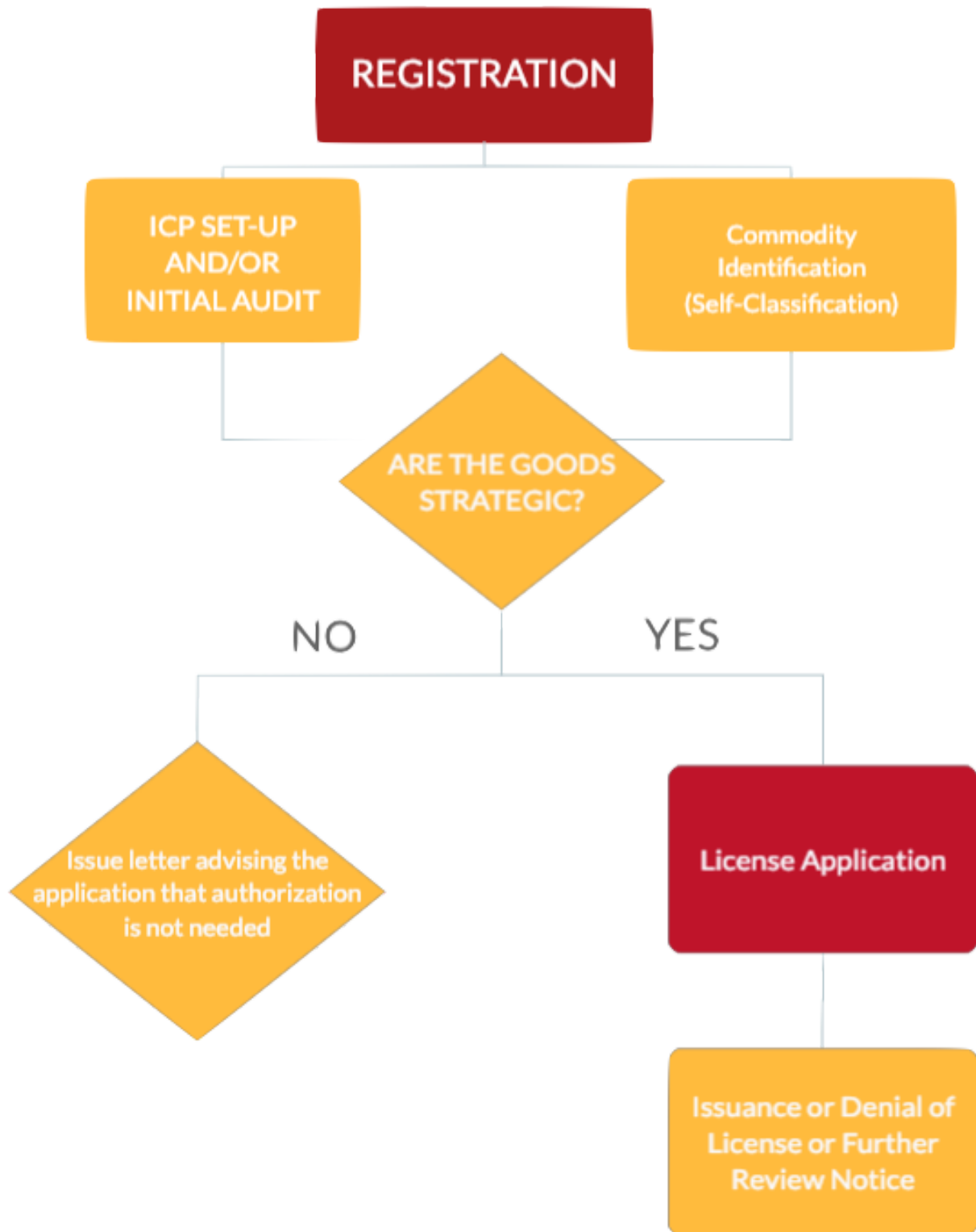


REGISTRATION AND AUTHORIZATION PROCEDURES



VOLUME 2





Registration Under the STMA

Registration is the act of entering into the STMO register persons who engages or intends to engage in the export, import, and re-export of strategic goods or provide related services.



