

9. ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER HANDLER (NEW/RENEWAL)

All persons/entities who shall engage in the business of exporting, importing, manufacturing, formulating, processing, bulk blending, bulk handling, distributing, supplying, repacking, storing, commercially applying, selling, and marketing of FPA-registered fertilizers and other agricultural chemicals must secure a license from FPA.

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, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Area Distributor, and National Distributor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For New Applicants		
General Requirements:		
Duly accomplished and notarized Application Form [FPA-FRD-F03 or F04] with documentary stamp (1 original)	FPA-FRD or FPA Website	
<i>For:</i> <i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy) <i>Cooperative</i> – CDA Registration (1 photocopy) <i>Single Proprietorship</i> – certificate of business name registration with DTI (1 photocopy)	Securities & Exchange Commission (SEC) Cooperative Development Authority (CDA) Department of Trade & Industry (DTI)	
Notarized copy of Certificate of Capitalization (1 original) - <i>for DTI and CDA-registered companies only</i>	Applicant	
Specific Requirements:		
Distributorship Agreement/Certificate from Mother Company (1 photocopy) - <i>for Importer/End-User, National/Area Distributor, and Repacker Only</i>	Manufacturer/Supplier	
Mining Permit from DENR (if applicable) (1 photocopy) - <i>for Processor only</i>	DENR	
Environmental Compliance Certificate [ECC] or Certificate of Non-Coverage [CNC] (1 photocopy) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only</i>	DENR	
List of Bulk Handling equipment (1 original) - <i>for Bulk Handler only</i>	Applicant	
Contract with Manufacturer/Supplier (1 photocopy) - <i>for Indentor only</i>	Manufacturer/Supplier	
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Bulk Handler only</i>	FPA-FRD or FPA-RFU	
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>except Indentor</i>	FPA-RFU	



Risk Appraisal Checklist for Warehouse/Store (1 original) - <i>except Bulk Handler and Indentor</i>		FPA-RFU		
Registration of Fertilizer Warehouse (1 photocopy) - <i>except Bulk Handler and Indentor</i>		FPA-FRD or FPA-RFU		
For Renewal				
General Requirements:				
Duly accomplished and notarized Application Form [FPA-FRD-F03, F04, F07, or F08] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Audited Financial Statements / Income Tax Return from the previous year (1 photocopy)		BIR or Independent Auditor		
Bill Form		FPA-FRD		
Specific Requirements:				
Monthly Production & Sales Report (from the Previous Year) - <i>for Manufacturer, Processor, Formulator, and Bulk Blender only</i>		Applicant (format available at FPA Website)		
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Bulk Handler only</i>		FPA-FRD or FPA-RFU		
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>All Handlers except Indentor</i>		FPA-RFU		
Risk Appraisal Checklist for Warehouse/Store (1 original) - <i>All Handlers except except Indentor</i>		FPA-RFU		
Registration of Fertilizer Warehouse (1 photocopy) - <i>All Handlers except except Indentor</i>		FPA-FRD or FPA-RFU		
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>Agriculturist II</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment 2.2 Issue Official Receipt (O.R.)	<u>Filing Fee per activity</u> (for New Applicants only) 1. Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Repacker, Institutional User 3600 2. Importer, Importer End-user, National Distributor, Area Distributor, Exporter, Indentor 1800 <u>License Fee based on declared capitalization</u> (for New and Renewal) 1. Over P5M Capitalization 1st Activity 8400 Succeeding 4800 Activities	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD



		<p>2. Over P1M to P5M Capitalization</p> <p>1st Activity 5400 Succeeding Activities 3600</p> <p>3. Over P500T to P1M Capitalization</p> <p>1st Activity 3600 Succeeding Activities 1800</p> <p>4. P500T & below Capitalization</p> <p>1st Activity 1800 Succeeding Activities 850</p> <p>For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date</p>		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist I</i> FPA-FRD
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents	None	3.5 wd	<i>Agriculturist II</i> FPA-FRD
	If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2			
	If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances		1 wd	<i>Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.2 Review and recommend		1 wd	<i>Executive Director</i> FPA-OED
	4.3 Final Review		1 wd	<i>Executive Director</i> FPA-OED
	4.4 Approval / Disapproval		1 wd	<i>Executive Director</i> FPA-OED
5. Claim the approved LTO	5. Notify the client on the status of application (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
TOTAL:		<p>For New Application: Filing Fee + License Fee based on declared capitalization</p> <p>For Renewal: License Fee based on declared capitalization (plus surcharge of fees if renewed beyond expiry date)</p>	7 wd	

10. ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER DEALER (NEW/RENEWAL)

All persons/entities who shall engage in the business of retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA.

