

2. WAREHOUSE REGISTRATION

Office or Division	Regional Field Unit (RFU)
Classification	Complex
Type of Transaction	G2B - Government to Business Entity
Who may avail	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Common for both Fertilizer and Pesticide Warehouse (New/Renewal)	
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 Recommendation from Provincial/Regional Officer covering the area	FPA Provincial/Regional Officer
1 copy of Risk Appraisal for Warehouse/Store	FPA Provincial/Regional Officer
1 copy of Official Receipt	FPA 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 = 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