Who needs to Register?

Any person who engages or intends to engage in the export, import, and re-export of strategic goods, or provides related services such as brokering, financing, transporting, or technical assistance must register directly with the STMO prior to applying for an authorization or a governmental end-use assurance.



How to Register?

Any natural or juridical person that needs to register must submit a standard-format application together with related documents to the STMO. The application must be signed by the applicant or an authorized representative.



How to Register?



Applications and any materials attached to the application must be submitted in English.



The application form for registration shall be in the manner and form as prescribed by the STMO



The following documents should be appended in the application:

Relevant license/s or business permits.

Copy of document appointing CEO, owner, or person in equivalent position as the person responsible for STMA compliance.

Description of strategic trade relevant activity or reason for



Timeline for Review of Applications

The STMO shall review an application within **30 calendar days** from the date the application was accepted for processing.

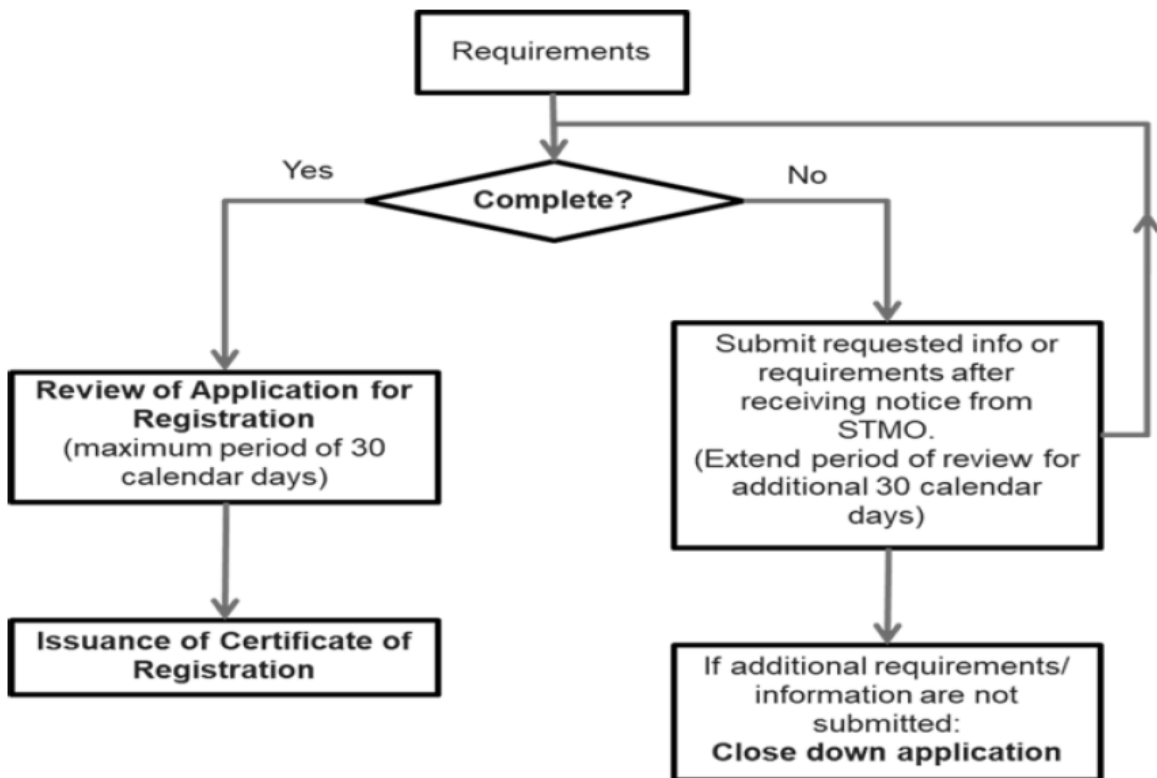
If the STMO requires additional information or if the information submitted required additional verification, the STMO may extend the period for an additional 30 calendar days. The applicant will be notified within **2 calendar days of said extension.**

If the applicant fails to complete the requested information or requirements, the STMO will send a follow-up letter to the applicant. If the applicant does not submit the required information or document within the given deadline, the STMO will close down the application for registration.



