

**IMPLEMENTING RULES AND REGULATIONS ON CONTROLLED CHEMICALS
PURSUANT TO SECTION 4-C TO 4-F OF PD NO. 1866 AS AMENDED BY RA NO.
9516**

WHEREAS, Presidential Decree No. 1866 codified the laws on illegal/unlawful possession, manufacture, dealing in, acquisition or disposition, of firearms, ammunition or explosives or instruments used in the manufacture of firearms, ammunition or explosives;

WHEREAS, Republic Act No. 9516 amended the provisions of Presidential Decree No. 1866 by inserting new sections i.e. 4-C, 4-D, 4-E and 4-F, to wit:

SEC. 4-C. Authority to Import, Sell or Possess Chemicals or Accessories for Explosives. – Only persons or entities issued a manufacturer's license, dealer's license or purchaser's license by the Philippine National Police (PNP)-Firearms and Explosives Division may import any of the chemicals or accessories that can be used in the manufacture of explosives or explosive ingredients from foreign suppliers, or possess or sell them to licensed dealers or end users, as the case may be.

SEC. 4-D. Types of Chemical/Accessories Covered. – The chemicals and accessories mentioned in the preceding Section shall exclusively refer to chlorates, nitrates, nitric acid and such other chemicals and accessories that can be used for the manufacture of explosives and explosive ingredients.

SEC. 4-E. Record of Transactions. – Any person or entity who intends to import, sell or possess the afore-cited chemicals or accessories shall file an application with the Chief of the PNP, stating therein the purpose for which the license and/or permit sought and such other information as may be required by the said official. The concerned person or entity shall maintain a permanent record of all transactions entered into in relation with the afore-cited chemicals or accessories, which documents shall be open to inspection by the appropriate authorities.

SEC. 4-F. Cancellation of License. – Failure to comply with the provision of Section 4-C, 4-D, and 4-E shall be sufficient cause for the cancellation of the license and the confiscation of all such chemicals or accessories, whether or not lawfully imported, purchased or possessed by the subject or entity.

WHEREAS, the Chief of the Philippine National Police is mandated by law to promulgate the rules and regulations for the effective implementation of Presidential Decree No. 1866 as amended by Republic Act No. 9516 to be approved by the Secretary of the Department of the Interior and Local Government pursuant to Presidential Decree No. 1878-A;

NOW THEN, the Chief of the Philippine National Police, pursuant to the said mandate, hereby promulgates the following Implementing Rules and Regulations in order to carry out the provisions of the aforementioned laws.

Section 1. Short Title.

These Rules shall be known as the Implementing Rules and Regulations (IRR) on Controlled Chemicals.

Section 2. Definition of Terms.

For purposes of this IRR, the following terms or words and phrases shall mean or, to be understood as defined herein:

- 2.1. **Academe** – refers to Philippine universities, colleges, school and vocational institutes that are under the supervision of the Commission on Higher Education (CHED), Department of Education (DepEd) or Technical Education Skills and Development Authority (TESDA).
- 2.2. **Accessories** – refer to any part, materials, ingredient, machinery, tool or instrument of any explosive or incendiary whether mechanical, electronic, electrical other than chemical that can be used to ignite, initiate or enhance explosion.
- 2.3. **Analytical/Testing Laboratory** – refers to a facility competent to undertake chemical, biochemical, industrial, minerals, materials, and other types of analysis and therefore requires chemicals to function.
- 2.4. **CAS Number** – refers to the number that is used to identify the chemical. It is a unique numerical identifier assigned by Chemical Abstract Service (CAS) to every chemical substance described in the open scientific literature.
- 2.5. **Certificate of Inspection** – refers to the certificate issued by the PNP to the applicant or licensee whose storage facility, site or branch has complied with all the inspection requirements set forth by the PNP.
- 2.6. **CHED** – refers to the Commission on Higher Education.
- 2.7. **Contaminated Chemical** – refers to a chemical with presence of unwanted substance making it unsuitable for consumption or use.
- 2.8. **Controlled Chemicals** – refer exclusively to chlorates, nitrates, nitric acid and such other chemicals categorized under Section 3.1 hereof that can be used for the manufacture of explosives and explosive ingredients, where the explosive is capable or is intended to be made capable of producing destructive effect on contiguous objects or causing injury or death to any person.
- 2.9. **Certificate of Balance** – refers to the document issued by the PNP indicating the maximum quantity of controlled chemicals a licensee can be allowed to procure.
- 2.10. **Certificate of Good Standing** – refers to the document issued by the Chief, FEO attesting that a licensed entity has complied with all the requirements of this IRR and has no derogatory report within the validity period of the existing license.
- 2.11. **CSG** – refers to the Civil Security Group of the Philippine National Police.

- 2.12. Dealer's License – refers to the document issued to qualified persons or entities authorizing them to engage in the business of buying and selling controlled chemicals at wholesale or retail.
- 2.13. DepEd – refers to the Department of Education.
- 2.14. DOH – refers to the Department of Health.
- 2.15. DOST – refers to the Department of Science and Technology.
- 2.16. DTI – refers to the Department of Trade and Industry.
- 2.17. End-User Declaration – refers to the document issued by the licensed dealers to the licensed DTI-certified micro and small enterprises, CHED/DepEd/TESDA-certified academe, DOST-accredited analytical/testing laboratories, DOH-accredited hospitals and Barangay-certified farmers in the purchase and movement of certain controlled chemicals in a maximum allowable quantity.
- 2.18. EEMD – refers to the Education and Enforcement Management Division of the Firearms and Explosives Office.
- 2.19. EMD – refers to the Explosives Management Division of the Firearms and Explosives Office.
- 2.20. Entity – refers to juridical person as provided under Article 44 of the Civil Code of the Philippines.
- 2.21. FEO – refers to the Firearms and Explosives Office of the Philippine National Police.
- 2.22. FEO License Revocation and Restoration Board (FLRRB) – refers to the FEO board with a regulatory function to study, review, validate, and recommend the cancellation, restoration or imposition of administrative fine pursuant to Section 11.1 of this IRR of all issued licenses and/or permits relative to controlled chemicals through a Resolution to be approved by the Chief, PNP or his authorized representative.
- 2.23. GHS – refers to the Globally Harmonized System of classification and labeling of chemical. It defines and classifies the hazard of chemical products, and communicates health and safety information on labels and safety data sheets.
- 2.24. Manufacturer's License – refers to the document issued to qualified persons or entities authorizing them to engage in the business of manufacturing controlled chemicals for purposes of sale or distribution.
- 2.25. Maximum Allowable Quantity:
- 2.25.1. For Special Permit to Purchase and Move Controlled Chemicals: Maximum allowable quantity refers to the quantity of a substance, not exceeding 10 liters for liquids and 10 kilograms for solid, which a user can purchase and consume within a day.
- 2.25.2. For DTI-certified micro and small enterprises, CHED/DepEd/ TESDA-certified academe, DOST-accredited analytical/testing

laboratories, DOH-accredited hospitals and Barangay-certified farmers: Maximum allowable quantity refers to the threshold quantity of a substance, a user may purchase and consume within a year, to be determined by the PNP.

- 2.26. Mixture – refers to the combination of two or more pure substances in which each pure substance retains its individual chemical properties.
- 2.27. Permit to Export Controlled Chemicals (PECC) – refers to the document issued to licensed persons or entities authorizing them to export controlled chemicals.
- 2.28. Permit to Import Controlled Chemicals (PICC) – refers to the document issued to licensed persons or entities authorizing them to import controlled chemicals.
- 2.29. Permit to Purchase and Move Controlled Chemicals (PPMCC) – refers to the document issued to licensed persons or entities authorizing them to purchase and move the controlled chemicals from the seller's storage facility to the purchaser's storage facility.
- 2.30. Permit to Unload Controlled Chemicals (PTUCC) – refers to the document issued to licensed persons or entities authorizing them to unload and transport imported controlled chemicals from port of entry to the storage facility as indicated in the approved license.
- 2.31. Permit to Transfer Controlled Chemicals (PTTCC) – refers to the document issued to licensed persons or entities authorizing them to move and transport controlled chemicals from one storage facility to another storage facility of the same licensee.
- 2.32. Permit to Transport Controlled Chemicals (PTCC) - refers to the document issued to licensed persons or entities authorizing them to move and transport controlled chemicals from one storage facility to the Department of Natural Resources-Environment Management Bureau (DENR-EMB) accredited treatment facility.
- 2.33. Person – refers to the natural person pursuant to the Civil Code of the Philippines.
- 2.34. PNP – refers to the Philippine National Police.
- 2.35. PNP Accredited Logistics Service Provider/Broker/Forwarder/Trucker – refers to a company-owned truck duly accredited by the PNP or a third party logistics service provider/broker/forwarder/trucker holding itself to the general public to provide transportation of controlled chemicals for compensation and in the ordinary course of its business that is duly accredited by the PNP.
- 2.36. Process Flowchart – refers to the description of the generic process flow where the controlled chemical/s will be used, including the purpose of the use of the controlled chemical/s, and the quantity/purity requirement to justify its procurement which must be prepared and signed by the person authorized to use the controlled chemicals.

