

### Introduction

Assessment by a surveying company has become mandatory for all exports of bulk or break bulk shipments to the Philippines with effect from January 2010, as required by the Bureau of Customs of the Republic of the Philippines under administrative order (AO) No. 243 as amended by AO 243-A dated January 2010. Intertek are one of the three surveying companies that have been approved by the Bureau of Customs to provide this service.

Importers are responsible for informing all international suppliers of the requirement for them to appoint one of the approved surveying companies to undertake the relevant assessments. Where nominated, Intertek will arrange the necessary assessments in the country of supply through their network of overseas offices. The Intertek assessments will be carried out to determine the correct dutiable weight and value, quantity, description of goods in tariff code terms, and/or cargo make or quality. The assessments will be based on a range of interventions determined by Intertek. Upon satisfactory findings, Intertek will issue a Load Port Survey Report to the Bureau of Customs, in a secure electronic format, at least 24 hours before the arrival of the cargo in the Philippines. This report will allow the importer to take advantage of Advanced Clearance Procedures. Shipments arriving without the report will be subjected to a comprehensive cargo survey at the Port of Discharge and the importer will incur a penalty.

### Frequently Asked Questions

#### What happens if I ship without the assessment?

The Bureau of Customs in the Philippines will hold goods shipped without a Report and impose a penalty on the importer in order to release the goods. In such cases, the importer would need to apply for a comprehensive cargo survey at the port of discharge, subject to a penalty.

#### Are any goods exempt from the Intertek assessment?

Yes, containerized and airfreight cargoes are not subject to this programme.

#### What is Bulk Cargo?

Bulk cargo is shipped in a mass of one commodity not packaged, bundled, bottled or otherwise packed, i.e. cargo (dry or liquid) which is loaded (shoveled, scooped, forked, mechanically conveyed or pumped) in volume directly into a vessel's hold or cargo that is unbound as loaded, without count, in a loose unpacked form.

#### What is Break Bulk Cargo?

Break Bulk cargo is non-containerized cargo stored in boxes, bales, pallets or other individual units to be loaded onto or discharged from vessels, i.e. cargo loaded individually and described in terms of quantity and weight (e.g. steel coils, logs, sacks of rice) and not in shipping containers, nor in bulk as with oil or grain.

#### What do I have to do?

If you are the importer you should inform all of your international suppliers of the new requirements and provide contact details for relevant Intertek offices, as detailed on the Intertek website.

If you are an exporter to the Philippines you should ensure that detailed and precise specifications are described on all purchase orders, pro-forma invoices and other documentation. In all cases quantities and quality are to be expressed in commercial terms. The country of origin of products must be declared.

Exporters should submit their assessment requests to the their nearest Intertek Government and Trade Services Division office. Exporter contact can be made via the Intertek web portal, or by other means. Information on the Intertek office to be contacted can be found on the Intertek Government and Trade Services website. ([www.intertek.com/government](http://www.intertek.com/government)).

The Intertek office will advise what documentation is required at the time contact is made. Ordinarily, the required documents would include a copy of the pro-forma invoice, purchase order,

price lists, contract and/or any other document which Intertek deem necessary for the execution of its services.

#### What will Intertek do?

The Intertek office nearest to the exporter will send them a Request for Information (RFI) letter. A prompt reply will start the process. A unique reference number known as the RFI number will be shown on the letter (e.g. PHI-123456).

Upon receipt of a reply, Intertek will allocate a duly qualified surveyor to inspect, analyze, measure and/or compute the volume of bulk and break bulk cargo for the purpose of determining the correct dutiable weight and value, quantity, goods description in tariff code terms, and/or cargo make or quality. Where the documentation submitted is inadequate or indicates further checks are required, the Intertek office will contact the exporter to request further details, including, for example, records which confirm the origin of the goods.

#### Who pays for the assessment?

The Importer will normally be responsible for meeting the cost of the assessment services except in cases where an alternative arrangement has been agreed between importer and exporter. Details of exact fees payable will be provided at the time of your contact with your nearest Intertek office.

#### What certificates are produced?

Where the results of the assessment services are satisfactory in all respects and acceptable final documents are received, Intertek will issue a Load Port Survey Report to the Bureau of Customs in the Philippines by electronic means. The Reports are only valid for the shipment assessed, and include a secure block of code that prevents forgery and multiple usage.

