



NTA-RD-F-001-A rev 01

Republic of the Philippines
Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION
Scout Reyes Street corner Panay Avenue
Quezon City

**CHECKLIST OF REQUIREMENTS
TRADING CENTER**

Virginia

Burley

Native/Dark

APPLICANT: _____

Address: _____

- ___ 1. Application form (RD Form No. 1) properly accomplished;
- ___ 2. Information sheet (RD Form No. 2) of the trading center operator;
- ___ 3. Designation Order (RD Form No. 3) from the principal buyer/corporation, as the duly authorized operator of such trading center, if trading center is a corporation or operates under the corporate name of a principal buyer;
- ___ 4. Photocopy of Articles of Incorporation/By-Laws, if the applicant is a corporation (**NEW APPLICANT ONLY**);
- ___ 5. Clearance (RD Form No. 4) from the Branch Office, as to where the TC is located and as to the payment of R & R fees and other obligations ;
- ___ 6. Photocopy of audited financial statements and/or Income Tax Returns of the trading center operator or the corporation, for the two (2) past preceding calendar/fiscal year;
- ___ 7. Financial Guarantee (RD Form No. 5) issued by a WTD/Principal Buyer, for the current trading year;
- ___ 8. List of NTA registered tobacco farmers/cooperatives/associations with whom he/she has entered into an MA & not otherwise contracted by any other licensed Buyer/s, as well as estimated yield/production (RD Form No. 6);
- ___ 9. List of contracted WTD/s where he/she will sell his/her leaf tobacco acceptances (RD Form No. 6a);
- ___ 10. List of contracted or independent FRs from whom he/she will buy leaf tobacco and estimated purchases, as well as list of registered tobacco farmers/cooperatives/associations with the FRs had entered into an MA & not otherwise contracted by any other licensed buyer/s, indicating the location, area planted as well as, estimated yield/production (RD Form No.6);
- ___ 11. Vicinity/location and floor plan of the trading center, indicating its total area, location and dimension of the different service areas (**NEW APPLICANT**);
- ___ 12. Photocopy of the Mayor's Permit for the current year /or proof of payment (O.R.) issued by the municipality/city where the buyer applied for a Mayor's Permit;
- ___ 13. Photocopy of Certificate of Attendance to Orientation Seminar conducted by the NTA;
- ___ 14. Photocopy of preceding year's License to Buy leaf tobacco (Renewal)

FOR BRANCH OFFICE USE ONLY

Received and Processed By:

Printed Name & Signature

Date: _____

FOR RD USE ONLY

Received and Processed By:

Printed Name & Signature

Date: _____

License No. _____