



# Philippine Economic Zone Authority

PEZA - DTS



1519-2017-00117

MEMORANDUM CIRCULAR NO. **2017-015**

FOR : Economic Zone Locator Enterprises  
Economic Zone Administrators and Managers

FROM : BGen CHARITO B. PLAZA MNSA, Phd  
Director General

SUBJECT : Chemical importation advisory on update on  
requirements on the transport of PNP-controlled  
chemicals

DATE : 20 April 2017

This is to inform that the PNP has issued Memorandum Circular 2017-11 last 5 February 2017 also known as "Guidelines and Procedures for Accreditation of Logistics Providers, Brokers, Forwarders, Truckers and Company-Owned Vehicles and FEO Nationwide Automation on the Transport of Chemicals".

## Salient features

1. **Mandatory accreditation of transporters of PNP-controlled chemicals within three (3) months.** The scope covers logistics providers, brokers, forwarders, truckers, manufacturers, dealers and including purchasers with company-owned vehicles who are engaged in the transport of PNP-controlled chemicals as listed in Annex A.
2. **Application for accreditation shall be submitted directly to the PNP Accreditation Board (PNPAB) at Camp Crame.** The composition of the Board, requirements for accreditation is provided in PNP MC 2017-11 in Annex B.
3. **PNP to conduct inspection of vehicles to be accredited.** The Explosives Management Division (EMD) at Camp Crame will conduct inspection of the vehicle for Metro Manila applicants while vehicles of provincial applicants shall be inspected by the appropriate Regional Civil Security Unit (RCSU) or pending its activation, by the Police Provincial Office.
4. **Information on PNP Regional Civil Security Units (RCSUs)** are provided in Annex C.
5. **FEO Nationwide automation and information on FEO applications that may be done through email.** Renewal of FEO licenses and application of permits for controlled chemicals may be done through email by submitting the scanned requirements to the Explosives Management Division through [lpsemdfeo@gmail.com](mailto:lpsemdfeo@gmail.com). Details on the email application process are provided in Annex D.

For additional concerns, please contact PEZA Environment at [ensd@peza.gov.ph](mailto:ensd@peza.gov.ph) or PNP Firearms and Explosives Office at [emd.feo.csg@pnp.gov.ph](mailto:emd.feo.csg@pnp.gov.ph).

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**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	$\text{Ce}(\text{NH}_4)_2(\text{NO}_3)_6$	16774-21-3
2	Ammonium Nitrate	$(\text{NH}_4)(\text{NO}_3)$	6484-52-2
3	Fertilizer containing $\geq 70\%$ Ammonium Nitrate		
4	Ammonium perchlorate	$\text{NH}_4\text{ClO}_4$	14787-73-0
5	Calcium Nitrate	$\text{Ca}(\text{NO}_3)_2$	10124-37-5
6	Guanidinium Nitrate	$\text{CH}_6\text{N}_4\text{O}_3$	506-93-4
7	Hydrogen Peroxide, $>52\%$	$\text{H}_2\text{O}_2$	7722-84-1
8	Magnesium Perchlorate	$\text{Mg}(\text{ClO}_4)_2$	10034-81-8
9	Nitric Acid, $>3\%$	$\text{HNO}_3$	7697-37-2
10	Potassium Nitrate $\geq 40\%$	$\text{KNO}_3$	7757-79-1
11	Potassium Perchlorate $\geq 40\%$	$\text{KClO}_4$	7778-74-7
12	Potassium Permanganate	$\text{KMnO}_4$	7722-64-7
13	Sodium Chlorate $\geq 40\%$	$\text{NaClO}_3$	7775-09-9
14	Sodium Nitrate	$\text{NaNO}_3$	7631-99-4
15	Sodium Perchlorate $\geq 40\%$	$\text{NaClO}_4$	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	$\text{NH}_4\text{ClO}_3$	10192-29-7
3	Barium Chlorate	$\text{Ba}(\text{ClO}_3)_2$	13477-00-4
4	Barium Chromate	$\text{BaCrO}_4$	10294-40-3
5	Barium Nitrate	$\text{Ba}(\text{NO}_3)_2$	10022-31-8
6	Calcium Chlorate	$\text{Ca}(\text{ClO}_3)_2$	10137-74-3
7	Chromium (III) Nitrate	$\text{Cr}(\text{NO}_3)_3$	7789-02-8
8	Copper Nitrate (Cupric nitrate)	$\text{Cu}(\text{NO}_3)_2$	10031-43-3 (trihydrate)
9	Ferric (III) Nitrate	$\text{Fe}(\text{NO}_3)_3$	782-61-8
10	Hydrogen Peroxide, 13-52%	$\text{H}_2\text{O}_2$	7722-84-1
11	Nickel (II) Nitrate	$\text{Ni}(\text{NO}_3)_2$	13138-45-9
12	Potassium Chlorate, $<40\%$	$\text{KClO}_3$	3811-04-9
13	Potassium Nitrate, $<40\%$	$\text{KNO}_3$	7757-79-1
14	Potassium Perchlorate, $<40\%$	$\text{KClO}_4$	7778-74-7
15	Sodium Chlorite, $>40\%$	$\text{NaClO}_2$	7758-19-2
16	Sodium Perchlorate, $<40\%$	$\text{NaClO}_4$	7791-07-3
17	Sulfur Flakes/Powder	$\text{S}_8$	7704-34-9

2. Fertilizer containing  $<70\%$  Ammonium Nitrate, Nitric Acid  $\leq 3\%$ , Hydrogen Peroxide  $<13\%$  and Sodium Chlorite  $\leq 40\%$  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.





Republic of the Philippines  
NATIONAL POLICE COMMISSION  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
OFFICE OF THE CHIEF, PNP  
Camp Crame, Quezon City

05 FEB 2017

PNP MEMORANDUM CIRCULAR  
NUMBER 2017-011

**GUIDELINES AND PROCEDURES FOR ACCREDITATION OF LOGISTICS  
PROVIDERS, BROKERS, FORWARDERS, TRUCKERS, AND COMPANY-OWNED  
VEHICLES AND FEO NATIONWIDE AUTOMATION ON THE TRANSPORT OF  
CONTROLLED CHEMICALS**

**1. REFERENCES:**

- a. Republic Act No. 9516: An Act Further Amending the Provisions of Presidential Decree No. 1866, as amended, entitled "Codifying 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 and Imposing Stiffer Penalties for Certain Violations thereof, and for other Relevant Purposes";
- b. Implementing Rules and Regulations on Controlled Chemicals pursuant to Sections 4-C to 4-F of PD No. 1866 as Amended by RA No. 9516; and
- c. PNP Memorandum Circular No. 2014-058 entitled "Supplemental Guidelines in the Processing of Explosives/Explosive Ingredients and/or Controlled Chemicals Permits and Licenses."

