

### 3. ISSUANCE OF EXPORT & COMMODITY CLEARANCES

#### Schedule of Availability of the Service:

Monday-Friday

7:00 - 5:00 p.m. without noon break

#### Who may avail of the project:

- I. Exporters of Coconut-based products
- II. Trade Intermediaries

#### What are the requirements:

1. Packing List
2. Pro-form Invoice
3. Export Declaration
4. Company check paymehnt

**Duration:** 1 to 5 days

#### How to avail of the project:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstances)	Person in Charge	Fee	Form
1	Submit properly accomplished application for export clearance together with the requirements	Accept and verify export application and supporting documents and compute regulatory fees and Laboratory Analysis fees.  Prepare Order of Payment	2 hours	Market Regulation Division Staff-Coconut Production and Regulation Officer (CPRO)	1. Export Processing Fee P 320.00 (per Export Declaration) 2. Laboratory Analysis Fee (Refer to PCA A.O. 01, s. 2003) 3. Inspection and Supervisory Fees a. Dessicated Coconut 940.00 -per Export Declaration, maximum of 2 container vans per E.D., plus 3,100.00 b. Bulk Loading I. Copra 4.40 - per Metric Ton plus 3,100.00 II. Coconut Oil and/or its	Export Clearance and required documents, and Order of Payment

					derivatives 5.40 - per Metric Ton plus 3,100.00 III. Copra cake/Meal/ Pellets 4.40 - per Metric Ton plus 3,100.00 c. For general cargo packed in cans, bags, crates, etc. 626.00 - per E.D. maximum of 2 container vans per Export Declaration plus 3,100.00	
2	Pay regulatory fees and laboratory analysis fees.	Process payments and issue Official Receipt  Collect samples of commodity for laboratory analysis  Inspect commodity before loading (buko)  Prepare request for Lab Analysis and forward to PCQRD together with the samples  Prepare Commodity Inspection Report	10 minutes  5 hours within Metro Manila  1 hour  1 hour  1 hour	Cashier  CPRO  CPRO  CPRO  CPRO		Inspection Report Form (Buko)   Test Request/Request for Laboratory Analysis  Inspection Report Form
3	Proceed to CISF Assessment & Collection Department	Receive and examine export clearance application, export declaration and sales invoice  Compute amount of PCA fee to be paid based on sales invoice  Verify authenticity of the check/ correctness of amount stated on the check.  Issue Order of Payment	5 minutes	Trade Control Examiner (CISF)	PCA Fee of PhP 0.12 per kilo of copra or its equivalent in other coconut products such as: Crude Coconut Oil (CNO) -PhP 0.19355/kg. Cochin Oil -PhP 0.20374/kg. Edible Coconut Oil (RBD) -PhP 0.20482/kg. Dessicated Coconut (DCN) - PhP 0.18553/kg. Whole Nut/Fresh Coconut -PhP 0.0282/kg. Virgin Coconut Oil (VCO) -PhP 0.46028/kg. Fatty Alcohol Fatty Acid Methyl Ester  Coconut Milk - PhP 0.11611 Coconut Milk Powder - PhP 0.55512/kg.	

4	Receive Assessment Order of Payment					Order of Payment
5	Proceed/submit Order of Payment and check or cash	Process payment and issue Official Receipt based on the Order of Payment prepared by the Trade Control Examiner	2 minutes per check payment	Cashier		
6	Go back to CISF NS present O.R. to the Trade Control Examiner	Record/fill-up form with details of payment	2 minutes per check payment	Trade Control Examiner		
		Initial on the CISF portion of application form	1 minute	Trade Control Examiner		
		Sign on the application form	1 minute	CISF Manager		
7	Receive the export clearance form	Release the form to client	1 minute	Records Officer		Export Clearance and Commodity Clearance
8	Go back to Market Regulation Division (MRD)	Prepare Commodity and Export Clearances to incorporate Test/Lab Analysis Report Results	1 hour	CPRO		
		Validate entries in the Export and Commodity Clearances	30 minutes	Chief, Market Regulation Division		
		Review application and supporting documents; Endorse the same for appropriate action to the Deputy Administrator (DA) for Trade and Market Development Branch (TMDB)	30 minutes	Manager, Trade Management and Accreditation Department		
		Approve/sign Export and Commodity Clearance	1 hour	DA, TMDB		
9	Receive Export and Commodity Clearances	Release Export and Commodity Clearances together with Test Results; instruct inspection/loading supervisions to CPROs	10 minutes	CPRO		

		(Regions)				
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**End of Transaction**