NATIONAL COMMISSION FOR CULTURE AND THE ARTS

Excerpts from the Minutes of the Regular Commission Meeting held on May 29, 2025, Ballroom, Metropolitan Theater, Manila

Resolution

[Upon] motion made and duly seconded, the Commission approved and confirmed this ***Resolution***:

Resolution No. 2025-299
Approving and Adopting the
Guidelines on the Registration of Privately Owned Movable Cultural Properties

WHEREAS, Section 5 of Republic Act 4846, otherwise known as the "Cultural Properties Preservation and Protection Act," as amended by Presidential Decree 374, s. 1974, provides that private collectors and owners of important cultural properties and public and private schools in possession of these items, shall be required to register their collections with the National Museum when required by the Director and to report to the same office when required by the Director any new acquisitions, sales, or transfer thereof;

WHEREAS, Section 14 of Republic Act 10066, as amended by Republic Act 11961, otherwise known as "The National Cultural Heritage Act of 2009," provides that all cultural properties and natural properties of cultural significance shall be registered in the Philippine Registry of Heritage and requires private collectors and owners of cultural property to do the same;

WHEREAS, Section 21.15 of the Implementing Rules and Regulations of Republic Act 11961 provides for the updating of the "Guidelines on the Registration of Movable Cultural Properties" immediately to reflect the provisions of the Act and its Rules.

WHEREAS, Section 30 of Republic Act No. 11333, otherwise known as the "National Museum of the Philippines Act", provides for the transfer of regulatory functions from the National Museum of the Philippines (NMP) to the National Commission for Culture and the Arts (NCCA), specifically all regulatory functions as provided by Republic Act No. 4846, Presidential Decree No. 260, Presidential Decree No. 374, Presidential Decree No. 1109, Republic Act No. 8492, Republic Act No. 9105, Republic Act No. 10066, and all other laws and issuances amending or citing as legal basis the same;

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NATIONAL COMMISSION FOR CULTURE AND THE ARTS

Excerpts from the Minutes of the Regular Commission Meeting held on May 29, 2025, Ballroom, Metropolitan Theater, Manila

WHEREAS, the Philippine Registry of Heritage Office prepared a set of guidelines on the registration of privately owned movable cultural properties, thereby revising the existing guidelines and taking into consideration the observations during its implementation, organizational structure, and processes of the Commission;

RESOLVED, as it is hereby Resolved, To Approve and Adopt the "Guidelines on the Registration of Privately Owned Movable Cultural Properties", herewith attached as Annex A;

RESOLVED FURTHER, That Board Resolution No. 2021-304 "Approving and Adopting the Guidelines on the Registration of Movable Cultural Properties" is hereby rescinded.

.....

Attested by:

MYLA T. BUAN
Board Secretary

For the Board:

VICTORINO MAPA MANALO, OESE
Chair

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GUIDELINES ON THE REGISTRATION OF PRIVATELY OWNED MOVABLE CULTURAL PROPERTIES

1. PURPOSE

These guidelines shall revise NCCA Resolution No. 2021-304 and establish the procedures for the registration of privately owned movable cultural properties, in line with Section 14 of Article V of the Republic Act (R.A.) No. 10066, as amended by R.A. No. 11961. Further, this shall facilitate compliance with Section 5 of the R.A. No. 4846, as amended by Presidential Decree No. 374; and Section 30 of R.A. No. 11333.

2. SCOPE AND COVERAGE

This guideline shall govern the registration of privately owned movable cultural properties under the possession or ownership of the following:

2.1. Collectors, which shall refer to any person or institution that acquires cultural property for purposes other than sale. These may include, but are not limited to:

- 2.1.1. Individual Private Collectors
- 2.1.2. Institutional Private Collectors
  - 2.1.2.1. Art Galleries
  - 2.1.2.2. Museums
  - 2.1.2.3. Libraries
  - 2.1.2.4. Educational Institutions
  - 2.1.2.5. Other private institutions or organizations in possession of movable cultural properties

2.2. Dealers shall refer to natural or juridical persons who acquire cultural property for acquisition, consignment, and/or disposition of the same.

- 2.2.1. Individual Licensed Dealer
- 2.2.2. Institutional Licensed Dealers
  - 2.2.2.1. Auction Houses
  - 2.2.2.2. Art Galleries or Exhibitions
  - 2.2.2.3. Other intermediaries or middlemen

3. DEFINITION OF TERMS

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

3.1. **Accession** refers to the action of accepting information into the Philippine Registry of Heritage database.

3.2. **Antique** refers to a cultural property found locally that is at least one hundred (100) years old, the production of which has ceased.

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3.3. **Antique Firearm** refers to any: (1) firearm that was manufactured at least seventy-five (75) years prior to the current date but not including replicas; (2) firearm which is certified by the National Museum of the Philippines to be curio or relic of museum interest; and (3) any other firearm which derives a substantial part of its monetary value from the fact that it is novel, rare, bizarre or because of its association with some historical figure, period or event.

