



Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Bgy. Laging Handa, Quezon City, Philippines 1103
Tel. Nos.: 374-0237 . 374-1393 . Fax 374-0217

MEMORANDUM CIRCULAR NO. 2006-005

TO : ALL CONCERNED

Guidelines for all applicants for Registration of Optical Media Business

1. *Registration and Licensing of Establishments engaged in the Optical Media Business* – All applicants for Licensing and Registration of Optical Media Business including those who are engaged in the following:
 - a. Optical Media: producer or copyright owner, local licensee, importer, exporter engaged in the following products:
 - I. *film products, music products, games/applications software, business software, books on disc, blank discs and other optical media products.*
 - b. Manufacturing Equipment: producer/fabricator, importer, exporter, exclusive dealer/sales representative, non-exclusive dealer/sales representative engaged in the following equipment:
 - I. *replicating equipment, metallizing/downstream equipment, printing equipment and other equipment related to optical media production and replication.*
 - c. Manufacturing Materials: producer/manufacture, importer, exporter, exclusive dealer/sales representative, non-exclusive dealer/sales representative engaged in the following materials:
 - I. *optical-grade polycarbonate, adhesives, lacquers, chemicals, paints/inks and other materials used in the production and replication of optical media products.*

2. *Fees.* A clearance fee of FIFTY PESOS (P50.00) shall be imposed on each application for clearance of NO PENDING ADMINISTRATIVE CASE OR DEROGATORY RECORD with the Legal Services Division.
3. *Surcharge.* A surcharge of FIFTY PESOS (P50.00) shall be imposed on each clearance that remains unclaimed after FIFTEEN (15) DAYS of issuance thereof.
4. *Cancellation.* Applications for clearance with the Legal Services Division that remains unsecured after 30 days of issue shall be considered cancelled.
5. *Effectivity.* This circular shall take effect within FIFTEEN (15) DAYS from publication hereof.

Quezon City, September 18, 2006.

Hon. Eduardo B. Manzano (Sgd.)
Chairman & Chief Executive Officer