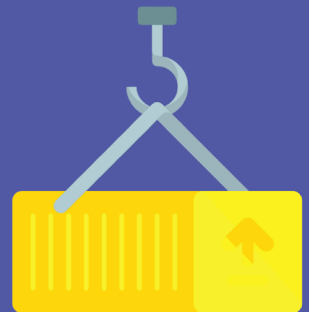


PHILIPPINE EXPORT GUIDEBOOK 2018 Edition

www.dti.gov.ph/exports



2018 DTI-Export Marketing Bureau

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MESSAGE



THE Philippines continues to grow with an average GDP of 6.9% in 2017. It is projected to grow even further with its continued economic reforms. As part of global community with membership in the Association of Southeast Asian Nations (ASEAN) and Asia Pacific Economic Cooperation (APEC), the country enjoys preferential trade benefits from its trade partners. It has existing Free Trade Agreements (FTAs) through ASEAN with Japan, Australia, New Zealand, Korea, China, and India, as well as Generalized Scheme of Preferences (GSPs) on major trading partners such as the United States, Canada, and the European Union.

Since 2015, the government through the Philippine Export Development Plan (PEDP) focused on increasing exports by diversifying into new markets and products; developing export capabilities in products with global potential; addressing bottlenecks in export competitiveness; and eventually establishing global competitiveness and competitive advantage. Efforts of the Department of Trade and Industry (DTI) and the Export Marketing Bureau (EMB) have brought Filipino products and services to the rest of the world through trade shows, business missions, and local programs and interventions that cater to the needs of exporters.

These are only a few of the many developments that sustain Philippine exports' continued growth. On behalf of the DTI, we hope that this new and revised Philippine Export Guidebook be of great help in starting your exporting journey.

We wish you success and prosperity. As outlined in the Ambisyon 2040, DTI envisions an inclusive economy that allows Filipinos to enjoy a prosperous, peaceful, and secure life. We believe that one of the ways to achieve this is through exporting. We hope to empower more exporters as we uplift the country's economy together.

Mabuhay!


NORA K. TERRADO
Undersecretary
DTI - Trade and Investments
Promotion Group



THE new and revised Philippine Export Guidebook is a user-friendly tool which serves as an assurance of the DTI's commitment to help micro, small, and medium enterprises (MSMEs) become globally competitive through export.

This year, the DTI's Export Marketing Bureau (EMB) has designed the guidebook with the MSMEs in mind - keeping it practical and straightforward, with hopes of answering the initial questions about export processes in the Philippines.

The MSME is key in attaining the Philippines's export targets because not only do they comprise 99.5 percent of Philippine businesses, they are also a great source of creativity and innovation, which are needed to maintain the country's competitive advantage and enable the Philippines to leap frog through its growth trajectory.

This Guidebook outlines the different processes an exporter must go through, the advantages and costs involved in a particular process, as well as the agencies that must be contacted. With this information, the EMB, with the help of different government agencies, intends to make exporting easy and stress-free.

We hope this Guidebook becomes the start of greater things ahead.

A long and lasting relationship between your company and the Department of Trade and Industry and the Export Marketing Bureau, the success and growth of your business through exporting; and ensure that you and your company continue to contribute to an inclusive and sustainable growth for the Philippines.

A stylized, handwritten signature in black ink, appearing to read 'Senen M. Perlada'.

SENEN M. PERLADA
Director
Export Marketing Bureau



INTRODUCTION TO EXPORTING

EXPORTING

Exporting is the process by which a local company sends goods or services to another country for sale or trade. Export is an essential function of international trade, as it directly affects economies of countries.

WHY EXPORT?

- 1 To grow and increase your company's sources of revenues
- 2 To expand your company's existing markets
- 3 To enhance your company's and products' competitiveness by creating globally recognized products and services
- 4 To achieve economies of scale and utilize existing manufacturing capacities

IMPORTANCE OF EXPORT

ECONOMIC GROWTH

An increased demand for a country's products and services in international markets will lead to a better economic performance. Furthermore, when a country's exports outweigh its imports, it has a positive effect on the country's total economic growth.

GLOBAL COMPETITIVENESS

Exporting allows companies to be more compliant with international standards and preferences, thereby increasing global competitiveness.

EMPLOYMENT

Increase in export sales results in an increased need for manpower, encouraging companies to employ and train more people. Trained manpower improves workforce capability and direct local employment thereby, expanding labor market opportunities.

COMMON CONCERNS ON EXPORTING

EXPORTING IS ELABORATE



Exporting follows a series of processes; if followed, the company will be able to export easily. There are resources online, as well as, training and information programs offered by the government that aid in worry-free exporting.

LIMITED GOVERNMENT ASSISTANCE FOR EXPORT DEVELOPMENT



The government has different agencies, programs, and initiatives that assist MSMEs (Micro, Small, and Medium Enterprises) with their varied exporting needs, which include but are not limited to: training, export assistance, business matching, accreditation, product development, and international services. Different government arms have various strengths and expertise and collaborate with each other to provide the best possible export service to its MSMEs.

OUR COMPANY IS TOO SMALL TO EXPORT



Size is only one factor in exporting. Price, taste, quality, packaging, intellectual property (IP), and marketing strategies allow MSMEs to thrive in highly competitive export markets.



INTRODUCTION TO EXPORTING

EXPORTING IS COSTLY



An investment is required to make products and services attractive to the international market. There are various ways to mitigate exporting costs, like adjusting payment terms or setting a Minimum Order Quantity (MOQ). There are also different banks and agencies that help MSMEs in terms of financing export orders and requirements.

TOO MUCH RISK INVOLVED



Risk is mitigated when exporters are equipped with the proper information and training. Basic exporting know-how will allow the company to make better exporting decisions.

FACTORS AFFECTING EXPORTS

COMPETITIVENESS

Export competitiveness is determined by factors such as unit labor costs, inflation, productivity, infrastructure, and prices of raw materials. If factors are better versus other suppliers or providers, products and services become attractive to potential buyers.

QUALITY AND ADDED VALUE OF EXPORTS

Demand of export products and services is also dependent on the quality and additional value to the consumer. Better quality and value lead to satisfied customers and more orders.

EXCHANGE RATE

A depreciation in exchange rate will make local products more competitive in the international market. The more products you export in a depreciated market, the higher the value for the exported products.

ECONOMIC GROWTH OF OTHER COUNTRIES

If economies of countries are thriving, demand for imported products will increase. This means the demand for Philippine exports could increase.

ARE YOU READY FOR EXPORT?

Here are some questions exporters should take note before exporting. Take this quiz to know how ready you and your company are for export!

REGISTRATION AND COMPLIANCES

- Does your company have all the required business registrations and permits needed to operate?
- Does your company have an (updated) export license or permit?
- Does your company have all the required local product compliances [i.e. Certificate of Product Registration (CPR), Good Manufacturing Practice (GMP), Hazard Analysis Critical Control Point (HACCP), etc.] to produce and distribute?
- Is your company willing to comply with processes, standards, and certifications needed for the target export country?

PRODUCTION

- Does your company have the capacity to produce (possible) export orders?
- Can your company secure enough raw materials to make the final exported product/s?
- Does your company have adequate knowledge and capacity in modifying product packaging and ingredients to meet foreign import regulations (i.e. labeling) and cultural preferences?



INTRODUCTION TO EXPORTING

FINANCIAL

- Is your company aware of different funding and payment options for export (i.e. telegraphic transfer, letter of credit, etc.)?
- Does your company have the financial resources to actively support the marketing of your products in the targeted overseas markets?
- Does your company have a healthy financial position to cover risks and uncertainties?

MANPOWER

- Is your company willing and able to dedicate staff, time, and resources to process orders and support export customers?
- Does your company have knowledge, support, or manpower to process orders once there is an order?

LEGAL

- Is your company compliant with local and international legal requirements?
- Are your company's Intellectual Properties protected?
- Does your company have a plan and budget for legal mitigation for possible export-related transaction disputes?
- Are your company's interests protected in various export sales contracts and agreement terms?

PRODUCTION

- Does your company have a product or service that has been successfully sold in the domestic market?
- Is your company's product or service sold at the right price for its target markets?
- Does your company have an international marketing plan with defined goals and strategies?
- Is your company willing to possibly invest and grow its presence in the export market (i.e. trade shows, promotions)?

COMPUTE FOR YOUR RESULTS!

Add the number of YES answers to get your final score!

0-4

Let's start and work smart! Your company has the INTENTION to export; now, let's work to become more compliant and knowledgeable on exporting.

5-8

On track, just a few more hacks! There is possible INTEREST, but we need to fine-tune interests with the company's management and processes.

9-12

All Steady, Almost Ready! More than interest, your company WANTS to export because you have started working on business aspects that will make you export-ready!

13-16

You've Got Know-How, there's no stopping now! Your company is COMMITTED to exporting and knows what to do; just a few more tweaks and you're all set!

17-20

Ready, Set, Export! Your company has the right mindset, commitment, and tools needed to succeed in the export market! Start exporting today!



EXPORT PROCEDURE FLOW CHART



STEP 1
BUSINESS BASICS
Register your business with CPRS (Client Profile Registration System) Comply with industry regulations



STEP 2
SELL TO CUSTOMERS
Conduct market research
Sell to local market
Sell to export market



STEP 3
ORDER PROCESSING
Issue Pro-forma Invoice



STEP 4
PAYMENTS AND COLLECTIONS



STEP 5
SEA OR AIR FREIGHT BOOKING
Get pro-forma Bill of Lading or Air Waybill



STEP 6
FILL OUT EXPORT DECLARATION
(via E2M System)





STEP 7 EXPORT CLEARANCES

If Export Clearance (EC) is required, apply at concerned Commodity Agency

- Export Clearance
- Certificate of Exemption

If Clearance is not required, proceed to Step 8

STEP 8 PROCESS AUTHORITY TO LOAD

if Sea Freight-
(pay Wharfage and Arrastre Charges)



Arrastre Contractor
Arrastre



Non-Containerized
Cargo (Warehouse)



Containerized Cargo
(Container Yard)



Philippine Ports
Authority
Wharfage Fee



Shipping Line
Office
Bill of Lading

if Air Freight-
(pay processing fee
at Airport or One-Stop
Export Documentation
Center (OSEDCC))



Loading via
Airport



Airline Office
Airway bill



STEP 9 PROCESS SHIPPING DOCUMENTS

Bill of Lading or Airway Bill
Certificate of Origin
Commercial Invoice
Packing List

STEP 10 CUSTOMER SERVICING





BUSINESS BASICS

COMPANY REGISTRATION

COMPANY REGISTRATION

To start exporting, the company must be a registered business under Philippine laws. Companies need to comply with different regulatory offices to be able to operate properly.

ADVANTAGES OF PROPER BUSINESS REGISTRATION

- The company becomes a legal and law-abiding business in the Philippines.
- The company becomes eligible to avail of benefits and other government services (for SMEs and expanding businesses).
- The company improves relationships with customers by issuing official receipts/ invoices.
- The company can raise more funding or grants.
- Boosts customer's confidence towards your business.

COSTS INVOLVED

- Registration fees
- Processing fees
- Cost of documents
- Notarization fees

HERE'S A TIP!

MAKE SURE YOU FILE, RENEW, AND PAY ON TIME TO AVOID PAYING PENALTIES, SURCHARGES, OR INTERESTS.

A

BUSINESS NAME REGISTRATION

Business entities in the Philippines need to register under different government agencies to be a certified exporter.

WHAT TO DO

BUSINESS NAME REGISTRATION CERTIFICATE (DTI REGISTRATION FOR SOLE PROPRIETORS)

The Business Name Registration Certificate is valid for five years.

- 1 Fill out the **Philippine Business Registry Sole Proprietorship New Application Form** and submit required documents at the DTI Provincial Office or a Negosyo Center near you.
- 2 **Pay business registration fee**, depending on the geographic coverage of the business, and documentary stamp.

Registration Fee :

Scope	Amount
Barangay	PHP 200.00
Municipal	PHP 500.00
Regional	PHP 1,000.00
National	PHP 2,000.00

Requirements:

- Government issued ID (1 Copy)
- Accomplished Philippine Business Registry Sole Proprietorship New Application Form (2 Copies)

- 3 Receive Business Name Registration Certificate



BUSINESS BASICS

COMPANY REGISTRATION

BUSINESS NAME REGISTRATION (SECURITIES AND EXCHANGE COMMISSION (SEC) FOR PARTNERSHIPS AND CORPORATIONS)

- 1** Sign up online at <http://crs.sec.gov.ph> and complete account confirmation procedures.
- 2** Select **Application Type** by choosing “Register a New Company” among other application types.
- 3** Verify proposed **Company Name** by typing Company name and selecting Industry Type.
- 4** Fill-in company details on the online application form. Data entered will be used to generate Incorporation documents (i.e. Articles of Incorporation, By-laws, etc.). Online application must be filled within four (4) calendar days or reserved name will expire.
- 5** Pay **SEC Registration fees**. Fees are dependent on capitalization and the submission of other requirements.
- 6** Upload **Documents** listed and shown in the system. Click “submit” for processing, review, and approval of SEC. Data and documents must be completed within thirty (30) calendar days, or data encoded will be purged by the system. Failure to comply will make verified company name available for use after thirty (30) calendar days.
- 7** Receive **SEC Certificate of Registration**, together with other business registration numbers.

Requirements:

- Cover Page
- Articles of Incorporation and By-Laws
- Purchase of Stock and Transfer Book (may be purchased at SEC)

COOPERATIVE REGISTRATION (VIA COOPERATIVE DEVELOPMENT AUTHORITY OR CDA)

A cooperative is an autonomous and duly registered association of persons with a common bond of interest, who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles of CDA.

- 1 Submit cooperative requirements to the CDA.
- 2 Pay required fees based on paid-up capital.
- 3 Receive Cooperative Registration document.

Requirements:

- Economic Survey (4 copies)
- Duly Notarized Articles of Cooperation and By-Laws
- Bonds of accountable officer(s) handling funds, securities, of properties in behalf of the cooperative
- Sworn statement of the treasurer duly notarized showing that at least 25% of the total subscription has been paid. Paid-up capital must not be less than PHP 2,000.00.

WHO TO CONTACT

DEPARTMENT OF TRADE AND INDUSTRY (DTI)

PBR-BNRS Help Desk
Trade & Industry Building
361 Senator Gil J. Puyat Avenue, Makati City
Phone: (+632)751.0384
Email: bnrshelpdesk@dti.gov.ph



BUSINESS BASICS

COMPANY REGISTRATION

SECURITIES AND EXCHANGE COMMISSION (SEC)

Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City
Phone: (+632) 818.5554
Website: <http://www.sec.gov.ph>

COOPERATIVE DEVELOPMENT AUTHORITY (CDA)

Cooperative Development Authority (CDA)
827 Aurora Blvd., Service Road, Barangay Immaculate Conception
Cubao, Quezon City
Phone: (+632) 725.2107
Email: publicaffairs@cda.gov.ph
Website: <http://www.cda.gov.ph/>

B

BARANGAY CLEARANCE

A Barangay Clearance is issued by the local barangay unit where the business is located. It is important to signify business location and is required in opening a bank account and applying for a business permit.

WHAT TO DO

For New and Renewal of Applications

- 1 Fill out the application form from the Barangay Hall where the company address is located.
- 2 Submit requirements together with the application form.
- 3 Wait for assessment.
- 4 Pay corresponding fees to the cashier.
- 5 Wait for release of Barangay Clearance.

Requirements for New Applications:

- Filled out Application Form
- DTI Business Name Certificate (for Single Proprietorship) or SEC Certificate of Incorporation or Partnership
- Contract of Lease (if renting) or Land Title and Tax Declaration (if owned)

Requirements For Renewal of Applications (for same office address or Revenue District Office):

- Filled out Application Form
- Old Barangay Clearance Form
- Contract of Lease (if renting) or Land Title and Tax Declaration (if owned)

WHO TO CONTACT

BARANGAY HALL WHERE YOUR COMPANY ADDRESS IS LOCATED

C

BUSINESS OR MAYOR'S PERMIT REGISTRATION

Business or Mayor's permit is a document that ensures that the business is safe to operate under the city's ordinance. It is processed in the City or Municipal Hall and is renewed yearly.

WHAT TO DO

- 1 Go to the City or Municipal Hall where the business is located.
- 2 Ask for the business registration form (*have it completed and notarized*) and submit your completed registration with all the requirements (*except for the fire and sanitation permit, which will be done in the next steps*).
- 3 To ensure the correctness of the business registration application, inquire about the form details (i.e. classification, business activity) with the respective City Hall officials.



