

# **FETILIZER REGULATIONS DIVISION**

## **EXTERNAL SERVICES**

# 1. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW FULLY-REGISTERED PRODUCTS (TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)					
<b>Classification</b>	Highly Technical					
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity					
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor					
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>			
<b>For Local Products</b>						
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	FPA-FRD or FPA Website					
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD					
Production Process Flowchart [except for raw material] (1 original)	Applicant					
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)					
Bill Form	FPA-FRD					
Order of Payment	FPA Accounting Staff / Cashier					
Official Receipt	FPA Accounting Staff / Cashier					
<b>For Imported Products</b>						
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	FPA-FRD or FPA Website					
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD					
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier					
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier					
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)					
Bill Form	FPA-FRD					
Order of Payment	FPA Accounting Staff / Cashier					
Official Receipt	FPA Accounting Staff / Cashier					
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>		<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None		2 hours	Senior Agriculturist FPA-FRD	
	1.2 Issue Bill form			30 mins		
2. Pay corresponding	2.1 Issue Order of		<b>Local</b>	<b>Imported</b>	30 mins	Accounting Staff

fees	Payment 2.2 Issue Official Receipt (O.R.)	<b>Filing Fee</b> 600      600 <b>Registration Fee</b> Inorganic      3600      6000 Soil Conditioner      1800      4200 Raw Material      1800      4200 Plant Growth Promoter      1800      4200 Specialty      1800      4200		<i>/ Cashier FPA-FAD</i>
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Senior Agriculturist FPA-FRD</i>
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2 If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	10.5 wd	<i>Senior Agriculturist FPA-FRD</i>
	4.2 Review and recommend		2 wd	<i>Supervising Agriculturist &amp; Division Chief FPA-FRD</i>
	4.3 Final Review		1 wd	<i>Deputy Executive Director for Fertilizer FPA-OED</i>
	4.4 Approval / Disapproval		1 wd	<i>Executive Director FPA-OED</i>
5. Claim the approved CPR	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		Filing Fee + Registration Fee based on the type of product	15 wd	

## 2. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW FULLY-REGISTERED PRODUCTS (NON-TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity	
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Local Products</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	
Production Process Flowchart (1 original)	Applicant	
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)	
Approved Experimental Use Permit (1 photocopy)	Applicant (from the original document issued by FPA-FRD)	
Endorsement of Bioefficacy Data	FPA-RFU	
Two (2) bioefficacy data for the same crop (2 original)	FPA-Accredited Researcher	
Bill Form	FPA-FRD	
Order of Payment	FPA Accounting Staff / Cashier	
Official Receipt	FPA Accounting Staff / Cashier	
<b>For Imported Products</b>		
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	
Production Process Flowchart (1 photocopy)	Manufacturer/Supplier	
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier	
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier	
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)	
Approved Experimental Use Permit (1 photocopy)	Applicant (from the original document issued by FPA-FRD)	
Endorsement of Bioefficacy Data	FPA-RFU	
Two (2) bioefficacy data for the same crop (2 original)	FPA-Accredited Researcher	
Bill Form	FPA-FRD	
Order of Payment	FPA Accounting Staff / Cashier	
Official Receipt	FPA Accounting Staff / Cashier	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE																					
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist I</i> FPA-FRD																					
	1.2 Issue Bill form		30 mins																						
2. Pay corresponding fees	2.1 Issue Order of Payment 2.2 Issue Official Receipt (O.R.)	<table border="1"> <thead> <tr> <th></th> <th>Local</th> <th>Imported</th> </tr> </thead> <tbody> <tr> <td><b>Filing Fee</b></td> <td>600</td> <td>600</td> </tr> <tr> <td><b>Registration Fee</b></td> <td></td> <td></td> </tr> <tr> <td>Inorganic</td> <td>3600</td> <td>6000</td> </tr> <tr> <td>Soil Conditioner</td> <td>1800</td> <td>4200</td> </tr> <tr> <td>Plant Growth Promoter</td> <td>1800</td> <td>4200</td> </tr> <tr> <td>Specialty</td> <td>1800</td> <td>4200</td> </tr> </tbody> </table>		Local	Imported	<b>Filing Fee</b>	600	600	<b>Registration Fee</b>			Inorganic	3600	6000	Soil Conditioner	1800	4200	Plant Growth Promoter	1800	4200	Specialty	1800	4200	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
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Plant Growth Promoter	1800	4200																							
Specialty	1800	4200																							
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None	<i>Agriculturist I</i> FPA-FRD																						
4. Wait for the approval/ disapproval	4.1 Prepare data package	None	2 wd	<i>Agriculturist I</i> FPA-FRD																					
	4.2 Submit data package for review of Technical Evaluator		1.5 wd	<i>Agriculturist I</i> FPA-FRD																					
	4.3 Evaluate data package and prepare evaluation report		10 wd	<i>External Technical Evaluator</i>																					
	4.4 Receive the evaluation report from the Technical Evaluator																								
	4.5 Review the evaluation report, application form, and supporting documents If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.6 If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances		2 wd	<i>Agriculturist I</i> FPA-FRD																					
	4.6 Review and recommend		2 wd	<i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED																					
	4.7 Final Review		1 wd	<i>Executive Director</i> FPA-OED																					
	4.8 Approval / Disapproval		1 wd	<i>Executive Director</i> FPA-OED																					

5. Claim the approved CPR	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		Filing Fee + Registration Fee based on the type of product	20 wd	

### 3. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW PROVISIONALLY-REGISTERED PRODUCTS (NON-TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 1 year