3.4. **Archaeological Materials** refer to fossils, artifacts or ecofacts, and other cultural, geological, botanical, and zoological materials that depict and document culturally relevant paleontological, prehistoric, or historic events, whether above or below ground, underwater, or at sea level.

3.5. **Archival Materials** refer to records, papers, periodicals, books, or other items, articles, or materials, whether in the form of electronic, audio-visual, or print, which by their nature and characteristics have enduring value, and have been selected for permanent preservation.

3.6. **Artifacts** refer to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.

3.7. **Certificate of Registration (COR)** refers to the official document issued by the Commission upon the successful registration of privately owned movable cultural properties.

3.8. **Collector** refers to any person or institution that acquires cultural property for purposes other than sale.

3.9. **Cultural Property** refers to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools, and natural history specimens and sites, whether public or privately owned, movable or immovable, and tangible or intangible. The list of which is detailed in Section 11 and Section 11.3, Sections 12 to 12.6, as well as Section 17 of the 2024 Implementing Rules and Regulations of R.A. No. 10066, also known as the National Cultural Heritage Act of 2009, as amended by R.A. No. 11961, and Other Relevant Laws and Regulations on Cultural Heritage.

3.10. **Dealers** refer to natural or juridical persons who acquire cultural property for the purpose of engaging in the acquisition and disposition of the same; which shall include auction houses, art galleries or exhibitions, or other

intermediaries or middlemen, who engage in the sale of movable cultural property either in the regular course of their business or isolated transactions.

3.11. **Ecofacts** refer to organic materials from archaeological sites, such as bones, shells, and plant remains with cultural significance but not modified by man.

3.12. **Filipino Masters** refer to preeminent or historically noteworthy Filipino artists of Philippine art historical styles, who may or may not legally qualify or be otherwise proclaimed as National Artists, particularly those who died before 1972, including all recipients of the Republic Cultural Heritage Award who were not subsequently awarded the Order of National Artists.

3.13. **Holotypes** refer to plants and animals that were used as bases in the classification and identification of the species and shall be treated as cultural property.

3.14. **Individual Licensed Dealer of Cultural Property,** for the purposes of this guideline, shall refer to a natural person authorized by the Commission to engage in the commercial sale, trade, or acquisition of cultural properties, be it through physical or digital platforms, whether as a sole proprietor, independent seller, or registered business owner operating without formal institutional affiliation.

3.15. **Institutional Licensed Dealer of Cultural Property,** for the purposes of this guideline, shall refer to a juridical entity such as, but not limited to, corporations, partnerships, cooperatives, auction houses, galleries, or any legally registered organization authorized by the Commission to engage in the commercial sale, trade, or acquisition of cultural properties, be it through physical or digital platforms, as part of its business – inherent or incidental, or institutional functions.

3.16. **Important Cultural Property** refers to a cultural property with exceptional cultural, artistic, and historical significance to the Philippines and has been officially declared as such by law or the pertinent cultural agency or agencies.

3.17. **Incunabula** refers to printed works produced by the native press when the art of printing in a particular country or locality was still in its infancy. In the Philippines, historians and bibliographers often refer to the years 1593 to 1640 as our incunabula period.

3.18. **Inventory** refers to a listing of heritage resources.

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3.19. **Inventory Number** refers to a unique, identifiable number assigned to a registered inventory by private collectors and licensed dealers.

3.20. **Manuscripts** refer to works prepared by hand, including handwritten or typescript drafts of the publication papers or works not otherwise in multiple copies.

3.21. **Movable cultural properties** refer to objects which may be classified as antiques, relics, or artifacts, and specimens of natural history such as physical, anthropological, archeological, and ethnographic materials, meteorites and tektites; household and agricultural implements; decorative articles or personal adornment; works of art such as paintings, sculptures, carvings, jewelry, music, architecture, sketches, drawings, or illustrations in part or in whole; works of industrial and commercial art such as furniture, pottery, ceramics, wrought iron, gold, bronze, silver, wood or other heraldic items, metals, coins, medals, badges, insignias, coat of arms, crests, flags, arms, and armor; vehicles or ships or boats in part or whole.

3.22. **Museum** refers to a permanent institution that researches, acquires, preserves, communicates, and exhibits material evidence of humans and their environment for educational and recreational purposes.

3.23. **Natural History Specimens** refer to live or preserved specimens of plants and animals, fossils, rocks, and minerals. Only types, presently irreplaceable specimens, and those in danger of extinction are covered.

3.24. **Philippine Registry of Heritage (PRH) Officer** refers to any personnel from the Registry engaging in the registration process of privately owned movable cultural property.

3.25. **Presidential Papers and Collections** refer to published and unpublished collections on the Philippine Presidency from Emilio Aguinaldo to the present. It also includes photographs, book collections, manuscripts, personal papers, and records as well as digital resources.

