RULES FOR REQUESTS FOR SPECIAL REVIEW

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In order not to disrupt our daily review schedules, wherein materials already scheduled for review are canceled to give way to on-the-spot requests for special review, please be advised that effective immediately, the following rules shall be strictly observed with regard to requests for special review of film prints and television materials:

1. Special reviews shall be allowed only in exceptional circumstances and shall require prior approval of the Chairman.

2. Requests for special review must be received at least twenty-four (24) hours before the special review schedule and appropriate fees and surcharges must be paid for.

3. Requests for on-the-spot review of materials shall no longer be entertained.

Please be guided accordingly.

Adopted: 1 July 2004

(SGD.) MA. CONSOLIZA P. LAGUARDIA
Chairman

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