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity	
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Local Products</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	
Production Process Flowchart (1 original)	Applicant	
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)	
Approved Experimental Use Permit (1 photocopy)	Applicant (from the original document issued by FPA-FRD)	
Endorsement of Bioefficacy Data	FPA-RFU	
One (1) bioefficacy data for the target crop (1 original)	FPA-Accredited Researcher	
Bill Form	FPA-FRD	
Order of Payment	FPA Accounting Staff / Cashier	
Official Receipt	FPA Accounting Staff / Cashier	
<b>For Imported Products</b>		
Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)	FPA-FRD or FPA Website	
Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 original)	FPA-FRD	
Production Process Flowchart (1 photocopy)	Manufacturer/Supplier	
Certificate of Analysis [COA] from the manufacturer (1 photocopy)	Manufacturer/Supplier	
Material Safety Data Sheet [MSDS] (1 photocopy)	Manufacturer/Supplier	
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID (PHP)	PROCESSING TIME	PERSON RESPONSIBLE																					
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents 1.2 Issue Bill form	None	2 hours 30 mins	<i>Agriculturist I</i> FPA-FRD																					
2. Pay corresponding fees	2.1 Issue Order of Payment 2.2 Issue Official Receipt (O.R.)	<table border="1"> <thead> <tr> <th></th> <th>Local</th> <th>Imported</th> </tr> </thead> <tbody> <tr> <td><b>Filing Fee</b></td> <td>600</td> <td>600</td> </tr> <tr> <td><b>Registration Fee</b></td> <td></td> <td></td> </tr> <tr> <td>Inorganic</td> <td>1200</td> <td>1800</td> </tr> <tr> <td>Soil Conditioner</td> <td>600</td> <td>1800</td> </tr> <tr> <td>Plant Growth Promoter</td> <td>1200</td> <td>1800</td> </tr> <tr> <td>Specialty</td> <td>1200</td> <td>1800</td> </tr> </tbody> </table>		Local	Imported	<b>Filing Fee</b>	600	600	<b>Registration Fee</b>			Inorganic	1200	1800	Soil Conditioner	600	1800	Plant Growth Promoter	1200	1800	Specialty	1200	1800	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
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3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist I</i> FPA-FRD																					
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4.8 Approval / Disapproval	1 wd	<i>Executive Director</i> FPA-OED																							



5. Claim the approved CPR	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		Filing Fee + Registration Fee based on the type of product	20 wd	

#### 4. RENEWAL OF CERTIFICATE OF PRODUCT REGISTRATION FOR FULLY-REGISTERED PRODUCTS (TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required	1.1 Check the completeness of the submitted documents	None	2 hours	Senior Agriculturist FPA-FRD

documents to Fertilizer Regulations Division (FRD)	1.2 Issue Bill form		30 mins																						
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<b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date																									
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		Senior Agriculturist FPA-FRD																					
4. Wait for the approval/disapproval	4.1 Evaluate the application form and supporting documents If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2 If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	3.5 wd	Senior Agriculturist FPA-FRD																					
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5. Claim the approved CPR	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD																					
<b>TOTAL:</b>		Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 wd																						

## 5. RENEWAL OF CERTIFICATE OF PRODUCT REGISTRATION FOR PROVISIONALLY-REGISTERED PRODUCTS (NON-TRADITIONAL)

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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	Agriculturist / FPA-FRD
	1.2 Issue Bill form		30 mins	

2. Pay corresponding fees	2.1 Issue Order of Payment 2.2 Issue Official Receipt (O.R.)	<table border="1"> <thead> <tr> <th></th> <th>Local</th> <th>Imported</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Registration Fee</b></td> </tr> <tr> <td>Inorganic</td> <td>1200</td> <td>1800</td> </tr> <tr> <td>Soil Conditioner</td> <td>600</td> <td>1800</td> </tr> <tr> <td>Plant Growth Promoter</td> <td>1200</td> <td>1800</td> </tr> <tr> <td>Specialty</td> <td>1200</td> <td>1800</td> </tr> </tbody> </table>		Local	Imported	<b>Registration Fee</b>			Inorganic	1200	1800	Soil Conditioner	600	1800	Plant Growth Promoter	1200	1800	Specialty	1200	1800	30 mins	Accounting Staff / Cashier FPA-FAD
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5. Claim the approved CPR	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD																		
<b>TOTAL:</b>		Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 wd																			

## 6. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR LABEL EXPANSION

Label expansion can be filed by registrants who wish to add other crop groupings to the target crop/s of their fully-registered non-traditional product.

*Validity: Co-terminus with the fully-registered product*

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Local and Imported Products</b>				
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original)	FPA-FRD or FPA Website			
Active Certificate of Product Registration [CPR] (1 photocopy)	Applicant (from the original document issued by FPA-FRD)			
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)			
Approved Experimental Use Permit (1 photocopy)	Applicant (from the original document issued by FPA-FRD)			
Endorsement of Bioefficacy Data	FPA-RFU			
One (1) bioefficacy data for the target crop (1 original)	FPA-Accredited Researcher			
Bill Form	FPA-FRD			
Order of Payment	FPA Accounting Staff / Cashier			
Official Receipt	FPA Accounting Staff / Cashier			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist I</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	Processing Fee - 600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)			
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist I</i> FPA-FRD
4. Wait for the approval/disapproval	4.1 Prepare data package	None	2 wd	<i>Agriculturist I</i> FPA-FRD
	4.2 Submit data package for review of Technical Evaluator		1.5 wd	<i>Agriculturist I</i> FPA-FRD
	4.3 Evaluate data package and prepare evaluation report		10 wd	<i>External Technical Evaluator</i>

	<p>4.4 Receive the evaluation report from the Technical Evaluator</p> <p>4.5 Review the evaluation report, application form, and supporting documents</p> <p>If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.6</p> <p>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances</p> <p>4.6 Review and recommend</p> <p>4.7 Final Review</p> <p>4.8 Approval / Disapproval</p>		<p>2 wd</p> <p>2 wd</p> <p>1 wd</p> <p>1 wd</p>	<p>Agriculturist I FPA-FRD</p> <p><i>Supervising Agriculturist &amp; Division Chief FPA-FRD Deputy Executive Director for Fertilizer FPA-OED Executive Director FPA-OED</i></p>
5. Claim the approved CPR	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		600	20 wd	

## 7. ISSUANCE OF CERTIFICATE OF FULL PRODUCT REGISTRATION FOR THIRD PARTY AUTHORIZATION (NEW/RENEWAL)

The Third Party Authorization (TPA) is an agreement or contract between two (2) companies, the primary registrant and the company who receives the authorization to register the product as their own.