#### What documents do you require from me?

As shown above, under the section headed "What do I have to do?", the Intertek office will advise their exact requirements on a case by case basis. However, we would always require a clean final invoice, with the following information:

- Invoice number and date of issuance;
- Names of the Importer and Exporter.
- Detailed quantity and description of goods including brand names;
- Unit prices and extensions;
- Total price and applicable incoterms. (e.g. FOB, CFR, CIF, etc.)

In the absence of a final invoice a proforma invoice will suffice.

### What happens if I fail to submit correct documentation?

Failure to provide the correct documentation or to respond to our request for inspection within thirty days will lead to the production of a Non-Compliance Certificate (NCC). This will signify that your importer cannot clear the goods from customs in the Philippines through the Advanced Clearance Procedures. In such cases a penalty will be levied and a destination inspection would be required at the discharge port.

In order to avoid problems, it is advisable that good final documents be presented to Intertek at the earliest opportunity.

### What is meant by the “applicable tariff code”?

All goods are classified under a customs tariff code, which determines the rate of duty payable for the goods upon importation. Intertek is required to determine the correct tariff code in accordance with the requirements of the Philippines Bureau of Customs Tariff book and all other relevant regulations published by the Government. The Philippines Customs Tariff is based on the Harmonized System (HS).

### What is Customs Valuation?

The customs valuation or price verification undertaken by Intertek seeks to determine whether the price being charged by the Seller, as declared to Intertek in the invoice, corresponds within

reasonable limits with export prices generally prevailing in the country of supply.

Where the Exporter does not present freight and insurance charges to the Intertek office they will assess values for customs valuation purposes only.

The reference date for customs valuation/price verification will be the date of the order or pro-forma invoice.

Price data and all related information supplied to Intertek are held in the strictest confidence.

Timescales for Inspection/Certificate Issuance	
Arrangement of assessment from receipt of Exporter's response to the RFI letter	Within 3 working days
Issuance of Certificate to the Bureau of Customs	At least 12 hours before the arrival of the goods in the Philippines

Prohibited Imports
The full list of prohibited and restricted goods is published in the Tariff and Customs Code of the Philippines.

### Assessment Fees

The Importer will normally be responsible for meeting the cost of the assessment services except in cases where an alternative arrangement has been agreed between importer and exporter. Details of exact fees payable will be provided at the time of your contact with your nearest Intertek office.

### Final Notes for Exporters / Importers

If the information in these Guidelines does not provide an answer to questions that arise in relation to a specific order, please contact your nearest Intertek Issuing Office where trained Intertek personnel will be happy to assist.

Intertek is a founder member of the International Federation of Inspection Agencies (IFIA) and the Philippines assessment programme is carried out in conformity with the IFIA code of practice.

Despite every effort being made by Intertek to facilitate the progress of all orders, which require an inspection, an Exporter may occasionally experience a problem. Intertek has an Internal Appeals Procedure. Exporters wishing to make use of these procedures should request details from the nearest Intertek office listed herein.

Exporters / Importers wishing to communicate with Intertek by electronic mail should take note of the following important message.

Email is subject to the possibility of delays and of transmission failure. Systems designed to inform senders of transmission failure are themselves subject to the possibility of delay and may fail altogether. It follows that you should not assume that email transmission have been received in good order unless you are advised by Intertek that this is the case.

Intertek will systematically confirm receipt of email by email. The confirmation sent by Intertek is to confirm receipt only. It should not be taken as acceptance of the content of the document. It is recommended that you call where such confirmation is not received within 24 hours.

All work is performed in accordance with Intertek' Terms and Conditions, a copy of which is available from your nearest office or at our website [www.intertek.com/government](http://www.intertek.com/government).

Contact details for the Intertek Liaison Office in the Philippines are as follows:

Intertek International Ltd., Unit 501, Tower One & Exchange Plaza, Ayala Avenue corner Paseo de Roxas, Makati City, Metro Manila Philippines 1226. Tel: +63 2 8682343/8364448, Fax: +63 2 8364481  
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## Intertek Office Contact Details

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To contact your nearest Intertek office, or for further information on the programme, please go to [www.intertek.com/government](http://www.intertek.com/government).