BUSINESS BASICS

COMPANY REGISTRATION

- 4 Necessary taxes, fees and charges will then be assessed and recommended by the licensing officer. Submit your completed registration application form and assessment of fees to the receiving window of the Business Processing and Licensing Office (BPLO). You will then be given an acknowledgment of receipt of application.
- 5 Go to the treasury office/cashier to pay the necessary fees.
- 6 Once paid, proceed to the fire department with your receipt for the request and issuance of your fire permit.
- 7 Proceed to the health department with your receipt for the request and issuance of your health / sanitation permit.
- 8 Depending on the number of days of processing advised by the licensing officer, once due, return to the City Hall where you filed your application for the release of your Business / Mayor's Permit and other required permits and/or licenses.

Requirements (For New or Change in Address):

- Lease Contract (if rented) or Transfer Certificate of Title (TCT)/Tax Declaration (if owned)
- Business Registration (DTI/ SEC/ CDA Certificate of Registration)
- Barangay Clearance
- Sketch of location
- Occupancy Permit
- Locational Clearance – you may get this at the Zoning Office of the City Hall where your business is located. Ask for an application form and submit all of the above requirements (items 1 to 5). Locational clearance will be released within three (3) days but may extend up to five (5) days if inspection is deemed necessary.
- Public Liability Insurance – can be bought from an accredited insurance company
- Community Tax Certificate (Cedula) – you can get this at the City Treasurer's Office in the same City Hall
- Fire Permit
- Sanitary Permit

- Other Requirements depending on the type of business:
 - National Food Authority (NFA) license for dealership of rice, corn, and wheat
 - Food and Drug Administration (FDA) permit for drugstores / bakeries
 - Accreditation by the Department of Trade and Industry (DTI) in cases of auto repair shops, electronics, radio, and other electrical equipment services
 - Real Estate Broker's License issued by the DTI for real estate brokerage firms
 - Pest Control License for Pest Control Services
 - PCSUCIA (National License) for Security Agencies
 - LTO Franchising and Regulatory Board permit for transport services
 - Energy Regulatory Board (ERB) for LPG dealerships

COSTS INVOLVED

- Business or Mayor's Permit Fees (Fees depend on type of business activity and city where the business is registered in)
- Cost of Documents
- Notarization fees

WHO TO CONTACT

CITY OR MUNICIPAL HALL WHERE YOUR COMPANY ADDRESS IS LOCATED

D

TAX REGISTRATION

The Government requires that all registered businesses must register, file, and pay taxes. These taxes are used to fund short and long-term government projects that will benefit all its citizens.

WHAT TO DO

CERTIFICATE OF REGISTRATION

- 1 Identify where you will be paying your taxes.



BUSINESS BASICS

COMPANY REGISTRATION

- 2 Based on your company's office address location, check where your Revenue District Office (RDO) is.
- 3 Submit accomplished BIR forms and required documents.
- 4 Get assessment from Revenue Officer.
- 5 Pay registration fee at the accredited bank under your RDO's jurisdiction.
- 6 Bring payment and requirements back to your assigned RDO.
- 7 Wait for processing of your Bureau of Internal Revenue's (BIR) Certificate of Registration.
- 8 Display Certificate of Registration at a visible place of your company's business address.

Requirements (For New or Change in Address):

- Photocopy of SEC Certificate of Incorporation; or Photocopy of Certificate of Recording (in case of partnership); or Photocopy of License to Do Business in the Philippines (in case of foreign corporation)
- Articles of Incorporation or Articles of Partnerships
- Photocopy of Business or Mayor's Permit or Duly received Application for Business or Mayor's Permit, if the former is still in process with the local government unit (LGU)
- New sets of permanently bound books of accounts
- Proof of Payment of Annual Registration Fee (ARF) (not applicable to those exempt from the imposition of ARF)
- BIR Form No. 1906
- Final and clear sample of Official Receipts/ Invoices

Other documents for submission, if applicable:

- Franchise Documents [for Common Carrier (e.g. Certificate of Public Convenience)]
- Memorandum of Agreement (for Joint Venture)
- Franchise Agreement
- Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity
- Proof of Registration/Permit to Operate with BOI, BOI-ARMM, SBMA, BCDA, and PEZA

WHO TO CONTACT

BUREAU OF INTERNAL REVENUE

BIR National Office Bldg., BIR Road, Diliman, Quezon City
Phone: (+632) 981.7000
Email: contact_us@bir.gov.ph
Website: www.bir.gov.ph

REGIONAL DISTRICT OFFICE WHERE YOUR BUSINESS ADDRESS IS LOCATED

Website: <https://www.bir.gov.ph/index.php/contact-us/directory/revenue-district-offices.html>.

E

EMPLOYEE REGISTRATION



I. SOCIAL SECURITY SYSTEM (SSS) REGISTRATION

The SSS is a government-run insurance program that provides social security benefits to all employees of the Philippines. The SSS provides “meaningful protection to its members and their beneficiaries against the hazards of disability, sickness, maternity, old age, death and other contingencies resulting in loss of income or financial burden”. To comply with Philippine laws, all employers are required to register their employees and pay the necessary contributions.

WHAT TO DO

- 1 Employers must accomplish Social Security Forms R-1 and R-1A, signed by the President, Chairman, or Corporate Secretary.
- 2 Submit forms for assessment with other documentary requirements.
- 3 Wait for assessment.
- 4 Registration release.



BUSINESS BASICS

COMPANY REGISTRATION

5

Pay monthly contributions. Schedule of contributions are available at www.sss.gov.ph.

Requirements:

- Filled out R-1 and R-1A form
- Copy of Business Registration Certificate

WHO TO CONTACT

SOCIAL SECURITY SYSTEM (SSS)

SSS Building East Avenue, Diliman Quezon City, Philippines
Phone: (+632) 920.6401
Email: member_relations@sss.gov.ph
Website: www.sss.gov.ph

SSS SATELLITE OFFICES

Visit and submit documents in an SSS Office near you
Website: <https://www.sss.gov.ph/sss/showBranchDirectory>



II. PHILHEALTH

PhilHealth
Your Partner in Health

Philhealth is a government corporation under the Department of Health (DOH) that executes the National Health Insurance Program (NHIP). The NHIP of the Philippines ensures that employees are given “affordable, acceptable, available, and accessible health care services”. By regularly contributing to Philhealth, employees are able to claim various inpatient and outpatient benefits across different health care institutions.

WHAT TO DO

1

Register the company under Philhealth.

- 2 Ask existing employees to register as members of Philhealth.
- 3 Get employees registration numbers.
- 4 Submit list of member-employees to Philhealth.
- 5 Pay monthly contribution online.

WHO TO CONTACT

PHILHEALTH HEAD OFFICE

Citystate Centre, 709 Shaw Blvd., 1603 Pasig City, Philippines
Phone: (+632) 441.7444
Email: actioncenter@philhealth.gov.ph
Website: www.philhealth.gov.ph

PHILHEALTH SATELLITE OFFICES

Website: www.philhealth.gov.ph/about_us/map/regional



III. PAG-IBIG FUND

PAG-IBIG Fund is a national savings program initiative and a form of affordable shelter financing for the Filipino worker.

WHAT TO DO

- 1 Company must register with PAG-IBIG fund as an employer.
- 2 Non-member employees must register with PAG-IBIG Fund Online.
- 3 Get employees registration numbers.
- 4 Submit names of employee members to PAG-IBIG Fund.
- 5 Pay monthly contributions.



BUSINESS BASICS

COMPANY REGISTRATION

WHO TO CONTACT

PAG-IBIG FUND

2nd Floor, JELP Building, 409 Addition Hills, Shaw Boulevard
Mandaluyong City
Phone: (+632) 724.4244 (Pag-Ibig)
Email: contactus@pagibigfund.gov.ph
Website: www.pagibigfund.gov.ph

PAG-IBIG FUND BRANCH OFFICES

Website: <http://www.pagibigfund.gov.ph/directory>



BUSINESS BASICS

GOVERNMENT PROGRAMS

BUSINESS ASSISTANCE



The Negosyo Center is a one-stop shop that assists you with your business registration needs. Through the Negosyo Center, SMEs are able to avail themselves of the following services:

- Business Registration Assistance [which includes business registration, trademark registration, BMBE registration (tax incentives for MSMEs)]
- Business Advisory Services (through the Mentor Me program)
- Business Information and Advocacy
- Monitoring and Evaluation

ADVANTAGES

- Face-to-face interaction with DTI representatives who could immediately assist MSMEs with their business concerns.
- Convenient and timely processing; there are 800+ Negosyo Centers located around the country to help with your business processing needs.

WHAT TO DO

- 1 Visit a Negosyo Center and cue for the service that you want to avail of (i.e. business registration, etc.).
- 2 Submit application and requirements.
- 3 Pay required amount.
- 4 Wait for application processing and feedback.
- 5 Receive application or document.



BUSINESS BASICS

GOVERNMENT PROGRAMS

BARANGAY MICRO BUSINESS ENTERPRISE (BMBE)

Barangay Micro Business Enterprise (BMBE) is defined under the BMBE Law, R.A. 9178 Act of 2002 as “any business enterprise engaged in production, processing, or manufacturing of products, including agro-processing, as well as trading and services, with total assets of not more than P3 million. These assets include those arising from loans but not the land on which the plant and equipment are located.” Eligible businesses must also meet the following criteria:

- The business enterprise or service provider, in connection with his or her exercise of profession, is not a professional who is duly licensed by the government after having passed a government licensure examination (e.g. accountant, lawyer, doctor, etc.).
- The business enterprise is not a branch, subsidiary, division or office of a large-scale enterprise, and its policies and business modus operandi are not determined by such enterprise or by persons who are not owners or employees of said enterprise, as mandated by the Department of Finance Order No. 17-04.

ADVANTAGES

- Income tax exemption from income arising from the operations of the enterprise;
- Exemption from the coverage of the Minimum Wage Law (BMBE employees will still receive the same social security and health care benefits as other employees);
- Priority to a special credit window set up specifically for the financing of BMBEs.
- Technology transfer, production and management training, and marketing assistance programs for BMBE beneficiaries; and

- Local Government Units (LGUs) are also encouraged to reduce the amount of local taxes, fees, and charges imposed or exempt the BMBEs from local taxes, fees, and charges.

COSTS INVOLVED

The registration and issuance of the Certificate of Authority of the LGU is free of charge; however, to cover the administrative costs of registering and monitoring the BMBEs, the LGUs can charge a fee not exceeding P1,000.00.

WHAT TO DO

- 1 Accomplish and file the BMBE application form;
- 2 The DTI, through the Negosyo Center, evaluates the application for purposes of determining the eligibility and qualification as a BMBE;
- 3 The DTI, after finding the applicant to be eligible and qualified, issues the BMBE Certificate of Authority within fifteen (15) working days from receipt of application with complete requirements.

Note: The BMBE Certificate of Authority shall be effective for a period of two (2) years commencing from the date of issuance.

Requirements for New Applicants:

- Duly accomplished BMBE application form
- Three passport size ID Pictures
- Certificate of Business Name Registration from the Department of Trade and Industry (DTI), or Certificate of Registration from the Securities and Exchange Commission (SEC), or Certificate of Registration from the Cooperative Development Authority (CDA).
- Mayor's Permit or City/ Municipal Business Permit
- Taxpayer Identification Number (TIN)
- Certificate of Registration from the Bureau of Internal Revenue (BIR)



BUSINESS BASICS

- Sworn affidavit executed by the sole proprietor or the President of the enterprise, as the case may be, that the enterprise is barangay-based and micro-business in nature and scope
- Sworn Statement of Assets and Liabilities supported by pertinent documents
- Pictures of the place of business and its assets, other than cash, receivables and intangibles
- Copy of Loan Contract/s, if any, and duly-notarized Certification of Amortization Payments on the Loan
- Income Tax Return (ITR)

WHO TO CONTACT

NEGOSYO CENTER NEAR YOUR BUSINESS LOCATION

<http://www.dti.gov.ph/programs-projects/negosyo-center>



BUSINESS BASICS

CLIENT PROFILE REGISTRATION SYSTEM

CLIENT PROFILE REGISTRATION SYSTEM (CPRS)

The company's CPRS is filed with various Approving Authorities (AA), each of which has varied sets of requirements and processing timelines. The CPRS is part of the Electronic-to-Mobile (E2M) Customs Administration of the Bureau of Customs (BOC), and will be used later when you export. Upon registration, a password will be issued to you. Please take note of this and keep this confidential.

ADVANTAGES

- The company becomes a legal and recognized exporter.
- The company enjoys tax incentives from export shipments.

COSTS INVOLVED

- Application Fee
- Cost of Documents and Requirements

Register at an appropriate agency to get your Unique Reference Number (URN). This shall serve as proof of accreditation as an exporter.

If you are a/an...	Register at:
<ul style="list-style-type: none">• Exporter accredited under the Export Development Act (EDA)• Coffee Exporter	DTI-Export Marketing Bureau (EMB)
Company registered with the Board of Investments (BOI)	Board of Investments (BOI) (www.boi.gov.ph)
Company located in an area governed by the Philippine Economic Zone Authority (PEZA)	Philippine Economic Zone Authority (PEZA) (www.peza.gov.ph)
Company located in one of the many freeport zone authorities (e.g. SBMA, CDC, AFAB, ZEZA, CEZA, etc.)	At the specific Freeport Zone Authority
Other exporters not identified above	Philippine Exporters Confederation, Inc. (PHILEXPORT) (www.philexport.ph)



BUSINESS BASICS

CLIENT PROFILE REGISTRATION SYSTEM

CPRS (VIA DTI-EMB)

The DTI - Export Marketing Bureau (EMB) is mandated to oversee the development, promotion, and monitoring of Philippine exports. The DTI-EMB provides the exporters the enabling environment to make them globally competitive.

(For coffee exporters)

WHAT TO DO

- 1 Submit required documents and letter of intent.
- 2 Wait for scheduled plant or factory visit.
- 3 Wait for assessment of plant and factory visit.
- 4 Releasing of Certificate of Accreditation.
- 5 Schedule for orientation.

Requirements:

- Letter of Intent
- Mayor's Permit
- BIR Registration
- Business Registration (SEC/DTI/CDA)
- Company Profile
- Latest Audited Financial Statement immediately preceding taxable calendar year

(For EDA Accredited Exporters)

WHAT TO DO

- 1 Submit requirements to DTI-EMB.

- 2 Relodge your CPRS renewal with your VASP of choice (Ekonek, Intercommerce or CDEC). *Refer to p.72 for more details.*
- 3 Wait for the approval of your renewed Certificate of Registration (COR).

Requirements:

The Company's export sales must comprise more than 70% of its total gross sales of the previous year.

- Application Form
- Affidavit of Compliance with the Minimum Wage & SSS Laws
- Bank Certification of Total Inward Remittances
- Copy of Audited Financial Statement

CPRS (VIA BOI)

The Board of Investments (BOI), an attached agency of DTI, is the lead government agency responsible for the promotion of investments in the Philippines. It promotes new and expanding businesses to export and gives these entities incentives and support to grow their business further.

WHAT TO DO

- 1 Request for application form. Indicate company name and nature of business to be given the proper form.
- 2 Fill out form and submit requirements.
- 3 Pay filing fee for initial publication of application.
- 4 Wait for Assessment.
- 5 Pay Certification Fee.
- 6 Receive Certificate of Registration with the BOI.



BUSINESS BASICS

CLIENT PROFILE REGISTRATION SYSTEM

Requirements:

- Application Form
- SEC Registration
- Latest General Information Sheet
- Financial Projections
- Audited Financial Statements
- Board Resolution
- Location Map
- Letter of Endorsement from government agency (i.e. DOST, DOE, etc.)

Disclaimer: Check with BOI for specific requirements. Depending on industry or business type, BOI issues different application forms and processes.

CPRS (VIA PEZA)

The Philippine Economic Zone Authority (PEZA) handles Export Enterprise applications of businesses that fall under the “ECOZONE Pioneer Enterprise”. These enterprises are defined as the following:

- 1 Enterprises engaged in the **manufacturing, processing or production** and not merely in the assembly of packaging of **goods, products, commodities or raw materials** that have not been or are not being produced in the Philippines on a commercial scale.
- 2 Enterprises which **use a design, formula, scheme, method, process or system or production** of transformation of any element, substance or raw materials into another raw material or finished goods which are **new and untried in the Philippines**.

3

Enterprises which **produce non-conventional fuels** or manufacture equipment which utilizes non-conventional sources of energy or uses or converts to coal or other non-conventional fuels or sources of energy in its production, manufacturing or processing operations.

4

Enterprises engaged in the pursuit of **agri-export** processing zone development.

5

Enterprises **under the Investment Priorities Plan**: Provided, that the final product in any of the foregoing instances involves or will involve substantial use and processing of domestic raw materials, whenever available, considering the risk and magnitude of investment.

WHAT TO DO

1

Download the Export Enterprise Application Form found at www.peza.gov.ph

2

Submit necessary requirements.

