



Republic of the Philippines  
Department of Agriculture  
**NATIONAL TOBACCO ADMINISTRATION**  
11<sup>th</sup> Floor, The Upper Class Tower, Block S-139  
Quezon Avenue cor. Scout Reyes St.  
Brgy. Paligsahan, Quezon City

**CHECKLIST OF REQUIREMENTS**

- |                                   |                                   |                                       |                                       |
|-----------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> EXPORTER | <input type="checkbox"/> IMPORTER | <input type="checkbox"/> TRANSSHIPPER | <input type="checkbox"/> MANUFACTURER |
| <input type="checkbox"/> Leaf     | <input type="checkbox"/> Leaf     | <input type="checkbox"/> Leaf         |                                       |
| <input type="checkbox"/> Product  | <input type="checkbox"/> Product  | <input type="checkbox"/> Product      |                                       |

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

- \_\_\_\_\_ a) Application Form (NTA-RD-F-016 rev 02);\*
- \_\_\_\_\_ b) Information Sheet (NTA-RD-F-002 rev 02);\*
- \_\_\_\_\_ c) Names of company officers, their designation 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;(NTA-RD-F-043-A rev 00)\* (NTA-RD-F-043 rev 02)\*
- \_\_\_\_\_ d) DTI Certificate of Business Name Registration for Single Proprietorship, or Articles of Incorporation & By-Laws or Articles of Partnership, for corporations or partnerships; (if new)
- \_\_\_\_\_ e) Copy of Latest Income Tax Return and/or Audited Financial Statement or Affidavit of No Transaction (if no operation during the previous year);
- \_\_\_\_\_ f) Bureau of Internal Revenue (BIR) Certificate of Registration;
- \_\_\_\_\_ g) Bureau of Internal Revenue (BIR) Permit to Operate (If Manufacturer);
- \_\_\_\_\_ h) Bureau of Internal Revenue (BIR) Permit to Manufacture tobacco product brand/s (If Manufacturer);
- \_\_\_\_\_ i) Certified Photocopy of the latest Mayor’s Permit or Certification as a Registered Locator for applicants operating within PEZA-register or Freeport Zones and/or proof of payment of fees to the concerned agencies if the permit/certificate is not yet been issued;
- \_\_\_\_\_ j) Summary Report of Transshipment (NTA-RD-F-018-D\* if Transshipper) or Notarized Affidavit of No Transaction/Production (NTA-RD-F-052 rev 00);\*
- \_\_\_\_\_ k) Summary Report of Production (NTA-RD-F-18-F rev 00)\* or Notarized Affidavit of No Transaction/Production; (NTA-RD-F-052 rev 00)\*
- \_\_\_\_\_ l) Endorsement of the application attesting that the applicant submitted the complete documentary requirements, in the case of manufacturer/processor whose place of business is located within the jurisdiction of any NTA Branch Office (NTA-RD-F-042);\*
- \_\_\_\_\_ m) Certified list of brands/kinds of tobacco products manufactured/processed including their specific variants and report of total production, if no production, submit notarized affidavit of no production. For new brands/kinds of tobacco products, the list shall be submitted to the NTA before commercial production (if manufacturer);
- \_\_\_\_\_ n) Photocopy of preceding year’s Authority to Import/Export/Transship/Accreditation Permit to Manufacture/Process Manufactured and Unmanufactured Tobacco (Renewal)

**FOR RD USE ONLY**

Received and Checked By: \_\_\_\_\_

Printed Name and Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Authority/Accreditation Fee Paid:**

O.R. No. \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

License Nos. \_\_\_\_\_

- NTA RD Forms shall be printed on long size bond paper (8.5" x 13").  
Non-compliance with the required size shall not be accepted.  
All photocopies of documents must be certified true copy by the authorized company officer.