

# **GUIDELINE FOR THE SUBMISSION OF IMPORT OR EXPORT DECLARATIONS FOR THE IMPLEMENTATION OF THE ASEAN AUTHORISED ECONOMIC OPERATOR MUTUAL RECOGNITION ARRANGEMENT (AAMRA)**

## **I. Introduction**

All ten ASEAN member states (AMS) signed the AAMRA on 29 September 2023 to implement it on a pathfinder basis, with the aim to enhance trade by reducing regulatory burden and facilitate the movement of goods within ASEAN. The first six ready AMS viz Brunei Darussalam, Indonesia, Malaysia, the Philippines, Singapore and Thailand, commenced the first AAMRA pathfinder pilot on 13 December 2023, with the aim to fully implement the AAMRA in August 2024. The following general and country-specific guidelines are consolidated to furnish respective AMS' certified Authorised Economic Operator (AEO) companies with the essential steps and requirements for submitting inward or outward declarations to respective countries' customs administrations, to enable them to enjoy the MRA benefits provided under the AAMRA.

## **II. General Guideline for AMS' AEO Companies**

AEO codes issued to AEOs by their respective AMS customs administrations are used to identify AEO cargoes.

AEO companies exporting to or importing from the six-ready AMS - should share their specific AEO code with their business partner(s) in the participating importing AMS, for the AEO cargoes to be identified and granted the faster cargo clearance MRA benefits. The business partner(s) in the importing participating countries need not be AEO accredited.

## **III. Six Ready AMS' AEO Codes**

The six AMS have different AEO coding formats. Please see details below:

<b>ASEAN Member State</b>	<b>AEO Code Format</b>
<b>Brunei Darussalam</b>	SLMSBN-XXXXXX-XXX
<b>Indonesia</b>	For companies certified before 2024: AEOXXXXXXXXXXXXID For companies certified from 2024 onwards: AEOIDXXXXXXXXXX
<b>Malaysia</b>	MYXXXXXXXXXXXXXX
<b>Philippines</b>	XXXX-AEO-L2-XXX/XXXXXXXXXXXXXX
<b>Singapore</b>	AEOSGXXXXXXXXXXXXX
<b>Thailand</b>	THXXXXXXXXXX

#### IV. Six AMS' AEO Import and Export Declaration Procedures

##### a) Guideline for Brunei Darussalam Companies

Companies in Brunei Darussalam who will be importing from or exporting to AMS' AEO companies are required to submit AAMRA Declaration which can be found in the Declaration Information. Companies can select "AAMRA" from the drop-down field.

##### Import Declaration:

Header

\*Indicates Mandatory Field

> **Declaration Information**

Type of Declaration:\* Import

Customs Procedure:\* Import

Declaration Draft Number: - Auto Generated -

Mode of Transport:\*

Country of Shipment:\*

Country of Destination:\* Brunei Darussalam

Place of Discharge:\*  ?

Port of Entry:  ?

Clearance Station:\*

**Nature of Transaction:**

Remarks:

SLMS/AAMRA Type: AAMRA

Companies would need to obtain their business partner's AEO code and to search that AEO code under Consignor/Consignee Registration details.

> **Consignor/Consignee**

**Note : Provide correct consignee email id for receiving mail notifications on arrival of goods**

Consignor Company Registration Number: SLMSBN-122023-100001 ? ☐ Same as Exporter

Consignor Company Name: AEO Company (BN)

Consignee Company Registration Number: AC02122023 ? ☐ Same as Importer

Consignee Company Name: AEO Consignee

Consignee Email Id:

< PREVIOUS SAVE SUBMIT CANCEL SAVE & NEXT

b) Guideline for Indonesia Companies

Importer importing goods from AEO companies in other AMS to Indonesia should fill in the AEO identification code and AEO authorization date in the import declaration using facility code 451, with the detailed procedures as follows:

## IMPORT DECLARATION

## Procedures for Completing AEO Authorization Number and Date on the Import Declaration Module (BC 2.0) (1)

1

15. Invoice 91430825 27-01-2020

16. Transaksi LAI Pembayaran lainnya

17. BL/AWB 2417-0633-001.015 31-01-2020

18. 1-BC 1.1 Pos Subpos/Sub-Subpos

**Edi Dokumen [F6]**

Click on “**edit dokumen [F6]**” / (edit document) [F6]” located below column 18

2

Dokumen

No	Jenis Dokumen	Nomor	Tanggal	Preman
1	300	91430825	27-01-2020	
2	300	91430825	27-01-2020	
3	217	Packing List	27-01-2020	
4	457	Surat Keterangan Bebas	01-09-2020	
5	880	1-Catatan Di Atas	01-01-2020	
6	944	1-17 Pan Inpo Kasam	02-09-2020	
7	955	Surat Fasilitas Inpo Ka	05-09-2020	

Tambah Hapus

Then, a document titled window will appear, click on “**tambah** (add)”.

