



Republic of the Philippines  
Office of the President  
**OPTICAL MEDIA BOARD**

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**OFFICE OF THE CHAIRMAN & CHIEF EXECUTIVE OFFICER**

**MEMORANDUM CIRCULAR NO. 2005-005**

**TO : ALL CONCERNED**

Pursuant to the powers of the Board under Section 10 of R.A. 9239 relative to the matters relating to the regulation of the importation of optical disc, all carriers, couriers, forwarders and cargo handlers, etc as well as the public concerned, are advised of the following guidelines on the importation of discs for personal use:

**IMPORTATION OF OPTICAL DISCS FOR PERSONAL USE**

- 1. Importation of Optical Discs.* – All individuals or companies desiring to import optical discs, music cassettes, and VHS tapes on a regular basis shall first register as an **IMPORTER OF OPTICAL DISCS** with the Optical Media Board. Thereafter, each shipment/ importation by the said individual or company shall be covered by and **IMPORT LICENSE** and supported such documents as may be required by the Board to prove the authority of the applicant to import such items.
- 2. Exemption.* – Individuals or companies importing a single shipment, containing six (6) pieces or less of optical discs of different titles shall be exempted from this requirement, provided that there shall not be more than three (3) pieces of each title in said shipment. For avoidance of doubt, a multi-volume set under single title shall be considered as one (1) piece for the purpose of determining whether said shipment falls under this exemption. This exemption applies to optical discs, music cassettes and VHS tapes only, and does not apply to metal stampers, or any other equipment or items used in the production of optical discs.
- 3. Penalties* – Failure to comply with this Memorandum Circular, or the submission of any false information or misrepresentation in the documents submitted hereunder shall be considered as an illegal importation in violation of Republic Act No. 9239 and its Implementing Rules and Regulations.
- 4. Effectivity.* – This circular shall take effect immediately.

Quezon City, May 3, 2005.

**HON. EDUARDO B. MANZANO** (Sgd.)  
Chairman and Chief Executive Officer