3.26. **Presumed Important Cultural Property** refers to a cultural property automatically vested with the presumption of being as nationally significant as an Important Cultural Property by reason of being a work by a Manlilikha ng Bayan, National Artist, National Scientist, or National Hero; an archaeological or traditional ethnographic material; marked structure; structure dating at least fifty (50) years old; or archival material/documental dating at least fifty (50) years old unless the same presumption is removed or the cultural property declared by the appropriate cultural agency.

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3.27. **Provenance** refers to the documented history of ownership, custody, and origin of a cultural property.

3.28. **Rare Books** refers to all Filipiniana books printed or published before 1945. It also includes original manuscripts, exceptional collections, and other publications of historical importance.

3.29. **Registry** refers to the Philippine Registry of Heritage (PRH) which is a repository of the listings, documentation, and statements of significance of all cultural properties of the country deemed locally and nationally significant.

3.30. **Registry Number** refers to a unique, identifiable number assigned to successfully registered cultural properties.

3.31. **Registration Stamp** refers to a unique, identifiable stamp or mark affixed by the Commission on successfully registered privately owned movable cultural properties.

3.32. **Relics** refer to cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest of its parts and which are intimately associated with important beliefs, practices, customs and traditions, periods, and personages.

3.33. **Significance** refers to the quality of being worthy of attention and importance. It is the summation of the different values of heritage attached to cultural property.

3.34. **Tangible Cultural Property** refers to a cultural property with historical, archival, anthropological, archaeological, artistic, and architectural value, and with exceptional or traditional production, whether of Philippine origin or not, including antiques and natural history specimens with significant value.

3.35. **Traditional Ethnographic Materials** refer to objects with established historical, cultural, and/or aesthetic significance considered by cultural communities as significant to them and are validated by an expert/s designated by the Commission in ethnographic materials and/or anthropology.

3.36. **Type** refers to the individual specimen which was used as the basis of description establishing the species, in accordance with the rules of nomenclature.

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3.37. **Vintage Vehicle** refers to a motor vehicle, whether powered by an internal combustion engine, electricity, a combination of both, or other means, that is at least forty (40) years old reckoned from the date of manufacture, whose chassis, engine, steering assembly, and suspension assembly are either original or authentic and whose body has not been altered in general appearance, subject only to the exceptions in Section 12 of RA No. 11698. It shall exclude replicas and reproductions of vintage vehicles. Its historical significance to the country shall be established pursuant to Rule V, Section 2 of the IRR of R.A. No. 11698

3.38. **Works by a Manlilikha ng Bayan** refer to studies, analyses, or discussions on the **Manlilikha ng Bayan** (National Living Treasures) of the Philippines, who have been recognized under **Republic Act No. 7355** and its implementing rules. These works may include scholarly research, critical evaluations, documentation of their contributions, or the presentation and examination of their actual works in relation to Philippine traditional and indigenous arts, ensuring the preservation and transmission of these cultural expressions.

3.39. **Works by a National Artist** refers to studies, analyses, or discussions about the **National Artists of the Philippines**, who have been recognized under **Proclamation No. 1001, s. 1972**, and its subsequent amendments. These works may include scholarly research, critiques, documentation of their contributions, or their actual works in relation to Philippine arts and culture.

3.40. **Works of Fine Art** refers to all original works of art like paintings, sculptures, drawings, and artwork produced in multiples such as graphic and photographic works and sculpture casts, but shall not include works intended to be mass-produced for commercial use.

3.41. **Works of National Heroes** refers to objects crafted by acclaimed national heroes, ascertained by the NHCP as personalities whose deeds inspired the Filipinos to have a concept of a nation and to contribute to the defense, interest, betterment, and quality of life of their fellow countrymen, society, and homeland.

3.42. **Works of National Scientists** refers to objects belonging to and related to the work of recipients of the Order of National Scientists as identified by the appropriate cultural agency pursuant to Section 12.7 of IRR of RA 10066, as amended by RA 11961.

3.43. **Works of National Social Scientists** refers to objects belonging to and related to the work of recipients of the Order of National Social Scientists as

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identified by the appropriate cultural agency pursuant to Section 12.7 of IRR of RA 10066, as amended by RA 11961.

4. REQUIREMENTS

For Private Collectors

All documentary requirements listed below shall be submitted to the NCCA.

4.1. Cover Letter with the following format:

- 4.1.1. Subject: Request for Registration of Privately Owned Movable Cultural Property;
- 4.1.2. Addressed the Executive Director of the Commission;
- 4.1.3. Attention to/Copy furnished to: The Philippine Registry of Heritage

4.2. Documentation Data:

- 4.2.1. Accomplished Registry Form for Privately Owned Movable Cultural Properties.
- 4.2.2. High-quality, colored photographs of each object showing diagnostic features.
  - 4.2.2.1. 300 PPI resolution for digital copies
  - 4.2.2.2. 300 DPI resolution for printed copies

4.3. Identification:

- 4.3.1. For Individual Collector:
  - 4.3.1.1. Any valid Government I.D. of the owner
- 4.3.2. For Institutional Collector:
  - 4.3.2.1. SEC Registration
  - 4.3.2.2. Any valid Government-Issued I.D. of the authorized representative of the institution

4.4. Any of the supporting documents:

- 4.4.1. Deed of Sale or Donation;
- 4.4.2. A sales invoice approved by the Bureau of Internal Revenue (if purchased from licensed dealers);
- 4.4.3. Loan Agreement or Memorandum of Agreement;
- 4.4.4. Certificate of Registration from the National Museum of the Philippines or this Commission;
- 4.4.5. Affidavit of Ownership of items to be registered, stating how these were acquired.

