



Republic of the Philippines
Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION
Quezon City

FOR : **ALL Exporters/Importers/Transshippers/Manufacturers including Local Buyers-Field Canvassers/"Viajeros" and All Concerned**

SUBJECT : **IMPLEMENTATION OF REVISED NTA DOCUMENTATION FORMS FOR EXPORTERS/IMPORTERS/TRANSSHIPPERS/ MANUFACTURERS OF TOBACCO PRODUCTS AND OTHER TOBACCO RELATED MATERIALS & SPARE PARTS / UNMANUFACTURED TOBACCO INCLUDING DOCUMENTATION FORMS FOR LOCAL TRADING**

DATE : **02 SEPTEMBER 2019**

In view of the revision of the identified prescribed NTA documentation Forms and to prevent confusion in the implementation of the abovementioned subject, you are hereby given notice that, A) Exports/Imports/Transshipments, effective 02 September 2019, the NTA shall issue revised documentation Forms, as shown below, for the exportation/Importation/transshipments of manufactured tobacco products / unmanufactured leaf tobacco and other tobacco related materials and spare parts, and, B) Local Trading, effective Trading Year 2019 and onwards, the revised documentation Forms, are as follows, to wit;

A) EXPORTS / IMPORTS / TRANSSHIPMENTS

1. Checklist of Requirements (Exporter/Importer/Transshipper/Manufacturer (NTA-RD-F-016-A rev 05);
2. Authority to Sign documents pertinent to application of E/I/TCC/Accreditation Permit (NTA-RD-F-043 rev 02);
3. Name of Officer/s, Nationality, Company Position/Designation (NTA-RD-F-043-A rev 00).

B) LOCAL TRADING

1. Checklist of Requirements (Field Canvasser/s) (NTA-RD-F-013-A rev 04)
2. Checklist of Requirements ("Viajero/s") (NTA-RD-F-013-B rev 00)

Further, you can download the revised NTA-RD-Forms at NTA Website at www.nta.da.gov.ph

For your guidance and compliance.

ROBERT L. SEARES, M.D.
Administrator



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DATE : **15 JUNE 2019**

In view of the revision of prescribed NTA documentation Forms and to prevent confusion in the implementation of the abovementioned subject, you are hereby given notice that, A) Exports/Imports/Transshipments, effective July 01, 2019, the NTA shall issue revised documentation Forms for the exportation/Importation/transshipments of manufactured tobacco products / unmanufactured leaf tobacco and other tobacco related materials and spare parts, and, B) Local Trading, effective Trading Year 2020 and onwards, the revised documentation Forms, as follows, to wit;

A) EXPORTS / IMPORTS / TRANSSHIPMENTS

1. Application of Authority to Export/Import/Transship (NTA-RD-F-016 rev 01)
2. Commodity Clearances (ECCs/ICCs/TCCs) (NTA-RD-F-017 rev 02 / NTA-RD-F-018 rev 02 / NTA-RD-F-018-A rev 02 / NTA-RD-F-018-B rev 02 / NTA-RD-F-018-C rev 02 / NTA-RD-F-018-E rev 02)
3. Request for Inspection (NTA-RD-025-A rev 02)
4. Authority to Sign (NTA-RD-F-043 rev 01) pertinent documents from Exporter/Importer/Transshipper.

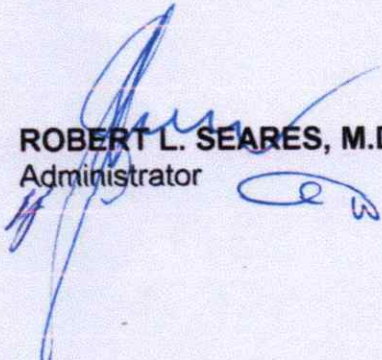
B) LOCAL TRADING

1. Application for License and Authority to Buy/Permit to Purchase/Redry Leaf tobacco. (NTA-RD-F-001 rev 02)
2. Checklist of Requirements (BS) (NTA-RD-F-001-A rev 03)
3. Checklist of Requirements (WTD) (NTA-RD-F-001-B rev 03)
4. Checklist of Requirements (RP) (NTA-RD-F-001-C rev 01)
5. Information sheet (NTA-RD-F-002 rev 02)
(BS/WTD/RP/Exp/Imp/Trans/Manufacturer/Processor)
6. Designation Order (NTA-RD-F-003 rev 02) as Manager of Buying Station
7. Clearance (NTA-RD-F-004 rev 01) from monetary obligations from NTA
8. Certificate of Financial Guarantee (NTA-RD-F-005 rev 03)
9. List (NTA-RD-F-006 rev 02) of farmers/Coops/Asso that entered into MA
10. List of WTDs (NTA-RD-F-006-A rev 02) where BS sell/deliver its leaf tobacco

11. Marketing Agreement (MA) (NTA-RD-F-007 rev 02)
12. Special Authority (NTA-RD-F-008 rev 02)
13. Accountable Record Columnar Book (ARCB) (NTA-RD-F-010 rev 02)
14. Permit to Transport (NTA-RD-F-011-B rev 03)
15. Checklist of Requirements (NTA-RD-F-013-A rev 03)
(FC/"Viajeros")
16. Certificate of Purchase Commitment (NTA-RD-F-014 rev 02)
17. Checklist of NTA Requirements prior to Buy leaf tobacco (NTA-RD-F-022 rev 03)
18. Supervision/Monitoring Trading Operations (BS/WTD) (NTA-RD-F-023 rev 04)
19. Supervision/Monitoring of Field Canvassers/"Viajeros"
(NTA-RD-F-023-A rev 04)
20. Mediation / Arbitration (NTA-RD-F-023-B rev 03)

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