



# Fertilizer and Pesticide Authority

CITIZEN'S CHARTER 2025 1ST EDITION

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# Agency Details

## I. Mandate

Assuring the agricultural sector of adequate supplies of fertilizer and pesticide at reasonable prices, rationalizing the manufacture and marketing of fertilizer, protecting the public from the risks inherent in the use of pesticides, and educating the agricultural sector in the use of these inputs.

## II. Vision

Improved quality of life for all Filipinos through increased farm incomes, productivity and food production using safe and appropriate fertilizer and pesticide inputs.

## III. Mission

## IV. Service Pledge

We, the employees of the Fertilizer and Pesticide Authority, undertake to:

Serve the public without delay and reservation, with sincerity, integrity, dedication, and commitment to protect life and agricultural productivity, from 8:00 a.m. to 5:00 p.m., Mondays to Fridays;

Assist the agricultural sector of adequate supply of fertilizers, pesticides, and other agricultural chemicals at reasonable costs;

Facilitate the registration of fertilizers and pesticides; licensing and/or accreditation of handlers upon clients' compliance with all FPA requirements, evaluation, and approval of the same;

Enforce quality control standards for both fertilizers and pesticides and other agricultural chemicals;

Train handlers on the safe and judicious use of fertilizer and pesticide inputs through accreditation programs, symposia, seminars, and other forms of information dissemination activities; and

You can reach our office 24 hours a day, 7 days a week, via online (<http://fpa.da.gov.ph>).

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# Committee on Anti-Red Tape

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# List of Services

## External Services

### Fertilizer Regulations Division

1. Issuance of Certified True Copy (CTC) of Issued License, Registration or Clearance on Fertilizer
2. Amendment of the Issued License, Registration, Or Clearance on Fertilizer
3. Issuance of Clearance to Donate Unsound Fertilizer
4. Issuance of Clearance to Sell Unsound Fertilizer
5. Issuance of Other Clearances
6. Issuance of Export Clearance Through the National Single Window (NSW)
7. Issuance of Value-Added Tax (VAT) Exemption Clearance for Overlanded Shipments
8. Issuance of Value-Added Tax (VAT) Exemption Clearance Through the National Single Window (NSW)
9. Issuance of License to Operate (LTO) as Fertilizer Handler (Renewal)
10. Issuance of License to Operate (LTO) as Fertilizer Handler (New)
11. Inspection of Fertilizer Manufacturing Plant or Repacking Site
12. Renewal of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose
13. Renewal of Certificate of Product Registration (CPR) for Safe Re-Use of Wastewater as Fertilizer for Commercial Purpose
14. Issuance of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose
15. Issuance of Certificate of Product Registration (CPR) for Safe Re-Use of Wastewater as Fertilizer for Commercial Purpose
16. Issuance of Fertilizer Experimental Use Clearance (EUC)
17. Issuance of Sample Endorsement Form For Confirmatory Analysis at Officially-Accredited Laboratories
18. Facilitation of Fertilizer Samples to FPA-Officially Accredited Laboratories for Confirmatory Analysis
19. Evaluation of Test Reports for Confirmatory Analysis
20. Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Traditional)
21. Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Non-Traditional)
22. Upgrading of Certificate of Provisional Product Registration to Full Product Registration (Non-Traditional)
23. Issuance of Certificate of Product Registration (CPR) For New Provisionally-Registered Products (Non-Traditional)
24. Renewal of Certificate of Product Registration (CPR) For Fully-Registered Products (Traditional / Non-Traditional)
25. Renewal of Certificate of Product Registration (CPR) For Provisionally-Registered Products (Non-Traditional)
26. Issuance of Certificate of Product Registration (CPR) for Label Expansion
27. Issuance of Certificate of Product Registration (CPR) for Fully-Registered Products Under Third-Party Authorization (TPA) (New/Renewal)
28. Issuance of Certificate of Product Registration (CPR) for Imported Products (Traditional / Non-Traditional) With Additional Supplier / Trader
29. Transfer of Registration (New)

### Finance and Administrative Division

1. Collection Services

### Laboratory Services Division

1. Issuance of Certificate of Laboratory Recognition (New or Renewal)
2. Issuance of Laboratory Assessment Report (With Nonconformity)
3. Issuance of Laboratory Assessment Report
4. Analysis of Fertilizer and Pesticide Samples for Research and Other Purposes
5. Analysis of Pesticide Sample for Product Registration
6. Analysis of Fertilizer Sample for Product Registration

### Pesticide Regulations Division

1. Issuance of Certificate of Product Registration (New Proprietary Product Registration, New Generic Product Registration, Label Expansion, Registration of Additional Source, Registration Amendment)
2. Issuance of Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals
3. Issuance of Import Permit for Inert Ingredients (Other Certifications)
4. Issuance of Certificate Authorizing Importation of Pesticides and Other Agricultural Chemicals (CAIP)
5. Plant/Site Inspection and Sampling
6. Issuance of License to Operate (New & Renewal)
7. Pesticide Confirmatory Analysis (For Field Monitoring)
8. Pesticide Confirmatory Analysis (For Product Registration)
9. Shelf Life Extension
10. Amendment and Transfer of Product Registration
11. Renewal of Product Registration
12. Issuance of Certificate of Product Registration (Product Registration Under Third-Party Authorization)
13. Amendment of Experimental Use Permit (EUP)
14. Issuance of Experimental Use Permit (EUP)
15. Pesticide Data Evaluation

### Planning, Management and Information Division

1. Issuance of Accreditation for Training Associations
2. Issuance of Accreditation for Responsible Care Officer (ARCO), Agricultural Certified Pesticide Applicators (CPA) - Fumigators and Exterminators, Fertilizer and Pesticide Researchers, Drone Controllers (DC), and Drone Spray Supervisor (DSS) through the FPA Trade System
3. Issuance of Accreditation of Safety Dispensers (Manual Process)
4. Provision of IEC Materials
5. Processing of Freedom of Information (FOI) Requests
6. Administration of FPA Exam and Release of Passers via FPA Website and Email

### Regional Field Unit

1. Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the Regional Office
2. Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the Provincial Office
3. Issuance of Inspection Report And/Or Recommendation/Endorsement Letter
4. Request for Inspection (Walk-in Application)
5. Request for Inspection (Online Application)
6. Issuance of License to Operate (LTO) as Pest Control Operator (New/Renewal) - Applied at the Regional Office
7. Issuance of License to Operate (LTO) as Pest Control Operator (New/Renewal) - Applied at the Provincial Office
8. Issuance of Warehouse Registration Certificate (New/Renewal) - Applied at the Regional Office
9. Issuance of Warehouse Registration Certificate (New/Renewal) - Applied at the Provincial Office
10. Issuance of License to Operate (LTO) as Institutional User (New/Renewal) - Applied at the Regional Office
11. Issuance of License to Operate (LTO) as Institutional User (New/Renewal) - Applied at the Provincial Office
12. Issuance of License to Operate (LTO) as Mango Flower Inducer/Contractor (New/Renewal) - Applied at the Regional Office
13. Issuance of License to Operate (LTO) as Mango Flower Inducer/Contractor (New/Renewal) - Applied at the Provincial Office
14. Issuance of License to Operate (LTO) as Fertilizer Dealer-Repacker (New/Renewal) - Applied at the Regional Office
15. Issuance of License to Operate (LTO) as Fertilizer Dealer-Repacker (New/Renewal) - Applied at the Provincial Office
16. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Dealer (New/Renewal) - Applied at the Regional Office
17. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Dealer (New/Renewal) - Applied at the Provincial Office
18. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Area Distributor (New/Renewal) - Applied at the Regional Office
19. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Area Distributor (New/Renewal) - Applied at the Provincial Office

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## **External Services**

# Fertilizer Regulations Division

## 1. Issuance of Certified True Copy (CTC) of Issued License, Registration or Clearance on Fertilizer

Certification on the authenticity of the photocopied CPR, LTO, or Permit.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Area Distributor, National Distributor, Dealer, Dealer-Repacker, and Mango Contractor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Letter request</b> (1) Original Copy	Applicant / Client
<b>2. Certificate of Product Registration (CPR), License to Operate (LTO), Warehouse Registration Certificate, or Other Permits/Certification</b> (1) Photo Copy  Remarks: <i>from the original document issued by FPA-FRD</i>	Applicant / Client
<b>3. For applicants represented by its authorized representative</b>  Any of the following:	
<b>3.A. Special Power of Attorney (DTI)</b> (1) Photo Copy	Applicant / Client
<b>3.B. Board Resolution (SEC &amp; CDA)</b> (1) Photo Copy	Applicant / Client
<b>3.C. Secretary's Certificate (SEC &amp; CDA)</b> (1) Photo Copy	Applicant / Client
<b>4. Company Identification Card</b>  <b>Company Identification Card (1 photocopy)</b>  Remarks: <i>for applicants represented by its authorized representative</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request and photocopy of the certificate to FRD. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Receive the request	None	15 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>
	1.2. Review / Evaluate the copy of the Certificate against the file/records of FRD.		30 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>

	1.3. If verified to be authentic, issue Bill Form.		15 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Standard Fees</b> Breakdown: Processing Fee: PHP 350 <hr/> Total: PHP 350	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	3. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>
4. Claim the Certified True Copy (CTC) of the Certificate. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Certify the authenticity of the copy of the certificate.	None	15 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 2 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 350		

## 2. Amendment of the Issued License, Registration, Or Clearance on Fertilizer

This includes amendment of License, Clearance and Product Registration Certificates with changes on brand name, business name, address, etc.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Letter request indicating the amendment</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)</p>
<p><b>2. Duly accomplished and notarized Application Form with documentary stamp</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>3. Previously issued License/Permit/Certificate</b> (1) Original Copy</p>	<p>Applicant / Client</p>
<p><b>4. SEC amendment form or board resolution with sworn affidavit or any legal document</b> (1) Photo Copy</p> <p>Remarks:</p> <p><i>in case of change of business name or address</i></p>	<p><b>Agency - Division:</b> Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department</p>
<p><b>5. Updated Draft Label</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>for Product Registration only</i></p>	<p>Applicant / Client</p>
<p><b>6. Environmental Compliance Certificate [ECC] or Certificate of Non-Coverage [CNC]</b> (1) Photo Copy</p> <p>Remarks:</p> <p><i>for LTO as Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only</i></p>	<p><b>Agency - Division:</b> Department of Environment and Natural Resources - Environmental Management Bureau (EMB)</p>
<p><b>7. Recommendation from the FPA Regional/Provincial Officer on the area of coverage</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>for LTO as Handler except Indentor</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)</p>
<p><b>8. Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>LTO as for Manufacturer, Processor, Formulator, and Bulk Blender only</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)</p>

**9. Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)

Remarks:

*for LTO as Repacker and Bulk Handler only*

**10. For applicants represented by its authorized representative**

Any of the following:

**10.A. Special Power of Attorney (DTI)**

(1) Photo Copy

Applicant / Client

**10.B. Board Resolution (SEC & CDA)**

(1) Photo Copy

Applicant / Client

**10.C. Secretary's Certificate (SEC & CDA)**

(1) Photo Copy

Applicant / Client

**11. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	30 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		30 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Standard Fees Breakdown:</b> Filing Fee: PHP 600	30 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)	Total: PHP 600	30 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City  Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	30 minute/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>
	3.2. Evaluate the application form and supporting documents. If compliant: process the application and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 4 hour/s	<ul style="list-style-type: none"> <li>Concerned FRD Staff; Fertilizer Regulations Division</li> </ul>

	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Fertilizer Regulations Division</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Fertilizer Regulations Division</li> </ul>
4. Claim the approved CPR. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval).	None	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Administrative Asst III; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 600		

### 3. Issuance of Clearance to Donate Unsound Fertilizer

Authority to Donate Unsound Fertilizer is an authorization granted by the FPA to licensed fertilizer handlers who will donate unsound fertilizer to an identified beneficiary. It is emphasized that any unsound fertilizers once donated are not subject to resale.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Licensed Fertilizer Handlers
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Request letter for Donation</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>Secure from <b>Benefactor</b></i></p>	<p>Applicant / Client</p>
<p><b>2. Inventory Report (1 original) with the following information: a. Total number of bags containing the damaged fertilizer stocks, fertilizer grade, volume, the reason and extent of damage; b. Location/Storage area of the unsound fertilizer c. Photo documentation</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>Secure from <b>Benefactor</b></i></p>	<p>Applicant / Client</p>
<p><b>3. Duly notarized affidavit a. Name and address of farmer-members; b. Location of the farms; c. Allocation of the requested damaged fertilizers d. Crops to be planted for one crop season; and e. A statement that the President / Representative has been authorized by these farmers to supply the fertilizer</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>Secure from <b>President or Authorized Representative of the Identified Beneficiary</b></i></p>	<p>Applicant / Client</p>
<p><b>4. Attestation/declaration of the legitimacy of the purchaser from the Regional/Provincial Officer who has jurisdiction over the farm/warehouse owned by the purchaser</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)</p>
<p><b>5. Laboratory Test Report from FPA-LSD or FPA-Recognized Laboratory</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>Secure from <b>Benefactor / Beneficiary</b></i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Laboratory Services Division (LSD) or Recognized Laboratory</p>
<p><b>6. Transshipment Permit from the Regional/Provincial Officer who has jurisdiction over the area of the receiving purchaser-end-user farm</b> (1) Photo Copy</p> <p>Remarks:</p> <p><i>if the movement of goods is from one region to another</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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<p>1. Request authorization to donate unsound fertilizer w/ complete required documents to Fertilizer Regulations Division (FRD) walk-in or through e-mail. Location: Email address at <a href="mailto:fpa.frd.vat@gmail.com">fpa.frd.vat@gmail.com</a></p>	1.1. Receive the request.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	1.2. Evaluate the report and the supporting documents.		1 working day/s, 7 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	1.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	1.4. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	1.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>2. Claim the approved Authorization. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p>	2. Notify the client on the status of the authorization (approval/disapproval).	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III ; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 5 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

## 4. Issuance of Clearance to Sell Unsound Fertilizer

Authority to Sell Unsound Fertilizer is an authorization granted by the FPA to licensed fertilizer handlers who will sell unsound fertilizer. It is emphasized that any unsound fertilizers, once purchased, are not subject to resale.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Licensed Fertilizer Handlers
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Duly accomplished Authority to Purchase Unsound Fertilizer Request Form [FPA-FRD-F14]</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>2. Inventory Report (1 original) with the following information: a. Total number of bags containing the damaged fertilizer stocks, fertilizer grade, volume, the reason and extent of damage; b. Location/Storage area of the unsound fertilizer c. Photo documentation</b> (1) Original Copy</p> <p>Remarks: <i>Secure from Seller</i></p>	<p>Applicant / Client</p>
<p><b>3. Letter of Intent to purchase the reported bad orders/unsound fertilizers</b> (1) Original Copy</p> <p>Remarks: <i>Secure from Purchaser / President or Authorized Representative</i></p>	<p>Applicant / Client</p>
<p><b>4. Duly notarized affidavit a. Name and address of farmer-members; b. Location of the farms; c. Allocation of the requested damaged fertilizers d. Crops to be planted for one crop season; and e. A statement that the President / Representative has been authorized by these farmers to supply the fertilizer</b> (1) Original Copy</p> <p>Remarks: <i>Secure from Purchaser / President or Authorized Representative</i></p>	<p>Applicant / Client</p>
<p><b>5. Attestation/declaration of the legitimacy of the purchaser from the Regional/Provincial Officer who has jurisdiction over the farm/warehouse owned by the purchaser</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)</p>
<p><b>6. Laboratory Test Report from FPA-LSD or FPA-Recognized Laboratory</b> (1) Original Copy</p> <p>Remarks: <i>Secure from Seller</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Laboratory Services Division (LSD) or Recognized Laboratory</p>
<p><b>7. Transshipment Permit from the Regional/Provincial Officer who has jurisdiction over the area of the receiving purchaser-end-user farm</b> (1) Photo Copy</p> <p>Remarks: <i>if the movement of goods is from one region to another</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU) - if the quantity is below 100 bags or Fertilizer Regulations Division (FRD) - if the quantity is 100 bags or more</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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<p>1. Accomplish and submit the FPA-FRD-F14 w/ complete required documents to Fertilizer Regulations Division (FRD) or through e-mail. Location: Email address at <a href="mailto:fpa.frd.vat@gmail.com">fpa.frd.vat@gmail.com</a></p>	<p>1.1. Check the completeness of the submitted documents.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	<p>1.2. Issue Bill form.</p>		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
<p>2. Pay corresponding fees at Cashier Window. Location: Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City</p>	<p>2.1. Issue Order of Payment</p>	<p><b>Possible Fees</b> Breakdown: Authority to Dispose Unsound Fertilizer : PHP 600 Transshipment Permit: PHP 600</p>	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	<p>2.2. Issue Official Receipt (O.R.)</p>		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>3. Present O.R. to FRD Staff Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p>	<p>3.1. Record O.R. number and receive the application.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	<p>3.2. Evaluate the report and the supporting documents. If compliant: process the Issuance of the Authorization and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.</p>		1 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	<p>3.3. Review and recommend.</p>		1 working day/s	<ul style="list-style-type: none"> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	<p>3.4. Final Review</p>		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	<p>3.5. Approval / Disapproval</p>		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>4. Claim the approved Authorization. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p>	<p>4. Notify the client on the status of the authorization (approval/disapproval)</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III ; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 5 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		
<p>Possible Fees</p> <p><b>Authority to Dispose Unsound Fertilizer : 600</b> <b>Transshipment Permit : 600</b></p>				

## 5. Issuance of Other Clearances

Other clearances issued by FPA may include but are not limited to the following: (1) clearance to import samples for confirmatory analysis, (2) clearance to import samples for bioefficacy trial purposes, (3) certification that a product is registered with FPA, and (4) certification that a company is licensed with FPA.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Letter request indicating the purpose</b> (1) Original Copy	Applicant / Client
<b>2. Pro-forma Invoice [if applicable]</b> (1) Photo Copy  Remarks: <b>from the Manufacturer/Supplier</b>	Applicant / Client
<b>3. Certificate of Analysis [if applicable]</b> (1) Photo Copy  Remarks: <b>Secure from Manufacturer/Supplier</b>	Applicant / Client
<b>4. Material Safety Data Sheet [if applicable]</b> (1) Photo Copy  Remarks: <b>Secure from Manufacturer/Supplier</b>	Applicant / Client
<b>5. Trial Protocol</b> (1) Original Copy  Remarks: <b>for samples imported for field trial</b>	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to FRD through email. Location:  Email address at <a href="mailto:fpa.frd.vat@gmail.com">fpa.frd.vat@gmail.com</a>  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	1.1. Check the completeness of the submitted documents.	None	1 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action		7 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>

<p>2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. Location: Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City</p> <p>or Landbank Link.BizPortal: <a href="https://www.lbp-eservices.com/egps/portal/Merchants.jsp">https://www.lbp-eservices.com/egps/portal/Merchants.jsp</a></p>	2.1. Issue Bill form.	<p><b>Standard Fees</b> Breakdown: Other Clearance Fee: PHP 350</p> <hr/> <p>Total: PHP 350</p>	15 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Fertilizer Regulations Division</li> <li>• Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	2.2. Issue Order of Payment.		15 minute/s	<ul style="list-style-type: none"> <li>• Accounting Staff; Finance and Administrative Division</li> </ul>
	2.3. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>• Cashier; Finance and Administrative Division</li> </ul>
	2.4. Verify payment.		15 minute/s	<ul style="list-style-type: none"> <li>• Cashier; Finance and Administrative Division</li> </ul>
	2.5. Evaluate and process the application.		7 hour/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Fertilizer Regulations Division</li> <li>• Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	2.6. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>• Chief Agriculturist; Fertilizer Regulations Division</li> <li>• Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>
3. Claim the approved O.C. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a>	3. Approve and authorize the Export Clearance in the NSW Portal.	None	1 working day/s	<ul style="list-style-type: none"> <li>• Executive Director III; Office of the Executive Director</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 350		

## 6. Issuance of Export Clearance Through the National Single Window (NSW)

No person shall be allowed to engage in the business of exporting fertilizers except under a license issued by FPA. Likewise, no fertilizer may be exported unless registered with FPA. Export Certificate has to be secured before any shipment is made.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Exporter
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<b>1. Accomplished Application Form generated through the National Single Window (NSW)</b> (1) Electronic Copy	<b>Agency - Division:</b> National Single Window (NSW) - <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a>
<b>2. Active Certificate of Product Registration (CPR)</b> (1) Photo Copy  Remarks: <i>from the original document issued by FPA-FRD</i>	Applicant / Client
<b>3. Pro-forma Invoice</b> (1) Photo Copy	Applicant / Client
<b>4. Sales Contract or Purchase Order</b> (1) Photo Copy  Remarks: <i>Secure from Buyer</i>	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form through the NSW Portal. Submit the generated application form with the complete requirements to FRD through email. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a> Email address at <a href="mailto:fpa.frd.vat@gmail.com">fpa.frd.vat@gmail.com</a>  Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	1.1. Check the completeness of the submitted documents.	None	1 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action		7 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City  or Landbank Link.BizPortal: <a href="https://www.lbp-eservices.com/egps/portal/Merchants.jsp">https://www.lbp-eservices.com/egps/portal/Merchants.jsp</a>	2.1. Issue Bill form.	<b>Standard Fees</b> Breakdown: VAT Exemption Clearance Fee: PHP 600  Total: PHP 600	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>

	2.2. Issue Order of Payment.		15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.3. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
	2.4. Verify payment via the NSW.		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Monitor the status of the application through the NSW Portal. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a>	3.1. Process the application and update the status in the NSW Portal.	None	7 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	3.2. Review and authorize the application in the NSW Portal.		1 working day/s	<ul style="list-style-type: none"> <li>Chief Agriculturist; Fertilizer Regulations Division</li> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>
4. Download the Clearance from the NSW. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a>	4. Approve and authorize the Export Clearance in the NSW Portal.	None	1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 600		

## 7. Issuance of Value-Added Tax (VAT) Exemption Clearance for Overlanded Shipments

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Institutional User, Indentor, Exporter, Repacker, Dealer, Dealer-Repacker, Mango Contractor, Area Distributor, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Letter request</b> (1) Original Copy	Applicant / Client
<b>2. Outturn Report</b> (1) Original Copy	Applicant / Client
<b>3. VAT Exemption Clearance generated through the NSW for the original shipment</b> (1) Photo Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to FRD through email. Location:  Email address at <a href="mailto:fpa.frd.vat@gmail.com">fpa.frd.vat@gmail.com</a>  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	1.1. Check the completeness of the submitted documents.	None	1 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action		7 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City  or Landbank Link.BizPortal: <a href="https://www.lbp-eservices.com/egps/portal/Merchants.jsp">https://www.lbp-eservices.com/egps/portal/Merchants.jsp</a>	2.1. Issue Bill form.	<b>Standard Fees</b> Breakdown: VAT Exemption Clearance Fee: PHP 600  Total: PHP 600	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	2.2. Issue Order of Payment.		15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.3. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>

	2.4. Verify payment via the NSW.		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
	2.5. Evaluate and process the application.		7 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	2.6. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Chief Agriculturist; Fertilizer Regulations Division</li> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>
3. Claim the approved O.C. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a>	3. Approval / Disapproval of the E.D. Notify client on the status of the certification (approval/disapproval)	None	1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 600		

## 8. Issuance of Value-Added Tax (VAT) Exemption Clearance Through the National Single Window (NSW)

Pursuant to Republic Act No. 7716 "Expanded Value-Added Tax Law", the sale or importation of fertilizers shall be exempted from value-added tax coverage.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Importers and Importer End-Users
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<b>1. Accomplished Application Form generated through the National Single Window (NSW)</b> (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a>
<b>2. Bill of Lading</b> (1) Photo Copy  Remarks: <i>Secure from <b>Manufacturer/Supplier</b></i>	Applicant / Client
<b>3. Commercial Invoice</b> (1) Photo Copy  Remarks: <i>Secure from <b>Manufacturer/Supplier</b></i>	Applicant / Client
<b>4. Packing List</b> (1) Photo Copy  Remarks: <i>Secure from <b>Manufacturer/Supplier</b></i>	Applicant / Client
<b>5. Active Certificate of Product Registration (CPR)</b> (1) Photo Copy  Remarks: <i>from the original document issued by <b>FPA-FRD</b></i>	Applicant / Client
<b>6. Laboratory Analysis from a Third Party Laboratory taken from the country of origin prior to its shipment</b> (1) Photo Copy  Remarks: <i>Secure from <b>Manufacturer/Supplier</b></i>	Applicant / Client
<b>7. PNP Permit [for Nitrates only]</b> (1) Photo Copy	<b>Agency - Division:</b> Philippine National Police - Firearms and Explosives Office (PNP-FEO)
<b>8. Disposition report of previous importation [for nitrates only]</b> (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form through the NSW Portal. Submit the generated application form with the complete requirements to FRD through	1.1. Check the completeness of the submitted documents.	None	1 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>

<p>email. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a> Email address at <a href="mailto:fpa.frd.vat@gmail.com">fpa.frd.vat@gmail.com</a></p> <p>Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i></p>	<p>1.2. Evaluate the application based on the submitted requirements: If compliant: receive the application and proceed to step 2.1 If non-compliant: inform the client of the deficiencies for their appropriate action</p>		<p>7 hour/s</p>	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
<p>2. Proceed to the FPA Office for in-person payment, or pay online through the Landbank Link.BizPortal. Location: Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City or Landbank Link.BizPortal: <a href="https://www.lbp-eservices.com/egps/portal/Merchants.jsp">https://www.lbp-eservices.com/egps/portal/Merchants.jsp</a></p>	<p>2.1. Issue Bill form.</p>	<p><b>Standard Fees</b> Breakdown: VAT Exemption Clearance Fee: PHP 600 <hr/>Total: PHP 600</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
<p>2.2. Issue Order of Payment.</p>	<p>15 minute/s</p>		<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>	
<p>2.3. Issue Official Receipt (O.R.)</p>	<p>15 minute/s</p>		<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>	
<p>2.4. Verify payment via the NSW.</p>	<p>15 minute/s</p>		<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>	
<p>3. Monitor the status of the application through the NSW Portal. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a></p>	<p>3.1. Process the application and update the status in the NSW Portal.</p>	<p>None</p>	<p>7 hour/s</p>	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
<p>3.2. Review and authorize the application in the NSW Portal.</p>	<p>1 working day/s</p>		<ul style="list-style-type: none"> <li>Chief Agriculturist; Fertilizer Regulations Division</li> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>	
<p>4. Download the Clearance from the NSW. Location: NSW Portal <a href="http://nsw.gov.ph/">http://nsw.gov.ph/</a></p>	<p>4. Approve and authorize the VAT Exemption Clearance in the NSW Portal.</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p><b>Total Processing Time:</b></p>		<p>Working Days: 4 working day/s</p>		
<p><b>Total Processing Fee:</b></p>		<p>Total Standard Fee: PHP 600</p>		

## 9. Issuance of License to Operate (LTO) as Fertilizer Handler (Renewal)

All persons/entities who shall engage in the business of exporting, importing, manufacturing, formulating, processing, bulk blending, bulk handling, distributing, supplying, repacking, storing, commercially applying, selling, and marketing of FPA-registered fertilizers and other agricultural chemicals must secure a license from FPA.

Validity: 1 year

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Indentor, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<p><b>1. Duly accomplished online Application Form</b> (1) Electronic Copy</p> <p>Remarks:</p> <p><b>Accomplish the form and upload the supporting documents through the FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></b></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></p>
<hr/>	
<p><b>2. Business Registration</b></p> <p>Any of the following:</p> <p><b>2.A. SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose]</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>For Corporation/Partnership</b></p>	<p><b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department</p>
<hr/>	
<p><b>2.B. CDA Registration</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>For Cooperative</b></p>	<p><b>Agency - Division:</b> Cooperative Development Authority - Registration Division</p>
<hr/>	
<p><b>2.C. Certificate of business name registration with DTI</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>For Single Proprietorship</b></p>	<p><b>Agency - Division:</b> Department of Trade and Industry - Regional/Provincial Office</p>
<hr/>	
<p><b>3. Audited Financial Statements &amp; Income Tax Return from the previous year</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>BIR and Independent Auditor</b></p>	<p><b>Agency - Division:</b> Bureau of Internal Revenue - Revenue District Office</p>
<hr/>	
<p><b>4. Mayor's / Business Permit</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Local Government Unit - Mayor's Office</p>
<hr/>	
<p><b>5. Company Profile, including officers, office and establishment location map with geotagged photos</b> (1) Original Copy</p>	<p>Applicant / Client</p>
<hr/>	
<p><b>6. For applicants represented by its authorized representative</b></p> <p>Any of the following:</p>	

**6.A. Special Power of Attorney (DTI)**

(1) Photo Copy

Applicant / Client

**6.B. Board Resolution (SEC & CDA)**

(1) Photo Copy

Applicant / Client

**6.C. Secretary's Certificate (SEC & CDA)**

(1) Photo Copy

Applicant / Client

**7. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

**For Situational Requirement**

**A. For Importer, Importer End-User, and Exporter only**

**A.1. BOC Registration Certificate**

(1) Photo Copy

**Agency - Division:** Bureau of Customs (BOC) - Accounts Management Office

**B. For Manufacturer, Processor, Formulator, and Bulk Blender only**

**B.1. Monthly Production & Sales Report [FPA-FRD-F11] from the Previous Year**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**C. For Bulk Handler only**

**C.1. Inventory of Bulk-Handled Fertilizers [FPA-FRD-F22] from the Previous Year**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**D. For Repacker only**

**D.1. Draft Label**

(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

**E. All Handlers except Indentor**

**E.1. Recommendation from the FPA Regional/Provincial Officer on the area of coverage**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**F. For Manufacturer, Processor, Formulator, and Bulk Blender only**

**F.1. Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)

**G. For Repacker and Bulk Handler only**

**G.1. Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)

**H. For Distributor of Wastewater as Fertilizer for Commercial Purpose**

**H.1. Treatment Site Inspection Report [FPA-FRD-F22]**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**I. Except Bulk Handler and Indentor**

**I.1. Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**I.2. Warehouse Registration Certificate**  
(1) Photo Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a> Location:  FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a>	1.1. Check the completeness of the submitted documents.	None	4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	1.2. Send Amount Due		14 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
2. Proceed to the FPA Central Office and pay the corresponding fees. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Bill Form.	<b>Formula Fees Breakdown:</b> License Fee based on equity / capital deficiency (plus surcharge of fees if renewed beyond expiry date)	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	2.2. Issue Order of Payment.		15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Fertilizer Regulations Division</li> </ul>
	2.3. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Upload the proof of payment to the FPA Trade System. Location:  FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a>  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Verify the legitimacy of the uploaded receipt and encode the O.R. Number to the System.	None	4 hour/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
	3.2. Evaluate the application form and supporting documents. If compliant: process the License to Operate (LTO) Certificate and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 7 hour/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist II; Fertilizer Regulations Division</li> </ul>
	3.3. Review and Recommend Approval.		1 working day/s	<ul style="list-style-type: none"> <li>Chief Agriculturist ; Fertilizer Regulations Division</li> <li>Supervising Agriculturist;</li> </ul>

				Fertilizer Regulations Division
	3.4. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
4. Download the approved LTO. Location: <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a>	4. The FPA Trade System will automatically notify the client upon approval / disapproval by the Executive Director / Deputy Executive Director.	None	1 minute/s	<ul style="list-style-type: none"> <li>FPA Trade System; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**License Fee based on equity / capital deficiency (plus surcharge of fees if renewed beyond expiry date)**

<b>Schedule of Fees (Administrative Order No. 13, Series of 2000)</b>		
<b>License Fee based on Equity or Capital Deficiency</b>		
1. Over P5M Capitalization		
1st Activity	8400	
Succeeding Activities	4800	
2. Over P1M to P5M Capitalization		
1st Activity	5400	
Succeeding Activities	3600	
3. Over P500T to P1M Capitalization		
1st Activity	3600	
Succeeding Activities	1800	
4. P500T & below Capitalization		
1st Activity	1800	
Succeeding Activities	850	
<b>For Late Renewal</b>		

50% surcharge of fees if renewed within 1-month after expiry date	
100% surcharge of fees if renewed beyond 1-month after expiry date	

## 10. Issuance of License to Operate (LTO) as Fertilizer Handler (New)

All persons/entities who shall engage in the business of exporting, importing, manufacturing, formulating, processing, bulk blending, bulk handling, distributing, supplying, repacking, storing, commercially applying, selling, and marketing of FPA-registered fertilizers and other agricultural chemicals must secure a license from FPA.

