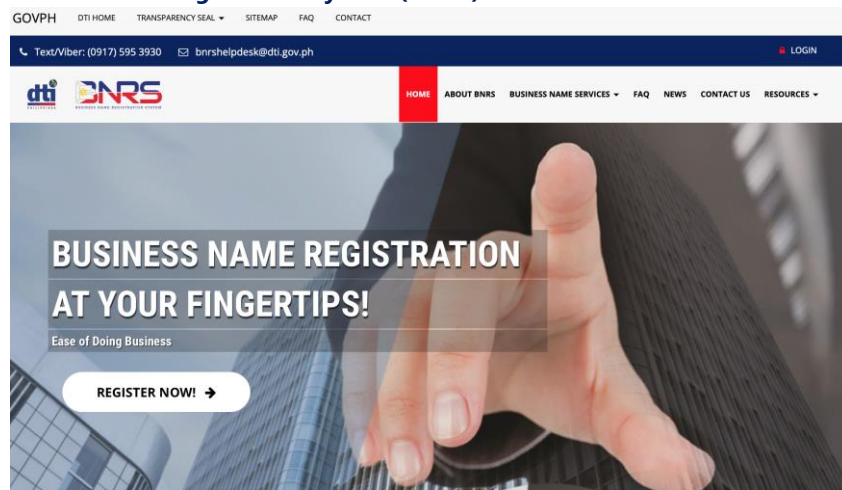
<b>Where to register</b>	Department of Trade and Industry (DTI)
<b>Fees<sup>94</sup></b>	1. Registration fee according to scope: <i>Barangay</i> – PHP 200 City/Municipal – PHP 500 Regional – PHP 1,000 National – PHP 2,000 2. Documentary stamp tax – PHP 30
<b>Forms</b>	<b>ANNEX 4 – DTI Business Name Registration Sole Proprietorship Application Form and Undertaking</b> Online download: <a href="https://dtibnrs.s3-ap-southeast-1.amazonaws.com/files/20230223/oetuxzsvq60913.pdf">https://dtibnrs.s3-ap-southeast-1.amazonaws.com/files/20230223/oetuxzsvq60913.pdf</a>
<b>Contact details</b>	Email: <a href="mailto:bnrshelpdesk@dtiphmail.dti.gov.ph">bnrshelpdesk@dtiphmail.dti.gov.ph</a> Mobile: +639175953930 / +639171402936 / +639171465759

A Sole Proprietorship business must register its business name with the DTI. The registration can be done online or in the DTI's offices and Negosyo Centers nationwide.

To register online, visit the DTI *Business Name Registration System* (BNRS) website [here](#).



**Figure 15: DTI Business Name Registration System (BNRS)**



- | Under “Business Name Services”, select “New Registration”.
- | Read the Terms and Conditions and click “I Agree”.
- | Fill out the owner’s information, business scope<sup>95</sup>, and nature of business.
- | Check the availability of the business name to validate the business name.
- | Fill out other details such as the business address and personal information.
- | Review the accomplished form, click “Confirm” and “Proceed”.
- | An Undertaking will be displayed stating the business name owner responsibilities.
- | The payment details of the registration will be displayed.
- | Select the preferred online payment method and pay the registration fee.
- | A payment confirmation will be displayed in the system together with the Certificate of Business Name Registration. The system will also send a copy of the certificate to the email address used for the registration.

Source: DTI Website

Registration can also be done on-site in DTI offices and Negosyo Centers nationwide by submitting the accomplished business name registration Sole Proprietorship Application Form and Undertaking

(ANNEX 4) and a valid government-issued ID. The payment of the registration fees and the issuance of the Certificate of Business Name Registration is also done in the relevant DTI offices and Negosyo Centers nationwide.

## Corporation and Partnership

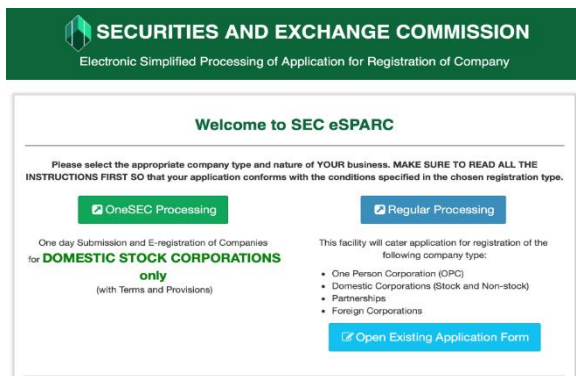
For corporations and partnerships, the following applies:<sup>96</sup>

**Table 14: Details for registration of corporations and partnerships**

<b>Where to register</b>	Securities and Exchange Commission (SEC)
<b>Fees</b>	<p>1. Articles of Incorporation</p> <p><i>Stock corporation with par value</i> – 1/5 of 1% of authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock, whichever is higher</p> <p><i>Stock corporation without par value</i> – 1/5 of 1% of authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock, whichever is higher</p> <p><i>Non-stock corporation</i> – PHP 1,000</p> <p>2. By-Laws of both stock and non-stock corporations – PHP 1,000</p>
<b>Forms</b>	<p><b>ANNEX 5.1 – SEC Cover Sheet for Registration</b> Online download: <a href="https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Registration.pdf">https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Registration.pdf</a></p> <p><b>ANNEX 5.2 – SEC Application to do Business (for foreign stock corporations)</b> Online download: <a href="https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf">https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf</a></p> <p><b>ANNEX 5.3 – SEC Application to do Business (for foreign partnerships)</b> Online download: <a href="https://www.sec.gov.ph/forms-and-fees/primary-registration/">https://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> <p><b>ANNEX 5.4 – SEC Application for Foreign Corporation to Establish Branch Office</b> Online download: <a href="https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO_F103_u04042016.pdf">https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO_F103_u04042016.pdf</a></p> <p><b>ANNEX 5.5 – SEC Application for Foreign Corporation to Establish Representative Office</b> Online download: <a href="https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO_F104_u04042016.pdf">https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO_F104_u04042016.pdf</a></p> <p><b>ANNEX 5.6 - SEC Application for Non-Stock Foreign Corporation to Establish Branch/Representative Office</b> Online download: <a href="https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO_F108_u04042016.pdf">https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO_F108_u04042016.pdf</a></p> <p>The templates for the Articles of Incorporation and By-Laws are generated by the system when the application is lodged in the eSPARC.</p>
<b>Contact</b>	<p>Email:</p> <p><a href="mailto:crmd_registration_opc@sec.gov.ph">crmd_registration_opc@sec.gov.ph</a> – for One Person Corporations</p> <p><a href="mailto:crmd_registration_234@sec.gov.ph">crmd_registration_234@sec.gov.ph</a> – for corporations with less than 5 incorporators</p> <p><a href="mailto:crmd_registration_regular@sec.gov.ph">crmd_registration_regular@sec.gov.ph</a> – for corporations with 5 to 15 incorporators</p> <p><a href="mailto:crmd_publicassistance@sec.gov.ph">crmd_publicassistance@sec.gov.ph</a> – for partnerships and foreign corporations</p>

The Securities and Exchange Commission (SEC) registers local and foreign stock and non-stock corporations, as well as partnerships. To apply online, visit the SEC *Electronic Simplified Processing of Application for Registration of Company* (eSPARC) website [here](#).<sup>97</sup>

**Figure 16: Securities and Exchange Commission eSPARC Portal**



Source: SEC Website

1. Click either “OneSEC Processing” or “Regular Processing”. The former provides one day submission and e-registration of domestic stock corporations while the latter is for the regular registration of one-person corporations, domestic stock or non-stock corporations, partnerships, and foreign corporations.
2. An introductory page will be displayed explaining the type of processing. Click on the “Proceed to Processing” button. The welcome page will be displayed, containing the General Provisions, Privacy Policy, and Consent Form of System User. Click “Continue to Application Form”.
3. Fill out the application form and upload the required documents.
4. Review the accuracy of system generated forms (*i.e.*, Application Summary Form, Cover Sheet, Articles of Incorporation, By-laws). After reviewing the application, Terms of Service, Privacy Notice, Certification and Reservation Notice, click the “Submit Application” button.
5. The system displays information on the status of application, application reference number, and date of application. The application reference number will be sent to the registered email address and will be used to track the application.
6. The Applicant will be advised on the status of the review through the e-mail address indicated on the application form within seven working days.
7. An email notification of “Pre-Approved Application Status” will be sent to the registered e-mail with a link to go to the application. Download the system generated forms and provide the necessary signatures for each incorporator/partner. Once signed, upload the authenticated or notarized files by clicking the “Upload Documents” button. Click the “Submit” button.
8. An email notification status will be sent to the authorized representative’s e-mail. If the uploaded documents are correct, an “Approved Application Status” e-mail will be sent together with instructions regarding the payment of fees, which can be done online via the SEC Payment Portal (eSPAYSEC) or over-the-counter at the SEC Cashier Office or selected Landbank branches.
9. Once the payment has been made, an e-mail with payment confirmation and notification of approved registration will be sent. The Digital Certificate of Incorporation/Partnership can be downloaded through the link provided in the e-mail notification.
10. A button to “Continue to Philippine Business Hub” is available for registration with the BIR, Social Agencies, and LGUs.
11. The original copy of the Certificate of Incorporation/Partnership will only be released upon the submission to the selected SEC office of the digital copy of the Certificate of Incorporation/Partnership, copy of proof of payment of the assessed registration fees together with four sets of originally signed and authenticated or notarized hard copies through a two-way transmittal system via courier or registered mail addressed to the SEC Main Office or to the selected Extension Office anytime within a period of 60 calendar days from the date stated in the Digital Certificate of Incorporation/Partnership.

## Cooperative

For cooperatives, the following applies:<sup>98</sup>

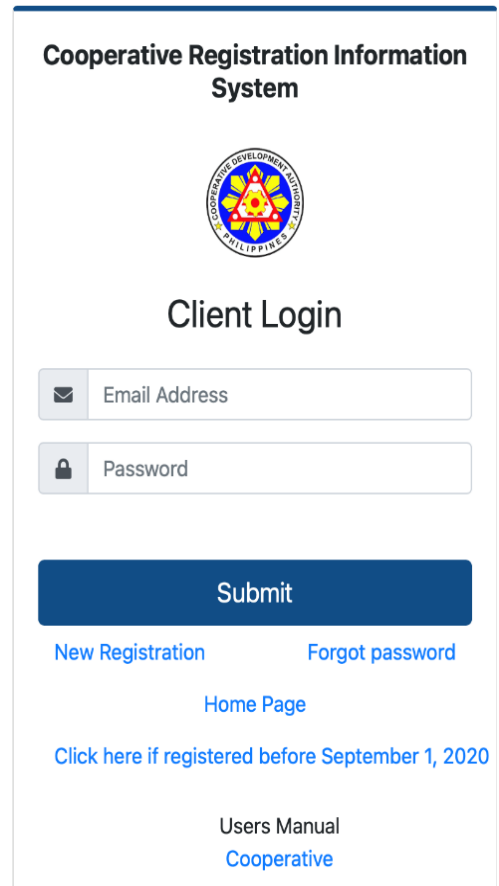
**Table 15: Details for registration of cooperatives**

<b>Where to register</b>	Cooperative Development Authority (CDA)
<b>Fees<sup>99</sup></b>	<p>1. Name registration (pre-registration)</p> <ul style="list-style-type: none"> <li>30 days – PHP 100</li> <li>60 days – PHP 200</li> <li>90 days – PHP 300</li> </ul> <p>2. Initial registration – Fees shall be 1/10 of 1% of the paid-up capital or the basic fees below, whichever is higher:</p> <ul style="list-style-type: none"> <li>Primary co-ops – PHP 500</li> <li>Secondary co-ops – PHP 2,000</li> <li>Tertiary co-ops – PHP 3,000</li> <li>Laboratory co-ops – PHP 50</li> </ul> <p>3. Legal and research fee - Amount equivalent to 1% of every fee imposed but in no case lower than PHP 10</p>
<b>Forms</b>	<p><b>ANNEX 6.1 – CDA Economic Survey</b> Online download: <a href="https://cda.gov.ph/wp-content/uploads/2021/01/Economic-Survey.pdf">https://cda.gov.ph/wp-content/uploads/2021/01/Economic-Survey.pdf</a></p> <p><b>ANNEX 6.2 – CDA Cooperative Name Reservation Request Form</b> Online download: <a href="https://cda.gov.ph/wp-content/uploads/2021/01/cnrrf.pdf">https://cda.gov.ph/wp-content/uploads/2021/01/cnrrf.pdf</a></p> <p><b>ANNEX 6.3 – CDA Treasurer’s Affidavit (Federation)</b> Online download: <a href="https://cda.gov.ph/wp-content/uploads/2021/01/Treasurers_Aff_Fed.pdf">https://cda.gov.ph/wp-content/uploads/2021/01/Treasurers_Aff_Fed.pdf</a></p> <p><b>ANNEX 6.4 – CDA Treasurer’s Affidavit (Primary Cooperative)</b> Online download: <a href="https://cda.gov.ph/wp-content/uploads/2021/01/Treasurers_Aff_Primary.pdf">https://cda.gov.ph/wp-content/uploads/2021/01/Treasurers_Aff_Primary.pdf</a></p> <p><b>ANNEX 6.5 – CDA Treasurer’s Affidavit (Union)</b> Online download: <a href="https://cda.gov.ph/wp-content/uploads/2021/01/Treasurers_Aff_Union.pdf">https://cda.gov.ph/wp-content/uploads/2021/01/Treasurers_Aff_Union.pdf</a></p> <p><b>ANNEX 6.6 – CDA Model Articles of Cooperation</b> Online download: <a href="https://cda.gov.ph/wp-content/uploads/2021/01/ADVOCACY-ARTICLES-OF-COOPERATION.pdf">https://cda.gov.ph/wp-content/uploads/2021/01/ADVOCACY-ARTICLES-OF-COOPERATION.pdf</a></p> <p><b>ANNEX 6.7 – CDA Model By-Laws</b> Online Download: <a href="https://cda.gov.ph/wp-content/uploads/2021/01/ADVOCACY-BYLAWS.pdf">https://cda.gov.ph/wp-content/uploads/2021/01/ADVOCACY-BYLAWS.pdf</a></p> <p>Model articles of cooperation and by-laws are available for download online at <a href="https://cda.gov.ph/downloads/cooperative-pro-forma-registration-documents/">https://cda.gov.ph/downloads/cooperative-pro-forma-registration-documents/</a> depending on the sector of the cooperative that one is registering.</p>
<b>Contact</b>	<p>Email: <a href="mailto:rses@cda.gov.ph">rses@cda.gov.ph</a>, <a href="mailto:registration@cda.gov.ph">registration@cda.gov.ph</a> Phone: (02) 8725-5510 – Registration, Supervision, Examination Services</p>

Cooperatives must register with the CDA. To apply online, visit the CDA's *Cooperative Registration Information System* (CoopRIS), accessible [here](#).<sup>100</sup>

1. Create an account online in the CoopRIS platform, login to account and click the button for new registration.
2. Fill in the required information under the following steps of the registration process: cooperative name reservation and basic information, By Laws, capitalization, list of cooperators, cooperative's purposes, Articles of Cooperation, list of committees, economic survey, and list of employees.
3. Review the system generated By Laws, Articles of Cooperation, Economic Survey, Treasurer Affidavit, and upload other documents. Review all the information provided and click "Proceed to evaluation of application".
4. Wait for an e-mail with the list of documents for submission. Print and submit the following documents to CDA within 30 days from the date of the e-mail notification: Economic Survey, signed and notarized Articles of Cooperation, signed By Laws, notarized Treasurer's Affidavit, surety bond off accountable officers, Certification of Pre-Registration Seminar, and other requirements for specific types of cooperatives.
5. Wait for an e-mail notification on the payment procedure. Payment can be done through the CDA Cashier or through online payment channels.

**Figure 17: Cooperative Development Authority CoopRIS Portal**



Cooperative Registration Information System

Client Login

Email Address

Password

Submit

[New Registration](#) [Forgot password](#)

[Home Page](#)

[Click here if registered before September 1, 2020](#)

[Users Manual](#)  
[Cooperative](#)

Source: CDA website



## 5.1.2 Tax Registration

Following the business registration, the business will also need to comply with the tax registration requirements.<sup>101</sup>

**Table 16: Details for tax registration**

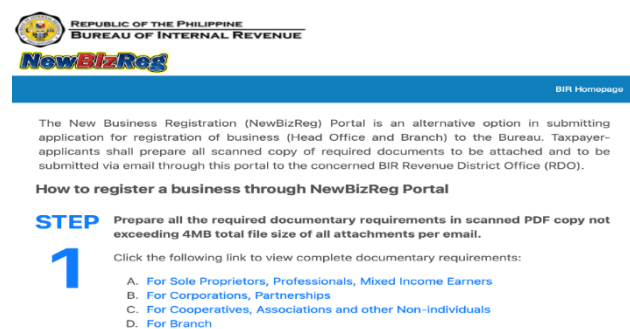
<b>Where to register</b>	Bureau of Internal Revenue (BIR)
<b>Fees</b>	Annual registration fee – PHP 500 Documentary Stamp Tax – PHP 30
<b>Forms</b>	<p><b>ANNEX 7.1 – BIR Form 1901 for Single Proprietorship</b> Online download: <a href="https://www.bir.gov.ph/images/bir_files/taxpayers_service_programs_and_monitoring_1/1901%20Jan%202018%20ENC%20V4_03.04.2019.pdf">https://www.bir.gov.ph/images/bir_files/taxpayers_service_programs_and_monitoring_1/1901%20Jan%202018%20ENC%20V4_03.04.2019.pdf</a></p> <p><b>ANNEX 7.2 – BIR Form 1903 for Corporations, Partnerships, Cooperatives</b> Online download: <a href="https://www.bir.gov.ph/images/bir_files/taxpayers_service_programs_and_monitoring_1/1903%20January%202018%20ENC%20final.pdf">https://www.bir.gov.ph/images/bir_files/taxpayers_service_programs_and_monitoring_1/1903%20January%202018%20ENC%20final.pdf</a></p> <p><b>ANNEX 7.3 – BIR Tax Type Questionnaire</b> Online download: <a href="https://www.bir.gov.ph/newbizreg/tax_types_questions.pdf">https://www.bir.gov.ph/newbizreg/tax_types_questions.pdf</a></p>
<b>Contact</b>	Contact details vary per Revenue District Office, which is available on the NewBizReg website.

