



INSPECTION OF IMPORT/EXPORT/TRANSSHIPMENT COMMODITIES				
Service Description	<p>This service involves the processing of request for inspection of import/export/transshipment of tobacco leaf, tobacco product, other tobacco related supplies, materials and ingredients.</p> <p>The request for inspection shall be filed simultaneously upon application of commodity clearance.</p> <p>The request is valid until completion of inspection.</p>			
Office or Division	Regulation Department			
Classification	Complex Transaction			
Type of Transaction	G2B			
Who May Avail	Importer/Exporter/Transshipper of Unmanufactured tobacco and Manufactured Tobacco Products and Other Tobacco-Related Supplies, Materials and Ingredients for other purposes			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Request for Inspection (NTA-RD-F-025 A rev 02) (1 photocopy); 2. Certificate of Inspection (NTA-RD-F-011-A rev 01) (2 photocopies); 3. Certificate of Appearance (NTA-RD-F-025-D 			NTA CO – Regulation Department or downloadable from NTA website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request for Inspection (Regulation Dept – 4 th Floor)	1.1 Receive request for inspection (NTA-RD-F-025 A rev 02)	None	2 minutes	<i>Secretary I</i> Regulation Dept (RD)
	1.2 Designate Inspector	None	1 minute	<i>Dept. Manager (DM) III/Chief TPRO</i> RD
	1.3 Prepare Travel/Office Order	None	1 minute	<i>Secretary</i> RD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.4 Sign Office Order, for inspections within Metro Manila; OR recommend Travel Order (TO/SO) for final approval, for inspections outside Metro Manila; OR</p> <p>In case of inspection outside Metro Manila, approve TO/SO</p>	None	<p>1 minute</p> <p>3 minutes</p>	<p><i>DM III/Chief TPRO RD</i></p> <p><i>DAOp DAOp's Office</i></p>
2. Witness inspection of commodities by NTA Inspector (at importer/exporter/transhipper warehouse)	1.1 Inspect, verify and validate the commodity/ies at the inspection site, in the presence of the importer/exporter/transhipper and/or his/her representative and accomplish Certificate of Inspection (COI) (RD-F-011-A rev 01)	None	<p>4 hours (Ave. travel time)</p> <p>&</p> <p>15 minutes (Ave. inspection time)</p>	<p><i>Designated Inspector</i> Location of commodities for inspection</p>
Total Processing Time			0 Day, 4 Hrs, 22 Min	