Validity: 1 year

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Importer, Importer End-User, Indentor, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<p><b>1. Duly accomplished online Application Form</b> (1) Electronic Copy</p> <p>Remarks:</p> <p><b>Accomplish the form and upload the supporting documents through the FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></b></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></p>
<hr/>	
<p><b>2. Business Registration</b></p> <p>Any of the following:</p> <p><b>2.A. SEC registration and Articles of Incorporation [activities on "fertilizer" must be explicitly specified on Purpose]</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>For Corporation/Partnership</b></p>	<p><b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department</p>
<p><b>2.B. CDA Registration</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>For Cooperative</b></p>	<p><b>Agency - Division:</b> Cooperative Development Authority - Registration Division</p>
<p><b>2.C. Certificate of business name registration with DTI</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>For Single Proprietorship</b></p>	<p><b>Agency - Division:</b> Department of Trade and Industry - Regional/Provincial Office</p>
<hr/>	
<p><b>3. Financial Statements</b></p> <p>Any of the following:</p> <p><b>3.A. Notarized Certificate of Capitalization</b> (1) Original Copy</p> <p>Remarks:</p> <p><b>for DTI and CDA-registered companies only</b></p>	<p>Applicant / Client</p>
<p><b>3.B. Audited Financial Statements &amp; Income Tax Return from the previous year</b> (1) Photo Copy</p> <p>Remarks:</p> <p><b>BIR and Independent Auditor</b></p>	<p><b>Agency - Division:</b> Bureau of Internal Revenue (BIR) - Revenue District Office</p>
<hr/>	

**4. Mayor's / Business Permit**  
(1) Photo Copy

**Agency - Division:** Local Government Unit - Mayor's Office

**5. Company Profile, including officers**  
(1) Original Copy

Applicant / Client

**6. Establishment location map with geotagged photos**  
(1) Original Copy

Applicant / Client

**7. For applicants represented by its authorized representative**

Any of the following:

**7.A. Special Power of Attorney (DTI)**  
(1) Photo Copy

Applicant / Client

**7.B. Board Resolution (SEC & CDA)**  
(1) Photo Copy

Applicant / Client

**7.C. Secretary's Certificate (SEC & CDA)**  
(1) Photo Copy

Applicant / Client

**8. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

**For Situational Requirement**

**A. For Importer, Importer End-User, and Exporter only**

**A.1. BOC Registration Certificate**  
(1) Photo Copy

**Agency - Division:** Bureau of Customs (BOC) - Accounts Management Office

**B. For Importer, Importer End-User, National/Area Distributor, and Repacker Only**

**B.1. Distributorship Agreement/Certificate from the Manufacturer/Supplier**  
(1) Photo Copy

Applicant / Client

Remarks:

*Secure from **Manufacturer/Supplier***

**C. For Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only**

**C.1. For Manufacturer, Processor, Formulator, Bulk Blender, and Institutional User only**

Any of the following:

**C.1.A. DENR-EMB Environmental Compliance Certificate [ECC]**  
(1) Photo Copy

**Agency - Division:** Environmental Management Bureau (EMB) - Online Permitting and Monitoring System

**C.1.B. Certificate of Non-Coverage [CNC]**  
(1) Photo Copy

**Agency - Division:** Environmental Management Bureau (EMB) - Online Permitting and Monitoring System

**D. For Processor only**

**D.1. Mining Permit (if applicable)**  
(1) Photo Copy

**Agency - Division:** Mines and Geosciences Bureau (MGB) - Mining Permit Evaluation Section

**E. For Formulator only**

**E.1. Contract / Agreement with the Toll Manufacturer / Processor**  
(1) Photo Copy

Applicant / Client

Remarks:

Secure from **Toll Manufacturer / Processor**

**F. For Indentor Only**

**F.1. Contract with Manufacturer/Supplier**

(1) Photo Copy

Applicant / Client

Remarks:

Secure from **Manufacturer/Supplier**

**G. For Repacker only**

**G.1. Draft Label**

(1) Original Copy

Applicant / Client

Remarks:

**refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements**

**H. All Handlers except Indentor**

**H.1. Recommendation from the FPA Regional/Provincial Officer on the area of coverage**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**I. For Manufacturer, Processor, Formulator, and Bulk Blender only**

**I.1. Manufacturing Plant Inspection Report [FPA-FRD-F16] accomplished by the FPA Inspection Team**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)

**J. For Repacker and Bulk Handler only**

**J.1. Repacking Site Inspection Report [FPA-FRD-F17] accomplished by the FPA Inspection Team**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or Regional Field Unit (RFU)

**K. Except Bulk Handler and Indentor**

**K.1. Risk Appraisal Checklist for Warehouse/Store [FPA-FOCU-F09]**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**K.2. Warehouse Registration Certificate**

(1) Photo Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a> Location:  FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a>	1.1. Check the completeness of the submitted documents.	None	4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	1.2. Send Amount Due		14 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>

<p>2. Proceed to the FPA Central Office and pay the corresponding fees. Location:  Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City</p>	2.1. Issue Bill Form.	<p><b>Formula Fees</b> Breakdown: Filing Fee + License Fee based on capital</p>	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	2.2. Issue Order of Payment.		15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Fertilizer Regulations Division</li> </ul>
	2.3. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>3. Upload the proof of payment to the FPA Trade System. Location:  FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></p>	3.1. Verify the legitimacy of the uploaded receipt and encode the O.R. Number to the System.	None	4 hour/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
	3.2. Evaluate the application form and supporting documents. If compliant: process the License to Operate (LTO) Certificate and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 7 hour/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist II; Fertilizer Regulations Division</li> </ul>
	3.3. Review and Recommend Approval.		1 working day/s	<ul style="list-style-type: none"> <li>Chief Agriculturist ; Fertilizer Regulations Division</li> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>
	3.4. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
<p>4. Download the approved LTO. Location:  <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></p>	4. The FPA Trade System will automatically notify the client upon approval / disapproval by the Executive Director / Deputy Executive Director.	None	1 minute/s	<ul style="list-style-type: none"> <li>FPA Trade System; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Filing Fee + License Fee based on capital**

**Schedule of Fees (Administrative Order No. 13, Series of 2000)**

<b>Filing Fee</b> per activity		
1. Manufacturer, Processor, Formulator, Bulk Blender, Bulk Handler, Repacker, Institutional User	3600	
2. Importer, Importer End-user, National Distributor, Area Distributor, Exporter, Indentor	1800	
<b>License Fee</b> based on Capitalization		
1. Over P5M Capitalization		
1st Activity	8400	
Succeeding Activities	4800	
2. Over P1M to P5M Capitalization		
1st Activity	5400	
Succeeding Activities	3600	
3. Over P500T to P1M Capitalization		
1st Activity	3600	
Succeeding Activities	1800	
4. P500T & below Capitalization		
1st Activity	1800	
Succeeding Activities	850	

# 11. Inspection of Fertilizer Manufacturing Plant or Repacking Site

Prior to the application of License to Operate as Fertilizer Manufacturer, Processor, Formulator, Bulk Blender, or Repacker, FPA needs to conduct an inspection of the site to check compliance with the standards set by the agency.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, and Repacker
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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<b>For Standard Requirement</b>	
<b>1. Application Form</b>	
Any of the following:	
<p><b>1.A. Duly accomplished Inspection Request Form [FOCU-IRF-2018-]</b> (1) Original Copy</p> <hr/> <p><b>1.B. Written/email request addressed to FPA-FRD</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p> <hr/> <p style="text-align: center;">Applicant / Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for inspection of manufacturing plant / repacking site. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City  Email: <a href="mailto:frd.licensing@fpa.da.gov.ph">frd.licensing@fpa.da.gov.ph</a>	1.1. Receive request for inspection.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	1.2. Work out the logistics (date and time of inspection, means of transportation) with the client.		1 hour/s, 45 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	1.3. Coordinate the request with the divisions involved (if there are any).		4 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> </ul>
	1.4. Inform client of the finalized schedule.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> </ul>

<p>2. Meet with the inspectors. Location: Fertilizer handler site</p>	<p>2. Travel to the site.</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> <li>Plant Inspection Team; Fertilizer Regulations Division</li> </ul>
<p>3. Participate in the inspection and answer questions by the inspectors. Location: Fertilizer handler site</p>	<p>3.1. Conduct opening meeting and walk-through of the process.</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> <li>Plant Inspection Team; Fertilizer Regulations Division</li> </ul>
	<p>3.2. Proceed with the inspection and evaluation of the site in accordance with FPA's standards.</p>		<p>3 hour/s</p>	<ul style="list-style-type: none"> <li>Plant Inspection Team; Fertilizer Regulations Division</li> </ul>
	<p>3.3. Conduct closing meeting.</p>		<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>Plant Inspection Team; Fertilizer Regulations Division</li> </ul>
	<p>3.4. Travel back to FPA.</p>		<p>1 hour/s</p>	<ul style="list-style-type: none"> <li>Plant Inspection Team; Fertilizer Regulations Division</li> </ul>
	<p>3.5. Prepare inspection report.</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> <li>Plant Inspection Team; Fertilizer Regulations Division</li> </ul>
<p>4. Claim the inspection report. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City  Notes/Instruction: <i>Resolve non-compliance(s), if there are any</i></p>	<p>4. Notify client of the results of inspection.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
<p><b>Total Processing Time:</b></p>		<p>Working Days: 7 working day/s</p>		
<p><b>Total Processing Fee:</b></p>		<p>Total Standard Fee: None</p>		

## 12. Renewal of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose

The re-use of wastewater as fertilizer for non-commercial purposes shall require a certification from the FPA.

Validity: 3 years for 1st renewal with good standing, 5 years for 2nd renewal with good standing

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Handlers for safe reuse of wastewater for free distribution or own use
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Standard Requirement

#### 1. Duly accomplished Application Form [FPA-FRD-F15]

(1) Original Copy

Remarks:

***Application for Reuse of Wastewater as Fertilizer including description of proposed application site, characteristics of wastewater, plan on the re-use of wastewater, and baseline conditions of wastewater***

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

#### 2. Laboratory Test Result

Any of the following:

##### 2.A. Laboratory Test Result from FPA

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Laboratory Services Division (LSD)

##### 2.B. Laboratory Test Result from DENR-Recognized laboratory

(1) Original Copy

**Agency - Division:** Department of Environment and Natural Resources (DENR) - Recognized laboratory

#### 3. Treatment Site Inspection Report [FPA-FRD-F22]

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

#### 4. Agri/Aqua Self-Monitoring Form [FPA-FRD-F19]

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

#### 5. Pest and Disease Monitoring Form [FPA-FRD-F20]

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

#### 6. For applicants represented by its authorized representative

Any of the following:

##### 6.A. Special Power of Attorney (DTI)

(1) Photo Copy

Applicant / Client

##### 6.B. Board Resolution (SEC & CDA)

(1) Photo Copy

Applicant / Client

##### 6.C. Secretary's Certificate (SEC & CDA)

(1) Photo Copy

Applicant / Client

#### 7. Company Identification Card

Company Identification Card (1 photocopy)

Remarks:

*for applicants represented by its authorized representative*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Standard Fees</b> Breakdown: Filing Fee: PHP 600 Application Fee: PHP 1800 <hr/> Total: PHP 2400	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier ; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location:  Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certification and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>

				<ul style="list-style-type: none"> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>
<p>General Remarks</p> <p><b>Note: Only those applicants who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD), Laboratories with Official Accreditation from FPA, or DENR-Accredited Laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.</b></p>				
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 2400		

# 13. Renewal of Certificate of Product Registration (CPR) for Safe Re-Use of Wastewater as Fertilizer for Commercial Purpose

The re-use of wastewater as fertilizer for commercial purpose shall require a certificate of product registration (CPR) from the FPA.

Validity: 3 years

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Handlers for safe reuse of wastewater for commercial purpose
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)</p>
<p><b>3. Test result evaluation summary with passed remark</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)</p>
<p><b>4. Previously issued/expired Certificate of Product Registration [CPR]</b> (1) Photo Copy  Remarks: <i>from the original document issued by FPA-FRD</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)</p>
<p><b>5. Production Process Flowchart</b> (1) Original Copy</p>	<p>Applicant / Client</p>
<p><b>6. Draft Label</b> (1) Original Copy  Remarks: <i>Refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i></p>	<p>Applicant / Client</p>
<p><b>7. For applicants represented by its authorized representative</b>  Any of the following:</p>	
<p><b>7.A. Special Power of Attorney (DTI)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>7.B. Board Resolution (SEC &amp; CDA)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>7.C. Board Resolution (SEC &amp; CDA)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>8. Company Identification Card</b>  <b>Company Identification Card (1 photocopy)</b>  Remarks:</p>	

*for applicants represented by its authorized representative*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p>	<p>1.1. Check the completeness of the submitted documents.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>• Senior Agriculturist; Fertilizer Regulations Division</li> <li>• Agriculturist I; Fertilizer Regulations Division</li> <li>• Registration Officer I; Fertilizer Regulations Division</li> </ul>
	<p>1.2. Issue Bill form.</p>		15 minute/s	<ul style="list-style-type: none"> <li>• Senior Agriculturist; Fertilizer Regulations Division</li> <li>• Agriculturist I ; Fertilizer Regulations Division</li> <li>• Registration Officer I; Fertilizer Regulations Division</li> </ul>
<p>2. Pay corresponding fees at Cashier Window. Location: Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City</p>	<p>2.1. Issue Order of Payment.</p>	<p><b>Formula Fees</b> Breakdown: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)</p>	15 minute/s	<ul style="list-style-type: none"> <li>• Accounting Staff; Finance and Administrative Division</li> </ul>
	<p>2.2. Issue Official Receipt (O.R.)</p>		15 minute/s	<ul style="list-style-type: none"> <li>• Cashier ; Finance and Administrative Division</li> </ul>
<p>3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City  Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i></p>	<p>3.1. Record O.R. number and receive the application.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>• Senior Agriculturist ; Fertilizer Regulations Division</li> <li>• Agriculturist I; Fertilizer Regulations Division</li> <li>• Registration Officer I; Fertilizer Regulations Division</li> </ul>
	<p>3.2. Evaluate the application form and supporting documents. If compliant: process the Certification and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.</p>		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>• Senior Agriculturist; Fertilizer Regulations Division</li> <li>• Agriculturist I ; Fertilizer Regulations Division</li> <li>• Registration Officer I; Fertilizer Regulations Division</li> </ul>
	<p>3.3. Review and recommend.</p>		1 working day/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Fertilizer Regulations Division</li> <li>• Division Chief; Fertilizer</li> </ul>

				Regulations Division
	3.4. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: Only those applicants who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

**Total Processing Time:**

Working Days: 7 working day/s

**Total Processing Fee:**

Total Standard Fee: None

See other fees below

Formula / Schedule of Fees

**Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)**

Schedule of Fees (Administrative Order No. 13, Series of 2000)		
Registration Fee	Local	
Inorganic	3000	
Fortified organic	3000	
Soil Conditioner	1800	
Raw Material	1800	
<b>For Late Renewal</b>		
50% surcharge of fees if renewed within 1-month after expiry date		
100% surcharge of fees if renewed beyond 1-month after expiry date		

# 14. Issuance of Certification for Safe Re-Use of Wastewater as Fertilizer for Non-Commercial Purpose

The re-use of wastewater as fertilizer for non-commercial purposes shall require a certification from the FPA.

Validity: 1 year

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Handlers for safe reuse of wastewater for free distribution or own use
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Duly accomplished Application Form [FPA-FRD-F15]</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>Application for Reuse of Wastewater as Fertilizer including description of proposed application site, characteristics of wastewater, plan on the re-use of wastewater, and baseline conditions of wastewater</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>Application for Reuse of Wastewater as Fertilizer including description of proposed application site, characteristics of wastewater, plan on the re-use of wastewater, and baseline conditions of wastewater</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)</p>
<p><b>3. Baseline Data Form for Environmental Impact Monitoring [FPA-FRD-F18]</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>4. Laboratory Test Result</b></p> <p>Any of the following:</p>	
<p><b>4.A. Laboratory Test Result from FPA</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Laboratory Services Division (LSD)</p>
<p><b>4.B. DENR-Officially Accredited laboratory</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Department of Environmental and Natural Resources (DENR) - Officially Accredited laboratory</p>
<p><b>5. Treatment Site Inspection Report [FPA-FRD-F22]</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)</p>
<p><b>6. For applicants represented by its authorized representative</b></p> <p>Any of the following:</p>	
<p><b>6.A. Special Power of Attorney (DTI)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>6.B. Board Resolution (SEC &amp; CDA)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>

**7. Company Identification Card**

Company Identification Card (1 photocopy)

Remarks:

***for applicants represented by its authorized representative***

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Standard Fees</b> Breakdown: Filing Fee: PHP 600 Application Fee: PHP 1800  <hr/> Total: PHP 2400	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier ; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location:  Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certification and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer</li> </ul>

				Regulations Division
	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>
<p>General Remarks</p> <p><b>Note: Only those applicants who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD), Laboratories with Official Accreditation from FPA, or DENR-Accredited Laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.</b></p>				
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee:  PHP 2400		

# 15. Issuance of Certificate of Product Registration (CPR) for Safe Re-Use of Wastewater as Fertilizer for Commercial Purpose

The re-use of wastewater as fertilizer for commercial purpose shall require a Certificate of Product Registration (CPR) from the FPA.

Validity: 3 years

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers for safe reuse of wastewater for commercial purpose
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)</p>
<p><b>3. Test result evaluation summary with passed remarks</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)</p>
<p><b>4. Production Process Flowchart - except for raw material</b> (1) Original Copy</p>	<p>Applicant / Client</p>
<p><b>5. Draft Label</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i></p>	<p>Applicant / Client</p>
<p><b>6. Endorsement of bioefficacy trial report</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)</p>
<p><b>7. Two (2) bioefficacy trial reports for the same crop</b> (2) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accredited Researcher</p>
<p><b>8. For applicants represented by its authorized representative</b></p> <p>Any of the following:</p>	
<p><b>8.A. Special Power of Attorney (DTI)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>8.B. Board Resolution (SEC &amp; CDA)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>8.C. Secretary's Certificate (SEC &amp; CDA)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>

**9. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Formula Fees</b> Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier ; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location:  Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Prepare data package.		2 working day/s, 4 hour/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>

	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	<ul style="list-style-type: none"> <li>External Technical Evaluator; Fertilizer Regulations Division</li> </ul>
	3.5. Receive the evaluation report from the Technical Evaluator.		1 working day/s	<ul style="list-style-type: none"> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.7. Review and recommend.		2 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.8. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.9. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>
General Remarks				

**Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

<b>Total Processing Time:</b>	Working Days: 20 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

**Filing Fee + Registration Fee based on the type of product**

Schedule of Fees (Administrative Order No. 13, Series of 2000)		
	Local	
<b>Filing Fee</b>	600	
<b>Registration Fee</b>		
Inorganic	4200	
Fortified organic	2400	
Soil Conditioner	2400	
Raw Material	2400	

## 16. Issuance of Fertilizer Experimental Use Clearance (EUC)

Experimental Use Clearance (EUC) must be filed by applicant and approved by FPA before any bioefficacy field test is conducted to generate the data required for the registration of a non-traditional fertilizer product.

One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial reports for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Duly accomplished and notarized Application Form [FPA-FRD-F09] with documentary stamp</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>2. Trial Protocol and Field Layout</b> (1) Original Copy</p> <p>Remarks:</p> <p><b>Refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i></b></p> <p><i>The list of FPA-accredited fertilizer researchers is accessible at <a href="https://fpa.da.gov.ph/accredited-researchers/">https://fpa.da.gov.ph/accredited-researchers/</a></i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accredited Researcher</p>
<p><b>3. Location Map and Coordinates of the trial site</b> (1) Original Copy</p> <p>Remarks:</p> <p><i>The list of FPA-accredited fertilizer researchers is accessible at <a href="https://fpa.da.gov.ph/accredited-researchers/">https://fpa.da.gov.ph/accredited-researchers/</a></i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accredited Researcher</p>
<p><b>4. For applicants represented by its authorized representative</b></p> <p>Any of the following:</p>	
<p><b>4.A. Special Power of Attorney (DTI)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>4.B. Board Resolution (SEC &amp; CDA)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>4.C. Secretary's Certificate (SEC &amp; CDA)</b> (1) Photo Copy</p>	<p>Applicant / Client</p>
<p><b>5. Identification Card</b></p> <p>Company Identification Card (1 photocopy)</p> <p>Remarks:</p> <p><b><i>for applicants represented by its authorized representative</i></b></p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location:	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer</li> </ul>

Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City				<ul style="list-style-type: none"> <li>Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Formula Fees</b> Breakdown: Application Fee	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff ; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location:  Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Prepare data package		2 working day/s, 4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.3. Submit data package for review of Technical Evaluator		1 working day/s, 2 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	<ul style="list-style-type: none"> <li>External Technical Evaluator; Fertilizer Regulations Division</li> </ul>
	3.5. Receive the evaluation report from the Technical Evaluator, Review and integrate the evaluation report. If compliant: proceed to step 3.6 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.6. Review the evaluation report, application form, and supporting documents and process the Experimental Use Clearance (EUC).		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer</li> </ul>

				Regulations Division
	3.7. Review and recommend.		2 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.8. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.9. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved EUC. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees  <b>Application Fee</b> Local - Php 600.00 Imported - Php 1,200.00				

## 17. Issuance of Sample Endorsement Form For Confirmatory Analysis at Officially-Accredited Laboratories

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Official Accreditation from FPA.

<b>Office or Division:</b>	Fertilizer Regulations Division			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)			
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Standard Requirement</b>				
<b>1. Request for endorsement [FPA-FRD-SEF-0100]</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division or email at <a href="mailto:fpa.frd.sample@gmail.com">fpa.frd.sample@gmail.com</a>		
<b>2. Certificate of Analysis [COA] for Imported products</b> (1) Photo Copy  Remarks:  <b>Secure from Manufacturer/Supplier for Imported products</b>		Applicant / Client		
<b>3. Material Safety Data Sheet [MSDS]</b> (1) Photo Copy  Remarks:  <b>Secure from Manufacturer/Supplier for Imported products</b>		Applicant / Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Request for endorsement. Location:  Walk-in at Fertilizer Regulations Division (FRD) 1st Floor, FPA Bldg. Quezon City or through e-mail at <a href="mailto:fpa.frd.sample@gmail.com">fpa.frd.sample@gmail.com</a>	1.1. Check completeness of requirements.	None	20 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.2. Review the COA and MSDS of the sample		7 hour/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.3. Encode sample details and chosen FPA-accredited laboratory in the database.		15 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.4. Assign FPA code and process the endorsement form.		15 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
2. Claim sample endorsement form and coordinate with the FPA-Officially Accredited Laboratory regarding the payment for analysis. Location:	2. Issue the sample endorsement form.	None	10 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>

Fertilizer Regulations Division (FRD),  
1st Floor, FPA Building, Quezon City

**Total Processing Time:**

Working Days: 1 working day/s

**Total Processing Fee:**

Total Standard Fee: None

## 18. Facilitation of Fertilizer Samples to FPA-Officially Accredited Laboratories for Confirmatory Analysis

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Official Accreditation from FPA.

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Request for Analysis Form</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or FPA-Officially Accredited Laboratory
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<b>2. Fertilizer sample</b> Any of the following:	
<b>2.A. Solid inorganic</b> (Sample: min. 250 grams)	Applicant / Client
<b>2.B. Solid organic</b> (Sample: min. 500 grams)	Applicant / Client
<b>2.C. Liquid organic/inorganic</b> (Sample: min. 250 mL)	Applicant / Client
Remarks: <b>Samples must be properly sealed</b>	
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<b>3. Sample Endorsement Form [SEF]</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
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<b>4. Signed Proposal/Quotation</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Officially Accredited Laboratory
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<b>5. Proof of Payment to the FPA-Officially Accredited Laboratory</b> (1) Photo Copy	Applicant / Client
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<b>6. Certificate of Analysis [COA] for imported products</b> (1) Photo Copy	Applicant / Client
Remarks: <i>Secure from <b>Manufacturer/Supplier</b></i>	
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<b>7. Material Safety Data Sheet [MSDS] for imported products</b> (1) Photo Copy	Applicant / Client
Remarks: <i>Secure from <b>Manufacturer/Supplier</b></i>	
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**8. Analytical testing procedure(s)**

(1) Photo Copy

Applicant / Client

Remarks:

*if no available method in FPA-Officially Accredited Laboratory***9. Analytical standard (min.1 gram) for plant growth regulators including its Certificate of Analysis**

(1) Photo Copy

Applicant / Client

Remarks:

*if not available in FPA-Officially Accredited Laboratory*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit requirements to FRD upon payment of the laboratory fees at the FPA-Officially Accredited Laboratory. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check completeness of requirements and condition of the sample.	<b>Formula Fees</b> Breakdown: depends on the chosen laboratory	1 hour/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.2. Receive the requirements from the applicant.		30 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.3. Coordinate with the FPA-Officially Accredited Laboratory.		2 working day/s, 3 hour/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.4. Forward the sample to FPA-Officially Accredited Laboratory		3 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 3 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**depends on the chosen laboratory**

depends on the chosen laboratory

## 19. Evaluation of Test Reports for Confirmatory Analysis

The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis, which shall be indicated in the label of the package.

Validity: 1 year

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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For Standard Requirement	
<p><b>1. Test Report valid only within 1 year after date of issue</b> (1) Original Copy</p> <p>Remarks:</p> <p><b>Authenticated with Apostille/Red Ribbon from the country of origin (if foreign)</b></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Laboratory Services Division (LSD), Laboratories with Official Accreditation from FPA, or local/foreign Third-Party Laboratories (for parameters or test methods that cannot be conducted by FPA-LSD and Laboratories with Official Accreditation from FPA)</p>
<p><b>2. Certificate of Analysis [COA]</b> (1) Photo Copy</p> <p>Remarks:</p> <p>Secure from <b>Manufacturer/Supplier</b></p>	<p>Applicant / Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit requirements to the FPA-FRD. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building</p>	1.1. Check completeness of requirements.	None	30 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.2. Input the necessary details in the FRD database.		30 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.3. Evaluate the test report and prepare the evaluation summary.		3 working day/s, 6 hour/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	1.4. Review and approval/disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
<p>2. Receive (through email) the evaluation summary Location: Email: <a href="mailto:fpa.frd.sample@gmail.com">fpa.frd.sample@gmail.com</a></p>	2. Release the e-copy of evaluation summary to applicant.	None	1 hour/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>

<b>Total Processing Time:</b>	Working Days: 5 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None

## 20. Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Traditional fertilizer products refers to all inorganic fertilizers in solid or liquid form which are water soluble, and fully registered for at least 10 years with FPA.

Validity: 3 years

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. Local Products

**A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**A.3. Production Process Flowchart**  
(1) Original Copy

Applicant / Client

Remarks:

**except for raw material**

#### A.4. Label

Any of the following:

**A.4.A. Draft Label - except for raw materials**  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

**A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users**  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

#### A.5. For applicants represented by its authorized representative

Any of the following:

**A.5.A. Special Power of Attorney (DTI)**  
(1) Photo Copy

Applicant / Client

**A.5.B. Board Resolution (SEC & CDA)**  
(1) Photo Copy

Applicant / Client

A.5.C. Secretary's Certificate (SEC & CDA)  
(1) Photo Copy

Applicant / Client

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**A.6. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

**for applicants represented by its authorized representative**

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**B. For Imported Products**

**B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website <https://fpa.da.gov.ph>

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**B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD)

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**B.3. Certificate of Analysis [COA] from the manufacturer**  
(1) Photo Copy

Applicant / Client

Remarks:

**Secure from Manufacturer/Supplier**

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**B.4. Material Safety Data Sheet [MSDS]**  
(1) Photo Copy

Applicant / Client

Remarks:

**Secure from Manufacturer/Supplier**

---

**B.5. Label**

Any of the following:

*B.5.A. Draft Label except for raw materials*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

---

*B.5.B. Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

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**B.6. For applicants represented by its authorized representative**

Any of the following:

*B.6.A. Special Power of Attorney (DTI)*  
(1) Photo Copy

Applicant / Client

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*B.6.B. Board Resolution (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

---

*B.6.C. Secretary's Certificate (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

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**B.7. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

for applicants represented by its authorized representative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building</p>	<p>1.1. Check the completeness of the submitted documents.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	<p>1.2. Issue Bill form.</p>		15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
<p>2. Pay corresponding fees at Cashier Window. Location: Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City</p>	<p>2.1. Issue Order of Payment.</p>	<p><b>Formula Fees</b> Breakdown: Filing Fee + Registration Fee based on the type of product</p>	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	<p>2.2. Issue Official Receipt (O.R.)</p>		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i></p>	<p>3.1. Record O.R. number and receive the application.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	<p>3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.</p>		10 working day/s, 5 hour/s, 45 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	<p>3.3. Review and recommend.</p>		2 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>

				<ul style="list-style-type: none"> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval).	None	1 hour/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

<b>Total Processing Time:</b>	Working Days: 15 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

**Filing Fee + Registration Fee based on the type of product**

Schedule of Fees (Administrative Order No. 13, Series of 2000)		
	Local	Imported
<b>Filing Fee</b>	600	600
<b>Registration Fee</b>		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Raw Material	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000

## 21. Issuance of Certificate of Product Registration (CPR) for New Fully-Registered Products (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants. One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial report for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

Validity: 3 years

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. Local Products

**A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**A.3. Production Process Flowchart**  
(1) Original Copy

Applicant / Client

**A.4. Endorsement of bioefficacy trial report**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**A.5. Two (2) bioefficacy trial reports for the same crop**  
(2) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Accredited Researcher

Remarks:

*The list of FPA-accredited fertilizer researchers is accessible at <https://fpa.da.gov.ph/accredited-researchers/>*

#### A.6. For applicants represented by its authorized representative

Any of the following:

**A.6.A. Special Power of Attorney (DTI)**  
(1) Photo Copy

Applicant / Client

**A.6.B. Board Resolution (SEC & CDA)**  
(1) Photo Copy

Applicant / Client

**A.6.C. Secretary's Certificate (SEC & CDA)**  
(1) Photo Copy

Applicant / Client

**A.7. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

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**A.8. Label**

Any of the following:

*A.8.A. Draft Label*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

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*A.8.B. Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

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**B. For Imported Products**

**B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD), or downloadable from the FPA Website <https://fpa.da.gov.ph>

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**B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - FPA-Fertilizer Regulations Division (FRD)

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**B.3. Production Process Flowchart**  
(1) Photo Copy

Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

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**B.4. Certificate of Analysis [COA] from the manufacturer**  
(1) Photo Copy

Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

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**B.5. Material Safety Data Sheet [MSDS]**  
(1) Photo Copy

Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

---

**B.6. Label**

Any of the following:

*B.6.A. Draft Label*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

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*B.6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy

Applicant / Client

Remarks:

refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements

**B.7. Endorsement of bioefficacy trial report**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**B.8. Two (2) bioefficacy trial reports for the same crop**  
(2) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Accredited Researcher

Remarks:

The list of FPA-accredited fertilizer researchers is accessible at <https://fpa.da.gov.ph/accredited-researchers/>

**B.9. For applicants represented by its authorized representative**

Any of the following:

*B.9.A. Special Power of Attorney (DTI)*  
(1) Photo Copy

Applicant / Client

*B.9.B. Board Resolution (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

*B.9.C. Secretary's Certificate (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

**B.10. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

**for applicants represented by its authorized representative**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Formula Fees</b> Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>

<p>3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i></p>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Prepare data package.		2 working day/s, 4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	<ul style="list-style-type: none"> <li>External Technical Evaluator; Fertilizer Regulations Division</li> </ul>
	3.5. Receive the evaluation report from the Technical Evaluator.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.7. Review and recommend.		2 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist ; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.8. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.9. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval).	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

<b>Total Processing Time:</b>	Working Days: 20 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

**Filing Fee + Registration Fee based on the type of product**

<b>Schedule of Fees (Administrative Order No. 13, Series of 2000)</b>		
	<b>Local</b>	<b>Imported</b>
<b>Filing Fee</b>	600	600
<b>Registration Fee</b>		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000

## 22. Upgrading of Certificate of Provisional Product Registration to Full Product Registration (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants. One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial report for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

Validity: 3 years

<b>Office or Division:</b>	Fertilizer Regulations Division	
<b>Category:</b>	External Service	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)	
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor	
<b>Operating Hours:</b>	8:00 AM - 5:00 PM	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Situational Requirement</b>		
<b>A. For Local Products</b>		
<b>A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
<b>A.3. Production Process Flowchart</b> (1) Original Copy		Applicant / Client
<b>A.4. Label</b>		
Any of the following:		
<b>A.4.A. Draft Label</b> (1) Original Copy  Remarks: <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>		Applicant / Client
<b>A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users</b> (1) Original Copy  Remarks: <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>		Applicant / Client
<b>A.5. Endorsement of bioefficacy trial report</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
<b>A.6. Second bioefficacy trial report for the target crop</b> (1) Original Copy  Remarks: <i>The list of FPA-accredited fertilizer researchers is accessible at <a href="https://fpa.da.gov.ph/accredited-researchers/">https://fpa.da.gov.ph/accredited-researchers/</a></i>		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accredited Researcher

**A.7. For applicants represented by its authorized representative**

Any of the following:

A.7.A. *Special Power of Attorney (DTI)*  
(1) Photo Copy Applicant / Client

A.7.B. *Board Resolution (SEC & CDA)*  
(1) Photo Copy Applicant / Client

A.7.C. *Secretary's Certificate (SEC & CDA)*  
(1) Photo Copy Applicant / Client

**A.8. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

**B. For Imported Products**

**B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp**  
(1) Original Copy **Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website <https://fpa.da.gov.ph>

**B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy **Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**B.3. Production Process Flowchart**  
(1) Photo Copy Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.4. Certificate of Analysis [COA] from the manufacturer**  
(1) Photo Copy Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.5. Material Safety Data Sheet [MSDS]**  
(1) Photo Copy Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.6. Label**

Any of the following:

B.6.A. *Draft Label*  
(1) Original Copy Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

B.6.B. *Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

**B.7. Endorsement of bioefficacy trial report**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)

**B.8. Second bioefficacy trial report for the target crop**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Accredited Researcher

Remarks:

The list of FPA-accredited fertilizer researchers is accessible at <https://fpa.da.gov.ph/accredited-researchers/>

**B.9. For applicants represented by its authorized representative**

Any of the following:

*B.9.A. Special Power of Attorney (DTI)*  
(1) Photo Copy

Applicant / Client

*B.9.B. Board Resolution (SEC & CDA)*  
(1) Original Copy

Applicant / Client

*B.9.C. Secretary's Certificate (SEC & CDA)*  
(1) Original Copy

Applicant / Client

**B.10. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

**for applicants represented by its authorized representative**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	<b>Formula Fees</b> Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>

	3.2. Prepare data package		2 working day/s, 4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	<ul style="list-style-type: none"> <li>External Technical Evaluator; Fertilizer Regulations Division</li> </ul>
	3.5. Receive the evaluation report from the Technical Evaluator.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.7. Review and recommend		2 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist ; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.8. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.9. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

**Total Processing Time:**

Working Days: 20 working day/s

**Total Processing Fee:**

Total Standard Fee: None  
See other fees below

Formula / Schedule of Fees

**Filing Fee + Registration Fee based on the type of product**

**Schedule of Fees (Administrative Order No. 13, Series of 2000)**

	<b>Local</b>	<b>Imported</b>
<b>Filing Fee</b>	600	600
<b>Registration Fee</b>		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000

## 23. Issuance of Certificate of Product Registration (CPR) For New Provisionally-Registered Products (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants. One (1) bioefficacy trial report is required for Provisional Registration, while two (2) bioefficacy trial report for the same crop conducted in two different locations or two different seasons are required for Full Product Registration.

