

MEMORANDUM CIRCULAR NO. 20-47

Series of 2020

Subject : **Guidelines for Export Clearance**

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

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

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

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

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

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

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

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the Philippine Economic Zone Authority (PEZA), **Box 8** and **Box 31** of the ED shall be used by companies with export authorization from DTI-STMO to indicate the authorization number and other relevant information such as the parties (e.g., freight forwarder or warehouse) involved in the shipment and acting as consignees.

3.1 Box 8: *Importer/Consignee; Address*

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

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

3.2 Box 31: *Packages and Description of Goods*

Box 31 of the ED Form is a free-text field. The exporter shall indicate in this box the authorization number from DTI-STMO. This shall be BOC's means to verify the authenticity of the authorization and information presented.



31 Packages and Desc. of Goods	Marks and Numbers - Containers No(s) Marks & no of packages _____ Nbr & Kind <u>10</u> <u>Cartons</u>
	Exported under STMO-GLEXP-2020-9999

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

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



The packing lists and invoices shall indicate the authorized good/s and its details, including the STMO authorization number, HS code, and NSGL code either in the

“Description of Goods” portion or in free-text “Additional Information” or “Notes” box.
The notation can be formatted as follows:

PACKING LIST								Pages 1 of 1			
Exporter Mabuhay Exports XYZ Commerce Center 999 Jupiter Avenue Makati City, Metro Manila 1014 Philippines +6327123456 Juan Dela Cruz								Invoice Number & Date 111 04 July 2020		Bill of Lading Number	
Consignee Xie Xie Imports 89 Orchids Avenue Singapore, Singapore, 119963 Singapore +658889889 Mei Wang				Buyer (if not Consignee)				Reference		Buyer Reference	
Method of Dispatch Sea		Type of Shipment FCL		Country of Origin of Goods Philippines		Country of Final Destination Singapore					
Vessel / Aircraft MAERSK EMMA		Voyage No 21W									
Port of Loading Manila Philippines		Date of Departure 12 Oct 2020		Packing Information							
Port of Discharge Singapore		Final Destination Bukit Merah									
Product Code		Description of Goods		Unit Quantity		Net Weight (kg)		Kind & No of Packages			
MB103444		JZ Flowmeter R-1 Sens Sensing device NSGL: 6A002 HS: 9026.10.21 Under STMO-GLEXP-2020-9999		70		95		7 boxes			
MB340667		Signal Converter X3		10		19		1 box			
Total This Page											
Consignment Total											
Additional Information				Place and Date of Issue MANILA 15 Jun 2020							
Signatory Company MABUHAY EXPORTS				Name of Authorized Signatory JUAN DELA CRUZ				Signature 			



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

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



PACKING LIST								Pages 1 of 1			
Exporter Mabuhay Exports XYZ Commerce Center 999 Jupiter Avenue Makati City, Metro Manila 1014 Philippines +6327123456 Juan Dela Cruz								Invoice Number & Date 111 04 July 2020		Bill of Lading Number	
Consignee Xie Xie Imports 89 Orchids Avenue Singapore, Singapore, 119963 Singapore +658889889 Mei Wang				Buyer (if not Consignee)				Reference		Buyer Reference	
Method of Dispatch Sea		Type of Shipment FCL		Country of Origin of Goods Philippines		Country of Final Destination Singapore					
Vessel / Aircraft MAERSK EMMA		Voyage No 21W									
Port of Loading Manila Philippines		Date of Departure 12 Oct 2020		Packing Information							
Port of Discharge Singapore		Final Destination Bukit Merah									
Product Code		Description of Goods		Unit Quantity		Net Weight (kg)		Kind & No of Packages			
MB103444		JZ Flowmeter R-1 Sens Sensing device		70		95		7 boxes			
MB340667		Signal Converter X3		10		19		1 box			
Total This Page											
Consignment Total											
Additional Information				Place and Date of Issue MANILA 15 Jun 2020							
MB103444 JZ Flowmeter R-1 Sens (NSGL: 6A002, HS: 9026.10.21) is exported under the STMO authorization no. STMO-GLEXP-2020-9999				Signatory Company MABUHAY EXPORTS				Name of Authorized Signatory JUAN DELA CRUZ		Signature 	