**2. SITUATION:**

Controlled chemicals are considered dangerous goods which when transported require a higher degree of caution, prudence, and diligence as well as exacting standards of safety and security. The criticality and vulnerability of controlled chemicals transport cannot be taken for granted, thus, both the government and the private sector should take the concrete step to ensure the proper transport of these goods with the end view of promoting business as well as ensuring public safety. Relative to this, the Philippine National Police is the sole authority that regulates and supervises the possession, manufacture, dealing in, acquisition or disposition of controlled chemicals to include their movement and transportation. This is specifically provided in Section 7.2 of the Implementing Rules and Regulations on Controlled Chemicals of RA No. 9516, to wit:

*"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."*

**3. SCOPE:**

This Memorandum Circular (MC) applies to all logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles engaged in the land transportation and movement of controlled chemicals using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation.



#### 4. PURPOSE:

This MC sets forth the guidelines and procedures to be implemented by the Philippine National Police (PNP) in the accreditation of all logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles engaged in the land transportation and movement of controlled chemicals using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation.

#### 5. RATIONALE:

When the authority to regulate controlled chemicals was vested in the Philippine Constabulary by virtue of Executive Order No. 60, Series of 1967, it was considered then that these materials are not ordinary objects subject to the commerce of man rather, these are dangerous goods, the possession of which, requires due diligence and reasonable care in order to avoid accidents and other potential threats to public safety. Likewise, with the evolution of the regulation of these goods, the eventual repeal of E.O. No. 60 paved the way to the advent of Executive Order No. 522 in 1992, essentially carrying with it the customary features of controlled chemicals regulation. With the changes in the security environment, the national government saw the need to impose stricter regulations and stiffer penalties in the violation on the possession, manufacture, distribution, sale and/or use of explosives, thus, PD No. 1866 came into being in 1983 and along with it were the rules and regulations governing the administration and enforcement of the said decree in 2007.

Consequently, with the increasing sophistication of technology being adopted by major threat groups in the country particularly terrorist organizations which combine ordinary and modern technologies as well as controlled chemicals in the production of improvised explosives devices, R.A. No. 9516 was enacted and placed under the PNP's regulatory authority chemicals such as, chlorates, nitrates, nitric acid and other chemicals and accessories that can be used for the manufacture of explosives and explosives ingredients. Further, PNP Memorandum Circular No. 2012-009 entitled "Procedures for the Handling of Explosives and Explosives Ingredients for all PNP Units and Industry Stakeholders" was issued on September 11, 2012, thereby institutionalizing escorted transport of controlled chemicals under the supervision and control of the PNP. However, it was only in 2015 when R.A. No. 9516 was fully implemented for entities utilizing controlled chemicals for commercial purposes. Controlled chemicals industry stakeholders registered their opposition to the PNP's regulations, requested for moratorium and eventually upon expiration of moratorium period lobbied for the promulgation of a more acceptable, lenient and business friendly regulatory framework.

With the issuance of PNP Memorandum Circular No. 2012-009, all entities that utilize chlorates, nitrates, nitric acid and such other chemicals and accessories that can be used for the manufacture of explosives and explosives ingredients in whatever form, quantity and for commercial use were mandatorily required to secure police escort when transporting said controlled chemicals, apart from securing the appropriate licenses and permits from the PNP. A necessary consequence entailed the transport/movement of controlled chemicals through transport service vehicles which are accompanied by police escorts pursuant to Section 2, Rule 10 and Sections 1-3 of Rule 17 of the Rules and Regulations Governing the Administration and Enforcement of P.D. No. 1866 as amended by R.A. No. 9516. This requirement allegedly burdened the stakeholders with the unnecessary expenses for police escorting services, exorbitant fees for unloading of controlled chemicals, short term validity periods of various permits, regulatory delays in importation, and multi-layered requirements for manufacturers, dealers, and purchasers. On the other hand, confusing interpretation of regulatory policies and guidelines, unpredictable changes in process flows, documentary requirements, forms, and long queues in response to requests for inspection, further

exacerbated the difficulties encountered by stakeholders in dealing with the PNP as they go about in their enterprises.

To allay the apprehensions of the stakeholders, the short term remedy was the self-imposed moratorium by the PNP on its regulation of controlled chemicals. During the period of moratorium, the stakeholders were allowed to continue doing their business even without PNP licenses or permits while at the same time, a Main Technical Working Group (TWG) and Sub-TWGs were created under the auspices of the Department of the Interior and Local Government (DILG) and in partnership with Department of Trade and Industry (DTI) with stakeholders represented by umbrella organizations. This resulted in the promulgation of Implementing Rules and Regulations on Controlled Chemicals pursuant to Section 4C to 4F of P.D. No. 1866 as amended by R.A. No. 9516 which effectively reduced the documentary requirements, streamlined and simplified process flows and rationalized policies, de-listed and re-classified selected controlled chemicals. However, the remaining intervention left to complete the effort to overhaul and enhance the PNP's regulation of controlled chemicals, is the provision of guidelines and procedures for accreditation of logistics providers, brokers, forwarders, truckers, and company-owned vehicles as the fundamental basis for safe and efficient transport of controlled chemicals.

In the previous regulatory regime, transport of controlled chemicals entailed the physical presence of the police officers who were compensated for their professional services but in the proposed guidelines, the duty and responsibility of transporting these controlled chemicals will be undertaken by accredited logistics providers (ALP) which in turn will be subject to the regulatory policies and guidelines of the PNP. The benefits to be derived with the shift from police escorted transport to accredited logistics providers include the following: a) it will unburden the PNP of depleting its human resources whose services are better use for the national government's campaign against illegal drugs, b) transport service vehicles (TSV) of ALPs are enabled by Global Positioning System (GPS) devices which will allow the PNP to more efficiently monitor the location, direction, and position of TSVs in transporting controlled chemicals from the origin to the intended destination possibly in near real time basis, and c) the use of TSVs of ALPs is inarguably safer and more cost efficient, reducing safety accidents by more than 80% and increasing productivity levels by more than 50%.

The direct logical connection of the utilization of ALPs deploying TSVs for controlled chemicals industry stakeholders takes into consideration the resource management of both the PNP and its stakeholders. Nothing can be more relevant than a policy which carefully considers not only the safety and security of the stakeholders but also the economic benefits that can be derived through this policy. It bears stressing that this policy is an industry-endorsed proposal which they so have assiduously asserted and requested. Above anything else, the PNP will be most considerate on the interests of its stakeholders in faithful adherence to the constitutional injunction which recognizes the indispensable role of the private sector and the promotion of private enterprise and consistent with the time honored principle of "*salus populi est suprema lex*" (the welfare of the people shall be the supreme law).

## 6. DEFINITION OF TERMS:

For the purpose of this MC, the following operational terms are defined:

- a. Accreditation – refers to the process of evaluation, validation, and registration of entity with the PNP, authorizing them to provide logistics service for the transportation and movement of controlled chemicals using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation.



