2.3 Customs Facilitation Job Group

2.3.1 Design policy and circumstances

2.3.1.1 Current service

The Customs Facilitation Directorate has an objective to implement some of the objectives of the Directorate General of Customs and Excise in regard of duty exemption and relief, in order to enhance the development and the establishment of the national industry, to drive export, and to prevent environmental pollution based on the technical policy of the Directorate General.

Another major activity in Customs Facilitation Directorate is to give or revoke license for Bonded Storage (Bonded Zone (KB), Bonded Warehouse (GB), Duty Free Shop (TBB), and Bonded Ware House for Exhibition Purpose (ETP)).

The study is conducted in Head Office by holding interviews with the Customs Facilitation Directorate.

2.3.1.2 Job function after computerization

The outline of main changes in job flows after computerization, considered in Basic Investigation Phase, was as follows:

- To retrieve Company profiles on line in the process of giving Bonded Storage license.
- To input licensing information for Bonded Storage and to keep it up to date for on line retrieval.

  Licenses for this kind of Bonded Storage are managed as integrated information:
  - Bonded Zone
  - Bonded Warehouse
  - Duty Free Shop

The following process will be added in the second stage:

- Facilitation Management, to manage information related to facilitation
- Facilitation Monitor, to display information related to Facilitation

2.3.1.3 Details of design

The System Design was conducted to investigate the jobs planned to design at the first stage. The investigation is started with the survey of the reorganization effect for CIS. The former Customs Directorate and the former Tariff and Valuation Directorate were reorganized into the Customs Facilitation Directorate and the Customs Technique Directorate.

In accordance with the interview, the CIS jobs related to the Customs Facilitation Directorate is follows:

- Bonded Storage Management
- Bonded Storage Monitor

As Temporary Storages, which were planned to be handled by the Bonded Storage Management / Monitor, were decided in the jurisdiction of the Customs Technique Directorate, Temporary Storages are separated from these jobs of Bonded Storage Management / Monitor.

The table below shows the changes after Basic Investigation in processes:

Table 2.3.1.3-1 Circumstances of Investigation and the result (1/2)

No.	Process Name	Circumstances of Investigation	Result of Investigation
1	(Bonded Storage Activity Registration / Update / Deletion / Retrieval)	The Customs Facilitation Directorate requested to monitor the activity of Bonded Storage, e.g. number of documents declared from a Bonded Storage per month, total price of goods subcontracted from a Bonded Storage.	This request is not within the scope of the First Stage of CIS that was decided with the Progress Report (March 1998). However, as the necessity is reasonable and due to the intensive request Customs Facilitation Directorate, the JICA Study Team has investigated. The result is stated in the following item.
2		The Customs Facilitation Directorate requests the JICA Study Team to propose methods to monitor the activities of Bonded Storages.	The JICA Study Team suggests DJBC to implement CSS (Customs Service System) covering the transaction with BC2.3. Then, Bonded Storage Activities shall be added to the respective processes in the second stage of CIS. The reason is that CIS assumes computerized transaction data is available for its data, and it is not practical to type in all the BC2.3 data.

Table 2.3.1.3-1 Circumstances of Investigation and the result (2/2)

No.	Process Name	Circumstances of Investigation	Result of Investigation
3	Bonded Storage Registration / Update / Deletion	As Bonded Storages and Bonded Storage Operators are not distinguished in the Basic Investigation, there is no process to register, update, or delete the information on Bonded Storage Operators, which might have one or more Bonded Storages.	Information on Bonded Storage Operators should be also managed by Bonded Storage Registration, Update, or Deletion.
4	Bonded Storage Deletion / Update	If an extended Bonded Storage Decree had been deleted from the database, those licensing decree data cannot be accessed after extension. This will cause inconvenience, especially, for post audit extension, because the deleted previous licensing decree would be necessary.	Bonded Storage Decree should not be deleted from database only because the decree is non-effective. Non-effective Decree should be marked as non-effective by Bonded Storage Update, and Bonded Storage Deletion should be rarely used to really delete Bonded Storage Decree information, such as in the case of erroneous input.
5	Bonded Storage Registration / Update / Deletion	As the information on Bonded Storage Operator is the information on company, some items of it are common to other information such as information on importer.	The items common to companies and person are categorized as Basic Information, and the items common to companies are categorized as Company Common Information throughout the CIS.
6	Bonded Storage Deletion	Basic Information could have not only the Bonded Storage information but also other child information, e.g. Importer information. Therefore, it is inconvenient to allow deletion of Basic Information only because there is the right to manage that Basic Information.	As a general rule, if a data has one or more child data, that data can be deleted after all the child data are deleted.
7	Bonded Storage Update	The right to manage a Basic Information belongs to certain directorate. In some cases, it would be necessary to reassign the right to other directorate.	The item of "Management in Charge" should also be updated with Bonded Storage Update.
8	Bonded Storage Registration / Update / Deletion / Retrieval	There are some Decrees for DFS that licenses not only one DFS, but several DFS.	Information of DFS will be treated as a different entity from that of Bonded Storage, and stored in a separate table. But, for the process, DFS are treated as one type of Bonded Storage.
9		DJBC is planning to introduce new type of Bonded Storage in a year, which is called CDT (Customs Distribution Terminal), because of the pressing need of market forces.	Because the items on the licensing decree is said to be almost the same as those of current decrees, CDT should be considered to be added in the implementation phase.

2.3.2 Specification of processes

As a result of system design (Phase I), the following documents are attached.

G-1 and G-2 of Appendix are referred to understand how to view the diagrams and tables.

List of processes ....Table 2.3.2-1

Process Structure ..... Figure 2.3.2-1

Bonded Storage

- Registration Process Diagram ..... Figure 2.3.2-2
- Registration Process Summary..... ..Table 2.3.2-2
- Update Process Diagram ..... Figure 2.3.2-3
- Update Process Summary..... ..Table 2.3.2-3
- Deletion Process Diagram ..... Figure 2.3.2-4
- Deletion Process Summary ....Table 2.3.2-4
- Retrieval Process Diagram ..... Figure 2.3.2-5
- Retrieval Process Summary ....Table 2.3.2-5

List of Windows ....Table 2.6.2-6

List of Reports and List of Information Interchange File are omitted, as there are no report or information interchange file in these processes.

Table 2.3.2-1 List of Processes

No.	App. Code	Process Name	Process Outline
1	F011	Bonded Storage Information Registration	Register a record of Bonded Storage information, such as operational date, Customs Area, authority, operator.
2	F012	Bonded Storage Information Update	Update items in a record of Bonded Storage information.
3	F013	Bonded Storage Information Deletion	Delete a record from Bonded Storage information.
4	F014	Bonded Storage Information Retrieval	Retrieve a specific record from Bonded Storage information.

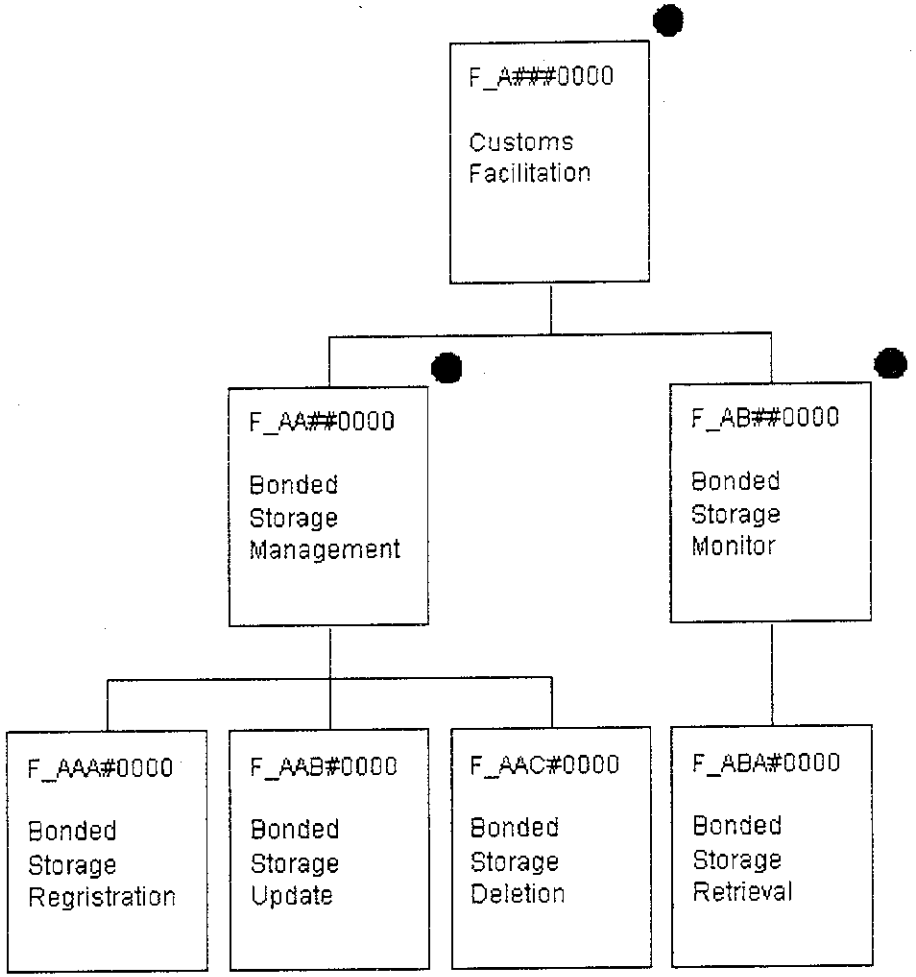

Figure 2.3.2-1: Process Structure

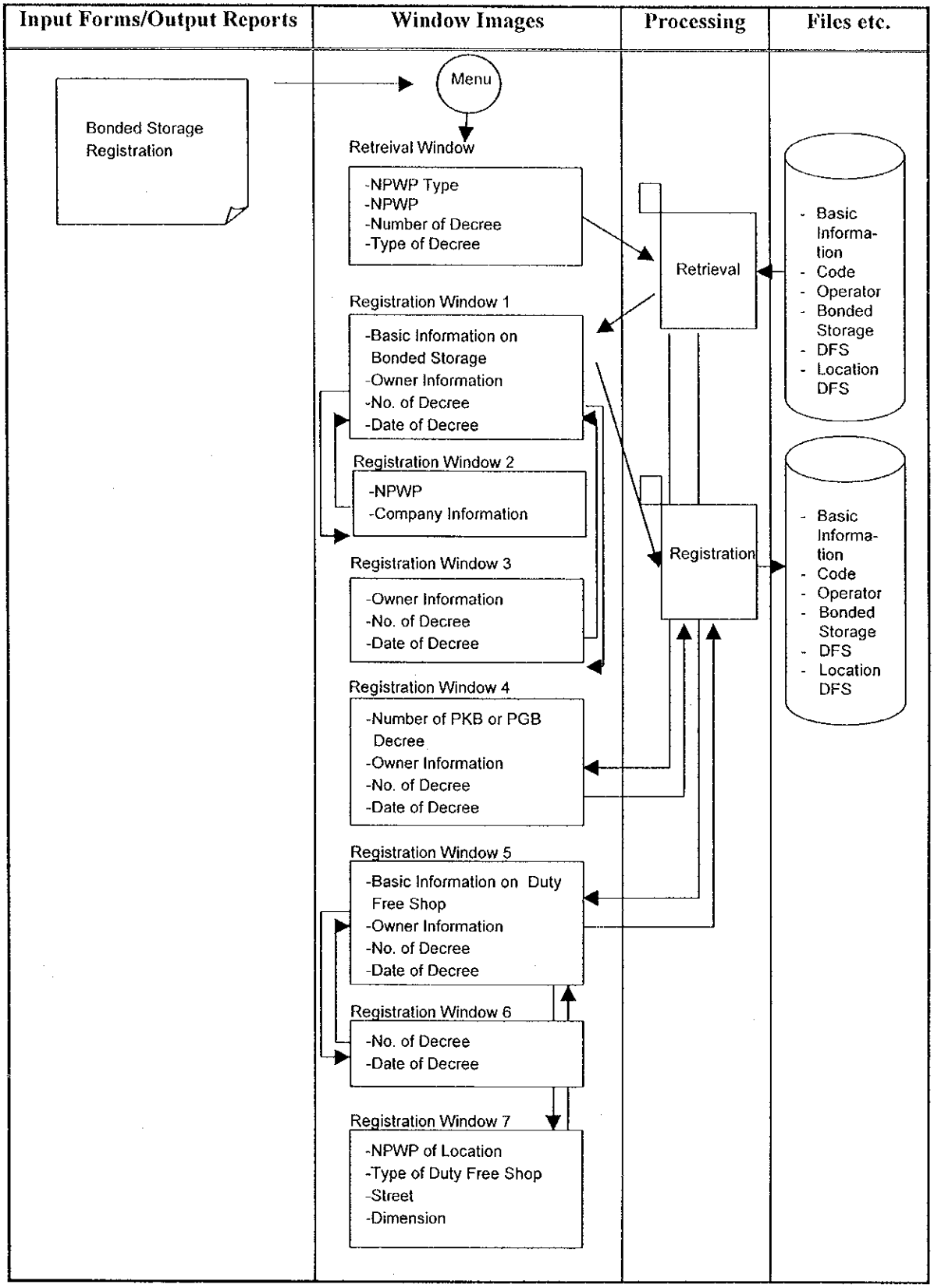

Figure 2.3.2-2: Process Diagram (Bonded Storage Registration)

Table 2.3.2-2: Process Summary (Bonded Storage Registration)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval window ▫ NPWP Type ▫ NPWP ▫ No. of Decree ▫ Type of Decree	CRT (Client)	• Registration Window 1 • Registration Window 4 • Registration Window 5	CRT (Client)	• Basic Information • Operator • Bonded Storage • DFS	(A) Processing Unit Processed on every new decree number. (B) Processing Procedure (1) Retrieval of NPWP information When NPWP number and Decree number are inputted, the basic information and other information will be retrieved, if exist. (2) Display of master information Display the corresponding master information. (3) Retistration of basic information Basic information should be registered if they do not exist yet. (4) Registration of Operator Operator data will be checked and registered to Operator. (5) Registration of Bonded Storage Bonded Storage data will be checked and registered to Bonded Storage. (6) Registration of DFS DFS data will be checked and registered to DFS and Location DFS.	• If Basic Information not exist, that should be registered in this process. • Operator should not exist before registration. • If decree only PDKB or PPGB), the Operator data should exist before registration • DFS should not exist before registration • Location of DFS, the DFS data should exist before registration • Directorate must be Custom Facilitation.	—
2	• Registration Window 2 ▫ Basic Information	CRT (Client)	—	—	• Basic Information			
3	• Registration Window 3 ▫ Operator Information	CRT (Client)	—	—	• Operator • Bonded Storage			
4	• Registration Window 4 ▫ Bonded Storage Information	CRT (Client)	—	—	• Bonded Storage			
5	• Registration Window 6 ▫ DFS Decree	CRT (Client)	—	—	• DFS			
6	• Registration Window 7 ▫ Location of DFS	CRT (Client)	—	—	• Location DFS			

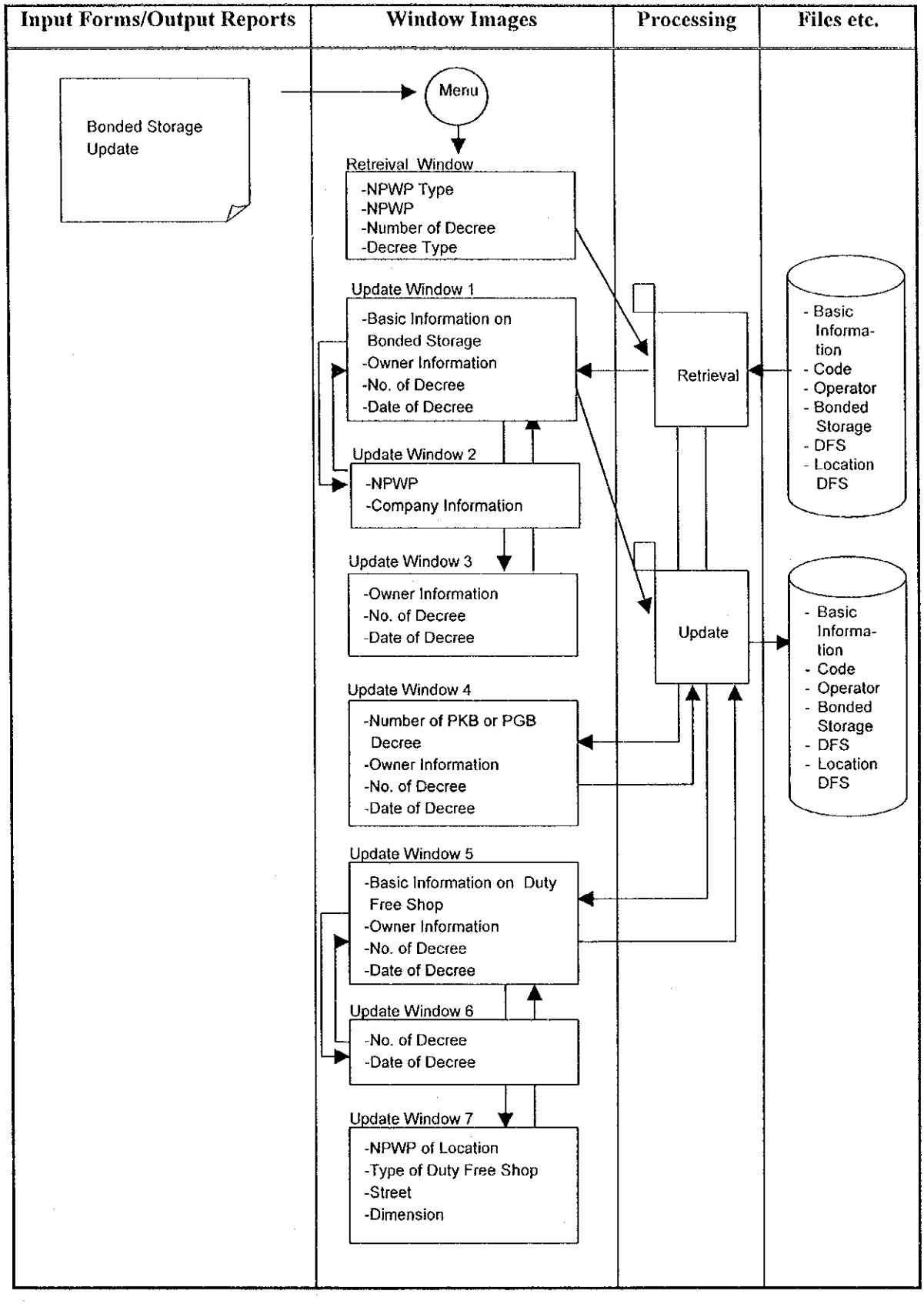

Figure 2.3.2-3: Process Diagram (Bonded Storage Update)

