

**ISSUANCE
OF PERMIT
TO OPERATE
(PTO)**

REQUIREMENTS CHECKLIST FOR REGISTRATION AND PTO APPLICATION
REQUIREMENTS
Letter of Intent for Registration and PTO Application*
Duly Accomplished Application Form (<i>SRED-PTOAF-2020-V2</i>)*
Certificate of Business Registration issued by DTI (Sole Proprietorship) **
Certificate of Registration issued by SEC and Article and Incorporation and By-Laws (Corporation/Partnership/Association/Cooperatives) **
Business/Mayor's Permit*
Location map of the establishment*
Accreditation issued by the NAMDAC Board (if available)
Proof of Accreditation from DA Technology Generators (if applicable) *
Receipt of payment of application fee (Upon receipt of Notification on the approval of the Issuance of PTO)*
Additional requirements for applicants represented by its authorized representative:
a. Company Identification Card*
b. Special Power of Attorney or Board Resolution*
Duly Accomplished Application Form for Product Listing (<i>SRED-PTOAPL-2020-V2</i>)*
Brochures / Pictures / Technical Specifications of Product Lines (<i>SRED-PTOTS-2020-V1</i>)*
Additional requirements for importer:
a. Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture;* and
b. Certificate of Distributorship/Distributorship Agreement*

* Documents required both for new and renewal.

** Documents required for new applicants ONLY.

REQUIREMENTS CHECKLIST FOR AMENDMENTS TO REGISTRATION AND PTO	
REQUIREMENTS	
Change in Business Name:	
Duly Accomplished Application Form (<i>SRED-PTOAF-2020-V2</i>)	
Letter Request	
PTO (original copy)	
Business/Mayor's Permit	
Receipt of payment of application fee	
Change in Location/Region:	
Duly Accomplished Application Form (<i>SRED-PTOAF-2020-V2</i>)	
Letter Request	
PTO (original copy)	
Business/Mayor's Permit	
Receipt of payment of application fee	
Change in Ownership:	
Duly Accomplished Application Form (<i>SRED-PTOAF-2020-V2</i>)	
Letter Request	
Business/Mayor's Permit	
Deed of Sale or Donation	
Receipt of payment of application fee	
Change in Product Lines:	
Duly Accomplished Application Form (<i>SRED-PTOAF-2020-V2</i>)	
Brochures / Pictures / Technical Specifications of Product Lines (<i>SRED-PTOTS-2020-V1</i>)	
Letter Request	

(Company Logo)

Letter of Intent for Registration and PTO Application

(Date)

DIRECTOR

Bureau of Agricultural and Fisheries Engineering
Elliptical Road, Diliman, Quezon City

Thru: (Name of RED)
Regional Executive Director - DA Caraga

Attention: (Name of RAED Chief)
Regional Agricultural Engineering Division Chief - DA Caraga

Dear **Director**_____:

The (Company Name) is submitting this letter of intent to apply for registration and issuance of PTO.

Enclosed to this letter is our application and documentary requirements for the review of authenticity and accuracy.

(Name of contact person) will coordinate with you regarding the application. Should you have other queries, you may contact (him/her) at (telephone number) or by e-mail at (e-mail address).

Very truly yours,

Name of Applicant/Authorized Representative
Designation