

MEMORANDUM CIRCULAR NO. 22-04
Series of 2022

Subject : **REVISED GUIDELINES FOR EXPORT CLEARANCE AMENDING MC NO. 20-47**

WHEREAS, according to Section 8 of Republic Act No. 10697, otherwise known as the Strategic Trade Management Act (STMA), the Strategic Trade Management Office (STMO) is created as a bureau under the administrative supervision of the Department of Trade and Industry (DTI) to serve as the executive and technical agency of the national government for the establishment of the management systems for the trade in strategic goods.

WHEREAS, under Section 3 of the STMA, the following activities shall be subject to an authorization issued by the STMO: export, import, transit, transshipment, re-export, reassignment, and the provision of related services.

WHEREAS, under Rule IV, Sections 14 and 15 of the Implementing Rules and Regulations (IRR) of the STMA, requirements are set for covered persons in the declaration, clearance, and documentation of exports of strategic goods.

WHEREAS, under Department Administrative Order (DAO) 19-07, the STMO shall adopt a phased implementation of the activities under the STMA, starting with the registration of stakeholders and followed by export authorization.

WHEREAS, under Memorandum Circular No. 20-26 s. 2020, guidelines are provided for covered persons on obtaining an export authorization from STMO.

NOW, THEREFORE, this Circular is hereby issued for the information, guidance, and compliance of all covered persons.

- 1. The Export Declaration Form.** All Philippine exporters are required to declare goods to be exported using the Export Declaration (ED) form through the Electronic-to-Mobile (E2M) System, the Automated Export Documentation System (AEDS), and through any other electronic or manual means. Thus, all exports authorized by the STMO shall be declared using the same ED form.
- 2. Responsible Person for Filling Out the ED Form.** The exporter has the ultimate responsibility to ensure the accuracy of the documents, even if freight forwarders or customs brokers lodge/ accomplish it. For the export of strategic goods, the authorization number and other pertinent strategic trade information in the appropriate field of the ED shall be required.
- 3. Filling Out the ED Form.** All other parts of the form shall be filled out accordingly. As determined by the Technical Working Group on Trade Facilitation (TWG-TF) composed of the DTI-STMO, Bureau of Customs (BOC), and Investment Promotion Agencies including the Philippine Economic Zone Authority (PEZA), Authority of the

STRATEGIC TRADE MANAGEMENT OFFICE

Freeport Area of Bataan (AFAB), Clark Development Corporation (CDC), and Subic Bay Metropolitan Authority (SBMA), **Box 8** and **Box 31** of the ED shall be used by companies with export authorization from DTI-STMO to indicate the authorization number and other relevant information such as the parties (e.g., freight forwarder or warehouse) involved in the shipment and acting as consignees.

3.1 Box 8: Importer/Consignee; Address

If the STMO-authorized export is bound to a warehouse or freight forwarder facility, instead of the end-user, the exporter must cite the name after the importer/consignee. Accurate reporting of the foreign receiving party involved in the export of goods is essential in verifying the compliance of the shipment to export control regulations.

8 Importer/Consignee; Address	TIN: _____
XYZ Technologies, Inc. c/o ABC Forwarding Center Quiaoguang Road, Guangzhou, China	

3.2 Box 31: Packages and Description of Goods

Box 31 of the ED Form is a free-text field. The exporter shall indicate their authorization number from DTI-STMO in the **second line of the Marks & No. of Packages** portion. This shall be BOC's means to verify the authenticity of the authorization and information presented.

31 Packages and Desc. of Goods	Marks and Numbers - Containers No(s)	
	Marks & no of packages	DTI-STMO EXP-GLO-2020-9999
	Nbr & Kind	10 Cartons

A copy of STMO-issued authorization shall be required in the complete export documentation. It bears a QR code, which shall be a means for BOC or PEZA export clearing officers to verify the authenticity of the authorization and adherence to its terms and conditions.

