

## Guideline to Filling-out the Export Individual Authorization Form

	ENTRY	DESCRIPTION	EXAMPLE
01	<b>Applicant's Registration No.</b>	Provide the applicant's STMO registration number.	<b>STMOREG-2020-0XXX</b>
02	<b>Authorization Application No.</b>	For STMO Official Use Only	----
03	<b>Applicant's Name</b>	State the name of the STMO registered person	<b>ABC Inc.</b>
04	<b>Application Date</b>	Indicate the date when the applicant submitted the complete document and filed for authorization application.	<b>12/01/2020</b>
05	<b>Validity</b>	For STMO Official Use Only	----
06	<b>Application Purpose</b>	Check the appropriate reason for applying for authorization.  <b>New</b> – for new export authorization application; or <b>Amendment/ Modification</b> – for any changes in the submitted information indicated in the previous application form or issued authorization certificate; or <b>Extension/ Renewal of Authorization</b> - application for existing authorization holder who intends to extend or renew an existing authorization certificate.	<b>New</b>
07	<b>Previous Authorization No.</b>	An authorization number can be found in the previously issued export authorization certificate. Only applicable for existing authorization holder who intends to amend/ modify an entry in the application form or renewal/ extension of authorization certificate.	----
08	<b>Issuance Date</b>	Date of issuance of the previously issued export authorization certificate. Only applicable for existing authorization holder who intends to amend/ modify an entry in the application form or renewal/ extension of authorization certificate.	<b>12/30/2020</b>
09	<b>Expiry Date</b>	The expiration date indicated in the previously issued export authorization certificate. Only applicable for existing authorization holder who intends to amend/ modify an entry in the application form or renewal/ extension of authorization certificate.	<b>12/30/2022</b>
10	<b>Consignee's Information (if different from end-user)</b>	The consignee is the entity involved in the transfer of strategic goods from the exporter to the ultimate end-user. Multiple consignees can be included in the transaction. An additional sheet can be provided to indicate all consignees involved.	-----
11	<b>Name of Business</b>	Complete Business name (non-abbreviated form) given to the company/ enterprise as stated on any kind of business permits.	<b>ABC SG Logistic Corp.</b>
12	<b>Consignee Type</b>	Indicate if consignee is an individual entity, organization (company, corporation, et al.), military, or government institution.	<b>Organization</b>
13	<b>Complete Name</b>	Name as indicated in the birth certificate or other official record/document.  For individual entities, provide the complete name of the consignee.  For an organization or government institutions, provide the complete name of the contact person who is familiar with the transaction and who can respond to questions from the STMO or other	-----

		government agencies. The contact person should be prepared to answer procedural and/ or technical questions. Please do not list an individual who is not familiar with the transaction.	
<b>14</b>	<b>Personal Title/Prefix</b>	Social/ professional status conveying respect/ recognition to position or professional achievement	<b>N/A</b>
<b>15</b>	<b>First</b>	The first name, as indicated in the official record/ document.  The first name could be in singular or multiple names	<b>Juan</b>
<b>16</b>	<b>Middle</b>	Middle name, as indicated in the official record/ document.  The inherited maiden last name of the married/ unmarried mother.  The inherited maiden middle name of the unmarried mother.	<b>Santos</b>
<b>17</b>	<b>Last</b>	Last name as indicated in the official record/ document.  The inherited last name of the biological/ legal father.  The inherited last name of the biological/ unmarried mother.  The inherited last name of the legal mother.	<b>Dela Cruz</b>
<b>18</b>	<b>Suffix</b>	Generational suffixes that are reflected in the birth certificate or other official record/document.  This is used to distinguish person/s who share the same name within a family.	<b>N/A</b>
<b>19</b>	<b>Address</b>	A geographical location that specifies the current place of residence or business of a legal entity either a person, organization or business enterprise	<b>N/A</b>
<b>20</b>	<b>House/Building No.</b>	An address component that refers explicitly to the exact location of a legal entity either a person, organization or business	<b>ABC Japan Corp. Building</b>
<b>21</b>	<b>Street</b>	An address component that refers to the name of streets in the barangay, which adds specification to the location of a legal entity either a person, organization or business enterprise	<b>N/A</b>
<b>22</b>	<b>City/Municipality</b>	An address component that refers to a local government unit other than a province, which adds specification to the location of a legal entity either a person, organization or business enterprise	<b>Yokohama, Kanagawa</b>
<b>23</b>	<b>Province</b>	An address component that refers to the provincial name of a place within a region which adds specification to the location of a legal entity either a person, organization or business enterprise	<b>N/A</b>
<b>24</b>	<b>Region</b>	Established hierarchical level of geographical-political subdivision of the country	<b>Kanto</b>
<b>25</b>	<b>Zip Code</b>	A 4-digit code used by the Philippine Postal System	<b>220-0001</b>
<b>26</b>	<b>Country</b>	A political state or nation or its territory	<b>Japan</b>
<b>27</b>	<b>Date of Birth</b> (mm/dd/yyyy)	Provide the date of birth of an individual person or contact person as indicated in the official records, if available.	<b>01/01/19xx</b>
<b>28</b>	<b>Designation</b>	Provide the position/ official title given to the individual person or contact person	<b>CEO</b>
<b>29</b>	<b>Place of birth</b>	Provide the place of birth of an individual person or	<b>Makati City,</b>

