## EXPORT/COMMODITY CLEARANCE PROCESS FLOW

## **Company Applicant** Duration Submit Requirements: of Action 1. Filled Application Form 2. Photocopy of valid LTO/LTO's - (Activity: Manufacturer and Exporter) 3. Photocopy of valid CPR/CPR's 4. Packing List or Sales Invoice 5. Flash Drive or Pen Drive (USB) containing filled templates of: - Database - Draft Certificate Submit at the Room 223 from Monday to Friday cut-off time is 3:00pm only Receiving/Releasing Staff 1. Initial Checking on the submitted Application Form and Other Documents 8-10 2. Copy the file (soft copy of Database and Draft Certificates from minutes template provided) on the Main Database per Certificate 3. Assign Reference Number NOTE: Soft copy of the templates will be provided by the Receiving/Releasing Staff Not Acceptable Acceptable Receiving/Releasing Staff Receiving/Releasing Staff 2-3 minutes 1. Printing of the Final Certificate With Discrepancy per Certificate Forward to the Center for signature 1. Denied/Return the application **NOTE:** Flash Drive or 2-3 minutes Director - CFRR Pen Drive (USB) will be per returned to applicant once 1. Sign the Certificate Certificate CSL Staff copied the information. Receiving/Releasing Staff 1. Dry Seal the Certificate 2-3 minutes per 2. Update the CSL Main Database Certificate 3. Forwards the certificate/s to Releasing Unit (Room 106)