



BUREAU OF CUSTOMS

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June 17, 2020

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CUSTOMS MEMORANDUM CIRCULAR
No. 108-2020

To: All Deputy Commissioners
All Service Directors
All District/Port Collectors
All Chiefs, Export Division
All Others Concerned

SUBJECT: Export Authorization Guidelines and Forms

The Strategic Trade Management Office (STMO) will start accepting export authorization application from STMA- registered person on **01 July 2020** pursuant to Department Administrative Order No. 19-07. For this purpose, STMA registered persons may refer to **STMO Memorandum Circular (MC) No. 20-16**, or the "**Guidelines on Export Authorization**," for guidance on the details of export authorization application process and forms.

Due to COVID19 Pandemic, STMO will not require any export authorization application processing fee.

Memorandum Circular No. 20-27 "Guidelines on the Temporary Suspension of Administrative Penalty under Strategic Trade Management Act in light of the COVID Pandemic" issued by STMO, will temporarily suspend administrative penalties until it is lifted without prejudice, however, to the filing of criminal cases when necessary.

For your information and guidance.

REY LEONARDO B. GUERRERO
Commissioner

JUL 03 2020

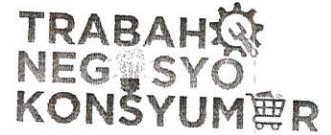


BOC-01-03449

South Harbor, Gate 3, Port Area, Manila 1099
Tel. Nos 527-4537, 527-1935

Website: www.customs.gov.ph Email: Boc.cares@customs.gov.ph

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ANNOUNCEMENT START OF EXPORT AUTHORIZATION APPLICATION

Pursuant to Department Administrative Order 19-07, the Strategic Trade Management Office (STMO) shall start accepting export authorization applications from STMA-registered persons on **01 July 2020**.

STMO Memorandum Circular (MC) No. 20-16 or the *Guidelines on Export Authorization* provides guidance to all stakeholders on the details of export authorization application process and forms.

Due to the COVID19 pandemic, the STMO will not require any export authorization application processing fee.

The STMO also issued Memorandum Circular (MC) No. 20-27 or the *Guidelines on the Temporary Suspension of Administrative Penalty under the Strategic Trade Management Act in Light of the COVID Pandemic* temporarily suspending administrative penalties until it is lifted by the STMO. The suspension shall be without prejudice to filing of criminal cases, when necessary.

The processing of export authorization applications shall not delay any ongoing cross-border trade of strategic goods identified in the National Strategic Goods List.

For the guidance of all stakeholders.

ATTY. LUIS M. CATIBAYAN
Director, STMO

Luis M. Catibayan



MEMORANDUM CIRCULAR NO. 20-26

Series of 2020

SUBJECT: GUIDELINES ON EXPORT AUTHORIZATION

WHEREAS, according to Section 8 of Republic Act No. 10697, otherwise known as the Strategic Trade Management Act (STMA), the Strategic Trade Management Office (STMO) is created as a bureau under the administrative supervision of the Department of Trade and Industry (DTI) to serve as the executive and technical agency of the national government for the establishment of the management systems for the trade in strategic goods.

WHEREAS, under Section 3 of the STMA, the following activities shall be subject to an authorization issued by the STMO: export, import, transit, transshipment, re-export, reassignment, and the provision of related services.

WHEREAS, Section 4 of the STMA creates a National Strategic Goods List (NSGL), which describes with specificity the strategic goods subject to authorization. The NSGL is composed of three (3) annexes: Military Goods (Annex 1), Dual-Use Goods (Annex 2), and the Nationally Controlled Goods (Annex 3).

WHEREAS, Section 9(d) of the STMA vest the STMO with the power and function to issue or deny issuance of authorizations for the trade of strategic goods and the provision of related services.

WHEREAS, under the Department Administrative Order (DAO) 19-07, the STMO shall adopt a phased implementation of the activities under the STMA, starting with the registration of stakeholders and followed by export authorization.

NOW, THEREFORE, this Circular is hereby issued for the information, guidance, and compliance of all covered persons.

1. Start of Export Authorization

The STMO shall start accepting export authorization applications from STMA-registered persons on 01 July 2020.

2. Regulated Activities

Export refers to the following activities:

2.1. An actual shipment of strategic goods out of the Philippines (Fig. 1); or

2.2. Transmission of software and technology (Fig. 2) via:

- 2.2.1. Electronic media, including by fax, telephone, electronic mail, or any other electronic means to an ultimate destination outside the Philippines.
- 2.2.2. Non-electronic reassignments through face-to-face communication, personal demonstration, or handing over material or information to a foreign person, wherever located.