		contact person as indicated in the official records, if available.	<b>Philippines</b>
<b>30</b>	<b>Passport Number</b>	Provide the passport number of the individual person or contact person, if available.	<b>JPXXXXXX</b>
<b>31</b>	<b>Telephone/ Mobile/ Fax No.</b>	Provide the contact number of the individual person.  For organization or government, provide the contact number of the person who is familiar with the transaction.	<b>(+81) (012)-345-XXXX</b>
<b>32</b>	<b>E-mail address</b>	Provide the e-mail address of the individual person.  For organization or government, provide the e-mail address of the person who is familiar with the transaction.	<b><a href="mailto:askus@abcjc.com">askus@abcjc.com</a></b>
<b>33</b>	<b>Social Media/Website</b>	Web-based identification in web/ social platforms such as website, Facebook, Instagram, Twitter, et al.	<b><a href="http://www.abcjc.com">www.abcjc.com</a></b>
<b>34</b>	<b>Principal Business Activities</b>	Indicate the principal business activity/ies of the organization or individual applying for authorization.	<b>Manufacturer of electronics accessories, equipment, and machines.</b>
<b>35</b>	<b>End-User's Information</b>	The end-user is the entity that shall take final possession or the ultimate end-user of the commodity, regardless of the purchaser/s and intermediate consignee/s.  The end-user is also the person who shall accomplish the End-Use and End-User Statement.	-----
<b>36</b>	<b>Third parties involved, e.g., brokers</b>	Applicants shall identify all third parties involved in the proposed transaction. Ensure that the application provides adequate details regarding the transaction and all the parties involved, paying particular attention to the clarification of their roles (such as freight forwarders, agents or representatives, and brokers) when the parties are various, in different countries.	-----
<b>37</b>	<b>Mode of Export</b>	Indicate whether the mode of shipment shall be by air or by sea.	<b>Air Freight</b>
<b>38</b>	<b>Country of consignment</b>	Provide the country where the item shall be received, if different from the country of final/ ultimate destination.	<b>Singapore</b>
<b>39</b>	<b>Export Date/ Period</b>	Provide a date or period when the strategic good shall be exported.	<b>03-20-2021</b>
<b>40</b>	<b>Country of final destination</b>	Provide the country where the item shall ultimately be located.	<b>Japan</b>
<b>41</b>	<b>Shipment Route</b>	Indicate shipment route of the transaction, if known.	<b>Port of Manila – Singapore – Port of Yokohama</b>
<b>42</b>	<b>ITEM #</b>	Provide an assigned number (i.e., ITEM #1, ITEM #2, and so forth) for each of the items to be exported.	<b>ITEM #1</b>
<b>43</b>	<b>Description of the Commodity and/ or Service</b>	List each item, including in the description, the product name, and the manufacturer, if appropriate. Also include the part/ model number, all the specific details of any modification, and any other details (Serial No., Chemical Abstract Service (CAS) Registry Numbers, if appropriate) that would assist in clarification/ identification of the item (e.g., part number 1162-02 - trigger rubber gasket; AN/XXX-1 communications system; Methyl	<b>Integrated Circuit</b>

