



NTA-RD-F-013-B rev 01

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

**CHECKLIST OF REQUIREMENTS
“VIAJEROS”**

APPLICANT : _____
Address : _____

- ___ 1. Application form (NTA-RD-F-013 rev 02) properly accomplished;
- ___ 2. Photocopy of Official Receipt (OR) indicating the full payment of the required fee for Certificate of Authority (COA) to purchase leaf tobacco;
- ___ 3. Clearance (NTA-RD-F-004 rev 01) from the Branch Office/NTA Authorized TPROs deployed in their respective province/municipalities concerned, as to payment of R & R fees, **(For Renewal)**, and
- ___ 4. Photocopy of preceding year’s Certificate of Authority (COA) / ID to buy (NTA-RD-F-034-B) leaf tobacco. **(For Renewal)**

**FOR BRANCH OFFICE USE ONLY /
NTA AUTHORIZED TPROs Deployed**
(In the case of tobacco producing
Province without NTA BO)

FOR RD USE ONLY

Received and Checked By:

Received and Checked By:

Printed Name & Signature

Printed Name & Signature

Date: _____

Date: _____

COA No. _____