Validity: 1 year

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>For Situational Requirement</b>	
<b>A. For Local Products</b>	
<b>A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
<b>A.3. Production Process Flowchart</b> (1) Original Copy	Applicant / Client
<b>A.4. Label</b> Any of the following:	
<b>A.4.A. Draft Label</b> (1) Original Copy  Remarks: <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
<b>A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users</b> (1) Original Copy  Remarks: <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
<b>A.5. Endorsement of bioefficacy trial report</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
<b>A.6. One (1) bioefficacy trial report for the target crop</b> (1) Original Copy  Remarks: <i>The list of FPA-accredited fertilizer researchers is accessible at <a href="https://fpa.da.gov.ph/accredited-researchers/">https://fpa.da.gov.ph/accredited-researchers/</a></i>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accredited Researcher

**A.7. For applicants represented by its authorized representative**

Any of the following:

A.7.A. *Special Power of Attorney (DTI)*  
(1) Photo Copy Applicant / Client

A.7.B. *Board Resolution (SEC & CDA)*  
(1) Photo Copy Applicant / Client

A.7.C. *Secretary's Certificate (SEC & CDA)*  
(1) Photo Copy Applicant / Client

**A.8. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

**B. For Imported Products**

**B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp**  
(1) Original Copy **Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website <https://fpa.da.gov.ph>

**B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy **Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**B.3. Production Process Flowchart**  
(1) Photo Copy Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.4. Certificate of Analysis [COA] from the manufacturer**  
(1) Photo Copy Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.5. Material Safety Data Sheet [MSDS]**  
(1) Photo Copy Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.6. Label**

Any of the following:

B.6.A. *Draft Label*  
(1) Original Copy Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

B.6.B. *Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

**B.7. Endorsement of bioefficacy trial report**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit (RFU)**B.8. One (1) bioefficacy trial report for the target crop**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Accredited Researcher

Remarks:

The list of FPA-accredited fertilizer researchers is accessible at <https://fpa.da.gov.ph/accredited-researchers/>

**B.9. for applicants represented by its authorized representative**

Any of the following:

*B.9.A. Special Power of Attorney (DTI)*  
(1) Photo Copy

Applicant / Client

*B.9.B. Board Resolution (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

*B.9.C. Secretary's Certificate (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

**B.10. Company Identification Card****Company Identification Card (1 photocopy)**

Remarks:

**for applicants represented by its authorized representative**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	<b>Formula Fees</b> Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>

<p>3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i></p>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Prepare data package		2 working day/s, 4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.4. Evaluate data package and prepare evaluation report.		10 working day/s	<ul style="list-style-type: none"> <li>External Technical Evaluator; Fertilizer Regulations Division</li> </ul>
	3.5. Receive the evaluation report from the Technical Evaluator.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.7. Review and recommend		2 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist ; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.8. Final Review		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.9. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>4. Claim the approved CPR. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p>	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

<b>Total Processing Time:</b>	Working Days: 20 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

**Filing Fee + Registration Fee based on the type of product**

<b>Schedule of Fees (Administrative Order No. 13, Series of 2000)</b>		
	<b>Local</b>	<b>Imported</b>
<b>Filing Fee</b>	600	600
<b>Registration Fee</b>		
Inorganic	1200	1800
Fortified organic	1200	1800
Soil Conditioner	600	1800
Plant Growth Promoter	1200	1800
Specialty, Controlled Release	1200	1800
Biostimulant, Biofertilizer, Decomposer	1200	1800

## 24. Renewal of Certificate of Product Registration (CPR) For Fully-Registered Products (Traditional / Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. For Local Products</b>	
<b>A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
<b>A.3. Previously issued/expired Certificate of Product Registration [CPR]</b> (1) Photo Copy  Remarks:  <b>from the original document issued by FPA-FRD</b>	Applicant / Client
<b>A.4. Label</b>	
Any of the following:	
A.4.A. <i>Draft Label</i> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
A.4.B. <i>Neutral Label marked with "for plantation use only" - for Importer End-Users</i> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
<b>A.5. Production Process Flowchart except for raw material</b> (1) Original Copy	Applicant / Client
<b>A.6. For applicants represented by its authorized representative</b>	
Any of the following:	
A.6.A. <i>Special Power of Attorney (DTI)</i> (1) Photo Copy	Applicant / Client

A.6.B. Board Resolution (SEC & CDA)  
(1) Photo Copy

Applicant / Client

A.6.C. Secretary's Certificate (SEC & CDA)  
(1) Photo Copy

Applicant / Client

**A.7. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

**B. For Imported Products**

**B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website <https://fpa.da.gov.ph>

**B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**B.3. Previously issued/expired Certificate of Product Registration [CPR]**  
(1) Photo Copy

Applicant / Client

Remarks:

*from the original document issued by FPA-FRD*

**B.4. Certificate of Analysis [COA] from the manufacturer**  
(1) Photo Copy

Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.5. Material Safety Data Sheet [MSDS]**  
(1) Photo Copy

Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

**B.6. Label**

Any of the following:

*B.6.A. Draft Label except for raw materials*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

*B.6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

**B.7. for applicants represented by its authorized representative**

Any of the following:

*B.7.A. Special Power of Attorney (DTI)*  
(1) Photo Copy

Applicant / Client

B.7.B. Board Resolution (SEC & CDA)  
(1) Photo Copy

Applicant / Client

B.7.C. Secretary's Certificate (SEC & CDA)  
(1) Photo Copy

Applicant / Client

**B.8. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p>	<p>1.1. Check the completeness of the submitted documents.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> </ul>
	<p>1.2. Issue Bill form.</p>		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> </ul>
<p>2. Pay corresponding fees at Cashier Window Location: Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City</p>	<p>2.1. Issue Order of Payment</p>	<p><b>Formula Fees</b> Breakdown: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)</p>	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	<p>2.2. Issue Official Receipt (O.R.)</p>		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City  Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i></p>	<p>3.1. Record O.R. number and receive the application.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> <li>Senior Agriculturist ; Fertilizer Regulations Division</li> </ul>
	<p>3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.</p>		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>

				<ul style="list-style-type: none"> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

<b>Total Processing Time:</b>	Working Days: 7 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

**Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)**

Schedule of Fees (Administrative Order No. 13, Series of 2000)		
	Local	Imported
<b>Registration Fee</b>		
Inorganic	3000	5400
Fortified Organic	3000	5400
Soil Conditioner	1800	4200
Raw Material	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200

Biostimulant, Biofertilizer, Decomposer	3000	5400
<b>For Late Renewal</b>		
50% surcharge of fees if renewed within 1-month after expiry date		
100% surcharge of fees if renewed beyond 1-month after expiry date		

## 25. Renewal of Certificate of Product Registration (CPR) For Provisionally-Registered Products (Non-Traditional)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

The following products that need to undergo bioefficacy testing are Non-Traditional Inorganic Fertilizers such as new grades, specialty and controlled release inorganic fertilizers, plant growth regulator, biostimulant, soil conditioner (except gypsum, lime, dolomite, perlite and vermiculite) and microbial inoculants.

Provisional Registration can only be granted up to a maximum of two (2) renewals to give time for the bioefficacy test required for full registration.

Validity: 1 year

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. For Local Products</b>	
<b>A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website <a href="https://fpa.da.gov.ph">https://fpa.da.gov.ph</a>
<b>A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
<b>A.3. Previously issued/expired Certificate of Product Registration [CPR]</b> (1) Photo Copy  Remarks:  <i>from the original document issued by FPA-FRD</i>	Applicant / Client
<b>A.4. Label</b>	
Any of the following:	
<b>A.4.A. Draft Label</b> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
<b>A.4.B. Neutral Label marked with "for plantation use only" - for Importer End-Users</b> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
<b>A.5. Production Process Flowchart</b> (1) Original Copy	Applicant / Client
<b>A.6. For applicants represented by its authorized representative</b>	
Any of the following:	

A.6.A. *Special Power of Attorney (DTI)*  
(1) Photo Copy

Applicant / Client

A.6.B. *Board Resolution (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

A.6.C. *Secretary's Certificate (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

**A.7. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

**for applicants represented by its authorized representative**

**B. For Imported Products**

**B.1. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website <https://fpa.da.gov.ph>

**B.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**B.3. Previously issued/expired Certificate of Product Registration [CPR]**  
(1) Photo Copy

Applicant / Client

Remarks:

**from the original document issued by FPA-FRD**

**B.4. Certificate of Analysis [COA] from the manufacturer**  
(1) Photo Copy

Applicant / Client

Remarks:

**Secure from Manufacturer/Supplier**

**B.5. Material Safety Data Sheet [MSDS]**  
(1) Photo Copy

Applicant / Client

Remarks:

**Secure from Manufacturer/Supplier**

**B.6. Label**

Any of the following:

B.6.A. *Draft Label*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

B.6.B. *Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

**B.7. For applicants represented by its authorized representative**

Any of the following:

B.7.A. Special Power of Attorney (DTI)  
(1) Photo Copy

Applicant / Client

B.7.B. Board Resolution (SEC & CDA)  
(1) Photo Copy

Applicant / Client

B.7.C. Secretary's Certificate (SEC & CDA)  
(1) Photo Copy

Applicant / Client

**B.8. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

**for applicants represented by its authorized representative**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	<b>Formula Fees</b> Breakdown: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> </ul>

				<ul style="list-style-type: none"> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file a product registration application.**

**Total Processing Time:**

Working Days: 7 working day/s

**Total Processing Fee:**

Total Standard Fee: None  
See other fees below

Formula / Schedule of Fees

**Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)**

<b>Schedule of Fees (Administrative Order No. 13, Series of 2000)</b>		
	<b>Local</b>	<b>Imported</b>
<b>Registration Fee</b>		
Inorganic	1200	1800
Fortified Organic	1200	1800
Soil Conditioner	600	1800
Plant Growth Promoter	1200	1800
Specialty, Controlled Release	1200	1800
Biostimulant, Biofertilizer, Decomposer	1200	1800
<b>For Late Renewal</b>		
50% surcharge of fees if renewed within 1-month after expiry date		

100% surcharge of fees if renewed beyond 1-month after expiry date

## 26. Issuance of Certificate of Product Registration (CPR) for Label Expansion

Label expansion can be filed by registrants who wish to add other crop groupings to the target crop/s of their fully-registered Non-Traditional product.

Validity: Co-terminus with the fully-registered product

<b>Office or Division:</b>	Fertilizer Regulations Division	
<b>Category:</b>	External Service	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)	
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor	
<b>Operating Hours:</b>	8:00 AM - 5:00 PM	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Situational Requirement</b>		
<b>A. For Local and Imported Products</b>		
<b>A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website <a href="https://fpa.da.gov.ph">https://fpa.da.gov.ph</a>
<b>A.2. Active Certificate of Product Registration [CPR]</b> (1) Photo Copy  Remarks:  <i>from the original document issued by FPA-FRD</i>		Applicant / Client
<b>A.3. Label</b>		
Any of the following:		
<b>A.3.A. Draft Label</b> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>		Applicant / Client
<b>A.3.B. Neutral Label marked with "for plantation use only" - for Importer End-Users</b> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>		Applicant / Client
<b>A.4. Endorsement of bioefficacy trial report</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit (RFU)
<b>A.5. One (1) bioefficacy trial report for the target crop</b> (1) Original Copy  Remarks:  <i>The list of FPA-accredited fertilizer researchers is accessible at <a href="https://fpa.da.gov.ph/accredited-researchers/">https://fpa.da.gov.ph/accredited-researchers/</a></i>		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accredited Researcher
<b>A.6. For applicants represented by its authorized representative</b>		
Any of the following:		
<b>A.6.A. Special Power of Attorney (DTI)</b> (1) Photo Copy		Applicant / Client

A.6.B. Board Resolution (SEC & CDA)  
(1) Photo Copy

Applicant / Client

A.6.C. Secretary's Certificate (SEC & CDA)  
(1) Photo Copy

Applicant / Client

**A.7. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

**for applicants represented by its authorized representative**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	<b>Standard Fees</b> Breakdown: Processing Fee: PHP 600	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)	Total: PHP 600	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City  Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.2. Prepare data package.		2 working day/s, 4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.3. Submit data package for review of Technical Evaluator.		1 working day/s, 2 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.4. Evaluate data package and prepare evaluation report		10 working day/s	<ul style="list-style-type: none"> <li>External Technical Evaluator; Fertilizer Regulations Division</li> </ul>

	3.5. Receive the evaluation report from the Technical Evaluator		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.6. Review the evaluation report, application form, and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to 3.7 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Fertilizer Regulations Division</li> </ul>
	3.7. Review and recommend.		2 working day/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Fertilizer Regulations Division</li> <li>• Division Chief; Fertilizer Regulations Division</li> </ul>
	3.8. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>• Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.9. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>• Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee:  PHP 600		

## 27. Issuance of Certificate of Product Registration (CPR) for Fully-Registered Products Under Third-Party Authorization (TPA) (New/Renewal)

The Third-Party Authorization (TPA) is an agreement or contract between two (2) companies, the primary registrant and the company who receives the authorization to register the product as their own.

Validity: co-terminus with Primary Registrant

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. For Local and Imported Products

**A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website <https://fpa.da.gov.ph>

**A.2. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue] for Manufacturer-to-Manufacturer TPA only**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**A.3. Active Certificate of Product Registration [CPR]**  
(1) Photo Copy

Applicant / Client

Remarks:

**Primary registrant (from the original document issued by FPA-FRD)**

**A.4. Previous Certificate of Product Registration [CPR] under Third-Party Authorization [TPA] for renewal**  
(1) Photo Copy

Applicant / Client

Remarks:

**TPA registrant (from the original document issued by FPA-FRD)**

**A.5. Duly Notarized TPA Letter**  
(1) Original Copy

Applicant / Client

Remarks:

**Primary registrant (template available at FPA Website)**

#### A.6. Label

Any of the following:

**A.6.A. Draft Label**  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

A.6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users  
 (1) Original Copy

Applicant / Client

Remarks:

refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements

**A.7. For applicants represented by its authorized representative**

Any of the following:

A.7.A. Special Power of Attorney (DTI)  
 (1) Photo Copy

Applicant / Client

A.7.B. Board Resolution (SEC & CDA)  
 (1) Photo Copy

Applicant / Client

A.7.C. Secretary's Certificate (SEC & CDA)  
 (1) Photo Copy

Applicant / Client

**A.8. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

for applicants represented by its authorized representative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Fertilizer Regulations Division</li> <li>Administrative Officer III; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Fertilizer Regulations Division</li> <li>Administrative Officer III; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window Location: Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment	<b>Formula Fees</b> Breakdown: For New Application: Filing Fee + Registration Fee based on the type of product / For Renewal: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City  Notes/Instruction: <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Administrative Officer III; Fertilizer Regulations Division</li> </ul>

	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Fertilizer Regulations Division</li> <li>Administrative Officer III; Fertilizer Regulations Division</li> </ul>
	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of application (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>

General Remarks

**Note: For Manufacturer-to-Manufacturer TPA Registration, only those who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA Laboratory Services Division (FPA-LSD) or Laboratories with Official Accreditation from FPA, valid only within 1 year after date of issue] are allowed to file the application.**

**Total Processing Time:**

Working Days: 7 working day/s

**Total Processing Fee:**

Total Standard Fee: None

See other fees below

Formula / Schedule of Fees

**For New Application: Filing Fee + Registration Fee based on the type of product / For Renewal: Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)**

Schedule of Fees (Administrative Order No. 13, Series of 2000)				
	Local		Imported	
	New	Renewal	New	Renewal
<b>Filing Fee</b>	600	N/A	600	N/A
<b>Registration Fee</b>				
Inorganic	3600	3000	6000	5400
Fortified Organic	3600	3000		

Soil Conditioner	1800	1800	4200	4200
Plant Growth Promoter	1800	1800	4200	4200
Specialty, Controlled Release	1800	1800	4200	4200
Biostimulant, Biofertilizer, Decomposer	3600	3000	6000	5400
<b>For Late Renewal</b>				
50% surcharge of fees if renewed within 1-month after expiry date				
100% surcharge of fees if renewed beyond 1-month after expiry date				

## 28. Issuance of Certificate of Product Registration (CPR) for Imported Products (Traditional / Non-Traditional) With Additional Supplier / Trader

Fertilizer handlers may file for additional suppliers or traders for their registered products.

Validity: co-terminus with the original CPR

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Importer, Importer End-User, Institutional User, Indentor, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Letter request indicating the details of the additional supplier or trader</b> (1) Original Copy	Applicant / Client
<b>2. Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>3. Active Certificate of Product Registration [CPR]</b> (1) Photo Copy  Remarks:  <i>from the original document issued by FPA-FRD</i>	Applicant / Client
<b>4. Material Safety Data Sheet [MSDS]</b> (1) Photo Copy  Remarks:  <i>Secure from Manufacturer/Supplier</i>	Applicant / Client
<b>5. Manufacturer's Certificate on the Additional Supplier/Trader</b> (1) Photo Copy  Remarks:  <i>Secure from Manufacturer/Supplier</i>	Applicant / Client
<b>6. Label</b>  Any of the following:	
<b>6.A. Updated Draft Label - except for raw materials</b> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
<b>6.B. Neutral Label marked with "for plantation use only" - for Importer End-Users</b> (1) Original Copy  Remarks:  <i>refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements</i>	Applicant / Client
<b>7. For applicants represented by its authorized representative</b>	

Any of the following:

**7.A. Special Power of Attorney (DTI)**  
(1) Photo Copy

Applicant / Client

**7.B. Board Resolution (SEC & CDA)**  
(1) Photo Copy

Applicant / Client

**7.C. Secretary's Certificate (SEC & CDA)**  
(1) Photo Copy

Applicant / Client

**8. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD). Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I ; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
2. Pay corresponding fees at Cashier Window. Location:  Cashier Window 1 & 2, 1st Floor, FPA Building, Quezon City	2.1. Issue Order of Payment.	<b>Formula Fees</b> Breakdown: Filing Fee + Registration Fee based on the type of product	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
3. Present O.R. to FRD Staff. Location:  Fertilizer Regulations Division, 1st Floor, FPA Building, Quezon City  Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>

	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Fertilizer Regulations Division</li> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> </ul>
	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	4. Notify client on the status of registration (approval/disapproval)	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Filing Fee + Registration Fee based on the type of product**

Schedule of Fees (Administrative Order No. 13, Series of 2000)		
<b>Filing Fee</b>	600	
<b>Registration Fee</b>		
Inorganic	6000	
Fortified organic	6000	
Soil Conditioner	4200	
Raw Material	4200	
Plant Growth Promoter	4200	

Specialty, Controlled release	4300	
Biostimulant, Biofertilizer, Decomposer	6000	

## 29. Transfer of Registration (New)

Any fertilizer registrant may transfer their registration to another entity due to closure of business, merging of companies, or transfer of ownership. The application shall be considered as New registration and shall be assigned with a new registration number.

Validity: 3 years if Full Registration, 1 Year if Provisional Registration

<b>Office or Division:</b>	Fertilizer Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. For Products with Active CPR</b>	
<b>A.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD) or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>A.2. Notarized Board Resolution / Affidavit Stating the Transfer</b> (1) Original Copy  Remarks:  <b>Original Registrant</b>	Applicant / Client
<b>A.3. Active Certificate of Product Registration [CPR]</b> (1) Original Copy  Remarks:  <b>Original Registrant (from the original document issued by FPA-FRD)</b>	Applicant / Client
<b>A.4. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]</b> (1) Original Copy  Remarks:  <b>for Manufacturer-to-Manufacturer transfer only</b>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)
<b>A.5. Certificate of Analysis [COA] from the manufacturer for Imported products</b> (1) Photo Copy  Remarks:  <b>Secure from Manufacturer/Supplier</b>	Applicant / Client
<b>A.6. Material Safety Data Sheet [MSDS] for Imported products</b> (1) Photo Copy  Remarks:  <b>Secure from Manufacturer/Supplier</b>	Applicant / Client
<b>A.7. Production Process Flowchart</b> (1) Original Copy	Applicant / Client
<b>A.8. Label</b>  Any of the following:	

A.8.A. Updated Draft Label except for raw materials  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

A.8.B. Neutral Label marked with "for plantation use only" - for Importer End-Users  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

#### A.9. For applicants represented by its authorized representative

Any of the following:

A.9.A. Special Power of Attorney (DTI)  
(1) Photo Copy

Applicant / Client

A.9.B. Board Resolution (SEC & CDA)  
(1) Photo Copy

Applicant / Client

A.9.C. Secretary's Certificate (SEC & CDA)  
(1) Photo Copy

Applicant / Client

#### A.10. Company Identification Card

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

#### B. For Products with Expired Registration / due for CPR Renewal

**B.1. Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or downloadable from the FPA Website <https://fpa.da.gov.ph/resources/downloadable-forms/>

**B.2. Notarized Board Resolution / Affidavit Stating the Transfer**  
(1) Original Copy

Applicant / Client

Remarks:

**Original Registrant**

**B.3. Certificate of Product Registration [CPR]**  
(1) Photo Copy

Applicant / Client

Remarks:

**Original Registrant (from the document issued by FPA-FRD)**

**B.4. Passed confirmatory analysis [test report and evaluation summary, valid only within 1 year after date of issue]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD)

**B.5. Certificate of Analysis [COA] from the manufacturer - for Imported products**  
(1) Photo Copy

Applicant / Client

Remarks:

**Secure from Manufacturer/Supplier**

**B.6. Material Safety Data Sheet [MSDS] for Imported products**  
(1) Photo Copy

Applicant / Client

Remarks:

Secure from **Manufacturer/Supplier**

**B.7. Production Process Flowchart - for Local products except for raw material**  
(1) Original Copy

Applicant / Client

**B.8. Label**

Any of the following:

*B.8.A. Updated Draft Label except for raw materials*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

*B.8.B. Neutral Label marked with "for plantation use only" - for Importer End-Users*  
(1) Original Copy

Applicant / Client

Remarks:

*refer to Fertilizer Regulatory Policies and Implementing Guidelines for the labeling requirements*

**B.9. for applicants represented by its authorized representative**

Any of the following:

*B.9.A. Special Power of Attorney (DTI)*  
(1) Photo Copy

Applicant / Client

*B.9.B. Board Resolution (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

*B.9.C. Secretary's Certificate (SEC & CDA)*  
(1) Photo Copy

Applicant / Client

**B.10. Company Identification Card**

**Company Identification Card (1 photocopy)**

Remarks:

*for applicants represented by its authorized representative*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application w/ complete required documents to the Fertilizer Regulations Division (FRD) Location: Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City	1.1. Check the completeness of the submitted documents.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	1.2. Issue Bill form.		15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I ; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer</li> </ul>

				Regulations Division
<p>2. Pay corresponding fees at Cashier Window Location:  Cashier Window 1 &amp; 2, 1st Floor, FPA Building, Quezon City</p>	2.1. Issue Order of Payment	<p><b>Formula Fees</b> Breakdown: Filing Fee + Registration Fee based on the type of product</p>	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
	2.2. Issue Official Receipt (O.R.)		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>3. Present O.R. to FRD Staff. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction:  <i>If non-compliant, client must re-submit the document/s with the identified deficiency for re-evaluation.</i></p>	3.1. Record O.R. number and receive the application.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	3.2. Evaluate the application form and supporting documents. If compliant: process the Certificate of Product Registration (CPR) and proceed to step 3.3 If non-compliant: issue status report to the Applicant. Client must re-submit the document/s with the identified deficiency for re-evaluation.		3 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Fertilizer Regulations Division</li> <li>Registration Officer I; Fertilizer Regulations Division</li> <li>Senior Agriculturist; Fertilizer Regulations Division</li> </ul>
	3.3. Review and recommend.		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Fertilizer Regulations Division</li> <li>Division Chief; Fertilizer Regulations Division</li> </ul>
	3.4. Final Review.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Fertilizer; Office of the Executive Director</li> </ul>
	3.5. Approval / Disapproval		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>4. Claim the approved CPR. Location:  Fertilizer Regulations Division (FRD), 1st Floor, FPA Building, Quezon City</p>	4. Notify client on the status of application (approval/disapproval).	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Fertilizer Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

**Filing Fee + Registration Fee based on the type of product**

<b>Schedule of Fees (Administrative Order No. 13, Series of 2000)</b>		
	<b>Local</b>	<b>Imported</b>
<b>Filing Fee</b>	600	600
<b>Registration Fee - Full</b>		
Inorganic	3600	6000
Fortified organic	3600	6000
Soil Conditioner	1800	4200
Raw Material	1800	4200
Plant Growth Promoter	1800	4200
Specialty, Controlled Release	1800	4200
Biostimulant, Biofertilizer, Decomposer	3600	6000
<b>Registration Fee - Provisional</b>		
Inorganic	1200	1800
Fortified organic	1200	1800
Soil Conditioner	600	1800
Plant Growth Promoter	1200	1800
Specialty, Controlled Release	1200	1800
Biostimulant, Biofertilizer, Decomposer	1200	1800

# Finance and Administrative Division

## 1. Collection Services

Collection services include all collections from refund of cash advance and fund transfer, payments arising from disposal of properties, etc. This excludes receipt of payments related to regulatory transactions. Please refer to the Citizen Charter of Fertilizer Regulatory Division (FRD) Fertilizer Pesticide Regulatory Division (PRD), Laboratory Services Division (LSD) and Planning, Management and Information Division (PMID) for your guidance.

<b>Office or Division:</b>	Finance and Administrative Division			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)			
<b>Who may avail:</b>	All FPA Officials and Employees, agencies and private entities			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Standard Requirement</b>				
<b>1. Bill Form</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division, Pesticide Pesticide Regulatory Division (PRD), Laboratory Services Division (LSD), and Planning, Management and Information Division (PMID)		
<b>2. Order of Payment</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Finance and Administrative Division - Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Submit the signed Order of Payment (OP) with attached Bill Form to the Cashier Unit. Location: Cashier Window, 1st Floor, FPA Building	1.1. Receive signed OP and check for correctness and completeness of details based on the attached Bill Form/ NSW generated application form.	None	10 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Cashiering Unit</li> <li>Administrative Officer I; Cashiering Unit</li> </ul>
	1.2. Receive cash/check payment from the client.		5 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Cashiering Unit</li> <li>Administrative Officer I; Cashiering Unit</li> </ul>
	1.3. Issue Official Receipt (OR) to the client.		15 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Cashiering Unit</li> <li>Administrative Officer I; Cashiering Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 30 minute/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

# Laboratory Services Division

## 1. Issuance of Certificate of Laboratory Recognition (New or Renewal)

The Certificate of Laboratory Recognition is granted to a chemical and/or microbiological laboratory that can analyze fertilizer and pesticide products, as well as pesticide residues in agricultural crops, and has been assessed to conform/comply with the requirements of the FPA Recognition Program for Laboratory. This certificate is valid for three (3) years from date of issuance. A Special Recognition is also granted to a laboratory when there is an urgent need of their laboratory services but is only valid for one (1) year.

<b>Office or Division:</b>	Laboratory Services Division			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)			
<b>Who may avail:</b>	Applicant Laboratory who passed the laboratory assessment			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Standard Requirement</b>				
<b>1. Passed Laboratory Assessment Report (LAR)</b> (1) Electronic Copy  Remarks:  <b>Applicant laboratory must have no pending nonconformity to be addressed</b>		Applicant / Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Submit LAR to FLRC Secretariat via email. Location:  Email: <a href="mailto:fpalabrecog2017@gmail.com">fpalabrecog2017@gmail.com</a>	1.1. Receive LAR from applicant laboratory.	None	1 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
	1.2. Prepare Certificate of Recognition and Scope of Recognition.		1 working day/s, 6 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
	1.3. Review and recommend the certificate for approval.		4 hour/s	<ul style="list-style-type: none"> <li>FLRC Chair; Office of the Executive Director</li> </ul>
	1.4. Approve the certificate.		4 hour/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
2. Receive the electronic copy of the Certificate of Recognition and Scope of Recognition, Location:  Email: <a href="mailto:fpalabrecog2017@gmail.com">fpalabrecog2017@gmail.com</a>	2. Release the electronic copy of the Certificate of Recognition and Scope of Recognition to applicant laboratory.	None	1 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
<b>Total Processing Time:</b>		Working Days: 3 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

## 2. Issuance of Laboratory Assessment Report (With Nonconformity)

All chemical and/or microbiological laboratory, either government or privately owned, interested to become a Recognized laboratory of FPA shall undergo laboratory assessment to verify their capability to analyze fertilizer, pesticide, and other agricultural chemicals, as well as pesticide residues in raw agricultural commodities and their compliance with the requirements specified in the FPA Laboratory Recognition Guidelines (FPA Memorandum Circular No. 05, s. 2017). A Laboratory Assessment Report is issued to applicant laboratory specifying the results of the assessment including nonconformities to be addressed. The applicant laboratory is only given three (3) chances to implement and submit corrective actions to address the nonconformity or finding.

<b>Office or Division:</b>	Laboratory Services Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Any laboratory that can perform one or combination of chemical and/or microbial analyses on fertilizer, pesticide, and other agricultural chemicals, as well as residue of pesticides in agricultural crops and has interest to become an FPA Recognized Laboratory
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. Government Laboratory</b>	
<b>A.1. Letter of Intent</b> (1) Electronic Copy	Applicant / Client
<b>A.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01]</b> (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - FPA Laboratory Recognition Committee (FLRC) Secretariat, download at the FPA website: <a href="https://fpa.da.gov.ph">https://fpa.da.gov.ph</a>
<b>A.3. Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel</b> (1) Electronic Copy	Applicant / Client
<b>A.4. Accreditation/Recognition record of the laboratory, if any</b> (1) Electronic Copy  Remarks: <b>Applicant Laboratory/Accreditation and/or Recognition Body</b>	Applicant / Client
<b>A.5. Laboratory Test Report Form Template</b> (1) Electronic Copy	Applicant / Client
<b>A.6. List of reference literature available in the laboratory</b> (1) Electronic Copy	Applicant / Client
<b>A.7. Equipment calibration and maintenance program of the laboratory</b> (1) Electronic Copy  Remarks: <b>Applicant Laboratory/ Calibration/Maintenance Service Provider</b>	Applicant / Client
<b>A.8. Quality Assurance Program of the Laboratory</b> (1) Electronic Copy	Applicant / Client
<b>A.9. Track Record of the Laboratory</b> (1) Electronic Copy	Applicant / Client
<b>A.10. Validation Report of Test Methods</b> (1) Electronic Copy	Applicant / Client
<b>A.11. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted</b> (1) Electronic Copy  Remarks:	Applicant / Client

**Applicant Laboratory/ Proficiency Testing Provider**

**A.12. Floor Plan of the Laboratory and Related Facilities (scale of 1:100)**

(1) Electronic Copy

Applicant / Client

**B. Private Laboratory**

**B.1. Letter of Intent**

(1) Electronic Copy

Applicant / Client

**B.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01]**

(1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - FLRC Secretariat

**B.3. Business Registration**

Any of the following:

*B.3.A. SEC Registration*

(1) Electronic Copy

*Agency - Division:* Securities and Exchange Commission - Company Registration and Monitoring Department

*B.3.B. DTI Registration*

(1) Electronic Copy

*Agency - Division:* Department of Trade and Industry - Regional/Provincial Office

*B.3.C. CDA Registration*

(1) Electronic Copy

*Agency - Division:* Cooperative Development Authority - Registration Division

**B.4. Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive Economic Zones or Areas**

(1) Electronic Copy

**Agency - Division:** Local Government Unit (LGU) - Mayor's Office

**B.5. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR**

(1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue (BIR) - Revenue District Office

**B.6. Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel**

(1) Electronic Copy

Applicant / Client

**B.7. Accreditation/Recognition record of the laboratory, if any**

(1) Electronic Copy

Applicant / Client

Remarks:

**Applicant Laboratory, Accreditation and/or Recognition Body**

**B.8. Laboratory Test Report Form Template**

(1) Electronic Copy

Applicant / Client

**B.9. List of reference literature available in the laboratory**

(1) Electronic Copy

Applicant / Client

**B.10. Equipment calibration and maintenance program of the laboratory**

(1) Electronic Copy

Applicant / Client

Remarks:

**Applicant Laboratory/ Calibration/Maintenance Service Provider**

**B.11. Quality Assurance Program of the Laboratory**

(1) Electronic Copy

Applicant / Client

**B.12. Track Record of the Laboratory**

(1) Electronic Copy

Applicant / Client

**B.13. Validation Report of Test Methods**

(1) Electronic Copy

Applicant / Client

**B.14. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted**

(1) Electronic Copy

Applicant / Client

**B.15. Floor Plan of the Laboratory and Related Facilities (scale of 1:100)**

(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application for laboratory assessment with complete requirements to FLRC Secretariat via email Location: Email: <a href="mailto:fpalabrecog2017@gmail.com">fpalabrecog2017@gmail.com</a>	1. Receive application with complete set of requirements	None	2 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
2. Receive Bill Form. Location: FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	2. Issue Bill Form.	None	15 minute/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
3. Present Bill Form at Cashier Window 1, 1st Floor. Location: Cashier Window 1, 1st Floor, FPA Building, Quezon City	3. Issue Order of Payment (OP).	None	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
4. Pay corresponding fees at Cashier Window 2, 1st Floor. Location: Cashier Window 2, 1st Floor, FPA Building, Quezon City	4. Issue Official Receipt (OR).	<b>Formula Fees</b> Breakdown: Laboratory Accreditation Fee	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
5. Present the original copy of OR to the FLRC Secretariat, 3rd Floor. Location: FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	5.1. Record the OR Number.	None	15 minute/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
	5.2. Evaluate the submitted application dossiers and supporting documents.		10 working day/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team; Office of the Executive Director</li> </ul>
6. Confirm availability on the schedule of actual laboratory assessment to FLRC Secretariat. Location: FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	6.1. Notify the client on the schedule of the conduct of laboratory assessment and wait for confirmation of schedule by the applicant laboratory.	None	2 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
	6.2. Prepare and send notice of laboratory assessment.		2 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
7. Accommodate the FLRC Assessment Team during the agreed schedule of assessment at the location of the applicant laboratory. Location: Location of the applicant laboratory	7.1. Conduct laboratory assessment.	None	1 working day/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team; Office of the Executive Director</li> </ul>
	7.2. Prepare and issue Laboratory Assessment Report (LAR) indicating the results of the assessment including the identified nonconformity or finding.		1 working day/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team ; Office of the Executive Director</li> </ul>
8. Receive and confirm findings in LAR and submit corrective actions to address the nonconformity or finding to FLRC Secretariat on the agreed period of submission via email at	8. Evaluate the submitted corrective actions and reissue LAR with results of evaluation (CLEARED/ NOT CLEARED)	None	7 working day/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team; Office of the Executive Director</li> </ul>

<p>fpalabrecog2017@gmail.com Location:</p> <p>Email at <a href="mailto:fpalabrecog2017@gmail.com">fpalabrecog2017@gmail.com</a></p> <p>Notes/Instruction:</p> <p><i>The applicant laboratory is only given three (3) chances to implement and submit corrective actions to address the nonconformity or finding.</i></p>				
<p>9. Receive and confirm acceptance of the final LAR indicating CLEARED in all identified nonconformity or finding . Location: FLRC Secretariat, 3rd Floor, FPA Building, Quezon City</p>	<p>9. Release final LAR indicating CLEARED in all identified nonconformity or finding.</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> <li>• FLRC Assessment Team; Office of the Executive Director</li> </ul>
<p>General Remarks</p> <p>The applicant laboratory is requested to submit the electronic copy of all documented information for initial evaluation. Once determined to comply with all requirements, the said laboratory must pay the corresponding fee.</p>				
<p><b>Total Processing Time:</b></p>		<p>Working Days: 20 working day/s</p>		
<p><b>Total Processing Fee:</b></p>		<p>Total Standard Fee: None See other fees below</p>		
<p>Formula / Schedule of Fees</p> <p><b>Laboratory Accreditation Fee</b></p> <p>Government Laboratory - Free Private Laboratory - PHP 10,000.00</p>				

### 3. Issuance of Laboratory Assessment Report

All chemical and/or microbiological laboratory, either government or privately owned, interested to become a Recognized laboratory of FPA shall undergo laboratory assessment to verify their capability to analyze fertilizer, pesticide, and other agricultural chemicals, as well as pesticide residues in raw agricultural commodities and their compliance with the requirements specified in the FPA Laboratory Recognition Guidelines (FPA Memorandum Circular No. 05, s. 2017). A Laboratory Assessment Report is issued to applicant laboratory specifying the results of the assessment.

