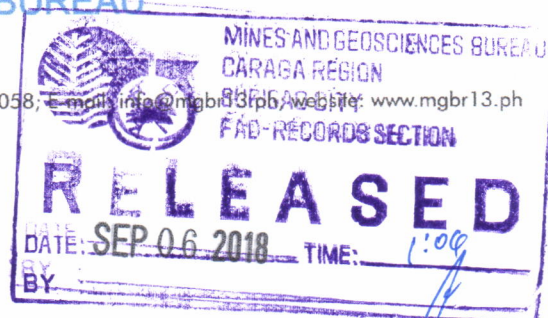




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**REGIONAL MEMORANDUM NO. 2018- 08**

**FOR :** **THE PRESIDENT**  
All Mining Tenement Contractors/Operators/Permit Holders  
within Caraga Region

**FROM :** **THE REGIONAL DIRECTOR**  
This Bureau

**SUBJECT :** **REVISED PROCEDURAL GUIDELINES IN SHIPMENT  
VERIFICATION/MONITORING OF MINERALS / MINERAL  
PRODUCTS AND BY-PRODUCTS INCLUDING TAILINGS**

In line with the ongoing thrust of the government to effectively monitor the wealth accruing to the Government and communities as a result of mining in the administration and disposition of mineral lands and mineral resources particularly in the implementation of Section 6 of DENR Administrative Order (DAO) No. 2008-20<sup>1</sup> and Section 6 of DENR Memorandum Order (DMO) No. 2008-04<sup>2</sup> in correlation with Section 117 of the DAO No. 2010-21<sup>3</sup>, the following revised procedural guidelines are hereby issued for the compliance of all concerned:

### **Section 1. Objectives**

This Memorandum Order is issued to:

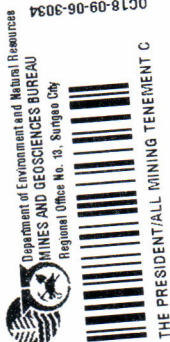
- Strictly implement the provisions of DAO No. 2008-20 and DMO No. 2008-04 taking into consideration that every shipment is verified in the field;
- Define the responsibilities of the Mines and Geosciences Bureau (MGB) Field Monitoring Team once deployed in the area as well as the Mining Tenement Holder/s;
- Ensure that right/correct taxes are duly paid to the government including the verification fee for shipment monitoring;
- Warrant safe loading and transport of ore without compromising the environment and safety of the MGB personnel during the shipment activities; and
- Provide systematic and prompt submission of Standardized Shipment Monitoring Report to MGB Central Office and to the concerned Contractors.

<sup>1</sup> Issuance of Mineral Ore Export Permit (MOEP) for Transport Shipment Outside the Philippines of Mineral Ores, Including Tailings

<sup>2</sup> CLARIFICATORY GUIDELINES IN THE IMPLEMENTATION OF DEPARTMENT ADMINISTRATIVE ORDER NO. 2008-20 IN RE: MINERAL ORE EXPORT PERMIT

<sup>3</sup> The Implementing Rules and Regulations of Republic Act No. 7942, otherwise known as the Mining Act of 1995

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## Section 2. Scope

This Memorandum Order shall cover the overall process of ore shipment verification/monitoring of Ore Transport Permit (OTP) and/or Mineral Ore Export Permit (MOEP), as the case may be, starting with the Letter-Request of the Mining Tenement Holder/s for an ore shipment/transport verification of OTP/MOEP until the submission of pertinent Shipment Monitoring Report by this Office to MGB-Central Office: *Provided*, That the request for the shipment verification/monitoring is within seven (7) calendar days prior to the estimated date of arrival of the chartered vessel.

