

Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
Regional \_\_\_\_\_

Control No. : \_\_\_\_\_  
Date Applied : \_\_\_\_\_  
Date Released : \_\_\_\_\_  
License expires on : \_\_\_\_\_

**APPLICATION FOR FIBER TRADER-EXPORTER LICENSE**  
(Renewal)

The Executive Director  
PhilFIDA, Quezon City

Thru : The Regional Director  
Region \_\_\_\_\_

Sir/Madam :

I have the honor to apply for the renewal of my **Trader-Exporter License** pursuant to PD 652 in relation to Executive Order Nos. 709, 116 and 366, and in accordance with the provisions of PhilFIDA Administrative Circular No. 12:

1. Name of Establishment : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_  
Metro. Mla. (if any) : \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_;
2. That I, \_\_\_\_\_, \_\_\_\_\_ (Nationality)  
residing at \_\_\_\_\_ with TIN : \_\_\_\_\_  
represent the above establishment as \_\_\_\_\_ (Pres./Mgr./Prop.);
3. That the approved marks of my establishment are :  
\_\_\_\_\_  
Initial of Station Registered Mark Establishment No.;
4. That my previous license number \_\_\_\_\_ was issued on \_\_\_\_\_ at \_\_\_\_\_ and expired/will expire on \_\_\_\_\_;
5. That I am exporting \_\_\_\_\_ fibers to \_\_\_\_\_ (country) and the fibers are baled and graded by \_\_\_\_\_ (Name/Address of Licensed GBE/Baler);
6. That I am submitting the following document/s to support my application: (Please check appropriate box)  
 Mayor's Permit or Business Permit  Annual Report of Operation the preceding year.
7. That the following is/are the amendment/s and/or change/s in my original application (if any):  
1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_
8. That I shall provide a segregating partition in case commodities other than fiber are also stored in the same bodega;
9. That I shall allow PhilFIDA authorized representative to have free access to my bodega/establishment;
10. That I shall submit statistical information/data required by PhilFIDA for statistical purposes;
11. That I have \_\_\_\_\_ (number) employee/s of whom \_\_\_\_\_ (number) is/are male/s/ \_\_\_\_\_ senior citizen/s/ \_\_\_\_\_ pwd/s/ and \_\_\_\_\_ (number) is/are female/s/ \_\_\_\_\_ senior citizen/s/ \_\_\_\_\_ pwd/s/ with an average of \_\_\_\_\_ (number) dependent/s per employee;

12. That I and my personnel shall at all times comply with the PhilFIDA rules and regulations.

I hereby certify under the penalty of law to the veracity of the above statements and that this application was prepared by me or my authorized representative under my personal direction.

\_\_\_\_\_  
Signature of Applicant Over Printed Name

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REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF \_\_\_\_\_ )S.S.  
Municipality of \_\_\_\_\_ )

SUBSCRIBED AND SWORN to before me on this \_\_\_ day of \_\_\_\_\_ 20\_\_ affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_.

Notary Public  
Until December 20\_\_

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_

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**CERTIFICATION**  
(To be filled out by the Licensing Personnel)

I hereby certify that the application of \_\_\_\_\_ for Trader-Exporter License has been reviewed/verified by me and that all requirements are duly complied with.

Application fee of \_\_\_\_\_ (P \_\_\_\_\_) and license fee of \_\_\_\_\_ (P \_\_\_\_\_) for a total of \_\_\_\_\_ (P \_\_\_\_\_) was paid under OR No. \_\_\_\_\_ dated \_\_\_\_\_.

Remarks: \_\_\_\_\_.

Attested by:

Verified by :

\_\_\_\_\_  
OIC - Regional Director

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Designation

Republic of the Philippines  
 Department of Agriculture  
**PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
 Region \_\_\_\_\_

\_\_\_\_\_  
 Date of Inspection

**REPORT ON RE-INSPECTION/RE-EVALUATION OF FACILITIES/PREMISES  
 (FOR GBE, CLASS A TRADER & TRADER-EXPORTER ONLY)**

1. Name of Establishment \_\_\_\_\_
2. Address: \_\_\_\_\_ IS/Reg. Mark: \_\_\_\_\_ Class: \_\_\_\_\_
3. Location of warehouse/premises & facilities: \_\_\_\_\_

<b>Facilities/Premises:</b>	<b><u>Rating</u></b>	<b><u>Standard Rating</u></b>
a. With partition to segregate fiber in case other commodities are stored in the same bodega _____	_____	30%
b. With clean storage and adequate classification area _____	_____	20%
c. With adequate lighting facilities _____	_____	20%
d. With hanging poles/other similar facilities for drying _____	_____	10%
e. With restriction signs, such as “no smoking” “no plastic allowed”, etc. _____	_____	10%
f. Weighing Device: (if defective – 0%) _____	_____	<u>10%</u> 100%

4. Number of licensed classifiers employed by the applicant: \_\_\_\_\_;
5. Floor area of warehouse: \_\_\_\_\_ sq. m.; adequate  ; inadequate  (Pls. check)
6. Kind of pressing machine:  ordinary  high density ;
7. With cloth tag  without cloth tag  ;
8. With locker  without locker  for government stamps & other facilities for PhilFIDA employee assigned thereat;
9. PhilFIDA Signboard : Complied ; Not Complied ; New licensee  (To be complied within 60 days)

I/We hereby certify that the foregoing inspection report was based on the actual inspection conducted by undersigned PhilFIDA representative on the facilities/premises of the above establishment/licensee.

Remarks/Recommendations: \_\_\_\_\_

Conforme: \_\_\_\_\_ Re-inspected/Re-evaluated by : \_\_\_\_\_  
 Operator/Manager Print Name and Signature

\_\_\_\_\_  
 Designation

Note:

Establishments with rating below 75% in facilities/premises shall not be issued licenses

Republic of the Philippines  
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**PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
Region \_\_\_\_\_, \_\_\_\_\_

**Annual Report of Operation**  
(Trader-Exporter)

Name of Trader-Exporter \_\_\_\_\_

Address \_\_\_\_\_

Establishment No. \_\_\_\_\_ IS/RM \_\_\_\_\_ Class \_\_\_\_\_

BALER/GRADER : \_\_\_\_\_ (Name of GBE & Marks)

1. Volume of fiber traded the preceding year : A. Inspected \_\_\_\_\_ B. Loose \_\_\_\_\_  
(No. of Bales) (No. of kilos)
2. Destination \_\_\_\_\_ (Country)
3. Volume of fibers exported the preceding year : \_\_\_\_\_ ; \_\_\_\_\_  
(No. of Bales declared by applicants) (No. of Bales as verified thru PTF by Licensing Officer)

4. Fiber/Origin

Fiber/s	District of Production/Province
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature of Establishment's Representative  
over Printed Name

Attested by:

\_\_\_\_\_  
Signature of PhilFIDA Representative  
over Printed Name