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4.5. In the absence of the owner, additional documents must be submitted:
  4.5.1. Special Power of Attorney
  4.5.2. Any valid Government-Issued I.D. of the authorized representative

For Dealers:
Official endorsement from the Permits and Licensing Section, which shall include the following:

4.6. Memorandum of Endorsement
4.7. Copy of Valid License as Dealers
4.8. Inventory of Movable Cultural Property

5. PROCEDURES

The physical documentary requirements may be submitted to the Philippine Registry of Heritage Office or sent digitally via email at talapamana@ncca.gov.ph

Original copies of the documentary requirements must be submitted to the PRH Officer during the inspection.

For Individual Collectors:
The process of registration shall be as follows:

5.1. Submission of Complete Documentary Requirements

5.2. Inspection of Cultural Property
  5.2.1. The PRH Officer shall ensure the completeness of the documentary requirements.
  5.2.2. Upon review of the cultural properties therein, the PRH Officer shall accession and assign the Registry Number and prepare the corresponding Registration Stamp.
  5.2.3. The PRH Officer shall schedule the inspection and coordinate the same with the applicant.
  5.2.4. The PRH Officer shall conduct the inspection of each and every cultural property submitted for registration.
  5.2.5. The PRH Officer shall affix the Registration Stamp on the cultural property or on the COR and its annex, whichever is applicable, during an inspection.
  5.2.6. An Inspection Slip, prepared by the PRH Officer, shall be signed by the owner/representative to certify the conduct of inspection.

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5.3. Payment of Applicable Fees

5.3.1. After the registration and inspection process, an Order of Payment reflecting the fees to be paid shall be issued to the applicant.

5.3.2. Below are the fees for the registration of privately owned movable cultural property:

5.3.2.1.	Registration	Php 50.00
5.3.2.2.	Certificate of Registration	Php 50.00

5.3.3. The applicant may choose to pay the fees in cash or through the available electronic payment channels of the Commission. Applicable bank charges may apply when using electronic payment channels.

The Commission shall issue an Official Receipt for cash payments. For electronic payments, an Electronic Acknowledgement Receipt (EAR) with a Reference Number to be generated by the electronic payment channel, which shall be accepted to the same extent as an Official Receipt. The client must submit the EAR to the Registry as proof of payment.

Every EAR issued by an intermediary bank shall be binding to the Commission in compliance with Section 5.2.2 (b) of the COA Memorandum Circular 2021-014 or the Guidelines on the use of Electronic Collection (e-Collection) and Electronic Payment (e-payment) for Government Transactions.

5.3.4. Payment for movable cultural properties acquired from licensed dealers shall be exempt from the registration fee upon verification of said license and/or submission of the appropriate supporting documents.

5.4. Issuance of Certificate of Registration

5.4.1. After confirmation of payment, the COR shall be approved and signed by the Division Chief and the Executive Director.

5.4.2. The original copy of the duly sealed and signed COR bearing the Registry Number shall be released to the applicant. A second copy shall be kept by the Commission.

For Institutional Collectors:

The process of registration shall be as follows:

5.5. Submission of Complete Documentary Requirements

5.6. Inspection of Cultural Property

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5.6.1. The PRH Officer shall ensure the completeness of the documentary requirements.

5.6.2. Upon review of the inventory and the cultural properties therein, the PRH Officer shall accession and assign the Inventory and Registry Number and prepare the corresponding Registration Stamp.

5.6.3. The PRH Officer in charge shall schedule the inspection and coordinate the same to the applicant.

5.6.4. The PRH Officer shall conduct the inspection of each and every cultural property submitted for registration.

5.6.5. The PRH Officer shall affix the Registration Stamp on the cultural property or on the COR and its annex, whichever is applicable, during inspection.

5.6.6. An Inspection Slip, prepared by the PRH Officer, shall be signed by the owner/representative to certify the conduct of inspection.

5.7. Payment of Applicable Fees

5.7.1. After the registration and inspection process, an Order of Payment reflecting the fees to be paid shall be issued to the applicant.

5.7.2. Below are the fees for the registration of privately-owned movable cultural property:

5.7.2.1.	Registration Fee	Php 50.00
5.7.2.2.	Certificate of Registration	Php 50.00

5.7.3. The applicant may choose to pay the fees in cash or through the available electronic payment channels of the Commission. Applicable bank charges may apply when using electronic payment channels.

