



*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)*

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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. Live implementation of AAMRA was started on 1<sup>st</sup> August 2024 by Brunei Darussalam, Malaysia and Singapore.

As of today, AAMRA is already implemented by Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam. Timor Leste will implement their AAMRA at a later date.

With AAMRA, any goods traded by any certified AMS AEOs will enjoy **faster cargo clearance and priority treatment for cargo inspection** in other participated AMS territory. Following companies are eligible to these privileges:

1. Any Sutera Lane Merchant Scheme (SLMS) Operators who will be exporting to AMS; and
2. Any companies in Brunei Darussalam who will be importing from (or exporting to) any certified AMS AEOs.

Brunei Darussalam's AEO Operators or SLMS Operator is required to provide their AEO Identification (AEO ID) or Traders Information Number (TIN) to their business partner in AMS, and AMS' Certified AEO Companies will provide their AEO ID or TIN to their business partner in Brunei Darussalam for the purpose of customs declaration.

User Guide for submitting AAMRA Declaration through Brunei Darussalam National Single Window (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 AEO Brunei via email [aeobrunei@customs.gov.bn](mailto:aeobrunei@customs.gov.bn)

**ANNEX 1****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.

**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

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.

**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

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

## ANNEX 2

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

### I. INTRODUCTION

The ten ASEAN Member States (AMS) signed the AAMRA on **19 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. Initial implementation commenced on 1 August 2024 among Brunei Darussalam, Malaysia, and Singapore, followed by Thailand (19 August 2024), Indonesia (1 October 2024), and the Philippines (28 February 2025), Cambodia and Lao PDR joined the implementation on 20 February 2026, and Viet Nam (30 June 2026<sup>1</sup>).

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 participating 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. PARTICIPATING AMS' AEO CODES

Respective participating AMS have different AEO coding formats. Please see details below:

| ASEAN Member State       | AEO Code Format                                               |
|--------------------------|---------------------------------------------------------------|
| <b>Brunei Darussalam</b> | <b>SLMSBN-XXXXXX-XXX</b><br>Example: <b>SLMSBN-201811-001</b> |
| <b>Cambodia</b>          | <b>AEOKHXXXXXXXX</b><br>Example: <b>AEOKH2025008</b>          |
| <b>Indonesia</b>         | <b>AEOIDXXXXXXXXXX</b><br>Example: <b>AEOID123452024</b>      |

<sup>1</sup> Viet Nam (31 March 2026 for AEOs and 30 June 2026 for all traders).

| ASEAN Member State | AEO Code Format                                                                                |
|--------------------|------------------------------------------------------------------------------------------------|
| Lao PDR            | LAAEO2025001<br>Example: LAAEO2025001                                                          |
| Malaysia           | MY-X0000X000000<br>Example: MYK0022H140002                                                     |
| The Philippines    | XXXX-AEO-L2-XXX<br>Example: 2024-AEO-L2-003                                                    |
| Singapore          | AEOSGXXXXXXXXXXXXX<br>Example: AEOSG30082012001U                                               |
| Thailand           | THXXXXXXXXX<br>Example: THIE560012                                                             |
| Viet Nam           | AEOVNXXXXXXXXXXXXX (15 digits) or AEOVNXXXXXXXXXXXXXXX (18 digits)<br>Example: AEOVN0101225306 |

#### IV. PARTICIPATING AMS' AEO IMPORT AND EXPORT DECLARATION PROCEDURES

##### 1) 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:\*

Place of Discharge:\*  ?

Port of Entry:  ?