<b>Office or Division:</b>	Laboratory Services Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Any laboratory that can perform one or combination of chemical and/or microbial analyses on fertilizer, pesticide, and other agricultural chemicals, as well as residue of pesticides in agricultural crops and has interest to become an FPA Recognized Laboratory
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. Government Laboratory</b>	
<b>A.1. Letter of Intent</b> (1) Electronic Copy	Applicant / Client
<b>A.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01]</b> (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - FPA Laboratory Recognition Committee (FLRC) Secretariat, download at the FPA website: <a href="https://fpa.da.gov.ph">https://fpa.da.gov.ph</a>
<b>A.3. Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel</b> (1) Electronic Copy	Applicant / Client
<b>A.4. Accreditation/Recognition record of the laboratory, if any</b> (1) Electronic Copy  Remarks: <b>Applicant Laboratory/Accreditation and/or Recognition Body</b>	Applicant / Client
<b>A.5. Laboratory Test Report Form Template</b> (1) Electronic Copy	Applicant / Client
<b>A.6. List of reference literature available in the laboratory</b> (1) Electronic Copy	Applicant / Client
<b>A.7. Equipment calibration and maintenance program of the laboratory</b> (1) Electronic Copy  Remarks: <b>Applicant Laboratory/ Calibration/Maintenance Service Provider</b>	Applicant / Client
<b>A.8. Quality Assurance Program of the Laboratory</b> (1) Electronic Copy	Applicant / Client
<b>A.9. Track Record of the Laboratory</b> (1) Electronic Copy	Applicant / Client
<b>A.10. Validation Report of Test Methods</b> (1) Electronic Copy	Applicant / Client

**A.11. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted**

(1) Electronic Copy

Applicant / Client

Remarks:

**Applicant Laboratory/ Proficiency Testing Provider**

**A.12. Floor Plan of the Laboratory and Related Facilities (scale of 1:100)**

(1) Electronic Copy

Applicant / Client

**B. Private Laboratory**

**B.1. Letter of Intent**

(1) Electronic Copy

Applicant / Client

**B.2. Duly accomplished and notarized FPA prescribed application form [FPA-LRC-F01]**

(1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - FPA Laboratory Recognition Committee (FLRC) Secretariat, download at the FPA website: <https://fpa.da.gov.ph>

**B.3. Business Registration for corporation, sole proprietorship, or cooperative, whichever is applicable**

Any of the following:

*B.3.A. SEC Registration*

(1) Electronic Copy

*Agency - Division:* Securities and Exchange Commission - Company Registration and Monitoring Department

*B.3.B. DTI Registration*

(1) Electronic Copy

*Agency - Division:* Department of Trade and Industry - Regional/Provincial Office

*B.3.C. CDA Registration*

(1) Electronic Copy

*Agency - Division:* Cooperative Development Authority - Registration Division

**B.4. Business permit issued by the city or municipality where the laboratory is located, or the equivalent document for Exclusive Economic Zones or Areas**

(1) Electronic Copy

**Agency - Division:** Local Government Unit (LGU) - Mayor's Office

**B.5. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by BIR**

(1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue (BIR) - Revenue Office

**B.6. Organizational and functional chart of the laboratory including its position in its parent organization, if any, and job descriptions of its technical and support personnel**

(1) Electronic Copy

Applicant / Client

**B.7. Accreditation/Recognition record of the laboratory, if any**

(1) Electronic Copy

Applicant / Client

Remarks:

*Secure from Applicant Laboratory, Accreditation and/or Recognition Body*

**B.8. Laboratory Test Report Form Template**

(1) Electronic Copy

Applicant / Client

**B.9. List of reference literature available in the laboratory**

(1) Electronic Copy

Applicant / Client

**B.10. Equipment calibration and maintenance program of the laboratory**

(1) Electronic Copy

Applicant / Client

Remarks:

*Secure from Applicant Laboratory/ Calibration/Maintenance Service Provider*

**B.11. Quality Assurance Program of the Laboratory**

(1) Electronic Copy

Applicant / Client

**B.12. Track Record of the Laboratory**

(1) Electronic Copy

Applicant / Client

**B.13. Validation Report of Test Methods**

(1) Electronic Copy

Applicant / Client

**B.14. Results of Proficiency Testing Participated or Intra-Laboratory Exercises Conducted**

(1) Electronic Copy

Applicant / Client

Remarks:

*Secure from Applicant Laboratory, Proficiency Testing Provider***B.15. Floor Plan of the Laboratory and Related Facilities (scale of 1:100)**

(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application for laboratory assessment with complete requirements to FLRC Secretariat via email Location: Email at <a href="mailto:fpalabrecog2017@gmail.com">fpalabrecog2017@gmail.com</a>	1. Receive application with complete set of requirements	None	2 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
2. Receive Bill Form Location: FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	2. Issue Bill Form	None	15 minute/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
3. Present Bill Form at Cashier Window 1, 1st Floor Location: Cashier Window 1, 1st Floor, FPA Building, Quezon City	3. Issue Order of Payment (OP)	None	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
4. Pay corresponding fees at Cashier Window 2, 1st Floor Location: Cashier Window 2, 1st Floor, FPA Building, Quezon City	4. Issue Official Receipt (OR).	<b>Formula Fees</b> Breakdown: Laboratory Accreditation Fee	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
5. Present the original copy of OR to the FLRC Secretariat, 3rd Floor Location: FLRC Secretariat, 3rd Floor, FPA Building, Quezon City	5.1. Record the OR Number.	None	15 minute/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
	5.2. Evaluate the submitted application dossiers and supporting documents.		10 working day/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team; Office of the Executive Director</li> </ul>
6. Confirm availability on the schedule of actual laboratory assessment to FLRC Secretariat. Location: Email at <a href="mailto:fpalabrecog2017@gmail.com">fpalabrecog2017@gmail.com</a>	6.1. Notify the client on the schedule of the conduct of laboratory assessment and wait for confirmation of schedule by the applicant laboratory.	None	2 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
	6.2. Prepare and send notice of laboratory assessment.		2 hour/s	<ul style="list-style-type: none"> <li>FLRC Secretariat; Office of the Executive Director</li> </ul>
7. Accommodate the FLRC Assessment Team during the agreed schedule of assessment at the location of the	7.1. Conduct laboratory assessment.	None	1 working day/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team; Office of the</li> </ul>

applicant laboratory. Location:				Executive Director
Location of the applicant laboratory	7.2. Prepare and issue Laboratory Assessment Report (LAR) indicating the results of the assessment.		1 working day/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team ; Office of the Executive Director</li> </ul>
8. Receive and confirm acceptance of LAR from FLRC Assessment Team. Location:  FLRC Assessment Team, 3rd Floor, FPA Building, Quezon City	8. Release LAR to applicant laboratory.	None	1 hour/s	<ul style="list-style-type: none"> <li>FLRC Assessment Team; Office of the Executive Director</li> </ul>
<p>General Remarks</p> <p>The applicant laboratory is requested to submit the electronic copy of all documented information for initial evaluation. Once determined to comply with all requirements, the said laboratory must pay the corresponding fee.</p>				
<b>Total Processing Time:</b>		Working Days: 13 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		
<p>Formula / Schedule of Fees</p> <p><b>Laboratory Accreditation Fee</b></p> <p>Government Laboratory - Free          Private Laboratory - PHP 10,000.00</p>				

## 4. Analysis of Fertilizer and Pesticide Samples for Research and Other Purposes

The Laboratory Services Division (LSD) offers its laboratory testing services for the analysis of fertilizer and pesticide samples to individual, business entity, and other government agency for research and other purposes such as, but not limited to, company's product quality monitoring and project-based activities. This service is offered subject to the capability of LSD per client's analytical procedure and availability of reagents and laboratory equipment and apparatus in LSD.

<b>Office or Division:</b>	Laboratory Services Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
<b>Who may avail:</b>	High School, Undergraduate, and Graduate Students, Agricultural Researchers, Fertilizer and Pesticide Handlers, Government Agency
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. For Request of Fertilizer Analysis

##### A.1. Duly Accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1]

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Laboratory Services Division (LSD), or download from the FPA website: <https://fpa.da.gov.ph>

##### A.2. Properly sealed and labeled fertilizer sample:

Any of the following:

*A.2.A. Solid inorganic fertilizer*  
(Sample: min. 250 grams)

Applicant / Client

*A.2.B. Solid organic fertilizer*  
(Sample: min. 500 grams)

Applicant / Client

*A.2.C. Liquid organic/inorganic fertilizer*  
(Sample: min. 250 mL)

Applicant / Client

##### A.3. Properly sealed and labeled Analytical Grade Standard (AGS) per active ingredient (1 gram) including its Certificate of Analysis [with batch/lot number, expiry date and signature of analyst]

(1) Photo Copy

Applicant / Client

Remarks:

**Note: For Plant Growth Regulators (PGRs) only**

##### A.4. Material Safety Data Sheet (SDS)

(1) Photo Copy

Applicant / Client

Remarks:

**Secure from the Manufacturer/Supplier of the fertilizer**

##### A.5. Analytical testing procedure(s) if no available method in LSD

(1) Photo Copy

Applicant / Client

#### B. For Request of Pesticide Analysis

##### B.1. Duly Accomplished Pesticide Request for Analysis Form [FPA-LSD-F2]

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Laboratory Services Division (LSD), or download from the FPA website: <https://fpa.da.gov.ph>

##### B.2. Properly sealed and labeled pesticide sample:

Any of the following:

*B.2.A. Solid Formulated Product*  
(Sample: min. 250 grams)

Applicant / Client

B.2.B. Liquid Formulated Product  
(Sample: 250 mL)

Applicant / Client

**B.3. Properly sealed and labeled Technical Material/ Technical Concentrate (TC/TK)**  
(Sample: 10 grams)

Applicant / Client

**B.4. Properly sealed and labeled Analytical Grade Standard (AGS) per active ingredient**  
(Sample: 1 gram)

Applicant / Client

**B.5. Certificate of Analysis (COA) of analytical grade standard, formulated product, and technical material/technical concentrate [with batch/lot number, manufacturing date, expiry date and signature of analyst]**  
(1) Photo Copy

Applicant / Client

**B.6. Material Safety Data Sheet (SDS)**  
(1) Photo Copy

Applicant / Client

Remarks:

**Secure from the Manufacturer/Supplier of the pesticide**

**B.7. Analytical testing procedure(s) if no available method in LSD**  
(1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for laboratory analysis form and other requirements to Laboratory Services Division Location: Laboratory Services Division, 3rd Floor, FPA Building, Quezon City	1. Receive complete set of requirements and check the condition of sample	None	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
2. Receive Bill Form Location: Laboratory Services Division, 3rd Floor, FPA Building, Quezon City	2. Issue Bill Form	None	30 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
3. Present Bill Form at Cashier Window 1 Location: Cashier Window 1, First Floor, FPA Building, Quezon City	3. Issue Order of Payment (OP)	None	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
4. Pay corresponding fees at Cashier Window 2 Location: Cashier Window 2, First Floor, FPA Building, Quezon City	4. Issue Official Receipt (OR)	<b>Formula Fees</b> Breakdown: Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
5. Present original OR to Laboratory Services Division Location: Laboratory Services Division, 3rd Floor, FPA Building, Quezon City  Notes/Instruction: <i>Step 5.3 Person Responsible depends on the test parameter to be analyzed</i>	5.1. Record OR to the Request for Analysis Form and fill out Test Parameter Results Form	None	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
	5.2. Prepare the sample and required reagents for analysis		1 working day/s, 6 hour/s	<ul style="list-style-type: none"> <li>Laboratory Technician III; Laboratory Services Division</li> </ul>
	5.3. Conduct laboratory analysis and encode test results		15 working day/s	<ul style="list-style-type: none"> <li>Laboratory Technician III;</li> </ul>

				<ul style="list-style-type: none"> <li>Laboratory Services Division</li> <li>• Chemist II; Laboratory Services Division</li> <li>• Chemist III; Laboratory Services Division</li> <li>• Biologist II; Laboratory Services Division</li> </ul>
	5.4. Review test results and prepare the laboratory test report		2 working day/s	<ul style="list-style-type: none"> <li>• Chemist IV; Laboratory Services Division</li> </ul>
	5.5. Approve the release of laboratory test report		3 hour/s	<ul style="list-style-type: none"> <li>• Chemist V; Laboratory Services Division</li> </ul>
	5.6. Note the approval and release of laboratory test report		2 hour/s	<ul style="list-style-type: none"> <li>• Executive Director III; Office of the Executive Director</li> </ul>
6. Receive the electronic copy of the laboratory test report Location: Email Address: fpa.lsd@gmail.com	6. Release the electronic copy of laboratory test report to applicant	None	1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Laboratory Services Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)**

<i>*Note: The following list of fees is charged per test parameter per sample.</i>		
Test Parameter	Fee/Charge (PHP)*	
<b>Macronutrients</b>		
Total Nitrogen (Nitrate-free)	1,250.00	
Total Nitrogen (Nitrate-containing)	1,550.00	
Available Phosphorus	400.00	
Total Phosphorus	1,220.00	
Total Potassium	910.00	
Calcium	1,010.00	
Sulfur	400.00	
Magnesium	1,610.00	
<b>Micronutrients</b>		
Boron	1,570.00	
Copper	1,370.00	
Iron	1,330.00	
Manganese	1,370.00	

Sodium	1,380.00	
Zinc Chloride	1,330.00 730.00	
<b>Plant Growth Regulators</b>		
Gibberellic acid	2,960.00	
Indole-3-butyric acid	3,660.00	
1-Naphthaleneacetic acid	3,880.00	
Nitrophenols and nitroguaiacol	5,010.00	
Paclobutrazol	3,340.00	
<b>Others</b>		
Biuret	330.00	
Moisture Content	240.00	
Organic Matter	350.00	
pH	320.00	
Specific Gravity	550.00	
<b>Microbial Testing</b>		
Total Coliform	900.00	
<i>E. coli</i>	1,050.00	
<b>Chemical Analysis</b>		
GC Analysis	3,360.00	
	(per active ingredient per sample)	
HPLC Analysis	3,130.00	
	(per active ingredient per sample)	

## 5. Analysis of Pesticide Sample for Product Registration

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient contents of products are within the declared specifications. This service is offered subject to the capability of LSD per client's analytical procedure and availability of reagents and laboratory equipment and apparatus in LSD. In case the analysis cannot be performed by LSD, the Pesticide Regulations Division may endorse the sample/s to other laboratories with Recognition from FPA.

<b>Office or Division:</b>	Laboratory Services Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Pesticide handlers with application for product registration.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<b>1. Duly accomplished Pesticide Request for Analysis Form [FPA-LSD-F2]</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division (PRD), Laboratory Services Division (LSD), or download from the FPA Website: <a href="https://fpa.da.gov.ph">https://fpa.da.gov.ph</a>
<b>2. Properly sealed and labeled pesticide sample</b> Any of the following:	
<b>2.A. Solid Formulated product</b> (Sample: 250 grams)	Applicant / Client
<b>2.B. Liquid Formulated Product</b> (Sample: 250 mL)	Applicant / Client
<b>3. Properly sealed and labeled Technical Material/ Technical Concentrate (TC/TK)</b> (Sample: 10 grams)	Applicant / Client
<b>4. Properly sealed and labeled Analytical Grade Standard (AGS) per active ingredient</b> (Sample: 1 gram)	Applicant / Client
<b>5. Certificate of Analysis (COA) of analytical grade standard, formulated product, and technical material/technical concentrate [with batch/lot number, manufacturing date, expiry date and signature of analyst]</b> (1) Photo Copy  Remarks: <b>Secure from the Manufacturer/Supplier of the pesticide</b>	Applicant / Client
<b>6. Material Safety Data Sheet [MSDS]</b> (1) Photo Copy  Remarks: <b>Secure from the Manufacturer/Supplier of the pesticide</b>	Applicant / Client
<b>7. Analytical testing procedure/s if no available method in LSD</b> (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required documents and samples to Pesticide Regulations Division Location:  Pesticide Regulations Division, First Floor, FPA Bldg., Quezon City	1.1. Check completeness of the submission and condition of the samples. If incomplete documents or sample not properly labeled, return the submission.	None	30 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	1.2. Assess the requested analysis, COA and MSDS. Verify the parameters.		3 hour/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide</li> </ul>

	(If with concerns, coordinate with FPA-LSD.)			Regulations Division
2. Receive the accomplished Bill Form. Location: Pesticide Regulations Division, First Floor, FPA Bldg., Quezon City	2. Issue a duly accomplished Bill Form to the applicant.	None	15 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
3. Present Bill Form at Cashier Window 1, 1st Floor Location: Cashier Window 1, First Floor, FPA Bldg., Quezon City	3. Issue Order of Payment to cashier.	None	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
4. Pay the corresponding fee to the Cashier and secure the official receipt. Location: Cashier Window 2, First Floor, FPA Bldg., Quezon City	4. Receive payment from the applicant and issue an official receipt.	<b>Formula Fees</b> Breakdown: Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)	30 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
5. Present the official receipt to PRD and secure a copy of the Request for Analysis Form. Location: Pesticide Regulations Division, First Floor, FPA Bldg., Quezon City  Notes/Instruction: <i>5.7 Person Responsible depends on the test parameter to be analyzed</i>	5.1. Record the payment and the official receipt number, sign the receiving copy and update the pesticide confirmatory analysis monitoring database.	None	2 hour/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	5.2. Assign PRD sample codes and label the samples accordingly.		30 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	5.3. Forward samples and documents to LSD. Accomplish tracking form for monitoring of transmittal.		1 hour/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	5.4. Receive requirements from PRD and assign laboratory code.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
	5.5. Prepare test parameter results form of the sample		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
	5.6. Prepare the pesticide sample for analysis.		1 working day/s, 3 hour/s	<ul style="list-style-type: none"> <li>Laboratory Technician III; Laboratory Services Division</li> </ul>
	5.7. Conduct laboratory analysis and encode test results.		15 working day/s	<ul style="list-style-type: none"> <li>Chemist II; Laboratory Services Division</li> <li>Chemist III; Laboratory Services Division</li> </ul>
	5.8. Review test results and prepare the laboratory test report.		2 working day/s	<ul style="list-style-type: none"> <li>Chemist IV; Laboratory Services Division</li> </ul>
	5.9. Approve the release of laboratory test report.		1 hour/s	<ul style="list-style-type: none"> <li>Chemist V; Laboratory</li> </ul>

				Services Division
	5.10. Note the approval of the release of laboratory test report.		1 hour/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
6. Receive the electronic copy of the laboratory test report Location: Email Address: fpa.lsd@gmail.com	6. Release the electronic copy of laboratory test report to applicant and PRD	None	1 hour/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)**

*\*Note: The following list of fees is charged per test parameter per sample.*

Test Parameter	Fee/Charge (PHP)*	
<b>Chemical Analysis</b>		
GC Analysis	3,360.00	
	(per active ingredient per sample)	
HPLC Analysis	3,130.00	
	(per active ingredient per sample)	
<b>Physico-chemical Analysis</b>		
Moisture Content	240.00	
pH	320.00	
Specific Gravity	550.00	

## 6. Analysis of Fertilizer Sample for Product Registration

A passed confirmatory analysis of the fertilizer product is one of the requirements for the issuance of Certificate of Product Registration of Fertilizer. The Laboratory Services Division (LSD) provides laboratory testing services for the determination of the content of the fertilizer material as support to the product registration activities of the Fertilizer Regulations Division (FRD) of FPA. The composition of the fertilizer material with respect to its minimum essential nutrient content must conform to the declared product composition/guaranteed analysis. In case the analysis cannot be performed by LSD, the concerned division or unit may submit the sample to Laboratories with Recognition from FPA.

<b>Office or Division:</b>	Laboratory Services Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Exporter, Repacker, and National Distributor
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Duly accomplished Fertilizer Request for Analysis Form [FPA-LSD-F1]</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Fertilizer Regulations Division (FRD), or download from the FPA Website: <a href="https://fpa.da.gov.ph">https://fpa.da.gov.ph</a>
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<b>2. Properly sealed and labeled fertilizer sample</b>  Any of the following:	
<b>2.A. Solid inorganic fertilizer</b> (Sample: min. 250 grams)	Applicant / Client
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<b>2.B. Solid organic fertilizer</b> (Sample: min. 500 grams)	Applicant / Client
-----	
<b>2.C. Liquid organic/inorganic fertilizer</b> (Sample: min. 250 mL)	Applicant / Client
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<b>3. Certificate of Analysis [COA] for imported fertilizer only</b> (1) Photo Copy  Remarks:  Secure from the Manufacturer/Supplier of the fertilizer	Applicant / Client
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<b>4. Material Safety Data Sheet [MSDS] for imported fertilizer only</b> (1) Photo Copy  Remarks:  Secure from the Manufacturer/Supplier of the fertilizer	Applicant / Client
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<b>5. Analytical testing procedure(s) if no available method in LSD</b> (1) Photo Copy	Applicant / Client
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<b>6. Analytical standard per active ingredient including its Certificate of Analysis [with batch/lot number, expiry date and signature of analyst] if not available in LSD</b> (Sample: min. 1 gram)	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete requirements to Fertilizer Regulations Division Location:  Fertilizer Regulations Division, First Floor, FPA Bldg., Quezon City	1.1. Check completeness of requirements and condition of the sample	None	1 hour/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>

	1.2. Review the COA and SDS for the necessary parameters to be analyzed		4 hour/s, 30 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
2. Receive Bill Form Location: Fertilizer Regulations Division, First Floor, FPA Bldg., Quezon City	2. Issue Bill Form	None	30 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
3. Present Bill Form at Cashier Window 1 Location: Cashier Window 1, First Floor, FPA Bldg., Quezon City	3. Issue Order of Payment (OP)	None	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>
4. Pay corresponding fee at Cashier Window 2 Location: Cashier Window 2, First Floor, FPA Bldg., Quezon City	4. Issue Official Receipt (OR)	<b>Formula Fees</b> Breakdown: Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
5. Present OR to Fertilizer Regulations Division Location: Fertilizer Regulations Division, First Floor, FPA Bldg., Quezon City  Notes/Instruction: <i>Step 5.7 Person Responsible depends on the test parameter to be analyzed</i>	5.1. Record OR number	None	15 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	5.2. Assign FRD sample code and input the details in the FRD database		45 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	5.3. Print a receiving document and submit the requirements to the LSD		30 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Fertilizer Regulations Division</li> </ul>
	5.4. Receive requirements from FRD and assign laboratory code		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
	5.5. Prepare test parameter results form of the sample		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
	5.6. Prepare the fertilizer sample for analysis		1 working day/s, 3 hour/s	<ul style="list-style-type: none"> <li>Laboratory Technician III; Laboratory Services Division</li> </ul>

	5.7. Conduct laboratory analysis and encode test results		15 working day/s	<ul style="list-style-type: none"> <li>Laboratory Technician III; Laboratory Services Division</li> <li>Chemist II; Laboratory Services Division</li> <li>Chemist III; Laboratory Services Division</li> <li>Biologist II; Laboratory Services Division</li> </ul>
	5.8. Review test results and prepare the laboratory test report		2 working day/s	<ul style="list-style-type: none"> <li>Chemist IV; Laboratory Services Division</li> </ul>
	5.9. Approve the release of laboratory test report		1 hour/s	<ul style="list-style-type: none"> <li>Chemist V; Laboratory Services Division</li> </ul>
	5.10. Note the approval of the release of laboratory test report		1 hour/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
6. Receive the electronic copy of the laboratory test report Location: Email address: fpa.lsd@gmail.com	6. Release the electronic copy of laboratory test report to applicant and FRD	None	1 hour/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Laboratory Services Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of Fees (pursuant to Administrative Order No. 01, s. 2011, Administrative Order No. 19, s. 2012, and Administrative Order No. 01, s. 2015)**

<i>*Note: The following list of fees is charged per test parameter per sample.</i>		
<b>Test Parameter</b>	<b>Fee/Charge (PHP)*</b>	
<b>Macronutrients</b>		
Total Nitrogen (Nitrate-free)	1,250.00	
Total Nitrogen (Nitrate-containing)	1,550.00	
Available Phosphorus	400.00	
Total Phosphorus	1,220.00	
Total Potassium	910.00	
Calcium	1,010.00	
Sulfur	400.00	
Magnesium	1,610.00	
<b>Micronutrients</b>		
Boron	1,570.00	
Copper	1,370.00	

Iron	1,330.00	
Manganese	1,370.00	
Sodium	1,380.00	
Zinc	1,330.00	
<b>Plant Growth Regulators</b>		
Gibberellic acid	2,960.00	
Indole-3-butyric acid	3,660.00	
1-Naphthaleneacetic acid	3,880.00	
Nitrophenols and nitroguaiacol	5,010.00	
Paclobutrazol	3,340.00	
<b>Others</b>		
Biuret	330.00	
Chloride	730.00	
Moisture Content	240.00	
Organic Matter	350.00	
pH	320.00	
Specific Gravity	550.00	
<b>Microbial Testing</b>		
Total Coliform	900.00	
<i>E. coli</i>	1,050.00	
<b>Chemical Analysis</b>		
GC Analysis	3,360.00	
	(per active ingredient per sample)	
HPLC Analysis	3,130.00	
	(per active ingredient per sample)	

# Pesticide Regulations Division

## 1. Issuance of Certificate of Product Registration (New Proprietary Product Registration, New Generic Product Registration, Label Expansion, Registration of Additional Source, Registration Amendment)

This service covers the following type of product registration:

1. New proprietary product registration - This refers to the registration of new products using data with proprietary nature and covers new end-use products or formulation containing either of the following:
  - a. New or currently registered active ingredient
  - b. Combination of new and currently registered active ingredients
  - c. Combination of currently registered active ingredients
2. New generic product registration - This refers to the registration of new products on the basis of the existing product registration with lapsed data protection, provided that the product is identical or substantially similar to the currently registered product, or differ only in ways that would not significantly increase the risk of unreasonable adverse effects. The product must also have similar efficacy claims, and use conditions.
3. Label expansion - This refers to the process of modifying or broadening the uses or claims of a product. This allows the product to be marketed and used for additional purposes, applications, or target pests that were not originally covered when the product was first registered. It requires the assessment and approval of the FPA and involves the submission of supporting data, including bioefficacy data and residue data, to demonstrate the product's safety and efficacy for the new uses or claims.

Label expansion (Generic) – for uses or label claims that are no longer under data protection.

Label expansion (Proprietary) – for new uses, label claims, or those still under data protection.

4. Registration of Additional Sources - This refers to the process of registering new manufacturers or formulators for a product under an existing registration. This is necessary when a company wishes to market a registered product produced by a different source or when additional manufacturing facilities are involved. The additional source must produce a product that is equivalent to the one originally registered, in terms of formulation, efficacy, and safety. Data is required to show that the new source's product meets the same specifications.
5. Registration Amendment -

This refers to the process of officially modifying an existing product registration to reflect changes in various aspects of the product or its approval. This process is necessary when there are updates to the product's formulation, use, labeling, manufacturing source, or any other critical information that affects its registration status. For any amendment, the applicant needs to submit documentation to support the changes. The FPA will review the proposed changes to ensure that they do not compromise the safety, efficacy, or quality of the product.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	<p>Applicants who have fully complied with all the data requirements for the following, as evidenced by the recommendations in the evaluation report/s issued by FPA upon pesticide data evaluation.</p> <ul style="list-style-type: none"> <li>New Proprietary Product Registration</li> <li>New Generic Product Registration</li> <li>Label Expansion</li> <li>Registration of Additional Sources</li> <li>Registration Amendments</li> </ul>
<b>Operating Hours:</b>	8:00 AM - 5:00 PM
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

### For Standard Requirement

#### 1. Appointment confirmation

(1) Original Copy Or (1) Electronic Copy

Remarks:

Appointment Link: <https://fpa.da.gov.ph/prd-appointment-system/>

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link <https://fpa.da.gov.ph/prd-appointment-system/>

#### 2. Notarized P-012 forms

(1) Original Copy And (1) Electronic Copy

Remarks:

**1 form per active ingredient**

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**3. Notarized P-022 forms**

(1) Original Copy And (1) Electronic Copy

Remarks:

**1 form per active ingredient**

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**4. Evaluation report/s (Section 1 – 9 data requirements) with recommending approval**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division

**5. Evaluation report/s (confirmatory analysis) with recommending approval**

(1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division

**6. Data summary**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Final, updated and complete based on the recommendations indicated in the evaluation reports**

**7. Updated GAP information table**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- Reflecting recommendations during evaluation
- Applicable only to new proprietary product registrations, proprietary label expansions, and registration amendments involving changes to the approved GAP
- Refer to FPA Memorandum No. 12, s2024 for the prescribed format or access electronic copy using this link: <https://tinyurl.com/FPA-GAP-table>

**8. Updated product label**

(3) Original Copy And (3) Electronic Copy

Applicant / Client

**9. Product Stewardship Program**

(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit electronic copy of application to <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> and secure an appointment with PRD through Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Location:</p> <p><i>Appointment</i> Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a></p>	1. Confirm the appointment.	None	5 minute/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
<p>2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. Location:</p> <p>Ground Floor, Pesticide Regulations Division, FPA Bldg.</p> <p>Notes/Instruction:</p> <p><i>If the submission has data gap/s, inform the applicant through email. Applicants must submit compliance to address the data gaps.</i></p> <p><i>*For registration amendment, applicants will be issued an amended CPR or a letter of approval, depending on the nature of amendment/modification. For</i></p>	2.1. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	25 minute/s	<ul style="list-style-type: none"> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	2.2. Assess the application based on the recommendations of the Pesticide Registration Technical Evaluators (PRTE) and the results of the confirmatory analysis. Evaluate the proposed product stewardship program. Endorse approval or disapproval based on final assessment.		15 working day/s	<ul style="list-style-type: none"> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>

<p><i>shelf-life extension, applicants will be issued a letter of approval only.</i></p>	<p>2.3. Draft the CPR* &amp; CPR attachments. Assign FPA registration number &amp; control number, and encode pertinent details of the product registration to the database.</p>		2 working day/s	<ul style="list-style-type: none"> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	<p>2.4. Check the correctness of the draft CPR* &amp; CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.</p>		4 hour/s	<ul style="list-style-type: none"> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	<p>2.5. Review the application and check the correctness of the CPR* and CPR attachments. Endorse the approval of product registration application.</p>		1 working day/s	<ul style="list-style-type: none"> <li>• Chemist IV; Pesticide Regulations Division</li> <li>• Division Chief; Pesticide Regulations Division</li> </ul>
	<p>2.6. Review the application and endorse the approval of product registration application.</p>		4 hour/s	<ul style="list-style-type: none"> <li>• Deputy Executive Director for Pesticide; Office of the Executive Director</li> </ul>
	<p>2.7. Approve and sign the CPR* &amp; CPR attachments.</p>		30 minute/s	<ul style="list-style-type: none"> <li>• Executive Director III; Pesticide Regulations Division</li> </ul>
	<p>2.8. Receive the signed CPR* &amp; CPR attachments, dry seal, and scan for recording.</p>		4 hour/s	<ul style="list-style-type: none"> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
<p>3. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City  Notes/Instruction: <i>*For registration amendment, applicants will be issued an amended CPR or a letter of approval, depending on the nature of amendment/modification.</i></p>	<p>3. Send the applicant a Notice of Approval and instruction to pick up the *Certificate of Product Registration at FPA PRD. Update the registration database.</p>	None	2 hour/s	<ul style="list-style-type: none"> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
<p>4. Present the Notice of Approval received through email. Receive the accomplished Bill Form. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>4. Issue a duly accomplished Bill Form.</p>	None	20 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Pesticide Regulations Division</li> <li>• Chemist I; Pesticide Regulations Division</li> </ul>
<p>5. Submit the accomplished Bill Form to the Accounting Section Location:</p>	<p>5. Receive the accomplished Bill Form for Registration Fee and issue the Order of Payment to the Cashier.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III, Accounting</li> </ul>

Window 1, 1st Floor, FPA Building, Quezon City				Section; Finance and Administrative Division
6. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: First Floor, Window 2, FPA Bldg.	6. Receive the payment and issue an Official Receipt.	<b>Formula Fees</b> Breakdown: Product Registration Fee	15 minute/s	<ul style="list-style-type: none"> <li>Cashier ; Finance and Administrative Division</li> </ul>
7. Present the Official Receipt to PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	7. Record the payment and Official Receipt number.	None	5 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> </ul>
8. Receive the Certificate of Product Registration and sign the releasing copy of FPA. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Product Registration Fee**

Item	Fees and Charges (in Pesos)
<b>A. Conditional Registration/Renewal (1 year validity)</b>	
Product*	
Category I and II	5,000.00
Category III and IV	3,000.00
Active Ingredient*	
Category I and II	7,000.00
Category III and IV	5,000.00
<b>B. Full Registration/Renewal (3 years validity)</b>	
Product*	
Category I and II	15,000.00
Category III and IV	7,000.00
Active Ingredient*	
Category I and II	20,000.00
Category III and IV	15,000.00
*per source	

## 2. Issuance of Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals

Export permit is being issued to licensed handlers, with corresponding registered products and/or EUP, allowing exportation of technical material, inert ingredient and formulated product. Issuance of export permit is per-product and per-exportation basis.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	FPA-licensed importers who have corresponding product registration and/or EUP approved by FPA and intend to export a registered technical material, inert ingredient, and/or formulated product.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<b>1. Filled out NSW import permit application form</b> (1) Original Copy And (1) Electronic Copy	<b>Agency - Division:</b> Philippine National Single Window - nsw.gov.ph
<b>2. Duly accomplished CAIP log</b> (1) Electronic Copy  Remarks:  CAIP log <a href="https://tinyurl.com/yc5frjz5">https://tinyurl.com/yc5frjz5</a>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at <a href="https://tinyurl.com/yc5frjz5">https://tinyurl.com/yc5frjz5</a>
<b>3. FPA importer or importer-end-user license</b> (1) Electronic Copy	Applicant / Client
<b>4. Certificate of Product Registration or Letter of No Objection to Export from the product registrant</b> (1) Photo Copy And (1) Original Copy	Applicant / Client
<b>5. Supply-Demand Analysis of the products intended to be exported to ensure that exportation is made only after satisfaction of local demand</b> (1) Original Copy And (1) Electronic Copy	Applicant / Client
<b>6. Letter from the relevant regulatory agency of the importing country to justify that the product to be exported is not banned and restricted in the importing country</b> (1) Original Copy And (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required electronic copy of documents through Export Certificate - Supporting Documents. Location:  <a href="https://docs.google.com/forms/d/e/1FAIpQLScd3ttxNEt2AhMKRVmkNCQaqBih_F1D34Nj6GLP4O-g_1ug6w/viewform">https://docs.google.com/forms/d/e/1FAIpQLScd3ttxNEt2AhMKRVmkNCQaqBih_F1D34Nj6GLP4O-g_1ug6w/viewform</a>	1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	5 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>

<p>2. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: Window 2, 1st Floor, FPA Building, Quezon City</p>	<p>2.1. Receive the payment and issue an Official Receipt.</p>	<p><b>Standard Fees</b> Breakdown: Export Permit: PHP 1500</p> <hr/> <p>Total: PHP 1500</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
	<p>2.2. Process the application through the NSW portal.</p>		<p>2 working day/s</p>	<ul style="list-style-type: none"> <li>Administrative Assistant III; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> <li>Senior Agriculturist; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	<p>2.3. Approve applications through the NSW portal.</p>		<p>7 hour/s</p>	<ul style="list-style-type: none"> <li>Deputy Executive Director for Pesticide; Office of the Executive Director</li> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>3. Receive and print the signed certificates through the NSW portal. Location: Philippine National Single Window <a href="http://nsw.gov.ph">nsw.gov.ph</a></p>	<p>3. Update the export database.</p>	<p>None</p>	<p>45 minute/s</p>	<ul style="list-style-type: none"> <li>Administrative Assistant III; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II ; Pesticide Regulations Division</li> </ul>
<p><b>General Remarks</b></p> <ol style="list-style-type: none"> <li>Bulk of applications are being received through the NSW platform. Checking is on a first-come-first-serve basis.</li> <li>The NSW platform will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA.</li> <li>Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000</li> <li>If the released CAIP needs amendment, the applicant shall repeat the above-mentioned application steps.</li> <li>If any discrepancies or issues are identified in the application documents, the working day countdown will pause and will only resume from the date when all requirements are fully met.</li> <li>If the NSW platform is unavailable, CAIP will be processed manually.</li> </ol>				
<p><b>Total Processing Time:</b></p>			<p>Working Days: 3 working day/s</p>	
<p><b>Total Processing Fee:</b></p>			<p>Total Standard Fee: PHP 1500</p>	