The Commission shall issue an Official Receipt for cash payments. For electronic payments, an Electronic Acknowledgement Receipt (EAR) with Reference Number shall be generated by the electronic payment channel, which shall be accepted to the same extent as an Official Receipt. The client must submit the EAR to the Registry as proof of payment.

Every EAR issued by an intermediary bank is binding to the Commission in compliance with Section 5.2.2 (b) of the COA Memorandum Circular 2021-014 or the Guidelines on the use of Electronic Collection (e-Collection) and Electronic Payment (e-payment) for Government Transactions.

5.7.4. Payment for movable cultural properties acquired from licensed dealers shall be exempt from the registration fee upon verification of

said license and/or submission of the appropriate supporting documents.

5.8. Issuance of Certificate of Registration

5.8.1. After confirmation of payment, the COR shall be approved and signed by the Division Chief and the Chairman.

5.8.2. The original copy of the duly sealed and signed COR bearing the Inventory Number and annex of registered cultural properties with Registry Numbers shall be released to the applicant. A second copy shall be kept by the Commission.

For Dealers:

The process of registration shall be as follows:

5.9. Endorsement for Registration from the PLS

5.10. Inspection of Cultural Property

5.10.1. The PRH Officer shall review the inventory and cultural properties therein, accession and assign the Inventory and Registry Numbers, and prepare the corresponding Registration Stamp.

5.10.2. The PRH Officer in charge shall schedule the inspection and coordinate the same to the applicant.

5.10.3. The PRH Officer shall conduct the inspection of each and every cultural property submitted for registration. A representative from the Permits and Licensing Section may accompany the inspection team as necessary.

5.10.4. The PRH Officer shall affix the Registration Stamp on the cultural property or on the COR and its annex, whichever is applicable, during the inspection.

5.10.5. An Inspection Slip, prepared by the PRH Officer, shall be signed by the owner/representative to certify the conduct of inspection.

5.11. Payment of Applicable Fees

5.11.1. All fees for the registration of the inventory and cultural properties from licensed dealers are waived.

5.12. Issuance of Documents

5.12.1. Transmittal Letter signed by the Executive Director

5.12.2. Certificate of Registration

5.12.2.1. The COR shall be approved and signed by the Division Chief and the Executive Director.

5.12.2.2. The original copy of the duly sealed and signed COR bearing the unique Inventory Number and annex of

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registered cultural properties with Registry Numbers shall be released to the applicant. A second copy shall be kept by the Commission.

6. REFUSAL AND CANCELLATION OF REGISTRATION

6.1. The Commission reserves the right to refuse or cancel the registration of privately owned movable cultural properties for the following reasons:

- 6.1.1. Non-compliance to the submission of complete documentary requirements;
- 6.1.2. The item being registered does not qualify as a cultural property as defined in the Definition of Terms above;
- 6.1.3. The willful misrepresentation of the provided information based on the submitted documents;
- 6.1.4. The item was found to violate Republic Act No. 9105 based on the findings of technical experts of this Commission; and
- 6.1.5. There was no successful registration of movable cultural properties from the submitted inventory.
- 6.1.6. Questionable provenance, as verified by the Commission and relevant cultural agencies, involving illicit excavation, smuggling, improper acquisition, or other violations on cultural properties.

6.2. The collector or dealer shall be notified in writing the refusal or cancellation of their registration and the basis thereof.

7. WITHDRAWAL OF REGISTRATION

7.1. The collector or dealer shall notify the Registry, expressing the intent and basis of the withdrawal of their registration with the following attachments:

- 7.1.1. Affidavit to Rescind
- 7.1.2. Any valid Government I.D. of the owner
- 7.1.3. In the absence of the owner, additional documents must be submitted:
  - 7.1.3.1. Special Power of Attorney
  - 7.1.3.2. Any valid Government I.D. of the authorized representative

All withdrawal of registrations shall be subject to the review of the Commission. The collector or dealer shall be notified in writing if the withdrawal of their registration is approved or subject to further action by the Commission.

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8. APPEALS

For the refusal, cancellation and disapproval of withdrawal of registration, the aggrieved affected party may file an appeal.

Within a period of fifteen (15) days upon receipt of the decision, order, or resolution, the aggrieved party may file a written motion for reconsideration to the NCCA Board. Should the motion for reconsideration be denied, the aggrieved party shall have a period of fifteen (15) days from receipt of the denial of their motion to file an appeal with the Office of the President in accordance with Administrative Order No. 22, s. 2011.

9. CONDITIONS OF REGISTRATION

9.1. All privately owned movable cultural properties may undergo additional verification and assessment by the Commission and other relevant cultural agencies in accordance with the jurisdictions prescribed in Republic Act No. 11961.

9.2. The collectors and dealers shall not be divested of their possession and ownership of movable cultural property in accordance with Republic Act No. 11961.

9.3. Information on movable cultural properties registered through these guidelines shall be maintained in accordance with Republic Act No. 10173 or "The Data Privacy Act of 2012". Access to information will be granted only through a formal request, clearly stating the intended use of the data, and it must be approved by the relevant dealer or collector.