3

Wait for Assessment.

4

Releasing of PEZA Export Enterprise Permit.

Requirements:

- Download Requirements at www.peza.gov.ph/documents/ERD.1.I.001_checklist.pdf

CPRS (VIA PHILEXPORT)

The Philippine Exporters Confederation, Inc. (PHILEXPORT) is among the BOC accrediting offices as per Customs Memorandum Order (CMO) 39-2008 and can accredit new and existing exporters that are not under the jurisdiction of DTI-EMB, PEZA, or BOI.



BUSINESS BASICS

CLIENT PROFILE REGISTRATION SYSTEM

WHAT TO DO

- 1 Download application form and prepare required documents.
- 2 Submit required documents.
- 3 Wait for assessment.
- 4 Schedule for inspection.
- 5 After inspection, wait for release of CPRS.

Requirements:

- Duly Notarized CPRS Form
- Valid DTI Certificate of Registration/ Articles of Partnership or Incorporation
- Latest SEC General Information Sheet
- Mayor's Permit
- Past Year's Audited Financial Statements
- Past Year's Income Tax Returns (ITR)
- Proof of Physical Location (Transfer of Certificate of Title if owned; Copy of Contract of Lease if leased)
- Location Map of factory and warehouse
- Product List
- Product Brochure
- Duly Notarized Secretary's Certificate indicating major signatories
- Hard and soft copies (in CD Format) of ID Photo and Specimen Signature
- Other Certifications: BMBE, FDA-LTO, DENR, BFAR, PCA, etc.
- Proof of Payment of the CPRS Exporters Accreditation Fee (OR Number)

WHO TO CONTACT

DTI-EXPORT MARKETING BUREAU (EMB)

1-2/F DTI International Building
375 Sen. Gil J. Puyat Ave., Makati City
Phone: (+632) 465.330 loc. 106 and 107
Email: Exponet@dti.gov.ph
Website: www.dti.gov.ph/exports
<http://tradelinephilippines.dti.gov.ph>

BOARD OF INVESTMENTS (BOI)

Industry and Investments Building
385 Sen. Gil Puyat Ave., Makati City
Phone: (+632) 895.3640 / 895.3641 / 895.3657
Email: bossac@boi.gov.ph
Website: www.investphilippines.gov.ph

PHILIPPINE ECONOMIC ZONE AUTHORITY (PEZA)

Building 5, DOE-PNOC Complex, Energy Center
34th Street, Bonifacio Global City, Taguig City, Metro Manila
Phone: (+632) 551.3451
Email: info@peza.gov.ph
Website: www.peza.gov.ph

PHILIPPINE EXPORTERS CONFEDERATION, INC (PHILEXPORT)

ITC Complex, Roxas Blvd. cor Sen. Gil Puyat Ave., Pasay City
Phone: (+632) 230.5555
Email: membership@philexport.ph
Website: www.philexport.ph



BUSINESS BASICS

INDUSTRY CERTIFICATIONS

A

DOCUMENT PREPARATION

FDA - LICENSE TO OPERATE (FOR FOOD, DRUGS, COSMETICS, TOYS, AND DEVICE PRODUCTS)

The License to Operate (LTO) is a document issued by the Food and Drug Administration (FDA) that signifies that the company is legal and follows standards issued by the agency.

ADVANTAGES

- The company becomes a fully operating food/drug/cosmetic entity legally operating in the Philippines.
- The company makes business compliant with Philippine regulatory standards.
- Boosts customers' confidence towards your business and products.

WHAT TO DO (FOR NEW APPLICATIONS)

- 1 Submit a letter requesting for an E-LTO Account. FDA will respond with your Company's username and password.
- 2 Apply for an LTO via FDA's e-portal. Prepare required information such as: business activity, office and plant address, responsible persons. Submit when finished.
- 3 Pay the required amount at any Bancnet branch.
- 4 Wait for inspection and/or evaluation; updates are found at the FDA website.
- 5 Comply with necessary documentary requirements; updates are found at the FDA website.
- 6 Apply corrective and preventive actions, if needed.

- 7 Submit corrective and preventive actions.
- 8 Wait for the approval or disapproval of the LTO's final evaluation.
- 9 Receive physical copy of the FDA License to Operate (LTO). If disapproved, reapply.

WHAT TO DO (FOR RENEWAL)

- 1 Start renewal of application - six (6) months before expiry of LTO.
- 2 Using your company's e-LTO account, re-apply for LTO. Indicate changes or updates in address, operations, or products.
- 3 Submit application and get assessment.
- 4 Pay the required amount at any Bancnet branch.
- 5 Follow steps 4-9 of What To Do (For New Applications)

COSTS INVOLVED

- Application cost
- Bank Charges
- Administrative Cost (Transportation, Communication)
- Costs related to complying with FDA inspection mandates

WHO TO CONTACT

FDA PAIR (PUBLIC ASSISTANCE AND RECEIVING)

Civic Drive, Filinvest Corporate City Alabang, Muntinlupa City
Phone: (+632) 857.1900
Email: pair@fda.gov.ph
Website: www.fda.gov.ph



BUSINESS BASICS

INDUSTRY CERTIFICATIONS

B

PRODUCT PREPARATION

FDA – CERTIFICATE OF PRODUCT REGISTRATION

The Certificate of Product Registration (CPR) is a document that attests the product is safe for consumption or use.

ADVANTAGES

- It assumes that the company complies with product standards and regulations issued by FDA Philippines.
- It provides the company the opportunity to avoid penalties, bans, or withdrawal of products in the market.
- Boosts customers’ confidence towards your business and products.

WHAT TO DO (FOR NEW APPLICATIONS)

- 1 Email the corresponding Center to revalidate account to include Certificate of Product Registration application with the subject NAME OF CENTER <space> REVALIDATION

Center	Products
Center for Food Regulation and Research (CFRR)	Locally manufactured, imported, and exported food products; Raw materials for Food Use; Food Supplements; Bottled Water
Center for Drug Regulation and Research (CDRR)	Drugs, Veterinary Medicine, Vaccine and Biologicals
Center for Cosmetics Regulation and Research (CCRR)	Cosmetics; Household/Urban Pesticides and Hazardous substances; Toy and Childcare articles
Center for Device Regulation Radiation Health and Research (CDRRHR)	Medical Devices; In-Vitro Diagnostic Medical Devices; Radiation Devices

- 2 Wait for confirmation of assigned agency via email.
- 3 Once approved, log-on to your Company's FDA account and click on "Certificate of Product Registration" found at the Dashboard.
- 4 Apply for Certificate of Product Registration by agreeing to the terms of FDA. Prepare required information such as: business activity, office and plant address, responsible persons, and product analysis results.
- 5 Upload required documents online.
- 6 Confirm CPR Application.
- 7 Download schedule of fees.
- 8 Pay the required amount at any Bancnet branch; wait for clearing.
- 9 Wait for product evaluation and comply with necessary documentary requirements.
- 10 Apply corrective and preventive actions.
- 11 Submit corrective and preventive actions online.
- 12 Wait for approval or disapproval of Certificate of Product Registration.
- 13 Receive Certificate of Product Registration via mail or pick-up. If disapproved, reapply.

WHAT TO DO (FOR RENEWAL)

- 1 Start renewal application - 6 months before expiry of Certificate of Product Registration. Using your company's FDA account, re-apply for the Certificate of Product Registration.
- 2 Prepare required information such as: business activity, office and plant address, responsible persons, and product analysis results.
- 3 Upload required documents online (must not be larger than 2MB).
- 4 Confirm CPR Application.
- 5 Download schedule of fees.



BUSINESS BASICS

INDUSTRY CERTIFICATIONS

- 6 Pay the required amount at any Bancnet branch; wait for clearing.
- 7 Wait for product evaluation and comply with necessary documentary requirements.
- 8 Apply corrective and preventive actions.
- 9 Submit corrective and preventive actions online.
- 10 Wait for approval or disapproval of CPR Application. Receive Certificate of Product Registration via mail or pick-up. If disapproved, reapply.

COSTS INVOLVED

- Application or renewal fee
- Penalties (for Late Renewal of Certificate of Product Registration)
- Bank fees

WHO TO CONTACT

FOOD AND DRUG ADMINISTRATION

Civic Drive, Filinvest Corporate City Alabang, Muntinlupa City

Phone: (632) 857.1900

Cosmetics: local 8113/8107

Food: local 8112/8115

Drugs: local 1331/1281/1282

Device: local 807.8517/807.2843

Email: info@fda.gov.ph

Website: www.fda.gov.ph



GMP (GOOD MANUFACTURING PRACTICE) CERTIFICATION

Good Manufacturing Practices (GMP, also referred to as “cGMP” or current Good Manufacturing Practice) is the aspect of quality assurance that ensures that products are consistently prepared, manufactured, and controlled at high quality standards.

ADVANTAGES

- Proof of the company’s competence in product quality, and safety assurance.
- Enables company employees to develop good production and operations habits.
- Reduce risks in products’ quality and safety.
- Timely detect production and management problems, allows companies to reduce cost.
- Allows better understanding and compliance with relevant and standardized laws and regulations.
- Increase company’s international credibility and public image .
- Increase customer confidence with the company.
- Boosts customers’ confidence towards your business and products.

WHAT TO DO

- 1 Fill out the necessary application form from a GMP certifying agency.
- 2 Review and sign contract; pay necessary fees.
- 3 Prepare for initial GMP audit.
- 4 Address recommendations from initial GMP audit.
- 5 Prepare for secondary GMP audit.
- 6 Once recommendations are addressed, the certifying agency will approve and issue the GMP Certification.



BUSINESS BASICS

INDUSTRY CERTIFICATIONS

7 Prepare for annual audit inspection.

Note that the process for every GMP certifying agency varies; it is always best to check with the certifying agency before proceeding.

COSTS INVOLVED

- Certification fees
- Investment needed for GMP compliances

WHO TO CONTACT

FOOD AND DRUG ADMINISTRATION

Civic Drive, Filinvest Corporate City Alabang, Muntinlupa City
Phone: (+632) 857.1900
Email: info@fda.gov.ph
Website: www.fda.gov.ph

ACCREDITED GMP BODIES



GAP (GOOD AGRICULTURAL PRACTICE) CERTIFICATION

Good Agricultural Practice (GAP) is a voluntary audit that verifies that fruits and vegetables are produced, packed, handled, and stored as safely as possible to minimize risks of microbial food safety hazards.

ADVANTAGES

- Proof of the agricultural company's competence in product quality and safety assurance.
- Enables company employees to develop good agricultural production and operations habits.
- Reduce risks in agricultural products' quality and safety.
- Timely detect production and management problems; allows companies to reduce cost.
- Boosts customers' confidence towards your business and products.

- Allows better understanding and compliance with relevant and standardized agricultural laws and regulations.
- Increase agricultural company's international credibility and public image.
- Increase customer confidence with the agricultural company.

WHAT TO DO

- 1 Complete the Request for Audit form from an accredited GAP certifying agency.
- 2 Review and sign contract; pay necessary fees.
- 3 Prepare for initial GAP audit.
- 4 Address recommendations from initial GAP audit.
- 5 Prepare for secondary GAP audit.
- 6 Once recommendations are addressed, the agency will approve and issue the GAP Certification.
- 7 Prepare for annual audit inspection.

Note that the process for every GAP certifying agency varies; it is always best to check with the certifying agency before proceeding.

COSTS INVOLVED

- Certification fees
- Investment needed for GAP compliances

WHO TO CONTACT

FOOD AND DRUG ADMINISTRATION

Civic Drive, Filinvest Corporate City Alabang, Muntinlupa City
Phone: (+632) 857.1900
Email: info@fda.gov.ph
Website: www.fda.gov.ph
Contact the DTI-EMB for Accredited GMP Certifying Bodies



BUSINESS BASICS

INDUSTRY CERTIFICATIONS



HACCP CERTIFICATION

Hazard Analysis and Critical Control Points or HACCP is a systematic preventive approach to food safety from biological, chemical, and physical hazards in production processes that can cause the finished product to be unsafe, and designs measurements to reduce these risks to a safe level.

ADVANTAGES

- Prevents hazards from contaminating.
- Boosts customers' confidence towards your business and products.

WHAT TO DO

- 1 Contact a HACCP certifying agency and Conduct a Hazard Analysis.
- 2 Fill out the necessary application form from a HACCP certifying agency.
- 3 Review and sign contract; pay necessary fees.
- 4 Prepare for initial inspection and audit.
- 5 Application of the seven critical points for certification:
 - Conduct a Hazard Analysis
 - Identify Critical Control Points
 - Establish Critical Limits
 - Establish Monitoring Procedures
 - Establish Corrective Actions
 - Establish Verification Procedures
 - Record Keeping Procedure
- 6 Prepare for secondary HACCP audit.
- 7 Address recommendations from the HACCP audit.

8 Once recommendations are addressed, the agency will approve and issue the HACCP Certification.

9 Prepare for annual audit inspection.

WHO TO CONTACT

FOOD AND DRUG ADMINISTRATION

Civic Drive, Filinvest Corporate City Alabang, Muntinlupa City
Phone: (+632) 857.1900
Email: info@fda.gov.ph
Website: www.fda.gov.ph

ACCREDITED HACCP BODIES



HALAL CERTIFICATION

The word “Halal” is an Arabic word that means “permitted” or “lawful” under Shari’ah or Islamic Law. The term is used mostly in relation to food and food preparation, which indicates that the product or manner of preparation is accepted under Islam and is allowed for human consumption. For successful certification, the product must follow the following guidelines:

A Does not stem from or consist of any part of or item from animals that are forbidden to Muslims by Islamic law, or animals that have not been slaughtered according to Islamic Law.

B Does not contain any substance that is considered impure according to Shari’ah.

C Prepared, processed, or manufactured using equipment or utensils that are free from impurities, as defined by Shari’ah.

D That in preparation, processing, or storing stage the product does not come in contact with or is stored near any kind of food that does not meet the requirements of Halal.



BUSINESS BASICS

INDUSTRY CERTIFICATIONS

ADVANTAGES

- Easier and faster market entry to Islamic countries, as it assures Muslim and Halal importers that products are accepted for consumption.
- Increase customer base and revenues from Muslim and Halal-consuming markets.
- Boosts customers' confidence towards your business and products.

WHAT TO DO

- 1 Fill out an application form and submit to a Halal certifying body.
- 2 Submit required documentation (such as laboratory test results, ingredients, list of raw materials, etc.) and pay certification fees.
- 3 Wait for evaluation of plant, process flow, location, products.
- 4 Apply corrective actions on plant, product, and supply. Submit requirements, if any.
- 5 Wait for the issuance of HALAL certification, to be renewed accordingly.

Requirements:

- Application Form
- Ingredient list of Halal product to be certified
- Process flow of Halal product to be certified
- Plant specifications

COSTS INVOLVED

- Document Preparation
- Plant compliances to meet Halal standards
- Laboratory tests
- Application, Inspection, Certification, and Renewal Fees
- Packaging change (to include Halal Logo, once approved)

WHO TO CONTACT

DTI-EXPORT MARKETING BUREAU (EMB) HALAL SECTION

1-2/F DTI International Building, 375 Sen. Gil J. Puyat Ave.

Makati City

Phone: (+632) 465.3300 local 122

Website: www.dti.gov.ph/exports

<http://tradelinephilippines.dti.gov.ph>

Email: embinfo@dti.gov.ph

Contact the DTI-EMB Halal Section for Accredited Halal Certification Bodies



KOSHER CERTIFICATION

Kosher in Hebrew is “Kashrus” which means suitable and/or “pure”, thus ensuring fitness for consumption. The laws of “Kashrus” include a comprehensive legislation concerning permitted and forbidden foods, which cover but are not limited to: Meat, Dairy, Pareve, Cheese Products, Poultry, Fish, Wine, Grape Juice and Grape Derivatives, Fruits and Vegetables, and Equipment.

ADVANTAGES

- Easier and faster market entry to Jewish markets, as it assures Jewish importers that products are accepted for consumption.
- Increase customer base and revenues from Jewish and Kosher-consuming markets.
- Boosts customers’ confidence towards your business and products.

WHAT TO DO

- 1 Contact the Israel Chamber of Commerce and be referred to the Kosher certifying agency.
- 2 Submit product, ingredient, process, location, and company representative details.
- 3 Review and approve contract, pay required fees needed for certification.



BUSINESS BASICS

INDUSTRY CERTIFICATIONS

- 4 Kosher certifying agency will assess if the company is fit for inspection.
- 5 Inspection will be scheduled depending on the Rabbi's availability.
- 6 A report will be drafted after inspection. Necessary amendments must be made.
- 7 Once approved, the agency will issue a Kosher Certification.

Note that the process for every Kosher certifying agency varies; it is always best to check with the certifying agency before proceeding.