- b. Accreditation Certificate – refers to the document issued to qualified entities authorizing them to provide logistics service for the land transportation and movement of controlled chemicals using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation.
- c. Accredited Entity – refers to logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles engaged in the transportation and movement of controlled chemicals.
- d. Automation – refers to the process of integration of a form into a Portable Document Format (PDF) that is automatically routed to the correct recipients, or the ability to deploy an information technology or telecommunications service by using pre-defined procedures that are carried out electronically reducing human intervention to a minimum.
- e. Broker – refers to a person or entity, who for compensation or otherwise provides land transportation service for the movement of controlled chemicals belonging to a licensed entity using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation from the point of origin to end-use destination.
- f. Company-owned Vehicle – refers to the truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation, owned by licensed manufacturer, dealer, and purchaser, used in the transportation and movement of controlled chemicals from the point of origin to end-use destination.
- g. Controlled Chemicals – refer exclusively to chlorates, nitrates, nitric acid, and such other chemicals categorized under Section 3.1 of the IRR on Controlled Chemicals that can be used for the manufacture of explosives and explosives 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.
- h. Forwarder – refers to a person or entity responsible for the bookings of shipment for the land transportation of controlled chemicals, who has contract/service level agreement with carriers or often multiple carriers to transport controlled chemicals belonging to a licensed entity using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation from the point of origin to end-use destination.
- i. Global Positioning System (GPS) - is a radio navigation system that allows land users to determine their exact location, speed, and time 24 hours a day, in all weather conditions, anywhere in the Philippines.
- j. Logistics Provider – refers to the entity that provides logistics service for the land transportation and movement of controlled chemicals using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation from the point of origin to end-use destination.
- k. PNP Accreditation Board (PNPAB) – refers to the PNP Board imbued with a function to review, validate, and recommend the application for accreditation of all logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned



vehicles engaged in the land transportation and movement of controlled chemicals using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation through a Resolution to be approved by the Chief, PNP or his authorized representative.

- I. Trucker – refers to a person or entity engaged in the transportation and movement of controlled chemicals from point of origin to the point of destination.

## 7. CONCEPT OF IMPLEMENTATION:

- a. Within one month after the approval of this MC, a PNP Accreditation Board shall be created pursuant to paragraph 8 of this MC;
- b. Logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles for the movement and transportation of controlled chemicals shall be accredited by the board upon compliance of the requirements set forth in paragraph 9 of this MC;
- c. Pending the FEO Nationwide Automation, one police security escort shall be required for every movement and transportation of high-risk controlled chemicals; and
- d. Mandatory accreditation of all logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles for transportation of low-risk and high-risk controlled chemicals pursuant to paragraph 9 of this MC within three months after approval.

## 8. PNP ACCREDITATION BOARD

The following sets forth the guidelines and procedures to be considered in the accreditation of logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles engaged in the land transportation and movement of controlled chemicals using truck lorries, tractor head loading container vans, closed vans, and similar other vehicles subject for accreditation:

- a. To carry out the purpose of this MC, the PNP Accreditation Board (PNPAB) shall be created to be composed of the following members:

Deputy Director, Civil Security Group - Chairman	
(CSG)	
Assistant Chief, Firearms and Explosives - Vice Chairman	
Office (FEO)	
Chief, Information and Technology - Member	
Division (ITD), CSG	
Chief, Operations Management Division - Member	
(OMD), CSG	
Chief, Explosives Management Division - Member	
(EMD), FEO	
Servicing Legal Officer, FEO	- Member
Asst. Chief, Explosives Management Division (EMD), FEO	- Head Secretariat
Chief, Technical Support Section, EMD, FEO	- Asst. Head Sec.
Chief Clerk, SCS, EMD, FEO	- Member

Action Police Non-Commissioned Officers - Member  
(PNCO), Special Concerns Section (SCS),  
EMD, FEO (2 PNCOs)  
Clerks (Non-Uniformed Personnel-NUP), - Recorders  
SCS, EMD, FEO (2 NUP)

b. The PNP Accreditation Board shall have the following functions and responsibilities:

- 1) Evaluate all applications and recommend for the accreditation of logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles to the approving authority;
- 2) Inform/notify the entity through the Secretariat the decision of the approving authority; and
- 3) Recommend to the Chief, PNP or his authorized representative the revocation of accreditation or imposition of penalty against accredited entity which violates the provision of this MC.

c. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business, provided that the presence of the Chairman or Vice-Chairman is a must.

d. Board meetings

- 1) The Board shall meet/convene twice a month or as frequently as necessary to perform its duties;
- 2) The Chairman or Vice Chairman, shall preside at all meetings of the Board. The decision of at least a majority of those present in the meeting at which there is a quorum shall be valid and binding as an act of the Board: *Provided, however,* That the Chairman or, in his absence, the Vice Chairman, shall vote only in case of a tie; and
- 3) All minutes of the meetings and other records, documents, data/information shall be prepared, updated, maintained, and kept by the Board Secretariat.

e. The Secretariat (EMD, FEO) shall have the following functions and responsibilities:

- 1) Receive all applications for accreditation and evaluate the completeness and validity of the documentary requirements as required under this MC;
- 2) Conduct actual inspection of vehicles to ensure the capability and reliability in the transportation and movement of controlled chemicals and to check the provision of containment, emergency equipment/equipage and markings;
- 3) Endorse the applications for accreditation to the PNAB for deliberation;
- 4) Provide administrative support to the Board;

- 5) Organize and make all necessary arrangement for meetings;
- 6) Prepare minutes of meeting and board resolution based on the recommendation of the majority of the Board; and
- 7) Inform the concerned applicant of the decision of the approving authority through emails, letters, and other means of communication.

#### **9. GUIDELINES IN THE ACCREDITATION:**

- a. The approving authority for the accreditation (new and renewal) of the logistics providers, brokers, forwarders, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles shall be the Chief, PNP but may be delegated to the Director, Civil Security Group (CSG);
- b. Accredited company-owned vehicle shall be exclusively used in the transportation and movement of controlled chemicals which it will import, unload, move, transport, and transfer either for its own use or for the use of their clients.
- c. Accreditation Certificate shall be valid for a period of one year from the date of issuance. The application for renewal must be filed thirty (30) calendar days prior to its expiration date, the expiring accreditation certificate shall remain valid until a decision is rendered on the application for renewal;
- d. Accredited logistics providers, forwarders, brokers, truckers, manufacturers, dealers, and purchasers that have company-owned vehicles which applications for renewal of accreditation certificate were filed beyond the 30 calendar days reglementary period shall not be allowed to transport and move controlled chemicals pending approval of their application;
- e. Accreditation Certificate shall be issued only upon compliance with all the requirements including the payment of the prescribed fees;
- f. Applications for accreditation 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 accreditation;