Validity: 3 years

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 Dealers with valid Accredited Safety Dispenser (ASD) I.D.				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For New Applicants					
Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp (1 original)		FPA-FRD or FPA Website			
<i>For:</i>					
<i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy)		Securities & Exchange Commission (SEC)			
<i>Cooperative</i> – CDA Registration (1 photocopy)		Cooperative Development Authority (CDA)			
<i>Single Proprietorship</i> – certificate of business name registration with DTI (1 photocopy)		Department of Trade & Industry (DTI)			
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)		FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original)		FPA-RFU			
For Renewal					
Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp (1 original)		FPA-FRD or FPA Website			
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)		FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original)		FPA-RFU			
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>Agriculturist / FPA-FRD</i>	
	1.2 Issue Bill form		30 mins		
2. Pay corresponding fees	2.1 Issue Order of Payment 2.2 Issue Official Receipt (O.R.)	License Fee	30 mins	<i>Accounting Staff / Cashier FPA-FAD</i>	
		Fertilizer Dealer			1800
		Member of Dealer's Association			1500
		Dealer of both Fertilizer and Pesticide			4000
Member of Fertilizer and Pesticide Dealer's Association	3200				



		50% discount on Dealer's fee		
		For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist I</i> FPA-FRD
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2 If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	2.5 wd	<i>Agriculturist I</i> FPA-FRD
	4.2 Review and recommend		1 wd	<i>Division Chief</i> FPA-FRD
	4.3 Final Review		1 wd	<i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.4 Approval / Disapproval		1 wd	<i>Executive Director</i> FPA-OED
5. Claim the approved LTO	5. Notify the client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
TOTAL:		For New Application: License Fee based on type of dealership applied for For Renewal: License Fee based on type of dealership applied for (plus surcharge of fees if renewed beyond expiry date)	6 wd	

11. ISSUANCE OF LICENSE TO OPERATE (LTO) AS DEALER-REPACKER (NEW/RENEWAL)

All persons/entities who shall engage in the business of repacking and retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA. Repacking of solid fertilizers is done in 1, 2 and 5 kilograms with the FPA recommended label and packaging material.

Validity: 3 years

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 Dealers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New Applicants				
Duly accomplished and notarized Application Form [FPA-FRD-F04] with documentary stamp (1 original)		FPA-FRD or FPA Website		
<i>For:</i> Corporation/Partnership – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy) Cooperative – CDA Registration (1 photocopy) Single Proprietorship – certificate of business name registration with DTI (1 photocopy)		Securities & Exchange Commission (SEC) Cooperative Development Authority (CDA) Department of Trade & Industry (DTI)		
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)		FPA-RFU		
Risk Appraisal Checklist for Warehouse/Store (1 original)		FPA-RFU		
For Renewal				
Duly accomplished and notarized Application Form [FPA-FRD-F04] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)		FPA-RFU		
Risk Appraisal Checklist for Warehouse/Store (1 original)		FPA-RFU		
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>Agriculturist / FPA-FRD</i>
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	License Fee Fertilizer Dealer/Repacker 1800 Member of Dealer's Association 1500	30 mins	<i>Accounting Staff / Cashier FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)	Dealer of both Fertilizer and Pesticide 4000 Member of Fertilizer and Pesticide Dealer's Association 3200 Cooperative 50% discount on Dealer's fee		



		For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist II</i> FPA-FRD
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2 If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	2.5 wd	<i>Agriculturist I</i> FPA-FRD
	4.2 Review and recommend		1 wd	<i>Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.3 Final Review		1 wd	<i>Executive Director for Fertilizer</i> FPA-OED
	4.4 Approval / Disapproval		1 wd	<i>Executive Director</i> FPA-OED
5. Claim the approved LTO	5. Notify the client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
TOTAL:		For New Application: License Fee based on type of dealership applied for For Renewal: License Fee based on type of dealership applied for (plus surcharge of fees if renewed beyond expiry date)	6 wd	

12. ISSUANCE OF LICENSE TO OPERATE (LTO) AS MANGO CONTRACTOR (NEW/RENEWAL)

All persons/entities who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis shall secure a license from FPA.