Table 2.3.2-3: Process Summary (Bonded Storage Update)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval window ▫ NPWP Type ▫ NPWP ▫ No. of Decree ▫ Type of Decree	CRT (Client)	• Update Window 1 • Update Window 4 • Update Window 5	CRT (Client)	• Basic Information • Code • Bonded Storage • DFS	(A) Processing Unit Processed on every decree number. (B) Processing Procedure (1) Retrieval of Decree Information When decree number is inputted, the decree information (before update) and Basic Information (before update) will be retrieved. (2) Display of master information Display the corresponding master information. (3) Update of master information Basic Information and other company related information specific to PTPB should also be updated (including the management in charge of that Basic Information). (4) Update of Decree Information When the new decree data is inputted into update window, it will be checked and updated in database. Update decree information depend on the Type of Decree.	• Directorate must be Custom Facilitation. • Update data must be valid. • When updating Basic Information, management of this company must be assigned to Customs Facilitation.	• To revoke the license, this "update" process should be used (not "delete"). • That is update the status of license to be disabled.
2	• Update Window 2 ▫ Basic Information	CRT (Client)	—	—	• Basic Information			
3	• Update Window 3 ▫ Operator Information	CRT (Client)	—	—	• Operator			
4	• Update Window 4 ▫ Bonded Storage Information	CRT (Client)	—	—	• Bonded Storage			
5	• Update Window 6 ▫ DFS Decree Information	CRT (Client)	—	—	• DFS Decree			
6	• Update Window 7 ▫ DFS Loc. Info	CRT (Client)	—	—	• DFS Location			

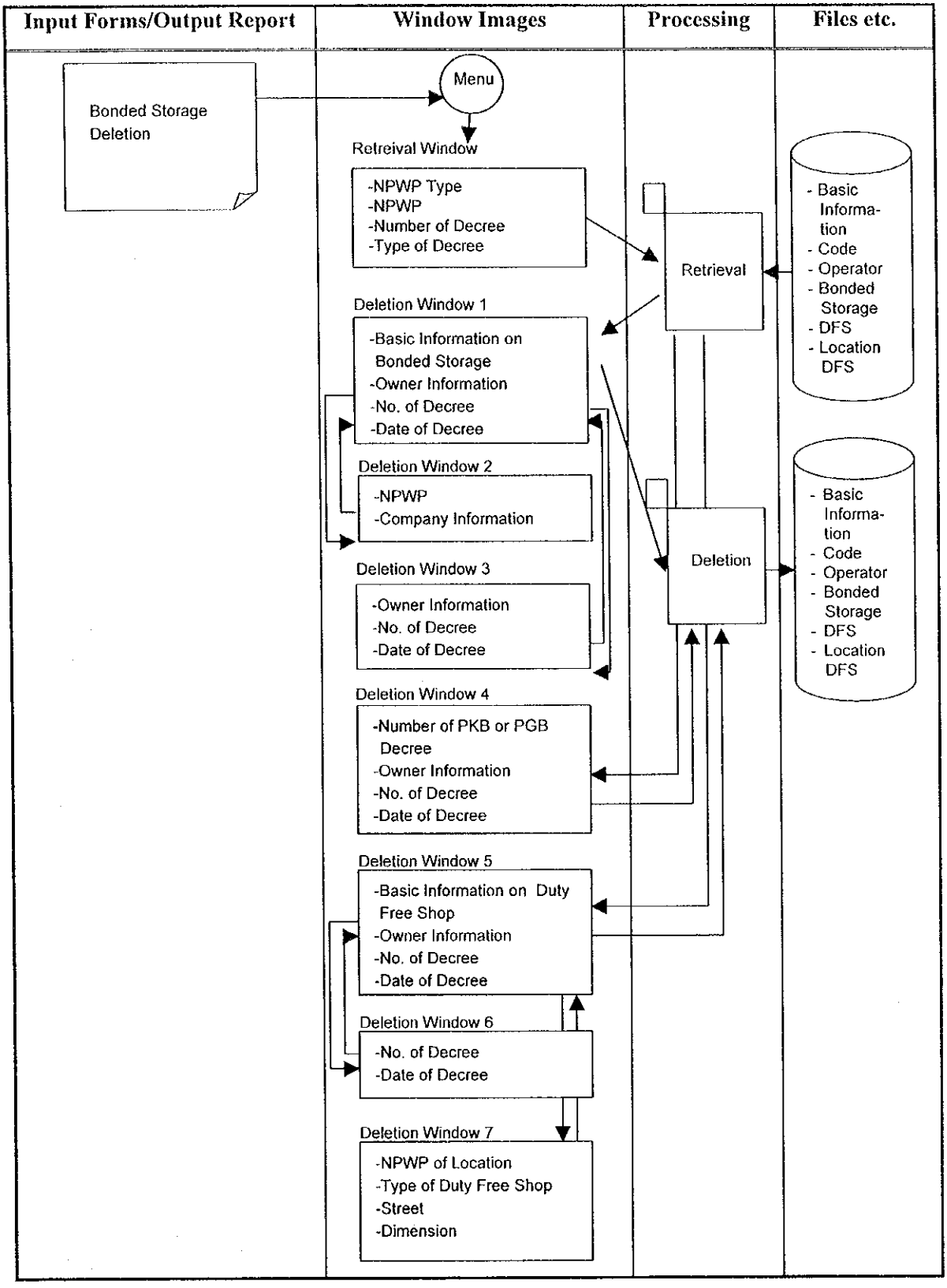

Figure 2.3.2-4: Process Diagram (Bonded Storage Deletion)

Table 2.3.2-4: Process Summary (Bonded Storage Deletion)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP Type ▫ NPWP ▫ No. of Decree ▫ Decree Type	CRT (Client)	• Deletion Window 1 • Deletion Window 4 • Deletion Window 5	CRT (Client)	• Basic Information • Code • Operator • Bonded Storage • DFS • Location DFS	(A) Processing Unit Processed on every decree number. (B) Processing Procedure (1) Retrieval of Decree Information (depend on Decree Type) When decree number is inputted, the Decree Information, Code and Basic Information will be retrieved. (2) Deletion of Decree Information When the delete button is clicked, the Decree Information will be deleted from database (depend on Decree Type). (3) Deletion of Basic Information When the delete button for Basic Information is clicked, the Basic Information will be deleted from database.	• Directorate must be Custom Facilitation • When deleting Basic Information, all the child information (such as audit, violation, and excise) must have been deleted before. • When deleting Basic Information, management of this company should be assigned to Customs Facilitation.	• This process is used for real deletion. • To mark a decree as closed, "update" process will be used.
2	• Deletion Window 2 (Execute deletion)	CRT (Client)	—	CRT (Client)	• Basic Information			
3	• Deletion Window 3 (Execute deletion)	CRT (Client)	—	CRT (Client)	• Operator • Bonded Storage			
4	• Deletion Window 4 (Execute deletion)	CRT (Client)	—	CRT (Client)	• Bonded Storage			
5	• Deletion Window 6 (Execute deletion)	CRT (Client)	—	CRT (Client)	• DFS			
6	• Deletion Window 7 (Execute deletion)	CRT (Client)	—	CRT (Client)	• Location DFS			

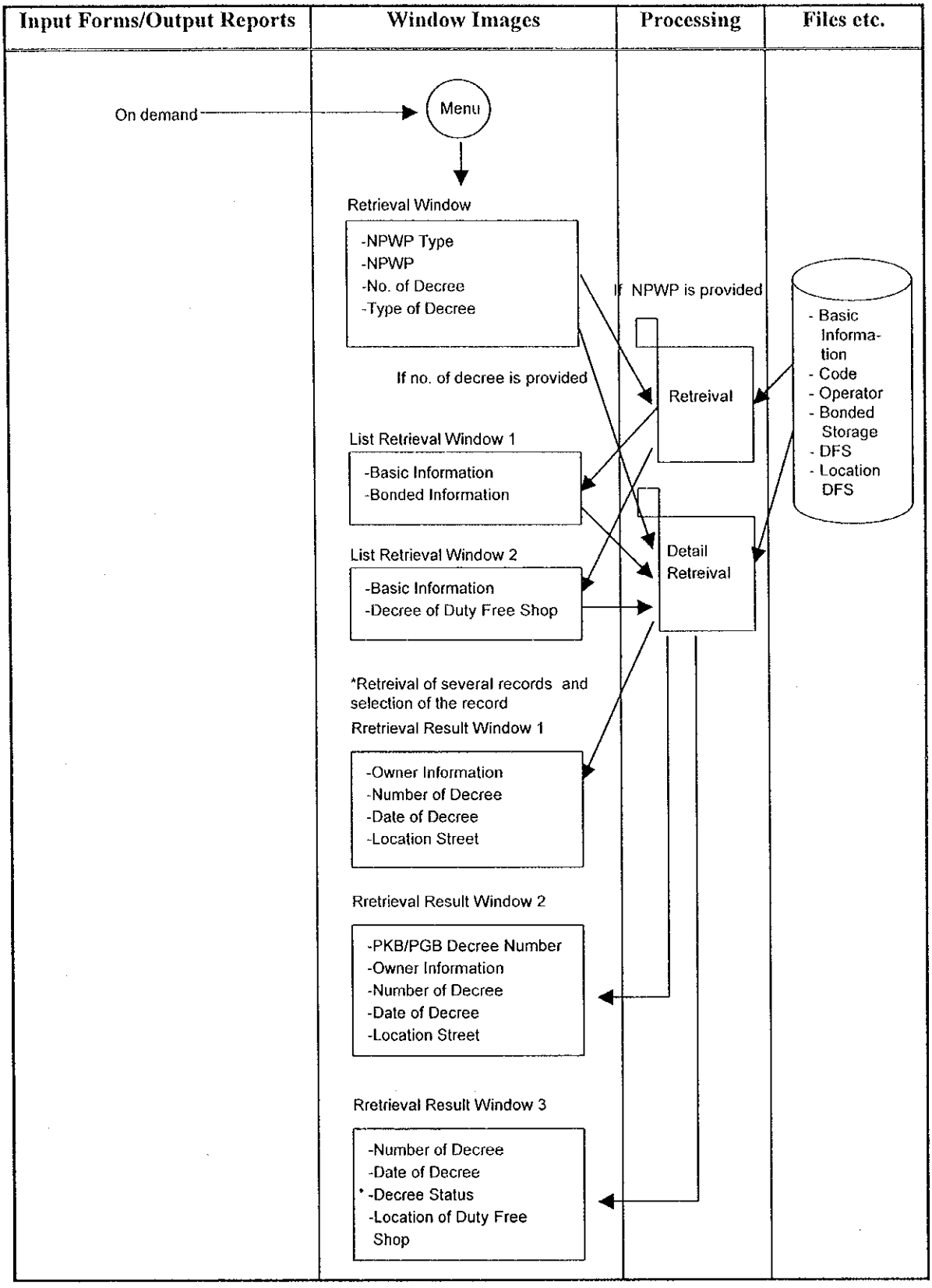

Figure 2.3.2-5: Process Diagram (Bonded Storage Retrieval)

Table 2.3.2-5: Process Summary (Bonded Storage Retrieval)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP Type ▫ NPWP ▫ No. of decree ▫ Decree Type	CRT (Client)	• List Retrieval Window 1 • List Retrieval Window 2 • Retrieval Result Window 2	CRT (Client)	• Basic Information • Code • Operator • Bonded Storage • DFS • Location DFS	(A) Processing Unit Processed on every Bonded Storage Decree when required. (B) Processing Procedure (1) Retrieve number of decree and company name Either number of decree or NPWP must be inputted. When NPWP number is inputted, the decree numbers related to the NPWP will be retrieved. (2) Retrieval of general information When decree number is inputted in Retrieval window, Code and other information will be displayed in Retrieval Result Window 1 or Retrieval Result Window 2. (3) Retrieval of specifics Information When decree number is selected, Code and other information will be retrieved and displayed. Retrieval information depends on Decree Type.	• Directorate must be Custom Facilitation. • Number of decree must be exist in Operator, Bonded Storage, DFS and Location DFS data base. • NPWP must be existing in Basic Information, and other information.	—
2	• List Retrieval Window 1 ▫ No. of decree	CRT (Client)	• Retrieval Result Window 1 ▫ Operator	CRT (Client)	• Code • Operator • Bonded Storage			
	• List Retrieval Window 2 ▫ No. of decree	CRT (Client)	• Retrieval Result Window 3 ▫ Number of Decree ▫ Location of Duty Free Shop	CRT (Client)	• DFS • Location DFS			

Table 2.3.2-6 List of Windows (1/2)

No.	Window Code	Window Name	Input/ Output			Window Type	Note
			Input & Output	Input	Output		
1	WF011010	Bonded Storage Registration (Retreival Window)		✓		Card Pattern	—
2	WF011020	Bonded Storage Registration (Registration Window 1)	✓			Slip Pattern	—
3	WF011030	Bonded Storage Registration (Registration Window 2)		✓		Card Pattern	—
4	WF011040	Bonded Storage Registration (Registration Window 3)		✓		Card Pattern	—
5	WF011050	Bonded Storage Registration (Registration Window 4)		✓		Card Pattern	—
6	WF011060	Bonded Storage Registration (Registration Window 5)	✓			Slip Pattern	—
7	WF011070	Bonded Storage Registration (Registration Window 6)		✓		Card Pattern	—
8	WF011080	Bonded Storage Registration (Registration Window 7)		✓		Card Pattern	—
9	WF012010	Bonded Storage Update (Retrieval Window)		✓		Card Pattern	—
10	WF012020	Bonded Storage Update (Update Window 1)	✓			Slip Pattern	—
11	WF012030	Bonded Storage Update (Update Window 2)		✓		Card Pattern	—
12	WF012040	Bonded Storage Update (Update Window 3)		✓		Card Pattern	—
13	WF012050	Bonded Storage Update (Update Window 4)		✓		Card Pattern	—
14	WF012060	Bonded Storage Update (Update Window 5)	✓			Slip Pattern	—
15	WF012070	Bonded Storage Update (Update Window 6)		✓		Card Pattern	—
16	WF012080	Bonded Storage Update (Update Window 7)		✓		Card Pattern	—
17	WF013010	Bonded Storage Deletion (Retreival Window)		✓		Card Pattern	—
18	WF013020	Bonded Storage Deletion (Deletion Window 1)	✓			Slip Pattern	—
19	WF013030	Bonded Storage Deletion (Deletion Window 2)		✓		Card Pattern	—
20	WF013040	Bonded Storage Deletion (Deletion Window 3)		✓		Card Pattern	—
21	WF013050	Bonded Storage Deletion (Deletion Window 4)		✓		Card Pattern	—

Table 2.3.2-6 List of Windows (2/2)

No.	Window Code	Window Name	Input/ Output			Window Type	Note
			Input & Output	Input	Output		
22	WF013060	Bonded Storage Deletion (Deletion Window 5)	✓			Slip Pattern	—
23	WF013070	Bonded Storage Deletion (Deletion Window 6)		✓		Card Pattern	—
24	WF013080	Bonded Storage Deletion (Deletion Window 7)		✓		Card Pattern	—
25	WF014010	Bonded Storage Retreival (Retreival Window)		✓		Card Pattern	—
26	WF014020	Bonded Storage Retreival (List Retrieval 1 Window)	✓			Slip Pattern	—
27	WF014030	Bonded Storage Retreival (List Retrieval 2 Window)	✓			Slip Pattern	—
28	WF014040	Bonded Storage Retreival (Retreival Result 1 Window)			✓	Card Pattern	—
29	WF014050	Bonded Storage Retreival (Retreival Result 2 Window)			✓	Card Pattern	—
30	WF014060	Bonded Storage Retreival (Retreival Result 3 Window)			✓	Card Pattern	—

2.4 Excise Job Group

2.4.1 Design policy and circumstances

2.4.1.1 Current service

The Excise Directorate is in charge of collecting excise mainly.
This Directorate is responsible for planning, identifying, analyzing and evaluating the Excisable Goods, which are tobacco, alcoholic beverages (hereinafter referred to as MMEA) and ethyl alcohol (hereinafter referred to as EA).
It also controls production, import and export of Excisable Goods, and procurement and distribution of Excise Stamp.

The study was mainly conducted in the Head Office by holding interviews with the Excise Directorate. The study of the Service Office was conducted by analyzing the outlines of their organization and job flows.

2.4.1.2 Job function after Computerization

The outline of main changes in job flows after computerization, considered in Basic Investigation Phase, was as follows:

- Basic information (company name, address, NPWP, and so on) on excise companies, detail information (production or import amount, excise amount the company had paid, and so on), and results of comparison among them will be stored into the Excise Company Profile to target companies to be investigated or audited.
- Distribution information on Excise Stamp to factories and importers will be stored into the Excise Company Profile to plan procurement of Excise Stamp.
- Excise revenue data will be able to be retrieved on-line by the Revenue Planning Directorate.

It was decided that the following jobs would be added in the Second Stage:

- Retail Price of Excisable Goods Management
- Retail Price of Excisable Goods Monitor

2.4.1.3 Details of design (phase I)

The circumstances of investigation for jobs targeted for computerization are described below.

The system Design Phase I was conducted to investigate the jobs planned to design at the First Stage. The investigation started with the survey of reorganization effects for CIS. In accordance with interviews with the Excise Directorate, there were not any changes for CIS jobs caused by the reorganization. But through the system Design Phase I, it turned out that excise amount from the Excise Directorate couldn't be used by the Revenue Planning Directorate, since it differed from "real" revenue in the view of payment date. And it turned out that to input "real" revenue from the Excise Directorate was difficult because the source information (SSBC) is currently not sent to the Head Office. It was also agreed that the design of CIS application included it as an extra field for future extension. (The field will not be used in the first stage.) Thus it was agreed that when all Service Offices were connected to CIS in the future real revenue information could be inputted from Service Offices.

Also Storage for Excisable Goods Management and Storage for Excisable Goods Monitor were moved from the Prevention Investigation Directorate. Those jobs would be added in the Second Stage.