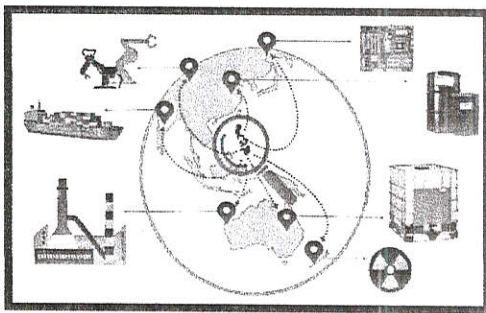


Fig. 1. Tangible Export

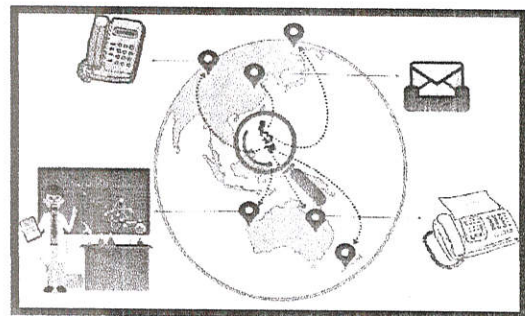


Fig. 2. Intangible Export

3. Covered Persons

All persons who engage or intend to engage in the export of strategic goods shall apply for authorization prior to undertaking the regulated activities referred to in paragraph 2 above.

4. Types of Export Authorization

Export authorization is the authorization issued by the STMO to a person before engaging in the export of strategic goods. There are three (3) types of authorizations:

- 4.1. **Individual authorization** is a license granted to one specific person or entity to engage in the export of strategic goods to one end-user, consignee and covering one or more strategic goods;
- 4.2. **Global authorization** is a type of license granted to one specific person or entity to engage in the export of strategic goods to two or more specific end-users and/ or in one or more countries. This type of authorization requires an Internal Compliance Program (ICP) before application.
- 4.3. **General authorization** is a license to export specific strategic goods to destination countries under the conditions specified in the general authorization. This type of authorization may be used by STMO-registered persons if they comply with two requirements: (1) notify the STMO before the use of such authorization, and (2) comply with the conditions set forth therein. The STMO will publish this type of authorization on its website.

Table 1. Types of Authorization

Types of Authorization	Individual	Global	General
No. of End-user/s	1	Two or more	Limited to specific countries upon compliance with certain conditions specified in the authorization
Requires ICP?	Recommended	Yes	No, but with a reporting requirement
Validity	up to 2 yrs.	up to 5 yrs.	Lifetime until revoked/ amended
Processing Time	30 calendar days	90 calendar days	N/A

5. Pre-Authorization Procedures

5.1. All persons who engage or intend to engage in the export of strategic goods shall register with the STMO before applying for an authorization, see *Guidelines on STMO Registration*.

5.2. Upon issuance of the Certificate of Registration by the STMO, the STMO shall advise the registered person on the next steps before applying for authorization. The advice will vary depending on the type of authorization the registered person will apply for.

5.2.1. For individual authorization:

- i The registered person shall self-classify each of their items as a strategic good or not. For step-by-step self-classification procedure, see *Guidelines on Commodity Classification*.
- ii For items not listed under the NSGL, the STMA requires registered persons to assess if their trade transactions fall under any of the conditions provided under Section 11 of the STMA or the End-Use/ Catch-all Controls, see *Guidelines on End-use/ Catch-all Controls*.
- iii If the item is an intangible strategic good, the STMO shall assess the registered person's Technology Control Plan (TCP) and conduct a TCP Pre-Audit Check. A registered person must obtain a satisfactory mark in the TCP Pre-Authorization Audit to proceed with the export authorization application process, see *Guidelines on Technology Control Plan*.

5.2.2. For Global Authorization:

- i If the registered person has an existing ICP for export control or strategic trade management, the STMO shall conduct an ICP Pre-

Authorization Audit to verify if the registered person's ICP adheres to the ICP elements required by the STMO. A registered person must obtain a satisfactory mark in the ICP Pre-Authorization Audit to proceed with the export authorization application process, see *Guidelines on the Pre-Audit of Internal Compliance Program*.

- i. If the registered person has no existing ICP in place, the registered person may refer to the *Guidelines on Internal Compliance Program Set-up* published by the STMO. The registered person may also seek the assistance of the STMO Policy and Enterprise Relations Division (PERD) if it needs further help in setting-up its ICP.

6. Export Authorization Application Process

- 6.1. The registered person shall submit a standard-format application form (*Form A2*) and the authorized representative shall sign said application form.
- 6.2. The following relevant documents shall be appended to the application form and shall be submitted in English:
 - 6.2.1. Technical specifications of the item/ commodity, allowing the STMO to verify the classification of the commodity against the control list;
 - 6.2.2. Commodity classification form (*Form A2-1*) for individual authorization;
 - 6.2.3. Documents certifying the origin and acquisition of the strategic goods, when appropriate;
 - 6.2.4. Copies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available;
 - 6.2.5. Original End-Use Statement/ End-User Certificate for individual authorization (*Form A2-2*);
 - 6.2.6. Copies of relevant license/s or business permits, if applicable;
 - 6.2.7. Copies of additional authorization such as transit, transshipment or import authorization, if applicable:
 - i. Technology Control Plan, in case of technology transfer
 - ii. Network Security Plan, in case of intangible software transmission
 - 6.2.8. Proof of payment of the processing fee; and,
 - 6.2.9. Other documents that may be required by the STMO, which may be relevant to the review and assessment of the application for authorization.

