



Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

PNP CIRCULAR NUMBER 1
*(Rules and Regulations Covering the Sale/Importation, Manufacture,
Possession of Bullet-Proof Vest/Vestments)*
30 August 2004

Pursuant to Memorandum dated 11 November 1980 from the Minister of National Defense and in the interest of national security and public order, the following rules and regulations governing the importation/manufacture, sale and possession of bulletproof vests/vestments are hereby promulgated:

I. DEFINITION OF TERMS:

1. **Bullet-Proof Vest** - A protective or safety garment of varying style, but usually sleeveless, collarless, close-fitting and reaching just below the waist usually worn under a coat.
2. **Bullet-Proof Vestment** - A protective or safety outer garment shaped like a robe covering the upper and lower portion of the body.

II. LICENSE FOR IMPORTER/MANUFACTURER:

1. Without prejudice to other governmental requirements, any business firm desiring to engage in the importation and/or manufacture of Bullet-proof Vests/Vestments shall file an application for license with the Chief, Philippine National Police.
2. The application, in the prescribed form (*Annex A*) signed by the owner or duly authorized President, Manager, Chief Executive Officer or other key officers of the firm shall be accompanied by the following documents:
 - a. Copy of registration of the business with the Securities and Exchange Commission and/or with the Department of Trade and Industry.
 - b. Copy of the city/municipal business license.
 - c. Clearances of the Owner or duly authorized President, Manager
3. Upon approval of the application, the C, PNP will issue the "License to Import/Manufacture and Sell Bullet-proof Vests/Vestments" (*Annex B*) upon execution and delivery by the applicant of a bond in the amount equal to 10% of the landed cost of the importation and/or 10% of the total manufacturing cost to insure the safekeeping of the

bullet-proof vests/vestments and the faithful compliance on the part of the licensee with the laws and regulations relative to the business.

III. LICENSE FOR LOCAL DISTRIBUTORS:

1. Local distributors of bullet-proof vests/vestments shall file an application for dealer's license to the C, PNP in the prescribed form and signed by the owner, or duly authorized President, Manager, Chief Executive Officer or other key officers of the firm.

2. The application shall be supported by the following documents:
- a. Copy of registration of the business with Securities and Exchange Commission and/or with the Department of Trade and Industry.
 - b. Copy of the City/Municipal business license.
 - c. Clearances of the owner or duly authorized, President, Manager, Chief Executive Officer, key officer who signed the application forms, Board of Directors, Property Custodian and Warehouseman from DI, NICA and NBI.

3. If the application is approved, the C, PNP shall issue a "License to Deal in Bullet-Proof Vests/Vestments (*Annex D*) upon execution and delivery by the applicant of a bond in the amount equal to 10% of the purchase value of the bullet-proof vests/vestments to insure the safekeeping of the bullet-proof vests/vestments and the faithful compliance on the part of the licensee with the laws and regulations relative to the business.

IV. APPLICATION TO POSSESS:

1. Level IV, V and VI Bullet-Proof vests/vestments may be possessed only by the following agencies:

- a. PNP
- b. AFP
- c. Other Law Enforcement Agencies

Above items may be imported only through authorized indentors subject to the approval of the C, PNP. If acquired locally, same shall only be released to the AFP, PNP or Law Enforcement Agencies upon approval of the License to Possess Bullet-Proof Vests/Vestments by FED.

2. Level I, II and III Bullet-Proof vests/vestments may be possessed only by the following:

- a. Legitimate companies/firms of good standing for the use of their licensed security guards only;
- b. Security agencies for use of licensed security guards only; and
- c. All those qualified to possess Level IV, V, VI Bullet-Proof Vests/Vestments.

