



# Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO. **2016-030**

FOR : Economic Zone Locator Enterprises  
Economic Zone Administrators and Managers

FROM : Director General LILIA B. DE LIMA *[Signature]*

SUBJECT : Chemical Advisory – COMELEC requirements for the  
importation and local purchase of PNP-regulated  
chemicals

DATE : 4 March 2016

PEZA - DTS



1519-2016-00070

This is in connection with COMELEC Resolution No. 10051 also known as the "Rules and regulations on (1) the ban on the bearing, carrying or transporting of firearms and other deadly weapons; and (2) the employment, availment or engagement of the services of security personnel or bodyguards during the election period of the May 9, 2016 synchronized national and local elections". The full text of the document may be downloaded from the COMELEC website through this link: <http://www.comelec.gov.ph/?r=Archives/RegularElections/2016NLE/Resolutions/res10015>

## 1. Scope and coverage

All imported and locally purchased chemicals that are regulated by the PNP which include nitrates, chlorates, nitric acid and other regulated chemicals referred to in PEZA Memorandum Circular 2015-31 and 2016-05 shall require Certificate of Authority from the COMELEC.

## 2. Requirements and filing fee

The list of requirements and the filing fee are indicated in page 23, Rule V of the COMELEC resolution. All importers and local purchasers are requested to accomplish the online form at: <http://www.comelec.gov.ph/?r=Archives/RegularElections/2016NLE/GunBan/OnlineApplicationForms>

## 3. COMELEC form and attachments

The PEZA-registered enterprises who will be applying for the COMELEC certification are requested to exercise due diligence in ensuring the completeness of their entries in the prescribed COMELEC form and the validity of their attachments prior to submission of the documents to the COMELEC Committee on the Ban on Firearms and Security Personnel (CBFSP). Checking shall be done as follows:

A. COMELEC CBFSP Form 2016-04. The form shall be:

- Signed by the authorized signatory as appointed by the Board if the applicant is a corporation OR through a Special Power of Attorney if the applicant is a partnership or sole proprietorship (see item 3Da);
- Properly accomplished, stating the origin and destination (to include information on the Province and City / Municipality), description and quantity of the chemicals consistent with the details given in the appropriate PNP Permit to Transport (see item 3B). The company address should be consistent with the declared address in the PNP permit; and,
- Properly notarized, the valid government-issued ID of the authorized representative is indicated in the acknowledgment page.



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- B. PNP Permit to Transport. The document provided to the COMELEC should:
  - a. Be the original PNP-signed Permit to Unload for imported chemicals and Special Permit to Purchase and Move for locally purchased chemicals;
  - b. Provide the date of validity and the control number as issued by the PNP;
  - c. Be stamped "Not valid without COMELEC exemption".
- C. PNP Firearms and Explosives Office (PNP FEO) endorsement. The document should
  - a. Be the original PNP-signed document; and,
  - b. Be issued in the name of the company
- D. Supporting documents – these documents are being required by COMELEC to check that the signatory to the CBFSP Form is authorized by the company owner/s to undertake the application and a legitimate employee of the company.
  - a. Proof that the representative is authorized (through the provision of original copy of Board of Director's Certificate or Secretary's Certificate if corporation OR Special Power of Attorney if partnership or single proprietorship). The first application of the company requires an original copy of the authorization, for succeeding COMELEC certification applications, a certified true copy may be provided by the company;
  - b. Original certificate of employment; and,
  - c. Copy of valid company ID and government-issued ID
- E. Proof of payment – a photocopy of the official receipt for the application for COMELEC certification should be attached.

#### **4. Status of application**

Applicants may check the status of their application through the COMELEC website or call / email the CBFSP at 559-9759 or email [gunban2016@comelec.gov.ph](mailto:gunban2016@comelec.gov.ph)

#### **5. Release of certificates**

The authorized representative shall bring a copy of the supporting documents as described in item 3D. If the authorized representative is not available during releasing of certificate, the newly appointed representative will have to bring an original copy of a notarized letter of authorization.

If there are concerns or clarifications that are related to PEZA processes as a result of the COMELEC requirement, please email us at [ensd@peza.gov.ph](mailto:ensd@peza.gov.ph)

For your compliance.