



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	
Service Description	This service involves the processing and issuance of an Authority 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
<ol style="list-style-type: none"> 1. <i>Duly accomplished Application Form (NTA-RD-F-016 rev 01) (2 copies)</i> 2. <i>Information Sheet of Applicant (NTA-RD-F-002 rev 02) (2 copies)</i> 3. <i>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);</i> 4. <i>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);</i> 5. <i>Copy of latest Income Tax Return (ITR) and/or Audited Financial Statements (1 photocopy);</i> 6. <i>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);</i> 	<p><i>NTA CO – Regulation Department or downloadable from NTA website</i></p> <p><i>From the Applicant</i></p>

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



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive Authority (RD- 4 th FI)	4.1 Release Authority/ Accreditation to Applicant	None	2 minutes	Secretary / 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
<u>ANNUAL ACCREDITATION FEES</u>	
<i>Based on the number of sticks manufactured/processed, per annum:</i>	
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
<i>Sample computations:</i>	
<i>Authority to Import (For Importer)</i>	<i>16,200.00</i>
<i>Accreditation Fee (For Manufacturer/ Processor of Tobacco Products):</i>	
<i>Total sticks manufactured, per annum:</i>	
<i>(10,000,000,000 sticks)</i>	<i>36,000.00</i>