

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

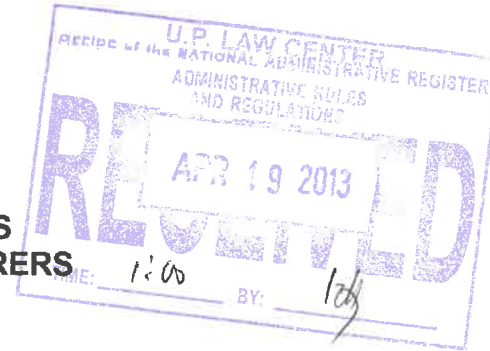
Scout Reyes Street, corner Panay Avenue, Quezon City
Tel. No. (02) 374-3987 Fax No. (02) 374-2505

MEMORANDUM CIRCULAR NO. 002, SERIES OF 2013

TO : ALL TOBACCO TRADING CENTERS
WHOLESALE TOBACCO DEALERS
CIGAR/CIGARETTE MANUFACTURERS
TOBACCO ASSOCIATIONS
OTHERS CONCERNED

SUBJECT : ACCREDITATION OF TOBACCO ENTITIES AND ASSOCIATIONS APPLYING FOR NEW OR RENEWAL OF REGISTRATION WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC) AND PROVIDING FOR THE IMPOSITION FOR FEES FOR THE ISSUANCE OF CERTIFICATE OF ACCREDITATION

DATE : 03 April 2013



WHEREAS, the NTA is the sole government agency mandated to regulate the tobacco industry;

WHEREAS, in order to monitor the creation of entities and associations to be engaged in the tobacco industry, the NTA made representations that prior to new or renewal of registration with the SEC, the latter shall require said entities and associations to first secure a Certificate of Registration from the NTA, which request is now being implemented by the SEC;

WHEREAS, pursuant to E.O. 159 and 197 all government agencies, including government-owned and controlled corporations are authorized to collect fees to recover the administrative cost for the services rendered in the monitoring of applicants for new or renewal of registration and for the issuance of the Certificate of Accreditation;

NOW, THEREFORE, for and in consideration of the foregoing premises and pursuant to the powers vested in to the NTA, the following is hereby adopted, as follows:

Section 1. Coverage – The foregoing circular shall be applicable to all entities or associations to be engaged in the tobacco industry which are applying for new or renewal of registration with the Securities and Exchange Commission.

Section 2. Manner of Application – Prior to the filing of new or renewal of registration with the SEC, all entities or associations are hereby required to first secure from the NTA a Certificate of Registration.

Section 3. Monitoring – The NTA, through the Regulation Department, prior to the issuance of the Certificate of Accreditation, shall conduct all necessary monitoring and evaluation on all applicant entities and associations to be engaged in the tobacco industry.

Any findings of the NTA which would require compliance shall be communicated immediately by the RD to the applicant entity/association. The Entity/Association shall comply with the requirements within three (3) working days from receipt of the notice.

As soon as all the requirements are completed, the NTA shall issue the Certificate of Accreditation without delay.

Section 4. Accreditation Fees – For the services rendered, the NTA shall collect from the applicant entity/association a non-refundable accreditation fee in the amount of FIVE THOUSAND PESOS (PHP5,000.00), per entity/association.

Section 5. Limited Scope of Certificate of Accreditation – The NTA Certificate of Accreditation issued by the NTA under the foregoing circular shall be applicable only for the application of new or renewal of registration with the SEC.

The entity/association, once registered and prior to engagement of any activity in the tobacco industry, shall likewise apply for the appropriate license, such as but not limited to, as follows:

1. Permit to Buy – for Tobacco Trading Centers;
2. Permit to Purchase – for Wholesale Tobacco Dealers;
3. Authority to Export/Import Tobacco Leaf and Tobacco Products for Exporters/Importers; and
4. Authority to Transship for Transshippers.

Section 6. Effectivity – This Memorandum Circular shall take effect immediately.

BY AUTHORITY OF THE NTA GOVERNING BOARD:



EDGARDO D. ZARAGOZA
Administrator and Vice Chairman
NTA Governing Board

APPROVED UNDER BOARD RESOLUTION NO. 316-2013 DATED 03 APRIL 2013