COSTS INVOLVED

- Document Preparation
- Plant Preparation
- Laboratory tests
- Application, Inspection, Certification, and Renewal Fees
- Packaging change (to include Kosher Logo, once approved)

HERE'S A TIP!

DIFFERENT COUNTRIES AND COMPANIES REQUIRE DIFFERENT CERTIFICATIONS. IT'S ALWAYS BEST TO CHECK THE CERTIFICATIONS REQUIRED BY YOUR CUSTOMERS.

ALL CERTIFICATIONS ARE INVESTMENTS THAT MAKE THE BUSINESS MORE COMPLIANT AND COMPETITIVE. IN THE LONG RUN, THIS MAY TRANSLATE TO FUTURE SALES.

MARKET RESEARCH

Market research entails gathering information about markets, consumers, needs, and preferences. For exporters to stay competitive, this effort must be done to meet market demand and prices.

ADVANTAGES

- Know more about your target market, consumers, and competitors.
- Have substantial basis for planning and entering markets.
- Information gathered will help your company create products fit for your export target market.
- Minimize risk and investment on product development, operations, and marketing on wrong decisions.
- Allows companies to create metrics and evaluate future successes and failures.

WHAT TO DO

- 1 Identify your company's export target market.
- 2 Start with a research objective (i.e increase in sales, market entry).
- 3 Go to various online and offline resources to gather data.
- 4 Inquire and validate gathered data with DTI's Philippine Trade and Investment Center (PTIC) or the assigned Philippine trade attaché for market and business opportunities.
- 5 Revise products and strategies for desired target markets.
- 6 Evaluate results with market research initially conducted.



SELL TO CUSTOMERS

MARKET INSIGHTS

COSTS INVOLVED

- Investment to pay for accurate research reports and materials
- Qualified resources to conduct market research
- Administrative expenses

ONLINE RESOURCES

Summarized market insights

- Euromonitor Digest at <http://tradelinephilippines.dti.gov.ph>

Statistics and Trends:

- www.trends.google.com
- www.psa.gov.ph
- <http://tradelinephilippines.dti.gov.ph>

WHO TO CONTACT

FOREIGN TRADE SERVICE CORPS

3F DTI International Building, 375 Sen. Gil J. Puyat Ave., Makati City
Phone: (+632) 465.3380
VOIP: +1.408.634.7041
Email: ftsc@dti.gov.ph
Website: www.dti.gov.ph/overseas

MARKET INNOVATION DIVISION (MID), DTI-EMB

1-2/F DTI International Building 375 Sen. Gil J. Puyat Ave., Makati City
Phone: (+632) 465.3300 local 216
Email: embinfo@dti.gov.ph
Website: <http://tradelinephilippines.dti.gov.ph>

PHILIPPINE STATISTICS AUTHORITY

PSA Complex, East Ave. Diliman, Quezon City
Phone: (+632) 462.6600 local 839. 833 and 834
E-mail: info@psa.gov.ph
Website: www.psa.gov.ph

BUSINESS MATCHING

Business matching meetings are often organized by the DTI-Export Marketing Bureau with the Foreign Trade Service Corps (FTSC), either in the Philippines or in different foreign countries.

- **Outbound Business Matching Missions (OBMMs)** - OBMMs are missions organized for exporters to meet foreign buyers in a particular target market; this is done through the assistance of the Philippine Trade and Investment Center (PTIC), the Philippine Embassy or the Chamber of Commerce in the target market.
- **Inbound Business Matching Missions (IBMMs)** - IBMMs are missions organized by PTICs or Philippine Embassies abroad for foreign buyers or importers to meet potential partners in the country and explore the Philippines as a source of products and services.

OBJECTIVES

- To meet international buyers.
- To validate marketability of export products and services in a particular market.
- To develop business network in a specific geographic area.

ADVANTAGES

- Face to face encounters with potential buyers .
- IBMM business matching meetings minimize travel costs.

HERE'S A TIP!

- **ADJUST TO THE BUYER'S TIME AND AVAILABILITY.**
- **GET SOME BACKGROUND INFORMATION ON THE BUYER.**

SELL TO CUSTOMERS

MARKET INSIGHTS

WHAT TO DO

- 1 For online business matching, fill out the business matching form issued by DTI-EMB. You may visit <http://businessmatching.dti.gov.ph/> or the DTI-EMB office.
- 2 For OBMMs and IBMMs:
 - OBMMs – check out DTI-EMB official website or Tradeline Philippines; (invitations will be sent out); signify interest in joining upon receipt of invitation; join organizational meetings; submit required company/travel documents; and attend pre-departure meetings.
 - IBMMs – check out DTI-EMB official website or Tradeline Philippines; (invitations will be sent out); signify interest in meeting with foreign buyers/importers upon receipt of invitation; coordinate with facilitator for the schedule/s of meetings; show up during the meeting/s.
 - Only confirmed companies will be notified of future business matching events.
 - For IBMMs, DTI-EMB will notify the manufacturer of business matching meetings that fit the buyers' requirements.
 - Present company and products to the international buyer/s.
 - Wait and follow-up for an order.

COSTS INVOLVED

- Travel costs to and from the meeting area
- Accommodation costs (if applicable)
- Cost of samples, product brochures, and promotional materials

WHO TO CONTACT

DTI-EXPORT MARKETING BUREAU (DTI-EMB)

1-2 F DTI International Building, 375 Sen. Gil J. Puyat Ave., Makati City

Phone: (+632) 897.7610

Email: embinfo@dti.gov.ph

Website: www.dti.gov.ph/exports

<http://tradelinephilippines.dti.gov.ph>

FOREIGN TRADE SERVICE CORPS

3F DTI International Building, 375 Sen. Gil J. Puyat Ave., Makati City

Phone: (+632) 465.3380

VOIP: +1.408.6347041

Email: ftsc@dti.gov.ph

Website: www.dti.gov.ph/overseas

TRADE SHOWS

Trade shows (exhibitions, expo, fair, etc.) are venues for companies to showcase their products, discover the latest trends, and meet with potential buyers or partners. Local and international trade shows are organized by various government agencies to promote Philippine exports.

ADVANTAGES

- First-hand interaction with international buyers
- Fastest way to validate buyer interest

HERE'S A TIP!

- **REQUIRES CASH AND TRAVEL INVESTMENT-
MAKE SURE TO SAVE UP FOR FUTURE TRADE SHOWS!**
- **CONTACT POSSIBLE BUYERS PRIOR TO THE TRADE SHOW.**



SELL TO CUSTOMERS

MARKET INSIGHTS

WHAT TO DO

- 1 For DTI-organized trade shows, visit: www.citem.gov.ph. Information on other trade shows maybe available on-line.
- 2 Fill out an application form three (3) months before trade show date.
- 3 Send an application to the respective agency.
- 4 Wait for approval. The assigned government agency screens applicants to make sure they are fit for the targeted market.
- 5 Prepare and pay for necessary trade show requirements.

COSTS INVOLVED

- Air fare/Transportation
- Hotel Accomodations
- Visa Fees (if necessary)

WHO TO CONTACT

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)

Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Ave.
Pasay City
Phone: (+632) 831.2201 to 09 local 254/255
Email: corplan@citem.gov.ph
Website: www.citem.gov.ph

DTI-EXPORT MARKETING BUREAU (EMB)

1-2 F DTI International Building, 375 Sen. Gil J. Puyat Ave.
Makati City
Phone: (+632) 465.3300 local 202
Email: embinfo@dti.gov.ph
Website: www.dti.gov.ph/exports
<http://tradelinphilippines.gov.ph>

ONLINE CHANNELS

The internet has become a powerful tool to buy and sell products globally. Utilizing different online channels, such as e-commerce and social media, will allow manufacturers to increase their sales and expand their served markets.

ADVANTAGES

- Sell products to international buyers at low operational costs. The system is automated online, which means lesser staff to manage the whole sales process.
- Validate marketability of products across different target customers (wholesaler, retailer, end-consumer, anywhere in the world).
- Faster buying and selling transactions.
- Measurable vs. other traditional sales approaches - results are trackable with analytics provided by the respective online channel.
- 24/7 operations - customers can view and order your products any time of the day.

WHAT TO DO

- 1 Create an account.
- 2 Upload product photos.
- 3 Upload price, contact details.
- 4 Promote product (via Ads, etc.).
- 5 Wait for inquiries and accommodate orders.

COSTS INVOLVED

- Internet connection and other utilities (e.g. power, etc.)
- Budget for online ads and promotion
- Membership upgrade fees (for certain e-commerce sites)



SELL TO CUSTOMERS

MARKET INCENTIVES AND GOVERNMENT PROGRAMS

RELEVANT WEBSITES

- Tradeline (<http://tradelinephilippines.dti.gov.ph>)
- APEC Marketplace (<https://apecmsmemarketplace.com>)
- DOST's One STore Initiative (www.onestore.ph)

WHO TO CONTACT

DTI-EXPORT MARKETING BUREAU (EMB)

1-2 F DTI International Building
375 Sen. Gil J. Puyat Ave. Makati City
Phone: (+632) 465.3300 local 205
Email: embkpd@dti.gov.ph
Website: www.dti.gov.ph/exports
<http://tradelinephilippines.dti.gov.ph>

MARKET ACCESS THROUGH FTAs AND GSPs

Free Trade Agreements (FTAs) and Generalized System of Preferences (GSPs) are trade instruments that enhance market access for your products. Here is an explanation of what they are and how they can make your products more competitive:

	FTAs <i>Free Trade Agreements</i>	GSPs <i>Generalized System of Preferences</i>
Definition	FTAs are established between two or more countries, where they agree to reduce trade barriers to make it easier and cheaper to import and export goods and services to trading partner markets	GSPs are unilateral trade arrangements which grants non-reciprocal preferential tariff treatment to exports of beneficiary countries.

Types	Bilateral FTAs (1 to 1) Regional FTAs (through ASEAN)	<ul style="list-style-type: none"> • Standard GSP - offers a certain percentage reduction on Most Favored Nation (MFN) tariffs • GSP+ - EU's special incentive arrangement for good governance and sustainable development that accords zero duties on 6,274 products
Duration	Permanent until terminated	Subject to renewal of legislation of donor country and economic conditions of the beneficiary country (i.e. income classification of the beneficiary, low level and of exports concentrated in a few products)
Partner Countries/ Regional Associations or Donor Countries (for GSP)	ASEAN, China, Korea, Australia, New Zealand, India, Hong Kong, Japan, European Free Trade Association (Iceland, Liechtenstein, Norway, Switzerland)	EU, USA, Canada, Australia, Eurasian Economic Union (Russia, Belarus, Armenia, Kazakhstan, Kyrgyzstan), Japan, New Zealand, Turkey, Norway, Switzerland

ONE TOWN, ONE PRODUCT (OTOP) MARKET ASSISTANCE



The *One Town, One Product (OTOP) Philippines* is a priority stimulus program for Micro, Small, and Medium Enterprises (MSMEs) as the government's customized intervention

is to drive inclusive local economic growth. The program enables localities and communities to determine, develop, support, and promote products or services rooted in its local culture and competitive advantage.



SELL TO CUSTOMERS

MARKET INCENTIVES AND GOVERNMENT PROGRAMS

ADVANTAGES

- Comprehensive assistance package through a convergence of services from local government units (LGUs), national government agencies (NGAs), and the private sector.
- Encourages the country's MSMEs to produce and market distinct products or services using indigenous raw materials and manpower.
- Local chief executives take the lead in the identification, development, and promotion of a specific product or service over which a town has a competitive advantage in terms of job and income generation.
- Highly dependent on the cooperation of local government units, competence and competitiveness of companies, and reliable supply of raw materials.

WHAT TO DO

- 1 Apply for the One Town, One Product (OTOP) program with the DTI office located within your region. Submit application form and requirements.
- 2 Wait for the assessment and approval of application by the DTI-Regional Operations Group (ROG).
- 3 Qualified companies will be assessed to identify the assistance to be given.
- 4 Depending on the intervention needed, DTI-ROG will provide training, seminar, and assistance.
- 5 The company will revise product accordingly.
- 6 The company will be evaluated; companies that produce quality products will be recognized.
- 7 The company will market and promote products to the local market.

WHO TO CONTACT

OTOP PHILIPPINES, DTI-REGIONAL OPERATIONS GROUP (ROG)

Trade and Industry Building , 361 Sen. Gil Puyat Ave., Makati City

Phone: (+632) 751.3307

Email: otop@dti.gov.ph

Website: <http://www.dti.gov.ph/programs-projects/otop>

GO LOKAL!



Go Lokal! is a DTI initiative to help boost the distribution and reach of products in the local market through a retail concept store.

The program has been designed to serve as an incubation, marketing, and branding platform of Philippine MSME-produced products.

By becoming a supplier in “Go Lokal!”, MSMEs get exposure to the lucrative local and, eventually global markets.

ADVANTAGES

- Provide market access for MSMEs to tap mainstream and local consumer markets.
- Retail concept stores are located at prime spaces in traffic locations.
- No rent, utility, and labor costs involved to manage the stores.

Requirements:

- Must be a manufacturer of quality and innovative products
- Products must have good design and packaging



SELL TO CUSTOMERS

MARKET INCENTIVES AND GOVERNMENT PROGRAMS

- Need of business exposure in the local market
- Company must be registered and have the necessary business permits, licenses, and certifications
- No or limited local market reach (i.e. not selling in major local outlets)

WHAT TO DO

- 1 Email the Bureau of Domestic Trade Promotion (BDTP) a letter of intent and request for an application form.
- 2 Fill out an Application Form and submit a company profile with product photos.
- 3 Submit other requirements requested by BDTP.
- 4 Wait for assessment.
- 5 Deliver and display products to Go Lokal! stores.

COSTS INVOLVED

- Cost of Samples
- Cost of Document (copies)

WHO TO CONTACT

DTI-BUREAU OF DOMESTIC TRADE PROMOTION (BDTP)

GF Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City

Phone: (+632) 751.3223

Email: BDTP@dti.gov.ph; golokalph@dti.gov.ph

Phone: (+632) 890.4898 / (+632) 751.3223

Website: <http://www.dti.gov.ph/programs-projects/go-lokal>

RIPPLES PLUS PROGRAM



The RIPPLES (Regional Interactive Platform for Philippine Exporters) Plus Program is an initiative directed to help MSMEs become competitive so that they can expand in international markets. It provides strategic company-level interventions such as training, product development, capacity building, and international exposures.

ADVANTAGE

- Dedicated resources provided by the government, in terms of mentorship, training, marketing and operational support.

WHAT TO DO

- 1 Submit a letter of intent addressed to DTI-EMB or to DTI-Regional Office where the company is located.
- 2 Wait for the assessment .
- 3 If approved, the company will be formally invited to be a part of the RIPPLES Plus program and will work together with DTI-EMB on the four modes of assistance provided to its participants.

WHO TO CONTACT

LOCAL NEGOSYO CENTER NEAR YOUR BUSINESS OFFICE

Website: <http://www.dti.gov.ph/programs-projects/negosyo-center>



SELL TO CUSTOMERS

MARKET INCENTIVES AND GOVERNMENT PROGRAMS

DTI-EXPORT MARKETING BUREAU (EMB)

1-2F DTI International Building, 375 Sen. Gil J. Puyat Ave.
Makati City
Phone: (+632) 465.3300 local 202
Email: embinfo@dti.gov.ph
Website: www.dti.gov.ph/exports
<http://tradelinephilippines.dti.gov.ph>

DTI-REGIONAL OPERATIONS GROUP (ROG)

6F Trade & Industry Building, 361 Sen. Gil Puyat Ave.
Makati City
Phone (+632) 791.3280
Email: ROG@dti.gov.ph
Website: www.dti.gov.ph



ORDER PROCESSING

PRO-FORMA INVOICE PROCESSING

A pro-forma invoice is a document that is created before the sale is made, and specifies, among others, the following: 1) Order Details (i.e. quantity, agreed price, product), 2) Agreed Payment Terms, 3) Shipping Terms, and 4) Terms and Conditions.

TERMS AND CONDITIONS

Terms and conditions are the rules by which both buyer and seller agree to follow in the event of a sale. These conditions are supposed to protect both parties during unforeseen circumstances. In drafting the terms and conditions, sellers and buyers must both agree and consider the following instances:

1 Return Shipments

Return shipments are instances when the customs agency at the Port of Destination refuses to accept entry of the products, for various reasons, or when products do not meet buyers' expectations. In these instances:

- Who takes responsibility?
- Who pays for charges?
- What procedure will be followed?

HERE'S A TIP!

