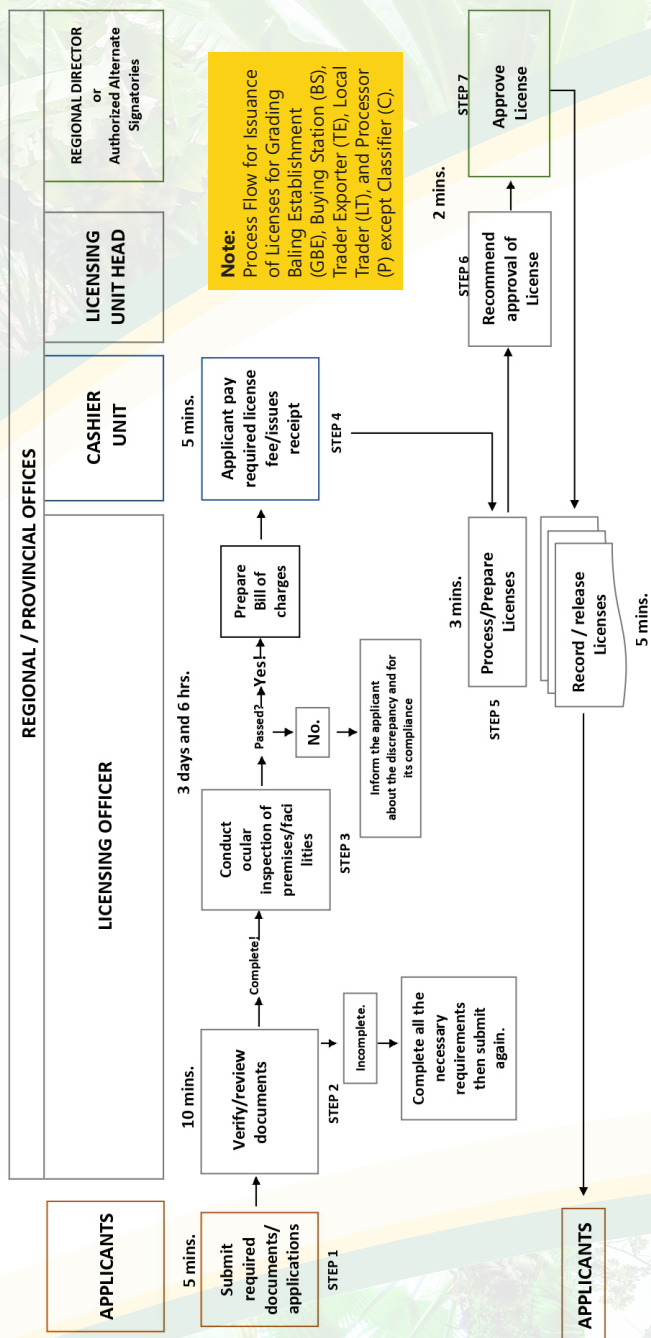


Process Flow of Issuance of Licenses



PhilFIDA Regional Offices

PhilFIDA Regions I/II/CAR

12-E Purok IV, Bakakeng Norte
Baguio City 2600
(6374) 422 37 85
✉ rswangal@philfida.da.gov.ph

PhilFIDA Region IV/NCR

3/F ATI Building, Elliptical Road,
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(0632) 920 8878
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PhilFIDA Region VI Satellite Office

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Commission Civil Street,
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PhilFIDA Region VII

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PhilFIDA Region VIII

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Rosvenil Subd., B. Aquino
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PhilFIDA Region IX

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(6362) 215 4299
✉ ropagadian@philfida.da.gov.ph

PhilFIDA Region X

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PhilFIDA Region XI

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PhilFIDA Region XIII

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Butuan City
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(0997) 499 0249 (Globe)
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Republic of the Philippines
Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
(PhilFIDA)

www.philfida.da.gov.ph



APPLYING FOR A PhilFIDA LICENSE



INTRODUCTION

This Service Guide is prepared by the PhilFIDA Regulatory Division for all person or entity engaged in the grading/baling, processing/manufacturing, classifying, buying and selling of Philippine commercial fibers.