Clearance Station:\*

Nature of Transaction:

Remarks:

SLMS/AAMRA Type:

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:  ? ☐ Same as Exporter

Consignor Company Name:

Consignee Company Registration Number:  ? ☐ Same as Importer

Consignee Company Name:

Consignee Email Id:

2) Guideline for Cambodia Companies

The Importer importing goods from other AMS' AEO companies to Cambodia should indicate the exporter's AEO identification in fieldset number 2 (Exporter/Consignor):

- ACR Type: AAMRA
- ACR Reference: XXXXXXXXXXXXXXXX (Exporter's AEO Number)\*

Please see example below:

|                                                                                  |                      |
|----------------------------------------------------------------------------------|----------------------|
| 2 Exporter/Consignor                                                             | No. _____            |
| ABC MANUFACTURING CO., LTD<br>NO. 25, XML BLVD, QUARTER, DISTRICT, CITY, COUNTRY |                      |
| AAMRA                                                                            | XXXXXXXXXXXXXXXXXXXX |

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

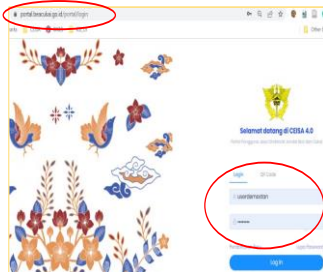
| ASEAN Member State | AEO-MRA Code                             |
|--------------------|------------------------------------------|
| Brunei Darussalam  | SLMSBN-XXXXXX-XXX                        |
| Indonesia          | AEOIDXXXXXXXXXX                          |
| Lao PDR            | LAAEOXXXXXXXXXX                          |
| Malaysia           | MYXXXXXXXXXXXXXX                         |
| Myanmar            | MMAEOXXXXXXXXXX                          |
| Philippines        | XXXX-AEO-L2-XXX                          |
| Singapore          | AEOSGXXXXXXXXXXXX                        |
| Thailand           | THXXXXXXXXXX                             |
| Viet Nam           | AEOVNXXXXXXXXXXXX or AEOVNXXXXXXXXXXXXXX |

### 3) Guideline for Indonesia Companies

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

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

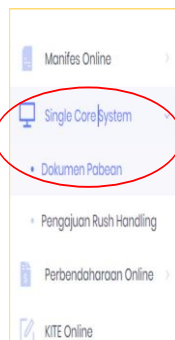
1



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)"

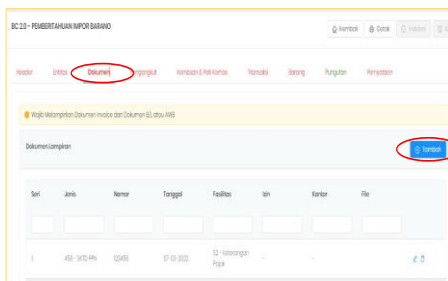
## Procedures for Completing AEO Authorization Number and Date on the CEISA 4.0 (Web -Based Portal) (1)

3

| Nomor Aja                    | Status              | Nomor Pendaftaran | Tanggal Pendaftaran |                                                                                         |
|------------------------------|---------------------|-------------------|---------------------|-----------------------------------------------------------------------------------------|
| 000030-123456-20220307-77778 | Pendaftaran Dokumen |                   |                     | <a href="#">Edit</a> <a href="#">Hapus</a> <a href="#">Cetak</a> <a href="#">Detail</a> |
| 000030-123456-20220316-77774 | Pendaftaran Dokumen |                   |                     | <a href="#">Edit</a> <a href="#">Hapus</a> <a href="#">Cetak</a> <a href="#">Detail</a> |
| 000030-123456-20220314-77773 | Pendaftaran Dokumen |                   |                     | <a href="#">Edit</a> <a href="#">Hapus</a> <a href="#">Cetak</a> <a href="#">Detail</a> |
| 000000-007206-20220308-09999 | Pendaftaran Dokumen |                   |                     | <a href="#">Edit</a> <a href="#">Hapus</a> <a href="#">Cetak</a> <a href="#">Detail</a> |
| 000040-123456-20220323-00006 | Pendaftaran Dokumen |                   |                     | <a href="#">Edit</a> <a href="#">Hapus</a> <a href="#">Cetak</a> <a href="#">Detail</a> |

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

Seri

2

Jenis Dokumen

451 - NOMOR REGISTRASI AEO

Nomor Dokumen

KRAEOM0028

Tanggal

31-12-2020

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 (Participating Ready AMS’ AEO Code) above for AEO code format to be filled in the import declaration.