## Section 3: Definition of Terms

As used in and for purposes of these procedural guidelines, the following terms shall mean:

- a. **"Bulk Cargo Shipping Name"** is the name which identifies a bulk cargo during transport by sea.
- b. **"Contractor"** means a Qualified Person acting alone or in consortium who is a party to a Mineral Agreement or Financial or Technical Assistance Agreement.
- c. **"Dore"** refers to a semi-pure alloy of gold and silver, usually created at the site of a mine. It is then transported to a refinery for further purification.
- d. **"Draft Survey"** is a calculation of the weight of cargo loaded or unloaded to or from a ship from measurements of changes in its displacement.
- e. **"Flow Moisture Point"** refers to the percentage *moisture* content at which a *flow* state develops.
- f. **"Force Majeure"** means acts or circumstances beyond the reasonable control of Contractor/Permit Holder/Permittee/Lessee including, but not limited to, war, rebellion, insurrection, riots, civil disturbance, blockade, sabotage, embargo, strike, lockout, any dispute with surface owners and other labor disputes, epidemic, earthquake, storm, flood or other adverse weather conditions, explosion, fire, adverse action by Government or by any instrumentality or subdivision thereof, act of God or any public enemy and any cause as herein described over which the affected party has no reasonable control.
- g. **"Landing craft tanks"** are boats and seagoing vessels used to convey mineral ore from the pier yard to the ship or larger marine vessel.
- h. **"Mate's Receipt"** is the document signed by an officer of a vessel evidencing receipt of a shipment onboard the vessel. It is a *prima facie* evidence that goods are loaded in the vessel, but it is not a document of title and is issued as an interim measure until a proper bill of lading can be issued.
- i. **"Mineral Ore Export Permit"** refers to the permit issued to transport/ship legally sourced mineral ores, including tailings, outside the Philippines.
- j. **"Mineral Products"** mean materials derived from ores, minerals and/or rocks and prepared into a marketable state by mineral processing.





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- k. **“Mining Tenement Holders”** refers to any Qualified Person holding a tenurial instrument providing mining rights, which includes Joint Operating Agreements, Patents, Special Mines Permit.
- l. **“Moisture Content”** is the quantity of water contained in a material.
- m. **“Ore Transport Permit”** refers to the permit that may be granted to a Contractor, accredited dealer, retailer, processor and other Permit Holders to transport minerals/mineral products.
- n. **“Ore Stockpile Validation”** is an act to determine the stockpiled quantity of mineral ores/mineral products in stockyards that were extracted from a legal source.
- o. **“Permit Holder”** means a holder of any mining permit or of Mineral Processing Permit issued under these implementing rules and regulations except permits that authorize exploration activities only.
- p. **“Statement of Facts”** is a detailed chronological description of the activities of the vessel during the stay in a port: taking the sea pilot onboard, hailing in, locking through (if applicable), mooring, preparing the loading and unloading operations, the actual loading and unloading operations, the amount of load transfer, unmooring and departure.
- q. **“Shipment Verification/Monitoring”** is an act to validate in the field every shipment of OTP/MOEP in accordance with the terms of the Sales Contract specifically the quantity and quality of the ore subject of shipment.
- r. **“Technical Personnel In-Charge”** refers to the technical personnel of the Regional Office concerned assigned to conduct the verification/monitoring of mineral ores/mineral products to be exported.
- s. **“Transportable Moisture Limit”** is the maximum Gross Water Content by weight that a Group A or liquefiable solid bulk cargo may contain while being transported on a bulk carrier without it being at risk of liquefying.
- t. **“Trimming”** means the leveling of ore cargo in each hatch of the ship to avoid the sliding of materials on the bottom structure.

Other undefined terms used in this Order shall have the same meaning as defined in other relevant laws and their implementing rules and regulations.

#### **SECTION 4: FEES AND CHARGES**

Pursuant to Item 2.1 of DAO No. 2005-08, the following required Fee/s as well as the incidental and miscellaneous expenses shall be paid by the Tenement Contractors/Permit Holders:

- a. Verification Fee – PhP2,000.00 per man per day provided that the minimum charge is PhP6,000.00, *Provided, That*, if loading operation exceeded the three-day period, the Tenement Holder is required to pay the additional



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Verification Fee covering the remaining number of loading days of each shipment from the moment that the vessels reached the port of the Tenement Holder/s up to the final draft survey subject to the reconciliation of the technical personnel-in-charge.

As such, this Office shall issue a Billing Statement after completion of shipment indicating the Verification Fee based on actual days of loading, net of the initial payment of PhP 6,000.00. Reconciliation of the said Fee shall be settled within five (5) days or earlier after completion of each shipment since it shall be a prerequisite for subsequent OTP/MOEP application/s.