3

Dokumen

No	Jenis Dokumen	Nomor	Tanggal	Preman
1	300	91430825	27-01-2020	
2	300	91430825	27-01-2020	
3	217	Packing List	27-01-2020	
4	457	Surat Keterangan Bebas	01-09-2020	
5	880	1-Catatan Di Atas	01-01-2020	
6	944	1-17 Pan Inpo Kasam	02-09-2020	
7	955	Surat Fasilitas Inpo Ka	05-09-2020	

451 - ID Eksportir Mitra MRA AEO

451 - ID Eksportir Mitra MRA AEO

451 - ID Eksportir Mitra MRA AEO

Tambah Hapus

Select document code “**451 – ID Eksportir Mitra MRA AEO** (451 - ID Exporter Partner MRA AEO)”

## Procedures for Completing AEO Authorization Number and Date on the Import Declaration Module (BC 2.0) (1)

4

In the number column, fill in with “ **AEO identification code received from suppliers in ASEAN countries** ”

5

In the date column, fill in with “ **AEO authorization date received from suppliers in ASEAN countries** ”

6

Then click “*simpan* (save)”

## Procedures for Completing AEO Authorization Number and Date on the CEISA 4.0 (Web -Based Portal) (1)

1

Access the CEISA 4.0 portal via [portal.beacukai.go.id](http://portal.beacukai.go.id)

Log in using the user ID and password you possess

2

Select menu: “ **Single Core System > Dokumen Pabean**  
(Customs Documents)”

## Procedures for Completing AEO Authorization Number and Date on the CEISA 4.0 (Web -Based Portal) (1)



Choose the " **Customs declaration number to be recorded or modified** "

4

Select the "**tab dokumen**  
(*document tab*)" then click the  
"**tombol tambah** (*add button*)"

### Procedures for Completing AEO Authorization Number and Date on the CEISA 4.0 (Web -Based Portal) (3)

Dokumen Lampiran

X

Seri

2

Jenis Dokumen

451 - NOMOR REGISTRASI AEO

Nomor Dokumen

KRAEOIII0026

Tanggal

31-12-2020

Batal

Simpan

For document type, select code “ **451 – Nomor Registrasi AEO** (*AEO Registration Number*)”

Fill in the document number with the “ **AEO identification code received from suppliers in ASEAN countries** ”.

Fill in the date with the “ **authorization date received from suppliers in ASEAN countries** ”.

Then click “***simpan*** (save)”

Note: Please refer to section III (Six Ready AMS' AEO Code) above for AEO code format to be filled in the import declaration.

c) Guideline for **Malaysia** Companies

When declaring the AEO import or export permit declarations, companies in Malaysia would need to use the RMCD's AEO coding format as required by the AEO system as shown below:

<b>ASEAN Member State</b>	<b>AEO Code Format</b>	<b>AEO Code to be declared in Malaysia's AEO System</b>
<b>Brunei Darussalam</b>	SLMSBN-XXXXXX-XXX	<b>BNSLMSBN-XXXXXX-XXX</b> <i>Add prefix "BN"</i>
<b>Indonesia</b>	AEOXXXXXXXXXXXXID  AEOIDXXXXXXXXXX	<b>IDAEOXXXXXXXXXXXXID</b>  <i>Add prefix "ID"</i> <i>Remove colon (:) and dots(.)</i>  <b>IDAEOID000012015024</b>  <i>Add prefix "ID" and "0" "Last 2 digit YY"</i>
<b>Philippines</b>	XXXX-AEO-L2- XXX/XXXXXXXXXXXX	<b>PHL2XXXXXXXXXXXX</b>  <i>Remove "XXXX-AEO-"</i> <i>Add prefix "PH".</i> <i>Remove hyphen (-) and oblique (/)</i>
<b>Singapore</b>	AEOSGXXXXXXXXXXXX	<b>SGAEOSGXXXXXXXXXXXX</b>  <i>Add prefix "SG"</i>
<b>Thailand</b>	THXXXXXXXX	<b>THTHXXXXXXXXYY</b>  <i>Add prefix "TH"</i> <i>Add suffix "YY": Last 2-digit of the year certified as AEO (e.g. 14, 19, 20)</i>

**Import Declaration:**

This approach is only suitable for non-MRA importers in Malaysia, as AEOs already receive benefits through the AEO System.

