

4. ISSUANCE OF CERTIFICATE OF AUTHORITY TO PURCHASE LEAF TOBACCO (NEW AND RENEWAL)



CLIENT GROUPS

Field Representatives (FRs)/Viajeros



REQUIREMENTS

Duly accomplished Application Form (RD Form No. 13)

Duly notarized Special Authority issued by the contracting Trading Center (TC), if any (RD Form No. 8)

Photocopy of NTA Official Receipt (OR) indicating the full payment of the required registration fee;

List of contracted tobacco farmer-cooperators under Marketing Agreement (RD Form No. 6)

Copies of used COPs of the preceding trading season (For Renewals)

Clearance from the Branch Office (RD Form No. 4), as to payment of Research and Regulation (R & R) fees, in case applicant has no TC affiliation (For Renewals)

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

I. LICENSE FEES

<u>Volume Accepted/ Delivered (kg) **</u>	<u>Amount (PhP)</u>
2,000 & below	1,200.00
2,001 – 20,000	2,400.00
20,001 – 40,000	3,600.00
40,001 – 100,000	5,400.00
100,001 – 250,000	6,750.00

II. CERTIFICATE OF PURCHASE (COP)250.00/
booklet

****** *Volume of acceptances/deliveries based on immediately preceding Trading Season (for renewals), or estimated volume of production of tobacco farmers included in list per RD Form No. 6 (for New Applicants).*

**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	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 (CO)	5 minutes	Branch Manager	BO
	Transmit documents to the CO	1 day	Computer Operator	BO

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	Receive application documents	2 minutes	Secretary I	Regulation Dept. (RD) - 5 th Floor
	Validate and initial application	5 minutes	Spvg. TPRO	RD - 5 th Floor
	Prepare Certificate	3 minutes	TPRA II	RD - 5 th Floor
	Verify and initial Certificate	5 minutes	Chief TPRO/ DM III	RD - 5 th Floor
	Log out and transmit to the 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 Certificate	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 nd Floor
	Sign Certificate	1 hour	Administrator	OAd – 2 nd Floor

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	Log out and transmit to the Regulation Department	3 minutes	Private Secretary	OAd – 2 nd Floor
	Transmit approved Certificate to the Branch	1 day *	TPRA II	RD - 5 th Floor
4. Receive License	Release Certificate 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 Permit from the Central Office to the Branch Office*