

FIREARMS AND EXPLOSIVES OFFICE
Explosives Management Division

LIST OF REQUIREMENTS – CONTROLLED CHEMICALS

A. LICENSES

REQUIREMENTS	KINDS OF LICENSES				
	MANUFACTURER	DEALER	PURCHASER	PURCHASER (Accredited DTI-SE, CHED/ DepEd/TESDA/ DOH)	PURCHASER (DTI-MICRO ENT & BRGY CERT. FARMERS)
NEW APPLICATION					
1. Duly accomplished Application Form	√	√	√	√	√
2. 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);	√	√	√		
3. Personal Data Sheet (PDS) of the applicant and the management personnel of the storage facility/warehouse where the controlled chemicals will be stored;	√	√	√		
4. NBI Clearance of the applicant;	√	√	√		
5. Business Permit;	√	√	√		
6. Process flowchart (for manufacturer and purchaser only);	√		√		
7. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of controlled chemicals to be provided by the supplier;	√	√	√		
8. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;	√	√	√		
9. Floor/Location plan of the storage facility;	√	√	√		
10. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;	√	√	√		
11. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office (PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU	√	√	√		
12. Proof of payment from the Land Bank of the Philippines.	√	√	√	√	
13. Certification from DTI/ DepED/ CHED/ TESDA/ DOST				√	
14. Certification from DTI/ Barangay					√
RENEWAL					
1. Duly accomplished Application Form	√	√	√	√	√
2. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, Police Provincial Office	√	√	√		

(PPO)/City Director, City Police Office (CPO) and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU					
3. Business Permit	√	√	√		
4. Proof of payment from the Land Bank of the Philippines.	√	√	√	√	
5. Certification from DTI/ DepED/ CHED/ TESDA/ DOST				√	
6. Certification from DTI/ Barangay					√
AMENDMENT:					
1. Duly accomplished Application Form					
In case of additional controlled chemicals:					
2. Process flowchart	√	√	√		
3. Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) of the controlled chemicals to be provided by the supplier	√	√	√		
4. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	√	√	√		
In case of increase in quantity of controlled chemicals and/or establishment of additional storage facility					
5. Notarized latest Monthly Consumption Report;	√	√	√		
6. Properly labeled pictures (8"x10" in size) of the additional storage facility printed in photo paper	√	√	√		
7. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	√	√	√		
In case of change of storage facility					
8. Duly accomplished Application Form;	√	√	√		
9. Business Permit;	√	√	√		
10. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;	√	√	√		
11. Floor/Location plan of the storage facility;	√	√	√		
12. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper;	√	√	√		
13. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	√	√	√		
In case of change of corporate/business address					
14. For local Corporation or Partnership: Certificate of Registration of the firm with the SEC to include its machine validated Article	√	√	√		

of Incorporation and GIS. For Foreign Multi-corporation: SEC Registration to do business in the Philippines. For Single Proprietorship: Certificate of Registration with DTI.					
15. Business Permit	√	√	√		
16. Vicinity map of the factory and storage facility showing distance from the nearest Police Headquarters;	√	√	√		
17. Floor/Location plan of the storage facility	√	√	√		
18. Properly labeled pictures (8"x10" in size) of storage facility printed in photo paper	√	√	√		
19. For Metro Manila applicants: Security Survey Inspection Report from the Chief of Police of the concerned Police Station and Certificate of Inspection from Chief, EEMD, FEO. For outside Metro Manila applicants: Security Survey Inspection Report from the Provincial Director, PPO/City Director, CPO and Certificate of Inspection from the RCSU or the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU.	√	√	√		
In case of change of corporate/business name					
20. For local Corporation or Partnership: Certificate of Registration of the firm with the SEC to include its machine validated Article of Incorporation and GIS. For Foreign Multi-corporation: SEC Registration to do business in the Philippines. For Single Proprietorship: Certificate of Registration with DTI.	√	√	√		

B. PERMITS

REQUIREMENTS	TYPES OF PERMITS						
	PICC	PTUCC	PPMCC	PTTCC	PTCC	PECC	SPPMCC
1. Duly accomplished Application Form	√	√	√	√	√		√
2. Inventory Report from Chief, EEMD, FEO or Chief, RCSU or from the Provincial Director, PPO/City Director, CPO pending full activation of the RCSU	√						
3. Proof of payment from the Land Bank of the Philippine	√	√	√				√
4. Copy of Permit to Import with Certificate of Balance		√					
5. Notarized latest Monthly Consumption Report		√					
6. Commercial/Proforma Invoice for sea freight or for air freight in lieu of Bill of Lading or Airway Bill		√					
7. Original Letter of Intent and End-User's Certificate of the Consignee;						√	
8. Endorsement from Provincial Director, PPO/City Director, CPO (for provincial applicant)			√				
9. Personal Data Sheet (PDS) of the applicant							√
10. NBI Clearance of the applicant							√
11. Certification from the licensee with confirmation from the PNP accredited logistic service provider/broker/forwarder/trucker		√	√	√		√	