6.3. The standard forms are available on the STMO webpage at <https://www.dti.gov.ph/trabaho/strategic-trade-management/>.

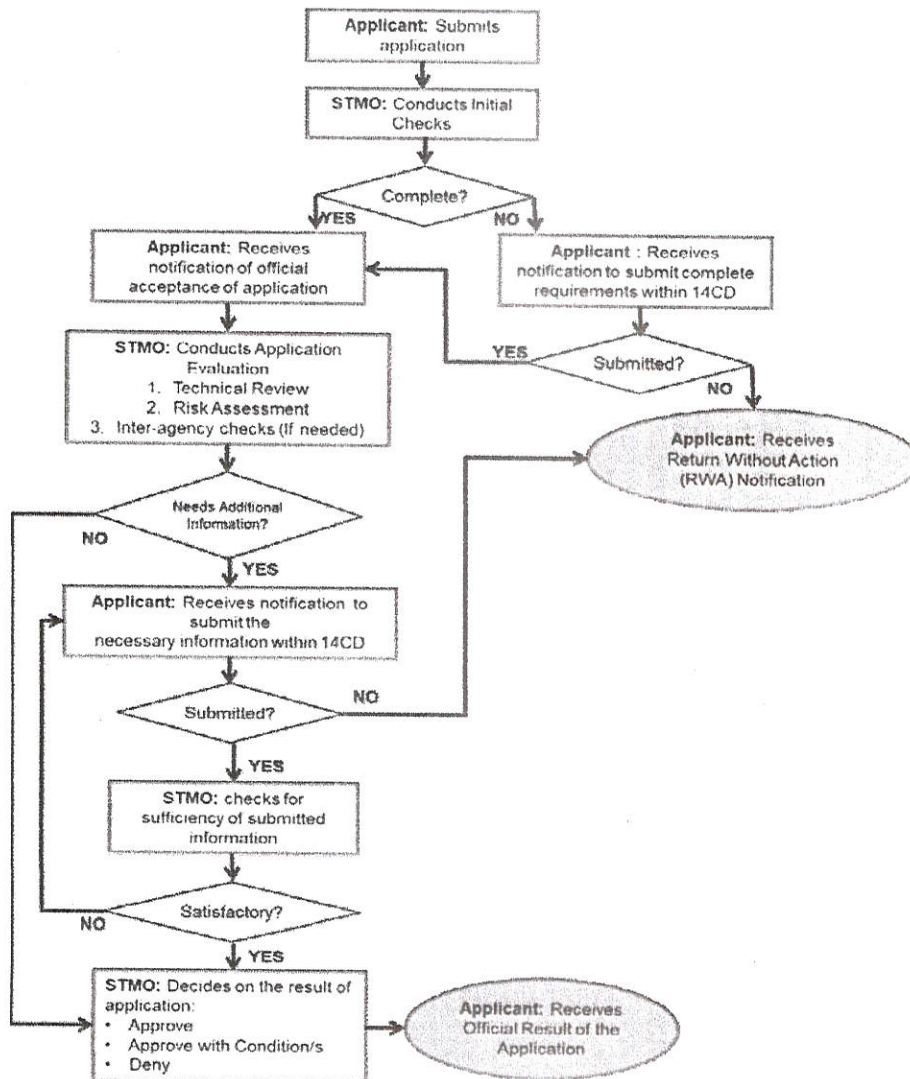
Table 2. List of Standard Forms for Export Authorization Application

Form Code	Description
Form A2	Application for Export Authorization
Form A2-1	Commodity Classification Form
Form A2-2	End-Use Statement or End-User Certificate Template

6.4. The applicant shall submit the application form (both in Excel and scanned signed PDF) along with other documentary requirements to stmo_rad@dti.gov.ph.

7. Review of Export Authorization Application

7.1. The review process for export authorizations is illustrated below:



- 7.2. The STMO shall conduct initial screening for completeness of the documentary requirements within seven (7) calendar days following the date of submission of the completed application form with all the supplementary requirements.
- 7.3. For submitted applications with incomplete requirements, the STMO shall notify the applicant to provide the necessary information or documents within fourteen (14) calendar days. Failure to comply within the given deadline will result in a return of application without action.
- 7.4. During the review of the application, the STMO may request additional information from the applicant. The STMO may also ask other government agencies or subject matter experts to comment on specific aspects of the application. The time that elapses between the date the STMO requests the information, either from the applicant/ other government agencies/ subject matter experts, and the date such information is received shall not be counted in the processing timeframe.
- 7.5. The STMO may approve in whole or in part, approve with conditions, or deny the authorization application based on the risk assessment criteria provided under Rule IV, Section 6 of the STMA Implementing Rules and Regulations.
- 7.6. The STMO shall immediately notify the applicant on the decision of the application. For approved application, the STMO shall issue a paper and electronic authorization certificate bearing the authorization number, validation date, expiration date, and other relevant information. The issued authorization certificate also includes the general and specific conditions the authorization holder must comply with before, during, and after the export of strategic good/s.