4) Guideline for Lao PDR Companies

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

| ASEAN Member State | AEO-MRA Code                                  |
|--------------------|-----------------------------------------------|
| Brunei Darussalam  | SLMSBN-XXXXXX-XXX                             |
| Cambodia           | AEOKHXXXXXXX                                  |
| Indonesia          | AEOIDXXXXXXXXXX                               |
| Malaysia           | MYXXXXXXXXXXXXXX                              |
| Myanmar            | MMAEOXXXXXXXXXX                               |
| Philippines        | XXXX-AEO-L2-XXX                               |
| Singapore          | AEOSGXXXXXXXXXXXXX                            |
| Thailand           | THXXXXXXXXXX                                  |
| Viet Nam           | AEOVNXXXXXXXXXXXXX or AEOVNXXXXXXXXXXXXXXXXXX |

5) 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:

| ASEAN Member State | AEO Code Format   | AEO Code to be declared in Malaysia's AEO System                                                                                                                                                                                                                                                                           |
|--------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brunei Darussalam  | SLMSBN-XXXXXX-XXX | <b>BN</b> SLMSBN-XXXXXX-XXX<br><i>Add prefix "BN"</i>                                                                                                                                                                                                                                                                      |
| Cambodia           | AEOKHXXXXXXX      | MRA Number – 17 Characters or less (exclude Country Code), but KH (AEOKHXXXXXXX) now 12 Characters.<br><br>MY suggest for using 17 Characters exclude Country Code (KH).<br><br><b>KH</b> AEOKHXXXXXXX <b>0YY</b><br><br><i>Add prefix "KH", and "0" "last 2 digit of the year (YY) certified as AEO (e.g. 14,19, 20)"</i> |
| Indonesia          | AEOIDXXXXXXXXXX   | <b>ID</b> AEOIDXXXXXXXXXX                                                                                                                                                                                                                                                                                                  |

