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THE REGISTRATION AND ISSUANCE OF PERMIT TO
OPERATE FOR AGRICULTURAL AND FISHERIES
MACHINERY MANUFACTURERS, FABRICATORS,
ASSEMBLERS, DISTRIBUTORS, DEALERS, IMPORTERS,
AND EXPORTERS



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1. RATIONALE

In 2013, a study was conducted by the Philippine Center for Postharvest Development Mechanization (PHilMech) and University of the Philippines Los Baños – Agricultural Machinery Testing and Evaluation Center (UPLB-AMTEC) to assess the basic information on agricultural and fisheries machinery MFADDIEs and some of the products and services they offer. Results showed that there are 394 agricultural and fisheries machinery manufacturers, fabricators, assemblers, distributors, dealers, importers, and exporters (MFADDIEs) in the Philippines. However, it was noted that new businesses have engaged in the agricultural and fisheries manufacturing industry in the past years and were not properly accounted for in the said study.

The limited availability of information on the list of agricultural and fisheries machinery MFADDIE, the products they offer and their service centers in the country, is one of the issues of concerns of DA-BAFE, MFADDIEs, procuring entities and end-users during implementation of agri-fisheries engineering projects. Further, there is no established mechanism to determine the appropriate classification of MFADDIEs and their capability to produce agricultural and fisheries machinery.


Although there are documents such as AMTEC Test Reports, Mayor’s Permit, and PhilGEPS Registration Certificates wherein information (i.e. company profile and its services) about business entities can be obtained, said data are inadequate to address not only the said issues but also in solving problems on the proliferation of “fly-by-night” suppliers.

Information asymmetry brought by limited information available to the market restricts fair trade practices among suppliers and end-users. In this regard, Registration as a regulation will require MFADDIEs to submit information that is deemed significant in having a well-informed decision on selecting a legitimate, qualified and capable machine provider. It will allow the development of the agricultural and fisheries machinery manufacturing industry in the Philippines through various government interventions, hence, issuance of Permit to Operate (PTO) will facilitate compliance of MFADDIEs to set standards which will safeguard the interest of consumers and other relevant interested parties.

The revisions in this manual are made to consider the recommendations to the issues and concerns encountered during the previous implementation. Moreover, this Manual was revised to incorporate the Accreditation, Registration, Regulation, and Evaluation Management System (ARREMIS) and LinkBiz Portal. The use of ARREMIS and LinkBiz Portal is in support to the Anti-Red Tape Authority’s (ARTA’s) main goal to digitalize the government agencies as mandated by Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

2. LEGAL BASIS AND KEY OPERATING PRINCIPLES

Sections 20 and 24 of Republic Act No. 10601, otherwise known as the Agricultural and Fisheries Mechanization (AFMech) Law of 2013, laid down the basic framework for the Guidelines on the Registration and Issuance of Permit to Operate for Agricultural and Fisheries Machinery MFADDIEs.

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To implement these provisions, the AFMech Law mandated DA-BAFE as the regulatory agency responsible for all agricultural and fisheries engineering programs and projects in the country.


The following are the key operating principles in the implementation of the registration and Issuance of PTO for agricultural and fisheries machinery MFADDIEs:

- a. The MFADDIEs of agricultural and fisheries machinery will comply to the provisions stipulated in the Guidelines;
- b. The efficient review of the application for the registration and issuance of PTO depends largely on the timeliness, completeness, and accuracy in the submission of relevant documents by the applicant;
- c. The registration and issuance of PTO aims to mitigate the proliferation of agricultural and fisheries machinery MFADDIE committing any misconduct in manufacturing, fabrication, assembling, distribution, dealing, importation, and exportation of agricultural and fisheries machinery;
- d. The registration and issuance of PTO will facilitate fair trade and competition among MFADDIEs and end-users;
- e. The registration and issuance of PTO aims to provide business growth and safeguard the interest of consumers;


3. DEFINITION OF TERMS

For the purpose of this Manual, the terms are defined as follows:

- a. **Applicant** – natural or juridical person engaged or intends to engage in the business of manufacturing, fabrication, assembly, distribution, dealing, importation, and exportation of agricultural and fisheries machinery;
- b. **Authorized Representative (AR)** – person/s duly authorized by the applicant who is a permanent personnel of the company who will be the primary point of contact for all matters relating to the application for registration of permit to operate;
- c. **Assembler** – refers to any person or entity involved in the assembly using locally-made or imported individual parts and components for the production of agricultural and fisheries machinery;
- d. **Accreditation Registration Regulations and Enforcement Management Information System (ARREMIS)** – management information system used for application, processing and issuance of regulatory services of DA-BAFE; termed as “system”;
- e. **Classification** – nature of operation of establishments which are categorized based on the product lines and activities done from planning up to selling of agricultural and fisheries machineries, including outsourcing of machine parts or components;