- g. Requirements for Accreditation: The following documentary requirements in original or authenticated copies shall be submitted to the Board Secretariat:
  - 1) For New Application:
    - a) Notarized Accomplished Application Form;
    - b) Personal Data Sheet (PDS) and NBI Clearance of the applicant;
    - c) 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);

- d) Business Permit or its equivalent such as but not limited to a Certificate of Registration issued by an investment promotion agency (IPA) (e.g. AFAB, BOI, CDC, CEZA, PEZA, SBMA);
  - e) Notarized Accountability Statement (e.g. Spill response);
  - f) Properly labeled pictures (8"x10" in size) of garage printed in photo paper;
  - g) List of Vehicles/Trucks certified and signed by the company's official to include the following documents:
    - g.1) Copy of Franchise/Decision from LTFRB;
    - g.2) Certified True Copy of OR/CR of Vehicles (must be updated and under the name of the applicant or any binding instrument);
    - g.3) Photograph of vehicle (front, back and side view); and
    - g.4) Certified True Copy of Subscriber or Service Agreement from accredited Global Positioning System (GPS) Tracking Device Group.
  - h) Equipage inside the vehicle/truck:
    - h.1) Two fire extinguisher per vehicle;
    - h.2) One Extra Drum for holding spillage/appropriate spill response equipment;
    - h.3) Personal Protective Equipment; and
    - h.4) Suitable Communications System.
  - i) For authorized representative: Special Power of Attorney (SPA)/ Notarized Company's Board Resolution or Secretary's Certificate stating that he/she has been authorized by the applicant for the purpose of processing the application for accreditation with valid Government ID;
  - j) List of Drivers and Helpers with the following documents:
    - j.1) Personal Data Sheet with 2x2 ID picture;
    - j.2) Professional Driver's License (for Driver's only);
    - j.3) Certificate of Training from duly recognized trainings on waste management and emergency preparedness and response/Controlled Chemicals Safety Training Certificate issued by PNP CSG (Drivers and Helpers);
    - j.4) NBI Clearance;
    - j.5) Police Clearance; and
    - j.6) Barangay Clearance.
  - k) Proof of Payment from the Land Bank of the Philippines.  
(Shall be made upon recommendation of the PNPAB)
- 2) For Renewal:
- a) Notarized Accomplished Application Form;
  - b) Business Permit/PEZA Certificate of Registration-Business to Operate;
  - c) List of Vehicles/Trucks certified and signed by the company's official to include the following documents:
    - c.1) Copy of Franchise of LTO - Decision from LTFRB;
    - c.2) Certified True Copy of OR/CR of Vehicles (must be updated and under the name of the applicant or any binding instrument);
    - c.3) Photograph of vehicle (front, back and side); and

- c.4) Certified True Copy of Subscriber or Service Agreement from accredited Global Positioning System (GPS) Tracking Device Group.
- d) Equipage inside the vehicle/truck:
  - d.1) Two fire extinguisher per vehicle;
  - d.2) One Extra Drum for holding spillage/Appropriate spill response equipment;
  - d.3) Personal Protective Equipment; and
  - d.4) Suitable Communications System.
- e) For new authorized representative: Special Power of Attorney (SPA)/Notarized Company's Board Resolution or Secretary's Certificate stating that he/she has been authorized by the applicant for the purpose of processing the application for accreditation with valid Government ID;
- f) List of Drivers and Helpers
  - f.1) For additional/new drivers and helpers, the following documents shall be submitted:
    - f.1.a) Personal Data Sheet with 2x2 ID picture;
    - f.1.b) Professional Driver's License (for Driver's only);
    - f.1.c) Certificate of Training from duly recognized trainings on waste management and emergency preparedness and response/Controlled Chemicals Safety Training Certificate issued by PNP CSG (Drivers and Helpers);
    - f.1.d) NBI Clearance;
    - f.1.e) Police Clearance; and
    - f.1.f) Barangay Clearance.
  - f.2) For old drivers and helpers, the following documents shall be submitted:
    - f.2.a) Professional Driver's License (for Driver's only);
    - f.2.b) NBI Clearance;
    - f.2.c) Police Clearance; and
    - f.2.d) Barangay Clearance.
- g) Proof of Payment from the Land Bank of the Philippines.  
(Shall be made upon recommendation of the PNPAB)
- h. All documentary requirements should be valid at the time of filing of the application;
- i. DTI-certified small enterprises, CHED/DepEd/TESDA-certified academe, DOST-certified analytical/testing laboratories, and DOH-certified hospitals with purchaser's license shall only be required to use the accredited entity in case of transportation and movement of high-risk controlled chemicals; and
- j. DTI-certified micro enterprises and barangay-certified farmers shall not be required to use the accredited entity in the transportation and movement of controlled chemicals.

#### **10.PROCESSING OF ACCREDITATION**

- a. Applicants shall submit their applications with complete and valid documentary requirements to the Secretariat using the prescribed Application Form;
- b. Upon receipt of the application, the Secretariat shall check whether the documentary requirements are complete and valid;

- c. The Secretariat shall then conduct actual inspection of the vehicle, verifying the authenticity and/or existence of the following:
  - 1) Certified True Copy of OR/CR of Vehicles (must be updated and under the name of the applicant or any binding instrument);
  - 2) Condition of the vehicles if it is fit to transport controlled chemicals;
  - 3) Global Positioning System (GPS) Tracking Device; and
  - 4) Provision of containment, emergency equipment and markings.
- d. For applications outside Metro Manila, the inspection of the vehicles/trucks shall be conducted by the Regional Civil Security Unit (RCSU). Pending activation of the RCSU, inspection shall be conducted by the Police Provincial Office (PPO) which has territorial jurisdiction over the place of business of the applicant;
- e. The Head Secretariat shall set a meeting and present the application for accreditation with the complete and valid documentary requirements to the PNP Accreditation Board;
- f. The Board shall resolve and recommend to the approving authority the application for accreditation based on the result on the compliance of documentary requirements and inspection; and
- g. Upon receipt of the approved accreditation certificate, the Head Secretariat shall release the certificate in two copies distributed as follows:
  - 1) Original Copy for the accredited entity; and
  - 2) Original Duplicate Copy for the Chief, FEO.

#### **11. SCOPE OF ACCREDITATION OF LOGISTICS PROVIDERS, BROKERS, FORWARDERS, TRUCKERS, AND COMPANY-OWNED VEHICLES**

- a. The accredited logistics providers, brokers, forwarders, truckers, and company-owned vehicles shall have the authority to transport and move controlled chemicals belonging to a licensed entity using truck lorries, tractor head loading container vans, closed vans, and similar other accredited vehicles from the point of origin to end-use destination; and
- b. The accredited manufacturers, dealers, and purchasers that have company-owned vehicles shall have the authority to transport and move controlled chemicals only for their licensed clients and for their own consumption.