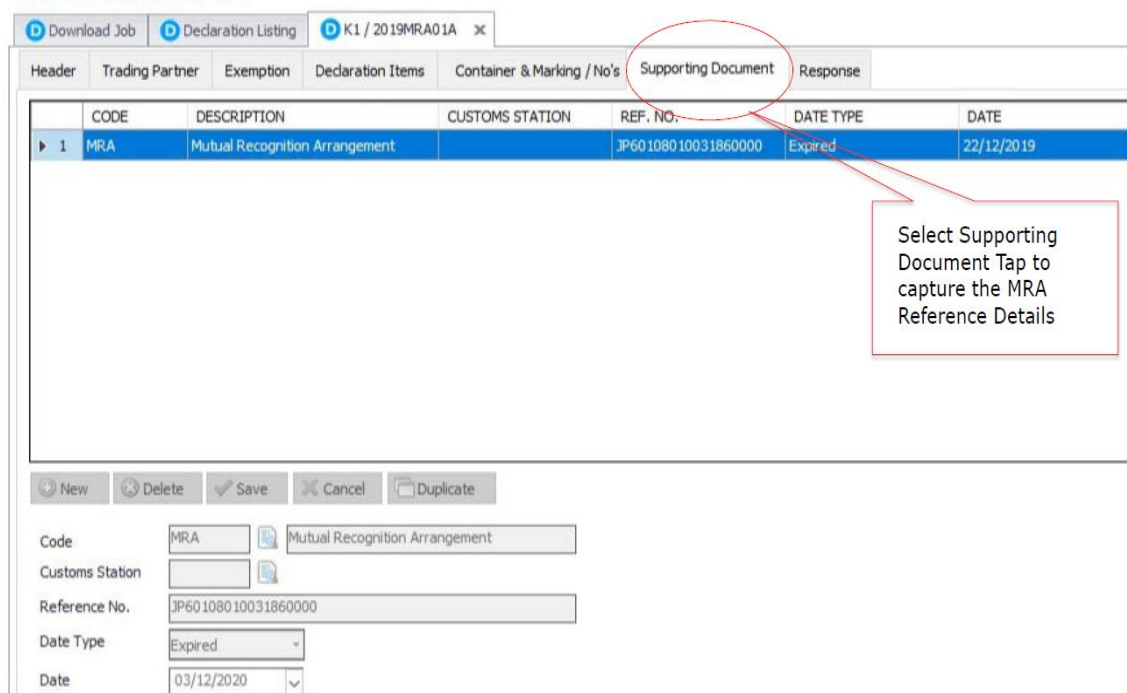
|                    |                                        |                                                                                                                                                                                                                                                                                                                       |
|--------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                        | Add prefix "ID"                                                                                                                                                                                                                                                                                                       |
| <b>Lao PDR</b>     | LAAEOXXXXXXXX                          | <p>MRA Number – 17 Characters or less (exclude Country Code), but LA (LAAEOXXXXXXXX) now 12 Characters.</p> <p>MY suggest for using 14 Characters exclude Country Code (LA):</p> <p><b>LALAAEOXXXXXXXXYY</b></p> <p><i>Add prefix "LA", and "last 2 digit of the year (YY) certified as AEO (e.g. 14,19, 20)"</i></p> |
| <b>Myanmar</b>     | MMAEOXXXXXXXX                          | <p>MRA Number – 17 Characters or less (exclude Country Code), but MM (MMAEOXXXXXXXX) now 13 Characters.</p> <p>MY suggest for using 17 Characters exclude Country Code (MM).</p> <p><b>MMMMAEOXXXXXXXXYY</b></p> <p><i>Add prefix "MM" and "last 2 digit of the year (YY) certified as AEO (e.g. 14,19, 20)"</i></p>  |
| <b>Philippines</b> | XXXX-AEO-L2-XXX                        | <p><b>PHXXXX-AEO-L2-XXX</b></p> <p><i>Add prefix "PH".</i></p>                                                                                                                                                                                                                                                        |
| <b>Singapore</b>   | AEOSGXXXXXXXXXXXX                      | <p><b>SGAEOSGXXXXXXXXXXXX</b></p> <p><i>Add prefix "SG"</i></p>                                                                                                                                                                                                                                                       |
| <b>Thailand</b>    | THXXXXXXXX                             | <p><b>THTHXXXXXXXXYY</b></p> <p><i>Add prefix "TH"</i></p> <p><i>Add suffix "YY": Last 2-digit of the year certified as AEO (e.g. 14,19, 20)</i></p>                                                                                                                                                                  |
| <b>Viet Nam</b>    | AEOVNXXXXXXXXXXXX or AEOVNXXXXXXXXXXXX | <p>MRA Number – 17 Characters or less (exclude Country Code), but AA (AEOAAXXXXXXXXX) now 15 or 18 characters.</p> <p>MY suggest for using 17 Characters exclude Country Code (VN).</p> <p>VNAEOXXXXXXXXXXXX or VNAEOXXXXXXXXXXXX</p> <p><i>Add prefix "VN"</i></p>                                                   |

Import Declaration:

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

- i. Customs brokers 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



The screenshot shows the 'K1 / 2019MRA01A' system interface. The 'Supporting Document' tab is selected and highlighted with a red circle. Below the tab, a table lists the supporting documents. The first row is highlighted in blue and contains the following data:

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

A red arrow points from a text box to the 'Expired' date type in the table. The text box contains the following text:

Select Supporting Document Tap to capture the MRA Reference Details

Below the table, there are buttons for 'New', 'Delete', 'Save', 'Cancel', and 'Duplicate'. Below these buttons, there are input fields for 'Code', 'Customs Station', 'Reference No.', 'Date Type', and 'Date'.

