



NTA-RD-F-022 rev 03

Name of BS/WTD/RP/FC : _____
Tobacco Type _____
Address : _____
Date of Opening : _____ License/Permit/Authority No. _____
Date and Time of Supervision/Monitoring _____

**CHECKLIST OF NTA REQUIREMENTS PRIOR TO
BUYING LEAF TOBACO**

A. BSs

- Duly approved License and Authority to Buy conspicuously displayed within premises;
- Duly prescribed and validated trading forms available at the premises;
- Business signboard;
- Incoming Logbook for tobacco deliveries;
- Calibrated Weighing Scale/s :
 No. of calibrated Scale/s : _____
 Serial No./s _____
 Date of calibration : _____

B. WTDs/RPs

- Duly approved Permit and Authority to Purchase/Redry conspicuously displayed within the Premises
- Tally Out Sheet/Delivery Receipt
- Tally In Sheet
- Calibrated Weighing Scale/s:
 No. of weighing scale: _____
 Serial No./s: _____
 Date Calibrated: _____

C. FCs

- COP (Issued for the current trading year)
- COA (Issued for the current trading year)

Supervision/Monitoring conducted by:

Name and Signature of Branch Office TPRO/Staff

Supervision/Monitoring Conducted in the Presence of:

Name and Signature of Owner/Representative