#### **12. REVOCATION OF ACCREDITATION**

- a. The Chief, PNP or his authorized representative through the recommendation of the PNPAB 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 report, or failure to observe the guidelines in the movement of controlled chemicals as provided under Annex B of the IRR on Controlled Chemicals:

<b>Offense</b>	<b>Penalty</b>
First Offense	50% of the approved accreditation fee
Second Offense	100% of the approved accreditation fee
Third Offense	Revocation of Accreditation



- b. The Chief, PNP or his/her authorized representative through the recommendation of the PNPAB shall revoke the accreditation on any of the following grounds:

- 1) Movement and transportation of controlled chemicals of an unlicensed person and/or entity and/or not covered with appropriate permit;
- 2) Movement and transportation of controlled chemical with unlicensed and/or unlisted driver; and
- 3) Submission of falsified document in the application for accreditation.

**13. REPEALING CLAUSE:**

All procedures, rules and regulations not in conformity with this MC are hereby rescinded, amended or modified accordingly.

**14. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



**RONALD M. DELA ROSA**  
Police Director General  
Chief, PNP

CPNP 17/6 16 5068172  
  
S068172



# ACTIVATION OF REGIONAL CIVIL SECURITY UNITS (RCSU)

PCINSP KURT T TOYOKAN  
C, Technical Support Section-EMD

## REGIONAL CIVIL SECURITY UNIT

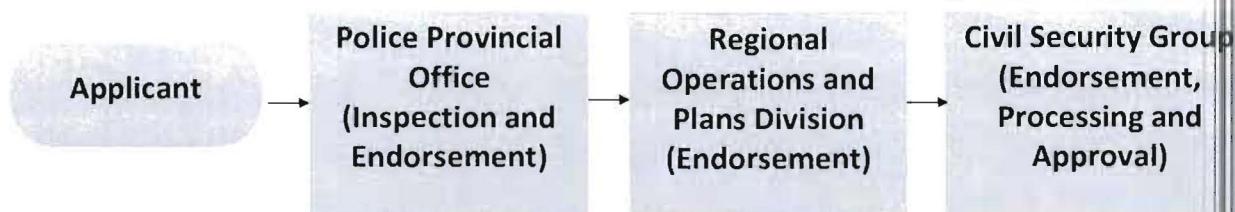
- Implementing Arm of the Civil Security Group



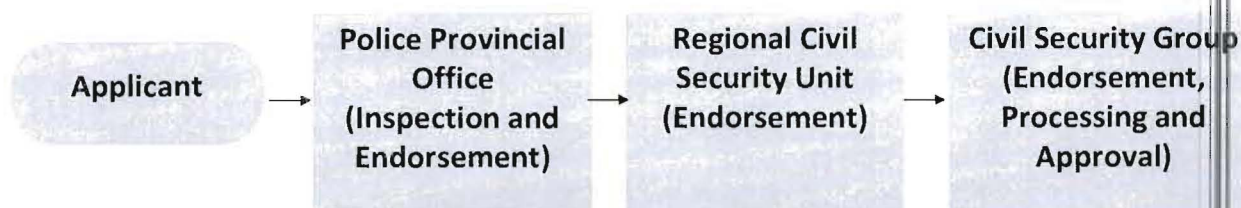
# PROCESS FLOW

## THEN

ANNEX C 2/8



## NOW



Firearms and Explosives Office (FEO)



**PROCESSING AND APPROVAL OF LICENSES,  
PERMITS, CERTIFICATIONS AND  
ACCREDITATIONS AT REGIONAL CIVIL SECURITY  
UNIT (RCSU) LEVEL**



# LEGEND

**P - Processing**

ANNEX C 3/8

**E - Endorsement**

**✓ - Approval**



Firearms and Explosives Office (FEO)

## REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

EXPLOSIVES AND EXPLOSIVE INGREDIENTS (Licenses/Permits)	RCSU	C,FEO	D,CSG	C,PNP
1. License to Possess Explosives/ Explosive Ingredients – New (Manufacturer & Dealer)	E	P/E	E	✓
2. License to Possess Explosives/ Explosive Ingredients – New (Purchaser)	E	P/E	✓	
3. License to Possess Explosives/ Explosive Ingredients – Renewal (Manufacturer, Dealer & Purchaser)	E	✓		
4. License to Possess Explosives/ Explosive Ingredients - Amendment (Manufacturer, Dealer & Purchaser)	E	P/E	✓	
5. Foreman Blaster's License - New	E	P/E	✓	
6. Foreman Blaster's License – Renewal	E	✓		



Firearms and Explosives Office (FEO)

# REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

<b>EXPLOSIVES AND EXPLOSIVE INGREDIENTS (Licenses/Permits)</b>	<b>RCSU</b>	<b>C,FEO</b>	<b>D,CSG</b>	<b>C,PNP</b>
7. Permit to Purchase and Move Explosives/ Explosive Ingredients (Regional Boundaries)	E	✓		
8. Permit to Transfer and Move Explosives/ Explosive Ingredients (Movement is region to region)	E	✓		
9. Permit to Transfer and Move Explosives/ Explosive Ingredients (Movement is within the region)	✓			
10. Special Permit to Purchase and Move Explosives/Explosive Ingredients (Movement is within the region)	✓			
11. Disposal of expired, rotten & deteriorating explosives	P/E	✓		



Firearms and Explosives Office (FEO)

# REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

<b>CONTROLLED CHEMICALS (Licenses/Permits)</b>	<b>RCSU</b>	<b>C,FEO</b>	<b>D,CSG</b>	<b>C,PNP</b>
1. Manufacturer's License - New	P	P/E	E	✓
2. Dealer's License -New	P	P/E	E	✓
3. Purchaser's License - New	P	P/E	✓	
4. Purchaser's License - New, Renewal, Amendment (DOH, DTI Accredited, Small Enterprise, Dep Ed)	P	✓		
5. Manufacturer's License - Renewal	P	✓		
6. Dealer's License - Renewal	P	✓		
7. Purchaser's License - Renewal	P	✓		
8. Purchaser's License - Amendment	P	P/E	✓	
9. Manufacturer's License - Amendment	P	P/E	✓	
10. Dealer's License - Amendment	P	P/E	✓	



ANNEX C 4/8

Firearms and Explosives Office (FEO)



# REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

<b>CONTROLLED CHEMICALS</b> (Licenses/Permits)	RCSU	C,FEO	D,CS G	C,PNP
11. Permit to Export – Manufacturer & Dealer	P	P/E	E	✓
12. Permit to Import Controlled Chemicals (Manufacturer & Dealer)	P	P/E	E	✓
13. Permit to Import Controlled Chemicals (Purchaser)	P	P/E	✓	
14. Permit to Purchase and Move Controlled Chemicals (Movement transcend regional boundaries)	P	✓		
15. Permit to Purchase and Move Controlled Chemicals (Movement is within the region)	✓			