There were two jobs finally decided to carry out in the First Stage:

- Excise Company Management
- Excise Company Monitor

The table below shows the changes after Basic Investigation in processes:

Table 2.4.1.3-1 Circumstances of Investigation and the result

No.	Process Name	Circumstances of Investigation	Result of Investigation
1	Excise Company Registration	Main constituent to control excise company should be a factory.	Factory basic information (License No., factory name, and so on) and its detail information were to be stored into CIS as follows: • Excise Stamp Order (for tobacco) • Export (for tobacco) • Production (for MMEA and EA) • Inventory (for MMEA and EA) • Purchase of excisable goods as raw material (for MMEA and EA)
2	Excise Company Retrieval	Tobacco Brand Retrieval was required.	It was added as one of the functions of Excise Company Retrieval.

2.4.1.4 Details of design (phase II)

The System Design Phase II was conducted to research and fix more detailed specifications of CIS application. As a result of the interviews with the Excise Directorate, there were not any changes for the CIS jobs.

The table below shows the changes after System Design Phase I in processes:

Table 2.4.1.4-1 Circumstances of Investigation and the result

No.	Process Name	Circumstances of Investigation	Result of Investigation
1	Excise Company Registration/ Update	The EA Sub Directorate needed to control EA-containing products factory (e.g.,cosmetic factory, medicine factory) and to input Inventory and Purchase of Excisable Goods as raw material for Tobacco.	The investigation and design were decided to be started from the Program Design phase. For details, see Items to be Considered inVolume VI.
2	Excise Company Update	The Tobacco Sub Directorate required that monthly reports should be inputted instead of each Excise Stamp Order or Export form.	Whether to change the design or not would be decided by the beginning of Program Design phase. For details, see Items to be Considered inVolume VI.
3	Excise Company Retrieval	Monthly report for Excise Stamp Order (for Tobacco) should be exported to MS-Excel.	Export function was newly added, while the printing function has been cancelled.
4	Excise Company Retrieval	Monthly report for MMEA should be exported to MS-Excel.	Export function was newly added, while the printing function had been cancelled.
5	Excise Company Retrieval	One of Monthly report for EA should be exported to MS-Excel.	Export function was newly added, while the printing function has been cancelled.
6	Excise Company Retrieval	Tobacco Brand Retrieval for one company was required.	The fuction was newly added.
7	Excise Company Retrieval	MMEA Brand Retrieval for one company was required.	The fuction was newly added.
8	Excise Company Retrieval	MMEA Brand Retrieval for all the companies was required.	The fuction was newly added.

2.4.2 Specification of processes

As a result of system design (Phase I and Phase II), the following documents are attached.

G-1 and G-2 of Appendix are referred to understand how to view the diagrams and tables.

List of processes ..... Table 2.4.2-1

Process Structure ..... Figure 2.4.2-1

Excise Company

- Registration Process Diagram ..... Figure 2.4.2-2
- Registration Process Summary ..... Table 2.4.2-2
- Update Process Diagram ..... Figure 2.4.2-3
- Update Process Summary ..... Table 2.4.2-3
- Deletion Process Diagram ..... Figure 2.4.2-4
- Deletion Process Summary ..... Table 2.4.2-4
- Retrieval Process Diagram ..... Figure 2.4.2-5
- Retrieval Process Summary ..... Table 2.4.2-5

List of Windows ..... Table 2.4.2-6

List of Reports ..... Table 2.4.2-7

Table 2.4.2-1: List of Processes

No.	App. Code	Process Name	Process Outline
1	E011	Excise Company Registration	Register Excise company information/ Excise factory information, which come from NPPBKC.
2	E012	Excise Company Update	Update registered Excise company information/ Excise factory information. Excise Company Update is divided into three: • Update 1: Update information related to Tobacco products companies/ factories. • Update 2: Update information related to MMEA companies/ factories. • Update 3: Update information related to EA companies/ factories.
3	E013	Excise Company Deletion	Delete registered Excise company information/ Excise factory information. Excise Company Deletion is divided into three: • Deletion 1: Delete information related to Tobacco products companies/ factories. • Deletion 2: Delete information related to MMEA companies/ factories. • Deletion 3: Delete information related to EA companies/ factories.
4	E014	Excise Company Retrieval	Retrieve registered Excise companies information/ Excise factory information. Excise Company Retrieval is divided into six: • Retrieval 1: Retrieve information related to Tobacco products companies/ factories and List of Tobacco Brands Owned by Company. • Retrieval 2: Retrieve information related to MMEA companies/ factories and List of MMEA Brands Owned by Company. • Retrieval 3: Retrieve information related to EA companies/ factories. • Retrieval 4: Retrieve BDCK-3. • Retrieval 5: Retrieve Tobacco Product Export Report. • Retrieval 6: Retrieve List of Tobacco. • Retrieval 7: Retrieve List of Tobacco.

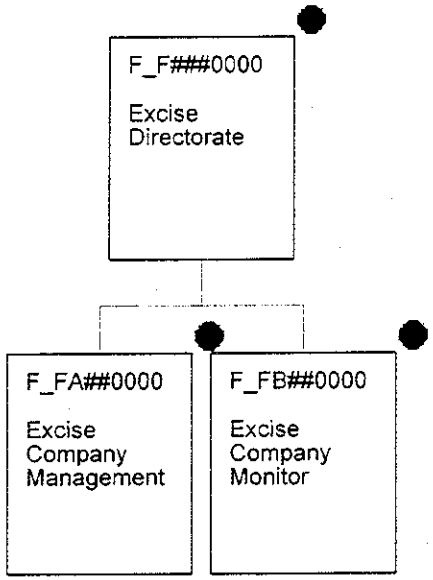

Figure 2.4.2-1: Process Structure (1/2)

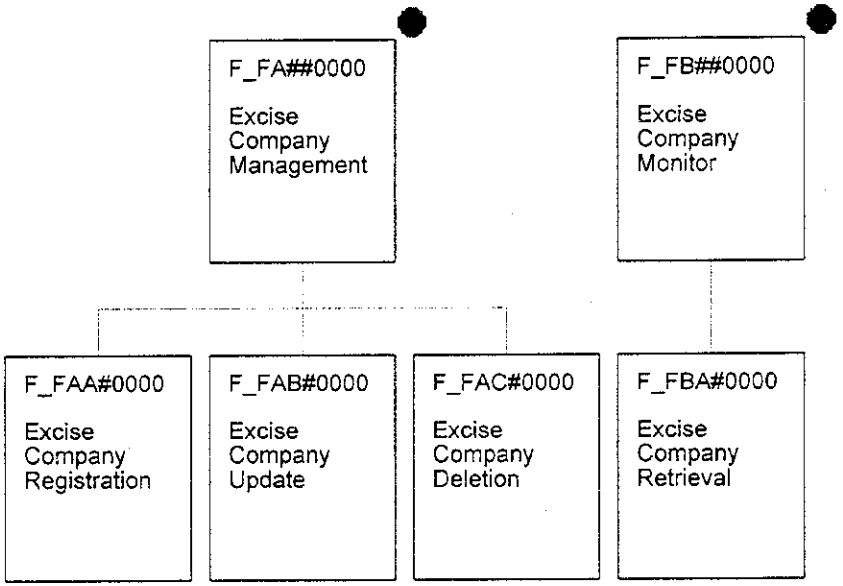

Figure 2.4.2-1: Process Structure (2/2)

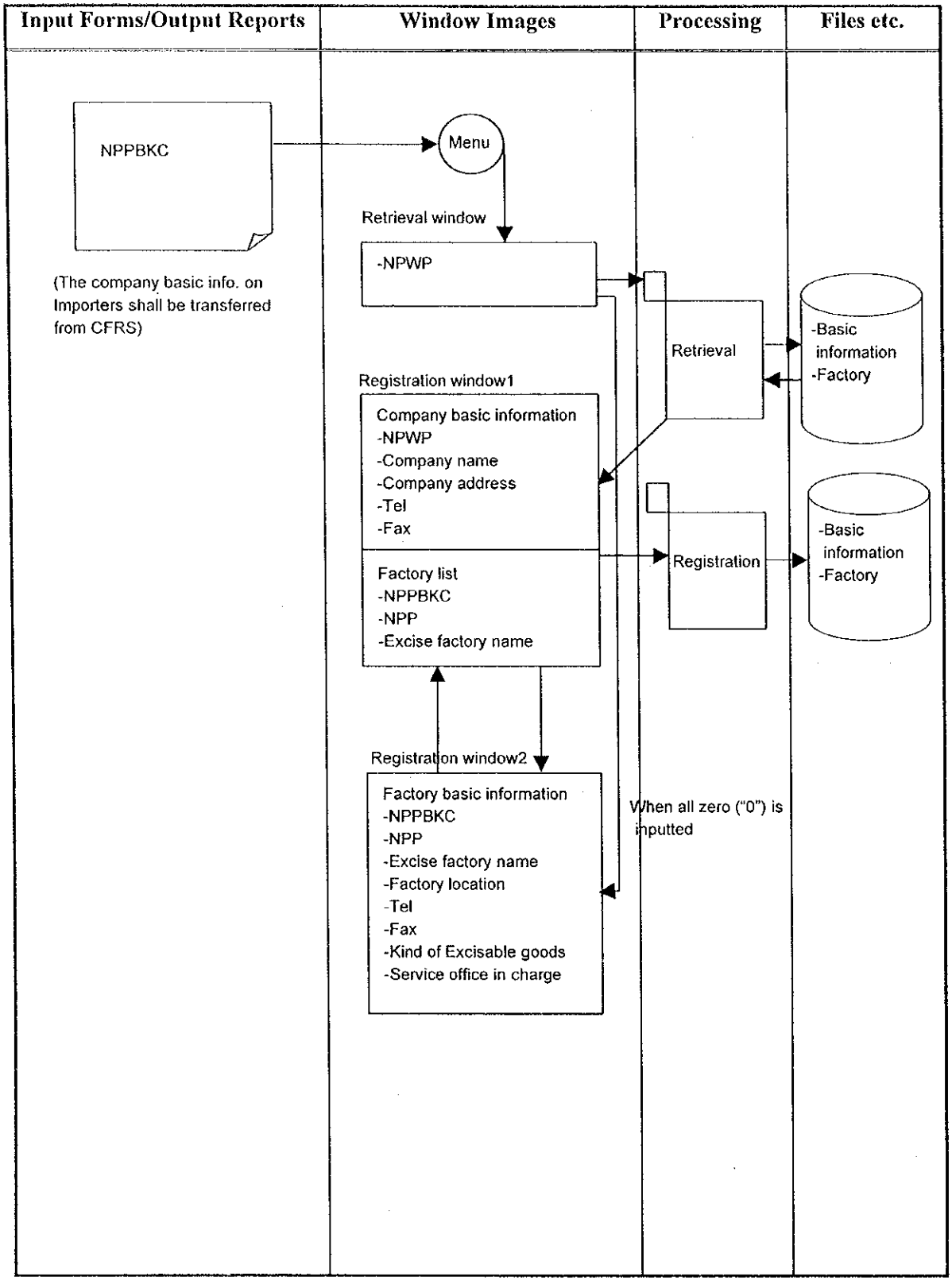

Figure 2.4.2-2: Process Diagram (Excise Company Registration)

Table 2.4.2-2: Process Summary (Excise Company Registration)(1/2)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP	CRT (Client)	• Registration window 1 ▫ Company basic info -NPWP -Company name -Address ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed on every new NPPBKC (B) Processing Procedure (1)Retrieval of company information and factory list When NPWP is inputted into Retrieval window, company information and factory list will be retrieved if this information was registered in advance. When all zero ("0") is inputted in the field for NPWP, which means NPWP is unknown, company information cannot be registered and a blank window to input factory info (Registration Window 2) will appear. (2) Registration of company info When company information is inputted into Registration window1, it will be checked and registered in the files. When the function to register new factory in the factory list is selected, a blank window to input Excise factory info will appear. (continued to the next page)	• Directorate must be Excise.	• Every new factory must be registered in this process. • Factory list consists of already registered factories and the function to register new factory.
2	• Registration window 1 ▫ Company basic info. -NPWP -Company name -Address ▫ Factory list	CRT (Client)	—	—	• Basic information • Factory			
			• Registration window 2 ▫ Excise factory information -NPPBKC -Factory name -Location	CRT (Client)	—			

Table 2.4.2-2: Process Summary (Excise Company Registration)(2/2)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Registration window 2 ▫ Excise factory information -NPPBKC -Factory name -Location	CRT (Client)	• Registration window 1 ▫ Company basic info -NPWP -Company name -Address ▫ Factory list	CRT (Client)	—	(3) Registration of Excise factory info When Excise factory information is inputted into Registration window 2 and registration function is executed, the window goes back to Registration Window 1. When the registration function in Registration Window 1 is executed, the information will be checked and registered in the file.	—	—

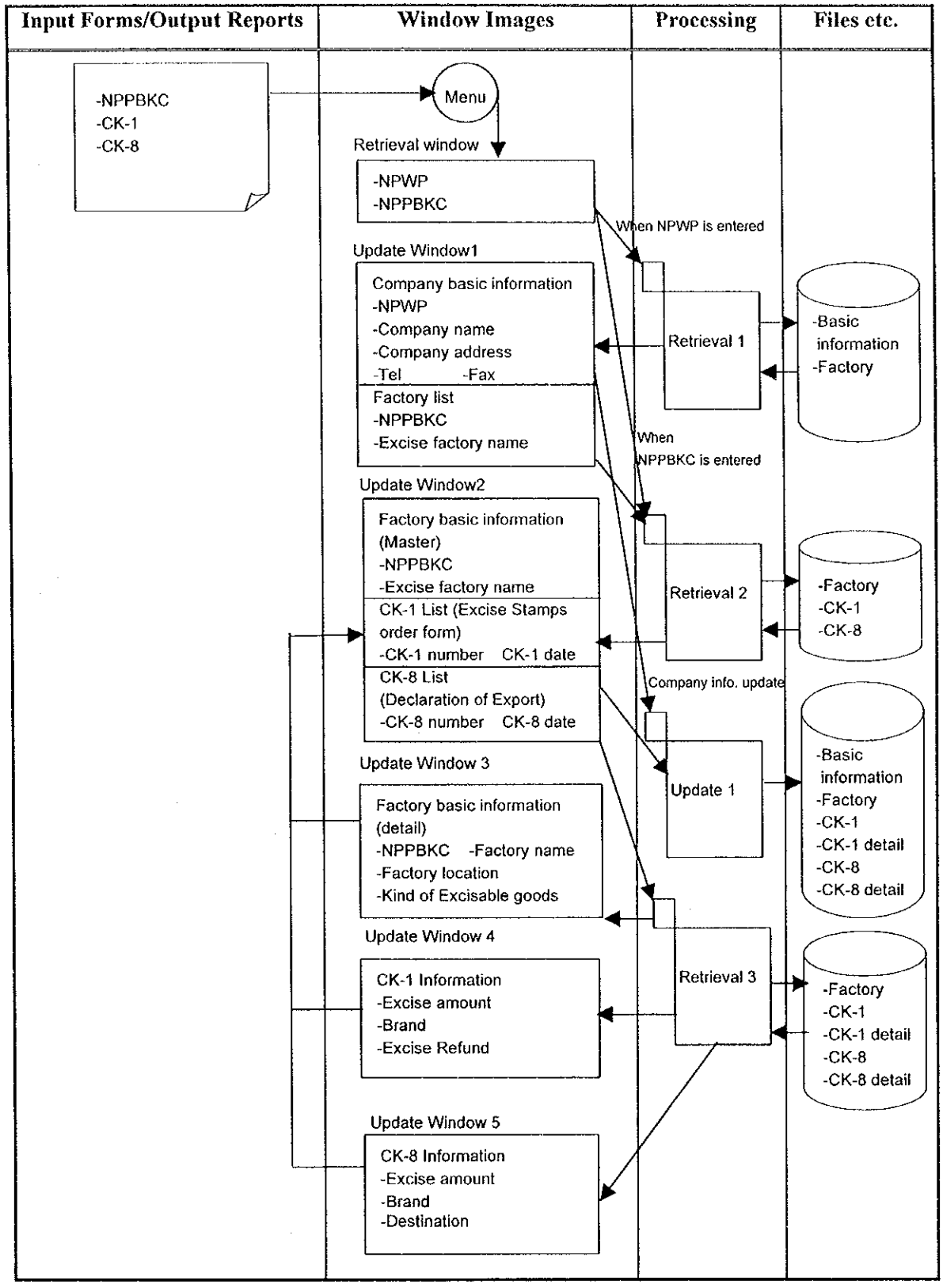

Figure 2.4.2-3: Process Diagram (Excise Company Update1)

Table 2.4.2-3: Process Summary (Excise Company Update1)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP ▫ NPPBKC	CRT (Client)	• Update Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed on every new CK-1/ CK-8 and when company information/ Excise factory information/ CK-1/ CK-8 need to be updated. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window, company information and factory list will be retrieved. When NPPBKC is inputted, Excise factory info(Master) with CK-1 list and CK-8 list will be retrieved. (2) Update of company information When company information is inputted into Update Window1, it will be checked and updated. When one of the factories is selected, Excise factory info (Master) with CK-1 list and CK-8 list will be retrieved. (continued to the next page)	• Directorate must be Excise. • Excise factory information must exist in the files before registering CK-1/ CK-8 data. • The information to be updated must exist in the files.	•NPWP and NPP-BKC cannot be updated in this process. They must be deleted first and registered again. •CK-1 list consists of already registered CK-1 numbers/
			• Update Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Factory • CK-1 • CK-8			
2	• Update Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	—	—	• Basic information			
			• Update Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Factory • CK-1 • CK-8			

Table 2.4.2-3: Process Summary (Excise Company Update1)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Update Window 2 ◦ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Update Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of Excise factory info (Detail)/ CK-1/ CK-8 When Excise factory information (Master) is selected, Excise factory information (Detail) will be retrieved. When one of CK-1 is selected, CK-1 information will be retrieved if it was inputted in advance. If not, a blank window to input CK-1 will appear. Likewise when one of CK-8 is selected, CK-8 information will be retrieved if it was inputted in advance.If not, a blank window to input CK-8 will appear. (4) Update of Excise factory info (Detail) When Excise factory info (Detail) is inputted into Update Window 3 and update function is executed, the window goes back to Update Window 2. When the update function in Update Window 2 is executed, the information will be checked and updated. (continued to the next page)	—	months of creation and the function to register new CK-1. CK-8 list consists of already registered CK-8 numbers/ months of creation and the functio n to register new CK-8.
			• Update Window 4 ▫ CK-1 information	CRT (Client)	• CK-1 • CK-1 detail			
			• Update Window 5 ▫ CK-8 information	CRT (Client)	• CK-8 • CK-8 detail			
			—	—	• Factory			
			—	—	• CK-1 • CK-1 detail			
			—	—	• CK-8 • CK-8 detail			

