



**REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
FERTILIZER AND PESTICIDE AUTHORITY**

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Annex 3.2

**CHECKLIST OF REQUIREMENTS
FOR FERTILIZER AND PESTICIDE DEALERSHIP LICENSE**

NEW

RENEWAL

- 1. Duly accomplished and notarized application form (original copy) with documentary stamps required.
- 2. Business Name Registration Certificate:
 - SEC Registration DTI Cooperative
- 3. Recommendation from Regional /Provincial Officer:
- 4. Proof of Training / Accreditation
 - 2-day Accredited Safety Dispenser's Training
 - 2 copies of 1x1 picture for ASD-ID
- 5. Agro-Dealers Associations:
 - Member of F/P Dealers Association (xerox copy)
 - Non-Member of F/P Dealers Association
- 6. For Fertilizer Dealer – Weighing Scale (200-500 kg.)
- 7. List of registered fertilizer products to be sold.
- 8. List of registered both fertilizer and pesticide products to be sold.
- 9. Payment of license fee for three (3) years either in Postal Money Order or Manager's Check (Personal and Out-of-Town Checks are not accepted).
 - a. Fertilizer Dealer -----P1,800.00 / store
Member of Fertilizer Dealers Association ----- 1,500.00
 - b. Pesticide Dealer ----- 2,500.00
Member of F/P Dealers Association ----- 2,000.00
- Outlets / Hardware Stores Retailing Household
Pesticides and Wood Preservatives ----- 1,800.00
- Small outlets retailing Household Pesticides with
annual sales less than P50,000.00 (attached
certification from the owner as to the assigned
capitalization) ----- 450.00
 - c. Dealer of both Fertilizer / Pesticide ----- 4,000.00
Member of F/P Dealers Association ----- 3,200.00
 - d. Cooperative – 50% discount of dealers fee

All applications should be filed through the FPA Regional/Provincial Officers.

REMINDER:

Renewal of application for license shall be filed at least one (1) month before its expiry date. Application for renewal filed within one (1) month after the expiry date of the license shall be subject to a 50% surcharge while those filed after the said period shall be subject to a 100% surcharge. (Memo circular No. 96-06, Series of 1996, effective December 16, 1996).