### 3. Issuance of Import Permit for Inert Ingredients (Other Certifications)

Import permit for inert ingredients is being issued to licensed handlers, with corresponding registered products, allowing importation of inert ingredients for local formulation of agricultural pesticide products. Issuance of this import permit is per-product and per-importation basis.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	FPA-licensed importers who have corresponding product registration and/or EUP approved by FPA and intend to import an inert ingredient for local formulation of agricultural pesticide product.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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For Standard Requirement	
<b>1. Filled out NSW other certification application form</b> (1) Original Copy And (1) Electronic Copy	<b>Agency - Division:</b> Philippine National Single Window - <a href="https://nsw.gov.ph/">https://nsw.gov.ph/</a>
<b>2. Request letter for certification, indicating the use/purpose</b> (1) Electronic Copy	Applicant / Client
<b>3. Safety Data Sheet (SDS) of the product/substance, if available</b> (1) Electronic Copy	Applicant / Client
<b>4. Product label, if available</b> (1) Electronic Copy	Applicant / Client
<b>5. Proforma invoice</b> (1) Electronic Copy	Applicant / Client
<b>6. FPA importer license</b> (1) Electronic Copy	Applicant / Client
<b>7. Certificate of Product Registration</b> (1) Electronic Copy	Applicant / Client
<b>8. Other documents to support the requested certification</b> (1) Electronic Copy  Remarks: <ul style="list-style-type: none"> <li>Proforma invoice</li> <li>Importer's license</li> <li>Certificate of product registration</li> </ul>	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required electronic copy of documents through Import Certificate for Inert Ingredients. Location:  <a href="https://forms.gle/qusLbxzuCb4RNbpw7">https://forms.gle/qusLbxzuCb4RNbpw7</a>	1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	5 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
2. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location:	2.1. Receive the payment and issue an Official Receipt.	<b>Standard Fees</b> Breakdown: Other Certifications: PHP 350	10 minute/s	<ul style="list-style-type: none"> <li>Cashier; Pesticide Regulations Division</li> </ul>

Window 2, 1st Floor, FPA Building, Quezon City	2.2. Process the application through the NSW portal.	Total: PHP 350	2 working day/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> <li>• Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	2.3. Approve applications through the NSW portal.			7 hour/s
3. Print the signed certificates through the NSW portal. Location:  <div style="border: 1px solid black; padding: 5px; width: fit-content;">         Philippine National Single Window  <a href="http://nsw.gov.ph">nsw.gov.ph</a> </div>	3. Update the CAIP / import database.	None	45 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> </ul>
<b>General Remarks</b> <b>Remarks:</b> <ol style="list-style-type: none"> <li>1. Bulk of applications are being received through the NSW platform. Checking is on a first-come-first-serve basis.</li> <li>2. The NSW platform will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA.</li> <li>3. Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000</li> <li>4. If the released import permit needs amendment, the applicant shall repeat the above-mentioned application steps.</li> <li>5. If any discrepancies or issues are identified in the application documents, the working day countdown will pause and will only resume from the date when all requirements are fully met.</li> <li>6. If the NSW platform is unavailable, certifications will be processed manually.</li> </ol>				
<b>Total Processing Time:</b>		Working Days: 3 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 350		

## 4. Issuance of Certificate Authorizing Importation of Pesticides and Other Agricultural Chemicals (CAIP)

Certificate Authorizing Importation of Pesticides (CAIP) is being issued to licensed handlers, with corresponding registered products and/or EUP, allowing the importation of technical material, inert ingredient, and formulated product. Issuance of CAIP is per-product and per-importation basis.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	FPA-licensed importers who have corresponding product registration and/or EUP approved by FPA and intend to import a registered technical material, inert ingredient, and/or formulated product.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<b>1. Filled out NSW import permit application form</b> (1) Original Copy And (1) Electronic Copy	<b>Agency - Division:</b> Philippine National Single Window - nsw.gov.ph
<b>2. Duly accomplished CAIP log</b> (1) Electronic Copy  Remarks:  CAIP log <a href="https://tinyurl.com/yc5frjz5">https://tinyurl.com/yc5frjz5</a>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at <a href="https://tinyurl.com/yc5frjz5">https://tinyurl.com/yc5frjz5</a>
<b>3. FPA importer or importer-end-user license</b> (1) Electronic Copy	Applicant / Client
<b>4. Certificate of Product Registration, Experimental Use Permit, or Letter of No Objection to Import from the product registrant</b> (1) Electronic Copy	Applicant / Client
<b>5. Proforma Invoice</b> (1) Electronic Copy	Applicant / Client
<b>6. Bill of Lading</b> (1) Electronic Copy  Remarks:  <b>Not applicable for initial importation</b>	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required electronic copy of documents through CAIP Application Supporting Documents. Location:  Link: <a href="https://docs.google.com/forms/d/e/1FAIpQLScd3ttxNEt2AhMKRVmkNCQaqBih_F1D34Nj6GLP4O-g_1ug6w/viewform">https://docs.google.com/forms/d/e/1FAIpQLScd3ttxNEt2AhMKRVmkNCQaqBih_F1D34Nj6GLP4O-g_1ug6w/viewform</a>	1. Check the completeness of the submission, and evaluate the application. If incomplete or erroneous, return the submission.	None	5 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>

<p>2. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: Window 2, 1st Floor, FPA Building, Quezon City</p>	<p>2.1. Receive the payment and issue an Official Receipt.</p>	<p><b>Formula Fees Breakdown: CAIP Issuance</b></p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
	<p>2.2. Process the application through the NSW portal.</p>		<p>2 working day/s</p>	<ul style="list-style-type: none"> <li>Administrative Assistant III; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> <li>Senior Agriculturist; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	<p>2.3. Approve applications through the NSW portal.</p>		<p>7 hour/s</p>	<ul style="list-style-type: none"> <li>Deputy Executive Director for Pesticide; Office of the Executive Director</li> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>3. Receive and print the signed certificates through the NSW portal. Location: Philippine National Single Window <a href="http://nsw.gov.ph">nsw.gov.ph</a></p>	<p>3. Update the CAIP / import database.</p>	<p>None</p>	<p>45 minute/s</p>	<ul style="list-style-type: none"> <li>Administrative Assistant III; Pesticide Regulations Division</li> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II ; Pesticide Regulations Division</li> </ul>
<p><b>General Remarks</b></p> <ol style="list-style-type: none"> <li>Bulk of applications are being received through the NSW platform. Checking is on a first-come-first-serve basis.</li> <li>The NSW platform will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA.</li> <li>Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000</li> <li>If the released CAIP needs amendment, the applicant shall repeat the above-mentioned application steps.</li> <li>If any discrepancies or issues are identified in the application documents, the working day countdown will pause and will only resume from the date when all requirements are fully met.</li> <li>If the NSW platform is unavailable, CAIP will be processed manually.</li> </ol>				
<p><b>Total Processing Time:</b></p>			<p>Working Days: 3 working day/s</p>	
<p><b>Total Processing Fee:</b></p>			<p>Total Standard Fee: None See other fees below</p>	
<p>Formula / Schedule of Fees</p> <p><b>CAIP Issuance</b></p>				

<b>Item</b>	<b>Fees and Charges in Pesos</b>
CAIP Issuance General Use Red-Labeled or Restricted Use	750.00 3,000.00

## 5. Plant/Site Inspection and Sampling

This service is prerequisite to the licensing of importer-end-user, manufacturer, formulator, repacker and extruder. During plant inspection and sampling, FPA Pesticide Audit Team (composed of PRD technical personnel and the FPA consultant) shall evaluate the pesticide facility's compliance with the Occupational Safety requirements of FPA in accordance with Section 5.3 of the FPA *Green Book* 2020 ed.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	Applicants who have to comply with the Occupational Health & Safety Requirements of FPA and have to undergo inspection by the FPA Pesticide Audit Team, in accordance with Section 5.3 of the Pesticide Regulatory Policies and Implementing Guidelines of FPA, regarding the standard and requirements for the safe manufacture of pesticides.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Occupational Health &amp; Safety Program</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><b><i>Compliance with the Occupational Health &amp; Safety Requirements of FPA per Section 5.3 of the FPA Green Book 2020 ed. regarding the standard requirements for the safe manufacture of pesticides</i></b></p>	Applicant / Client
<p><b>2. Medical Health Examinations of Workers</b> (1) Photo Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><b><i>Compliance with the Occupational Health &amp; Safety Requirements of FPA per Section 5.3 of the FPA Green Book 2020 ed. regarding the standard requirements for the safe manufacture of pesticides.</i></b></p>	Applicant / Client
<p><b>3. Certificate of "Fit to work" of Workers</b> (1) Photo Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><b><i>Compliance with the Occupational Health &amp; Safety Requirements of FPA per Section 5.3 of the FPA Green Book 2020 ed. regarding the standard requirements for the safe manufacture of pesticides.</i></b></p>	Applicant / Client
<p><b>4. Other necessary logistics for the site inspection, e.g. transportation, itinerary, etc., if any</b> (1) Original Copy And (1) Electronic Copy</p>	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email the documentary requirements and schedule a plant inspection. Location: Email: <a href="mailto:prd.licensing@fpa.da.gov.ph">prd.licensing@fpa.da.gov.ph</a>	1. Respond to email and coordinate with the FPA Safety Audit and the FPA consultant (medical doctor) for the scheduling. Check availability of FPA vehicle/chauffeur. Finalize the schedule with the applicant.	None	1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
2. Prepare for the plant inspection. Location: Plant Inspection Site	2. Evaluate the submitted Occupational Health & Safety Program. Prepare for the plant inspection.	None	4 hour/s	<ul style="list-style-type: none"> <li>FPA Pesticide Audit Team; Pesticide Regulations Division</li> </ul>

<p>3. Cooperate and respond to the questions and/or remarks. Present records or documents necessary during the inspection. Adhere to the agreed schedule and itinerary. Location: Plant Inspection Site</p>	<p>3. Assess the facility, its operation, workers, and evaluate its compliance to the standards of FPA. Obtain samples of the formulated/repacked/extruded product, if necessary. Adhere to the agreed schedule and itinerary.</p>	None	3 hour/s	<ul style="list-style-type: none"> <li>FPA Pesticide Audit Team; Pesticide Regulations Division</li> </ul>
<p>4. Take note of the recommendations of the FPA Pesticide Regulations Division Inspection Team. Issue Certificate of Appearance for FPA Pesticide Audit Team members. Location: Plant Inspection Site</p>	<p>4.1. Discuss the observations, positive and negative findings, as well as the opportunities for improvement. Request for Certificate of Appearance.</p>	None	30 minute/s	<ul style="list-style-type: none"> <li>FPA Pesticide Audit Team; Pesticide Regulations Division</li> </ul>
	<p>4.2. Write recommendations based on the observations and findings. Submit to the FPA through email.</p>		7 working day/s	<ul style="list-style-type: none"> <li>FPA Consultant; Pesticide Regulations Division</li> </ul>
	<p>4.3. Consolidate the recommendations of the FPA Pesticide Regulations Division Inspection Team members. Prepare the inspection report. Endorse the pesticide samples to FPA LSD for confirmatory analysis, if any.</p>		10 working day/s	<ul style="list-style-type: none"> <li>FPA Pesticide Regulations Division InspectionTeam; Pesticide Regulations Division</li> </ul>
	<p>4.4. Review the inspection report or conforme letter and endorse approval.</p>		4 hour/s	<ul style="list-style-type: none"> <li>Senior Agriculturist; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	<p>4.5. Approve and sign the inspection report.</p>		4 hour/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
	<p>4.6. Issue the signed inspection report to the applicant through email.</p>		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> </ul>
<p><b>Total Processing Time:</b></p>		Working Days: 20 working day/s		
<p><b>Total Processing Fee:</b></p>		Total Standard Fee: None		

## 6. Issuance of License to Operate (New & Renewal)

To ensure safety in handling and use of pesticides, pesticide handlers & drone spraying operators are regulated by means of licensing which requires them to equip themselves with the relevant technical knowledge (through accreditation/certification program of FPA) and to comply with the occupational safety standards of FPA.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2G (Government to Government)
<b>Who may avail:</b>	<p>1. Local companies (i. e. a juridical person created under the Philippine Law) registered by the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by FPA; and</p> <p>2. Local subsidiaries of any foreign-based pesticide company</p> <p>Note: Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under Presidential Decree No. 218 are not allowed to apply for this service.</p>
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. Commercial drone spray operator

##### A.1. Notarized PRD-F1.28 application form

(1) Original Copy And (1) Electronic Copy

Remarks:

**Must indicate valid ID number of Drone Controller/s and Drone Spray Supervisor/s in the application form. No erasures. Any attachment must bear the same notary dry seal.**

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

#### A.2. Latest Financial and Tax Documents

Any of the following:

**A.2.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS)**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

**A.2.B. BIR Certification**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

Remarks:

*if new applicant*

#### A.3. Business Registration

Any of the following:

**A.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

**Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.**

**A.3.B. CDA registration, if cooperative**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

**A.3.C. Certificate of Registration of Business Name, if single proprietorship**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

**A.4. Valid Remotely Piloted Aircraft System (RPAS) Operator Certificate**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Civil Aviation Authority of the Philippines - Licensing and Certification Department of the Flight Standards Inspectorate Service

**A.5. Drone Spray Operation Final Reports (DSFR)**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**For renewal application only**

**A.6. Recommendation from FPA Regional Officer(s) on whether the activities conducted in the areas declared in Drone Spray Operation Final Reports comply with FPA requirements**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** fertilizer and Pesticide Authority - Regional Field Unit

Remarks:

**For renewal application only**

**B. Importer**

**B.1. Notarized PRD-F1.23 application form**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

Remarks:

**Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.**

**B.2. Business Registration**

Any of the following:

*B.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership*

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

*Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*

*B.2.B. CDA registration, if cooperative*

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

*B.2.C. Certificate of Registration of Business Name, if single proprietorship*

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

**B.3. Distributorship Agreement / Third Party Authorization (TPA) from pesticide supplier**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

**B.4. Latest Financial and Tax Documents**

Any of the following:

*B.4.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS)*

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

*B.4.B. BIR Certification*

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

Remarks:

*if new applicant*

**B.5. Certificate of Product Registration**

Any of the following:

B.5.A. Certificate of Product Registration  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

B.5.B. FPA Form No. P-022 with RECEIVED stamp from PRD  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*if CPR is not yet available*

**B.6. Certificate of Warehouse Registration**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

**C. Exporter**

**C.1. Letter of Intent indicating the purpose of export**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**C.2. Notarized PRD-F1.23 application form**

(1) Original Copy And (1) Electronic Copy

Remarks:

**Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.**

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**C.3. Business Registration**

Any of the following:

C.3.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

*Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*

C.3.B. CDA registration, if cooperative  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

C.3.C. Certificate of Registration of Business Name, if single proprietorship  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

**C.4. Latest Financial and Tax Documents**

Any of the following:

C.4.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS)  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

C.4.B. BIR Certification  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

Remarks:

*if new applicant*

**C.5. Supply-Demand Analysis of the products intended to be exported to ensure that exportation is made only after satisfaction of local demand**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**C.6. Letter from the relevant regulatory agency of the importing country to justify that the product to be exported is not banned and restricted in the importing country**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Relevant regulatory agency of the importing country - regulatory agency

**C.7. Certificate of Product Registration**

Any of the following:

C.7.A. *Certificate of Product Registration*  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

C.7.B. *FPA Form No. P-022 with RECEIVED stamp from PRD*  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*if CPR is not yet available*

**D. Indentor or Supplier's local subsidiary/representative**

**D.1. Notarized PRD-F1.23 application form**  
(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

Remarks:

***Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.***

**D.2. Business Registration**

Any of the following:

D.2.A. *SEC registration certificate and Articles of Incorporation, if corporation/partnership*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

*Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*

D.2.B. *CDA registration, if cooperative*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Cooperative Development Authority - Registration Division

D.2.C. *Certificate of Registration of Business Name, if single proprietorship*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Department of Trade and Industry - Regional/Provincial Office

**D.3. Latest Financial and Tax Documents**

Any of the following:

D.3.A. *Latest Income Tax Return (ITR) & Audited Financial Statement (FS)*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Bureau of Internal Revenue - Revenue District Office

D.3.B. *BIR Certification*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Bureau of Internal Revenue - Revenue District Office

Remarks:

*if new applicant*

**D.4. Contract or Certification from the manufacturer/supplier**  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

**E. National distributor**

**E.1. Notarized PRD-F1.24 application form**  
(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

Remarks:

***Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.***

**E.2. Business Registration**

Any of the following:

*E.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

*Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*

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*E.2.B. CDA registration, if cooperative*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Cooperative Development Authority - Registration Division

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*E.2.C. Certificate of Registration of Business Name, if single proprietorship*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Department of Trade and Industry - Regional/Provincial Office

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### **E.3. Latest Financial and Tax Documents**

Any of the following:

*E.3.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS)*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Bureau of Internal Revenue - Revenue District Office

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*E.3.B. BIR Certification*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Bureau of Internal Revenue - Revenue District Office

Remarks:

*if new applicant*

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### **E.4. Certificate of Product Registration**

Any of the following:

*E.4.A. Certificate of Product Registration*  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

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*E.4.B. FPA Form No. P-022 with RECEIVED stamp from PRD*  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*if CPR is not yet available*

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### **E.5. Distributorship Agreement / Third Party Authorization (TPA) from pesticide supplier**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

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### **E.6. Certificate of Warehouse Registration**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

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## **F. Importer-end-user**

### **F.1. Notarized PRD-F1.23 application form**

(1) Original Copy And (1) Electronic Copy

Remarks:

***Must indicate valid ID number of Accredited Responsible Care Officer in the application form. No erasures. Any attachment must bear the same notary dry seal.***

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

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### **F.2. Business Registration**

Any of the following:

*F.2.A. SEC registration certificate and Articles of Incorporation, if corporation/partnership*  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.

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**F.2.B. CDA registration, if cooperative**  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Cooperative Development Authority - Registration Division

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**F.2.C. Certificate of Registration of Business Name, if single proprietorship**  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Department of Trade and Industry - Regional/Provincial Office

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**F.3. Latest Financial and Tax Documents**

Any of the following:

**F.3.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS)**  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Bureau of Internal Revenue - Revenue District Office

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**F.3.B. BIR Certification**  
(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Bureau of Internal Revenue - Revenue District Office

Remarks:

*if new applicant*

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**F.4. Inspection Report from FPA Regional/Provincial Officer**

(1) Photo Copy And (1) Electronic Copy

*Agency - Division:* Fertilizer and Pesticide Authority - Regional Field Unit

Remarks:

1. **Report on inspection facilities**
2. **Recommendation**

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**F.5. Certificate of Warehouse Registration**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*if applicable*

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**F.6. Certificate of Product Registration (CPR)**

Any of the following:

**F.6.A. Certificate of Product Registration (CPR)**  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

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**F.6.B. FPA Form No. P-022 with received stamp from PRD**  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*if CPR is not available*

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**F.6.C. Letter of No Objection from the product registrant**  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*for plantation only*

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**F.7. Authorization letter from the pesticide company who registered the product**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*if end user is not the registrant*

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**F.8. Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) or Certificate of Non- Coverage**  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Department of Environment and Natural Resources - Environmental Management Bureau

**F.9. Occupational Health and Safety Program**  
(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**All research stations are required to have an Occupational Health and Safety Program (OHSP), regardless of the type of products they handle.**

**For plantations, only those handling Category I and cholinesterase-inhibiting products are required to have the OHSP, while plantations not handling these products are exempted from the requirement.**

**F.10. Accomplished Summary Table of Medical Health Examinations and "Fit to Work" Certificates of Workers**  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

Remarks:

**All research stations, regardless of the type of products they handle, are required to submit this summary table. For plantations, only those handling Category I and cholinesterase-inhibiting products are required to comply, while plantations that do not handle these products are exempted.**

**F.11. Signed Inspection Report or Conforme Letter**  
(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Audit Team

**G. Manufacturer, formulator, repacker, extruder**

**G.1. Business Registration**

Any of the following:

*G.1.A. SEC registration and Article of Incorporation, if corporation/partnership*  
(1) Original Copy And (1) Original Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

Remarks:

*Complete copy of the Articles of Incorporation must be provided and the purpose shall state that the business will engage in drone spraying operations for new application. Only SEC registration certificate is required for renewal application.*

*G.1.B. CDA registration, if cooperative*  
(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

*G.1.C. Certificate of Registration of Business Name, if single proprietorship*  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

**G.2. Latest Financial and Tax Documents**

Any of the following:

*G.2.A. Latest Income Tax Return (ITR) & Audited Financial Statement (FS)*  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

*G.2.B. BIR Certification*  
(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

Remarks:

*if new applicant*

**G.3. Inspection Report from FPA Regional/Provincial Officer**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

Remarks:

1. **Report on inspection facilities**
2. **Recommendation**

**G.4. Certificate of Product Registration**

Any of the following:

**G.4.A. Certificate of Product Registration**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

**G.4.B. FPA Form No. P-022 with RECEIVED stamp from PRD**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*if CPR is not yet available***G.5. Certificate of Warehouse Registration**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit**G.6. Letter of Authorization to manufacture/formulate/repack/extrude issued by the pesticide supplier/s**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**G.7. Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) or Certificate on Non-Coverage**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Department of Environment and Natural Resources - Environmental Management Bureau**G.8. Flowchart of the production process/es**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

**G.9. Occupational Health and Safety Program**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

**G.10. Table Summary of Medical Health Examinations and Certificate of "Fit to Work" of Workers**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>**G.11. Annual Capacity Output Summary**

(1) Photo Copy And (1) Electronic Copy

Applicant / Client

**G.12. Signed Inspection Report or Conforme Letter**

(1) Photo Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Audit Team**Sub Situational Requirement/s****G.a. If manufacturer, formulator, extruder****G. a.1. Notarized FPA Form No. PRD-F1.26**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>**G.b. If repacker****G. b.1. Notarized FPA Form No. PRD-F1.27**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email the soft copy of the required documents specified in the checklist of	1. Acknowledge receipt of email and pre-evaluate the correctness of the	None	1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Pesticide</li> </ul>

<p>requirements for pre-evaluation. Location:</p> <p>Email Address: <a href="mailto:prd.licensing@fpa.da.gov.ph">prd.licensing@fpa.da.gov.ph</a> for pre-evaluation.</p> <p>Notes/Instruction:</p> <p><i>If the submission has deficiency or other concerns, inform the applicant. Applicant must submit the lacking requirements.</i></p>	<p>submission. Send an email response to the applicant.</p>			<p>Regulations Division</p> <ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> </ul>
<p>2. Secure an appointment with PRD and submit the required original and photocopy of the documents specified in the checklist of requirements. the checklist of requirements Location:</p> <p><i>Appointment</i> Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p> <p>Notes/Instruction:</p> <p><i>If submission is incomplete, return the submission.</i></p>	<p>2. Confirm the appointment, receive and check completeness of the submission.</p>	None	30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>
<p>3. Receive the accomplished Bill Form Location:</p> <p>1st Floor, Pesticide Regulations Division, FPA Bldg.</p>	<p>3. Issue a duly accomplished Bill Form.</p>	None	20 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>
<p>4. Submit the accomplished Bill Form to the Accounting Section. Location:</p> <p>First Floor, Window 1, FPA Bldg., Quezon City</p>	<p>4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Finance and Administrative Division</li> </ul>
<p>5. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location:</p> <p>Window 2, First Floor, FPA Bldg., Quezon City</p>	<p>5. Receive the payment and issue an Official Receipt.</p>	<p><b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000</p>	15 minute/s	<ul style="list-style-type: none"> <li>• Cashier; Finance and Administrative Division</li> </ul>
<p>6. Present the Official Receipt to PRD and secure the receiving copy. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction:</p> <p><i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p>	<p>6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>
	<p>6.2. Update the monitoring log/database by recording the pertinent details of the submission.</p>		30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>

	6.3. Evaluate the application and the submitted documents. Endorse approval or disapproval based on final assessment.		2 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>
	6.4. Prepare and print the license. Assign license number & control number, and encode pertinent details of the product registration to the database. Accomplish Tracking Form for monitoring of transmittal.		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>
	6.5. Review and application and check the correctness of the printed license.		4 hour/s	<ul style="list-style-type: none"> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
	6.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of license application.		4 hour/s	<ul style="list-style-type: none"> <li>• Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	6.7. Review the application and endorse the approval of license application.		4 hour/s	<ul style="list-style-type: none"> <li>• Deputy Executive Director for Pesticide; Office of the Executive Director</li> </ul>
	6.8. Approve and sign the license.		4 hour/s	<ul style="list-style-type: none"> <li>• Executive Director III; Office of the Executive Director</li> </ul>
	6.9. Receive the signed licenses, dry seal, and scan for record keeping.		2 hour/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>
7. Receive notice of approval and instructions on how to pick up license/s. Location:  Email: <a href="mailto:prd.licensing@fpa.da.gov.ph">prd.licensing@fpa.da.gov.ph</a>	7. Send the applicant a Notice of Approval and instruction to pick up the license/s. Update the license database.	None	3 hour/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Agriculturist I; Pesticide Regulations Division</li> </ul>
8. Present the Notice of Approval received through email. Receive the accomplished Bill Form. Location:  Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Issue a duly accomplished Bill Form for new applications.	None	15 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Pesticide Regulations Division</li> <li>• Chemist I; Pesticide Regulations Division</li> </ul>
9. Submit the accomplished Bill Form to the Accounting Section Location:  Window 1, 1st Floor, FPA Building, Quezon City	9. Receive the accomplished Bill Form and issue the Order of Payment to the Cashier.	None	10 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Finance and Administrative Division</li> </ul>

10. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: Window 2, 1st Floor, FPA Building, Quezon City	10. Receive the payment and issue an Official Receipt.	<b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	10 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
11. Present the Official Receipt to PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	11. Record the payment and Official Receipt number.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
12. Receive the license and sign the releasing copy of FPA. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	12. Release the license and secure the signed releasing copy.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000**

Item	Fees and Charges in Pesos
Licensing of Fertilizer and Pesticide Handlers, Commercial Drone Spray Operators <sup>a</sup>	
Fertilizer and Pesticide Handlers other than dealers (annually)	
Over ₱ 5M capitalization	
First activity	8,500.00
Additional activity	5,000.00
₱1M to ₱5M capitalization	
First activity	5,500.00
Additional activity	4,000.00
₱500,000 to ₱1M capitalization	
First activity	4,000.00
Additional activity	2,000.00
₱500,000 & below capitalization	
First activity	2,000.00
Additional activity	1,000.00
Filing fee (per activity) for new applications	
Manufacturer	7,500.00
Formulator, Repacker, Extruder	7,500.00
Importer-End-Users	7,500.00
Other activities <sup>b</sup>	2,000.00
<sup>a</sup> Commercial drone spray operator: Php 25,500 per FPA Memorandum Circular No. 25, 2024 (valid for three years)	
<sup>b</sup> Commercial drone spray operator: Php 2,000 per FPA Memorandum Circular No. 25, 2024	

## 7. Pesticide Confirmatory Analysis (For Field Monitoring)

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient content of products is within the declared specifications.

Test results from FPA Laboratory Services Division and other FPA-recognized laboratories are evaluated based on FAO-WHO guidelines on pesticide specifications.

<b>Office or Division:</b>	Pesticide Regulations Division			
<b>Category:</b>	External Service			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B (Government to Business)			
<b>Who may avail:</b>	FPA Regional and Provincial Officers who are submitting pesticide samples for confirmatory analysis, for post-registration product quality monitoring and other regulatory purposes.			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Standard Requirement</b>				
<b>1. Laboratory test reports</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Laboratory Services Division or Recognized laboratories		
<b>2. Request letter from the FPA Regional or Provincial Officer or a written order from the Office of the Executive Director</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Laboratory Services Division or Recognized laboratories		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Notify PRD through <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> that sample has been submitted to the FPA Laboratory Services Division (LSD) or to other FPA-recognized laboratory for confirmatory analysis. Include the details such as sample code, date of submission, and specify reason for requesting confirmatory analysis. Location: Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a>	1.1. Receive letter request and laboratory test results (original or scanned copy) from LSD or other FPA-recognized laboratories.	None	30 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	1.2. Evaluate the laboratory test results based on the FPA registration database/records. Encode pertinent details of the evaluation to the database.		5 working day/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	1.3. Prepare, print and sign the evaluation report.		1 working day/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	1.4. Check the correctness of the evaluation report and sign.		3 hour/s	<ul style="list-style-type: none"> <li>Chemist IV; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	1.5. Consolidate and scan the signed evaluation for record keeping.		30 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
2. Receive scanned copy of evaluation report through email. Location: Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a>	2. Issue the scanned copy of evaluation report to the applicant through email.	None	4 hour/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		

**Total Processing Fee:**

Total Standard Fee: None

## 8. Pesticide Confirmatory Analysis (For Product Registration)

Pesticide confirmatory analysis is one of the product registration requirements of FPA to ensure that the active ingredient content of products is within the declared specifications.

Test results from FPA Laboratory Services Division and other FPA-recognized laboratories are evaluated based on FAO-WHO guidelines on pesticide specifications.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Applicants who are complying with the required pesticide confirmatory analysis for product registration and have received the laboratory test reports from the FPA Laboratory Services Division or other FPA-recognized laboratories.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Laboratory test reports</b> (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Laboratory Services Division or Recognized laboratories
<b>2. Certificate of composition</b> (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division
<b>3. Results of the 5-batch analysis</b> (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Notify PRD through <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> that sample has been submitted to the FPA Laboratory Services Division (LSD) or to other FPA-recognized laboratory for confirmatory analysis. Include the details such as sample code, date of submission, and specify reason for requesting confirmatory analysis. Location:  Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a>	1.1. Receive the laboratory test results (original or scanned copy) from LSD or other FPA-recognized laboratories.	None	30 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	1.2. Evaluate the laboratory test results based on the declared product specifications. Encode pertinent details of the evaluation to the database.		5 working day/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	1.3. Prepare, print and sign the evaluation report.		1 working day/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>
	1.4. Check the correctness of the evaluation report and sign.		3 hour/s	<ul style="list-style-type: none"> <li>Chemist IV; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	1.5. Consolidate and scan the signed evaluation for record keeping.		30 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> </ul>

<p>2. Receive notification. Location:</p> <p>Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a></p>	<p>2. Notify the applicant if the confirmatory analysis result does not meet requirements.</p>	<p>None</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> </ul>
<p><b>Total Processing Time:</b></p>		<p>Working Days: 7 working day/s</p>		
<p><b>Total Processing Fee:</b></p>		<p>Total Standard Fee: None</p>		

## 9. Shelf Life Extension

**Batch Shelf Life Extension** refers to the process of extending the shelf life of a specific batch of expired products or products nearing expiration.

**Regulatory Shelf Life Extension** refers to the process of extending the product's overall shelf life. Longer shelf life is established for the formulated product and applies to all its manufactured batches.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	FPA-licensed registrants with valid product registrations who wish to extend the shelf life of a specific batch or the product overall.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. Pesticide Data Evaluation for Batch Shelf Life Extension</b>	
<b>A.1. Appointment confirmation</b> (1) Original Copy Or (1) Electronic Copy  Remarks:  <i>Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></i>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a>
<b>A.2. Letter of intent</b> (1) Original Copy And (1) Electronic Copy  Remarks:	Applicant / Client
<b>A.3. Supporting documents</b> (1) Original Copy And (1) Electronic Copy  Remarks: <ol style="list-style-type: none"> <li>1. <b>Certificate of Analysis (COA) of product at Day 0 (following CIPAC MT 46.4)</b></li> <li>2. <b>Certificate of Analysis (COA) of product at Day 14 or depending on the storage conditions used in the study (following CIPAC MT 46.4)</b></li> </ol>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Recognized laboratory
<b>A.4. Phase-out and phase-in plan</b> (1) Original Copy And (1) Electronic Copy  Remarks:	Applicant / Client
<b>B. Pesticide Data Evaluation for Regulatory Shelf Life Extension</b>	
<b>B.1. Appointment confirmation</b> (1) Original Copy Or (1) Electronic Copy  Remarks:  <i>Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></i>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division via Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a>
<b>B.2. Letter of intent</b> (1) Original Copy And (1) Electronic Copy  Remarks:	Applicant / Client
<b>B.3. Supporting documents</b> (1) Original Copy And (1) Electronic Copy  Remarks:  <b>Complete storage stability study reports (accelerated storage tests and/or real-time storage tests)</b> <b>Secure from Applicant, manufacturer, formulator</b>	Applicant / Client
<b>B.4. Phase-out and phase-in plan</b> (1) Original Copy And (1) Electronic Copy  Remarks:	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit soft copy of application to <a href="mailto:fpa.prd.generic@gmail.com">fpa.prd.generic@gmail.com</a> and secure an appointment with PRD through <a href="https://tinyurl.com/prdappointment">https://tinyurl.com/prdappointment</a> Location: Email: <a href="mailto:fpa.prd.generic@gmail.com">fpa.prd.generic@gmail.com</a></p> <p>Appointment Link: <a href="https://tinyurl.com/prdappointment">https://tinyurl.com/prdappointment</a></p>	1. Confirm the appointment.	None	5 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	2. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	25 minute/s	<ul style="list-style-type: none"> <li>Chemist II; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>3. Submit the accomplished Bill Form to the Accounting Section Location: Window 1, 1st Floor, FPA Building, Quezon City</p>	3. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Finance and Administrative Division</li> </ul>
<p>4. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: Window 2, 1st Floor, FPA Building, Quezon City</p>	4. Receive the payment and issue an Official Receipt.	<p><b>Standard Fees</b> Breakdown: Per product, per batch: PHP 4000</p> <hr/> <p>Total: PHP 4000</p>	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>5. Present the Official Receipt to PRD and secure the receiving copy. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction: <i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p>	5.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	20 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	5.2. Update the monitoring log/database by recording the pertinent details of the submission.		40 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	5.3. Do preliminary evaluation and prepare the dossiers for submission to Pesticide Registration Technical Evaluator (PRTE).		1 working day/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	5.4. Email the soft copy of the dossiers to the respective PRTE through email, and update the evaluation monitoring log/database.		2 hour/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> </ul>

	5.5. Evaluate the dossiers, make recommendations, and prepare an evaluation report.		15 working day/s	<ul style="list-style-type: none"> <li>• Pesticide Regulatory Technical Evaluators; Pesticide Regulations Division</li> </ul>
	5.6. Evaluate the application based on the evaluation reports and laboratory test results. Update the evaluation monitoring log/database. Endorse approval or disapproval based on final assessment.		2 working day/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	5.7. Draft the letter of approval and encode pertinent details of the product registration to the database.		2 hour/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	5.8. Check the correctness of the draft letter of approval and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.		2 hour/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	5.9. Review the application and check the correctness of the letter of approval. Endorse the approval of the application.		2 hour/s	<ul style="list-style-type: none"> <li>• Chemist IV; Pesticide Regulations Division</li> <li>• Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	5.10. Review the application and endorse the approval of the application.		1 hour/s	<ul style="list-style-type: none"> <li>• Deputy Executive Director for Pesticide; Office of the Executive Director</li> </ul>
	5.11. Approve and sign the letter of approval.		1 hour/s	<ul style="list-style-type: none"> <li>• Executive Director III; Office of the Executive Director</li> </ul>
	5.12. Receive the signed letter of approval, dry seal, and scan for recording.		1 hour/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
6. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	6. Send the applicant a Notice of Approval and instruction to pick up the letter of approval at FPA PRD. Update the registration database.	None	2 hour/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
7. Present the Notice of Approval received through email. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	7. Retrieve the Letter of Approval and prepare the releasing copy.	None	30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Pesticide Regulations Division</li> <li>• Chemist I; Pesticide Regulations Division</li> </ul>
8. Receive the Letter of Approval and sign the releasing copy of FPA. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Release the Letter of Approval and secure the signed releasing copy.	None	30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Pesticide Regulations Division</li> <li>• Chemist I; Pesticide</li> </ul>

