

ISSUANCE OF PERMIT TO REPRODUCE OR USE FACSIMILES OF LEGAL TENDER PHILIPPINE NOTES AND COINS

- Description** : BSP approval is required by law for the reproduction of facsimiles of legal tender Philippine Currency for promotional purposes in all print and broadcast media.
- Clients** : General public
- Documents Required** : Formal letter request
- Schedule of Service Availability** : Banking days, 9:00 A.M. – 3:00 P.M.
- Contact Information** : Currency Issue and Integrity Office (CIIO), Currency Management Sub-Sector (CMSS), Security Plant Complex, East Ave., Diliman, Quezon City, Telephone Nos. 9884833 and 9265092
- Total Processing Time** : Not more than ten (10) working days from the date the request or application was received as provided for by Section 8 (b) of Republic Act No. 9485 otherwise known as 'Anti-Red Tape Act of 2007'¹
- Total fees** : None

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Submit formal letter with attached layout, design, storyboard and/or video of the proposed facsimiles of legal tender notes and coins	Acknowledge receipt of client's copy	Administrative Division (AD), CMSS/ Tellering Area, BSP, Quezon City	Formal letter request with attached complete requirements	Receiving copy of formal letter request with attached complete requirements

¹ Republic Act No. 9485 – An act to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties therefor.

Section 8. Accessing Frontline Services. – The following shall be adopted by all government offices and agencies:

- (b) Action of Offices – (1) All applications and/or requests submitted shall be acted upon by the assigned officer or employee during the period stated in the Citizen's Charter which shall not be longer than five working days in the case of simple transactions and ten (10) working days in the case of complex transactions from the date the request or application was received.

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
		Prepare Data Tracking Sheet (DTS) with Reference Number (RN)	AD, CMSS	Formal letter request with attached complete requirements	DTS Form with RN attached to formal letter request
		Transmit to Currency Integrity Staff (CIS), CIO	AD, CMSS	Formal letter request with attached complete requirements	
2		Acknowledgement receipt	Currency Integrity Staff (CIS), CIO	Formal letter request with attached complete requirements and DTS	
		Evaluate letter request	CIS, CIO	Formal letter request with attached complete requirements and DTS	
		Approve letter reply		Formal letter request with attached complete requirements	
3		Release approved letter reply to client	AD, CMSS	Approved letter reply	Receiving copy of letter reply
END OF TRANSACTION					