

**[KKI DEPARTMENT ADMINISTRATIVE ORDER NO.
3, S. 1996, May 26, 1996]**

**GUIDELINES IN THE USE OF THE NEW EXPORT DECLARATION
(ED) FORM**

I

Rationale

The Export Development Council (EDC), mandated by Republic Act No. 7844 to periodically review and assess the country's export performance, problems and prospects, and to review and simplify export procedures and forms, prescribed a new ED form^{*} as per EDC Resolution No. 2 dated 01 February 1996;

The Monetary Board through Resolution No. 398 dated 17 April 1996 approved the transfer of the authority to issue the Export Declaration Form from the Bangko Sentral ng Pilipinas to the Department of Trade and Industry:

The Bangko Sentral ng Pilipinas (BSP) issued Circular No. 107 dated 30 April 1996 withdrawing the delegated authority to commercial banks and Offshore Banking Units to issue and register EDs.

Pursuant to the abovementioned premises the following are hereby promulgated for the compliance, guidance and information of all concerned:

II

Scope

This Department Administrative Order shall provide the policies, rules and guidelines to be observed in the processing, approval and use of the ED, the basic document required every export shipment, whereby the exporter or his duly authorized representative declares and certifies the full particulars of a shipment.

III

Guidelines in the Use of the Ed

3.1 The new ED form prescribed by the EDC, attached as Annex 1^{*}, shall serve as standard form to be used in the export of goods (with or without foreign exchange proceeds).

3.1.1 Existing ED form (CBP 6-21-02 revised 1991) for exports with foreign exchange proceeds and (CBP 6-21-04 for exports without foreign exchange proceeds) can still be used at the option of the exporter within the period of ninety