

## **Client Profile Registration System (CPRS) Procedures-New and Renewal (Quarantine Period and New Normal)**

In light of the Covid-19 situation, PHILEXPORT will implement the following procedures in the submission of CPRS applications (new and renewal) and conduct of plant visits.

1. Companies registered with any of the following government agencies should be CPRS accredited by the concerned government agency.

Export Marketing Bureau (EMB) – Department of Trade and Industry (For EDA accredited or coffee exporter)

Board of Investments (BOI)

Philippine Export Zone Authority (PEZA)

Other Export Processing Zones

- Authority of Freeport Area of Bataan (AFAB)
- Cagayan Economic Zone Authority (CEZA)
- Clark Development Corporation (CDC)
- Subic Bay Metropolitan Authority (SBMA)
- Zamboanga City Special Economic Zone Authority (ZESA)

Only the companies not registered with any of the above government agencies can apply for CPRS registration with **PHILEXPORT**.

A BOI registered company applying for CPRS registration with PHILEXPORT should get a clearance letter or proof of cancellation of the company's BOI registration.

### **2. NEW APPLICATION <APPLY ATLEAST TWO (2) MONTHS PRIOR TO SHIPMENT(S)>**

- \* Exporter downloads and fills-out CPRS application form.
- \* Observe filling out mandatory fields
- \* The names of Officer(s) declared in the CPRS form must also be reflected in the duly notarized Secretary's Certificate (Req. #9); Duly Notarized Authorization Letter (SPA) for Sole Proprietorship.
- \* All details to be declared in the CPRS Form (Eg. Business Name, Address, etc.) must also be the same as the details in the Government Permits the company will provide. (Eg. Business Permit, BIR 2303, Articles and By-Laws, Audited Financial Statements etc.)
- \* The Applicant must have an official and active email address
- \* CPRS Form must be submitted in Original and Notarized printed copy. All supporting documents must be Signed & Certified True Copy by the officer declared in the CPRS Form/Secretary's Certificate.

### **RENEWAL APPLICATION <APPLY ATLEAST ONE (1) MONTH BEFORE EXPIRY OF COR>**

- \* If renewal and **no changes**, the applicant fills out **Affidavit of No Change with CPRS Information Sheet and Data Privacy Statement**.
- \* If renewal and **there are changes** in the CPRS details from the previous CPRS declaration, please use **CPRS Form** instead.
- \* Please observe filling out mandatory fields in the form(s)
- \* If the applicant submitted Transfer Certificate of Title or unexpired Lease Contract from their previous application/renewal, the company need not to re-submit the same document (Req #6 – Proof of Physical Location)
- \* If the company will submit Affidavit of No Change (Req #1), items # 5,6,7 (for Corporations) and # 6,7 & 8 (for Sole Prop) in the list of requirements will no longer be required.
- \* CPRS Form or Affidavit of No Change(s) must be submitted in Original and Notarized printed copy. All supporting documents must be Signed & Certified True Copy by the officer declared in the CPRS Form/Secretary's Certificate.

3. Exporter completes documentary requirements. Please review attached **CPRS Documentary Requirements (NEW and RENEWAL)**. All pages of the documents should be **certified true copy** by the company's authorized representative except BMBE (Barangay Micro Business Enterprise) Certification. The BMBE Certification should be certified true copy by the issuing agency, eg. Department of Trade and Industry (DTI).
4. CPRS applicant submits scanned copy of documentary requirements in **1 PDF MERGED FILE ONLY** via email to any of the following CPRS Assigned Officers (CAO):

NAME	E-MAIL	CONTACT NUMBER/S
Carl Jaim	<a href="mailto:philexportdavaomembership@gmail.com">philexportdavaomembership@gmail.com</a>	082 315 8375 09162494747 09367054376

5. Upon receipt of e-mail, CAO evaluates the correctness and completeness of the CPRS documents. Within two days from receipt of email, CAO sends email reply to the CPRS applicant on whether the documentary requirements are complete or not.
6. If documents are complete, CAO will inform CPRS applicant to send the original copies of the application and documentary requirements through courier with attached deposit slip of CPRS fee.