In case of *force majeure*, the covered days shall be excluded from the computation, *Provided*, That the required documents as mentioned in Section 8, (h) are duly submitted to MGB CO and the Regional Auditor concerned.

- b. Transportation of MGB personnel from the official station to the area and vice versa including other incidental expenses.
- c. Payment for sample preparation and laboratory analysis.

#### **SECTION 5: COMMODITIES FOR VERIFICATION/MONITORING**

The following commodities are subject to verification/monitoring:

- a. Unprocessed, raw or run-of-mine mineral/s or ore/s;
- b. Crushed, sized and/or beneficiated mineral/s or ore/s;
- c. Mineral products, i.e. mixed sulfide concentrates, scandium oxalate, gold dore and/or bullions;
- d. Ore samples for metallurgical testing beyond the required tonnage under Section 117 of DAO No. 2010-21;
- e. Crushed and/or sized sand and gravel and/or other unconsolidated materials;
- f. Iron, manganese and/or chromium ore/s, whether unprocessed or processed; and
- g. Mine wastes and/or mill tailings.

#### **SECTION 6: REQUEST FOR SHIPMENT VERIFICATION/MONITORING PROCEDURE**

- a. Upon issuance of the OTP/MOEP, as the case may be, the Mining Tenement Holder/s shall request the shipment verification. The said request shall be made at least seven (7) calendar days prior to the estimated date of arrival of cargo vessel. *Further*, the said Tenement Holder/s may submit their Laycan to MGB prior to the annual schedule of shipment activities for the preparation of MGB personnel assignment.





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- b. Upon receipt of the said request, MGB will immediately inform the Mining Tenement Holder/s to pay the corresponding verification fees. Likewise, MGB will advise the company on the technical personnel who will conduct the said undertaking and the arrangement for transportation from official station to mine site and vice versa. *Provided:* That the date of verification should be scheduled at least two (2) days (*inclusive of the travel date*) before the arrival and departure date of the cargo vessel to ensure that MGB personnel can observe the initial and final trimming and draft survey of the cargo pursuant to Section 7 of the International Maritime Solid Bulk Cargoes Code.

### **SECTION 7: DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL**

Once deployed in the field, the MGB personnel shall accomplish the following activities:

- a. Take part in the conduct of the initial draft survey with the representatives of the company and the chief officer or any authorized representative of the foreign vessel, and verify/monitor the volume or tonnage of mineral ores during the entire loading days taking into consideration the following:
1. The volume or tonnage of mineral ore/mineral products exported shall be within the allowable ( $\pm$ ) 10% applied tonnage as per issued OTP/MOEP and pursuant to Section 6 of DMO No. 2008-04.
  2. The quality/grade of mineral ore/ mineral products exported shall be of the same specification as per issued in the OTP/MOEP and as determined during the ore/mineral by-product stockpile validation.
  3. There should be a valid and existing OTP/MOEP, *Provided*, That an OTP/MOEP can only be extended once, otherwise, it is considered cancelled.
- b. Join the conduct of final draft survey and be involved in the calculation of final loaded volume with the representatives of the tenement holder and the chief officer of the foreign vessel.

In case of gold bullion, the technical personnel-in-charge should be present during the final weighing and sealing of the mineral products/by-products with the representatives of the Mining Tenement Holder/s, Bureau of Customs, Bureau of Internal Revenue, security personnel and buyer, *Provided:* That, for Scandium Oxalate Hydrate considering the characteristic and nature as hazardous



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commodity the technical personnel-in-charge should reweigh the sealed container pail and verify the inventory of each pallet.

- c. During the documentation, the technical personnel-in-charge should validate first the primary information declared in the OTP/MOEP, i.e., volume should not exceed the applied quantity by more than (+)10% or the estimated quantity of such material/s stockpiled as determined during the validation process, applied grade, the validity of an OTP/MOEP and the name of the vessels, before signing the OTP/MOEP as Certifying Officer: *Provided*, That such person shall affix his/her signature above the full name and indicate the date and time of completion including the final draft survey report prepared by the Contractor(s)/Operator(s)/Permit Holder(s). This is to acknowledge the authenticity of the declared total and/or actual loaded volume of the commodity.

