



## 2. ISSUANCE OF PERMIT TO PURCHASE LEAF TOBACCO (NEW AND RENEWAL)

	<b>CLIENT GROUPS</b>	Wholesale Tobacco Dealers (WTDs)
	<b>REQUIREMENTS</b>	<p>Duly accomplished Application Form (RD Form No. 1)</p> <p>Duly notarized Certification of Financial Guarantee of duly licensed tobacco trading center/s that shall operate under its Purchase Commitment (RD Form No. 5), and the duly authorized signatories in all trading documents</p> <p>Purchase Commitment to purchase a specific quantity/volume of leaf tobacco from duly licensed tobacco buyer firm/trading center operators (RD Form No. 14)</p> <p>Photocopy of Certificate of Attendance to Orientation Seminar on Tobacco Trading Rules and Regulations conducted by the NTA</p>

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

 **AVERAGE PROCESSING TIME** 2 days

 **FEEES** Permit Fees Php 13,500.00

### 'PROCESS OF AVAILING THE SERVICE

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
1. Submit application	Receive application	2 minutes	Spvg. TPRO	Branch Office (BO)
	Determine completeness of documents	5 minutes		

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	Issue Charge Slip	2 minutes	Spvg. TPRO	BO
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 Central Office	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 <sup>th</sup> Floor
	Validate and initial application	5 minutes	Spvg. TPRO	RD - 5 <sup>th</sup> Floor
	Prepare Permit	3 minutes	TPRA II	RD - 5 <sup>th</sup> Floor
	Verify and initial Permit	5 minutes	Chief TPRO/ DM III	RD - 5 <sup>th</sup> Floor
	Log out and transmit to Office of the Deputy Administrator for Operations (DAOp)	3 minutes	Secretary I	RD - 5 <sup>th</sup> Floor

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

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