ANNEX C 5/8

Firearms and Explosives Office (FEO)

# REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

<b>CONTROLLED CHEMICALS</b> (Licenses/Permits)	RCSU	C,FEO	D,CS G	C,PNP
16. Special Permit to Purchase and Move Controlled Chemicals (Movement transcend regional boundaries)	P	✓		
17. Special Permit to Purchase and Move Controlled Chemicals (Movement is within the region)	✓			
18. Permit to Transfer and Move Controlled Chemicals (Transfer transcend regional boundaries)	P	✓		
19. Permit to Transfer and Move Controlled Chemicals (Transfer is within the region)	✓			
20. Permit to Unload Controlled Chemicals	P	✓		



Firearms and Explosives Office (FEO)

## REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

<b>CONTROLLED CHEMICALS</b> (Licenses/Permits)	RCSU	C,FEO	D,CS G	C,PNP
21. Permit to Transport Controlled Chemicals (Transport transcend regional boundaries)	P	✓		
22. Permit to Transport Controlled Chemicals (Transport is within the region)	✓			
23. Certificate of Inspection - New license - Renewal of license - Amendment of license	✓			
24. Inventory Report -Permit to Import	✓			
25. Notarized Monthly Consumption Report	✓			



ANNEX C 6/8

Firearms and Explosives Office (FEO)

## REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

<b>FIRECRACKERS AND PYROTECHNIC DEVICES</b> (Licenses/Permits)	RCSU	C,FEO	D,CS G	C,PNP
1. Manufacturer's License - New & Renewal	P	P/E	✓	
2. Dealer's License - New & Renewal	P	P/E	✓	
3. Permit to Unload Explosive Ingredients for FC/PD	P	✓		
4. Permit to Purchase and Move Explosives for FC/PD (Manufacturer)	P	✓		
5. Fireworks Display Operator's License – New & Renewal	P	P/E	✓	
6. Permit to Import FC/PD	P	P/E	✓	
7. Permit to Export FC/PD	P	P/E	E	✓



Firearms and Explosives Office (FEO)



# REGIONAL CIVIL SECURITY UNIT TRANSACTIONS

<b>FIRECRACKERS AND PYROTECHNIC DEVICES</b> <b>(Licenses/Permits)</b>	<b>RCSU</b>	<b>C,FEO</b>	<b>D,CS G</b>	<b>C,PNP</b>
<b>8. Permit to Transport FC/PD</b> <b>(Transport is within the region)</b>	✓			
<b>9. Permit to Transport FC/PD</b> <b>(Transport is region to region)</b>	P	✓		
<b>10. Special Permit for Fireworks Display</b>	P	✓		
<b>11. Retailer's Permit</b> <b>(NCR, COR, Regions 1-5)</b>	P	✓		
<b>12. Retailer's Permit</b> <b>(ARMM, CARAGA, Regions 6-12,18)</b>	✓			
<b>13. Inspection Report of Warehouse</b> <b>(Manufacturer &amp; Dealer)</b>	✓			



ANNEX C 7/8

Firearms and Explosives Office (FEO)

## Chief, Regional Civil Security Units Contact Number & Email Addresses

<b>No.</b>	<b>Rank/Name</b>	<b>Unit/ Office</b>	<b>Contact Number</b>	<b>Email Address</b>
1	PSUPT MARIANO C. RODRIGUEZ	RCSU 1	09065249696	mcrodriguez96@yahoo.com rcsu1csg@gmail.com fesags_pro1@yahoo.com.ph
2	PSUPT BERNARDO A BORRINAGA	RCSU 2	09273064220	Sags_pro2@yahoo.com
3	PSUPT JOSEPH B BAYAN	RCSU 3	09770967112	fesags@gmail.com
4	PSUPT DENNIS A ESGUERRA	RCSU 4A	09276498665	denswar95@yahoo.com rcsu4a@gmail.com
5	PSUPT CHARLIE VETE	RCSU 4B	09154483590	rcsu4b@gmail.com



Firearms and Explosives Office (FEO)

## Chief, Regional Civil Security Units Contact Number & Email Addresses

No.	Rank/Name	Unit/ Office	Contact Number	Email Address
6	PSUPT ROLANDO B SANTOS	RCSU 5	09065141289 820-43-07	www.facebook.com/rcsufive rcsufive@yahoo.com fesagspro5@yahoo.com
7	PSUPT JOMIL JOHN TRIO	RCSU 6	09399084970	CSG.rcsu6@gmail.com
8	PSUPT ALLAN SERVIDA	RCSU 7	09954348140	Fesagss_pro7@yahoo.com
9	PSUPT BOOTS M ASEO	RCSU 8	09178161998	Fesagss_pro8@yahoo.com
10	PSUPT CHARLOTTE D PEÑALOSA	RCSU 9	09064196115	Charrypen@yahoo.com



ANNEX C 8/8

Firearms and Explosives Office (FEO)

## Chief, Regional Civil Security Units Contact Number & Email Addresses

No.	Rank/Name	Unit/ Office	Contact Number	Email Address
11	PSUPT VIRGILIO BUENA	RCSU 10	09398484769	rcsuten@gmail.com
12	PCINSP RECHEKY A BAHAN	RCSU 11	09989900278	rechelynbahan@yahoo.com rcsu.eleven@gmail.com
13	PSUPT ROLDAN B DANIEL	RCSU 12	09177123665 09999945205	rcsu12gensan@yahoo.com
14	PSUPT ELETERIO RICARDO JR	RCSU 13	09178071998 09285208419	rcsu_caraga@yahoo.com jun_ricardo98377@yahoo.com
15	PSUPT CHRISTOPHER T ACOP	RCSU COR	09064569901	rcsu-cordillera@yahoo.com
16	PSUPT RENANTE C CABICO	RCSU ARMM	09989990313	Rccabico_98@yahoo.com Rcsu_armm17@yahoo.com



Firearms and Explosives Office (FEO)

## EMD, FEO Email Application System

ANNEX D 1/6

This is to inform all that starting **March 1, 2017** the Explosives Management Division, FEO will be accepting the following Licenses and Permits application thru EMAIL for easier and paperless transaction:

1. DEALER'S LICENSE (RENEWAL)
2. FOREMAN BLASTER (RENEWAL)
3. MANUFACTURER'S LICENSE (RENEWAL)
4. PERMIT TO PURCHASE AND MOVE (EEIs AND CCs)
5. PERMIT TO TRANSFER AND MOVE (EEIs AND CCs)
6. PERMIT TO TRANSPORT (FCPD and CCs)
7. PERMIT TO UNLOAD (EEIs AND CCs)
8. PURCHASER'S LICENSE (RENEWAL)
9. RADIO MESSAGE (EEIs AND CCs)
10. RETAILER'S PERMIT (FCPD)
11. SPECIAL PERMIT FOR FIREWORKS DISPLAY (FCPD)

All qualified applicants are advised to enroll for the Email Application System provided that they shall submit all the following required documents:

1. Letter Request
2. Personal Data Sheet
3. Copy of Latest Approved License
4. Official Email Address, Cellphone Number of Applicant
5. Must have a Landbank or BancNet ATM account for Electronic Payment Portal (EPP)

### SECURING ORDER OF PAYMENT NUMBER FOR EPP:

**STEP 1:** Send Email Request at [lpsemd.op@gmail.com](mailto:lpsemd.op@gmail.com) indicating the following:

a. Type of Application

(for unloading: attach Commercial/Proforma Invoice for sea freight or for air freight in lieu of Bill of Lading or Airway Bill)

b. Company Name

**STEP 2:** Wait for a reply on your request. Please remember that multiple email messages shall be considered as multiple requests.

