



APPLICATION AND ISSUANCE OF LICENSE AND AUTHORITY TO BUY TOBACCO	
<b>Service Description</b>	The service involves the processing and issuance of License and Authority to a person/entity to engage in the <i>buying</i> of locally grown leaf tobacco. Each license and authority is specific to one (1) tobacco type only and does not authorize the licensee to purchase other tobacco type/s. <i>Otherwise, the licensee-applicant may apply for separate License and Authority to Buy that is applicable to other tobacco type/s the applicant may intend to buy leaf tobacco.</i> It is valid for a period of one (1) tobacco trading season as specified in the license.
<b>Office or Division</b>	Branch Office-Operations Division
<b>Classification</b>	Complex Transaction
<b>Type of Transaction</b>	G2B
<b>Who May Avail</b>	Buying Station (BS) <i>Managers/Operators</i>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form (NTA-RD-F-001 rev 02) (2 copies)	Branch Office (BO) or downloadable from NTA website
2. Information Sheet of Operator (NTA-RD-F-002 rev 02) (1 photocopy)	
3. Designation Order from Principal Buyer/ Corporation (NTA-RD-F-003 rev 02), as the duly authorized operator of such BS, if BS is a corporation or operates under the corporate name of a principal buyer (1 photocopy)	
4. One (1) photocopy of Articles of Incorporation/By-Laws, if applicant is a corporation (For New Applicants only);	From the Applicant
5. Clearance (NTA-RD-F-004 rev 01) from the Branch Office, as to where the BS is located, and as to the payment of Research and Regulation (R & R) fees and other <i>monetary</i> obligations (original);	
6. Photocopy of audited financial statements and/or Income Tax Returns of the BS operator or the corporation, for the past two (2) preceding calendar/fiscal year (if New Applicant), or current/latest financial statement (If renewal);	BO or downloadable from NTA website
7. Duly notarized Purchase Commitment (NTA-RD-F-014 rev 02) and Financial Guarantee (NTA-RD-F-005 rev 03) with Performance Bond (original), <i>If Buyer has no Marketing Agreement (MA)</i> ;	From the Applicant
8. List of Farmer-Cooperators (NTA-RD-F-006 rev 02) under its <i>MA</i> , including their personal circumstances (age, civil status, address), area and location of the parcel of land where	Forms: BO Performance Bond: Applicant
	BO or downloadable from NTA website



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>their tobacco shall be grown, as well as their estimated production</p> <ol style="list-style-type: none"> <li>Names and duly notarized Designation Letters of Field Canvassers and the specific area/s they intend to purchase tobacco from FCs contracted by their principal Buying Station;</li> <li>List of <i>Wholesale Tobacco Dealer/s</i> (NTA-RD-F-006-A rev 02) where the BS will sell/deliver its leaf tobacco acceptances;</li> </ol>			From the Applicant	
<ol style="list-style-type: none"> <li>Vicinity/Location and floor plan of the BS, indicating its total area, location and dimension of the different service areas (For New Applicant only) (1 photocopy);</li> <li>Photocopy of Mayor's Permit for the current year or proof of payment (OR) issued by the municipality/city where the buyer applied for a Mayor's Permit. If Applicant files in December, for the immediately ensuing trading year, the Mayor's Permit of the current year will suffice;</li> </ol>			BO or downloadable from the NTA website	
<ol style="list-style-type: none"> <li>Photocopy of Official Receipt for payment of registration fee for attendance to the Orientation Seminar on Tobacco Trading Rules and Regulations conducted by the NTA; and</li> <li>Photocopy of the preceding year's License and Authority to Buy Leaf Tobacco (NTA-RD-F-033) (For Renewal Only).</li> </ol>			From the Applicant	
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	Spvg. 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	Refer to Table of Fees Below	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
1. Photocopy OR	3.1 Receive photocopy & verify against original	None	3 minutes	<i>Spvg. TPRO</i> BO
	3.2 Indorse application to the CO	None	5 minutes	<i>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	5 minutes	<i>Spvg. TPRO</i> CO-RD
	3.6 Prepare/ Print License	None	3 minutes	<i>TPRA II</i> CO-RD
	3.7 Verify and Initial License	None	5 minutes	<i>Chief TPRO/</i> <i>DM III</i> CO-RD
	3.8 Log out and transmit to Deputy Administrator for Operations (DAOp) Office	None	3 minutes	<i>Secretary I</i> CO-RD
	3.9 Receive and log documents	None	2 minutes	<i>Priv. Secretary</i> DAOp's Office
	3.10 Initial License	None	2 minutes	<i>DAOp</i> DAOp's Office
	3.11 Transmit to the Administrator's Office (AO)	None	5 minutes	<i>Private Secretary</i> DAOp's Office
	3.12 Receive and log	None	2 minutes	<i>Priv. Secretary</i> AO
	3.13 Sign License	None	1 hour	<i>Administrator</i> AO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.14 Log out and transmit to the RD	None	3 minutes	Priv. Secretary AO
	3.15 Transmit approved License to the Branch	None	1 day *	TPRA II RD
2. Receive License (Operations Div.-BO)	4.1 Release License to Applicant	None	2 minutes	Spvg. TPRO BO
<b>Total Processing Time:</b>			<b>2Days, 1Hr, 54Min</b>	

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

#### Table of Fees:

Type of Fee	Tobacco Type	Volume Purchased/ Accepted (kg)	Amount (PhP)
License Fee	A. Virginia or Burley Leaf Tobacco	250,000 and below	9,500.00 *
		250,001 to 350,000	11,500.00
		350,001 to 450,000	13,500.00
		Above 450,000	15,500.00
	A. Native/Dark Leaf Tobacco	250,000 and below	3,000.00 *
		250,001 to 350,000	4,000.00
		350,001 to 450,000	4,500.00
		Above 450,00	5,500.00
* Covers new applicants			

#### Sample computation:

	Particulars	Amount (PhP)
Virginia Trading Center	License fee Volume of acceptance: 400,000 kg	13,500.00