Businesses must register with the *Bureau of Internal Revenue* (BIR) for taxation purposes. Each business is provided with a *Certificate of Registration* and a unique *Tax Identification Number* (TIN). The registration must be renewed annually.

Based on the business address, the registration can be done by submitting the required documents on-site at the relevant BIR *Revenue District Office* (RDO) or by submitting requirements electronically through the BIR's *New Business Registration* (NewBizReg) platform, available [here](#).

The requirements, detailed procedures, and application forms are available on the platform. The *NewBizReg* website contains a search function to determine the RDO where the application will be

**Figure 18: Bureau of Internal Revenue NewBizReg Portal**



Source: BIR Website

processed. After searching for the RDO and clicking on "Email your Application", requirements can be submitted electronically to the concerned RDO.



### 5.1.3 Registration with Social Security Agencies

Businesses must register as an employer and register their employees with the following social security agencies:

Registration with these agencies can be done either through the [PBH portal](#) or [by submitting the requirements separately to these government agencies](#).

- (i) Social Security System
- (ii) Philippines Health Insurance Corporation (PhilHealth)
- (iii) Home Development Mutual Fund (Pag-IBIG Fund)

#### Social Security System (SSS)

For the Social Security System, the following applies:<sup>102</sup>

**Table 17: Details for SSS registration**

<b>Fees</b>	None
<b>Forms</b>	<p><b>ANNEX 8.1 – SSS Form R-1 Employer Registration Form</b>                  Online download:  <a href="https://www.sss.gov.ph/sss/DownloadContent?fileName=SSSForms_ER_Registration.pdf">https://www.sss.gov.ph/sss/DownloadContent?fileName=SSSForms_ER_Registration.pdf</a></p> <p><b>ANNEX 8.2 – SSS Form R-1A Employment Report</b>                  Online download:  <a href="https://www.sss.gov.ph/sss/DownloadContent?fileName=SSSForms_Employment_Report.pdf">https://www.sss.gov.ph/sss/DownloadContent?fileName=SSSForms_Employment_Report.pdf</a></p>
<b>Contact</b>	E-mail: <a href="mailto:member_relations@sss.gov.ph">member_relations@sss.gov.ph</a> Hotline: 1455 Toll-free Number: 1-800-10-2255777 Website: <a href="http://www.sss.gov.ph">www.sss.gov.ph</a>

The SSS is a government-run insurance, providing social security benefits for all registered employees. Employers may register online through the PBH or on-site at SSS branch offices.

To register, the Employer Registration Form (SS Form R-1), the specimen signature card (SS Form L-501), valid ID, and the following supporting documents must be submitted to the SSS:

- Single Proprietorship – Certificate of Registration of Business Name from DTI and Business Permit from the Municipal Office
- Partnership – Approved Articles of Partnership from SEC

- Corporation, including non-stock/non-profit corporations – Approved Articles of Incorporation from SEC
- Foreign-owned corporation – Approved Articles of Incorporation from SEC and License to Transact Business in the Philippines from SEC
- Manning agency with foreign principal – Approved Articles of Incorporation from SEC and Agency Agreement between the manning agency and foreign principal
- Cooperative – Approved Articles of Cooperation from the CDA
- Manpower service cooperative – Articles of Cooperation from CDA and Accreditation from the *Department of Labor and Employment* (DOLE)

After registering as an employer, the employer must submit the initial Employment Report Form (SS Form R-1A) to report his/her employees within 30 days upon

hiring. The SS Form R-1A should indicate the correct Employer Registration number, the total number of employees reported, and complete employees' details.

## Philippine Health Insurance Corporation (PhilHealth)

For the Philippine Health Insurance Corporation, the following applies:<sup>103</sup>

**Table 18: Details for PhilHealth registration**

<b>Fees</b>	None
<b>Forms</b>	<p><b>ANNEX 9.1 – PhilHealth Form ER1 Employer Data Record</b> Online download: <a href="https://www.philhealth.gov.ph/downloads/employer/er1.pdf">https://www.philhealth.gov.ph/downloads/employer/er1.pdf</a></p> <p><b>ANNEX 9.2 – PhilHealth Member Registration Form</b> Online download: <a href="https://www.philhealth.gov.ph/downloads/membership/pmrf_012020.pdf">https://www.philhealth.gov.ph/downloads/membership/pmrf_012020.pdf</a></p>
<b>Contact</b>	<p>E-mail: <a href="mailto:actioncenter@philhealth.gov.ph">actioncenter@philhealth.gov.ph</a> Phone: +632 8441-7442 Website: <a href="http://www.philhealth.gov.ph">www.philhealth.gov.ph</a></p>

PhilHealth is a government corporation under the *Department of Health* (DOH) that provides social health insurance coverage to employees of registered businesses. Registration can be done through the PBH or on-site at PhilHealth branch offices.

To register, submit the following documents:

- Single Proprietorship – DTI Registration
- Partnership and corporations – SEC Registration
- Foundations and non-profit organizations – SEC Registration
- Cooperative – CDA Registration
- Manpower service cooperative – Articles of Cooperation from CDA and Accreditation from the DOLE
- Backyard industries/ventures and micro-business enterprises – *Barangay* Certification and/or Mayor's Permit

After registering as an employer, employees can be registered by submitting the Employer Data Record (ER1) Form and the PhilHealth Membership Registration Form for each employee to the nearest PhilHealth branch office. Once registration is completed, the employer will be provided with the PhilHealth Employer Number and the Certificate of Registration, as well as the PhilHealth Identification Number and the Member Data Record of registered employees.



## Home Development Mutual Fund (Pag-IBIG Fund)

For the Home Development Mutual Fund, the following applies.<sup>104</sup>

**Table 19: Details for Pag-IBIG Fund registration**

<b>Fees</b>	None
<b>Forms</b>	<p><b>ANNEX 10.1 – Pag-IBIG Virtual Enrollment Form</b>                      Online download:  <a href="https://www.pagibigfund.gov.ph/document/pdf/dlforms/providentrelated/PFF372_EmployersVirtualPagIBIGEnrollmentForm_V03.pdf">https://www.pagibigfund.gov.ph/document/pdf/dlforms/providentrelated/PFF372_EmployersVirtualPagIBIGEnrollmentForm_V03.pdf</a></p> <p><b>ANNEX 10.2 – Pag-IBIG Request Slip</b>                      Online download:  <a href="https://www.pagibigfund.gov.ph/document/pdf/dlforms/providentrelated/PFF369_RequestSlip_V02.pdf">https://www.pagibigfund.gov.ph/document/pdf/dlforms/providentrelated/PFF369_RequestSlip_V02.pdf</a></p> <p><b>ANNEX 10.3 – Pag-IBIG Employer’s Data Form</b>                      Online download:  <a href="https://www.pagibigfund.gov.ph/document/pdf/dlforms/providentrelated/PFF002_EmployersDataForm_V08.pdf">https://www.pagibigfund.gov.ph/document/pdf/dlforms/providentrelated/PFF002_EmployersDataForm_V08.pdf</a></p>
<b>Contact</b>	E-mail: <a href="mailto:contactus@pagibigfund.gov.ph">contactus@pagibigfund.gov.ph</a> Phone: +63 8724-4244 Website: <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>

The [Pag-IBIG Fund](#) is a national savings program initiative that provides affordable shelter financing for workers. Employer registration can be done through the PBH or on-site at Pag-IBIG branch offices. To register, the Employer’s Virtual Pag-IBIG Enrollment Form, the Employer’s Data Form, and the Request Slip (for Certificate of Employer Registration) must be submitted together with the following:

- Single Proprietorship – DTI Certificate of Registration
- Partnership, corporations, foreign-owned corporation – SEC Certificate of Partnership/Incorporation and Approved Articles of Partnership/Incorporation and By-Laws
- Cooperative – CDA Certificate and Approved Articles of Cooperation
- Trade Association – SEC Certificate of Incorporation and Approved Articles of Incorporation and By-Laws



### 5.1.4 Local Clearances and Permits

After a business is registered, several permits and licenses are needed to operate a business, the most common of which are the barangay clearance and business permit. Depending on the city/municipality where the business is located, additional clearances and permits may be required.

- **Barangay Clearance**

The *Barangay* Clearance, which is issued by the local *barangay* unit where the business is located, must be obtained before one can apply for a business permit. Application forms, fees, and requirements vary and must be obtained from the local *Barangay* Halls. DTI/SEC/CDA Registration is a requirement. The *Barangay* Clearance must be renewed annually.

- **Business or Mayor's Permit**

This is issued by the city or municipality where the business is located. Registration procedures, application forms, fees, and requirements vary and must be obtained and processed at the City or Municipal Halls. DTI/SEC/CDA Registration and *Barangay* Clearance are required. Businesses must apply for the renewal of their business permits annually. A list of local government units (LGUs) and their websites can be searched on the website of the Department of Interior and Local Government (DILG) [here](#).



## 5.2 Step 2: Registration as an exporter in the Client Profile Registration System (CPRS)

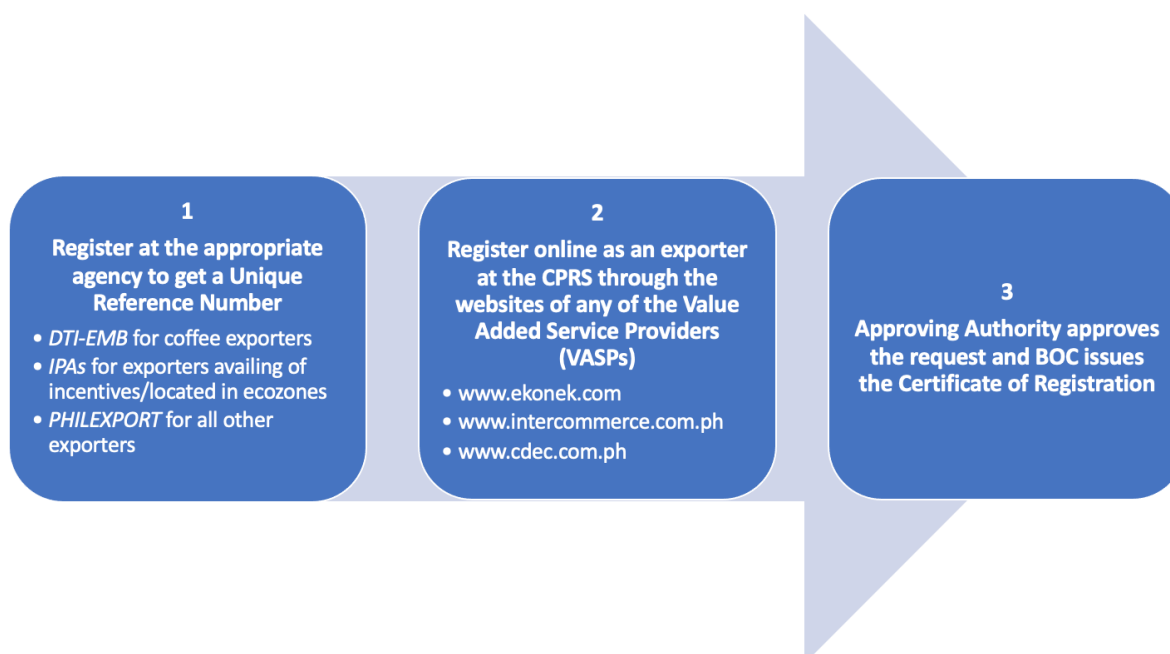
All exporters must also be registered with the *Bureau of Customs' (BOC) Client Profile Registration System (CPRS)*, through which exporters' company profiles are included in the BOC's *Electronic-to-Mobile (E2M)* Customs administration.<sup>105</sup>

The CPRS is filed with different approving agencies depending on the type of company. Exporters must be registered/accredited with the entities listed in the sub-sections before exporters can apply for the CPRS. Upon registration, a password and a *Unique Reference*

*Number (URN)* are issued, which serve as proof of accreditation as an exporter.

The CPRS request is then filed online by exporters through the BOC *Value Added Service Providers (VASPs)*. The request is approved by the specific approving agency and the BOC issues the *Certificate of Registration (COR)*. Exporters must renew their CPRS annually. The figure below summarises the CPRS registration process based on the type of exporter.

**Figure 19: CPRS Registration Process**



### 5.2.1 CPRS for coffee exporters through the DTI-Export Marketing Bureau (EMB)

**Table 20: Details for CPRS registration of coffee exporters**

<b>Fees</b>	None
<b>Contact</b>	E-mail: <a href="mailto:exports@dti.gov.ph">exports@dti.gov.ph</a> and <a href="mailto:embcoffee@dti.gov.ph">embcoffee@dti.gov.ph</a> Phone: (+632) 465.330 loc. 114 and 110 Website: <a href="http://www.dti.gov.ph/exports">www.dti.gov.ph/exports</a>

The DTI-EMB accredits coffee exporters. **To register:**<sup>106</sup>

- Submit scanned copies of the required documents to the EMB via e-mail to: [MaImeldaTorio@dti.gov.ph](mailto:MaImeldaTorio@dti.gov.ph) and [embcoffee@dti.gov.ph](mailto:embcoffee@dti.gov.ph).
- The EMB conducts a plant or factory visit and informs the applicant about *International Coffee Organization* (ICO) systems, rules, and procedures.
- The EMB prepares an evaluation report on the inspected facility, assigns the ICO Identification Code of the company, and releases the signed Certificate of Accreditation.
- The exporter lodges the CPRS request online through the portals of any of the BOC *Value Added Service Providers* (VASPs), namely: *Cargo Data Exchange Center* (CDEC), EKONEK, or Intercommerce.
- The EMB approves the request. The BOC issues the Certificate of Registration (COR) to the exporter after approval by EMB.

**Processing Time:** 3 days and 3 hours

**Requirements:**

- Letter of intent addressed to the EMB Director
- Mayor’s Permit
- Company Profile
- Authorization of representative to transact with the EMB

## 5.2.2 CPRS for exporters registered with Investment Promotion Agencies

Companies are eligible to avail of fiscal and non-fiscal incentives under the CREATE Law if they invest in priority areas or activities listed under the *Strategic Investment Priority Plan* (SIPP).<sup>107</sup> Exporters who are eligible to avail of incentives or those located in economic or export processing zones can register with the relevant Investment Promotion Agencies (IPAs).<sup>108</sup>

There are various IPAs in the Philippines, each of which has varied sets of requirements, procedures, and timelines. Exporters availing of incentives must register with the relevant IPAs. Exporters can refer to the following websites or inquire with the IPAs to check the specific requirements and procedures.

**Table 21: Websites of different IPAs**

Investment Promotion Agency (IPA)	Website
Authority of the Freeport Area of Bataan (AFAB)	<a href="https://afab.gov.ph/">https://afab.gov.ph/</a>
Aurora Pacific Economic Zone and Freeport Authority (APECO)	<a href="https://auroraecozone.com/">https://auroraecozone.com/</a>
Bases Conversion and Development Authority (BCDA)	<a href="https://bcda.gov.ph/">https://bcda.gov.ph/</a>
Board of Investments (BOI)	<a href="https://boi.gov.ph/">https://boi.gov.ph/</a>
Cagayan Economic Zone Authority (CEZA)	<a href="https://ceza.gov.ph/">https://ceza.gov.ph/</a>
Clark Development Corporation (CDC)	<a href="https://www.clark.com.ph/">https://www.clark.com.ph/</a>
Clark International Airport Corporation (CIAC)	<a href="https://ciac.gov.ph/">https://ciac.gov.ph/</a>
Mindanao Development Authority (MinDA)	<a href="https://minda.gov.ph/">https://minda.gov.ph/</a>
Philippine Economic Zone Authority (PEZA)	<a href="http://www.peza.gov.ph/">http://www.peza.gov.ph/</a>
PHIVIDEC Industrial Authority (PIA)	<a href="https://piamo.gov.ph/">https://piamo.gov.ph/</a>
Poropoint Management Corporation (PPMC)	<a href="https://www.poropointfreeport.gov.ph/">https://www.poropointfreeport.gov.ph/</a>
Subic Bay Metropolitan Authority (SBMA)	<a href="https://www.mysubicbay.com.ph/">https://www.mysubicbay.com.ph/</a>
Subic-Clark Alliance for Development Council (SCAD)	<a href="https://scad.gov.ph/">https://scad.gov.ph/</a>



Once registered with the specific IPA, the exporter lodges the CPRS request online through the portals of any of the BOC *Value Added Service Providers* (VASPs), namely: *Cargo Data Exchange Center* (CDEC), EKONEK, or Intercommerce. The relevant IPA approves the request and the BOC issues the *Certificate of Registration* (COR) to the exporter.

### 5.2.3 CPRS for other exporters through the Philippine Exporters Confederation, Inc. (PHILEXPORT)

All other exporters can file the CPRS through the Philippine Exporters Confederation, Inc. (PHILEXPORT):<sup>109</sup>

**Table 22: Steps for all other exporters through the PHILEXPORT**

<b>Fees<sup>110</sup></b>	CPRS fee: PHILEXPORT Member – PHP 3,500 (new) Non-PHILEXPORT Member – PHP 4,500 (new)
<b>Forms</b>	<b>ANNEX 11.1 – PHILEXPORT CPRS Form for Sole Proprietorship</b> Online download: <a href="https://drive.google.com/file/d/1jRFxkzPYZxT8FARRMo0T8aFtwHOOIu0K/view">https://drive.google.com/file/d/1jRFxkzPYZxT8FARRMo0T8aFtwHOOIu0K/view</a> <b>ANNEX 11.2 – PHILEXPORT CPRS Form for Partnerships and Corporations</b> Online download: <a href="https://drive.google.com/file/d/1eM-VzZN0eZjq8TtD9xLrHcQa2rtUO9Zr/view">https://drive.google.com/file/d/1eM-VzZN0eZjq8TtD9xLrHcQa2rtUO9Zr/view</a>
<b>Contact</b>	Address: ITC Complex, Roxas Blvd. cor Sen. Gil Puyat Ave., Pasay City Email : <a href="mailto:membership@philexport.ph">membership@philexport.ph</a> , <a href="mailto:philexportcprs@gmail.com">philexportcprs@gmail.com</a> Phone: (+632) 8230-5555 Website: <a href="http://www.philexport.ph">www.philexport.ph</a>

PHILEXPORT is among the *Bureau of Customs'* (BOC) accrediting offices under *Customs Memorandum Order (CMO) 39-2008* and accredits new and existing exporters that are not under the jurisdiction of DTI-EMB or any of the IPAs. PHILEXPORT membership is not a requirement for CPRS accreditation.

