



APPLICATION AND ISSUANCE OF PERMIT AND AUTHORITY TO PURCHASE LEAF TOBACCO				
Service Description	The service involves the processing and issuance of Permit and Authority to a person/entity who is/are Wholesale Tobacco Dealer/s (WTDs) authorized to purchase leaf tobacco from Buying Stations/contracting buyer firms/Field Canvassers/ Farmer Cooperators with which it has a marketing agreement. Each Permit and authority is specific to one (1) tobacco type and province only and does not authorize the licensee to purchase other tobacco type/s. The permit/authority is valid only for one (1) cropping season.			
Office or Division	Branch Office-Operations Division			
Classification	Complex Transaction			
Type of Transaction	G2B			
Who May Avail	Wholesale Tobacco Dealers (WTDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Duly accomplished Application Form (NTA-RD-F-001 rev 02) (2 copies) 2. Duly notarized Certificate of Financial Guarantee (NTA-RD-F-005 rev 03) with performance bond of duly licensed BSs that shall operate under its Purchase Commitment and the duly authorized signatories in all trading documents (1 photocopy) 3. Purchase Commitment (NTA-RD-F-014 rev 02) with performance bond, to purchase not less than the volume of tobacco production of its contracted FCs under MOA (1 photocopy) 4. One (1) photocopy of the Official Receipt for payment of Registration Fee for attendance to the annual orientation seminar on Tobacco Trading Rules and Regulations conducted by the NTA; and 5. One (1) photocopy of the preceding year's Permit and Authority to Purchase Tobacco (For Renewal application). 		Branch Office or downloadable from the NTA website From the Applicant Form: RD/NTA website Performance Bond: Applicant From the Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application (Operations Div-Branch Office (BO))	1.1 Receive application	None	2 minutes	<i>Spvg. TPRO</i> Branch Office (BO)
	1.2 Determine completeness of documents	None	5 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issue Charge Slip	None	2 minutes	Spvg. TPRO BO
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
3. Photocopy OR	3.1 Receive photocopy & verify against original	None	3 minutes	Spvg. TPRO BO
	3.2 Indorse application to the Central Office (CO)	None	5 minutes	Manager BO
	3.3 Transmit documents to the CO	None	1 day	Computer Operator BO
	3.4 Receive application documents	None	1 minute	Secretary I Central Office- Regulation Dept (CO-RD)
	3.5 Validate and initial application	None	5 minutes	Spvg. TPRO CO-RD
	3.6 Prepare/Print Permit	None	3 minutes	TPRA II CO-RD
	3.7 Verify and initial Permit	None	5 minutes	Chief TPRO/ DM III CO-RD
	3.8 Log out and transmit to Dep. Admin. for Operations (DAOp) Office	None	3 minutes	Secretary I CO-RD
	3.9 Receive and log documents	None	2 minutes	Priv. Secretary DAOp's Office
	3.10 Initial Permit	None	2 minutes	DAOp DAOp's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.11 Transmit to the Administrator's Office (AO)	None	5 minutes	Private Secretary DAOp's Office
	3.12 Receive and log documents	None	2 minutes	Priv. Secretary AO
	3.13 Sign Permit	None	1 hour	Administrator AO
	3.14 Log out and transmit to the RD	None	3 minutes	Priv. Secretary AO
	3.15 Transmit approved Permit to the Branch	None	1 day *	TPRA II RD
4. Receive Permit (Operations Div. - BO)	4.1 Release Permit to Applicant	None	2 minutes	Spvg. TPRO BO
Total Processing Time:			2 Days, 1 Hr, 54 Mins	

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

Table of Fees:

Type of Fee:	Tobacco Type	Amount (PhP) Per Province of Operation
Permit Fee	A. Virginia Tobacco	16,200.00
	B. Burley Tobacco	16,200.00
	C. Native Tobacco	16,200.00