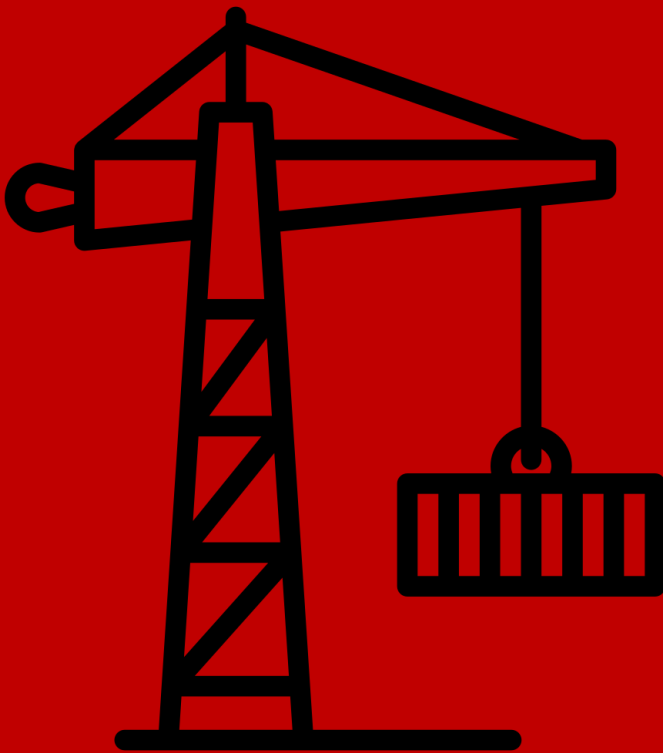


**EXPORT CLEARANCE ADVISE
EX-WORKS CARGO SERVICES INC.**



Preparation of Air Way Bill (AWB)

1. Completely and accurately fill out all the necessary details (weight, number of packages, detailed description, value in stated currency, shipper's & consignee's details and payer information).
2. The shipper's local address and valid contact details should clearly be indicated in the AWB.
3. The consignee's complete address with postal code and contact number, including the telephone extension, mobile phone number and e-mail address should be indicated on the AWB so that our counterpart at the destination can easily get in touch with the consignee for any updates on the status of the shipment.
4. The postal code of the consignee must be correct to avoid the shipment being mistakenly delivered to another location.
5. A detailed description for each item must be provided – the product number or serial number is not enough.
6. For shipments containing multiple items, make sure that the total amount of the declared value is correct. Please indicate the currency used.
7. For handwritten AWBs, make sure each copy is clear and legible.
8. The correct payer information must be filled in, including the Ex-works account number, when applicable, for the freight charge and duty & taxes.
9. All the information on the AWB must be consistent with the commercial invoice and other related shipping documents.

Preparation of Commercial Invoice

The complete name, address, contact details, postal code and TIN number of the shipper and the consignee should be clearly indicated.

1. The invoice should have a detailed/specific description of the goods. The description should align with the AWB. To ensure the description is complete and detailed, the description should answer the following questions:
 - A. What is it?
 - B. What is it made of?
 - C. What is it used for?
 - D. What is it a component of?
3. The invoice should include the quantity, weight, unit price, currency, country of origin, and country of manufacture of the product or the item being shipped out.
4. The total shipment value in the invoice must align with the AWB. If the shipment consists of more than one item, the shipper needs to provide a value breakdown per item.
5. The declared value must be the transaction value or the price actually paid or payable for the item or any other identical item in case the shipment has been provided free of charge or as a gift.
6. Putting "No Commercial Value" (NCV) or an unreasonable value will lead to Customs asking the consignee or shipper to provide value evidence such as proof of payment, purchase order, or telegraphic transfer.
7. If the payment for freight and insurance is included in the invoice, make sure it is clearly indicated. Provide a

separate proof of amount and value for freight and insurance.

