

15. ISSUANCE OF VAT EXEMPTION CERTIFICATE THRU NATIONAL SINGLE WINDOW (NSW)

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Importers and Importer End-Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and notarized Application Form [FPA-FRD-F06] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Bill of Lading (1 photocopy)		Manufacturer/Supplier		
Commercial Invoice (1 photocopy)		Manufacturer/Supplier		
Packing List (1 photocopy)		Manufacturer/Supplier		
Active Certificate of Product Registration (CPR) (1 photocopy)		Applicant (from the original document issued by FPA-FRD)		
Laboratory Analysis from a Third Party Laboratory taken from the country of origin prior to its shipment (1 photocopy)		Manufacturer/Supplier		
PNP Permit [for Nitrates only] (1 photocopy)		Philippine National Police - Firearms and Explosives Office (PNP-FEO)		
Disposition report of previous importation [for nitrates only] (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to the NSW portal 1.1 Submits application form and documentary requirements to FRD through email	1.1 Check and verify the submitted form and requirements	None	2 hours	<i>Agriculturist II</i> FPA-FRD
2. Wait for the approval/ disapproval	2.1 Update the date processed in the system	None	2 wd	<i>Agriculturist II</i> FPA-FRD
	2.2 Authorizes the application		1 wd	<i>Division Chief</i>
	2.3 authorize/approve the application		3 hours	<i>Executive Director</i> FPA-OED
3. Proceeds at FPA for payment and presents copies of NSW request form to FRD staff	3.1 Issue Bill form	Processing Fee - 600	30 mins	<i>Agriculturist II</i> FPA-FRD
4. Pays at the Cashier	4.1 Issue OR and update payment at the NSW portal		30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
5. Provides copy of the OR to FRD staff	5.1 Record OR number		30 mins	<i>Agriculturist II</i> FPA-FRD
6. Views/Prints the Certificate from the NSW Portal.	6.1 None	None	30 mins	Client
TOTAL:		600	4 wd	

16. ISSUANCE OF EXPORT CERTIFICATE THRU NATIONAL SINGLE WINDOW (NSW)

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Importers and Importer End-Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and notarized Application Form [FPA-FRD-F06] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Bill of Lading (1 photocopy)		Manufacturer/Supplier		
Commercial Invoice (1 photocopy)		Manufacturer/Supplier		
Packing List (1 photocopy)		Manufacturer/Supplier		
Active Certificate of Product Registration (CPR) (1 photocopy)		Applicant (from the original document issued by FPA-FRD)		
Laboratory Analysis from a Third Party Laboratory taken from the country of origin prior to its shipment (1 photocopy)		Manufacturer/Supplier		
PNP Permit [for Nitrates only] (1 photocopy)		Philippine National Police - Firearms and Explosives Office (PNP-FEO)		
Disposition report of previous importation [for nitrates only] (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1.1 Check and	None	2 hours	<i>Agriculturist II</i>



application w/ complete required documents to to the NSW portal 1.1 Submits application form and documentary requirements to FRD through email	verify the submitted form and requirements			FPA-FRD
2.Wait for the approval/ disapproval	2.1 Update the date processed in the system	None	2 wd	<i>Agriculturist II</i> FPA-FRD
	2.2 Authorize the application		1 wd	<i>Division Chief</i>
	2.3 Authorize/approve the application		3 hours	<i>Executive Director</i> FPA-OED
	2.3 Authorize/approve the application		4 hours	<i>Executive Director</i> FPA-OED
3. Proceeds at FPA for payment and presents copies of NSW request form to FRD staff	3.Issue Bill form	Processing Fee - 600	30 mins	<i>Agriculturist II</i> FPA-FRD
4. Pays at the Cashier	4.1 Issue OR and update payment at the NSW portal		30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
5. Provides copy of the OR to FRD staff	5.1 Record OR number		30 mins	<i>Agriculturist I</i> FPA-FRD
6. Views/Prints the Certificate from the NSW Portal.	6.1 None	None	30 mins	Client
TOTAL:		600	4 wd	

17. ISSUANCE OF OTHER CERTIFICATE

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Importers and Importer End-Users			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Duly accomplished and notarized Application Form [FPA-FRD-F06] with documentary stamp (1 original)	FPA-FRD or FPA Website			
Bill of Lading (1 photocopy)	Manufacturer/Supplier			
Commercial Invoice (1 photocopy)	Manufacturer/Supplier			
Packing List (1 photocopy)	Manufacturer/Supplier			
Active Certificate of Product Registration (CPR) (1 photocopy)	Applicant (from the original document issued by FPA-FRD)			
Laboratory Analysis from a Third Party Laboratory taken from the country of origin prior to its shipment (1 photocopy)	Manufacturer/Supplier			
PNP Permit [for Nitrates only] (1 photocopy)	Philippine National Police - Firearms and Explosives Office (PNP-FEO)			
Disposition report of previous importation [for nitrates only] (1 photocopy)	Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD) thru email	1.1 Check the completeness and correctness of the submitted documents	None	2 hours	Agriculturist II FPA-FRD
2.Wait for the approval/ disapproval	2.1 Evaluate and process the application	None	2 wd	Agriculturist II FPA-FRD



