

REQUEST FOR EXTENSION

Date

The ADMINISTRATOR
National Tobacco Administration
Quezon City

THRU: The MANAGER/OFFICER-IN-CHARGE
NTA _____

Sir/Madam:

May we request for an extension of our company _____
located at _____ of its buying operations
from _____ to _____. Our buying station will be open
from Mondays thru Fridays at 8:00 AM to 5:00 PM, except Saturdays, Sundays, and Holidays.

Thank you very much.

Very truly yours,

BS Manager

=====
(To be accomplished by concerned NTA Branch Office)

1st Endorsement

(Date)

Respectfully forwarded to the **Hon. Administrator**, through the Deputy Administrator for
Operations and the Manager, Regulation Department, the hereto Request for Extension of
_____, of its buying station located at
_____ from _____ to _____.

For your appropriate action.

Recommending approval:

Thank you.

Manager, Regulation Department

NTA-_____ Branch Office

Deputy Administrator for Operations

Approved:

Administrator and CEO