ISSUANCE OF PHILFIDA LICENSE

ANY PERSON, NATURAL OR JURIDICAL, ENGAGED IN ANY OF THE FOLLOWING ACTIVITIES IS REQUIRED TO SECURE A LICENSE:
1. Grading and baling commercial fibers whether for domestic or foreign consumption;
2. Buying and selling commercial fibers for domestic and/or for foreign consumption;
3. Buying fibers for their mother companies, namely Grading and Baling Establishment (GBE), processor/manufacturer or a trader;
4. Processing/manufacturing fibers into semi-finished or finished fiber-based or finished fiber products whether for domestic or foreign consumption;
5. Converting semi-finished or finished fiber products into other forms;
6. Classifying commercial fibers at grading/baling establishments (GBEs), Class A traders, or at processing or manufacturing plants.

Applying for a License*

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Client Step</th>
<th>Duration of Activity (within)</th>
<th>Office/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secure application forms and list of requirements from PhilFIDA Provincial/Regional Office where your business is located</td>
<td>5 minutes</td>
<td>Regional Licensing Officer</td>
</tr>
<tr>
<td>2</td>
<td>Submit duly accomplished application with documentary requirements, for review/verification</td>
<td>10 minutes</td>
<td>Regional Licensing Officer</td>
</tr>
<tr>
<td>3</td>
<td>Ocular inspection and evaluation of premises/facilities of the applicant to be conducted by the Licensing Officer within 30 hours from the date of filing (if necessary)</td>
<td>5 minutes 10 minutes</td>
<td>Regional Licensing Officer</td>
</tr>
<tr>
<td>4</td>
<td>Pay application and license fee</td>
<td>5 minutes</td>
<td>Collecting Officer</td>
</tr>
<tr>
<td>5</td>
<td>Receive license upon compliance with all the requirements</td>
<td>10 minutes</td>
<td>Regional Licensing Officer</td>
</tr>
</tbody>
</table>

*License will be issued within 30 minutes, provided all requirements are met

For Renewal Application:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Client Step</th>
<th>Duration of Activity (within)</th>
<th>Office/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secure application form from PhilFIDA Provincial/Regional Office where your business is located</td>
<td>5 minutes</td>
<td>Regional Licensing Officer</td>
</tr>
<tr>
<td>2</td>
<td>Submit duly accomplished application with documentary requirements</td>
<td>10 minutes</td>
<td>Regional Licensing Officer</td>
</tr>
<tr>
<td>3</td>
<td>Pay application and license fee</td>
<td>5 minutes</td>
<td>Collecting Officer</td>
</tr>
<tr>
<td>4</td>
<td>Receive license upon compliance with all the requirements</td>
<td>10 minutes</td>
<td>Regional Licensing Officer</td>
</tr>
</tbody>
</table>

Issuance of Permit to Transport Fiber (PTF)

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Client Step</th>
<th>Duration of Activity (within)</th>
<th>Office/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit complete set of information/data to the nearest PhilFIDA Provincial or Regional Office.</td>
<td>5 minutes</td>
<td>Regulatory Personnel / Authorized Personnel</td>
</tr>
<tr>
<td>2</td>
<td>Conduct of ocular inspection of fibers to be transported (if necessary)</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Preparation of Permit to Transport Fiber</td>
<td>5 minutes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Release of Permit to Transport Fiber</td>
<td>5 minutes</td>
<td></td>
</tr>
</tbody>
</table>
COMPLIANCE REQUIREMENTS:

For New Application:
1. Documentary:
   a. Corporation or Partnership
      - SEC Registration Certificate
      - Tax Clearance
      - Mayor's Permit
      - Company Profile
         with complete list of Officers
   b. Sole Proprietorship
      - Certificate of Registration
         by the BTRCP (optional for applicant in far-flung Barangay)
      - Tax Clearance
      - Company Profile
         with complete list of Officers
   c. Cooperative
      - Certificate of Registration
         by the CDA
      - Tax Clearance
      - Mayor's Permit
      - Company Profile
         with complete list of Officers

