

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

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

**APPLICATION FOR LOCAL TRADER LICENSE**  
(Original)

The Executive Director  
PhilFIDA, Quezon City

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

Sir/Madam :

I have the honor to apply for a **Trader 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 I intend to use \_\_\_\_\_ as my registered mark;
4. That the form of my business organization is  non-cooperative  cooperative  
operating under PD No. 175 and LOI No. 23  single proprietorship  partnership  
 corporation;
5. That I am a  fiber trader  planter-trader who buys the share of my tenants;
6. That I am dealing with \_\_\_\_\_ fiber/s;
7. That I am submitting the following document/s to support my application: (Please check appropriate box)  
 Company Profile with Complete List of Officers  Certificate of Registration from SEC  
(for corporation/partnership)  
 Mayor's Permit or Business Permit  
 Certificate of Registration from DTI- BTRCP  
(for sole proprietorship)  
 Certificate of Registration by the Cooperative  
Development Authority (CDA), for Cooperative.
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 establishment;
10. That I shall submit statistical information/data required by PhilFIDA;
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 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.

\_\_\_\_\_  
Printed Name and Signature of Applicant

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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 \_\_\_\_\_

\_\_\_\_\_  
Administrative Officer  
(for Class C & D only)

Note: Applications for Class A & B traders both Original and Renewal must be notarized, while Class C & D must be under oath to be administered by the Administrative officer.

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

I hereby certify that the application of \_\_\_\_\_ for Local Trader 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 total of \_\_\_\_\_ (P \_\_\_\_\_ ) was paid under OR No. \_\_\_\_\_ dated \_\_\_\_\_.

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

Attested by:

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

Verified by:

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

\_\_\_\_\_  
Designation

LICENSE FORM 02  
(For Original)  
Revised 2021

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

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

**REPORT ON INSPECTION/ EVALUATION OF FACILITIES/PREMISES  
(BUYING STATION & LOCAL TRADER (CLASS B, C & D))**

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

<b><u>Facilities/Premises/Equipment:</u></b>	<b><u>Score</u></b>	<b><u>Standard</u></b>
a. With partition to segregate fiber in case other commodities are stored in the same bodega	_____	30%
b. Clean storage area for fiber with hanging poles/other similar facilities for drying fiber	_____	20%
c. With concrete flooring storage	_____	30%
d. Weighing Device: (if defective - 0%)	_____	<u>20%</u>
<b>TOTAL -</b>		<b>100%</b>

4. PhilFIDA Signboard : (Complied/Not complied) \_\_\_\_\_ ( To be complied within 60 days for New Licensee

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 : \_\_\_\_\_  
Operator/Manager

Inspected/Evaluated by : \_\_\_\_\_  
Print Name and Signature

\_\_\_\_\_  
Designation

Note:

Establishments with total rating below 75% shall not be issued licenses