9.4. Unauthorized access or breaches of confidential data shall be reported to the Commission's Data Protection Officer within 24 hours for investigation.

9.5. The export of registered cultural property shall adhere to the Guidelines Governing the Export of Cultural Properties from the Philippines (Board Resolution No. 2021-281). No registered cultural property shall be illicitly exported from the country.

9.6. The dealing of cultural property shall adhere to the Guidelines Governing the Licensing of Dealers of Cultural Property in the Philippines (Board Resolution No. 2021-303). No licensed agent and dealer shall engage in the sale of cultural properties not duly stamped or marked by the Commission.

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9.7. Institutional collectors shall prioritize the registration of permanent collections, owned movable cultural properties, and cultural properties for export, if any.

9.8. Items with multiple pieces (such as, but not limited to, installations, works of art with separate components, etc.) shall be considered as one (1) cultural property. A breakdown of pieces shall be attached to the COR, but only one (1) Registry Number shall be assigned. Removal of any piece listed as part of the cultural property shall nullify the registration unless otherwise updated by the collector or dealer.

9.9. Only (1) original copy of the Certificate of Registration shall be issued by the Commission. Certified True Copies of the certificate, signed by the Chief of Cultural Properties Regulation Division, may be requested upon payment of Php 50.00.

10. OFFENSES AND PENALTIES

10.1. Pursuant to R.A. No. 10066, it shall be prohibited to:

10.1.1. Import, sell, distribute, procure, acquire, or export cultural property stolen, or otherwise lost against the will of the lawful owner;

10.1.2. Illicitly export cultural property listed in the Philippine Registry of Heritage or those that may be categorized as such upon visitation or incorrectly declared the same during transit;

10.1.3. Deals in cultural property without proper license and registration issued by the cultural agency concerned;

10.1.4. Attempts to conceal cultural property from registration or those intended to be encumbered or excavated; and

10.1.5. Non-registration of a cultural property upon or after proper notification by the Commission or the cultural agency concerned.

10.2. The penalties for such offenses as provided by R.A. No. 10066 shall apply.

11. GUIDELINES REVIEW PROCESS

These guidelines will be reviewed every five years and at other times if any significant new information, guidelines, or organizational change warrants a review. Its effectiveness will be assessed as required and amended as necessary to reflect the needs of the Commission. The Executive Director is authorized to promulgate rules and regulations to implement the provisions of these guidelines subject to the approval of the Chairman. Any amendment requires the approval of the NCCA Board.

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12. **SEPARABILITY CLAUSE**

If any provision or part hereof is held invalid or unconstitutional, the remainder of these rules or the provision not otherwise affected shall remain valid and subsisting.

13. **REPEALING CLAUSE**

All rules, board resolutions, instructions, and rules and regulations or parts thereof which are inconsistent with these guidelines are hereby deemed repealed or modified accordingly.

14. **EFFECTIVITY**

These guidelines shall take effect after fifteen (15) calendar days following its full publication in the Official Gazette and in two (2) daily major newspapers of general circulation in the Philippines, whichever takes place sooner. A copy of these guidelines shall be deposited in the National Administrative Register and the University of the Philippines Law Center.