For Renewal Application:
- Annual Report of Operation
- Official Receipt of License/application fee

2. Equipment, Facilities and Other Requirements:
   GRADING BALING ESTABLISHMENT (GBE)
   - At least one (1) baling press
   - Storage of not less than 850 sq.m. (for abaca). For other fibers, any area sufficient to fill customary classification and storage requirement maybe considered adequate
   - One (1) metric weighing device with certificate of periodic calibration
   - Storage space with segregating partition for other commodities
   - At least one (1) licensed classifier
   BUYING STATION
   - One (1) weighing device with certificate of periodic calibration
   - Certification from mother company that the firm is under it
   - Adequate storage for fibers
   TRADER-EXPORTER
   - One (1) metric weighing device with certificate of periodic calibration
   - Adequate storage with segregating partition in case other commodities are stored in the same warehouse

LOCAL TRADER
- One (1) weighing device with certificate of periodic calibration
- Adequate storage with segregating partition in case other commodities are also stored in the same warehouse
- Additional requirements for Class A Traders who are classifying, grading and are supplying fibers to processors: minimum floor area of 250sq.m.; one (1) manual pressing device; and one (1) licensed classifier.

PROCESSOR
- One (1) weighing device with certificate of periodic calibration
- Adequate processing/manufacturing area & storage for fibers with segregating partition in case other commodities are also stored in the same warehouse
- One (1) licensed classifier if utilizes uninspected fibers
- Written description on how the fibers are to be utilized

CLASSIFIER
- Certification of good moral character by the chairman of the Barangay where applicant resides
- Certification of passing the practical examination on fiber classification and grading conducted by PhilFIDA.

KIND OF LICENSE
   PARTICULARS
   FEES (in Php.)

1. Grading/Baling Establishment (GBE)
   First Class........................................... pressing more than 30,000 bales a year........................................... P 18,000.00
   Second Class........................................... pressing more than 20,000 bales a year........................................... 12,000.00
   Third Class........................................... pressing more than 10,000 bales a year........................................... 7,200.00
   Fourth Class........................................... pressing 10,000 and below bales a year........................................... 6,000.00

2. Buying Station
   First Class........................................... buying more than 60,000 kilos a year........................................... 4,800.00
   Second Class........................................... buying more than 30,000 kilos a year........................................... 3,600.00
   Third Class........................................... buying more than 10,000 kilos a year........................................... 2,400.00
   Fourth Class........................................... buying 10,000 and below kilos a year........................................... 1,200.00

3. Trader-Exporter
   Class A........................................... trading more than 500 bales a year........................................... 5,400.00
   Class B........................................... trading more than 300 bales a year........................................... 4,200.00
   Class C........................................... trading 300 and below bales a year........................................... 3,000.00

4. Local Trader
   Class A........................................... trading more than 75,000 kilos a year........................................... 4,200.00
   Class B........................................... trading more than 50,000 kilos a year........................................... 2,400.00
   Class C........................................... trading more than 25,000 kilos a year........................................... 1,200.00
   Class D........................................... trading 25,000 and below kilos a year........................................... 240.00

5. Processor
   Class A........................................... consuming 1 million and above kilos a year........................................... 10,800.00
   Class B........................................... consuming more than 500,000 kilos a year........................................... 6,850.00
   Class C........................................... consuming more than 200,000 kilos a year........................................... 2,640.00
   Class D........................................... consuming 200,000 and below kilos a year........................................... 240.00
   Class E........................................... all processor-exporters except those exporting pulp/paper........................................... 7,800.00

6. Classifier
   License applicant shall pay application fee of P50.00 except classifier who shall pay P10.00

*The existing fees is in compliance with Executive Order No.197, dated January 13, 2000, to increase rates on fees & charges by not less than 20%