



Client Profile Registration System (CPRS)

GUIDELINES IN FILLING UP THE EXPORT CPRS APPLICATION FORM:

- 1) The CPRS Application Forms are now available in Word editable format and may be downloaded from the PHILEXPORT website: <http://www.philexport.ph/web/philexp/client-profile-reg> (for single proprietorship) and <http://www.philexport.ph/web/philex/client-profile-reg> (for partnerships and corporation).
- 2) Fill-in the form completely and save in one CD along with the following stored in separate filenames:
 - the company's logo or letterhead (if no logo);
 - for single proprietorship, the owner's and principal officer's photos and signatures;
 - for partnership and corporation, the major stockholder's, principal officer's and responsible officer's photos and signatures.
- 3) Print filled up Application Form and have the Application form duly notarized for submission to PHILEXPORT together with the other documentary requirements.

Incomplete, handwritten and non-notarized CPRS Form will no longer be accepted.

- 4) ALL PAGES MUST BE SIGNED BY THE AUTHORIZED COMPANY OFFICER AT THE BOTTOM OF EVERY PAGE (any one of the owner, major stockholder, principal officer or responsible officer).
- 5) The Business Name Field and Business Address fields can only accommodate 35 characters and 70 characters respectively, including special characters such as period, comma, dash, etc. To facilitate the approval of your CPRS application, please ensure that the business name and business address you provided are within the number of characters allotted by the BOC System.
- 6) FOR YOUR PREFERRED PRIMARY VASP, you are to choose only one for this application. However, you are recommended to enroll in at least two or all VASPs for lodgment of export declarations.

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| Cargo Data Exchange (CDEC) | : | VA0000000078 |
| E-KONEK PILIPINAS | : | VA0000000051 |
| InterCommerce (INS) | : | VA0000000116 |

7) **PRIMARY BROKER:**

Primary broker's TIN and code are mandatory information in the CPRS Application Form.

If your company has an IN HOUSE BROKER/EXPORTER REPRESENTATIVE in the declaration of the Export Declaration, pls check In House. There is no need to provide for the broker's TIN and Code as the Bureau of Customs has already assigned the following dummy primary broker TIN and CODE.

PRIMARY BROKER TIN: **111-111-111-111**

PRIMARY BROKER CCN: **BR0000722111**

If you do have your LICENSED CUSTOMS BROKER in the declaration of your Export Declaration, please make sure that the Broker's TIN and code that you will indicate on the form is the **individual broker's TIN and CCN**. Forwarders' TIN and Code are not accepted by the BOC system.

Please coordinate and ask for the **updated copy of your broker's Certificate of Registration (COR)**. A copy of the broker's COR is required when you submit your CPRS application form.

- 8) SIGNATURE FIELD for the Major Stockholder, Principal Officer, and Responsible Officer must be originally signed.

The Digital signatures, photos in JPEG Format, the company's logo or letterhead (if no logo) and the Filled up CPRS Application form should be saved separately in one (1) CD only. This was explained in Item No. 2.

- 9) While the MOBILE PHONE NUMBER field is Optional, providing us this information will be helpful for better communication/ facilitation of the approval of your CPRS application.
- 10) UPDATED BIR 2303. Please ensure that your BIR 2303 reflects the current business activity of your company.

Thank you.