

Trade Promotions

Frontline Service

21. Accreditation of Exporters under the Export Development Act (EDA)

The accreditation of exporters under the Export Development Act (EDA) is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 7 working days. If EDA Accreditation Certificate is not released within 7 days, you may file a complaint via email (ask@dti.gov.ph).

Accreditation of exporters under the Export Development Act (EDA) are for companies whose export receipts account for more than 70% of their Annual Gross Sales. Accredited exporters are included in the List of Qualified Companies for Zero-Rated VAT incentive endorsed monthly to the Bureau of Internal Review (BIR).

Office or Division:	Export Marketing Bureau	
Classification:	Complex	
Type of Transaction:	G2B	
Who may avail:	Exporters	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished EMB-EDA Form 002		download from https://www.dti.gov.ph/2016-03-29-02-28-57/accreditation-of-exporters
2. Affidavit of Compliance with the Minimum Wage and SSS Laws (notarized) EMB-EDA Form 003		
3. Audited Financial Statement (preceding year, photocopy)		
4. Bank Certification of Export Performance/Inward Remittance of Export Sales (original copy)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit accomplished application form together with required documents	Check the completeness of documents	None	Five days and two hours under normal circumstances	Technical Staff
	Validate data on the Bank Certificate of Inward Remittances and the Audited Financial Statement.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Evaluate and compute for the consistency of sales figures declared as export sales, vis-a-vis inward remittance amount in the Bank Certificate. Convert using average Foreign Exchange for the year.			
	Prepare the Evaluation Sheet for review and approval of the Division Chief.			
	If approved, prepare the Certificate of Accreditation for signature of the EMB Director.			
	If approved, sign the Certificate of Accreditation.			Director
	Notify the applicant of the approval of their application.			
Pick up EDA accreditation Certificate	Issue EDA Accreditation Certificate.			Technical Staff

22. Issuance of Coffee Exporter's Accreditation

The issuance of Coffee Exporter's Accreditation is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If Certificate of Accreditation is not released within 7 days, you may file a complaint via email (ask@dti.gov.ph).

Accreditation of Coffee Exporter in accordance with Chapter XII, Article 32-33 of the International Coffee Agreement (ICA), to which the Philippines is a member-country.

Office or Division:	Export Marketing Bureau		
Classification:	Complex		
Type of Transaction:	G2B		
Who may avail:	Coffee would-be exporters, manufacturers, and producers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of Intent			
2. Mayor’s Permit			
3. Company Profile			
4. Authorization of Representative to transact with EMB			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of application with required documents	Evaluate completeness of the requirements	None	Three days, 3 hours, and 5 minutes under normal circumstances	Accreditation Officer
Confirm availability during the plant visit with the Accreditation Officer	Set a schedule for factory/plant visit			
	Conduct a factory or plant visit and have the inspection report countersigned by the applicant and orient the applicant on the ICO systems, rules, and procedures of the regulating office.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare evaluation sheet/report on the inspected facility or farm, assign the ICO Identification Code of the company, and encode the details of the application in the computer file of the Coffee Accreditation (CA) Ledger for the current coffee year.			
	Prepare and print the Certificate of Accreditation (CA)			
	Review and Recommend approval (or disapproval of accreditation)			
	Approve and sign Certificate Accreditation			
Sign the Releasing Logbook for the release of the CA	Record the Release of the CA in the Releasing Logbook			Accreditation Officer

23. Issuance of Coffee Export Clearance (CEC) and Certificate of Origin (CO)

The issuance of Coffee Export Clearance (CEC) and Certificate of Origin (CO) is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If CEC and/or CO is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

Coffee export documentation in accordance with Chapter XII, Article 32-33 of the International Coffee Agreement (ICA) to which the Philippines is a member-country. The documentation is divided into two (2) stages; 1) Pre-loading stage where exporter is required to apply for Coffee Export Clearance (CEC) and 2) Post-loading stage where based on the Bill of Lading, a Certificate of Origin (CO) shall be issued and countersigned by the Bureau of Customs.

Office or Division:	Export Marketing Bureau		
Classification:	Simple		
Type of Transaction:	G2B		
Who may avail:	Coffee Exporters		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE
Pre-Loading Stage			
1. Duly accomplished Export Declaration (ED) Form			
2. Commercial Invoice			
3. Packing Lists			
4. Draft Bill of Lading or Airway Bill (Cargo Booking)			
Post-Loading Stage			
1. Validated Export Declaration (ED) (Authority to Load with Date)			
2. Packing lists			
3. Commercial Invoice			
4. Signed Bill of Lading (BL) or Airway Bill (with Date of Loading)			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PRE-LOADING STAGE				
Submit the required documents	Validate the consistency of information between the ED and the required documents.	None	45 minutes under normal circumstances	Accreditation Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Assign the serial number for the application, encode the details of the application in the computer file of the Coffee Export Clearance (CEC) Ledger for the current coffee year, and stamp the box for clearance on the face of the ED.			Accreditation Officer
	Review and sign the Coffee Export Clearance (CEC) stamped on the ED Form			Division Chief of Export Assistance and Business Matching Division
Sign the release of the CEC in the Releasing Logbook	Record the Release of the CEC in the Releasing Logbook			Accreditation Officer
APPLICATION FOR A CERTIFICATE OF ORIGIN (CO) Submit the required documents	Validate the consistency of information between the copy of ED and the shipping documents.	None	One hour and 25 minutes under normal circumstances	Accreditation Officer
	Assign the serial number and encode the details of the application in the computer file of the Certificate of Origin (CO) Ledger for the current coffee year.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare and print one (1) receiving copy and the five (5) copies of the Certificate of Origin (CO) using the International Coffee Organization's (ICO) CO Form.			
	Review and sign the CO			Division Chief of Export Assistance and Business Matching Division
Sign the release of the CO in the Releasing Logbook	Record the Release of the CO in the Releasing Logbook for submission to and countersigning of the Bureau of Customs (BoC) with instructions for the return of the two (2) copies (green and blue) for the ICO			Accreditation Officer
Return photocopy of Original, Green and Blue copy of validated CO to EMB	Validate and keep the copies of CO for reference in preparing the monthly ICO London Report.			

24. Issuance of Certificate of Exemption for Sample Sized Coffee Shipment

The issuance of Certificate of Exemption for Sample Sized Coffee Shipment is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If Certificate of Exemption is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

Coffee export documentation for coffee shipment which weighs up to maximum of 60 kg. Green Bean Equivalent (GBE) net or 120 kg of dried berries or 75 kg of parchment coffee or 50.4 kg of roasted coffee, or 23 kg of soluble coffee or liquid forms.

Office or Division:	Export Marketing Bureau			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Any person who wants to send to other countries a sample size of coffee as gift, for home use, promotion or any legitimate purpose.			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Letter of Intent (to mention the coffee form, volume, and the contact details of the consignee)				
2. Proof or information to support the request for exemption.				
3. Photocopy of the applicant's Company Identification (ID) Card or any government issued ID.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of intent and supporting documents	Validate the consistency of information in the required documents	None	45 minutes under normal circumstances	Accreditation Officer
	Assign the serial number and encode the details of the application in the computer file of the Certificate of Exemption Ledger for the current coffee year.			
	Prepare and print the Certificate of Exemption (CE).			
	Review and sign the CE.			Division Chief of Export Assistance and Business Matching Division
Sign the release of the CE in the Releasing Logbook	Record the Release of the CE in the Releasing Logbook			Accreditation Officer