WHEN A SHIPMENT MUST RETURN TO THE PHILIPPINES, THE SELLER SHOULD PREPARE THE FOLLOWING:

- INCIDENT REPORT OF PRODUCT TO BE RETURNED (WITH PHOTO)
- LETTER TO THE DEPARTMENT OF FINANCE TO EXEMPT SHIPMENT FROM CHARGES (TO AVOID IMPORT CHARGES)



ORDER PROCESSING

2 Fortuitous Events

Fortuitous events during an export shipment cover acts of God and man, which include but are not limited to: sinkage or burning of shipment, theft of products, deceit of party, etc. In these instances:

- Who takes responsibility?
- Who pays for charges?

3 Lawsuits

Lawsuits happen when two parties disagree about certain conditions or practices and would like to settle in court. In these instances:

- Which court does the litigation take place?
- What laws apply?
- What procedure will be followed?

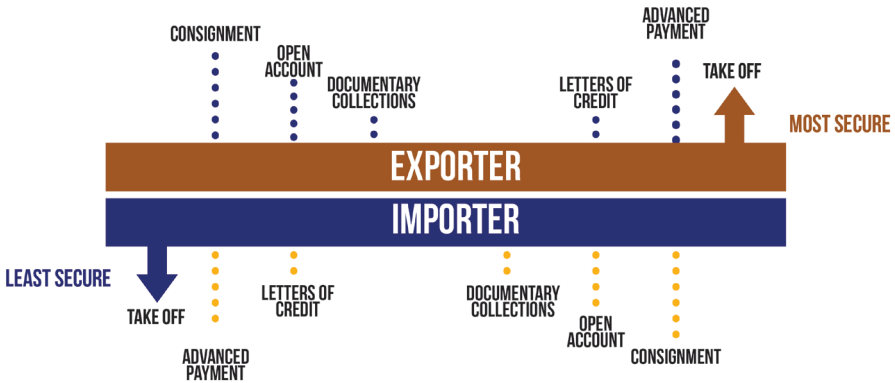
WHAT TO DO

- 1 After selling in various channels, request for a formal order from the buyer.
- 2 Send pro-forma invoice to confirm order and other details.
- 3 Wait for buyer's signed approval of pro-forma invoice.
- 4 Produce order, as agreed.



PAYMENTS AND AGREEMENTS

In every export transaction, seller and buyers accept different payment terms and agreements. Depending on the risk, a seller or buyer may prefer a certain option, as summarized in the diagram below:



COSTS INVOLVED

- Bank or intermediary charges - The Bank or financial institution charges a fixed fee for facilitating the payments.
- Exchange rate fees - Depending on the current exchange rate, exporters may lose or gain value once the payment is transferred by the importer.

WHO TO CONTACT

YOUR PREFERRED LOCAL BANK*

*Preferably with international partners or affiliations

INTERNATIONAL BUYERS*

*For payment terms and arrangements



PAYMENTS AND AGREEMENTS

TELEGRAPHIC TRANSFER

Telegraphic Transfer is a mode of payment involving a sender (buyer account), a beneficiary (supplier account), and an intermediary bank. Telegraphic Transfers go through a SWIFT (Society for Worldwide Interbank Financial Telecommunication) that enables banks and financial institutions around the world to send and receive transactional information. Many forms of payment can be made via Telegraphic Transfers, such as Advanced Payment, Open Accounts, etc.

TYPES OF PAYMENT TERMS THROUGH TELEGRAPHIC TRANSFER

- **Advanced Payment** - is a mode of payment where the buyer pays a part of or the whole shipment before the product is produced or shipped. This is advantageous for the supplier, as it gives them capital to produce the shipment, or receive payment the soonest time.
- **Open Account (O/A)** - is a mode of payment wherein a seller ships and delivers the goods before the payment is made, and involves a credit term of 30, 60, or 90 days. This mode of payment is usually done when the seller has a good relationship with the buyer, and is confident that the buyer will pay at the agreed time.

ADVANTAGES

- The payment is directly credited from the buyer to the seller's account.
- It is a safe and convenient mode of transfer; payment can easily be traced if problems occur.
- The transaction is completed within 3-5 working days, depending on origin and destination of transfer.
- The transfer fees are minimal because the money is credited directly to the accounts of the buyer and seller.

WHAT TO DO

1 Using your account number, provide the buyer with the following details:

- Bank Account Number
- Branch Number and Address
- SWIFT Code
- Intermediary Bank

2 Get payment confirmation from the buyer.

3 Wait for payment transfer and Bank Advice.

LETTER OF CREDIT

A Letter of Credit (L/C) is a letter from a bank that guarantees a buyer's payment to a seller will be received at a specific time, and for the correct amount. If the buyer is not able to pay the amount due to the seller, the bank will cover the payment. The L/C is able to capture various banking technicalities of different countries, such as banking and country laws.

ADVANTAGE

- Supplier is assured of payment, even if buyer becomes delinquent.

WHAT TO DO

1 Request payment from buyer via L/C.

2 Wait for advice from the bank. Corresponding bank will send a letter of credit, with a set of instructions that must be followed by the seller.

3 Documents must be submitted by the seller to the bank at the time the requirements are due, as stated in the L/C.

4 Bank will review the documents and check for discrepancies. Discrepancies can be amended before the deadline; discrepancies not amended are subject to a bank charge that must be paid by the responsible party (either buyer or seller, whatever is stipulated in the L/C).



PAYMENTS AND AGREEMENTS

5

Once the discrepancies have been settled, the bank will transfer the payment to the seller's (or beneficiary's) account. Unsettled discrepancies (if charged to the seller) will be deducted from the final payment.

COSTS INVOLVED

- Bank charges

DOCUMENTARY COLLECTION (D/C)

Documentary Collection (D/C) is a mode of payment where the buyer only pays the supplier once the shipping documents have been given and released by the bank. In D/C, the bank is not required to pay the seller or exporter if the buyer decides that it does not want to buy the products shipped by the seller. D/C also offers no verification process and limited recourse in the event of non-payment.

- **Documents against Payment (D/P)** – When the goods are shipped, the seller sends the sight draft to the bank, along with documents necessary for the importer/buyer to obtain the goods from customs. The buyer settles the payment with the bank to obtain the documents to release the shipment.
- **Documents against Acceptance (D/A)** – The D/A transaction utilizes a term or “time draft”. Documents needed to clear the shipment are released by the bank only after the buyer accepts a time draft drawn upon him. D/A terms are usually after sight, for instance “at 90 days sight”, or after a specific date, such as “at 150 days bill of lading date.”

ADVANTAGES

- This mode of payment involves the bank using a draft that requires the importer to pay the face amount either at sight (D/P) or on a specified date (D/A). This is accepted in most courts, in the event that a formal demand of payment must be made.
- It provides the seller with access to financing.
- It is less expensive than L/C.

WHAT TO DO

- 1 Prepare a Bill of Exchange or Draft.
- 2 Submit shipping documents to the Bank.
- 3 Wait for Payment.

CONSIGNMENT

Consignment is a mode of payment where the seller ships and releases the products to the buyer, and is only paid after the goods have been sold to the buyer's end-customers. This mode of payment is recommended if the seller can manage very big risks and has a long and well-rooted relationship with the foreign buyer.

ADVANTAGES

- The product becomes readily available in different channels.
- Consignment reduces direct cost of storing and managing inventory.

WHAT TO DO

- 1 Set-up a consignment agreement with the buyer, clearly defining the terms and schedule of payment.
- 2 Ship ordered products to the buyer.
- 3 Buyer sells ordered products to the market or end-consumer.
- 4 Buyer gives inventory or sales report of total products sold.
- 5 Buyer pays seller of products sold.

COSTS INVOLVED

- Cost of Products
- Cost of Working Capital



FREIGHT SELECTION

Once the order is paid or being processed, the seller must prepare to transport the goods from his factory to the buyer's warehouse. Here are a few questions that you should consider before choosing your mode of transportation:

HOW DO I TRANSPORT THE GOODS?

A Sea or Ocean Freight

- Cheapest means to transport products (vs. air or road transfer)
- Ideal for products that have big volumes or heavy weights
- Less restriction vs. air freight

B Air Freight

- Fastest means to transport products (vs. sea or road transfer)
- Ideal for small volumes
- Reliable delivery schedules - less susceptible to port congestions, customs delays, bad weather conditions, etc.

WHO DO I SHIP WITH?

The shipping agent is the entity responsible for shipping a manufacturer's goods to the international buyer. This may be in the form of:

A Shipping or Air Line - A company that owns and operates its own modes of transportation, and is responsible for handling cargo from the point of origin to its destination.

B Freight Forwarder - An intermediary entity between the shipper and transportation services (e.g. airlines, shipping lines, trucking services), who organizes and coordinates the movement of goods.

WHAT PORT?

INTERNATIONAL SEA PORTS IN THE PHILIPPINES

MANILA

Manila North Harbor Port Inc
Address: Pier 16, Road 10, North Harbor, Tondo, Manila
Tel. No. : (+632) 588.9000

Port of Manila
Address: PNR Building, South Harbor, Manila
Tel. No. : (+632) 527.4414

Manila International Container Terminal
Address: MICT South Access Road, Port of Manila, Manila
Tel. No. : (+632) 245.4101

ILOILO (PORT OF ILOILO)

Address: Barangay Loboc, Lapaz, Iloilo City
Tel. No. : (+6333) 337.6945

SUBIC, ZAMBALES (PORT OF SUBIC BAY)

Address: Subic Bay
Tel. No. : (+6347) 252.4693

BATANGAS (PORT OF BATANGAS)

Address: Sta. Clara, Batangas City 4200
Tel. No. : (+6343) 723.1701

DUMAGUETE (PORT OF DUMAGUETE)

Address: Port Area, Looc, Dumaguete City, Negros Oriental 6200
Tel. No. : (+6335) 225.0973

DAVAO (PORT OF DAVAO)

Address: Sasa Wharf, P.O. Box 502, Davao City 8000
Tel. No. : (+6382) 235.2569

ZAMBOANGA (PORT OF ZAMBOANGA)

Address: RT Lim Boulevard, Zamboanga City
Tel. No. : (+6362) 991.2360

CAGAYAN DE ORO (PORT OF CAGAYAN DE ORO)

Address: Port Area, Macabalan, Cagayan de Oro City
Tel. No. : (+6388) 856.9098

MAJOR AIRPORTS IN THE PHILIPPINES

MANILA (NINYO AQUINO INTERNATIONAL AIRPORT - CARGO DIVISION)

Tel. No. : (+632) 877.1109
local 3447 / 4323

PAMPANGA (CLARK INTERNATIONAL AIRPORT)

Tel. No. : (+6345) 499.1464
Cebu (Mactan International Airport)
Tel. No. : (+6332) 340.2486

DAVAO (FRANCISCO BANGYO INTERNATIONAL AIRPORT)

Tel. No. : (+6382) 234.0418



BOC Directory: <http://customs.gov.ph/directory>
CAB Directory: <http://www.cab.gov.ph/contact-us>

FREIGHT SELECTION

WHAT TERMS DO I FOLLOW?

International Commercial Terms (INCOTERMS) are a series of pre-defined commercial terms published by the International Chamber of Commerce (ICC) relating to international commercial law.

INCOTERMS CHART OF RESPONSIBILITY

CHARGES/FEE	Any Transport Mode		Sea/Inland Waterway Transport				Any Transport Mode					
	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAT	DAP	DDP	
	Ex Works	Free Carrier	Free Alongside Ship	Free On Board	Cost & Freight	Cost Insurance & Freight	Carriage Paid to	Carriage Insurance Paid to	Delivered at Terminal	Delivered at Place	Delivered Duty Paid	
Packaging	Buyer or Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port/Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty & Taxes	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance						Seller		Seller				
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller
Import Duty & Taxes	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

Source: International Chamber of Commerce

INCOTERMS	Carriage of Goods	Risks	Costs
EXW	Carriage to be arranged by the buyer	Risk transfer from the seller to the buyer when the goods are at the disposal of the buyer	Cost transfer from the seller to the buyer when the goods are at the disposal of the buyer
FCA	Carriage to be arranged by the buyer or the seller on the buyer's behalf	Risk transfer from the seller to the buyer when the goods have been delivered to the carrier at the named place	Cost transfer from the seller to the buyer when the goods have been delivered to the carrier at the named place
CPT	Carriage to be arranged by the seller	Risk transfer from the seller to the buyer when the goods have been delivered to the carrier	Cost transfer at port of destination, where the buyer pays costs that are not for the seller's account under the contract of carriage
CIP	Carriage and insurance to be arranged by the seller	Risk transfer from the seller to the buyer when the goods have been delivered to the carrier	Cost transfer at port of destination, where the buyer pays costs that are not for the seller's account under the contract of carriage
DAT	Carriage to be arranged by the seller	Risk transfer from the seller to the buyer when the goods are delivered and unloaded at terminal	Cost transfer from the seller to the buyer when the goods are delivered and unloaded at terminal
DAP	Carriage to be arranged by the seller	Risk transfer from the seller to the buyer when the goods are delivered to named place ready for unloading	Cost transfer from the seller to the buyer when the goods are delivered at named place ready for unloading
DDP	Carriage to be arranged by the seller	Risk transfer from the seller to the buyer when the goods are placed at the disposal of the buyer	Cost transfer from the seller to the buyer when the goods are placed at the disposal of the buyer
FAS	Carriage to be arranged by the buyer	Risk transfer from the seller to the buyer when the goods have been placed alongside the ship	Cost transfer from the seller to the buyer when the goods have been placed alongside the ship
FOB	Carriage to be arranged by the buyer	Risk transfer from the seller to the buyer when the goods pass the ship's rail	Cost transfer from the seller to the buyer when the goods pass the ship's rail

FREIGHT SELECTION

INCOTERMS	Carriage of Goods	Risks	Costs
CFR	Carriage to be arranged by the seller	Risk transfer from the seller to the buyer when the goods pass the ship's rail	Cost transfer at port of destination, where the buyer pays costs that are not for the seller's account under the contract of carriage
CIF	Carriage and insurance to be arranged by the seller	Risk transfer from the seller to the buyer when the goods pass the ship's rail	Cost transfer at port of destination, buyer paying such costs as are not for the seller's account under the contract of carriage

Source: International Chamber of Commerce

HOW TO BOOK FREIGHT FOR SHIPMENT:

WHAT TO DO

- 1 Canvas preferred mode of transportation based on rates, personal and buyer preference terms.
- 2 Based on the company's production completion, coordinate and confirm with the shipping line or airline for available schedule.
- 3 Check and confirm available space in ship or plane that will match your products' delivery capacity and volume.
- 4 Book for a shipping line or airline schedule manually (advise booking via email) or online (log-on to shipping line or airline website and input details).
- 5 Booking Confirmation - Airlines send booking reference and loading details; Shipping lines send "Authority to Withdraw" container from Port.

COSTS INVOLVED

- Shipping or air freight cost (to be paid before vessel or aircraft leaves)



EXPORT DECLARATION

An Export Declaration (ED) is a form submitted by the exporter at the port of destination with the particulars of the shipment, such as the value and type of goods. In the Philippines, an ED is a form submitted by the shipper to the Bureau of Customs (BOC) to get the “Authority to Load “for the cargo to be allowed for loading in the carrier.

SECURING ED FOR SEA FREIGHT CARGO

1 Log-on to any of the following Value Added Service Providers (VASPs) of the E2M system and register your company details:

- www.ekonek.com
- www.intercommerce.com.ph
- www.cdec.com.ph.

Make sure to add your Company’s Unique Reference Number (URN), which is given during the company’s accreditation as an exporter.