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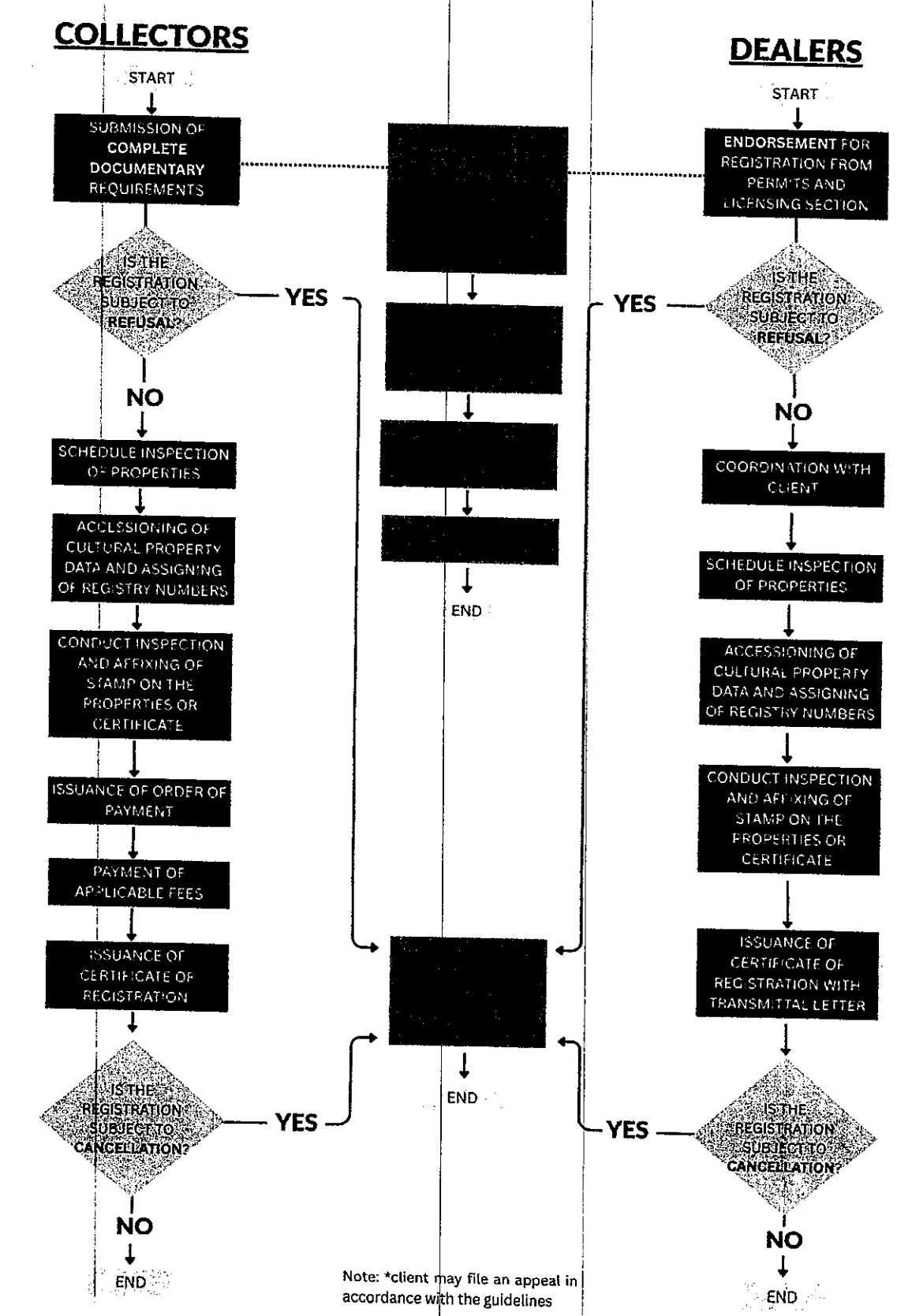
ANNEX A	PROCESS FLOW



Note: *client may file an appeal in accordance with the guidelines

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ANNEX B	REGISTRY FORM FOR PRIVATELY OWNED MOVABLE CULTURAL PROPERTY

NCCA	NATIONAL COMMISSION FOR CULTURE AND THE ARTS	*Document Reference Code:* NCCA-FR-CPD-PRH-00X	
	FORM	Revision No.	Effectivity Date:
	REGISTRY FORM FOR PRIVATELY OWNED MOVABLE CULTURAL PROPERTY	Page	1 of 2

REGISTRY NUMBER:
to be assigned by the PRH Officer

CULTURAL PROPERTY DETAILS		
PHOTO:	**NAME:**	
	OTHER NAME/S:	
	CATEGORY:	
	CLASSIFICATION:	
	LOCATION:	
DESCRIPTION: *Must include a description of the cultural property's physical appearance and condition, history, provenance (i.e. name of previous owner, nature and date of acquisition, creation or discovery, etc.), and other pertinent information.*		

HEIGHT: *cm*	LENGTH: *cm*	WIDTH: *cm*	DIAMETER: *cm*

OWNERSHIP DETAILS	
NAME OF OWNER/ADMINISTRATOR:	
ADDRESS:	
CONTACT INFORMATION:	

By submitting this form, I hereby certify that the information provided is complete, true, and correct to the best of my knowledge.

I acknowledge that the registration of the cultural property may be subject to refusal or cancellation based on the criteria established by the NCCA.

Additionally, I confirm that I have read and understood the NCCA Privacy Notice (https://ncca.gov.ph/data-privacy-notice/) and hereby agree to its terms and conditions.

Signature Over Printed Name of
Owner/Authorized Representative

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CATEGORY-CLASSIFICATION		
CATEGORY	CLASSIFICATION	
Archaeological Materials	Artifacts	Ceramic– Stoneware, Porcelain, Earthenware
		Glass
		Metal
		Meteorites
		Modified Bone
		Modified Shell
		Stone Ornaments
		Stone Tools
		Others
	Ecofacts	Bones
		Fossils
		Plants Remains
		Shells
		Others
Ethnographic Materials	Crafts	Traditional Clothing
	Household Items	Weaponry
	Musical Instruments	Work Implements
	Personal Adornment	Others
	Textiles	
Religious Objects	Liturgical Object	Vestment
	Relic	Others
	Religious Sculpture/Image	
Works of Industrial/Commercial Arts	Coins	Vehicle
	Furniture	Others
Artworks	Painting	Sculpture
	Prints – Linocut Print, Woodcut Print	Others
Archival Holdings	Books	Paper
	Magnetic Media– Cassette Tape, Vinyl Record	Photographs
	Manuscript/ Handwritten Books	Others
	Negatives– Camera Negatives, Microfiche	
Natural History Specimens	Biological Objects	Geological Objects
	Botanical Objects	Paleontological Objects
	Environmental Objects	Others

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ANNEX C	INSPECTION SLIP

NCCA	NATIONAL COMMISSION FOR CULTURE AND THE ARTS	*Document Reference Code:* NCCA-FR-CPD-PRH-00X	
	FORM	Revision No.	Effectivity Date:
	INSPECTION SLIP	Page	1 of 1

INSPECTION SLIP

Date: _____

This is to certify that _____, has inspected a total
(Name of Inspector)

of _____ of movable cultural properties on _____, in
(Number) (Date of Inspection)

_____ as part of the procedures for the
(Place of Inspection)

registration of privately-owned movable cultural property.

