

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

Control No. : _____
Date applied : _____
Date released : _____
License expires on : _____

APPLICATION FOR PROCESSOR LICENSE
(Original)

The Executive Director
PhilFIDA, Quezon City

Thru: The Regional Director
Region _____

Sir/Madam:

I have the honor to apply a **Processor 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 form of my business is a sole proprietorship partnership corporation
 cooperative operating under PD No. 175 and LOI No. 23;
4. That I intend to use _____ as my registered mark;
5. That I shall allow PhilFIDA authorized representative to have free access to my bodega/establishment;
6. That I shall submit statistical information/data required by PhilFIDA;
7. 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;
8. That I am a processor/manufacturer of rope/twine pulp/paper textile
 mattress fibercraft others, specify _____;
9. That I will be using _____ fiber/s from _____ (Country/Province of Origin);
10. 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.

- 11. That I shall provide a segregating partition in case commodities other than fiber are also stored in the same bodega;
- 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 representative 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 _____

or _____
Administrative Officer

Note: Notarial Oath is required for Classes A, B, C and E Fiber Processors both for Original and Renewal. Class D should be under oath to Administrative Officer.

CERTIFICATION
(To be filled out by the Licensing Personnel)

I hereby certify that the application of _____ for Processor 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 03
(For Original)
Revised 2021

Republic of the Philippines
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Region _____

Date of Inspection

**REPORT ON INSPECTION/EVALUATION OF FACILITIES/PREMISES
(PROCESSOR/MANUFACTURER)**

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

Facilities/Premises/Equipment:

| | <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, classification and working processing area for fiber with sufficient ventilation and lighting facilities on fiber classification | _____ | 30% |
| c. With restriction signs such as “no smoking”, “no plastic allowed”, etc. | _____ | 25% |
| d. Weighing Device: (if defective – 0%) | _____ | <u>15%</u> |
| 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: _____
Operator/Manager

Inspected/Evaluated by: _____
Print Name and Signature

Designation

Note:

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