3. The following individuals may also be allowed to possess a Level I, II and III bullet-proof vests/vestments:

- a. Government officials from the rank of Bureau Director or equivalent and higher;
 - b. Justices of the Supreme Court, the Court of Appeals and the Sandiganbayan/Tanodbayan;
 - c. Members of Congress;
 - d. Provincial Governors;
 - e. Heads of government-owned or controlled corporations;
 - f. Government officials/employees with an annual income of P 200,000.00 (Salary Grade 22) above for the past three consecutive years;
 - g. Private individuals with an annual income of P 250,000.00 or above for the past three consecutive years; and
 - h. Other government officials/employees not included in paragraph IV (3) above, but whose lives are endangered by reason of their official/public position as well as private individuals whose lives are similarly threatened may be allowed to possess Bullet-Proof vests/vestments.
4. The application shall be composed of the following documents:

FOR THE AFP AND PNP

- a. Application to Possess Bullet-Proof Vests/Vestments duly signed by the agency head; and (*Annex E*)
- b. Duly certified list of personnel who will exclusively use the bullet-proof vests/vestments.

FOR OTHER GOVERNMENT ENTITIES

- a. Application to Possess Bullet-Proof Vests/Vestments in the prescribed form duly signed by the agency head;
- b. Letter from the head of the entity explaining the need for the bullet-proof vests/vestments;
- c. Duly certified list of officials, employees who will exclusively use the vests/vestments supported by copies of appointments; and
- d. Clearances of personnel who will exclusively use the bullet-proof vests/vestments from DI, NICA and NBI.

FOR PRIVATE COMPANIES/FIRMS WITH ORGANIC SECURITY UNITS

- a. Application to Possess Bullet-Proof Vests/Vestments in the prescribed form duly signed by the company head;
- b. Letter from the Owner or duly authorized President, Manager, Chief Executive Officer, or key officer of the company/firm explaining/justifying the need for the bullet-proof vests/vestments;
- c. Copy of "License to Operate a Security Unit or Agency" issued by SAGSD;
- d. Duly certified list of security guards who will exclusively use the vests/vestments supported by copies of appointments;
- e. Photocopies of the license of the security guards issued by SAGSD; and

- f. Clearances of security guards who will exclusively use the bullet-proof vests/vestments from DI, NICA and NBI.

FOR LICENSED SECURITY AGENCIES

- a. Application to Possess Bullet-Proof Vests/Vestments in the prescribed form duly signed by the agency head;
- b. Letter from the Owner or duly authorized President, Manager, Chief Executive Officer, or key officer of the agency explaining/justifying the need for the bullet-proof;
- c. Copy of "License to Operate a Security Unit of Agency" issued by SAGSD;
- d. Duly certified list of security guards who will exclusively use the bullet-proof vests/vestments supported by copies of appointments;
- e. Photocopies of the licenses of the security guards issued by SAGSD; and
- f. Clearances of security guards who will exclusively use the bullet-proof vests/vestments from DI, NICA and NBI.

FOR GOVERNMENT OFFICIALS/EMPLOYEES

- a. Application to Possess Bullet-Proof Vests/Vestments in the prescribed form duly endorsed by the agency head;
- b. Letter explaining/justifying the need for the Bullet-Proof Vests/Vestments;
- c. Sworn Statement re annual income of P 200,000.00 or above for the past three (3) consecutive years/certificate of employment showing position and salary, or a certification stating that subject government official/employee is exempted from the minimum requirement in para IV (3) a to c; and
- d. Clearances from DI, NICA and NBI.

FOR PRIVATE INDIVIDUALS

- a. Application to Possess Bullet-Proof Vests/Vestments in the prescribed form;
- b. Letter explaining/justifying the need for the Bullet-proof Vests/Vestments;
- c. Sworn Statement re income of P 250,000.00 or above for the past three (3) consecutive years/certificate of employment showing position and salary, or a certification stating that the subject individual is exempted from the minimum requirement in para IV (3) a to c; and
- d. Clearances from DI, NICA and NBI.