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)

The screenshot shows a software interface with the following elements:

- Buttons: New, Delete, Save, Cancel, Duplicate.
- Code field: Contains 'MRA'. A red circle highlights this field, with a callout box pointing to it that says 'Select MRA code'.
- Customs Station field: Empty.
- Reference No. field: Contains 'JP60108010031860000'. A red circle highlights this field, with a callout box pointing to it that says 'Capture the MRA Reference No.'.
- Date Type dropdown: Set to 'Expired'.
- Date dropdown: Set to '03/12/2020'.

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.*

## 6) Guideline for Myanmar Companies

Companies in Myanmar who will be Importing from or exporting to are required to submit AAMRA Declaration which can be found in MACCS IDA/EDA; Import/Export Declaration information. Companies need to put AAMRA Code in Consignor/Consignee box.

### For Import Declaration:

MACCS IDA: Import declaration information (Call up)

File(F) Edit(E) View(V) Service(U)

Register data(A) Send (S)

Input Message ID

Attached file

| Name | Size |
|------|------|
|      |      |

Input item guide

Service message

| Code | Contents | Solution | Item ID |
|------|----------|----------|---------|
|      |          |          |         |

Subject

Common Detail Customs

Declaration No.

Type of import\*  Category of cargo  Nature of transaction\*

Type of importer  Mode of transport\*

Customs station  Section  Expected declaration date

Importer

Address

Postcode  Telephone

Customs warehouse  Planned declarant

Consignor

Address

Postcode  Country

B/L (AWB) No.

MAWB No.  Packages

Gross weight  Net weight

Marks and Nos.

Voyage No.  Conveyance

Arrival date

Unloading location  Loading location

Total containers  Container cargo  Inform to customs\*

OGA TEST After release order

Import license/approval

|                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| (01) <input type="text"/> | (02) <input type="text"/> | (03) <input type="text"/> |
| (04) <input type="text"/> | (05) <input type="text"/> | (06) <input type="text"/> |
| (07) <input type="text"/> | (08) <input type="text"/> | (09) <input type="text"/> |
| (10) <input type="text"/> | (11) <input type="text"/> | (12) <input type="text"/> |

Invoice type\*

Electronic invoice No.  Invoice No.

Invoice price

Freight

0/0

For Export Declaration:

MACCS EDA : Export declaration information (Call up)

File(F) Edit(E) View(V) Service(S)

Input Message ID

Attached file

Name Size

Input item guide

Service message

Code Contents Solution Item ID

Subject

Common Direct shipment Detail Customs

Declaration No.

Type of export\* Category of cargo Nature of transaction

Type of exporter Mode of transport\*

Customs station Section Expected declaration date

Exporter

Address

Postcode Telephone

Customs warehouse Planned declarant

Consignee

Address

Postcode Country

Export control No.

AWB No. Packages

Gross weight Net weight

Marks and Nos.

Voyage No.

Loading planned IMO No./Vessel Conveyance name

Estimated departure Loading location

Via location Final destination

Total containers Container cargo Physical examination completion

Export license/approval

(01) (02) (03)

(04) (05) (06)

(07) (08) (09)

(10) (11) (12)

Invoice type

Electronic invoice No. Invoice No.

Invoice price\* - -

FOB price Total item value

Deposit No.

