

[FED PNP CIRCULAR NO. 10, February 14, 2008]

**POLICY ON MANUFACTURE OF FIREARMS, SPARE PARTS,
ACCESSORIES AND AMMUNITION**

1. Reference:

a. Presidential Decree 1866 dated 29 June 1983 as amended by Republic Act Number 8294 dated 06 July 1996 "Codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing In, Acquisition of Explosives or Instruments Used in the Manufacture of Firearms, Ammunition or Explosives and imposing Stiffer Penalties for certain Violations Thereof, and For Relevant Purposes (TAB "A"*)).

b. Executive Order Number 256 dated 21 December 1995 revising E.O. No. 58 By Rationalizing the Fees and Charges on Firearms, Ammunition, Spare parts, Accessories, Components. Explosives, Explosives Ingredients, Pyrotechnic and Devices (TAB "B"*)).

c. Section 878 of the Revised Administrative Code entitled Unlawful Manufacture, dealing In, Acquisition, Disposition, or Possession of Firearms, or Ammunition Therefore, or Instrument Used or Intended to be Used in the Manufacture of Firearms and Ammunition (TAB "C"*)).

d. PNP Circular No. 03-2006 dated March 08, 2006 otherwise known as Export of Defense/Military Items, Commercial Firearms, Ammunition and Explosives (TAB "D"*)).

e. Memorandum Circular 99-009 dated March 16, 1999 entitled new Policy on Firearms and Ammunition Dealership (TAB "G"*)).

f. Memorandum Circular Number 47 dated 07 November 1986 Prescribing a uniform Procedure on the Disposition of Firearms, Parts of Firearms, Ammunition, or Instruments Used in the Manufacture Thereof, and Explosives and Their Ingredients Coming From Abroad, Save Those Imported By and Belonging to the New AFP (TAB "H"*)).

g. Administrative Order Number 118 dated 24 May 2005 Delegating the Authority to Approve Applications for Licenses to Manufacture or Deal In Firearms, Parts of Firearms, Ammunition or Explosives to the Secretary of Interior and Local Government (TAB "I"*)).

h. Memorandum Circular, Reiterating the Policy on the Possession of High Powered Firearms (TAB "J"*)).

2. Rationale.

This Circular will reduce the volume and the processing time of the request for new applications and renewal of licenses to manufacture firearms, spare parts, and accessories, ammunition and related matters. This will also reduce paper works of such nature requiring endorsement by Chief, PNP to the Secretary of the Department of the Interior and Local Government considering the latter as the final approving authority of License to Manufacture as delegated by the President of the Republic of the Philippines pursuant to the provision of reference (d) above.

3. Purpose.

This circular prescribes the procedures in the issuance of new and renewal of license to manufacture firearms, spare parts and accessories, ammunition and related items as well as the issuance of Authority to Export. Likewise, it shall also provide the provisions governing the supervision, control and monitoring of any person engaged in the business of manufacturing firearms, ammunition and other related items.

4. Definition of Terms.

a) Person - includes any individual, corporation, company, association, firm-partnership, society, or joint stock company.

b) Manufacturer - means any person engaged in the business of manufacturing firearms or ammunition and other similar items for purposes of sale or distribution.

c) License to Manufacture - License authorizing the manufacture and assembly of fire arms, ammunition, air gun, airsoft rifle/pistol, spare parts and accessories, ammunition components, rifle scope, and bullet proof vests and load and reload ammunitions.

d) Spare Parts - integral parts of a firearm that are replaceable as the need arises for its operational upgrading and physical enhancement.

e) Firearm - includes rifles, muskets, carbines, shotguns, revolvers, pistols and all other deadly weapons from which a bullet, ball, shot, shall or other missile may be discharged by means of gunpowder or other explosives. The term also includes air rifles and air pistols not classified as toys under the firearms shall be considered a complete firearm.

f) Ammunition - Refers to loaded shells for rifles, muskets, carbines, shotguns, revolvers, pistols and other firearms from which a bullet, ball, shot, shall or other missile may be fired by means of gun powder or explosives.

g) Air gun - gun that fires pellets by compressed air

h) Airsoft Rifle/Pistol - special type of airgun using plastic or rubber, pellets as its ammunition.

i) Authority to Import - Official document authorizing the importation and sales of firearms, ammunition, spare parts, accessories, raw materials, etc.

j) Authority to Export - Official document authorizing the exportation of firearms ammunition, spare parts, accessories, raw materials, etc.

k) High Powered Firearms - are defined as firearms with bore bigger than cal .38 for pistols and revolvers which include Cal. 357, Cal .40, cal .44, Cal .45, Cal .50, and cal .22 Centerfire Magnum and any caliber pistol with firing characteristics of full automatic burst and three round burst. Rifles and shotguns with bore bigger than Cal .22 and heavier than 12 gauge respectively are also classified as high powered.

