



NTA-RD-F-013-A rev 01

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

**CHECKLIST OF REQUIREMENTS
FIELD REPRESENTATIVE**

APPLICANT : _____
Address : _____

For New Applicant

- ___ 1. Application form (RD Form No. 13) properly accomplished;
- ___ 2. Duly notarized Special Authority (RD Form No. 8) issued by the contracting TC (if any);
- ___ 3. List of contracted tobacco Farmer Cooperators (RD Form No. 6) under Marketing Agreement (MA), and
- ___ 4. Photocopy of Certificate of Attendance to Orientation Seminar on TRR conducted by the NTA.

For Renewal:

- ___ 1. Application form (RD Form No. 13) properly accomplished;
- ___ 2. Duly notarized Special Authority (RD Form No. 8) issued by the contracting TC (if any);
- ___ 3. Copy/ies of issued COP of the preceding trading season;
- ___ 4. Clearance (RD Form No. 4) from the Branch Office as to payment of R & R fees, If no TC affiliation;
- ___ 5. List of contracted tobacco Farmer Cooperators (RD Form No. 6) under Marketing Agreement (MA);
- ___ 6. Photocopy of Certificate of Attendance to Orientation Seminar on Tobacco Trading Rules and Regulations conducted by the NTA, and
- ___ 7. Photocopy of preceding year's Certificate of Authority (COA) / ID to buy leaf tobacco.

**FOR BRANCH OFFICE USE ONLY /
AUTHORIZED REPRESENTATIVE**

Received and Checked By:

Printed Name & Signature

Date: _____

FOR RD USE ONLY

Received and Checked By:

Printed Name & Signature

Date: _____

COA No. _____