



- 5.4 Through the Systems Development Division (SDD), submit to the SGL Secretariat, for dissemination to the concerned ICS units, Entry Statistics (Form 2, Annex 'D') on a monthly basis;
- 5.5 Through the SDD, submit a detailed SGL Entries Weekly Report to the SGL Secretariat, for dissemination to the concerned ICS units, copy furnished the concerned SGL member company; and
- 5.6 Prepare a monthly summary of transactions per SGL-accredited importer/user, in a form similar to Form 4 (Annex 'F'), and provide each SGL user with his/her respective copy thereof;

## 6. SUPPORT MEASURES

For purposes of this Order, the SGL Committee shall coordinate with the following:

- 6.1 Authorized Agent Bank (ABB), so that it immediately transmits the payment information to BoC upon its receipt of payment of the duties/taxes due on an SGL shipment.
- 6.2 Arrastre Operator, so that it provides the necessary infrastructure to facilitate the delivery of SGL shipment to the importers.
- 6.3 Carriers (Agent)/Freight Forwarders (Consolidators), so that the concerned airline/shipping line or freight forwarder submits the electronic inward cargo manifest of shipments prior to arrival at proper Port of Entry – if a shipping line, within 24 hours, if an airline, within two hours. Failure to comply with this requirement shall be subject to the sanctions provided by the Tariff and Customs Code of the Philippines.
- 6.4 Value Added Network (VAN) Service Providers – so that they provide SGL users with connectivity to BOC ACOS, and assistance in resolving technical and operational problems encountered in the process of accreditation and entry lodgment.

## 7. ACCREDITATION OF SGL USERS

The accreditation of SGL users shall be in accordance with the procedures outlined in Annex G hereof, as follows:

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7.1 By Invitation

- 7.1.1 MISTG shall, within the first month of every calendar year, generate the list of top 1,000 importers in terms of duties and taxes paid during the previous year, arranged from the highest to the lowest.
- 7.1.2 MISTG shall submit the list to the AS, copy furnished the SGL Secretariat.
- 7.1.3 On the basis of that list, AS shall recommend to the SGL Committee the importers to be invited into the SGL Program, taking into account the requirements to qualify as SGL users under this Order.
- 7.1.4 The SGL Committee shall act on the recommendation, either by nixing it or by sending an invitation, together with the SGL application form and a list of other documentary requirements to be submitted to the SGL Secretariat.

7.2 By Application

- 7.2.1 Any importer who meets the qualification requirements of this Order may apply for SGL accreditation.
- 7.2.2 Those recommended for invitation but subsequently were not invited may also apply by securing/accomplishing/submitting the SGL application form and list of documentary requirements from the SGL Secretariat.

7.3 Common Provisions

- 7.3.1 The SGL Secretariat shall make available the application form to invitees/applicants to/for SGL Program/ accreditation and the list of documentary requirements.
- 7.3.2 Invitees/applicants shall submit to the SGL Secretariat the duly accomplished application form and all Annex 'A' (1-5) and soft copy, in MS Excel format, of Annex 'A-5' in addition to the hard copy.

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3 Attached to the application form and annexes shall be the following documents:

7.3.3.1 Import Permit/License (with respect to regulated articles, duly issued by the appropriate regulatory agency of the government; otherwise, regulated articles shall not be included in the list of allowable importations by the concerned SGL user).

7.3.3.2 Duly sworn affidavit that the applicant's imports are not prohibited;

7.3.3.3 Clearance from the Chiefs of Collection Service, Collection Division, Bonds Division, Liquidation and Billing Division in the Port of Manila, Manila International Container Port and NAIA Customhouse, attesting that applicant has no outstanding obligation/accountability with BoC; and


7.3.3.4 Certificate of Registration that applicant is authorized to or can access to a BoC remote lodgment facility.

4 The SGL Secretariat shall check the completeness of the submitted documents and, if lacking, require the needed additional documents; otherwise, it shall forward the submissions to the AS for review/appropriate action, except Annex 'A-5', which shall be forwarded to the ICS.

5 The SGL Secretariat shall schedule a meeting with the applicant, AS and ICS, not later than ten (10) working days from receipt of all required submissions, for purposes of validating and clarifying information thereon.

6 Within five (5) days from such meeting, the AS shall deliberate on the application and submit its recommendations to the SGL Committee.

7 The SGL Committee shall review the recommendations of the AS and shall, after deliberation, undertake as may be appropriate one of the following measures: (a) notify the applicant of outstanding issues and additional documents



and information required, if any; (b) inform the applicant that his application has been denied, and the reason(s) therefor; or (c) recommend the applicant's accreditation for the approval of the Commissioner.

7.3.8 If for approval, the SGL Committee shall prepare the Certificate of Accreditation for signature of the Commissioner.

## 8. CERTIFICATE OF ACCREDITATION

8.1 The Certificate of Accreditation (CA) issued shall be subject to periodic review by the SGL Committee through the respective ICS units. The SGL Committee shall develop an account-based monitoring of the import activities of all the members, as well as the over-all performance of the SGL system as a whole.

8.2 A CA shall remain valid until suspended, cancelled, or revoked by the Commissioner of Customs upon the recommendation of the SGL Committee, after due notice and hearing, on any of the following grounds:

8.2.1 When the accredited importer fails or refuses, without justifiable reason, to submit the hard copies of import entries filed through the SGL facility, or any supporting import documents, within the prescribed period.

8.2.2 When the SGL application or importation itself is tainted with fraud or willful misrepresentation.

8.2.3 Submission of any fake document during accreditation or in the importation process.

8.2.4 Failure or refusal, without justifiable cause, to pay additional duties and taxes lawfully demanded after post entry (release) verification by ICS within the prescribed period.

8.2.5 When the SGL user utilizes the SGL facility to process and clear a shipment not included in the approved list of importable commodities.