8. Amendment of Issued Export Authorization

Export authorization holders may request the STMO to amend the authorization if any change occurs on the information submitted during the application process (e.g., addition or removal of covered strategic good or end-user). The authorization holder shall apply for amendment of the authorization using Form A2.

9. Responsibilities of Export Authorization Holder

- 9.1. The authorization holder shall ensure that customs broker or its authorized agent shall submit to the Bureau of Customs (BOC) the following documents before its departure: (1) a copy of the authorization, and (2) extract of the manifest of the carrier, see *Supplementary Guidelines on the Use of Export Authorization*.

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- 9.2. Upon request of the STMO, the authorization holder shall submit a delivery verification certificate issued by the appropriate authority/ authorities of the destination country or any form of document that states the declared end-user received the strategic good.
- 9.3. The authorization holder shall keep all records of the transaction and/ or books of accounts, business and computer systems and all commercial and technical data related to the transaction for ten (10) years from the date of the completion of the transaction, including:
 - 9.3.1. The description of the strategic goods or related services.
 - 9.3.2. The quantity and the value of the strategic goods or value of the related service provided.
 - 9.3.3. The name and address of the parties in the transaction or activity.
 - 9.3.4. The end-use and end-user of the strategic goods or related services.
 - 9.3.5. The date of the transaction or activity.

10. Extension of the Validity of Export Authorization

An authorization may be extended provided that the applicant shall inform the STMO and submit an accomplished Form A2, not later than fifteen (15) calendar days before the expiration of the authorization.

11. Exemptions from Export Authorization Requirement

- 11.1. The STMA exempts the following transactions from the export authorization requirement:
 - 11.1.1. Temporary export of strategic goods by the government for the use of the Philippine military or police forces assigned outside of Philippine jurisdiction.
 - 11.1.2. Export of strategic goods made in connection with a military, peacekeeping, or government humanitarian mission.
 - 11.1.3. Export of strategic goods by the government in connection with law enforcement activities.
 - 11.1.4. Any other circumstances, as provided by the National Security Council-Strategic Trade Management Committee (NSC-STMCom), according to Section 7(f) of the STMA.

11.2. Any person covered by the exemptions may notify the STMO before shipment of strategic goods through a letter submitted to stmo_rad@dti.gov.ph. The STMO may also issue a Certificate of Exemption upon request.

12. Suspension of Export Authorization

12.1. The STMO may suspend an export authorization under any of the following circumstances:

12.1.1. When an authorization holder fails to comply with the corrective actions stated in the warning letter issued by the STMO. Lifting the suspension of the authorization will only be possible once the application holder complies with the request for corrective action.

12.1.2. The STMO may issue an order to stop a shipment of strategic goods or provision of related services when such is done in contravention of existing authorization conditions. It can also request the return or unloading of shipment at any port of call, even if the shipment is already *en route*.

12.1.3. When the strategic goods are destined to countries experiencing a sharp deterioration in security or stability.

12.2. The STMO shall notify the authorization holder in writing within five (5) calendar days of the fact of suspension and the initial period of suspension. The STMO shall also notify the authorization holder in case there is an extension of suspension.

13. Grounds for Annulment, Revocation, Limitation or Modification of Export Authorization

The STMO shall notify the authorization holder in writing, within five (5) calendar days, of the annulment, revocation, limitation, or modification of an authorization. The table below shows the grounds or conditions for annulment, revocation, limitation, or modification of an authorization.

DECISION	CONDITION/S
13.1. Annulment	1. An authorization obtained under false pretenses, misleading representation, or concealment of material facts.
13.2. Revocation	1. The authorization holder requests its termination. 2. New facts emerge which, had they been known or existed at the time of the application, would have resulted in its denial. 3. A substantive change to the information in the authorization occurs. 4. The authorization holder fails to comply with the obligations, terms, or conditions of the authorization.

	<ol style="list-style-type: none"> 5. The authorization holder is held responsible for violating the STMA, its IRR, or other national security-related legal provision. 6. The authorization holder fails to comply with the request of the STMO for additional information about the activities conducted under the authorization. 7. The authorization is destroyed or lost. 8. The natural person who is the authorization holder dies. 9. The juridical person who is the authorization holder is dissolved. 10. International sanctions are introduced or amended on a specific country. 11. The STMO becomes aware of violations of other national security-related concerns.
13.3. Limitation	<ol style="list-style-type: none"> 1. New facts emerge which, had they been known or existed at the time of the application, would have resulted in its denial.
13.4. Modification	<ol style="list-style-type: none"> 1. In case of a change in the destination or end-user or for other reasons.

This Circular shall take effect immediately.
15 May 2020, Makati City.