		<p>Phosphonyldifluoride (CAS 676-99-3)).</p> <p>In case of software or technology transfer: identify the software or technical data to be transferred, the end item or system it relates to, and the type of data contained in the documentation (e.g., drawings, schematics, blueprints, briefings, proposals, et al.) If you are exporting a specific document or proposal state, the exact title of the document to be exported.</p> <p>In case of encryption, provide a brief technical description including the primary purpose of the item and the type of encryption used in the product or technology (e.g., 128-bit RC4 for secure e-mail, 2048 RSA for key exchange).</p> <p>Please note: The information identified in this entry shall be printed on the license form. A brief technical description is essential.</p> <p>Please note: Lack of detail and incomplete or misleading descriptions can result in the delay of the processing of the application for an authorization.</p> <p>Ensure that the description of the goods matches those on the End User Certificate - failure to check this shall mean your application shall be returned to you, which could significantly delay processing times.</p> <p>Use the same description in any export documentation, so that they can link any license with the shipping documentation and, if necessary, the containers themselves.</p>	
<b>44</b>	<b>Technical Specification/s</b>	Provide the specific parameters of the item, which makes the item controlled.	<b>Resolution = 10 bit; Adjusted Update Rate = 3 700 MSPS</b>
<b>45</b>	<b>NSGL Code</b>	<p>Insert NSGL Code. Example: ML1.a. for submachine guns or 1C350.46 for triethanolamine (102-71-6).</p> <p>In the case of software or technology transfers, the NSGL Code of the software or technology needs to be identified, as well as the hardware to which it relates. Example: ML22.a as it relates to the production of ML1.a. (this means technology classified as ML22.a for the production of “widgets” classified under ML1.a.)</p> <p>Please note: the applicant must attempt to classify the commodity per the control list. The STMO determines the final classification.</p>	<b>3A001.5.b.1</b>
<b>46</b>	<b>HS or AHTN Code (CAS # if applicable)</b>	<p>Insert the six (6) digit Harmonized System (HS) code or ASEAN Harmonized Tarif Nomenclature for each item.</p> <p>Please note: The Harmonized System customs codes are considered to be an aid for interpreting the scope of controls, but do not determine the control</p>	<b>854231</b>

		<p>status of an item. This is done through the NSGL code.</p> <p>Please note: Chemical Abstract Service (CAS) Registry Numbers are universally used to provide a unique, unmistakable identifier for chemical substances. A CAS Registry Number itself has no inherent chemical significance. However, it provides an unambiguous way to identify a chemical substance or molecular structure when there are many possible systematic, generic, proprietary, or trivial names.</p>	
<b>47</b>	<b>Brand</b>	Indicate the brand of the item.	<b>EMJ Integrated Circuit X</b>
<b>48</b>	<b>Model</b>	Indicate the model of the item	<b>ICX#456863</b>
<b>49</b>	<b>Quantity &amp; Metric Unit</b>	State the quantity (e.g., number/ amount) of each end item, major component, and system per annum (e.g., 100 pcs, 2000 kg, 500 l et al.).	<b>300,000 pcs</b>
<b>50</b>	<b>Unit Value</b>	<p>Enter the currency and value of the single unit or each of the items in the proposed transaction per the purchase order/ contract.</p> <p>The value must always be stated even if the goods are being provided to the customer at no charge. The value of hardware should reflect the selling price for each line item without supplementary costs such as packing and freight.</p>	<b>\$1/pc</b>
<b>51</b>	<b>Total Value</b>	Enter the currency and value of the proposed transaction per the purchase order/ contract.	<b>\$300,000</b>
<b>52</b>	<b>End-use description</b>	Provide a concise account of the specific purpose of the requested export. Simply stating, "for use in the production of military aircraft," "for resale" or "for research purposes" is inadequate. Explain the nature of the research. Provide information about the appropriateness of the item for the end-use. Information provided in this block is essential in determining the outcome of your request, both in the length of time needed for assessment and the determination to be made.	<b>Integrated circuits for computer memory.</b>
<b>53</b>	<b>Additional Information</b>	Indicate additional documents/ information appended in the application, which might help to facilitate or expedite the review of the application.	<b>Export Control Certificate</b>

**Note:** Before submitting your license application to STMO, please ensure that all the information you have provided is correct. If we request a change or additional information, we shall return the application to make the necessary changes. We will only begin processing your application once we have received all the required information.