Packing List:

The shipper should provide a packing list for all non-document shipments. It should have a detailed and specific description of the goods, the quantity, the net weight and the gross weight for each carton, as well as a description of the packing method (i.e. how the goods were packaged, such as in boxes, crates, drums, etc.).

Prohibited Products:

These products are prohibited to be exported out of the Philippines under existing laws (CMC 44-2019). Gold from small-scale mining or panned gold Coconut Crab, Dogfaced water snake, Manta ray Humphead wrasse or Napoleon wrasse "Mameng" (*Cheilinus undulatus*)

Live Mud crab "Alimango" (*Scylla serrata*), carapace length of less than 10 cm and weight of less than 200 grams.

Live Shrimps and Prawns – spawner, breeder, eggs and fry, marine wild species, all corals

All seahorses

Live specimen, raw shells, meat and by-products of Giant Clams under the family Tridacnidae

Milkfish "Bangus" fry, Full grown Milkfish, Mother Bangus "Sabalo," Milkfish fingerling (not less than 25 mm but not more than 100 mm) (*Chanos chanos*)

"Eivers" or Eel fry and fingerlings under Family Anguillidae, 15cm or less in length

Saba banana (*Musa paradisiaca*) planting materials

Abaca and Ramie seeds, seedlings, suckers and root stocks; Buri seeds and seedlings

Mangrove "Bakawan"

Monkey pod "Acacia"

Raw Rattan including poles

Round logs, poles and piles including log core and flitches/railroad ties produced from naturally grown trees both from forest lands and private lands.

Stalactites and stalagmites

Terrestrial wildlife species whether live, stuffed or by- products

All types of reptiles

All types of mammals

8. Matured Coconuts and Coconut seedlings

Regulated Products:

These products have been identified as controlled by different government agencies. The shipment of these identified goods will only be granted after presenting proper export permits issued by the respective government agencies stated below prior to exportation.

Bangko Sentral ng Pilipinas – BSP
International Operation Department
A. Mabini St. cor. P. Ocampo St., Malate
Manila City
Tel No. 708-77-01
www.bsp.gov.ph

Legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding PHP10,000.00

Board of Investment - BOI
Industry and Investment Building
385 Senator Gil Puyat Ave., Makati City
Tel. No. 895-36-40/ 895-36-41 / 895-36-57
Email: bossac@boi.gov.ph
E: www.boi.gov.ph

Copper concentrates

Bureau of Animal Industry - BAI
Visayas Avenue, Diliman, Quezon City
Tel No. 928-17-78 / 928-28-36;
927-09-71; 926- 68-83
Email: webmail@bai.da.gov.ph
www.bai.da.gov.ph

Live animals, whether domestic or wild (exotic or indigenous) Animal origin feed and feed ingredients that may be carriers of communicable disease Animal products or by-products Biological laboratory specimen Veterinary feed premixes

Bureau of Fisheries and Aquatic Resources
3rd Floor Philippine Coconut Authority (PCA) Bldg., Elliptical Road Diliman, Quezon City
Tel No. 929-95-97; 929-80-74
Email: info@bfar.da.gov.ph
W: www.bfar.da.gov.ph

All fish and fishery/aquatic products (live, fresh, dried and/or processed, frozen and chilled)

Live Mud crab ("alimango"), length of 10cm or over and/or weight of 200 grams or over Black Lip (concha negra pintada) or Gold Lip (pinctada maxima) Pearl, maximum size of 11 cm

Semi-finished Capiz Shells Carrageenan in fresh or powder form

Bureau of Plant Industry – BPI
692 San Andres Street, Malate Manila
Tel. No. 525-78-57 ; 525-79-09
Email: buplant@yahoo.com;
bpi.information@yahoo.com
W: www.bpi.da.gov.ph

All dried fruits/dried mangoes
All plants, planting materials and plant products, pest specimen including wood packaging materials capable of harboring plant pests

Note: Types of wood packaging that do not need a Fumigation Certificate are those that are made from the following materials:
Thin wood (6mm or less in thickness);
Processed wood such as plywood, particle board, oriented strand board or veneer that has been created using glue, heat or pressure;

Barrels of wine and spirit that have been heated;

Gift boxes for wine, cigars and other commodities made from wood;

Sawdust, wood shavings and wood wool; and,

Wood components permanently attached to freight vehicles and container.

