



Issuance of Acknowledgement for NOTICE TO DENATURE IMPORTED BIOETHANOL

Department Circular No.: [DC2021-06-0014](#)

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

Office or Division:	Oil Industry Management Bureau (OIMB)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Accredited DOI Biofuels Participant
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form	Provided by applicant (<i>see sample template</i>) <ul style="list-style-type: none"> Annex F – Template of Application Form Per DC-2021-06-0014
2. Documentary Requirements <ul style="list-style-type: none"> Photocopy of the Acknowledgement of Notice to Import Bioethanol 	Provided by applicant
NOTES:	
a. Submit this notice with complete documentary attachment not later than three (3) working days prior to the date of the actual conduct of denaturing of imported bioethanol.	
b. Reportorial Requirements	Annex MRE-E: Monthly Report on Bioethanol Denaturing Liquidation

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		<i>Officer of the day / Assigned Processor, Oil Industry Management Bureau</i>
	1.3 If incomplete, return to client			
2. Submit of application to Oil Industry Management Bureau	2.1 Official receipt of application	None	2 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB</i>
	3.5 Process application and prepare Acknowledgment letter			<i>Science Research Specialist, OISMD</i>
	3.6 Review, evaluate and act on the application			<i>Supv SRS, OISMD</i>
	3.7 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, OISMD</i>
	3.8 Review and endorse application for Director's approval			None
	3.9 Review and approve endorsed application	<i>Director, OIMB</i>		
	3.10 Release approved	<i>Admin Staff, OIMB-OD</i>		

	application to respective division			
4. Receipt of Notice to Denature Imported Bioethanol	4.1 Release of application to client			<i>Admin Staff, OISMD</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days		3 Working Days		