## APPLICATION FOR EXPORT INDIVIDUAL AUTHORIZATION

<b>1 Applicant's Registration No.:</b>		STMOREG-2020-0XXX		<b>2 Authorization Application No.:</b> (for official use only)			
<b>3 Applicant's Name:</b>		ABC Inc.					
<b>4 Application Date:</b> (mm/dd/yyyy)		12/01/2020		<b>5 Validity:</b> (for official use only)			
<b>6 Application Purpose</b>							
<input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment/ Modification <input type="checkbox"/> Extension/ Renewal of Authorization							
<u>For Amendment/ Extension/ Renewal of Authorization</u>							
<b>7 Previous Authorization No.:</b>				<b>8 Issuance Date:</b> (mm/dd/yyyy)		<b>9 Expiry Date:</b> (mm/dd/yyyy)	
<b>10 Consignee's Information</b>							
<b>11 Name of Business:</b>			ABC SG Logistic Corp.			<b>12 Consignee Type:</b>	
						<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Organization <input type="checkbox"/> Government <input type="checkbox"/> Military	
<b>13 Complete Name:</b>	<b>14 Personal Title/Prefix</b> (e.g. Mr., Ms., Atty.)	<b>15 First</b>	<b>16 Middle</b>	<b>17 Last</b>	<b>18 Suffix</b> (e.g. Sr., Jr., I, II)		
	N/A	Juan	Santos	Dela Cruz	N/A		
<b>19 Address:</b>	<b>20 House/Building No.</b>		<b>21 Street</b>		<b>22 City/Municipality</b>		
	ABC Japan Corp. Building		N/A		Yokohama, Kanagawa		
	<b>23 Province</b>		<b>24 Region</b>		<b>25 Zip Code</b>		<b>26 Country</b>
	N/A		Kanto		220-0001		Japan
<b>27 Date of Birth, if available</b> (mm/dd/yyyy):		01/01/19xx		<b>28 Designation:</b>		CEO	
<b>29 Place of birth:</b> (if available)		Makati City, Philippines		<b>30 Passport Number:</b> (if available)		JPXXXXXX	
<b>31 Telephone/ Mobile/ Fax No.:</b>		<b>32 E-mail address:</b>		<b>33 Social Media/Website:</b>			
(+81) (012)-345-XXXX		askus@abcjc.com		www.abcjc.com			
<b>34 Principal Business Activities:</b>		Manufacturer of electronics accessories, equipment, and machines.					
<b>35 End-User's Information</b>							
<b>Name of Business:</b>						<b>End-User Type:</b>	
						<input type="checkbox"/> Individual <input type="checkbox"/> Organization <input type="checkbox"/> Government <input type="checkbox"/> Military	
<b>Complete Name:</b>	<b>Personal Title/Prefix</b> (e.g. Mr., Ms., Atty.)	<b>First</b>	<b>Middle</b>	<b>Last</b>	<b>Suffix</b> (e.g. Sr., Jr., I, II)		
<b>Address:</b>	<b>House/Building No.</b>		<b>Street</b>		<b>City/Municipality</b>		
	<b>Province</b>		<b>Region</b>		<b>Zip Code</b>		<b>Country</b>
<b>Date of Birth, if available</b> (mm/dd/yyyy):				<b>Designation:</b>			
<b>Place of birth:</b> (if available)				<b>Passport Number:</b> (if available)			
<b>Telephone/ Mobile/ Fax No.:</b>		<b>E-mail address:</b>		<b>Social Media/Website:</b>			
<b>Principal Business Activities:</b>							
<b>36 Third parties involved, e.g. brokers</b>							
<b>Name of Business:</b>						<b>Third Party Type:</b>	
						<input type="checkbox"/> Individual <input type="checkbox"/> Organization <input type="checkbox"/> Government <input type="checkbox"/> Military	