Environment Management Bureau - EMB
DENR Compound, Visayas Avenue, Diliman, Quezon City
Tel No. 920-22-53
Email: mail@emb.gov.ph
W: www.emb.gov.ph/portal/

Used Lead Acid Battery (ULAB)

Forest Management Bureau - FMB
FMB Building, Visayas Ave.,
Diliman, Quezon City
Email: fmbdenr@mozcom.com ;
fmb@denr.gov.phW:
<http://forestry.denr.gov.ph/>

Bamboo raw materials

Food and Drug Administration - FDA
Civic Drive, Filinvest Corporate City,
Alabang, Muntinlupa City
Email: info@fda.gov.ph
W: www.fda.gov.ph

Center for DRUG Regulation and Research
Tel No. 857-19-90

Center for FOOD Regulation and Research
Tel No. 857-19-92

Center for COSMETICS Regulation and Research
Tel No. 857-19-84

Center for Device, radiation, Radiation Health Regulation and Research
Tel No. 749-94-43

Biological products sent by a pharmaceutical company such as medical kit, DNA sample, human blood specimen, urine specimen, human specimen for laboratory purposes

Cosmetics (local/imported) for business purposes

Drugs sent by a pharmaceutical company such as drug samples, over the counter drugs like food supplements, Vicks vaporub, eyedrops

Diagnostic X-ray Kit sent by a pharmaceutical company

Food products – Manufacturers, distributors, traders or exporters of food items need to provide their License to Operate (LTO) approved by Food and Drug Administration (FDA), or an FDA permit. This applies to food items such as:

Fruit juice in tetra packs/cans

Canned goods

Junk food

Processed food (not fresh)

Food shipped out for business purposes/samples

Contact lenses not intended for personal use

Liquid contact lens solution

Medical Devices like nebulizers, digital blood pressure monitor not intended for personal use.

Radiation-emitting devices

Bath soap (bar/liquid), toothpaste (local/imported) exceeding 10 kilos
Vaccines sent by a pharmaceutical company

Virgin Coconut Oil (VCO), for company producing coconut products

International Coffee Organization Certifying Agency - ICOCA

Penthouse, DTI International Building 375 Sen. Gil Puyat Avenue, Makati City
Tel No. 897-05-15 www.pcoo.gov.ph/dir-dti.htm

Coffee Beans not exceeding 1 kilo

Mines and Geosciences Bureau - MGB
MGB Compound, North Ave., Diliman, Quezon City
Tel No. 920-91-20 / 920-16-35
Email: central@mgb.gov.ph
www.mgb.gov.ph

Chromium Ore - processed or unprocessed

Gravel

Iron - processed or unprocessed

Manganese - processed or unprocessed

Mine waste and/or mill tailings

Other unconsolidated material

Rock - crushed/sized sand

Soil

Unprocessed, raw, or Run of Mine minerals and ore(s)

National Food Authority
Department of Agriculture, North Avenue, Diliman, Quezon City
Tel No. 453-39-00 / 981-38-00
Email: emailnfa@nfa.gov.ph
W: www.nfa.gov.ph

Grains and grain by-products

National Commission for Culture and the Arts Permit
633 General Luna Street, Intramuros, Manila
85272196 LOC 339
E: info@ncca.gov.ph
W: <http://ncca.gov.ph/>

Cultural properties such as antiques, archaeological materials, endangered/irreplaceable specimens, fossils, historical relics, national history specimen (holotype), traditional ethnographic materials.