*Validity: co-terminus with Primary Registrant*

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)					
<b>Classification</b>	Complex					
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity					
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor					
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>				
<b>For Local and Imported Products</b>						
Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original)	FPA-FRD or FPA Website					
Active Certificate of Product Registration [CPR] (1 photocopy)	Primary registrant (from the original document issued by FPA-FRD)					
Confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] (1 photocopy)	Primary registrant (from the original document issued by FPA-FRD)					
Duly Notarized TPA Letter (1 original)	Primary registrant (template available at FPA Website)					
Draft Label (1 original)	Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements)					
Bill Form	FPA-FRD					
Order of Payment	FPA Accounting Staff / Cashier					
Official Receipt	FPA Accounting Staff / Cashier					
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>		<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None		2 hours	<i>Supervising Agriculturist</i> FPA-FRD	
	1.2 Issue Bill form			30 mins		
2. Pay corresponding fees	2.1 Issue Order of Payment  2.2 Issue Official Receipt (O.R.)	<b>(LOCAL)</b>	<b>New</b>	<b>Renewal</b>	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
		<b>Filing Fee</b>	600	N/A		
		<b>Registration Fee</b>				
		Inorganic	3600	3000		
		Soil Conditioner	1800	1800		
		Raw Material	1800	1800		
		Plant Growth Promoter	1800	1800		
		Specialty	1800	1800		
		<b>(IMPORTED)</b>	<b>New</b>	<b>Renewal</b>		
		<b>Filing Fee</b>	600	N/A		
<b>Registration Fee</b>						
Inorganic	6000	5400				
Soil Conditioner	4200	4200				
Raw Material	4200	4200				



		Plant Growth Promoter 4200 4200 Specialty 4200 4200		
		<b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Supervising Agriculturist</i> FPA-FRD
4. Wait for the approval/disapproval	4.1 Evaluate the application form and supporting documents  If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2  If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	3.5 wd	<i>Supervising Agriculturist</i> FPA-FRD
	4.2 Review and recommend		1 wd	<i>Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED <i>Executive Director</i> FPA-OED
	4.3 Final Review		1 wd	
	4.4 Approval / Disapproval		1 wd	
5. Claim the approved CPR	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
	<b>TOTAL:</b>	<b>For New Application:</b> Filing Fee + Registration Fee based on the type of product <b>For Renewal:</b> Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	7 wd	

## 8. ISSUANCE OF FERTILIZER EXPERIMENTAL USE PERMIT (EUP)

Experimental Use Permit (EUP) must be filed by applicant and approved by FPA before any bioefficacy field test is conducted to generate the data required for the registration of a non-traditional fertilizer product.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F09] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Trial Protocol (1 original)		FPA-Accredited Researcher (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> )		
Field Layout (1 original)		FPA-Accredited Researcher		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>		<b>PROCESSING TIME</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None		2 hours
	1.2 Issue Bill form			30 mins
2. Pay corresponding fees	2.1 Issue Order of Payment	<b>Local</b>	<b>Imported</b>	30 mins
	2.2 Issue Official Receipt (O.R.)	600	1200	
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		Agriculturist I FPA-FRD
4. Wait for the approval/ disapproval	4.1 Prepare data package	None		2 wd
	4.2 Submit data package for review of Technical Evaluator			1.5 wd
	4.3 Evaluate data package and prepare evaluation report			10 wd
	4.4 Receive the evaluation report from the Technical Evaluator			
	4.5 Integrate the evaluation report			
	If compliant: proceed to step 4.6			2 wd
	If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances			Agriculturist I FPA-FRD

	<p>4.6 Review the evaluation report, application form, and supporting documents and process the Experimental Use Permit (EUP)</p> <p>4.7 Review and recommend</p> <p>4.8 Final Review</p> <p>4.9 Approval / Disapproval</p>		<p>2 wd</p> <p>1 wd</p> <p>1 wd</p>	<p><i>Supervising Agriculturist &amp; Division Chief FPA-FRD Deputy Executive Director for Fertilizer FPA-OED Executive DirectorFPA- OED</i></p>
5. Claim the approved EUP	5. Notify client on the status of application (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		600 for local fertilizer, 1200 for imported fertilizer	20 wd	

## 9. ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER HANDLER (NEW/RENEWAL)

All persons/entities who shall engage in the business of exporting, importing, manufacturing, formulating, processing, bulk blending, bulk handling, distributing, supplying, repacking, storing, commercially applying, selling, and marketing of FPA-registered fertilizers and other agricultural chemicals must secure a license from FPA.