*Provided, further*, That the technical personnel-in-charge should secure original copy/ies of all the required shipping documents, which may be provided during the final documentation of the shipment.

- d. The technical personnel-in-charge should prepare and submit the Monitoring Reports using the Standard Monitoring Report (see Annex A) to the Regional Office and endorse it to MGB Central Office through the Mining Technology Division.

## **SECTION 8: DUTIES AND RESPONSIBILITIES OF THE MINING TENEMENT HOLDER/S**

- a. The Contractor(s)/Operator(s)/Permit Holder(s) shall provide appropriate Personal Protective Equipment such as life jackets, gloves, etc., and shall designate its authorized representative during the entire loading days to assure the safety and security of the said personnel.
- b. During loading activities, Contractor(s)/Operator(s)/Permit Holder(s) should prohibit its charterer, stevedores, among others from cleaning and/or washing the clamshell grab on the water bodies.
- c. The Contractor(s)/Operator(s)/Permit Holder(s) should submit representative pulp samples for bulk ore and/or an appropriate weight samples for mineral by-products such as, but not limited to Scandium Oxalate Hydrate and Nickel-Cobalt Mixed Sulfide concentrates within five (5) days after the completion of each shipment to MGB Regional Office through the Geological Laboratory Services Section, for future reference and safekeeping within one (1) year from the submission of the said sample/s. Further, it shall be the responsibility of the Contractor(s)/Operator(s)/Permit Holder(s) to pay the required laboratory fees and charges for the preparation and analysis of the submitted samples as provided in Section 4 hereof.





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- d. The Contractor(s)/Operator(s)/Permit Holder(s) should submit original and/or authenticated copy/ies of the complete shipping documents within five (5) days after the completion of each shipment:

1. For minerals and mineral ores, specifically, nickel ore:

- 1.1. Ore Transport Permit;
- 1.2. Mineral Ore Export Permit;
- 1.3. Order of Payment;
- 1.4. Mate's Receipt;
- 1.5. Bill of Lading;
- 1.6. Final Draft Survey Report;
- 1.7. Final Stowage Plan;
- 1.8. Statement of Facts;
- 1.9. Outward Foreign Manifest;
- 1.10. Provisional Invoice;
- 1.11. Export Declaration;
- 1.12. Clearance of Vessel to a Foreign Port;
- 1.13. Proof of Payment of Excise Tax and/or 5% Royalty Tax;
- 1.14. Proof of Payment of Verification Fee; and
- 1.15. Other documents as may be required by the Regional Office concerned.

2. For mineral products and by-products, specifically, gold-silver dore, bullions, Nickel-Cobalt Mixed Sulfide concentrates, Scandium Oxalate Hydrate, among others:

- 2.1. For shipment of mineral products and by-products via land or air transport:

- a. Ore Transport Permit;
- b. Packing List;
- c. Commercial Invoice for Gold and Silver;
- d. Certificate on Excise Tax Payment;
- e. Permit to Export;
- f. Authority to Load Export Commodity Clearance;
- g. Export Declaration;
- h. Certificate of Stuffing and Inspection Report;
- i. Proof of Payment of Excise Tax and/or Royalty Tax;
- j. Proof of Payment of Verification Fee;
- k. Air Way Bill;
- l. Provisional Invoice; and
- m. Other documents as may be required by the Regional Office concerned.



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**2.2 For shipment of mineral products and by-products via water transport:**

- a. Ore Transport Permit;
- b. Provisional Invoice;
- c. Mate's Receipt;
- d. Final Stowage Plan;
- e. Statement of Facts;
- f. Bill of Lading;
- h. Proof of Payment of Excise Tax and/or Royalty Tax;
- i. Proof of Payment of Verification Fee; and
- j. Other documents as may be required by the Regional Office concerned.

In case of the Certificate of Assay Results and Final Commercial Invoice for mineral ore/ mineral products it shall be submitted within 15 and 60 working days, respectively, after each shipment completion.

*Provided:* That the Contractor(s)/Operator(s)/Permit Holder(s) must submit the above-mentioned shipping documents in digital copies through the MGB RO via e-mail at [mgb13.umpiring@gmail.com](mailto:mgb13.umpiring@gmail.com) and/or a compact disc containing the pertinent e-copies.

