



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY

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November 28, 2019

MEMORANDUM CIRCULAR

No. 016
Series of 2019

**TO : FERTILIZER STAKEHOLDERS
FERTILIZER REGULATIONS DIVISION
THIS OFFICE**


SUBJECT : THIRD PARTY AUTHORIZATION (TPA) LETTER STANDARD TEMPLATE

In line with the Fertilizer and Pesticide Authority's (FPA) commitment to continually improve the implementation of its Quality Management System (QMS), please be informed that all fertilizer stakeholders who wish to register their product under a Third Party Authorization (TPA) are hereby enjoined to use the attached standard TPA letter template as one of the documentary requirements needed for the filing of product registration. All required information in the template shall be properly filled-out and the document shall be duly notarized.

Implementation of the above-mentioned policy aims to easily monitor the number of fertilizer companies granted with TPA by the primary registrant on a per product basis.

This issuance shall take effect immediately.

For your information and guidance.


WILFREDO C. ROLDAN
Executive Director



Management System
ISO 9001:2015

www.tuv.com
ID 9108051180



THIRD PARTY AUTHORIZATION (TPA) LETTER

KNOW ALL MEN BY THESE PRESENT:

This is to certify that (Company Name of Primary Registrant and company address), a company duly organized and existing under the laws of the Republic of the Philippines, has authorized (Name of the company authorized by the primary registrant and address), a company organized and existing under the laws of the Republic of the Philippines to be a distributor/exclusive distributor of (Company Name of Primary registrant) for the product stated below:

Name of Product : _____
Product Registration Number : _____
Validity : _____
*Number sequence : _____

*(*Kindly indicate if the above-mentioned company given with TPA is the number 1, 2, 3...10 distributor of the product).*

In **WITNESS WHEREOF**, I have hereunto affixed my signature this ____ day of _____ 2019 at _____, Philippines.

This certification shall remain in effect until revoked.

Signature over Printed Name
Authorized Company Representative

Republic of the Philippines
Province of _____
Municipality of _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____ year _____ at _____, Philippines. Affiant exhibited to me his/her Residence Certificate No. issued on _____ at _____.

Doc. No.: _____
Page No. : _____
Book No.: _____
Series of: _____

Notary Public
Until: _____
PTR No.: _____