

Client Profile Registration System (CPRS)

EXPORT CPRS PROCEDURE (NEW)

- (1) Companies registered with any of the following government agencies should be CPRS accredited by the concerned government agency.

Export Marketing Bureau (EMB) – Department of Trade and Industry
(For EDA accredited or coffee exporter)

Board of Investments (BOI)

Philippine Export Zone Authority (PEZA)

Other Export Processing Zones

- Authority of Freeport Area of Bataan (AFAB)
- Cagayan Economic Zone Authority (CEZA)
- Clark Development Corporation (CDC)
- Subic Bay Metropolitan Authority (SBMA)
- Zamboanga City Special Economic Zone Authority (ZESA)

Only companies not registered with any of the above government agencies can apply for CPRS registration with **PHILEXPORT**.

A BOI registered company applying for CPRS registration with PHILEXPORT should get a clearance letter or proof of cancellation of the company's BOI registration.

- (2) Exporter downloads and fills-up application form. Please review attached Guidelines in **Filling Up Export CPRS Application Form**.
- (3) Exporter completes documentary requirements. Please review attached **CPRS Documentary Requirements (NEW)**. All pages of the documents should be certified true copy by the company's authorized representative except BMBE (Barangay Micro Business Enterprise) Certification. The BMBE Certification should be certified true copy by the issuing agency, eg. Department of Trade and Industry (DTI).
- (4) Submit application form together with the documentary requirements at the EFOSEDC Department of PHILEXPORT.

EFOSEDC Department

Hall 2, OSEDC, Roxas Boulevard corner Senator Gil Puyat Ave.

Pasay City

Tel Nos. (632) 230-5555

Schedule of Receiving and Evaluation of CPRS applications (New and Renewal) is as follows:

DAYS	Mondays/Tuesdays/Thursdays/Fridays	
TIME	AM	8:30 a.m. - 11 a.m.
	PM	1:00 p.m. - 4:00 p.m.

There is no receiving and evaluation of CPRS applications on Wednesdays.

Wednesdays are allotted for PHILEXPORT CPRS Accreditation Committee (ACCOM) monthly meetings, PHILEXPORT CPRS staff meetings and filing, organization and sorting of CPRS application folders for easy retrieval.

- (5) PHILEXPORT reviews, evaluates, processes and approves CPRS application and sends to BOC for activation.

CPRS Officer assigns a Unique Reference Number (URN) to the CPRS application.

CPRS Officer arranges and schedules plant visit.

CPRS Officer encodes CPRS. If there is error and lacking information, CPRS Officer informs clients through email.

CPRS Officer evaluates documents and prepares preliminary CPRS report.

CPRS Officer conducts plant visit and coordinates with client on the lacking information required for the report and for correcting the error. Either the Principal Officer or the Responsible Officer indicated in the application form should be present during the plant visit to facilitate the approval of the company's Export CPRS application.

CPRS Officer prepares final report and recommends to the PHILEXPORT CPRS Committee approval of the CPRS application.

If CPRS is approved by the Committee, CPRS officer stores data information in the BOC systems and sends to BOC for approval.

If company has immediate Exportation while CPRS application has not been approved, company can request for Certification to Process Manually.

- (6) Upon approval, the BOC emails to the exporter the Certificate of Registration (COR) together with Customs Client Number (CCN).
- (7) The exporter prints the COR and presents the printed COR to his/her respective bank for the application of an Export Bank Reference Number (BRN). The unsigned COR is acceptable to the bank.

Clients with an Import BRN should apply for a separate BRN for export.

Not all bank branches are aware of the Export BRN. It is advised that exporter should contact the Bank's Head Office.

- (8) An exporter with a CCN and BRN can now lodge electronically their Export Declaration.

The OSEDC at PHILEXPORT National offers export lodgement services.

Thank you.

Guidelines Concerning Request for Certification to Process EXPORT DECLARATIONS (Eds) Manually

1. Request for certification to process EDs manually should be addressed to:

Atty. ANIANO G. BAGABALDO
Executive Vice President & COO
Hall 2, Roxas Boulevard corner Senator Gil Puyat Ave.,
Pasay City

2. PHILEXPORT shall only issue the above mentioned certificate for companies whose CPRS approval is still pending with PHILEXPORT and for which no Certificate of Registration (COR) and Customs Client Number (CCN) has been issued by the Bureau of Customs (BOC)
3. Companies with immediate exportation and issued a CCN but has no Bank Reference Number (BRN) for export must seek approval for manual processing from the Bureau of Customs. The letter should state the reason for the request and addressed to the Bureau of Customs Management Information System Technology Group (MISTG).

Attention : Ms. NOEMI GONZALES
Chief, BOC-MISTG
Contact Nos.: (632) 917-3221 / (632) 917-3227