Recommending Approval:

Janice S. Dimayacyac
ATTY. JANICE S. DIMAYACYAC
 Director III *Jaf*

Approved by:

Luis M. Catibayan
ATTY. LUIS M. CATIBAYAN
 Director IV



MEMORANDUM CIRCULAR NO. 20-27
Series of 2020

SUBJECT: **GUIDELINE ON THE TEMPORARY SUSPENSION OF ADMINISTRATIVE PENALTY UNDER THE STRATEGIC MANAGEMENT ACT IN LIGHT OF THE COVID PANDEMIC**

WHEREAS, it is a declared policy of the State to recognize the indispensable role of the private sector, encourage private enterprise, and provides incentives to needed investments;

WHEREAS, the Department of Trade and Industry (DTI) is committed to protect the rights and interests of the consumers and is committed to develop policies and programs aimed at sustaining the growth and development of the Philippine economy;

WHEREAS, Section 8 of Republic Act No. 10697, otherwise known as the Strategic Trade Management Act (STMA), states that the Strategic Trade Management Office (STMO) is created as a bureau, under the administrative supervision of the DTI, to serve as the executive and technical agency of the national government for the establishment of the management systems for the trade in strategic goods;

WHEREAS, Section 22 of the STMA vests the STMO with the power and function to impose administrative penalties on any person found to have committed violations under STMA. The imposition of such penalty shall be without prejudice to the filing of appropriate criminal charges against persons responsible for the violations;

WHEREAS, Department Administrative Order (DAO) 19-07 allows the STMO to adopt a phased implementation of the activities under the STMA, starting with regulating the export activities under the STMA;

WHEREAS, the STMO, as recognition to the deep impact of the coronavirus disease (COVID-19) pandemic to the Philippine economy and in support of struggling private enterprises dealing with the export of strategic goods as listed under National Strategic Goods List (NSGL), temporarily suspends the administrative penalties under the STMA, with the exception of issuance of Warning Letters/ Orders for Corrective Action;

NOW, THEREFORE, this Circular is hereby issued for the information, guidance, and compliance of all covered persons.

STRATEGIC TRADE MANAGEMENT OFFICE

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1. Start of Export Regulation

On **01 July 2020**, the STMO together with other government agencies (i.e. BOC, NBI, PCG and others) shall start the regulation on export shipments and activities of strategic goods in accordance with the STMA.

2. Administrative Penalties - Temporarily Suspended

Administrative penalties, except for Warning Letters/ Orders for Corrective Action, shall be temporarily suspended in light of the ongoing COVID-19 pandemic. The temporary suspension of administrative penalties shall be without prejudice to the filing of criminal cases, when necessary.

Below are the administrative penalties which are temporarily suspended:



- i. Limitation/ revocation/ annulment of authorization and registration
- ii. Fines
- iii. Cancellation/ suspension of authority to operate with SEC/DTI

Failure to adhere to Warning Letters/ Orders for Corrective Action issued by the STMO may give rise to the imposition of the above-mentioned temporarily suspended administrative penalties.

3. Effectivity

This Circular shall take effect immediately until lifted by the STMO.

Recommending Approval:


ATTY. JANICE S. DIMAYACYAC
Director III 

Approved by:


ATTY. LUIS M. CATIBAYAN
Director IV



CMC No. 168-2020 p.14

Republic of the Philippines
Department of Trade and Industry
Strategic Trade Management Office

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FORM A2

APPLICATION FOR INDIVIDUAL EXPORT AUTHORIZATION

Applicant's Registration No.:		Authorization Application No.:	
		<i>(for official use only)</i>	
Applicant's Name:			
Application Date:		Validity:	
<i>(mm/dd/yyyy)</i>		<i>(for official use only)</i>	
Application Purpose			
<input type="checkbox"/> New <input type="checkbox"/> Amendment/ Modification <input type="checkbox"/> Extension/ Renewal of Authorization			
<i>For Amendment/ Extension/ Renewal of Authorization</i>			
Previous Authorization No.:		Issuance Date: <i>(mm/dd/yyyy)</i>	Expiry Date: <i>(mm/dd/yyyy)</i>
Consignee's Information <i>(If different from End-User)</i>			
Name of Business:		Consignee Type:	
		<input type="checkbox"/> Individual <input type="checkbox"/> Organization <input type="checkbox"/> Government <input type="checkbox"/> Military	
Complete Name:	Personal Title/Prefix <i>(e.g. Mr., Ms., Atty.)</i>	First	Middle
			Last
			Suffix <i>(e.g. Sr., Jr., I, II)</i>
Address:	House/Building No.	Street	
		City/Municipality	
	Province	Region	Zip Code
			Country
Date of Birth, <i>if available (mm/dd/yyyy)</i> :		Designation:	
Place of birth: <i>(if available)</i>		Passport Number: <i>(if available)</i>	
Telephone/ Mobile/ Fax No.:		E-mail address:	Social Media/Website:
Principal Business Activities:			
<i>*If the consignee is not yet known during the submission of the application, the STMO shall proceed in the evaluation of the application, provided the applicant shall submit to the STMO the consignee involved in the transaction five (5) days before the export.</i> <i>*Use additional sheet for additional consignee</i>			
End-User's Information			
Name of Business:		End-User Type:	
		<input type="checkbox"/> Individual <input type="checkbox"/> Organization <input type="checkbox"/> Government <input type="checkbox"/> Military	
Complete Name:	Personal Title/Prefix <i>(e.g. Mr., Ms., Atty.)</i>	First	Middle
			Last
			Suffix <i>(e.g. Sr., Jr., I, II)</i>
Address:	House/Building No.	Street	
		City/Municipality	
	Province	Region	Zip Code
			Country
Date of Birth, <i>if available (mm/dd/yyyy)</i> :		Designation:	
Place of birth: <i>(if available)</i>		Passport Number: <i>(if available)</i>	
Telephone/ Mobile/ Fax No.:		E-mail address:	Social Media/Website:
Principal Business Activities:			
Third parties involved, e.g. brokers			
Name of Business:		Third Party Type:	
		<input type="checkbox"/> Individual <input type="checkbox"/> Organization <input type="checkbox"/> Government <input type="checkbox"/> Military	
Complete Name:	Personal Title/Prefix <i>(e.g. Mr., Ms., Atty.)</i>	First	Middle
			Last
			Suffix <i>(e.g. Sr., Jr., I, II)</i>

