

## **Industry Development and Trade Policy**

### **Frontline Service**

## 16. Registration of STMO Services

Registration refers to the act of entering the exporters, importers, and brokers of strategic goods and providers of services into the registry established by the STMO.

<b>Office or Division:</b>	Strategic Trade Management Office			
<b>Classification:</b>	N/A			
<b>Type of Transaction:</b>	G2B, G2C			
<b>Who may avail:</b>	Any natural or juridical 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, technical assistance.			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Accomplished Application for Entry into Register Form (Form A1);				
2. Relevant license/s (e.g. DTI/SEC registration);				
3. Description of strategic trade relevant activity/ reason for registration;				
4. Description of Internal Compliance Program;				
5. Notarized copy of document appointing CEO, Senior Official, owner or person in equivalent position as the responsible person for STMA compliance;				
6. Organizational chart showing the relationship among the company's parent, subsidiaries, affiliates, or multiple division or facilities, if applicable;				
7. Internal organizational chart (i.e., showing responsibilities or reporting relationships of individuals or offices within the company), if applicable; and				
8. Accomplished Form A1-1, if applicable, indicating name/s with date and place of birth of: (a) incorporators; (b) board of directors; and (c) executive/ senior managers engaged in providing services related to strategic goods.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished signed application form (excel and PDF) together with supporting documents (PDF) through email: <a href="mailto:stmo_rad@dti.gov.ph">stmo_rad@dti.gov.ph</a>	Receive, verify and process application form	None	30 Calendar Days	Analyst/ Specialist/ Senior Specialist, RAD
Receive	Release Registration Certificate to applicant			

## 17. Individual License

Authorization granted to one specific natural or juridical person to engage in the export, import, transit, transshipment, re-export, reassignment of strategic goods, and the provision of related services with respect to **one end-user, consignee and covering one or more strategic goods**.

<b>Office or Division:</b>	Strategic Trade Management Office	
<b>Classification:</b>	N/A	
<b>Type of Transaction:</b>	G2B, G2C	
<b>Who may avail:</b>	Any STMO registered natural or juridical 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, technical assistance.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><i>Export or re-export authorization application</i></b>		
1. Authorization Application Form		
2. Technical specifications, allowing the STMO to classify the commodity against the control list		
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 Statement or End-User Certificate, for individual authorizations		
6. Copy/ies of relevant license/s or business permits, if applicable		
7. Copies of additional authorizations such as transit and/or import authorizations, if applicable: (a) Technology Control Plan, in case of technology transfer; (b) Network Security Plan, in case of intangible software transmission		
8. Proof of payment of the processing fee		
<b><i>Reassignment authorization application</i></b>		
1. Authorization Application Form		
2. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available		
3. Original End-Use Statement or End-User Certificate		
4. Copy/ies of relevant license/s or business permits, if applicable; and		
5. Proof of payment of the processing fee		
<b><i>Transit, transshipment, or transportation authorization application</i></b>		
1. Authorization Application Form		
2. Technical specifications, allowing the STMO to classify the commodity against the control list		
3. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available		
4. Copy/ies of the End-Use documents		
5. Copy/ies of authorizations from exporting country and importing country, if applicable		
6. Copy/ies of transit authorization from the next country in the shipment route, if applicable		
7. Copy/ies of authorization to transport dangerous or hazardous items, if applicable		

8. Proof of payment of the processing fee	
<b>Brokering authorization application</b>	
<i>Note: Availability of supplementary documentation is dependent on the role of the broker in the transaction, and in which phase the broker is involved to arrange the transaction (e.g. negotiating contract, arranging the shipment after the conclusion of the contract).</i>	
1. Authorization Application Form	
2. Technical specifications, allowing the STMO to classify the commodity against the control list, if available	
3. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available	
4. Copy/ies of the End-Use documents, if available	
5. Copy/ies of authorizations from exporting, importing, and transiting country, if applicable	
6. Copy/ies of transit authorization form the next country in the shipment route, if applicable	
7. Proof of payment of the processing fee	
<b>Import authorization application</b>	
1. Authorization Application Form	
2. Technical specifications, allowing the STMO to classify the commodity against the control list	
3. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available	
4. Copy/ies of export control license if the goods come from a country with export control laws	
5. Copy/ies of relevant license/s or business permits, if applicable	
6. Proof of payment of the processing fee	
<b>Technical assistance authorization application</b>	
1. Authorization Application Form	
2. Copy/ies of relevant commercial documents, in particular, any contract, order confirmation, or invoice, if available	
3. Original End-Use Certificate	
4. Copy/ies of relevant license/s or business permits, if applicable	
5. Proof of payment of the processing fee	
<b>Financing authorization application</b>	
1. Authorization Application Form	
2. Copy/ies of relevant commercial documents, in particular, any contract	
3. Copy/ies of the End Use documents, if available	
4. Proof of payment of the processing fee	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished signed application form (excel and PDF) together with supporting documents (PDF) through email: <a href="mailto:stmo_rad@dti.gov.ph">stmo_rad@dti.gov.ph</a>	<p>Receive, verify and process application form</p> <p>*Information from other government agency may be needed in the evaluation of the application.</p>	To be determined	<p>30 Calendar Days</p> <p>*The time that elapses between the date the information is requested by the STMO and the date such information is received from other government agency will not be counted in processing timeframe.</p>	Analyst/ Specialist/ Senior Specialist, RAD
Receive	Release Registration Certificate to applicant			

