

1. ISSUANCE OF LICENSE TO BUY LEAF TOBACCO (NEW AND RENEWAL)



CLIENT GROUPS

Trading Center (TC) Operators



REQUIREMENTS

Duly accomplished Application Form (RD Form No. 1)

Information Sheet of TC Operator (RD Form No. 2)

Designation Order from Principal Buyer/Corporation, as the duly authorized operator of such TC, if TC is a corporation or operates under the corporate name of a principal buyer (RD Form No. 3)

Photocopy of Articles of Incorporation/By-Laws, if applicant is a corporation (For New Applicants only)

Clearance from the Branch Office as to the payment of Research and Regulation (R & R) fees and other obligations

Photocopy of the audited financial statements and/or Income Tax Returns of the TC operator or the corporation, for the past two (2) preceding calendar/fiscal year

Financial Guarantee issued by the Wholesale Tobacco Dealer (WTD)/Principal Buyer, for the current trading year (RD Form No. 5)

List of NTA-registered tobacco farmers/cooperatives/associations with whom TC has entered into a Marketing Agreement (MA) and not otherwise contracted by any other licensed Buyer/s, as well as estimated yield/production (RD Form No. 6)

List of contracted WTD/s where it will sell its tobacco leaf acceptances (RD Form No. 6a)

List of contracted or independent Field Representatives (FRs) from whom TC will buy leaf tobacco and corresponding estimated purchases, as well as the list of registered tobacco farmers/cooperatives/associations with which FRs had entered into MA and not otherwise contracted by any

other licensed buyer/s, indicating the location, area planted, and estimated yield/production (RD Form No. 6)

Vicinity/Location and floor plan of the TC, indicating its total area, location and dimension of the different service areas (for New Applicant only)

Photocopy of Mayor's Permit for the current year or proof of payment (OR) issued by the municipality/city where the buyer applied for a Mayor's Permit

Photocopy of Certificate of Attendance to Orientation Seminar on Tobacco Trading Rules and Regulations conducted by the NTA

 SERVICE SCHEDULE Monday to Friday, 8:00 AM to 5:00 PM

 AVERAGE PROCESSING TIME 2 days

 FEES

LICENSE FEES

Tobacco Type & Volume Purchased/Accepted (kg)	AMOUNT (Php)
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A. Virginia and Burley Air-Cured Types	
250,000 and below	6,750.00 *
250,001 to 350,000	8,100.00
350,001 to 450,000	9,450.00
Above 450,000	10,800.00
B. Native/Dark Air-Cured Type	
250,000 and below	2,362.50 *
250,001 to 350,000	2,835.00
350,001 to 450,000	3,307.50
Above 450,00	3,780.00

* *Applicable to new TCs*



PROCESS OF AVAILING THE SERVICE

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
1. Submit application form	Receive application	2 minutes	Spvg. TPRO	Branch Office (BO)
	Determine completeness of documents	5 minutes		
	Issue Charge Slip	2 minutes		
2. Pay fees	Issue Order of Payment	2 minutes	Accountant	BO
	Issue Official Receipt (OR)	2 minutes	Cashier	BO
3. Photocopy OR	Receive photocopy & verify against original	3 minutes	Spvg. TPRO	BO
	Indorse application to the CO	5 minutes	Branch Manager	BO
	Transmit documents to the CO	1 day	Computer Operator	BO
	Receive application documents	1 minute	Secretary I	Regulation Dept. (RD) - 5 th Floor
	Validate and initial application	5 minutes	Spvg. TPRO	RD - 5 th Floor
	Prepare License	3 minutes	TPRA II	RD - 5 th Floor
	Verify and Initial License	5 minutes	Chief TPRO/ DM III	RD - 5 th Floor

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	Log out and transmit to Office of the Deputy Administrator for Operations (DAOp)	3 minutes	Secretary I	RD - 5 th Floor
	Receive and log documents	2 minutes	Private Secretary	Office of the DAOp
	Initial License	2 minutes	DAOp	Office of the DAOp
	Transmit to the Office of the Administrator (OAd)	5 minutes	Private Secretary	Office of the DAOp
	Receive and log	2 minutes	Private Secretary	OAd – 2 nd Floor
	Sign License	1 hour	Administrator	OAd – 2 nd Floor
	Log out and transmit to the Regulation Department	3 minutes	Private Secretary	OAd – 2 nd Floor
	Transmit approved License to the Branch	1 day *	TPRA II	RD - 5 th Floor
4. Receive License	Release Permit to Applicant	2 minutes	Spvg. TPRO	BO
Total Processing Time:		2 days, 1 hr, 54 mins		

* Average time applied for the conveyance/transport of the original License from the Central Office to the Branch Office