#### To register:

- Submit the required documents in one merged pdf file via e-mail to the assigned CPRS officers. Relevant e-mail addresses where the applications must be submitted are available at <https://philexport.ph/wp-content/uploads/2022/12/cprs-procedures-new-renewal-updated-dec-2022.pdf>.
- Once documents are confirmed as complete by PHILEXPORT, the applicant pays the fee through bank transfer and sends the proof of payment via e-mail.
- In lieu of a physical plant inspection, pictures of plant/office/products using “GPS camera” or “GPS Map Camera” applications should be submitted and have a date and location imprint: outside and inside pictures of the company’s office and warehouse with the company’s signage; pictures of the company’s products; wall-posted government permits (*e.g.*, Mayor’s permit, BIR Form No. 2303, SEC/DTI registration).
- For new applications, PHILEXPORT arranges a phone interview with the CPRS applicant about the company. PHILEXPORT prepares the final report and recommendations for the PHILEXPORT CPRS Committee’s approval.
- The approved CPRS will be endorsed to the BOC for activation.
- PHILEXPORT informs the applicant that it has approved the CPRS application in the BOC system. Upon activation by the BOC, the BOC system e-mails to the applicant the *Certificate of Registration* (COR) with *Customs Client Number* (CCN) within three days from the approval of PHILEXPORT.

- The applicant prints a copy of the BOC Certificate of Registration and the request for a *Bank Reference Number* (BRN) for the payment of the Documentary Stamp Fee.
- The CPRS applicant also enrolls in any of the BOC *Value Added Service Providers* (VASPs), namely: *Cargo Data Exchange Center* (CDEC), EKONEK, or Intercommerce.
- Upon enrollment with any of the VASPs, the CPRS applicant can electronically lodge *Export Declarations* (ED) using the *Customs Client Number* (CCN) and *Bank Reference Number* (BRN) through their *Value Added Service Providers* (VASPs).

**Required documents:**<sup>111</sup>

- Duly notarized CPRS Form
  - DTI certificate of registration for sole proprietorship or SEC registration and Articles of Incorporation and By-laws for partnerships and corporations
  - Mayor's Permit
  - Updated BIR Certificate of Registration (Form No. 2303)
  - Past year's audited balance sheet
  - Proof of physical location (office and factory/warehouse) – transfer certificate of title (if owned) or copy of lease contract
  - Location map of office and factory/warehouse
  - Product list and product brochure or pictures of products
  - Duly Notarized Owner's Authorization (for sole proprietorship) indicating principal officer and/or responsible officer to sign for/in behalf of the company (if the officer declared in the CPRS form is not the owner), copy of valid Alien Certificate of Registration or Alien Employment Permit (if principal and/or responsible officer is a foreigner)
  - Duly Notarized Secretary's Certificate (partnerships and corporations) indicating any major stockholder, principal officer or responsible officer, to sign for/in behalf of the company, copy of valid Alien Certificate of Registration or Alien Employment Permit (if principal and/or responsible officer is a foreigner)
  - Copies of the following, scanned in jpeg form and saved in separate files in one CD: 2X2 photo and specimen signatures of principal officer and responsible officer (for sole proprietorship), 2X2 photo and specimen signatures of major stockholder, principal officer and responsible officer (for partnership and corporation), logo or letterhead
  - Other certifications based on the nature of business
  - Updated membership application form (for PHILEXPORT members)
- 



### 5.3 Step 3: Export Documentation and Permits

This section details the documentation to be compiled by exporters prior to exportation. More specifically, this section covers how to obtain:

- 5.3.1 [an Export Declaration, which is needed for all exports](#); and
- 5.3.2 [export clearances and permits that apply to certain regulated products](#).

#### 5.3.1 Export Declaration (ED)<sup>112</sup>

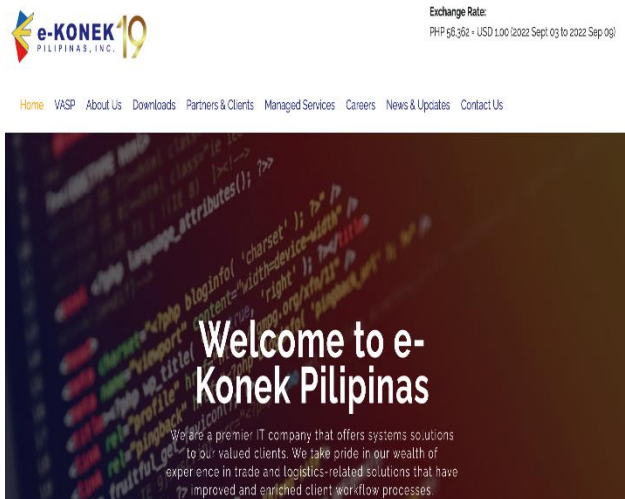
An Export Declaration (see sample in **ANNEX 12**) is a form submitted by the exporter to the *Bureau of Customs* (BOC) to obtain the “Authority to Load” for the cargo to be allowed for loading into the carrier. All exports must be covered by an Export Declaration, which is electronically submitted to the BOC’s E2M system.

An Export Declaration contains the following information:

- Name of exporter
- Name of consignee
- Name of exporting vessel or air craft
- Country and port of destination/discharge
- Date of loading
- Number and marks of packages or quantity if in bulk
- Nature and correct commodity description of the goods

- Value of goods for customs valuation and statistical purposes
- Quantities in weights or measures of goods<sup>113</sup>

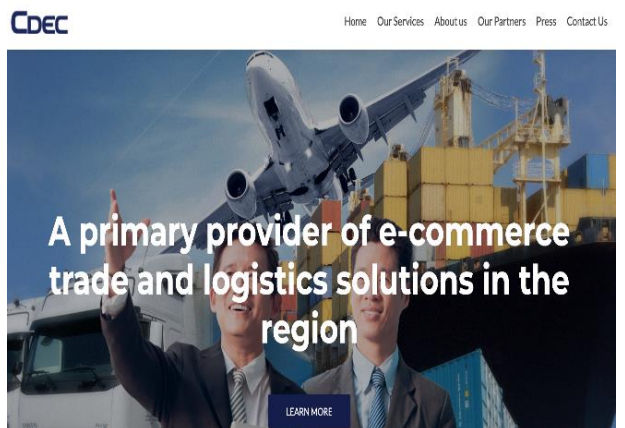
**Figure 20: VASPs of the BOC E2M system**



Source: <https://www.ekonek.com/#about-us-section>



Source: <https://www.intercommerce.com.ph/login.asp?home=home>



Source: <https://peza.etrade.net.ph/login/auth;jsessionid=3D51D307264B81AC469951A86FD1F6EA>

**For sea freight cargo:**

- Log-in to any of the *Value Added Service Providers (VASPs)* of the BOC E2M system and register the company details: [www.ekonek.com](http://www.ekonek.com), [www.intercommerce.com.ph](http://www.intercommerce.com.ph), or [www.cdec.com.ph](http://www.cdec.com.ph).
- Input shipment details into the Export Declaration online through the VASP portal.
- Submit the Export Declaration to the BOC E2M system through the VASP portal.
- Receive the Export Declaration via e-mail.

**For air freight cargo:**

- Go to the One-Stop Export Documentation Center located at the PHILEXPORT Compound and manually fill out the Export Declaration Form.
  - Submit the form to the Customs Desk and wait for approval.
  - Receive the physical copy of the Export Declaration.
- 



### 5.3.2 Export Clearances / Permits for Regulated Export Products

Export clearances and/or permits are needed for products that are prohibited or regulated for export according to law. The complete *List of Prohibited and Regulated Products for Export*, as of December 2020, is attached as **ANNEX 13**.<sup>114</sup> In order to export regulated products, exporters must obtain the necessary accreditations and apply for export clearances and/or

permits. There is currently no single portal where exporters can apply for all export clearances and/or permits.<sup>115</sup> This section provides information on how to obtain export clearances for regulated products. Exporters may also check the Philippine National Trade Repository ([www.pntr.gov.ph](http://www.pntr.gov.ph)) for further updates on the country's export regulations.

#### (a) Department of Agriculture (DA) – Bureau of Animal Industry (BAI)<sup>116</sup>

**Table 23: Details of Export Clearance/Permit through DA-BAI**

<b>Fees</b>	None
<b>Contact</b>	Address: BAI Compound, 5 Visayas Ave, Diliman, Quezon City, 1128 Metro Manila Email: <a href="mailto:director@bai.gov.ph">director@bai.gov.ph</a> , <a href="mailto:nvqsd@bai.gov.ph">nvqsd@bai.gov.ph</a> , <a href="mailto:afvdbcd@bai.gov.ph">afvdbcd@bai.gov.ph</a> Website: <a href="https://bai.gov.ph">https://bai.gov.ph</a>

Depending on the import regulation of the destination country, the Philippines as a country may be required by the importing country to be accredited as an exporter. The DA-BAI makes the request for accreditation and completes the import risk analysis requirements of the importing country.

Exporting farms, animal facilities or establishments must obtain DA-BAI accreditation as an exporter of live animals, animal products, and animal by-products

(except meat) as a pre-requisite to the issuance of *Export Commodity Clearance (ECC)/International Veterinary Certificate (IVC)*. All exports need a *Veterinary Quarantine Clearance (VQC)/Veterinary Health Certificate (VHC)/Commodity Clearance Certificate (CCC)* or other export documents issued by the DAI-BAI. An IVC/VHC specifies that the animals, animal products, or by-products intended for international transport are free from any communicable animal diseases and are not carriers thereof.<sup>117</sup>

## 1. Veterinary Health Certificate / International Veterinary Certificate: Live Animals (except dogs and cats)<sup>118</sup>

All exports of live animals must be accompanied by a VHC/IVC that may be required by the Competent Authority of the destination country. The certification specifies that these commodities are free from any communicable diseases and are not carriers thereof.

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### Procedure:

- The applicant submits the required documents either in person or through courier services to the following address: BAI Director's Office, Visayas Avenue, Vasra, Diliman, Quezon City; or via e-mail to [director@bai.gov.ph](mailto:director@bai.gov.ph).
- The DA-BAI-*National Veterinary Quarantine Services Division* (NVQSD) acknowledges receipt of the application and endorses the application for quarantine site inspection to available inspectors. Site inspection is not needed for the export of non-human primates.
- DA-BAI-NVQSD conducts an on-site inspection of facilities and evaluates records, prepares an inspection report, and a recommendation.
- If the applicant is compliant, the VHC is prepared and approved by the NVQSD authorized approving veterinarian.
- The applicant receives the VHC/IVC.

**Processing Time:** 2 days and 8 hours (Non-Human Primate), 10 days and 8 hours (General Application)

### Requirements:

- Letter of intent addressed to the BAI Director with the following information: species, sex, age and number of animals; brand name/strain; number/weight; packaging; farm of origin; main office address; name of BAI Accredited exporter; name and address of consignee; HS Code number; means of transport; date of export; country of destination (farm/hatchery/facility address); source farm; proposed schedule of inspection with NVQSD
  - Import clearance/veterinary health/quarantine certificate
  - CITES permit for exotic pets and non-human primates
  - Laboratory test results required by the importing country
  - Certificate of inspection and completion of 31 days pre-export quarantine inspection of NVQSD (during the start, middle and at the end of the specified period) for non-human primates
  - For day-old chicks:
    - Pre-requisite: The Philippines must be an accredited exporter by the importing country.
    - Certificate of Export Farm accreditation
  - For exotic animals
    - Letter of request to export addressed to the BAI Director
    - CITES permit from the DENR Biodiversity Management Bureau
    - Serological test/s results for diseases required by the importing country
    - Veterinary Health/Quarantine Certificate in compliance with the animal health requirements of the importing country
-



## 2. Veterinary Health Certificate / International Veterinary Certificate: Animal Products (fully processed products including canned goods and frozen poultry)

All exports of animal products, such as fully processed products including canned goods and frozen poultry, must be accompanied by an International Veterinary Certificate (IVC) or a Veterinary Health Certificate (VHC) or other export clearance that may be required by the Competent Authority of the destination country. The certification specifies that these commodities were prepared, processed, and packed following the export requirements of the Philippines as provided in relevant DA regulations.<sup>119</sup>

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### Procedure:

- The applicant must submit the required documents either in person or through courier services to the following address: BAI Director's Office, Visayas Avenue, Vasra, Diliman, Quezon City; or via e-mail to [director@bai.gov.ph](mailto:director@bai.gov.ph).
- DA-BAI-NVQSD reviews the documents and, if the application is compliant, the VHC is prepared and approved by the NVQSD authorized approving veterinarian.
- The applicant receives the VHC.

**Processing Time:** 2 days and 7 hours

### Requirements:

- Letter of intent addressed to the BAI Director (1 electronic mail of letter) with the following information:
    - Animal products (unprocessed frozen meat) - name and address of consignor; name and address of consignee; description of goods; declared weight; place of origin; number and type of packages; container number; seal number; name, address and approval number of *National Meat Inspection Service* (NMIS) approved establishment; establishment number; place of dispatch; country and place of destination; means of conveyance; date of dispatch; date of slaughter/manufacture; date of inspection
    - Animal products (cooked processed meat) - name and address of consignor; name and address of consignee; description of goods; declared weight; place of origin; number, type, and marking of packages; container number; seal number; name, address of approved processing plant; Plant Accreditation Number; place of dispatch; country and place of destination; means of conveyance; date of dispatch; control number of Foreign Meat Inspection Certificate / VHC of raw materials
  - Import Veterinary Health/Quarantine Certificate
  - For fully processed products including canned goods:
    - Meat inspection certificate
    - Certificate and laboratory report
  - For frozen poultry meat:
    - Packing list
    - Official meat inspection certificate from NMIS
    - NMIS laboratory report
-

### 3. Commodity Clearance Certificate: Animal By Products

All exports of animal by products must be accompanied by a *Commodity Clearance Certificate* (CCC) prior to its departure, as provided in DA regulations.<sup>120</sup>

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#### Procedure:

- The applicant must submit the required documents either in person or through courier services to the following address: BAI Director's Office, Visayas Avenue, Vasra, Diliman, Quezon City; or via e-mail to [director@bai.gov.ph](mailto:director@bai.gov.ph).
- DA-BAI-NVQSD acknowledges receipt of application, reviews the requirements, and endorses the application for (a) inspection and fumigation of hides, skin, commercial leather and feathers; or (b) farm inspection for embryonated and salted eggs to available inspectors.
- DA-BAI-NVQSD conducts on-site inspection of facilities and evaluation of records, and prepares inspection report and recommendation. Site inspection is not needed for other types of export commodity applications not mentioned above.
- DA-BAI-NVQSD prepares the inspection report and recommendation. If the application is compliant, the CCC is prepared and approved by the NVQSD authorized approving veterinarian.
- Applicant receives the CCC.

**Processing Time:** 2 days and 8 hours (General Application), 4 days and 8 hours (Hides, Skin, Commercial Leather and Feathers), 10 days and 8 hours (Embryonated and Salted Eggs)

#### Requirements:

- Letter of intent addressed to the BAI Director with the following information: name, address, and contact details of BAI accredited exporter; name and address of consignee; description of goods; quantity (number of container and total net weight); HS Code number; means of transport; date of export; port of shipment; proposed schedule of inspection for hides, skin, commercial leather and feathers, embryonated and salted eggs
  - For noodle packs/soup packs: Certification in compliance with the requirements of the importing country from the national competent authority of destination country
  - For cheese curds, skimmed milk and other dairy products: pro-forma invoice
  - For hides, skin, commercial leather and feathers: pro-forma invoice
  - For embryonated and salted eggs: Farm accreditation certificate
-

#### 4. Veterinary Health Certificate/International Veterinary Certificate: Dogs and Cats<sup>121</sup>

All exports of dogs and cats must be accompanied by an International Veterinary Certificate (IVC) or a Veterinary Health Certificate (VHC) or other export clearance that may be required by the Competent Authority of the destination country pursuant to DA regulations.<sup>122</sup>

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**Procedure:**

- The applicant must submit the required documents either in person to the following address: BAI NVQSD, Visayas Avenue, Vasra, Diliman, Quezon City; or via e-mail to [nvqsd@bai.gov.ph](mailto:nvqsd@bai.gov.ph).
- DA-BAI-NVQSD acknowledges receipt of application and reviews compliance with the requirements. DA-BAI-NVQSD verifies the microchip ID number using a microchip reader.
- If the application is compliant, the VHC/IVC is prepared and approved by the DA-BAI-NVQSD authorized approving veterinarian.
- The applicant receives the VHC/IVC.

**Processing Time:** 1 day and 7 hours

**Requirements:**

- VHC from DA-BAI-NVQSD or duly licensed private veterinarian
  - Updated vaccination record against rabies, distemper, hepatitis, leptospirosis and parvovirus for dogs; and rabies and feline panleukopenia for cats
  - ISO 15-digit non-encrypted microchip identification number implant
  - Rabies Neutralization Antibody Test
  - Other documents or tests as may be required by the veterinary authority of the importing country<sup>123</sup>
  - For the entry to the EU, UAE, Japan, Taiwan, Hawaii, Canada, Singapore, Indonesia, Malaysia, Australia and South Africa:
    - The animal must have an electronic transponder (microchip) or a clearly readable tattoo as identification.
    - The animal must be vaccinated against rabies and must undergo blood test that provides evidence of the animal's vaccination against rabies.
    - A blood test must be taken, and the sample submitted for testing by an approved laboratory three months before movement for entry to the said countries.
    - It is advertised for the animal to be given boosters at regular intervals prescribed by the vaccine-producing laboratory.
-

## 5. Export Commodity Clearance: Animal feeds, veterinary drugs, veterinary biological products<sup>124</sup>

An Export Commodity Clearance (ECC) is needed to comply with the government requirements for the trading and manufacturing of animal feed, veterinary drugs, and veterinary biological products in compliance with the Republic Act No. 1556 (Livestock and Poultry Feeds Act).<sup>125</sup>

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### Procedure:

- The applicant must submit a letter request and scanned copies of documentary requirements to DAI-BAI's *Animal Feeds, Veterinary Drugs, and Biologics Control Division* (AFVDBCD) via e-mail to [afvdbcd@bai.gov.ph](mailto:afvdbcd@bai.gov.ph).
- DA-BAI-AFVDBCD checks the requirements and prepares the ECC for compliant applications.
- The applicant proceeds to the BAI Central Office to claim the ECC.

