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DEPARTMENT CIRCULAR

No. 06

Series of 2021

SUBJECT : GUIDELINES AND PROCEDURE IN THE APPLICATION, PROCESSING, AND ISSUANCE OF ORGANIC INPUT IMPORTATION AND EXPORTATION PERMITS THROUGH THE TRADENET.GOV.PH, FURTHER SUPPLEMENTING FOR THIS PURPOSE THE DEPARTMENT CIRCULARS (DC) NO. 04 AND 05, SERIES OF 2020 AND DC NO. 01, SERIES OF 2021

Pursuant to Republic Act No. 11032, otherwise known as "The Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and Department Circulars No. 4 and 5, S. 2020, which governs the application, processing and issuance of importation and exportation permits for organic soil amendments (OSA) and organic biocontrol agents (OBCA), respectively, this Circular providing the process and procedure for application, processing and issuance of organic input importation and exportation permit through TradeNet.gov.ph is hereby issued.

ARTICLE I OBJECTIVES

The provisions under this Circular aim to:

1. Facilitate online organic input importation and exportation permit applications and allow real-time processing status updates to clients through TradeNet.gov.ph; and
2. Facilitate the issuance of organic input importation and exportation permit for OSA and OBCA products through the TradeNet.gov.ph.

ARTICLE II SCOPE

This Circular shall govern the application, processing and issuance of electronic organic input importation and exportation permits for organic soil amendments and organic biocontrol agents products using the TradeNet.gov.ph platform

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ARTICLE III DEFINITION OF TERMS

Section 1. As used in this Circular, the following terms and phrases shall be understood to have the meaning correspondingly provided below:

1.1 Exporter

refers to a legal entity who is a holder of a valid Certificate of Registration issued by the Bureau of Agriculture and Fisheries Standards (BAFS), for the exportation of registered organic input product/s

1.2 Importer

refers to a legal entity who is a holder of a valid Certificate of Registration issued by the Bureau of Agriculture and Fisheries Standards (BAFS), for the importation of registered organic input product/s

1.3 TradeNet Log-In Account

refers to a set of credentials composed of a username and a password. To access the features of TradeNet, a User must register to the portal using basic information. A User becomes a Client once the Log In Account is completed and this will then be referred to as a TradeNet Profile.

1.4 TradeNet Profile

refers to a TradeNet registered and accredited account. It is different from a simple TradeNet Log-In Account. A TradeNet Profile has the ability to transact with government agencies linked to the portal. For the completion of TradeNet Profile, registration certificates from appropriate government agencies depending on the nature of the Client's nominated business type, alongside other government-issued documentation are required.


1.5 TradeNet Client

refers to any party involved in trading regardless of the direction of the traded goods. Prior to the launch of TradeNet.gov.ph, distinctions were made between those that deal with in-going (Importer) and out-going (Exporter) commodities. A Client using TradeNet.gov.ph can use the portal for both kinds of activities.

ARTICLE IV TRADENET SYSTEM GUIDELINES

Section 1. Creation of TradeNet Log-In Account and Profile

- 1.1 All registered importers and exporters must create a TradeNet Account and upload their company profile with their respective Usernames and Passwords. The registered importer and exporter shall fill in all data fields required in all relevant pages.

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- 1.2 The procedures to be followed in using and accessing the TradeNet.gov.ph accounts are described in detail in the TradeNet Client User Manual for e-Permit for import and export, attached herein as Annex A (individual users) and Annex B (corporations) and Annex C (Steps in the Client's Application for Import/ Export Permit in the TradeNet.gov.ph).

Section 2. Application, Processing and Issuance of Organic Input Importation and Exportation Permit

- 2.1. Registered importer/exporter or its duly authorized representative may apply for an organic input importation/exportation permit by accessing his/her TradeNet account and filling up all relevant data fields.
- 2.2 The registered import/exporter shall encode all information for each and every organic input product into the relevant data field.
- 2.3 The registered importer/exporter shall upload the following documents as attachments to the application for organic input importation/exportation permit at least two (2) days prior the arrival/departure of organic input products to be imported/exported, namely:
- a. Copy of Bill of Lading with authorized Name and Signature;
 - b. Copy of Invoice with authorized Name and Signature;
 - c. Copy of Packing List with authorized Name and Signature;
 - d. Copy of Quarantine Certificate for the country of origin (when applicable), with authorized Name and Signature.

