

**[ NTA MEMORANDUM CIRCULAR NO. 001, S. 2009,  
January 05, 2009 ]**

**ADDITIONAL REQUIREMENTS IN THE PROCESSING OF  
APPLICATIONS FOR LICENSE/PERMIT/AUTHORITY TO  
BUY/PURCHASE LEAF TOBACCO, AMENDING RULE 2 OF  
REGULATION III AND RULE 3 OF REGULATION VI OF THE  
AMENDED TRADING RULES AND REGULATIONS (TRR) AND  
PROVIDING FOR THE DEADLINES IN THE FILING OF  
APPLICATION OF LICENSE/PERMIT/AUTHORITY**

Pursuant to the powers vested upon the National Tobacco Administration (NTA) by Executive Order No. 245 and the results of the consultation made during the Tobacco Stakeholders Consultative Conference on Safeguarding Stakeholders' Interest in the Marketing of Quality Tobacco Leaf held on 06 November 2008, the following are hereby adopted for the compliance of all concerned, to wit:

*Section 1.* Rule 2 of Regulation III of the TRR is hereby amended to include the following additional requirements, to wit:

**"Rule 2. Requirements To Support The Application For License To Buy Leaf Tobacco – An application (RD Form No. 1) for the issuance of a License to Buy leaf tobacco, shall be filed with the Branch Office where the TC is located, and the same shall be supported by the following:**

**x x x**

**i. List of NTA-registered tobacco farmers/cooperatives/associations with whom he/she has entered into a Memorandum of Agreement (MA) and not otherwise contracted by any other NTA-licensed buyer/s, indicating the location and area planted, as well as, estimated yield/ production (RD Form No. 6);**

**j. List of contracted WTDs where he/she will sell his/her leaf tobacco acceptances (RD Form No. 7);**

**k. List of contracted or independent FRs from whom he/she will buy leaf tobacco and estimated purchases, as well as, the list of NTA-registered tobacco farmers/cooperatives/associations with whom the FRs had entered into an MA and not otherwise contracted by any other NTA-licensed buyer/s, indicating the location and area planted, as well as, estimated yield/production (RD Form No. 6)."**

For Crop Year **2008-2009**, the applicants are hereby required to submit the aforesaid additional requirements to the NTA BO before any license/permit/authority

will be released.

Beginning Crop Year **2009-2010**, all applicants are hereby required to simultaneously append the additional requirements as provided in this Section in the filing of application for license/permit/authority and the same shall be considered on a "first-come first-served" basis, which means, the applicant who first submitted the name of a particular FC shall no longer be included in the list/s to be submitted by the second and/or succeeding applicants.

*Section 2.* The license fees as provided in Rule 1 of Regulation VI is likewise amended, as follows:

Volume Deliveries/acceptances based from the immediately preceding Trading Season	Fees (PhP)
5,000 kg and below	1,000.00*
5,001 – 10,000 kg	1,500.00
10,001 – 20,000 kg	2,000.00
20,001 – 30,000 kg	2,500.00
30,001 – 40,000 kg	3,000.00
40,001 – 50,000 kg	3,500.00
50,001 – 100,000 kg	4,500.00
100,001 – 250,000kg	5,625.00
*applicable to new FR applicant	

*Section 3.* Rule 3 of Regulation VI of the TRR is further amended to include the following additional requirements, to wit:

**"Rule 3. Requirements To Support The Application Of A Field Representative:**

**x x x**

**b. Duly notarized Special Authority issued by the Contracting TC with whom he/she has an MA;**

**x x x**

**f. List of NTA-registered tobacco farmers-cooperators under his/her MA and not otherwise contracted by any NTA-licensed buyer/s."**

*Section 4.* The following rules and conditions/requirements shall be implemented in the application of Certificate of Authority (COA), to wit:

- The FR shall apply for separate COA for each type of tobacco intended to be purchased;
- All applications for COA shall be filed through NTA-Branch Office (NTA BO) where the FR intends to operate on or before the date hereinafter provided;
- In case of delay in the issuance of COA by the NTA, the Official Receipt issued by the NTO BO may be used by the applicant as his temporary