**Processing Time:** 30 minutes

### Requirements:

- Request letter
  - Proforma Invoice
  - Certificate of Product Registration VDAP-CPR or Feeds-CFPR
  - LTO VDAP Exporter and Feed Exporter
  - Authorization letter from manufacturer
- 



**(b) Department of Agriculture (DA) – Bureau of Fisheries and Aquatic Resources (BFAR)<sup>126</sup>**

**Table 24: Details of Export Clearance/Permit through DA-BFAR**

<b>Fees<sup>127</sup></b>	<b>Raw material/commodity</b>
	<p><i>Regular export commodity clearance<sup>128</sup></i></p> <p>1. Captured aquatic wildlife</p> <ul style="list-style-type: none"> <li>• Caught/gathered in Philippine waters: 0.20% or PHP 1,650 whichever is higher</li> <li>• Caught outside Philippine waters: 0%</li> <li>• Imported: 0%</li> </ul> <p>2. Captive-bred aquatic wildlife</p> <ul style="list-style-type: none"> <li>• Domesticated species and their progenies: Exempted</li> <li>• Imported broodstock and their progenies, whether exotic or endemic species: Exempted</li> <li>• Founder stocks sourced from hatchery/nursery and their Progenies: Exempted</li> <li>• Stocks grown from imported seed stock (<i>e.g.</i>, eggs, fry, post-larvae, juvenile): Exempted</li> <li>• Founder stocks sourced from the wild and their progenies produced in captivity: 0.15%</li> <li>• Seed stocks (<i>e.g.</i>, eggs, fry, post-larvae, juvenile) sourced from the wild and grown for commercial purposes: 0.20%</li> <li>• Progenies of threatened aquatic wildlife produced by Aquatic Wildlife Farms: 2%</li> </ul> <p><i>Special Export Commodity Clearance</i></p> <p>1. CITES species – PHP 250 per clearance</p> <p>2. Non-CITES species – PHP 50 per clearance</p> <p><b>Re-exportation</b></p> <p>CITES Re-Export: PHP 100</p> <p><b>Live tropical/ornamental fish</b></p> <p>The export fee of live tropical/ornamental fish shall be computed as follows:</p> <p>Export fee = Export fee rate x Export value</p> <p>The rate of export fee for live tropical/ornamental fish is 1.0% of export value.</p> <p><b>Shellcraft/handicraft/ornamental shell, specimen shell, dried non-food fish</b></p> <p>The export fee per shipment of shellcraft/handicraft/ornamental shell, specimen shell, and dried non-food fish, is based on a fixed schedule of values depending on the amount of export value (see values below), provided, that products using shell discards are exempted from the export fee, provided further, that products combining shell discards with other shells not considered as discards are charged an export fee pro-rated to the export value of the latter.<sup>129</sup></p> <p>Export Value (USD) – Export Fee (PHP)</p> <ul style="list-style-type: none"> <li>• 1-1,000 – 200</li> <li>• 1,001-2,000 – 250</li> </ul>

	<ul style="list-style-type: none"> <li>• 2,001-3,000 – 300</li> <li>• 3,001-4,000 – 350</li> <li>• 4,001-5,000 – 400</li> <li>• 5,001-6,000 – 450</li> <li>• 6,001-7,000 – 500</li> <li>• 7,001-8,000 – 550</li> <li>• 8,001-9,000 – 600</li> <li>• 9,001-10,000 – 650</li> <li>• 10,001-20,000 – 800</li> <li>• 20,001-40,000 – 900</li> <li>• 40,001 and above – 1,000</li> </ul>
<b>Forms</b>	<b>ANNEX 14 – DA-BFAR Application Form for Export Commodity Clearance</b> Online download: <a href="https://www.bfar.da.gov.ph/wp-content/uploads/2022/05/FN-FCS-016-ECC-Application-form.pdf">https://www.bfar.da.gov.ph/wp-content/uploads/2022/05/FN-FCS-016-ECC-Application-form.pdf</a>
<b>Contact</b>	Address: Fisheries Building Complex, BPI Compound, Barangay Vasra, Visayas Avenue, Diliman, Quezon City E-mail: <a href="mailto:info@bfar.gov.ph">info@bfar.gov.ph</a> Phone: +632 8539-5685 Website: <a href="https://www.bfar.da.gov.ph">https://www.bfar.da.gov.ph</a>

Fishery business establishments that export fishery/aquatic products must register with the DA-BFAR to ensure that the *Fishery Aquaculture Business Operators* (FABOs) comply with the *International Union for Conservation of Nature* (IUCN), CITES, and BFAR laws and regulations to export fishery/aquatic products.

The SHC provides documented evidence that the products have been cultured, harvested/collected, handled, transported, manufactured, packed, stored and distributed under established *sanitary and phytosanitary* (SPS), and/or food safety standards and in accordance to relevant rules and regulations.<sup>130</sup>

Apart from *Export Commodity Clearances* (ECC), DA-BFAR also issues the *Sanitary Health Certificate* (SHC) for the export of certain fishery/aquatic products.

### 1. Export Commodity Clearance: Fresh Chilled, Frozen Fish and Fishery/Aquatic Products

The ECC for fresh, chilled, and frozen fish, and fishery/aquatic products provides documented evidence that the product is not derived from *Illegal, Unreported and Unregulated* (IUU) fishing and compliant with aquatic wildlife conservation regulations and other relevant fishery laws.

#### Procedure:

- Submit the requirements at the BFAR office.
- DA-BFAR evaluates the validity and authenticity of submitted documents and assigns the ECC number.
- Pay the required fees, obtain the Official Receipt at the BFAR Cashier, and present the Official Receipt to the DA-BFAR.
- DA-BFAR notifies the applicant once the ECC is approved.
- Claim the approved ECC from DA-BFAR.

**Processing Time:** 4 hours and 25 minutes



**Requirements:**

- Application form
- Proforma Invoice
- Local Transport Permit or Auxiliary Invoice
- Sanitary Health Certificate
- Pre-Shipment Inspection Report (if necessary or as required by the importing country)
- Export Declaration (if necessary or as required by the importing country)
- Authorization Letter (if necessary or as required by the importing country)

**2. Export Commodity Clearance: Shells and Shellcrafts, Live Food Fish, Live Tropical/Ornamental Fish and Dried Fish and Fishery/Aquatic Products**

The ECC for shells and shellcrafts, live food fish, live tropical/ornamental fish, and dried fish, and fishery/aquatic products provides documented evidence that the product is not derived from IUU fishing, and compliant with aquatic wildlife conservation regulations and other relevant fishery laws.

**Procedure:**

- Submit the requirements at the BFAR office.
- DA-BFAR verifies, identifies (inspect sample in case of shellcrafts) and validates the submitted export documents. DA-BFAR assigns the ECC number.
- Pay the required fees, secure Official Receipt, and present the Official Receipt to DA-BFAR at the *One Stop Export Documentation Center* (OSED), Pasay City for the processing of the ECC.
- Claim the approved ECC at BFAR, OSED, Pasay City.

**Processing Time:** 7 hours

**Requirements:**

- Application form
- Proforma Invoice
- Local Transport Permit or Auxiliary Invoice
- Sanitary Health Certificate
- Pre-Shipment Inspection Report (if necessary or as required by the importing country)
- Export Declaration (if necessary or as required by the importing country)
- Authorization Letter (if necessary or as required by the importing country)
- Certificate of Taxonomic Identification

**(c) Department of Agriculture (DA) – Bureau of Plant Industry (BPI), National Plant Quarantine Services Division (NPQSD)<sup>131</sup>**

**Table 25: Details of Export Clearance/Permit through DA-BPI-NPQSD**

<b>Fees</b>	Reimbursement of transportation, meal, and overtime cost of PQS officers/inspectors, treatment cost (if needed), and Regulatory Fees (specific fees per type of item)
<b>Forms</b>	<b>ANNEX 15 – DA-BPI Application for Inspection and Phytosanitary Inspection</b> Online download:

	<a href="https://npqsd.bpi-npqsd.com.ph/wp-content/uploads/2020/10/PHYTO-APPLICATION-FORM.pdf">https://npqsd.bpi-npqsd.com.ph/wp-content/uploads/2020/10/PHYTO-APPLICATION-FORM.pdf</a>
<b>Contact</b>	Address: 692 San Andres Street, Malate, Manila E-mail: <a href="mailto:pqsmpi@gmail.com">pqsmpi@gmail.com</a> Phone: (02) 8525-7857, 8525-7909, 8251-2262 Website: <a href="https://www.buplant.da.gov.ph">https://www.buplant.da.gov.ph</a> / <a href="https://npqsd.bpi-npqsd.com.ph">https://npqsd.bpi-npqsd.com.ph</a>

Depending on the import regulation of the destination country, the Philippines as a country may be required by the importing country to ensure certain procedures in order to comply with the import conditions/requirements of the respective trading partner. The DA-BPI, serving as the Philippines' *National Plant Protection Organization* (NPPO), makes the request for accreditation, completes the requirements, and undertakes the Pest Risk Analysis and site validation visits by the importing country

before the phytosanitary requirements and export protocol can be issued before the export from the Philippines can take place.<sup>132</sup>

Accreditation/licensing of exporters, traders, growers, and packing facilities for export of fruits and vegetables is needed to ensure compliance with the set of relevant international standards, bilateral agreements, and local standards.<sup>133</sup>



## 1. Phytosanitary Certificate: Fruits and vegetables

Phytosanitary Certificates are issued by the NPPO of the exporting country to indicate that consignments of plants, plant products, or other regulated articles meet specified phytosanitary import requirements. The Phytosanitary Certificate is an original document or a certified copy issued by the NPPO that accompanies the consignment and is presented to officials when the consignment arrives in the importing country.<sup>134</sup>

The DA-BPI-NPQSD is the only government agency in the Philippines that is authorized to issue a Phytosanitary Certificate, which is issued only for commodities that fully meet the import requirements of the destination country. A Phytosanitary Certificate is not issued for exports to countries in which the commodity is prohibited by plant quarantine regulations.

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### Procedures:<sup>135</sup>

- Submit the required documents to the DA-BPI-NPQSD at least 48 hours before the departure date of the shipment.
- DA-BPI-NPQSD officer/inspector in the central/regional offices inspect the commodities. The applicant must reimburse the transportation expenses.
- The treatment of the commodities, unless compulsory or mandated by the importing country, may be waived. If treatment for pests is required, it may be performed at the facilities operated by the DA-BPI-NPQSD or private firms licensed to operate treatment facilities. If it is done in the latter, a plant quarantine officer must supervise the entire operation and the treatment provider will provide the DA-BPI-NPQSD officer/inspector (central/regional) with the treatment certificate. The applicant shoulders the reimbursement of transportation, meal, and overtime services, as well as the treatment cost.
- Laboratory analysis will be done for specific commodities to specific countries.
- Once all required documents have been supplied and the inspection and the treatment (if needed) have been undertaken, the DA-BPI-NPQSD officer/inspector (central/regional) will prepare the Phytosanitary Certificate.
- The applicant must pay the regulatory fee at the DA-BPI Cashier and will receive the Phytosanitary Certificate.

**Processing Time:** 6 days and 9 hours

### Requirements:

- Application Form (BPIQ Form No. 10) from NPQSD Central Office or Regional Offices
- Actual commodity/shipment for inspection submitted at least 48 hours prior to actual loading, either at the office of the NPQS or at the premises of the exporter, whichever is convenient for both parties
- Other documents/clearances from other agencies (if applicable)

### Fees:<sup>136</sup>

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**Table 26: Overview of DA-BPI fees**

Item	Rate
1. Fresh fruits, vegetables, onion, garlic and other spices	PHP 4.00 / MT or fraction of a ton thereof
2. Seeds, cuttings, rhizomes, bulbs, corns, scions and other planting/propagating materials	PHP 4.00 / MT or fraction of a ton thereof

<b>3.</b> Living plants for shipment of ten (10) pcs or less in excess of 10 pcs plus	PHP 10.00 PHP 1.00 / PC
<b>4.</b> Other plant products and materials capable of harboring plant pests	PHP 5.00 / MT or fraction of a ton thereof
<b>5.</b> Potential crop pest	
<b>a.</b> Small animals	PHP 10.00
<b>b.</b> Small insect and others	PHP 1.00 / PC
<b>6.</b> Culture of fungi, bacteria, and other in-vitro materials for scientific purposes	PHP 100.00 / PC

**Export – Inspection and Issuances of Phytosanitary Certificate (PC)**

Item	Rate (P)	Minimum per PC	Maximum per PC
<b>1. Planting/Propagation</b>			
a. Seeds, cuttings, rhizomes, bulbs, corns and scions	10.00 / MT	100.00	2,000
b. Seedlings, graft and marcots	0.50 / pc	125.00	1,000
c. Plant materials in flask and the likes (community pots, tubes, etc.)	10.00 / Community pot or flask	250.00	2,000
d. Other propagation materials	10.00 / MT	250.00	2,000
<b>2. Cut flowers and foliage</b>	10.00 / MT	250.00	2,000
<b>3. Full grown plants</b>	5.00 / pc	125.00	1,000

**(d) Department of Agriculture (DA) - Philippine Coconut Authority (PCA)<sup>137</sup>****Table 29: Details of Export Clearance/Permit through DA-PCA**

<b>Fees</b>	See below
<b>Forms</b>	The Export Clearance Form is not available online. It can be obtained from the PCA Central Office – Trade Information and Relations Division or from the PCA Regional Offices.
<b>Contact</b>	Address: Elliptical Road, Diliman, Quezon City, 1101 Metro Manila E-mail: <a href="mailto:ofad@pca.gov.ph">ofad@pca.gov.ph</a> , <a href="mailto:pca.ofad@gmail.com">pca.ofad@gmail.com</a> , <a href="mailto:pca_tird@yahoo.com">pca_tird@yahoo.com</a> Phone: (02) 8928-4501 local 504 Website: <a href="https://pca.gov.ph">https://pca.gov.ph</a>

**1. Export Commodity Clearance: Coconut and Palm Oil Products and By Products****Procedure:**

- Submit the required documents to the PCA Regional Office where the business is registered.
- The PCA accepts and checks the application and the supporting documents. The PCA computes the regulatory and corresponding laboratory analysis fees.
- The applicant must pay the regulatory and corresponding laboratory analysis fee and submit a copy of the Official Receipt to the PCA.
- The PCA collects samples of the commodity for laboratory analysis; prepares a request for laboratory analysis and forwards it to the *PCA-Laboratory Services Division* (PCA-LSD) together with the sample; inspects the commodity before loading (for fresh coconuts); and prepares the Commodity Inspection Report.
- The applicant proceeds to the *PCA-Assessment and Monitoring Services* (PCA-AMS) in the PCA Central Office and submits the Export Clearance Form and other supporting documents.
- The PCA receives and examines the export clearance application, the Export Declaration, and the pro forma invoice; and computes the fee to be paid based on the pro forma invoice.
- Pay the corresponding PCA fees at the PCA Cashier and submit a copy of the Official receipt to the PCA Trade Control Examiner.
- The PCA Trade Control Examiner records the details of payment and affixes the initial signature on the CISF portion of the Export Clearance Form and processes it for signing.
- The applicant receives the signed Export Clearance Form from the PCA Central Office.
- The applicant must go back to the PCA Regional Office and submit the signed Export Clearance Form and other supporting documents.
- The PCA Regional Office receives the signed Export Clearance Form and supporting documents and prepares the *Export Commodity Clearance* (ECC) to incorporate the Laboratory Test/Analysis Results. The PCA Regional Manager reviews the application and supporting documents and signs the ECC.
- The applicant receives the signed ECC with the laboratory test/analysis results from the PCA.

**Processing Time:** 1 day and 3 hours**Requirements:**

- Export Clearance Form
- Export Declaration Form
- Packing List
- Proforma Invoice

Fees:<sup>138</sup>**Table 30: Overview of DA-PCA Regulatory and Laboratory Analysis Fees**

Service	Regulatory and Laboratory Analysis Fees
<b>Export Processing Fee (per Export Declaration)</b>	PHP 320.00
<b>Laboratory Analysis Fees</b>	Refer to PCA Administrative Order No. 02, series of 2012 <sup>139</sup>
Inspection and Supervisory Fees	
<b>A. Bulk Loading</b>	
<b>Copra</b>	PHP 4.40 per MT + PHP 3,100.00
<b>Crude coconut oil</b>	PHP 5.40 per MT + PHP 3,100.00
<b>Copra cake/meal/pellets</b>	PHP 4.00 per MT + PHP 3,100.00
<b>B. Desiccated Coconut</b>	PHP 940.00 per Export Declaration (ED), maximum of 2 container vans per ED + PHP 3,100
<b>C. Conventional cargo packed in drums, boxes, bags, sacks, crates, etc.</b>	PHP 626.00 per ED, maximum of 2 container vans per ED + PHP 3,100.00

**Table 31: PCA Fees as Authorised by PCA Board Resolution No. 035-95**

Commodity	PCA Fees
<b>Copra</b>	PHP 0.12 per kg
<b>Fresh young coconuts</b>	PHP 0.02820 per kg
<b>Crude coconut oil</b>	PHP 0.19355 per kg
<b>Desiccated coconut</b>	PHP 0.18553 per kg
<b>Cochin oil</b>	PHP 0.20374 per kg
<b>Edible coconut oil/Refined, Bleached, Deodorized oil (RBD)</b>	PHP 0.20482 per kg
<b>Toilet soap/bath soap*</b>	
<b>Laundry soap*</b>	
<b>Coconut Methyl Ester*</b>	
<b>Fatty alcohol*</b>	
<b>Fatty acid*</b>	
<b>Coconut milk (liquid)</b>	PHP 0.11611 per kg
<b>Coconut milk (powder)</b>	PHP 0.55512 per kg
<b>Virgin coconut oil</b>	PHP 0.46028 per kg

*\*Assessment rates shall be determined on the basis of the company's production data.*

*The PCA Fee shall be computed based on the crude coconut oil content of these products.*



**(e) Department of Agriculture (DA) - Philippine Fiber Industry Development Authority (PhilFIDA)<sup>140</sup>****Table 32: Details of Export Clearance/Permit through DA-PhilFIDA**

<b>Fees</b>	None
<b>Contact</b>	Address: 3/F PhilFIDA, DA-PCAF Building, Department of Agriculture Compound, Elliptical Road, Diliman, Quezon City Phone: (632) 273-2474 local 2650 E-mail: <a href="mailto:oad@philfida.da.gov.ph">oad@philfida.da.gov.ph</a> Website: <a href="http://www.philfida.da.gov.ph">www.philfida.da.gov.ph</a>

The PhilFIDA does not issue an export commodity clearance but issues a *Certificate of Fiber Inspection* and *Permit to Transport Fibers*, which are local permits, as a requirement for exportation.<sup>141</sup>

**(f) Department of Agriculture (DA) - Sugar Regulatory Administration (SRA)<sup>142</sup>****Table 33: Details of Export Clearance/Permit through DA-SRA**

<b>Fees</b>	Sugar – PHP 50/MT Muscovado – PHP 480/application
<b>Contact</b>	Address: Sugar Center Building, North Avenue, Diliman, Quezon City, Philippines Contact number: (632) 3455-7592 / (632) 8926-4493 Website: <a href="https://www.sra.gov.ph">https://www.sra.gov.ph</a>

**1. Export Clearance: Sugar**

An *Export Clearance* (EC) is issued to international traders and must be submitted to the *Bureau of Customs* (BOC) for the shipment of the sugar to the United States or to the world market.

