

**5. ISSUANCE OF AUTHORITY/ACCREDITATION TO IMPORT/EXPORT/
TRANSSHIP/PROCESS MANUFACTURED/UNMANUFACTURED
TOBACCO**



CLIENT GROUPS

Importers of Manufactured/
Unmanufactured Tobacco
Exporters of Manufactured/
Unmanufactured Tobacco
Trans-shippers
Cigar/Cigarette Manufacturers



REQUIREMENTS

Duly accomplished Application Form (RD Form No. 16)
Information Sheet of Applicant
Names of Company Officers, their designations and nationalities; and official designation of authorized representative/s to apply for a Permit and/or Commodity Clearance, signed by the Corporate Secretary or Owner/President;
DTI Certificate of Business Name Registration, for single proprietorship; Articles of Incorporation and By-Laws, for corporations; Articles of Partnership, for partnership, if new;
Copy of latest Income Tax Return (ITR) and/or Audited Financial Statements
Certified Photocopy of latest Mayor's Permit issued by the Municipality/City where the business is located; or Certification as a Registered Locator for applicants operating within PEZA-registered or Freeport Zones, and/or proof of payment of fees to the concerned agencies, if the permit/certificate has not been issued;
Summary Report of Transshipment (RD Form No. 18-D), if trans-shipper;
BO endorsement of the application attesting that the applicant submitted the complete documentary requirements, in the case of manufacturers/processors whose place

of business is within the jurisdiction of any NTA Branch Office (RD Form No. M-2)

Certified list of brands/kinds of tobacco products manufactured/processed including their specific variants. For new brands/kinds of tobacco products, the list shall be submitted to the NTA before commercial production, if manufacturer.



SERVICE SCHEDULE

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



AVERAGE
PROCESSING
TIME

1.5 hour



FEES

Amount
(PhP)

LICENSE FEES

Importer	11,250.00
Exporter	11,250.00
Transshipper	11,250.00

ANNUAL ACCREDITATION FEES

(New or Renewal)

***Number of sticks manufactured/
processed, per annum:***

Less than 1 billion	20,000.00
1 billion to less than 10 billion	25,000.00
10 billion to less than 30 billion	30,000.00
30 billion to less than 50 billion	40,000.00
50 billion and above	50,000.00



PROCESS OF AVAILING THE SERVICE

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
1. Submit application form	Receive application documents	2 minutes	Secretary I	Regulation Dept. (RD) - 5 th Floor
	Determine completeness of document & issue Charge Slip	5 minutes	TPRO II / III	RD - 5 th Floor
2. Pay fees	Issue Order of Payment	2 minutes	Accountant II	Finance Dept. (FD) - 4 th Floor
	Issue Official Receipt (OR)	3 minutes	Cashier	FD - 4 th Floor
3. Photocopy OR	Receive photocopy & verify against original	2 minutes	TPRO II / III / Sr. TPRO	RD - 5 th Floor
	Validate and initial application	3 minutes	Spvg. TPRO	RD - 5 th Floor
	Prepare Authority to Import/ Export/ Trans-ship/ Manufacture	3 minutes	TPRA II	RD - 5 th Floor
	Verify and initial Authority/ Accreditation	3 minutes	Chief TPRO and Dept. Mgr. III	RD - 5 th Floor

CLIENT ACTION	AGENCY ACTION	TRANSACTION TIME	RESPONSIBLE PERSON	LOCATION
	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 Authority/ Accreditation	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 Authority/ Accreditation	1 hour	Administrator	OAd – 2 nd Floor
	Log out and transmit to the Regulation Department	3 minutes	Private Secretary	OAd – 2 nd Floor
4. Receive Authority	Release Authority/ Accreditation to Applicant	2 minutes	Secretary I	RD – 5 th Floor
Total Processing Time:		1 hr, 42 mins		