OFFICE FOR THE SPECIAL MANDATE ON NICOTINE AND NON-NICOTINE PRODUCTS, THEIR DEVICES, AND NOVEL TOBACCO PRODUCTS	**OSMV PRODUCT CERTIFICATION BODY**
	OSMV-QF-001: PS License Application Form **Effectivity Date:** 26 September 2024 **Version No. 01**

Date: _____
Day-Month-Year

Application Type			
☐ New PS License	☐ Extension of Scope	☐ Surveillance/Recertification	
Application Details			
Name of Company			
Manufacturer Type	☐ Local ☐ Foreign	**Auditing Body**	
Importer			
Office Address			
Telephone Number		**Fax Number**	
Email			
Factory Address			
Factory Telephone Number		**Factory Fax Number**	
Factory Email			
TIN		**Date of Issue**	
Company President/General Manager		**Quality Management Representative (QMR)**	
QMR Telephone Number		**QMR Fax Number**	
QMR Email		**Specific Product Standard**	
Product			
Brand		**Model**	**Type**
Rated Capacity per Shift and per Month		**Actual Capacity per Shift and per Month**	
Percentage of Production Dedicated to the Philippine Market			
Number of Employees		**Number of Employees per Site**	
Number of Employees per Shift		**Number of Employees During Assessment**	
Assets. (in PhP)			
Volume of Production during the last three (3) calendar years			
Year	**Production**	**Value**	

It is hereby certified that the information supplied herein by the undersigned is true and correct.

_____
Printed Name and Signature of the Manufacturer/ Authorized Representative of the Manufacturer

Subscribed and sworn to before me this _____day of _____20__. Affiant exhibiting to me his/her _____. _____issued on _____at _____.

NOTARY PUBLIC

Doc. No. : _____
Page No.: _____
Book No.: _____
Series of :_____

Note: Please see Annex A for the documentary requirements.

OFFICE FOR THE SPECIAL MANDATE ON NICOTINE AND NON-NICOTINE PRODUCTS, THEIR DEVICES, AND NOVEL TOBACCO PRODUCTS	**OSMV PRODUCT CERTIFICATION BODY**
	OSMV-QF-002: Undertaking to Abide by the Terms and Conditions of the PS License **Effectivity Date:** 26 September 2024 **Version No. 01**

I, _____ , _____ of _____ _____ with principal address at _____ _____ is duly authorized by the board of directors to hereby undertake to abide by the following terms and conditions of the Philippine Standard (PS) Quality Certification Mark License for the manufacture of _____ manufactured at _____.

1. The licensee shall consistently abide by R.A 4109, E.O 133: 1987, E.O 913: 1983, R.A 7394, and R.A 11900 and their implementing rules and regulations, and orders which the OSMV issues in pursuance with its authority under the law.
2. The licensee shall ensure that its certified Vaporized Nicotine and Non-Nicotine Products, and their Devices product conform at all times to a specific standard as amended/updated and its implementing rules and regulations.
3. The licensee shall ensure that its certified Vaporized Nicotine and Non-Nicotine Products, and their Devices, shall not have promotional merchandise such as, but not limited to, t-shirts, caps, sweatshirts, visors, backpacks, sunglasses, writing implements, umbrellas, lanyards with the name, logo, or other indicia of the product or product brand visible to others when worn or used.
4. The licensee shall warrant that it has the authority to use the brand name, trade name, and trademarks indicated in the application form.
5. The licensee shall establish and maintain systems of product recall and of addressing complaints filed by its clients or customers concerning its certified products**,** and shall maintain records thereof.
6. The licensee shall give duly authorized representatives of the OSMV and/or ROs/POs or, in the case of foreign companies, OSMV or OSMV Recognized CABs, full access to the premises where the certified product is manufactured/assembled/stored; to relevant equipment, records, personnel, and subcontractors for purposes of investigating complaints or evaluating the consistency of compliance with the requirements of technical regulation.
7. The licensee shall maintain a record of all complaints made known to it, relating to compliance with certification requirements and make these records available to OSMV or its authorized representative/s when requested; take appropriate action with respect to such complaints and any deficiencies found affecting such product's conformance to the requirements for certification; and, document the action taken, subject to verification by the OSMV or its authorized representative/s.
8. The licensee shall submit itself to surveillance activities at least once a year audit for two (2) consecutive years and must undergo renewal in the third year to ensure consistent compliance with the OSMV requirements of the Product Certification Scheme.
9. As part of the annual surveillance audit and wherever possible, samples of the certified product shall be drawn from the market in coordination with the licensee's representative. Samples drawn from the market shall be shouldered by the company. Upon the option of the OSMV, samples may be drawn at the factory site when appropriate.
10. In case of subcontracts, shall assume full responsibility for its sub-assemblies, semi-finished, and finished products' conformance to the specific requirements.
11. The licensee shall inform the OSMV in writing of any changes that will materially affect its PS License and its ability to comply with the OSMV product certification requirements within one (1) month prior to the date the change will be made, such as, but not limited to change in management, business name, addition of brand name, modification of product's designs and specifications and/or transfer of plant site.
12. If the change involves the addition of a brand name and modification in the product's design or specifications, OSMV shall facilitate the conduct of appropriate product certification activity.
13. The licensee shall pay the applicable fees and other charges as billed or stipulated by OSMV, its duly recognized inspection and/or auditing bodies.
14. Any incorrect references to the certification scheme; misleading use of PS License, SOC, or any other mechanisms indicating that a product is certified found in documentation or publicity materials or any breach hereof, shall be a ground for the issuance of Show Cause Order.
15. Retailers or distributors in possession of products covered by this Order whose PS Licenses have expired or have been suspended, recalled, withdrawn, revoked, or cancelled shall be notified in writing of such suspension, recall, withdrawal, revocation, or cancellation.
16. Upon suspension, recall, withdrawal, cancellation, or revocation of the PS License, the holder shall discontinue the manufacture and/or use of products covered by this Order including advertising materials relevant thereto, and shall take action as may be required by the OSMV.
17. Agrees that all information stated in the application shall be treated as proprietary and regarded as confidential except for those information indicated in the PS License and Certificate which is considered a public document. The confidential information shall not be disclosed to any third party without prior consent unless required by the law.
18. The PS License is non-transferable.
19. Any infractions of the foregoing shall be grounds for the suspension, withdrawal, or cancellation of the license.