**Procedure:**

- The applicant must submit the required documents to the SRA-Sugar Transaction Division Office.
- The SRA verifies and checks application letter and requirements.
- The applicant must pay the application fee at the Cashier in the Budget and Treasury Division.
- The applicant submits the checked and verified requirements to the secretary of the Office Department Admin Regulations / Manager III regulations.
- The SRA accepts the required documents, processes the application, prepares the certificate, and signs/approves the export clearance.
- The applicant claims the EC from the SRA-Sugar Transaction Division.

**Processing Time:** 2 days and 55 minutes

**Requirements:**

- Notarized application letter
- Export declaration
- Notarized deed of undertaking
- Bill of lading

- Commercial invoice
  - Online registration (with USDA for exports to the US)
  - Notice to export and withdraw (for World Market Sugar, including exports to the EU)
  - Notarized declaration of consignee (for World Market Sugar, including exports to the EU)
- 

## **2. Export Clearance: Muscovado**

The EC for Muscovado exports is issued to the exporter and must be submitted to the BOC for the export of muscovado.

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### **Procedure:**

- The applicant must submit the requirements to the SRA-Sugar Transaction Division Office.
- The SRA verifies and checks the application letter and required documents.
- The applicant must pay the application fee with the Cashier in the Budget and Treasury Division.
- The applicant submits the checked and verified required documents to the secretary of the Office Department Admin Regulations / Manager III regulations.
- The SRA accepts the requirements, processes the application, prepares the certificate, and signs/approves the export clearance.
- The applicant claims the EC from the SRA-Sugar Transaction Division.

**Processing Time:** 2 days and 55 minutes

### **Requirements:**

- Notarized application letter
  - Export declaration
  - Packing list
  - Commercial Invoice
-

**(g) Department of Environment and Natural Resources (DENR) – Biodiversity Management Bureau (BMB)<sup>143</sup>****Table 34: Details of Export Clearance/Permit through DENR-BMB**

<b>Fees</b>	<p>1. Permit fee (Commercial):</p> <p>Fauna – 3% of export value</p> <p>Flora – PHP 300.00 for 1<sup>st</sup> 50 pcs. + PHP 2.00/pc. for additional piece</p> <p>Flora (Wood products and derivatives) – 3% of export value</p> <p>2. Permit fee (Non-commercial): PHP 250.00 for 1-2 pairs of pet, plants, not exceeding 12 pieces</p> <p>3. Inspection fee:</p> <p>Commercial – PHP 300.00</p> <p>Non-commercial – PHP 150.00</p>
<b>Forms</b>	<p><b>ANNEX 17 – DENR-BMB Application for Inspection and Issuance of Permit/Certification for Export/Re-Export of Wildlife</b></p> <p>Online download: <a href="https://bmb.gov.ph/downloads/WRD/permits/application_form-export-re-export_permit_.pdf">https://bmb.gov.ph/downloads/WRD/permits/application_form-export-re-export_permit_.pdf</a></p>
<b>Contact</b>	<p>Address: Ninoy Aquino Parks and Wildlife Center, 1100 Diliman Quezon City, Philippines</p> <p>E-mail: <a href="mailto:bmb@bmb.gov.ph">bmb@bmb.gov.ph</a></p> <p>Telephone: +(632) 89246031-35</p> <p>Website: <a href="https://bmb.gov.ph">https://bmb.gov.ph</a></p>

**1. Export Permit: Terrestrial wildlife species, whether live, stuffed, preserved, by-products, and derivatives**

Pursuant to Republic Act 9147 (Wildlife Resources Conservation and Protection Act) and the Philippine commitments under the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* (CITES), Export Permits are issued to authorize an individual to bring, send or transport wildlife listed under the CITES Appendices, including its by-products and derivatives, from the Philippines to other countries.

**Procedure:**

- Submit the requirements to DENR-BMB Records Management Unit office for evaluation.
- Once evaluation is done and requirements are deemed complete, the applicant pays the required fees through online payment channels.
- Present the original copy of the receipt to DENR – BMB Wildlife Regulation Section.
- The applicant receives the original copy of the CITES Export/Re-Export Permit.

**Processing Time:** 3 working days

**Requirements:**

- Application Form
- Any document supporting the legal possession or acquisition of wildlife, such as: official receipt/sales invoice; Deed of donation; Certificate of Wildlife Registration/Wildlife Farm Permit; Affidavit; Applicable cutting permits and transport permits such as tree cutting permit, special private land timber permit, certificate of transshipment, certificate of verification (for wood, wood products and derivatives)
- Wildlife inspection report (endorsed to BMB five days upon receipt of permit application by concerned DENR Regional Office)
- Phytosanitary permit (for wild plants)
- Veterinary health certificate (for wild animals)
- Local transport permit (where applicable)

- Breeding/production reports validated by the regional office
- Export declaration (if for commercial purposes)

In the EU, rules impose checks on imports and exports at both the EU and country of origin levels and each EU Member State has a management authority to issue permits and check imports, as well as a scientific authority to act as a consultative body. EU legal instruments list the endangered species of animals, which roughly correlate to the appBiComendixes found in CITES, and are organized from the greatest degree of trade restrictiveness as assigned by the EU, to the least trade restrictiveness. Further information is provided in the sector-specific Business Guides.

## (h) Department of Environment and Natural Resources (DENR) – Environmental Management Bureau (EMB)<sup>144</sup>

**Table 35: Details of Export Clearance/Permit through DENR-EMB**

<b>Fees</b>	PHP 3,000
<b>Forms</b>	<b>ANNEX 18 – DENR-EMB Transboundary Movement of Waste Notification Form</b> Online download: <a href="https://r12.emb.gov.ph/wp-content/uploads/2018/07/Notification.pdf">https://r12.emb.gov.ph/wp-content/uploads/2018/07/Notification.pdf</a>
<b>Contact</b>	Address: DENR Environmental Management Bureau Central Office, 2/F AQMTC Building, DENR Compound, Visayas Avenue, Diliman, Quezon City Website: <a href="https://emb.gov.ph/">https://emb.gov.ph/</a>

### 1. Export Clearance: Hazardous Wastes

Hazardous Wastes are allowed to be exported for recovery, treatment, and final disposal only to countries that are Parties to the *Basel Convention on the Transboundary Movement of Hazardous Wastes and their Disposal* or to countries with existing bilateral, multilateral, or regional agreements as provided for in Article 11 of the *Basel Convention*. The Export Clearance is issued after the consent from the Competent Authority of the importing countries has been obtained by the DENR-EMB.

#### Procedure:

- Submit the required documents to the DENR-EMB Central Office Records Section.
- DENR-EMB evaluates the application and prepares the evaluation report.
- The applicant pays the Export Clearance fee at the Cashier Section.
- The applicant receives the signed Export Clearance.

**Processing Time:** 20 working days

#### Requirements:

- Letter of Request
- Notarized Affidavit attesting to the truth, accuracy and genuineness of all information, documents and records contained and attached in the application.
- Accomplished Notification Form
- Notification/Consent of Importing Country (including consent of transit countries)
- Hazardous Waste Registration of the Generator/s
- Latest Quarterly Report
- Insurance (shipment)
- Purchase Order
- Last Bill of Lading

- Financial guarantee to cover cost for re-import
- Movement Document/ Manifest of previous export (if applicable)
- Affidavit of Joint Undertaking of Exporter/Importer, including contractual obligations on environmentally sound management of wastes

## (i) Department of Environment and Natural Resources (DENR) – Forest Management Bureau (FMB)<sup>145</sup>

**Table 36: Details of Export Clearance/Permit through DENR-FMB**

<b>Fees<sup>146</sup></b>	Verification/inspection fee – 1% of FOB value of wood products to be exported
<b>Contact</b>	Address: Visayas Avenue, Diliman, 1100 Quezon City Email: <a href="mailto:fmb@denr.gov.ph">fmb@denr.gov.ph</a> Phone: (+632) 8927-4788 Website: <a href="http://forestry.denr.gov.ph/">http://forestry.denr.gov.ph/</a>

### 1. Export Authority: Finished and semi-finished wood products<sup>147</sup>

#### Procedure:

- Submit the requirements to the DENR *Community Environment and Natural Resources Office* (CENRO) and request an inspection/verification five working days before loading of shipment.
- CENRO evaluates the application and dispatches a team to verify the commodity.
- CENRO personnel forwards the verification report with the application and requirements to the DENR *Provincial Environment and Natural Resources Offices* (PENRO).
- PENRO reviews the application and endorses it for issuance of Export Authority by the Regional Executive Director. The Export Authority, covering transport from processing plant to final loading point, is forwarded to CENRO.
- CENRO approves the export clearance certificate. CENRO supervises the loading of the commodities and issues the export compliance certificate to exporter.

#### Requirements:

##### For Individuals

- Photocopy of purchase order
- Letter of Credit issued by the Central Bank of the Philippines
- Certified photo copies of income tax returns for the last three years if applicable
- Sworn statement authorizing DENR representative/s to verify submitted information

##### For Licensed Wood Processors/Exporters

- Photocopy of purchase order
- Letter of Credit issued by the Central Bank of the Philippines
- Certified photo copies of income tax returns for the last three years if applicable
- Sworn statement authorizing DENR representative/s to verify submitted information.
- Photocopy of permit to operate a wood processing plant and corresponding official receipts

##### For Corporations, Partnerships and Associations other than Licensed Wood Professors or Exporters

- Photocopy of purchase order
- Letter of Credit issued by the Central Bank of the Philippines
- Certified photo copies of income tax returns for the last three years if applicable

- Sworn statement authorizing DENR representative/s to verify submitted information.
- Certified photo copy of Certificate of Registration issued by the SEC (for new applicants)
- Certified photo copy of the articles of Incorporation and By-laws of the Partnership/Association and/or Corporation.
- Audited Financial Statements for the immediately preceding three years (for new applicants)
- Authorization letter duly approved by the Board of Directors of the corporation, partnership and/or association designating the representative to sign and follow-up documents for and in behalf of the corporation, partnership and/or association

## (j) Department of Environment and Natural Resources (DENR) – Mines and Geosciences Bureau (MGB)<sup>148</sup>

**Table 37: Details of Export Clearance/Permit through DENR-MGB**

<b>Fees</b>	None
<b>Forms</b>	<b>ANNEX 19 – DENR-MGB Application for Mineral Ore Export Permit</b> Online download: <a href="https://mgb.gov.ph/images/stories/DAO_2008-20.pdf">https://mgb.gov.ph/images/stories/DAO_2008-20.pdf</a>
<b>Contact</b>	Address: MGB Compound, North Avenue, Diliman, Quezon City E-mail: <a href="mailto:central@mgb.gov.ph">central@mgb.gov.ph</a> Telephone: (+632) 6676700 Website: <a href="http://mgb.gov.ph/">http://mgb.gov.ph/</a>

### 1. Export Permit: Mineral Ore

#### Procedure:

- Submit the requirements to the MGB central office or its regional offices via e-mail and courier, including attestation that the submitted digital copy is exactly the same with the hard copy of documents.
- DENR-MGB evaluates the application requirements.
- If complete, DENR-MGB issues the signed mineral ore export permit to the applicant via courier.

**Processing Time:** 2 working days

#### Requirements:

- Application form under *DENR Administrative Order No. (DAO) No. 2008-20<sup>149</sup>*
- Original certified true copy of the pertinent Ore Transport Permits/Delivery Receipts
- Field validation report approved by the relevant MGB Regional Director, containing information such as the validity of the pertinent mining permit/contract, grade, verification of the source of mineral ore and estimated volume and value of the commodity
- Original or certified true copy of the mining permit/contract
- Original or MGB-certified true copy of the Certificate of Accreditation by the MGB, if the MOEP applicant is engaged in mineral trading
- Original or certified true copy of the sale, purchase, marketing contract, or purchase order
- Original or certified true copy of the payment of excise tax or guarantee/surety bond
- Where the mineral or ore is sourced from a Mineral Reservation, proof of payment of royalty
- Original or certified true copy of the final sales/invoice receipt of the previously exported similar mineral or ore (if any)



**(k) Department of Trade and Industry (DTI) – Export Marketing Bureau (EMB)<sup>150</sup>****Table 38: Details of Export Clearance/Permit through DTI-EMB**

<b>Fees</b>	None
<b>Forms</b>	<b>ANNEX 20 – Sample Export Declaration with Coffee Export Clearance</b>
<b>Contact</b>	Address: 1-2F DTI International Building, 375 Sen. Gil J. Puyat Avenue, Makati City E-mail: <a href="mailto:embcoffee@dti.gov.ph">embcoffee@dti.gov.ph</a> Phone : (+632) 8465.3300 local 114 Website: <a href="http://www.dti.gov.ph/Exports">http://www.dti.gov.ph/Exports</a>

**1. Coffee Export Clearance (CEC)<sup>151</sup>**

Coffee export documentation is needed in accordance with the provisions of the *International Coffee Agreement* (ICA) to which the Philippines is a member country.

**Procedure:**

- Submit the scanned copies of the requirements to EMB via e-mail to [MaImeldaTorio@dti.gov.ph](mailto:MaImeldaTorio@dti.gov.ph) and [embcoffee@dti.gov.ph](mailto:embcoffee@dti.gov.ph).
- DTI-EMB checks the completeness and correctness of the submitted documents. If the application is compliant, DTI-EMB assigns the serial number of the CEC and records the details of the application.
- DTI-EMB stamps CEC onto the Export Declaration (ED) and the DTI-EMB Division Chief reviews and approves the CEC.
- DTI-EMB releases the approved CEC to the applicant electronically.

**Processing Time:** 45 minutes

**Requirements:**

- Original Copy of ED Form
- Photocopy of Commercial Invoice
- Photocopy of Packing Lists
- Photocopy of Draft Bill of Lading or Airway Bill (Cargo Booking)

**(I) Department of Trade and Industry (DTI) – Strategic Trade Management Office (STMO)<sup>152</sup>****Table 39: Details of Export Clearance/Permit through DTI-STMO**

<b>Fees</b>	None
<b>Contact</b>	Address: 3F Tara Building, 389 Sen. Gil J. Puyat Avenue, Makati City E-mail: <a href="mailto:stmo@dti.gov.ph">stmo@dti.gov.ph</a> Phone: (+632) 8639.0812 Website: <a href="https://www.dti.gov.ph/negosyo/strategic-trade-management/">https://www.dti.gov.ph/negosyo/strategic-trade-management/</a>

The *Republic Act No. 10697*, also known as the *Strategic Trade Management Act (STMA)*,<sup>153</sup> enforces measures to prevent the proliferation of weapons of mass destruction and their means of delivery from or within the Philippines. Any person or entity that engages or intends to engage in the export, import, re-export, reassignment, transit, or transshipment of goods included in the *National Strategic Goods List (NSGL)* or provides related services (such as brokering, financing, transporting in relation the movement of strategic goods between two foreign countries and providing technical assistance) is required to register with the DTI-STMO.

Prior to engaging in the export, import, re-export, reassignment, transit, transshipment of strategic goods, or the provision of technical assistance or related services, any person must register and apply for an authorization from the DTI-STMO.

There are [three types](#) of authorizations:

- 1) Individual license/authorization: A license granted to one specific person or entity to engage in the export of strategic goods to one end-user, consignee and covering one or more strategic goods.
- 2) Global license/authorization: A type of license granted to one specific person or entity to engage in the export of strategic goods to one or more specific end- users and/or in one or more countries and covering one or more strategic goods.
- 3) General license/authorization: A license to export specific strategic goods to destination countries under the conditions specified in the general authorization. This type of authorization may be used by STMO-registered persons if they comply with two requirements: (1) notify the STMO before the use of such authorization, and (2) comply with the conditions set forth therein. The STMO publishes this type of authorization on its website.

