

## Client Profile Registration System (CPRS) Procedures-New and Renewal

The following are the 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 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. Exporter downloads and fills-up application form. Please review attached Guidelines in **Filling Up Export CPRS Application Form**. If renewal and **no changes**, the applicant fills up **Affidavit of No Change with CPRS Information Sheet**.
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):

### CPRS Assigned Officers (CAO) as per Company Letter

<b>SARIA “IYA” AGBAYANI</b>	<b>B</b>	<a href="mailto:iya.cprs@philexport.ph">iya.cprs@philexport.ph</a>
<b>LYZA MACABUAG</b>	<b>CHARACTERS, Q, U, V, W, X, Y, Z</b>	<a href="mailto:lyza.philexportcprs@gmail.com">lyza.philexportcprs@gmail.com</a>
<b>MARK JOSEPH MAYOR</b>	<b>A, J, M</b>	<a href="mailto:mark.philexportcprs@gmail.com">mark.philexportcprs@gmail.com</a>
<b>SHANE BASA</b>	<b>C, D</b>	<a href="mailto:srb.philexportcprs@gmail.com">srb.philexportcprs@gmail.com</a>
<b>SHRILA “ELLA” RARAS</b>	<b>H, I</b>	<a href="mailto:sraras.philexportcprs@gmail.com">sraras.philexportcprs@gmail.com</a>
<b>SARAH UMALI</b>	<b>L, S, T</b>	<a href="mailto:sarah.philexportcprs@gmail.com">sarah.philexportcprs@gmail.com</a>
<b>FLORA ROYO</b>	<b>N, O, P, R</b>	<a href="mailto:flora22.philexportcprs@gmail.com">flora22.philexportcprs@gmail.com</a>
<b>MIKE ABARRA</b>	<b>E, F, G, K</b>	<a href="mailto:mikephilexportcprsevaluation@gmail.com">mikephilexportcprsevaluation@gmail.com</a>

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.

If the company is a PHILEXPORT member, the applicant coordinates with the following Membership Account Officers concerning the membership dues and lacking membership documentary requirements:

Membership Department Contact Details  
 Landline: (02) 82305555  
 Locals 509,511 and 512  
 Mobile: 09437080754

Contact Name	Assigned Sectors	Contact Email Address
<b>Weng Segundo</b>	Automotive, Food and Garment	membership.philexport@gmail.com
<b>Jhing Jaromahum</b>	Electronics, Footwear, Holiday Decor and Giftwares, Housewares, ITPS and Textile	membership@philexport.ph
<b>Gerlie Bonayon</b>	Associate, Chemical, Furniture, Metal and Non-Metal	membership@philexport.ph
<b>Berna Rase</b>	Fashion, Resource based and Tourism	bernsrase@gmail.com

6. If documents are complete, CAO will inform CPRS applicant through email that they need to settle the CPRS fee/Membership dues (if PHILEXPORT member)

Bank details for payment are as follows:

Bank Name: Philippine National Bank  
 Account Name: Philippine Exporters Confederation, Inc.  
 Account No.: 1508-7000-4971 (current account), GSIS Branch

Bank Name: Bank of the Philippine Islands (BPI)  
 Account Name: Philippine Exporters Confederation, Inc.  
 Account No.: 0301-0275-59, Harrison, Buendia Branch

7. The CPRS applicant will send through email the soft copy of the deposit slip or screenshot of transfer confirmation. CAO will acknowledge receipt of the payment and notify the CPRS applicant that CAO will process their application.
8. CAO will inform the CPRS applicant if the Official Receipt (O.R) is available and submit the hard copies of the CPRS requirements to PHILEXPORT office.
9. 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:
- Outside and inside pictures of the CPRS company’s office and warehouse with the company’s signage.
  - Pictures of CPRS company’s products.
  - 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. See **ANNEX A** (sample image)

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.

10. For new applications, PHILEXPORT arranges phone interview with the CPRS applicant about the company.
11. CAO prepares final report and recommendations to PHILEXPORT CPRS Committee for approval.
12. Approved CPRS application will be stored and endorsed to the BOC for activation.
13. PHILEXPORT emails and informs the CPRS applicant that PHILEXPORT has approved the CPRS application in the BOC system.
14. 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.
15. For new applications, the CPRS applicant prints a copy of BOC Certificate of Registration (COR) and request for a Bank Reference Number (BRN) for payment of the Documentary Stamp Fee (DSF). Another payment scheme is the Prepayment Account. Procedures for the prepayment account are discussed in BOC CMO18-2021, "Revised Rules and Regulations on the Opening and Utilization of Prepayment Accounts". The prepayment scheme offers a more cost efficient payment scheme than the BRN. .
16. The CPRS applicant also enrolls in any of the Value Added Service Providers (VASPs) namely Cargo Exchange Data Center (CDEC), EKONEK and Intercommerce.
17. Upon enrollment with any of the VASP and with prepayment account/BRN, the CPRS applicant can now electronically lodge their Export Declarations (EDs) using their CCN and BRN through their VASPs .

For issues, concerns and suggestions, you may contact:

Rosemarie P. Selisana  
Acting EFOSEDC Manager  
E-mail: [rose.selisana@philexport.ph](mailto:rose.selisana@philexport.ph)  
Mobile/Viber: 0917-7045379

#### **ANNEX A**

