



## MEMORANDUM

**TO : ALL IMPORTERS/EXPORTERS/TRANSSHIPPERS AND OTHERS CONCERNED**

**FROM : The OIC ADMINISTRATOR**

**SUBJECT : ONLINE FILING OF APPLICATIONS FOR AUTHORITY AND COMMODITY CLEARANCE FOR THE IMPORTATION/EXPORTATION/TRANSSHIPMENT OF TOBACCO LEAF, TOBACCO PRODUCTS AND TOBACCO-RELATED MATERIALS/INGREDIENTS/SPAREPARTS**

**DATE : 29 APRIL 2020**

In line with the directive from the Secretary of the Department of Agriculture to provide skeleton force under all DA attached agencies to be able to continue the services to our clientele, you are hereby given notice that **beginning 04 May 2020**, the NTA shall resume the processing of applications for Authority and Import/Export/Transshipment Commodity Clearances (ICC/ECC/TCC).

However, due to the extended Enhanced Community Quarantine (ECQ) and to maintain no contact/social distancing, no walk-in applicants shall be entertained. As such, all applications shall be uploaded online thru the NTA-Regulation Department's email address: [rd\\_nta07@yahoo.com](mailto:rd_nta07@yahoo.com). All accomplished application forms and supporting documents shall be scanned in "PDF" format and uploaded to the said email address. You are further directed to strictly follow the "one application – one email message" scheme for orderly processing.

Likewise, receipt of the Statement of Account for the processing and monitoring fees shall be sent to your designated email account and payment thereof shall be deposited to the NTA's Land Bank Account: **NTA TRANSSHIPPER** with account number **0232-1140-29**. The bank validated deposit slip shall also be uploaded to the NTA Regulation Department's email address.

Finally, the approved Authority and ICC/ECC/TCC shall be scanned also in PDF format and sent to your email account which can be used for all intents and purposes. At your option, printed copies of the approved Authority and ICC/ECC/TCC may be sent to you through courier/express delivery at your own cost. For any queries, please feel free to contact our Regulation Department at telephone nos. (02)8372-3178 and (02)8372-3186

For your information and compliance.

  
**ROBERTO R. BONOAN, Ph.D.**  
OIC Administrator 