Applicant's Signature

Address:	House/Building No.	Street		City/Municipality	
	Province	Region	Zip Code	Country	
	Date of Birth, if available (mm/dd/yyyy):		Designation:		
Place of birth: (if available)		Passport Number: (if available)			
Telephone/ Mobile/ Fax No.:		E-mail address:		Social Media/Website:	
Principal Business Activities:					

*Use additional sheet for additional parties involved

Export Details			
Mode of Export:		Country of consignment:	
Export Date/ Period:		Country of final destination:	
Shipment Route:			

Items to be Exported									
ITEM #:	Description of the Commodity and/or Service	Technical Specification/s	NSGL Code	HS or AHTN Code: (CAS # if applicable)	Brand	Model	Quantity & Metric Unit	Unit Value	Total Value: (USD/PHP)

End use description:	Additional Information:

*Use additional sheet if needed

Please respond to the following question by marking the right answer. If your answer is YES, please provide additional information using additional sheet.

Are you aware or have grounds for suspecting that the item/s listed in this application is/are or may be intended, in their entirety or in part, for use in connection with the development, production, handling, operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons or the development, production, maintenance or storage of means of their delivery?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you aware or have grounds for suspecting that the items in question are or may be intended to be used in connection with military end use in a destination or by natural or juridical persons subject to sanctions or embargoes binding to the Philippines?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you aware or have grounds for suspecting that the items in question are or may be intended, in their entirety or in part, for purpose of endangering national security of the Philippines?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Documentary Requirements

- The following documents should be appended to this application:
1. Technical specifications of the strategic item/ commodity
 2. Commodity classification form (Form A2-1);
 3. Original End-use/End-user Statement (Form A2-2);
 4. Documents certifying the origin and acquisition of the strategic goods, when appropriate;
 5. Copies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available;
 6. Copy/ies of relevant license/s or business permits, as may be applicable;
 7. Copies of additional authorizations such as transit, transshipment or import authorization, if applicable:
 - Technology Control Plan, in case of technology transfer.
 - Network Security Plan, in case of intangible software transmission.
 8. Proof of payment of the processing fee.
 9. Any other document that STMO may require.

List of additional attached documents to this application and/ or additional information which might help to facilitate expedite review of the application:

Terms and Conditions:

1. The authorization shall be valid for the period stated in the STMA or as specified by the STMO.
2. The strategic good/s shall be shipped only to the designated consignee and/or end-user in the importing country. No re-export/re-transfer can be done without written authorization from competent authority of the importing country.
3. The applicant shall immediately inform the STMO if he or she becomes aware of information concerning the use of goods, in whole or in part, for the development, production, use, maintenance, stockpiling, detection, identification, or dissemination of weapons of mass destruction, means of their delivery, for military purposes in an embargoed destination, or for purposes of endangering national security.
4. The strategic goods or technology are not known, believed, suspected, or intended to be used in relation to a nuclear, chemical, or biological weapons program, or missiles capable of delivering these weapons.
5. The applicant assures that it shall keep in its principal place of business, for a period of ten (10) years from the date of the completion of the transaction, all records of the transaction and/ or books of account, business, and computer systems and all commercial and technical data related to the transaction including:
 - a. The description of the strategic good/s or related services;
 - b. The quantity and the value of the strategic good/s or value of the related service provided;
 - c. The name and address of the parties in the transaction or activity;
 - d. The end-use and end-user of the strategic goods or related services;
 - e. The date of the transaction or activity;
 - f. The particulars of the recipient and end-user of the goods, document, or technology;
 - g. The document issued by the relevant authority of the country from or through which the goods, document, or technology was exported allowing such goods, document, or technology to be exported or brought out of the country, transmitted acquired or disposed of;
 - h. The end-user certificate or statement;
 - i. The invoice issued in relation to the sale of the relevant goods, document, or technology;
 - j. The bill of lading or the airway bill; and,
 - k. The contract for the acquisition or disposal of the goods, document or technology to which the permit relates.
6. The STMO may require the applicant to submit post-delivery verification certificate issued by the appropriate authorities
7. The STMO may at any time require the records to be audited and verified by an authorized officer.
8. The authorization holder shall allow the records or documents of covered transactions to be inspected and copied by an authorized officer.
9. The applicant assures that the STMO shall be immediately informed should there be any changes in the particulars or

Conforme:

I have read and understood the terms and conditions of this application, I am authorized to sign this application; I certify the accuracy and completeness of the information provided, and I have not knowingly omitted information that could have an impact on the final decision.