**Total Processing Time:**

Working Days: 20 working day/s

**Total Processing Fee:**

Total Standard Fee:  
PHP 4000

## 10. Amendment and Transfer of Product Registration

This service covers the following type of applications:

1. Transfer of product registration from one company to another company
2. Amendment of product registration which does not require data evaluation by Pesticide Registration Technical Evaluators (PRTE) e.g., change of company address, change of brand name, etc.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	FPA-licensed product registrants who are applying for: <ol style="list-style-type: none"> <li>1. Transfer of product registration from one company to another company</li> <li>2. Amendment of product registration which does not require data evaluation by Pesticide Registration Technical Evaluators (PRTE) e.g., change of company address, change of brand name, etc.</li> </ol>
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<p><b>1. Appointment confirmation</b> (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks: <i>Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>
<p><b>2. Letter of intent</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks: <i>Addressed to the FPA Executive Director &amp; signed by the applicant's company representative.</i></p>	<p>Applicant / Client</p>
<p><b>3. Notarized P-012 application form</b> (1) Original Copy And (1) Electronic Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>4. Notarized P-022 application form</b> (1) Original Copy And (1) Electronic Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>5. Authorization letter, or letter of business transfer</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks: <i>Issued by the product's manufacturer/formulator/owner, etc. allowing the applicant to amend or transfer the product registration.</i></p>	<p>Applicant / Client</p>
<p><b>6. Certificate of Product Registration &amp; CPR attachments of the original product registration (latest)</b> (1) Photo Copy And (1) Electronic Copy</p> <p>Remarks: <i>If product has more than one CPR, submit all.</i></p>	<p>Applicant / Client</p>
<p><b>7. FPA-approved product label of original product registered</b> (1) Photo Copy And (1) Electronic Copy</p> <p>Remarks: <i>Secure from Original Registrant</i></p>	<p>Applicant / Client</p>

**8. Proposed product label of the product to be registered**

(3) Original Copy And (3) Electronic Copy

Applicant / Client

**9. Letter of no objection issued by the original product registrant**

(1) Original Copy

Applicant / Client

Remarks:

**Required only for transfer of product registration  
Secure from Original Registrant****10. Product Stewardship Program Proposal**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- **Required only for transfer of product registration**
- **Signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer**

**11. Other reference documents**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- **Required only for product registration amendment**
- **As applicable, depending on the type of amendment or modification**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit soft copy of application to <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> or <a href="mailto:fpa.prd.generic@gmail.com">fpa.prd.generic@gmail.com</a> and secure an appointment with PRD through Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Location:</p> <p>Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> or <a href="mailto:fpa.prd.generic@gmail.com">fpa.prd.generic@gmail.com</a></p> <p><b>Appointment Link</b> <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>	1. Confirm the appointment.	None	30 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> </ul>
<p>2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction:</p> <p><i>If submission is incomplete, return the dossiers.</i></p>	2. Receive and check the completeness of the submission.	None	20 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> </ul>
<p>3. Submit the accomplished Bill Form to the Accounting Section. Location:</p> <p>Window 1, 1st Floor, FPA Building, Quezon City</p>	3. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Finance and Administrative Division</li> </ul>
<p>4. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location:</p> <p>Window 2, 1st Floor, FPA Building, Quezon City</p>	4. Receive the payment and issue an Official Receipt.	<p><b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000</p>	15 minute/s	<ul style="list-style-type: none"> <li>• Cashier; Finance and Administrative Division</li> </ul>
<p>5. Present the Official Receipt to PRD and secure the receiving copy. Location:</p>	5.1. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	10 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide</li> </ul>

<p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction:</p> <p><i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p> <p><i>*For registration amendment, applicants will be issued an amended CPR or a letter of approval, depending on the nature of amendment/modification.</i></p>	<p>5.2. Update the monitoring log/database by recording the pertinent details of the submission.</p> <p>5.3. Evaluate the application and the proposed product label and product stewardship program, and other documents. Endorse approval or disapproval based on final assessment.</p> <p>5.4. Draft the *CPR &amp; CPR attachments. Assign FPA registration number &amp; control number, and encode pertinent details of the product registration to the database.</p> <p>5.5. Check the correctness of the draft *CPR &amp; CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.</p> <p>5.6. Review the application and check the correctness of the *CPR and CPR attachments. Endorse the approval of product registration application.</p> <p>5.7. Review the application and endorse the approval of product registration application.</p> <p>5.8. Approve and sign the *CPR &amp; CPR attachments.</p> <p>5.9. Receive the signed *CPR &amp; CPR attachments, dry seal, and scan for recording.</p>			<p>Regulations Division</p> <ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> <li>Chemist IV; Pesticide Regulations Division Chief Agriculturist; Pesticide Regulations Division</li> <li>Deputy Executive Director for Pesticide; Office of the Executive Director</li> <li>Executive Director III; Office of the Executive Director</li> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>6. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>6. Send the applicant a Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.</p>	None	3 hour/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>7. Present the Notice of Approval received through email. Receive the accomplished Bill Form. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>7. Issue a duly accomplished Bill Form for Registration Fee.</p>	None	20 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
<p>8. Submit the accomplished Bill Form to the Accounting Section Location: Window 1, 1st Floor, FPA Building, Quezon City</p>	<p>8. Receive the accomplished Bill Form and issue the Order of Payment to the Cashier.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Finance and Administrative Division</li> </ul>

9. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: Window 2, 1st Floor, FPA Building, Quezon City	9. Receive the payment and issue an Official Receipt.	<b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
10. Present the Official Receipt to PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	10. Record the payment and Official Receipt number.	None	5 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
11. Receive the Certificate of Product Registration and sign the releasing copy of FPA. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	11. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000**

Item	Fees and Charges in Pesos
<b>*Transfer of Product Registration – Filing Fee</b>	
Active Ingredient <sup>1</sup>	4,500.00
Product <sup>1</sup>	3,000.00
<b>**Transfer of Product Registration - Registration Fee</b>	
1. Conditional Registration/Renewal (1-year validity)	
Product	
Category I and II	5,000.00
Category III and IV	3,000.00
Active Ingredient	
Category I and II	7,000.00
Category III and IV	5,000.00
2. Full Registration/Renewal (3-year validity)	
Product	
Category I and II	15,000.00
Category III and IV	7,000.00
Active Ingredient	
Category I and II	20,000.00
Category III and IV	15,000.00
<b>***Amendment Certifications<sup>2</sup></b>	750
<b>*Filing fee for transfer of product registration</b>	
<sup>1</sup> per source	
<b>**Registration fee for transfer of product registration</b>	

***Filing fee for amendment of product registration (without data evaluation)	
2 per product, per certificate	

# 11. Renewal of Product Registration

This service refers to the renewal of expired Certificate of Product Registration. This covers all products and all types of product registration.

Renewal of registration may be filed for pre-evaluation within three (3) to four (4) months before its expiry date. Application for renewal filed within one (1) month after expiry date of its registration shall be subjected to 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge, every year.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	FPA-licensed product registrants who are applying for product registration renewal. (CPRs not expiring within 3 months will not be accepted yet.)
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Appointment confirmation</b> (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks:</p> <p>Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>
<p><b>2. Notarized application form</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><b>No erasures. Any attachment must bear the same notary dry seal.</b></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>3. Certificate of Product Registration &amp; CPR attachments (latest)</b> (1) Photo Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><i>If the product has more than one CPR, submit all.</i></p>	<p>Applicant / Client</p>
<p><b>4. Actual product label of the smallest pack size</b> (2) Original Copy And (2) Electronic Copy</p>	<p>Applicant / Client</p>
<p><b>5. Product Stewardship Annual Report</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <ul style="list-style-type: none"> <li>Based on page 146 of FPA Green Book 2020</li> <li>signed by the applicant's company representative or the applicant's Accredited Responsible Care Officer (ARCO)</li> </ul>	<p>Applicant / Client</p>
<p><b>6. Notarized Third-Party Authorization Letter</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <ul style="list-style-type: none"> <li>Required only if renewing product registration under TPA</li> <li>No erasures. Any attachment must bear the same notary dry seal. Secure from Original Registrant</li> </ul>	<p>Applicant / Client</p>
<p><b>7. Certificate of Product Registration &amp; CPR attachments of the original product registration (latest)</b> (1) Photo Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><b>Required only if renewing product registration under TPA</b> <b>Secure from Original Registrant</b></p>	<p>Applicant / Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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<p>1. Email the soft copy of the required documents specified in the checklist of requirements within three to four months before the expiry date. Location: Email: <a href="mailto:fpa_prd.renewalreg@gmail.com">fpa_prd.renewalreg@gmail.com</a> Notes/Instruction: <i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p>	<p>1. Acknowledge receipt of email and pre evaluate the correctness of the submission. Send email response to applicant with instructions to submit the required original and photocopy of documents to FPA Central Office (PRD), including the amount of fees to be paid.</p>	None	5 working day/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
<p>2. Secure an appointment with PRD Location: <i>Appointment</i> Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Notes/Instruction: <i>If submission is incomplete, return the dossiers.</i></p>	<p>2. Confirm the appointment.</p>	None	5 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
<p>3. Present the appointment confirmation at the PRD receiving desk and submit the required original and photocopy of the documents specified in the checklist of requirements. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>3. Receive and check completeness of the submission. If submission is incomplete, return the submission.</p>	None	5 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
<p>4. Receive the accomplished Bill Form. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>4. Issue a duly accomplished Bill Form.</p>	None	20 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
<p>5. Submit the accomplished Bill Form to the Accounting Section Location: Window 1, 1st Floor, FPA Building, Quezon City</p>	<p>5. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Finance and Administrative Division</li> </ul>
<p>6. Pay the corresponding fee to the Cashier (First Floor, Window 2) and secure the Official Receipt. Location:</p>	<p>6. Receive the payment and issue an Official Receipt.</p>	<p><b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges</p>	15 minute/s	<ul style="list-style-type: none"> <li>• Cashier; Finance and Administrative Division</li> </ul>

Window 2, 1st Floor, FPA Building, Quezon City		Pursuant to Administrative Order No. 13, Series of 2000		
<p>7. Present the Official Receipt to PRD and secure the receiving copy. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction: <i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p>	7.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
	7.2. Update the monitoring log/database by recording the pertinent details of the submission.		20 minute/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
	7.3. Draft the CPRs & CPR attachments. Assign FPA registration number & control number, and encode pertinent details of the product registration to the database.		2 working day/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
	7.4. Assess the application and check the correctness of the draft CPRs & CPR attachments. Evaluate the product label and annual report on product stewardship. Endorse approval or disapproval based on final assessment.		10 working day/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Agriculturist II; Pesticide Regulations Division</li> <li>• Senior Agriculturist; Pesticide Regulations Division</li> </ul>
	7.5. Finalize and print CPR and CPR attachments. Accomplish Tracking Form for monitoring of transmittal.		5 hour/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide</li> </ul>

				<ul style="list-style-type: none"> <li>Regulations Division</li> <li>Senior Agriculturist; Pesticide Regulations Division</li> </ul>
	7.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of product registration application.		4 hour/s	<ul style="list-style-type: none"> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	7.7. Review the application and endorse the approval of the product registration application.		4 hour/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Pesticide; Office of the Executive Director</li> </ul>
	7.8. Approve and sign the CPR & CPR attachments.		4 hour/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
	7.9. Receive the signed CPR & CPR attachments, dry seal, and scan for recording.		2 hour/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> <li>Senior Agriculturist; Pesticide Regulations Division</li> </ul>
8. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Send the applicant a Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Update the registration database.	None	3 hour/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> <li>Agriculturist II; Pesticide Regulations Division</li> <li>Senior Agriculturist; Pesticide Regulations Division</li> </ul>
9. Present the Notice of Approval received through email. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	9. Retrieve the Certificate of Product Registration and prepare the receiving copy.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
10. Receive the Certificate of Product Registration and/or license and sign the releasing copy of FPA. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	10. Release the Certificate of Product Registration and/or license and secure the signed releasing copy.	None	15 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		

**Total Processing Fee:**

Total Standard Fee: None

See other fees below

## Formula / Schedule of Fees

**Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000**

Item	Fees and Charges in Pesos
Conditional Registration/Renewal (Annually)	
Product <sup>1</sup>	
Category I and II	5,000.00
Category III and IV	3,000.00
Active Ingredient <sup>1</sup>	
Category I and II	7,000.00
Category III and IV	5,000.00
Full Registration/Renewal (3 years validity)	
Product <sup>1</sup>	
Category I and II	15,000.00
Category III and IV	7,000.00
Active Ingredient <sup>1</sup>	
Category I and II	20,000.00
Category III and IV	15,000.00
<sup>1</sup> per source	

## 12. Issuance of Certificate of Product Registration (Product Registration Under Third-Party Authorization)

This service covers the applications for product registration under an agreement between two (2) companies, the primary registrant who issues the Third-Party Authorization (TPA), and the company who receives the TPA, where the latter is:

1. authorized to cite a proprietary data owned by the primary registrant or its supplier; and
2. authorized to sell/distribute a product that is originally registered by the primary registrant

Product registration under third-party authorization is allowed only for pesticide products with full registration.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	<p>Local *companies or local subsidiaries of any foreign-based pesticide company who are applying for product registration under Third-Party Authorization (TPA)</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>*Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines</li> <li>Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under <i>Presidential Decree no. 218</i> are not allowed to apply for this service.</li> </ul>
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Appointment confirmation</b> (1) Original Copy Or (1) Electronic Copy  Remarks:  Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a>	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a>
<b>2. Notarized P-012 application form</b> (1) Original Copy And (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>3. Notarized P-022 application form</b> (1) Original Copy And (1) Electronic Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>4. Notarized Third Party Authorization (TPA) letter</b> (1) Original Copy And (1) Electronic Copy	Applicant / Client
<b>5. Certificate of Product Registration (CPR) &amp; CPR attachments of the original product registration – latest, valid</b> (1) Photo Copy And (1) Electronic Copy	Applicant / Client
<b>6. FPA-approved product label of the original product</b> (1) Photo Copy And (1) Electronic Copy	Applicant / Client
<b>7. Proposed product label of the product to be registered</b> (3) Photo Copy And (3) Electronic Copy	Applicant / Client
<b>8. Safety Data Sheet (SDS)</b> (1) Original Copy And (1) Electronic Copy	Applicant / Client
<b>9. Product Stewardship Program</b> (1) Original Copy And (1) Electronic Copy	Applicant / Client
<b>10. Certificate of Product Registration &amp; CPR attachments of the existing registered source/s</b> (1) Photo Copy And (1) Electronic Copy	Applicant / Client

Remarks:

**Required only for registration of additional source under TPA**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit soft copy of application to <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> and secure an appointment with PRD through Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Location:</p> <p>Email: <a href="mailto:fpa_prd.tpa@gmail.com">fpa_prd.tpa@gmail.com</a> <i>Appointment Link</i> <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>	<p>1. Pre-assess to check completeness of the submission. Confirm the appointment if the submission is complete.</p>	None	5 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
<p>2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction:</p> <p><i>If submission is incomplete, return the dossiers.</i></p>	<p>2. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.</p>	None	25 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
<p>3. Receive the accomplished Bill Form. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>3. Issue a duly accomplished Bill Form.</p>	None	20 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
<p>4. Submit the accomplished Bill Form to the Accounting Section. Location:</p> <p>Window 1, 1st Floor, FPA Building, Quezon City</p>	<p>4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Finance and Administrative Division</li> </ul>
<p>5. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location:</p> <p>Window 2, 1st Floor, FPA Building, Quezon City</p>	<p>5. Receive the payment and issue an Official Receipt.</p>	<p><b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000</p>	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>6. Present the Official Receipt to PRD and secure the receiving copy. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction:</p> <p><i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p>	<p>6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.</p>	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
	<p>6.2. Update the monitoring log/database by recording the pertinent details of the submission.</p>		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
	<p>6.3. Assess the application and evaluate the proposed product label and product stewardship program. Endorse approval or disapproval based on final assessment.</p>		15 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
	<p>6.4. Draft the CPR &amp; CPR attachments. Assign FPA registration number &amp; control number, and encode pertinent details of the product registration to the database.</p>		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>

	6.5. Check the correctness of the draft CPR & CPR attachments and finalize for printing. Accomplish Tracking Form for monitoring of transmittal.		4 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
	6.6. Review the application and check the correctness of the CPR and CPR attachments. Endorse the approval of product registration application.		4 hour/s	<ul style="list-style-type: none"> <li>Chemist IV; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	6.7. Review the application and endorse the approval of product registration application.		4 hour/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Pesticide; Office of the Executive Director</li> </ul>
	6.8. Approve and sign the CPR & CPR attachments.		4 hour/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
	6.9. Receive the signed CPR & CPR attachments, dry seal, and scan for recording.		2 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
7. Receive Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	7. Send the applicant a Notice of Approval and instruction to pick up the Certificate of Product Registration at FPA PRD.	None	3 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Pesticide Regulations Division</li> </ul>
8. Present the Notice of Approval received through email. Receive the accomplished Bill Form. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	8. Issue a duly accomplished Bill Form.	None	20 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>
9. Submit the accomplished Bill Form to the Accounting Section. Location: Window 1, 1st Floor, FPA Building, Quezon City	9. Receive the accomplished Bill Form and issue the Order of Payment to the Cashier.	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Finance and Administrative Division</li> </ul>
10. Pay the corresponding fee to the Cashier and secure the Official Receipt Location: Window 2, 1st Floor, FPA Building, Quezon City	10. Receive the payment and issue an Official Receipt.	<b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
11. Present the Official Receipt to PRD. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	11. Record the payment and Official Receipt number.	None	5 minute/s	<ul style="list-style-type: none"> <li>Agriculturist I; Pesticide Regulations Division</li> <li>Chemist I; Pesticide Regulations Division</li> </ul>

12. Receive the Certificate of Product Registration and sign the releasing copy of FPA. Location:  Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	12. Release the Certificate of Product Registration and secure the signed releasing copy.	None	5 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist I; Pesticide Regulations Division</li> <li>• Chemist I; Pesticide Regulations Division</li> </ul>
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<b>Total Processing Time:</b>	Working Days: 20 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None  See other fees below

Formula / Schedule of Fees

**Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000**

Item	Fees and Charges in Pesos
New Applications – Filing Fee	
Active Ingredient <sup>1</sup>	4,500.00
Product <sup>1</sup>	3,000.00
Registration Fee	
Product <sup>1</sup>	
Category I and II	15,000.00
Category III and IV	7,000.00
Active Ingredient <sup>1</sup>	
Category I and II	20,000.00
Category III and IV	15,000.00
<sup>1</sup> per source	
<sup>2</sup> per product	

## 13. Amendment of Experimental Use Permit (EUP)

This service covers the ff. type of amendments:

1. Amendment in EUP which does not require data evaluation by the Pesticide Registration Technical Evaluator (PRTE) e.g., change of trial location, change of trial duration, change of FPA accredited researcher etc.
2. Amendment in the trial protocol, particularly in EUP II & III.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Applicants who intend to amend the approved Experimental Use Permit (EUP).
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<p><b>1. Appointment confirmation</b> (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks:</p> <p>Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>
<p><b>2. Letter of intent</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><b>Addressed to the FPA Executive Director &amp; signed by the applicant's company representative</b></p>	<p>Applicant / Client</p>
<p><b>3. Application Form</b></p> <p>Any of the following:</p> <p><b>3.A. Notarized P-001 form - for EUP 1A &amp; 1B</b> (1) Original Copy And (1) Electronic Copy</p> <p><b>3.B. Notarized P-002 form - for EUP II &amp; III</b> (1) Original Copy And (1) Electronic Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p> <p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>4. Other reference documents</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <ul style="list-style-type: none"> <li>• <b>Required only for EUP amendment</b></li> <li>• <b>As applicable, depending on the type of amendment or modification</b></li> </ul>	<p>Applicant / Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit soft copy of application to <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> and secure an appointment with PRD through Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Location:</p> <p>Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>	<p>1. Confirm the appointment.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>

<p>2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>2. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.</p>	None	25 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>3. Receive the accomplished Bill Form. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	<p>3. Issue a duly accomplished Bill Form.</p>	None	20 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>4. Submit the accomplished Bill Form to the Accounting Section. Location: Window 1, 1st Floor, FPA Building, Quezon City</p>	<p>4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Finance and Administrative Division</li> </ul>
<p>5. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: Window 2, 1st Floor, FPA Building, Quezon City</p>	<p>5. Receive the payment and issue an Official Receipt.</p>	<p><b>Standard Fees</b> Breakdown: Amendment Fee: PHP 750</p> <hr/> <p>Total: PHP 750</p>	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>6. Present the Official Receipt to PRD and secure the receiving copy. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction: <i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p>	<p>6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.</p>	None	10 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	<p>6.2. Update the monitoring log/database by recording the pertinent details of the submission.</p>		30 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	<p>6.3. Review the submitted documents and evaluate the application. If the submission has data gap/s, inform the applicant through email. Applicants must submit address the data gaps. Endorse approval or disapproval based on final assessment.</p>		1 working day/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	<p>6.4. Assign EUP code and input pertinent details of the EUP to the database. Draft and print EUP/s.</p>		2 working day/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	<p>6.5. Check the correctness of the printed EUP. Accomplish Tracking Form for monitoring of transmittal.</p>		4 hour/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	<p>6.6. Review the EUP application, check the correctness of the EUP and endorse approval of the application to the Office of the Deputy Executive Director for Pesticide.</p>		1 working day/s	<ul style="list-style-type: none"> <li>Chemist IV; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	<p>6.7. Endorse the approval of EUP application.</p>		4 hour/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Pesticide; Office of the Executive Director</li> </ul>

	6.8. Scan the signed hard copy of EUP/s and email to the Office of the Executive Director.		2 hour/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	6.9. Approve and electronically sign the EUP/s, then forward EUP/s to PRD.		1 working day/s	<ul style="list-style-type: none"> <li>• Executive Director III; Office of the Executive Director</li> </ul>
7. Receive the electronically signed EUP/s through email. Location: Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a>	7. Receive the electronically signed EUP/s and forward to the applicant through email. Update the EUP database.	None	4 hour/s	<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 7 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 750		

## 14. Issuance of Experimental Use Permit (EUP)

Experimental Use Permit (EUP) shall be secured by applicants from FPA prior to conduct of any local field trial concerning unregistered products or unregistered product use.

EUP IA covers coded compounds and formulations in the initial stages of development to be tested only within the company research station. EUP IB covers coded compounds and formulations in the initial stages of development to be tested in an FPA-licensed testing site (outside the company research station).

Data generated in trials under EUP IA and EUP IB is used for research purposes only and is not intended for registration.

EUP II covers pesticides, and other agricultural chemicals (coded, or branded) in the pre-market stage. The bioefficacy and/or residue data generated in the trials covered by this type of EUP may be used for registration purposes in FPA.

EUP III covers registered pesticides to be tested for additional uses or for label expansion requiring bioefficacy and/or residue data generation.

It must be noted that trials shall only be done by FPA-accredited researchers following the FPA-approved protocols. Data generated from trials without EUP II or III shall not be accepted for registration.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	<p>For EUP IA &amp; EUP 1B</p> <p>Local *companies or local subsidiaries of any foreign-based pesticide company who are applying for EUP IA or IB to be allowed to conduct pesticide trials for research &amp; product development purposes.</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>*Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines</li> <li>Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under <i>Presidential Decree no. 218</i> are not allowed to apply for this service.</li> </ol> <p>For EUP II &amp; EUP III</p> <p>Applicants who have fully complied with all the data requirements for EUP II &amp; EUP III as evidenced by the recommendations in the evaluation report/s issued by FPA upon pesticide data evaluation.</p>
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<p><b>1. Appointment confirmation</b> (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks: <i>Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division at Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>
<p><b>2. Application Form</b> Any of the following:</p> <p><b>2.A. Notarized P-001 form - for EUP 1A &amp; 1B</b> (1) Original Copy And (1) Electronic Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>2.B. Notarized P-002 form - for EUP II &amp; III</b> (1) Original Copy And (1) Electronic Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>3. Evaluation report/s (Section 1 – 9 data requirements) with recommending approval</b> (1) Original Copy And (1) Electronic Copy</p> <p>Remarks: <i>for EUP II &amp; III only</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division</p>

**4. Data summary - for EUP II & III only**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Final, updated and complete based on the recommendations indicated in the evaluation reports****5. Safety Data Sheet/s (SDS) - for EUP 1A & 1B only**

(1) Original Copy

Applicant / Client

**6. Trial Protocol/s - for EUP 1A & 1B only**

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit soft copy of application to <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> and secure an appointment with PRD through Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Location:</p> <p>Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> <i>Appointment Link</i> <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>	1. Confirm the appointment.	None	5 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	2. Receive and check the completeness of the submission. If submission is incomplete, return the dossiers.	None	25 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>3. Receive the accomplished Bill Form. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p>	3. Issue a duly accomplished Bill Form.	None	20 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
<p>4. Submit the accomplished Bill Form to the Accounting Section. Location:</p> <p>Window 1, 1st Floor, FPA Building, Quezon City</p>	4. Receive the accomplished Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III; Finance and Administrative Division</li> </ul>
<p>5. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location:</p> <p>Window 2, 1st Floor, FPA Building, Quezon City</p>	5. Receive the payment and issue an Official Receipt.	<b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>6. Present the Official Receipt to PRD and secure the receiving copy. Location:</p> <p>Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City</p> <p>Notes/Instruction: <i>If the submission has data gap/s, applicants must submit compliance to address the data gaps. Applicants will be informed of data gaps through email.</i></p>	6.1. Record the payment and Official Receipt number, then sign and release the applicant's receiving copy.	None	10 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>

	6.3. Review the submitted documents and evaluate the application. If the submission has data gap/s, inform the applicant through email. Applicants must submit address the data gaps. Endorse approval or disapproval based on final assessment.		14 working day/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	6.4. Assign EUP code and input pertinent details of the EUP to the database. Draft and print EUP/s.		1 working day/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	6.5. Check the correctness of the printed EUP. Accomplish Tracking Form for monitoring of transmittal.		4 hour/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	6.6. Review the EUP application, check the correctness of the EUP and endorse approval of the application to the Office of the Deputy Executive Director for Pesticide.		1 working day/s	<ul style="list-style-type: none"> <li>Chemist IV; Pesticide Regulations Division</li> <li>Chief Agriculturist; Pesticide Regulations Division</li> </ul>
	6.7. Endorse the approval of EUP application.		1 working day/s	<ul style="list-style-type: none"> <li>Deputy Executive Director for Pesticide; Office of the Executive Director</li> </ul>
	6.8. Scan the signed hard copy of EUP/s and email to the Office of the Executive Director.		2 hour/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>
	6.9. Approve and electronically sign the EUP/s, then forward EUP/s to PRD.		1 working day/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
7. Receive the electronically signed EUP/s through email. Location:  Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a>	7. Receive the electronically signed EUP/s and forward to the applicant through email. Update the EUP database.	None	1 working day/s	<ul style="list-style-type: none"> <li>Chemist III; Pesticide Regulations Division</li> </ul>

<b>Total Processing Time:</b>	Working Days: 20 working day/s
<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

**Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000**

Item	Fees and Charges in Pesos
EUP (per crop, per season, per protocol) <sup>2</sup>	
IA	3,000.00
IB	3,000.00
II & III	None.
<sup>2</sup> per product	

## 15. Pesticide Data Evaluation

In compliance with the Pesticide Regulatory Policies and Implementing Guidelines of Fertilizer and Pesticide Authority (FPA), all agricultural pesticides and other agricultural chemicals must meet the prescribed standards of the Authority before they can be imported, manufactured, formulated, distributed and sold within the Philippines. To ensure safety and efficacy, the FPA conducts a stringent evaluation process, designed to confirm the benefits of using the product outweigh its associated risks.

Pesticide data evaluation is a mandatory requirement for applications for Experimental Use Permit (EUP), product registration, label expansion, or registration amendments of pesticides and other agricultural chemicals.

<b>Office or Division:</b>	Pesticide Regulations Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	<p>1. Only *local companies registered with the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by the FPA</p> <p>1. Experimental Use Permit (EUP II, EUP III &amp; EUP Amendment)                  2. Product Registration (New Generic or New Proprietary)                  3. Label Expansion                  4. Amendment of Product Registration                  5. Registration of Additional Source/s</p> <p><i>Notes:</i></p> <p>*Refers to a juridical person created under the Philippine Law, registered by the Securities and Exchange Commission (SEC) to do business in the Philippines</p>
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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For Situational Requirement	
<b>A. Pesticide data evaluation for EUP II</b>	
<p><b>A.1. Appointment confirmation</b>                      (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks:</p> <p><i>Appointment Link</i> <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a></p>
<p><b>A.2. Cover letter</b>                      (1) Original Copy And (1) Electronic Copy</p>	Applicant / Client
<p><b>A.3. Notarized application form</b>                      (1) Original Copy And (1) Electronic Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>A.4. Declaration and authorization letter from the manufacturers and formulators</b>                      (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><i>Secure from <b>Manufacturer, formulator, data owner</b></i></p>	Applicant / Client
<p><b>A.5. Trial protocol/s</b>                      (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <p><i>For local bioefficacy trials, and/or for local Supervised Pesticide Residue Trial (SPRT) if applicable</i></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accredited researcher/s</p>
<p><b>A.6. Data summary (1 printed copy &amp; soft copy) &amp; supporting documents (soft copy only) using the required format.</b>                      (1) Original Copy And (1) Electronic Copy</p> <p>Remarks:</p> <ul style="list-style-type: none"> <li>Section 1 - General Information</li> <li>Section 2 - Specifications</li> </ul>	Applicant / Client

- Section 3 - Bioefficacy
- Section 4 - Toxicology
- Section 5 - Human Exposure and Safety
- Section 6 - Environmental Effects
- Section 7 - Residues
- Section 8 - Environmental Fate & Transport
- Section 9 - Labelling

**Important Notes:**

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUP application & registration purposes if the data is supplied by them.

**B. Pesticide Data Evaluation for EUP III**

**B.1. Appointment confirmation**

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

*Appointment Link* <https://fpa.da.gov.ph/prd-appointment-system/>

**B.2. Cover letter**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**B.3. Notarized application form**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**B.4. Existing Certificate of Product Registration (CPR) and CPR attachments**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**B.5. FPA-approved label**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**B.6. Trial protocol/s**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Accredited researcher/s

Remarks:

***For local bioefficacy trials, and/or for local Supervised Pesticide Residue Trial (SPRT) if applicable***

**B.7. Data summary (1 printed copy & soft copy) & supporting documents (soft copy only) using the required format.**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- Section 1 - General Information
- Section 2 - Specifications
- Section 3 - Bioefficacy
- Section 4 - Toxicology
- Section 5 - Human Exposure and Safety
- Section 6 - Environmental Effects
- Section 7 - Residues
- Section 8 - Environmental Fate & Transport
- Section 9 - Labelling

**Important Notes:**

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUP application & registration purposes if the data is supplied by them.

**C. Pesticide Data Evaluation for EUP Amendment**

**C.1. Appointment confirmation**

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

Appointment Link <https://fpa.da.gov.ph/prd-appointment-system/>

**C.2. Cover letter**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**C.3. Notarized application form**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**C.4. Previously issued EUP**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**C.5. Supporting documents relevant to the amendment being requested**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Important Notes:**

i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

iv. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

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#### D. Pesticide Data Evaluation for Product Registration (New Proprietary Pesticides)

##### D.1. Appointment confirmation

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

*Appointment Link* <https://fpa.da.gov.ph/prd-appointment-system/>

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##### D.2. Cover letter

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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##### D.3. Notarized application form

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

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##### D.4. Declaration and authorization letter from the manufacturers and formulators

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*Secure from **Manufacturer, formulator, data owner***

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##### D.5. Proposed product label

(3) Original Copy And (3) Electronic Copy

Applicant / Client

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##### D.6. Proposed GAP\* table

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*Refer to FPA Memorandum No. 12, s2024 for the prescribed format or access soft copy using this link: <https://tinyurl.com/FPA-GAP-table>*

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##### D.7. Certificate of composition – Technical Material/Technical Concentrate [TC/TK]

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*Secure from and duly signed by the manufacturer/s*

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##### D.8. Certificate of composition – Formulated Product [FP]

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*Secure from and duly signed by the formulator/s*

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##### D.9. Data summary (1 printed copy & soft copy) & supporting documents (electronic copy only)

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- Section 1 - General Information
- Section 2 - Specifications
- Section 3 - Bioefficacy
- Section 4 - Toxicology
- Section 5 - Human Exposure and Safety
- Section 6 - Environmental Effects
- Section 7 - Residues
- Section 8 - Environmental Fate & Transport
- Section 9 - Labelling

Important Notes:

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUP application & registration purposes if the data is supplied by them.

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#### D.10. Product stewardship program

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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#### E. Pesticide Data Evaluation for Product Registration (New Generic Pesticides)

##### E.1. Appointment confirmation

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

*Appointment Link* <https://fpa.da.gov.ph/prd-appointment-system/>

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##### E.2. Cover letter

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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##### E.3. Notarized application form

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

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##### E.4. Declaration and authorization letter from the manufacturers and formulators

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*Secure from **Manufacturer, formulator, data owner***

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##### E.5. Proposed product label

(3) Original Copy And (3) Electronic Copy

Applicant / Client

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##### E.6. Certificate of composition – Technical Material/Technical Concentrate [TC/TK]

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*Secure from and duly signed by the manufacturer/s*

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##### E.7. Certificate of composition – Formulated Product [FP]

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

*Secure from and duly signed by the formulator/s*

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##### E.8. Evaluation report/s for confirmatory analysis

(1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Laboratory Services Division or other FPA-recognized laboratories

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**E.9. Data summary (1 printed copy & soft copy) & supporting documents (soft copy only)**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- Section 1 - General Information
- Section 2 - Specifications
- Section 9 - Labelling

Important Notes:

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUP application & registration purposes if the data is supplied by them.

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**E.10. Product stewardship program**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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**F. Pesticide Data Evaluation for Label Expansion (Proprietary)**

**F.1. Appointment confirmation**

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

*Appointment Link* <https://fpa.da.gov.ph/prd-appointment-system/>

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**F.2. Cover letter**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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**F.3. Notarized application form**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

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**F.4. Existing Certificate of Product Registration (CPR) and CPR attachments**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

***Latest, valid CPRs covering all registered sources and uses***

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**F.5. FPA-approved label**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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**F.6. Proposed new product label**

(3) Original Copy And (3) Electronic Copy

Applicant / Client

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**F.7. Proposed GAP\* table**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Refer to FPA Memorandum No. 12, s2024 for the prescribed format or access soft copy using this link: <https://tinyurl.com/FPA-GAP-table>**

**F.8. Trial Report/s**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Accredited Researcher/s

Remarks:

**For the local bioefficacy trials, and/or for local Supervised Pesticide Residue Trial (SPRT) if applicable**

**F.9. Data summary (1 original copy & soft copy) & supporting documents (electronic copy only)**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- **Section 3 - Bioefficacy**
- **Section 7 - Residues**
- **Section 9 - Labelling**

Important Notes:

i. For guidelines on data requirements, refer to the following pages in the FPA Green Book 2020 ed.

Table 2 (pages 52-61) for chemical pesticides (Sections 1 to 9)

Table 2 (pages 52-61) for other agricultural chemicals (Section 1, 2, 3, 4 & 9 only)

Table 5 (pages 100-103) for biochemical control agents (Section 1 to 7)

Table 6 (pages 104-108) for microbial control agents (Section 1 to 8)

Section 3.10.2 (pages 95-97) for plant-incorporated protectants (PIP) and other agricultural pesticide substances derived through modern biotechnology

ii. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

iii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iv. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

v. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

vi. Declaration and authorization letter from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUP application & registration purposes if the data is supplied by them.