0/0

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

| ASEAN Member State       | AEO Code Format                                             | AEO Code to be declared in Myanmar's AEO System                                                                             |
|--------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Brunei Darussalam</b> | SLMSBN-XXXXXX-XXX<br><br>(for example)<br>SLMSBN-201811-001 | AEONXXXXXXXXX<br>Replace "SLMS" with "AEO" and remove hyphens and the 15 <sup>th</sup> character number<br><br>AEON20181101 |
| <b>Cambodia</b>          | AEOKHXXXXXX<br>(for example)<br>AEOKH2023001                | AEOKH0XXXXXX<br>Add zero (0) between alphabet and number<br>AEOKH02023001                                                   |

|                    |                                                              |                                                                                                                                                                                                                  |
|--------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Indonesia</b>   | AEOIDXXXXXXXXXX<br><br>(for example)<br>AEOID000012015       | EOIDXXXXXXXXXX<br>Remove the first digit "A"                                                                                                                                                                     |
| <b>Lao PDR</b>     | LAAEOXXXXXXXX                                                | LAAEO0XXXXXXXX<br>Add zero (0) between alphabet and number<br><br>LAAEO00001290                                                                                                                                  |
| <b>Malaysia</b>    | MYXXXXXXXXXXXXX<br><br>(for example)<br>MYA0023H040002       | MYXXXXXXXXXXXXX<br>Remove the 11 <sup>th</sup> digit which represents sequence number<br><br>MYA0023H04002                                                                                                       |
| <b>Philippines</b> | XXXX-AEO-L2-XXX/<br><br>(for example)<br>2024-AEO-L2-003     | XXXXAEOL02XXX<br>Remove hypens and add zero (0) between alphabet and number<br><br>2024AEOL02003                                                                                                                 |
| <b>Singapore</b>   | AEOSGXXXXXXXXXXXXX<br><br>(for example)<br>AEOSG09122010001R | SGXXXXXXXXXXXXX<br>Remove the first 3 digits and the last digit<br><br>SG09122010001                                                                                                                             |
| <b>Thailand</b>    | THXXXXXXXXXX<br><br>(for example)<br>THIE570031              | THXX000XXXXXX<br>Add zero (0) for three times between alphabet and number<br><br>THIE000570031                                                                                                                   |
| <b>Viet Nam</b>    | AEOVNXXXXXXXXXXXXX or<br>AEOVNXXXXXXXXXXXXX                  | For those with 15-digits:<br>AEOXXXXXXXXXXXXX<br>Remove the 4 <sup>th</sup> and 5 <sup>th</sup> digits "VN"<br><br>or<br><br>For those with 18-digits:<br>XXXXXXXXXXXXXX<br>Remove the first five digits "AEOVN" |

7) Guideline 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:

| Declaration Field       | Information to be declared                                    |
|-------------------------|---------------------------------------------------------------|
| Model of Declaration    | Import – 4 EO<br>Warehousing – 7TO, 7EO<br>Transit – 8PE, 8ZE |
| Exporter/Supplier Field | AEO identification code                                       |

Choose the appropriate model of declaration for AEO using the format below:

|               |      |                   |  |
|---------------|------|-------------------|--|
| 1 DECLARATION |      | OFFICE CODE       |  |
| 4EO           | 4    | P02A              |  |
| 3Page         |      | Port of Manila    |  |
| 1             | 1    | Customs Reference |  |
| 5Item         |      | C 12              |  |
| 6 Tot pack.   |      | Registry Number   |  |
| 1             | 3150 | 7 Reference Num   |  |
|               |      | 2024              |  |

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

|                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   |  |
| 2 Exporter / Supplier, Address No.                                                                                                                                      |  |
| (COUNTRY CODE OF MRA PARTNER-AEO CODE)<br>EXPORTERS' COMPANY NAME<br>EXPORTERS' ADDRESS                                                                                 |  |
| (E.g.)<br>MY-MY-X0000X000000<br>ABC COMPANY<br>KUALA LUMPUR, MALAYSIA                                                                                                   |  |

