

REGIONAL FIELD UNITS

EXTERNAL SERVICES

78. ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER AREA DISTRIBUTOR

The License to Operate (LTO) as Area Distributor is issued to any person or business entity who intends to sell fertilizer products to dealers and outlets but with specific area of coverage within the political boundary of its island group, namely Luzon, Visayas, or Mindanao. The validity of license is one (1) year and shall be renewed within 3 months before the expiry date. The business establishment, including its warehouse, shall be inspected first to check whether it complies with the minimum standards set by FPA. Therefore, applicant shall also secure Warehouse Registration from FPA.

Office or Division	Regional Field Unit (RFU)			
Classification	Complex			
Type of Transaction	G2B - Government to Business Entity			
Who may avail	Any person or business entity who intends to sell fertilizer.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation, Certificate of business name registration with DTI for Single Proprietorship, CDA registration for Cooperative (New only)		SEC/DTI/CDA		
1 Notarized copy of Certificate of Capitalization/Paid-Up Capital (New only)		Applicant		
1 copy of Risk Appraisal for Warehouse/Store		FPA Provincial/Regional Officer		
1 copy of Recommendation from Provincial/Regional Officer covering the area		FPA Provincial/Regional Officer		
1 copy of Certificate of Registration of Warehouse		FPA Provincial/Regional Officer		
1 copy of Financial Statement/Income Tax Return (Renewal only)		Applicant/BIR		
1 Order of Payment		FPA Provincial/Regional Officer		
1 copy of Official Receipt		FPA Provincial/Regional Officer		
1 copy of Distributorship Agreement/Certificate from the Supplier		Manufacturer/Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents 1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II

2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	License Fee*	Fertilizer	Pesticide	10 mins	
		Over P5M Capitalization				
		1st Activity	8400	8500		
		Succeeding Activity/ies	4800	5000		
		Over P1M to P5M Capitalization				
		1st Activity	5400	5500		
		Succeeding Activity/ies	3600	4000		
		Over P500T to P1M Capitalization				
		1st Activity	3600	4000		
		Succeeding Activity/ies	1800	2000		
		P500 T & Below Capitalization				
		1st Activity	1800	2000		
		Succeeding Activity/ies	850	1000		
Filing Fee for new applications	1800	2000				
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None		1 day	Agriculturist II	
	3.1 Administrative Aide prints and receives the application documents at the Regional Office	None		1 hr	Administrative Aide	
	3.2 Regional Officer evaluates and processes the applications	None		4 hrs	Supervising Agriculturist	
	3.3 Administrative Aide prepares the certification	None		1 hr	Administrative Aide	
	3.4 Regional Officer reviews and signs the certificate	None		1 hr	Supervising Agriculturist	
	3.5 Administrative Aide mails the signed certificate to Provincial Officer***	None		5 hrs	Administrative Aide	

	3.6 Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
4. Client receives the certificate from the Provincial Officer and signs the receiving logbook or acknowledges the notification of the Provincial Officer	4. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	4.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for release	None	2 days	Agriculturist II
TOTAL:		For new application = filing fee + license fee For renewal = license fee + surcharge (if applicable)	6 working days and 5 hours	

*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

**Original application documents shall be mailed to the Regional Office

***Administrative Aide shall provide the Central Office a copy of signed certificate

79. ISSUANCE OF LICENSE TO OPERATE (LTO) AS PESTICIDE AREA DISTRIBUTOR

The License to Operate (LTO) as Area Distributor is issued to any person or business entity who intends to sell pesticide products to dealers and outlets but with specific area of coverage within the political boundary of its island group, namely Luzon, Visayas, or Mindanao. The validity of license is one (1) year and shall be renewed within 3 months before the expiry date. The business establishment, including its warehouse, shall be inspected first to check whether it complies with the minimum standards set by FPA. Therefore, applicant shall also secure Warehouse Registration from FPA.

Office or Division	Regional Field Unit (RFU)			
Classification	Complex			
Type of Transaction	G2B - Government to Business Entity			
Who may avail	Any person or business entity who intends to sell pesticide.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 SEC registration and Articles of Incorporation stated in the primary purpose "for oesticide and/or agricultural chemicals for Corporation, Certificate of business name registration with DTI for Single Proprietorship, CDA registration for Cooperative		SEC/DTI/CDA		
1 copy of Risk Appraisal for Warehouse/Store		FPA Provincial/Regional Officer		
1 copy of Recommendation from Provincial/Regional Officer covering the area		FPA Provincial/Regional Officer		
1 copy of Certificate of Registration of Warehouse		FPA Provincial/Regional Officer		
1 Order of Payment		FPA Provincial/Regional Officer		
1 copy of Official Receipt		FPA Provincial/Regional Officer		
1 copy of Distributorship Agreement/Certificate from the Supplier		Manufacturer/Supplier		
1 copy of valid ARCO ID/RCO		FPA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents 1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II

