



MEMORANDUM CIRCULAR

No. 04
Series of 2024

TO : **ALL FERTILIZER HANDLERS
REGIONAL FIELD UNITS
THIS OFFICE**

SUBJECT : **IMPLEMENTATION OF THE FPA TRADE SYSTEM FOR THE
LICENSING OF FERTILIZER HANDLERS**

The Fertilizer and Pesticide Authority (FPA), in close collaboration with InterCommerce Network Services, Inc. (INS), has developed the **FPA Trade System** which aims to automate and streamline the application processes and procedures on the issuance of regulatory documents and improve process efficiency, traceability, and generation of management reports.

The first stage of the project will digitalize the application process and issuance of licenses administered by the Fertilizer Regulations Division (FRD), with accreditation, registration certificates, import/export clearances, and RFU licenses targeted for the next phases of implementation.

In line with this, all Fertilizer Handlers are hereby enjoined to use the system for new/renewal applications for **License to Operate (LTO) as Fertilizer Handler (National-Level)**, effective **March 1, 2024**. Please be informed that FPA will no longer accept physical applications beginning this period. Meanwhile, all applicants are advised to pay the corresponding fee at the FPA cashier since the FPA online payment scheme for the LTO is still under review of the Landbank of the Philippines.

For your information and guidance.

Signed this 1st day of February 2024.

JULIETA B. LANSANGAN, MSA, MSES
Executive Director III



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