

MEMORANDUM CIRCULAR

No. 2

Series of 2024

TO : **ALL FERTILIZER HANDLERS**
ALL CONCERNED STAKEHOLDERS

SUBJECT : **EFFECTIVITY OF THE REVISED FPA CITIZEN'S CHARTER ON THE EXTERNAL SERVICES OF THE FERTILIZER REGULATIONS DIVISION**

Pursuant to Department Circular No. 6, Series of 2023, otherwise known as the "*Harmonization of Terms and Streamlining of Requirements for Authorization and Recognition Under the Regulatory Jurisdiction of the Department of Agriculture*", the requirements for License to Operate (LTO) as Fertilizer Handler have been harmonized to include the following documents:

Checklist of Requirements	Where to Secure
Mayor's / Business Permit (1 photocopy)	Mayor's Office
Company Profile, including officers, office and establishment location map with geotagged photos (1 original)	Applicant
BOC Registration Certificate (1 photocopy) - <i>for Importer, Importer End-User, and Exporter only</i>	Bureau of Customs (BOC)

Further, all applications for Certificate of Product Registration (CPR) and LTO shall be accompanied by:

Checklist of Requirements	Where to Secure
Special Power of Attorney (DTI) / Board Resolution (SEC & CDA) / Secretary's Certificate (SEC & CDA) and Company Identification Card (1 photocopy) - <i>for applicants represented by its authorized representative</i>	Applicant



The complete checklist of requirements, as well as the schedule of fees are published in the FPA Citizen's Charter 2023 (2nd Edition). The revised documentary requirements for FRD External Services shall have a transition period of one (1) month from the date of signing of this Circular for mandatory implementation. During the transition period, the division shall continue to accept applications with attachments in accordance with the previous guidelines. Thereafter, the updated requirements shall be in full force and effect.

For your information and guidance.

Signed this 23 day of January 2024.



JULIETA B. LANSANGAN, MSA, MSES
Executive Director III