- 2.37. Purchaser's License – refers to the license issued to qualified persons or entities authorizing them to purchase and possess controlled chemicals for use in any lawful purposes.
- 2.38. Research and Development (R&D) Team – refers to the group to be commissioned by the SILG/Chairman, National Police Commission (NAPOLCOM), composed of representatives from the PNP, DOST, academe and concerned industries, for the purpose of evaluation and determination of the explosive potential of a certain chemical.
- 2.39. RCSU – refers to the Regional Civil Security Unit of the Civil Security Group.
- 2.40. ROPD – refers to the Regional Operations and Plans Division of the Police Regional Office.
- 2.41. SILG – refers to the Secretary of the Interior and Local Government.
- 2.42. Security Survey Inspection Report – refers to the report rendered by the PNP regarding the compliance of an applicant or licensee on the physical, structural, and operational security of its storage facility, site or branch.
- 2.43. Special Permit to Purchase and Move Controlled Chemicals (SPPMCC) – refers to the document issued once to unlicensed but qualified persons or entities authorizing them to acquire/purchase controlled chemicals in maximum allowable quantity for academic, scientific, and other lawful purposes.
- 2.44. Storage Facility – refers to buildings, structures, storage tanks and/or silos used for the safe-keeping of controlled chemicals.
- 2.45. TESDA – refers to the Technical Education and Skills Development Authority.

Section 3. Categorization of Controlled Chemicals:

3.1. The Controlled Chemicals shall be categorized into High-Risk and Low-Risk as provided in the List of Controlled Chemicals under Annex A of this IRR.

3.2. The Chief, PNP can update the List of Controlled Chemicals and place new chemicals or mixtures under regulation and, for this purpose, may consult with the Research and Development Team from time to time. The Research and Development Team shall use available scientific methodology and security information in evaluating and determining the explosive potential of such new chemicals. The Research and Development Team shall provide the Chief, PNP with the results within fifteen (15) working days from commencement of its evaluation and determination process.

3.3. However, in the interest of public safety or peace and order, the Chief, PNP can, motu proprio update the List of Controlled Chemicals and place new chemicals or mixtures under regulation, to take effect immediately, but with due regard to affected new chemicals or mixtures that are still in transit or already in circulation. Within fifteen (15) working days from effectivity, the updated list may be endorsed to the Research and Development Team, for evaluation and determination. The Research and

Development Team shall provide the Chief, PNP with the results within fifteen (15) working days from commencement of its evaluation and determination process.

Section 4. License to Manufacture, Deal and Purchase Controlled Chemicals.

4.1. Any person or entity desiring to engage in the business of manufacturing, dealing in and/or purchasing controlled chemicals shall first secure the appropriate license for such purpose.

4.2. Authority to Issue Manufacturer's License, Dealer's License, and Purchaser's License:

4.2.1. The approving authority for application for Manufacturer's License, Dealer's License, and Purchaser's License shall be the Chief, PNP.

4.2.2. However, amendment and renewal of Manufacturer's License and Dealer's License may be delegated to the Director, Civil Security Group and the Chief, Firearms and Explosives Office, respectively.

4.2.3. The approving authority for a new application for Purchaser's License to include its amendment may be delegated to the Director, Civil Security Group while its renewal may be delegated to the Chief, FEO.

4.2.4. The approving authority for Purchaser's License for DTI-certified small enterprises, CHED/DepEd/TESDA-certified academe, DOST-certified analytical/testing laboratories, and DOH-certified hospitals to include its amendment and renewal may be delegated to the Chief, FEO.

4.2.5. The approving authority for Purchaser's License for DTI-certified micro enterprises and Barangay-certified farmers to include its amendment and renewal may be delegated to the Chief, FEO for Metro Manila applicants and Chief, RCSU for outside Metro Manila applicants. Pending the full activation of RCSU, the Chief, FEO shall be the approving authority.

4.2.6. The only permissible grounds for amendment of license shall exclusively refer to: change of corporate/business name and/or address, establishment of additional or change of storage facility or branch, inclusion of additional controlled chemicals, increase in quantity, and/or deletion of controlled chemicals.

4.3. Applications for licenses shall be in the name of and shall be represented by the owner, in case of sole proprietorships or partnerships, or, in case of corporations, by the president or any corporate officer or member of the Board empowered through a Secretary's Certificate.

The applicant may duly authorize a representative to process the application through a Special Power of Attorney (SPA) stating that he/she had been authorized for the purpose of processing the application for license.

4.4. The quantity applied for in the license shall consider the following factors, such as but not limited to usage and storage facility.

4.5. Requirements for Issuance of License: The following documentary requirements in original or authenticated copies shall be submitted to acquire Manufacturer's License, Dealer's License, or Purchaser's License to include its amendment and renewal:

4.5.1. For New Application of License:

- a. Duly accomplished Application Form;
- b. For local corporation/partnership: Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS);

For foreign multi-corporation: SEC Registration to do business in the Philippines;

For Single Proprietorship: Certificate of Registration with the Department of Trade and Industry (DTI);

- c. Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals will be stored;
- d. NBI Clearance of the applicant;
- e. Business Permit;
- f. Process flowchart (for manufacturer and purchaser only);
- g. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier;
- h. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;
- i. Floor/Location plan of the storage facility;
- j. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;
- k. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO.

For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.

- l. Proof of payment from the Land Bank of the Philippines.

4.5.2. For Amendment of License:

- a. Duly accomplished Application Form;**
- b. In case of additional controlled chemicals:**
 - 1) Process flowchart;**
 - 2) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier; and**
 - 3) For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO.**

For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.

- c. In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility:**
 - 1) Notarized latest Monthly Consumption Report;**
 - 2) Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper; and**
 - 3) For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO.**

For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.

- d. In case of change of storage facility:**
 - 1) Duly accomplished Application Form;**
 - 2) Business Permit;**
 - 3) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;**
 - 4) Floor/Location plan of the storage facility;**
 - 5) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;**
 - 6) For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO.**

For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.

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e. In case of change of corporate/business address:

- 1) For local Corporation or Partnership: Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS.

For Foreign Multi-corporation: SEC Registration to do business in the Philippines.

For Single Proprietorship: Certificate of Registration with DTI.

- 2) Business Permit;
- 3) Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;
- 4) Floor/Location plan of the storage facility;
- 5) Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper; and
- 6) For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from the Chief, EEMD FEO.

For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the Regional Civil Security Unit or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.

f. In case of change of corporate/business name:

For Corporation or Partnership: Certificate of Registration of the firm with SEC to include its machine validated Article of Incorporation and GIS;

For foreign multi-corporation – SEC Registration to do business in the Philippines.

For Single Proprietorship: Certificate of Registration with DTI.

4.5.3. For Renewal of License:

- a. Duly accomplished Application Form;
- b. Business Permit;
- c. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from the Chief, EEMD, FEO.

For Outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and

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Certificate of Inspection from the RCSU or from the Provincial Director, PPO/City Director, CPO pending full the activation of the RCSU; and

d. Proof of payment from the Land Bank of the Philippines.

- 4.6. The PDS and NBI clearance of the applicant shall be submitted if the applicant for amendment or renewal of license is different from the applicant during the new application.
- 4.7. The applicant shall inform the PNP through the EMD, FEO in case of change in the management personnel of the storage facility/warehouse where the controlled chemicals are stored.
- 4.8. All documentary requirements should be valid at the time of filing of the application.
- 4.9. All licenses shall be valid for a period of one year from the date of issuance. If an application for renewal is filed at least 60 calendar days prior to its expiration date, the expiring license shall remain valid until a decision is rendered on the application for renewal. The FEO is enjoined to act on all applications for renewal within the 60 calendar days.
- 4.10. Licensee with expired license shall be given until six months to renew its license subject to imposition of administrative fines. Pending renewal of the expired license, licensee is prohibited to exercise the authorities as provided under Section 5 of this IRR. After six months of non-renewal, the PNP shall undertake action to confiscate all such controlled chemicals, whether or not lawfully imported, purchased or possessed by the licensed manufacturer, dealer or purchaser.
- 4.11. Administrative Fines shall be imposed on expired licenses, as follows:

MONTH/S AFTER EXPIRATION	SURCHARGE/PENALTY
1- 30 calendar days	10% of the approved fee
31-60 calendar days	20% of the approved fee
61-90 calendar days	30% of the approved fee
91-120 calendar days	40% of the approved fee
121-150 calendar days	50% of the approved fee
151-180 calendar days	100% of the approved fee
181 calendar days and above	Cause for confiscation of all such controlled chemicals

- 4.12. In the application for renewal, the Chief, PNP or his authorized representative may grant a license for a longer validity period but not more than three years on the basis of good standing without prejudice to the Inspection under Section 8 and Cancellation under Section 10 of this IRR.

Section 5. Scope of License to Manufacture, Deal in and Purchase Controlled Chemicals.

- 5.1. The scope of the Manufacturer's License shall include the following:

- 5.1.1. The authority to manufacture controlled chemicals within sites, areas, and factories stated in the license;
 - 5.1.2. The authority to deal in or sell all the items manufactured as approved in the manufacturer's license to licensed persons and entities;
 - 5.1.3. The authority to purchase and/or import controlled chemicals as reflected in the approved Manufacturer's License;
 - 5.1.4. The authority to export the items manufactured; and
 - 5.1.5. The authority to subcontract the manufacturing/processing of controlled chemicals; however, the subcontractor shall secure a Manufacturer's License to manufacture such controlled chemicals.
- 5.2. The scope of the Dealer's License shall include the following:
- 5.2.1. The authority to deal in or sell all controlled chemicals as reflected in the approved Dealer's License to licensed persons and entities;
 - 5.2.2. The authority to deal in or sell certain controlled chemicals to DTI-certified micro and small enterprises, CHED/DepEd/TESDA-certified academe, DOST-certified analytical/testing laboratories, DOH-certified hospitals, and Barangay-certified farmers at the prescribed maximum allowable quantity. However, licensed dealers shall adhere to the policy/guidelines on the issuance of "End-User Declaration" and reportorial requirements for every deal or sale of controlled chemicals; and
 - 5.2.3. The authority to purchase and/or import controlled chemicals as reflected in the approved Dealer's License.
- 5.3. The scope of the Purchaser's License shall include the following:
- 5.3.1. The authority to purchase and/or import controlled chemicals as reflected in the approved Purchaser's License;
 - 5.3.2. The authority to use and process the controlled chemicals to produce its desired product, except the manufacture of another controlled chemicals; and
 - 5.3.3. The authority to subcontract the manufacturing/processing of products or chemicals not categorized as controlled chemicals; however, the subcontractor shall secure a Purchaser's License to manufacture such product or substance using controlled chemicals.
- 5.4. The scope of the Purchaser's License for DTI-certified small enterprises, CHED/DepEd/TESDA-certified academe, DOST-certified analytical/testing laboratories, and DOH-certified hospitals:
- 5.4.1. The authority to purchase certain controlled chemicals as reflected in the approved Purchaser's License within the maximum allowable quantity without the necessary permit;

5.4.2. The authority to use and process the controlled chemicals to produce its desired product; except the manufacture of another controlled chemical ; and

5.4.3. Applicant shall only submit a duly accomplished Application Form, certification from the concerned agency and proof of payment from the Land Bank of the Philippines.