Table 2.4.2-3: Process Summary (Excise Company Update1)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
4	• Update Window 3 ▫ Excise factory info(Detail)	CRT (Client)	• Update Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	—	(5) Registration/ update of CK-1 information When CK-1 information is inputted into Update Window 4 and registration/ update function is executed, the window goes back to Update Window 2. When the registration/ update function in Update Window 2 is executed, the information will be checked and updated/ registered in the file. (6) Registration/ update of CK-8 information When CK-8 information is inputted into Update Window 5 and registration/ update function is executed, the window goes back to Update Window 2. When the registration/ update function in Update Window 2 is executed, the information will be checked and updated/ registered in the file.	—	—
5	• Update Window 4 ▫ CK-1 information	CRT (Client)	• Update Window 2 ▫ Excise factory info(Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	—			
6	• Update Window 5 ▫ CK-8 information	CRT (Client)	• Update Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	—			

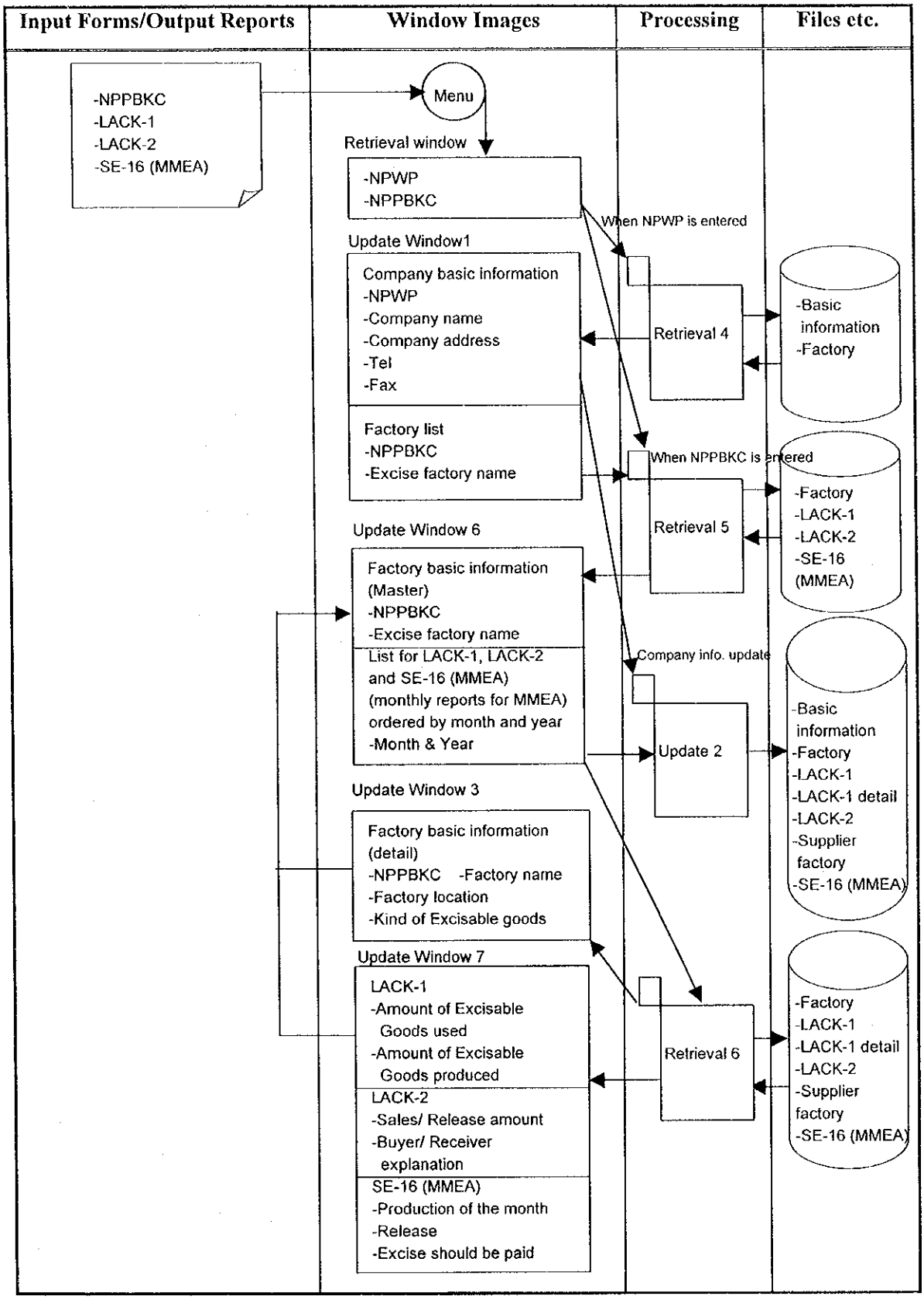

Figure 2.4.2-3: Process Diagram (Excise Company Update2)

Table 2.4.2-3: Process Summary (Excise Company Update2)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP ▫ NPPBKC	CRT (Client)	• Update Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed on every new LACK-1, LACK-2 and SE-16 (MMEA)and when company info/ Excise factory info/ LACK-1/ LACK-2/ SE-16 (MMEA) need to be updated. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window, company info and factory list will be retrieved. When NPPBKC is inputted, Excise factory info (Master) with list of LACK-1, LACK-2 and SE-16 (MMEA) will be retrieved. (2) Update of company information When company information is inputted into Update Window1, it will be checked and updated. When one of the factories is selected, Excise factory info (Master) with list of LACK-1, LACK-2 and SE-16 (MMEA) will be retrieved. (continued to the next page)	• Directorate must be Excise. • Excise factory information must exist in the file before registering LACK-1, LACK-2 and SE-16 (MMEA) data. • The information to be updated must exist in the files.	NPWP and NPP-BKC cannot be updated in this pro-cess. They must be deleted first and regis-tered again. List of LACK-1, LACK-2 and SE-16 (MME A)consi sts of the
			• Update Window 6 ▫ Factory basic info (Master) ▫ List of LACK-1, LACK-2 and SE-16(MMEA)	CRT (Client)	• Factory • LACK-1 • LACK-2 • SE-16 (MMEA)			
2	• Update Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	—	—	• Basic information			
			• Update Window 6 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16(MMEA)	CRT (Client)	• Factory • LACK-1 • LACK-2 • SE-16 (MMEA)			

Table 2.4.2-3: Process Summary (Excise Company Update2)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Update Window 6 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	• Update Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of Excise factory info (Detail)/ LACK-1, LACK-2 and SE-16 (MMEA) When Excise factory information (Master) is selected, Excise factory information (Detail) will be retrieved. When one of of the months of creation of LACK-1, LACK-2 and SE-16 (MMEA) is selected, the information on these will be retrieved if this information was inputted in advance. If not, a blank window to input LACK-1, LACK-2 and SE-16 (MMEA) will appear.	—	month of creation of these documents and the function to register new LACK-4, LACK-9 and SE-16(MMEA).
			• Update Window 7 ▫ LACK-1 information ▫ LACK-2 information ▫ SE-16 (MMEA) information	CRT (Client)	• LACK-1 • LACK-1 detail • LACK-2 • Supplier factory • SE-16 (MMEA)			
			—	—	• Factory			
			—	—	• LACK-1 • LACK-1 detail • LACK-2 • Supplier factory • SE-16 (MMEA)	(4) Update of Excise factory info (Detail) When Excise factory info (Detail) is inputted into Update Window 3 and update function is executed, the window goes back to Update Window 6. When the update function in Update Window 6 is executed, the information will be checked and updated in the file. (continued to the next page)		

Table 2.4.2-3: Process Summary (Excise Company Update2)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
4	• Update Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Update Window 6 ▫ Excise factory info (Master)	CRT (Client)	—	(5) Registration/ update of LACK-1, LACK-2 and SE-16 (MMEA) When information on LACK-1, LACK-2 and SE-16 (MMEA) is inputted into Update Window 7 and registration/ update function is executed, the window goes back to Update Window 6. When the registration/ update function in Update Window 6 is executed, the information will be checked and registered/ updated in the files.	—	—
5	• Update Window 7 ▫ LACK-1 information ▫ LACK-2 information ▫ SE-16 (MMEA) information	CRT (Client)	• Update Window 6 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	—			

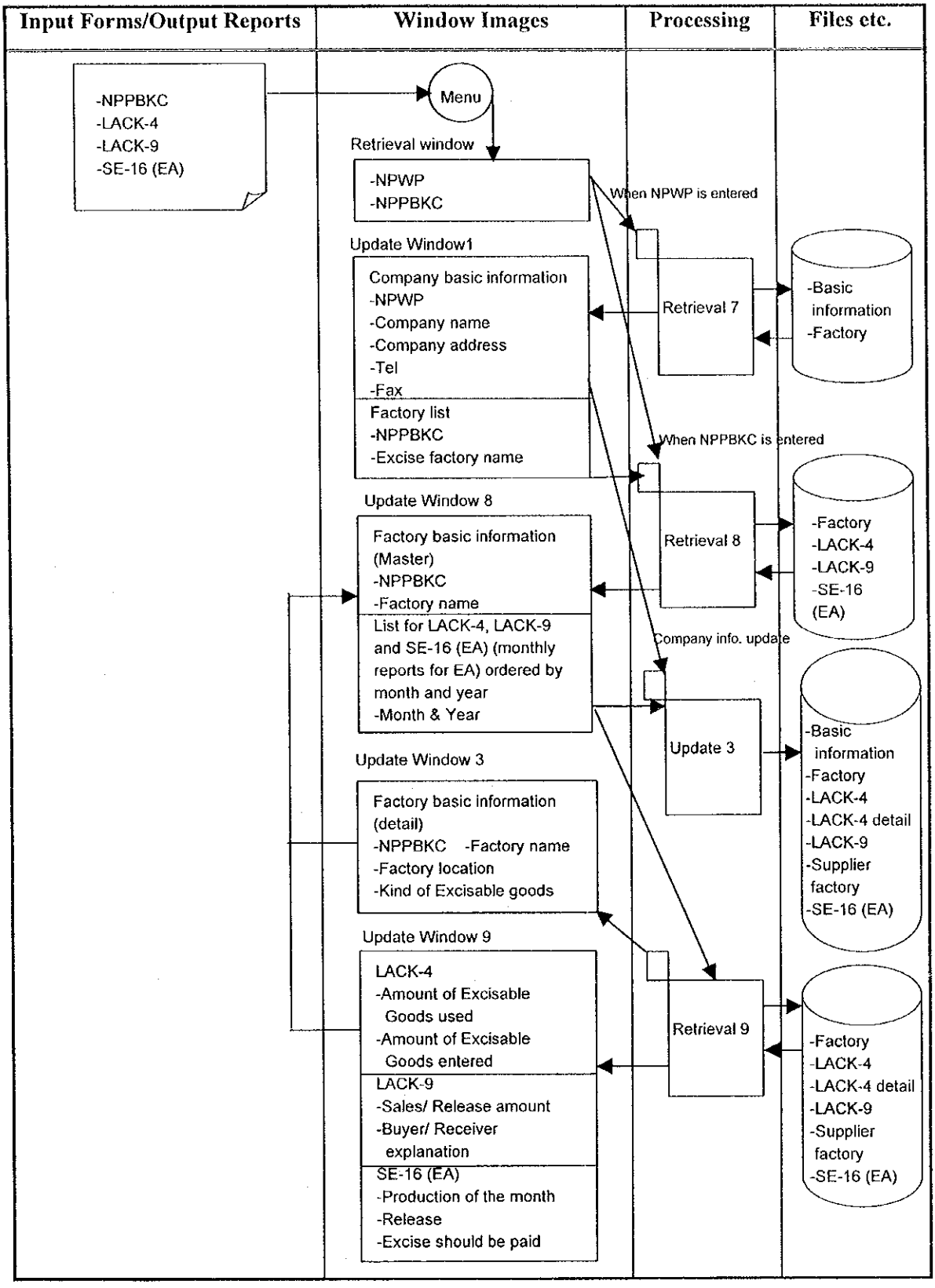

Figure 2.4.2-3: Process Diagram (Excise Company Update3)

Table 2.4.2-3: Process Summary (Excise Company Update3)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP ▫ NPPBKC ▫ NPP	CRT (Client)	• Update Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed on every new LACK-4, LACK-9 and SE-16 (EA) and when company information/ Excise factory information/ LACK-4/ LACK-9/ SE-16 (EA) need to be updated. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window, company information and factory list will be retrieved. When NPPBKC or NPP is inputted, Excise factory info (Master) with list of LACK-4, LACK-9 and SE-16 (EA) will be retrieved. (2) Update of company information When company information is inputted into Update Window1, it will be checked and updated. When one of the factories is selected, Excise factory info (Master) with list of LACK-4, LACK-9 and SE-16 (EA) will be retrieved. (continued to the next page)	• Directorate must be Excise. • Excise factory information must exist in the file before registering LACK-4, LACK-9 and SE-16 (EA) data. • The information to be updated must exist in the files.	NPWP and NPP-BKC cannot be updated in this process. They must be deleted first and registered again.
			• Update Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	• Factory • LACK-4 • LACK-9 • SE-16 (EA)			
2	• Update Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	—	—	• Basic information			
			• Update Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	• Factory • LACK-4 • LACK-9 • SE-16 (EA)			

Table 2.4.2-3: Process Summary (Excise Company Update3)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Update Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	• Update Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of Excise factory info (Detail)/ LACK-4, LACK-9 and SE-16 (EA) When Excise factory information (Master) is selected, factory basic information (Detail) will be retrieved. When one of the months of creation of LACK-4, LACK-9 and SE-16 (EA) is selected is the information on these will be retrieved if it was inputted in advance. If not, a blank window to input LACK-4, LACK-9 and SE-16 (EA) will appear. (4) Update of Excise factory info (Detail) When Excise factory info (Detail) is inputted into Update Window 3, and update function is executed, the window goes back to Update Window 8. When Update function in Update Window 8 is executed, the information will be checked and updated. (continued to the next page)	—	List of LACK-4, LACK-9 and SE-16 (EA) consists of the months of creation of these documents and the function to register new LACK-4, LACK-9 and SE-16 (EA).
			• Update Window 9 ▫ LACK-4 information ▫ LACK-9 information ▫ SE-16 (EA) information	CRT (Client)	• LACK-4 • LACK-4 detail • LACK-9 • Supplier factory • SE-16 (EA)			
			—	—	• Factory			
			—	—	• LACK-4 • LACK-4 detail • LACK-9 • Supplier factory SE-16 (EA)			
4	• Update Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Update Window 8 ▫ Excise factory info (Master)	CRT (Client)	—			

Table 2.4.2-3: Process Summary (Excise Company Update3)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
5	• Update Window 9 ▫ LACK-4 information ▫ LACK-9 information ▫ SE-16 (EA) information	CRT (Client)	• Update Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	—	(5) Registration/ update LACK-4, LACK-9 and SE-16 (EA) When information on LACK-4, LACK-9 and SE-16 (EA) is inputted into Update Window 9 and registration/ update function is executed, the window goes back to Update Window 8. When the registration/ update function in Update Window 8 is executed, the information will be checked and updated/ registered in the files.	—	—

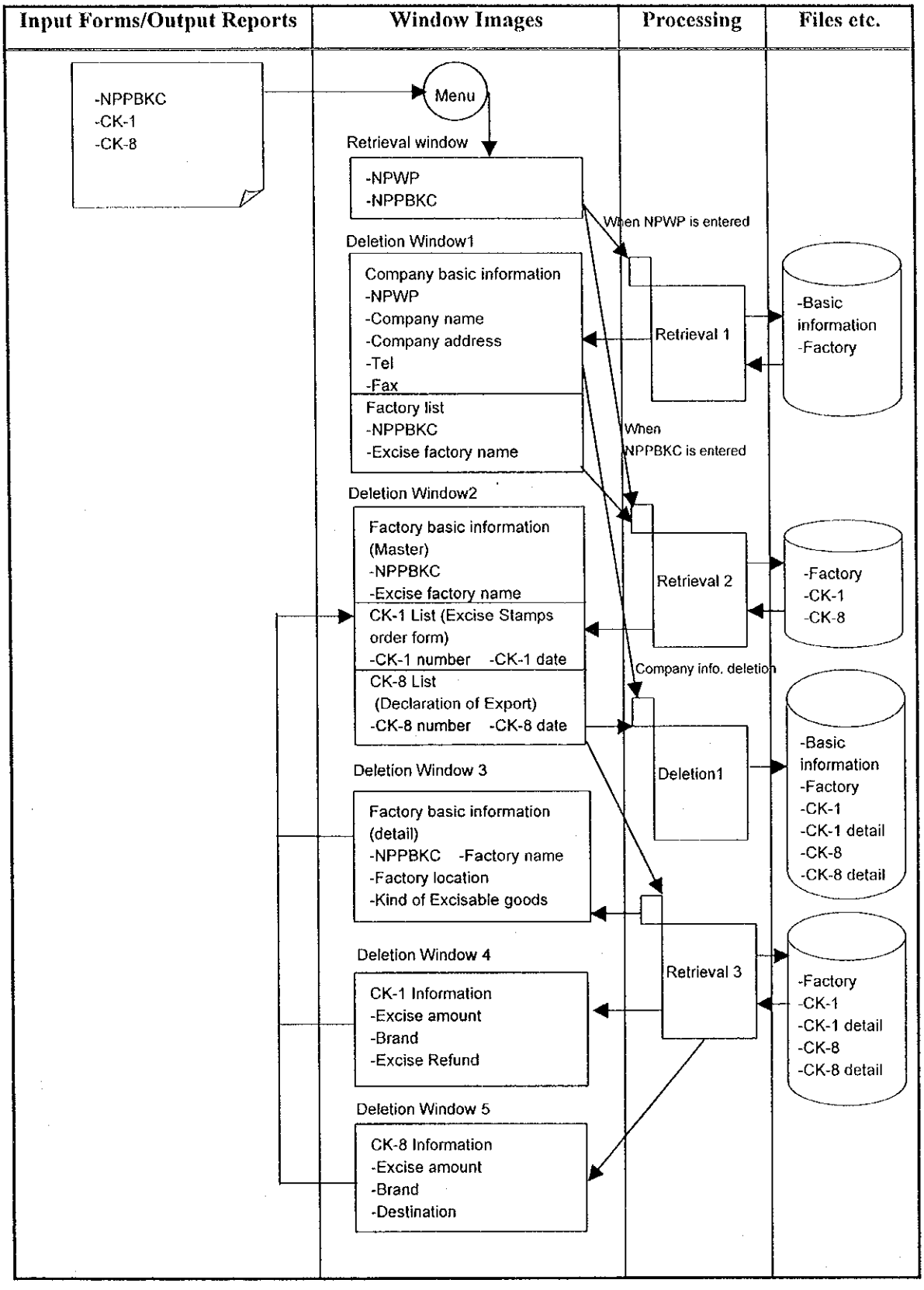

Figure 2.4.2-4: Process Diagram (Excise Company Deletion1)