Witnesseth my hand this _____ of _____ 20__ at _____.

_____

Printed Name and Signature of the President/ CEO/General Manager

Subscribed and sworn to before me this _____day of _____20__. Affiant exhibiting to me his/her _____. _____issued on _____at _____.

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ANNEX A

PS License Documentary Requirements

a. Valid and updated Quality Management System (QMS) Manual covering the manufacturer of the product, including the description of the product production or manufacturing process.

b. Product Identification Traceability Procedure including process flow, materials, and process control and drawings, among others, unless already included in the QMS Manual.

c. List of testing and measuring equipment with nominal capacities, and serial numbers, unless already included in the QMS Manual.

d. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates, unless already included in the QMS Manual.

e. Copies of labels, markings, and logos.

f. Description of the supply distribution chain. If foreign manufacturer, identify the Philippine principal and describe the organizational relationship of the applicant/license holder and Philippine principal.

g. Vicinity map of the factory.

h. PS License Form.

i. For local manufacturer:

    1. For Sole Proprietorships: DTI Business Name Registration and business permit issued by the Local Government Unit (LGU) having jurisdiction over it; or

    2. For Corporations or Partnerships: Latest Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation/Partnership and By-Laws; or

    3. For Cooperatives: Certificate of Registration issued by Cooperative Development Authority (CDA).

    For foreign manufacturer:

    1. Manufacturer’s Article of Incorporation or Business Name or Sub-Contracting Agreement; and

    2. For its Local Importer/Counterpart the following requirements are as follows:

        a. For Sole Proprietorships: DTI Business Name Registration and business permit issued by the Local Government Unit (LGU) having jurisdiction over it; or

b. For Corporations or Partnerships: Latest Securities and Exchange Commission (SEC) Certificate of Incorporation, Articles of Incorporation/Partnership and By-Laws; or

c. For Cooperatives: Certificate of Registration issued by Cooperative Development Authority (CDA).

j. Latest Income Tax Return (ITR) or latest Audited Financial Statement (AFS). The document should show the asset size of the applicant for purposes of determining the license fees and charges.

k. For HTPs, material information on the nicotine content (in mg) per stick with the accompanying documentation either for each material batch based on a Certificate of Analysis or Certificate of Conformity, or based on a General Certificate of Conformity from the material supplier in combination with the manufacturer's risk-based audit of the supplier.

   For foreign-based manufacturers, the submission shall be signed by a licensed chemist, and authenticated by the Philippine Embassy or Consulate in the country where the manufacturing plant is located. For foreign countries that are members of the 1961 Hague Convention Treaty, an apostille document may be submitted in place of the authenticated document by the Philippine Embassy or Consulate.

l. For Vapor Products, material information on the product formulation, nicotine content (in mg), and type of nicotine used, either "Nicotine Salt or Salt Nicotine" or "Conventional Freebase or Classic Nicotine", with the accompanying documentation for each material batch based on a Certificate of Analysis or Certificate of Conformity, or based on a General Certificate of Conformity from the material supplier in combination with the manufacturer's risk-based audit of the supplier.

   For foreign-based manufacturers, the submission shall be signed by a licensed chemist, and authenticated by the Philippine Embassy in the country where the manufacturing plant is located. For foreign countries that are members of the 1961 Hague Convention Treaty, an apostille document may be submitted in place of the authenticated document by the Philippine Embassy or Consulate.