

Procedures:

1. Applications must be submitted to the Export Facilitation Department via email ef.philexport@gmail.com, for initial evaluation of an Export Facilitation (EF) Officer .
2. The applicant will be notified to submit the physical copy of requirements by the EF Officer together with the payment of processing fee (non-refundable).
3. PHILEXPORT prepares endorsement letter to the Department of Foreign Affairs (DFA) (*done within 7 working days if there are no issues with our Membership Department*).
4. Upon submission to DFA, ABTC-Philippines pre-screens and evaluates applications.
5. Denied applications will get a formal letter within 3-4 weeks from receipt by DFA of application.
6. Standard releasing time frame of cards for approved applications is within 3-4 months. The long processing time is due to the awaiting of approval from the APEC participating economies. Each of the economies still do background check before giving approvals. Logistics is also a factor since the printing of cards is done only in Australia.
7. Approved applicants will receive an email from DFA containing their log-in credentials to the Virtual ABTC App.