



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
FERTILIZER AND PESTICIDE AUTHORITY
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March 16, 2018

MEMORANDUM CIRCULAR NO. 12

**TO : ALL FERTILIZER HANDLERS
FERTILIZER REGULATIONS DIVISION
This Office**

**SUBJECT : ENHANCED PROCEDURES AND STREAMLINED REQUIREMENTS
IN THE PROCESSING OF LICENSES AND PERMITS.**

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In the interest of the service and in continuing endeavour to improve the delivery of service to address the needs of the fertilizer stakeholders, enhanced procedures and streamlined requirements in the processing of licenses and permits will be implemented to wit:

- The FPA shall send the duly signed laboratory result through email to all concerned stakeholders;
- All FPA licensed importers may choose to utilize **FPA recognized laboratories** for the analysis of their fertilizer sample;
- Fertilizer stakeholders applying for license shall submit all the documentary requirements previously required **but shall no longer submit the Securities and Exchange Commission (SEC) registration** as one of the requirements for renewal of license; and
- Fertilizer stakeholders applying for Vat Exemption Certificate (VEC) shall submit all the documentary requirements previously required **but shall no longer submit the copy of License to Operate (LTO) and Disposition Report.**

This issuance shall be effective on April 1, 2018 until revoked, supplanted or amended.

For your information and guidance.

  
**WILFREDO C. ROLDAN**  
Executive Director