- i. The Customs Broker will access the front-end system to complete the import declaration. To add the MRA code, they'll need to select "Supporting Document."

K1 / 2019MRA01A

Download Job Declaration Listing K1 / 2019MRA01A x

Header Trading Partner Exemption Declaration Items Container & Marking / No's Supporting Document Response

	CODE	DESCRIPTION	CUSTOMS STATION	REF. NO.	DATE TYPE	DATE
1	MRA	Mutual Recognition Arrangement		JP60108010031860000	Expired	22/12/2019

Select Supporting Document Tap to capture the MRA Reference Details

New Delete Save Cancel Duplicate

Code MRA Mutual Recognition Arrangement

Customs Station

Reference No. JP60108010031860000

Date Type Expired

Date 03/12/2020

- ii. Choose MRA Code and key in the MRA Reference No.

Capturing the MRA-AEO Reference No. as Supporting Document during declaration data entry (Sample)

New Delete Save Cancel Duplicate

Code MRA Mutual Recognition Arrangement

Customs Station

Reference No. JP60108010031860000

Date Type Expired

Date 03/12/2020

Select MRA code

Capture the MRA Reference No.



iii. MRA Reference Number Validation and Customs Information System (CIS) / Sistem Maklumat Kastam (SMK) Error Code

MRA Reference No. captured must be a valid reference no., as SMK will validate the accuracy and validity status of the reference no.

1. If the ***MRA Reference No. does not exist***, SMK will issue an error code  
**CUSERR Code AG1 – MRA Code Invalid**
2. If the ***MRA Reference No. is "Suspended/Withdrawal/Revoked"***, SMK will issue an error code  
**CUSERR Code AG2 – MRA Status Invalid**

*Note:*

*The MRA Reference No. is the responsibility of both exporter from the exporting country and consignee from importing country.*

d) Guideline for **Philippines** Companies

For Philippine companies who are importing from ASEAN AEO companies, please obtain your business partner's AEO code and input the same in Box No. 2 or "Exporter / Supplier Address" of the Goods Declaration at the E2M System using the format below:

**Country Code of MRA Partner-Business Partner's AEO Code**

(E.g.):  
MY-MY-X0000X000000  
ABC COMPANY  
KUALA LUMPUR, MALAYSIA

ASEAN Member State	AEO Code Format	AEO Code to be declared in Philippine's AEO System
<b>Brunei Darussalam</b>	SLMSBN-XXXXXX-XXX	<b>BN</b> -SLMSBN-XXXXXX-XXX
<b>Indonesia</b>	AEO: X.X.X.X.X.X.X.XXXXX.ID	<b>ID</b> - AEO:X.X.X.X.X.X.X.XXXXX.ID
<b>Malaysia</b>	MYXXXXXXXXXXXXXX	<b>MY</b> -MYXXXXXXXXXXXXXX
<b>Singapore</b>	AEOSGXXXXXXXXXXXXXX	<b>SG</b> -AEOSGXXXXXXXXXXXXXX
<b>Thailand</b>	THXXXXXXXXXX	<b>TH</b> -THXXXXXXXXXX


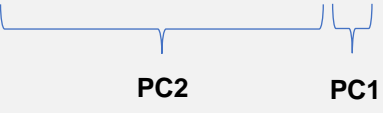
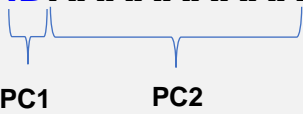

For Philippine companies exporting to ASEAN Member States, the guidelines and format of declaration of AMS must be observed.

e) Guideline for **Singapore** Companies

For Singapore companies who are importing from participating AMS' AEO companies, please obtain your business partner's AEO code and declare it in your TradeNet import permit declaration in the following manner:

Declaration Field	Information to be declared
Customs Procedure Code (CPC)	AEO
Processing Code 1 (PC1)	Either BN, ID, MY, PH, or TH
Processing Code 2 (PC2)	AEO number