2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	License Fee*	Fertilizer	Pesticide	10 mins	
		Over P5M Capitalization				
		1st Activity	8400	8500		
		Succeeding Activity/ies	4800	5000		
		Over P1M to P5M Capitalization				
		1st Activity	5400	5500		
		Succeeding Activity/ies	3600	4000		
		Over P500T to P1M Capitalization				
		1st Activity	3600	4000		
		Succeeding Activity/ies	1800	2000		
		P500 T & Below Capitalization				
		1st Activity	1800	2000		
		Succeeding Activity/ies	850	1000		
		Filing Fee for new applications	1800	2000		
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None		1 day	Agriculturist II	
	3.1 Administrative Aide prints and receives the application documents at the Regional Office	None		1 hr	Administrative Aide	
	3.2 Regional Officer evaluates and processes the applications	None		4 hrs	Supervising Agriculturist	
	3.3 Administrative Aide prepares the certification	None		1 hr	Administrative Aide	

	3.4 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	3.5 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hrs	Administrative Aide
	3.6 Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
4. Client receives the certificate from the Provincial Officer and signs the receiving logbook or acknowledges the notification of the Provincial Officer	4. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	4.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for release	None	2 days	Agriculturist II
	TOTAL:	For new application = filing fee + license fee For renewal = license fee + surcharge (if applicable)	6 working days and 5 hours	

*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

**Original application documents shall be mailed to the Regional Office

***Administrative Aide shall provide the Central Office a copy of signed certificate

80. ISSUANCE OF LICENSE TO OPERATE (LTO) AS DEALER/DEALER-REPACKER

The License to Operate (LTO) as Dealer is issued to any person or business entity who intends to retail fertilizer, pesticide and other agricultural chemicals to end-users/farmers. On the other hand, LTO as Dealer-repacker is issued to Fertilizer Dealer only who intends to repack and sell fertilizers in small packaging allowed following the standards set by the agency. The validity of license is three (3) years and shall be renewed within 3 months before the expiry date. One (1) LTO shall be applied per dealer store/establishment. Each dealer store shall have an Accredited Safety Dispenser (ASD) personnel. Therefore, applicant shall secure first the requirements for ASD.

Office or Division	Regional Field Unit (RFU)	
Classification	Complex	
Type of Transaction	G2B - Government to Business Entity	
Who may avail	Any person or business entity who intends to engage in retailing of fertilizer, pesticide and other agricultural chemicals to end-users/farmers.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Common for both Fertilizer and Pesticide Dealer and Dealer-repacker (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 or Inspection Report	FPA Provincial/Regional Officer	
1 Order of Payment	FPA Provincial/Regional Officer	
1 copy of Official Receipt	FPA Provincial/Regional Officer	
1 copy of valid ASD ID	FPA	
1 copy of Certificate of Membership from Accredited Agro-Dealers' Association, if applicable	Accredited Dealers' Association	
1 copy of SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation, Certificate of business name registration with DTI for Single Proprietorship, CDA registration for Cooperative	SEC/DTI/CDA	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents 1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II
2. Client pays the corresponding fees	2. 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 4000 Fertilizer Dealer/Repacker 1800 Pesticide Dealer 2500 Member of Dealer 's Association 20% discount Cooperative 50% discount	10 mins	
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II
	3.1 Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
	3.2 Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist
	3.3 Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	3.4 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist

	3.5 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hrs	Administrative Aide
	3.6 Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
4. Client receives the certificate from the Provincial Officer and signs the receiving logbook or acknowledges the notification of the Provincial Officer	4. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	4.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for release	None	2 days	Agriculturist II
	TOTAL:	For new application = license fee For renewal = license fee + surcharge (if applicable)	6 working days and 5 hours	

*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

**Original application documents shall be mailed to the Regional Office

***Administrative Aide shall provide the Central Office a copy of signed certificate

81. ISSUANCE OF LICENSE TO OPERATE (LTO) AS MANGO FLOWER INDUCER / CONTRACTOR

The License to Operate (LTO) as Mango Flower Inducer/Contractor is issued to any person/entity who enters into a contract with a mango grower to service his/her trees (from flower induction to harvesting) for a fee or on a sharing basis. The validity of license is one (1) year and shall be renewed within 3 months before the expiry date. Applicant shall be undergoing a Mango Contractor Training before applying for a license.