2 Wait for registration approval coming from Approving Agency. The Approving Agency will confirm your registration via email. *(Refer to p. 26)*

3 Once confirmed, the company will be put on “Active Status”.

4 Input details of shipment online.

5 Receive Export Declaration via e-mail.

SECURING ED FOR AIR FREIGHT CARGO

1 Go to the One-Stop Export Documentation Center located at the Philexport Compound.

2 Manually fill out the ED Form.

3 Submit Form to the Customs desk.

4 Wait for approval.

5 Receive physical copy of ED.



EXPORT DECLARATION

COSTS INVOLVED

- Shipping or air freight cost (to be paid once vessel or aircraft leaves)

WHO TO CONTACT

DTI-EXPORT MARKETING BUREAU (EMB)

1-2/F DTI International Building, 375 Sen. Gil J. Puyat Ave. Makati City
Phone: (+632) 465.3300 local 110 or 113
Email: exponet@dti.gov.ph or embcoffee@dti.gov.ph
Website: www.dti.gov.ph/exports or <http://tradelinephilippines.dti.gov.ph>

PHILIPPINE ECONOMIC ZONE AUTHORITY (PEZA)

Building 5, DOE-PNOC Complex, Energy Center, 34th Street BGC,
Taguig City, Metro Manila
Phone: (+632) 551.3451
Email: info@peza.gov.ph
Website: www.peza.gov.ph

BOARD OF INVESTMENTS (BOI)

Industry and Investments Building, 385 Sen. Gil Puyat Ave., Makati City
Phone: (+632) 895.3640 / 895.3641 / 895.3657
Email: bossac@boi.gov.ph
Website: <http://investphilippines.gov.ph>

BUREAU OF CUSTOMS (BOC)

G/F OCOM Building, 16th Street, South Harbor, Port Area, Manila
Phone: (+632) 705.6000
Email: boc.cares@customs.gov.ph
Website: www.customs.gov.ph

PHILIPPINE EXPORTERS CONFEDERATION, INC. (PHILEXPORT)

Export Facilitation and One-Stop Export Documentation Center Hall 2,
ITC Complex, Roxas Blvd., Pasay City
Phone: (+632) 833.7682
Email: efosedc@philexport.ph
Website: www.philexport.ph



EXPORT CLEARANCE

Shipments that require export clearance are those products that are:

- 1 Regulated by Commodity Agencies (CA) found in Appendix A
- 2 Prohibited products (found in Appendix A)

TYPES OF CLEARANCES:

A Per Shipment Clearance

- Standard clearance, requested before loading products at the carrier

B Periodic Clearance

- Given to regular exporters, where Export Clearance (EC) is valid for one (1) year
- Issued upon the request of the regular exporter

C Optional Clearance

- Issued by the Commodity Agency upon the request of the exporter

WHAT TO DO

- 1 Apply for the appropriate clearance/permit at the Commodity Agency regulating or prohibiting the product for export.
- 2 Submit required documents to the assigned Commodity Agency for evaluation.
- 3 The Exporter may be required to present a sample to the Commodity Agency.
- 4 Pay for Export clearance/permit.
- 5 The Exporter receives the export clearance/permit.



EXPORT CLEARANCE

COSTS INVOLVED

- Export Clearance fee
- Cost of Documentation

EXPORT CLEARANCE PROCEDURES FOR SPECIFIC PRODUCTS/INDUSTRIES



BIODIVERSITY MANAGEMENT BUREAU (BMB)

website: www.bmb.gov.ph/

- 1 File application form and submit requirements: Documents supporting the legal possession of wildlife; Export declaration; Local transport permit; Phytosanitary or veterinary certificate.
- 2 Once approved, pay the required fees.
- 3 Present original copy of the receipt to Wildlife Regulation Section.
- 4 Applicant receives the original copy of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Export/ Re-Export Permit.



BUREAU OF ANIMAL INDUSTRY (BAI)

website: www.bai.da.gov.ph/

Animals and animal products

- 1 Submit a letter-request addressed to the BAI Director.
- 2 Attach Meat Inspection Certificate and Laboratory Report from NMIS.
- 3 Secure a Veterinary Health Commodity Clearance/Export Permit from National Veterinary Quarantine Service (NVQS).



EXPORTATION OF DOGS AND CATS

- 1 Present the animal or a valid health certificate (issued not more than three (3) days from the date of presentation) to NVQS for inspection.
- 2 Present a valid vaccination certificate against rabies.
- 3 Fill out the application form (including the flight details).
- 4 Secure a Veterinary Health Certificate/ Export Permit (10 day validity).
- 5 Pay P50/head for inspection and P100 for issuance of the permit.



EXPORTATION OF MONKEYS

- 1 Write a Letter Request to Export addressed to the BAI Director.
- 2 NVQS Veterinarian inspects the animals during the start, middle part, and end of the 31-day quarantine period. NVQS issues a Certificate of Inspection.
- 3 Secure a CITES permit from the DENR-Protected Areas and Wildlife Bureau (PAWB). Secure a Veterinary Health Certificate/Export Permit from NVQS (10 days validity).



EXPORTATION OF EXOTIC ANIMALS

- 1 Write a Letter Request to Export addressed to the BAI Director with attached CITES Permit from DENR- PAWB.
- 2 Present the animal to NVQS or NVQS inspects the animal in the farm.
- 3 Comply with the serological test/s for diseases required by the importing country.
- 4 Secure a Veterinary Health Certificate/Export Permit from NVQS and attached with a Health/Quarantine Certificate in compliance with the animal health requirements of the importing country.



EXPORT CLEARANCE



EXPORTATION OF POULTRY

1

Pre-requisites: The Philippines must be an accredited exporter by the importing country. Only BAI-accredited farms shall be allowed to export. In order to be accredited, the farm shall be visited and inspected.



Exportation of Day-Old Chicks

1

Write a Letter Request to Export addressed to the BAI Director.

2

NVQS inspects the birds to be exported.

3

Comply with the importing country's requirement of serological test/s for diseases.

4

Secure a Veterinary Health Certificate/ Export Permit from NVQS attached with a Health/ Quarantine Certificate.

5

Pay the necessary fees.



Exportation of frozen poultry/poultry meat

1

Write a Letter Request to Export addressed to the BAI Director, with the following attachments: the Packing list, Official Meat Inspection Certificate from NMIS, and NMIS Laboratory report.

2

NVQS inspects the breeder farms where the poultry meats for export are sourced (Disease surveillance shall be done every 6 months).

3

Secure an International Veterinary Certificate (IVC) from NVQS.



Exportation of gamefowls

1

Secure an import permit from the country of destination and present this to NVQS.

2

NVQS inspects and tests the gamefowls. NVQS issues a corresponding Pullorum Test Certificate.

3

Secure a Veterinary Health Certificate/ Export permit from NVQS.

4

Pay the necessary fees.



Exportation of embryonated and salted eggs

1

Comply with the requirements of the importing country and submit requirements for accreditation.

2

NVQS inspects the farm where the eggs are sourced.

3

BAI personnel evaluates exporter's requirements.

- 4 BAI personnel issues a Certificate of Accreditation signed and approved by the BAI Director.
- 5 Secure a Veterinary Commodity Clearance/Export Clearance from the NVQS; for other countries require Veterinary Health Certificate instead.



Exportation of hides, skin, commercial leather and feathers

- 1 Comply with the requirements of the importing country and submit requirements for accreditation.
- 2 BAI personnel inspects warehouse or cold storage facilities.
- 3 BAI personnel evaluates exporter's requirements.
- 4 BAI personnel issues a Certificate of Accreditation signed and approved by the BAI Director.
- 5 Secure a Veterinary Commodity Clearance/Export Clearance from the NVQS; other countries require Veterinary Health Certificate instead.



Exportation of dairy products

- 1 Comply with the requirements of the importing country and submit requirements for accreditation.
- 2 BAI personnel inspects warehouse or cold storage facilities.
- 3 Submit requirements for accreditation.
- 4 BAI personnel issues a Certificate of Accreditation signed and approved by the BAI Director.
- 5 Secure a Commodity Clearance Certificate from the National Veterinary Quarantine Services (NVQS); for other dairy products (such as infant formula and milk powder), a Certification is issued instead.



Exportation of processed products (including canned goods), noodle/soup packs, flavorings, mixes and sauces

- 1 Comply with the requirements of the importing country and submit requirements for accreditation.
- 2 BAI personnel inspects warehouse or cold storage facilities.
- 3 BAI personnel evaluates exporter's requirements.
- 4 BAI personnel issues a Certificate of Accreditation signed and approved by the BAI Director.
- 5 Secure a Commodity Clearance Certificate from the NVQS; other countries require Veterinary Health Certificate instead.



EXPORT CLEARANCE



BUREAU OF FISHERIES AND AQUATIC RESOURCES (BFAR)

website: www.bfar.da.gov.ph/

FRESH/FROZEN/CHILLED FISHERY PRODUCTS

- 1 Fill out an application form.
- 2 Submit requirements to BFAR.
- 3 The exporter will wait for the permit to be processed.

Requirements:

- SEC Article of Incorporation (for Corporation) or DTI Certification (for Single Proprietorship)
- BIR Registration
- Mayor's Permit
- Special Power of Attorney (SPA) of representative from exporter and photocopy of I.D.
- Pro-forma Invoice
- Export Declaration, EU Health Certificate (for EU countries)
- Quarantine Clearance for outgoing products (for Non-EU countries)



BUREAU OF PLANT INDUSTRY (BPI)

website: www.bpi.da.gov.ph

- 1 Submit requirements to BPI.
- 2 BPI-Plant Quarantine Services (PQS) personnel will inspect commodities, at least 48 hours prior to loading. If found with pests, treat the commodity.
- 3 BPI-PQS personnel to issue Phytosanitary Certificate and release to consignee.

Requirements:

- Import Permit from the country of destination if required
- Clearance to export from regulating agencies and other required attachments



DTI-EXPORT MARKETING BUREAU (EMB)

website: <http://www.dti.gov.ph/Exports>

COFFEE CLEARANCE FOR EXPORT

1

Submit Export Declaration (ED) with supporting documents (Proforma Bill of Lading, Commercial Invoice, Packing List)

2

Wait for the evaluation and approval of the coffee clearance.

3

Receive the ED with the approved coffee clearance and the supporting documents.



ENVIRONMENTAL MANAGEMENT BUREAU (EMB)

website: <https://emb.gov.ph/>

HAZARDOUS WASTES

1

File an application form and submit requirements to the EMB Records Section.

2

Pay Export Clearance fee and receive Export Clearance released by the Hazardous Wastes Management Section (HWMS).



FOREST MANAGEMENT BUREAU (FMB)

website: <http://forestry.denr.gov.ph/>

EXPORTATION OF FINISHED AND SEMI-FINISHED WOOD PRODUCTS

1

File application with complete requirements to the Community Environment and Natural Resources Office (CENRO). Request for inspection/verification (5 working days before loading).

2

CENRO personnel evaluates application and dispatches team to verify commodity.



EXPORT CLEARANCE

3

CENRO personnel forwards verification report and application to Provincial Environment and Natural Resources Offices (PENRO). PENRO to investigate commodity if consistent with issued export authority.

4

CENRO personnel to approve export clearance once verified by PENRO and signed by Regional Executive Director. CENRO to supervise loading of commodities and to issue export compliance certificate to exporter.

Requirements:

- Application Letter and Certificate of Registration as dealer of logs/lumber, etc.
- Certification from CENRO concerned that the products subject for export were produced from planted trees in private/public land and volume available
- Certified copy of Special Permit
- Certificate of Verification/Self-Monitoring Form, if from private lands
- Transport document if applicable; Export documents such as Purchase Order, Letter of Credit, etc.



MINES AND GEOSCIENCES BUREAU (MGB)

website: <http://mgb.gov.ph/>

1

Submit Mineral Ore Export Permit (MOEP) and requirements to the Mines and Geosciences Bureau at the central office.

2

Mines and Geosciences Bureau evaluates the application and requirements.

3

Receive Mineral Ore Export Permit.

Requirements:

- Application form under DAO No. 2008-20
- Original certified true copy of the pertinent Ore Transport Permits/Delivery Receipts (OTPs/DR)
Field validation report approved by the 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 sales/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 or royalty.
- Original or certified true copy of the final sales/invoice receipt of the previously exported similar mineral or ore (if any)
- Other supporting documents



NATIONAL FOOD AUTHORITY (NFA)

website: <http://www.nfa.gov.ph/>

- 1 Submit application for processing of export license at the NFA field license where the business operates.
- 2 Exporter prepares letter request for export/transport permit and submits the same at Directorate for Marketing Operations (DMO) - 5th Floor Matimyas Bldg., E. Rodriguez Sr. Ave., Quezon City together with the following:

- NFA License as exporter
- Export Pro-forma Invoice

- 3 DMO issues the export/transport permit valid for 120 calendar days from the date of issuance upon payment of export permit processing fee in the amount Php1,000.00



NATIONAL MUSEUM

website: <http://nationalmuseum.gov.ph/>

For artworks, more than a hundred year old, owned by private collector and/or institution, intended to be brought out of the Philippines:

- 1 Submit a letter specifying: the artworks to be brought out; place of exhibit; duration of exhibit; and other vital information.



EXPORT CLEARANCE

2 Submit supporting documents:

- Certificate from the administrator, curator or owner of the establishment (museum, trade fair, etc.) where the exhibit is to be held certifying that the artworks to be exported shall be used solely and exclusively for exhibition. It shall also be stated in the certificate the extent or duration of exhibition;
- An affidavit of undertaking from the applicant that the artwork to be exhibited shall be returned immediately to the Philippines after the exhibition;
- Affidavit of Ownership;
- Colored photograph of the said artwork (3"x5");
- Certificate of Registration of Artifacts; Performance Bond in the form of Surety Bond, cash manager's check amounting to Fifty Thousand Pesos (P50,000.00) or 20% of the total amount of the item to be exported.

3 Approval and Release of Permit

Other Guidelines:

- Upon the return of the artwork in the Philippines, the applicant shall immediately notify the National Museum for proper inspection.
- In case the duration of exhibit is extended, proper notice should be made by the applicant to the National Museum.
- All artwork covered by the gratuitous permit which were not returned to the Philippines shall be considered illegally brought out of the country.



OPTICAL MEDIA BOARD (OMB)

website: <http://www.omb.gov.ph/>

For New and One-Time Clients

- 1 Secure OMB Application Form for Import and/or Export Permit and list of requirements from the frontline receiving/assessing area. Forms may be also be downloaded from <http://www.omb.gov.ph/services/applications-and-permits/importer-and-exporter-application-form>

- 2 Submit the duly filled-out and notarized application form with complete requirements to the Registry Receiving/Assessing Officer for checking and assessing of fees.
- 3 Pay the required fees by presenting the Assessment Slip and cash and/or check payment to the Cashier.
- 4 Present the Official Receipt and return the Assessment Slip to the Registry Receiving/Assessing Officer for the issuance of duplicate as Applicant's copy.
- 5 Claim processed permits from the Registry Releasing Officer after three (3) working days or shorter, provided that the requirements are complied with; present authorization letter with photocopy of valid ID if the person claiming is not the applicant.

For Regular Clients

- 1 Fill-out application form online through www.omb.gov.ph
- 2 Print form with the corresponding bar code number.
- 3 Have form notarized and submit it with complete requirements to the Registry Receiving/Assessing Officer for checking and assessment of fees.



PHILIPPINE COCONUT AUTHORITY (PCA)

website: <http://pca.da.gov.ph/>

- 1 Submit properly accomplished export clearance together with requirements (Packing List, Pro-forma Invoice, Export Declaration, Company Check Payment).
- 2 Pay regulatory fees and laboratory analysis fees.
- 3 Proceed to Coconut Investment Service Fund (CISF) assessment and collection department.



EXPORT CLEARANCE

- 4 Receive and pay for Assessment Order of Payment.
- 5 Present Official Receipt to Trade Control Examiner and receive the export clearance form.
- 6 Market Regulation Division to prepare commodity for tests/laboratory analysis reports; validate entries in the export and commodity clearances and review application and supporting documents; endorse export and commodity clearances for approval/signature for release to exporter.



PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY (PHILFIDA)

website: www.philfida.da.gov.ph/

No export commodity clearance is being issued by PhilFIDA. Only Certificate of Fiber Inspection and Permit to Transport Fibers, which are local permits, are being issued as a requirement for exportation.



PHILIPPINE NATIONAL POLICE - FIREARMS AND EXPLOSIVES OFFICE (PNP-FEO)

website: <http://feo.csg.pnp.gov.ph>

EXPORTATION OF FIREARMS AND AMMUNITIONS

- 1 Submit application with documentary requirements to Permits and Other Licenses Section (POLS).
- 2 POLS personnel to check completeness and authenticity of requirements and endorses to the Director of Civil Security Group (CSG).
- 3 CSG Director to recommend approval, and transmit to national headquarters for approval of PNP Chief.
- 4 Claim approved Authority to Export form.

Requirements:

- Letter of Request addressed to PNP Chief
- Purchase Order
- End-user Certificate
- Letter of Intent of foreign buyer
- Photocopy of License to Operate to Manufacture
- Request of Organization Event (for demonstration only)



EXPORTATION OF EXPLOSIVES AND INGREDIENTS

- 1 Submit application with documentary requirements to Explosives Management Branch (EMB) and get a receiving copy.
- 2 EMB personnel to check completeness and authenticity of requirements and endorses the same to the EMB Chief.
- 3 EMB Chief to recommend approval and endorses to FEO Chief, and transmit to national headquarters for approval of PNP Chief.
- 4 Present receiving copy at the releasing section and claim approved permit.

Requirements:

- Letter of Request addressed to PNP Chief
- Photocopy of license (Manufacturer's or Dealer's License)
- Letter of Intent



EXPORT CLEARANCE



SUGAR REGULATORY ADMINISTRATION (SRA)

website: <http://www.sra.gov.ph/>

Molasses and Muscovado Clearance for Export

- 1 Submit application form and requirements (Export Declaration, Sworn Statement as to the ownership of molasses/muscovado to be exported and its location) to the Sugar Transaction Division.
- 2 Wait for evaluation and verification of Application.
- 3 Pay required fees for clearance.
- 4 Receive Export Clearance from SRA.