Table 2.4.2-4: Process Summary (Excise Company Deletion1)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP ▫ NPPBKC	CRT (Client)	• Deletion Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed when company information/ Excise factory information or CK-1/ CK-8 information need to be deleted. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window, company information and factory list will be retrieved. When NPPBKC is inputted, Excise factory info (Master) with CK-1 list and CK-8 list will be retrieved. (2) Deletion of company information When the deletion function in Deletion Window 1 is executed, company information will be deleted. When one of the factories is selected, Excise factory info (Master) with CK-1 list and CK-8 list will be retrieved. (continued to the next page)	• Directorate must be Excise. • The information to be deleted must exist in the files. • Excise factory information cannot be deleted when it has child information (e.g., CK-1, LACK-1, SE-16). • Company information cannot be deleted when it has related Excise factory information.	• List of CK-1 consists of already registered CK-1 numbers/ months of creation. • List of CK-8 consists of already registered CK-8 numbers/ months of creation.
			• Deletion Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Factory • CK-1 • CK-8			
2	• Deletion Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	—	—	• Basic information			
			• Deletion Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Factory • CK-1 • CK-8			

Table 2.4.2-4: Process Summary (Excise Company Deletion1)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Deletion Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Deletion Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of Excise factory info (Detail)/ CK-1/ CK-8 When Excise factory information (Master) is selected, Excise factory information (Detail) will be retrieved. When one of CK-1 is selected, CK-1 information will be retrieved. Likewise when one of CK-8 is selected, CK-8 information will be retrieved. (4) Deletion of factory information When the deletion function in Deletion Window 3 is executed, the window goes back to Deletion Window 2. When the deletion function in Deletion Window 2 is executed, the information will be deleted from the file. (continued to the next page)	—	—
			• Deletion Window 4 ▫ CK-1 information	CRT (Client)	• CK-1 • CK-1 detail			
			• Deletion Window 5 ▫ CK-8 information	CRT (Client)	• CK-8 • CK-8 detail			
			—	—	• Factory			
			—	—	• CK-1 • CK-1 detail			
			—	—	• CK-8 • CK-8 detail			

Table 2.4.2-4: Process Summary (Excise Company Deletion1)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
4	• Deletion Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Deletion Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	—	(5) Deletion of CK-1 information When the deletion function in Deletion Window 4 is executed, the window goes back to Deletion Window 2. When the deletion function in Deletion Window 2 is executed, the information will be deleted from the file. (6) Deletion of CK-8 information When the deletion function in Deletion Window 5 is executed, the window goes back to Deletion Window 2. When the deletion function in Deletion Window 2 is executed, the information will be deleted from the file.	—	—
5	• Deletion Window 4 ▫ CK-1 information	CRT (Client)	• Deletion Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	—			
6	• Deletion Window 5 ▫ CK-8 information	CRT (Client)	• Deletion Window 2 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	—			

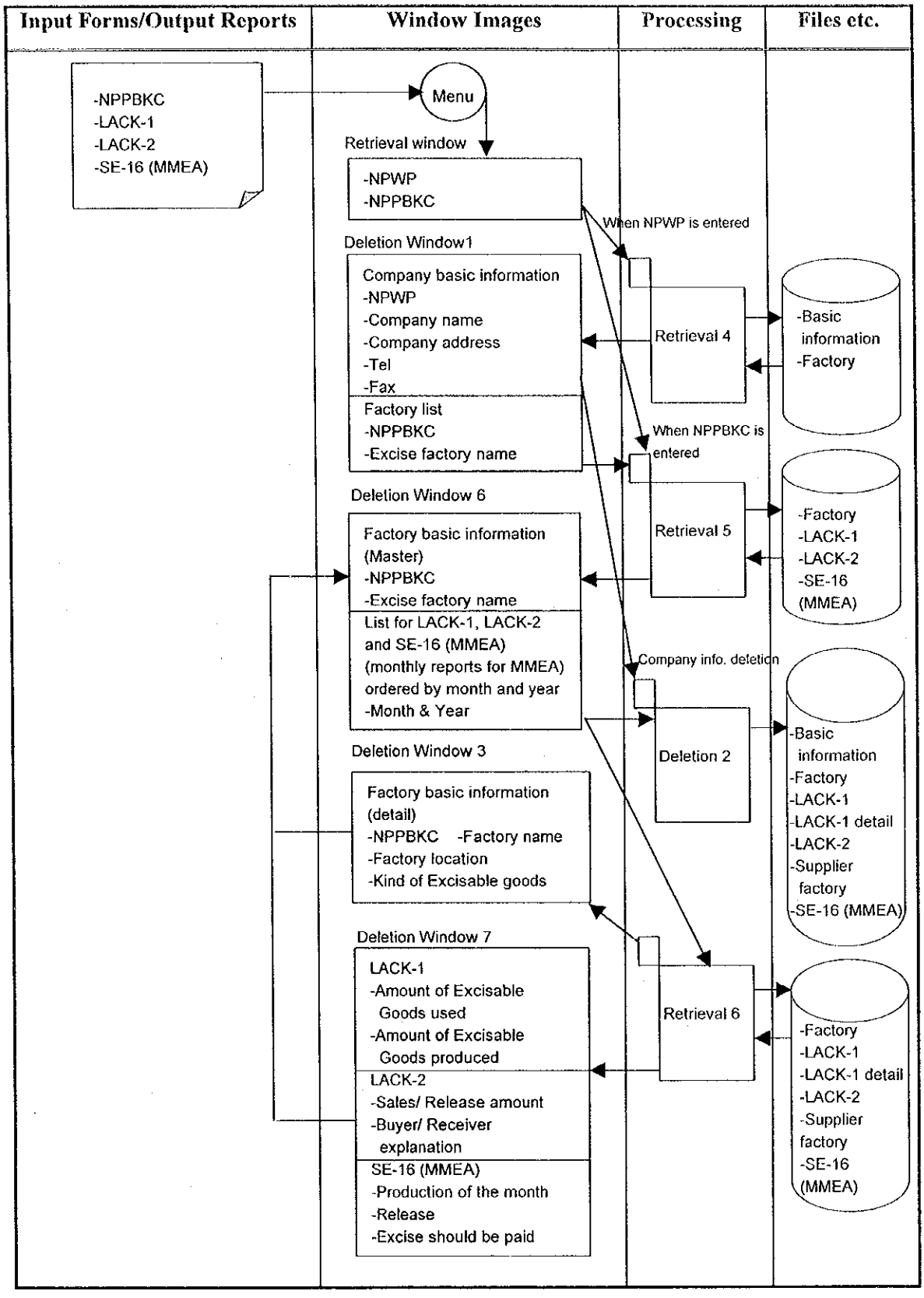

Figure 2.4.2-4: Process Diagram (Excise Company Deletion2)

Table 2.4.2-4: Process Summary (Excise Company Deletion2)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP ▫ NPPBKC	CRT (Client)	• Deletion Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed when company information/ Excise factory information or LACK-1, LACK-2 and SE-16 (MMEA) need to be deleted. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window, company information and factory list will be retrieved. When NPPBKC is inputted, Excise factory info (Master) with list of LACK-1, LACK-2 and SE-16 (MMEA) will be retrieved. (2) Deletion of company information When the deletion function in Deletion Window 1 is executed, company information will be deleted. When one of the factories is selected, Excise factory info (Master) with list of LACK-1, LACK-2 and SE-16 (MMEA) will be retrieved. (continued to the next page)	• Directorate must be Excise. • The information to be deleted must exist in the files. • Excise factory information cannot be deleted when it has child information (e.g., CK-1, LACK-1, SE-16 (MMEA)). • Company information cannot be deleted when it has related Excise factory information.	List of LACK-1, LACK-2 and SE-16 (MMEA) consists of months of creation of these documents.
			• Deletion Window 6 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	• Factory • LACK-1 • ALCK-2 • SE-16 (MMEA)			
2	• Deletion Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	—	—	• Basic information			
			• Deletion Window 6 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	• Factory • LACK-1 • ALCK-2 • SE-16 (MMEA)			

Table 2.4.2-4: Process Summary (Excise Company Deletion2)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Deletion Window 6 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	• Deletion Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of Excise factory info (Detail)/ LACK-1, LACK-2 and SE-16 (MMEA) When Excise factory information (Master) is selected, Excise factory information (Detail) will be retrieved. When one of the months of creation of LACK-1, LACK-2 and SE-16 (MMEA) is selected, the information on these will be retrieved. (4)Deletion of Excise factory info (Detail) When the deletion function in Deletion Window 3 is executed, the window goes back to Deletion Window 6. When the deletion function in Deletion Window 6 is executed, the information will be deleted from the files. (continued to the next page)	—	—
			• Deletion Window 7 ▫ LACK-1 information ▫ LACK-2 information ▫ SE-16 (MMEA) information		• LACK-1 • LACK-1 detail • LACK-2 • Supplier factory • SE-16 (MMEA)			
			—	—	• Factory			
			—	—	• LACK-1 • LACK-1 detail • LACK-2 • Supplier factory • SE-16 (MMEA)			

Table 2.4.2-4: Process Summary (Excise Company Deletion2)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
4	• Deletion Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Deletion Window 6 ▫ Excise factory info (Master)	CRT (Client)	—	(5) Deletion of information on LACK-1, LACK-2 and SE-16 (MMEA) When the deletion function in Deletion Window 7 is executed, the window goes back to Deletion Window 6. When the deletion function in Deletion Window 6 is executed, the information will be deleted from the files.	—	—
5	• Deletion Window 7 ▫ LACK-1 information ▫ LACK-2 information ▫ SE-16 (MMEA) information	CRT (Client)	• Deletion Window 6 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	—			

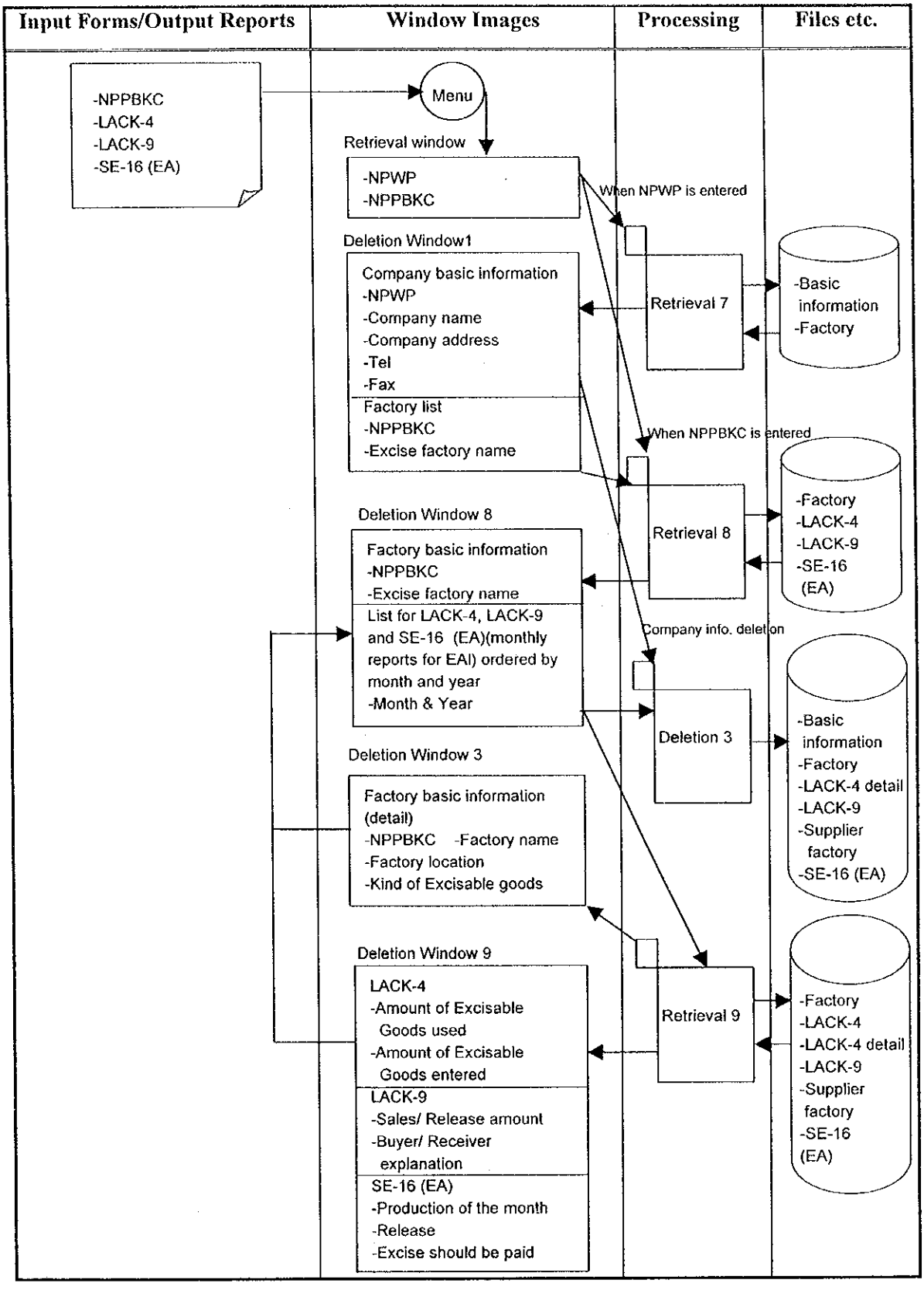

Figure 2.4.2-4: Process Diagram (Excise Company Deletion3)

Table 2.4.2-4: Process Summary (Excise Company Deletion3)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window ▫ NPWP ▫ NPPBKC ▫ NPP	CRT (Client)	• Deletion Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed when company information/ Excise factory information or information on LACK-4, LACK-9 and SE-16 (EA) for need to be deleted. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window, company information and factory list will be retrieved. When NPPBKC or NPP is inputted, Excise factory info (Master) with list of LACK-4, LACK-9 and SE-16 (EA) will be retrieved. (2) Deletion of company information When the deletion function in Deletion Window1 is executed, company information will be deleted. When one of the factories is selected, Excise factory info (Master) with list of LACK-4, LACK-9 and SE-16 (EA) will be retrieved. (continued to the next page)	• Directorate must be Excise. • The information to be deleted must exist in the files. • Excise factory information cannot be deleted when it has child information (e.g., CK-1, LACK-1, SE-16 (EA)). • Company information cannot be deleted when it has related factory information.	List of LACK-4, LACK-9 and SE-16 (EA) consists of the months of creation of these documents.
			• Deletion Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	• Factory • LACK-4 • LACK-9 • SE-16 (EA)			
2	• Deletion Window 1 ▫ Basic information ▫ Factory list	CRT (Client)	—	—	• Basic information			
			• Deletion Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	• Factory • LACK-4 • LACK-9 • SE-16 (EA)			

Table 2.4.2-4: Process Summary (Excise Company Deletion3)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Deletion Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	• Update Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of Excise factory info (Detail)/ LACK-4, LACK-9 and SE-16 (EA) When Excise factory information (Master) is selected, Excise factory information (Detail) will be retrieved. When one of the months of creation of LACK-4, LACK-9 and SE-16 (EA) is selected, the information on these will be retrieved. (4) Deletion of Excise factory info (Detail) When the deletion function in Deletion Window 3 is executed, the window goes back to Deletion Window 8. When the deletion function in Window 8 is executed, the information will be deleted from the files. (continued to the next page)	—	—
			• Deletion Window 9 ▫ LACK-4 information ▫ LACK-9 information ▫ SE-16 (EA) information	CRT (Client)	• LACK-4 • LACK-4 detail • LACK-9 • Supplier factory • SE-16 (EA)			
			—	—	• Factory			
			—	—	• LACK-4 • LACK-4 detail • LACK-9 • Supplier factory • SE-16 (EA)			

Table 2.4.2-4: Process Summary (Excise Company Deletion3)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
4	• Update Window 3 ▫ Excise factory info (Detail)	CRT (Client)	• Update Window 8 ▫ Excise factory info (Master)	CRT (Client)	—	(5) Deletion of LACK-4, LACK-9 and SE-16 (EA) When the deletion function in Deletion Window 9 is executed, the window goes back to Deletion Window 8. When the deletion function in Window 8 is executed, the information will be deleted from the files.	—	—
5	• Deletion Window 9 ▫ LACK-4 information ▫ LACK-9 information ▫ SE-16 (EA) information	CRT (Client)	• Deletion Window 8 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16 (EA)	CRT (Client)	—			