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- f. **Dealer** – an authorized representative of distributors and/or manufacturers to supply, trade, sell and service agricultural and fisheries machinery to end-users;
- g. **Distributor** – any trading entity authorized by foreign or local suppliers and/or manufacturers to distribute agricultural and fisheries machinery to dealers;
- h. **End-user** – is a person/ organization, who actually uses/owns or intends to use a product;
- i. **Establishment** – a person, entity, association, partnership, company, corporation or cooperative engaged in the business of manufacturing, fabrication, assembly, distribution, dealing, importation, and exportation of agricultural and fisheries machinery;
- j. **Exporter** – any person or entity who ships/sends agricultural and fisheries machinery to another country for sale;
- k. **Fabricator** – any person or entity that produces agricultural machinery and equipment from prototyping to testing and commissioning and selling. Generally, a fabricator produces agricultural machinery and equipment depending on the order and arrangement;
- l. **Importer** – any person or entity who brings agricultural and fisheries machinery into the Philippines, whether or not made in the course of his or trade or business;
- m. **Manufacturer** – any person or entity that produces agricultural machinery and equipment from conceptualization to prototyping to testing and commissioning and eventually selling. Generally, a manufacturer produces agricultural machinery and equipment in bulk;
- n. **On-site Inspection and Evaluation** – all activities being undertaken by DA-BAFE-SRED and DA-RFO-RAED-SRES for purposes of visual examination of machinery, establishments including premises, or systems to verify and check compliance with the requirements and technical specifications and conformance to specific quality standards submitted by the applicant;
- o. **Other Suppliers** – various trader including retailers, brokers of agricultural and fisheries machinery to end-users;
- p. **Permit to Operate (PTO)** – privilege granted to registered MFADDIE that have passed the review, inspection and evaluation conducted by DA-BAFE-SRED and DA-RFO-RAED-SRES and who is allowed to engage in any particular line of activity which include manufacturing, fabrication, assembly, distribution, dealing, importation, or exportation of agricultural and fisheries machinery;
- q. **Provisional PTO** – document issued to an applicant for new and renewal in cases of delay or non-performance of DA-BAFE-SRED or DA-RFO RAED-SRES of their

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duties and responsibilities arising from any cause or causes beyond their reasonable control, including, without limitation, any of the following: a) Government Acts; b) Acts of God (including, but not limited to, fire, explosions, flood and natural calamities); c) War, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition, or embargo; d) Civil commotion, riot, strikes, and disorder; or e) Acts/threats of terrorism, provided that the application has passed the initial evaluation;


- r. **PTO Holder** – refers to any entity that is duly authorized by DA-BAFE SRED to manufacture, fabricate, assemble, distribute, deal, import, and export agricultural and fisheries machinery;
- s. **Regional Agricultural Engineering Division- Standards Regulation and Enforcement Section (RAED-SRES)** – refers to the section under RAED of the Department of Agriculture – Regional Field Office authorized to assist and coordinate the Department of Agriculture – Bureau of Agricultural and Fisheries Engineering (DA – BAFE) in the enforcement / implementation of the provisions of DC No. 04, Series of 2019.
- t. **Registration and Permitting** – refers to all the processes involved in the review, evaluation, inspection, validation, and approval of documents and facilities for the purpose of legalizing the business operations to manufacture, fabricate, assemble, distribute, deal, import, and export agricultural and fisheries machinery;

4. OBJECTIVES

The objective of this procedural manual is to rationalize and streamline the applications for registration and PTO issuance procedures for its effective implementation. Specifically, it aims to:

- *Provide comprehensive procedures for processing registration and PTO applications.* The Manual provides the details and the time required on processing the applications starting from acceptance and evaluation of documents until the issuance of PTO.
- *Elaborate the scheme for the conduct of inspection and evaluation and monitoring.* The details on the procedures to be done during inspection and evaluation, and monitoring are provided herein.
- *Describe cases wherein a provisional PTO can be issued.* This Manual reiterates the cases wherein a provisional PTO can be issued in lieu of the PTO.
- *Specify the contents of the registry.* The contents of the registry for public viewing are established in this Manual for transparency and privacy protection.

5. APPLICATION FOR REGISTRATION AND PTO – REQUIREMENTS AND PROCEDURES

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All manufacturers, fabricators, assemblers, distributors, dealers, importers, exporters and other suppliers of agricultural and fisheries machinery shall register with DA-BAFE and apply for the registration and issuance of PTO.

The application for registration and issuance of PTO is **classification- and location-specific**. 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.

The proprietary nature of the application shall be protected by DA-BAFE.