Review of Application for Registration

Below is the STMO workflow chart for reviewing applications for registration:





Review of Application for Registration

The STMO may refuse to enter a person into the Register based on the following reasons:



If the applicant falsely represents or conceals any material fact or submits misleading information, including the submission of forged documents.



In the past five years, the applicant had been held responsible for violating an international embargo or sanction binding on the Philippines.



National security related civil or criminal proceedings have commenced against the applicant.



Any other national security concerns that may exist.



Entry into Registration

If the STMO approves the application, the natural or juridical person is entered into the Register. The registration certificate bearing the registration number, date of registration, and other relevant information shall be issued on paper or electronically.

Any registered person shall provide the registration number when preparing and submitting a license application or in any other communication with the STMO.



Amendment of Registry Entry

If any change occurs in the information submitted to the STMO during registration, the registered person shall file a written application for amendment of register entry.


The STMO may refuse to amend a register entry if in the past five years, the applicant had been held responsible for violating an international embargo or sanction binding on the Philippines.



Deletion from the Register

- a. At the request of the person entered into the Register.
- b. If the person entered in the register has not applied for any authorization from STMO within two (2) years from its issuance.
- c. If new facts emerge which would have resulted in a denial to enter the person onto the Register at the time of application.
- d. If the person entered into the Register is held responsible for violating any legal provisions related to national security
- e. If the person entered into the Register is held responsible for violating an international sanction or embargo binding on the Philippines.
- f. The natural person who is entered into the Register dies.
- g. The juridical person who is entered into the Register is dissolved.
- h. By order of a competent court.
- i. Any other national security, foreign policy, counter-terrorism, crime control, or public safety related concerns.

ACCOMPLISHING THE REGISTRATION FORM


dti Strategic Trade Management Office
 3F Tara Bldg., 389 Sen. Gil J. Puyat Avenue, 1200 Makati City, Philippines
 Telephone: (+632) 403.1419
 Fax: (+632) 896.4431

APPLICATION FOR ENTRY INTO REGISTER

STMO Registration No.: <i>(For official use only)</i>		Application Date: <i>(dd/mm/yyyy)</i>		Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Amendment	
PERSON TO BE REGISTERED					
01 Name/ Business Name:					
02 Organizational Type: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Others _____					
03 SEC/ DTI Registration No./ Passport No.:			04 Date of Incorporation/ Registration: <i>(dd/mm/yyyy)</i>		
05 Address:					
06 Telephone No.:			08 Fax No.:		
07 E-mail address:			09 Website Address (if available):		
10 Business Activities: <i>(Check more than one classification, if necessary)</i> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Exporter <input type="checkbox"/> Importer <input type="checkbox"/> Others _____					
11 CONTACT PERSON					
Name:			Designation/ Department:		
Address:			Government ID Number:		
Telephone/ Mobile/ Fax No.:			E-mail address:		
12 PERSON RESPONSIBLE FOR STMA COMPLIANCE					
Name:			Designation/ Department:		
Address:			Government ID Number:		
Telephone/ Mobile/ Fax No.:			E-mail address:		
13 Description of commodities and/ or services	14 NSGL Code	15 Countries of destination	16 Estimated number of export contracts per annum	17 Estimated number of export shipments per annum	
Additional Supporting Documentation <i>(Check applicable block/s to indicate the document you are attaching)</i>					
<input type="checkbox"/> 1. Relevant license/s or business permits. <input type="checkbox"/> 2. Copy of document appointing a Senior Manager as the responsible person for STMA Compliance. <input type="checkbox"/> 3. Description of strategic trade relevant activity/ reason for registration, if no website available. <input type="checkbox"/> 4. Description of Internal Compliance Program (ICP), if applicable. <input type="checkbox"/> 5. Organizational chart showing the relationship among the company's parent, subsidiaries, affiliates, or multiple division or facilities, if applicable. <input type="checkbox"/> 6. Internal organizational chart (i.e., showing responsibilities or reporting relationships of individuals or offices within the company), if applicable.					