5.5. The scope of the Purchaser's License for DTI-certified micro enterprises and Barangay-certified farmers:

5.5.1. The authority to purchase certain controlled chemicals as reflected in the approved Purchaser's License within the maximum allowable quantity without the necessary permit;

5.5.2. The authority to use and process the controlled chemicals to produce its desired product; except the manufacture of another controlled chemicals; and

5.5.3. Applicant shall only submit a duly accomplished Application Form and certification from the concerned agency.

5.6. Importation.

5.6.1. Any licensed persons or entities desiring to import controlled chemicals shall submit their application to the Chief, PNP through the Chief, FEO for Metro Manila applicants or the Provincial Director, PPO/City Director, CPO for outside Metro Manila applicants.

5.6.2. Permit to Import Controlled Chemicals (PICC) for manufacturers and dealers shall be for the approval of the Chief, PNP while PICC for purchasers shall be for the approval of the Director, CSG.

5.6.3. For initial importation, application to import may be filed for such quantities as may be needed by the licensee for one-year period based on the storage capacity multiplied by 12 months plus 25%. For the succeeding importation, application to import may be filed for such quantities as may be needed by the licensee for one-year period based on the maximum annual average for the past three years plus 25%.

However, the licensee shall schedule the unloading of controlled chemicals in such a way that when received shall not exceed the authorized capacity of the storage facility including actual stock on hand upon arrival of the shipment.

5.6.4. At least ten working days before the arrival of controlled chemicals under the Permit to Import Controlled Chemicals (PICC), the licensee-importer may apply for Permit to Unload Controlled Chemicals (PTUCC) to the Chief, FEO or the Chief, RCSU. Pending full activation of the RCSU, all PTUCC shall be for the approval of the Chief, FEO.

- 5.6.5. Permit to Unload Controlled Chemicals (PTUCC) shall serve as the authority of the licensee-importer to unload the controlled chemicals from the port of entry and transport the same to the storage facility as indicated in the license. Shipment unloaded and transported shall be deducted from the PICC in the Certificate of Balance.
- 5.6.6. Documentary requirements for applying Permit to Import Controlled Chemicals (PICC):
- a) Duly accomplished Application Form;
 - b) Inventory Report from Chief, EEMD, FEO or Chief, RCSU or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU; and
 - c) Proof of payment from the Land Bank of the Philippines.
- 5.6.7. Documentary requirements for applying Permit to Unload Controlled Chemicals (PTUCC):
- a) Duly accomplished Application Form;
 - b) Copy of Permit to Import with Certificate of Balance;
 - c) Notarized latest Monthly Consumption Report;
 - d) Commercial/Proforma Invoice for sea freight or for air freight in lieu of Bill of Lading or Airway Bill;
 - e) Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker; and
 - f) Proof of payment from the Land Bank of the Philippines.
- 5.7. Exportation.
- 5.7.1. Any licensed manufacturers desiring to export controlled chemicals shall submit their applications to the Chief, PNP through the Chief, FEO for Metro Manila applicants or the Provincial Director, PPO/City Director, CPO for outside Metro Manila applicants.
- 5.7.2. Permit to Export shall serve as the authority of the licensed manufacturers to export controlled chemicals and to move/transport the controlled chemicals from the licensed manufacturer's storage facility to the port of exit.
- 5.7.3. Permit to Export shall be for the approval of the Chief, PNP or his authorized representative.
- 5.7.4. Documentary Requirements for application for Permit to Export:
- a) Original Letter of Intent and End-User's Certificate of the Consignee; and
 - b) Certification from the licensee-exporter with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker.
- 5.8. Local purchase and movement of controlled chemicals.
- 5.8.1. Any licensed person or entity desiring to purchase controlled chemicals shall submit their application to the Chief, PNP through the Chief, FEO for Metro Manila applicants or to the Provincial Director, PPO/City Director, CPO for outside Metro Manila applicants.

- 5.8.2. Permit to Purchase and Move Controlled Chemicals (PPMCC) shall serve as the authority of the purchaser to move and transport the controlled chemicals from the seller's storage facility to the purchaser's storage facility as indicated in the license.
- 5.8.3. Permit to Purchase and Move Controlled Chemicals (PPMCC) shall be for the approval of the Chief, FEO or the Chief, RCSU. Pending full activation of the RCSU, all PPMCC shall be for the approval of the Chief, FEO.
- 5.8.4. The whole quantity specified in the permit shall be sold and delivered to the purchaser. If for some reasons the whole quantity cannot be delivered at one time, permission shall be requested from the Chief, FEO or the Chief, RCSU who shall specify the kinds and quantities of controlled chemicals to comprise each partial delivery which should be proportionate to the kinds and quantities in the original permit.
- 5.8.5. Documentary requirements for applying Permit to Purchase and Move Controlled Chemicals (PPMCC):
- a) Duly accomplished Application Form;
 - b) Endorsement from Provincial Director, PPO/City Director, CPO (for provincial applicant);
 - c) Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker; and
 - d) Proof of payment from the Land Bank of the Philippines.
- 5.9. Permit to Transfer Controlled Chemicals (PTTCC):
- 5.9.1. Any licensed manufacturer or dealer who needs to move and transport controlled chemicals from one storage facility to another storage facility of the same licensee shall apply for Permit to Transfer.
- 5.9.2. Permit to Transfer Controlled Chemicals (PTTCC) shall be for the approval of the following:
- a) Provincial Director, PPO/City Director, CPO, if the movement and transportation of controlled chemicals is within the province/city.
 - b) Chief, RCSU, if the movement and transportation of controlled chemicals transcends provincial boundaries of the same region. Pending full activation of the RCSU, the Regional Director, PRO shall be the approving authority.
 - c) Chief, FEO, if the movement and transportation of controlled chemicals transcends regional boundaries.
- 5.9.3. Documentary requirements for applying Permit to Transfer Controlled Chemicals:
- a) Duly accomplished Application Form; and

- b) Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker.

5.10. Special Permit to Purchase and Move Controlled Chemicals (SPPMCC):

5.10.1. Any person or entity not licensed as manufacturer, dealer or purchaser desiring to acquire/purchase controlled chemicals on a maximum allowable quantity for academic, scientific and other lawful purposes shall apply to the Chief, FEO through the Chief, EMD FEO for Metro Manila applicants or to the Provincial Director, PPO/City Director, CPO for outside Metro Manila applicants.

5.10.2. Special Permit to Purchase and Move Controlled Chemicals (SPPMCC) shall serve as the authority of the purchaser to move and transport controlled chemicals from the seller's storage facility to the purchaser's storage facility as indicated in the permit. Subsequent purchases shall require application for a Purchaser's License.

5.10.3. Special Permit to Purchase and Move Controlled Chemicals (SPPMCC) shall be for the approval of the Chief, FEO or the Chief, RCSU. Pending full activation of the RCSU, all SPPMCC shall be for the approval of the Chief, FEO.

5.10.4. Documentary requirements:

- a) Duly accomplished Application Form;
- b) Personal Data Sheet (PDS) of the applicant;
- c) NBI Clearance of the applicant; and
- d) Proof of payment from the Land Bank of the Philippines.

5.11. Unless earlier cancelled, the validity of permits shall be as follows:

5.11.1. For Permit to Import Controlled Chemicals (PICC), valid for one year from the date of issuance.

5.11.2. For Permit to Export Controlled Chemicals (PECC), valid for one year from the date of issuance.

5.11.3. Permit to Purchase and Move Controlled Chemicals (PPMCC), valid for a period of 60 calendar days from the date of issuance.

5.11.4. Permit to Transfer Controlled Chemicals (PTCC), valid for a period of 30 calendar days from the date of issuance.

5.12. All movement and transportation of controlled chemicals shall not be delayed.

5.13. Pending operationalization of the PNP accredited logistics service provider/broker/forwarder/trucker, one police security escort shall be required for every movement and transportation of high-risk controlled chemicals.

5.14. All licensed persons and entities to include PNP accredited logistics service provider/broker/forwarder/trucker must observe the Guidelines in the Movement and Transportation of Controlled Chemicals as provided under Annex B of this IRR.

Section 6. Issuance of Licenses/Permits and Payment of Fees.

6.1. Licenses and permits shall be issued only upon the compliance with all the requirements including the payment of the prescribed fees.

6.2. The procedures in the processing of licenses and permits of controlled chemicals to include the fees and charges are provided under Annex C and Annex D of this IRR, respectively.