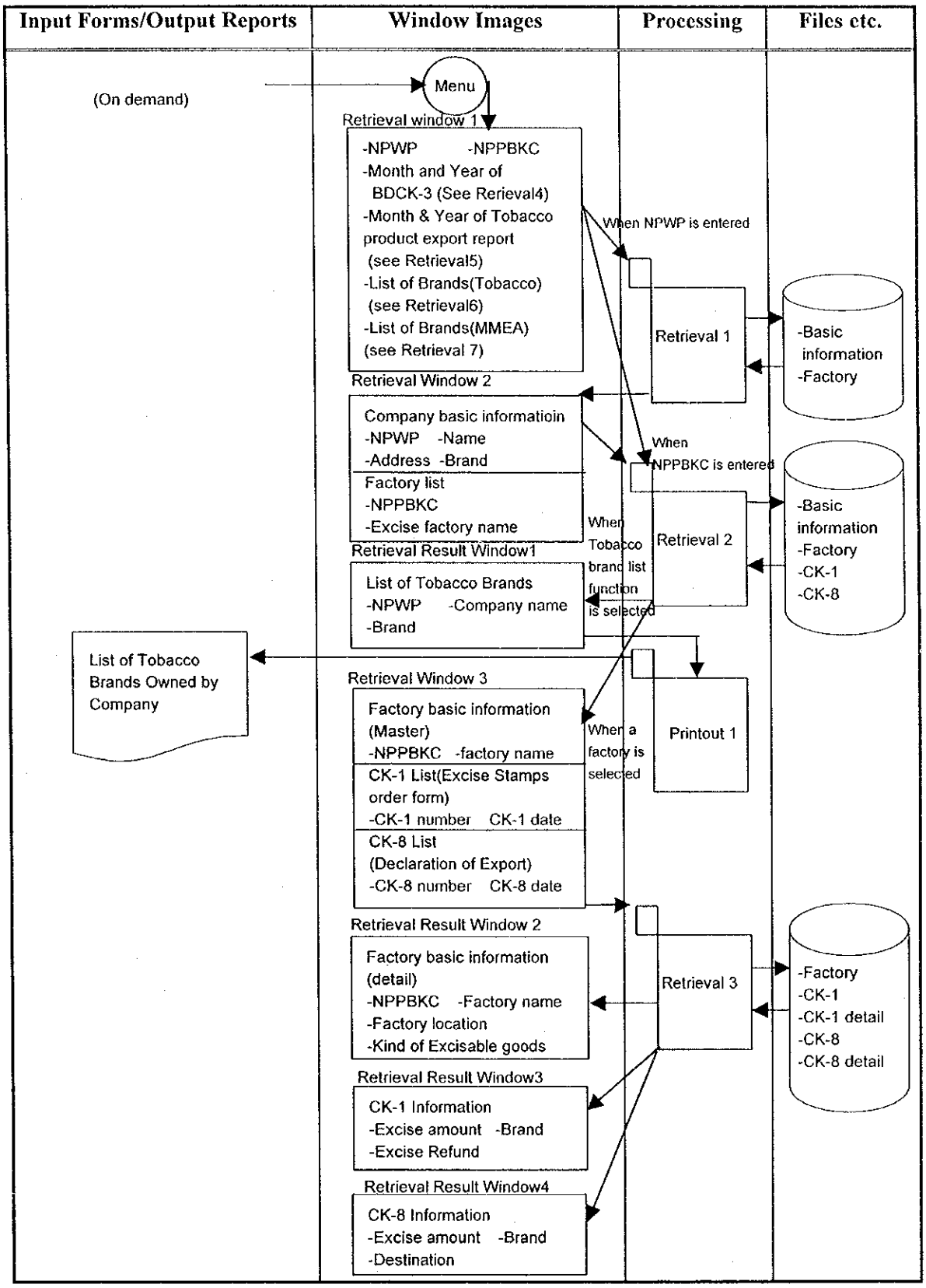

Figure 2.4.2-5: Process Diagram (Excise Company Retrieval1)

Table 2.4.2-5: Process Summary (Excise Company Retrieval1)(1/2)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window 1 ▫ NPWP ▫ NPPBKC	CRT (Client)	• Retrieval Window 2 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed when company basic info/ Excise factory info/ List of Tobacco Brands Owned by Company/ CK-1/ CK-8 need to be outputted. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window 1, company information and factory list will be retrieved. When NPPBKC is inputted, Excise factory info (Master) with CK-1 list and CK-8 list will be retrieved. (2) Retrieval of Factory basic info (Master)/ CK-1 list/ CK-8 list / List of Tobacco Brands Owned by Company: When one of the factories is selected, Excise factory info (Master) with CK-1 list and CK-8 list will be retrieved. When the function to retrieve List of Tobacco Brands Owned by Company is executed, the list will appear.	• The information to be retrieved must exist in the files.	• List of CK-1 consists of already registered CK-1 numbers/ months of creation. • List of CK-8 consists of already registered CK-8 numbers/ months of creation.
			• Retrieval Window 3 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Factory • CK-1 • CK-8			
2	• Retrieval Window 2 ▫ Basic information ▫ Factory list	CRT (Client)	• Retrieval Window 3 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Factory • CK-1 • CK-8			
			• Retrieval Result Window 1 ▫ List of Tobacco Brands Owned by Company	CRT (Client)	• Basic information • Factory • CK-1 • CK-8			

Table 2.4.2-5: Process Summary (Excise Company Retrieval1)(2/2)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Retrieval Window 3 ▫ Excise factory info (Master) ▫ CK-1 list ▫ CK-8 list	CRT (Client)	• Retrieval Result Window 2 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of factory info (Detail)/ CK-1/ CK-8 When factory is selected, factory information (Detail) will be retrieved. When one of CK-1 is selected, CK-1 information will be retrieved. Likewise when one of CK-8 is selected, CK-8 information will be retrieved. (4) Printout of List of Tobacco Brands Owned by Company If the printout function in Retrieval Result Window 1 is executed, List of Tobacco Brands Owned by Company will be printed out.	—	—
			• Retrieval Result Window 3 ▫ CK-1 information	CRT (Client)	• CK-1 • CK-1 detail			
			• Retrieval Result Window 4 ▫ CK-8 information	CRT (Client)	• CK-8 • CK-8 detail			
4	• Retrieval Result Window 1	CRT (Client)	• List of Tobacco Brands ▫ List of Tobacco Brands Owned by Company	Printer (Client)	—			

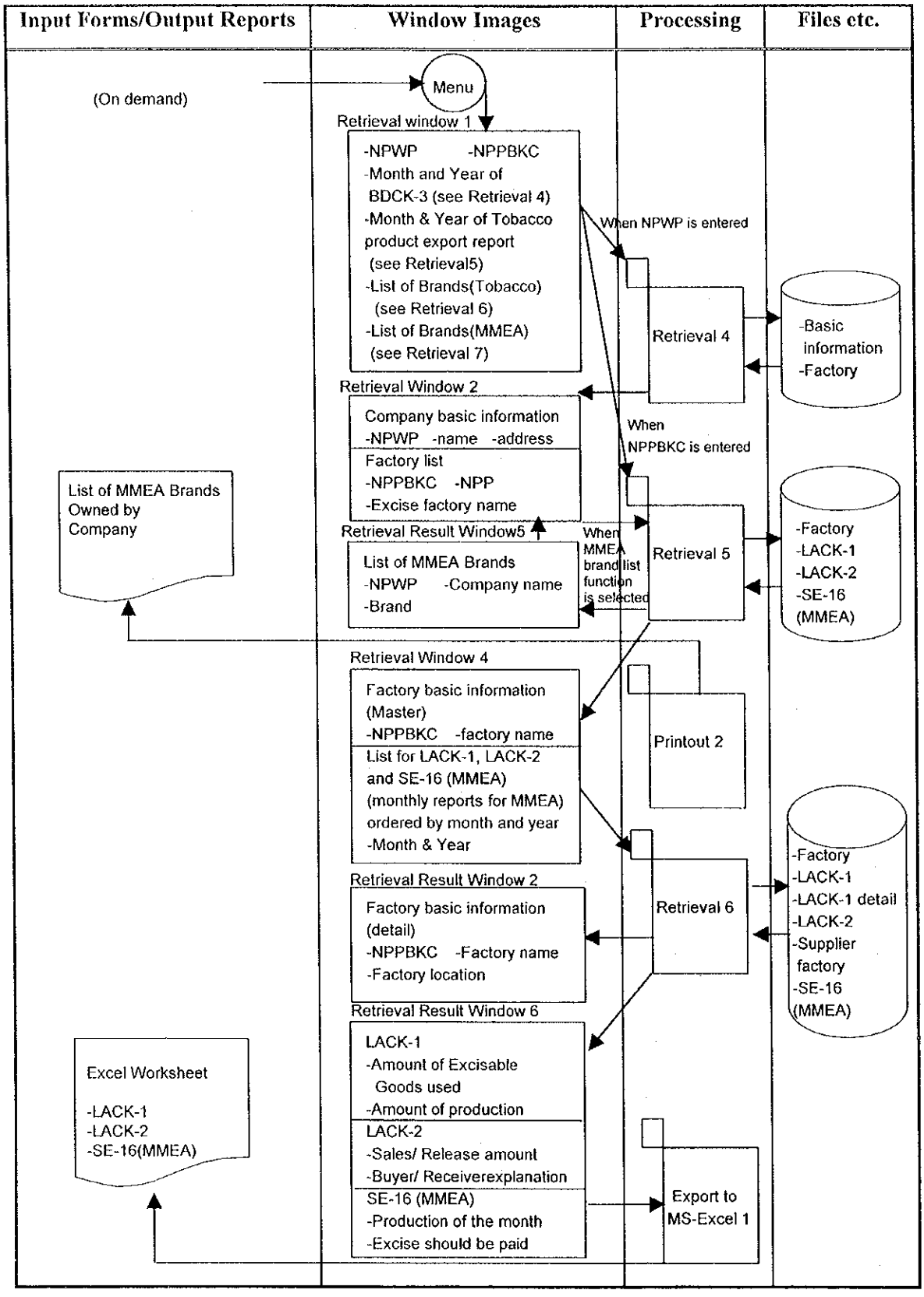

Figure 2.4.2-5: Process Diagram (Excise Company Retrieval2)

Table 2.4.2-5: Process Summary (Excise Company Retrieval2)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window 1 ▫ NPWP ▫ NPPBKC	CRT (Client)	• Retrieval Window 2 ▫ Basic info ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed when company info/ Excise factory info/ List of MMEA Brands Owned by Company/ LACK-1/ LACK-2/ SE-16(MMEA) needs to be outputted. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window 1, company info and factory list will be retrieved. When NPPBKC is inputted, Excise factory info (Master) with list of LACK-1, LACK-2 and SE-16 (MMEA) for will be retrieved. (2) Retrieval of factory info (Master) / list of LACK-1, LACK-2 and SE-16 (MMEA) When one of the factories in Retrieval Window 2 is selected, Excise factory info (Master) with list of LACK-1, LACK-2 and SE-16 (MMEA) will be retrieved. When the function to retrieve List of MMEA Brands Owned by Company is executed, the list will appear. (continued to the next page)	• The information to be retrieved must exist in the files.	List of LACK-1, LACK-2 and SE-16 (MMEA) consists of the months of creation of these documents.
			• Retrieval Window 4 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	• Factory • LACK-1 • LACK-2 • SE-16 (MMEA)			
2	• Retrieval Window 2 ▫ Basic information ▫ Factory list	CRT (Client)	• Retrieval Window 4 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	• Factory • LACK-1 • LACK-2 • SE-16 (MMEA)			
			• Retrieval Result Window 5 ▫ List of MMEA Brands Owned by Company	CRT (Client)	• Basic information • Factory • SE-16 (MMEA)			

Table 2.4.2-5: Process Summary (Excise Company Retrieval2)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Retrieval Window 4 ▫ Excise factory info (Master) ▫ List of LACK-1, LACK-2 and SE-16 (MMEA)	CRT (Client)	• Retrieval Result Window 2 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of factory info (Detail)/ LACK-1, LACK-2 and SE-16 (MMEA) When factory is selected, factory info (Detail) will be retrieved. When one of months of creation of LACK-1, LACK-2 and SE-16 (MMEA) in Retrieval Window 4 is selected, LACK-1, LACK-2 and SE-16 (MMEA) information will be retrieved. (4) Printout of List of MMEA Brands Owned by Company If the printout function in Retrieval Result Window 5 is executed, List of MMEA Brands Owned by Company will be printed out. (continued to the next page)	—	—
			• Retrieval Result Window 6 ▫ LACK-1 information ▫ LACK-2 information ▫ SE-16 (MMEA) information	CRT (Client)	• LACK-1 • LACK-1 detail • LACK-2 • Supplier factory • SE-16 (MMEA)			
4	• Retrieval Result Window 5	CRT (Client)	• List of MMEA Brands ▫ List of Brands Owned by Company (MMEA) -Company name -MMEA brand	Printer (Client)	—		—	—

Table 2.4.2-5: Process Summary (Excise Company Retrieval2)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
5	• Retrieval Result Window 6	CRT (Client)	• LACK-1, LACK-2 and SE-16 (MMEA) o LACK-1 information o LACK-2 information o SE-16 (MMEA) information	MS-Excel (Client)	—	(5) Export of LACK-1, LACK-2 and SE-16 (MMEA) If the "Export to Excel" function in Retrieval Result Window 6 is executed, Monthly Report for Based on LACK-1, LACK-2 and SE-16 (MMEA) will be exported to MS-Excel.	—	—

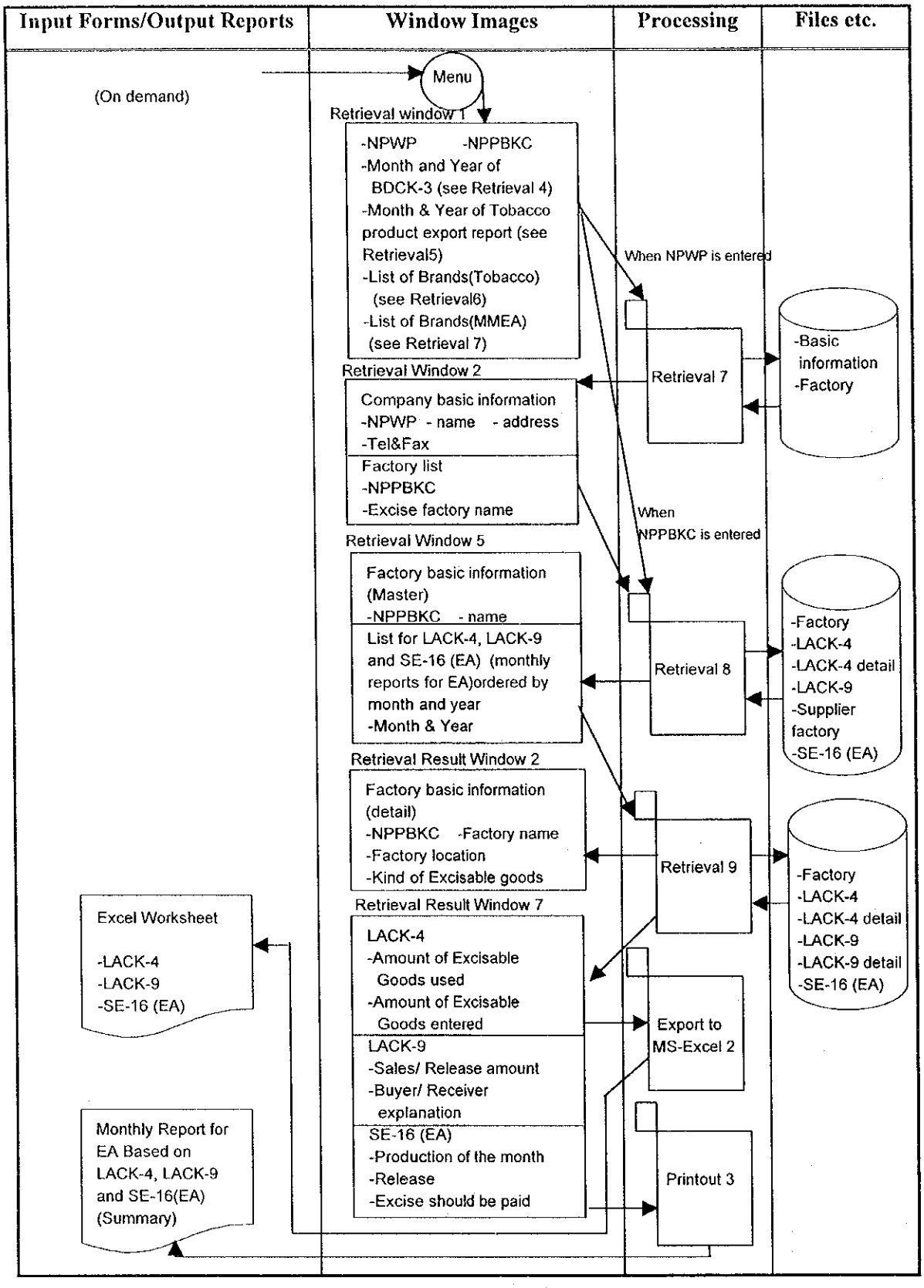

Figure 2.4.2-5: Process Diagram (Excise Company Retrieval3)

Table 2.4.2-5: Process Summary (Excise Company Retrieval3)(1/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window 1 ▫ NPWP ▫ NPPBKC ▫ NPP	CRT (Client)	• Retrieval Window 2 ▫ Basic information ▫ Factory list	CRT (Client)	• Basic information • Factory	(A) Processing Unit Processed when company basic info/ Excise factory info/ LACK-4/ LACK-9/ SE-16 (EA)/ Monthly Report for Based on LACK-4, LACK-9 and SE-16(EA) needs to be outputted. (B) Processing Procedure (1)Retrieval of company information When NPWP is inputted into Retrieval Window 1, company information and factory list will be retrieved. When NPPBKC or NPP is inputted, Excise factory info (Master) with list of LACK-4, LACK-9 and SE-16(EA) will be retrieved. (2) Retrieval of factory basic info (Master)/ list of LACK-4, LACK-9 and SE-16 (EA) When one of the factories in Retrieval Window 2 is selected, Excise factory information with list of LACK-4, LACK-9 and SE-16(EA) will be retrieved. (continued to the next page)	• The information to be retrieved must exist in the files.	List of LACK-4, LACK-9 and SE-16(EA) consists of the months of creation of these documents.
			• Retrieval Window 5 ▫ Excise factory info(Master) ▫ List of LACK-4, LACK-9 and SE-16(EA)	CRT (Client)	• Factory • LACK-4 • LACK-6 • SE-16(EA)			
2	• Retrieval Window 2 ▫ Basic information ▫ Factory list	CRT (Client)	• Retrieval Window 5 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16(EA)	CRT (Client)	• Factory • LACK-4 • LACK-6 • SE-16(EA)			