| 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                               |
| Cambodia           | AEOKHXXXXXXXX     | KH-AEOKHXXXXXXXX                                   |
| Indonesia          | AEOIDXXXXXXXXXX   | ID-AEOIDXXXXXXXXXX                                 |
| Lao PDR            | LAAEOXXXXXXXX     | LA-LAAEOXXXXXXXX                                   |
| Malaysia           | MYXXXXXXXXXXXXXX  | MY-MYXXXXXXXXXXXXXX                                |
| Myanmar            | MMAEOXXXXXXXXXX   | MM-MMAEOXXXXXXXXXX                                 |



|                  |                                           |                                               |
|------------------|-------------------------------------------|-----------------------------------------------|
| <b>Singapore</b> | AEOSGXXXXXXXXXXXX                         | SG-AEOSGXXXXXXXXXXXX                          |
| <b>Thailand</b>  | THXXXXXXXX                                | TH-THXXXXXXXX                                 |
| <b>Viet Nam</b>  | AEOVNXXXXXXXXXXXX or<br>AEOVNXXXXXXXXXXXX | VNAEOVNXXXXXXXXXXXX or<br>VNAEOVNXXXXXXXXXXXX |

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

#### 8) 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, KH, ID, LA, MY, MM, PH, SG, TH or VN     |
| Processing Code 2 (PC2)      | Refer to table below for the PC2 format of each AMS |

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

| AMS                      | AMS AEO Code Format | AMS AEO Code Format in TradeNet                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Brunei Darussalam</b> | SLMSBN-XXXXXX-XXX   | SLMS <span style="color: green;">BN</span> <span style="color: orange;">XXXXXXXXXX</span><br><div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">  <p>PC1      PC2</p> </div> </div> <p>PC2 for Brunei is exclusive of the hyphens (-).</p> |
| <b>Cambodia</b>          | AEOKHXXXXXX         | AEO <span style="color: green;">KH</span> <span style="color: orange;">XXXXXX</span><br><div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">  <p>PC1      PC2</p> </div> </div>                                                             |
| <b>Indonesia</b>         | AEOIDXXXXXXXX       | AEO <span style="color: green;">ID</span> <span style="color: orange;">XXXXXXXXXX</span><br><div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">  <p>PC1      PC2</p> </div> </div>                                                         |

|             |                                                |  |
|-------------|------------------------------------------------|--|
| Lao PDR     | LAAEOXXXXXXXX                                  |  |
| Malaysia    | MYXXXXXXXXXXXXX                                |  |
| Myanmar     | MMAEOXXXXXXXX                                  |  |
| Philippines | XXXX-AEO-L2-XXX                                |  |
| Thailand    | THXXXXXXXX                                     |  |
| Viet Nam    | AEOVNXXXXXXXXXXXXX<br>or<br>AEOVNXXXXXXXXXXXXX |  |

#### 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:

AEOSGXXXXXXXXXXXXX

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.

#### 9) 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<br>(Received information<br>from ASEAN Member<br>States) | Importer's Import declaration<br>(Import Declaration Control (Invoice)) |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Example Technology Co.,<br>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, KH, ID, LA, MY, PH and SG.

iii. AEO MRA Reference Number

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

| ASEAN<br>Member State    | AEO Code Format   |
|--------------------------|-------------------|
| <b>Brunei Darussalam</b> | SLMSBN-XXXXXX-XXX |
| <b>Cambodia</b>          | AEOKHXXXXXXXX     |
| <b>Indonesia</b>         | AEOIDXXXXXXXXXX   |
| <b>Lao PDR</b>           | LAAEOXXXXXXXX     |
| <b>Malaysia</b>          | MYXXXXXXXXXXXXX   |
| <b>Myanmar</b>           | MMAEOXXXXXXXX     |
| <b>Philippines</b>       | XXXX-AEO-L2-XXX   |

|                  |                                           |
|------------------|-------------------------------------------|
| <b>Singapore</b> | AEOSGXXXXXXXXXXXX                         |
| <b>Viet Nam</b>  | AEOVNXXXXXXXXXXXX or AEOVNXXXXXXXXXXXXXXX |