This guide aims to provide basic and salient information on licensing to the above mentioned fiber participants, to enable them to comply with the requirements on the filing of applications for licenses provided in the PhilFIDA Administrative Circular No. 12 s. 2020.

Likewise, the prescribed streamlined procedures and timelines in the issuance of licenses to our stakeholders are provided herein.

AS PER AC NO. 12 CHAPTER II SEC. 1. PERSON OR ENTITY ENGAGED IN ANY OF THE FOLLOWING ACTIVITIES IS REQUIRED TO REGISTER AND SECURE A LICENSE FROM THE AUTHORITY:

1. Grading and baling Philippine commercial fiber intended for domestic and export market;
2. Buying and selling commercial fibers for domestic market;
3. Buying approved bales for export;
4. Buying fibers for their mother companies;
5. Processing/manufacturing fibers with government prescribed standard;
6. Classifying Philippine commercial fibers.

APPLYING FOR NEW AND RENEWAL LICENSE*

FOR NEW AND RENEWAL APPLICATION

Follow These Steps:	Processing Time	Person Responsible
1. Secure application forms and list of requirements from the PhilFIDA Provincial/Regional Office where your business is located.	5 minutes	Regional Licensing Officer
2. Submit duly accomplished application with documentary requirements, for review/verification.	10 minutes	Regional Licensing Officer
3. Ocular inspection and evaluation of premises/facilities of the applicant to be conducted by the Licensing Officer	3 days & 6 hours	Regional Licensing Officer
4. Pay application and license fee.	5 minutes	PhilFIDA Cashier
5. Present Official Receipt to RO/PO	5 minutes	Regional Licensing Officer
6. Acknowledge receipt of license	5 minutes	Regional Licensing Officer
*Total Processing Time	3 Days, 6 hours & 30 minutes	

COMPLIANCE REQUIREMENTS

A. Documentary Requirements:

FOR NEW APPLICATION

1. Corporation or Partnership

- 1.1 PhilFIDA Application Form (3 original copy)
- 1.2 SEC Registration Certificate (present original copy, 1 photocopy)
- 1.3 Company's profile with List of Officers (present original copy, 1 photocopy)
- 1.4 Mayor's Permit or Business Permit (present original copy, 1 photocopy)
- 1.5 Certificate of Training on the Philippine National Standard (For Abaca Fiber Business Only) (present original copy, 1 photocopy)

2. Sole Proprietorship

- 2.1 PhilFIDA Application Form (3 original copy)
- 2.2 Certificate of Registration by the DTI-BTRCP (optional for traders trading less than 25,000 kilos a year) (present original copy, 1 photocopy)
- 2.3 Mayor's Permit or Business Permit (present original copy, 1 photocopy)
- 2.4 Certificate of Training on the Philippine National Standard (For Abaca Fiber Business Only) (present original copy, 1 photocopy)

3. Cooperative

- 3.1 PhilFIDA Application Form (3 original copy)
- 3.2 Certificate of Registration by the Cooperative Development Authority (present original copy, 1 photocopy)
- 3.3 Mayor's Permit or Business Permit (present original copy, 1 photocopy)
- 3.4 Cooperative profile with complete list of officers (present original copy, 1 photocopy)
- 3.5 Certificate of Training on the Philippine National Standard (For Abaca Fiber Business Only) (present original copy, 1 photocopy)

4. Fiber Classifier

- 4.1 PhilFIDA Application Form (3 original copy)
- 4.2 Certificate of good moral character (present original copy, 1 photocopy)
- 4.3 Should pass the practical examination on fiber classification and grading

FOR RENEWAL APPLICATION

For Corporation, Partnership, Sole Proprietorship, and Cooperative

1. PhilFIDA Application Form (3 original copy)
2. Annual Report of Operation (3 original copy)
3. Mayor's Permit or Business Permit (present original copy, 1 photocopy)

For Fiber Classifier

1. PhilFIDA Application Form (3 original copy)

B. Equipment, Facilities, and Other Requirements:

FOR NEW AND RENEWAL LICENSE

1. Grading Baling Establishments (GBE)

- 1.1 One (1) metric weighing device with certificate of periodic calibration;
- 1.2 At least one (1) baling press;
- 1.3 Minimum floor area of 850 sq. m. for classification work and storage;
- 1.4 Warehouse with segregating partition with other commodities; and
- 1.5 At least one (1) licensed classifier.