*Provided, further:* That OTP/MOEP Holders are hereby required to submit a Shipment Report (see Annex B) including copies of the authenticated receipt issued by the buyer/recipient to this Office within 30 days after the shipment.

- e. The Contractor(s)/Operator(s)/Permit Holder(s) should conduct its shipment activities in a manner that will not adversely affect the safety of navigation at sea and other marine activity(ies).
- f. The Contractor(s)/Operator(s)/Permit Holder(s) shall have a contingency plan for accidents/emergencies during the shipment activities, such as, but not limited to oil spills, fire, and/or disaster; and the same should be incorporated in its Annual Safety and Health Program.
- g. The disposal of industrial, domestic and nuclear wastes, fuels, oils, and other hazardous chemicals/substances shall be governed by applicable laws, rules and regulations.
- h. In case of *force majeure*, the Contractor(s)/Operator(s)/Permit Holder(s) shall submit a Notice of Suspension of Loading Activities supported with official bulletin report from the Philippine Atmospheric, Geophysical and Astronomical Services Administration in case of typhoon and other documents related to the claim of





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such *force majeure*, and the Notice of Resumption of Loading Activities when the occurrence of such *force majeure* ends, copy furnish the Auditor concerned<sup>4</sup>.

#### SECTION 9: PENAL SANCTIONS

- a. A fine of PhP5,000.00 shall be imposed for any variance of more than (+) 10% from applied tonnage as per issued OTP/MOEP and/or pursuant to Section 6 of DMO No. 2008-04.
- b. A fine of PhP5,000.00 shall be imposed for any unsigned OTP/MOEP of the Certifying Officer for failure of the OTP/MOEP Holder/s to coordinate and inform the technical personnel-in-charge within the reasonable period.
- c. The failure and/or continuous violation/s of the Mining Contractor(s)/Operator(s)/Permit Holder(s) to comply with any of the above provisions shall cause the non-issuance of OTP/MOEP until such time that the same has complied with the necessary requirement(s)/provision(s).

#### SECTION 10: SEPARABILITY CLAUSE

If any clause, sentence, section, or provision of this Order is held or declared to be unconstitutional or invalid by a competent court, the remaining parts of the same shall not be affected thereby.

#### SECTION 11: REPEALING CLAUSE

All Regional Memorandum Issuances inconsistent with or contrary to the provisions of this Order are hereby repealed or modified accordingly.

#### SECTION 12: EFFECTIVITY

This Regional Memorandum Order shall take effect immediately.

  
ROGER A. DE DIOS



<sup>4</sup> Regional Memorandum No. 2018-06



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## SHIPMENT MONITORING REPORT FOR MINERALS AND MINERAL PRODUCTS

I. TENEMENT INFORMATION	
Mining Contractor/ Permit Holder	:
Operator, if any	:
Tenement No.	:
Date Approved	:
Tenement Area (hectares)	:
Location of the Tenement	:
Commodity/ Product	:
Mining Method (Mineral Processing Method, if applicable)	:
Environmental Compliance Certificate (ECC) Reference No.	:
Date issued	:
Declaration of Mining Project Feasibility (DMPF) area	:
DMPF Approved (Date)	:
II. ORE TRANSPORT PERMIT / MINERAL ORE EXPORT PERMIT DETAILS	
Ore Transport Permit (OTP) No.	:
Mineral Ore Export Permit (MOEP) No.	:
Date Approved	:
Date Expired	:
<b>Applied Specifications</b>	
<b>A. For Ni-Fe Ore</b>	
1. Volume/ Weight (WMT)	:
2. Grade	:
% Ni	:
% Fe	:
Moisture Content (%)	:
<b>B. For Ni-Co Mixed Sulfide</b>	
1. Volume/ Weight (WMT)	:
2. Total No. of bags	:
3. Grade	:
% Ni	:
% Co	:
Moisture Content (%)	:
<b>C. For Gold / Silver</b>	
1. Volume/ Weight (g)	:
2. Gross Weight (g)	:
3. Average Fineness	:
a. Gold	:
b. Silver	:
4. Grade	:
a. Gold content, oz	:
b. Silver content, oz	:
<b>D. For Scandium Oxalate</b>	
1. Volume/ Weight (kg)	:
2. Grade	:
a. Scandium (%)	:
b. Moisture Content (%)	:



