**EXPORT PROCEDURE**

**Requirements:**

Exporter/Broker need to check first/validate from shipping line correct container no. Afterwards, container may now enter to port area. **END**

The ED is then given to the Exporter/Broker for payment of Arrastre (ICTSI/ATI).

ED forwarded to Chief of Export Division for signing.

The Customs Examiner then examines the documents and signs the Examination Report prepared by the Exporter. In cases of alerted cargoes and goods with derogatory information, the Office of the Deputy Collector for Operations assigns a Spot Checker who will examine the goods and puts his initial to the Examination Report.

The Customs Examiner checks the completeness of the documents – Commercial Invoice and Packing List. If the Goods are controlled/Prohibited, Commodity Clearance is needed (Presidential Decree No. 930 Revised Rules and Regulations further simplifying Export Procedures and Documentation) and also if the details of the said documents matches with the ED.

The Documentation Clerk segregates the pink and yellow copies of the ED to be forwarded to NSO and DTI respectively.

The Exporter/broker then forwards the ED to the Documentation Clerk to stamp the ED Number and then logs entry into the log book.

**START:**  After the payment of the Customs Stamp, the

Exporter/Broker files the Export Declaration (ED) to

the Export Division.

Customs Stamp – P115 to be paid by the Broker

Documents Needed:

1. Commercial Invoice
2. Packing List
3. Commodity Clearance (Controlled/Prohibited Goods)
4. Examination Report (to be signed by the Customs Examiner)