

**[ GTEB CIRCULAR NO. 008, S. OF 2000, March 23, 2000 ]**

**REVISED GUIDELINES ON PERMANENT TRANSFERS OF QUOTA**

1. A quota holder may be allowed to transfer permanently a part or all of its Quota (EQ) in a particular category.
2. The Transferor and Transferee must submit to GTEB a duly accomplished official application form for permanent transfer with the following documents:
  - a. Affidavits of the President or any Officer duly authorized by the Board of the Transferor and Transferee, or in case of single proprietorship, the owner or his duly authorized representative, attesting to the following:
    - a. 1 That the company has no pending case filed against it regarding overdue liquidation of raw materials or outstanding penalties in the Bureau of Customs;
    - a.2 That the company has no pending case filed against it regarding outstanding tax liability with the BIR.
    - a.3 That Transferor and Transferee shall hold all the members of the GTEB Board and the officers and employees of the GTEB Secretariat free and harmless from all claims that may arise as a result of the transfer.
  - b. Certification by the Transferor's Corporate Secretary of a Board Resolution or in case of single proprietorship, the owner or his duly authorized representative, authorizing the permanent transfer of its quota to the transferee.
  - c. Certification by the Transferee's Corporate Secretary of a Board Resolution or in case of single proprietorship, the owner or his duly authorized representative authorizing the acceptance of the quota to be permanently transferred by the transferor and that the transferee has an existing capacity to produce the goods.
3. If the quantity to be transferred (cumulatively within a twelve (12) month period) represents more than 50% of the firm's total quota holdings for critical categories, the firm shall be required to obtain a clearance from the DOLE or post the notice for permanent transfer in the company's general bulletin board and publish the notice, at least once, in a newspaper of general circulation.
4. The Transferee must have complied with the re-accreditation requirements, per GTEB Memo Order No. 00-01 dated 14 January 2000.