**(m) National Commission for Culture and the Arts (NCCA)<sup>154</sup>****Table 40: Details of Export Clearance/Permit through NCCA**

<b>Fees</b>	<ol style="list-style-type: none"> <li>1. Certificate of Non-Coverage: Application Fee – PHP 50.00 and PHP 250.00 for the certificate</li> <li>2. Permanent Export Permit: Application Fee of PHP 50.00 and 10% of the insured / acquired value manifested in the official receipt or PHP 1,000.00, whichever is higher in value</li> <li>3. Temporary Export Permit: Application Fee of PHP 50.00</li> <li>4. Cost of transportation of the NCCA staff or designated expert examiner/s conducting the inspection</li> </ol>
<b>Forms</b>	<b>ANNEX 21 – NCCA Application for Export Permit</b> Online download: <a href="https://ncca.gov.ph/wp-content/uploads/2021/08/EDITABLESworn-Application-Form-for-Export-Permit.pdf">https://ncca.gov.ph/wp-content/uploads/2021/08/EDITABLESworn-Application-Form-for-Export-Permit.pdf</a>
<b>Contact</b>	Address: 633 General Luna Street, Intramuros, Manila E-mail: <a href="mailto:info@ncca.gov.ph">info@ncca.gov.ph</a> Phone trunkline: (02) 8527-2217 to 18 / 8527-2195 to 97 Website: <a href="https://ncca.gov.ph">https://ncca.gov.ph</a>

**1. Export Permit: Cultural Properties from the Philippines (temporary or permanent export)**

Export permits are issued for cultural properties, whether public or privately-owned, to regulate their movement and transport abroad to ensure that cultural properties, whose loss by export overseas would significantly diminish the cultural heritage of the Philippines, are retained for the benefit of the nation in compliance with the relevant laws.<sup>155</sup>

**Procedure:**

- The applicant (whether the owner, artist, or their duly authorized agent or representative) must submit the required documents to the NCCA at least 60 days before the intended export from the Philippines.
- The NCCA verifies and reviews the application. If needed, the NCCA will refer the object(s) to expert examiners or the competent government agency as part of the assessment.<sup>156</sup> Assessments may require the physical inspection and appraisal of the object(s) for export. The object(s) may either be brought to the NCCA or can be inspected at the office or residence of the applicant if there is risk or difficulty in transporting the object(s) for reasons of size, volume, or weight. The cost of transportation of the NCCA staff or designated expert examiner/s must be borne by the applicant.
- Upon completion of the assessment, the outcome of the application can be:
  - If the object is not a cultural property, Republic Act No. 4846, as amended by Presidential Decree 374, and Republic Act No. 10066 do not apply to the object and a certificate of non-coverage is issued.
  - If the object is a cultural property and if its export would not significantly diminish the cultural heritage of the Philippines, a permanent export permit will be issued.<sup>157</sup>
  - If its export is for an exhibit or scientific scrutiny, a temporary export permit will be issued, which may include the imposition of certain conditions.<sup>158</sup>
  - If the object is a cultural property and its export would significantly diminish the cultural heritage of the Philippines, a letter stating the denial of the application for an export permit will be issued.
- The applicant must bear the required fee and present the Official Receipt to claim the permit or certificate.

**Requirements:**

- A letter of intent addressed to the Executive Director
  - Application Form for Export Permit
  - Certified copy of agreement between the exporting and receiving parties
  - One of the following:
    - Photo copy/ies of sales invoice, the numbers of which are in the authorized statement for printing invoices that are approved by the BIR and which were submitted to the NCCA or the *National Museum of the Philippines* (NMP) by the dealers/exporters of cultural properties duly licensed by the NMP or NCCA; or Notarized Affidavit of Ownership of the objects to be exported stating how these objects were acquired in the absence of sales invoices
    - Notarized Affidavit of Ownership or Certificate of Authenticity if the applicant is the artist
  - If the applicant is acting as an agent or representative for the artist or owner of the object, the agent must provide a *Special Power of Attorney* (SPA) explicitly stating that the artist or owner is allowing him/her to process the application
  - Certificate of Registration of the cultural properties to be exported previously issued by the NMP or NCCA
  - NCCA Board Resolution granting the petition to lift the presumption of Important Cultural Property if the objects for permanent export are works of National Artists and/or *Gawad sa Manlilikha ng Bayan* (GAMABA, *i.e.*, the highest honors awarded to artists in the Philippines)
  - For reproductions of works of National Artists, an affidavit stating the fact that it is a reproduction
  - Colored photograph of each object to be exported or a digital picture thru compact disc and hard copy
  - A copy of passport if the applicant is a foreign national
  - Other documents may be required or waived by NCCA depending on the circumstances surrounding each application.
-

**(n) Optical Media Board (OMB)<sup>159</sup>****Table 41: Details of Export Clearance/Permit through OMB**

<b>Fees</b>	1. Import/Export Permit Fee: PHP 500.00/Way Bill or Bill of Lading 2. Clearance Fee: PHP 50.00
<b>Forms</b>	<b>ANNEX 22 – OMB Application Form for Export Permit</b> Online download: <a href="https://www.omb.gov.ph/wp-content/uploads/2018/07/Exporter-Application-Form.pdf">https://www.omb.gov.ph/wp-content/uploads/2018/07/Exporter-Application-Form.pdf</a>
<b>Contact</b>	Address: No. 35 Scout Limbaga Street, Barangay Laging Handa, Quezon City E-mail: <a href="mailto:info@omb.gov.ph">info@omb.gov.ph</a> Telephone: (+632) 8374.0237 Website: <a href="https://www.omb.gov.ph">https://www.omb.gov.ph</a>

The Optical Media Board (OMB) registers and grants licenses to establishments or entities to engage in the business of manufacturing, mastering, manufacture, replication, importation, or exportation of optical media. An OMB license is needed to obtain an export permit.<sup>160</sup>

**1. Export Permit: Optical Media Products**

An Export Permit is issued by the OMB for license holders engaged in the exportation of optical media products, manufacturing equipment, parts, and accessories.

**Procedure:**

- Obtain OMB Clearance of No Administrative Case from the OMB Legal Division.
- For regular clients:
  - Complete the application form online through the *Philippine National Single Window* (NSW).<sup>161</sup>
  - Print form number with the corresponding bar code number.
  - Submit the duly completed and notarized forms to the Registry/Receiving/Assessing Officer then pay the required fees by presenting the Assessment Slip and payment to the Cashier.
- For new and one-time clients:
  - Secure the OMB Application Form for Import and/or Export Permit and list of requirements from the frontline receiving/assessing area or download it online.
  - Submit the duly filled-out and notarized application form with complete requirements to the Registry Receiving/Assessing Officer for checking then pay the required fees by presenting the Assessment Slip and payment to the Cashier.
- Claim the processed permits from the Registry Releasing Officer after five working days.

**Processing Time:** 1 hour (may extend to 3 days depending on the volume of applications received)

**Requirements:**

- Application Form
- Registration/License as Importer and/or Exporter
- Affidavit of Undertaking
- Certified Copy of Contract and/or Certificate of Ownership from the Source of Rights
- Air Way Bill or Bill of Lading
- Certified Copy of Proforma Invoice
- Packing List

**(o) Philippine National Police (PNP) – Firearms and Explosives Office (FEO)<sup>162</sup>****Table 42: Details of Export Clearance/Permit through PNP-FEO**

<b>Fees</b>	Firearms and Parts: PHP 100.00 per permit Explosives and explosive ingredients: None Controlled Chemicals: None
<b>Forms</b>	The Application Form for Permit to Export Firearms is not available online. It can be obtained from the PNP-FEO.
<b>Contact</b>	Address: National Headquarters, Philippine National Police, Camp BGen Rafael T Crame, Quezon City E-mail: <a href="mailto:admin.feo.csg@pnp.gov.ph">admin.feo.csg@pnp.gov.ph</a> Website: <a href="https://www.feo-system.com">https://www.feo-system.com</a> , <a href="http://feo.csg.pnp.gov.ph">http://feo.csg.pnp.gov.ph</a>

Manufacturers and dealers of firearms, ammunition, explosives, controlled chemicals, and other regulated items need to obtain a license from the PNP-FEO before applying for a Permit to Export.<sup>163</sup>

**1. Permit to Export: Firearms and its Parts, Ammunition and its Components, Airgun/Airsoft, Bullet Proof Vest/Vestment and Other Regulated Items****Procedure:**

- The applicant must submit an application with complete documentary requirements to *PNP-FEO-Permits and Other Licenses Section* (POLS).
- PNP-FEO-POLS evaluates the application if submitted requirements are complete, correct and valid. PNP-FEO-POLS encodes the application number for monitoring purposes and checks the completeness of the application. PNP-FEO-POLS processes the application and approves the Permit to Export.
- The applicant must pay the necessary fees.
- PNP-FEO-POLS issues a *Special Bank Receipt* (SBR) to the applicant following the payment of the corresponding fees for the Permit to Export.
- The applicant submits the SBR and the Surety Bond Receipt.
- The applicant can claim the approved Permit to Export from the PNP-FEO.

**Processing Time:** 24 working days

**Requirements:**

- **Licensed Manufacturers:**
  - Letter request addressed to PNP through the FEO
  - Application form and notarized undertaking that the applicant will abide by all firearm laws, rules, and regulations
  - List of requested items subject for exportation (notarized and certified by the licensee/owner/registered company official)
  - Letter of Intent from foreign buyer
  - Purchase Order
  - Original End-User's Certificate
  - Approved Authority to Import from the country of destination

Additional documents to provide in support of the application:



- Copy of License to Manufacture
- *Special Power of Attorney (SPA)*/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application
- Two government issued IDs with three specimen signatures of the Owner/President/appointed Company Official and the authorized representative/liaison who will process the application

Other documents to be submitted upon approval of the permit:

- *Order of Payment (OP)* and *Special Bank Receipt (SBR)*

- **Licensed Manufacturers (for sample, demonstration, test and evaluation and trade exhibits):**

- Letter request addressed to PNP through the FEO
- Application form and notarized undertaking that the applicant will abide by all firearm laws, rules, and regulations
- List of requested items being applied that will be used in the manufacture of the firearms and ammunition (notarized and certified by the licensee/owner/registered company official)
- Copy of License to Manufacture
- Letter of Intent from the foreign country or an invitation for foreign trade show/exhibit

Additional requirements to comply in support to application:

- *Special Power of Attorney (SPA)*/Secretary's Certificate for authorized representative/liaison for the purpose of processing the application
- Two government issued IDs with three specimen signatures of the Owner/President/appointed Company Official and the Authorized representative/liaison who will process the application

Other requirements to be submitted upon approval of the permit:

- *Order of Payment (OP)* and *Special Bank Receipt (SBR)*
- 

## 2. Permit to Export: Explosives and Explosive Ingredients

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### Procedure:

- The applicant must submit the application with complete documentary requirements to *PNP-FEO-Explosives Management Division (EMD)*.
- PNP-FEO-EMD evaluates the application if submitted requirements are complete, correct and valid. PNP-FEO-EMD encodes the application number for monitoring purposes and checks the completeness of the application. PNP-FEO-EMD processes the application and approves the Permit to Export.
- The applicant can claim the approved Permit to Export from the PNP-FEO-EMD.

**Processing Time:** 20 days

### Requirements:

- Letter Request signed by authorized representative indicating the kind of explosives/explosive ingredients and the quantity
  - Photocopy of Manufacturer or Dealer's License
  - Original Letter of Intent and End-User's Certificate of the Consignee
  - Original certification from consignee that items will not be exported to a third-party country
-

### 3. Permit to Export Controlled Chemicals (PECC) for Manufacturers and Dealers

---

**Procedure:**

- The applicant must submit an application and documentary requirements to the *PNP-FEO-Explosives Management Division* (EMD).
- The PNP-FEO-EMD computes the quantity allowed (if applicable) and checks the completeness of requirements. If the application is complete, the PNP-FEO-EMD prepares the endorsement and permit for approval.
- The applicant can claim the approved PECC.

**Processing Time:** 20 days

**Requirements:**

- Original Letter of Intent and End-User's Certificate of the Consignee
  - Certification from the licensee-exporter with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker
- 



## 5.4 Step 4 - Customs clearance procedures prior to the movement of goods<sup>164</sup>

Exporters to the EU also need to comply with a series of requirements and prepare documents for customs clearance before goods may be loaded onto the carrier and finally shipped to their destination.

### 5.4.1 Authority to Load

The Authority to Load is the approval granted by the *Bureau of Customs* (BOC) allowing goods to board the carrier after the documents and goods have been assessed. To process the Authority to Load, the business must:

- Submit shipping documents to the BOC.
- Wait for the assessment of the documents.
- Receive approval of Authority to Load.
- Pay the applicable arrastre, wharfage, and processing charges.

### 5.4.2 Other export documentation<sup>165</sup>

Export documents refer to certificates and forms that support the products being delivered to the buyer or the port of destination. Towards the end of the export process, these documents are completed by the seller for Customs clearance and compliances before items are shipped.

**Table 43: Overview of other export documents**

Documents	Details
<b>Bill of Lading or Airway Bill</b>	<p>The Bill of Lading is issued by the shipping line that confirms the receipt of the products from the seller of the goods and provides details of the following:</p> <ul style="list-style-type: none"> <li>• Details of Shipper or seller of the goods</li> <li>• Details of Consignee or receiver of the goods</li> <li>• Port of Origin and Port of Destination</li> <li>• Quantity, weight, and nature of the goods</li> <li>• Carrier details (<i>i.e.</i>, vessel number, seal number)</li> </ul> <p>The Airway Bill is issued by the airline, similar to the Bill of Lading, which generally contains:</p> <ul style="list-style-type: none"> <li>• Details of Shipper or seller of the goods</li> <li>• Details of Consignee or receiver of the goods</li> <li>• Place of departure and destination</li> <li>• Quantity, weight, and nature of the goods</li> <li>• Carrier details (<i>i.e.</i>, flight number).</li> </ul>
<b>Certificate of Origin</b>	<p>The <i>Certificate of Origin</i> (CO) is a document that certifies that the product for delivery is produced in a particular country. For exports to the EU under the EU GSP, the CO has been replaced by statements on origin under the EU Registered Exporter (REX) System. More information on the EU REX system, as well as the procedures and requirements in the Philippines for REX registration can be found in <a href="#">Part III, Section 3.3</a> of this Business Guide.</p>

<b>Commercial Invoice</b>	The <i>Commercial Invoice</i> (CI) is a document issued by the seller to the buyer that describes the goods being sold, delivery details, discounts, and payment terms. It is used by the Customs Officer of the importing country to determine the duties to be charged for the imported goods.
<b>Packing List</b>	The <i>Packing List</i> (PL) is a document issued by the seller, stating the quantity and weight of the products shipped and the details of how the items are packed inside a container.
<b>Insurance Policy</b>	The Insurance Policy is a certificate that states the insurance coverage of a shipment, such as the loss or damage of the cargo. Depending on the terms of agreement, it may be shouldered by the buyer, supplier, or both.
<b>Post-Loading Certificates</b>	The seller of the goods processes post-loading certificates, depending on the requirements of the destination country or consignee (or receiver of goods). These certificates must be coordinated by both buyer and seller during the negotiation of the sale.

#### **Note regarding Export Charges**

All export duties have been abolished by *Executive Order No. 26*, dated 1 July 1986, except for the export duty for logs, which remains at 20% of the gross F.O.B. value at the time of shipment based on the prevailing rate of exchange. See <https://www.officialgazette.gov.ph/1986/07/01/executive-order-no-26-s-1986/>.





## **SECTION III:**

# **ADDITIONAL TOOLS/ RESOURCES FOR PHILIPPINES BUSINESSES**

# Part VI:

## Tools and resources available to Philippine businesses

Philippine traders are also able to make use of various resources made available by the EU, the Government of the Philippines, and the ITC to determine the applicable rules and to enable them to engage in exports.

### 6.1 The EU's Access2Markets online portal

The [EU's Access2Markets](#) online portal has the objective to better explain trade agreements and preferential trading schemes and help companies to understand whether their products are eligible for reduced tariffs (See [here](#)).

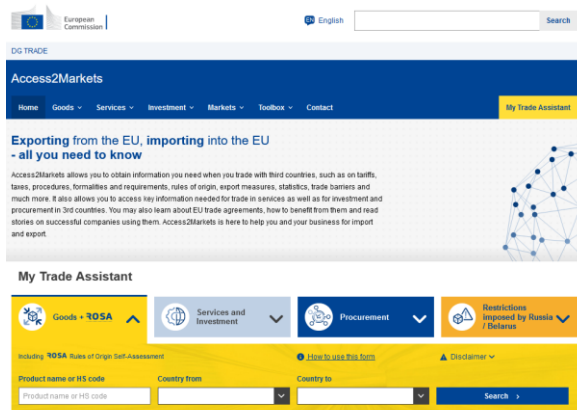
The portal allows users to look up the following details for imported and exported goods:

- Tariffs;
- Taxes;
- Rules of origin;
- Product requirements;
- Customs procedures;
- Trade barriers; and
- Trade flow statistics.

The portal also includes:

- An overview of EU laws on products and services;
- Contact details for customs and other public authorities in EU Member States and in the EU's trading partners; and
- Information on rules of origin and provides a self-assessment tool called ROSA (Rules of origin self-assessment), which provides assistance to determine the applicable rules of origin.

Figure 21: Image of the EU's Access2Markets Platform



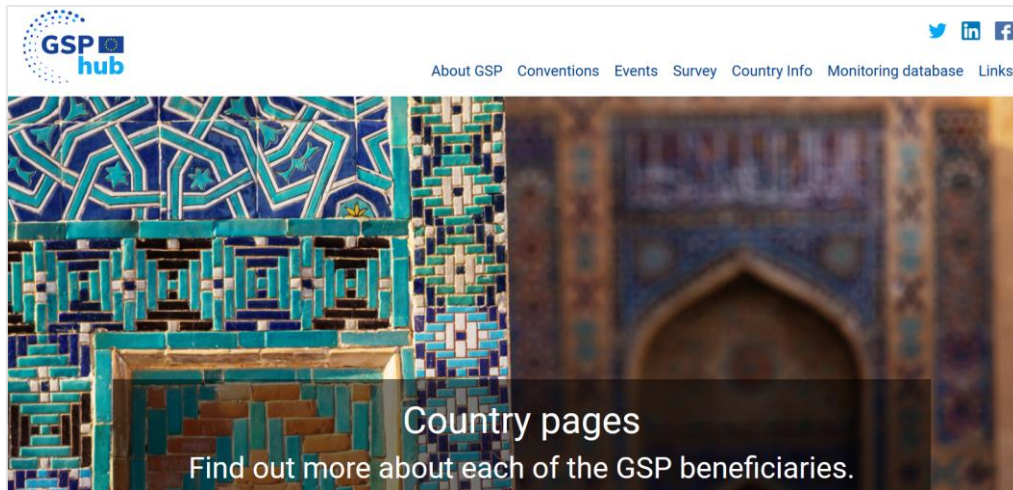
Source: [European Commission Access2Markets](#)

## 6.2 The EU's GSP Hub

The [GSP Hub Project](#), launched in September 2020, seeks to strengthen stakeholder engagement and focus on more sustainable trade. More specifically, the project seeks to increase utilization of GSP, by bringing new EU

investment, encouraging European companies to import from beneficiary countries, and promoting international sustainability standards.