5. Processing of Applications.

All License to Manufacture whether for new application or renewal shall henceforth be valid for a period of five (5) years from the date of issuance subject to the validity of their business registration. The payment to be applied shall be computed as provided for by E.O.256 multiplied by the number of years. Application for renewal thereof shall be filed at Headquarters FED, CSG, Camp Crame, Quezon City ninety (90) days before the expiration of the License to Operate regardless of the place of business.

The following requirements/procedures are necessary in the processing of applications in addition to yearly inspection to be conducted by FED-CSQ.

a. NEW

1) Basic letter from the applicant addressed to the Chief, PNP (thru Channels) requesting issuance of a License to Manufacture Firearms, Ammo, Major FA Spare Parts and Ammo Components with the following:

- a) Location plan of a shop or factory showing distance from nearest Police Headquarters (in meters).
- b) Name of the Manager of the shop or factory.
- c) Certification/Affidavit from the corporate Treasurer or Bank statement stating therein the Paid-up capital Stock of P500,000.00 as proof of capitalization.
- d) Some other information the applicant wishes to convey.

2) The applicant will attach to the letter the following documents:

- a) Application form duly accomplished.
- b) "Detailed Location Plan" of the shop/factory.
- c) Detailed plan of the vault which will be used to store finished products before deposit thereof to FED.
- d) Copy of Business Registration of the firm with the Securities and Exchange Commission and/or Department of Trade and Industry
- e) Copies of Articles of Inc. and By-Laws, for Corporation.
- f) Original Clearances of the Manager (Chief of Police, Mayor, Prosecutor, Court), DI Clearance and NBI Clearance.

3) Submit all papers to the Police Provincial Office (PPO) or City Director for inspection, comment and recommendation. If the proposed manufacturing plant is located in Metropolitan Manila, the application shall be submitted to the Chief, FED, HPNP, Camp Crame, QC for processing pursuant to Sec 883 & 884 of the Revised Administrative Code.

b. RENEWAL

1) Basic letter from the applicant addressed to the Chief, PNP (thru Channels) requesting issuance of a License to Manufacture Firearms, Ammo, Major FA Spare Parts and Ammo Components.

- a) Location plan of a shop or factory showing distance from nearest Police Headquarters (in meters).
- b) Name of the Manager of the shop or factory.
- c) Some other information the applicant wishes to convey.

2) The applicant will attach to the letter the following documents:

- a) Application form duly accomplished.
- b) "Detailed Location Plan" of the shop/factory.
- c) Detailed plan of the vault which will be used to store finished products before deposit thereof to FED.
- d) Certificate of Non-pending case from the Bureau of Working Condition, Department of Labor and Employment (DOLE)
- e) Copy of Business Registration of the firm with the Securities and Exchange Commission and/or Department of Trade and Industry.
- f) Copies of Articles of Inc. and By-Laws, for Corporation.
- g) Clearances of the Manager from the respective Local Officials (Mayor, Court, Chief of Police), DI Clearance and NBI Clearance.
- h) Copy of expired License to Operate.
- i) Transaction Report

3) Submit all papers to the Police Provincial Office (PPO) or City Director for inspection, comment and recommendation. If the proposed manufacturing plant is located in Metropolitan Manila, the application shall be submitted to the Chief, FED, HPNP, Camp Crame, QC for processing pursuant to Sec 883 & 884 of the Revised Administrative Code.

NOTE: All inspection report shall be attached with photographs (with proper captions) during the actual ocular inspection of authorized authorities in proper uniform. The photographs should show the exterior view of the manufacturing plant/factory to include the signage. It should also show the machines or equipment used in the manufacturing process, the safety vault (interior and exterior view including the locking device) where the manufactured items are stored: and the required fire fighting equipment.

c. Additionally, below are the type of Manufacturers' Licenses to Operate (LTO) that are being issued:

- c.1) License to Manufacture Firearms, Ammunition and Air Munion Products for use of AFP/PNP and other law Enforcement Agencies only.
- c.2) License to Manufacture Mortar Fuzes and Smoke Grenade for sale to AFP/PNP and other Law Enforcement Agencies only.
- c.3) License to Manufacture Commercial Firearms and Ammunition
- c.4) License to Manufacture (Load/Reload) Ammunition
- c. 5) License to Manufacture Riflescopes
- c.6) License to Manufacture Airguns and Airsofts Rifles/Pistols ;
- c.7) License to Manufacture Buiiet Proof VestsA/Vestments (Level I to III shall be for commercial purposes while Level IV above shall be for