FLOWCHART OF THE GENERAL IMPORT PROCEDURES
As of May 23, 2018

START

REGISTRATION OF BUSINESS
- Single Proprietorship (DTI) – http://www.business.gov.ph
- Partnership/Corporation (SEC) – http://www.sec.gov.ph

Types of Accreditation

Regular Importer
Customs Client Number issued by way of Certificate of Registration

Once-a-Year Importation
Client Profile Registration System (CPRS)

ACCREDITATION OF THE IMPORTER

Account Management Office (AMO)
Formerly Interim Customs Accreditation and Registration (ICARE)
- Client Profile Registration System
- Customs Client Number (CCN)

Customs Value Added Service Provider (CVASP)
- Cargo Data Exchange Center, Inc.
- Ekonek Pilipinas, Inc.
- Intercommerce Network Service, Inc.

Cargo Surveying Companies
- Load Port Surveys (LPS)
  - Bureau Veritas
  - Cotecna Inspection S.A.
  - Intertek International, Ltd.
  - SGS Inspection Services S.A.
  - Admiral Testing Services, Inc.
  - Inspectorate (Singapore) Pte., Ltd.

CLASSIFICATION OF GOODS

CHAPTER 3
Section 1610 General Rule for the Implementation of the Tariff Nomenclature
Customs Modernization and Tariff Act (CMTA)

Types of Importation – Chapter 3

Free Importation and Exportation Sec. 116 CMTA	Regulated Importation and Exportation Sec. 117 CMTA	Prohibited Importation and Exportation Sec. 118 CMTA	Restricted Importation and Exportation Sec. 119 CMTA

Pre- Arrival Processes

Red, Yellow, and Green Lane

SHIP BERTHS

PORT OPERATOR
Capture Berth Information

LODGEMENT
Single Administrative Document (SAD)

Value Added Service Provider

Electronic to Mobile (E2M)

BUREAU OF CUSTOMS
- Value Added Service Provider
- Client Profile Registration System
- Licensing and Clearance System (National Single Window)
- Electronic Manifest System
- Customs Import Assessment System
- Warehousing Entry System
- Payment Application Secure System
- Online Release System
- Non Cash Payment
- Payment Application Secure System

BOC EXAM
(For Red & Yellow)

Selectivity System

Super Green Lane Facility

CAO No. 2-2000 – March 24, 2000
- Allow advance processing and clearance of shipments
- Without prior physical examination and documentary check

Super Green Lane Plus (SGL Plus)

CAO No. 4-2011 – March 18, 2011
Further enhance the Super Green Lane
- 3 years suspension on the Conduct of Audit
- 5 years validity of the Importers' Accreditation
- Exemption from the Selectivity System

Authorized Economic Operator (AEO) Program Pilot Basis

CAO No. 1-2012 – June 26, 2012
- Dedicated processing lanes
- Renewal of accreditation for longer period
- Last priority on post-entry audit
- Recognition as a low risk company
- Reduced inspection

Payment of Taxes and Duties

Payment of Taxes and Duties

Payment of Taxes and Duties

Customs Clears Cargo, Issues Release

Payment of Port Charges

Port Operator Notifies Importer

Gate Out Cargo Leaves Port

END