Section 7. Registration and Accreditation of Logistics Service Provider/ Broker/ Forwarder/Trucker of Controlled Chemicals

7.1. Except in cases of movement and transportation of certain controlled chemicals in maximum allowable quantity, as may be prescribed, only PNP accredited logistics service provider/broker/forwarder/trucker shall be utilized in the movement and transportation of controlled chemicals.

7.2. The PNP, through the CSG, shall formulate policies and guidelines for the operationalization of PNP accredited logistics service provider/broker/forwarder/trucker to be utilized in the movement and transportation of controlled chemicals.

Section 8. Record of Transactions, Inventory and Inspection.

8.1. All licensed manufacturers, dealers and purchasers shall maintain a permanent record of all transactions entered into in relation with the controlled chemicals, such as the following: inventory report of controlled chemicals to include importation, exportation, local purchase, sales report, consumption/production reports with delivery receipts, and other reports that the Chief, PNP may require.

8.2. The retention period for records and reports of all transactions shall be for five (5) years.

8.3. Notarized Monthly Consumption Reports with delivery receipts shall be submitted on or before the fifteenth (15th) day of the following month to the FEO through the EMD, FEO for licensee in Metro Manila and RCSU for licensee outside Metro Manila. Pending full activation of RCSU, all reports shall be submitted to the EMD, FEO.

8.4. The PNP through the FEO or any office authorized by the Chief, PNP shall inspect the storage facility and/or examine the inventory and records of licensed manufacturer, dealer or purchaser for licensing, inventory, monitoring purposes and/or investigation as the case may be.

8.5. The inspection of storage facility and/or examination of records and inventories shall be conducted during office hours (8:00 AM to 5:00 PM). The Inspection Team shall be covered with a Letter Order.

8.6. The Inspection Team shall furnish the applicant or the licensee through the Head of the Storage Facility, a copy of the initial result of the inspection, immediately thereafter.

8.7. In case of adverse findings, the applicant or licensee, as the case may be, shall be given thirty (30) working days from receipt of result of the inspection, within which to comply with the recommendations of the Inspection Team. Non-compliance

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with said recommendations, within the given period, shall be a ground for the disapproval of the application for license or cancellation of the license.

8.8. The procedures of inspection are provided under Annex D of this IRR.

Section 9. Storage and Disposal of Controlled Chemicals:

9.1. Licensed persons or entities shall comply with the specific requirements on storage facility as provided under Annex E of this IRR.

9.2. The storage facility shall comply with the storage requirements stated in the Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the chemical being applied for.

9.3. Disposal of unused, contaminated and/or expired controlled chemicals must be reported to the FEO or RCSU for issuance of Permit to Transport and must be coordinated with the DENR-EMB. The licensee must submit to the PNP through FEO or RCSU a copy of the Certificate of Treatment issued by an accredited DENR-EMB treatment facility. Pending the full activation of the RCSU, the aforementioned certificate shall be submitted to the FEO.

Section 10. Certificate of Good Standing.

10.1. The Chief, FEO may issue a Certificate of Good Standing to licensed persons or entities.

10.2. The licensed persons or entities must possess all the qualifications and none of the disqualifications as provided for in the Parameters attached to this IRR as Annex F.

10.3. Violation of any of the parameters provided in Annex F of this IRR shall cause the cancellation of the Certificate of Good Standing.

Section 11. Cancellation of License.

11.1. The Chief, PNP or his authorized representative through the recommendation of FLRRB shall impose the following penalties for failure to maintain a permanent record of all transactions, failure to submit reports on a monthly basis, submission of erroneous reports on a monthly basis, or submission of non-notarized report:

Offense	Penalty
First Offense	50% of the approved license fee
Second Offense	100% of the approved license fee
Third Offense	Cancellation of the license and cause confiscation of all such controlled chemicals, whether or not lawfully imported, purchased or possessed by the licensed manufacturer, dealer or purchaser.

11.2. The Chief, PNP or his authorized representative through the recommendation of FLRRB shall cancel the license and undertake appropriate actions to confiscate all such controlled chemicals, whether or not lawfully imported, purchased or possessed by the licensed manufacturer, dealer or purchaser on any of the following grounds:

- 11.2.1. Possession, importation, manufacture or selling of controlled chemicals not covered in the approved license;
- 11.2.2. Selling or transfer of controlled chemicals to unlicensed person or entity unless otherwise exempted;
- 11.2.3. Purchase of controlled chemical from unlicensed person or entity;
- 11.2.4. Movement and transportation of controlled chemicals without PNP appropriate permit;
- 11.2.5. Use of unaccredited logistic service provider/broker/forwarder/trucker in the movement and transportation of controlled chemicals;
- 11.2.6. Disposal of unused, contaminated and expired controlled chemicals without the PNP appropriate permit; and
- 11.2.7. Submission of falsified document in the application of license and/or permit.

Section 12. Penalties.

The criminal penalties as provided under Sections 3-A, 3-B, 3-C, 3-D, 4 and 4-A of Presidential Decree No. 1866 as amended by Republic Act No. 9516 shall be applicable.

Section 13. Authority of the Chief of the Philippine National Police (PNP) to Issue Policies and Guidelines.

13.1. The Chief, PNP may revise this IRR and its Annexes in consultation with the concerned sectors of society and with the approval of the Secretary of the Interior and Local Government to be published in the Official Gazette and to be submitted to the UP Law Center.

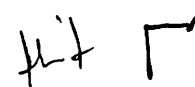
13.2. For effective implementation of the law and this IRR, the Chief, PNP may also issue relevant policies and guidelines to be submitted to the UP Law Center.

Section 14. Application of Information and Communication Technology.

The PNP shall develop and utilize information and communication technology to enhance regulation and to support cost-effective and efficient operations.

Section 15. Separability Clause.

If, for any reason, any provision of this IRR is declared to be unconstitutional or invalid, the other sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.



Section 16. Repealing Clause.

16.1. All other rules, regulations, orders, memorandum circulars which are inconsistent herewith are hereby repealed or modified accordingly.

16.2. All other rules, regulations, orders, memorandum circulars on explosives and accessories which are not inconsistent herewith shall continue to be in full force and effect.

Section 17. Transitory Provision.

17.1. Any person or entity who at the time of the effectivity of this IRR had been licensed shall be considered as licensed under the provisions of this IRR until the expiration of such license and shall be governed by the provisions hereof.

17.2. Any person or entity who at the time of the effectivity of this IRR had been issued a temporary license or regular license and affected by this IRR shall continue to operate and shall have sixty (60) calendar days from the effectivity of this IRR within which to comply or undertake appropriate action.

Section 18. Effectivity.

This IRR shall take effect after fifteen days from its publication in the Official Gazette and submission to the UP Law Center.

Approved:

JUN 09 2016



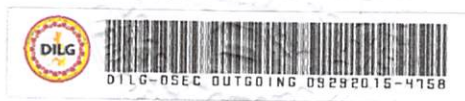

RICARDO C MARQUEZ
Police Director General
Chief, PNP

CPNP Ltrs '16 S065744



S065744


MEL SENEN S. SARMIENTO
Secretary, DILG



ANNEX A
LIST OF CONTROLLED CHEMICALS

1. The following are the list of controlled chemicals:

a. HIGH-RISK CONTROLLED CHEMICALS:

No.	Chemical Name	Chemical Formula	CAS Number
1	Ammonium Cerium (IV) Nitrate	Ce(NH ₄) ₂ (NO ₃) ₆	16774-21-3
2	Ammonium Nitrate	(NH ₄)(NO ₃)	6484-52-2
3	Fertilizer containing ≥70% Ammonium Nitrate		
4	Ammonium perchlorate	NH ₄ ClO ₄	14787-73-0
5	Calcium Nitrate	Ca(NO ₃) ₂	10124-37-5
6	Guanidinium Nitrate	CH ₆ N ₄ O ₃	506-93-4
7	Hydrogen Peroxide, >52%	H ₂ O ₂	7722-84-1
8	Magnesium Perchlorate	Mg(ClO ₄) ₂	10034-81-8
9	Nitric Acid, >3%	HNO ₃	7697-37-2
10	Potassium Nitrate ≥40%	KNO ₃	7757-79-1
11	Potassium Perchlorate ≥40%	KClO ₄	7778-74-7
12	Potassium Permanganate	KMnO ₄	7722-64-7
13	Sodium Chlorate ≥40%	NaClO ₃	7775-09-9
14	Sodium Nitrate	NaNO ₃	7631-99-4
15	Sodium Perchlorate ≥40%	NaClO ₄	7791-07-3

b. LOW-RISK CONTROLLED CHEMICALS:

No.	Chemical Name	Chemical Formula	CAS Number
1	Aluminum Granular/Powder	Al	7429-90-5
2	Ammonium Chlorate	NH ₄ ClO ₃	10192-29-7
3	Barium Chlorate	Ba(ClO ₃) ₂	13477-00-4
4	Barium Chromate	BaCrO ₄	10294-40-3
5	Barium Nitrate	Ba(NO ₃) ₂	10022-31-8
6	Calcium Chlorate	Ca(ClO ₃) ₂	10137-74-3
7	Chromium (III) Nitrate	Cr(NO ₃) ₃	7789-02-8
8	Copper Nitrate (Cupric nitrate)	Cu(NO ₃) ₂	10031-43-3 (trihydrate)
9	Ferric (III) Nitrate	Fe(NO ₃) ₃	782-61-8
10	Hydrogen Peroxide, 13-52%	H ₂ O ₂	7722-84-1
11	Nickel (II) Nitrate	Ni(NO ₃) ₂	13138-45-9
12	Potassium Chlorate, <40%	KClO ₃	3811-04-9
13	Potassium Nitrate, <40%	KNO ₃	7757-79-1
14	Potassium Perchlorate, <40%	KClO ₄	7778-74-7
15	Sodium Chlorite, >40%	NaClO ₂	7758-19-2
16	Sodium Perchlorate, <40%	NaClO ₄	7791-07-3
17	Sulfur Flakes/Powder	S ₈	7704-34-9

2. Fertilizer containing <70% Ammonium Nitrate, Nitric Acid ≤3%, Hydrogen Peroxide <13% and Sodium Chlorite ≤40% shall be regulated but subject to actual testing to determine the explosive potential to be conducted by the PNP. The PNP shall then categorize the chemicals which were subject of the actual testing prior issuance of appropriate license and/or permit.