**Figure 22: Image from EU's GSP Hub platform**



Source: [GSP Hub](#)

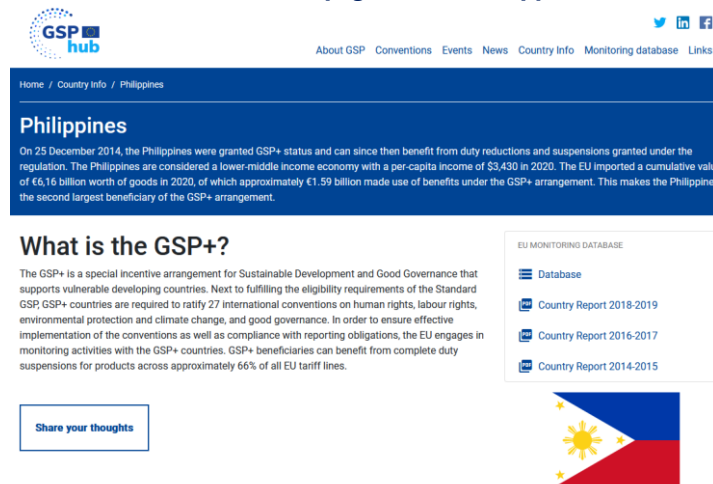
The [GSP Hub website](#) provides a monitoring database, dedicated country pages for all GSP beneficiary countries, a dedicated business engagement forum, and general information of the EU's GSP.

is mainly of relevance for the GSP+ but will be provided for all countries. The objective is to provide more transparency and to improve monitoring.

The website also provides a webpage with the conventions entered into by the GSP countries. This

The GSP Hub provides a dedicated webpage for the Philippines, available at <https://gsphub.eu/country-info/Philippines>.

**Figure 23: Image of the GSP Hub's dedicated webpage for the Philippines**



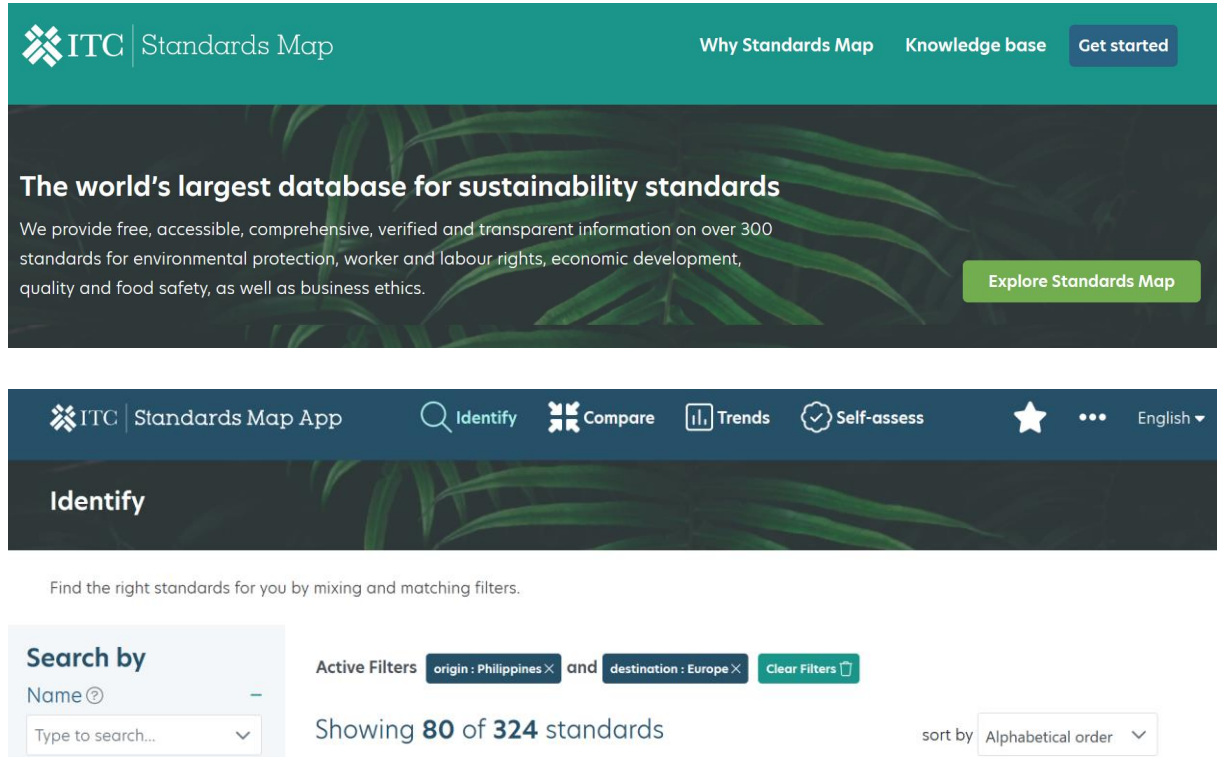
Source: [GSP Hub](#)



### 6.3 The ITC Standards Map

The [International Trade Centre’s Standards Map](#) is another useful tool to obtain easily accessible information regarding private and voluntary sustainability standards and certifications that may be relevant to exporters from the Philippines.<sup>166</sup>

**Figure 24: Image of ITC Standards Map**



Source: [ITC Standards Map](#)

Once on the 'homepage', users should click on the box labelled 'Explore Standards Map' on the right side of the webpage.

On this website, exporters from the Philippines can then narrow down the number of relevant standards applicable to their products. Accordingly, users should select 'Philippines' (under 'Producing country') and

'Europe' (under 'Destination market'). The options for 'Product/service' vary in terms of specificity.

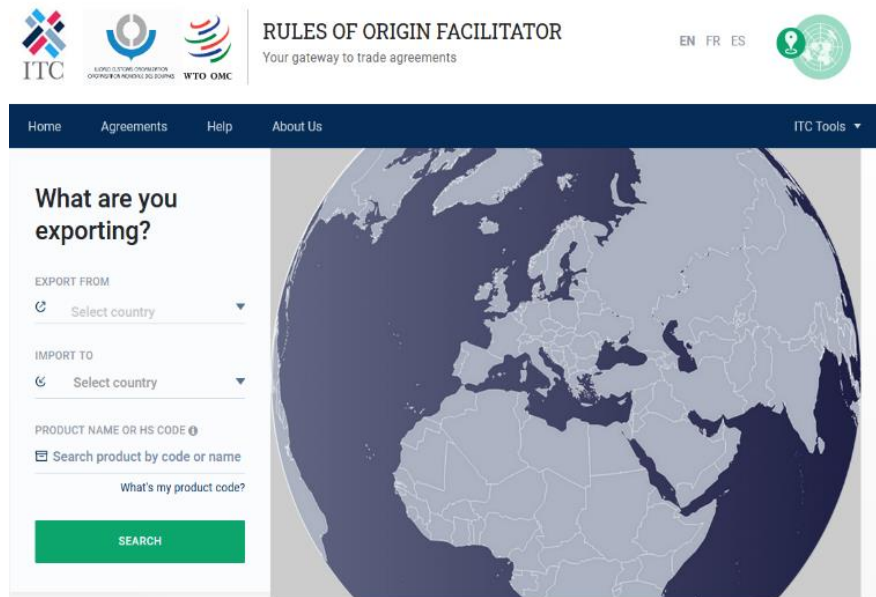
Exporters should explore the options provided and select one that best describes their product. In total, there appear to be 80 standards in the database relevant to products originating in the Philippines that are being exported to Europe.

## 6.4 The ITC Rules of Origin Facilitator

ITC's [Rules of Origin Facilitator](#) provides user-friendly access to ITC's database of rules of origin and origin provisions in trade agreements. The database of rules of origin currently contains data for more than 350 trade agreements applied by more than 190 countries.<sup>167</sup>

The Rules of Origin Facilitator aims to help SMEs increase trade by taking advantage of global trade opportunities in the form of low duty rates under trade agreements. The tool can also be used by policymakers, trade negotiators, economists as well as any other users.

**Figure 25: Image of ITC Rules of Origin Facilitator**



Source: [ITC Rules of Origin Facilitator](#)

## 6.5 Philippine National Trade Repository

The [Philippine National Trade Repository](#) (PNTR) is a platform from which traders are able to obtain relevant information on importing into and exporting from the Philippines, including instructions on import/export procedures, regulations for specific products, relevant laws, and other useful information. The PNTR is available [here](#)

**Figure 26: Image of the Philippine National Trade Repository**



ABOUT ▾ NEWS ▾ TRADE REPOSITORY ▾ COMMODITY SEARCH ▾ CONTACT US

Source: [PNTR](#)

The PNTR provides information on the following:

- Tariff-related information through links to the Tariff Commission's website for the tariff nomenclature and tariff finder with corresponding ROO
- National trade laws
- *Non-tariff measures* (NTM) and links to copies of their governing laws
- Administrative rulings

The PNTR also has a commodity search tool that displays information on regulatory agencies, legal bases, NTMs, and the permits, clearances and certification needed for the import and export of specific commodities.

The establishment of the PNTR is part of the Philippines' commitments under the *ASEAN Trade in Goods Agreement* (ATIGA) and the PNTR is linked to the *ASEAN Trade Repository* (ATR).

The *Technical Working Group on PNTR* (TWG-PNTR) is in charge of setting-up the Portal and is headed by the *DTI-Bureau of Import Service* (BIS) with membership consisting of 50 *Trade Regulatory Government Agencies* (TRGAs) and Trade Policy Related Agencies.<sup>168</sup>

## 6.6 TradeNet – The Philippine National Single Window (NSW)

Figure 27: Images of TradeNet

General information website: <http://info.tradenet.gov.ph/>



Portal: <http://tradenet.gov.ph>

The image shows a screenshot of the TradeNet login form. The form is titled "Log in to tradenet.gov.ph:443" and includes the text "Your login information will be sent securely." Below the title, there are two input fields: "User Name" and "Password". There is also a checkbox labeled "Remember this password". At the bottom right of the form, there are two buttons: "Cancel" and "Log In".

Source: TradeNet

The [TradeNet](#) platform is the Philippine National Single Window (NSW), which is an online platform that allows exporters to apply for various permits online and the 73 *trade-related government agencies* (TRGAs)<sup>169</sup> involved in the issuance of import and export licenses, permits, and clearances for trade, to receive applications and to send responses.

The TradeNet platform is intended to serve as the Philippines' link to the ASEAN Single Window, a regional initiative that seeks to speed up cargo and clearance and promote economic integration by enabling the

electronic exchange of documents among ASEAN member states.<sup>170</sup>

The Philippine NSW was implemented through *Executive Order No. 482* of 27 December 2005. Onboarding of TRGAs began in 2019 and, out of the 73 TRGAs, there are 32 identified priority TRGAs that are currently completing their onboarding with the TradeNet platform.

The general information TradeNet website is accessible to the general public. However, the TradeNet portal is

accessible only to registered users, who can access the following information:

- List of trade regulatory and oversight government agencies
- Trade-related legislation, department orders, memorandum issuances
- Trade and tariff table
- Duty and tax calculator
- List of regulated importable goods
- Other trade-related information<sup>171</sup>

To register, businesses must take the following steps:

- Go to the Bureau of Custom's customer care portal: <https://client.customs.gov.ph/index.php>.
- Create a New Ticket and select – *TradeNET* Application for user account.
- Instructions will be sent on what is needed to verify accreditation.
- Once verified, an e-mail with security credentials to access the *TradeNet* portal will be sent.
- Access to the [tradenet.gov.ph](https://tradenet.gov.ph) portal is provided using the security credentials.

## 6.7 Tradeline Philippines

Figure 28: Image of Tradeline Philippines



Source: [DTI Tradeline](#)

Tradeline Philippines is the business intelligence platform of the *Department of Trade and Industry-Export Marketing Bureau* (DTI-EMB) that aims to deliver timely and relevant information and assistance to existing and potential exporters to enhance their capabilities and competitiveness as suppliers of quality goods and services to global markets.

It is also positioned as DTI-EMB's main information and communications technology tool in providing its stakeholders with an integrated export information system that will provide regular trade statistics reports, market and product information, supplier and buyer databases, and other trade-related information to its valued stakeholders through the web.

[Tradeline Philippines](#) enables exporters to:

- Know more about the EMB and its services and programs
- Access the latest trade statistics
- Be part of buyers' and suppliers' databases
- Meet foreign buyers through business matching
- Download industry/market reports
- File and resolve export complaints
- Access resources such as the EXPONET Directory, prohibited and regulated products, DTI Watchlist of Philippine Exporters and Foreign Buyers,<sup>172</sup> and other publications



## 6.8 Philippines Quality for Trade Platform (Q4T)

Figure 29: Image of Philippines Q4T Platform



Source: ITC

The Philippines Quality for Trade (Q4T) Platform is an integrated toolbox, developed to serve as a one-stop-shop allowing Philippine exporters to discover relevant quality requirements for priority products in targeted markets, obtain guidance on quality-related topics, share best practices, connect with relevant institutions or individuals who can offer assistance and gain insight from those who have already experienced success.

The Platform supports Philippine enterprises, including MSMEs, national experts and institutions, in addition to serving as a tool for public outreach. Several products will ultimately be mapped on the Platform, including Virgin Coconut Oil, Coconut flour, Coconut water, cocoa and coffee.

Philippines Quality for Trade (Q4T) is a web Platform developed by DTI-EMB that enables exporters to:

- Discover specific quality-related requirements,
- Get user-friendly insights into sensitization information on quality requirements to the user
- Get streamlined deep linkages to guidance available elsewhere on the web
- Connect a global network of national pools of quality experts developed under ITC projects, in the Philippines and across the globe;
- Get Quality insights; and training materials, practical guides and quality-related technical materials



# Annexes

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- ANNEX 1 – EU REX Pre-application Form
- ANNEX 2.1 – Cost of Production Analysis Template
- ANNEX 2.2 – List of Raw Materials Template
- ANNEX 3 – List of Local Government Units Integrated with the PBH
- ANNEX 4 – DTI Business Name Registration Sole Proprietorship Application Form and Undertaking
- ANNEX 5.1 – SEC Cover Sheet for Registration
- ANNEX 5.2 – SEC Application to do Business (for foreign stock corporations)
- ANNEX 5.3 – SEC Application to do Business (for foreign partnerships)
- ANNEX 5.4 – SEC Application for Foreign Corporation to Establish Branch Office
- ANNEX 5.5 – SEC Application for Foreign Corporation to Establish Representative Office
- ANNEX 5.6 – SEC Application for Non-Stock Foreign Corporation to Establish Branch/Representative Office
- ANNEX 6.1 – CDA Economic Survey
- ANNEX 6.2 – CDA Cooperative Name Reservation Request Form
- ANNEX 6.3 – CDA Treasurer’s Affidavit (Federation)
- ANNEX 6.4 – CDA Treasurer’s Affidavit (Primary Cooperative)
- ANNEX 6.5 – CDA Treasurer’s Affidavit (Union)
- ANNEX 6.6 – CDA Model Articles of Cooperation
- ANNEX 6.7 – CDA Model By-Laws
- ANNEX 7.1 – BIR Form 1901 for Single Proprietorship
- ANNEX 7.2 – BIR Form 1903 for Corporations, Partnerships, Cooperatives
- ANNEX 7.3 – BIR Tax Type Questionnaire
- ANNEX 8.1 – SSS Form R-1 Employer Registration Form
- ANNEX 8.2 – SSS Form R-1A Employment Report
- ANNEX 9.1 – PhilHealth Form ER1 Employer Data Record
- ANNEX 9.2 – PhilHealth Member Registration Form
- ANNEX 10.1 – Pag-IBIG Virtual Enrolment Form
- ANNEX 10.2 – Pag-IBIG Request Slip
- ANNEX 10.3 – Pag-IBIG Employer’s Data Form
- ANNEX 11.1 – PHILEXPORT CPRS Form for Sole Proprietorship
- ANNEX 11.2 – PHILEXPORT CPRS Form for Partnerships and Corporations
- ANNEX 12 – Sample Export Declaration
- ANNEX 13 – List of Prohibited and Regulated Products for Export
- ANNEX 14 – DA-BFAR Application Form for Export Commodity Clearance
- ANNEX 15 – DA-BPI Application for Inspection and Phytosanitary Inspection
- ANNEX 16.1 – NTA Export Commodity Clearance Form (Leaf)
- ANNEX 16.2 – NTA Export Commodity Clearance Form (Product)
- ANNEX 16.3 – NTA Request for Inspection
- ANNEX 17 – DENR-BMB Application for Inspection and Issuance of Permit/Certification for Export/Re-Export of Wildlife
- ANNEX 18 – DENR-EMB Transboundary Movement of Waste Notification Form
- ANNEX 19 – DENR-MGB Application for Mineral Ore Export Permit
- ANNEX 20 – Sample Export Declaration with Coffee Export Clearance
- ANNEX 21 – NCCA Application for Export Permit
- ANNEX 22 – OMB Application Form for Export Permit

*The annexes are available upon request – please contact the Export Marketing Bureau (EMB) of the Department of Trade and Industry (DTI) [embarisecretariat@dti.gov.ph](mailto:embarisecretariat@dti.gov.ph) or International Trade Center at [itctradepolicy@intracen.org](mailto:itctradepolicy@intracen.org)*

## ENDNOTES

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1 Decision of 28 November 1979, available at [https://www.wto.org/english/docs\\_e/legal\\_e/enabling\\_e.pdf](https://www.wto.org/english/docs_e/legal_e/enabling_e.pdf) (accessed 1 November 2022).

2 Philippines Department of Trade and Industry, Generalized System of Preferences, Statistics attributed to Eurostat data, see <https://www.dti.gov.ph/generalized-system-of-preferences/> (accessed 1 November 2022).

3 A consolidated version of the EU GSP Regulation is available at <http://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX:32012R0978> (accessed 1 November 2022).

4 See Article 4(1) of the GSP Regulation.

5 Refer Annex II of GSP Regulation. Currently, 11 countries export to the EU under the terms of the general arrangement: Republic of Congo, Cook Islands, India, Indonesia, Kenya, Micronesia, Nigeria, Niue, Syrian Arab Republic, Tajikistan, and Viet Nam. Following the recent entry into force of the EU-Viet Nam Free Trade Agreement, Viet Nam will soon cease to benefit from the EU's GSP scheme.

6 Refer to Article 9 of and Annex VII to the GSP Regulation for the full list of criteria to benefit from the GSP+ scheme.

