



APPLICATION AND ISSUANCE OF ENDORSEMENT

Service Description	This service involves the processing and issuance of Endorsement to any entity or association wishing to engage in or is already engaged in the tobacco industry, as a requirement for application of new or renewal of registration, respectively, of Articles of Incorporation with the Securities and Exchange Commission (SEC).
Office or Division	Regulation Department
Classification	Simple 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. Letter request (NTA-RD-F-039) of the Company for an Endorsement, indicating therein which Article/s is/are to be amended (original); 2. One (1) photocopy of the original Articles of Incorporation; 3. One (1) photocopy of Amended Articles of Incorporation (for changes made in: <ol style="list-style-type: none"> a. Name b. Address c. Purpose d. Capitalization 	<p>NTA-Regulation Department or downloadable from NTA website</p> <p style="font-size: 2em;">}</p> <p style="text-align: center;">From the Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application (Regulation Dept- 4 th FI)	1.1 Receive application documents	None	2 minutes	<i>Secretary I</i> Regulation Dept (RD)
	1.2 Determine completeness of documents and issue Charge Slip	None	5 minutes	<i>Spvg TPRO/ Sr. TPRO</i> RD
2. Pay fees (Finance Dept- 4 th FI)	2.1 Issue Order of Payment	Processing Fee- PhP5,000	2 minutes	<i>Fin'I Analyst/ Accountant II</i> Finance Dept. (FD)
	2.2 Issue Official Receipt (OR)	None	2 minutes	<i>Cashier</i> FD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Photocopy OR (Admin. Dept- 4 th FI) and submit photocopy (Regulation Dept – 4 th FI)	3.1 Receive photocopy and verify against original	None	2 minutes	<i>Spvg TPRO/ Sr. TPRO RD</i>
	3.2 Prepare Endorsement Letter (NTA-RD-F-040)	None	3 minutes	<i>Spvg TPRO/ Sr. TPRO RD</i>
	3.3 Certify/Verify and initial Endorsement Letter	None	3 minutes	<i>Chief TPRO and DM III RD</i>
	3.4 Log out and transmit to the Deputy Administrator for Operations (DAOp)'s Office	None	3 minutes	<i>Secretary RD</i>
	3.5 Receive and log documents	None	2 minutes	<i>Priv Secretary DAOp's Office</i>
	3.6 Initial Endorsement Letter	None	2 minutes	<i>DAOp DAOp's Office</i>
	3.7 Transmit to the Administrator's Office (AO)	None	5 minutes	<i>Priv. Secretary DAOp's Office</i>
	3.8 Receive and log documents	None	2 minutes	<i>Priv. Secretary (AO)</i>
	3.9 Approve and sign Endorsement Letter	None	1 hour	<i>Administrator (AO)</i>
	3.10 Log out and transmit to the RD	None	3 minutes	<i>Private Secretary (AO)</i>
4. Receive Endorsement Letter (RD-4 th FI)	4.1 Release Letter to Applicant	None	2 minutes	<i>Secretary I RD</i>
Total Processing Time:			0 Day, 1 Hr, 38 Min	