Validity: 1 year

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Area Distributor, and National Distributor
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>For New Applicants</b>	
<b>General Requirements:</b>	
Duly accomplished and notarized Application Form [FPA-FRD-F03 or F04] with documentary stamp (1 original)	FPA-FRD or FPA Website
<i>For:</i> <i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy) <i>Cooperative</i> – CDA Registration (1 photocopy) <i>Single Proprietorship</i> – certificate of business name registration with DTI (1 photocopy)	Securities & Exchange Commission (SEC)  Cooperative Development Authority (CDA)  Department of Trade & Industry (DTI)
Notarized copy of Certificate of Capitalization (1 original) - <i>for DTI and CDA-registered companies only</i>	Applicant
Bill Form	FPA-FRD
Order of Payment	FPA Accounting Staff / Cashier
Official Receipt	FPA Accounting Staff / Cashier
<b>Specific Requirements:</b>	
Distributorship Agreement/Certificate from Mother Company (1 photocopy) - <i>for Importer/End-User, National/Area Distributor, and Repacker Only</i>	Manufacturer/Supplier
Mining Permit from DENR (if applicable) (1 photocopy) - <i>for Processor only</i>	DENR
Environmental Compliance Certificate [ECC] or Certificate of Non-Coverage [CNC] (1 photocopy) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only</i>	DENR
List of Bulk Handling equipment (1 original) - <i>for Bulk Handler only</i>	Applicant
Contract with Manufacturer/Supplier (1 photocopy) - <i>for Indentor only</i>	Manufacturer/Supplier
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Bulk Handler only</i>	FPA-FRD or FPA-RFU

Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>except Indentor</i>	FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original) - <i>except Bulk Handler and Indentor</i>	FPA-RFU			
Registration of Fertilizer Warehouse (1 photocopy) - <i>except Bulk Handler and Indentor</i>	FPA-FRD or FPA-RFU			
<b>For Renewal</b>				
<b>General Requirements:</b>				
Duly accomplished and notarized Application Form [FPA-FRD-F03, F04, F07, or F08] with documentary stamp (1 original)	FPA-FRD or FPA Website			
Audited Financial Statements / Income Tax Return from the previous year (1 photocopy)	BIR or Independent Auditor			
Bill Form	FPA-FRD			
Order of Payment	FPA Accounting Staff / Cashier			
Official Receipt	FPA Accounting Staff / Cashier			
<b>Specific Requirements:</b>				
Monthly Production & Sales Report (from the Previous Year) - <i>for Manufacturer, Processor, Formulator, and Bulk Blender only</i>	Applicant (format available at FPA Website)			
Inspection Report of the Plant/Repacking Site by the FPA officers (1 original) - <i>for Manufacturer, Processor, Formulator, Bulk Blender, and Bulk Handler only</i>	FPA-FRD or FPA-RFU			
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original) - <i>All Handlers except Indentor</i>	FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original) - <i>All Handlers except except Indentor</i>	FPA-RFU			
Registration of Fertilizer Warehouse (1 photocopy) - <i>All Handlers except except Indentor</i>	FPA-FRD or FPA-RFU			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents  1.2 Issue Bill form	None	2 hours  30 mins	<i>Agriculturist I</i> FPA-FRD
2. Pay corresponding fees	2.1 Issue Order of Payment  2.2 Issue Official Receipt (O.R.)	<b>Filing Fee per activity</b> (for New Applicants only) 1. Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Repacker, Institutional User 3600 2. Importer, Importer End-user, National Distributor, Area Distributor, Exporter, Indentor 1800	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD

		<p><b>License Fee based on declared capitalization</b> (for New and Renewal)</p> <p>1. Over P5M Capitalization</p> <p>1st Activity 8400</p> <p>Succeeding 4800</p> <p>Activities</p> <p>2. Over P1M to P5M Capitalization</p> <p>1st Activity 5400</p> <p>Succeeding 3600</p> <p>Activities</p> <p>3. Over P500T to P1M Capitalization</p> <p>1st Activity 3600</p> <p>Succeeding 1800</p> <p>Activities</p> <p>4. P500T &amp; below Capitalization</p> <p>1st Activity 1800</p> <p>Succeeding 850</p> <p>Activities</p> <p><b>For Late Renewal</b></p> <p>50% surcharge of fees if renewed within 1-month after expiry date</p> <p>100% surcharge of fees if renewed beyond 1-month after expiry date</p>		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist I</i> FPA-FRD
4. Wait for the approval/ disapproval	<p>4.1 Evaluate the application form and supporting documents</p> <p>If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2</p> <p>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances</p> <p>4.2 Review and recommend</p> <p>4.3 Final Review</p> <p>4.4 Approval / Disapproval</p>	None	<p>3.5 wd</p> <p>1 wd</p> <p>1 wd</p> <p>1 wd</p>	<p><i>Senior</i> <i>Agriculturist I</i> FPA-FRD</p> <p><i>Division Chief</i> FPA-FRD</p> <p><i>Deputy</i> <i>Executive</i> <i>Director for</i> <i>Fertilizer</i> FPA-OED</p> <p><i>Executive</i> <i>Director</i> FPA-OED</p>
5. Claim the approved LTO	5. Notify client on the status of application (approval/disapproval)	None	1 hour	<i>Administrative</i> <i>Asst III</i> FPA-FRD

<b>TOTAL:</b>	<b>For New Application:</b> Filing Fee + License Fee based on declared capitalization <b>For Renewal:</b> License Fee based on declared capitalization (plus surcharge of fees if renewed beyond expiry date)	7 wd	
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## 10. ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER DEALER (NEW/RENEWAL)

All persons/entities who shall engage in the business of retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA.