**G. Pesticide Data Evaluation for Label Expansion (Generic)****G.1. Appointment confirmation**

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

**Appointment Link** <https://fpa.da.gov.ph/prd-appointment-system/>

**G.2. Cover letter**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**G.3. Notarized application form**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>**G.4. Existing Certificate of Product Registration (CPR) and CPR attachments**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Latest, valid CPRs covering all registered sources and uses**

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**G.5. FPA-approved label**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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**G.6. Proposed new product label**

(3) Original Copy And (3) Electronic Copy

Applicant / Client

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**H. Pesticide Data Evaluation for Registration of Additional Source (Manufacturer, Formulator, Repacker)**

**H.1. Appointment confirmation**

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

*Appointment Link* <https://fpa.da.gov.ph/prd-appointment-system/>

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**H.2. Cover letter**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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**H.3. Notarized application form**

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

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**H.4. Existing Certificate of Product Registration (CPR) and CPR attachments**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Latest, valid CPRs covering all registered sources and uses**

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**H.5. FPA-approved label**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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**H.6. Declaration and authorization letter from the manufacturers and formulators**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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**H.7. Certificate of composition – Technical Material/Technical Concentrate [TC/TK]**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Secure from and duly signed by the manufacturer/s**

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**H.8. Certificate of composition – Formulated Product [FP]**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Secure from and duly signed by the formulator/s**

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**H.9. Evaluation report/s for confirmatory analysis**

(1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Laboratory Services Division or other FPA-recognized laboratories

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**H.10. Data summary (1 original copy & electronic copy) & supporting documents (electronic copy only)**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

- Section 1 - General Information
- Section 2 - Specifications

Important Notes:

i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

iv. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

v. **Letter of Authorization from the product's manufacturer/formulator/owner, etc. must be submitted, allowing the applicant to use the proprietary data for EUP application & registration purposes if the data is supplied by them.**

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## I. Pesticide Data Evaluation for Registration Amendments

### I.1. Appointment confirmation

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

*Appointment Link* <https://fpa.da.gov.ph/prd-appointment-system/>

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### I.2. Cover letter

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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### I.3. Notarized application form

(1) Original Copy And (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

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### I.4. Existing Certificate of Product Registration (CPR) and CPR attachments

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

***Latest, valid CPRs covering all registered sources and uses, or the relevant CPRs to be amended***

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### I.5. Supporting documents relevant to the amendment being requested (1 original copy & electronic copy)

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

Important Notes:

i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.

ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".

iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.

iv. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.

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## J. Pesticide Data Evaluation for Batch Shelf Life Extension

### J.1. Appointment confirmation

(1) Original Copy Or (1) Electronic Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

*Appointment Link* <https://fpa.da.gov.ph/prd-appointment-system/>

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### J.2. Cover letter

(1) Original Copy And (1) Electronic Copy

Applicant / Client

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### J.3. Phase-out and phase-in plan

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

***Latest, valid CPRs covering all registered sources and uses***

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**J.4. Supporting documents - Certificate of Analysis (COA)**

(1) Original Copy And (1) Electronic Copy

Agency - Division: Fertilizer and Pesticide Authority - Recognized Laboratory

Remarks:

**A. Certificate of Analysis (COA) of product at Day 0 (following CIPAC MT 46.4)****B. Certificate of Analysis (COA) of product at Day 14 or depending on the storage conditions used in the study (following CIPAC MT 46.4)****K. Pesticide Data Evaluation of Documents Submitted to Address Deficiencies, Data Gaps, and Feedback of Evaluator****K.1. Appointment confirmation**

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Fertilizer and Pesticide Authority - Pesticide Regulations Division via this link <https://fpa.da.gov.ph/prd-appointment-system/>

Remarks:

Appointment Link <https://fpa.da.gov.ph/prd-appointment-system/>**K.2. Cover letter**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

**K.3. Updated data summary**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Not to include section/s with no concerns or data gaps. Secure from Applicant, manufacturer, formulator****K.4. Supporting documents - Documents relevant to addressing the deficiencies, data gaps and/or feedback of evaluator**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

Remarks:

**Important Notes:****i. Safety Data Sheet (SDS) may be accepted as supporting document but cannot be used as sole reference when complying with data requirements.****ii. When a data requirement is deemed not applicable due to the nature of the product or its use, justification must be provided. Refrain from using "N/A", "Not available" or "Not applicable".****iii. Request to waive a data requirement will be evaluated and approved by FPA based on the provided justification and supporting documents.****iv. Special circumstances often arise from the nature of pesticide or its use or the results of testing which dictate whether more, less or different data are required. FPA shall make modifications whenever appropriate and necessary.**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit soft copy of application to <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> and secure an appointment with PRD through Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a> Location:  Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a> Appointment Link <a href="https://fpa.da.gov.ph/prd-appointment-system/">https://fpa.da.gov.ph/prd-appointment-system/</a>	1. Confirm the appointment.	None	5 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> <li>Chemist III; Pesticide Regulations Division</li> </ul>
2. Present the appointment confirmation at the PRD receiving desk and submit the required hard copy of documents as specified in the checklist of requirements. Location:  Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	2. Check for the completeness and receive it if with complete requirements.	None	25 minute/s	<ul style="list-style-type: none"> <li>Chemist I; Pesticide Regulations Division</li> <li>Chemist II; Pesticide Regulations Division</li> </ul>

Notes/Instruction: <i>Applications with incomplete requirements are returned to the applicant.</i>				<ul style="list-style-type: none"> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
3. Receive the accomplished Bill Form. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	3. Issue a duly accomplished Bill Form.	None	20 minute/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
4. Submit the approved Bill Form to the Accounting Section. Location: Window 1, 1st Floor, FPA Building, Quezon City	4. Receive the approved Bill Form and issue Order of Payment to the Cashier.	None	15 minute/s	<ul style="list-style-type: none"> <li>• Administrative Assistant III; Finance and Administrative Division</li> </ul>
5. Pay the corresponding fee to the Cashier and secure the Official Receipt. Location: Window 2, 1st Floor, FPA Building, Quezon City	5. Receive the payment and issue an Official Receipt.	<b>Formula Fees</b> Breakdown: Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000	15 minute/s	<ul style="list-style-type: none"> <li>• Cashier; Finance and Administrative Division</li> </ul>
6. Present the Official Receipt to PRD and secure signed receiving copy. Location: Pesticide Regulations Division (PRD), 1st Floor, FPA Building, Quezon City	6.1. Record the payment and Official Receipt number, sign and release the receiving copy.	None	10 minute/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	6.2. Update the monitoring log/database by recording the pertinent details of the submission.		30 minute/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	6.3. Do preliminary evaluation and prepare the dossiers for submission to Pesticide Registration Technical Evaluator (PRTE).		1 working day/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	6.4. Email the soft copy of the dossiers to the respective PRTE and update the evaluation monitoring log/database		4 hour/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> </ul>

				<ul style="list-style-type: none"> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	6.5. Evaluate the dossiers, make recommendations, and prepare an evaluation report.		15 working day/s	<ul style="list-style-type: none"> <li>• Pesticide Regulatory Technical Evaluators; Pesticide Regulations Division</li> </ul>
	6.6. Assess all evaluation reports received and update the evaluation monitoring log/database.		2 working day/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
	6.7. Consolidate assessed evaluation reports.		6 hour/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
7. Receive the evaluation reports through email. Location: Email: <a href="mailto:prd.registration@fpa.da.gov.ph">prd.registration@fpa.da.gov.ph</a>	7. Email the copy of the evaluation reports to the applicant through email.	None	4 hour/s	<ul style="list-style-type: none"> <li>• Chemist I; Pesticide Regulations Division</li> <li>• Chemist II; Pesticide Regulations Division</li> <li>• Chemist III; Pesticide Regulations Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 20 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of Revised Fees and Charges Pursuant to Administrative Order No. 13, Series of 2000**

Item	Fees and Charges in Pesos
New Applications – Filing Fee	
Active Ingredient <sup>1</sup>	4,500.00
Product <sup>1</sup>	3,000.00
Submission of Additional Data/Resubmission <sup>2</sup>	4,000.00
EUP (per crop, per season, per protocol) <sup>2</sup>	

II	3,000.00
III	3,000.00
Label Expansion (per crop, per use) <sup>2</sup>	3,000.00
<sup>1</sup> per source	
<sup>2</sup> per product	

# Planning, Management and Information Division

## 1. Issuance of Accreditation for Training Associations

Anchored on FPA's mandate to educate the agricultural sector on Presidential Decree 1144 and in the use, storage and handling of fertilizer, pesticide and other agricultural chemicals, the FPA recognized the expertise of organization/association whose members are engaged in crop protection related activities to manage the conduct of trainings and symposia for agricultural certified pesticide applicators, responsible care officers, and fertilizer and pesticide researchers.

Validity: 1 year

<b>Office or Division:</b>	Planning, Management and Information Division			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business)			
<b>Who may avail:</b>	Organization/Association whose members are involved in crop protection and has the capacity to manage the conduct of FPA related trainings.			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>For Situational Requirement</b>				
<b>A. New Application</b>				
<b>A.1. Accomplished Application for Accreditation form FPA-PMID-11</b> (1) Original Copy			<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Planning, Management and Information Division	
<b>A.2. SEC Registration</b> (1) Photo Copy			<b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department	
<b>A.3. General Information Sheet</b> (1) Photo Copy  Remarks: <i>contains the roster of membership</i>			Applicant / Client	
<b>A.4. Association Profile</b> (1) Original Copy			Applicant / Client	
<b>A.5. List of Trainers and their Qualifications</b> (1) Original Copy			Applicant / Client	
<b>A.6. Training Module</b> (1) Original Copy			Applicant / Client	
<b>B. RENEWAL (with an overall training evaluation rating of at least "Satisfactory")</b>				
<b>B.1. Accomplished Application for Accreditation form FPA-PMID-11</b> (1) Original Copy			<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Planning, Management and Information Division	
<b>B.2. Updated General Information Sheet of the association/ organization</b> (1) Original Copy			Applicant / Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>

<p>1. Submit application with complete information and supporting documents at FPA-PMID Location: 3rd Floor, Planning, Management and Information Division, FPA Bldg.</p>	<p>1.1. Receive the required documents and check the completeness of information and supporting documents</p>	None	30 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> <li>Administrative Officer V; Planning, Management and Information Division</li> </ul>
	<p>1.2. Verify data with agency records, evaluate and secure authorization for eSignature.</p>		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> <li>Administrative Officer V; Planning, Management and Information Division</li> </ul>
	<p>1.3. Review the documents</p>		30 minute/s	<ul style="list-style-type: none"> <li>Planning Officer V; Planning, Management and Information Division</li> </ul>
	<p>1.4. Secure authorization for eSignature</p>		30 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
	<p>1.5. Provide authorization of eSignature on the certificate</p>		30 minute/s	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
	<p>1.6. Print and record the certificate</p>		30 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
<p>2. Receive the certificate/ notification Location: 3rd Floor, Planning, Management and Information Division (PMID), FPA Bldg.</p>	<p>2. Release the certificate/notify the training association through email/text of the certificate.</p>	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
<p><b>Total Processing Time:</b></p>		Working Days: 3 hour/s, 45 minute/s		
<p><b>Total Processing Fee:</b></p>		Total Standard Fee: None		

## 2. Issuance of Accreditation for Responsible Care Officer (ARCO), Agricultural Certified Pesticide Applicators (CPA) - Fumigators and Exterminators, Fertilizer and Pesticide Researchers, Drone Controllers (DC), and Drone Spray Supervisor (DSS) through the FPA Trade System

An accreditation is an authorization, manifested in an accreditation card, accorded to individuals who have attended the required training, passed the examination and complied with all the requirements.

Validity: 3 years for ARCO, 2 years for Researchers, and 1 year for CPA, DC, and DSS

<b>Office or Division:</b>	Planning, Management and Information Division	
<b>Category:</b>	External Service	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C (Government to Citizen)	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• <b>Accredited Responsible Care Officer (ARCO)</b> - Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indentor/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who have <b>completed the required training course and passed the FPA examination (for new application) or attended at least two (2) symposia (for renewal of accreditation)</b></li> <li>• <b>Agricultural Certified Pesticide Applicator (CPA)</b> - The following who have <b>completed the required training course and passed the FPA exam</b> (for new applicants) and attended at least one (1) symposium (for renewal of accreditation):             <ol style="list-style-type: none"> <li>1. Persons employed in FPA-licensed pest control operators (PCO) who fumigate agricultural crops/related products.</li> <li>2. Persons employed or owners of companies/institutions as in-house agricultural fumigators/extermimators. The activity of exterminators herein does not refer to urban/household pest application.</li> </ol> </li> <li>• <b>Fertilizer and Pesticide Researchers</b> - The following persons who have completed the <b>required training course (for new application) and attended at least one (1) symposium (for renewal of accreditation)</b>:             <ol style="list-style-type: none"> <li>1. In-house researchers - Researchers employed in fertilizer and pesticide companies who have at least 3 years' research experience (for new researchers) and an authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).</li> <li>2. Independent researchers - Researchers who have at least 3 years' research experience (for new researchers) and authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).</li> </ol> </li> <li>• <b>Drone Controller</b> - Persons who have <b>completed the required training, hold a valid RPAS controller certificate</b> issued by the Civil Aviation Authority of the Phils. (CAAP), and operate/fly a drone and use it in the application of pesticides and other agricultural chemicals.</li> <li>• <b>Drone Spray Supervisor</b> - Persons who have <b>completed the required training program, passed the examination administered by FPA</b>, and engaged in the commercial agricultural pesticide application through drone spraying.</li> </ul>	
<b>Operating Hours:</b>	8:00 AM - 5:00 PM	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Standard Requirement</b>		
<b>1. Duly accomplished online application form</b> (1) Electronic Copy  Remarks:  FPA Trade System Link <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a>		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Accomplish the form and upload the supporting documents through the FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a>
<b>2. Recent 1x1 picture with white background</b> (1) Electronic Copy  Remarks: <i>recent and clear 1x1 picture with white background</i>		Applicant / Client
<b>For Situational Requirement</b>		
<b>A. Accredited Responsible Care Officer (ARCO)</b>  <b>A.1. Certificate of Employment</b> (1) Original Copy  Remarks: <i>Recently issued Certificate of Employment for employees.</i>		Applicant / Client

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**A.2. Proof of Ownership**

(1) Photo Copy

Applicant / Client

Remarks:

*In case the applicant is the owner of company and the one who signed the COE.*

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**B. Agricultural Certified Pesticide Applicators (CPA) - Fumigators and Exterminators****B.1. Certificate of Employment**

(1) Original Copy

Applicant / Client

Remarks:

*Recently issued Certificate of Employment for employees.*

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**B.2. Proof of Ownership**

(1) Photo Copy

Applicant / Client

Remarks:

*In case the applicant is the owner of company and the one who signed the COE.*

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**B.3. Monthly Pest Control Report and List of Chemicals Used**

(1) Original Copy

Applicant / Client

Remarks:

*for in-house renewal CPA*

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**C. Fertilizer and Pesticide Researchers****C.1. Approved/evaluated research protocol**

(1) Photo Copy

**Agency - Division:** Fertilizer and Pesticide Authority - To be provided by the training association concerned**C.2. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for with affixed signature**  
(1) Original Copy

Applicant / Client

Remarks:

*Latest resume with affixed signature.*

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**C.3. With at least 3 years' research experience on the discipline being applied for**

(1) Original Copy

Applicant / Client

Remarks:

*The research experience should be reflected in the latest resume.*

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**C.4. Certification stating that publication of researchers are not allowed due to confidentiality.**

(1) Original Copy

Applicant / Client

Remarks:

*For in-house researchers where publication of researches are not allowed due to confidentiality*

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**C.5. Expansion of Accreditation for Additional Research Discipline**

Any of the following:

*C.5.A. Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals*  
(1) Original Copy

Applicant / Client

Remarks:

*Presentation of research paper(s) may be requested by the FPA.*

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C.5.B. At least 5 years' research experience on the additional discipline being applied for.  
(1) Original Copy

Applicant / Client

Remarks:

*The research experience should be reflected in the latest resume.*

**D. Drone Controller**

**D.1. Certificate of Employment**  
(1) Original Copy

Applicant / Client

Remarks:

*Recently issued Certificate of Employment for employees.*

**D.2. Proof of Ownership**  
(1) Photo Copy

Applicant / Client

Remarks:

*In case the applicant is the owner of company and the one who signed the COE.*

**D.3. License from the Civil Aviation Authority of the Philippines**  
(1) Photo Copy

**Agency - Division:** Civil Aviation Authority of the Philippines - Airmen Licensing Division

**E. Drone Spray Supervisor**

**E.1. Certificate of Employment**  
(1) Original Copy

Applicant / Client

Remarks:

*Recently issued Certificate of Employment for employees.*

**E.2. Proof of Ownership**  
(1) Photo Copy

Applicant / Client

Remarks:

*In case the applicant is the owner of company and the one who signed the COE.*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the application form and upload the documentary requirements to the FPA Trade System at <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a> Location:  FPA Trade System Link: <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a>	1.1. Check the completeness of the submitted documents	None	2 hour/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
	1.2. Verify the data with the Agency records and evaluate the application.		3 hour/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
	1.3. Send Amount Due and bill form.		10 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
2. Pay the corresponding fees at the FPA Central Office - Cashier Window/ FPA Regional Field Unit or through the Landbank Link.Biz Portal at <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a> Location:	2.1. Issue Order of Payment	<b>Formula Fees</b> Breakdown: Accreditation Fee	15 minute/s	<ul style="list-style-type: none"> <li>Accounting Staff; Finance and Administrative Division</li> </ul>

<p>FPA Central Office - Cashier, Ground Floor, Fertilizer and Pesticide Authority Building or FPA Regional Field Unit</p> <p>Landbank Link.Biz Portal at <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a></p> <p>Notes/Instruction: <i>Refer to the Schedule of Fees</i></p>	<p>2.2. Issue Official Receipt (O.R.)</p>		<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> </ul>
<p>3. Upload the proof of payment and monitor status of application in the FPA Trade System. Location: FPA Trade System Link: <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></p>	<p>3.1. Verify the legitimacy of the uploaded receipt and encode the O.R. Number to the System</p> <p>3.2. Evaluate the application form and supporting documents.</p> <p>3.3. Approve or disapprove the accreditation.</p>	<p>None</p>	<p>5 hour/s, 15 minute/s</p> <p>5 hour/s</p> <p>1 working day/s</p>	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative Division</li> <li>Planning Officer VI/ Administrative Officer V; Planning, Management and Information Division</li> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>4. Download/print the approved accreditation. Location: FPA Trade System Link: <a href="https://fpa.intercommerce.com.ph/">https://fpa.intercommerce.com.ph/</a></p>	<p>4. The FPA Trade System will automatically notify the client upon approval of the accreditation.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> <li>FPA Trade System; Planning, Management and Information Division</li> </ul>
<p><b>Total Processing Time:</b></p>		<p>Working Days: 3 working day/s</p>		
<p><b>Total Processing Fee:</b></p>		<p>Total Standard Fee: None See other fees below</p>		

Formula / Schedule of Fees

**Accreditation Fee**

Schedule of Fees for Accreditation pursuant to DA Administrative Order 13 Series of 2000	
Accreditation	Accreditation Fee
Accredited Responsible Care Officer (ARCO)	Php 900.00
Certified Pesticide Applicator (CPA)	Php 600.00
Drone Controller	Php 600.00
Drone Spray Supervisor	Php 600.00
Fertilizer and Pesticide Researchers	
First Discipline	Php 1,200.00
Additional discipline (with separate ID)	Php 1,200.00
Additional discipline (without separate ID)	Php 400.00

### 3. Issuance of Accreditation of Safety Dispensers (Manual Process)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course and complied with all the requirements. Once accredited, the person is called fertilizer and pesticide Accredited Safety Dispenser (ASD) who shall advise buyers/end-users on the safe use, handling and storage of fertilizer and pesticide products at the store or during business operation, in the case of IBO. The ASD is one of the requirements in the issuance of license to operate for F/P Dealers.

Validity: 3 years

<b>Office or Division:</b>	Planning, Management and Information Division
<b>Category:</b>	External Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C (Government to Citizen)
<b>Who may avail:</b>	The following persons who have attended the required Accredited Safety Dispenser Training course: (1) Proprietors or employees of licensed fertilizer and pesticide dealers (2) Individual business operator (IBO) who do not have a permanent store/structure licensed by the FPA and is authorized to dispense registered fertilizer and/or pesticide products which are carried/owned by a licensed fertilizer/pesticide handler.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

#### For Standard Requirement

**1. Accomplished Application for Accreditation with recent 1x1 picture, white background**

(1) Original Copy Or (1) Electronic Copy

Remarks:

Form - FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms>  
 Planning, Management and Information Division (PMID), 3rd Floor, FPA Bldg., Quezon City

Picture - Applicant

Email: [fpa77.asd@gmail.com](mailto:fpa77.asd@gmail.com)

**Agency - Division:** Fertilizer and Pesticide Authority - Planning, Management and Information Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete information/ supporting documents at 3rd Floor, Planning, Management and Information Division or email at <a href="mailto:fpa77.asd@gmail.com">fpa77.asd@gmail.com</a> Location: 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City	1.1. Receive the application and supporting documents and check the completeness	None	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
	1.2. Verify the data with the Agency records and evaluate the application.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
	1.3. Issue Bill Form		5 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
2. Pay the corresponding fees at the FPA Central Office - Cashier Window/ FPA Regional Field Unit or through the Landbank Link.Biz Portal. Location: 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Bldg., Quezon City Landbank Link.Biz Portal at	2.1. Receive Bill Form and issue Order of Payment.	<b>Standard Fees</b> Breakdown: Accreditation Fee: PHP 600 <hr/> Total: PHP 600	15 minute/s	<ul style="list-style-type: none"> <li>Administrative Assistant III, Accounting Section; Finance and Administrative Division</li> </ul>
	2.2. Receive the payment and issue an Official Receipt (OR).		15 minute/s	<ul style="list-style-type: none"> <li>Cashier; Finance and Administrative</li> </ul>

<a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a>				Division
<p>3. Present the original OR to PMID. Location: 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Bldg., Quezon City</p>	3.1. Record the details of OR in the application and encode details of the card.	None	20 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
	3.2. Review the documents and details encoded on the card.		30 minute/s	<ul style="list-style-type: none"> <li>Planning Officer V/ Administrative Officer V; Planning, Management and Information Division</li> </ul>
	3.3. Secure authorization for eSignature		10 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
	3.4. Issue authorization for eSignature on the card		30 minute/s	<ul style="list-style-type: none"> <li>Executive Director; Office of the Executive Director</li> </ul>
	3.5. Receive authorization and print the card		30 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
<p>4. Receive the card or the notification Location: 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Bldg., Quezon City</p>	4. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	10 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer II; Planning, Management and Information Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: PHP 600		

## 4. Provision of IEC Materials

FPA stakeholders may request information, education and communication (IEC) materials from the FPA-PMID for their reference and distribution to their community or group. This will help FPA in educating the public on the safe and judicious use of fertilizers and pesticides.

<b>Office or Division:</b>	Planning, Management and Information Division			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
<b>Who may avail:</b>	All			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>For Situational Requirement</b>				
<b>A. Request Form</b>				
<b>Sub Situational Requirement/s</b>				
<b>A.a. For online request</b>				
<i>A.a.1. Email indicating request and the number of copies needed</i> (1) Electronic Copy		Applicant / Client		
Remarks:				
Email address: <a href="mailto:info@fpa.da.gov.ph">info@fpa.da.gov.ph</a>				
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<b>A.b. For walk-in request</b>				
<i>A.b.1. Filled-out request form</i> (1) Original Copy		<i>Agency - Division:</i> Fertilizer and Pesticide Authority - Planning, Management and Information Division		
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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Submit the request form or letter to FPA-PMID (Via walk-in). Email <a href="mailto:info.da.gov.ph">info.da.gov.ph</a> indicating request (Via online) Location: 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City  Email address: <a href="mailto:info@fpa.da.gov.ph">info@fpa.da.gov.ph</a>	1.1. Receive the request.	None	30 minute/s	<ul style="list-style-type: none"> <li>Information Officer II; Planning, Management and Information Division</li> </ul>
	1.2. Evaluate and clarify the request.		30 minute/s	<ul style="list-style-type: none"> <li>Information Officer II; Planning, Management and Information Division</li> </ul>
	1.3. Approve the request.		30 minute/s	<ul style="list-style-type: none"> <li>Information Officer III; Planning, Management and Information Division</li> </ul>
	1.4. Locate the IEC materials.		30 minute/s	<ul style="list-style-type: none"> <li>Information Officer II; Planning, Management and Information Division</li> </ul>

	1.5. Collect the IEC materials.		2 hour/s	<ul style="list-style-type: none"> <li>Information Officer II; Planning, Management and Information Division</li> </ul>
	1.6. Package the IEC materials.		3 hour/s	<ul style="list-style-type: none"> <li>Information Officer II; Planning, Management and Information Division</li> </ul>
2. Receive the IEC materials Location: 3rd Floor, Planning, Management and Information Division, Fertilizer and Pesticide Authority Building	2. Issue the IEC materials	None	1 hour/s	<ul style="list-style-type: none"> <li>Information Officer II; Planning, Management and Information Division</li> </ul>
<b>Total Processing Time:</b>		Working Days: 1 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

## 5. Processing of Freedom of Information (FOI) Requests

Freedom of Information (FOI) is the government's response to the call for transparency and full public disclosure of information. FOI is a government mechanism, which allows Filipino citizens to request any information about the government transactions and operations, provided that it shall not put into jeopardy privacy and matters of national security. The FOI mechanism for the Executive Branch is enabled via Executive Order No. 2, series of 2016.

Clients/customers may refer to the FPA FOI Agency Manual and People's Manual available in the office lobby or at the FPA website to know more about the detailed process and requirements.

<b>Office or Division:</b>	Planning, Management and Information Division
<b>Category:</b>	External Service
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
<b>Who may avail:</b>	All
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. Situational Requirement

##### Sub Situational Requirement/s

##### A.a. For walk-in applicants

*A.a.1. Filled-out FOI Request Form*  
(1) Original Copy

*Agency - Division: Fertilizer and Pesticide Authority - Planning, Management and Information Division*

##### A.b. For online applicants

*A.b.1. Lodge request at the e-foi portal*  
(1) Original Copy

*Agency - Division: Fertilizer and Pesticide Authority - FOI Agency Portal*

Remarks:

Access the FPA FOI Agency Portal at:

<https://www.foi.gov.ph/requests/new?agency=FPA>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Lodge request at the FOI Portal (Via e-foi portal). Submit filled-out FOI request form to FPA-PMID (Via walk-in) Location: 3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City  FOI Portal: <a href="https://www.foi.gov.ph/requests/new?agency=FPA">https://www.foi.gov.ph/requests/new?agency=FPA</a>	1.1. 1 Receive the request (if request is accepted and can be processed).	None	1 working day/s	<ul style="list-style-type: none"> <li>FOI Receiving Officer; Planning, Management and Information Division</li> </ul>
	1.2. Clarify the request.		1 working day/s	<ul style="list-style-type: none"> <li>FOI Receiving Officer; Planning, Management and Information Division</li> </ul>
	1.3. Assess the request.		2 working day/s	<ul style="list-style-type: none"> <li>FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division</li> </ul>
	1.4. Locate the information.		2 working day/s	<ul style="list-style-type: none"> <li>FOI Receiving Officer ; Planning, Management and</li> </ul>

				Information Division
	1.5. Inform/consult other officials with key interest.		5 working day/s	<ul style="list-style-type: none"> <li>FOI Receiving Officer; Planning, Management and Information Division</li> </ul>
	1.6. Review and edit response.		2 working day/s	<ul style="list-style-type: none"> <li>FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division</li> </ul>
	1.7. Approval of response		1 working day/s	<ul style="list-style-type: none"> <li>FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division</li> </ul>
2. Receive the response Location:  3rd Floor, Planning, Management and Information Division (PMID), Fertilizer and Pesticide Authority Building, Quezon City	2. Issue the response.	None	1 working day/s	<ul style="list-style-type: none"> <li>FOI Decision Maker (Division/Unit Concerned); Planning, Management and Information Division</li> </ul>
<p>General Remarks</p> <p>Service is covered by special laws under Executive Order No. 2 s. 2016 or the Freedom of Information (FOI) Act</p>				
<b>Total Processing Time:</b>		Working Days: 15 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

## 6. Administration of FPA Exam and Release of Passers via FPA Website and Email

The FPA administers examinations to the participants of Certified Pesticide Applicator (CPA) and Accredited Responsible Care Officer (ARCO) Trainings. Passing the exam is one of the requirements in the accreditation of individuals who want to become CPA or ARCO.

<b>Office or Division:</b>	Planning, Management and Information Division
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C (Government to Citizen)
<b>Who may avail:</b>	Training participants who <b>completed the required training for CPA/ARCO</b> and were certified by the concerned FPA Accredited Training Association (FATA)
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<p><b>1. Examinee's Profile with 1x1 picture which was submitted to the training association</b> (1) Original Copy</p> <p>Remarks: To be provided by the training association concerned</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - FPA Accredited Training Associations (FATA)</p>
<p><b>2. Duly accomplished application for examination</b> (1) Electronic Copy</p> <p>Remarks: Google Form links to be posted on FPA facebook page <a href="https://www.facebook.com/FPAofficialpage/">https://www.facebook.com/FPAofficialpage/</a></p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Planning, Management and Information Division</p>
<p><b>3. Notice of Examination</b> (1) Photo Copy</p> <p>Remarks: 3rd Floor, FPA Building, BAI Compound, Visayas Avenue, Quezon City Email: <a href="mailto:fpa77.exams@gmail.com">fpa77.exams@gmail.com</a> FPA approved date and venue of the removal exam in case of removal exam takers</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Planning, Management and Information Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit a duly accomplished Application for Exam Form. Location: Google Form links to be posted on FPA facebook page <a href="https://www.facebook.com/FPAofficialpage/">https://www.facebook.com/FPAofficialpage/</a></p> <p>Notes/Instruction: <i>Exam Administrators are on a rotation basis</i></p>	<p>1. Make a roll call based on the examinee's profile, and check the examinee against the training's attendance sheet and give seating arrangement</p>	None	30 minute/s	<ul style="list-style-type: none"> <li>Administrative Officer V; Planning, Management and Information Division</li> <li>Administrative Officer IV; Planning, Management and Information Division</li> <li>Assigned PMID personnel; Planning, Management and Information Division</li> </ul>
<p>2. Take the exam. Location: FPA Central Office, BAI Compound, Visayas Ave., Diliman, Quezon City FPA Regional Office</p> <p>Notes/Instruction:</p>	<p>2.1. Administer the exam</p>	None	2 hour/s	<ul style="list-style-type: none"> <li>Administrative Officer V; Planning, Management and Information Division</li> <li>Administrative Officer IV;</li> </ul>

<p>Exam location depends on the exam schedule. Exam Administrators are on a rotation basis</p>				<p>Planning, Management and Information Division</p> <ul style="list-style-type: none"> <li>Assigned PMID personnel; Planning, Management and Information Division</li> </ul>
	<p>2.2. Check the test paper</p>		<p>5 working day/s</p>	<ul style="list-style-type: none"> <li>Administrative Officer V; Planning, Management and Information Division</li> <li>Administrative Officer IV; Planning, Management and Information Division</li> </ul>
	<p>2.3. Compute the rating, prepare the summary of test results and individual result of rating</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> <li>Administrative Officer V; Planning, Management and Information Division</li> <li>Administrative Officer IV; Planning, Management and Information Division</li> </ul>
	<p>2.4. Review the Summary of Rating</p>		<p>45 minute/s</p>	<ul style="list-style-type: none"> <li>Planning Officer V; Planning, Management and Information Division</li> </ul>
	<p>2.5. Approval</p>		<p>30 minute/s</p>	<ul style="list-style-type: none"> <li>Executive Director III; Office of the Executive Director</li> </ul>
<p>3. Browse the FPA website and check email. Location:  FPA Website: <a href="https://fpa.da.gov.ph/resources/list-of-passers-revised/">https://fpa.da.gov.ph/resources/list-of-passers-revised/</a> FPA Email: fpa77.exams@gmail.com</p>	<p>3. Publication of exam passers at FPA website and email the result to the examinees.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> <li>Information Technology Officer I; Planning, Management and Information Division</li> </ul>
<p><b>Total Processing Time:</b></p>		<p>Working Days: 6 working day/s, 4 hour/s</p>		
<p><b>Total Processing Fee:</b></p>		<p>Total Standard Fee: None</p>		

## Regional Field Unit

### 1. Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the Regional Office

This includes amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates with changes on brand name, business name, address, etc.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to any Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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For Standard Requirement	
<b>1. Letter request indicating the amendment</b> (1) Original Copy	Applicant / Client
<b>2. Duly accomplished and notarized application form with document stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>3. Previously issued License to Operate</b> (1) Photo Copy	Applicant / Client
<b>4. SEC Amendment form or Board Resolution with Sworn Affidavit or any Legal document</b> (1) Original Copy  Remarks:  in case of change of Business Name or Address	<b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Regional Office. Location: FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Regional Office. Location: FPA Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Possible Fees Breakdown:</b> For Fertilizer: PHP 600 For Pesticide: PHP 750	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>

	2.3. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.4. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.5. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		
Possible Fees  <b>For Fertilizer : 600</b> <b>For Pesticide : 750</b>				

## 2. Amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor, and Warehouse Registration Certificate - Applied at the Provincial Office

This includes amendment of License to Operate as Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates with changes on brand name, business name, address, etc.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business), G2C (Government to Citizen)
<b>Who may avail:</b>	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to any Fertilizer and/or Pesticide Handlers such as Area Distributor, Dealer, Dealer-Repacker, Mango Contractor and Warehouse Registration Certificates.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Letter request indicating the amendment</b> (1) Original Copy	Applicant / Client
<b>2. Duly accomplished and notarized application form with document stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>3. Previously issued License to Operate</b> (1) Photo Copy	Applicant / Client
<b>4. SEC Amendment form or Board Resolution with Sworn Affidavit or any Legal document</b> (1) Original Copy  Remarks:  in case of change of Business Name or Address	<b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. Location: FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office  Notes/Instruction:  <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Possible Fees Breakdown:</b> For Fertilizer: PHP 600 For Pesticide: PHP 750	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>

	2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.6. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 6 working day/s, 5 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		
Possible Fees  <b>For Fertilizer : 600</b> <b>For Pesticide : 750</b>				

### 3. Issuance of Inspection Report And/Or Recommendation/Endorsement Letter

Inspection report is one of the requirements for the application of LTO and Warehouse Registration of handlers of fertilizer and pesticide products. Further, facility or establishment shall meet the minimum standard set by the FPA before a Recommendation Letter can be issued to handler.

The validity of the report and recommendation letter is three (3) months from the date of issuance.

