 NCCA	NATIONAL COMMISSION FOR CULTURE AND THE ARTS	Document Reference Code: NCCA-FR-PPF/CHS-HLS-01	
	FORM	Revision No. 00	Effectivity Date: April 22, 2021
	APPLICATION FORM FOR EXPORT PERMIT	Page	1 of 6

A. APPLICANT DETAILS

Title:	
First name:	
Surname:	
Organization:	
Address:	
Province:	
Postal code:	
Country: (see note below)	Philippines
Telephone:	
Mobile:	
Email: (see note below)	
What is your relationship to the object?	<input type="checkbox"/> Owner <input type="checkbox"/> Authorised agent <input type="checkbox"/> Potential buyer
If you are not the Owner, please confirm that you have authority to apply for this Export Permit:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you ticked no, please provide reason	
If your application is approved, who should the Export Permit be issued to?	

Note: Provision of an address in the Philippines for the service of notices or communications. You may update this address at any time by giving notice in writing in the same manner as you submitted this application.

If you are **not** the Owner, please provide details of the Owner if known:

Title:	
First name:	
Surname:	
Organization:	
Address:	
Province:	
Postal code:	
Country:	
Telephone:	
Mobile:	
Email: (see note below)	

Note: NCCA will correspond with you in relation to your application, including providing the outcome of your application and any reasons for decision, via the email address included in your application form, unless you indicate another preference.

B. OBJECT DETAILS

Description of the object


What is the name of the object?	
What is it? (For example, a painting or a sculpture)	
What size is it?	



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NATIONAL COMMISSION FOR CULTURE AND THE ARTS

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What age is it?

What is the current market value? PHP

Origins of the object

When was it made or found?

Who made or found it?

Where was it made or found?

If it was not made or found in the Philippines, what year did it come to the Philippines?

Give details of any publications in which it has been listed or photographed (if applicable)

Photographic requirements

- You must provide clear color photographs of the object. The object should be clearly visible and identifiable.
- Where the object has a serial number, photos of this identification must be included.
- A clear scan of a photograph of the object published in a book or catalogue is acceptable.
- For natural history specimens, a photo of the actual specimen, or in the case of a collection, a representative sample must be included.
- For very large collections, a photo of the most significant object as well as a photo of a representative example of the collection must be included. Large collections may be inspected.
- NCCA may request further information, including additional photographs, or access to view the object, to accurately assess the significance of the object.


History and provenance of the object

Does it have any distinguishing marks or numbers?
(For example; permanently fixed accession number, serial or consignment number, indelible manufacturer's name, mark or model, engraved name, signature, visible damage and/or repair).

Please outline all details of the history and provenance of the object within your knowledge.
(For example; details of the object's provenance and who may have owned the object(s) before you or its association with a significant Filipino person, place, activity, business or event).

Please provide any other information which may be relevant to assessing the importance of the object to the cultural heritage of the Philippines.
(For example; its rarity, importance, or extent to which similar objects are already represented in Philippine public collections).



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Permit history of object

Have you ever previously applied for an Export Permit under the RA 4846 or 10066 for this object?	<input type="checkbox"/> Yes—Permanent Export Permit <input type="checkbox"/> Yes—Temporary Export Permit <input type="checkbox"/> No
Has an Export Permit for this object ever previously been applied for by anybody else?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If you answered 'Yes' to either question above, was a permit granted?	<input type="checkbox"/> Yes <input type="checkbox"/> No—a Certificate of Non-Coverage was issued <input type="checkbox"/> No—the application was withdrawn <input type="checkbox"/> No—it was denied
If you responded with 'Yes' please provide the Export Permit reference number:	
If you responded with 'No—a Certificate of Non-Coverage was issued' please provide date it was issued:	
If you responded with 'No—application was withdrawn' please provide the date of withdrawal:	
If you responded with 'No—it was refused' please provide the date it was denied:	

C. PERMANENT EXPORT


Complete this part if you wish to export the object **permanently**.

Why do you want to export the object permanently?	<input type="checkbox"/> Object sold to a person overseas <input type="checkbox"/> Proposed for overseas sale <input type="checkbox"/> Gift / bequest to a person or institution overseas <input type="checkbox"/> Owner is relocating overseas <input type="checkbox"/> Other
Please provide more information:	
If your application is approved, what is your planned export date?	Date: Month: Year:
Is there anything else you would like to advise us about the planned export date, for example is there an upcoming auction date?	

When expert examiners, the Cultural Heritage Section, and the Executive Director or the delegate consider your application, they are required to have regard to any historical, aesthetic, cultural, artistic, technical, social, spiritual and/or scientific reasons why your object is of importance to the Philippines, or to a particular part of the Philippines.