Note: Copy of Quarantine Certificate is not a requirement of organic input products with the following considerations: a) organic compounds directly extracted from plants, and b) not considered as microorganisms.

- 2.4 Upon submission of the application into the system, TradeNet.gov.ph shall notify the importer/exporter via email once the application has been received. TradeNet.gov.ph shall provide a unique application tracking number for each application.
- 2.5 TradeNet.gov.ph shall notify BAFS Organic Agriculture - Registration Section once application has been submitted to the system. This application will be assigned to a registration officer who shall review the details in the application of organic input importation/exportation and compare it with the uploaded requirements attached to the same. The application documents shall be assessed by the Section Chief and transmit the same to the OAD Division Chief for assessment review.

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- 2.6 After completion of the assessment review, the OAD Chief shall recommend either approval or disapproval of the application to the Director of BAFS. Upon evaluation, the Director of BAFS may either approve or disapprove the same.
- 2.7 TradeNet.gov.ph shall notify the importer/exporter, through a system-generated email of the action of BAFS on the application. If approved, the email shall contain a downloadable and printable file of the organic input importation/exportation. If disapproved, the email shall inform the importer/exporter of the reason for disapproval.
- 2.8 In cases where the application is disapproved, the importer/exporter may file another application for organic input importation/exportation.
- 2.9 In exceptional cases, such as, but not limited to, technical failures, the importer/exporter may apply manually in accordance with the existing laws, and rules and regulations specifically DC No. 4 S. 2020 and DC No. 5 S. 2020.

ARTICLE V RELEVANT PROVISIONS

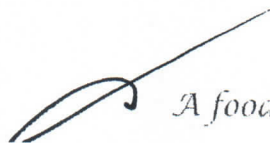
Sections 2 to 4 of Article XI of the Department Circular No. 4, S. 2020 and Sections 2 to 4 of Article XII of the Department Circular No. 5, S. 2020 shall also apply to all clients applying organic input importation and exportation permit through TradeNet.gov.ph

ARTICLE VI ANNEXES

All annexes, or any part thereof, referred to in this Circular are deemed integral part of this circular.

ARTICLE VII SEPARABILITY CLAUSE

If any portion of this Circular is declared unconstitutional or invalid, the other portions thereof which are not affected thereby shall continue to be full in force and effect.



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**ARTICLE VIII
SUPPLETORY CLAUSE**

All provisions of the Department Circulars (DC) No. 04 and 05, Series of 2020, DC No. 01, Series of 2021, and all other related existing rules and regulations or parts thereof, which are consistent and compatible with the provisions of this Circular shall apply in a suppletory character, or by analogy when the procedural matter is not governed by any specific provision in this Circular.

**ARTICLE IX
EFFECTIVITY**

This Circular shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in a newspaper of general circulation and its filing with the National Administrative Register of the University of the Philippines Law Center.

Done this 3rd day of November 2021


WILLIAM D. DAR, Ph.D.
Secretary



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ANNEX A

CREATION OF TRADENET LOG-IN ACCOUNT AND PROFILE FOR INDIVIDUAL USERS

A TradeNet Log-In Account is necessary to access features of the portal not available to Public Users. Clients with TradeNet Log-In Accounts have the option to complete the creation of a TradeNet Profile by submitting documents specific to the requirements of the desired role.

A. **How to Create a Log-In Account**

1. Open preferred internet browser (for optimal browsing experience, Google Chrome is suggested) and proceed to the tradenet.gov.ph link;
2. Click on the Sign Up button found on the upper right hand corner of the page;
3. This will redirect the User to the Sign-Up Page. The User must fill in the boxes with the appropriate information.
**Note that the nominated email address to this TradeNet Log-In account shall be associated with the account in perpetuity.*
4. Once complete, click on the Create Profile button.
5. A pop-up box will appear notifying the User that TradeNet.gov.ph has accepted the submitted information and the User must then activate through the link to the inbox of the nominated email address. Click on OK to close the pop-up box.
6. The User must then open the email sent to their declared email address.
7. Once the activation link has been clicked, the User will be redirected to the Tradenet.gov.ph login page.
8. A notification box will appear stating that the email address has been verified.
9. The User may now login using their nominated email address.
10. Upon logging in, the User will be directed to the Update User Account Form page.
11. Continue on filling the required data fields.
12. Once the Update Account User form page is complete, the SAVE button will then be available. Click on the SAVE button to proceed.
13. A pop-up box will appear stating that changes made by the User will apply after logging back in. Click on the OK to close the pop-up box.
14. Clicking on the OK button will redirect the User to the Dashboard page.
15. Click on the User Account icon and select the Logout button.

