

	LIST OF REQUIREMENTS FOR THE ISSUANCE OF LICENSE TO OPERATE (LTO) AS FERTILIZER DEALER (NEW/RENEWAL)	Reference no.	FRD-CL-LTO-10
		Revision no.	01
		Date	08.15.2022
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Company Name: _____ FPA License No.: _____
Company Address: _____ Expiry Date: _____

LIST OF REQUIREMENTS	WHERE TO SECURE
A. For New Applicants ☐ Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp ☐ For: <i>Corporation/Partnership</i> – SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose] <i>Cooperative</i> – CDA Registration <i>Single Proprietorship</i> – certificate of business name registration with DTI ☐ Recommendation from the FPA Regional/Provincial Officer on the area of coverage ☐ Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09] ☐ License Fee	FPA-Fertilizer Regulations Division (FRD), or download from the FPA Website Securities & Exchange Commission (SEC) Cooperative Development Authority (CDA) Department of Trade & Industry (DTI) FPA-Regional Field Unit (RFU) FPA-RFU Applicant
B. For Renewal ☐ Duly accomplished and notarized Application Form [FPA-FRD-F07] with documentary stamp ☐ Recommendation from the FPA Regional/Provincial Officer on the area of coverage ☐ Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09] ☐ License Fee	FPA-FRD, or download from the FPA Website FPA-Regional Field Unit (RFU) FPA-RFU Applicant

License Fee	Amount (Php)
Fertilizer Dealer/Repacker	1800
Member of Dealer's Association	1500
Dealer of both Fertilizer and Pesticide	4000
Member of F&P Dealer's Association	3200
Cooperative	50% discount on Dealer's fee

Note:

- The Store/Outlet must have at least one (1) staff with Accredited Safety Dispenser (ASD) Training
- Fertilizers to be sold should be registered by the Manufacturer/Importer/National Distributor with FPA
- Processing of License shall only commence upon submission of complete requirements
- Renewal should be done within three (3) months before the expiry date

Turnaround time: 6 working days

Validity of Registration: 3 years

Received by: _____

Evaluated by: _____

Reviewed by: _____

Date: _____

Date: _____

Date: _____



"A food-secure Philippines with prosperous farmers and fisherfolk"