2. Buying Station

- 2.1 Certification ownership by the mother company;
- 2.2 At least one (1) metric weighing device with certificate of periodic calibration.
- 2.3 Warehouse with segregating partition for other commodities;
- 2.4 A minimum floor area of 250 sq. m. for classification and storage; and
- 2.5 At least one (1) licensed classifier.

3. Trader-Exporter

- 3.1 At least one (1) metric weighing device with certificate of periodic calibration; and
- 3.2 Warehouse with segregating partition from other commodities.

4. Local Trader

- Class A
- 4.1 One (1) metric weighing device with certificate of periodic calibration;
- 4.2 A minimum floor area of 250 sq. m. for classification and storage;

- 4.3 Warehouse with segregating partition from other commodities;
- 4.4 At least one (1) baling press or manual pressing device; and
- 4.5 At least one (1) licensed classifier.

Class B, C, D

- 4.6 At least one (1) metric weighing device with certificate of periodic calibration; and
- 4.7 Warehouse with segregating partition from other commodities.

5. Processor

- 5.1 At least one (1) metric weighing device with certificate of periodic calibration;
- 5.2 Warehouse with segregating partition from other commodities;
- 5.3 At least one (1) licensed classifier (optional for Class C and D); and
- 5.4 Written description on how the fibers are to be utilized.

C. Fees to be paid (Application Fee + License Fee)

APPLICATION FEES

1. Grading Baling Establishment, Buying Station, Trader-Exporter, Local Trader, Processor – Php 50.00
2. Fiber Classifier – Php 10.00

LICENSE FEES

1. Grading Baling Establishment (GBE) License		
1 st Class	pressing 30,000 bales and above a year	Php 18,000.00
2 nd Class	pressing 20,000 but more than 29,999 bales a year	Php 12,000.00
3 rd Class	pressing 10,000 but not more than 19,999 bales a year	Php 7,200.00
4 th Class	pressing 9,999 bales and below a year	Php 6,000.00
2. Trader-Exporter (TE) License		
Class A	trading 500 bales ad above a year	Php 10,800.00
Class B	trading 300 but not more than 499 bales a year	Php 6,850.00
Class C	trading 299 bales and below a year	Php 2,640.00
3. Buying Station (BS) License		
1 st Class	buying 60,000 kilos and above a year	Php 4,800.00
2 nd Class	buying 30,000 but more than 59,999 kilos a year	Php 3,600.00
3 rd Class	buying 10,000 but not more than 29,999 kilos a year	Php 2,400.00
4 th Class	buying 9,999 kilos and below a year	Php 1,200.00
4. Local Trader (LT) License		
Class A	Trading 75,000 to 1,000,000 kilos a year	Php 4,200.00
Class B	Trading 50,000 but not more than 74,999 kilos a year	Php 2,400.00
Class C	Trading 25,000 but not more than 49,999 kilos a year	Php 1,200.00
Class D	Trading 24,999 kilos and below a year	Php 240.00
5. Processor		
Class A	Processing 500,000 kilos and above a year	Php 10,800.00
Class B	Processing 400,000 but not more than 499,999 kilos a year	Php 6,850.00
Class C	Processing 300,000 but not more than 399,999 kilos a year	Php 2,640.00
Class D	Processing 200,000 but not more than 299,999 kilos a year	Php 240.00
Class E	All processor exporters except those exporting pulp/paper	Php 7,800.00
6. Fiber Classifier (C) License – classifying Philippine Commercial Fibers		Php 60.00

FOR MORE INFORMATION, PLEASE CONTACT:

Executive Director

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☎ (632) 721 9804
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Chief, Regulatory Division

☎ (632) 928 8756 to 65 Local 2658
☎ (632) 441 2048
✉ regulatory@philfida.da.gov.ph