

**MEMORANDUM CIRCULAR NO. 24-15**  
Series of 2024

**SUBJECT : GUIDELINES ON THE USE OF GENERAL AUTHORIZATION AMENDING CERTAIN PROVISIONS OF DTI MEMORANDUM CIRCULAR NO. 22-13 S. 2022**

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**WHEREAS**, the STMO, in support of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, has identified the issuance of general authorization as one of its mechanisms to facilitate trade by identifying specific goods going to specific countries of destination that will be subject only to a notification process instead of the usual authorization application

**WHEREAS**, Memorandum Circular No. 22-13 sets forth policy and procedures on the general authorization use. The Circular covers the import, export, transit, transship, re-export, and reassignment of specified strategic goods or certain related services to destination countries under the conditions specified in the general authorization.

**WHEREAS**, there is a need to amend certain provisions of DTI Memorandum Circular (MC) No. 22-13 to update the notification process for the general authorization use and the responsibilities of persons using the general authorizations.

**NOW, THEREFORE**, this Circular is hereby issued for information, guidance, and compliance of all covered persons.

**Section 1.** Section 3.4 of MC No. 22-13 is hereby amended, adding thereto the requirements to read as follows:

- 3.4. The body of the email shall contain the following information:
  - 3.4.1. NSGL Codes of Strategic Goods;
  - 3.4.2. Countries of Destination;
  - 3.4.3. Possible date of return of items (for repair, maintenance, and replacement); and/or,
  - 3.4.4. Attach a copy of pertinent documents, as may be required by specific General Authorizations

**Section 2.** Sections 5.1 and 5.2 of MC No. 22-13 are hereby amended to read as follows:

- 5.1. Submit an annual report on the usage of the authorization to the STMO. The report shall be submitted on or before 31 January of each year to

**STRATEGIC TRADE MANAGEMENT OFFICE**

 Tara Building  
389 Sen. Gil Puyat Ave. Makati City



(+632) 8639 0182  
[www.dti.gov.ph/strategictrade](http://www.dti.gov.ph/strategictrade)  
[stmo@dti.gov.ph](mailto:stmo@dti.gov.ph)

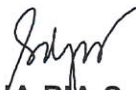
**Section 2.** Sections 5.1 and 5.2 of MC No. 22-13 are hereby amended to read as follows:

- 5.1. Submit an annual report on the usage of the authorization to the STMO. The report shall be submitted on or before 31 January of each year to [stmo\\_icd@dti.gov.ph](mailto:stmo_icd@dti.gov.ph) and copy furnish [stmoinfo@dti.gov.ph](mailto:stmoinfo@dti.gov.ph) and [stmo\\_rad@dti.gov.ph](mailto:stmo_rad@dti.gov.ph), with the subject Annual Report on the Use of General Authorization (Name of STMO-registered person-Authorization Number). The template may be accessed through this link: [bit.ly/3ghmpGE](https://bit.ly/3ghmpGE).<sup>1</sup>
- 5.2. Keep records of the transaction and/or books of accounts, business and computer systems, and all commercial and technical data related to the transaction for ten (10) years from the date of the completion of the transactions, including the following:
  - 5.2.1. Export Declaration;
  - 5.2.2. Commercial Invoice;
  - 5.2.3. Packing List;
  - 5.2.4. End-use statement;
  - 5.2.5. Warranty Certificate, if applicable;
  - 5.2.6. Service Report (e.g., Repair/Replacement Report, Maintenance Report, etc.);
  - 5.2.7. Contract or other similar documents; and,
  - 5.2.8. Invitation Letter (e.g., Exhibit or fair).

This Circular shall take effect immediately.

15 October 2024, Makati City.

Recommending Approval:



**DOMINA PIA S. SALAZAR**  
Officer-in-Charge Assistant Director

Approved by:



**ATTY. JANICE SACEDON-DIMAYACYAC**  
Director

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<sup>1</sup> Annual Reporting shall be done through the STMO IT platform once it is made available to the public.