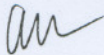


- 8.2.6 Violation of any of the express or implied terms and conditions of the accreditation, e.g., failure to promptly update or inform the SGL Committee of any changes in the commodities being imported, as well as in their description, unit values and the like.
- 8.2.7 Failure or refusal, without any valid ground, to comply with any lawful order or directive issued officially by the SGL Committee or any of its sub-committees, or by any other higher authority.

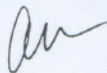
9. PROCESSING OF SGL IMPORTATIONS

The importations of SGL users shall be processed as follows:

- 9.1 The SGL user shall electronically lodge his/her Single Administrative Document (SAD) into the BOC-ACOS System through EDI via the BOC Gateway facility, or by such other facility as may be authorized by BOC for the purpose.
- 9.2 The SAD declaration goes through the processing of the BOC ACOS system which, among others, assesses the duties and taxes due on the shipment. Such assessment shall be electronically transmitted to the SGL user via the same EDI facility referred to above.
- 9.3 Upon receipt of the BOC-ACOS final assessment notice, the SGL user shall then make payment of the duties and taxes due with the Authorized Agent Bank (AAB).
- 9.4 Upon receipt of payment of the duties and taxes for an SGL shipment, the concerned AAB shall immediately, as a top priority, effect the electronic transmission of the payment information to BoC.
- 9.5 The payment is then verified, through the BOC ACOS system whether the payment made matches the amount assessed. If it does, the BOC-ACOS System shall generate and transmit an electronic cargo release message to the arrastre operator authorizing the release of the shipment to the duly authorized representative of the SGL user.
- 9.6 For purposes of identifying the SGL shipment of the importer for release, a SAD print out shall be presented to the Arrastre Operator.
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10. POST-RELEASE VERIFICATION/VALIDATION

- 10.1 On the second working day of the week following electronic lodgment of the entry covering an SGL shipment, the SGL user/broker shall submit to the concerned Entry Processing Unit (EPU) seven (7) copies/print outs of the SAD filed, which shall be in the design/format prescribed in CMO 1-96 and its amendments, instead of the regular IEIRD.
- 10.2 The SAD, signed by the SGL user/broker in the space provided thereon, notarized and affixed with the proper number/value of documentary stamps, shall be submitted together with a copy of the assessment notice, certified true copy of the official receipt showing payment of required SGL fee, and all supporting documents.
- 10.3 The concerned EPU shall process the SAD in accordance with existing regulations and forward the working copy and supporting documents to the concerned ICS unit of the Port; the six other copies shall be distributed accordingly, pursuant to existing rules and regulations.
- 10.4 Upon receipt of the working copy of the SAD and supporting documents, the concerned ICS unit shall do the following:
 - 10.4.1 Check the completeness of the entry document using the data captured in the ACOS.
 - 10.4.2 Check the imported articles as against the approved list of importable commodities.
 - 10.4.3 Review the description, tariff classification, unit value, and any other information declared in the SAD vis-à-vis the data provided in the application form/amendments.
 - 10.4.4 Log in daily any problem or issue encountered in the processing or review of SGL entries under its jurisdiction and submit monitoring report Form 3 to the SGL Committee, thru the Secretariat, twice a month.
 - 10.4.5 Compare the number of SAD documents submitted with the number of electronically lodged entries to determine the entries for which no SAD documents were submitted within the prescribed period.





- 10.4.6 If upon post-verification by the ICS unit, deficiencies in the payment of duties and taxes are established, the concerned ICS unit shall notify in writing the District Collector, copy furnished the Chair, SGL Committee, for the issuance of a demand letter to the SGL user for the collection of additional taxes and duties.

11. POST-RELEASE INSPECTION

- 11.1 An SGL shipment shall not be inspected/examined except when it is subject of a derogatory intelligence information and/or as directed by the SGL Committee Chair, in which case the inspection shall be covered by a Mission Order.
- 11.2 The Mission Order shall only be issued by the Commissioner of Customs or by his duly authorized representative and shall specify the basis for its issuance, the extent of the inspection to be done, the number of containers to be inspected if the shipment consists of several containers.
- 11.3 The concerned ICS unit shall form a team that would undertake the inspection at the importer's premises and in accordance with the Mission Order. The SGL importer shall extend full cooperation and assistance to the inspecting team.
- 11.4 The ICS team leader shall monitor the conduct of the inspection and shall require from the inspecting team the submission of an after-mission report within one (1) working day from the completion of the mission. The report shall include, among others, the following information:
- 11.4.1 The Mission Order, specifying the purpose of the inspection
 - 11.4.2 Date/Time started and completed
 - 11.4.3 Findings
 - 11.4.4 Comments and recommendations
 - 11.4.5 Reason for delay, if any, in completing the inspection
 - 11.4.6 Selection process utilized
 - 11.4.7 Signed declaration from an authorized officer/representative of the SGL user attesting to the orderly conduct of the inspection.

A handwritten signature in black ink, appearing to be a cursive name, is written over the end of the last list item.

12. REPORTING AND MONITORING

The reports shall be prepared and submitted thus:

| Form No. | Description | Prepared By | Submitted To | Copy Furnished |
|---------------|--|---------------------|-----------------|---------------------------------------|
| 1 (Annex 'C') | Membership Status Report | SGL Secretariat | SGL Committee | |
| 2 (Annex 'D') | Entry Statistics | SDD-MISTG* | SGL Secretariat | |
| 3 (Annex 'E') | Operational Problems and Issues Report | concerned ICS units | SGL Secretariat | RMG** |
| 4 (Annex 'F') | Detailed SGL Entries Weekly Report | SDD-MISTG | ICS units | SGL Secretariat concerned SGL user |

* *Systems Development Division-Management Information Systems and Technology Group*

** *Risk Management Group*

13. ACCOUNTABILITIES

13.1 The concerned Customs officers and personnel are directed to perform their responsibilities as required herein.

13.2 All signatories to any certificate/report required under this Order shall be liable for any flaw/defect found therein.

14. REPEALING CLAUSE

CMO 2-2000 is hereby superseded. All other orders, memoranda, circulars, or part or parts thereof, which are inconsistent herewith are deemed repealed and/or modified accordingly.

15. EFFECTIVITY

This Order shall take effect immediately upon signing hereof.


ANTONIO M. BERNARDO
Commissioner

25 November 2003
Date Signed