

REVISED EXPORT DECLARATION
aligned with the Single Administrative Document (SAD)
Instructions on filling up each Box of the Revised Export Declaration Form

Box 1 Declaration

Enter the code of the transaction based on the following categories:

CATEGORY	CODE
Export	1
Consumption	4
Temporary	5
Reimportation	6
Warehousing	7
Transit	8

Box 2 Exporter/Supplier

Enter the full name, Tax Identification Number(TIN) and address of the Exporter/Supplier. An exporter/supplier refers to a natural or juridical person. Including the manufacturer, seller or other person whose name appears on the commercial invoice as such.

Box 3 Page

If rider (continuation) sheets are not used, this box should be left blank. Otherwise enter the number of riders being used. For example if there is one declaration and two rider sheets, enter 1 of 3 on the declaration itself, 2 of 3 on the first rider sheet and 3 of 3 on the second rider sheet. The first figure should appear in the first sub-division and the second figure should be entered in the second sub-division.

Box 5 No. of items (Tariff Lines)

Enter here the number of items being declared including those on any rider sheets. The number of items corresponds to the number of "Description of Goods" boxes (Box 31) being completed or the number of tariff lines in the declaration.

Box 6 Total Packages

Enter the Total number of packages making up the shipment/consignment covered by the declaration. When goods are expected in bulk, for example grain, oil etc., enter 1.

Box 8 Importer/Consignee

Enter the full name and address of the importer (buyer)/Consignee.

Box 14 Declarant

Refers to a natural person who prepares the export declaration in his/her own behalf or on behalf of another natural or juridical person. Enter in this box the full name, address and TIN of the authorized declarant, referring to the person who signs the declaration.

Box 15 Province of Origin

Enter the name of the province (RP) from which goods were produced in their final form. If the goods were derived from several provinces, enter the provinces contributing the highest component value.

Box 17 Country of Destination

Refers to the importing country

Box 18 Vessel / Aircraft

Refers to the Vessel / Aircraft used for main transport. the vessel's registry number is to be inputted.

Box 21 Local Carrier, if any

Utilized for goods in transit to another Customs port. Input the name of the carrier concerned.

Box 22 Total FOB Price

Refers to the total FOB value (Total Customs Value) of the goods covered by the declaration. Enter in the space in the left of the box the currency in which the goods have been invoiced.

Box 27 Port and Date of Loading

Refers to the port at which the goods are to be loaded for export purposes and the date when it will be loaded at this port. This port is not necessarily the port of departure.

Box 28 Financial and Banking Data

Enter the Terms of Payment (with or without Forex). Mode of Payment (e.g. L/C, O/A, D/A, D/P, etc.) and the name of the Bank.

Box 29 Port and Date of Departure

Refers to the port at which the goods are to be exported and the date of exportation.

Box 31 Marks & Numbers, Packages, container No(s), Number and Kind, Description of Goods

Refers to the representation of the cargo in the shipping documents for the purpose of identification. The goods described in the box must all be subject to the same Commodity Code. Packages or containers must be described in the left hand section of the box in sufficient detail to enable them to be identified. If the goods described here do not comprise the whole contents of a package or container, this should be made clear by adding the words part case, part container, etc. On a multi item declaration total packages declared in Box 31 must equate with Total Packages as entered in Box 6. For containerized goods. Add the container No(s).

The description of the goods must be the normal trade description expressed in sufficiently precise terms to enable immediate and unambiguous identification and classification. It is not necessary to copy out the full description as set out in the Tariff and Customs Code. For example "magnesium potassium sulfate" should be described in those terms and not as "other mineral or chemical fertilizers".

Where the Commodity Code to be used depends upon size, weight, or other physical criteria. The description should include that information. Equally when goods are liable to excise and/or specific duties their description should make this clear.

Box 33 Harmonized Systems (HS) Code

Refers to the 8-digit Harmonized Systems Code. Tariff Heading or sub heading which applies to the item. The rules governing the location of the commodity code digits in Box 33 must be followed precisely. Enter in this box the eight digit code of the code for the goods described in Box 31 as set out in the Tariff and Customs Code of the Philippines.

Box 35 Gross Weight (kg)

Refers to the weight of the cargo for this item as declared in Box 31. including its packing, stated in kilograms. Enter where necessary to two decimal places. It is necessary to enter the Gross Weight for each item included in the declaration. If available documents do not apportion the Gross Weight per item, it will be necessary to apportion Weight per item so that Gross Weight of all items equals the total indicated in relevant documents.

