



Republic of the Philippines
 Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION
 11th 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 and latest GIS, for corporations or Articles of Partnership, for 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) registered 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 Transhipper*)) 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) Registered 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 same must be registered to the BIR and 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.