



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

September 20,1999

Customs Memorandum Order
No. 18-99

The Deputy Commissioner – Management Information System and
Technology Group (MISTG)
The Directors – Legal Service and Collection Service
The District Collectors – POM, MICP and NAIA
The EDI Gateway Operator
The Concerned Value Added Network Service Providers
All Importers/ Brokers
All Other Concerned

**Subject: Registration Procedures for Electronic Data Interchange (EDI /
Direct
Traders Input (DTI) Clients**

1.0 Objectives

- 1.1 To establish a unified and simplified procedure for EDI / DTI clients registration
- 1.2 To promote the use of remote/electronic lodgment facilities in filling import entries to the Bureau

2.0 Scope

This Order shall apply only to importers/declarants lodging consumption and/ or warehousing entries at the Port of Manila, Manila International container Port and NAIA Customhouse.

The schedule of implementation of remote lodgment for other ports not currently equipped with the facilities for types of entries/transaction to be remotely lodged shall be covered by subsequent memoranda.

3.0. General Provisions

- 3.1. Remote Lodgment Facilities at the Bureau

The Philippine Chamber of Commerce and Industry (PCCI), under its existing Memorandum of Agreement with the Bureau of Customs, shall provide the necessary Gateway infrastructure and telecommunications facilities to enable electronic lodgement of import entries via both DTI and EDI.

- Remote Lodgement through EDI – The EDI Gateway shall be the sole connection to BOC ACOS for this purpose. The EDI clients shall be connected to the Gateway via accredited value Added Network (VAN) service providers of their choice who shall be responsible for installation of the necessary computer system at the importer's offices that will enable them to encode and transmit import entries to and receive the corresponding responses from BOC ACOS via the Gateway.
 - Remote Lodgement through DTI – Clients registered for DTI lodgement shall provide their own computer equipment at their premises, following specifications issued by the Bureau of Customs. The Bureau of Customs shall provide the ASYCUDA++ DTI module to the client. However, the PCCI shall undertake installation of this software, together with the other third-party provided support software.
- 3.2. The remote lodgement facility shall be made available to duly registered importers and their designated brokers. The designated broker(s) of a registered importer shall automatically be registered but only for the transaction of the registered importer with whom the broker has a designation.
- 3.3. The Deputy Commissioner, MISTG shall be the approving authority for registration of importers under this Order. To assist him in discharge of this responsibility, he shall designate an EDI/DTI Registration Officer who shall have responsibility for processing applications, maintenance of database/file of registered EDI/DTI clients and review of approved EDI/DTI applications.
- 3.4. The EDI/DTI registration Officer shall maintain a file of importers with Disqualification from availment of the remote lodgement facility. Such disqualification shall be based on the monthly submissions of the following reports by the offices enumerated below:
- From the Collection Service – List of Importers with Outstanding Payables/Bonds for which a demand to pay has been issued and the importer has failed to pay/comply with the bond undertaking. For this purpose, the Chief, Collection Service shall maintain such a database/file and regularly furnish the Registration Officer copies of the same.
 - From the Legal Service – List of Importers of goods the importation of which are covered by seizure or criminal proceedings for which decisions of forfeiture and/or findings of guilt have become final and executory, including administrative charges where fines and penalties are imposed for violation of customs laws and regulations.

In connection therewith, the Legal Service shall require all Collection Districts to submit copies of warrants of seizure and detention (WSD) at the instance of issuance and updates on final decisions per WSD issued.

For this purpose, the Chief, Legal Service shall maintain such a database/file and regularly furnish the Registration Officer copies of the same.

- 3.5. Existing EDI pilot users and DTI users accredited under the old procedure shall, in this instance, be subject to Section 5.0 below without the need to re-apply.

4.0. Registration Procedure

- 4.1. EDI/DTI Client Applicant

The EDI/DTI Client Applicant shall submit to the Registration Officer thru the EDI Gateway Operator four (4) copies of duly accomplished EDI/DTI Service Application Form (attached as Annex "A" of this Order).

- 4.2. EDI/DTI Registration Officer

Upon receipt of the application, the EDI/DTI Registration Officer shall check completeness of information provided in the application, assign a registration number, affix his/her signature and forward the application to the Deputy Commissioner, MISTG.

- 4.3. Deputy Commissioner, MISTG

The Deputy Commissioner, MISTG shall approve the application and returned the same to the EDI/DTI Registration Officer.

- 4.4. EDI/DTI Registration Officer

The EDI/DTI Registration Officer shall update the database of registered EDI/DTI clients based on the approved application and distribute copies of the approved registration forms as follows:

Copy 1 – Applicant	Copy 3 – EDI Gateway Operator/PCCI
Copy 2 – File	Copy 4 – VAN

- 4.5. EDI Gateway Operator/PCCI

Upon receipt of the copy of the approved application, the EDI Gateway Operator shall undertake all the necessary technical preparation to enable acceptance of remote lodgment by the registered importer.

5.0. Registration Review Procedure

5.1. EDI/DTI Registration Officer

On a weekly basis, the EDI/DTI registration officer shall review all approved application by checking if the registered EDI/DTI clients are included in the list of importers provided by the Collection Service and Legal Service in item # 3.4. Above. If found included in the list or any of the lists, he/she shall immediately recommend cancellation of their registration as EDI/DTI clients to the Deputy Commissioner, MISTG by submitting a report on her/his findings.

5.2. Deputy Commissioner, MISTG

Upon receipt of the report from the Registration Officer, the Deputy Commissioner, MISTG shall issue notice of EDI/DTI registration cancellation to the concerned clients. A copy of this notice shall be provided to the EDI Gateway Operator/PCCI/TMS-MISTG.

5.3. EDI gateway Operator/PCCI/TMS-MISTG

Upon receipt of the notice of cancellation, the EDI gateway Operator/PCCI/TMS-MISTG shall immediately disable the communication link of the concerned clients. The EDI Gateway Operator/PCCI shall provide copies of the notice to the clients and their corresponding VANs, as the case maybe.

6.0. Repealing and Effectivity

All issuance inconsistent with this Order are hereby deemed repealed, superseded or modified accordingly.

This Order shall take effect immediately.

NELSON A. TAN
Commissioner