Sugar Export Clearance

- 1 Submit application form and requirements (Export Declaration and Application letter with: Name of vessel, Port of Loading, FOB Value in USD/ Total Unit Value, Quantity to be exported) to the Sugar Transaction Division.
- 2 Repeat steps 2-4 of Molasses and Muscovado Clearance for Export



AUTHORITY TO LOAD

The Authority to Load is the approval granted by the BOC allowing goods to board the carrier, after the documents and goods have been assessed.

WHAT TO DO

- 1 Submit shipping documents to BOC.
- 2 Wait for assessment of documents.
- 3 Receive approval of Authority to Load.
- 4 Pay the following charges to the respective offices;

Agency	Charges	Freight
Arrastre Contractor	Arrastre	Sea
Philippine Ports Authority	Wharfage	Sea
Airport (NAIA) or One-Stop Export Documentation Center (OSEDCC)	Processing	Air

WHO TO CONTACT

PHILIPPINE PORTS AUTHORITY (PPA)

PPA Corporate Bldg. Bonifacio Drive, South Harbor, Port Area
Manila, Philippines
Phone: (+632) 527.8356 to 83
Website: <http://www.ppa.com.ph>

EXPORT FACILITATION AND ONE-STOP EXPORT DOCUMENTATION CENTER (EFOSEDCC)

Hall 2, ITC Complex, Roxas Blvd., Pasay City 1300
Phone: (+632) 833.7682
Email: efosedcc@philexport.ph
Website: www.philexport.ph



EXPORT DOCUMENTATION

Export documents are certifications 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 clearing and compliances.

COSTS INVOLVED

- Cost of Documents
- Processing Fees

BILL OF LADING OR AIRWAY BILL

The Bill of Lading is the document issued by the shipping line that confirms the receipt of the products from the seller of the goods, and provides details of the following:

- Details of Shipper or seller of the goods
- Details of Consignee or receiver of the goods
- Port of Origin and Port of Destination
- Quantity, weight, and nature of the goods
- Carrier details (i.e. vessel number, seal number, etc.)

The Airway Bill is the document issued by the airline, similar to the Bill of Lading, which generally contains:

- Details of Shipper or seller of the goods
- Details of Consignee or receiver of the goods
- Place of departure and destination
- Quantity, weight, and nature of the goods
- Carrier details (i.e. flight number, etc.)

WHAT TO DO

- 1 Secure booking from the shipping line or airline.
- 2 Create a Draft Air Waybill or Bill of Lading.
- 3 Load products before scheduled closing time.

4 Depending on shipping arrangement, pay required shipping or airline fees.

5 Receive completed Bill of Lading or Airway Bill from shipping line or airline.

WHO TO CONTACT

PREFERRED AIRLINE OR SHIPPING LINE

BUYER FOR COORDINATION OF SHIPPING OR AIRLINE DELIVERIES

CERTIFICATE OF ORIGIN (CO)

The CO is a document that signifies that the product for delivery is produced in a particular country. Various FTAs require different COs, and have different preferential trade incentives.

Type of Certificate of Origin (CO)	Trade Area/Agreement
A	Generalized System of Preference (US, EU, Canada, etc.)
D	ASEAN Free Trade Area (AFTA)
E	ASEAN-China Free Trade Area (ACFTA)
AK	ASEAN-Korea Free Trade Area (AKFTA)
AANZ	ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)
AJ	ASEAN-Japan Comprehensive Economic Partnership Agreement (AJCEPA)
AI	ASEAN-India Free Trade Area (AIFTA)
JP	Philippines-Japan Economic Partnership Agreement (PJEPA)
Non-Preferential	Other countries with no trade agreements/ countries not mentioned above



EXPORT DOCUMENTATION

ADVANTAGES

- Products are more competitive because of lower cost of goods
- Reduction or exemption of tariff duties

WHAT TO DO (FOR EXISTING EXPORTERS)

- 1 Prepare an Authorization Letter addressed to the BOC Commissioner requesting to purchase a Certificate of Origin (Form depends on the Port of Destination you wish to ship to).
- 2 Together with the Authorization Letter, submit a copy of the following documents: Export Declaration, Bill of Lading, and Commercial Invoice.
- 3 Pay for the Certificate of Origin and Documentary Stamp at the Bureau of Customs cashier.
- 4 Fill out form with export details and submit to the export division for verification.
- 5 Form will be returned to the company and will be submitted to the buyer.

WHAT TO DO

- 1 Make a written request to the BOC Export Division five (5) days prior to the exportation and submit the following information:
 - Complete list of all materials, parts, or components used in the manufacturing of the product, with their respective country of origin (if imported)
 - Breakdown of the cost elements that make up the ex-factory cost, ex-factory price, and FOB price of the finished product
 - The manufacturing operations to be performed locally on the product

• *Note: BOC will conduct a plant visit, if necessary*

2 Once approved, submit a copy of the following documents (upon shipment):
Export Declaration, Bill of Lading, and Commercial Invoice

3 Follow steps 3-5 of procedures for existing exporters

Requirements:

- Export Declaration
- Bill of Lading
- Commercial Invoice
- Other Supporting Documents Required

WHO TO CONTACT

**BOC - EXPORT COORDINATION DIVISION
ASSESSMENT & OPERATIONS COORDINATING GROUP**

Bureau of Customs
14th Street, Port of Manila
Phone: (+632) 527.4580
Email: ecd@customs.gov.ph
Website: www.customs.gov.ph



EXPORT DOCUMENTATION

EXPORT DECLARATION

An Export Declaration (ED) is a form submitted by the exporter at the port of destination with the particulars of the shipment, such as the value and type of goods.

**See previous section for process and details*

EXPORT CLEARANCE

Export Clearance is a document processed by the Commodity Agency (CA) for regulated products processed, sourced, or manufactured in the Philippines.

**See previous section for process and details*

COMMERCIAL INVOICE

The Commercial Invoice (CI) is a document issued by the seller, containing the details of the actual sale transaction between manufacturer/trader and the international buyer. The CI is issued to the buyer to request or acknowledge payment.

PACKING LIST

The Packing List (PL) is a document issued by the seller, containing the quantity and weight of the products shipped, as well as the details of how the items are packed inside a container.

INSURANCE POLICY

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.

POST-LOADING CERTIFICATES

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.



CUSTOMER SERVICING

After the goods have been shipped out, the seller needs to ensure that buyers repeat their purchase. While these do not refer to the facilitation process, this step is important so that companies secure their position in international markets.

MAINTAINING GOOD CUSTOMER RELATIONSHIPS

Here are a few things businesses need to consider to maintain good customer relationships. While these do not guarantee more export sales, these may help in developing long-term buyer relationship.

- 1 Knowing Customer Needs and Wants**
Customer needs and wants change through time and experience, and companies must adapt to these to provide better products and services. By providing products and services that exceed customer expectation, international buyers develop a sense of trust and loyalty to the business.
- 2 Understanding Norms and Cultures**
International trade deals with customers that have different norms and cultures, brought about by religion and country traditions. Employees and company representatives must be aware and respectful of these to establish a harmonious working relationship.
- 3 Addressing Customer Concerns**
Customer concerns need to be addressed in a timely manner, and company representatives need to be available to address these. In order to provide timely responses, companies need to find out the preferred communication channels of the customer, and must keep those channels active.
- 4 Creating a Problem-Resolution Process**
Companies need to identify common problems, questions, and situations that buyers often have, and standardize how employees and company representatives address them. For example, in handling a complaint, what are the step-by-step actions that must be done in order to resolve it? Having a standardized problem-resolution process will allow better customer management and will help achieve customer satisfaction.
- 5 Seeking and Addressing Feedback**
Companies need to be self-aware on how they conduct their business and must be open for improvement. Listening to your customers and improving on their feedback will result in positive and long-lasting business relationships.



INTELLECTUAL PROPERTY

With international trade becoming more seamless and convenient, companies need to protect their business. One way to do this is through filing an Intellectual Property (IP) on “inventions, literary and artistic works, symbols, names, and images used in business” (WIPO, 2017). By filing an IP, the company protects its brand, business, and product, and opens better exporting opportunities in the future.

Here are different IP applications you can file under Intellectual Property Office of the Philippines (IPO PHL):

- A** Patent - an exclusive right granted for an invention (product or process) that provides a new or unique way of doing something, or that offers a new technical solution to a problem. The Patent IP provides protection for inventions, for a limited time (generally 20 years).
- B** Industrial Design - refers to the protection of ornamental aesthetic aspects of the product, or what make an article attractive and appealing (For example, Coca Cola’s contour bottle). To qualify for an industrial design protection, the design must be: 1) new or original; 2) applicable to a functional article; 3) must be visible on a finished article; 4) non-obvious; and 5) has no prior publication or disclosure of the design.
- C** Utility Model - a protection option that protects innovations that are of practical utility, novelty, and industrial applicability.
- D** Trademark - refers to a distinctive sign or mark that identifies certain goods or services produced or provided by an individual or a company.
- E** Copyright - legal protection extended to the owner of the rights of an original literary, scientific, or artistic work.

ADVANTAGES

- Provides business owners and inventors exclusive rights to the product, service, or brand.
- Prevents competitors and other entities from copying, producing, or using products or brand that are under IP.
- Protects your business and your buyers from product counterfeit, illegal distribution, etc.
- Serves as an intangible asset that can be used as leverage during negotiations.



INTELLECTUAL PROPERTY

WHAT TO DO

- 1 Fill out an application form and submit to the respective desk handling your IP Application.
- 2 Pay for the deposit and present the deposit form .
- 3 Submit required documents:
 - Filled-out application form (duplicate for trademark and copyright; triplicate for industrial design, utility model, and patents).
 - Other required business documents (i.e. business registration papers, secretary's certificate).
- 4 IPO PHL will conduct a search and examination of similar applied IPs.
- 5 Wait for Report of IPO PHL if applied IP is OK for registration.
- 6 Response of IPO application may result in rejection or recommendation.
 - If rejected, re-apply.
 - If recommended for revisions, revise application as needed.
- 7 Wait for publication of IP applied on the IPO PHL website to determine any disputes from other parties.
- 8 If there are no disputes, company will receive certificate of registration from IPO PHL.
- 9 Wait for second publication that will signify that you are the rightful owner of the IP.

COSTS INVOLVED

- Filing Fee
- Fee per Claim
- Fee per Declaration of Use

WHO TO CONTACT

INTELLECTUAL PROPERTY OF THE PHILIPPINES

Intellectual Property Center, #28 Upper McKinley Road
Fort Bonifacio Taguig, 1634 Metro Manila
Phone: (+632) 238.6300
Website: www.ipophil.gov.ph



LIST OF PROHIBITED PRODUCTS FOR EXPORT

As of December 2017

Office	Prohibited Products
Bangko Sentral ng Pilipinas (BSP)	1. Gold from small-scale mining, including panned gold
Bureau of Fisheries and Aquatic Resources (BFAR)	2. Humphead wrasse or Napoleon wrasse "Mameng" (<i>Cheilinus undulatus</i>)
	3. Live Mud crab "Alimango" (<i>Scylla serrata</i>), carapace length of less than 10 cm and weight of less than 200 grams.
	4. Live Shrimps and Prawns – spawner, breeder, eggs and fry.
	5. Marine wildlife species:
	5.1. All Corals
	5.2. All Seahorses (<i>Hippocampus</i> spp.)
	5.3. Coconut Crab (<i>Birgus latro</i>)
5.4. Dogfaced water snake (<i>Cerberus rhynchops</i>)	

As of December 2017

Office	Prohibited Products
Bureau of Fisheries and Aquatic Resources (BFAR)	5.5. Elasmobranch and Sharks:
	5.5.1. Manta ray “Pagi” (<i>Manta birostris</i>), whether dead or alive, in any state or form, whether raw or processed
	5.5.2. Great white shark “Pating” (<i>Carcharodon carcharias</i>)
	5.5.3. Whaleshark “Butanding” (<i>Rhincodon typus</i>), whether dead or alive, in any state or form, whether raw or processed
	5.5.4. All sawfishes (<i>Pristidae</i>)
	5.5.5. Marine Mammals/Cetaceans (whales, dolphins, porpoises)
	6. Milkfish “Bangus” fry, Full grown Milkfish, Mother Bangus “Sabalo”, Milkfish fingerling (not less than 25 mm but not more than 100 mm) (<i>Chanos chanos</i>)
	7. Shells:
	7.1. Helmet Shells (<i>Cassis cornuta</i>)
	7.2. Semi-finished or Semi-processed Capiz shells “Kapis”, less than 8 cm in diameter measured from the base perpendicular towards the top edge of the shell



LIST OF PROHIBITED PRODUCTS FOR EXPORT

As of December 2017

Office	Prohibited Products
Bureau of Fisheries and Aquatic Resources (BFAR)	7.3. Live specimens, raw shells, meat and by-products of Giant Clams under the family Tridacnidae: <ul style="list-style-type: none">• Smooth giant clam (<i>Tridacna Derasa</i>)• Fluted or Scaly giant clam (<i>Tridacna Squamosa</i>)• Elongated giant clam (<i>Tridacna Maxima</i>)• Boring or Crocus clam (<i>Tridacna Crocea</i>)• Strawberry or Horse's hoof clam (<i>Hippopus hippopus</i>)• China or porcelain clam (<i>Tridacna Porcellanus</i>)
	7.4. Angel wing shell (<i>Barnea manilensis</i>) 7.5. Beck's cowrie (<i>Cypraea beckii</i>) 7.6. Bent cerith (<i>Clypeomorus aduncus</i>) 7.7. Bullmouth helmet (<i>Cypraecassis rufa</i>) 7.8. Children's cowrie (<i>Cypraea childreni</i>) 7.9. Club-shaped boring clam (<i>Eufistulana mumia</i>) 7.10. Dance volva (<i>Phenacovolva dancei</i>) 7.11. Deep sea cap (<i>Malluvium lissus</i>) 7.12. Giant morum (<i>Morum grande</i>) 7.13. Girgyllus star shell (<i>Bolma girgyllus</i>) 7.14. Golden cowrie (<i>Cypraea aurantium</i>) 7.15. Great spotted cowrie (<i>Cypraea guttata</i>) 7.16. Green snail (<i>Turbo marmoratus</i>) 7.17. Katsue's cowrie (<i>Cypraea katsuae</i>) 7.18. Kurzi's morum (<i>Morum kurzi</i>) 7.19. Marie's cowrie (<i>Cypraea mariae</i>) 7.20. Martini's tibia (<i>Tibia martini</i>) 7.21. Martini's cowrie (<i>Cypraea martini</i>) 7.22. Network beak shell (<i>Varicospira crispata</i>) 7.23. Porter's cowrie (<i>Cypraea porter</i>) 7.24. Prince cowrie (<i>Cypraea valentia</i>)

As of December 2017

Office	Prohibited Products
Bureau of Fisheries and Aquatic Resources (BFAR)	7.25.Recluzia snail (<i>Recluzea lutea</i>) 7.26.Saul’s cowrie (<i>Cypraea saulae</i>) 7.27.Smooth bonnet (<i>Phalium glabratum glabratum</i>) 7.28.Smooth top shell (<i>Trochus niloticus</i>) 7.29.Smudged moon scallop (<i>Amusium obliteratum</i>) 7.30.Teramachi’s cowrie (<i>Cypraea teramachii</i>) 7.31.Thersite stromb (<i>Strombus thersites</i>) 7.32.True separatista (<i>Separatista blainvilliana</i>)
	7.33. Triton or Charonia or trumpet shells (<i>Charonia tritonis</i>)
	7.34. Watson’s morum (<i>Morum watsoni</i>) 7.35. White toothed cowrie (<i>Cypraea leucodon</i>) 7.36. Wyville’s bonnet (<i>Phalium coronadoi wyvillei</i>)
	8. “Elvers” or Eel fry and fingerlings under Family Anguillidae, 15 cm or less in length
Bureau of Plant Industry (BPI)	9. Saba banana (<i>Musa paradisiaca</i>) planting materials



LIST OF PROHIBITED PRODUCTS FOR EXPORT

As of December 2017

Office	Prohibited Products
Philippine Fiber Industry Development Authority (PhilFIDA)	10. Abaca and Ramie Seeds, Seedlings, Suckers and Root Stocks; Buri Seeds and Seedlings; and Buntal Fibers
Forest Management Bureau (FMB)	11. All Mangrove Species
	12. Monkey pod "Acacia" or Raintree (Samanea saman)
	13. Raw Rattan including poles as follows: a. Rattan poles that have not undergone any processing or manufacturing; b. Rattan poles that have been cut into desired sizes; and c. Rattan poles that have undergone application of preservatives.
	14.1. Round logs, poles and piles including log core and flitches'/railroad ties produced from naturally grown trees both from the forestlands and private lands; and

