



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL TOBACCO ADMINISTRATION**

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**MEMORANDUM CIRCULAR NO. 001, SERIES OF 2019**

**TO : ALL LICENSED BUYING STATIONS (BS), WHOLESALE TOBACCO DEALERS, BS FIELD CANVASSERS (FC)/VIAJEROS AND ALL CONCERNED**

**SUBJECT : AMENDMENT OF RULES 2 AND 3, REGULATION III OF THE 2018 REVISED RULES AND REGULATIONS GOVERNING THE TRADING AND REDRYING OF LOCALLY GROWN LEAF TOBACCO**

**DATE : 30 JANUARY 2019**

**WHEREAS**, pursuant to Executive Order No. 245, Series 1987, the National Tobacco Administration (NTA) is vested with the power to promulgate and enforce Rules and Regulations Governing the Trading and Redrying of Locally Grown Leaf Tobacco ;

**WHEREAS**, the NTA Board of Directors approved as per Board Resolution No.777-2018, dated 12 January 2018, the 2018 Revised Rules and Regulations Governing the Trading and Redrying of Locally Grown Leaf Tobacco (Revised TRR) ;

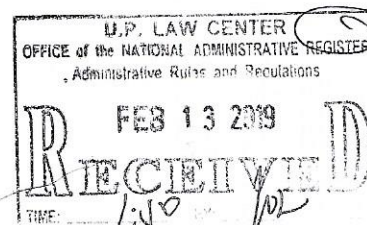
**WHEREAS**, majority of the tobacco buyers requested for extension in the filing of their licenses, as their Business Permits are not yet available as of January 15, the deadline set provided in the Revised TRR;

**WHEREAS**, there were confusions encountered in the submission of supporting documents, particularly, the posting of Performance Bond / Financial Guaranty to ensure that the applicant is financially qualified and capable to assume payment of all the tobacco produce of its contracted farmers.

**NOW THEREFORE**, for and in consideration of the foregoing premises and by virtue of the powers conferred into the NTA, Rules 2 and 3, Regulation III of the 2018 Revised Rules and Regulations Governing the Trading and Redrying of Locally Grown Leaf Tobacco, are hereby amended for the information and guidance of all concerned, to wit:

**Section 1.** Rule 2, Regulation III of the 2018 Revised Rules and Regulations governing the Trading and Redrying of Locally Grown Leaf Tobacco, is hereby amended, to be read as follows:

**“Rule 2. Where and When to File Application For License and Authority To Buy Tobacco-** Application for license and authority to buy/certificate of authority shall be filed with the NTA Administrator, through the NTA BO concerned where the contracting tobacco buyer firm operates. In case of provinces/regions with no NTA BO, the application may be filed with the NTA Administrator, through the RD, by means of on-line application or any mode of available and fastest way of communication. It shall be filed on or before the following dates:

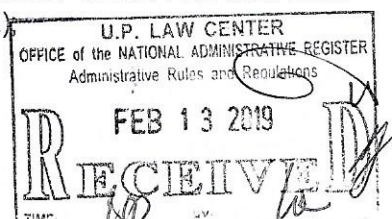


Particular	Deadline
1. Virginia	January 31
2. Burley	January 31
3. Native	
a. Regions I & II	January 31
b. Visayas / Mindanao	
b.1 First Cropping	January 31
b.2. Second Cropping	June 30 "

**Section 2.** Rule 3, Regulation III of the 2018 Revised Rules and Regulations Governing the Trading and Redrying of Locally Grown Leaf Tobacco, is hereby amended, to be read as follows:

**“Rule 3. Requirements To Support The Application For License and Authority To Buy Leaf Tobacco** - An application (NTA-RD-Form No. 001-A rev 02) for the issuance of a License and Authority to Buy leaf tobacco, shall be supported by the following:

1. Application form (NTA-RD-F-001 rev 01) properly accomplished;
2. Information sheet (NTA-RD-F-002 rev 01) of the buying station operator;
3. Designation Order (NTA-RD-F-003 rev 01) from the principal buyer/corporation, as the duly authorized operator of such trading center, if trading center 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/WTD/RP/Viajero 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 buying station operator or the corporation, for the two (2) past preceding calendar/fiscal year; (IF NEW APPLICANT) (IF RENEWAL CURRENT/LATEST FINANCIAL STATEMENT)
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)**
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, as well as their estimated production;
9. Names and Duly Notarized Designation Letters of Field Canvassers and the specific area/s they intend to purchase tobacco from FCs contracted by their principal Buying Station.
10. List of contracting tobacco buyer firm (NTA-RD-F-006-A rev 01) where he/she will sell/deliver his/her leaf tobacco acceptances;
11. Vicinity/location and floor plan of the buying station, indicating its total area, location and dimension of the different service areas (FOR 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; (IF APPLICANT FILES ON DECEMBER OF THE CURRENT YEAR THE MAYOR’S PERMIT OF THE CURRENT YEAR WILL SUFFICE)





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 and Authority to Buy Leaf Tobacco (NTA-RD-F-033) (FOR RENEWAL ONLY)."

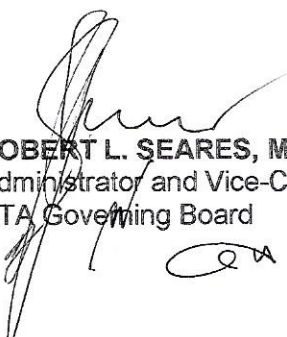
**Section 3. Miscellaneous Provision-** All issuances, circulars, orders inconsistent herewith are hereby repealed or amended accordingly.

**Section 4. Effectivity Clause-** This Memorandum Circular shall take effect starting with Trading Season 2019. The foregoing shall be published in a newspaper of general circulation and shall be filed with the Office of the National Administrative Registrar (ONAR), U.P. Law Center.

For the guidance and compliance of all concerned.

**APPROVED UNDER BOARD RESOLUTION NO. 1014-2019 DATED 25 January 2019.**

**BY AUTHORITY OF THE NTA GOVERNING BOARD OF DIRECTORS.**



**ROBERT L. SEARES, M.D.**  
Administrator and Vice-Chairman  
NTA Governing Board

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