



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

**CHECKLIST OF REQUIREMENTS
BUYING STATION**

Virginia

Burley

Native/Dark

APPLICANT: _____

Address: _____

- ___ 1. Application form (NTA-RD-F-001 rev 02) properly accomplished;
- ___ 2. Information sheet (NTA-RD-F-002 rev 02) of the Buying Station (BS) operator;
- ___ 3. Designation Order (NTA-RD-F-003 rev 02) from the principal buyer/corporation, as the duly authorized operator of such BS, if BS is a corporation or operates under the corporate name of a principal buyer;
- ___ 4. Photocopy of Articles of Incorporation/By-Laws, if the applicant is a corporation **(NEW APPLICANT ONLY)**;
- ___ 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 R & R fees and other obligations;
- ___ 6. Photocopy of audited financial statements and/or Income Tax Returns of the BS operator or the corporation, for the two (2) past preceding calendar/fiscal year;
- ___ 7. Duly notarized Purchase Commitment (NTA-RD-F-014 rev 02) and Financial guarantee (NTA-RD-F-005 rev 02) with Performance Bond, **for Buyers without Marketing Agreement (MA) (RENEWAL ONLY)**;
- ___ 8. List of Farmer-Cooperators (NTA-RD-F-006 rev 02) **with copy of the Marketing Agreement**, including their personal circumstances (age, civil status, address), area and location of the parcel of land where tobacco shall be grown, their estimated production;
- ___ 9. Names and duly notarized Designation Letters of Filed Canvassers (FCs) & the specific area/s they intend to purchase tobacco from FCs contracted by their principal BS;
- ___ 10. List of contracted WTD/s where he/she will sell his/her leaf tobacco acceptances (NTA-RD-F-006-A rev 02);
- ___ 11. Vicinity/location and floor plan of the BS, indicating its total area, location and dimension of the different service areas **(NEW APPLICANT ONLY)**;
- ___ 12. Photocopy of the Mayor's Permit for the current year /or proof of payment (O.R.) issued by the municipality/city where the buyer applied for a Mayor's Permit;
- ___ 13. Photocopy of Official Receipt of Registration Fee for attendance to the Orientation Seminar conducted by the NTA; and
- ___ 14. Photocopy of preceding year's License to Buy leaf tobacco (NTA-RD-F-033) **(RENEWAL ONLY)**

FOR BRANCH OFFICE USE ONLY

Received and Processed By:

Printed Name & Signature

Date: _____

FOR RD USE ONLY

Received and Processed By:

Printed Name & Signature

Date: _____

License No. _____