<b>E. For Sand and Gravel</b>	
1. Volume (m <sup>3</sup> )	:
2. Grain Size/Particle Size	:
<b>Shipment/ Loading No.</b>	:
From the Start of Operation	:
From the Current Year	:
Date loading started	:
Date loading completed	:
Aircraft/ Vessel's name	:
Destination	:
Buyer	:

III. COMPUTATION OF THE VERIFICATION FEE COMPUTATION	
<b>Verification Fee Payment</b>	:
a. Date of payment	:
b. O.R. No.	:
c. Amount in Php	:
d. No. of loading days	:
e. Balance (-)/ Overpayment	:

IV. DRAFT SURVEY REPORT (if applicable)		
Date and time	Survey Data	Remarks
Initial Condition		
Final Condition		

V. DOCUMENTARY REQUIREMENTS based on DAO No. 2008-20 <sup>1</sup>			
Documents (All Original Copy/ies)	Yes	No	Remarks
<b>1. For Minerals and Mineral ores</b>			
a. OTP			
b. MOEP			
c. Order of Payment			
d. Statement of Facts			
e. Mate's Reciept			
f. Outward Foreign Manifest			
g. Clearance of Vessel to a Foreign Port			
h. Bill of Lading			
i. Final Cargo Stowage			
j. Provisional Invoice			
k. Export Declaration			
l. Proof of payment of the advance payment of Excise Tax, Royalty and Verification fee			
m. Draft Survey Report			
n. Operational Daily Report (if applicable)			
<b>2. For Mineral product and by-products</b>			
a. Ore Transport Permit (OTP)			
b. Packing list			
c. Commercial Invoice for Gold and Silver			
d. Certification on Excise Tax payment			
e. Permit to Export			

<sup>1</sup> Issuance of Mineral Ore Export Permit (MOEP) for Transport/Shipment Outside the Philippines of Mineral Ores, Including Tailings

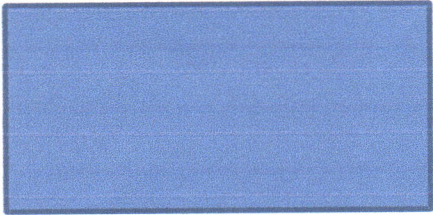
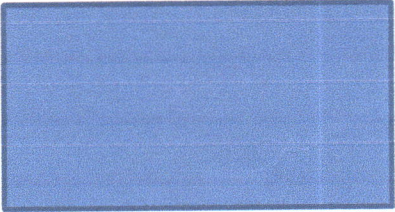
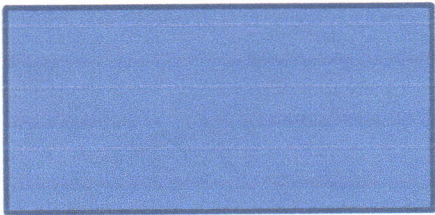
f. Authority to Load Export Commodity Clearance			
g. Export Declaration			
h. Certificate of Stuffing and Inspection Report			
i. Proof of payment of Excise and/or Royalty tax			
k. Air Way Bill			
l. Provisional Invoice			

VI.	OTHER FINDINGS
VII.	COMMENTS/ RECOMMENDATIONS

Prepared by:

