



**NTA-RD-F-013-B rev 00**

Republic of the Philippines  
Department of Agriculture  
**NATIONAL TOBACCO ADMINISTRATION**  
Scout Reyes Street corner Panay Avenue  
Quezon City

**CHECKLIST OF REQUIREMENTS  
“VIAJEROS”**

APPLICANT : \_\_\_\_\_  
Address : \_\_\_\_\_

- \_\_\_ 1. Application form (NTA-RD-F-013 rev 01) properly accomplished;
- \_\_\_ 2. Photocopy of Official Receipt (OR) indicating the full payment of the required fee for Certificate of Authority (COA) to purchase leaf tobacco.
- \_\_\_ 3. Clearance (NTA-RD-F-004 rev 01) from the Branch Office/NTA Authorized TPROs deployed in their respective province/municipalities concerned, as to payment of R & R fees, **(For Renewal)**, and
- \_\_\_ 4. Photocopy of preceding year’s Certificate of Authority (COA) / ID to buy (NTA-RD-F-034-A) leaf tobacco. **(For Renewal)**

**FOR BRANCH OFFICE USE ONLY /  
NTA AUTHORIZED TPROs Deployed**  
(In the case of tobacco producing  
Province without NTA BO)

**FOR RD USE ONLY**

Received and Checked By:

Received and Checked By:

\_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Printed Name & Signature

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

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

COA No. \_\_\_\_\_