Validity: 3 years

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Dealers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For New Applicants</b>				
Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp (1 original)	FPA-FRD or FPA Website			
<i>For:</i> <i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy) <i>Cooperative</i> – CDA Registration (1 photocopy) <i>Single Proprietorship</i> – certificate of business name registration with DTI (1 photocopy)	Securities & Exchange Commission (SEC)  Cooperative Development Authority (CDA)  Department of Trade & Industry (DTI)			
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU			
Accredited Safety Dispenser [ASD] ID (1 photocopy)	Applicant (original issued by FPA-PMID or FPA-RFU)			
Bill Form	FPA-FRD			
Order of Payment	FPA Accounting Staff / Cashier			
Official Receipt	FPA Accounting Staff / Cashier			
<b>For Renewal</b>				
Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp (1 original)	FPA-FRD or FPA Website			
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU			
Accredited Safety Dispenser [ASD] ID (1 photocopy)	Applicant (original issued by FPA-PMID or FPA-RFU)			
Bill Form	FPA-FRD			
Order of Payment	FPA Accounting Staff / Cashier			
Official Receipt	FPA Accounting Staff / Cashier			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents  1.2 Issue Bill form	None	2 hours  30 mins	<i>Agriculturist II</i> FPA-FRD



2. Pay corresponding fees	<p>2.1 Issue Order of Payment</p> <p>2.2 Issue Official Receipt (O.R.)</p>	<p><b>License Fee</b></p> <p>Fertilizer Dealer/Repacker 1800</p> <p>Member of Dealer's Association 1500</p> <p>Dealer of both Fertilizer and Pesticide 4000</p> <p>Member of Fertilizer and Pesticide Dealer's Association 3200</p> <p>Cooperative 50% discount on Dealer's fee</p> <p><b>For Late Renewal</b></p> <p>50% surcharge of fees if renewed within 1-month after expiry date</p> <p>100% surcharge of fees if renewed beyond 1-month after expiry date</p>	30 mins	Accounting Staff / Cashier FPA-FAD
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		Agriculturist I/FPA-FRD
4. Wait for the approval/ disapproval	<p>4.1 Evaluate the application form and supporting documents</p> <p>If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2</p> <p>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances</p> <p>4.2 Review and recommend</p> <p>4.3 Final Review</p> <p>4.4 Approval / Disapproval</p>	None	2.5 wd     1 wd  1 wd  1 wd	<p>Agriculturist II FPA-FRD</p> <p>Division Chief FPA-FRD</p> <p>Deputy Executive Director for Fertilizer FPA-OED</p> <p>Executive Director FPA-OED</p>
5. Claim the approved LTO	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	Administrative Asst III FPA-FRD
<b>TOTAL:</b>		<p><b>For New Application:</b> License Fee based on type of dealership applied for</p> <p><b>For Renewal:</b> License Fee based on type of dealership applied for (plus surcharge of fees if renewed beyond expiry date)</p>	6 wd	

## 11. ISSUANCE OF LICENSE TO OPERATE (LTO) AS DEALER-REPACKER (NEW/RENEWAL)

All persons/entities who shall engage in the business of repacking and retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA. Repacking of solid fertilizers is done in 1, 2 and 5 kilograms.

Validity: 3 years

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Dealers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For New Applicants</b>				
Duly accomplished and notarized Application Form [FPA-FRD-F04] with documentary stamp (1 original)	FPA-FRD or FPA Website			
<i>For:</i> <i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] (1 photocopy) <i>Cooperative</i> – CDA Registration (1 photocopy) <i>Single Proprietorship</i> – certificate of business name registration with DTI (1 photocopy)	Securities & Exchange Commission (SEC)  Cooperative Development Authority (CDA)  Department of Trade & Industry (DTI)			
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU			
Bill Form	FPA-FRD			
Order of Payment	FPA Accounting Staff / Cashier			
Official Receipt	FPA Accounting Staff / Cashier			
<b>For Renewal</b>				
Duly accomplished and notarized Application Form [FPA-FRD-F04] with documentary stamp (1 original)	FPA-FRD or FPA Website			
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)	FPA-RFU			
Risk Appraisal Checklist for Warehouse/Store (1 original)	FPA-RFU			
Bill Form	FPA-FRD			
Order of Payment	FPA Accounting Staff / Cashier			
Official Receipt	FPA Accounting Staff / Cashier			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents  1.2 Issue Bill form	None	2 hours  30 mins	<i>Agriculturist II</i> FPA-FRD
2. Pay corresponding fees	2.1 Issue Order of Payment	<b>License Fee</b> Fertilizer Dealer/Repacker 1800	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD

	2.2 Issue Official Receipt (O.R.)	Member of Dealer's Association 1500 Dealer of both Fertilizer and Pesticide 4000 Member of Fertilizer and Pesticide Dealer's Association 3200 Cooperative 50% discount on Dealer's fee		
		<b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist II</i> FPA-FRD
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents  If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2  If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances	None	2.5 wd	<i>Agriculturist I</i> FPA-FRD
	4.2 Review and recommend		1 wd	<i>Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED <i>Executive Director</i> FPA-OED
	4.3 Final Review		1 wd	
	4.4 Approval / Disapproval		1 wd	
5. Claim the approved LTO	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		<b>For New Application:</b> License Fee based on type of dealership applied for <b>For Renewal:</b> License Fee based on type of dealership applied for (plus surcharge of fees if renewed beyond expiry date)	6 wd	

## 12. ISSUANCE OF LICENSE TO OPERATE (LTO) AS MANGO CONTRACTOR (NEW/RENEWAL)

All persons/entities who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis shall secure a license from FPA.