Name:		Stamp (if applicable):
Title:		
Signature:		
		Date:



Republic of the Philippines
Department of Trade and Industry
Strategic Trade Management Office

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APPLICATION FOR EXPORT GLOBAL AUTHORIZATION

Applicant's Registration No.:		Authorization Application No.: <i>(for official use only)</i>	
Applicant's Name:			
Application Date: <i>(mm/dd/yyyy)</i>		Validity: <i>(for official use only)</i>	

Application Purpose

New
 Amendment/ Modification
 Extension/ Renewal of Authorization

For Amendment/ Extension/ Renewal of Authorization

Previous Authorization No.:	Issuance Date: <i>(mm/dd/yyyy)</i>	Expiry Date: <i>(mm/dd/yyyy)</i>
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Attach list of item/s with the corresponding end-users or countries of destination
(Use separate sheet per item's NSGL Code and append signature per page)

Note: Commodities that have the same major characteristics, descriptive information, and NSGL Category and Subcategory may be considered as one entry.

Please respond to the following question by marking the right answer. If your answer is YES, please provide additional information using additional sheet.

Are you aware or have grounds for suspecting that the item/s listed in this application is/are or may be intended, in their entirety or in part, for use in connection with the development, production, handling, operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons or the development, production, maintenance or storage of means of their delivery?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you aware or have grounds for suspecting that the items in question are or may be intended to be used in connection with military end-use in a destination or by natural or juridical persons subject to sanctions or embargoes binding to the Philippines?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you aware or have grounds for suspecting that the items in question are or may be intended, in their entirety or in part, for the purpose of endangering the national security of the Philippines?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Documentary Requirements

- The following documents shall be appended to this application:
1. Technical specifications of the strategic item/ commodity;
 2. Documents certifying the origin and acquisition of the strategic goods, when appropriate;
 3. Copies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available;
 4. Copy/ies of relevant license/s or business permits, as may be applicable;
 5. Copies of additional authorizations such as transit, transshipment or import authorization, if applicable:
 - Technology Control Plan, in case of technology transfer.
 - Network Security Plan, in case of intangible software transmission.
 6. Proof of payment of the processing fee; and
 7. Any other document that STMO may require.

List of additional documents and/or information which might facilitate or expedite the review of the application:

Terms and Conditions:

1. The authorization shall be valid for the period stated in the STMA or as specified by the STMO.
2. The strategic good/s shall be shipped only to the designated consignee and/or end-user in the importing country. No re-export/re-transfer can be done without written authorization from competent authority of the importing country.
3. The applicant shall immediately inform the STMO if he or she becomes aware of information concerning the use of goods, in whole or in part, for the development, production, use, maintenance, stockpiling, detection, identification, or dissemination of weapons of mass destruction, means of their delivery, for military purposes in an embargoed destination, or for purposes of endangering national security.
4. The strategic goods or technology are not known, believed, suspected, or intended to be used in relation to a nuclear, chemical, or biological weapons program, or missiles capable of delivering these weapons.

5. The applicant assures that it shall keep in its principal place of business, for a period of ten (10) years from the date of the completion of the transaction, all records of the transaction and/ or books of account, business, and computer systems and all commercial and technical data related to the transaction including:
 - a. The description of the strategic good/s or related services;
 - b. The quantity and the value of the strategic good/s or value of the related service provided;
 - c. The name and address of the parties in the transaction or activity;
 - d. The end-use and end-user of the strategic goods or related services;
 - e. The date of the transaction or activity;
 - f. The particulars of the recipient and end-user of the goods, document, or technology;
 - g. The document issued by the relevant authority of the country from or through which the goods, document, or technology was exported allowing such goods, document, or technology to be exported or brought out of the country, transmitted acquired or disposed of;
 - h. The end-user certificate or statement;
 - i. The invoice issued in relation to the sale of the relevant goods, document, or technology;
 - j. The bill of lading or the airway bill; and,
 - k. The contract for the acquisition or disposal of the goods, document or technology to which the permit relates.
6. The STMO may require the applicant to submit post-delivery verification certificate issued by the appropriate authorities of the destination country after the export of strategic goods.
7. The STMO may at any time require the records to be audited and verified by an authorized officer.
8. The authorization holder shall allow the records or documents of covered transactions to be inspected and copied by an authorized officer.
9. The applicant assures that the STMO shall be informed immediately should there be any changes in the particulars or information submitted in the authorization application.

Conforme:

I have read and understood the terms and conditions of this application, I am authorized to sign this application; I certify the accuracy and completeness of the information provided, and I have not knowingly omitted information that could have an impact on the final decision.

