ANNEX CAO Elements Matrix

**CAO Elements Matrix**

[Provide information on how the development of the CAO was controlled and tracked. Use the table below to provide the elements, description/details of the elements, the status of the elements, and the remarks.]

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| --- | --- | --- | --- |
| **ELEMENTS** | **DESCRIPTION/DETAILS** | **STATUS** | **REMARKS** |
| **SUBJECT** The subject which also serves as the title of the CAO states the intention of the provision to be implemented. |  | *AGREED**PENDNG* | *[Notes and other comments regarding the element]* |
| **Introduction**Describes the background and main reason that will be addressed by coming up with the CAO. |  | *AGREED**PENDNG* |  |
| **Scope and Coverage**Addresses who or what is covered by the CAO. For example, who must observe the policy and follow its procedure; who must understand the policy to do their job. |  | *AGREED**PENDNG* |  |
| **Objectives**Enumerates the specific purpose and expected outcomes that the CAO would like to achieve.  |  | *AGREED**PENDNG* |  |
| **Definition of Terms** |  | *AGREED**PENDNG* |  |
| **General/Administrative Provisions (Policy Statement/s)**Defines any legal or technical language or words used in a special sense. Definitions in general should be lifted verbatim from the provision of law being implemented and should indicate the title, chapter and section of the law. | The substantive provisions that create rights or duties, for example, criteria determining what de minimis value is. Depending upon the complexity of the subject matter, this may be a simple paragraph or may contain various numbered sections with subtitles. | *AGREED**PENDNG* |  |
| **Exclusions or Exceptions**Lists any locations, persons, or organizations that are excluded from the CAO. May also include information about special circumstances that affect only a few people or circumstances that occur infrequently. |  | *AGREED**PENDNG* |  |
| **Procedures**General steps that must be followed to comply with the policy. May refer to a CMO for specific operational guidelines, which should be hyperlinked. |  | *AGREED**PENDNG* |  |
| **Informational Section.**As the title denotes this only provide information and does not give rise to any substantive or formal rights or obligations.**History.** Date the CAO was first enacted and last revised with the CAO No. which should be hyperlinked.**Related Policies.** Related policies that may help the reader to better understand the CAO which should be hyperlinked. |  | *AGREED**PENDNG* |  |
| **Repealing Clause**Provides a general statement to indicate that “previous CAOs and other customs rules and regulations which are inconsistent with this Order are hereby repealed | . | *AGREED**PENDNG* |  |