7 The following countries currently benefit from GSP+ preferences: Bolivia, Cabo Verde, Kyrgyzstan, Mongolia, Pakistan, Philippines, Sri Lanka, and Uzbekistan.

8 List of GSP beneficiary countries, European Commission (2022), available at <https://circabc.europa.eu/ui/group/f243659e-26f5-44d9-8213-81efa3d92dc7/library/83191464-a9b5-4973-a3a9-fe17e57d68e8/details> (accessed 1 November 2022).

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10 Refer to Annex V to the GSP Regulation.

11 See Article 7 of the GSP Regulation.

12 Refer Annex IX of the GSP Regulation. See also European Commission, The EU's new Generalised Scheme of Preferences (GSP), p. 14, available at [https://trade.ec.europa.eu/doclib/docs/2012/december/tradoc\\_150164.pdf](https://trade.ec.europa.eu/doclib/docs/2012/december/tradoc_150164.pdf) (accessed 1 November 2022).

13 Article 18 of Regulation (EU) No. 978/2012 of the European Parliament and of the Council of 25 October 2012 applying a scheme of generalised tariff preferences and repealing Council Regulation (EC) No 732/2008, OJ L 303, 31. 10. 2012.

14 Article 5(2)(a) of the GSP Regulation.

15 Article 10(5) of the GSP Regulation. The Economic Vulnerability Criteria are defined in Article 9(1) and Annex VII of the GSP Regulation.

16 Article 17(2) of the GSP Regulation.

17 See Article 8(1) of the GSP Regulation.

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18 Thresholds are listed in Annex VI of the GSP Regulation.

19 Article 5(2)(b) of the GSP Regulation.

20 See Recital 8 and Article 1 of Commission Delegated Regulation (EU) 2021/114 of 25 September 2020 amending Annexes II and III to Regulation (EU) No 978/2012 of the European Parliament and of the Council as regards Armenia and Vietnam, OJ L 36, 2.2.2021, p. 5–6, available at <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32021R0114> (accessed 10 November 2022).

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24 See 2008/803/EC: Commission Decision of 14 October 2008 providing for the initiation of an investigation pursuant to Article 18(2) of Council Regulation (EC) No 980/2005 with respect to the effective implementation of certain human rights conventions in Sri Lanka, available at <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32008D0803> (accessed 1 November 2022).

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30 EU, GSP hub, <https://gsphub.eu/about-gsp/gsp-plus> (accessed 1 November 2022).

31 Philippines Department of Trade and Industry, Generalized System of Preferences, see <https://www.dti.gov.ph/generalized-system-of-preferences/> (accessed 1 November 2022).

32 Regulation (EU) No 978/2012 of the European Parliament and of the Council of 25 October 2012 applying a scheme of generalised tariff preferences and repealing Council Regulation (EC) No 732/2008, available at <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32012R0978> (accessed 1 November 2022).

33 See Article 14 of the European Commission's Proposal for the future GSP Regulation.

34 Paragraph 1 of Article 22 of the GSP Regulation.

35 Section II of Chapter VI of the EU's GSP Regulation.



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36 Subparagraphs (a) and (b) of paragraph 1 of Article 29 of the GSP Regulation.

37 Article 29(2) of the GSP Regulation.

38 See Chapter II of the European Commission's Proposal for the future GSP Regulation, notably Articles 22 and 29.

39 Proposal for a Regulation on applying a Generalised Scheme of Tariff Preferences and repealing Regulation (EU) No 978/2012 of the European Parliament and of the Council, European Commission (22 September 2021), Available at [https://trade.ec.europa.eu/doclib/docs/2021/september/tradoc\\_159803.pdf](https://trade.ec.europa.eu/doclib/docs/2021/september/tradoc_159803.pdf) (accessed 1 November 2022).

40 See [https://tbinternet.ohchr.org/\\_layouts/15/TreatyBodyExternal/Treaty.aspx?CountryID=137&Lang=EN](https://tbinternet.ohchr.org/_layouts/15/TreatyBodyExternal/Treaty.aspx?CountryID=137&Lang=EN) (accessed 1 November 2022).

41 Ibid.

42 See [https://www.ilo.org/dyn/normlex/en/f?p=1000:11300:0::NO:11300:P11300\\_INSTRUMENT\\_ID:312226](https://www.ilo.org/dyn/normlex/en/f?p=1000:11300:0::NO:11300:P11300_INSTRUMENT_ID:312226) (accessed 1 November 2022).

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52 See Article 7 of the GSP Regulation.

53 See <https://trade.ec.europa.eu/access-to-markets/en/home> (accessed 1 November 2022).

54 Article 33 of the GSP Regulation.

55 Articles 37 and 41-58 of Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015 supplementing Regulation (EU) No 952/2013 of the European Parliament and of the Council as regards detailed rules concerning certain provisions of the Union Customs Code and Articles 60 and 70-112 of Commission Implementing Regulation (EU) 2015/2447 of 24 November 2015 laying down detailed rules for implementing certain provisions of Regulation (EU) No 952/2013 of the European Parliament and of the Council laying down the Union Customs Code.

56 Annex 22-03 'Introductory notes and list of working or processing operations which confer originating status' of Commission Delegated Regulation (EU) 2015/2446. Notably, Note 2(2.5) of Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015 supplementing Regulation (EU) No 952/2013 of the European Parliament and of the Council as regards detailed rules concerning certain provisions of the Union Customs Code states that: "In most cases, the rule(s) set out in column 3 shall apply to all beneficiary countries listed in Annex II to Regulation (EU) No 978/2012. However, for some products originating in beneficiary countries of the special arrangement for least developed countries, as listed in Annex IV to Regulation (EU) No 978/2012 ('LDC beneficiary countries'), a less stringent rule shall apply. In these cases, column 3 is split into two subcolumns, (a) and (b), with subcolumn (a) showing the rule applicable to LDC beneficiary countries and subcolumn (b) showing the rule applicable to all other beneficiary countries as well as to exports from the European Union to a beneficiary country for the purposes of bilateral cumulation", OJ L 343, 29.12.2015, available at <http://eurlex.europa.eu/legalcontent/EN/TXT/?uri=CELEX%3A32015R2446> (accessed 1 November 2022).

57 The rules are contained in Articles 41(a), 44, 45 and Annex 22-03 of the Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015.

58 Article 53 of Commission Delegated Regulation (EU) 2015/2446.

59 Laid down in Article 55 of Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015 (accessed 1 November 2022), which provides that:

"Regional cumulation shall apply to the following four separate regional groups:

(a) group I: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar/Burma, Philippines, Thailand, Vietnam;

(b) group II: Bolivia, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Nicaragua, Panama, Peru, Venezuela;

(c) group III: Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka;

(d) group IV: Argentina, Brazil, Paraguay and Uruguay".

60 Article 55 of Commission Delegated Regulation (EU) 2015/2446.

61 Article 55(1)(a) of Commission Delegated Regulation (EU) 2015/2446.

62 Article 56 of Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015.

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63 See <https://ec.europa.eu/trade/policy/countries-and-regions/negotiations-and-agreements/> (accessed 1 November 2022) for list of Agreements maintained by the EU.

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65 Article 48 of Commission Delegated Regulation (EU) 2015/2446.

66 Article 48(1) of Commission Delegated Regulation (EU) 2015/2446.

67 See Notes 6 and 7 of Part I of Annex 22-03 of Commission Delegated Regulation (EU) 2015/2446.

68 Articles 47 and 49(2) of Commission Delegated Regulation (EU) 2015/2446.

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73 Article 78 of Commission Implementing Regulation (EU) 2015/2447.

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79 Article 91 of Commission Implementing Regulation (EU) 2015/2447.

80 Article 79 and Article 89(2) of Commission Implementing Regulation (EU) 2015/2447.

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84 Laid down in Commission Implementing Regulation (EU) 2019/2072.

85 See Part IV, Section 3.2.

86 Annexes XIII and XIV to Commission Implementing Regulation (EU) 2019/2072.

87 Annex XI part C to Commission Implementing Regulation (EU) 2019/2072.

88 See: EU, Access to Markets, Documents needed for customs clearance in the EU, available at <https://trade.ec.europa.eu/access-to-markets/en/content/customs-clearance-documents-and-procedures> (accessed 1 November 2022).

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90 For further information, see European Commission, The single administrative document (SAD), available at [http://ec.europa.eu/taxation\\_customs/business/customs-procedures/generaloverview/singleadministrativedocument-sad\\_en](http://ec.europa.eu/taxation_customs/business/customs-procedures/generaloverview/singleadministrativedocument-sad_en) (accessed 1 November 2022).

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94 DTI Administrative Order Number 18-07 Series of 2018, Annex E Schedule of Fees, available at <https://bnrs-testing.s3-ap-southeast-1.amazonaws.com/files/20200409/d1zaxfpvzd1948.pdf> (accessed 1 November 2022).

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Regular processing - <https://esparc.sec.gov.ph/docs/UserGuide-esparc.pdf> (accessed 1 November 2022); ONESEC Processing - <https://esparc.sec.gov.ph/docs/OneSEC%20Processing%20of%20e%20SPARC%20User%20Guide.pdf> (accessed 1 November 2022).

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126 2022 DA-BFAR Citizen's Charter, available at <https://www.bfar.da.gov.ph/wp-content/uploads/2022/05/CC2022.pdf> (accessed 1 November 2022).

127 Based on Fisheries Administrative Order (FAO) No. 233-1: <https://www.bfar.da.gov.ph/wp-content/uploads/2021/04/FAO-No.-233-1-s.-2011.pdf> and FAO No. 233- 2: <https://www.bfar.da.gov.ph/wp-content/uploads/2021/04/FAO-No.-233-2-s.-2012.pdf> (accessed 1 November 2022).

128 Regular ECC is clearance issued for the commercial export of aquatic wildlife. Special ECC is clearance issued for the export of aquatic wildlife intended for sample, personal consumption, exhibit/trade fair, educational purposes or scientific research, provided, the volume does not exceed 10 kilograms or the quantity does not exceed 20 pieces.

129 See list of shell discards in Annex B of Fisheries Administrative Order No. 233-2 Series of 2012, available at: <https://www.bfar.da.gov.ph/wp-content/uploads/2021/04/FAO-No.-233-2-s.-2012.pdf> (accessed 1 November 2022).

130 See 2022 DA-BFAR Citizen's Charter, pp. 22-27 for the procedures and requirements.

131 2022 DA-BPI Citizen's Charter, available at <https://www.buplant.da.gov.ph/images/WEB%20NEWS%20ARTICLE/2022/AboutUS/CITIZENS%20CHARTER%202022%20FINAL%20V2.pdf> and DA-BPI website, <https://www.buplant.da.gov.ph/index.php/services> (accessed 1 November 2022).

132 The Protocol for facilitating access to a foreign market for plants, plant products, and planting materials is available at <https://npqsd.bpi-npqsd.com.ph/wp-content/uploads/2022/05/11-Market-Access-BPI-QMS-NPQSD-OP11-1.pdf> (accessed 1 November 2022).

133 BPI Memorandum Order 40 series of 2012 "Guidelines for accreditation of exporters, traders, growers and packing facilities for export of fruits and vegetables", available at <https://npqsd.bpi-npqsd.com.ph/wp-content/uploads/2021/05/2012-MO-40.pdf> (accessed 1 November 2022). See also the 2022 DA-BAI Citizen's Charter for the procedure and requirements to obtain the required license to operate or certificate of registration.

134 FAO, Requirements for Phytosanitary Certificate, <https://www.fao.org/3/y3241e/y3241e06.htm> (accessed 1 November 2022).



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- 135 2022 DA-BPI Citizen's Charter, <https://www.buplant.da.gov.ph/images/WEB%20NEWS%20ARTICLE/2022/ARTA%20Frontline/NPQSD%20-%20Application%20and%20Issuance%20of%20Phytosanitary%20Certificate.pdf>, and <https://npqsd.bpi-npqsd.com.ph/export/> (accessed 1 November 2022).
- 136 2022 DA-BPI Citizen's Charter, p. 76-77
- 137 2020 PCA Citizen's Charter, available at <https://pca.gov.ph/images/Corporate Scorecard/2020 amended citizens charter-2wfh.pdf> (accessed 1 November 2022).
- 138 2020 PCA Citizen's Charter, p. 61.
- 139 PCA Administrative Order No. 2, series of 2012. Rules and Regulations Authorizing an Increase in PCA Laboratory Analysis Fees. Available at <https://pca.gov.ph/images/pdf/issuances/AO02S2012.pdf> (accessed 1 November 2022).
- 140 2021 PHILFIDA Citizen's Charter, available at <https://philfida.da.gov.ph/images/transparency/Citizens Charter/2021/citizen-s-charter.pdf> (accessed 1 November 2022).
- 141 See Citizen's Charter for procedure and requirements.
- 142 2022 SRA Citizen's Charter, available at <https://www.sra.gov.ph/wpcontent/uploads/2022/03/SRA-Citizens-Charter-March-2022.pdf> (accessed 1 November 2022). Further information is available at <https://www.sra.gov.ph/wp-content/uploads/2012/09/2011-2012-SO1-SUGAR-POLICY.pdf> (accessed 1 November 2022).
- 143 2023 DENR-BMB Citizen's Charter, available at <https://www.bmb.gov.ph/downloads/BPKMD/citizenscharter/2023/2023-citizens-charter-complete.pdf> (accessed 1 May 2023).
- 144 2022 DENR-EMB Citizen's Charter, available at <https://emb.gov.ph/wpcontent/uploads/2022/04/2022-CitChart.pdf> (accessed 1 November 2022).
- 145 DENR-FMB website, <https://forestry.denr.gov.ph/index.php/fmb-product-and-services/securing-export-authority-for-finished-and-semi-finished-wood-products> (accessed 2 May 2023).
- 146 DENR Administrative Order No. 54-91, available at <https://www.rinya.maff.go.jp/j/riyou/goho/kunibetu/phl/phl-denr-syou54.pdf> (accessed 1 November 2022).
- 147 Ibid. DENR Administrative Order No. 54-91 defines wood products as:
- "Finished Wood Products – end-products ready for use without need of further manufacture such as, but not limited to doors, door jambs, picture frames, tool handles, wooden shoes, mouldings, toothpicks, chopsticks, boxes, plywood, toys, drawers sides, decorative articles, floor parquets, pallets (assembled), and other similar products;
- Semi-Finished Wood Products – whole end-products requiring final stages of manufacture and/or assembly such as window components, table tops, veneer, and other similar products.
- Knock-down finished or semi-finished wood products – end-products whose components or parts are taken apart for ease in packing, handling, and transporting to the market or the end-user such as cabinets, tables, chairs, and other similar products".
- 148 2021 DENR-MGB Citizen's Charter: [https://mgb.gov.ph/attachments/article/4/MGB%20Citizen's%20Charter\\_2021.pdf](https://mgb.gov.ph/attachments/article/4/MGB%20Citizen's%20Charter_2021.pdf) (accessed 1 November 2022).



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has been extended, the permit recipient must notify the NCCA in writing. Cultural properties covered by temporary export permits, particularly National Cultural Treasures, may be required to be insured against loss or damage by the owners thereof, and/or to be accompanied by a duly authorized representative of the NCCA. NCCA property intended to be temporarily exported for exhibit or scientific scrutiny shall have prior approval from the NCCA Chairman before the issuance of a permit.

159 2021 OMB Citizen's Charter, available at <https://www.omb.gov.ph/wp-content/uploads/2021/10/CITIZEN-CHARTER-2021.pdf>, and OMB website, OMB Memorandum Circular No. 2006-006 Schedule of Fees, available at [https://www.omb.gov.ph/wp-content/uploads/2021/10/mc\\_2006-06.pdf](https://www.omb.gov.ph/wp-content/uploads/2021/10/mc_2006-06.pdf) (accessed 1 November 2022).

160 See 2021 OMB Citizen's Charter for the licensing procedure and requirements.

161 See <https://nsw.gov.ph/login> (accessed 1 November 2022).

162 2023 PNP Citizen's Charter, available at <https://pnp.gov.ph/wp-content/uploads/2023/03/UPDATED-PNP-CITIZENS-CHARTER.pdf> (accessed 8 May 2023).

163 See PNP Citizen's Charter for licensing procedure and requirements.

164 Philippine Export Guidebook 2018: <https://dtiwebfiles.s3-ap-southeast-1.amazonaws.com/EMB+Microsite//Publications/Books/EMB+Philippine+Export+Guidebook+2018.pdf> (accessed 1 November 2022).

165 DTI-EMB Export Guidebook 2018 Edition <https://dtiwebfiles.s3-ap-southeast1.amazonaws.com/EMB+Microsite//Publications/Books/EMB+Philippine+Export+Guidebook+2018.pdf> and BOC website (accessed 1 November 2022).

166 The 'Standards Map' is available at [https://sustainabilitymap.org/standards\\_intro](https://sustainabilitymap.org/standards_intro) (accessed 1 November 2022).

167 See <https://findrulesoforigin.org/> (accessed 1 November 2022).

168 See <https://www.pntr.gov.ph/about/> (accessed 1 November 2022).

169 List of trade regulatory and oversight agencies, available at <http://info.tradenet.gov.ph/wp-content/uploads/2020/10/List-of-Trade-Regulatory-and-Oversight-Agencies.pdf> (accessed 1 November 2022).

170 See <http://info.tradenet.gov.ph/a-quick-guide-in-using-the-tradenet-platform/#faqs> (accessed 1 November 2022).

171 See <http://info.tradenet.gov.ph/a-quick-guide-in-using-the-tradenet-platform/#faqs> (accessed 1 November 2022).

172 The DTI publishes a list of Philippine exporters and foreign buyers that are subject to complaints (e.g., cancelled Letter of Credit, order; non-payment of delivery; non-delivery of paid order, non-delivery of unpaid order; short shipment; quality specifications), which is useful information for exporters dealing with foreign buyers. The list can be accessed through the following: Tradeline Portal: <https://tradelinephilippines.dti.gov.ph/web/tradeline-portal/dti-watchlist>, DTI website: <https://dtiwebfiles.s3-ap-southeast-1.amazonaws.com/EMB+Microsite//Issuances+and+Notices/List+of+Prohibited+and+Regulated+Products+for+Export/DTI+Watchlist+as+of+July+2021.pdf> (accessed 1 November 2022).

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