

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**  
(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 **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 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 the estimated maximum processing capacity of my establishment is \_\_\_\_ kilos of \_\_\_\_ (kinds)  
fiber/ per year;
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 are the amendment/s and/or change/s in my original application:  
1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_
8. That I shall allow PhilFIDA authorized representative to have free access to my bodega;
9. That I shall submit statistical information/data required by PhilFIDA;
10. 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;

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 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\_\_ at \_\_\_\_\_ 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.

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**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 \_\_\_\_\_ ( \_\_\_\_\_ ) 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 Renewal)  
PhilFIDA 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  
(PROCESSOR/MANUFACTURER)**

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

**Facilities/Premises/Equipment:**

	<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, 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>
<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: \_\_\_\_\_ Re-inspected/Re-evaluated by: \_\_\_\_\_  
Operator/Manager Print Name and Signature

\_\_\_\_\_  
Designation

Note:

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

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**PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
Region \_\_\_\_\_, \_\_\_\_\_

**Annual Report of Operation**  
(Processor)

Name of Processor/Establishment : \_\_\_\_\_  
Address \_\_\_\_\_  
Location of Facilities/Premises/Equipment \_\_\_\_\_  
Est. No. \_\_\_\_\_ IS/RM \_\_\_\_\_ Class \_\_\_\_\_

1. Fiber Utilization/Processing/Manufacturing :

a. Fiber/s utilized : \_\_\_\_\_

b. Source/s of fibers :

GBEs       Processors       Traders       Producers

c. Status of fibers utilized:

baled or inspected       certified       All - in

d. End Products :

	<u>Volume/Quality</u>	<u>DESTINATION</u>
	Local	Export
<input type="checkbox"/> finished (specify)		

semi-finished (specify)

2. Excess Fibers :

No. of bales \_\_\_\_\_ No. of kilos \_\_\_\_\_

3. Inventory :

A. Inspected fibers stocked by grade at the end of the year being reported :

<u>GRADE</u>	<u>VOLUME</u> (kls)	<u>GRADE</u>	<u>VOLUME</u> (kls.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Ungraded fibers \_\_\_\_\_ kilos

C. Kind and volume of other commodities stored in the same bodega:

<u>KIND</u>	<u>VOLUME</u> (kls)	<u>KIND</u>	<u>VOLUME</u> (kls)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Total volume of fiber consumed the preceding year \_\_\_\_\_ (in kilos).

5. Name/s of employed licensed classifier/s: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Prepared by :

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

Attested by :

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