



## Manual Guide for Declarant

### Submission of ASEAN AEO Mutual Recognition Arrangement (AAMRA) Declaration in the Brunei Darussalam National Single Window (BDNSW)

*Issued by:*  
*SLMS Secretariat*  
*Royal Customs and Excise Department (RCED)*  
*29<sup>th</sup> July 2024*

ASEAN Authorised Economic Operator (AEO) Mutual Recognition Arrangement (AAMRA) was signed by 10 Customs Administration of ASEAN Member States (AMS) on 29<sup>th</sup> September 2023 and will be fully implemented by Brunei Darussalam, Malaysia and Singapore on 1<sup>st</sup> August 2024. Remaining AMS will implemented their AAMRA at a later date.

Any companies in Brunei Darussalam who will be importing from or exporting to AMS's AEO companies are required to submit AAMRA Declaration through the Brunei Darussalam National Single Window (BDNSW).

Importing companies will be given the AEO Identification (AEO ID) or Traders Information Number (TIN) by their business partner in AMS, and Brunei Darussalam AEO Operator or SLMS Operator will be required to provide their AEO ID or TIN to their business partner in AMS for the purpose of customs declaration.

User Guide for submitting AAMRA Declaration through BDNSW appears in **ANNEX 1**.

Consolidated Guidelines on each AMS's AAMRA Import and Export Declaration appears in **ANNEX 2**.

For more information, please contact SLMS Secretariat via email [sllms@customs.gov.bn](mailto:sllms@customs.gov.bn)

### Submitting AAMRA Declaration

1 – In Create Declaration, under the Header tab, user can select AAMRA from the drop-down field under the field SLMS/AAMRA Type.

2 – Under Party tab, user is required to fill in the Consignor/Consignee details. User would need to obtain their business partner’s AEO code and search that AEO code under Consignor/Consignee Registration details.

User then complete the declaration form and submit the declaration as usual.

3 – The transaction number for AAMRA declaration has a prefix ‘ATN’, compared to normal declaration with ‘NDTN’

		ATN- 202312- 062142	DEC- 05612- 202312- 005156	Not AEO Agent	<input type="checkbox"/> Importer Only	19/12/2023 11:40:02	Import	Import	Auto Approved	Pending Clearance Request
		ATN- 202312- 062140		Not AEO Agent	<input type="checkbox"/> Importer Only	19/12/2023 10:51:37	Import	Import	Submitted [ Pending Verification ]	

**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>	AEOXXXXXXXXXXXXID
<b>Malaysia</b>	MYXXXXXXXXXXXX
<b>Philippines</b>	XXXX-AEO-L2-XXX/XXXXXXXXXXXX
<b>Singapore</b>	AEOSGXXXXXXXXXXXX
<b>Thailand</b>	THXXXXXXXX

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

##### a) Guidelines 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/Export Declaration:

**Header**

\*Indicates Mandatory Field

**Declaration Information**

Type of Declaration:\* Import

Customs Procedure:\* Import

Declaration Draft Number: - Auto Generated -

Mode of Transport:\* SELECT

Country of Shipment:\* SELECT

Country of Destination:\* Brunei Darussalam

Place of Discharge:\* [ ] ? [ ]

Port of Entry: [ ] ? [ ]

Clearance Station:\* SELECT

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) Guidelines 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

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

2

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

3

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

No	K	Jenis Dokumen	Nomor	Tanggal	Frekuensi
1	07	01	954E0119026	01-12-2020	1
2	300	Invoice	91433625	27-01-2020	
3	217	Packing List	91433625	27-01-2020	
4	457	Surat Keterangan Bebas	01/59/8/2020	23-01-2021	
5	860	E-Certificate of Origin	01/59/8/2020	23-01-2021	
6	944	RH/7-Tan Import Keasim	02/KNH/2020	23-01-2021	
7	915	Sheep Fasilitas Import Ska	RESICO	01-01-2018	

Dik: [451 - ID Eksporasi Mhs MHA AEO] No/Id: 954E0119026 [01-12-2020]

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

5

No	K	Jenis Dokumen	Nomor	Tanggal	Frekuensi
1	07	01	954E0119026	01-12-2020	1
2	300	Invoice	91433625	27-01-2020	
3	217	Packing List	91433625	27-01-2020	
4	457	Surat Keterangan Bebas	01/59/8/2020	23-01-2021	
5	860	E-Certificate of Origin	01/59/8/2020	23-01-2021	
6	944	RH/7-Tan Import Keasim	02/KNH/2020	23-01-2021	
7	915	Sheep Fasilitas Import Ska	RESICO	01-01-2018	

Dik: [451 - ID Eksporasi Mhs MHA AEO] No/Id: 954E0119026 [01-12-2020]