V. SALE:

1. Upon arrival of the application and submission by the applicant of a bond in the amount equal to the purchase value of the bullet-proof vests/vestments, the permit to Purchase Bullet-Proof Vests/Vestments shall be issued by the C, PNP. (*Annex F*)
2. The Permit to Purchase Bullet-Proof Vests/Vestments shall be presented by the purchaser to duly authorized importer, manufacturer or distributor who upon receipt thereof shall deliver the bullet-proof vests/vestments to the purchaser. Thereafter, the importer, manufacturer or distributor shall submit within 30 days to the FED the Advice of Sale

indicating the name, address and permit number of the purchaser as well as the kind, quantity, make, size and serial number of the bullet-proof vests/vestments purchased.

3. Upon receipt of the Advice of Sale by FED, the sale shall be recorded in a separate permanent record book. The purchaser shall be issued the corresponding License to Possess Bullet-Proof Vests/Vestments by Chief, FED for the Chief, PNP. (*Annex G*)

VI. CONTROL MEASURES:

1. All bullet-proof vests/vestments shall be serially numbered for accounting and identification purposes. The FED shall devise a separate numbering system and shall assign the serial number to be stamped, etched or carved indelibly by the importer, manufacturer, or distributor on the vests/vestments.

2. Bullet-proof vests/vestments shall be kept in the safe and well secured depository of the importer, manufacturer or distributor, securely locked.

3. In the case of vests/vestments manufacturers the consumption/utilization of raw materials used should be recorded and properly accounted for and the report thereof regularly submitted to FED. The transport of finished product from one place to the other shall be escorted by a representative of FED who shall submit an after mission report upon completion of mission.

4. All imported Level I, II and III bullet-proof vests/vestments shall be escorted by representatives of FED from the port of entry to the place of business of the importer for safekeeping in the depository. The FED representative shall inspect the shipment and submit inspection report to C, PNP thru C, FED stating the kind, quantity, make, size and serial number of the vests/vestments imported.

5. All imported Level IV, V and VI bullet-proof vests/vestments imported through authorized indenter shall be escorted by FED from the point of entry to FED Storage for safekeeping pending issuance of License to Possess Bullet-Proof Vests/Vestments to SAO of the AFP, PNP and other Law Enforcement Agency.

6. FED shall keep a permanent record of all imported bullet-proof vests/vestments indicating the name of importer, manufacturer, date of importation, make, size, serial number of the vests/vestments, and the name and address of the person/entity to whom the vests/vestments were sold.

7. At the end of each month, the importer, manufacturer or distributor shall submit to FED his Monthly Report of Importation/Manufacture/Purchase and Sale of Bullet-Proof Vests/Vestments. (*Annex H*)

8. Any violation of the conditions on the issuance of the license or where the need thereof is no longer necessary or when the individual or firm ceases to be qualified or when bullet-proof vests/vestments are declared strictly military items by competent authority, the license to import, manufacture, deal in or possess shall be automatically cancelled/revoked and the vests/vestments shall be deposited with FED for proper disposition.

VII. INSPECTION:

1. The C, PNP or his authorized representative shall conduct inspection of the place of business/depository of importer, manufacture or distributor of bullet-proof vests/vestments as often as necessary.
2. The C, PNP or his authorized representative shall conduct inspection on the Bullet-Proof Vests/Vestments procured by the AFP, PNP and other law enforcement agencies, legitimate companies and firms of good standing and security agencies as often as necessary.
3. The C, PNP or his authorized representative shall conduct inspection on the Bullet-proof Vests/Vestments purchased and possessed by individuals as often as necessary and shall require the presentation of the same for inspection and verification purposes when applying for the renewal of the license to possess.
4. Inspection herein described shall be made only on the expressed written authority of the C, PNP or C, FED except when such is made during the renewal or extension of the license to import, manufacture, deal or possess.


EDGAR B. AGLIPAY
Police Deputy Director General
Chief, PNP