The cost in the actual testing shall be shouldered by the requesting party/applicant.

ANNEX B
GUIDELINES IN THE MOVEMENT AND TRANSPORTATION
OF CONTROLLED CHEMICALS

All concerned persons or entities must observe the following guidelines in the movement and transportation of controlled chemicals:

1. Safety Measures.

- 1.1 All packages, boxes and/or container of controlled chemicals should follow the Globally Harmonized System (GHS) labeling requirements of chemicals.
- 1.2 The logistic service provider/broker/forwarder/trucker used for movement and transportation of controlled chemicals should be accredited by the Philippine National Police through the PNP Accreditation Board.
- 1.3 No unnecessary stops should be made. Stopping at garages and repair shops when carrying controlled chemicals should be avoided.
- 1.4 Stops should be made only when necessary and refueling en route should be avoided whenever possible and should be done with the motor stopped and brakes set.

2. Security Measures

- 2.1. For High-Risk Controlled Chemicals:
 - a. Upon approval and release of permit to the licensee, the concerned approving authority shall inform the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) of the receiving province/city by radio message stating the following:
 - 1) expected time and date of arrival of controlled chemicals;
 - 2) PNP accredited logistic service provider/broker/forwarder/trucker used;
 - 3) kinds and quantities of controlled chemicals arriving; and
 - 4) name of consignee.
 - b. Unloading/Delivery of chemicals shall be done in the presence of the accompanying police security escort.
 - c. An inventory shall be made and signed by the consignee and witnessed by the accompanying police security escort.
 - d. A copy of the inventory shall be furnished to each of the witnesses.
 - e. The accompanying police security escort shall see to it that the controlled chemicals are stored and properly secured in the storage facility. He shall submit an after-activity report to the concerned Approving Authority copy furnished the Provincial Director, PPO/City Director, CPO stating the time and date the controlled chemicals arrived.

2.2. For Low-Risk Controlled Chemicals:

- a. Upon approval and release of permit to the licensee, the concerned Approving Authority shall inform the Provincial Director, PPO/City Director, CPO of the receiving province/city by radio message stating the following:
 - 1) expected time and date of arrival of controlled chemicals;
 - 2) PNP accredited logistic service provider/broker/forwarder/trucker used;
 - 3) kinds and quantities of controlled chemicals arriving; and
 - 4) name of consignee.
- b. Unloading/Delivery shall be done in the presence of the responsible personnel of the storage facility and of the PNP accredited logistic service provider/broker/forwarder/trucker.
- c. An inventory shall be made and signed by the responsible personnel of the forwarder and witnessed by the responsible personnel of the storage facility.
- d. A copy of the inventory shall be furnished to each of the witnesses.
- e. The responsible personnel of the PNP accredited logistic service provider/broker/forwarder/trucker shall see to it that the controlled chemicals are stored and properly secured in the storage facility. He shall submit an after-activity report to the concerned Approving Authority copy furnished the Provincial Director, PPO/City Director, CPO stating the time and date the controlled chemicals arrived.

3. Escorting Guidelines:

- 3.1. Upon approval of applicant's permit, Chief, EMD FEO or Provincial Director, PPO/City Director, CPO shall designate one police security escort for every PNP accredited logistic service provider/broker/forwarder/trucker to be used in the movement and transportation of high-risk controlled chemicals.
- 3.2. Before transport, the designated police security escort shall perform the following:
 - 3.2.1. Secure an authenticated copy of the radio message sent to the Provincial Director, PPO/City Director, CPO of the receiving province/city;
 - 3.2.2. Check at the point of origin the following documents:
 - a. For Unloading of Imported Controlled Chemicals:
 - 1) Original Copy of the approved Permit to Unload;
 - 2) Copy of the Permit to Import Controlled Chemicals (PICC) with Certificate of Balance;
 - 3) Copy of the Commercial/Proforma Invoice for sea freight or for air freight in lieu of Bill of Lading or Airway Bill; and
 - 4) Copy of the Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker.
 - b. For Other Movement and Transportation of Controlled Chemicals:

- 1) Original Copy of the approved Permit; and
- 2) Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker.

3.2.3. Inform the Chief, EMD, FEO through the Chief, Technical Service Support Section, EMD, FEO the exact time of the movement and transportation of the controlled chemicals from the point of origin.

3.3. The designated police security escort shall escort the shipment to the point of destination as indicated in the approved permit.

3.4. At the point of destination, the designated police security escort shall see to it that the controlled chemicals are stored and properly secured in the licensee's storage facility. He shall submit an after-activity report to the concerned Approving Authority copy furnished the Provincial Director, PPO/City Director, CPO stating the time and date the controlled chemicals arrived.

ANNEX C
PROCESSING OF LICENSES AND PERMITS

1. LICENSES:

1.1. For Metro Manila Applicants:

a. New Application

- 1) The applicant shall secure Security Survey Inspection Report from the Chief of Police of the concerned Police Station where the storage facility is located by submitting a duly accomplished Application Form with Vicinity Map.
- 2) After conducting the security survey inspection, the Chief of Police of the concerned Police Station shall furnish the applicant result of the aforementioned inspection and return the accomplished Application Form and the vicinity map.
- 3) With favorable endorsement from the Chief of Police of the concerned Police Station, the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EEMD to include the following documents:
 - a) Security Survey Inspection Report;
 - b) Vicinity Map;
 - c) Floor /Location Plan;
 - d) Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals are stored;
 - e) Notarized latest Monthly Consumption Report;
 - f) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS); and
 - g) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).
- 4) The Director, CSG shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:
 - a) whether the quantities of controlled chemicals applied for are really needed and justified; and
 - b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.
- 5) After conducting the storage facility inspection, the Chief, EEMD, FEO shall issue Certificate of Inspection to the applicant and return all the submitted documents.
- 6) With Certificate of Inspection from Chief, EEMD, FEO the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EMD, FEO and all the documentary requirements.
- 7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid.

- 8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished application form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.
 - 9) Upon receipt of application, Chief, FEO shall review the same and forward the application with his comment and recommendation to the appropriate Approving Authority.
 - 10) Upon receipt of the approved application, the Chief, FEO releases the license in two copies, distributed as follows:
 - a) Original copy for the Licensee; and
 - b) Original Duplicate copy for the Chief, FEO.
- b. Amendment in case of additional controlled chemicals, increase in quantity of controlled chemicals and/or establishment of additional storage facility:
- 1) The applicant shall secure Security Survey Inspection Report from the Chief of Police of the concerned Police Station where the storage facility is located by submitting a duly accomplished Application Form.
 - 2) After conducting the security survey inspection, the Chief of Police of the concerned Police Station shall furnish the applicant result of the aforementioned inspection and return the accomplished Application Form.
 - 3) With favorable endorsement from the Chief of Police of the concerned Police Station, the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EEMD to include the following documents:
 - a) In case of additional controlled chemicals:
 - (1) Security Survey Inspection Report;
 - (2) Process flowchart; and
 - (3) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS).
 - b) In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility
 - (1) Security Survey Inspection Report;
 - (2) Notarized latest Monthly Consumption Report; and
 - (3) Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper.
 - 4) The Director, CSG shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:
 - a) whether the quantities of controlled chemicals applied for are really needed and justified; and
 - b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.

- 5) After conducting the storage facility inspection, the Chief, EEMD, FEO shall issue Certificate of Inspection to the applicant and return all the submitted documents.
 - 6) With Certificate of Inspection from Chief, EEMD, FEO the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EMD, FEO and all the documentary requirements.
 - 7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid.
 - 8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished application form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.
 - 9) Upon receipt of application, Chief, FEO shall review the same and forward the application with his comment and recommendation to the appropriate Approving Authority.
 - 10) Upon receipt of the approved application, the Chief, FEO releases the license in two copies, distributed as follows:
 - a) Original copy for the Licensee; and
 - b) Original Duplicate copy for the Chief, FEO.
- c. Amendment in case of storage facility or change of corporate/business name:
- 1) The applicant shall secure Security Survey Inspection Report from the Chief of Police of the concerned Police Station where the storage facility is located by submitting a duly accomplished Application Form with Vicinity Map.
 - 2) After conducting the security survey inspection, the Chief of Police of the concerned Police Station shall furnish the applicant result of the aforementioned inspection and return the accomplished Application Form and the vicinity map.
 - 3) With favorable endorsement from the Chief of Police of the concerned Police Station, the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EEMD to include the following documents:
 - a) In case of change of storage facility:
 - (1) Security Survey Inspection Report;
 - (2) Vicinity Map;
 - (3) Floor /Location Plan of the storage facility;
 - (4) Properly labeled pictures (8"x10" in size) of the storage facility printed in photo paper; and

(5) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

b) In case of change of corporate/business address:

- (1) Security Survey Inspection Report;
- (2) Vicinity Map;
- (3) Floor /Location Plan;
- (4) Properly labeled pictures (8"x10" in size) of the storage facility printed in photo paper and
- (5) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

4) The Director, CSG shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:

- a) whether the quantities of controlled chemicals applied for are really needed and justified; and
- b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.