_____
Cultural Property Owner/Representative
(Signature above Printed Name)

☐ Licensed Dealer ☐ Private Collector

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ANNEX D1	INDIVIDUAL COLLECTOR - CERTIFICATE OF REGISTRATION Template

NCCA-CPRD/PRH-2025-XX-

BAGONG PILIPINAS

National Commission for Culture and the Arts
Cultural Properties Regulation Division
Philippine Registry of Heritage

CERTIFICATE OF REGISTRATION

Registry Number: PRH-PH-PC-00000000
Registration Date: Date Month Year

This is to certify that the privately-owned movable cultural property below has been registered with the Philippine Registry of Heritage in accordance with Article V, Section 14 (e) of Republic Act No. 10066, as amended by Republic Act No. 11961.

Name of Cultural Property: [redacted]

Owner/s: [redacted]

Address: [redacted]

Classification:
Work of Art - Sculpture

Description: [redacted]

Height: [redacted] cm **Width:** [redacted] cm **Length:** ___ cm **Depth:** [redacted] cm

This does not serve as a Certificate of Authenticity nor an Export Permit.

Recommending Approval:

NAME
Division Chief
Cultural Properties Regulation Division

/initials

Approved by:

NAME
Executive Director
National Commission for Culture and the Arts

Official Receipt No. 000-00000000-000000
Amount: 0000.00

NCCA
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Office of the Chairman

ANNEX D2	INSTITUTIONAL COLLECTOR - CERTIFICATE OF REGISTRATION Template

NCCA-CPRD/PRH-2025-XX-

BAGONG PILIPINAS

National Commission for Culture and the Arts
Cultural Properties Regulation Division
Philippine Registry of Heritage

CERTIFICATE OF REGISTRATION

Inventory Number: PRH-PH-PC-00000000
Registration Date: Date Month Year

This is to certify that

Name of Collector

located in **Address**, has registered an inventory of movable cultural property with the Philippine Registry of Heritage in accordance with Article V, Section 14 (e) of Republic Act No. 10066 (National Cultural Heritage Act of 2009), as amended by Republic Act No. 11961.

Attached with this certificate is the list of successfully registered movable cultural property.

This does not serve as a Certificate of Authenticity nor as an Export Permit.

Recommending Approval:

NAME
Division Chief
Cultural Properties Regulation Division

Initials

Approved by:

NAME
Chairman
National Commission for Culture and the Arts

Official Receipt No. 000-00000000-000000
Amount: 0000.00

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Office of the Chairman

BAGONG PILIPINAS

PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

ANNEX OF REGISTRY NUMBERS
for Inventory Number 00000000
as of Date Month Year

Page 00 of 00

REGISTRY NUMBER	NAME OF CULTURAL PROPERTY	DESCRIPTION

x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x Nothing follows.

NCCA
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Office of the Chairman

ANNEX D3	DEALER - CERTIFICATE OF REGISTRATION Template

NCCA-CPRD/PRH-2025-XX-

BAGONG PILIPINAS

National Commission for Culture and the Arts
Cultural Properties Regulation Division
Philippine Registry of Heritage

CERTIFICATE OF REGISTRATION

Inventory Number: PRH-PH-PC-00000000
Registration Date: Date Month Year

This is to certify that

Name of Dealer

with

License Number 000000

operating in **Address**, has registered an inventory of movable cultural property with the Philippine Registry of Heritage in accordance with Article V, Section 14 (e) of Republic Act No. 10066 (National Cultural Heritage Act of 2009), as amended by Republic Act No. 11961.

Attached with this certificate is the list of successfully registered movable cultural property.

This does not serve as a Certificate of Authenticity nor as an Export Permit.

Recommending Approval:

NAME
Division Chief
Cultural Properties Regulation Division

Approved by:

NAME
Executive Director
National Commission for Culture and the Arts

Initials

Official Receipt No. 000-00000000-000000
Amount: 0000.00

NCCA
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Office of the Chairman

BAGONG PILIPINAS

PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

ANNEX OF REGISTRY NUMBERS
for Inventory Number 00000000
as of Date Month Year

Page 00 of 00

REGISTRY NUMBER	NAME OF CULTURAL PROPERTY	DESCRIPTION

x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x Nothing follows.

NCCA
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Office of the Chairman