

Republic of the Philippines  
Department of Agriculture  
FIBER INDUSTRY DEVELOPMENT AUTHORITY  
Quezon City

Control No. : \_\_\_\_\_  
Date Applied : \_\_\_\_\_  
Date Released : \_\_\_\_\_  
License Expires on : \_\_\_\_\_

**APPLICATION FOR LOCAL TRADER LICENSE**  
(Renewal)

The Administrator  
FIDA, Quezon City

Thru :The Fiber Regional Director  
Region \_\_\_\_\_

Madam :

I have the honor to apply for the renewal of my **Trader License** pursuant to PD 652 in relation to Executive Order Nos. 709 and 116, and in accordance with the provisions of FIDA Revised Administrative Order No. 1:

1. Name of Establishment : \_\_\_\_\_  
Address : \_\_\_\_\_ Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_  
Metro. Mla. (if any) \_\_\_\_\_ Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_;
2. That I, \_\_\_\_\_, \_\_\_\_\_ (Nationality)  
residing at \_\_\_\_\_ with TIN: \_\_\_\_\_  
represent the above establishment as \_\_\_\_\_ (Pres./Mgr./Prop.);
3. That the approved marks of my establishment are :  
\_\_\_\_\_ Initial of Station \_\_\_\_\_ Registered Mark \_\_\_\_\_ Establishment No.;
4. That my previous license number \_\_\_\_\_ was issued on \_\_\_\_\_ at \_\_\_\_\_;
5. That I am a ( ) fiber trader ( ) planter-trader who buys the share of my tenants;
6. That I am dealing with \_\_\_\_\_ fiber/s;
7. That the volume of fiber/s transacted by my establishment within the period covered was  
\_\_\_\_\_ kilos;
8. That I am submitting the following document/s to support my application: (Please check)  
 Tax Clearance/Mayor's Permit  Annual Report of Operation for  
the Preceding Year
9. That the following are the amendment/s and/or change/s in my original application (if any);  
1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_
10. That I shall allow FIDA authorized representative to have free access to my bodega/ establishment;
11. That I shall submit statistical information/data required by FIDA for statistical purposes;
12. That I have \_\_\_\_\_ (number) employee/s of whom \_\_\_\_\_ (number) is/are male/s and \_\_\_\_\_ (number)  
is/are female/s with an average of \_\_\_\_\_(number) dependent/s per employee;

13. That I and my personnel shall at all times comply with FIDA rules and regulations.

I hereby certify under the penalty of law to the veracity of the above statements and that this application was prepared by me or under my personal direction.

\_\_\_\_\_  
Printed Name and Signature of Applicant

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REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF \_\_\_\_\_) S.S  
Municipality of \_\_\_\_\_)

SUBSCRIBED AND SWORN to before me on this \_\_\_ day of \_\_\_\_\_ 200\_\_ affiant exhibiting to me his/her Community Tax Certificate No. issued at \_\_\_\_\_ on \_\_\_\_\_ 200\_\_.

Notary Public  
Until December 200 \_\_\_\_

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_

\_\_\_\_\_  
Administrative Officer  
(for Class C, & D only)

\_\_\_\_\_  
Note :

Applications for Class A and B Traders both Original and Renewal, must be notarized.  
Lower classes must be under oath to be administered by the Administrative Officer.

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**CERTIFICATION**  
(To be filled out by the Licensing Personnel)

I hereby certify that the application of \_\_\_\_\_ for Local Trader License has been reviewed/verified by me and that all requirements are duly complied with.

Application fee of \_\_\_\_\_ (P \_\_\_\_\_) and license fee of \_\_\_\_\_ (P \_\_\_\_\_) for a total of \_\_\_\_\_ (P \_\_\_\_\_) was paid under OR. No. \_\_\_\_\_ dated \_\_\_\_\_.

Remarks : \_\_\_\_\_.

Attested by:

Verified by:

\_\_\_\_\_  
Fiber Regional Director

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Designation

LICENSE FORM 02  
(For Original & Renewal)  
2004

Republic of the Philippines  
Department of Agriculture  
**FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
Quezon City

\_\_\_\_\_  
Date of Inspection

**REPORT ON RE-INSPECTION/RE-EVALUATION OF FACILITIES/PREMISES  
(BUYING STATION & LOCAL TRADER (CLASS B, C & D))**

1. Name of Establishment/Licensee \_\_\_\_\_
2. Address: \_\_\_\_\_ IS/Reg. Mark: \_\_\_\_\_ Class: \_\_\_\_\_
3. Location of warehouse: \_\_\_\_\_

<b><u>Facilities/Premises/Equipment:</u></b>	<b><u>Score</u></b>	<b><u>Standard</u></b>
a. With partition to segregate fiber in case other commodities are stored in the same bodega	_____	30%
b. Clean storage area for fiber with hanging poles/other similar facilities for drying fiber	_____	20%
c. With concrete flooring storage	_____	30%
d. Weighing Device: (if defective - 0%)	_____	20%
<b>TOTAL -</b>	<b>100%</b>	

4. FIDA Signboard : (Complied/Not complied) \_\_\_\_\_ ( To be complied within 60 days for New Licensee
5. Price Bulletin (Complied/Not complied) \_\_\_\_\_

I/We hereby certify that the foregoing inspection report was based on the actual inspection conducted by undersigned FIDA representative on the facilities/premises of the above establishment/licensee.

Remarks/Recommendations: \_\_\_\_\_

Conforme : \_\_\_\_\_ Re-inspected/Re-evaluated by : \_\_\_\_\_  
Operator/Manager Print Name and Signature

\_\_\_\_\_  
Designation

Note:  
Establishments with total rating below 75% shall not be issued licenses

*fn: Report of Inspection (Buying Station, Local Trader, Class B,C,D - October 2004)*

LICENSE FORM 08  
2004

Republic of the Philippines  
Department of Agriculture  
**FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
Region \_\_\_\_\_, \_\_\_\_\_

**Annual Report of Operation**

(Local Trader)

Name of Licensed Trader \_\_\_\_\_

Address \_\_\_\_\_

Fiber \_\_\_\_\_ Establishment No. \_\_\_\_\_ IS/RM \_\_\_\_\_ Class \_\_\_\_\_

1. Volume of fibers traded the preceding year: \_\_\_\_\_ kilos; \_\_\_\_\_ kilos  
(declared by applicants) (verified thru PTF/Primary  
certificate by Licensing  
officer)
2. Sales:  
A. ( ) Inspected \_\_\_\_\_ B. ( ) Loose \_\_\_\_\_  
(No. of Bales) (No. of Kilos)
3. Volume of fibers stocked at the end of the year being reported  
A. Inspected :
4. Employed \_\_\_\_\_ licensed classifier/s. (for Class A)

\_\_\_\_\_  
Signature of Establishment's Representative  
over Printed Name

Attested by :

\_\_\_\_\_  
Signature of FIDA Representative  
over Printed Name