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

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  
หมายเหตุการยื่นขอขึ้นค่าเน็ดสินค้าตัวตนเอง

Import Invoice from EXP

AEOs Reference Number  
เลขอ้างอิงผู้ประกอบการทางเศรษฐกิจที่ได้รับอนุญาต AEOs

Item No  Product Description

SURACHAI SURACHAI NO N

**1. AEO MRA Exporter Name**

**2. AEO MRA Country Code**

**3. AEO MRA Reference Number**

10) Guideline for Viet Nam Companies

In order to enjoy the MRA benefits, Viet Nam's importers are required to obtain the AEO MRA code from their AMS AEO partners (as AEO MRA code format below) and declare the AEO MRA code in Viet Nam's Customs Declaration System (VNACCS). The importers shall follow these steps:

Step 1: Verify the exporter's AEO status.

Step 2: Obtain the exporter's AEO Identification Code and declare it in the "Exporter Code" field of the electronic customs declaration system, as illustrated below, using the following coding format:

The screenshot shows the 'Import/Export Entity' form in the VNACCS/VCIS system. The 'Exporter' section is highlighted with a red box. The form includes the following fields:

- Importer:** Code (0101300842), Name (Công ty TNHH phát triển công nghệ Thái Sơn), Postal Code (+84)43, Address (SỐ 99B TỔ 70 HỒ QUỲNH, PHƯỜNG THANH NHÂN), Telephone (7545222).
- Authorized Importer:** Code, Name.
- Exporter:** Code (highlighted), Name, Postal Code, Address, Country Code (dropdown menu), Authorized Exporter, Customs Broker Code.

AEO Code to be declared in Viet Nam's System (VNACCS/VCIS):

| ASEAN Member State       | AEO Code Format                                       | AEO Code to be declared in Viet Nam's System                                    |
|--------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Brunei Darussalam</b> | SLMSBN-XXXXXX-XXX<br>(For example: SLMSBN-201801-001) | BNXXXXXXXXXX (remove 4 digits "SLMS" and hyphens)<br>(For example: BN201801001) |
| <b>Cambodia</b>          | AEOKHXXXXXXXX                                         | AEOKHXXXXXXXX (keep the KH's code)                                              |
| <b>Indonesia</b>         | AEOIDXXXXXXXXXX<br>(For example: AEOID000212020)      | IDXXXXXXXXXX (remove 3 digits "AEO")<br>(For example: ID000212020)              |
| <b>Lao PDR</b>           | LAAEOXXXXXXXX                                         | LAAEOXXXXXXXX (keep the LA's code)                                              |
| <b>Malaysia</b>          | MYXXXXXXXXXXXX<br>(For example: MYA0026H040002)       | MYXXXXXXXXXXXX (remove the second digit "Y")<br>(For example: MA0026H040002)    |
| <b>Myanmar</b>           | MMAEOXXXXXXXX                                         | MMAEOXXXXXXXX (keep the MM's code)                                              |

|                    |                                                           |                                                                                                             |
|--------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Philippines</b> | XXXX-AEO-L2-XXX<br>(For example:<br>2024-AEO-L2-003)      | PHXXXXXXXX (add prefix "PH" and<br>remove 8 digits "-AEO-L2-")<br>(For example:<br>PH2024003)               |
| <b>Singapore</b>   | AEOSGXXXXXXXXXXXXX<br>(For example:<br>AEOSG25012008001X) | SGXXXXXXXXXXXXX<br>Remove the first 3 digits "AEO" and the last<br>digit<br>(For example:<br>SG25012008001) |
| <b>Thailand</b>    | THXXXXXXXX                                                | THXXXXXXXX (keep the TH's code)                                                                             |

Step 3: Declare all remaining customs declaration information in accordance with the prevailing customs regulations.

*Note: The AEO information on import documents must match the information registered with ASEAN Member State to enable VNACCS/VCIS system to identify and grant the applicable trade facilitation measures.*