



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Designate Inspector	None	1 minute	<i>Dept. Manager (DM) III/Chief TPRO RD</i>
	1.4 Prepare Travel/Office Order	None	1 minute	<i>Secretary RD</i>
	1.5 Sign Office Order, for inspections within Metro Manila; OR recommend Travel Order (TO/SO) for final approval, for inspections outside Metro Manila; OR In case of inspection outside Metro Manila, approve TO/SO	None	1 minute 3 minutes	<i>DM III/Chief TPRO RD</i> <i>DAOp DAOp's Office</i>
2. Witness inspection of commodities by NTA Inspector (at importer/exporter/trans-shipper warehouse)	2.1 Inspect, verify and validate the commodity/ies at the inspection site, in the presence of the importer/exporter and/or his/her representative and accomplish Certificate of Inspection (COI) (RD-F-011-A rev 01)	None	4 hours (Ave. travel time) & 45 minutes (Ave. inspection time)	<i>Designated Inspector</i> Location of commodities for inspection



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay fees (Finance Dept- 4 th FI)	3.1 Issue Order of Payment	Refer to Table of Fees Below	2 minutes	<i>Financial Analyst/ Accountant II</i> Finance Dept. (FD)
	3.2 Issue Official Receipt (OR)	None	2 minutes	<i>Cashier</i> FD
4. Photocopy OR (Administrative Dept – 4 th FI) and submit photocopy (RD-4 th FI)	4.1 Receive photocopy and indicate OR No. on the ECC/ICC/TCC (RD-F-017/018/018-A/018-B/018-C/018 rev 02)	None	2 minutes	<i>TPRO II / III / Sr. TPRO</i> RD
	4.2 Prepare and sign Summary of ECC/ICC/ TCC Issuances (RD-F-021/021-A/021-B/021-C/021-D/021-E)	None	3 minutes	<i>TPRA II</i> RD
	4.3 Validate and initial RD Form Nos. 017/018/018-A/018-B/018-C/018 rev 02	None	2 minutes	<i>Svpg. TPRO</i> RD
	4.4 Certify and initial RD Forms Nos. 017/018/018-A/018-B/018-C/018 rev 02 and 021/021-A/021-B/021-C/021-D/021-E	None	2 minutes	<i>Chief TPRO</i> RD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5 Verify and sign RD Form Nos. 017/018/018-A/018-B/018-C/018 rev 02 and 021/021-A/021-B/021-C/021-D/021-E	None	2 minutes	<i>Dept. Manager III</i> RD
	4.6 Log out and transmit to the Deputy Administrator for Operations (DAOp)'s Office	None	3 minutes	<i>Secretary I</i> DAOp's Office
	4.7 Initial RD Form Nos. 017/018/018-A/018-B/018-C/018 rev 2	None	2 minutes	<i>DAOp</i> DAOp's Office
	4.8 Log out and transmit to the Administrator's Office (AO)	None	5 minutes	<i>Private Secretary</i> DAOp's Office
	4.9 Sign RD Form Nos. 017/018/018-A/018-B/018-C/018 rev 02	None	3 hours	<i>Administrator</i> (AO)
	4.10 Transmit to the Regulation Department	None	3 minutes	<i>Private Secretary</i> (AO)
5. Receive approved ECC/ICC/TCC (RD – 4 th FI)	5.1 Release Clearance to Applicant	None	2 minutes	<i>Secretary I</i> RD
Total Processing Time:			1 Day, 0 Hr, 28 Min	



Table of Fees

Type of Fee		Amount (PhP)
I. Processing fee per transaction	Export	2,400.00
	Export with Certificate of Authenticity	3,600.00
	Import	2,400.00
	Transshipment:	
	In-bound	1,200.00
	Out-bound	1,200.00
	Port-to-port	1,200.00
Vessel-to-vessel	2,400.00	
Transshipment of tobacco leaf Within economic zones	4,200.00	
II. Monitoring Fees:		
A. Export	A.1 Manufactured tobacco products:	
	- Cigarettes (Non-PTI Members)	12.00/case
	- Cigars	0.12/pc
	- Materials for Cigarette-making	0.10/net kg
	- Snuff/cheroots/chewing tob., etc	0.12/pc
	- Machine/spare parts	0.10/net kg
	- Flavorings	0.10/net kg
	- e-Cigarettes	0.12/net kg
	- e-Juice	0.12/pc
	A.2 Unmanufactured tobacco and Wholly and/or partially processed Leaf tobacco	
	- Raw Leaf	0.12/net kg
B. Import	B.1 Manufactured tobacco products:	
	- Cigarettes:	
	o Non-legitimate local manufacturers	30.00/case
	o Legitimate local manufacturers	12.00/case
	- Cigars	0.24/pc
	- Snuff/cheroots/chewing tob, etc.	0.12/pc
	- Materials for Cigarette-making	3.00/net kg
	- Machine/spare parts	3.00/net kg



Type of Fee		Amount (PhP)
	- Materials/Machine/Spare parts (JTI Asia)	0.50/net kg
	- Flavorings	3.00/net kg
	- e-Cigarettes	3.60/net kg
	- e-Juice	0.24/pc
	B.2 Unmanufactured tobacco and wholly and/or partially processed leaf tobacco:	
	- Raw Leaf	1.02/net kg
	- Partially processed (non-legitimate Local Manufacturer)	3.60/net kg
	- Unmanufactured & wholly and/or Partially processed leaf tobacco (Legitimate local tobacco products Manufacturer/processors who are not buying locally grown leaf	0.30/net kg
	- Semi-processed (PEZA-registered Locators excl. local manufacturers)	0.60/net kg
C. Transshipment:	Cigarettes	6.00/case

Sample Computation:

	Particulars	Amount (PhP)
Exporter A	Processing fee	2,400.00
	Monitoring fee for manufactured tobacco: Cigarettes (5,000 cases x P12.00/case)	60,000.00
	Total fees	62,400.00