

1. REGISTRATION AND ISSUANCE OF PERMIT TO OPERATE FOR AGRICULTURAL AND FISHERIES MACHINERY MANUFACTURES, FABRICATORS, ASSEMBLERS, DISTRIBUTORS, DEALERS, IMPORTERS, EXPORTERS (MFADDIEs)

Regulate the businesses engaged in the manufacture, fabrication, assembly, distribution, dealing, importation and exportation of agricultural and fisheries machinery; and establish national registry of machinery, MFADDIEs and machinery supplied in the market.

Schedule of availability of Services

Monday to Friday

8:00 A.M. – 5:00 P.M.

Office or Division:		STANDARDS, REGULATION AND ENFORCEMENT SECTION (SRES)		
Classification:		COMPLEX		
Type of Transaction:		G2G – Government to Government G2C – Government to Client		
Who may avail:		<p>All manufacturers, fabricators, assemblers, distributors, dealers, importers and exporters that engaged in the manufacture, fabrication, assembly, distribution, dealing, importation and exportation of agricultural and fisheries machinery shall register with DA-BAFE and apply for the registration and issuance of PTO.</p> <p>The application for registration and PTO is <i>classification- and location-specific</i>. Establishments which are engaged in different lines of activity or maintain other branches in other locations shall be required to register the same separately with the DA-RAED where the establishment is located.</p>		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<i>Please refer to list of requirements to be submitted below (page 152)</i>		Requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to RAED. Secure application forms and other requirements and make clarificatory inquiries. Copy of application	Step 1.1: Provide the client with a short briefing on the service and its requirements.		20 minutes	RAED Staff SRES, RAED

forms can also be accessed thru the DA official website, www.caraga.da.gov.ph				
2. Submit the accomplished application form and other documents to RAED.	Step 2.1: Receive and review/ evaluate the application and completeness of documents.		1 day	RAED Staff SRES, RAED
	Step 2.2: Endorsement of applications to BAFE. Scanned copy of the applications including the documentary requirements shall be submitted via e-mail for initial review.		30 minutes	RAED Staff SRES, RAED
	Step 2.3: Inform applicant, through a notification slip, of the tentative schedule of the on-site inspection and evaluation upon receipt of the application.		10 minutes	RAED Staff SRES, RAED
3. Assist BAFE-SRED/RAED-SRES on-site inspection and evaluation.	Step 3.1: Conduct Site Inspection and evaluation together with BAFE-SRED (4 th week of the month).		3 days (minimum)	BAFE-SRED/RAED-SRES
	Step 3.2: Inform applicant, through a notification letter, and copy furnish the RAED-SRES for the issuance of PTO indicating the result of evaluation.		10 minutes	BAFE-SRED
4. Proceed to BAFE for the payment for PTO. Payment may be through bank deposit.		Refer to schedule of fees below for the amount		BAFE-SRED

Proof of payment is required to be submitted to BAFE through e-mail.				
	Step 4.1: Send the permit and official receipt via courier, to the applicant.		1 day	RAED Staff SRES, RAED
TOTAL			5 days, 1 hour and 10 minutes	

Requirements to be submitted

Two (2) sets of applications and documentary requirements shall be submitted by the applicant. The original documents shall be presented for authentication of the submitted photocopy and arranged as follows:

1. New Application

Common Requirements for Both Sole Proprietorship and Corporation/Partnership/Association/Cooperatives

- a. Duly accomplished Application Form (SRED-PTOAF-2020-V2);
- b. Photocopy of Business/Mayor's Permit from the city/municipality where the establishment is located for the current year;
- c. Location map of the establishment;
- d. Duplicate copy of official receipt of payment of application fee;

Additional Requirements for Sole Proprietorship

- Photocopy of the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI).

Additional Requirements for Corporation/Partnership/Association/Cooperatives

- a. Photocopy of Certificate of Registration issued by the Securities and Exchange Commission (SEC);
- b. Photocopy of Article of Incorporation and By-laws and all amendments thereto.

2. Renewal

- b. Duly accomplished Application Form (SRED-PTOAF-2020-V2);
- c. Photocopy of Previously issued PTO;
- d. Photocopy of Business/Mayor's Permit from the city/municipality where the establishment is located for the current year; and
- e. Duplicate copy of official receipt of payment of application fee.

3. Product Listing

- a. List and technical specifications of product lines as per forms (*SRED-PTOAPL-2020-V2 and SRES-PTOTS-2020-V1*) which shall be submitted during the initial application and be updated, where appropriate;
- b. Additional requirements for importers:
 - i. Photocopy of Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture; and
 - ii. Certificate of Distributorship/Distributorship Agreement.

4. Facilities and Equipment Requirements

Complete list of their Facilities and Equipment as pre-requisite to the registration and issuance of PTO

Note:

- 1) The above checklist indicates the required documents to be attached in support to the application. The documents shall be arranged in a long brown envelope with printed “NEW” for new application and “RENEWAL” for renewal application at the front.
- 2) Proof of accreditation from DA technology generators may be submitted together with the documentary requirements in availing discounts on fees for application/renewal.

Schedule of Fees

ISSUANCE OF PTO	FEES
Application/Renewal Fee (5 years validity)	17,300.00
Discount rate for the Application/Renewal Fee (for MFADDIE adopting DA technology)	10%
Issuance Fee	200.00
Request for Change in Circumstances	
Request Fee	150.00
Request for Certified True Copy of PTO	
Request Fee	150.00

Estimated Time Table for Review Process

Activity	Schedule
	Cluster II (VI, VII, VIII, IX, X, XI, XII, CARAGA and BARMM)
Acceptance of Application	Any day of the month during office hours*
SRES submission to BAFE	Any day of the month during office hours*
BAFE checking the accuracy and authenticity of the submitted applications	Monday of the 4 th Week of the Month
Conduct of on-site inspection	4 th Week of the Month
Preparation of IER	1 st Week of the Month
Final review	2 nd Week of the Month
Notification of approved/denied application	Friday of the 2 nd Week of the Month
Receiving of the certificate	Depends on the courier (usually 3 days after the receipt of proof of payment)

Note: Holidays or suspension of work are not considered in these timelines.

****For Cluster II**

* Should the applicant be able to submit the complete requirements within the 3rd week of the current month, application shall be processed by RAED-SRES and BAFE-SRED within the prescribed 20-day period.

* Should the applicant be able to submit the complete requirements from 4th to 2nd week of the current month, application shall be processed by RAED-SRES and BAFE-SRED on the next cut-off.