Validity: 1 year

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Mango Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For New and Renewal</b>				
Duly accomplished and notarized Application Form [FPA-FRD-F08] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Certificate of membership if member of Accredited Association (1 photocopy)		Applicant		
Certificate of Attendance in Mango Contractor Training (1 photocopy)		Applicant (original issued by FPA-PMID or FPA-RFU)		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist II</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	<b>License Fee</b> Mango Contractor      1200 Member of Accredited Association      600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)	<b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist II</i> FPA-FRD
4. Wait for the approval/ disapproval	4.1 Evaluate the application form and supporting documents  If compliant: process the License to Operate (LTO) Certificate and proceed to step 4.2	None	2.5 wd	<i>Agriculturist II</i> FPA-FRD

	<p>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances</p> <p>4.2 Review and recommend</p> <p>4.3 Final Review</p> <p>4.4 Approval / Disapproval</p>		<p>1 wd</p> <p>1 wd</p> <p>1 wd</p>	<p><i>Division Chief</i> FPA-FRD</p> <p><i>Deputy Executive Director for Fertilizer</i> FPA-OED</p> <p><i>Executive Director</i> FPA-OED</p>
5. Claim the approved License to Operate LTO	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		1200 for independent MC,600 if member of AA(plus surcharge of fees if renewed beyond expiry date)	6 wd	

### 13. ISSUANCE OF CERTIFICATE OF FERTILIZER WAREHOUSE REGISTRATION (NEW/RENEWAL)

Warehouse and other facilities used for the storage of fertilizers and other agricultural pesticides must be registered with FPA.

Validity: 1 year

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, Area Distributor, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F05] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Recommendation from FPA Regional/Provincial Officer on the area of coverage (1 original)		FPA-RFU		
Risk Appraisal Checklist for Warehouse/Store (1 original)		FPA-RFU		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist / FPA-FRD</i>
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment 2.2 Issue Official Receipt (O.R.)	<b>Registration Fee</b> Fertilizer only 1200 Both Fertilizer and Pesticide 2400	30 mins	<i>Accounting Staff / Cashier FPA-FAD</i>
		<b>For Late Renewal</b> 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1-month after expiry date		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist / FPA-FRD</i>
4. Wait for the approval/disapproval	4.1 Evaluate the application form and supporting documents  If compliant: process the Warehouse Registration Certificate and proceed to step 4.2	None	2.5 wd	<i>Senior Agriculturist FPA-FRD</i>

	<p>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances</p> <p>4.2 Review and recommend</p> <p>4.3 Final Review</p> <p>4.4 Approval / Disapproval</p>		<p>1 wd</p> <p>1 wd</p> <p>1 wd</p>	<p><i>Division Chief</i> FPA-FRD</p> <p><i>Deputy Executive Director for Fertilizer</i> FPA-OED</p> <p><i>Executive Director</i> FPA-OED</p>
5. Claim the approved Warehouse Registration Certificate	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		1200 for Fertilizer only, 2400 for both Fertilizer and Pesticide (plus surcharge of fees if renewed beyond expiry date)	6 wd	

#### 14. INSPECTION OF FERTILIZER MANUFACTURING PLANT OR REPACKING SITE

Prior to the application of License to Operate as Fertilizer Manufacturer, Processor, Formulator, Bulk Blender, or Repacker, FPA needs to conduct an inspection of the site to check compliance with the standards set by the agency.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, and Repacker			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Inspection Request Form [FOCU-IRF-2018-] (1 original), or Written request addressed to FPA-FRD (1 original)		FPA-RFU or FPA Website Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request for inspection of manufacturing plant / repacking site	1.1 Receive request for inspection  1.2 Work out the logistics (date and time of inspection, means of transportation) with the client	None	2 hours	<i>Agriculturist II</i> FPA-FRD
2. Wait for the finalized schedule	2.1 Coordinate the request with the divisions involved (if there are any)  2.2 Inform client of the finalized schedule	None	5 wd	<i>Agriculturist II</i> FPA-FRD
3. Meet with the inspectors	3. Travel to the site	None	1 hour	<i>Plant Inspection Team</i> FPA-FRD
4. Participate in the inspection and answer questions by the inspectors	4.1 Conduct opening meeting and walk-through of the process  4.2 Proceed with the inspection and evaluation of the site in accordance with FPA's standards  4.3 Conduct closing meeting	None	3 hours	<i>Plant Inspection Team</i> FPA-FRD
5. Wait for the inspection report	5.1 Travel back to FPA  5.2 Prepare inspection report	None	1 hour  1 wd	<i>Plant Inspection Team</i> FPA-FRD
6. Claim the inspection report *resolve non-compliance(s), if there are any	6.2 Notify client of the results of inspection	None	1 hour	<i>Agriculturist II</i> FPA-FRD
<b>TOTAL:</b>		None	7 wd	



## 15. ISSUANCE OF VAT EXEMPTION CERTIFICATE

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Importers and Importer End-Users			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F06] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Bill of Lading (1 photocopy)		Manufacturer/Supplier		
Commercial Invoice (1 photocopy)		Manufacturer/Supplier		
Packing List (1 photocopy)		Manufacturer/Supplier		
Active Certificate of Product Registration (CPR) (1 photocopy)		Applicant (from the original document issued by FPA-FRD)		
Laboratory Analysis from a Third Party Laboratory taken from the country of origin prior to its shipment (1 photocopy)		Manufacturer/Supplier		
PNP Permit [for Nitrates only] (1 photocopy)		Philippine National Police - Firearms and Explosives Office (PNP-FEO)		
Disposition report of previous importation [for nitrates only] (1 photocopy)		Applicant		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist II</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	Processing Fee - 600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)			
3. Present OR to FRD Staff	3.1 Record OR number	None		<i>Agriculturist II</i> FPA-FRD
	3.2 Receive the application			
4. Wait for the approval/disapproval	4.1 Evaluate and process the application	None	2 wd	<i>Agriculturist II</i> FPA-FRD <i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED
	4.2 Review and recommend		1 wd	
	4.3 Final Review		3 hours	

	4.4 Approval / Disapproval		3 hours	<i>Executive Director</i> FPA-OED
5. Claim the approved VAT Exemption Certificate	5. Notify client on the status of registration (approval/disapproval)	None	30 mins	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		600	4 wd	

