

### 3. ISSUANCE OF PERMIT TO REDRY LEAF TOBACCO (NEW AND RENEWAL)



CLIENT GROUPS

Redrying Plant (RP) Operators



REQUIREMENTS

Duly accomplished Application Form (RD Form No. 1)

List of NTA-licensed tobacco trading center/s and wholesale tobacco dealers (TCs/WTDs) with whom the applicant will enter into a contract of redrying services.

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

Permit Fees

Php 13,500.00



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

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
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 Central Office	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 the Office of the Deputy Administrator for Operations	3 minutes	Secretary I	RD - 5 <sup>th</sup> Floor
	Receive and log documents	2 minutes	Private Secretary	Office of the DAOp
	Initial Permit	2 minutes	Deputy Administrator for Operations (DAOp)	Office of the DAOp

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	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, 36 mins</b>		

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