

[BOC CUSTOMS MEMORANDUM ORDER NO. 1- 2013, January 22, 2013]

RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE SGL PLUS FACILITY

In accordance to Item 7 of Customs Administrative Order (CAO) No. 4-2011, the following rules and regulations are hereby promulgated:

1. OBJECTIVES

- 1.1 To efficiently and effectively implement the Super Green Lane (SGL) Plus facility for qualified importers;
- 1.2 To simplify and accelerate the customs clearance and administrative process;
- 1.3 To organize units and define responsibilities among Bureau of Customs (BOC) offices involved in the SGL Plus Facility; and
- 1.4 To provide clear and transparent operating procedures on the SGL Plus facility.

2. SCOPE

This Order shall cover the accreditation of qualified importers as SGL plus users; as well as the processing of shipments/importations of SGL Plus users at the Port of Manila, Manila International Container Port, NAIA Customs house and any other ports as may be necessary,.

3. PRINCIPLES

- a. The SGL Plus facility shall promote the highest possible service in achieving trade facilitation and compliance to Customs laws, rules and regulations.
- b. The SGL Plus facility recognizes the utmost importance of SGL Plus membership in policing its ranks, making recommendations and fostering cooperation.

4. BENEFITS OF SGL PLUS USERS

In addition to the benefits enjoyed by regular SGL members, an accredited SGL PLUS member shall be given the following benefits:

- a. Three (3) year suspension on the conduct of audit;
- b. Five (5) year validity of the Importer's Accreditation
- c. The accredited SGL Plus member shall be allowed to import articles that are not included in the List of Importables; provided that the amendments to the list of importables are submitted at least ten (10) days before the arrival of the importation thereof. For purposes of monitoring, an SGL Plus member is still required to submit its List of Importables (including its amendments) and the expected volume of importation for a given year.
- d. 24 Hour Client Coordinator Service that caters to queries of SGL PLUS member; and
- e. Other benefits as may be processed by the SGL Plus Task Group, endorsed by the

Commissioner of Customs and approved by the Secretary of the Department of Finance.

5. ORGANIZATION

5.1 STRUCTURES AND COMPOSITION

5.1.1 SGL PLUS Task Group. The Task Group shall be composed of the following BOC Officials, to wit:

- 5.1.1.1 Deputy Commissioner, IG-Chairman
- 5.1.1.2 Chief, RMO
- 5.1.1.3 Asst. Chief, RMO
- 5.1.1.4 Director, IAS
- 5.1.1.5 Chief, PPRD
- 5.1.1.6 Chief of Staff, AOCC
- 5.1.1.7 Executive Asst., OCOm
- 5.1.1.8 Asst. OIC, Production Section, CIIS

5.1.2 SGL PLUS Secretariat. The SGL PLUS Secretariat shall be appointed by the SGL PLUS Task Group Commander.

5.1.3 SGL PLUS Accreditation Sub-group. The SGL Plus Accreditation Sub- Group shall be composed of the CIIS Director, the Head of the SGL PLUS Secretariat, the Heads of the ICS in the three major ports of entry, a representative from the Post Entry Audit Group-Trade Information and Risk Analysis Office (PEAG-TIRAO), a CIIS representative, and others assigned by the Task Group to serve as AS Members.

5.1.4 SGL PLUS Import Compliance Sub-Group. The SGL Plus Import Compliance Sub-Group shall be composed of the ICS Director, or his duly designated representative. It shall have as members the heads of the ICSGs in the Port of Manila (POM), Manila International Container Port (MICP) and NAIA Customs house, the Chief Valuation and Classification Division, and other persons designated by the Task Group Chairman.

5.1.5 SGL PLUS Client Coordinating Center (SPCCC). The SGL PLUS Task Group Chairman shall organize the SPCCC and shall provide a 24-hour client coordination service.

5.2 FUNCTIONS

5.2.1 SGL PLUS Task Group

- 5.2.1.1 Formulate and recommend to the Commissioner the policies, procedures, enhancements and services that will improve the SGL PLUS Facility;
- 5.2.1.2 Process the invitation or application of qualified SGL Members who wish to avail of the SGL PLUS facility and make appropriate recommendations;
- 5.2.1.3 Conduct post clearance checks on declarations covering shipments released under the SGL Plus facility;
- 5.2.1.4 Monitor compliance of SGL PLUS members with the rules and regulations governing the operation of the SGL PLUS facility and make appropriate recommendations to the Commissioner;
- 5.2.1.5 Organize and supervise the operation of the 24-hour Client

Coordinator Service that handles the queries and concerns of the SGL Plus member;

5.2.1.6 Process the recommendation on additional benefits for SGL PLUS members;

5.2.1.7 Submit to the Commissioner of Customs a monthly report on the progress of the SGL Plus Program; and

5.2.1.8 Perform such other functions as may be assigned by the Commissioner from time to time.

5.2.2 SGL PLUS Secretariat

5.2.2.1 Provide administrative support to the SGL PLUS Task Group.

5.2.2.2 Receive applications to the program.

5.2.2.3 Receive and prepare reports for the SGL PLUS Task Group.

5.2.3 SGL PLUS Accreditation Sub-group

5.2.3.1 Process applications and documentations for accreditation in the SGL PLUS applicants and make recommendations to the SGL PLUS Task Group.

5.2.3.2 Perform all other functions of the SGL Accreditation Sub-Committee as provided for in CMO 28-2003.

5.2.4 SGL PLUS Import Compliance Sub-Group

5.2.4.1 Perform all functions of the SGL Import Compliance Sub-Committee.

5.2.4.2 Perform other functions as may be directed by the Chairman of the Task Group.

5.2.5 SGL PLUS Client Coordinating Center

5.2.5.1 Provided a 24-hour contact number for clients to call or text their concerns.

5.2.5.2 As far as practicable, act on the concerns of the SGL PLUS client and give immediate feedback.

5.2.5.3 Accomplish an SGL PLUS Client Coordination Form which includes the following information:

5.2.5.3.1 Client making the call

5.2.5.3.2 Client concern

5.2.5.3.3 Time of receipt

5.2.5.3.4 Action taken and results

5.2.5.3.5 Time of feedback to the client

5.2.5.3.6 Recommendations

6. ACCREDITATION

6.1 QUALIFICATIONS

An importer may be accredited as an SGL PLUS member, provided the following criteria are met:

6.1.1 The importer is accredited as an SGL member transacting with the BOC for at least one (1) year prior to the date of application.