



NTA-RD-F-013-A rev 04

Republic of the Philippines
Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION
Scout Reyes Street corner Panay Avenue
Quezon City

**CHECKLIST OF REQUIREMENTS
FIELD CANVASSER**

APPLICANT : _____
Address : _____

- ___ 1. Application form (NTA-RD-F-013 rev 02) properly accomplished;
- ___ 2. Clearance (NTA-RD-F-004 rev 01) from the Branch Office as to payment of R & R fees, If no BS affiliation. **(For Renewal)**;
- ___ 3. List of contracted tobacco Farmer Cooperators (NTA-RD-F-006 rev 02) under Marketing Agreement (MA)(NTA-RD-F-007 rev 04);
- ___ 4. Duly notarized Special Authority (NTA-RD-F-008 rev 02) issued by the contracting BS (if any), or Designation Letters of Field Canvassers (FC) and the specific area/s they intend to purchase tobacco from farmer cooperators contracted by the principal Buying Station (BS);
- ___ 5. Photocopy of NTA Official Receipt (OR) for payment of registration fee for attendance to the annual orientation seminar on tobacco Trading Rules & Regulations conducted by NTA;
- ___ 6. Photocopy of Certificate of Attendance to Orientation Seminar on TRR conducted by the NTA;
- ___ 7. Photocopy of Official Receipts (OR) indicating the full payment of the required fee for Certificate of Authority (COA) and Certificate/s of Purchase(COP), respectively;
- ___ 8. Copy/ies of used COP of the preceding trading season; **(For Renewal)**
- ___ 9. Photocopy of preceding year's Certificate of Authority (COA) / ID (NTA-RD-F-034-A) to buy leaf tobacco. **(For Renewal)**

**FOR BRANCH OFFICE USE ONLY /
AUTHORIZED REPRESENTATIVE**

Received and Checked By:

Printed Name & Signature

Date: _____

FOR RD USE ONLY

Received and Checked By:

Printed Name & Signature

Date: _____

COA No. _____