<b>Office or Division:</b>	Regional Field Unit			
<b>Category:</b>	External Service			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B (Government to Business)			
<b>Who may avail:</b>	Any person or business entity who intends to be a fertilizer and pesticide handler			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Standard Requirement</b>				
<b>1. Approved FPA form FPA-FOCU-F03</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>		
<b>For Situational Requirement</b>				
<b>A. For Dealer/Dealer-Repacker</b>				
<b>A.1. Inspection Sheet Form</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>		
<b>B. For Warehouse Registration of PCO, National Distributor, Importer, Area Distributor, Research Station (End-User), PIP, Manufacturer, Repacker, Formulator, and Mango Flower Inducer</b>				
<b>B.1. Risk Appraisal Checklist</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>		
<b>C. For Institutional User(Plantation)</b>				
<b>C.1. Inspection Form</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>		
<b>D. For Plant Manufacturing</b>				
<b>D.1. Inspection Form</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>		
<b>E. For Wastewater Re-Use</b>				
<b>E.1. Inspection Form</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>

1. Meet with the authorized FPA Officer on the agreed schedule of inspection. Location: Location of the Establishment (handler)	1. Upon arrival to the location of the establishment, discuss with client the inspection procedure.	None	1 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Accompany the authorized FPA Officer on the inspection site. Location: Inspection site	2. Evaluate the establishment using risk appraisal checklist and/or inspection report form	None	5 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
3. Meet with authorized FPA Officer to discuss the results of the inspection. Location: Inspection Site	3. Explain the results of the inspection.	None	1 hour/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
4. Sign the Accomplished Risk Appraisal Checklist or Inspection Sheet Form Location: Inspection Site Notes/Instruction: <i>If the establishment met the minimum standards set by FPA based on the Risk Appraisal Checklist or Inspection Sheet, client may proceed to Step 5, otherwise, go back to Item no.3. Request for Inspection for rescheduling to meet the required standards.</i>	4. Issue the accomplished risk appraisal checklist or Inspection Sheet.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
5. Processing and Release of Endorsement or Recommendation Letter. Location: FPA Provincial Office/ FPA Regional Office/ FPA Central Office	5.1. Prepare the endorsement or recommendation letter for approval of the Regional Office.	None	1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	5.2. Review the endorsement or recommendation letter together with the accomplished risk appraisal or inspection sheet and return to the FPA Officer		1 working day/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	5.3. Receive and record the approved document.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	5.4. Release the endorsement or recommendation letter or notify the client that document is ready for release.		20 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 3 working day/s, 7 hour/s, 30 minute/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

## 4. Request for Inspection (Walk-in Application)

Any person or business entity who intends to engage in fertilizer, pesticide and other agricultural chemical business shall have their facilities/establishment be inspected by FPA RFU Personnel covering their area. Thus, they shall secure appointment for inspection to evaluate their compliance with the minimum standard set by the FPA.

<b>Office or Division:</b>	Regional Field Unit			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business)			
<b>Who may avail:</b>	Any person or business entity who intends to be a fertilizer and pesticide handler			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p><b>For Standard Requirement</b></p> <p><b>1. Accomplished FPA form FPA-FOCU-F03 (Inspection Request Form)</b> (1) Original Copy</p> <p style="text-align: right;"><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Submit the inspection request form Location: FPA Regional Office/ FPA Provincial Office/ FPA Central Office	1.1. Receive the Inspection Request Form and check for completeness of the information provided. If the information is complete, set the date for inspection proper	None	30 minute/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	1.2. Prepare the schedule of inspection		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.3. Notify the client on schedule of inspection via email.		30 minute/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 1 working day/s, 1 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

## 5. Request for Inspection (Online Application)

Any person or business entity who intends to engage in fertilizer, pesticide and other agricultural chemical business shall have their facilities/establishment be inspected by FPA RFU Personnel covering their area. Thus, they shall secure appointment for inspection to evaluate their compliance with the minimum standard set by the FPA.

<b>Office or Division:</b>	Regional Field Unit			
<b>Category:</b>	External Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B (Government to Business)			
<b>Who may avail:</b>	Any person or business entity who intends to be a fertilizer and pesticide handler			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<p><b>For Standard Requirement</b></p> <p><b>1. Accomplished FPA form FPA-FOCU-F03 (Inspection Request Form)</b> (1) Original Copy</p> <p style="text-align: right;"><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit through Google Forms at <a href="https://forms.gle/8djbAr2q3TQQFQ958">https://forms.gle/8djbAr2q3TQQFQ958</a></p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Submit the inspection request form Location: Google Forms at <a href="https://forms.gle/8djbAr2q3TQQFQ958">https://forms.gle/8djbAr2q3TQQFQ958</a>	1.1. Receive the Inspection Request Form and check for completeness of the information provided. If the information is complete, set the date for inspection proper	None	30 minute/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	1.2. Prepare the schedule of inspection		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.3. Notify the client on schedule of inspection via email.		30 minute/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 1 working day/s, 1 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None		

## 6. Issuance of License to Operate (LTO) as Pest Control Operator (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) as Pest Control Operator is issued to any person or business entity who intends to be a pest control operator as Agricultural Fumigator.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any person or business entity who intends to be a pest control operator
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. For both New and Renewal Application

##### A.1. Accomplished FPA Form No. P-180, notarized & with documentary stamp

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

##### A.2. Business registration whichever is applicable

Any of the following:

A.2.A. SEC registration and Articles of Incorporation for Corporation  
(1) Photo Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

A.2.B. CDA registration for cooperative  
(1) Photo Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

A.2.C. Certificate of Registration of Business Name from DTI for Single Proprietorship  
(1) Photo Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

##### A.3. Latest Income Tax Return (ITR) and Audited Financial Statement

(1) Photo Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

##### A.4. Inspection report from FPA RFU Personnel covering the area

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.5. Recommendation Letter from the FPA RFU Personnel covering the area and approved by their respective Regional Officer

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.6. Certified Pesticide Applicator's (CPA) ID

##### Certified Pesticide Applicator's (CPA) ID (1 Photocopy)

Remarks:

Secure from FPA Central Office - Planning, Management and Information Division (PMID)

##### A.7. Compliance with the Occupational Health and Safety Standards for CPAs and technicians:

(1) Original Copy

Applicant / Client

Remarks:

From Health facility/hospital

a. Complete and thorough physical examination

b. Laboratory tests which include:

- Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.
- Chest x-ray
- Urinalysis
- Fecalysis
- Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT

c. Certificate of "Fit to Work"

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Regional Office. Location: FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Regional Office. Location: FPA Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: License Fee	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II ; Regional Field Unit</li> <li>• Supervising Agriculturist ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.4. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.5. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**License Fee**

License Fee : Php. 1,200.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

## 7. Issuance of License to Operate (LTO) as Pest Control Operator (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) as Pest Control Operator is issued to any person or business entity who intends to be a pest control operator as Agricultural Fumigator.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any person or business entity who intends to be a pest control operator
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. For both New and Renewal Application

##### A.1. Accomplished FPA Form No. P-180, notarized & with documentary stamp

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

##### A.2. Business registration whichever is applicable

Any of the following:

A.2.A. SEC registration and Articles of Incorporation for Corporation  
(1) Photo Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

A.2.B. CDA registration for cooperative  
(1) Photo Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

A.2.C. Certificate of Registration of Business Name from DTI for Single Proprietorship  
(1) Photo Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

##### A.3. Latest Income Tax Return (ITR) and Audited Financial Statement

(1) Photo Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

##### A.4. Inspection report from FPA RFU Personnel covering the area

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.5. Recommendation Letter from the FPA RFU Personnel covering the area and approved by their respective Regional Officer

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.6. Certified Pesticide Applicator's (CPA) ID

**Certified Pesticide Applicator's (CPA) ID (1 Photocopy)**

Remarks:

Secure from **FPA Central Office - Planning, Management and Information Division (PMID)**

##### A.7. Compliance with the Occupational Health and Safety Standards for CPAs and technicians:

(1) Original Copy

Applicant / Client

Remarks:

From Health facility/hospital

- a. Complete and thorough physical examination
- b. Laboratory tests which include:

- Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.
- Chest x-ray
- Urinalysis
- Fecalalysis
- Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT

**c. Certificate of "Fit to Work"**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. Location: FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office  Notes/Instruction: <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: License Fee	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.6. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 6 working day/s, 5 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**License Fee**

License Fee : Php. 1,200.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

## 8. Issuance of Warehouse Registration Certificate (New/Renewal) - Applied at the Regional Office

Warehouse Registration is issued to facility or establishment used for the storage of fertilizers, pesticides and other agricultural chemicals.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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### For Standard Requirement

**1. Duly accomplished and notarized application form with documentary stamp**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**2. Recommendation from FPA RFU Personnel covering the area and approved by their respective Regional Officer**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

**3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Regional Office. Location: FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Regional Office. Location: FPA Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: License Fee	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.4. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.5. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>

	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		
<p>Formula / Schedule of Fees</p> <p><b>License Fee</b></p> <p><b>License Fee :</b></p> <p><b>Fertilizer Only – Php. 1,200.00</b></p> <p><b>Pesticide Only – Php. 2,000.00</b></p> <p><b>Both F/P – Php. 2,400.00</b></p> <p>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.</p>				

## 9. Issuance of Warehouse Registration Certificate (New/Renewal) - Applied at the Provincial Office

Warehouse Registration is issued to facility or establishment used for the storage of fertilizers, pesticides and other agricultural chemicals.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit			
<b>Category:</b>	External Service			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B (Government to Business)			
<b>Who may avail:</b>	Distributor, Importer, Manufacturer, Formulator, Processor, Exporter, Bulk-blender, and Institutional-User of fertilizer, pesticide and other agricultural chemicals.			
<b>Operating Hours:</b>	8:00 AM - 5:00 PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Standard Requirement</b>				
<b>1. Duly accomplished and notarized application form with documentary stamp</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>		
<b>2. Recommendation from FPA RFU Personnel covering the area and approved by their respective Regional Officer</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit		
<b>3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area</b> (1) Original Copy		<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE (Designation; Office)</b>
1. Submit the application w/ complete required documents at the Provincial Office. Location: FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office  Notes/Instruction: <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: License Fee	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>

	2.6. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>

<b>Total Processing Time:</b>	Working Days: 6 working day/s, 5 hour/s
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<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below
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Formula / Schedule of Fees

**License Fee**

**License Fee :**

**Fertilizer Only – Php. 1,200.00**

**Pesticide Only – Php. 2,000.00**

**Both F/P – Php. 2,400.00**

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

## 10. Issuance of License to Operate (LTO) as Institutional User (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) as Institutional User is a document issued to any person or entity who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use. These advantages include their ability to closely monitor and control fertilizer or pesticide application, reducing the risk of exposure for workers. They excel in adhering to safety protocols, ensuring that protective clothing is worn and exposure times are managed effectively. Furthermore, institutional users can promptly minimize workers' exposure to fertilizer or pesticides to enhance safety. Their heightened awareness of pesticide safety further distinguishes them from regular farmers. Importantly, these users are easily accessible to government agencies, facilitating regulatory oversight and compliance with fertilizer/pesticide-related rules and regulations.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any persons/entities who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. For both New and Renewal Application</b>	
<b>A.1. Accomplished FPA Form No. P-180, notarized &amp; with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
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<b>A.2. Business registration whichever is applicable</b> Any of the following:	
A.2.A. <i>SEC registration and Articles of Incorporation for Corporation</i> (1) Photo Copy	<b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department
A.2.B. <i>Certificate of Registration of Business Name for Single Proprietorship</i> (1) Photo Copy	<b>Agency - Division:</b> Department of Trade and Industry - Regional/Provincial Office
A.2.C. <i>CDA registration for Cooperative</i> (1) Photo Copy	<b>Agency - Division:</b> Cooperative Development Authority - Registration Division
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<b>A.3. Latest Income Tax Return (ITR) and Audited Financial Statement</b> (1) Photo Copy	<b>Agency - Division:</b> Bureau of Internal Revenue - Revenue District Office
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<b>A.4. Inspection report from FPA RFU Personnel covering the area</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
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<b>A.5. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
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<b>A.6. Contract and/or certification from the manufacturer/supplier</b> (1) Photo Copy	Applicant / Client
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<b>A.7. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO)</b> (1) Photo Copy	<b>Agency - Division:</b> Department of Environment and Natural Resources - Environmental Management Bureau
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<b>A.8. Authorization letter from the pesticide company who registered the product</b> (1) Photo Copy	Applicant / Client
<hr/>	

**Sub Situational Requirement/s**

**A.a. For pesticide handler only (both New and Renewal Application)**

A.a.1. Accredited Responsible Care Officer [ARCO] ID/s

Accredited Responsible Care Officer [ARCO] ID/s (1 **photocopy**)

Remarks:

Secure from FPA Central Office - Planning, Management and Information Division (PMID)

**B. For Pesticide Institutional-User Only**

**B.1. Compliance with the Occupational Health and Safety Standards for CPAs and technicians**

(1) Original Copy

Applicant / Client

Remarks:

From Health facility/hospital

- a. Complete and thorough physical examination
- b. Laboratory tests which include:
  - Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.
  - Chest x-ray
  - Urinalysis
  - Fecalalysis
  - Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT
- c. Certificate of “Fit to Work”

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Regional Office. Location: FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	• Agriculturist II; Regional Field Unit
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	• Agriculturist II; Regional Field Unit
2. Pay the corresponding fees at the Regional Office. Location: FPA Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	• Agriculturist II ; Regional Field Unit • Supervising Agriculturist ; Regional Field Unit
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	• Agriculturist II; Regional Field Unit
	2.3. Evaluate and process the applications.		4 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.4. Prepare the certification.		1 hour/s	• Administrative Aide; Regional Field Unit
	2.5. Review and sign the certificate.		1 hour/s	• Supervising Agriculturist; Regional Field Unit
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	• Administrative Aide; Regional Field Unit

	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000**

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Filing Fee		
Institutional User	Php 3,600.00	Php 7,500.00
Area Distributor	Php 1,800.00	Php 2,000.00
Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

# 11. Issuance of License to Operate (LTO) as Institutional User (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) as Institutional User is a document issued to any person or entity who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use. These advantages include their ability to closely monitor and control fertilizer or pesticide application, reducing the risk of exposure for workers. They excel in adhering to safety protocols, ensuring that protective clothing is worn and exposure times are managed effectively. Furthermore, institutional users can promptly minimize workers' exposure to fertilizer or pesticides to enhance safety. Their heightened awareness of pesticide safety further distinguishes them from regular farmers. Importantly, these users are easily accessible to government agencies, facilitating regulatory oversight and compliance with fertilizer/pesticide-related rules and regulations.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any persons/entities who shall engage in the business to agricultural establishments with distinct advantages over regular farmers regarding fertilizer/pesticide use.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Situational Requirement</b>	
<b>A. For both New and Renewal Application</b>	
<b>A.1. Accomplished FPA Form No. P-180, notarized &amp; with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
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<b>A.2. Business registration whichever is applicable</b> Any of the following:	
A.2.A. <i>SEC registration and Articles of Incorporation for Corporation</i> (1) Photo Copy	<b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department
A.2.B. <i>Certificate of Registration of Business Name for Single Proprietorship</i> (1) Photo Copy	<b>Agency - Division:</b> Department of Trade and Industry - Regional/Provincial Office
A.2.C. <i>CDA registration for Cooperative</i> (1) Photo Copy	<b>Agency - Division:</b> Cooperative Development Authority - Registration Division
<hr/>	
<b>A.3. Latest Income Tax Return (ITR) and Audited Financial Statement</b> (1) Photo Copy	<b>Agency - Division:</b> Bureau of Internal Revenue - Revenue District Office
<hr/>	
<b>A.4. Inspection report from FPA RFU Personnel covering the area</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
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<b>A.5. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
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<b>A.6. Contract and/or certification from the manufacturer/supplier</b> (1) Photo Copy	Applicant / Client
<hr/>	
<b>A.7. Copy of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO)</b> (1) Photo Copy	<b>Agency - Division:</b> Department of Environment and Natural Resources - Environmental Management Bureau
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<b>A.8. Authorization letter from the pesticide company who registered the product</b> (1) Photo Copy	Applicant / Client
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**Sub Situational Requirement/s**

**A.a. For pesticide handler only (both New and Renewal Application)**

A.a.1. Accredited Responsible Care Officer [ARCO] ID/s

Accredited Responsible Care Officer [ARCO] ID/s (1 **photocopy**)

Remarks:

Secure from FPA Central Office - Planning, Management and Information Division (PMID)

**B. For Pesticide Institutional-User Only**

**B.1. Compliance with the Occupational Health and Safety Standards for CPAs and technicians**

(1) Original Copy

Applicant / Client

Remarks:

From Health facility/hospital

- a. Complete and thorough physical examination
- b. Laboratory tests which include:

- Hematology – Hemoglobin, Hematocrit, Leucocyte count, and differential, reticulocyte and platelet count.
- Chest x-ray
- Urinalysis
- Fecalalysis
- Biochemical monitoring – BUN, creatinine, uric acid, total protein, alkaline phosphatase, total cholesterol, SGOT, SGPT

- c. Certificate of “Fit to Work”

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. Location: FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office  Notes/Instruction:  <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.6. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional</li> </ul>

			Field Unit
	2.8. Receive and record the certificate from the Regional Office.	30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.9. Release the certificate to the clients or Notify client on the status of the application.	2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 6 working day/s, 5 hour/s	
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below	

Formula / Schedule of Fees

**Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000**

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Filing Fee		
Institutional User	Php 3,600.00	Php 7,500.00
Area Distributor	Php 1,800.00	Php 2,000.00
Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

## 12. Issuance of License to Operate (LTO) as Mango Flower Inducer/Contractor (New/Renewal) - Applied at the Regional Office

License to Operate as Mango Flower Inducer/Contractor is a document issued to any person or entity who enters into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis. Applicant is required to attend a Mango Contractor Training before filing a license application.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	All persons/entities who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis who already attend a Mango Contractor Training.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Standard Requirement</b>	
<b>1. Duly accomplished and notarized application form with document stamp [FPA-FRD-F08]</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a>
<b>2. Certificate of Attendance to Mango Contractor Training</b> (1) Photo Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Planning, Management and Information Division (PMID)
<b>3. Certificate of Membership from Accredited Association if applicable</b> (1) Photo Copy  Remarks:  <b>Secure from Accredited Association</b>	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Regional Office. Location: FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Regional Office. Location: FPA Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: License Fee	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.4. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>

	2.5. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>

<b>Total Processing Time:</b>	Working Days: 4 working day/s
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<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below
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Formula / Schedule of Fees

**License Fee**

License Fee – Mango Contractor – Php. 1,200.00

Mango Contractor (Member of Accredited Association – Php. 600.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

## 13. Issuance of License to Operate (LTO) as Mango Flower Inducer/Contractor (New/Renewal) - Applied at the Provincial Office

License to Operate as Mango Flower Inducer/Contractor is a document issued to any person or entity who enters into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis. Applicant is required to attend a Mango Contractor Training before filing a license application.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	All persons/entities who enter into a contract with a mango grower to service his trees (from flower induction to harvesting) for a fee or on a sharing basis who already attend a Mango Contractor Training.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Standard Requirement

**1. Duly accomplished and notarized application form with document stamp [FPA-FRD-F08]**  
(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**2. Certificate of Attendance to Mango Contractor Training**  
(1) Photo Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Planning, Management and Information Division (PMID)

**3. Certificate of Membership from Accredited Association if applicable**  
(1) Photo Copy

Applicant / Client

Remarks:

**Secure from Accredited Association**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Provincial Office. Location: FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office  Notes/Instruction: <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: License Fee	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>

2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
2.6. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
2.8. Receive and record the certificate from the Regional Office.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>

<b>Total Processing Time:</b>	Working Days: 6 working day/s, 5 hour/s
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<b>Total Processing Fee:</b>	Total Standard Fee: None See other fees below
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Formula / Schedule of Fees

**License Fee**

License Fee – Mango Contractor – Php. 1,200.00

Mango Contractor (Member of Accredited Association – Php. 600.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

# 14. Issuance of License to Operate (LTO) as Fertilizer Dealer-Repacker (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) is a document issued to fertilizer dealer who intends to engage in the business of repacking and retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA. Repacking of solid fertilizers is done in 1, 2 and 5 kilograms with the FPA recommended label and packaging material.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Fertilizer Dealers
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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For Standard Requirement	
<p><b>1. Duly accomplished and notarized application form with documentary stamp</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <a href="https://fpa.da.gov.ph/resources/downloadable-forms/">https://fpa.da.gov.ph/resources/downloadable-forms/</a></p>
<p><b>2. Business registration, whichever is applicable</b> Any of the following:</p>	
<p><b>2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department</p>
<p><b>2.B. Certificate of business name registration with DTI for Single Proprietorship</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Department of Trade and Industry (DTI) - Regional/Provincial Office</p>
<p><b>2.C. CDA registration for Cooperative</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Cooperative Development Authority - Registration Division</p>
<p><b>3. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit</p>
<p><b>4. Sample of the Packaging Material, design and information on the Label</b> (1) Photo Copy</p> <p>Remarks: <i>based on the FPA M.C No. 11 Series of 2024</i></p>	<p>Applicant / Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit the application w/ complete required documents at the Regional Office. Location: FPA Regional Office</p>	<p>1.1. Receive the application documents from the clients and check for completeness of documents.</p>	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	<p>1.2. If documents are complete, issue Order of Payment to the client.</p>		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>

<p>2. Pay the corresponding fees at the Regional Office. Location: FPA Regional Office</p>	<p>2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.</p>	<p><b>Formula Fees</b> Breakdown: License Fee</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> <li>• Agriculturist II ; Regional Field Unit</li> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	<p>2.2. Evaluate the application documents and endorse to the Regional Office for processing</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	<p>2.3. Evaluate and process the applications.</p>		<p>4 hour/s</p>	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	<p>2.4. Prepare the certification.</p>		<p>1 hour/s</p>	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	<p>2.5. Review and sign the certificate.</p>		<p>1 hour/s</p>	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	<p>2.6. Record the signed certificate and endorse to Provincial Office.</p>		<p>1 hour/s</p>	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	<p>2.7. Receive and record the certificate from the Administrative Aide</p>		<p>30 minute/s</p>	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	<p>2.8. Release the certificate to the clients or Notify client on the status of the application.</p>		<p>2 working day/s</p>	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
<p><b>Total Processing Time:</b></p>		<p>Working Days: 4 working day/s</p>		
<p><b>Total Processing Fee:</b></p>		<p>Total Standard Fee: None See other fees below</p>		
<p>Formula / Schedule of Fees</p> <p><b>License Fee</b></p> <p><b>License Fee – Php 1,800.00</b></p> <p><b>Member of Dealer 's Assoc. - 20% discount License Fee</b></p> <p><b>Cooperative - 50% discount License Fee</b></p> <p><b>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.</b></p>				

## 15. Issuance of License to Operate (LTO) as Fertilizer Dealer-Repacker (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) is a document issued to fertilizer dealer who intends to engage in the business of repacking and retailing FPA-registered fertilizers and other agricultural chemicals to farmers/end-users must secure a license from FPA. Repacking of solid fertilizers is done in 1, 2 and 5 kilograms with the FPA recommended label and packaging material.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Fertilizer Dealers
<b>Operating Hours:</b>	8:00 AM - 5:00 PM
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>

### For Standard Requirement

**1. Duly accomplished and notarized application form with documentary stamp**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

**2. Business registration, whichever is applicable**

Any of the following:

**2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation**

(1) Photo Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

**2.B. Certificate of business name registration with DTI for Single Proprietorship**

(1) Photo Copy

**Agency - Division:** Department of Trade and Industry (DTI) - Regional/Provincial Office

**2.C. CDA registration for Cooperative**

(1) Photo Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

**3. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer**

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

**4. Sample of the Packaging Material, design and information on the Label**

(1) Photo Copy

Applicant / Client

Remarks:

**based on the FPA M.C No. 11 Series of 2024**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Provincial Office. Location: FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>

<p>2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office</p> <p>Notes/Instruction: <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i></p>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<p><b>Formula Fees</b> Breakdown: License Fee</p>	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II ; Regional Field Unit</li> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.6. Review and sign the certificate		1 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist ; Regional Field Unit</li> </ul>
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 6 working day/s, 5 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		
<p>Formula / Schedule of Fees</p> <p><b>License Fee</b></p> <p><b>License Fee – Php 1,800.00</b></p> <p><b>Member of Dealer 's Assoc. - 20% discount License Fee</b></p> <p><b>Cooperative - 50% discount License Fee</b></p> <p><b>** For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.</b></p>				

## 16. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Dealer (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) is a document issued to any person or business entity who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any person or business establishment who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement	
<p><b>1. Duly accomplished and notarized application form with documentary stamp</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit</p>
<p><b>2. Business registration, whichever is applicable</b></p> <p>Any of the following:</p>	
<p><b>2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation"</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department</p>
<p><b>2.B. Certificate of business name registration with DTI for Single Proprietorship</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Department of Trade and Industry (DTI) - Regional/Provincial Office</p>
<p><b>2.C. CDA registration for Cooperative</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Cooperative Development Authority - Registration Division</p>
<p><b>3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit</p>
<p><b>4. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer</b> (1) Original Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit</p>
<p><b>5. Certificate of Registration of Warehouse issued by FPA RFU</b> (1) Photo Copy</p>	<p><b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit</p>
<p><b>6. Accredited Safety Dispenser (ASD) ID</b></p> <p><b>Accredited Safety Dispenser (ASD) ID (1 Photocopy)</b></p> <p>Remarks:</p> <p><i>Secure from FPA Central Office - Planning, Management and Information Division (PMID)</i></p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents at the Regional Office. Location:	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>

	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Provincial Office. Location: FPA Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II ; Regional Field Unit</li> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents and endorse to the Regional Office for processing.		1 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.4. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.5. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>• Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	<ul style="list-style-type: none"> <li>• Administrative Aide; Regional Field Unit</li> </ul>
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>• Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000**

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Dealers (Renewal every 3 years)		
Dealer	Php 1,800.00	Php 2,500.00
Both Fertilizer and Pesticide Dealer	Php 4,000.00	
Member of Cooperative	50% of Dealer's License Fee	
Member of Dealer's Association	Php 3,200.00	

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

# 17. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Dealer (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) is a document issued to any person or business entity who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers.

The validity of this license is three (3) years and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any person or business establishment who intends to engage in retailing of fertilizer, pesticide, and other agricultural chemicals to end-users/farmers.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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For Standard Requirement	
<b>1. Duly accomplished and notarized application form with documentary stamp</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
<b>2. Business registration, whichever is applicable</b> Any of the following:	
<b>2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation"</b> (1) Photo Copy	<b>Agency - Division:</b> Securities and Exchange Commission - Company Registration and Monitoring Department
<b>2.B. Certificate of business name registration with DTI for Single Proprietorship</b> (1) Photo Copy	<b>Agency - Division:</b> Department of Trade and Industry (DTI) - Regional/Provincial Office
<b>2.C. CDA registration for Cooperative</b> (1) Photo Copy	<b>Agency - Division:</b> Cooperative Development Authority - Registration Division
<b>3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
<b>4. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer</b> (1) Original Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
<b>5. Certificate of Registration of Warehouse issued by FPA RFU</b> (1) Photo Copy	<b>Agency - Division:</b> Fertilizer and Pesticide Authority - Regional Field Unit
<b>6. Accredited Safety Dispenser (ASD) ID</b> <b>Accredited Safety Dispenser (ASD) ID (1 Photocopy)</b> Remarks: <i>Secure from FPA Central Office - Planning, Management and Information Division (PMID)</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. Location:	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>

	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<p>2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office</p> <p>Notes/Instruction: <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i></p>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<p><b>Formula Fees</b> Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000</p>	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.6. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 6 working day/s, 5 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

**Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000**

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Dealers (Renewal every 3 years)		
Dealer	Php 1,800.00	Php 2,500.00
Both Fertilizer and Pesticide Dealer	Php 4,000.00	
Member of Cooperative	50% of Dealer's License Fee	
Member of Dealer's Association	Php 3,200.00	

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

## 18. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Area Distributor (New/Renewal) - Applied at the Regional Office

License to Operate (LTO) as Fertilizer Area Distributor is a document issued to any person or business establishment who intends to sell fertilizer products to dealers and outlets but with a specific area of coverage within the political boundary of its island group, namely Luzon, Visayas, or Mindanao. Area distributors need not register their own fertilizer products. On the other hand, LTO as Pesticide Area Distributor is a document issued to any person or business entity who intends to sell pesticides with a specific area of coverage and need not register pesticide products.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to dealers and outlets but with a specific area of coverage and need not register their own products.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. For both New and Renewal Application

##### A.1. Duly accomplished and notarized application form with document stamp

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

##### A.2. Business registration whichever is applicable

Any of the following:

*A.2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation*  
(1) Photo Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

*A.2.B. Certificate of business name registration with DTI for Single Proprietorshi*  
(1) Photo Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

*A.2.C. CDA registration for Cooperative*  
(1) Photo Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

##### A.3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.4. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.5. Certificate of Registration of Warehouse issued by FPA RFU

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.6. Distributorship Agreement/Certificate from the Supplier

(1) Photo Copy

Applicant / Client

Remarks:

Secure from **Manufacturer/Supplier**

### Sub Situational Requirement/s

#### A.a. For pesticide handler only

*A.a.1. Accredited Responsible Care Officer [ARCO] ID/s*

Accredited Responsible Care Officer [ARCO] ID/s (1 photocopy)

Remarks:

Secure from FPA Central Office - Planning, Management and Information Division (PMID)

**B. For New Application only**

**B.1. Notarized Certificate of Capitalization/Paid- Up Capital**  
(1) Original Copy

Applicant / Client

**C. For Renewal Application only**

**C.1. Audited Financial Statement/Income Tax Return**  
(1) Photo Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. Location: FPA Regional Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Regional Office. Location: FPA Regional Office	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents and endorse to the Regional Office for processing.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.4. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.5. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.6. Record the signed certificate and endorse to Provincial Office.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.7. Receive and record the certificate from the Administrative Aide.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.8. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 4 working day/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
Filing Fee		
Area Distributor	Php 1,800.00	Php 2,000.00
Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.

## 19. Issuance of License to Operate (LTO) as Fertilizer and/or Pesticide Area Distributor (New/Renewal) - Applied at the Provincial Office

License to Operate (LTO) as Fertilizer Area Distributor is a document issued to any person or business establishment who intends to sell fertilizer products to dealers and outlets but with a specific area of coverage within the political boundary of its island group, namely Luzon, Visayas, or Mindanao. Area distributors need not register their own fertilizer products. On the other hand, LTO as Pesticide Area Distributor is a document issued to Any person or business entity who intends to sell pesticides with a specific area of coverage and need not register pesticide products.

The validity of this license is one (1) year and shall be renewed three (3) months before its expiration. Otherwise, a surcharge of fifty percent (50%) shall be charged for renewal filed within a month after its expiration and a hundred percent (100%) surcharge for renewal filed one (1) month after its expiration.

<b>Office or Division:</b>	Regional Field Unit
<b>Category:</b>	External Service
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B (Government to Business)
<b>Who may avail:</b>	Any person or business establishment who intends to sell fertilizer, pesticides and other agricultural chemicals products to dealers and outlets but with a specific area of coverage and need not register their own products.
<b>Operating Hours:</b>	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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### For Situational Requirement

#### A. For both New and Renewal Application

##### A.1. Duly accomplished and notarized application form with document stamp

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit or downloadable from the FPA Website at <https://fpa.da.gov.ph/resources/downloadable-forms/>

##### A.2. Business registration whichever is applicable

Any of the following:

*A.2.A. SEC registration and Articles of Incorporation stated in the primary purpose "for fertilizer and/or agricultural chemicals for Corporation*

(1) Photo Copy

**Agency - Division:** Securities and Exchange Commission - Company Registration and Monitoring Department

*A.2.B. Certificate of business name registration with DTI for Single Proprietorshi*

(1) Photo Copy

**Agency - Division:** Department of Trade and Industry - Regional/Provincial Office

*A.2.C. CDA registration for Cooperative*

(1) Photo Copy

**Agency - Division:** Cooperative Development Authority - Registration Division

##### A.3. Risk Appraisal for Warehouse/Store signed by FPA RFU Personnel covering the area

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.4. Recommendation Letter from FPA RFU Personnel covering the area and approved by their respective Regional Officer

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.5. Certificate of Registration of Warehouse issued by FPA RFU

(1) Original Copy

**Agency - Division:** Fertilizer and Pesticide Authority - Regional Field Unit

##### A.6. Distributorship Agreement/Certificate from the Supplier

(1) Photo Copy

Applicant / Client

Remarks:

*Secure from Manufacturer/Supplier*

### Sub Situational Requirement/s

#### A.a. For pesticide handler only

*A.a.1. Accredited Responsible Care Officer [ARCO] ID/s*

Accredited Responsible Care Officer [ARCO] ID/s (1 photocopy)

Remarks:

Secure from FPA Central Office - Planning, Management and Information Division (PMID)

**B. For New Application only**

**B.1. Notarized Certificate of Capitalization/Paid- Up Capital**  
(1) Original Copy

Applicant / Client

**C. For Renewal Application only**

**C.1. Audited Financial Statement/Income Tax Return**  
(1) Photo Copy

**Agency - Division:** Bureau of Internal Revenue - Revenue District Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application w/ complete required documents to the Provincial Office. Location: FPA Provincial Office	1.1. Receive the application documents from the clients and check for completeness of documents.	None	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	1.2. If documents are complete, issue Order of Payment to the client.		10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
2. Pay the corresponding fees at the Provincial Office. Location: FPA Provincial Office  Notes/Instruction: <i>The original copies of the submitted documents shall be mailed to the Regional Office by the Provincial Office within 7 days.</i>	2.1. Issue an Official Receipt to the client and advise the client to wait for the approval of the LTO within the prescribed timeframe.	<b>Formula Fees</b> Breakdown: Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000	10 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II ; Regional Field Unit</li> </ul>
	2.2. Evaluate the application documents, and endorse to the Regional Office for processing via email.		1 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.3. Print and receive the application documents at the Regional Office		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.4. Evaluate and process the applications.		4 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.5. Prepare the certification.		1 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.6. Review and sign the certificate.		1 hour/s	<ul style="list-style-type: none"> <li>Supervising Agriculturist; Regional Field Unit</li> </ul>
	2.7. Mail the signed certificate to Provincial Office.		2 working day/s, 5 hour/s	<ul style="list-style-type: none"> <li>Administrative Aide; Regional Field Unit</li> </ul>
	2.8. Receive and record the certificate from the Regional Office.		30 minute/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
	2.9. Release the certificate to the clients or Notify client on the status of the application.		2 working day/s	<ul style="list-style-type: none"> <li>Agriculturist II; Regional Field Unit</li> </ul>
<b>Total Processing Time:</b>		Working Days: 6 working day/s, 5 hour/s		
<b>Total Processing Fee:</b>		Total Standard Fee: None See other fees below		

**Schedule of fees and charges for Fertilizer and Pesticide Handlers pursuant to Department of Agriculture Administrative Order No. 13, Series of 2000**

Item	Fertilizer	Pesticide
	Fees and Charges (in Pesos)	
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Fertilizer and Pesticide Handlers other than dealers (annually)		
Over ₱ 5M capitalization		
First activity	Php 8,400.00	Php 8,500.00
Additional activity	Php 4,800.00	Php 5,000.00
₱1M to ₱5M capitalization		
First activity	Php 5,400.00	Php 5,500.00
Additional activity	Php 3,600.00	Php 4,000.00
₱500,000 to ₱1M capitalization		
First activity	Php 3,600.00	Php 4,000.00
Additional activity	Php 1,800.00	Php 2,000.00
₱500,000 & below capitalization		
First activity	Php 1,800.00	Php 2,000.00
Additional activity	Php 850.00	Php 1,000.00

\*\* For Late Renewal 50% surcharge of fees if renewed within 1-month after expiry date 100% surcharge of fees if renewed beyond 1- month after expiry date.



