

**[GTEB MEMORANDUM CIRCULAR NO. 023-04,
September 23, 2004]**

**EXPORT PROCESSING FOR 2004 AND 2005 SHIPMENTS OF
GARMENTS & TEXTILES**

As previously communicated in our Memorandum Circular No. 019-04 dated 25 June 2004, all 2004 export shipments to quota countries must be covered by the applicable export documents such as ELVIS transmission, exempt certification, Export License, Certificate of Origin, and Special Export License regardless of the date of entry into the importing quota countries. In this regard, the following guidelines and procedures are promulgated.

For 2004 Shipments

1. For 2004 shipments, all export procedures and documentary requirements will remain the same regardless of the date of entry in the country of destination.

1.1 All exports must be covered by a valid Textile Export Clearance (TEC) prior to the issuance of an Authority to Load by the Bureau of Customs or its deputized OSEDCs in Manila, Clark/UPS, Subic, Bataan and Cebu.

1.2 All exports to quota countries (US, EU, Canada) must have the following documents, as applicable:

- a. Electronic Visa transmitted to ELVIS
- b. Visa Exempt Certificate
- c. Export License (EL)
- d. Special Export License (SEL)
- e. Certificate of Origin (CO)
- f. Surveillance Certificate
- g. Other Certifications, as may be required

2. For 2004 export shipments that will require processing of export documents after December 31, 2004, a Winding Down Team of the GTEB will remain during the 1st quarter of 2005 to process and issue the necessary export documents such as ELVIS transmission, EL/CO, SEL and other certifications.