5.1. Requirements

The applicants shall accomplish the application form and submit the following documentary requirements in Portable Document Format (PDF) or Joint Photographic Experts Group (JPEG) format through the system (arremis.da.gov.ph) and/or submit a hard copy of documents to DA-RFO-RAED-SRES:

5.1.1. For New Application

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

- a. Business/Mayor's Permit from the city/municipality where the establishment is located for the current year;
 - *in cases that the Business/Mayor's Permit wherein an agricultural machinery is not indicated in the nature of business, **photocopy of BIR Registration** should also be submitted, where applicable;*
 - *in cases of expired Business/Mayor's Permit, official receipt may be submitted as proof of renewal;*
 - *in lieu of the Business/Mayor's Permit, for MFADDIE located in the Exclusive Economic Zones or Area, an equivalent document shall be submitted;*
- b. Location map of the establishment/Geotagged photo;
- c. Official receipt of payment of application fee;

Additional Requirements for Sole Proprietorship


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

Additional Requirements for Corporation / Partnership / Association / Cooperatives

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

5.1.2. For Renewal

- a. Previously issued PTO;

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- Business/Mayor's Permit from the city/municipality where the establishment is located for the current year (*in cases that the Business/Mayor's Permit wherein an agricultural machinery is not indicated in the nature of business, **photocopy of BIR Registration** should also be submitted, where applicable; in cases of expired Business/Mayor's Permit, official receipt may be submitted as proof of renewal; in lieu of the Business/Mayor's Permit, for MFADDIE located in the Exclusive Economic Zones or Area, an equivalent document shall be submitted;*

b. Official receipt of payment of application fee;

5.1.3. For Product Listing (New and Additional)


- a. List and technical specifications of product lines as per forms (*SRED-PTOAF-2022-V1 and SRED-PTOTS-2022-V1*) which shall be submitted during the initial application and be updated, where appropriate;
- b. Additional requirements for importers:
 - i. Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture; and
 - ii. Certificate of Distributorship/Distributorship Agreement.

5.1.4. For Amendment

In case of any change in the circumstances described in the application such as change of name of the PTO Holder, change of location/address, change of ownership, etc., proper notification through writing shall be sent to the DA-BAFE Director within ten (10) working days after effecting the changes.

The following amendments and documentary requirements shall be submitted (*electronic copy or photocopy*) together with the duly accomplished application form:

- a. Change in Location/Address (Within the Region/To another Region)
 - Letter Request
 - PTO and Notification Letter (Original Copy)
 - Valid Mayor's/Business Permit
 - Location Map
- b. Change in Business Name
 - Letter Request
 - PTO and Notification Letter (Original Copy)
 - Department of Trade and Industry (DTI)/Securities and Exchange Commission (SEC) Registration
 - Valid Mayor's/Business Permit
- c. Change in Ownership
 - Letter Request
 - PTO and Notification Letter (Original Copy)
 - Department of Trade and Industry (DTI)/Securities and Exchange Commission (SEC) Registration
 - Valid Mayor's/Business Permit
 - Deed of Sale or Donation

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d. Additional Product Lines

- Letter Request
- Valid Mayor's/Business Permit
- Product Listing Form
- Technical Specifications/Brochures

Note:


- 1) Proof of accreditation from DA technology generators may be submitted together with the documentary requirements in availing discounts on fees for application/renewal.
- 2) Additional products that may fall under different classification from the previously issued PTO shall be treated as new application.

5.2. Steps in Processing an Application

All new applications for registration of PTO will be accepted any time of the year. All applications for registration shall be accomplished through the system.

5.2.1. Receiving of New Applications


- a. Applicant must accomplish the application form through the system (arremis.da.gov.ph) and/or submit a hard copy of documents to DA-BAFE-SRED (*for applications within NCR*) and DA-RFO-RAED-SRES (*for application within their respective regions*).
- b. In case that the applicant cannot submit the application through the system, DA-BAFE-SRED (*for applications within NCR*) and DA-RFO-RAED-SRES (*for application within their respective regions*) shall facilitate the submission of the documentary requirements through the system using the submitted hard copies of the documentary requirements of the applicants.
- c. Applicants shall agree to the terms and conditions in the system to verify their intent in applying for registration and issuance of PTO.
- d. DA-BAFE-SRED and DA-RFO-RAED-SRES shall accept and review the completeness of the application and documentary requirements submitted by the applicant.
- e. Applications with incomplete set of requirements shall not be accepted. The applicant, however, may re-apply for the issuance of PTO after the required set of documents have been complied.
- f. The system will notify the applicant thru text message if they have submitted incomplete documents upon the review of DA-BAFE-SRED and DA-RFO-RAED-SRES.

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- g. The system will notify the applicant thru text message if they fail to comply with the lacking requirements to comply within twenty (20) working days, indicating that one (1) year will be given to them to comply with the submission of the documentary requirements. Failure to complete the documentary requirements within the specified period, application will be automatically removed from the system.
- h. For complete applications in NCR, the DA-BAFE-SRED shall select the tentative schedule through the system and indicate the names of inspectors for the conduct of on-site inspection and evaluation. For complete applications in the Regions, DA-RFO-RAED-SRES shall select the tentative schedule through the system and indicate the names of inspectors for the conduct of on-site inspection and evaluation.

5.2.2. Receiving of Renewal/Amendment Applications

- a. Applicant must accomplish the application form through the system (arremis.da.gov.ph) and/or submit a hard copy of documents to DA-BAFE-SRED (*for applications within NCR*) and DA-RFO-RAED-SRES (*for application within their respective regions*).
- b. In case that the applicant cannot update the application through the system, DA-BAFE-SRED (*for applications within NCR*) and DA-RFO-RAED-SRES (*for application within their respective regions*) shall facilitate the submission of the documentary requirements through the system using the submitted hard copies of the documentary requirements of the applicants.
- c. Applicants shall agree to the terms and conditions in the system to verify their intent in applying for renewal of their PTO.
- d. DA-BAFE-SRED and DA-RFO-RAED-SRES shall accept and review the completeness of the application and documentary requirements submitted by the applicant.
- e. Applications with incomplete set of requirements shall not be accepted. The applicant, however, may re-apply for the issuance of PTO after the required set of documents have been complied.
- i. The system will notify the applicant thru text message if the they fail to comply with the lacking requirements to comply within twenty (20) working days, indicating that one (1) year will be given to them to comply with the submission of the documentary requirements. Failure to complete the documentary requirements within the specified period, application will be automatically removed from the system.
- j. For complete applications in NCR, the DA-BAFE-SRED shall select the tentative schedule through the system and indicate the names of inspectors for the conduct of on-site inspection and evaluation. For complete applications in the

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Regions, DA-RFO-RAED-SRES shall select the tentative schedule through the system and indicate the names of inspectors for the conduct of on-site inspection and evaluation, *where appropriate only*.

5.2.3. Inspection and Evaluation

- a. An auto-generated Work Order in the system can be downloaded for the conduct of on-site inspection and evaluation*
- b. The Work Order (Annex D) signed by the DA-BAFE Director shall be conformed by the applicant before the conduct of the inspection and evaluation
- c. The on-site inspection and evaluation shall be conducted by DA-BAFE-SRED (for applications within NCR) and DA-RFO-RAED-SRES (for application within their respective regions) in the establishment prior to the issuance of PTO or its renewal. The following shall be checked during the on-site inspection:


PARAMETER
i. Organizational Structure and Company Profile
ii. Verification of submitted documentary requirements
iii. Site/Location
iv. Plant Layout/Floor Plan and Operations
v. Observation of Occupational Safety**
vi. Quality Control System
vii. Facilities and Equipment
viii. Machinery production and distribution delivery system
ix. Information on Service Centers

Note:

*On-Site Inspection and Evaluation without an approved Work Order signed by the DA-BAFE Director shall not be recognized);

**Applicant shall submit their Occupational Safety and Health Program of the company approved by DOLE, if available.

- d. In the event that an on-site inspection and evaluation cannot be conducted caused by **force majeure or any fortuitous events**, a virtual inspection and evaluation may be conducted by DA-BAFE-SRED for applicants in NCR and DA-RFO-RAED-SRES for applicants in the Regions in the establishment prior to the issuance of PTO or its renewal.
- e. The inspectorate team is composed of the following representatives:
 - i. For NCR applications, DA-BAFE-SRED and/or other concerned agencies (i.e. BFAR, PHILFIDA, SRA, etc.), where appropriate.
 - ii. For Regional applications, DA-RFO-RAED-SRES, and/or other concerned agencies (i.e. ABE staff from the LGU, BFAR etc.), where appropriate.

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- f. The Inspection and Evaluation form (Annex E) shall be used by the inspectors.
- g. An entry and exit conference shall be conducted by the inspectorate team together with the applicant before and after the inspection and evaluation, respectively.
- h. The inspectorate team shall prepare the Inspection and Evaluation Report (IER) supported with the Checklist of Requirements and the application and its documentary requirements. The IER shall indicate the findings during the review of accuracy and authenticity of the application, and results of the conduct of inspection and evaluation.
- i. Inspection and Evaluation Form and Report, and Conformed Work Order shall be submitted to DA-BAFE-SRED through the system for review and endorsement for recommendation.
- j. Failure to pass the inspection and evaluation shall be a ground on denial of PTO application relative to the recommendations of the inspection team.
- k. The DA-BAFE-SRED and DA-RFO-RAED-SRES shall employ the “zero contact policy” with the applicant after the inspection and evaluation is conducted.


5.2.4. Approval/Denial of Application

Upon evaluation of the application, the DA-BAFE-SRED through its Division Chief shall recommend the approval/denial of the issuance of PTO to the BAFE Director.

The decision of the DA-BAFE Director approving or denying the application shall be final.

5.2.5. Notification and Payment Procedures

- a. The applicant/authorized representative may facilitate the payment for the application fee to the BAFE by personal appearance and/or through bank deposit – LinkBiz Portal. The proof of payment is required to be uploaded in the system. Once the proof of payment is received and validated by BAFE, BAFE will proceed to the scheduling of inspection and evaluation.
- b. Moreover, a notification letter shall be provided to the applicants through the system for the issuance of PTO indicating the result of evaluation. The applicant/authorized representative shall proceed to the DA-BAFE Office to retrieve their PTO upon payment of the issuance fee as stipulated in the Schedule of Fees and Charges to be promulgated by BAFE.
- c. However, the applicant/authorized representative who cannot pay for the issuance fee of PTO by personal appearance may facilitate their payment

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through bank deposit or LinkBiz Portal. The proof of payment is required to be sent to DA-BAFE via e-mail. Once the proof of payment is received, DA-BAFE shall send the certificate to the applicant via courier.

- d. The proof of payment is required to be submitted to DA-BAFE-SRED through the system. Once the proof of payment is received and validated, DA-BAFE-SRED will send the permit and official receipt, via courier, to the DA-RFO-RAED-SRES. Subsequently, the DA-RFO-RAED-SRES may send the permit, via courier, to the applicant. And the applicants from the Region may opt to pick up their PTO on the nearest DA-RFO-RAED office.
- e. For denied application, DA-BAFE-SRED shall indicate the ground/s for denial of the issuance of PTO in the notification letter. Accordingly, the applicant may file for a new application upon receipt of notification indicating the reason for denial.

5.2.6. Estimated Time Table for Review Process

The PTO shall be made available within 20 working days (for new application), 10-15 working days (for application for renewal) and 13 working days (for application for amendment). The process flowchart and timeline are provided in Annexes A, B and C, respectively

5.2.7. Monitoring

The monitoring will be conducted to all MFADDIEs with PTO by DA-BAFE-SRED and DA-RFO RAED-SRES vis-à-vis the Guidelines which will be formulated by DA-BAFE.


5.2.8. Issuance of Provisional PTO

A provisional PTO shall be issued, in cases of delay arising from any causes including, without limitation, any of the following:

- a. Government Acts;
- b. Force majeure (including, but not limited to, fire, explosions, flood and natural calamities etc.);
- c. War, hostilities (whether war be declared or not), invasion, act or foreign enemies, mobilization, requisition, or embargo;
- d. Civil commotion, riot, strikes, and disorder; or
- e. Act/ threats of terrorism, provided that the application has passed the initial evaluation of documents and the conduct of on-site inspection is not feasible.

5.2.9. Period of Validity and Renewal

The PTO shall be valid for five (5) years. Similarly, the provisional PTO shall be valid for three (3) months.

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PTO holders that fail to file an application for renewal after sixty (60) days from the date of expiration shall result to an automatic cancellation of the PTO without prejudice to their application.

The applicant may opt to submit an application for renewal one (1) month before the expiration of their permit.

5.2.10. Terms and Conditions of the PTO and Provisional PTO

The PTO holder shall be responsible in the utilization of the PTO. Specifically, it shall observe the following:

- a. The PTO shall be placed conspicuously within the business premises;
- b. The PTO is not transferrable and shall be solely used in which the application was sought; and
- c. Updated copies of registration documentary requirements shall be readily made available, where appropriate.

Provisional permits are revocable once the PTO is released.


6. REGISTRY OF PTO HOLDERS

- a. This registry shall include the list of all MFADDIEs issued with valid PTO. The registry shall be arranged based on their respective PTO application number and validity. Particularly, the following MFADDIEs' information shall be shown in the DA-BAFE website:
 - i. Company Name
 - ii. Company Address (City and Province)
 - iii. Classification
 - iv. PTO application number and validity
 - v. Product Lines
- b. The registry shall be updated due to the following:
 - i. Amendments to Registration
 - ii. Change in Business Name
 - iii. Change in Location/Address
 - iv. Change in Ownership
 - v. Additional and/or Change in Product Lines
- c. Removal of MFADDIE from the registry if the PTO expired/cancelled;

The above information is available for public viewing in the official website of DA-BAFE.

7. ADMINISTRATIVE SANCTIONS


The BAFE shall, at its discretion, impose administrative sanctions for any covered person or entity for the violation of the provisions of D.C. No 04, Series of 2019. It may

	<p style="text-align: center;">Department of Agriculture Bureau of Agricultural and Fisheries Engineering PROCEDURAL MANUAL FOR THE IMPLEMENTATION OF THE GUIDELINES ON THE REGISTRATION AND ISSUANCE OF PERMIT TO OPERATE FOR AGRICULTURAL AND FISHERIES MACHINERY MFADDIEs</p>	Document Code SRED-PTOPM-2022-V1
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		Revision Code: 02
		Effectivity Date:

include penalties, such as fine, warning, and other administrative sanctions as necessary. The detailed procedures shall be governed by the Rules on the Imposition of Administrative Penalties and Sanctions for BAFE Regulatory Services.

8. REVISION OF THE MANUAL

This manual shall be subjected for review to align and update the procedures with other related laws and issuances and for the inclusion of other procedural details such as the online application and payment.

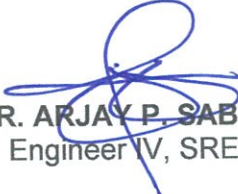
	<p style="text-align: center;">Department of Agriculture Bureau of Agricultural and Fisheries Engineering PROCEDURAL MANUAL FOR THE IMPLEMENTATION OF THE GUIDELINES ON THE REGISTRATION AND ISSUANCE OF PERMIT TO OPERATE FOR AGRICULTURAL AND FISHERIES MACHINERY MFADDIEs</p>	Document Code SRED-PTOPM-2022-V1
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 Director, BAFE

Annex A. Time Table for Review Process – New Application

ACTIVITY	NO. OF WORKING DAYS	RESPONSIBLE AGENCY
Acceptance of Application* - In NCR - In Regions	1 day	DA-BAFE-SRED DA-RFO RAED-SRES
DA-RFO-RAED-SRES submission to DA-BAFE-SRED of applications	3 days	DA-RFO RAED-SRES
Application Fee**	1 day	
BAFE checking the accuracy and authenticity of the submitted applications	1 day	DA-BAFE-SRED DA-BAFE-SRED
Issuance of Work Order		
Conduct of on-site inspection - In NCR - In Regions	1-3 days	DA-BAFE-SRED DA-RFO RAED-SRES
Preparation of IER - In NCR - In Regions	5 days	DA-BAFE-SRED DA-RFO RAED-SRES
Final review	4 days	DA-BAFE-SRED
Notification of approved/denied application	1 days	DA-BAFE-SRED
Payment and Releasing of the certificate	1 days	DA-BAFE-SRED

Note: Holidays or suspension of work are not considered in this timeline.

*Acceptance of application with complete documentary requirements

**Stop of processing

Annex B. Time Table for Review Process – Renewal Application

ACTIVITY	NO. OF WORKING DAYS	RESPONSIBLE AGENCY
Acceptance of Application* - In NCR - In Regions	1 day	DA-BAFE-SRED DA-RFO RAED-SRES
DA-RFO-RAED-SRES submission to DA-BAFE-SRED of applications	2 days	DA-RFO RAED-SRES
Application Fee**	1 day	
BAFE checking the accuracy and authenticity of the submitted applications	1 day	DA-BAFE-SRED
Issuance of Work Order***		DA-BAFE-SRED
Conduct of on-site inspection*** - In NCR - In Regions	2 days	DA-BAFE-SRED DA-RFO RAED-SRES
Preparation of IER*** - In NCR - In Regions	3 days	DA-BAFE-SRED DA-RFO RAED-SRES
Final review	3 days	DA-BAFE-SRED
Notification of approved/denied application	1 days	DA-BAFE-SRED
Payment and Releasing of the certificate	1 days	DA-BAFE-SRED

Note: Holidays or suspension of work are not considered in this timeline.

*Acceptance of application with complete documentary requirements

**Stop of processing

***On-Site Inspection and Evaluation is optional

Annex C. Time Table for Review Process –Amendment Application

ACTIVITY	NO. OF WORKING DAYS	RESPONSIBLE AGENCY
Acceptance of Application* - In NCR - In Regions	1 day	DA-BAFE-SRED DA-RFO RAED-SRES
DA-RFO-RAED-SRES submission to DA-BAFE-SRED of applications	2 days	DA-RFO RAED-SRES
Application Fee**	1 day	
BAFE checking the accuracy and authenticity of the submitted applications	1 day	DA-BAFE-SRED
Preparation of Evaluation Report - In NCR - In Regions	3 days	DA-BAFE-SRED DA-RFO RAED-SRES
Final review	3 days	DA-BAFE-SRED
Notification of approved/denied application	1 days	DA-BAFE-SRED
Payment and Releasing of the certificate	1 days	DA-BAFE-SRED

Note: Holidays or suspension of work are not considered in this timeline.

*Acceptance of application with complete documentary requirements

**Stop of processing



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Tel Nos. (02) 8351-8120, 8294-9741
E-mail: bafe@da.gov.ph

SRED-ARS-PTOWO-22-

WORK ORDER

This is to authorize the bearer/s whose name/s and signature/s appears below, to conduct on-site inspection and evaluation for the registration and issuance of permit to operate for agricultural and fisheries machinery manufacturers, fabricators, assemblers, distributors, dealers, importers, and exporters (MFADDIEs).

CONTROL NO:

DATE:

MFADDIE:

INSPECTORS:

- 1.
- 2.
- 3.

Approved by:

ENGR. ARIODEAR C. RICO
Director IV

Conforme:

Name and Signature of the Applicant/
Authorized Representative of the Applicant

Date: _____

INSPECTION AND EVALUATION FORM
Registration and Issuance of PTO for Agri-fisheries Machinery MFADDIEs

Type of Application	:	_____ New _____ Renewal _____ Amendment
Application No.	:	_____ - _____
Date of Inspection (dd/mo/yr)	:	

Classification (per application) :

I.A. COMPANY PROFILE		
Company Name	:	
Company Address	:	
Business Organization <i>(Sole Proprietorship / Corporation / Partnership / Association / Cooperative)</i>	:	
Name of Authorized Representative / Position and Signature	:	
Contact Information	:	Telephone No.
	:	Fax No.
	:	Email address:

I.B ORGANIZATIONAL STRUCTURE		
Particular <i>(Please request for a copy)</i>	Qty	Remarks/Other Observations
1. Manufacturing/Fabrication (Technical Staff)		
1.1. Engineer		
1.2. Machine Operator		
1.3. Tinsmith		
1.4. Assembler		
1.4.1. Welder		
1.4.2. Grinder		
1.4.3. Painter		
1.5. Quality Control Staff		
2. Admin and Finance		
2.1. Manager		
2.2. Supervisor		
2.3. Cashier		
2.4. Accountant/Book keeper		
2.5. Marketing/Sales		
3. Others, please specify		

II. SITE / LOCATION	
Coordinates <i>(Please provide geotagged photos)</i>	:
Brief Narrative Description of the Site	

V. QUALITY CONTROL	
Particular	Remarks
1. Quality of Records	
With Quality Control System	
2. Inspector for Finish Product	

VI. FACILITIES AND EQUIPMENT					
Fabrication, Repair and Maintenance Equipment (List all equipment based on submitted information in form SRED-PTOAF-2020-V1)	Qty	Functional	Non-functional	Owned/Rented	Year Acquired
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

VII. LIST OF COMPANY-OWNED SERVICE CENTERS			
Service Center	Contact No.	Email Address	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Document Checklist

New and Renewal

<input type="checkbox"/>	Certificate of Business Registration issued by DTI (Sole Proprietorship)
--------------------------	--

	Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Article and Incorporation and By-Laws (Corporation/Partnership/Association/Cooperatives)
	Business/Mayor's Permit from the city/municipality where the establishment is located for the current year
	Location map of the establishment
	Certificate of Accreditation issued by the NAMDAC Board (if available)

Classification of Establishment Using Machinery Production, Distribution and Delivery System

ITEM	LOCAL / IMPORTED	SOURCE	MODE OF PRODUCTION (by bulk/by order)	ACTIVITY/IES	OUTSOURCED PARTS	PERCENT COST OF OUTSOURCED PARTS (without primemover)	NAME OF AUTHORIZED DEALERS	CLASSIFICATION	REMARKS
								Manufacturer Assembler Distributor Dealer Importer Exporter	

NOTES:

- This section shall include the specific machinery and its corresponding brand.
- This section shall indicate whether the machine is locally-made or imported. If imported, a certificate indicating the country of manufacture shall be requested.
- Source shall indicate the supplier (MFADiE) where the machinery is ordered/obtained. If the machine is produced by the company, indicate the source of raw materials (i.e. hardware).
- This section shall describe the mode of production of the machinery whether it's by order or by batch.
- This section shall include all activity/ies that are being done by the company prior to selling. It shall include but not limited to the following:
 - Planning - Prototyping
 - Planning - Prototyping - Production
 - Planning - Prototyping - Production - Installation
 - Importation - Distribution
 - Dealing
 - Buying - Selling (Retailing)
- Outsourced parts are equipment parts that are subcontracted or bought from other suppliers. Said parts shall include but not limited to prime movers, consumable and wearable parts etc. If there are no outsourced parts, write N/A here and in Section 6.
- This section shall include ALL dealers where the machinery is distributed. If the company has no dealer, write N/A.
- This section will be filled out once Sections (1) to (7) are completed.
- Remarks shall include the claim of the supplier whether it is an M/F/A/Di/Del/ prior to the assessment. Additional information on the machine may also be included in this section.

Name and Signature of Inspectors
(Please refer to approved work order)

: 1.
 : 2.
 : 3.
 : 4.

Conforme:

SIGNATURE OVER PRINTED NAME OF APPLICANT



APPLICATION FORM FOR REGISTRATION AND PERMIT TO OPERATE FOR AGRICULTURAL AND FISHERIES MACHINERY MANUFACTURERS, FABRICATORS, ASSEMBLERS, DISTRIBUTORS, DEALERS, IMPORTERS, AND EXPORTERS (MFADDIE)

Please write legibly.

APPLICATION NO. <small>to be filled out by RAED-SRES / BAFE-SRED</small>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF APPLICATION	____ / ____ / 20____ <small>(mm/dd/yyyy)</small>	
REGISTRATION NO. <small>to be filled out by BAFE-SRED</small>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF INSPECTION	____ / ____ / 20____ <small>(mm/dd/yyyy)</small>	
TYPE OF APPLICATION	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment To: _____			
I. PROFILE				
APPLICANT'S NAME/AUTHORIZED REPRESENTATIVE <small>(SURNAME, FIRST NAME, M.I.)</small>		COMPANY NAME		
OFFICE ADDRESS <small>(NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)</small>				
TELEPHONE NO.	MOBILE NO.	EMAIL ADDRESS		
TYPE OF ENTERPRISE <small>(Please place a check <input checked="" type="checkbox"/> to all that applies)</small> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Importer <input type="checkbox"/> Fabricator <input type="checkbox"/> Dealer <input type="checkbox"/> Exporter <input type="checkbox"/> Assembler		BUSINESS ORGANIZATION <small>(Please place a check <input checked="" type="checkbox"/>)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Others: please specify		
II. LIST OF FACILITIES AND EQUIPMENT USED FOR FABRICATION, REPAIR AND MAINTENANCE OWNED/RENTED				
	FACILITY/EQUIPMENT*	QUANTITY	OWNED/RENTED	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
III. LIST OF OFFICE EQUIPMENT				
	EQUIPMENT	QUANTITY	EQUIPMENT	QUANTITY
1.			7.	
2.			8.	
3.			9.	

I, _____ hereby certify that

I am the Manufacturer/Fabricator/Assembler/Distributor/Dealer/Importer/Exporter (MFADDIE)

I am the authorized representative to act on behalf of the (MFADDIE)

and that the information on this form is full and complete and is to the best of my knowledge, a true statement of facts relating to this application. I am signifying my unequivocal consent to the disclosure, collection and use of the information and data generated by BAFE in their other policies and regulations.

SIGNATURE OVER PRINTED NAME OF APPLICANT

NOTIFICATION SLIP

APPLICATION NO.	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF APPLICATION	___ / ___ / 20___ (mm/dd/yyyy)
NAME AND SIGNATURE OF RAED-SRES / BAFE-SRED		DATE OF INSPECTION	___ / ___ to ___ / 20___ (mm/dd to dd/yyyy)

INSTRUCTIONS

I. Documentary Requirements

A. Registration of Establishment (Initial)

Duly Accomplished Application Forms
Additional requirements for applicants represented by its authorized representative a. Company Identification Card; and b. Special Power of Attorney or Board Resolution
Certificate of Business Registration issued by DTI (Sole Proprietorship)
Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Article and Incorporation and By-Laws (Corporation/Partnership/Association/Cooperatives)
Business/Mayor's Permit from the city/municipality where the establishment is located for the current year (in lieu of the Business/Mayor's Permit wherein an agricultural machinery is not indicated in the nature of business, photocopy of BIR Registration must be submitted; in cases of expired Business/Mayor's Permit, official receipt may be submitted as proof of renewal)
Location map of the establishment
Certificate of Accreditation issued by the NAMDAC Board (if available)
Official receipt of payment of application fee

B. Registration of Establishment (Renewal)

Duly Accomplished Application Forms
Additional requirements for applicants represented by its authorized representative a. Company Identification Card; and b. Special Power of Attorney or Board Resolution
Business/Mayor's Permit from the city/municipality where the establishment is located for the current year (in lieu of the Business/Mayor's Permit wherein an agricultural machinery is not indicated in the nature of business, photocopy of BIR Registration must be submitted; in cases of expired Business/Mayor's Permit, official receipt may be submitted as proof of renewal)
Location map of the establishment
Certificate of Accreditation issued by the NAMDAC Board (if available)
Official receipt of payment of application fee

C. Amendments to Registration

Amendment	Letter Request	PTO (original copy)	Mayor's / Business Permit	Deed of Sale or Donation
• Change in Business Name	Yes	Yes	Yes	No
• Change in Location / Address				
○ Within the Region	Yes	Yes	Yes	No
○ To another Region	Yes	Yes	Yes	No
• Change in Ownership	Yes	No	Yes	Yes
• Product Lines	Yes	No	Yes	No

For products without brochure

PRODUCT TECHNICAL SPECIFICATIONS

Machinery Name: _____

ITEM		SPECIFICATIONS
I. BRAND		
II. MODEL		
III. TYPE		
IV. OVERALL DIMENSION	L x W x H (mm)	
	Weight (kg)	
V. CAPACITY	Value	
	Unit of Measure (kh/hr, ha/hr or hp)	
VI. PRIMEMOVER	Brand	
	Model	
	Rated Power (kW)	
	Rated Engine (rpm)	
	Type of prime mover	
	Number of cylinders	
	Displacement (cm ³)	
	Phase	
	Voltage (V)	
	Current (A)	
Frequency (Hz)		

Note: Photograph of machine shall be attached.

REQUIREMENTS CHECKLIST FOR REGISTRATION AND PTO APPLICATION		
Applicant:		__ NEW
Application No.:		__ RENEWAL
REQUIREMENTS	VERIFICATION	
	PRESENCE	ABSENCE
Duly Accomplished Application and Product Listing Form (<i>SRED-PTOAF-2022-V1</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* <ul style="list-style-type: none"> • in cases that the Business/Mayor's Permit wherein an agricultural machinery is not indicated in the nature of business, photocopy of BIR Registration should also be submitted, where applicable; • in cases of expired Business/Mayor's Permit, official receipt may be submitted as proof of renewal; • in lieu of the Business/Mayor's Permit, for MFADDIE located in the Exclusive Economic Zones or Area, an equivalent document shall be submitted 		
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*		
Additional requirements for applicants represented by its authorized representative:		
a. Company Identification Card*		
b. Special Power of Attorney or Board Resolution*		
Brochures / Pictures / Technical Specifications of Product Lines (<i>SRED-PTOTS-2022-V1</i>)*		
Additional requirements for importer: <ul style="list-style-type: none"> a. Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture;* and b. Certificate of Distributorship/Distributorship Agreement* 		
Letter of Intent		
Endorsement from RED		
Remarks/Recommendation:		
Prepared by:	Reviewed by:	
<hr style="width: 200px; margin: 0 auto;"/> Printed Name and Signature SRES/SRED Focal/Staff Date: _____	<hr style="width: 200px; margin: 0 auto;"/> Printed Name and Signature RAED/SRED Chief Date: _____	

* Documents required both for new and renewal.

** Documents required for new applicants ONLY.