## 18. Global License

Authorization granted to one specific natural or juridical person to engage in the export, import, transit, transshipment, re-export, reassignment of strategic goods, and the provision of related services with respect to ***one or more end-user and/or in one or more countries and covering one or more strategic goods.***

Office or Division:	Strategic Trade Management Office	
Classification:	N/A	
Type of Transaction:	G2B, G2C	
Who may avail:	Any STMO registered natural or juridical 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, technical assistance.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Internal Compliance Program Pre-Audit		
<b>Export or re-export authorization application</b>		
1. Authorization Application Form		
2. Technical specifications, allowing the STMO to classify the commodity against the control list		
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 Statement or End-User Certificate, for individual authorizations		
6. Copy/ies of relevant license/s or business permits, if applicable		
7. Copies of additional authorizations such as transit and/or import authorizations, if applicable: (a) Technology Control Plan, in case of technology transfer; (b) Network Security Plan, in case of intangible software transmission		
8. Proof of payment of the processing fee		
<b>Reassignment authorization application</b>		
1. Authorization Application Form		
2. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available		
3. Original End-Use Statement or End-User Certificate		
4. Copy/ies of relevant license/s or business permits, if applicable; and		
5. Proof of payment of the processing fee		
<b>Transit, transshipment, or transportation authorization application</b>		
1. Authorization Application Form		
2. Technical specifications, allowing the STMO to classify the commodity against the control list		
3. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available		
4. Copy/ies of the End-Use documents		
5. Copy/ies of authorizations from exporting country and importing country, if applicable		
6. Copy/ies of transit authorization from the next country in the shipment route, if applicable		

7. Copy/ies of authorization to transport dangerous or hazardous items, if applicable	
8. Proof of payment of the processing fee	
<b>Brokering authorization application</b>	
<i>Note: Availability of supplementary documentation is dependent on the role of the broker in the transaction, and in which phase the broker is involved to arrange the transaction (e.g. negotiating contract, arranging the shipment after the conclusion of the contract).</i>	
1. Authorization Application Form	
2. Technical specifications, allowing the STMO to classify the commodity against the control list, if available	
3. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available	
4. Copy/ies of the End-Use documents, if available	
5. Copy/ies of authorizations from exporting, importing, and transiting country, if applicable	
6. Copy/ies of transit authorization form the next country in the shipment route, if applicable	
7. Proof of payment of the processing fee	
<b>Import authorization application</b>	
1. Authorization Application Form	
2. Technical specifications, allowing the STMO to classify the commodity against the control list	
3. Copy/ies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available	
4. Copy/ies of export control license if the goods come from a country with export control laws	
5. Copy/ies of relevant license/s or business permits, if applicable; and	
6. Proof of payment of the processing fee	
<b>Technical assistance authorization application</b>	
1. Authorization Application Form	
2. Copy/ies of relevant commercial documents, in particular, any contract, order confirmation, or invoice, if available	
3. Original End-Use Certificate	
4. Copy/ies of relevant license/s or business permits, if applicable	
5. Proof of payment of the processing fee	
<b>Financing authorization application</b>	
1. Authorization Application Form	
2. Copy/ies of relevant commercial documents, in particular, any contract	
3. Copy/ies of the End Use documents, if available	
4. Proof of payment of the processing fee	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished signed application form (excel and PDF) together with supporting documents (PDF) through email: <a href="mailto:stmo_rad@dti.gov.ph">stmo_rad@dti.gov.ph</a>	Receive, verify and process application form  *Information from other government agency may be needed in the evaluation of the application.	To be determined	90 Calendar Days  *The time that elapses between the date the information is requested by the STMO and the date such information is received from other government agency will not be counted in processing timeframe.	Analyst/ Specialist/ Senior Specialist, RAD
Receive	Release Registration Certificate to applicant			



## 19. Governmental End-Use Assurance

Formal security guarantee issued by the STMO, in consultation with the National Security Council – Strategic Trade Management Committee (NSC-STMCom), upon request of the country of origin of the strategic items, certifying the end use of those goods in the Philippines.

Office or Division:	Strategic Trade Management Office	
Classification:	N/A	
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Who may avail:	Any STMO registered natural or juridical 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, technical assistance.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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4. Copies of relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note, if available		
5. Original End-Use Statement or End-User Certificate, for individual authorizations		
6. Copy/ies of relevant license/s or business permits, if applicable		
7. Copies of additional authorizations such as transit and/or import authorizations, if applicable: (a) Technology Control Plan, in case of technology transfer; (b) Network Security Plan, in case of intangible software transmission		
8. Proof of payment of the processing fee		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished signed application form (excel and PDF) together with supporting documents (PDF) through email: <a href="mailto:stmo_rad@dti.gov.ph">stmo_rad@dti.gov.ph</a>	Receive, verify and process application form	To be determined	Timelines determined by the NSC-STMCom, on a case-by-case basis.	Analyst/ Specialist/ Senior Specialist, RAD
Receive	Release Authorization Certificate to applicant			