Artworks with a value exceeding USD\$500 which are not works from national artists

National Tobacco Administration - NTA
Scout Reyes corner Panay Avenue,
Quezon City
Tel No. 374-39-87 / 374-25-05
W: www.nta.da.gov.ph

All tobacco products or products from tobacco manufacturers

Optical Media Board - OMB
35 Scout Limbaga St.,
Brgy. Laging Handa, Quezon City
Tel No. 374-13-93 / 410-24-88
Email: mail@omb.gov.ph
W: www.omb.gov.ph/ombnew/index.php

All types of magnetic media storage, Betacam tapes, DVD/CD, hard drives, memory cards, optical and magnetic media/manufacturing equipment, parts and accessories and manufacturing materials, and data disks.

Note: Whether the magnetic storage is blank or with content, brand new or used, personal, company, medical or for exhibit purposes/educational purposes/competition purposes – there are no exemptions.

Philippine Coconut Authority - PCA
Elliptical Road, Diliman,
Quezon City Tel No. 928-45-01
Email: pca_cpo@yahoo.com.ph
W: www.pca.da.gov.ph

Dried coconut, for companies producing coconut products

Philippine National Police - PNP-FEO
PNP National Headquarters, Camp General Crame, Quezon City
Tel No. 723-04-01
W: www.pnp.gov.ph

Firearms, ammunitions and explosives

Philippine Nuclear Research Institute - PNRI
Commonwealth Ave., Diliman, Quezon City
Tel No. 929-60-11
W: www.pnri.dost.gov.ph/index.php

Nuclear and radioactive materials Nuclear and related dual use items

Sugar Regulatory Administration - SRA
Sugar Center Bldg., North Avenue, Diliman,
Quezon City
W: www.sra.gov.ph

All sugarcane-based sugar (such as raw sugar, white sugar muscovado and molasses)

1. Bureau of Quarantine (BOQ)
24 AC Delgado St., Port Area, Manila 5318-7500 local 113
records@quarantine.doh.gov.ph

1. DNA Sample
2. Human Blood specimen
3. Urine specimen
4. Human specimen for laboratory Purposes

1. BIODIVERSITY MANAGEMENT (BMB)
FORMERLY (PAWB)
Address: Bago Bantay, Quezon City, Metro Manila, Philippine
Phone: +63 2 8924 6031

Terrestrial wildlife species whether live, preserved/stuffed to include its by-products & derivatives

Fauna species produced in breeding farms form commercial purposes to include the following among others:

Aves: Amethyst Fruit Dove Banded Rail Black naped Oriole Black naped Monarch Bleeding heart Pigeons Blue-tailed Bee-Eater Button Quails Crested Mynah Lovebirds Finches Green-winged Dove Hanging Parakeet, Java Sparrows, Kingfishers Painted Quail Parrots Philippine Starlings Philippine White-Eye Pink-necked Green Pigeon Quiabero Slender-billed cuckoo Tree Sparrow White-eared brown Dove

Mammals: Cloud Rats, Philippine Monkeys, Tarsier, Skunk

Reptiles: Gecko, Land Turtles, Monitor Lizards, Sailfin Lizards

Amphibians: Frog-live, skin, or products from the skin or meat, Flora/plant species in nurseries/farms in nurseries/farms and orchidaria to include the following among the others: Agar wood, Orchids, all species, Big leaf Mahogany, Cactus, Cycas & Tree Ferns

Exotic Fauna and Flora in CITES APPENDIX II and to include the following among the others: Aves: Conures, Macaw, Parrots, Pigeons

Insects: All Butterflies (except those listed in App. I)

Export Permit Requirements:

Regulated products for Export shipments will be put on HOLD and will be for uplift the next day. This will provide enough time for the processing of the Export Permit required by government agencies.

Certificate of Identification (CI)

Processed by Ex-works broker

A CI is required for all shipments where the commodity shipped out is subject for return to PH whether they were exported for repair, for exhibit, or for calibration.