The Executive Director or the delegate are not able to grant an export permit for the permanent export of the object if they are satisfied that the object is significant to the Philippines, or a part of the Philippines, for those reasons, that its loss to the Philippines would significantly diminish the cultural heritage of the nation.



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Please outline any reasons why you think the permit should be granted taking into account these considerations:

D. TEMPORARY EXPORT

Complete this part if you wish to export the object **temporarily** and then return it to the Philippines.

Why do you want to export the object temporarily?

Appraisal or valuation
 Owner temporarily relocating overseas
 Repair, restoration or conservation
 Scientific scrutiny/Research
 Exhibit
 Other

Please provide more information:

If your application is approved, what is your planned export date? Date: _____
Month: _____
Year: _____

If your application is approved, when is the object expected to return to the Philippines? Date: _____
Month: _____
Year: _____

Please provide details of the receiving party (administrator, curator, or owner of the establishment such as the museum, exhibit, trade fair, etc. if for exhibit or scientific scrutiny) and attach a letter/certificate from the administrator, curator, or owner of the establishment (museum, trade fair, etc.) where the exhibit / scientific scrutiny is to be held.

Title: _____

First name: _____

Surname: _____

Organization: _____

Address: _____

State: _____

Postal code: _____

Country: _____

Telephone: _____

Mobile: _____


Email: _____

When expert examiners, the Cultural Heritage Section, and the Executive Director or the delegate consider your application, they are required to have regard to any historical, aesthetic, cultural, artistic, technical, social, spiritual and/or scientific reasons why your object is of importance to the Philippines, or to a particular part of the Philippines.

Please outline any reasons why you think the permit should be granted taking into account these considerations:

Please sign and date this form on the last page at Part E.



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E. STATEMENT

Your statement

I, _____, hereby certify that I personally accomplished this application and that to the best of my knowledge, the contents of this form are true, correct, and complete statements pursuant to provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I understand and agree that if this application is granted, the export permit may be relied on only for the export of the object(s) or collection described therein. However, the granting of the same does not provide authority to export the object(s) or collection for other purposes except those required under RA 4846, as amended by PD 374, and RA 10066. In case of denial of this application, NCCA reserves the right to publish the unique identifiers of the object(s) or collection such as serial numbers and the reasons for denying the application subject to the provisions of the Data Privacy Act of 2012.

I authorize NCCA or its authorized representative/s to verify/validate the contents stated herein and to obtain and secure from all appropriate government agencies such documents provided. I agree that any misrepresentation made in this document and its attachments shall subject me to possible civil, criminal, and/or administrative liabilities and shall automatically warrant the denial of my application.

Signed: _____

Date: _____

Government

Issued ID: _____

ID/License/

PassportNo: _____

Date/Place

of Issuance: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, affiant exhibiting to me the above-stated government issued identification card.


(Person Administering Oath)



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Checklist of Requirements:

Requirements for the issuance of an Export Permit

EXPORT PERMIT

- 1. Letter of Intent addressed to the Executive Director;
- 2. Accomplished Application Form for Export Permit;
- 3. Certified copy of agreement between the exporting and receiving parties;
- 4. One of the following:
 - Photo copy/ies of sales invoice, the numbers of which are in the authorized statement for printing invoices that are approved by the BIR and which were submitted to the NCCA or the National Museum of the Philippines (NMP) by the dealers/exporters of cultural properties duly licensed by the NMP or NCCA; or Notarized Affidavit of Ownership of the items to be exported stating how these items were acquired in the absence of sales invoices
 - Notarized Affidavit of Ownership or Certificate of Authenticity if the applicant is the artist
- 5. If the applicant is acting as an agent or representative for the artist or owner of the object, the agent must provide a Notarized Special Power of Attorney (SPA) explicitly stating that the artist or owner is allowing him to process the application;
- 6. Certificate of Registration of the cultural properties to be exported previously issued by the National Museum of the Philippines or by NCCA;
- 7. NCCA Board Resolution granting the petition to lift the presumption of Important Cultural Property, if the items for permanent export are works of National Artists and/or Gawad sa Manlilikha ng Bayan (GAMABA);
- 8. For reproductions of works of National Artists, an affidavit stating the fact that it is a reproduction;
- 9. Colored photograph of each item to be exported or a digital picture thru compact disc and hard copy;
- 10. A copy of passport if the applicant is a foreign national.

Other documents may be required or waived by NCCA depending on the circumstances surrounding each application.



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