**STEP 3:** Use the received Order of Payment (Reference Number) in paying at Landbank EPP



## PAYMENT METHOD FOR ELECTRONIC PAYMENT PORTAL (EPP):

ANNEX D 2/6

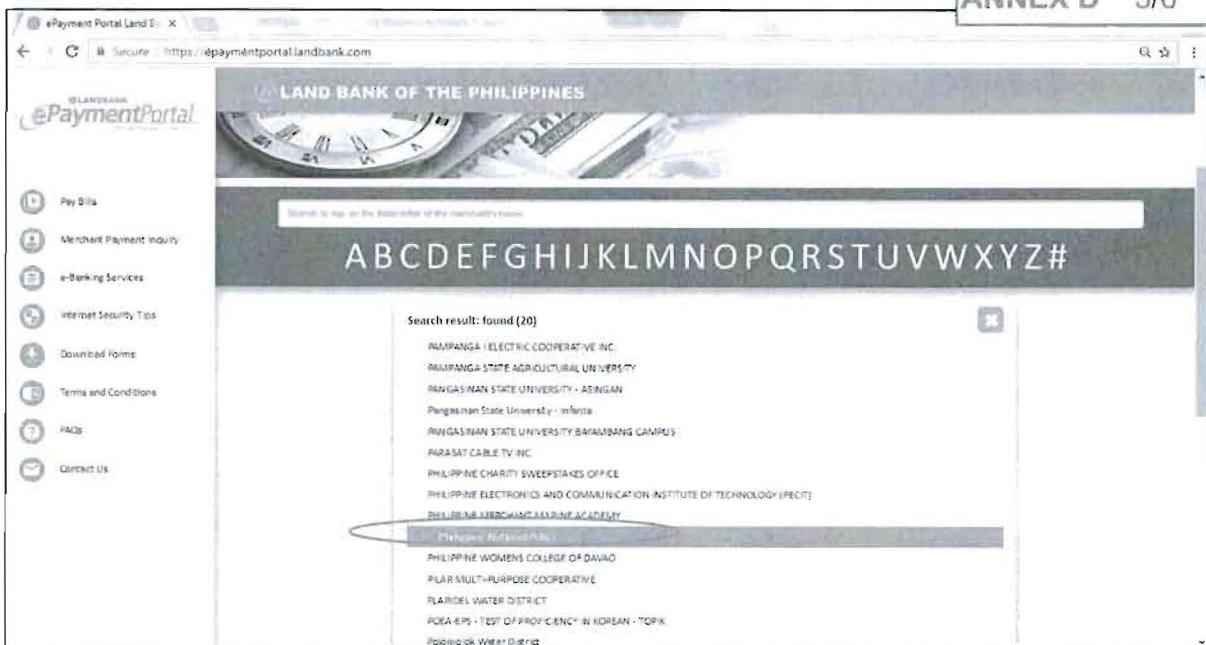
**STEP 1:** Secure an Order of Payment Reference Number at Explosives Management Division by forwarding request at [lpsemd.op@gmail.com](mailto:lpsemd.op@gmail.com)

**STEP 2:** Go to Landbank Electronic Payment Portal (EPP) website at <https://epaymentportal.landbank.com/>

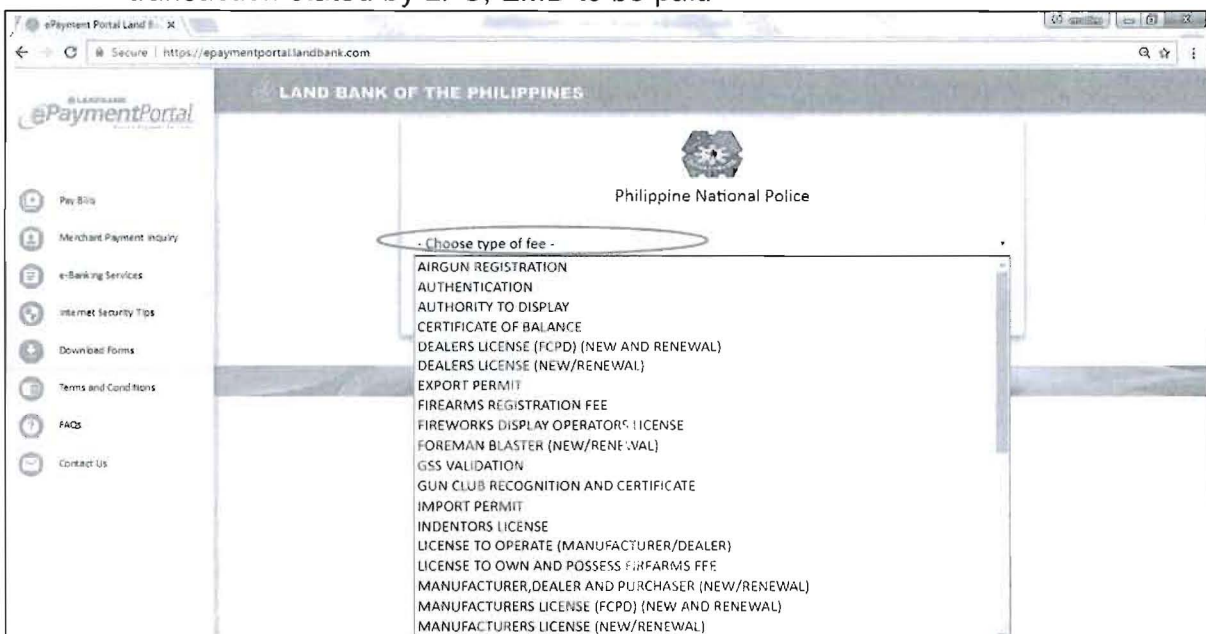


**STEP 3:** At the website, search or tap on the initial letter of the merchant's name then choose the "Philippine National Police"





**STEP 4:** After choosing "Philippine National Police" click '-Choose type of fee-' then choose the transaction stated by LPS, EMD to be paid



**STEP 5:** After choosing the transaction, click '-Choose Payment Option-' (Landbank or BancNet), enter the amount stated in the Order of Payment, Payer Name (Company Name), OP Number, and the "Captcha Code" showed then click 'Submit'

The screenshot shows the ePayment Portal interface for the Land Bank of the Philippines. The page title is "LAND BANK OF THE PHILIPPINES". The main heading is "Philippine National Police". Below this, the transaction type is "DEALERS LICENSE (NEW/RENEWAL)". The "Choose Payment Option" dropdown menu is open, showing "0.00" as the selected amount. The "PAYER NAME" field is empty. The "OP NUMBER" field is empty. A captcha image is displayed below the OP number field. The "Submit" button is visible at the bottom right of the form.