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

6

No	K	Jenis Dokumen	Nomor	Tanggal	Frekuensi
1	07	01	954E0119026	01-12-2020	1
2	300	Invoice	91433625	27-01-2020	
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7	915	Sheep Fasilitas Import Ska	RESICO	01-01-2018	

Dik: [451 - ID Eksporasi Mhs MHA AEO] No/Id: 954E0119026 [01-12-2020]

Then click “ **simpan (save)** ”

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

1

portal.beacukai.go.id

Selamat datang di CEISA 4.0

login

username

password

login

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

Login in using the user ID and password you possess

2

- Manifes Online
- Single Core System
- Dokumen Pabean
- Pengajuan Rush Handling
- Perbendaharaan Online
- KITE Online

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)

3

Nomor Aju	Status	Nomor Pendaftaran	Tanggal Pendaftaran
000030-123456-20220307-77715	Pendaftaran Dokumen		
000030-123456-20220225-77714	Pendaftaran Dokumen		
000030-123456-20220224-77713	Pendaftaran Dokumen		
000000-007206-20220208-09999	Pendaftaran Dokumen		
000040-123456-20220223-00006	Pendaftaran Dokumen		

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

4

BC 23 - PEMBERTAHUAN IMPOR BARU

Header: Entitas, **Dokumen**, Penginput, Rincian Berkas, Versi, Barang, Fungsi, Perbaikan

Wajib: Menerima Dokumen Invoice dan Dokumen BL Laku MS

Dokumen Lampiran: **Tambah**

Seri	Jenis	Nomor	Tanggal	Feasibilitas	Uraian	Keterangan	File
1	451 - NOMOR REGISTRASI AEO	00001	01-12-2022	12 - Menerima Pajka			

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

Seri: 2

Jenis Dokumen: **451 - NOMOR REGISTRASI AEO**

Nomor Dokumen: **KRAE0110026**

Tanggal: **31-12-2022**

Batal **Simpan**

3

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

4

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

5

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

6

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) Guidelines 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	<b>IDAEOXXXXXXXXXXXXID</b>  <i>Add prefix "ID"</i> <i>Remove colon (:) and dots(.)</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

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

New Delete Save Cancel Duplicate

Code: MRA Mutual Recognition Arrangement

Customs Station:

Reference No.: JP60108010031860000

Date Type: Expired

Date: 03/12/2020

Select Supporting Document Tap to capture the MRA Reference Details

## 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) Guidelines for the **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**



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-SLMSBN-XXXXXX-XXX</b>
<b>Indonesia</b>	AEOXXXXXXXXXXXXID	<b>ID-AEO:X.X.X.X.X.X.X.XXXXX.ID</b>
<b>Malaysia</b>	MYXXXXXXXXXXXXXX	<b>MY-MYXXXXXXXXXXXXXX</b>
<b>Singapore</b>	AEOSGXXXXXXXXXXXX	<b>SG-AEOSGXXXXXXXXXXXX</b>
<b>Thailand</b>	THXXXXXXXXXX	<b>TH-THXXXXXXXXXX</b>

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

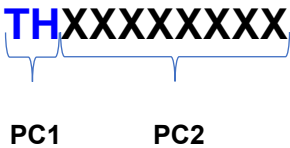
e) Guidelines for Singapore Companies

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
Brunei Darussalam	<p><b>SLMSBN-XXXXXX-XXX</b></p> <p>PC1                      PC2</p> <p><i>NB. PC2 for Brunei is exclusive of the hyphens (-).</i></p>
Indonesia	<p><b>AEOXXXXXXXXXXXXID</b></p> <p>PC2                      PC1</p>
Malaysia	<p><b>MYXXXXXXXXXXXX</b></p> <p>PC1                      PC2</p>
Philippines	<p><b>XXXX-AEO-L2-XXX/XXXXXXXXXXXX</b></p> <p>PC2</p> <p><i>NB.</i>  <i>PC1 for the Philippines is PH</i>  <i>PC2 for the Philippines is exclusive of the hyphens (-) and oblique (/).</i></p>

ASEAN Member State	AEO Code Format
Thailand	<b>THXXXXXXXX</b>  PC1      PC2

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:

**AEOSGXXXXXXXXXXXX**  

  
CPC    PC1                    PC2

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

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) Guidelines 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
Malaysia	MYXXXXXXXXXXXX
Philippines	XXXX-AEO-L2-XXX/XXXXXXXXXXXX
Singapore	AEOSGXXXXXXXXXXXX

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 Cty  Origin Cty

**1. AEO MRA Exporter Name**

Name EN

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

หมายเลขการรับรองสินค้าเนื้อสินค้าด้วยตนเอง

**3. AEO MRA Reference Number**

AEOs Reference Number

เลขอ้างอิงผู้ประกอบการทางเศรษฐกิจที่ได้รับอนุญาต AEOs

Item No	Product Description

SURACHAI SURACHAI NO N