	2.2 Review and recommend		1 wd	<i>Supervising Agriculturist & Division Chief</i> FPA-FRD
	2.3 Final Review		3 hours	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	2.4 Approval / Disapproval		3 hours	<i>Executive Director</i> FPA-OED
3. Pay corresponding fees	3.1 Issue Order of Payment 3.2 Issue Official Receipt (O.R.)	Processing Fee - 600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
4. Present OR to FRD Staff	4.1 Record OR number	None	1 hour	<i>Agriculturist II</i> FPA-FRD
5. Claim the approved Certificate	5. Release the Approved Certificate	None		<i>Administrative Asst III</i> FPA-FRD
TOTAL:		600	4 wd	

18. FACILITATION OF SUBMISSION OF FERTILIZER SAMPLES TO FPA LABORATORY SERVICES DIVISION (LSD) FOR CONFIRMATORY ANALYSIS

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. Samples will be analyzed only at FPA-recognized laboratories.

Office or Division	Fertilizer Regulations Division (FRD)				
Classification	Complex				
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity				
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Request for Analysis Form [FPA-LSD-F01] (1 photocopy)		FPA-FRD or FPA Website			
For: Solid Samples - 250g to 500g Liquid Samples - 500mL to 1L Microbial Inoculants - 2pcs of 200g or 200mL		Applicant			
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier			
Analytical testing procedure(s) as required		Applicant			
Analytical standard as required		Applicant			
Bill Form		FPA-FRD			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit sample and required documents to Fertilizer Regulations Division (FRD)	1.1 Check the condition of the samples	None	30 mins	Chemist II FPA-FRD	
	1.2 Review the requested analysis of the sample		30 mins		
	1.3 Issue Bill Form		30 mins		
2. Pay corresponding fees		MACRONUTRIENTS		Accounting Staff / Cashier FPA-FAD	
		Nitrate Fee N	1250		
		Nitrogen with Nitrate	1550		
		Available Phosphorus	400		
		Total Phosphorus	1220		
		Total Potassium	910		
	2.1 Issue Order of Payment	Calcium	1010		
		Magnesium	1610		
		Sulfur	400		
	2.2 Issue Official Receipt (O.R.)	MICRONUTRIENTS			
		Boron	1570		
		Cobalt	1370		
		Copper	1370		
		Iron	1330		
		Manganese	1370		
	Sodium	1380			
	Zinc	1330			
	Chloride	730			



		<p>PLANT GROWTH REGULATORS</p> <p>Amino Ethyl Hexanoate 3430</p> <p>Brassinolide 4660</p> <p>Gibberellic Acid 2960</p> <p>Indole-3-Butyric Acid 3660</p> <p>1-Naphthaleneacetic acid 3880</p> <p>Nitrophenol and Nitroguaiacol 5010</p> <p>Paclobutrazol 3340</p> <p>Triaccontanol 3470</p> <p>MICROBIAL TESTS</p> <p><i>Escherichia coli (E. Coli)</i> 1050</p> <p>Total Coliform 900</p> <p>OTHERS</p> <p>Biuret 330</p> <p>Organic matter 350</p> <p>Moisture content 240</p> <p>pH 320</p> <p>Specific gravity 550</p> <p>Aluminum 1390</p> <p>Free acidity 530</p> <p>Free phosphoric acid 760</p> <p>GC analysis (specify: active ingredient) 3360</p> <p>HPLC analysis (specify: active ingredient) 3130</p> <p>Impurities Determination 4550</p>		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		Chemist II FPA-FRD
4. Wait for the results *test report is automatically forwarded by FPA-LSD to FPA-FRD for subsequent evaluation	4.1 Process the Request for Analysis Form	None	3.5 wd	Chemist II FPA-FRD
	4.2 Endorse samples to FPA-LSD		30 mins	Chemist II FPA-FRD
TOTAL:		(depends on the test parameters required for analysis)	4 wd	

19. ENDORSEMENT OF SAMPLES TO FPA-RECOGNIZED LABORATORIES FOR CONFIRMATORY ANALYSIS

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. Samples will be analyzed only at FPA-recognized laboratories.