5) After conducting the storage facility inspection, the Chief, EEMD, FEO shall issue Certificate of Inspection to the applicant and return all the submitted documents.

6) With Certificate of Inspection from Chief, EEMD, FEO, the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EMD, FEO and all the documentary requirements.

7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid.

8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished application form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.

9) Upon receipt of application, Chief, FEO shall review the same and forward the application with his comment and recommendation to the appropriate Approving Authority.

10) Upon receipt of the approved application, the Chief, FEO releases the license in two copies, distributed as follows:

- a) Original copy for the Licensee; and
- b) Original Duplicate copy for the Chief, FEO.

d. Renewal

1) The applicant shall secure Security Survey Inspection Report from the Chief of Police of the concerned Police Station where the

storage facility is located by submitting a duly accomplished Application Form.

- 2) After conducting the security survey inspection, the Chief of Police of the concerned Police Station shall furnish the applicant result of the aforementioned inspection and return the accomplished Application Form and the vicinity map.
- 3) With favorable endorsement from the Chief of Police of the concerned Police Station, the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EEMD to include the following documents:
 - a) Security Survey Inspection Report; and
 - b) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).
- 4) The Director, CSG shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:
 - a) whether the quantities of controlled chemicals applied for are really needed and justified; and
 - b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.
- 5) After conducting the storage facility inspection, the Chief, EEMD, FEO shall issue Certificate of Inspection to the applicant and return all the submitted documents.
- 6) With Certificate of Inspection from Chief, EEMD, FEO the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EMD, FEO and all the documentary requirements.
- 7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid.
- 8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished application form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.
- 9) The Chief, EMD, FEO shall forward the application with his comment and recommendation to the appropriate Approving Authority.
- 10) Upon receipt of the approved application, the Chief, EMD releases the license in two copies, distributed as follows:
 - a) Original copy for the Licensee; and
 - b) Original Duplicate copy for the Chief, FEO.

1.2. For Outside Metro Manila Applicants:

a. New Application

- 1) The applicant shall secure a Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO where the storage facility is located by submitting a duly accomplished Application Form with Vicinity Map.
- 2) After conducting the security survey inspection, the Provincial Director, PPO/City Director, CPO shall furnish the result of the aforementioned inspection to the applicant and return the accomplished Application Form and the vicinity map.
- 3) With favorable endorsement from the Provincial Director, PPO/City Director, CPO, the applicant shall submit the accomplished Application Form to the Chief, Regional Civil Security Unit (RCSU) to include the following documents:
 - a) Security Survey Inspection Report;
 - b) Vicinity Map;
 - c) Floor /Location Plan;
 - d) Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals are stored;
 - e) Notarized latest Monthly Consumption Report;
 - f) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS); and
 - g) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

Pending full activation of the RCSU, applicant shall submit the aforementioned documents to the Provincial Director, PPO/City Director, CPO or his authorized representative.

- 4) The Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:
 - a) whether the quantities of controlled chemicals applied for are really needed and justified; and
 - b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.
- 5) After conducting the storage facility inspection, the Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue Certificate of Inspection to the applicant and return all the submitted documents.
- 6) With Certificate of Inspection from the Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative, the applicant shall submit the accomplished Application Form and all the documentary requirements to the Chief, FEO through the Chief, EMD.

- 7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid;
 - 8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.
 - 9) Upon receipt of the application, the Chief, FEO shall review the same and forward the application with his comment and recommendation to the appropriate approving authority.
 - 10) Upon receipt of the approved application, the Chief, FEO releases the license in two copies, distributed as follows:
 - a) Original copy for the Licensee; and
 - b) Original Duplicate copy for the Chief, FEO.
- b. Amendment in case of additional controlled chemicals, increase in quantity of controlled chemicals and/or establishment of additional storage facility:
- 1) The applicant shall secure a Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO where the storage facility is located by submitting a duly accomplished Application Form.
 - 2) After conducting the security survey inspection, the Provincial Director, PPO/City Director, CPO shall furnish the result of the aforementioned inspection to the applicant and return the accomplished Application Form.
 - 3) With favorable endorsement from the Provincial Director, PPO/City Director, CPO, the applicant shall submit the accomplished Application Form to the Chief, Regional Civil Security Unit (RCSU) to include the following documents:
 - a) In case of additional controlled chemicals:
 - (1) Security Survey Inspection Report;
 - (2) Process flowchart; and
 - (3) Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS).
 - b) In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility
 - (1) Security Survey Inspection Report;
 - (2) Notarized latest Monthly Consumption Report; and
 - (3) Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper.

Pending full activation of the RCSU, applicant shall submit the aforementioned documents to the Provincial Director, PPO/City Director, CPO or his authorized representative.

- 4) The Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:
 - a) whether the quantities of controlled chemicals applied for are really needed and justified; and
 - b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.
 - 5) After conducting the storage facility inspection, the Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue Certificate of Inspection to the applicant and return all the submitted documents.
 - 6) With Certificate of Inspection from the Chief, RCSU/Provincial Director, PPO/City Director, CPO or his authorized representative, the applicant shall submit the accomplished Application Form and all the documentary requirements to the Chief, FEO through the Chief, EMD.
 - 7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid;
 - 8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.
 - 9) Upon receipt of the application, the Chief, FEO shall review the same and forward the application with his comment and recommendation to the appropriate approving authority.
 - 10) Upon receipt of the approved application, the Chief, FEO releases the license in two copies, distributed as follows:
 - a) Original copy for the Licensee; and
 - b) Original Duplicate copy for the Chief, FEO.
- c. Amendment in case of storage facility:
- 1) The applicant shall secure a Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO where the storage facility is located by submitting a duly accomplished Application Form with Vicinity Map.
 - 2) After conducting the security survey inspection, the Provincial Director, PPO/City Director, CPO shall furnish the result of the aforementioned inspection to the applicant and return the accomplished Application Form and the vicinity map.
 - 3) With favorable endorsement from the Provincial Director, PPO/City Director, CPO, the applicant shall submit the accomplished

Application Form to the Chief, Regional Civil Security Unit (RCSU) to include the following documents:

- a) In case of change of storage facility:
 - (1) Security Survey Inspection Report;
 - (2) Vicinity Map;
 - (3) Floor /Location Plan of the storage facility;
 - (4) Properly labeled pictures (8"x10" in size) of the storage facility printed in photo paper; and
 - (5) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

- b) In case of change of corporate/business address:
 - (1) Security Survey Inspection Report;
 - (2) Vicinity Map;
 - (3) Floor /Location Plan;
 - (4) Properly labeled pictures (8"x10" in size) of the storage facility printed in photo paper and
 - (5) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

Pending full activation of the RCSU, applicant shall submit the aforementioned documents to the Provincial Director, PPO/City Director, CPO or his authorized representative.

- 4) The Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:
 - a) whether the quantities of controlled chemicals applied for are really needed and justified; and
 - b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.

- 5) After conducting the storage facility inspection, the Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue Certificate of Inspection to the applicant and return all the submitted documents.

- 6) With Certificate of Inspection from the Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative, the applicant shall submit the accomplished Application Form and all the documentary requirements to the Chief, FEO through the Chief, EMD.

- 7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid;

- 8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.

- 9) Upon receipt of the application, the Chief, FEO shall review the same and forward the application with his comment and recommendation to the appropriate approving authority.
 - 10) Upon receipt of the approved application, the Chief, FEO releases the license in two copies, distributed as follows:
 - a) Original copy for the Licensee; and
 - b) Original Duplicate copy for the Chief, FEO.
- d. Amendment in case of change of corporate/business name:
- 1) The applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EEMD to include:

For local corporation/partnership: Certificate of Registration of the firm with the Securities and Exchange Commission (SEC) to include its machine validated Articles of Incorporation and General Information Sheet (GIS);

For foreign multi-corporation: SEC Registration to do business in the Philippines;

For Single Proprietorship: Certificate of Registration with the Department of Trade and Industry (DTI);
 - 2) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid;
 - 3) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.
 - 4) Upon receipt of the application, the Chief, FEO shall review the same and forward the application with his comment and recommendation to the appropriate approving authority.
 - 5) Upon receipt of the approved application, the Chief, FEO releases the license in two copies, distributed as follows:
 - a) Original copy for the Licensee; and
 - b) Original Duplicate copy for the Chief, FEO.
- e. Renewal
- 1) The applicant shall secure a Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO where the storage facility is located by submitting a duly accomplished Application Form.
 - 2) After conducting the security survey inspection, the Provincial Director, PPO/City Director, CPO shall furnish the result of the

aforementioned inspection to the applicant and return the accomplished Application Form and the vicinity map.

- 3) With favorable endorsement from the Provincial Director, PPO/City Director, CPO, the applicant shall submit the accomplished Application Form to the Chief, Regional Civil Security Unit (RCSU) to include the following documents:
 - a) Security Survey Inspection Report; and
 - b) Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

Pending full activation of the RCSU, applicant shall submit the aforementioned documents to the Provincial Director, PPO/City Director, CPO or his authorized representative.

- 4) The Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue a letter order directing an Inspection Team to make the necessary storage facility inspection to ascertain, among others, the following:
 - a) whether the quantities of controlled chemicals applied for are really needed and justified; and
 - b) whether the applicant has the necessary storage facility for the storage of the controlled chemicals.
- 5) After conducting the storage facility inspection, the Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative shall issue Certificate of Inspection to the applicant and return all the submitted documents.
- 6) With Certificate of Inspection from the Chief, RCSU/ Provincial Director, PPO/City Director, CPO or his authorized representative, the applicant shall submit the accomplished Application Form and all the documentary requirements to the Chief, FEO through the Chief, EMD.
- 7) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements for the particular license applied for are complete and valid;
- 8) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; (b) two copies of the prepared appropriate license; and (c) proof of payment from the Land Bank of the Philippines.
- 9) Upon receipt of the approved application, the Chief, EMD releases the license in two copies, distributed as follows:
 - 1) Original copy for the Licensee; and
 - 2) Original Duplicate copy for the Chief, FEO.

