



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**OPTICAL MEDIA BOARD**

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**OFFICE OF THE CHAIRMAN AND CEO  
MEMORANDUM CIRCULAR NO. 2016-003**

TO : ALL CONCERNED

RE : SURCHARGE IMPOSED ON APPLICANTS WHO RENEW THEIR LICENSES BEYOND THE EXPIRY DATES

Pursuant to Board Resolution No. 16-04-10, surcharges shall be imposed on the applicants who renew their licenses beyond the expiry dates in accordance with the following rates:

20%	If license is renewed within the FIRST (1 <sup>st</sup> ) day up to SIXTIETH (60 <sup>th</sup> ) day from the expiry date;
30%	If license is renewed within the SIXTY FIRST (61 <sup>st</sup> ) day up to the ONE HUNDRED TWENTIETH (120 <sup>th</sup> ) day after the expiry date;
40%	If license is renewed within the ONE HUNDRED TWENTY FIRST (121 <sup>st</sup> ) day to ONE HUNDRED EIGHTIETH (180 <sup>th</sup> ) day after the expiry date;
70%	If license is renewed after the ONE HUNDRED EIGHTY FIRST (181 <sup>st</sup> ) day from the expiry date and onwards.

A 100% surcharge shall be imposed on all optical/magnetic media establishments who have been operating for more than THIRTY (30) days without first being registered with and licensed by the Board, without prejudice to the imposition of other appropriate sanctions under existing laws.

Similarly, a 100% surcharge shall also be imposed on all optical/magnetic media establishments who fail to renew their licenses and were inspected by the Board, without prejudice to the imposition of appropriate sanctions under existing laws.

Finally, if the license is not renewed within THREE HUNDRED SIXTY FIVE (365) days after its expiry date, the registration shall be deemed automatically cancelled and the respective business name and address shall be blacklisted, without prejudice to the imposition of other appropriate sanctions under existing laws.

This Circular shall take effect within FIFTEEN (15) days from publication hereof.

**Atty. ANSELMO B. ADRIANO**  
Chair and Chief Executive Officer