4. **Requirements for the Export Packing List and Commercial Invoice.** In addition to the accomplished ED form, exporters are required to indicate the STMO authorization in documentation such as the packing list and invoices, and should reflect the detailed and specific description of the goods with applicable quantities and weights.

The packing lists and invoices shall indicate the authorized good/s and its details, including the STMO authorization number, HS code, and NSGL code, either in the “Description of Goods” portion or in the free-text “Additional Information” or “Notes” box. The notation can be formatted as follows:

PACKING LIST

Exporter
Mabuhay Exports
XYZ Commerce Center
999 Jupiter Avenue
Makati City, Metro Manila 1014
Philippines
+6327123456
Juan Dela Cruz

Invoice Number & Date
11104 July 2020

Bill of Lading Number

Reference

Buyer Reference

Consignee
Xie Xie Imports
89 Orchids Avenue
Singapore, Singapore, 119963
Singapore
+658889889
Mei Wang

Buyer (if not Consignee)

Method of Dispatch
Sea

Type of Shipment
FCL

Vessel / Aircraft
MAERSK EMMMA

Port of Loading
Manila Philippines

Port of Discharge
Singapore
Singapore

Country of Origin of Goods
Philippines

Country of Final Destination
Singapore

Date of Departure
12 Oct 2020

Packing Information

Final Destination
Bukit Merah

Product Code	Description of Goods	Unit Quantity	Net Weight (kg)	Kind & No of Packages	Gross Weight (kg)	Measurements (m³)
MB103444	JZ Flowmeter R-1 Sens Sensing device NSGL: 6A002 HS: 9026.10.21 Under STMO-GLEXP-2020-9999	70	95	7 boxes		
MB340667	Signal Converter X3	10	19	1 box		
Total This Page						
Consignment Total						

Additional Information

Place and Date of Issue
MANILA15 Jun 2020

Signatory Company
MABUHAY EXPORTS

Name of Authorized Signatory
JUAN DELA CRUZ

Signature

Example 1. Notation in the “Items” section of the Packing List

The good subject for STMA authorization in this example is marked with its NSGL and HS codes in the “Items” portion with a number of the STMO authorization it will be shipped under

PACKING LIST

Exporter
Mabuhay Exports
XYZ Commerce Center
999 Jupiter Avenue
Makati City, Metro Manila 1014
Philippines
+6327123456
Juan Dela Cruz

Invoice Number & Date
11104 July 2020

Bill of Lading Number

Reference

Buyer Reference

Consignee
Xie Xie Imports
89 Orchids Avenue
Singapore, Singapore, 119963
Singapore
+658889889
Mei Wang

Buyer (if not Consignee)

Method of Dispatch
Sea

Type of Shipment
FCL

Vessel / Aircraft
MAERSK EMMMA

Port of Loading
Manila Philippines

Port of Discharge
Singapore
Singapore

Country of Origin of Goods
Philippines

Country of Final Destination
Singapore

Date of Departure
12 Oct 2020

Packing Information

Final Destination
Bukit Merah

Product Code	Description of Goods	Unit Quantity	Net Weight (kg)	Kind & No of Packages	Gross Weight (kg)	Measurements (m³)
MB103444	JZ Flowmeter R-1 Sens Sensing device	70	95	7 boxes		
MB340667	Signal Converter X3	10	19	1 box		
Total This Page						
Consignment Total						

Additional Information

Place and Date of Issue
MANILA15 Jun 2020

Signatory Company
MABUHAY EXPORTS

Name of Authorized Signatory
JUAN DELA CRUZ

Signature

Example 2. Notation in the Notes Section of the Packing List

The exporter can add a statement in the “Additional Information” or “Notes” section of their forms that certain goods from the list shall be exported with the STMO authorization by way of indicating the relevant NSGL codes, HS codes, and STMO authorization number

Seller
Mabuhay Exports
XYZ Commerce Center
999 Jupiter Avenue
Makati City, Metro Manila 1014
Philippines
+6327123456
Juan Dela Cruz

Invoice Number
111

Date
04 July 2020

Buyer
Xie Xie Imports
89 Orchids Avenue
Singapore, Singapore, 119963
Singapore
+658889889
Mei Wang

Delivery Date

Method of Dispatch
Sea

Type of Shipment
FCL

Port of Loading
Manila
Philippines

Port of Discharge
Singapore
Singapore

Terms / Method of Payment
30% DEPOSIT, 70% BALANCE BEFORE SHIPMENT.