## 16. ISSUANCE OF EXPORT CERTIFICATE

No person shall be allowed to engage in the business of exporting fertilizers except under a license issued by FPA. Likewise, no fertilizer may be exported unless registered with FPA. Export Certificate has to be secured before any shipment is made.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Exporter			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and notarized Application Form [FPA-FRD-F13] with documentary stamp (1 original)		FPA-FRD or FPA Website		
Active Certificate of Product Registration (CPR) (1 photocopy)		Applicant (from the original document issued by FPA-FRD)		
Pro-forma Invoice (1 photocopy)		Applicant		
Sales Contract or Purchase Order (1 photocopy)		Buyer		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist II</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	Processing Fee - 600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)			
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist II</i> FPA-FRD
4. Wait for the approval/ disapproval	4.1 Evaluate and process the application	None	2 wd	<i>Agriculturist II</i> FPA-FRD <i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED <i>Executive Director</i> FPA-OED
	4.2 Review and recommend		1 wd	
	4.3 Final Review		3 hours	
	4.4 Approval / Disapproval		3 hours	
5. Claim the approved Export Certificate	5. Notify client on the status of registration (approval/disapproval)	None	30 mins	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		600	4 wd	

## 17. ISSUANCE OF OTHER CERTIFICATE

Other certificates issued by FPA may include but are not limited to the following: (1) FPA Certification to import samples for confirmatory analysis, (2) FPA Certification to import samples for bioefficacy trial purposes, (3) FPA certification that a product is registered with FPA, and (4) FPA certification that a company is licensed with FPA.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request indicating the purpose (1 original)		Applicant		
Pro-forma Invoice [if applicable] (1 photocopy)		Manufacturer/Supplier		
Certificate of Analysis [if applicable] (1 photocopy)		Manufacturer/Supplier		
Material Safety Data Sheet [if applicable] (1 photocopy)		Manufacturer/Supplier		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Agriculturist II</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	Processing Fee - 600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)			
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None		<i>Agriculturist II</i> FPA-FRD
4. Wait for the approval/disapproval	4.1 Evaluate and process the application	None	2 wd	<i>Agriculturist II</i> FPA-FRD <i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED <i>Executive Director</i> FPA-OED
	4.2 Review and recommend		1 wd	
	4.3 Final Review		3 hours	
	4.4 Approval / Disapproval		3 hours	
5. Claim the approved Export Certificate	5. Notify client on the status of registration (approval/disapproval)	None	30 mins	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		350	4 wd	

## 18. FACILITATION OF SUBMISSION OF FERTILIZER SAMPLES TO FPA

### LABORATORY SERVICES DIVISION (LSD) FOR CONFIRMATORY ANALYSIS

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. Samples will be analyzed only at FPA-recognized laboratories.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Analysis Form [FPA-LSD-F01] (1 photocopy)		FPA-FRD or FPA Website		
<i>For:</i> Solid Samples - 250g to 500g Liquid Samples - 500mL to 1L Microbial Inoculants - 2pcs of 200g or 200mL		Applicant		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
Analytical testing procedure(s) as required		Applicant		
Analytical standard as required		Applicant		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit sample and required documents to Fertilizer Regulations Division (FRD)	1.1 Check the condition of the samples	None	30 mins	<i>Chemist II</i> FPA-FRD
	1.2 Review the requested analysis of the sample		30 mins	
	1.3 Issue Bill Form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment  2.2 Issue Official Receipt (O.R.)	<b>MACRONUTRIENTS</b>		<i>Accounting Staff / Cashier</i> FPA-FAD
		Nitrate Fee N	1250	
		Nitrogen with Nitrate	1550	
		Available Phosphorus	400	
		Total Phosphorus	1220	
		Total Potassium	910	
		Calcium	1010	
		Magnesium	1610	
		Sulfur	400	
		<b>MICRONUTRIENTS</b>		
		Boron	1570	
		Cobalt	1370	
		Copper	1370	
Iron	1330			
Manganese	1370			
Sodium	1380			

		Zinc Chloride	1330 730		
		<b>PLANT GROWTH REGULATORS</b>			
		Amino Ethyl Hexanoate	3430		
		Brassinolide	4660		
		Gibberellic Acid	2960		
		Indole-3-Butyric Acid	3660		
		1-Naphthaleneacetic acid	3880		
		Nitrophenol and Nitroguaiacol	5010		
		Paclobutrazol	3340		
		Triaccontanol	3470		
		<b>MICROBIAL TESTS</b>			
		<i>Escherichia coli (E. Coli)</i>	1050		
		Total Coliform	900		
		<b>OTHERS</b>			
		Biuret	330		
		Organic matter	350		
		Moisture content	240		
		pH	320		
		Specific gravity	550		
		Aluminum	1390		
		Free acidity	530		
		Free phosphoric acid	760		
		GC analysis (specify: active ingredient)	3360		
		HPLC analysis (specify: active ingredient)	3130		
		Impurities Determination	4550		
3. Present OR to FRD Staff	3.1 Record OR number 3.2 Receive the application	None			<i>Chemist II</i> FPA-FRD
4.Wait for the results *test report is automatically forwarded by FPA-LSD to FPA-FRD for subsequent evaluation	4.1 Process the Request for Analysis Form	None	3.5 wd		<i>Chemist II</i> FPA-FRD
	4.2 Endorse samples to FPA-LSD		30 mins		<i>Chemist II</i> FPA-FRD
	<b>TOTAL:</b>	(depends on the test parameters required for analysis)	4 wd		

## 19. ENDORSEMENT OF SAMPLES TO FPA-RECOGNIZED LABORATORIES FOR CONFIRMATORY ANALYSIS

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. Samples will be analyzed only at FPA-recognized laboratories.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for endorsement		Applicant (through walk-in or email)		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for endorsement (walk-in or through e-mail)	1. Receive the request	None	20 mins	<i>Chemist II</i> FPA-FRD
2. Wait for the endorsement form	2.1 Review the COA and MSDS of the sample 2.2 Encode sample details and chosen FPA-accredited laboratory in database 2.3 Assign FPA code and process the endorsement form	None	7.5 hours	<i>Chemist II</i> FPA-FRD
3. Claim endorsement form for the sample *client should forward test results to FPA-FRD for evaluation	3. Issues sample endorsement form	None	10 mins	<i>Chemist II</i> FPA-FRD
<b>TOTAL:</b>		None	1 wd	

## 20. EVALUATION OF TEST REPORTS FOR CONFIRMATORY ANALYSIS

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis, which shall be indicated in the label of the package.