ACCOMPLISHING THE REGISTRATION FORM

	ENTRY	DESCRIPTION	EXAMPLE
01	Person to be Registered	State the applicant's complete name/ business name.	ABC Inc.
02	Organizational Type	Select as appropriate.	Corporation
03	SEC/ DTI Registration No./ Passport No.	For sole proprietorship, indicate the Certificate Number from the Business Name Registration Certificate issued by the Department of Trade and Industry. For corporation, indicate Company Registration Number from the Certificate of Incorporation issued by the Securities and Exchange Commission. For individual person, provide the valid passport number.	CN2xxxxxxx
04	Date of Incorporation/ Registration	Indicate the date of issuance of the Certificate of Business Name Registration by DTI or the Certificate of Incorporation by SEC.	01/01/2008
05	Address	State the complete address of applicant's principal place of business where the records will be kept and which can be produced or made readily available upon request of the STMO or the NSC-STMCom.	Ayala Avenue, Makati City
06 to 09	Telephone No./ E-mail address/ Fax No./ Website Address	For sole proprietorship/ individual person, provide the contact number, fax number, and e-mail address of the owner of the business. For corporation, provide the contact number, fax number and e-mail address of the company. Website must be provided if available.	Contact No.: +632xxxxxxx Fax No.: +632xxxxxxx E-mail address: opinc@abcinc.com Website Address www.abcinc.com
10	Business Activities	Provide the principal business activities of the corporation or company. Select as appropriate.	
11	Contact Person	State the name and designation, home address, telephone/ mobile number, fax number, e-mail home address, and valid government ID	Name: Juan Dela Cruz Designation/ Department: Logistics Officer/ Global

ACCOMPLISHING THE REGISTRATION FORM

		number of the contact person who will be designated and will serve as the focal person to any STMA related concerns and with whom STMO can immediately coordinate with for any issues and queries regarding the transaction. Please do not list an individual who is not familiar with the transaction.	<p>Compliance</p> <p>Address: Block X, Lot Y, Ylang-ylang Street, Makati City</p> <p>Tel/ Mobile No.: +63917xxxxxxx</p> <p>Fax No.: +63917xxxxxxx</p> <p>E-mail: JDCruz@abcinc.com</p> <p>Government ID Number: C11xxxxxxx</p>
12	Person responsible person for STMA Compliance	State the name and designation, address, telephone/ mobile number, fax number, e-mail home address, and valid government ID number of the person nominated, i.e. via Board Resolution, as the responsible person for STMA compliance to ensure that the company's operation comply with STMA provisions. Must be a senior officer, owner, partner or equivalent.	<p>Name and Designation: Pedro Dela Cruz</p> <p>Designation/ Department: Chief Executive Officer</p> <p>Address: Block AB, Lot Z, Sampaguita Street, Makati City</p> <p>Tel/ Mobile No.: +63917xxxxxxx</p> <p>Fax No.: +63917xxxxxxx</p> <p>E-mail: PDcruz@abcinc.com</p> <p>Government ID Number: C11xxxxxxx</p>
13	Description of commodities and/ or services	Provide description of the commodities or services rendered.	Integrated Circuits
14	NSGL Code	Refer to the codes in the NSGL as provided in the three Annexes. The NSGL Code of the commodities must meet the description and specification under the NSGL.	3A001
15	Countries of destination	Provide the countries where the item/s will be exported or where the services will be provided.	USA, Japan, Korea
16	Estimated number of contracts per annum	Provide the estimated number of strategic trade-related contracts in a year for the	2 contracts/ annum

ACCOMPLISHING THE REGISTRATION FORM

		commodity and in the country of destination.	
17	Estimated number of shipments per annum	Provide the estimated number of shipments in a year for the commodity and in the country of destination.	50 shipments/ annum
18	Conforme	Signature of the senior officer/ person responsible for STMA compliance (see entry 12).	<i>Pedro dela Cruz</i>

Note: Before submitting the application form for registration, please make sure that all the information provided are correct. The processing timeline will commence only after submission of all necessary documents and information.