



1. LICENSING

1.1 FERTILIZER AREA DISTRIBUTOR

Office or Division	Regional Field Unit (RFU)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	Any person or business entity who intends to sell fertilizer.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 original copy of duly accomplished and notarized application form	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
1 documentary stamp	BIR
1 copy of SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation, Certificate of business name registration with DTI for Single Proprietorship, CDA registration for Cooperative (New only)	SEC/DTI/CDA
1 Notarized copy of Certificate of Capitalization/Paid-Up Capital (New only)	Applicant
1 copy of Risk Appraisal for Warehouse/Store	FPA Provincial/Regional Officer
1 copy of Recommendation from Provincial/Regional Officer covering the area	FPA Provincial/Regional Officer
1 copy of Certificate of Registration of Warehouse	FPA Provincial/Regional Officer
1 copy of Financial Statement/Income Tax Return (Renewal only)	Applicant/BIR
1 Order of Payment	FPA Provincial/Regional Officer
1 copy of Official Receipt	FPA Provincial/Regional Officer
1 copy of Distributorship Agreement/Certificate from the Supplier	Manufacturer/Supplier

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents 1.1 If documents are complete, issue Order of Payment to the client	20 mins	Agriculturist II



<p>2. Client pays the corresponding fees</p>	<p>2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe</p>	<p>10 mins</p>	
<p>3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer</p>	<p>3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**</p>	<p>1 day</p>	<p>Agriculturist II</p>
	<p>3.1 Administrative Aide prints and receives the application documents at the Regional Office</p> <p>3.2 Regional Officer evaluates and processes the applications</p> <p>3.3 Administrative Aide prepares the certification</p> <p>3.4 Regional Officer reviews and signs the certificate</p> <p>3.5 Administrative Aide mails the signed certificate to Provincial Officer***</p>	<p>1 hr</p> <p>4 hrs</p> <p>1 hr</p> <p>1 hr</p> <p>5 hrs</p>	<p>Administrative Aide</p> <p>Supervising Agriculturist</p> <p>Administrative Aide</p> <p>Supervising Agriculturist</p> <p>Administrative Aide</p>



	3.6 Provincial Officer waits for the delivery of the certificate	2 days	Courier service
4. Client receives the certificate from the Provincial Officer and signs the receiving logbook or acknowledges the notification of the Provincial Officer	4. Provincial Officer receives and records certificate from the Regional Officer	30 mins	Agriculturist II
	4.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for release	2 days	Agriculturist II
TOTAL:		6 working days and 5 hours	



1.2 PESTICIDE AREA DISTRIBUTOR

Office or Division	Regional Field Unit (RFU)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	Any person or business entity who intends to sell fertilizer.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 original copy of duly accomplished and notarized application form	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
1 documentary stamp	BIR
1 copy of SEC registration and Articles of Incorporation stated in the primary purpose "for oesticide and/or agricultural chemicals for Corporation, Certificate of business name registration with DTI for Single Proprietorship, CDA registration for Cooperative	SEC/DTI/CDA
1 copy of Risk Appraisal for Warehouse/Store	FPA Provincial/Regional Officer
1 copy of Recommendation from Provincial/Regional Officer covering the area	FPA Provincial/Regional Officer
1 copy of Certificate of Registration of Warehouse	FPA Provincial/Regional Officer
1 Order of Payment	FPA Provincial/Regional Officer
1 copy of Official Receipt	FPA Provincial/Regional Officer
1 copy of Distributorship Agreement/Certificate from the Supplier	Manufacturer/Supplier
1 copy of valid ARCO ID/RCO	FPA

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents 1.1 If documents are complete, issue Order of Payment to the client	20 mins	Agriculturist II
2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	10 mins	Agriculturist II
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	1 day	Agriculturist II
	3.1 Administrative Aide prints and receives the application documents at the Regional Office	1 hr	Administrative Aide

	3.2 Regional Officer evaluates and processes the applications	4 hrs	Supervising Agriculturist
	3.3 Administrative Aide prepares the certification	1 hr	Administrative Aide
	3.4 Regional Officer reviews and signs the certificate	1 hr	Supervising Agriculturist
	3.5 Administrative Aide mails the signed certificate to Provincial Officer***	5 hrs	Administrative Aide
	3.6 Provincial Officer waits for the delivery of the certificate	2 days	Courier service
4. Client receives the certificate from the Provincial Officer and signs the receiving logbook or acknowledges the notification of the Provincial Officer	4. Provincial Officer receives and records certificate from the Regional Officer	30 mins	Agriculturist II
	4.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for release	2 days	Agriculturist II
TOTAL:		6 working days and 5 hours	



1.3 DEALER/DEALER-REPACKER

Office or Division	Regional Field Unit (RFU)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	Any person or business entity who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 original copy of duly accomplished and notarized application form	FPA Regional, Provincial Offices, FPA Central Office and FPA official website
1 Documentray stamp	BIR
1 copy of recommendation letter from provincial officer covering the area	FPA Provincial Office
1 copy of DTI for single proprietorship	DTI
SEC registration for Corporation/Partnership	SEC
CDA Registration for Cooperatives	CDA
1 copy Risk Appraisal Checklist for Warehouse/Store	FPA Provincial Office
1 copy of Accredited Safety Dispenser [ASD] ID/s	Regional/Provincial Office
License fee: Managers' check address to Fertilizer and Pesticide Authority / Cash / PMO / Company Check	Registrant
1 copy of Order of Payment	Provincial Officers
1 copy of Original Receipt	Provincial/Regional Officer

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	Receives the application documents from the clients and check for completeness of documents	None	20 mins	Agriculturist II
	If documents are complete, issue Order of Payment to the client	None		
2. Client pays the corresponding fees	Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	License Fee* Dealers/Dealer-repacker Dealers of both Fertilizer and Pesticide =	10 mins	Agriculturist II/Supervising Agriculturist

		4,000.00 Fertilizer Dealer/Repacker = 1,800.00 Pesticide Dealer = 2,500.00 Member of Dealer 's Assoc. = 20% discount Cooperative = 50% discount		
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Provincial Officer evaluates the application documents, prepares Recommendation letter, and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II
4. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
	Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist
	Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	Administrative Aide mails the signed certificate to Provincial Officer*	None	5 hrs	Administrative Aide
5. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
6. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for released	None	2 days	Agriculturist II

1.4 MANGO FLOWER INDUCER/CONTRACTOR

Office or Division	Regional Field Unit (RFU)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	Any person/entity who enters into a contract with a mango grower

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 original copy of duly accomplished and notarized application form	Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office
1 documentary stamp	BIR
1 copy of Official Receipt	FPA Provincial/Regional Officer
1 copy of Certificate of Attendance to Mango Contractor Training	FPA
1 copy of Certificate of Membership from Accredited Association, if applicable	Accredited Association

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	Receives the application documents from the clients and check for completeness of documents	None	20 mins	Agriculturist II
	If documents are complete, issue Order of Payment to the client	None		
2. Client pays the corresponding fees	Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	License Fee* Dealers/Dealer-repacker Dealers of both Fertilizer and Pesticide = 4,000.00 Fertilizer Dealer/Repacker = 1,800.00 Pesticide Dealer = 2,500.00 Member of Dealer 's Assoc. = 20% discount	10 mins	Agriculturist II/Supervising Agriculturist



		Cooperative = 50% discount		
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Provincial Officer evaluates the application documents, prepares Recommendation letter, and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II
4. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
	Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist
	Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	Administrative Aide mails the signed certificate to Provincial Officer*	None	5 hrs	Administrative Aide
5. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
6. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for released	None	2 days	Agriculturist II