The screenshot shows the ePayment Portal interface for the Land Bank of the Philippines. The page title is "LAND BANK OF THE PHILIPPINES". The main heading is "Philippine National Police". Below this, the transaction type is "DEALERS LICENSE (NEW/RENEWAL)". The "LANDBANK" dropdown menu is open, showing "50" as the selected amount. The "COMPANY NAME" field is empty. The "EMD-021517-001" field is empty. A captcha image is displayed below the EMD field. The "Submit" button is visible at the bottom right of the form.



**STEP 6:** A Transaction Details will show, review the details then check the Terms and Conditions then click 'Submit'

ANNEX D 5/6

The screenshot shows the Land Bank of the Philippines ePayment Portal interface. The browser address bar displays 'https://epaymentportal.landbank.com'. The page title is 'LAND BANK OF THE PHILIPPINES'. The left sidebar contains links: 'Pay Bills', 'Merchant Payment Inquiry', 'Banking Services', 'Internet Security Tips', 'Download Forms', 'Terms and Conditions', 'FAQs', and 'Contact Us'. The main content area is divided into two sections: 'Transaction Details' and 'Payment Summary'. Below these is a checkbox for terms and conditions, followed by input fields for 'Enter your Land Bank Account Number' and 'Enter your Land Account Indicator (LAI)', and a numeric keypad.

Transaction Details	
Merchant Name	Philippine National Police
Transaction Type	DEALERS LICENSE (NEW/RENEWAL)
PAYER NAME	COMPANY NAME
CP NUMBER	EMD-021517001

Payment Summary	
Payment Option	LANDBANK
Transaction Amount	PHP 50.00
Transaction Fee	PHP 0.00
LANDBANK	PHP 0.00
Merchant	PHP 0.00
<b>Total Amount</b>	<b>PHP 50.00</b>

☐ I certify that I am at least 18 years old and have read, understood, and agreed to the [Terms and Conditions](#).

Enter your Land Bank Account Number:

Enter your Land Account Indicator (LAI):

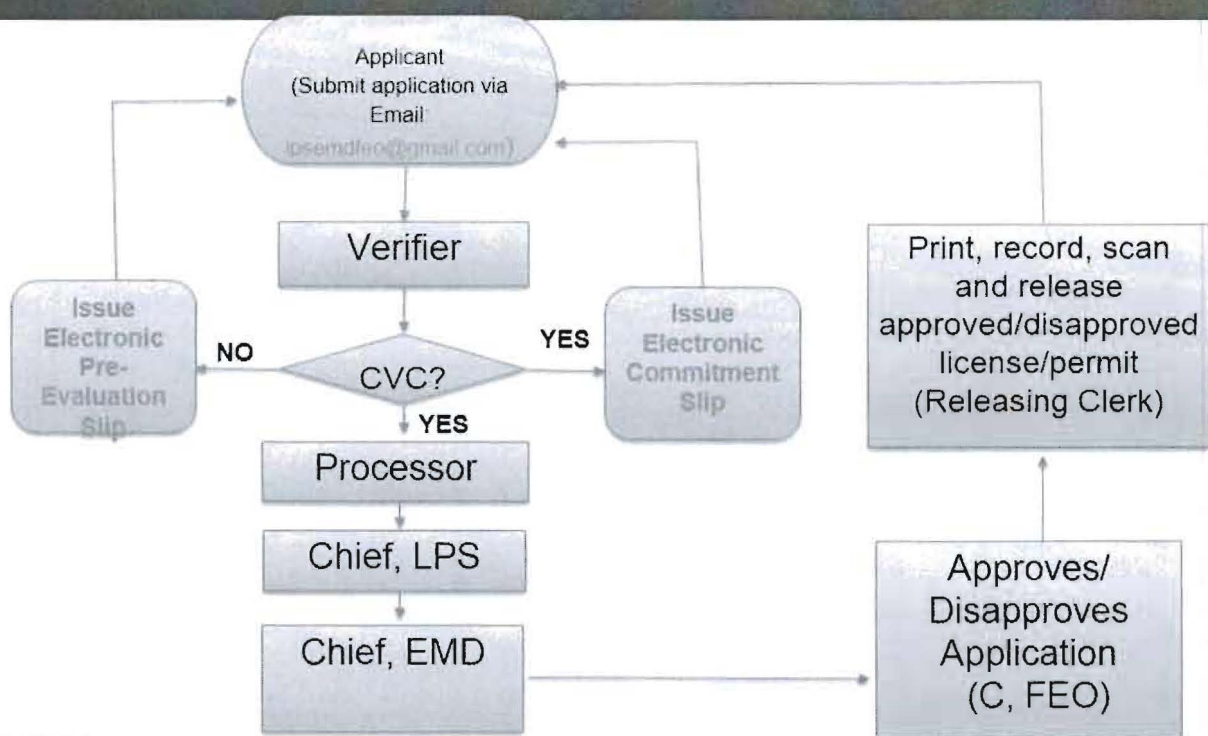
Buttons: [Submit] [Cancel]

**STEP 7:** Screenshot, save and print the confirmation from Landbank then attach it to your email application.

**EMD APPLICATION THRU EMAIL:**

- STEP 1:** Send your email application at [lpsemdfeo@gmail.com](mailto:lpsemdfeo@gmail.com). Attach all scanned requirements of each application and save it as Portable Document Format (PDF). Make sure that your attached requirements are complete, valid, and correct.
- STEP 2:** After sending your application, wait for an acknowledgement receipt. Further, we will send you Commitment Slip if your application meets the requirements and a Pre-Evaluation Slip if it has compliances or lacking documents/requirements.
- STEP 3:** If you received a Commitment Slip, kindly wait for our next email or call to tell you if your application is ready for pick-up, however, if you received a Pre-Evaluation Slip, you must comply for the compliances or lacking of your application and restart to **STEP 1** of **EMD APPLICATION THRU EMAIL** until you completed the process.

## Email Application Process Flow



Firearms and Explosives Office (FEO)

**NOTES:**

1. Each licenses of the company must be enrolled once.
2. In sending thru email, the sender will only send **ONE EMAIL PER APPLICATION** or it will be considered as multiple applications. You will be given acknowledgement receipts to confirm receiving of applications.