Table 2.4.2-5: Process Summary (Excise Company Retrieval3)(2/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
3	• Retrieval Window 5 ▫ Excise factory info (Master) ▫ List of LACK-4, LACK-9 and SE-16(EA)	CRT (Client)	• Retrieval Result Window 2 ▫ Excise factory info (Detail)	CRT (Client)	• Factory	(3) Retrieval of factory (Detail)LACK-4, LACK-9 and SE-16(EA) When factory is selected, factory basic info (Detail) will be retrieved. When one of months of creation of LACK-4, LACK-9 and SE-16(EA) in Retrieval Window 4 is selected, LACK-4, LACK-9 and SE-16(EA) information will be retrieved. (continued to the next page)	—	—
			• Retrieval Result Window 7 ▫ LACK-4 information ▫ LACK-9 information ▫ SE-16(EA) information	CRT (Client)	• LACK-4 • LACK-4 detail • LACK-9 • Supplier factory • SE-16(EA)			

Table 2.4.2-5: Process Summary (Excise Company Retrieval3)(3/3)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
4	• Retrieval Result Window 7	CRT (Client)	• Monthly Report for Based on LACK-4, LACK-9 and SE-16(EA) (Summary) ▫ LACK-4 information ▫ LACK-9 information ▫ SE-16 (EA)	Printer (Client)	—	(4) Printout of Monthly Report for Based on LACK-4, LACK-9 and SE-16(EA)(Summary)/ Export of LACK-4, LACK-9 and SE-16(EA) If the printout function in Retrieval Result Window 7 is executed, Monthly Report for Based on LACK-4, LACK-9 and SE-16(EA) (Summary) will be printed out. If "Export to Excel" function is executed, LACK-4, LACK-9 and SE-16(EA) will be exported to MS-Excel.	—	—
			• LACK-4, LACK-9 and SE-16(EA) ▫ LACK-4 ▫ LACK-9 ▫ SE-16(EA)	MS-Excel (Client)	—			

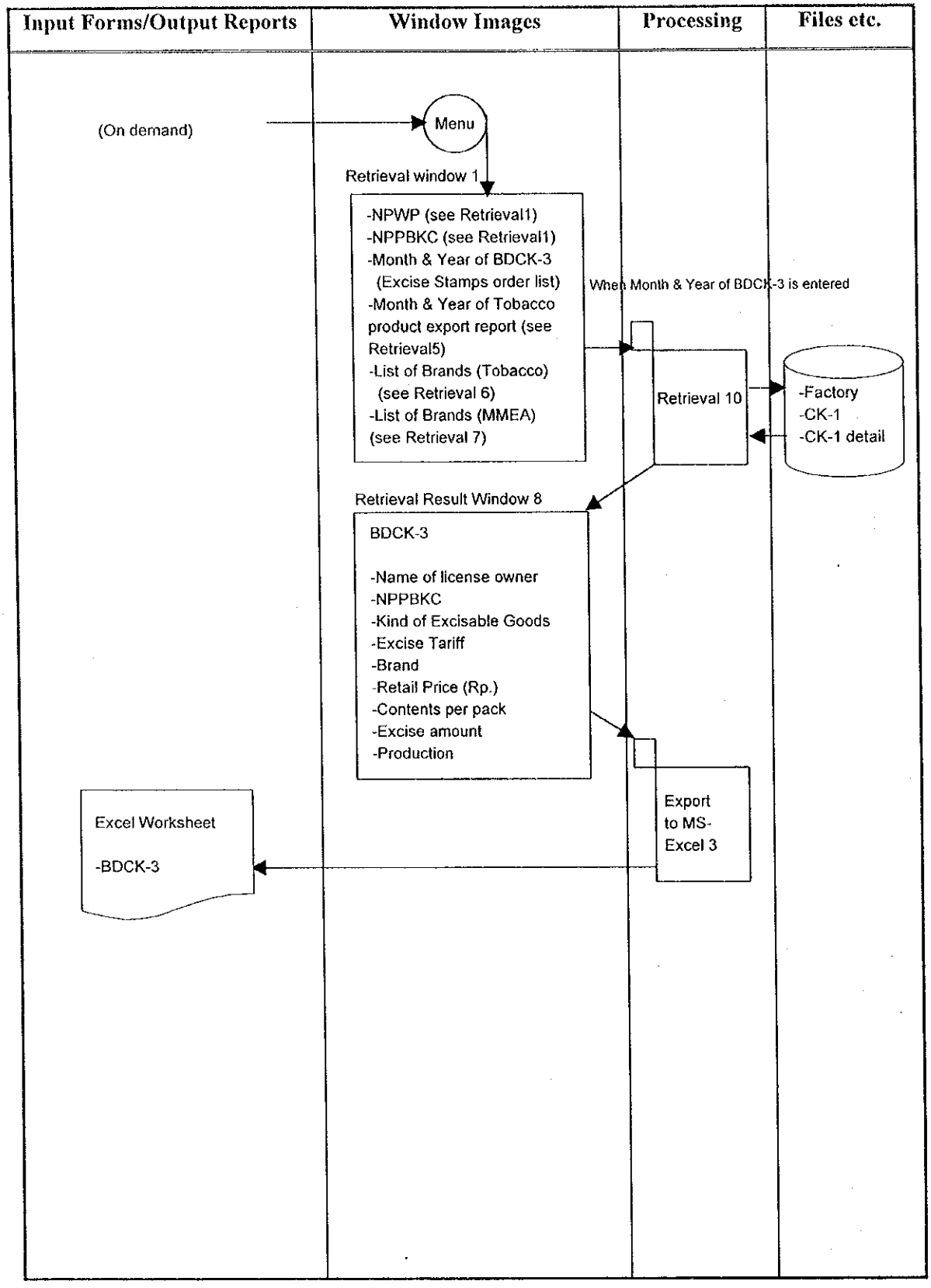

Figure 2.4.2-5: Process Diagram (Excise Company Retrieval4)

Table 2.4.2-5: Process Summary (Excise Company Retrieval4)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window 1 ▫ Month & Year of BDCK-3	CRT (Client)	• Retrieval Result Window 8 ▫ BDCK-3 -NPPBKC -Tariff -Tobacco brand -Excise amount	CRT (Client)	• Factory • CK-1 • CK-1 detail	(A) Processing Unit Processed when monthly report (BDCK-3) needs to be outputted. (B) Processing Procedure (1)Retrieval of BDCK-3 (Excise Stamps order list) When the month and year of BDCK-3 is inputted into Retrieval Window 1, BDCK-3 information will be retrieved. (2) Export of BDCK-3 If "Export to Excel" function in Retrieval Result Window 8 is executed, BDCK-3 will be exported to MS-Excel.	• The information to be retrieved must exist in the files.	—
2	• Retrieval Result Window 8	CRT (Client)	• BDCK-3 ▫ BDCK-3 -NPPBKC -Tariff -Tobacco brand -Excise amount	MS-Excel (Client)	—			

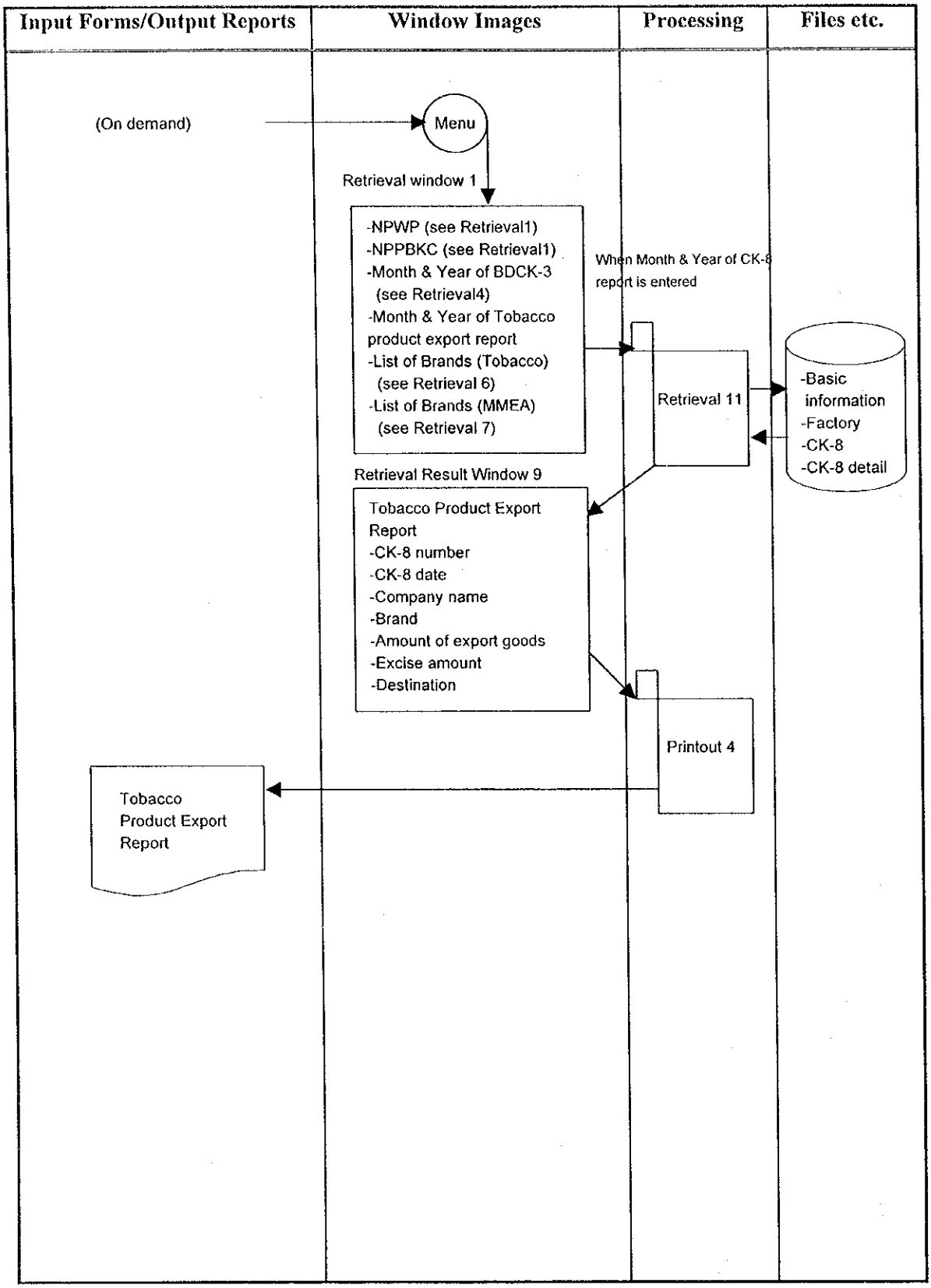

Figure 2.4.2-5: Process Diagram (Excise Company Retrieval5)

Table 2.4.2-5: Process Summary (Excise Company Retrieval5)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window 1 ▫ Month & Year of Tobacco product export report	CRT (Client)	• Retrieval Result Window 9 ▫ Tobacco product export report -CK-8 number -Company name -Excise amount -Destination	CRT (Client)	• Basic information • Factory • CK-8 • CK-8 detail	(A) Processing Unit Processed when monthly report (Tobacco Product Export Report) needs to be outputted. (B) Processing Procedure (1)Retrieval of Tobacco Product Export Report When the month and year of Tobacco Product Export Report is inputted into Retrieval Window 1, the information on the report will be retrieved. (2) Printout of Tobacco Product Export Report If the the printout function in Retrieval Result Window 9 is executed, Tobacco Product Export Report will be printed out.	• The information to be retrieved must exist in the files.	—
2	• Retrieval Result Window 9	CRT (Client)	• Tobacco Product Export Report ▫ Tobacco Product Export Report -CK-8 number -Company name -Excise amount -Destination	Printer (Client)	—			

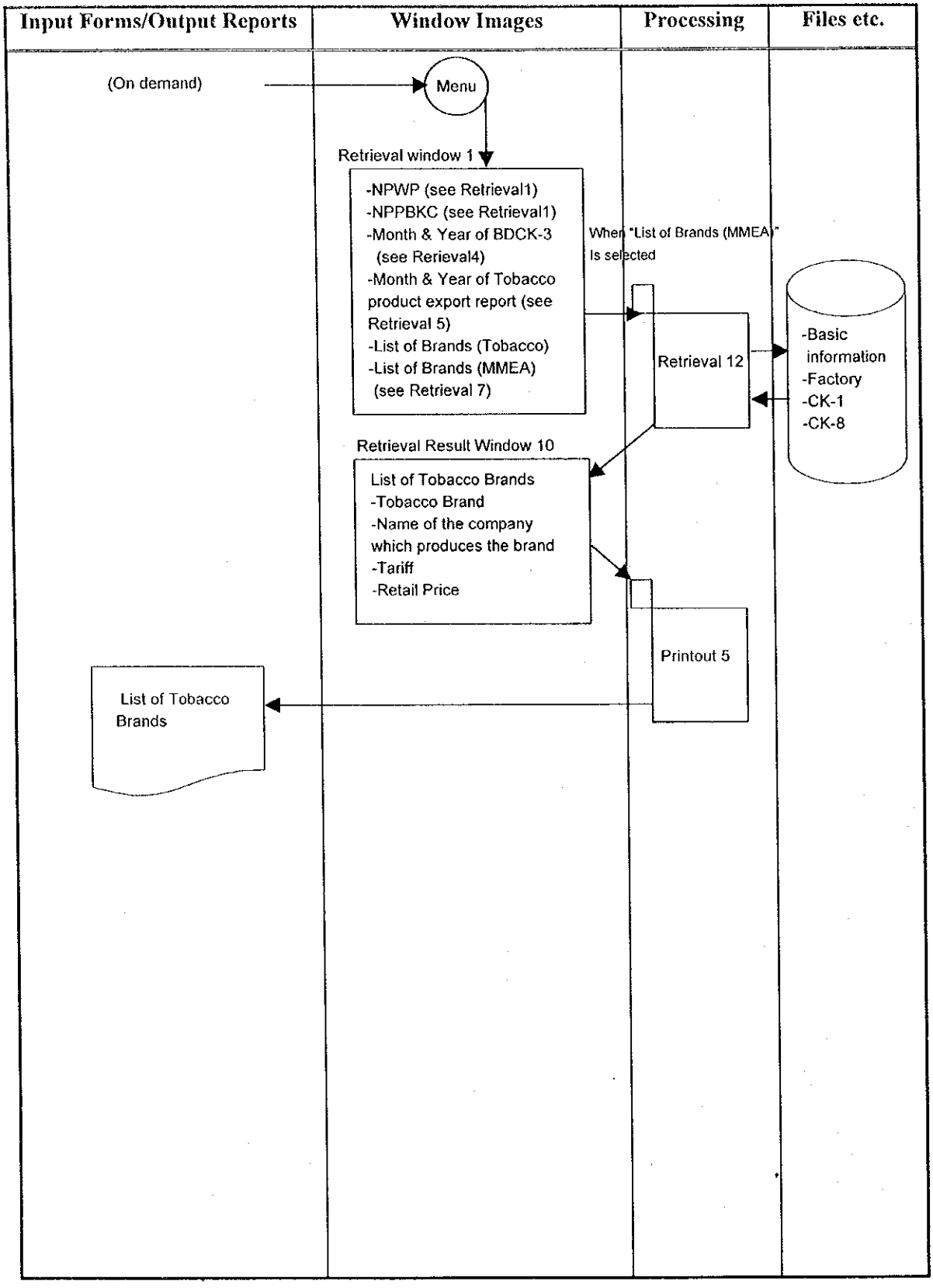

Figure 2.4.2-5: Process Diagram (Excise Company Retrieval6)

Table 2.4.2-5: Process Summary (Excise Company Retrieval6)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window 1 ▫ Tobacco brand	CRT (Client)	• Retrieval Result Window 10 ▫ List of Tobacco Brands -Tobacco brand -Company name -Tariff -Retail price	CRT (Client)	• Basic information • Factory • CK-1 • CK-1 detail • CK-8 • CK-8 detail	(A) Processing Unit Processed when List of Tobacco Brands needs to be outputted. (B) Processing Procedure (1)Retrieval of List of Tobacco Brands When a function to retrieve List of Tobacco Brands in Retrieval Winodw 1 is selected, the list will be retrieved. (2) Printout of List of Tobacco Brands If the printout function in Retrieval Result Window 10 is executed, List of Tobacco Brands will be printed out.	• The information to be retrieved must exist in the files.	—
2	• Retrieval Result Window 10	CRT (Client)	• List of Tobacco Brands ▫ List of Tobacco Brands -Tobacco brand -Company name -Tariff -Retail price	Printer (Client)	—			

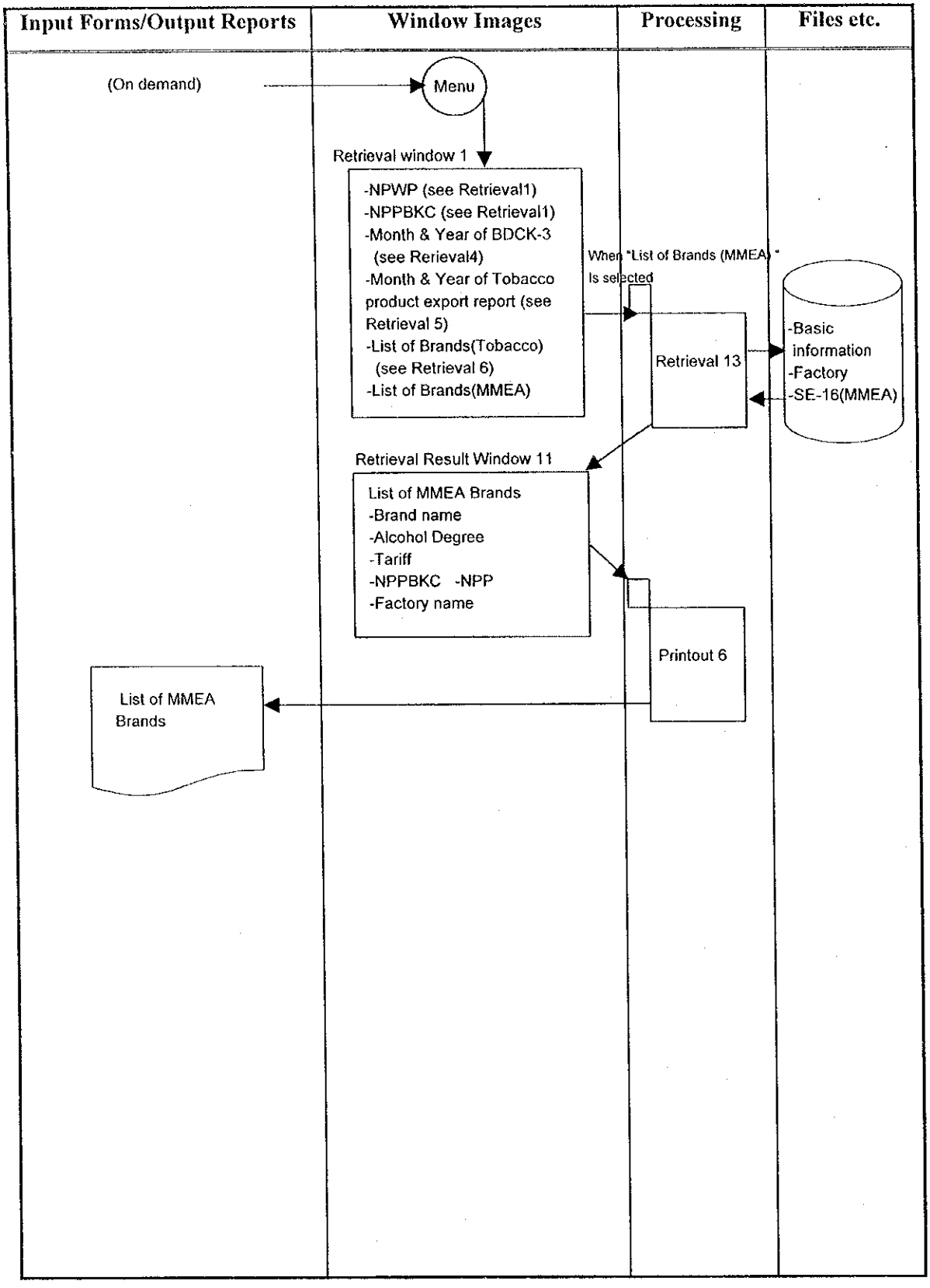

Figure 2.4.2-5: Process Diagram (Excise Company Retrieval7)