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

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

PROFORMA INVOICE								Pages 1 of 1					
Exporter Mabuhay Exports XYZ Commerce Center 999 Jupiter Avenue Makati City, Metro Manila 1014 Philippines +6327123456 Juan Dela Cruz								Invoice Number 111		Date 04 July 2020			
Buyer Xie Xie Imports 89 Orchids Avenue Singapore, Singapore, 119963 Singapore +658889889 Mei Wang				Delivery Date				Reference		Buyer Reference			
Method of Dispatch Sea		Type of Shipment FCL		Terms / Method of Payment 30% DEPOSIT, 70% BALANCE BEFORE SHIPMENT.									
Port of Loading Manila Philippines		Port of Discharge Singapore											
Product Code		Description of Goods		Unit Quantity		Unit Type		Price		Amount			
MB103444		JZ Flowmeter R-1 Sens Sensing device NSGL: 6A002, HS: 9026.10.21 To be exported under the authorization STMO-GLEXP-2020-9999		70		95		7 boxes					
MB340667		Signal Converter X3		10		19		1 box					
Total This Page				0		XXXXXX							
Consignment Total				0		XXXXXX							
Additional Information ETD 13 th AUGUST				MOULD CHARGES 900.00									
Bank Details Beneficiary's Name: Mabuhay Exports Beneficiary Bank Name: Philippine National Bank Swift Code: PNB-XXXX Bank Account No.: XXXX-XXXX-XXXX				Invoice total FOB Manila USD \$XXXX				Place and Date of Issue MANILA 15 Jun 2020		Signatory Company MABUHAY EXPORTS		Name of Authorized Signatory JUAN DELA CRUZ	
				Signature 									

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

COMMERCIAL INVOICE								Pages 1 of 1					
Exporter Mabuhay Exports XYZ Commerce Center 999 Jupiter Avenue Makati City, Metro Manila 1014 Philippines +6327123456 Juan Dela Cruz								Invoice Number & Date 111 04 July 2020		Bill of Lading Number			
Consignee Xie Xie Imports 89 Orchids Avenue Singapore, Singapore, 119963 Singapore +658889889 Mei Wang				Buyer (if not Consignee)				Reference		Buyer Reference			
Method of Dispatch Sea		Type of Shipment FCL		Country of Origin of Goods Philippines		Country of Final Destination Singapore							
Vessel / Aircraft MAERSK PHOENIX		Voyage No 222B											
Port of Loading Manila Philippines		Date of Departure 15 Nov 2020		Terms / Method of Payment 30% DEPOSIT, 70% BALANCE BEFORE SHIPMENT.									
Port of Discharge Singapore		Final Destination Bukit Merah		Marine Cover Policy No		Letter of Credit No							
Product Code		Description of Goods		Unit Quantity		Unit Type		Price		Amount			
MB103444		JZ Flowmeter R-1 Sens Sensing device		70		95		7 boxes					
MB340667		Signal Converter X3		10		19		1 box					
Total This Page				0		XXXXXX							
Consignment Total				0		XXXXXX							
Additional Information				MOULD CHARGES 900.00									
Bank Details				Invoice total FOB Manila USD \$XXXX				Place and Date of Issue MANILA 15 Jun 2020		Signatory Company MABUHAY EXPORTS		Name of Authorized Signatory JUAN DELA CRUZ	
				Signature 									

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

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

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

This Circular shall take effect immediately.
05 August 2020, Makati City.

Recommending Approval:


Atty. Janice S. Dimayacyac
Assistant Director

Approved by:


Atty. Luis M. Catibayan
Director