As of December 2017

Office	Prohibited Products
<p>Forest Management Bureau (FMB)</p>	<p>14.2. Lumber, boules or any other semi-finished products produced from premium hardwood and prohibited species</p> <p>Premium Hardwood and Prohibited Species:</p> <ul style="list-style-type: none"> • Narra (<i>Pterocarpus indicus</i>) • Molave (<i>Vitex Parviflora</i>) • Dao (<i>Dracontomelon dao</i>) • Kamagong (<i>Diospyros blancoi</i>) • Ipil (<i>Instia bijuga</i>) • Akle (<i>Albizia acle</i>) • Apanit (<i>Mastixia philippinensis</i>) • Banuyo (<i>Wallaceodendron celebicum</i>) • Batikuling (<i>Litsea leytensis</i>) • Betis (<i>Madhuca betis</i>) • Bolong eta (<i>Diospyros pilosanthera</i>) • Kalantas (<i>Toona calantas</i>) • Lanete (<i>Wrightia pubescens</i> subsp. <i>Laniti</i>) • Lumbayao (<i>Heretiera javanica</i>) • Sangilo (<i>Pistacia chinensis</i>) • Supa (<i>Sindora supa</i>) • Tindalo (<i>Afzelia rhomboidea</i>) • Teak (<i>Tectona philippinensis</i>/<i>Tectona grandis</i>) • Manggis (<i>Koompassia excelsa</i>)
<p>Biodiversity Management Bureau (BMB) formerly (PAWB)</p>	<p>15. Stalactites and stalagmites</p>



LIST OF PROHIBITED PRODUCTS FOR EXPORT

As of December 2017

Office	Prohibited Products
Biodiversity Management Bureau (BMB) formerly (PAWB)	16. Terrestrial wildlife species whether live, stuffed or by- products that were taken from the wild:
	16.1. Terrestrial wildlife species whether live, stuffed or by- products that were taken from the wild:
	16.1.1. Aves: Hornbills Nicobar Pigeon Philippine Eagle Streak-breasted Bulbul Negros Bleeding Heart Negros Stripped Babbler
	16.1.2. Mammal: Tamaraw Dugong Visayan Spotted Deer Visayan Warty Pig Calamian Deer
	16.1.3. Reptiles: Philippine Crocodile Saltwater Crocodile Marine Turtles Monitor Lizard

As of December 2017

Office	Prohibited Products
Biodiversity Management Bureau (BMB) formerly (PAWB)	16.3.3. Insects to include the following among others: Birdwing butterflies Swallowtail butterflies
Philippine Coconut Authority (PCA)	17. Matured Coconuts and Coconut seedlings

Source: www.dti.gov.ph/resources/downloadable-forms#exports



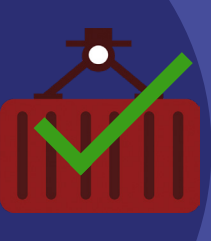
LIST OF REGULATED PRODUCTS FOR EXPORT

As of December 2017

Office	Regulated
Bangko Sentral ng Pilipinas (BSP)	1. Legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding PHP50,000.00.
Board of Investments (BOI)	2. Copper concentrates
Bureau of Animal Industry (BAI)	3. Live animals whether domestic or wild (exotic or indigenous) animals which may be food producing, companion, aquatic, laboratory including birds, worms, bees and butterflies, its products and by-products, veterinary feed premixes and biologics, laboratory specimen of animal origin, feeds and feed ingredients that may be carriers of communicable animal diseases.
Bureau of Fisheries and Aquatic Resources (BFAR)	4. All fish and fishery/aquatic products (live, fresh, dried and/or processed, frozen and chilled)
	5. Live Mud crab "Alimango" (<i>Scylla serrata</i>), carapace length of 10 cm or over and weight of 200 grams or over.

As of December 2017

Office	Regulated
Bureau of Fisheries and Aquatic Resources (BFAR)	6. Marine wildlife species: Seasnakes: live, skin or products from the skin or meat.
	7. Shells:
	7.1. Black lip pearl “Concha negra” (<i>Pinctada margaritifera</i>), Minimum size is 11 cm, maximum outside long axis measurement, taken at right angle to the base. Undersized not allowed for harvest.
	7.2. Gold lip pearl “Concha blanca” (<i>Pinctada maxima</i>), Minimum size is 19 cm, maximum outside long axis measurement, taken at right angle to the base. Undersized not allowed for harvest.
	7.3. Semi-finished or Semi-processed Capiz shells “Kapis”, 8 cm or over in diameter measured from the base perpendicular towards the top edge of the shell, undersized shell not allowed for harvest.
	7.4. Hirose shell “Babae” (<i>Trochus noduliferus</i>), Minimum size is 5 cm across the least diameter of the base, taken at right angles to the axis.
	7.5. Rough top shell or trochus shell “Simong; trocha rough variety” (<i>Trochus maximus</i>) Minimum size is 7.5 cm across the least diameter of the base, measured at right angles to the axis



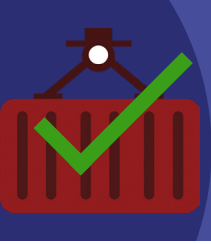
LIST OF REGULATED PRODUCTS FOR EXPORT

As of December 2017

Office	Regulated
Bureau of Plant Industry (BPI)	8. All plants, planting materials and plant products; pest specimen; including wood packaging materials capable of harboring plant pests.
Environmental Management Bureau (EMB)	9. Used Lead Acid Battery (ULAB)
Firearms and Explosives Office, Philippine National Police (PNP-FEO)	10.1. Firearms and Ammunitions:
	10.1.1. Major Parts of Firearms (Barrel, Slide, Frame)
	10.1.2. Riflescopes, sniperscopes, and other fire-arm accessories

As of December 2017

Office	Regulated
Firearms and Explosives Office, Philippine National Police (PNP-FEO)	<p>10.2. Explosives: 5 ½ Stick 4 HSC PML, ANFO, Beanhole Connector, Black Powder, Composition 4 (C-4), Composition A-5, Composition A-T, Composition B, Delay Compound, Demolition Charges, Detonating Cord, Detonating Fuse, Detonator 21, Detonator G-21, Detonator G-22, Detonator G-51, Detonators, Detonators 1019 Detonating Relay, Dinitrotoluene, Dynamite, Electric Detonators, Electric Blasting Cap, Emulite/ Slurry, Emulsion, Emulsion Blasting Agent, Emulsion Matrix, Fuse Lighter, Hand grenades, HDF Primers, Igniter (Thermit), Igniter Connector, Igniter Cord, Igniter Fuse, Lead Cup, M-201 Fuse, MS Delay Detonator, NIT Primers, Nitramon, Non-Electric Blasting Caps, Non-Electric Detonators, Ordinary Blasting Cap, Pipe Cutter, Power Charge, Power Charge Starter, Primacord, Primer, Propellant Charges, Safety Fuse, Sidewinder, Slurry, Smokeless Powder, Spitterconnector, Spittercord, Thermalite connector, Timer Fuse</p> <p>10.2.1. Explosives and Explosives Ingredients: As categorized by SUB-TWG: Amorphous Phosphorous, Dnitrotoluene, Glycerol Trinitrate, Nitrocellulose, PETN (Pentaerythritol Tetranitrate), PICRIC Acid (2,4, 6- Trinitrophenol), Tetryl, Trinitro Toluene (TNT), Phosphorous, Phosphorous Red, Phosphorous Sesquisulphide</p>



LIST OF REGULATED PRODUCTS FOR EXPORT

As of December 2017

Office	Regulated
Firearms and Explosives Office, Philippine National Police (PNP-FEO)	<p>High Risk Controlled Chemicals: Ammonium Cerium (IV) Nitrate, Ammonium Nitrate, Fertilizer containing $\geq 70\%$ Ammonium Nitrate, Ammonium perchlorate, Calcium Nitrate, Guanidinium Nitrate, Hydrogen peroxide $>52\%$, Magnesium perchlorate, Nitric acid $>3\%$, Potassium nitrate $\geq 40\%$, Potassium perchlorate $\geq 40\%$, Potassium permanganate, Sodium chlorate $\geq 40\%$, Sodium Nitrate, Sodium Perchlorate $>40\%$</p> <p>Low Risk Controlled Chemicals: Aluminum powder/granular, Ammonium chlorate, Barium chlorate, Barium chromate, Barium Nitrate, Calcium chlorate, Chromium Nitrate, Copper Nitrate, Ferric (III) Nitrate, Hydrogen Peroxide, Nickel (II) Nitrate, Potassium chlorate $<40\%$, Potassium Nitrate $<40\%$, Potassium perchlorate $<40\%$, Sodium Chlorite $>40\%$, Sodium Chlorite $>40\%$, Sodium perchlorate $\leq 40\%$, Sulfur powder/flakes, Actyva NPK 21-7-14 containing 57% Ammonium Nitrate</p> <p>10.2.2. Firecrackers and Pyrotechnics</p> <p>10.2.3. Controlled Chemicals (Chemicals Explosives and Chemicals ingredients to Explosives) see ANNEX "1".</p>
Forest Management Bureau (FMB)	11. Lumber, logs, poles, piles, log core and flitches/ railroad ties produced from planted trees from both the forestlands and private lands.
DTI-Export Marketing Bureau	12. Coffee

As of December 2017

Office	Regulated
Mines and GeoSciences Bureau (MGB)	13. Crushed and/or sized sand gravel and/or other unconsolidated materials.
	14. Iron, manganese and/or chromium ore(s), whether unprocessed or processed.
	15. Mine wastes and/or mill tailings
	16. Unprocessed, raw or run-of-mine mineral(s) of ore(s).
National Food Authority (NFA)	17. Grains and grain by-products
National Museum (NM)	18. Cultural properties such as archaeological materials, traditional ethnographic materials, antiques, historical relics, Natural History specimens (holotypes, endangered, irreplaceable specimens, Regulated Products fossils).
Optical Media Board (OMB)	19. Optical and magnetic media, its manufacturing equipment, parts and accessories and manufacturing materials.
Biodiversity Management Bureau (BMB) formerly (PAWB)	20. Terrestrial wildlife species whether live, preserved/ stuffed to include its by-products & derivatives



LIST OF REGULATED PRODUCTS FOR EXPORT

As of December 2017

Office	Regulated
Biodiversity Management Bureau (BMB) formerly (PAWB)	20.1. Fauna species produced in breeding farms for commercial purposes to include the following among others:
	20.1.1. Aves: Amethyst Fruit Dove Bended Rail Black naped Oriole Black naped Monarch Bleeding heart Pigeons Blue-tailed Bee-Eater Button Quails Crested Mynah Lovebirds Finches Green-winged Dove Hanging Parakeet Java Sparrows Kingfishers Painted Quail Parrots Philippine Starlings Philippine White-eye Pink-necked Green Pigeon Quiabero Slender-billed cuckoo Tree Sparrow White-eared brown Dove
	20.1.2. Mammals: Cloud Rats Philippine monkeys Tarsier Skunk

As of December 2017

Office	Regulated
Biodiversity Management Bureau (BMB) formerly (PAWB)	20.1.3. Reptiles: Gecko Land Turtles Monitor Lizards Sailfin Lizards
	20.1.4. Amphibians: Frogs- live, skin, or products from the skin or meat
	20.2. Flora/plant species produced in nurseries/farms and orchidaria to include the following among others: Agar wood Orchids, all species (except those in App. 1) Big leaf Mahogany Cactus Cycas Tree Ferns
	20.3. Exotic Fauna and Flora found in CITES Appendix II and to include the following among others:
	20.3.1. Aves: Conures Macaw Parrots Pigeons



LIST OF REGULATED PRODUCTS FOR EXPORT

As of December 2017

Office	Regulated
Biodiversity Management Bureau (BMB) formerly (PAWB)	20.3.2. Insects: All Butterflies (except those listed in App. I)
Philippine Nuclear Research Institute (PNRI)	21.1 Nuclear and Radioactive Materials; "Devices incorporating radioactive materials"
	21.2 Nuclear related dual use items
Sugar Regulatory Administration (SRA)	22. All sugarcane-based sugar (such as raw sugar, white sugar, muscovado) and Molasses

Source: www.dti.gov.ph/resources/downloadable-forms#exports



A

DEFINITION OF TERMS

Arrastre - Refers to the operation of receiving, conveying, and loading or unloading products from the piers or wharves.

Authority to Load - refers to the approval or permission granted by the Bureau of Customs (BOC) or its deputized agencies to load export goods on board a carrier.

Bill of Lading - document issued by the ocean carrier that contains details of the products and important shipping details.

CBM - short for “Cubic Meter” or the measurement by which the load is computed. A cubic meter is calculated by multiplying the length, width, and height of the product’s packaging.

Certificate of Origin - refers to the declaration of the exporter, certified by the BOC, that the exported goods comply with the origin requirement specified under bilateral, regional, or multilateral trading agreements, to which the Philippines is a part of.

Commercial Invoice - document issued by the Seller to the Buyer, that describes the goods being sold, delivery details, discounts, payment terms, etc. It is usually used by the Customs officer of the importing country to determine the duties to be charged for goods being imported.

Commodity Agency- a Philippine government agency that regulates specific products for exports and issues corresponding export clearance or permit.

Consignee - the person or business named in a freight transport document to whom the goods consigned to or handed over. For export, the consignee may be “intermediate” (i.e. broker) or “final” (i.e. entity receiving the goods).

Consignor – person or entity named in a freight transport document from whom the goods originated from. For export control purpose, the declaration for the exportation of goods must be named and is referred to as “Exporter”.

Containerized Cargoes - refer to cargoes located within container vans or other sealable transport units.

DEFINITION OF TERMS

Country of Origin - refers to the country where the product is obtained, produced, or manufactured.

ETA - short for “Expected Time of Arrival” or the time when the vessel or goods will arrive at port or in the hands of the buyer.

ETD - short for “Expected Time of Departure” or the time when the vessel or goods will leave the port or the hands of the seller.

Export Clearance - refers to all pre-exportation requirements by Commodity agencies to authorize loading of goods.

FCL - short for “Full Container Load” or when the shipment takes the space of a full container- may be in the form of 20 Feet, 40 Feet, or 40 High Cube.

Free Trade Agreement (FTA) - an agreement signed between at least two countries that commit in terms of laws, regulation, policies, and practices to reduce trade barriers and mutually improve business relations.

Goods - refers to the supply of a commodity, or a physical, tangible item for export, produced from agricultural construction, manufacturing, or mining activities.

INCOTERMS - International Commercial Terms, commonly referred to as “Term of Sale”, issued and created by the International Chamber of Commerce (ICC) to interpret commonly used contract terms in international contracts.

Intermodal - term that means movement of cargo containers between different modes of transportation (water, land, or air)

Intellectual Property (IP) - refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. An IP is protected in law by, for example, patents, copyrights and trademarks, which enable people to earn recognition or financial benefit from what they invent or create (WIPO, 2017).

LCL - short for “Loose Container Load” or cargoes that are handled in pieces, packages, crates, bags, etc.

Load Factor – percentage of used capacity against available capacity.

Packing List – documents provided by the shipper to the consignee with details of the goods/packages such as packaging, marking, count, weight and measurements. This document is also required by Customs (at the Port of Loading) if any examination is required.

Port of Entry – location where cargo and containers are discharged for onward transshipment by inland waterways, rail or truck.

Port of Loading – the origin port at which the cargo or containers are loaded onto the vessel.

Regional or Provincial Office - DTI stationed offices operating in the regions and provinces.

Rules of Origin - set of principles to determine the economic content and nationality of a product.

Services - the supply of service for export, in the following areas such as: information technology services, construction services, consultancy and professional services, etc.

Trade barriers - set of government laws, regulations, policies, and practices that protect local products and industries from foreign competition.

Trade Mission - a business trip organized by government and commercial groups, inviting local businesses to increase their trade in a particular country.

Transshipment - transferring of a container from one ship to another, in one or more intermediary ports, before it reaches its final destination.

Watchlist - list of Philippine exporters, manufacturers, suppliers, or foreign buyers who are respondents in export trade complaints whose inclusion in the said list is based on the resolutions of the Export Trade Complaints Committee (ETTC) and as approved by the DTI Supervising Undersecretary.

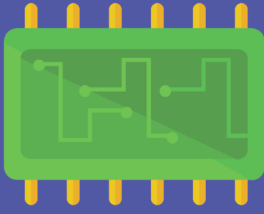


A

DEFINITION OF TERMS

Waybill – document issued by a carrier to the shipper at the point of shipment, showing the point of origin, destination, route, consignor, consignee, description of shipment and amount charge for the carriage.

Wharfage – charge assessed by the port terminal for the vessel using the dock. For cargo, it is usually charged to the consignee and for the vessel, it is charged to the carrier. This is sometimes known as Dockage fees.



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