ANNEX B

CREATION OF TRADENET LOG-IN ACCOUNT AND PROFILE FOR COMPANIES/ CORPORATION

Requirements

A Client desiring to create a TradeNet Profile classified as a Company/ Corporation must upload the following requirements in PDF, JPEG or PNG formats;

- a. Securities and Exchange Commission Registration Certificate (for corporations);
- b. Local Government Unit Business Permit (Mayor's Permit);
- c. Import Clearance Certificate from the Bureau of Internal Revenue;
- d. Certification from the Bureau of Customs - Account Management Office; and
- e. Other documents required by involved agencies.

How to Create a Company Log-in Profile for Companies/Corporation

1. Open preferred internet browser (for optimal browsing experience, Chrome is suggested) and proceed to the tradenet.gov.ph link;
2. Fill in the required information and click on the Log-In button.
3. The Client will be routed to the Dashboard Homepage. Click on the Client Icon and select the Client Profile.
4. This will lead to a new page stating that the Client does not have a Client Profile yet. A TradeNet Client Profile will allow the User to transact with Agencies connected to the Portal, click on the Register Client Profile option.
5. A pop- up box will appear with the TradeNet Client Profile Types available for selection. Click on the applicable button for companies.
6. The User will be redirected to the Create a Client profile page.
7. Click on the Company Details option to collapse the form. Fill in the required details marked with asterisks (*).
8. After filling up the Company Details Form, proceed to the Address Form.
9. Enter the appropriate contact details to be associated with the TradeNet Client Profile- Company.
10. Click on the Bureau of Customs AMO Registration Form and enter the required information. Upload the appropriate document and select the validity period using the Calendar icon.
11. Once all the required information has been satisfied, place a tick on the Attestation.
12. When there is no lacking details or document, and the Attestation has been accepted, the Save button will now be available. Click on the Save icon.
13. A notification window will appear to confirm the successful creation of the Client Profile. Log-out for the changes made to appear in the account.
14. Repeat Steps 1-4. Doing so will display the Client Profile page. To add more Client Profiles, click on the Add Client Profile button.

ANNEX C

Steps in Client's Application for Organic Input Importation Permit and Organic Input Exportation Permit in the Tradenet.gov.ph

1. Log- in at TradeNet.gov.ph using a registered email address and password.
2. Click the Permits tab in the dashboard. Select either Import Permit or Export Permit, depending on the type of Commodity Clearance being applied for.
3. Depending on the permit being applied, the User will be redirected to the selected permit page.
4. Selecting a Client Profile will open the Apply for Permit (depending on the application).
5. Fill up the required information and attach the necessary documents in their required formats.
6. After completing Step 5, a prompt will appear instructing you to proceed to your inbox or your My Tasks to upload files and other information required.
7. In the My Tasks page, you will find the list of pending tasks given to you by the different Trade Regulatory Government Agencies (TRGAs) you are transacting with. The topmost task is the most recent one given to you but you may access or complete any one of them at any time.
8. By selecting Permit Application type and supporting documents in the provided dropdown boxes, you will need to provide all the information asked. Those with asterisks (*) are required to be filled out.
9. After providing all the required details, click the COMPLETE button. Beside the COMPLETE button is a SAVE button. You can save your work so that it will not be lost if you log out or if you switch to another task or webpage.
10. A prompt asking if you are sure to submit your application will appear before the application is sent to a BAFS Reviewer. Click Yes; otherwise, click Cancel if you are not ready to submit the application.
11. After evaluations, you will receive a notification regarding the results of every step of BAFS' assessment and approval.