



APPLICATION AND ISSUANCE OF PERMIT AND AUTHORITY TO REDRY TOBACCO				
Service Description	<p>The service involves processing and issuance of Permit and Authority to a person/entity to redry leaf tobacco of Buying Stations/Wholesale Tobacco Dealers. The permit/authority is only for purposes of redrying, threshing, packing and processing leaf tobacco and shall not in any manner authorize the redrying plant (RP) to purchase leaf tobacco.</p> <p>The Permit and Authority is valid only for one (1) year.</p>			
Office or Division	Branch Office – Operations Division			
Classification	Complex Transaction			
Type of Transaction	G2B			
Who May Avail	Redrying Plant (RP) Operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Duly accomplished Application Form (NTA-RD-F-001 rev 02) (2 copies) 2. One (1) photocopy of the Official Receipt of payment of registration fee for attendance to the annual Orientation Seminar on Trading Rules and Regulations conducted by the NTA; and 3. One (1) photocopy of the preceding year's Permit and Authority to Redry Tobacco (For Renewal application) 			<p>Branch Office or downloadable from the NTA website</p> <p>From the Applicant</p>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form (Operations Div.-Branch Office (BO))	1.1 Receive application	None	2 minutes	Svpg. TPRO Branch Office (BO)
	1.2 Determine completeness of documents	None	5 minutes	
	1.3 Issue Charge Slip	None	2 minutes	
2. Pay fees (Cashier's Office-BO)	2.1 Issue Order of Payment	Permit fee: P16,000.00 per province or location	2 minutes	Accountant BO
	2.2 Issue Official Receipt (OR)	None	2 minutes	Cashier BO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Photocopy OR	3.1 Receive photocopy & verify against original	None	3 minutes	<i>Spvg. TPRO</i> BO
	3.2 Indorse application to the Central Office (CO)	None	5 minutes	<i>Branch Manager</i> BO
	3.3 Transmit documents to the CO	None	1 day	<i>Computer Operator</i> BO
	3.4 Receive application documents	None	1 minute	<i>Secretary I</i> Central Office-Regulation Dept (CO-RD)
	3.5 Validate and initial application	None	2 minutes	<i>Spvg. TPRO</i> CO-RD
	3.6 Prepare/Print Permit	None	3 minutes	<i>TPRA II</i> CO-RD
	3.7 Verify and initial Permit	None	2 minutes	<i>Chief TPRO/ DM III</i> CO-RD
	3.8 Log out and transmit to the Deputy Administrator for Operations (DAOp)'s Office	None	2 minutes	<i>Secretary I</i> CO-RD
	3.9 Receive and log documents	None	2 minutes	<i>Private Secretary</i> DAOp's Office
	3.10 Initial Permit	None	2 minutes	<i>DAOp</i> DAOp's Office
	3.11 Transmit to the Administrator's Office (AO)	None	3 minutes	<i>Private Secretary</i> DAOp's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.12 Receive and None log document/s	None	2 minutes	<i>Private Secretary</i> AO
	3.13 Sign Permit	None	1 hour	<i>Administrator</i> AO
	3.14 Log out and transmit to the RD	None	2 minutes	<i>Private Secretary</i> AO
	3.15 Transmit approved Permit to the BO	None	1 day *	<i>TPRA II</i> CO-RD
2. Receive Permit (Operations Div-BO)	4.1 Release Permit to Applicant	None	2 minutes	<i>Spvg. TPRO</i> BO
Total Processing Time:			2 Days, 1 Hr, 44 Mins	

* *Average time applied for the conveyance/transport of the original Permit from the Central Office to the Branch Office*