Please note the specific Processing Code 1 (PC1) and Processing Code 2 (PC2) of each ASEAN countries below:

ASEAN Member State	AEO Code Format
<b>Brunei Darussalam</b>	<p><b>SLMSBN-XXXXXX-XXX</b></p>  <p>PC1                  PC2</p> <p><i>NB. PC2 for Brunei is exclusive of the hyphens (-).</i></p>
<b>Indonesia</b>	<p>For companies certified before 2024:</p> <p><b>AEOXXXXXXXXXXXXID</b></p>  <p>PC2                  PC1</p> <p>For companies certified/re-certified from 2024 onwards:</p> <p><b>AEOIDXXXXXXXXXX</b></p>  <p>PC1                  PC2</p>
<b>Malaysia</b>	<p><b>MYXXXXXXXXXXXX</b></p>  <p>PC1                  PC2</p>

ASEAN Member State	AEO Code Format
Philippines	<p>XXXX-AEO-L2-XXX/XXXXXXXXXXXXX</p> <p style="text-align: center;">PC2</p> <p>NB.  PC1 for the Philippines is PH  PC2 for the Philippines is exclusive of the hyphens (-) and oblique (/).</p>
Thailand	<p>THXXXXXXXX</p> <p style="text-align: center;">PC1      PC2</p>

#### Domestic facilitated clearance for STP-Plus importers and exporters

To enjoy a higher level of facilitated clearance in Singapore, STP-Plus importers and exporters are reminded to declare their STP code in the TradeNet import and export declarations as illustrated below.

The STP Code comes in the following format:

**AEO****SG**XXXXXXXXXXXXX

CPC    PC1      PC2

Declaration Field	Information to be declared
Customs Procedure Code (CPC)	AEO
Processing Code 1 (PC1)	SG
Processing Code 2 (PC2)	XXXXXXXXXXXXX

TradeNet allows up to 5 entries under PC1 and PC2 fields. STP-Plus companies importing from an MRA partner's AEO exporter could declare both their AEO code and their business partner's AEO code in their TradeNet permit declarations.

f) Guideline for **Thailand** Companies

In order to enjoy the MRA benefits, Thai importers are required to obtain the following information from their AEO trade partners among participating AMS and declare it in the import declaration through Thai Customs Electronic Systems (TCES):

i. AEO MRA Exporter Name

\*Exporter names need to be matched with Thai Custom's AEO Company database.

Thai Customs's Database (Received information from ASEAN Member States)	Importer's Import declaration (Import Declaration Control (Invoice))
Example Technology Co., Ltd.	✓ Example Technology Co., Ltd.
	✓ EXAMPLE TECHNOLOGY CO., LTD.
	✗ Example Tech. CO., Ltd.
	✗ Example Technology COMPANY LIMITED

ii. AEO MRA Country Code

Two Alphabetic Characters, namely BN, ID, MY, PH and SG.

iii. AEO MRA Reference Number

Importers are required to declare the AEO Reference Number following this Code Format:

ASEAN Member State	AEO Code Format
Brunei Darussalam	SLMSBN-XXXXXX-XXX
Indonesia	AEOXXXXXXXXXXXXID AEOIDXXXXXXXXXX
Malaysia	MYXXXXXXXXXXXXXX
Philippines	XXXX-AEO-L2-XXX/XXXXXXXXXXXXXX
Singapore	AEOSGXXXXXXXXXXXXX

How to submit AEO information on import and export declarations to Thai Customs Electronic System (TCES)

Invoice

Invoice No  ☐ check exchange rate

Invoice Date 10/06/2021 Arrival Date 10/06/2021 Dept. Date

Purchase Order Number

Term of Payment  Term CIF

หมายเลขอ้างอิง(Refno3)

Seller ☐ Importer ☐

Code  Consignment City  Origin City

Name EN  **1. AEO MRA Exporter Name**

Name TH

Street and No

District  Sub province

Province  City  e-mail

Tel.  Fax.

Postcode  Tax No  Branch

Seller Status  Commercial Level  Consignor Status

Self Certification Remark

Import Invoice from EXP

AEOs Reference Number  **3. AEO MRA Reference Number**

เลขอ้างอิงผู้ประกอบการทางเศรษฐกิจที่ได้รับอนุญาต AEOs

Item No	Product Description

SURACHAI SURACHAI NO N