The shipper needs to provide a notarized affidavit stating that the shipment to be exported will be for repair/exhibit or calibration and will be returned to the Philippines with affiant government ID. The serial number of the item must be indicated in the affidavit.

The shipper needs to provide a picture of the item. The serial number of the item should also be seen in the photo.

The shipper needs to provide notarized Secretary's Certificate with list of Broker's name indicated and with Corporate secretary's government ID.

The shipper needs to provide updated copy of Certificate of Registration as an Exporter. The shipper needs to provide packing list. The serial number of the item must be indicated in the packing list.

The shipper needs to provide commercial invoice. The serial number of the item must be indicated in the commercial invoice.

Certificate of Origin (CO)
Processed by Ex-works broker

Note: For personal shipments, we do not process a Certificate of Origin.

For a first time application, the shipper needs to process a Certificate of Evaluation form at the Bureau of Customs – Port of Manila, South Harbor office (BOC-POM, South).

The shipper needs to provide Certificate of Evaluation/ Product Evaluation.

The shipper needs to provide commercial or proforma invoice and packing list.

The shipment must be uplifted together with the original CO.

"The guide is prepared for the sole purpose of providing information for customers to refer to. Although Ex-works has made every effort to ensure the accuracy of the information, Ex-works makes no warranties or representations of any kind, express or implied, as to the accuracy, completeness, timeliness, or reliability of the information. , useful or suitable for a particular purpose, and Ex-works is not responsible or liable in any way for any inaccurate or incomplete information."

Bureau of Fisheries and Aquatic Resources (BFAR) permit

Processed by Ex-works broker

For a first time application, the shipper needs to provide a Letter of Authorization (LOA) to authorize AAI Worldwide Logistics to process the BFAR permit on their behalf. The LOA should have a validity of one (1) month.

The shipper needs to provide an actual sample of the commodity for BFAR examination.

The shipper must be registered in BFAR if under company.

The shipper needs to provide inventory, Letter of authorization, and commercial invoice if under company.

The shipper needs to provide letter of authorization, shipper's government valid ID, commercial invoice and Official Receipt if under Personal.

If the items are for laboratory or research purposes, the shipper needs to provide an endorsement letter from BFAR's lawyer (Atty. Vitug), a Gratuitous permit and a Memorandum of Agreement between the shipper and BFAR.

Bureau of Animal Industry (BAI) permit
Processed by Shipper

The shipper needs to process an updated BAI permit with a validity period of 10 days from the date of issue.

National Commission for Culture and the Arts Permit
Processed by Shipper

If the value of the artwork is more than USD\$500, the shipper needs to process a National Commission for Culture and the Arts permit with a validity period of 10 days.

Artworks by National Artists are prohibited for export.

Shipment from a Customs Bonded Warehouse (CBW):

The shipper must prepare the following documents for processing:

Boatnote
Certificate of Identification
Certificate of Identification and Loading Export Declaration

Note: The Boatnote, Certificate of Identification, and Certificate of Identification and Loading (Items 1 to 3) will be signed by the Customs Bonded Warehouse officer.

The Export Declaration (Item 4) is signed by the authorized representative assigned by the company to handle their Export Declaration.

Complete sets of all processed documents must be submitted to Ex-works together with the shipment.

Free Trade Zone (FTZ) Shipments:

Automated Export Declaration System (AEDS) documents should have the Philippine Economic Zone Authority (PEZA) exit stamp with the signature of the PEZA officer.

Form 8110 should be processed for sample shipments by companies located inside the Free Trade Zone.

Manual Export Declaration cannot be used by companies located inside the Free Trade Zone for their export shipments.

Return To Sender (RTS) Shipments

We can only place a shipment on "export hold" for five days. If the customer is unable to provide the pending regulatory permits or documents within that time, the packages will be returned to the shipper. Once all the proper permits are processed, the customer should make a new booking through our Customer Service Hotline.