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Simple			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for endorsement		Applicant (through walk-in or email)		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for endorsement (walk-in or through e-mail)	1. Receive the request	None	20 mins	<i>Chemist II</i> FPA-FRD
2. Wait for the endorsement form	2.1 Review the COA and MSDS of the sample 2.2 Encode sample details and chosen FPA-accredited laboratory in database 2.3 Assign FPA code and process the endorsement form	None	7.5 hours	<i>Chemist II</i> FPA-FRD
3. Claim endorsement form for the sample *client should forward test results to FPA-FRD for evaluation	3. Issue sample endorsement form	None	10 mins	<i>Chemist II</i> FPA-FRD
TOTAL:		None	1 wd	

20. EVALUATION OF TEST REPORTS FOR CONFIRMATORY ANALYSIS

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis, which shall be indicated in the label of the package.

Validity: 1 year

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Test Report [valid only within 1 year after date of issue] (1 original)		FPA-LSD, FPA-Recognized Laboratories, or local/foreign Third Party Laboratories (for parameters or test methods that cannot be conducted by FPA-LSD and FPA-recognized Laboratories)		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit test report to FPA-FRD *If testing was done in FPA, the test report is forwarded by FPA-LSD to FPA-FRD	1. Receive the test report	None	30 mins	Chemist II FPA-FRD
2. Wait for the test report and evaluation summary	2.1 Evaluate the test report and prepare the evaluation summary	None	4 wd	Chemist II FPA-FRD
	2.2 Review and recommend		1 wd	Division Chief FPA-FRD
3. Claim/receive (through email) the test report and evaluation summary	3. Notify client that the test report and evaluation summary are ready for release	None	1 hr	Chemist II FPA-FRD
TOTAL:		None	5 wd	

21. AMENDMENT OF ISSUED LICENSE, REGISTRATION, OR PERMIT ON FERTILIZER

This includes amendment of License, Permit and Product Registration Certificates with changes on brand name, business name, address, etc.

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request indicating the amendment (1 original)		Applicant		
Duly accomplished and notarized Application Form with documentary stamp (1 original)		FPA-FRD or FPA Website		
Previously issued License/Permit/Certificate (1 original)		Applicant		
SEC amendment form or board resolution with sworn affidavit or any legal document - <i>in case of change of business name or address</i> (1 photocopy)		Securities and Exchange Commission (SEC) or other office concerned		
Updated Draft Label (1 original) - <i>for Product Registration only</i>		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness and correctness of the submitted documents	None	2 hours	<i>Concerned FRD Staff</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	Filing Fee - 600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)			
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Concerned FRD Staff</i> FPA-FRD
4. Wait for the approval/disapproval	4.1 Evaluate and process the application	None	1.5 wd	<i>Concerned FRD Staff</i> FPA-FRD <i>Supervising Agriculturist & Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED <i>Executive Director</i> FPA-OED
	4.2 Review and recommend		1 wd	
	4.3 Final Review		1 wd	
	4.4 Approval / Disapproval		1 wd	
5. Claim the approved Certificate	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
TOTAL:		Filing Fee - 600	5 wd	

22. COMPLIANCE TO DEFICIENCIES / NON-CONFORMANCES

In case of deficiencies on Licensing/Product Registration Applications, the FRD staff shall prepare a status report to be sent to the client for further corrective action.

Office or Division	Fertilizer Regulations Division (FRD)			
Classification	Complex			
Type of Transaction	G2G - Government to Government or G2B - Government to Business Entity			
Who may avail	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter indicating the corrections made (1 original)		Applicant		
Status Report from FRD Staff detailing the deficiencies/non-conformances (1 photocopy)		FPA-FRD or FPA Website		
Document(s) for compliance (1 original)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit compliance to deficiencies/non-conformances to Fertilizer Regulations Division (FRD)	1. Receive the document/s for compliance	None	1 hour	Concerned FRD Staff FPA-FRD
2. Wait for the approval/disapproval	2.1 Evaluate the submitted document/s If compliant: process the certificate and proceed to step 2.2 If non-compliant: issue status report for further compliance	None	7 wd	Concerned FRD Staff / External Technical Evaluator FPA-FRD
	2.2 Review and recommend		1.75 wd	Supervising Agriculturist & Division Chief FPA-FRD Deputy Executive Director for Fertilizer FPA-OED
	2.3 Final Review		1 wd	Executive Director for Fertilizer FPA-OED
	2.4 Approval / Disapproval		1 wd	Executive Director FPA-OED
3. Claim the approved certificate	3. Notify client on the status of application (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD
TOTAL:		None	10 wd	