Product Code	Description of Goods	Unit Quantity	Unit Type	Price	Amount
MB103444	JZ Flowmeter R-1 Sens Sensing device NSGL: 6A002, HS: 9026.10.21 To be exported under the authorization STMO-GLEXP-2020-9999	70	95	7 boxes	
MB340667	Signal Converter X3	10	19	1 box	
Total This Page					
Consignment Total					

Additional Information
ETD 13th AUGUST

MOULD CHARGES

Invoice Total
FOBManilaUSD\$0000.

Place and Date of Issue
MANILA15 Jun 2020

Signatory Company
MABUHAY EXPORTS

Name of Authorized signatory
JUAN DELA CRUZ

Signature

Bank Details
Beneficiary's Name: Mabuhay Exports
Beneficiary Bank Name: Philippine National Bank
Swift Code: PNBXXX
Bank Account No.: XXXX-XXXX-XXXX

Example 3. Notation in the “Items” section of the Proforma Invoice

Exporter
Mabuhay Exports
XYZ Commerce Center
999 Jupiter Avenue
Makati City, Metro Manila 1014
Philippines
+6327123456
Juan Dela Cruz

Invoice Number & Date
11104 July 2020

Bill of Lading Number

Reference

Buyer Reference

Consignee
Xie Xie Imports
89 Orchids Avenue
Singapore, Singapore, 119963
Singapore
+658889889
Mei Wang

Buyer (if not Consignee)

Method of Dispatch
Sea

Type of Shipment
FCL

Vessel / Aircraft
MAERSK PHOENIX

Port of Loading
Manila Philippines

Port of Discharge
Singapore
Singapore

Country of Origin of Goods
Philippines

Country of Final Destination
Singapore

Date of Departure
15 Nov 2020

Terms / Method of Payment
30% DEPOSIT, 70% BALANCE BEFORE SHIPMENT.

Marine Cover Policy No

Letter of Credit No

Product Code	Description of Goods	Unit Quantity	Unit Type	Price	Amount
MB103444	JZ Flowmeter R-1 Sens Sensing device	70	95	7 boxes	
MB340667	Signal Converter X3	10	19	1 box	
Total This Page					
Consignment Total					

Additional Information

MOULD CHARGES

Invoice Total
FOBManilaUSD\$0000.

Place and Date of Issue
MANILA15 Jun 2020

Signatory Company
MABUHAY EXPORTS

Name of Authorized Signatory
JUAN DELA CRUZ

Signature

Bank Details
Beneficiary's Name: Mabuhay Exports
Beneficiary Bank Name: Philippine National Bank
Swift Code: PNBXXX
Bank Account No.: XXXX-XXXX-XXXX

Example 4. Notation in the Notes Section of the Commercial Invoice

The exporter shall ensure to apply the similar notations in other commercial documents, as necessary, consistent with the regulations set in this guideline.

5. Recordkeeping Requirements. All of the above commercial documentations including the STMO Registration and Authorization, Invoices, Export Declarations, Bills of Lading, Packing Lists, and other documents related to strategic trade shall be recorded by the exporter and shall be kept at their principal place of business for a period of ten (10) years from the completion of the export activity/ transaction and shall be subject to audits.

6. Repealing Clause. DTI-STMO Memorandum Circular (MC) No. 20-47 S. 2020 is hereby repealed.

This Circular shall take effect immediately.
11 February 2022, Makati City.

Recommending Approval:

Atty. Janice Sacedon-Dimayacyac
Assistant Director

Approved by:

Atty. Luis Manuel M. Catibayan
Director