



Name of BS/WTD/RP/FC: _____
Tobacco Type: _____
Address: _____
Date of Opening: _____ License/Permit/Authority No.: _____
Date and Time of Supervision/Monitoring: _____

CHECKLIST OF NTA REQUIREMENTS PRIOR TO BUYING LEAF TOBACO

A. Buying Station/s (BS)

YES NO

- Duly approved License and Authority to Buy conspicuously displayed within premises;
- Duly prescribed and validated trading forms available at the premises;
- Business signboard;
- Incoming Logbook for tobacco deliveries;
- Calibrated Weighing Scale/s:
No. of calibrated Scale/s: _____
Serial No./s: _____
Date Calibrated: _____

B. Wholesale Tobacco Dealer (WTD) / Redrying Plant (RP)

YES NO

- Duly approved Permit and Authority to Purchase/Redry conspicuously displayed within the Premises
- Tally Out Sheet/Delivery Receipt
- Tally In Sheet
- Calibrated Weighing Scale/s:
No. of weighing scale: _____
Serial No./s: _____
Date Calibrated: _____

C. Field Canvasser/s (FCs)

YES NO

- COP (Issued for the current trading year)
- COA (Issued for the current trading year)

For NO answer/s, the following remedy/ies was / were undertaken:

Date and time resolved / remedied: _____

Supervision/Monitoring conducted by:

Supervision/Monitoring Conducted in the Presence of:

Name and Signature of Branch Office TPRO/Staff

Name and Signature of Owner/Representative