\_\_\_\_\_  
MGB Representative

**PHOTOS**  
*(with geo-tagged details)*







**SWORN SHIPMENT MONITORING REPORT FOR ORE TRANSPORT PERMIT (OTP) / MINERAL  
ORE EXPORT PERMIT HOLDERS (MOEP)**

I. TENEMENT INFORMATION		
Mining Contractor/ Permit Holder	:	
Operator, If any	:	
Tenement no.	:	
Date approved	:	
Tenement Area (hectares)	:	
Location of the Tenement	:	
Commodity/ Product	:	
Mining Method (Mineral Processing Method, if applicable)	:	
Environmental Compliance Certificate (ECC) Reference no.	:	
Date issued	:	
Declaration of Mining Project Feasibility (DMPF) area	:	
DMPF approved (date)	:	
II. ORE TRANSPORT PERMIT / MINERAL ORE EXPORT PERMIT DETAILS		
Ore Transport Permit (OTP) No.	:	
Mineral Ore Export Permit (MOEP)	:	
Date approved	:	
Date expired	:	
<b>Specifications</b>	:	<b>Applied</b>
<b>A. For Ni-Fe ore</b>	:	<b>Actual</b>
1. Volume/Weight	:	
2. Grade	:	
% Ni	:	
% Fe	:	
Moisture content	:	
<b>B. For Ni-Co Mixed Sulfide</b>	:	
1. Volume/ Weight	:	
2. Total No. of bags	:	
3. Grade	:	
% Ni	:	
% Co	:	
Moisture content	:	
<b>C. For Gold / Silver</b>	:	
1. Volume/ Weight	:	
2. Gross weight	:	
3. Average Fineness	:	
4. Grade	:	
a. Gold content, oz	:	
b. Silver content, oz	:	
<b>D. For Scandium Oxalate</b>	:	
1. Volume/ Weight	:	
2. Grade	:	
a. Scandium Oxalate	:	
b. Moisture content	:	
<b>E. For Sand and Gravel</b>	:	
1. Volume (m <sup>3</sup> )	:	
2. Grain Size/Particle Size	:	



<b>Shipment/ Loading No.</b>	:	
From the Start of Operation	:	
From the Current Year	:	
Date loading started	:	
Date loading completed	:	
Aircraft/ Vessel's name	:	
Destination	:	
Buyer	:	

III. COMPUTATION OF THE FISCAL OBLIGATION		
<b>Price in US\$</b>	:	
<b>ForEx Rate (Php)</b> based on the completion date of the shipment activities; the source should be BSP Reference Exchange Rate Bulletin	:	
<b>Gross Value in \$</b>	:	
Applied	:	
Actual	:	
<b>Gross Value in Php</b>	:	
Applied	:	
Actual	:	
<b>Excise Tax</b>	:	
Applied	:	
Actual	:	
Balance (-)/ Overpayment (+)	:	
<b>Royalty Tax (if applicable)</b>	:	
Applied	:	
Actual	:	
Balance (-)/ Overpayment (+)	:	
<b>Verification Fee Payment</b>	:	
Date of payment	:	
O.R. No.	:	
Amount in Php	:	
No. of Loading days	:	
Balance (-)/ Overpayment (+)	:	

IV. DRAFT SURVEY REPORT (if applicable)		
Date and time	Survey Data	Remarks
Initial Condition		
Final Condition		

V. DOCUMENTARY REQUIREMENTS based on DAO No. 2008-20 <sup>1</sup>			
Documents (All Original Copy/ies)	Yes	No	Remarks
<b>1. For Minerals and Mineral ores</b>			
a. Ore Transport Permit (OTP)			
b. Mineral Ore Export Permit (MOEP)			
c. Order of Payment			
d. Statement of Facts			
e. Mate's Receipt			
f. Outward Foreign Manifest			
g. Arrival, daily, and Completion Reports			

<sup>1</sup> Issuance of Mineral Ore Export Permit (MOEP) for Transport/Shipment Outside the Philippines of Mineral Ores, Including Tailings



h. Bill of Lading			
i. Final Cargo Stowage			
j. Provisional Invoice			
k. Certificate of Analysis			
l. Export Declaration			
m. Proof of payment of the advance payment of Excise Tax, Royalty and Verification fee			
n. Draft Survey Report			
o. Operational Daily Report (if applicable)			

<b>2. For Mineral product and by-products</b>			
a. Ore Transport Permit (OTP)			
b. Packing list			
c. Commercial Invoice for Gold and Silver			
d. Certification on Excise Tax payment			
e. Permit to Export			
f. Authority to Load Export Commodity Clearance			
g. Export Declaration			
h. Certificate of Stuffing and Inspection			
i. Proof of payment of Excise and/or Royalty			
k. Air Way Bill			
l. Provisional Invoice			

VI.	OTHER CONSIDERATIONS/CONDITIONS

Prepared by:

Approved by:

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Highest Official On-site

**PHOTOS**  
*(with geo-tagged details)*

