

## APPLICATION AND ISSUANCE OF AUTHORITY TO EXPORT/IMPORT/TRANSSHIP UNMANUFACTURED TOBACCO/MANUFACTURED TOBACCO PRODUCTS AND OTHER TOBACCO-RELATED SUPPLIES, MATERIALS AND INGREDIENTS / ACCREDITATION TO PROCESS MANUFACTURED TOBACCO PRODUCTS

INCOCOLO			
Service	This service involves the processing and issuance of an Authority		
Description	to a person/entity qualified to export/import/transship/manufacture tobacco leaf and tobacco products.  The Authority is valid until December 31 of the year of issuance.		
Office or Division	Regulation Department		
Classification	Complex Transaction		
Type of Transaction	G2B		
Who May Avail	Exporter/Importer/Transshipper/ Manufacturer/Processor of Tobacco Products		

CHECKLIST OF REQUIREMENTS WHERE TO SECURE

- 1. Duly accomplished Application Form (NTA-RD-F-016 rev 01) (2 copies)
- 2. Information Sheet of Applicant (NTA-RD-F-002 rev 02) (2 copies)
- 3. Name/s of Company Officers, their designations and nationalities (NTA-RD-F-043-A rev 00), official designation of authorized representatives/Authority to sign (NTA-RD-F-043 rev 02) to apply for a Permit and/or Commodity Clearance, signed by the Corporate Secretary or Owner/ President/General Manager (1 photocopy);
- 4. DTI Certificate of Business Name Registration, for single proprietorship; or Articles of Incorporation and By-Laws, for corporations; Articles of Partnership, for partnership (if New applicants) (1 photocopy);
- 5. Copy of latest Income Tax Return (ITR) and/or Audited Financial Statements (1 photocopy);
- 6. Certified Photocopy of latest Mayor's Permit issued by the Municipality/City where the business is located; or Certification as a Registered Locator for applicants operating within PEZA-registered or Freeport Zones, and/or proof of payment of fees to the concerned agencies, if the permit/certificate has not been issued (1 copy);

NTA CO – Regulation Department or downloadable from NTA website

From the Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol> <li>Summary Report of Transshipment (NTA-RD-F-018-D rev 01), if transshipper (1 photocopy);</li> <li>Endorsement of the application attesting that the applicant submitted the complete documentary requirements, in the case of manufacturers/processors whose place of business is within the jurisdiction of any NTA Branch Office (NTA-RD-F-042) (1 photocopy);</li> <li>Certified list of brands/kinds of tobacco products manufactured/processed including their specific variants. For new brands/kinds of tobacco products, the list shall be submitted to the NTA before commercial production (If manufacturer) (1 photocopy); and</li> <li>One (1) photocopy of preceding year's Authority to Import/Export/Transship/Accreditation Permit to Manufacture/Process Manufactured and Unmanufactured Tobacco (for Renewal only).</li> </ol>	NTA CO – Regulation Department or downloadable from NTA website  From the Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol> <li>Submit application form (Regulation Dept- 4<sup>th</sup> FI)</li> </ol>	1.1 Receive application documents	None	2 minutes	Secretary I Regulation Dept (RD)
	1.2 Determine completeness of document & issue Charge Slip	None	5 minutes	TPRO II / III / Sr. TPRO RD
<ol> <li>Pay fees   (Finance Dept –   4<sup>th</sup> FI)</li> </ol>	2.1 Issue Order of Payment	Refer to Table of Fees Below	2 minutes	Accountant II Finance Dept. (FD)
	2.2 Issue Official Receipt (OR)	None	3 minutes	Cashier FD
3. Photocopy OR (Administrative Dept – 4 <sup>th</sup> FI)	3.1 Receive photocopy & verify against original	None	2 minutes	TPRO II / III / Sr. TPRO RD



CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
	3.2 Validate and initial application	None	3 minutes	Spvg. TPRO RD
	3.3 Prepare Authority to Export/ Import/ Transship/ Manufacture	None	3 minutes	TPRA II RD
	3.4 Certify/ Verify and initial Authority/ Accredit-ation	None	3 minutes	Chief TPRO and Dept. Mgr. III RD
	3.5 Log out and transmit to Deputy Administrator for Operations (DAOp) Office	None	3 minutes	Secretary I RD
	3.6 Receive and log documents	None	2 minutes	Priv. Secretary DAOp's Office
	3.7 Initial Authority/ Accreditation	None	2 minutes	DAOp DAOp's Office
	3.8 Transmit to Administrator's Office (AO)	None	5 minutes	Private Secretary DAOp's Office
	3.9 Receive and log documents	None	2 minutes	Private Secretary (AO)
	3.10 Approve/ Sign Authority/ Accreditation	None	1 hour	Administrator (AO)
	3.11 Log out and transmit to the Regulation Department	None	3 minutes	Private Secretary (AO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive Authority (RD- 4 <sup>th</sup> FI)	4.1 Release Authority/ Accreditation to Applicant	None	2 minutes	Secretary I RD
Total Processing Time:			1Hr, 42Min	

## Table of Fees:

	Amount
	(PhP)
Authority to Import	16,200.00
Authority to Export	16,200.00
Authority to Transship	16,200.00
, , , , , , , , , , , , , , , , , , , ,	, , , , , ,
ANNUAL ACCREDITATION FEES	
Based on the number of sticks	
manufactured/processed, per annum:	
Less than 1-B	24,000.00
1-B to less than 10-B	30,500.00
10-B to less than 30-B	36,000.00
30-B to less than 50-B	48,000.00
50-B and above	60,000.00
Sample computations:	
Authority to Import (For Importer)	16,200.00
Accreditation Fee (For Manufacturer/	
Processor of Tobacco Products):	
Total sticks manufactured, per annum:	
(10,000,000,000 sticks)	36,000.00