Table 2.4.2-5: Process Summary (Excise Company Retrieval7)

No.	Input		Output		Files	Process Procedure	Process Condition	Notes
	Input Data	Input from:	Output Data	Output to:				
1	• Retrieval Window 1 ▫ MMEA brand	CRT (Client)	• Retrieval Result Window 11 ▫ List of MMEA Brands -MMEA brand -Company name -Tariff -Alcohol degree	CRT (Client)	• Basic information • Factory • SE-16 (MMEA)	(A) Processing Unit Processed when List of MMEA Brands needs to be outputted. (B) Processing Procedure (1)Retrieval of List of MMEA Brands When a function to retrieve List of MMEA Brands in Retrieval Window 1 is selected, the list will be retrieved. (2) Printout of List of MMEA Brands If the printout function in Retrieval Result Window 11 is executed, List of MMEA Brands will be printed out.	• The information to be retrieved must exist in the files.	—
2	• Retrieval Result Window 11	CRT (Client)	• List of MMEA Brands ▫ List of MMEA Brands -MMEA brand -Company name -Tariff -Alcohol degree	Printer (Client)	—			

Table 2.4.2-6: List of Windows (1/2)

No.	Window Code	Window Name	Input/ Output			Window Type	Note
			Input & Output	Input	Output		
1	WE011410	Excise Company Registration (Retrieval Window)		✓		Card Pattern	Common
2	WE011110	Excise Company Registration (Registration Window 1)	✓			Slip Pattern	Common
3	WE011120	Excise Company Registration (Registration Window 2)		✓		Card Pattern	Common
4	WE012410	Excise Company Update (Retrieval Window)		✓		Card Pattern	Common
5	WE012210	Excise Company Update (Update Window 1)	✓			Slip Pattern	Common
6	WE012220	Excise Company Update (Update Window 2)	✓			Slip Pattern	Tobacco
7	WE012230	Excise Company Update (Update Window 3)	✓			Card Pattern	Common
8	WE012240	Excise Company Update (Update Window 4)	✓			Card Pattern	Tobacco
9	WE012250	Excise Company Update (Update Window 5)	✓			Card Pattern	Tobacco
10	WE012260	Excise Company Update (Update Window 6)	✓			Slip Pattern	MMEA
11	WE012270	Excise Company Update (Update Window 7)	✓			Card Pattern	MMEA
12	WE012280	Excise Company Update (Update Window 8)	✓			Slip Pattern	EA
13	WE012290	Excise Company Update (Update Window 9)	✓			Card Pattern	EA
14	WE013410	Excise Company Deletion (Retrieval Window)		✓		Card Pattern	Common
15	WE013310	Excise Company Deletion (Deletion Window 1)	✓			Slip Pattern	Common
16	WE013320	Excise Company Deletion (Deletion Window 2)	✓			Slip Pattern	Tobacco
17	WE013330	Excise Company Deletion (Deletion Window 3)	✓			Card Pattern	Common
18	WE013340	Excise Company Deletion (Deletion Window 4)	✓			Card Pattern	Tobacco
19	WE013350	Excise Company Deletion (Deletion Window 5)	✓			Card Pattern	Tobacco

Table 2.4.2-6: List of Windows (2/2)

No.	Window Code	Window Name	Input/ Output			Window Type	Note
			Input & Output	Input	Output		
20	WE013360	Excise Company Deletion (Deletion Window 6)	✓			Slip Pattern	MMEA
21	WE013370	Excise Company Deletion (Deletion Window 7)	✓			Card Pattern	MMEA
22	WE013380	Excise Company Deletion (Deletion Window 8)	✓			Slip Pattern	EA
23	WE013390	Excise Company Deletion (Deletion Window 9)	✓			Card Pattern	EA
24	WE014410	Excise Company Retrieval (Retrieval Window 1)		✓		Card Pattern	Common
25	WE014420	Excise Company Retrieval (Retrieval Window 2)	✓			Slip Pattern	Common
26	WE014430	Excise Company Retrieval (Retrieval Window 3)	✓			Slip Pattern	Tobacco
27	WE014440	Excise Company Retrieval (Retrieval Window 4)	✓			Slip Pattern	MMEA
28	WE014450	Excise Company Retrieval (Retrieval Window 5)	✓			Slip Pattern	EA
29	WE014510	Excise Company Retrieval (Retrieval Resut Window 1)			✓	List Pattern	Tobacco
30	WE014520	Excise Company Retrieval (Retrieval Resut Window 2)			✓	Card Patern	Common
31	WE014530	Excise Company Retrieval (Retrieval Resut Window 3)			✓	Card Pattern	Tobacco
32	WE014540	Excise Company Retrieval (Retrieval Resut Window 4)			✓	Card Pattern	Tobacco
33	WE014550	Excise Company Retrieval (Retrieval Resut Window 5)			✓	List Pattern	MMEA
34	WE014560	Excise Company Retrieval (Retrieval Resut Window 6)			✓	Card Pattern	MMEA
35	WE014570	Excise Company Retrieval (Retrieval Resut Window 7)			✓	Card Pattern	EA
36	WE014580	Excise Company Retrieval (Retrieval Resut Window 8)			✓	List Pattern	Tobacco
37	WE014590	Excise Company Retrieval (Retrieval Resut Window 9)			✓	List Pattern	Tobacco
38	WE014511	Excise Company Retrieval (Retrieval Resut Window 10)			✓	List Pattern	Tobacco
39	WE014521	Excise Company Retrieval (Retrieval Resut Window 11)			✓	List Pattern	MMEA

Table 2.4.2-7: List of Reports

No.	Report Code	Report No.	Report Name	Output Place	Output Cycle	Report Pattern	Paper Size	Notes
1	RE014010	—	Tobacco Product Export Report *Laporan Expor Hasil Tembakau*	Head Office	Monthly	List Pattern	A4	Tobacco
2	RE014020	—	List of Tobacco Brands Owned by Company *Merek merek Hasil tembakau yang Dimiliki Perusahaan*	Head Office	On demand	List Pattern	A4	Tobacco
3	RE014030	—	List of Tobacco Brands *Daftar Merek Hasil tembakau*	Head Office	On demand	List Pattern	A4	Tobacco
4	RE014040	—	List of MMEA Brands Owned by Company *Merek merek MMEA yang Dimiliki Perusahaan*	Head Office	On demand	List Pattern	A4	MMEA
5	RE014050	—	List of MMEA Brands *Daftar Merek MMEA*	Head Office	On demand	List Pattern	A4	MMEA
6	RE014060	—	Monthly report for EA based on LACK-4, LACK-9 and SE-16 *Laporan Bulanan EA Berdasarkan LACK-4, LACK-9 dan SE-16*	Head Office	Monthly	n/a	A3	EA

2.5 Prevention and Investigation Job Group

2.5.1 Design policy and circumstances

2.5.1.1 Current service

The Prevention and Investigation Directorate is in charge of all the customs law enforcement activities based on the Customs law, the Excise law and other related customs/excise laws and regulations. Their main tasks and functions are to carry out patrol at ports and airports or on the sea and to examine commercial cargoes, passengers and crews in order to prevent and combat smuggling of narcotics, psychotropic substances, firearms and other prohibited goods or violations against the laws. In according with customs surveillance and examination, serious violations are investigated further by the customs authority to send suspects to the court as the criminal case.

The study was mainly conducted in the Head Office by holding interviews with the Prevention and Investigation Directorate.

2.5.1.2 Job function after Computerization

The outline of main changes in job flows after systemization, considered in Basic Investigation Phase, were as follows:

- To retrieve any information (company profile, violation, PIB/PEB, manifest, etc.) on-line in the process of analyzing and issuing NI/NHI (Intelligence Sub Directorate);
- To retrieve any information (company profile, violation, etc.) on-line in the process of managing Past record (Intelligence Sub Directorate);
- To retrieve cargo status on-line in the process of monitoring the Import customs clearance (Intelligence Sub Directorate);
- To retrieve profiles (importer, exporter, customs broker, etc.) on-line in the process of targeting and monitoring the operation and investigation (Operation, Prohibited and Restricted Goods Supervising, and Investigation Sub Directorate);
- To retrieve NI/NHI information (content of NI/NHI, its result, etc.) on-line in the process of monitoring NI/NHI (Intelligence Sub Directorate).
- To retrieve Inter island transportation (destination, goods, etc.) on-line in the process of monitoring transportation (Intelligence Sub Directorate);
- To input company information into CIS and to keep it up-to-date for the on-line retrieval. These kind of companies are managed as integrated information:
    - Importer
    - Exporter
    - Shipping line company
- To input violation information into CIS and to keep it as a record for on-line retrieval;
- To input NI/NHI information into CIS and to keep it as a record for monitoring and analyzing customs clearance;
- To input manifest information into CIS to keep it as a record for analyzing customs clearance;
- To input physical examination information into CIS to keep it as a record for analyzing customs clearance.

The following processes would be added in the second stage:

- Arrival/Departure of Means of Transportation Management / Monitor
- Bay Plan Management / Monitor
- Investigation Management / Monitor
- AWB Management / Monitor

- Foreign Exporter Management / Monitor
- Intelligence Report Monitor
- Intelligence list-book Management / Monitor
- B/L Management / Monitor
- Intelligence process-note Management / Monitor
- Sea Patrol Management / Monitor
- Operation Management / Monitor
- Informant Information Management / Monitor
- International Agency Management / Monitor
- RILO Management / Monitor
- Police and Other Organization Management / Monitor
- Modus Operandi Management / Monitor
- Court Decision Management / Monitor
- Passenger and Border Crosser Management / Monitor

2.5.1.3 Details of design (phase I)

The circumstances of investigation for jobs targeted for computerization are described below.

The system Design Phase I was conducted to investigate the jobs planned to design in the First Stage. The investigation was started with the survey of the reorganization effects for CIS. In accordance with interviews, there were not any changes for the CIS jobs caused by reorganization of the Prevention and Investigation Directorate, but were additional requirements from the user for the jobs.

The requirements of adding functions for the current jobs were considered to be included in the jobs, and the requirements of adding new jobs were considered to be implemented at the Second Stage.

The following jobs were added in the Second Stage as the result of the System Design Phase I.

- Cruise Ship & Yacht Management / Monitor
- Private and Public Transportation(vehicle cross the border) Management / Monitor
- Blocked Importer(no customs duty payment) Monitor

In the investigation of the Violation Management and Monitor, there was a strong suggestion from the JICA experts to manage the violation information of the natural person which is originally planned to be implemented at the Second Stage. To meet the purpose of CIS, its suggestion will be accepted and the job, "Passenger and Border Crosser Management and Monitor" will be implemented at the First Stage. The design of the "Passenger and Border Crosser Management and Monitor" will be started at the System Design Phase II.

The scale of the system was managed to maintain approximately the same as that in Basic Investigation. To meet the requirements from the user and the JICA experts, mainly 16 jobs were finally decided to carry out in the First Stage:

- Manifest Management / Monitor
- NI/NHI Management / Monitor
- Violation Management / Monitor
- Risk indicator Management / Monitor
- Past record and blocked importer Management / Monitor
- Company profile Management / Monitor
- Inter island transportation Management / Monitor
- Physical examination result Management / Monitor
- (Passenger and Border Crosser Management / Monitor)

The table below shows the changes after Basic Investigation in processes:

Table 2.5.1.3-1: Circumstances of Investigation and the result

No.	Process Name	Circumstances of Investigation	Result of Investigation
1	Manifest registration	Requirement of the registration of the manifest information by electoronic files(Floppy disk or EDI).	Making standard format of the electoronic file for the manifest has just started and could not include the specification in the design of the First stage.
2	Violation Management / Monitor	Requirement of the Management of the violation information for the natural person, vehicle, and post package.	Passenger and Border Crosser Management and Monitor will be implemented at the First stage with the strong request. Violation information for the vehicle and post package will be implemented at the Second stage.
3	Past record and blocked importer Management / Monitor	Besides the Past record for the selectivity of CFRS, there is the indication to stop the importation with the certain importer.	The management function is added to the Past record Management.
4	Company profile Management / Monitor	Management of the Bonded storage, Temporary storage, Excise company, and Storage and retail store for excisable goods shall not be in charge of the Prevention and Investigation Directorate.	Prevention and Investigation Directorate manages importer, exporter, customs broker and shipping line company at the First Stage. And Retail store for excisable goods will be managed by Prevention and Investigation Directorate at the Second Stage. The basic information, such as NPWP, Company name, Company address, Phone number, Fax number, and Telex number, managed by Prevention and Investigation Directorate shall be transferred from the update authority to the other Directorate if necessary.

2.5.1.4 Details of design (phase II)

The system Design Phase II was conducted to do detail design of the processes of the First Stage. As the result of the System Design Phase II, the Prevention and Investigation Directorate and the JICA study team agreed as follows:

- To change Manifest Management / Monitor and Risk Indicator Management /Monitor from the First Stage to the Second Stage
- To change back Passenger & Border Crosser Management / Monitor from Second Stage to First Stage.
- To add some new functions to the First Stage Jobs

Through the System Design Phase II, details of EDI Declaration of Manifest are still under discussion and manual registration of Manifest would be a burden for the Prevention and Investigation Directorate. Therefore, Manifest Management / Monitor are decided to be postponed until its EDI declaration goes into effect. As an influence of this decision, Risk Indicator Management / Monitor are also decided to be postponed, because they are planned to compare Import Declaration with Manifest as one of risk indicators. Also the fact that CIS does not have on-line connection with CFRS became a part of the reason for postponement, because the result of risk indicator process cannot stop the customs clearance procedure directly.

Passenger & Border Crosser Management / Monitor are back in the First Stage due to the recognition of their importance and urgency.

To meet the requirements from the users, 14 jobs were finally decided to carry out in the First Stage:

- NI/NHI Management / Monitor
- Violation Management / Monitor
- Past record and blocked importer Management / Monitor
- Company profile Management / Monitor
- Inter island transportation Management / Monitor
- Physical examination Management / Monitor
- Passenger and Border Crosser Management / Monitor

The table below shows the changes in processes after System Design Phase II.

Table 2.5.1.4-1: Circumstances of Investigation and the result (1/2)

No.	Process Name	Circumstances of Investigation	Result of Investigation
1	NI/NHI Registration	Data transfer of NI from CFRS was newly requested.	The investigation has just started in the team, while the design of new CFRS has not fixed yet. It is necessary to investigate details from the Program Design Phase. For details, see Volume VI.
2	NI/NHI Retrieval	Printout function of Summary Report of NI/NHI was newly requested.	The function was added.
3	Violation Registration / Update / Deletion / Retrieval	It was requested to separate the specific violation window to more details.	The windows are separated to 3 (Importer/Exporter/Customs Broker, Shipping Lines/Airlines and Bonded)
4	Violation Retrieval	Additional functions of Report output and Excel format data output were requested.	Pending. Report details must be investigated more in details and must also be considered whether it is possible to carry out in this stage or the next stage.
5	Company Profile Retrieval	Printout functions of Summary Report on Company Profile, Detail Report of Company Profile, and Vessel Report were newly requested.	The function were added.
6	Physical Examination Result Registration	Function to create a violation record automatically when the Physical Examination resulted in violation was newly requested.	The investigation and design were decided to be started from the Program Design Phase. For details, see Volume VI.
7	Physical Examination Result Registration	Data transfer of Physical Examination Result from CFRS was newly requested.	The investigation has just started in the team, while the design of new CFRS has not fixed yet. It is necessary to investigate details from the Program Design Phase. For details, see Volume VI.

Table 2.5.1.4-1: Circumstances of Investigation and the result (2/2)

No.	Process Name	Circumstances of Investigation	Result of Investigation
8	Physical Examination Result Registration	Customs Declarations which resulted in violation are not transferred from CFRS in the current flow, because it is planned to transfer PIB after goods are released. . To decrease burden to input declaration data, the information is necessary.	It is necessary to make clear the status of PIB after the goods was settled(destroyed, re-exported , and so on.) from the next phase. If the status is "closed", the server process may transfer the declaration. For details, see Volume VI.
9	Physical Examination Result Retrieval	Printout function of Summary Report of Physical Examination Result was newly requested.	The function was added.
10	Physical Examination Result Retrieval	Function to export records to Excel Worksheet was newly requested.	The function was added.
11	Passenger and Border Croser Retrieval	Addition of photographic image in List Retrieval window and Retrieval Result was newly requested.	It is added in the Second Stage due to its estimated large scale and difficulty in investigating the function.
12	Passenger and Border Croser Retrieval	Retrieval function of basic information of persons related to a specific violator was newly requested.	The function was added.
13	Passenger and Border Crosser Registration/ Update/	Change of this job name was requested because it is not only the management / monitor of Passenger and Border Crosser.	The name of the job was changed to Personal Violation.