Box 37 Customs Procedure Code

Enter in the first subdivision the first four digits of the appropriate Customs Procedure Code (CPC) from the list below:

Code	Description
1000	Direct Permanent Export
1021	Permanent Export after TE for Customs outward processing procedure
1022	Permanent Export after TE for return of goods in unaltered state
2100	Permanent Export under customs outward processing procedure
2200	Permanent Export for return of goods in unaltered state
3052	Re-export after customs inward processing procedure
3053	Re-export after T.A. for return in unaltered state
3071	Re-export after customs warehousing procedure

For the second sub-division, enter the relevant codes to be applied from the list below:

Code	Description
000	Normal Procedure
010	Dangerous Cargo

Goods to which different CPC's apply may be included in the declaration, unless one of the CPC's relates to a different general procedure code (see Box 1) for example Warehousing, Export, Transit etc. In this case that item must be subject of a separate declaration. All the items of the particular declaration must be subjected to the same general procedure code and in the case of a Warehouse entry destined for the same warehouse. Entry of a CPC in this box constitutes a formal declaration that the condition of relevant law / regulations will be complied with and legally binds the person signing the declaration.

Box 38 Net Weight (kg)

Enter the Net Weight in kilograms of the goods described in Box 31. The net weight is the weight of the goods themselves without packaging.

Box 40 Previous Import Document No(s).

To be completed in instances where this particular declaration is the result of a previous action. For instance, the conversion of a Temporary Entry to a Consumption Entry whereby the entry number of the Temporary Entry should be quoted or where an Export Entry relates to goods previously the subject of a Warehouse (import) Entry. In those circumstances, the number of the Warehouse Entry should be entered.

Box 41 Supplementary Units

Whereas boxes 35 & 38 provide for recording of weight, Box 41 Supplementary units provides for all other forms of statistics that can include, Units, Numbers, Liters, Proof Liters, Meters, Cubic Meters, etc. dependent upon the requirements of Particular Commodity Codes. The quantity is to be shown to the nearest whole number.

Box 42 Item Price

Enter the FOB invoice price for the goods described in the relevant Box 31 in the currency used in Box 22. On multi item declarations the total of all Boxes 42 must equal the amount shown in Box 22.

Box 44 Additional Information, Documents Produced, Certificates / Authorizations

Enter the reference of any documents produced in support of the declaration when the document submitted is numbered, the number should be entered in this box.

These additional information shall include information on Export or Commodity Clearances issued by the authorized export / commodity regulatory agency. Equally, exemptions identified by the exemption law number and issuing office, should also be identified here - for example BOI, PEZA, DOF (Department of Finance).

Box 46 FOB Value of Imported Raw Materials

Enter the "Dullable Value" in Philippine Peso. That is the sum total of Customs Value, Freight, Insurance and other dullable charges declared.

Box 50 Printed Name and Signature of the Declarant and Date

In Compliance with Section 1301, TCCP

The Declaration must be signed by the Declarant to whom the exporter has given authority to act on the Exporter's behalf for Customs Purposes. Signature must be the original handwritten signature of those making the declaration.

The manner of authorization of the Declarant to act on behalf of the Exporter is a matter of arrangement between Exporters and their Declarants but in giving authority to the Declarant. The Exporter will be assumed to have given authority to the clerks and servants authorized by the Declarant to carry out all the Exporters Customs Business. BOC may at any time require evidence that a Declarant has been authorized by an Exporter to sign Declarations on the Exporters behalf.

In signing Box 50, a legal declaration is being made that the declaration is being made that the details shown on the form and any rider (continuation) sheets are true, correct and complete and that in signing the declaration, the requirements of the relevant Customs legislation have been met.

Box 51 Authorization**

To be accomplished by the authorized officer in the regulatory agency concerned after the export of commodity clearance procedure is completed. The officer will enter the Date, the printed name and position as well as the signature.

The second portion of the box is accomplished by any other regulatory agency whose authorization is required e.g. PEZA, Clark, Subic.

Box 52 Bureau of Customs (BOC) Control

To be utilized for Warehouse and transit entries.

Notes:

Represents those boxes which will be automatically completed by the system when Direct Trader Input (DTI) is implemented
Represent those boxes which are mandatory to complete. i.e. Entries that do not declare this information will be rejected.