<b>Complete Name:</b>	<b>Personal Title/Prefix</b> (e.g. Mr., Ms., Atty.)	<b>First</b>	<b>Middle</b>	<b>Last</b>	<b>Suffix</b> (e.g. Sr., Jr., I, II)			
<b>Address:</b>	<b>House/Building No.</b>	<b>Street</b>		<b>City/Municipality</b>				
	<b>Province</b>	<b>Region</b>	<b>Zip Code</b>	<b>Country</b>				
<b>Date of Birth, if available (mm/dd/yyyy):</b>			<b>Designation:</b>					
<b>Place of birth: (if available)</b>			<b>Passport Number: (if available)</b>					
<b>Telephone/ Mobile/ Fax No.:</b>		<b>E-mail address:</b>		<b>Social Media/Website:</b>				
<b>Principal Business Activities:</b>								
<b>Export Details</b>								
<b>37 Mode of Export:</b>	<b>Air Freight</b>		<b>38 Country of consignment:</b>	<b>Singapore</b>				
<b>39 Export Date/ Period:</b>	<b>03-20-2021</b>		<b>40 Country of final destination:</b>	<b>Japan</b>				
<b>41 Shipment Route:</b>	<b>Port of Manila – Singapore – Port of Yokohama</b>							
<b>Items to be Exported</b>								
<b>42 ITEM #: 1</b>								
<b>43 Description of the Commodity and/or Service</b>	<b>44 Technical Specification/s</b>	<b>45 NSGL Code</b>	<b>46 HS or AHTN Code:</b> (CAS # if applicable)	<b>47 Brand</b>	<b>48 Model</b>	<b>49 Quantity &amp; Metric Unit</b>	<b>50 Unit Value</b>	<b>51 Total Value:</b> (USD/PHP)
<b>Integrated Circuit</b>	<b>Resolution = 10 bit; Adjusted Update Rate = 3700 MSPS</b>	<b>3A001.5.b.1</b>	<b>854231</b>	<b>EMJ Integrated Circuit X</b>	<b>ICX#456863</b>	<b>300,000 pcs</b>	<b>\$1/pc</b>	<b>\$300,000</b>
<b>52 End use description:</b>					<b>53 Additional Information:</b>			
<b>Integrated circuits for computer memory</b>					<b>Export Control Certificate</b>			
<i>*Use additional sheet if needed</i>								
Please respond to the following question by marking the right answer. If your answer is YES, please provide additional information using additional sheet.								
Are you aware or have grounds for suspecting that the item/s listed in this application is/are or may be intended, in their entirety or in part, for use in connection with the development, production, handling, operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons or the development, production, maintenance or storage of means of their delivery?							<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
Are you aware or have grounds for suspecting that the items in question are or may be intended to be used in connection with military end use in a destination or by natural or juridical persons subject to sanctions or embargoes binding to the Philippines?							<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
Are you aware or have grounds for suspecting that the items in question are or may be intended, in their entirety or in part, for purpose of endangering national security of the Philippines?							<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
<b>Documentary Requirements</b>								
The following documents should be appended to this application:								
1 Technical specifications of the strategic item/ commodity;								
2 Commodity classification form (Form A2-1);								
3 Documents certifying the origin and acquisition of the strategic goods, when appropriate;								
4 Copies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available;								
5 Original End-use/End-user Statement (Form A2-2);								
6 Copy/ies of relevant license/s or business permits, as may be applicable.								

7 Copies of additional authorizations such as transit, transshipment or import authorization, if applicable:

- Technology Control Plan, in case of technology transfer.
- Network Security Plan, in case of intangible software transmission.

8 Proof of payment of the processing fee.

9 Any other document that STMO may require.

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

#### Terms and Conditions:

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

#### Conforme:

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

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