Name:		Stamp (if applicable):
Title:		
Signature:		
		Date:

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MASTER COPY

FOR COMMODITY CLASSIFICATION REQUEST OF NON-STMO-REGISTERED ENTITY ONLY

Name of Business:									
Contact Person's Complete Name:		Personal Title/Prefix <i>(e.g. Mr., Ms., Atty.)</i>	First	Middle	Last	Barangay	City/Municipality	Suffix <i>(e.g. Sr., Jr., I, II)</i>	
			House/Building No./Building Name	Street					
Complete Address:		Province	Region	Zip Code	Country				
			E-mail address:		Telephone No.:	Fax No.:	Social Media/Website: <i>(if available)</i>		
			Designation						

END-USE/ END-USER STATEMENT

I/ We (Party/ies involved),

End-user details

Company Name:			
Complete Company Address:			
Telephone/ Fax Number:		Website:	
Email Address:			
Type or Nature of Business:			

Consignee details (if different from end-user)

Company Name:			
Complete Company Address:			
Telephone/ Fax Number:		Website:	
Email Address:			
Type or Nature of Business:			

have requested

Exporter details

Company Name:			
Company Address:			

to export

Product details (attach separate sheet/s if necessary)

Description of the Commodity and/or Service	NSGL Code	HS or CN Code	Brand	Model	Quantity & Metric Unit	Total Value: (USD/PHP)

which is intended for

End-use details

Consumption
 Production
 Distribution
 Repair
 Other (Please specify) _____

in (address of final destination of the item)

for (detailed end-use)*:

*Provide specific detailed end-use of the goods/ technology identifying the specific operations to be performed by the goods in support of the end-user's business activities

END-USER CERTIFICATE

I/ We declare that the strategic or unlisted goods listed above:

- shall be used exclusively for the stated end-use;
- shall not be used in the development, production, handling, operation, usage, maintenance, storage, detection, inventory, identification or proliferation of weapons of mass destruction and its delivery systems;
- shall not be sold/ transferred to an individual or entity who is involved directly or indirectly, or is known or suspected to be involved in the development, production, handling, operation, usage, maintenance, storage, detection, inventory, identification or proliferation of weapons of mass destruction and its delivery systems;
- shall not be sold/ transferred to an individual or entity who is sanctioned or restricted under applicable United Nations Security Council resolutions; and,
- shall be re-exported or sold to a third party in accordance with the originating/ supplying and receiving countries' export control or strategic trade laws, as applicable.

CERTIFICATION BY THE END-USER

I/ We hereby certify that all facts stated herein are true and correct based on my/ our own personal knowledge and nothing contained herein is inconsistent with my/ our declaration. We shall promptly update the exporter should I/ we know of any facts or intentions set forth in this statement which may occur after the execution of this certificate.

AUTHORIZED PERSONNEL NAME AND SIGNATURE		COMPANY STAMP
TITLE/ POSITION		
DATE (dd-mm-yy)		

VALID FOR THE DURATION OF THE LICENSE

End-user details

Company Name:	
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Product details (attach separate sheet/s if necessary)						
Description of the Commodity and/or Service	NSGL Code	HS or CN Code	Brand	Model	Quantity & Metric Unit	Total Value: (USD/PHP)
which is intended for						
End-use details						
<input type="checkbox"/> Consumption <input type="checkbox"/> Production <input type="checkbox"/> Distribution <input type="checkbox"/> Repair <input type="checkbox"/> Other (Please specify)						
in (country of final destination):						
for (detailed end-use)*:						
*Provide specific detailed end-use of the goods/ technology identifying the specific operations to be performed by the goods in support of the end-user's business activities						

Product details (attach separate sheet/s if necessary)						
Description of the Commodity and/or Service	NSGL Code	HS or CN Code	Brand	Model	Quantity & Metric Unit	Total Value: (USD/PHP)
which is intended for						
End-use details						
<input type="checkbox"/> Consumption <input type="checkbox"/> Production <input type="checkbox"/> Distribution <input type="checkbox"/> Repair <input type="checkbox"/> Other (Please specify)						
in (country of final destination):						
for (detailed end-use)*:						
*Provide specific detailed end-use of the goods/ technology identifying the specific operations to be performed by the goods in support of the end-user's business activities						

Product details (attach separate sheet/s if necessary)						
Description of the Commodity and/or Service	NSGL Code	HS or CN Code	Brand	Model	Quantity & Metric Unit	Total Value: (USD/PHP)
which is intended for						
End-use details						
<input type="checkbox"/> Consumption <input type="checkbox"/> Production <input type="checkbox"/> Distribution <input type="checkbox"/> Repair <input type="checkbox"/> Other (Please specify)						
in (country of final destination):						
for (detailed end-use)*:						
*Provide specific detailed end-use of the goods/ technology identifying the specific operations to be performed by the goods in support of the end-user's business activities						

AUTHORIZED PERSONNEL NAME AND SIGNATURE	COMPANY STAMP
TITLE/ POSITION	
DATE (dd-mm-yy)	