Bank details for payment are as follows:

Bank Name: Banco de Oro (BDO)  
 Account Name: The Philippine Exporters  
 Confederation (Region XI Chapter), Inc.  
 Account No.: **676-0022-458 (Davao – Narra Branch)**

NEW APPLICATIONS	FEE
Member	3,500.00
Non-Member	6,500.00
<b>RENEWAL APPLICATIONS</b>	
Member	2,500.00
Non-Member	5,500.00
<b>OTHERS</b>	
CPRS AMENDMENT	300.00
EDA - ZERO RATED	1,000.00
<b>MEMBERSHIP</b>	
NEW	6,000.00
RENEWAL	4,000.00

Documents to be sent via courier to the following::

Attention: Name of CPRS Account Officer  
 PHILEXPORT DAVAO (CPRS) Department  
 The Philippine Exporters Confederation (Region XI Chapter), Inc.  
 Door 2A, Pentapoint Commercial Building, San Pedro Village Extension Ave.,  
 Buhangin Davao City, Philippines 8000

CPRS applicant informs CPRS Account Officer that documents have been sent and emails courier track reference number.

7. CAO sends email of CPRS Checklist (new/renewal) to acknowledge receipt of requirements received via courier.
8. In lieu of physical plant inspection, pictures of plant/office/products using **“GPS Camera” or “GPS Map Camera”** applications should be submitted. Guidelines are as follows:
  - a. Outside and inside pictures of the CPRS company's office and warehouse with the company's signage.
  - b. Pictures of CPRS company's products.
  - c. Wall-posted Government permits. (eg. Mayor's Permit. BIR 2303, SEC Registration, DTI Registration, etc.)

The pictures should have the date and specific location imprint.

Physical inspection will be conducted as deemed necessary by the PHILEXPORT CPRS Accreditation Committee. PHILEXPORT has the option to cancel the registration of the CPRS Accreditation upon negative findings on visit or any derogatory information received about the company.

9. For new applications, PHILEXPORT arranges phone interview with the CPRS applicant about the company.
10. CAO prepares final report and recommendations to PHILEXPORT CPRS Committee for approval.
11. Approved CPRS application will be stored and endorsed to the BOC for activation.
12. PHILEXPORT emails and informs the CPRS applicant that PHILEXPORT has approved the CPRS application in the BOC system.
13. Upon activation by the BOC, the BOC system e-mails to the CPRS applicant the Certificate of Registration (COR) with Customs Client Number (CCN) within three (3) days from the date of approval by PHILEXPORT. If company does not receive copy of BOC COR, company should e-mail CAO and requests a copy of COR **using the official email address** declared with PHILEXPORT.

**Using the official email address declared with PHILEXPORT, Please send Email request to:**

**Ms. Sarah Luna**

CPRS Officer

Email Address : [cprs@philexport.com.ph](mailto:cprs@philexport.com.ph)

CC : [philexportdavaomembership@gmail.com](mailto:philexportdavaomembership@gmail.com)

**SUBJECT : REQUEST FOR BOC COR\_<COMPANY NAME>**

14. For new applications, the CPRS applicant prints a copy of BOC Certificate of Registration (COR) and applies for a Bank Reference Number (BRN) with any Authorized Agent Bank (AAB). The CPRS applicant also enrolls in any of the Value Added Service Providers (VASPs) namely Cargo Exchange Data Center (CDEC), EKONEK and Intercommerce. NOTE: IMMEDIATELY apply for Bank Reference Number (BRN) and enroll to VASPs after receiving the BOC Certificate of Registration to avoid inconvenience.
15. Upon enrollment with any of the VASP, the CPR S applicant can now electronically lodge their Export Declarations (EDs) using their CCN and BRN through their VASPs .
16. PHILEXPORT prioritize all its members and exporters. Every company will be equally facilitated and will undergo the Export Permit Application process.

-----nothing follows-----