



DEPARTMENT ADMINISTRATIVE ORDER NO. _____
Series of 2025

Subject : **AMENDED DOCUMENTARY REQUIREMENTS FOR THE
ISSUANCE OF A STATEMENT OF CONFIRMATION UNDER
DEPARTMENT ADMINISTRATIVE ORDER NO. 22-06 (2022)**

WHEREAS, Section 21 of Republic Act No. 11900 (RA11900), or the Vaporized Nicotine and Non-Nicotine Products Regulation Act, provides that the Department of Trade and Industry (DTI) shall have exclusive jurisdiction over any, and all issues, requirements, and subject matters related to vaporized nicotine and non-nicotine products, their devices, and novel tobacco products (VNNPD/NTP);

WHEREAS, it is the declared policy of RA11900 to prevent the illicit trade of VNNPD/NTP and to ensure proper payment of taxes by mandating that the fiscal marking requirements under Republic Act No. 8424, or the National Internal Revenue Code of 1997, as amended (NIRC), and other related regulations, whenever applicable, are complied with;

WHEREAS, Department Order (DO) No. 24-154 (DO24-154), as amended by Department Order No. 24-180 (DO24-180) (2024), created the Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products (DTI OSMV) to exercise any and all powers and authority of the DTI necessary for the effective implementation of RA11900, including promulgating and implementing policies and procedures for the proper enforcement of RA11900;

WHEREAS, Department Administrative Order No. 22-06 (DAO22-06) (2022), as supplemented by Department Administrative Order No. 24-02 (DAO24-02) (2024) and Department Administrative Order No. 24-11 (DAO24-11) (2024), provide for the Technical Regulation concerning the Mandatory Product Certification of Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products;

WHEREAS, DAO22-06 (2022) requires importers of VNNPD/NTP to obtain a Statement of Confirmation (SOC) evidencing that the imported vaporized nicotine and non-nicotine products were sourced from a manufacturer with a valid Philippine Standard (PS) License and that the products comply with specified requirements after undergoing inspection and verification;

WHEREAS, pending the issuance of the SOC, DAO22-06 (2022) allows the temporary release of the goods from custom custody upon the issuance of a Certificate of Conditional Release (CCR), after due compliance with the Bureau of Customs (BOC) and DTI OSMV requirements;

**OFFICE FOR THE SPECIAL MANDATE ON VAPORIZED NICOTINE AND NON-NICOTINE PRODUCTS,
THEIR DEVICES, AND NOVEL TOBACCO PRODUCTS**

WHEREAS, DAO24-11 (2024) removed the Import Commodity Clearance (ICC) licensing scheme for products covered by DAO22-06 (2022) and DAO24-02 (2024);

NOW THEREFORE, foregoing premises considered, this Department Administrative Order is hereby issued for the guidance of all concerned:

Section 1. FILING/PROCESSING OF APPLICATION FOR STATEMENT OF CONFIRMATION (SOC). The importer shall apply for SOC for PS-certified vaporized nicotine and non-nicotine products on a per shipment per Bill of Lading/Airway Bill basis. The duly accomplished and subscribed application form shall be supported by the following:

- a. Packing List;
- b. Commercial Invoice;
- c. Bill of Lading/Airway Bill;
- d. Summary of the production batch, lot or serial numbers;
- e. For Sole Proprietorships: The application shall be accomplished and signed by the owner. A representative with a notarized Special Power of Attorney (SPA) may accomplish and sign the application.

For Corporations or Partnerships: the application shall be accomplished and signed by any person duly authorized by a notarized Board or Partnership Resolution, or a Secretary's Certificate.

For a Cooperatives: The application shall be accomplished and signed by any person duly-authorized by the cooperative.

- f. Import Entry (may be submitted after issuance by the BOC but prior to the release of the CCR);
- g. Valid Certificate of Registration issued by the Bureau of Customs
- h. Surety Bond (Php 150,000.00);
- i. Current proof of billing of the office and warehouse of the importer;
- j. Proof of ownership or contract of lease of warehouse;
- k. Copy of the PS License issued under the name of the manufacturer and the applicant importer; and,
- l. Excise Tax Return with Bureau of Internal Revenue-receiving stamp.

Section 2. CERTIFICATE OF CONDITIONAL RELEASE (CCR). Upon the submission of the complete documentary requirements and payment of fees for the issuance of an SOC, a CCR will be issued to the applicant for the temporary release of the goods from custom custody, subject to the conditions specified therein.

Section 3. ISSUANCE OF SOC. The DTI OSMV shall issue an SOC certificate if the products subject to inspection are consistent with the importation documents, the quantity, product markings, and product description. Otherwise, a Show Cause Order shall be issued consistent with Rule 17 of DAO 22-06 (2022).

Section 4. SEPARABILITY. Should any provision of this Department Administrative Order or any part thereof be declared invalid, the other provisions, so far as they are separable from invalid ones, shall remain in force and effect.

Section 5. EFFECTIVITY. This Department Administrative Order shall take effect immediately after its publication in the Official Gazette or in two (2) newspapers of general circulation.

Issued this _____ in Makati City, Philippines.

APPROVED

MA. CRISTINA ALDEGUER-ROQUE
Secretary

RECOMMENDING APPROVAL

ATTY. M. MARCUS N. VALDEZ II
Director and Supervising Head
Office for the Special Mandate
on Vaporized Nicotine and Non-Nicotine Products,
their Devices, and Novel Tobacco Products (OSMV)