



MEMORANDUM

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T O : **ALL LOCAL BUYERS, BUYING STATIONS (BS), WHOLESALE TOBACCO DEALERS (WTDs), RE-DRYING PLANTS (RPs), END-BUYERS and FIELD CANVASSERS (FCs)**

T H R U : **The NTA BRANCH MANAGERS/OFFICERS-IN-CHARGE**

F R O M : **The ADMINISTRATOR and CEO**

S U B J E C T : **DEADLINES IN THE FILING OF LICENSE/COA TO BUY/PERMIT TO PURCHASE/RE-DRY TOBACCO LEAF**

D A T E : **28 November 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 2024, are as follows:

<u>Tobacco Type/Region/Particular</u>	<u>Date of Deadline</u>
1. Virginia	January 31, 2024
2. Burley	
a. Region I	January 31, 2024
b. Region II	January 31, 2024
3. Native	
a. Regions I and II	January 31, 2024
b. Visayas/Mindanao	
b.1 First Cropping	January 31, 2024
b.2 Second Cropping	June 30, 2024

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 (BS and FC), Rule 1, Regulation III; Rule 1, Regulation IX (WTD), Rule 1, Regulation X (RP) and Rule 1, Regulation VII ("Viajero").

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 Regulation Department within three (3) working days from the date of Official Receipt (OR) shall be subject to disciplinary action under the said law.

For your guidance and compliance.


BELINDA S. SANCHEZ

