



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION
 3rd & 4th Floor, Ben-Lor Building, 1184 Quezon Ave., Quezon City
 Tel No. (02) 8374-3987 / Fax. No. (02) 8374-2505 / Website: nta.da.gov.ph
ISO 9001: 2015 QMS CERTIFIED

MEMORANDUM

TO : ALL LOCAL BUYERS, BUYING STATIONS (BS),
 WHOLESALE TOBACCO DEALERS, RE-DRYING PLANTS
 END-BUYERS, FIELD CANVASSERS(FC) / "VIAJEROS"

THRU : The NTA BRANCH MANAGERS / OFFICERS-IN-CHARGE /
 Authorized TPROs (Visayas and Mindanao)

FROM : The ADMINISTRATOR and CEO

SUBJECT : DEADLINES IN THE FILING OF LICENSE / COA TO BUY /
 PERMIT TO PURCHASE / RE-DRY TOBACCO LEAF
Trading Year 2023

DATE : 05 January 2023

You are hereby given notice that the deadlines in the filing of applications for License and Authority to Buy / Permit and Authority to Purchase / Re-dry / Certificate of Authority (COA) to purchase tobacco leaf **for trading year 2023**, are as follows;

<u>Tobacco Type/Region/Particular</u>	<u>Date of Deadline</u>
1. Virginia	January 31, 2023
2. Burley	
a. Region I	January 31, 2023
b. Region II	February 15, 2023
3. Native	
a. Regions I and II	February 15, 2023
b. Visayas/Mindanao	
b.1. First Cropping	January 31, 2023
b.2. Second Cropping	June 30, 2023

All License applications shall be assessed as per 2018 Revised Rules and Regulations Governing the Trading and Re-drying of Locally Grown Leaf Tobacco, particularly, paragraphs 1, 2 and 3 (Buying Station-BS and Field Canvasser-FC), Rule 1, Regulation III; Rule 1, Regulation IX (Wholesale Tobacco Dealer-WTD), Rule 1, Regulation X (Redrying Plant-RP) and Rule 1, Regulation VII ("Viajero").





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A surcharge of fifty percent (50%) of the annual License / Permit / COA Fee shall be assessed for applications filed after the deadlines set.

Pursuant to Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018), the NTA is mandated to issue the licenses / permits within a period of three (3) working days. Hence, applications with incomplete documents should not be accepted nor license fees be paid therefor. NTA Branch Offices which fail to forward the accomplished applications to the Regulation Department within 24 hours {three (3) working days} from date of Official Receipt shall subject to disciplinary action under the said law.

For your guidance and strict compliance.


BELINDA S. SANCHEZ
Administrator and CEO