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	Mango Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For New and Renewal				
Duly accomplished and notarized Application Form [FPA-FRD-F08] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Certificate of membership if member of Accredited Association (1 photocopy)		Applicant		
Certificate of Attendance in Mango Contractor Training (1 photocopy)		Applicant (original issued by FPA-PMID or FPA-RFU)		
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>Agriculturist / FPA-FRD</i>
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	License Fee Mango Contractor 1200 Member of Accredited Association 600	30 mins	<i>Accounting Staff / Cashier FPA-FAD</i>
	2.2 Issue Official Receipt (O.R.)	For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist / FPA-FRD</i>
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2 If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	2.5 wd	<i>Agriculturist / FPA-FRD</i>
	4.2 Review and recommend		1 wd	<i>Division Chief FPA-FRD</i>



	4.3 Final Review		1 wd	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 wd	<i>Executive Director FPA-OED</i>
5. Claim the approved License to Operate LTO	5. Notify the client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
TOTAL:		1200 for independent MC, 600 if member of AA (plus surcharge of fees if renewed beyond expiry date)	6 wd	

13. ISSUANCE OF CERTIFICATE OF FERTILIZER WAREHOUSE REGISTRATION (NEW/RENEWAL)

Warehouse and other facilities used for the storage of fertilizers and other agricultural pesticides must be registered with FPA.

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, Area Distributor, and National Distributor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and notarized Application Form [FPA-FRD-F05] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)		FPA-RFU		
Risk Appraisal Checklist for Warehouse/Store (1 original)		FPA-RFU		
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>Agriculturist II</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment 2.2 Issue Official Receipt (O.R.)	Registration Fee Fertilizer only 1200 Both Fertilizer and Pesticide 2400	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
		For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist II</i> FPA-FRD
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents If compliant: process the Warehouse Registration Certificate and proceed to step 4.2 If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	2.5 wd	<i>Agriculturist II</i> FPA-FRD



	4.2 Review and recommend		1 wd	<i>Division Chief FPA-FRD</i>
	4.3 Final Review		1 wd	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 wd	<i>Executive Director FPA-OED</i>
5. Claim the approved Warehouse Registration Certificate	5. Notify the client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
TOTAL:		1200 for Fertilizer only, 2400 for both Fertilizer and Pesticide (plus surcharge of fees if renewed beyond expiry date)	6 wd	



14. INSPECTION OF FERTILIZER MANUFACTURING PLANT OR REPACKING SITE

Prior to the application of License to Operate as Fertilizer Manufacturer, Processor, Formulator, Bulk Blender, or Repacker, FPA needs to conduct an inspection of the site to check compliance with the standards set by the agency.

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, and Repacker			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Inspection Request Form [FOCU-IRF-2018-] (1 original), or Written request addressed to FPA-FRD (1 original)		FPA-RFU or FPA Website Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for inspection of manufacturing plant / repacking site	1.1 Receive request for inspection 1.2 Work out the logistics (date and time of inspection, means of transportation) with the client	None	2 hours	<i>Agriculturist II</i> FPA-FRD
2. Wait for the finalized schedule	2.1 Coordinate the request with the divisions involved (if there are any) 2.2 Inform client of the finalized schedule	None	5 wd	<i>Agriculturist II</i> FPA-FRD
3. Meet with the inspectors	3. Travel to the site	None	1 hour	<i>Plant Inspection Team</i> FPA-FRD
4. Participate in the inspection and answer questions by the inspectors	4.1 Conduct opening meeting and walk-through of the process 4.2 Proceed with the inspection and evaluation of the site in accordance with FPA's standards 4.3 Conduct closing meeting	None	3 hours	<i>Plant Inspection Team</i> FPA-FRD
5. Wait for the inspection report	5.1 Travel back to FPA 5.2 Prepare inspection report	None	1 hour 1 wd	<i>Plant Inspection Team</i> FPA-FRD
6. Claim the inspection report *resolve non-compliance(s), if there are any	6.2 Notify the client of the results of inspection	None	1 hour	<i>Agriculturist II</i> FPA-FRD
TOTAL:		None	7 wd	