Validity: 1 year

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Test Report [valid only within 1 year after date of issue] (1 original)		FPA-LSD, FPA-Recognized Laboratories, or local/foreign Third Party Laboratories (for parameters or test methods that cannot be conducted by FPA-LSD and FPA-recognized Laboratories)		
Certificate of Analysis [COA] or Material Safety Data Sheet [MSDS] for imported fertilizers (1 photocopy)		Manufacturer/Supplier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit test report to FPA-FRD  *If testing was done in FPA, the test report is forwarded by FPA-LSD to FPA-FRD	1. Receive the test report	None	30 mins	<i>Chemist II</i> FPA-FRD
2. Wait for the test report and evaluation summary	2.1 Evaluate the test report and prepare the evaluation summary	None	4 wd	<i>Chemist II</i> FPA-FRD
	2.2 Review and recommend		1 wd	<i>Division Chief</i> FPA-FRD
3. Claim/receive (through email) the test report and evaluation summary	3. Notify client that the test report and evaluation summary are ready for release	None	1 hr	<i>Chemist II</i> FPA-FRD
<b>TOTAL:</b>		None	5 wd	



## 21. AMENDMENT OF ISSUED LICENSE, REGISTRATION, OR PERMIT ON FERTILIZER

This includes amendment of License, Permit and Product Registration Certificates with changes on brand name, business name, address, etc.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request indicating the amendment (1 original)		Applicant		
Duly accomplished and notarized Application Form with documentary stamp (1 original)		FPA-FRD or FPA Website		
Previously issued License/Permit/Certificate (1 original)		Applicant		
SEC amendment form or board resolution with sworn affidavit or any legal document - <i>in case of change of business name or address</i> (1 photocopy)		Securities and Exchange Commission (SEC) or other office concerned		
Updated Draft Label (1 original) - <i>for Product Registration only</i>		Applicant		
Bill Form		FPA-FRD		
Order of Payment		FPA Accounting Staff / Cashier		
Official Receipt		FPA Accounting Staff / Cashier		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)	1.1 Check the completeness of the submitted documents	None	2 hours	<i>Concerned FRD Staff</i> FPA-FRD
	1.2 Issue Bill form		30 mins	
2. Pay corresponding fees	2.1 Issue Order of Payment	Filing Fee - 600	30 mins	<i>Accounting Staff / Cashier</i> FPA-FAD
	2.2 Issue Official Receipt (O.R.)			
3. Present OR to FRD Staff	3.1 Record OR number	None		<i>Concerned FRD Staff</i> FPA-FRD
	3.2 Receive the application			
4. Wait for the approval/ disapproval	4.1 Evaluate and process the application	None	1.5 wd	<i>Concerned FRD Staff</i> FPA-FRD <i>Supervising Agriculturist &amp; Division Chief</i> FPA-FRD <i>Deputy Executive Director for Fertilizer</i> FPA-OED <i>Executive Director</i> FPA-OED
	4.2 Review and recommend		1 wd	
	4.3 Final Review		1 wd	
	4.4 Approval / Disapproval		1 wd	

5. Claim the approved Certificate	5. Notify client on the status of registration (approval/disapproval)	None	1 hour	<i>Administrative Asst III</i> FPA-FRD
<b>TOTAL:</b>		Filing Fee - 600	5 wd	

## 22. COMPLIANCE TO DEFICIENCIES / NON-CONFORMANCES

In case of deficiencies on Licensing/Product Registration Applications, the FRD staff shall prepare a status report to be sent to the client for further corrective action.

<b>Office or Division</b>	Fertilizer Regulations Division (FRD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G - Government to Government or G2B - Government to Business Entity			
<b>Who may avail</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter indicating the corrections made (1 original)		Applicant		
Status Report from FRD Staff detailing the deficiencies/non-conformances (1 photocopy)		FPA-FRD or FPA Website		
Document(s) for compliance (1 original)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID (PHP)</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit compliance to deficiencies/non-conformances to Fertilizer Regulations Division (FRD)	1. Receive the document/s for compliance	None	1 hour	<i>Concerned FRD Staff FPA-FRD</i>
2. Wait for the approval/disapproval	2.1 Evaluate the submitted document/s  If compliant: process the certificate and proceed to step 2.2  If non-compliant: issue status report for further compliance	None	7 wd	<i>Concerned FRD Staff / External Technical Evaluator FPA-FRD</i>
	2.2 Review and recommend		1.75 wd	<i>Supervising Agriculturist &amp; Division Chief FPA-FRD Deputy Executive Director for Fertilizer FPA-OED</i>
	2.3 Final Review		1 wd	<i>Executive Director for Fertilizer FPA-OED</i>
	2.4 Approval / Disapproval		1 wd	<i>Executive Director FPA-OED</i>
3. Claim the approved certificate	3. Notify client on the status of application (approval/disapproval)	None	1 hour	<i>Administrative Asst III FPA-FRD</i>
<b>TOTAL:</b>		None	10 wd	