

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
(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 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 _____;
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 the volume of fiber/s transacted by my establishment within the period covered was
_____ kilos;
8. 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 for the Preceding Year
9. That the following are the amendment/s and/or change/s in my original application (if any);
1. _____ 3. _____
2. _____ 4. _____
10. That I shall provide a segregating partition in case commodities other than fiber are also stored in the same bodega;
11. That I shall allow PhilFIDA authorized representative to have free access to my bodega/ establishment;
12. That I shall submit statistical information/data required by PhilFIDA for statistical purposes;

13. 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;
14. 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 under my personal direction.

Printed Name and Signature of Applicant

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 and B Traders both Original and Renewal, must be notarized, while Class C & D must be under oath to be administered by the Administrative officer.

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 a total of _____ (P _____) was paid under OR. No. _____ dated _____.

Remarks : _____.

Attested by:

Verified by:

OIC - Regional Director

Printed Name and Signature

Designation

LICENSE FORM 02
(For Renewal)
Revised 2021

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
(BUYING STATION & LOCAL TRADER (CLASS B, C & D))**

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

<u>Facilities/Premises/Equipment:</u>	<u>Score</u>	<u>Standard</u>
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%)	_____	20%
TOTAL -		100%

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 : _____ Re-inspected/Re-evaluated by : _____
Operator/Manager Print Name and Signature

Designation

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

LICENSE FORM 08
Revised 2021

Republic of the Philippines
Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
Region _____, _____

Annual Report of Operation
(Local Trader)

Name of Licensed Trader : _____

Address : _____

Fiber: _____ Establishment No. : _____ IS/RM : _____ Class : _____

1. Volume of fibers traded the preceding year: _____ kilos; _____ kilos
(declared by applicants) (No. of Kilos)
2. Sales:
A. () Inspected _____ B. () Loose _____
(No. of Bales) (No. of Kilos)
3. Volume of fibers stocked at the end of the year being reported
A. Inspected:
4. Employed _____ licensed classifier/s. (for Class A)

Signature of Establishment's Representative
over Printed Name

Attested By:

Signature of PhilFIDA Representative
Over Printed Name