



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

**GUIDELINES ON REQUEST FOR PHOTO REPRODUCTION
OF NATIONAL MUSEUM OF THE PHILIPPINES COLLECTION**

1. All requests must be in writing and are subject for approval by the management.
2. A letter of request should include details of the museum object's photographic reproduction, including subject of the request, and the size and resolution required. The management reserves the right to ask for manuscript of the article, storyboard or project proposal for which the image will be used.
3. Photos requested shall be solely used with the agreed and approved purpose/s. Use for other purposes shall require another request for approval and arrangements.
4. The NMP must be furnished with a copy of the final material upon printing and/or publication for its records.
5. An applicable fee shall be paid to the NMP's Cash Section in cash or online bank transfer according to the following schedule of rates:
 - ₱3,000.00 per item of the National Cultural Treasures (NCT)
 - ₱2,000.00 per item of the 19th Century Masters, Important Cultural Property, National Artists Cultural Property, Natural History Specimens (type specimens only)
 - ₱1,000.00 per item for Non-Cultural Property, Contemporary Art & Museum Objects

5.1. For bank transfer, payment shall be sent to the following details:

Account Name:	National Museum Income Fund
Account Number:	0012-1184-30
Servicing Bank:	Landbank of the Philippines – Intramuros Branch

5.2. Issuance of Official Receipt is three (3) days upon submission of the original Deposit Slip or receipt of Transfer Confirmation Email from bank.

6. Other payment options are Manager's Check, Cashier's Check or Money Order payable to the National Museum.
7. Proper credit should be given to the NMP and its photographer for each published image.
8. For requests coming from the NMP regional, area, and site museums, the Regional Administration and Operations Division (RAOD) shall coordinate with the Museum Services Division for the processing of requests.

JEREMY BARNES
Director-General

CONFORME:

(Signature over Printed Name)

Name of Company:

Date:

Contact No.: