




PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

NMP COLLECTION PHOTO REPRODUCTION AGREEMENT FORM

NMP-MSD-F-011

 PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES	NMP COLLECTION PHOTO REPRODUCTION AGREEMENT FORM	
	Document Reference No.	NMP-MSD-F-011
	Effectivity Date:	02 October 2023
	Version no.:	2023-000

Instruction: Read carefully the following statements before filling out the needed information and affixing your signature in agreement.

- All requests must be in writing addressed to NMP Director-General Jeremy Barns, CESO III and are subject to approval by the management.
 - A request is made by submitting the following documentary requirements: 1. Letter of Request, 2. NMP Collection Photo Reproduction Agreement Form, and 3. NMP Collection Photo Reproduction Application Form.
 - The letter of request should already include the company profile and overview of the project or output in which the photo being requested will be used. Details of the museum object for photographic reproduction as well as the size and resolution required should also be included.
 - Complete documentary requirements shall be sent to the Museum Services Division for proper coordination and processing. These may be hand carried or sent to MSD’s official email address services@nationalmuseum.gov.ph
- For feature or publication purposes, a working manuscript, script, and/or storyboard indicating how the photo will be utilized with accompanying texts, if applicable, will be required for submission. This will be subject for review of our research divisions for any fallacy or misrepresentation.
- Upon approval of the request, the requester shall be notified to proceed with the payment.

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
 - 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
 - Other payment options are Manager’s Check, Cashier’s Check or Postal Money Order payable to the National Museum Income Fund.
 - Official Receipt shall be issued upon cash payment while the Acknowledgement Receipt for other modes of payment made can be issued one to three (1-3) days after the submission of the copy of the original Deposit Slip or receipt of Transfer Confirmation Email from bank.
- A maximum of five (5) digital photos can be requested per transaction. The requested photos shall be solely used with the agreed and approved purpose/s. Use for other purposes as well as additional photos shall require another request for approval and arrangements.
- Proper credit should be given to the NMP and its photographer for each published image.
- The NMP must be furnished with a copy of the final material upon printing and/or publication. The Resource Material Acknowledgement Receipt and Consent Form should be accomplished and submitted together with the material/s to the MSD.
- For requests coming from the NMP satellite offices, the regional area and site museum personnel shall coordinate with the MSD for the processing and arrangement of the request.
- The NMP reserves the right to refuse any request should it find the same not to be in accordance with or in furtherance of the museum’s objectives and mandate or which compromise the NMP’s interest.
- The NMP will not be liable to any misuse or misrepresentation of photos whose permission was explicitly advised to be sought from the museum object lender or donor and/or copyright owner.

JEREMY BARNs, CESO III
Director-General

CONFORME:

_____	_____
Signature over Name	Date
Name of Affiliation/Company: _____	
Contact No: _____	