1.3. Guidelines in the approval of quantities of controlled chemicals:

1.3.1. The quantity applied for in the license shall consider the following factors, such as: usage, storage facility, and allowance for procurement lead time.

1.3.2. Only such quantities of controlled chemicals that can be safely accommodated in the storage facility shall be authorized. The quantities allowable shall be reduced accordingly, if they could not be safely accommodated in the storage facilities of the applicant.

2. PERMITS:

2.1. Permit to Import Controlled Chemicals (PICC):

a) For Metro Manila Applicants:

- 1) Applicant shall secure an Inventory Report from the Chief, FEO through the Chief, EEMD, FEO by submitting a duly accomplished Application Form with notarized latest Monthly Consumption Report;
- 2) After conducting the aforementioned inspection, the Chief, EEMD, FEO shall furnish the result of the aforementioned inspection and return the accomplished Application Form and the notarized latest Monthly Consumption Report to the applicant.
- 3) With favorable endorsement, the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EMD and all the documentary requirements.
- 4) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements are complete and valid.
- 5) The Chief, EMD, FEO shall require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; (b) the prepared two copies of Permit to Import Controlled Chemical (PICC); and (c) proof of payment from the Land Bank of the Philippines.
- 6) Upon receipt of application, Chief, FEO shall review and forward the application with his comment and recommendation to the appropriate approving authority.
- 7) Upon receipt of the approved application, the Chief, FEO releases the license in two copies distributed as follows:
 - (a) Original Copy for the Licensee; and
 - (b) Original Duplicate Copy for the Chief, FEO.

b) For outside Metro Manila Applicants:

- 1) Applicant shall secure an Inventory Report from the Provincial Director, PPO/City Director, CPO by submitting a duly accomplished Application Form with notarized latest Monthly Consumption Report;
- 2) After conducting the aforementioned inspection, the Provincial Director, PPO/City Director, CPO shall furnish the result of the aforementioned inspection and return the accomplished Application Form and the notarized latest Monthly Consumption Report to the applicant.
- 3) With favorable endorsement, the applicant shall submit the accomplished Application Form to the Chief, RCSU and all the documentary requirements.
- 4) Pending full activation of the RCSU, the applicant shall submit the accomplished Application Form to the Chief, EMD, FEO and all the documentary requirements.
- 5) The Chief, EMD, FEO upon receipt of the application shall check whether the documentary requirements are complete and valid.
- 6) The Chief, EMD, FEO shall require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; (b) the prepared two copies of Permit to Import Controlled Chemical (PICC); and (c) proof of payment from the Land Bank of the Philippines.
- 7) Upon receipt of application, Chief, FEO shall review and forward the application with his comment and recommendation to the appropriate approving authority.
- 8) Upon receipt of the approved application, the Chief, FEO releases the license in two copies distributed as follows:
 - (a) Original Copy for the Licensee; and
 - (b) Original Duplicate Copy for the Chief, FEO.

2.2. Permit to Unload Controlled Chemicals (PTUCC):

- a) Applicants shall submit their applications with complete documentary requirements to the Chief, EMD, FEO using the prescribed Application Form.
- b) Upon receipt of the application, the Chief, EMD, FEO shall check whether the documentary requirements are complete and valid and require the applicant to pay the appropriate fee to the Land Bank of the Philippines. He shall then endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; and (b) proof of payment from the Land Bank of the Philippines.
- c) Upon receipt of application, Chief, FEO shall review and release the permit in two copies, distributed as follows:

- 1) Original Copy for the Licensee; and
- 2) Original Duplicate Copy for the Chief, FEO.

2.3. Permit to Purchase and Move Controlled Chemical (PPMCC):

- a) Applicants from Metro Manila shall submit their Application Forms with complete and valid documentary requirements to the Chief, EMD, FEO while applicants outside Metro Manila shall submit their applications to the Provincial Director, PPO/City Director, CPO of the province/city where their businesses are located.
- b) Upon receipt of an application, the Chief, EMD, FEO, or the Provincial Director, PPO/City Director, CPO or an authorized representative shall ensure the following:
 - 1) Check whether the documentary requirements are complete and valid;
 - 2) Check whether the controlled chemicals to be purchased conform to the approved license of the licensee and the certificate of balance; and
 - 3) Check whether the past acquisition of controlled chemicals, if any, has been properly accounted for.

Pending full activation of the RCSU, the Provincial Director, PPO/City Director, CPO or an authorized representative shall endorse the same to the Chief, EMD, FEO.

- c) Upon receipt of the application, the Chief, EMD, FEO shall check whether the documentary requirements are complete and valid and require the applicant to pay the appropriate fee to the Land Bank of the Philippines. He shall then endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; b) prepared two copies of Permit to Purchase and Move Controlled Chemical (PPMCC); and (b) proof of payment from the Land Bank of the Philippines.
- d) Upon receipt of application, Chief, FEO shall review and release the permit in two copies, distributed as follows:
 - 1) Original Copy for the Licensee; and
 - 2) Original Duplicate Copy for the Chief, FEO.

2.4. Permit to Export Controlled Chemicals (PECC):

- a) Applicants shall submit their applications with complete and valid documentary requirements to the Chief, EMD, FEO using the prescribed Application Form.
- b) The Chief, EMD, FEO upon receipt of the application shall perform the following:
 - 1) Check whether the documentary requirements are complete and valid; and
 - 2) Check whether the controlled chemicals to be exported conform to the approved license of the licensee.

The Chief, EMD, FEO shall endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; and (b) the prepared two copies of Permit to Export Controlled Chemical (PECC).

- c) Upon receipt of application, Chief, FEO shall review and forward the application with his comment and recommendation to the Chief, PNP.
- d) Upon receipt of the approved application, the Chief, FEO shall then release the permit in two copies, distributed as follows:
 - 1) Original Copy for the Licensee; and
 - 2) Original Duplicate Copy for the Chief, FEO.

2.5. Permit to Transfer Controlled Chemicals (PTCC):

- a) Permit to Transfer shall be for the approval of the following
 - 1) If the movement and transportation of controlled chemicals will pass through different provinces of different regions, the Permit to Transfer Controlled Chemicals (PTCC) shall be for the approval of the Chief, FEO.
 - 2) If the movement and transportation of controlled chemicals will pass through different provinces of the same region, the Permit to Transfer Controlled Chemicals (PTCC) shall be for the approval of the Chief, RCSU or the Regional Director, Police Regional Office (PRO), pending full activation of the RCSU.
 - 3) If the movement and transportation of controlled chemicals is within the province, the Permit to Transfer Controlled Chemicals (PTCC) shall be for the approval of the Provincial Director, PPO/City Director, CPO or an authorized representative.
- b) Applicants shall submit their Application Forms with complete and valid documentary requirements to the Chief, EMD, FEO / Chief, Regional Operations and Plans Division (ROPD), Police Regional Office (PRO) / Chief, Operations Section, PPO/CPO.
- c) Upon receipt of an application, the Chief, EMD, FEO / Chief, ROPD / Chief, Operations Section shall check whether the submitted documentary requirements are complete and valid and shall endorse the applicant's accomplished Application Form to include the complete pre-screened documentary requirements to the appropriate Approving Authority.
- d) Upon receipt of application, the appropriate Approving Authority shall screen the same and release the permit in two copies, distributed as follows:
 - 1) Original Copy for the Licensee; and
 - 2) Original Duplicate Copy for Provincial Director, PPO/City Director, City Director CPO / Regional Director, PRO / Chief, FEO.

2.6. Special Permit to Purchase Controlled Chemicals (SPPCC):

- a) Applicants shall submit their Application Forms with complete documentary requirements to the Chief, EMD, FEO.
- b) The Chief, EMD, FEO upon receipt of the application shall perform the following:
 - 1) Check whether the documentary requirements for the particular permit applied for are complete and valid; and
 - 2) Check whether the quantity applied for is with the prescribed maximum allowable quantity taking into consideration the usage and purpose.

- c) The Chief, EMD, FEO shall then require the applicant to pay the appropriate fee to the Land Bank of the Philippines and endorse to the Chief, FEO the following documents: (a) the pre-screened accomplished Application Form to include the complete and valid documentary requirements; b) prepared two copies of Special Permit to Purchase and Move Controlled Chemical; and (b) proof of payment from the Land Bank of the Philippines.

- d) Upon approval the Chief, FEO shall release of the permit in two copies, distributed as follows:
 - 1) Original Copy for the Licensee; and
 - 2) Original Duplicate Copy for the Chief, FEO.

ANNEX D FEES AND CHARGES

The following are the fees for licenses and permits:

1. LICENSE FEES:

- | | |
|--|----------------|
| 1.1. License to Manufacture Controlled Chemicals | - Php25,000.00 |
| 1.2. License to Deal Controlled Chemicals | - Php15,000.00 |
| 1.3. License to Purchase Controlled Chemicals | - Php5,000.00 |

2. PERMIT FEES:

- | | |
|---|----------------|
| 2.1. Permit to Import Controlled Chemicals | - Php6,000.00 |
| 2.2. Permit to Unload Controlled Chemicals
Volume of Shipment
- Php0.10/kg or ltr | |
| 2.3. Permit to Purchase and Move Controlled Chemicals | - Php1,500.00 |
| 2.4. Permit to Transfer Controlled Chemicals | - No Fee |
| 2.5. Permit to Transport Controlled Chemicals | - Php 1,500.00 |
| 2.6. Special Permit to Purchase and Move Controlled Chemicals | - Php1,500.00 |

ANNEX E
GUIDELINES AND PROCEDURES IN THE INSPECTION OF STORAGE
FACILITY

1. For Metro Manila applicants: With favorable endorsement from the Chief of Police of the concerned Police Station, the applicant shall submit the accomplished Application Form to the Chief, FEO through the Chief, EEMD, FEO to include the following documents:

- a. Security Survey Inspection Report;
- b. Vicinity Map;
- c. Floor /Location Plan;
- d. Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals are stored;
- e. Notarized latest Monthly Consumption Report;
- f. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS); and
- g. Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

The Director, Civil Security Group shall then issue Letter Order directing concerned PNP personnel to compose the Inspection Team to conduct storage facility inspection and ascertain, among others, the following:

- a. whether the quantities of controlled chemicals applied for are really needed and justified; and
- b. whether the applicant has the necessary storage facility for the storage of the controlled chemicals.

2. For Outside applicants: With favorable endorsement from Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) or his authorized representative, the applicant shall submit the accomplished Application Form to the Chief, Regional Civil Security Unit (RCSU), to include the following documents:

- a. Security Survey Inspection Report;
- b. Vicinity Map;
- c. Floor /Location Plan;
- d. Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals are stored;
- e. Notarized latest Monthly Consumption Report;
- f. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS); and
- g. Business Permit with Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP).

The Chief, RSCU shall then issue Letter Order directing concerned PNP personnel to compose the Inspection Team to conduct storage facility inspection and ascertain, among others, the following:

- a. whether the quantities of controlled chemicals applied for are really needed and justified; and
- b. whether the applicant has the necessary storage facility for the storage of the controlled chemicals.

Pending full activation of the RCSU, the Provincial Director, PPO/City Director, CPO or his authorized representative, shall conduct the storage facility inspection.

3. On the inspection day, the presence of the management personnel of the storage facility/warehouse where the controlled chemicals are stored is required and shall present the duty detail order of the security guards.

4. The Inspection Team shall verify the authenticity of the vicinity map, floor/location plan and the management personnel of the storage facility/warehouse.

5. The Inspection Team shall inspect and take photo of important security requirements indicated in the checklist such as but not limited to the following:

- a. Type of storage (wood/steel/concrete)
- b. Kind of storage (movable/permanent/warehouse)
- c. Enclosed with lock system
- d. Master list of chemicals handled
- e. Updated inventory of controlled chemicals
- f. Proper labeling
- g. Compatibility of materials
- h. Warning signs "caution, unauthorized entry, restricted area, controlled chemicals"
- i. Storage facility (space allocated for the location of controlled chemicals)
- j. Proper ventilation
- k. Number of fire extinguisher or fire hydrant/fire alarm
- l. Number of CCTV installed (working)
- m. Size and kind of fence, at least 8ft high with barbed wire
- n. Compliance with the Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the chemical being applied for.

6. The Inspection Team shall furnish the applicant or the licensee through the Head of the Storage Facility, a copy of the initial result of the inspection, immediately thereafter.

7. In case of adverse findings, the applicant or licensee, as the case may be, shall be given thirty (30) working days from receipt of result of the inspection, within which to comply with the recommendations of the Inspection Team. Non-compliance with said recommendations, within the given period, shall be a ground for the disapproval of the application for license or cancellation of the license.

8. The Chief, EEMD, FEO shall then issue a "Certificate of Inspection of Storage Facility" to the applicant or licensee.

ANNEX F
PARAMETERS FOR ISSUANCE OF CERTIFICATE OF GOOD STANDING

The Chief, PNP or his authorized representative may issue Certificate of Good Standing to any licensed persons or entities granting them specific privilege/s:

1. Parameters for Issuance of Certificate of Good Standing: Applicant must have all the qualifications and none of the disqualifications.

- a. Maintenance of a permanent and complete record of all transactions from the effectivity of the IRR;
- b. Timely submission of complete and correct notarized monthly reports for at least a year;
- c. Prompt renewal of license starting from the effectivity of the IRR on Controlled Chemicals;
- d. No derogatory report/s such as but not limited to the following:
 - 1) Possession, importation, manufacture or selling of controlled chemicals not covered in the approved license;
 - 2) Selling or transfer of controlled chemicals to unlicensed person or entity;
 - 3) Purchase of controlled chemical from unlicensed person or entity;
 - 4) Movement and transportation of controlled chemicals without appropriate PNP permit; and
 - 5) Use of unregistered and unaccredited logistics service provider/broker/forwarder/trucker in the movement and transportation of controlled chemicals.
- e. Endorsement from related government regulatory or investment promotion agencies.

2. Privileges:

- a. The licensed person or entity may be granted a license with a longer validity period but not more than three years without prejudice to the Inspection under Section 8 and Cancellation under Section 10 of the IRR.
- b. Exemption from the submission of the following documentary requirements in the renewal of license, to wit:

DOCUMENTARY REQUIREMENTS FOR APPLICATION IN THE RENEWAL OF LICENSE	COMPANY WITHOUT CERTIFICATE OF GOOD STANDING	COMPANY WITH CERTIFICATE OF GOOD STANDING
Duly accomplished Application Form	✓	✓
Endorsement from the Provincial Director, PPO/City Director, CPO for outside Metro Manila applicants	✓	Basis of endorsement is the certificate of good standing;
Business Permit	✓	x
Security Survey Inspection Report	✓	x
Certificate of Inspection of Storage Facility	✓	x
Proof of payment from the Land Bank of the Philippines	✓	✓

c. Exemption from the submission of the following documentary requirements in the application of permit/s, to wit:

	HIGH-RISK		LOW-RISK	
	Company without Certificate of Good Standing	Company with Certificate of Good Standing	Company without Certificate of Good Standing	Company with Certificate of Good Standing
PERMIT TO IMPORT <ul style="list-style-type: none"> Duly accomplished Application Form; Inventory Report from RCSU/ EEMD, FEO Proof of payment from the Land Bank of the Philippines. 	✓ ✓ ✓	✓ x ✓	✓ ✓ ✓	✓ x ✓
PERMIT TO UNLOAD <ul style="list-style-type: none"> Duly accomplished Application Form; Copy of Permit to Import with Certificate of Balance; Notarized latest Monthly Consumption Report; Commercial/Proforma Invoice for sea freight or for air freight in lieu of Bill of Lading or Airway Bill; Certification from the licensee with confirmation from the PNP accredited logistic provider/broker/forwarder/trucker; and Proof of payment from the Land Bank of the Philippines. 	✓ ✓ ✓ ✓ ✓ ✓	✓ x x ✓ x ✓	✓ ✓ ✓ ✓ ✓ ✓	✓ x x ✓ x ✓
PERMIT TO PURCHASE AND MOVE <ul style="list-style-type: none"> Duly accomplished Application Form; Endorsement from PD, PPO/CD, CPO (for provincial applicants) Copy of Previous PPMCC with Delivery Receipts Certification from the licensee with confirmation from the PNP accredited logistic provider/broker/forwarder/trucker; and Proof of payment from the Land Bank of the Philippines. 	✓ ✓ ✓ ✓ ✓	✓ x Basis of endorsement is the certificate of good standing; x x ✓	✓ ✓ ✓ ✓ ✓	✓ x Basis of endorsement is the certificate of good standing; x x ✓
PERMIT TO EXPORT <ul style="list-style-type: none"> Original Letter of Intent and End-User's Certificate of the Consignee; and Certification from the licensee with confirmation from the PNP accredited logistic provider/broker/forwarder/trucker 	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓
PERMIT TO TRANSFER <ul style="list-style-type: none"> Duly accomplished Application Form; and Certification from the licensee with confirmation from the PNP accredited logistic provider/broker/forwarder/trucker. 	✓ ✓	✓ x	✓ x	✓ x

ANNEX G FORMS

Form 6-A: APPLICATION FORM FOR LICENSE

6.A1 – Application for Manufacturer's License, Dealer's License, and Purchaser's License

6-A2 – Application for Purchaser's License for DTI-certified Small Enterprises, CHED/ DepEd/ TESDA - certified Academe, DOST-certified Analytical/ Testing Laboratories and DOH-certified Hospitals

6-A3 – Application for Purchaser's License for DTI-certified Micro Enterprises and Barangay-certified Farmers

Permit:

Permit to Unload Controlled Chemicals (PUCC)

Permit to Export Controlled Chemicals (PECC)

Form 6-B: APPLICATION FORM FOR PERMIT

6-B1 – Permit to Import Controlled Chemicals (PICC)

6-B2 – Permit to Purchase and Move Controlled Chemicals (PPMCC)

6-B3 – Permit to Transport Controlled Chemicals (PTCC)

6-B4 – Special Permit to Purchase and Move Controlled Chemicals (SPPMCC)

6-B5 – Permit to Transfer Controlled Chemicals (PTTCC) – National Level

6-B6 – Permit to Transfer Controlled Chemicals (PTTCC) – Regional Level

6-B7 – Permit to Transfer Controlled Chemicals (PTTCC) – Provincial Level

Form 6-C: PERSONAL DATA SHEET (PDS)

Form 6-D: MONTHLY CONSUMPTION REPORT

Form 6-E: CERTIFICATE OF BALANCE

Form 6-F: CERTIFICATE OF GOOD STANDING

Form 6-G: END-USER'S DECLARATION