Office or Division	Regional Field Unit (RFU)			
Classification	Complex			
Type of Transaction	G2B - Government to Business Entity			
Who may avail	Any person/entity who enters into a contract with a mango grower			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 Official Receipt		FPA Provincial/Regional Officer		
1 copy of Certificate of Attendance to Mango Contractor Training		FPA		
1 copy of Certificate of Membership from Accredited Association, if applicable		Accredited Association		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents 1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II
2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	License Fee* Mango Contractor 1200 Member of Accredited Association 600	10 mins	
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II
	3.1 Administrative Aide prints and receives the application	None	1 hr	Administrative Aide

	documents at the Regional Office			
	3.2 Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist
	3.3 Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	3.4 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	3.5 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hrs	Administrative Aide
	3.6 Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
4. Client receives the certificate from the Provincial Officer and signs the receiving logbook or acknowledges the notification of the Provincial Officer	4. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	4.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for release	None	2 days	Agriculturist II
	TOTAL:	For new application = license fee For renewal = license fee + surcharge (if applicable)	6 working days and 5 hours	

*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

**Original application documents shall be mailed to the Regional Office

***Administrative Aide shall provide the Central Office a copy of signed certificate

82. ISSUANCE OF REGISTRATION OF FERTILIZER AND PESTICIDE WAREHOUSE

Warehouse registration certificate is a pre-requisite to License to Operate (LTO) as Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals. Warehouse establishment shall be inspected by FPA Provincial/Regional Officer covering the area and shall meet the minimum standards set by the agency. The validity of license is one (1) year and shall be renewed within 3 months before the expiry date.

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 STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits application w/ complete required documents to Provincial Officer (PO)	1. Receives the application documents from the clients and check for completeness of documents 1.1 If documents are complete, issue Order of Payment to the client	None	20 mins	Agriculturist II
2. Client pays the corresponding fees	2. Issues Official Receipt to client and advises the client to wait for the approval of the LTO within the prescribed timeframe	Registration Fee* Fertilizer 1200 Pesticide 2000 Both 2400	10 mins	
3. Client waits for the processing, approval, and release of certificate/notification from the Provincial Officer	3. Provincial Officer evaluates the application documents, prepares Recommendation letter and endorses such to Regional Officer for processing via email**	None	1 day	Agriculturist II

	3.1 Administrative Aide prints and receives the application documents at the Regional Office	None	1 hr	Administrative Aide
	3.2 Regional Officer evaluates and processes the applications	None	4 hrs	Supervising Agriculturist
	3.3 Administrative Aide prepares the certification	None	1 hr	Administrative Aide
	3.4 Regional Officer reviews and signs the certificate	None	1 hr	Supervising Agriculturist
	3.5 Administrative Aide mails the signed certificate to Provincial Officer***	None	5 hrs	Administrative Aide
	3.6 Provincial Officer waits for the delivery of the certificate	None	2 days	Courier service
4. Client receives the certificate from the Provincial Officer and signs the receiving logbook or acknowledges the notification of the Provincial Officer	4. Provincial Officer receives and records certificate from the Regional Officer	None	30 mins	Agriculturist II
	4.1 Provincial Officer releases the certificate to the clients or notifies the clients that certificate is ready for release	None	2 days	Agriculturist II
TOTAL:		For new application = license fee For renewal = license fee + surcharge (if applicable)	6 working days and 5 hours	

*For late renewal, 50% of the license fee shall be charged if renewed within a month after the expiry date and 100% shall be charged if renewed more than 1 month after the expiry date

**Original application documents shall be mailed to the Regional Office

***Administrative Aide shall provide the Central Office a copy of signed certificate

83. ISSUANCE OF INSPECTION REPORT/WAREHOUSE RISK APPRAISAL REPORT

Inspection Report/Warehouse Risk Appraisal Report is a document issued to owner of the establishment which indicates whether the establishment inspected conforms with the minimum standards set by the agency. The report is a pre-requisite to License to Operate and Warehouse Registration.

Office or Division	Regional Field Unit (RFU)			
Classification	Complex			
Type of Transaction	G2B - Government to Business Entity			
Who may avail	Any person or business entity who intends to obtain LTO as Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User, Dealer/Dealer-repacker of fertilizer, pesticide and other agricultural chemicals.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 copy of duly accomplished Request for Inspection Form		Application form may be secured at any of the following: FPA Website, FPA Provincial/Regional Office, and FPA Central Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the accomplished Request for Inspection Form to Provincial Officer	1. Receives and records the request submitted by the clients 1.1 Provincial Officer discuss the minimum standards set by the FPA for each establishment	None	1 hr	Agriculturist II
2. Client waits for the notification from the Provincial Officer	2. Provincial Officer arranges his/her schedule (taking into consideration all his/her prior activities) for possible schedule of inspection 2.1 Provincial Officer notifies the client on the possible schedule of the inspection	None	2 days	Agriculturist II
3. Client confirms and waits for the schedule of the inspection	3. Provincial Officer finalizes the schedule of the inspection as confirmed by the applicant 3.1 Provincial goes to the establishment on the set schedule	None	4 days	Agriculturist II

4. Client accompanies the Provincial Officer during the inspection	4. Provincial Officer inspect the establishment based on the standard set by the FPA 4.1 Provincial Officer discusses the observations to the client	None	3.5 hrs	Agriculturist II
5. Client signs and receives a copy of the Inspection Report/Risk Appraisal Report	5. Provincial Officer issues the Inspection Report/Risk Appraisal Report	None	30 mins	Agriculturist II
TOTAL:		None	6 working days and 5 hours	