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)
29th July 2024

ASEAN Authorised Economic Operator (AEO) Mutual Recognition Arrangement (AAMRA) was signed by 10 Customs Administration of ASEAN Member States (AMS) on 29th September 2023 and will be fully implemented by Brunei Darussalam, Malaysia and Singapore on 1st 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 slms@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	Importer Only	19/12/2023 11:40:02	Import	Import	Auto Approved	Pending Clearance Request
📖	🗐	ATN-202312-062140		Not AEO Agent	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:

ASEAN Member State	AEO Code Format
Brunei Darussalam	SLMSBN-XXXXXX-XXX
Indonesia	AEOXXXXXXXXXXXXID
Malaysia	MYXXXXXXXXXXXX
Philippines	XXXX-AEO-L2-XXX/XXXXXXXXXXXX
Singapore	AEOSGXXXXXXXXXXXX
Thailand	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:

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

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)

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

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

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)

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

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

Then click "*simpan (save)*"

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

Access the CEISA 4.0 portal via portal.beacukai.go.id

Log in using the user ID and password you possess

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

3 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)

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:

ASEAN Member State	AEO Code Format	AEO Code to be declared in Malaysia's AEO System
Brunei Darussalam	SLMSBN-XXXXX-XXX	BNSLMSBN-XXXXX-XXX *Add prefix "BN"*
Indonesia	AEOXXXXXXXXXXXXID	IDAEOXXXXXXXXXXXXID *Add prefix "ID"* *Remove colon (:) and dots(.)*
Philippines	XXXX-AEO-L2-XXX/XXXXXXXXXXX	PHL2XXXXXXXXXXXXXXX *Remove "XXXX-AEO-"* *Add prefix "PH".* *Remove hyphen (-) and oblique (/)*
Singapore	AEOSGXXXXXXXXXXXX	SGAEOSGXXXXXXXXXXXX *Add prefix "SG"*
Thailand	THXXXXXXXX	THTHXXXXXXXXYY *Add prefix "TH"* *Add suffix "YY": Last 2-digit of the year certified as AEO (e.g. 14,19, 20)*

Import Declaration:

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

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

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ii. <u>Choose MRA Code and key in the MRA Reference No.</u>

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

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

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 <u>Code</u> Invalid

2. If the ***MRA Reference No. is "Suspended/Withdrawal/Revoked***, SMK will issue an error code
   CUSERR Code AG2 – MRA <u>Status</u> 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
Brunei Darussalam	SLMSBN-XXXXXX-XXX	BN-SLMSBN-XXXXXX-XXX
Indonesia	AEOXXXXXXXXXXXXXID	ID-AEO:X.X.X.X.X.X.X.XXXXX.ID
Malaysia	MYXXXXXXXXXXXX	MY-MYXXXXXXXXXXXX
Singapore	AEOSGXXXXXXXXXXXX	SG-AEOSGXXXXXXXXXXXX
Thailand	THXXXXXXXX	TH-THXXXXXXXX

For Philippine companies exporting to ASEAN Member States, the guidelines and format of declaration of AMS must be observed.
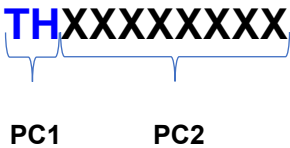
e) Guidelines for **Singapore** Companies

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

ASEAN Member State	AEO Code Format
Thailand	**TH**XXXXXXXX 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)	XXXXXXXXXXX

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)