REGISTRATION AND ISSUANCE OF PERMIT TO OPERATE (PTO) FOR MANUFACTURER, FABRICATOR, ASSEMBLER, DISTRIBUTOR, DEALER, IMPORTER OR EXPORTER (MFADDIE) OF AGRICULTURAL AND FISHERIES MACHINERY

The Permit to Operate (PTO) is a privilege granted to any MFADDIE that have passed the review, inspection and evaluation conducted by DA-BAFE and DA-RAED and is allowed to engage in a particular line of activity, which include manufacturing, fabrication, assembly, distribution, dealing, importation, and exportation of agricultural and fisheries machinery.

Bureau of Agricultural and Fisheries Engineering —

Office or Division: Standards Regulation and Enforcement Division (BAFE-SRED) Highly Technical Classification: G2B - Government to Business **Type of Transaction:** Manufacturer, Fabricator, Assembler, Distributor, Dealer, Importer, or Exporter Who may avail: (MFADDIE) CHECKLIST OF REQUIREMENTS* WHERE TO SECURE **NEW APPLICATION** A. Common Requirements for Both Sole Proprietorship and Corporation / Partnership / Association / Cooperatives 1. Duly accomplished Application Form -for MFADDIEs facility located in National Capital Region (NCR) DA-BAFE-SRED -for MFADDIEs facility located outside NCR Respective DA Regional Field Offices -Regional Agricultural Engineering Division -Standards Regulation and Enforcement Section (DA-RFO-RAED-SRES) (bit.ly/BAFE PTO Forms) 2. Photocopy of Business/Mayor's Permit for the current year City/Municipal Local Government Unit 3. Location map of the establishment Applicant 4. Official receipt of payment of application fee DA-BAFE Cashier 5. Proof of accreditation from DA technology generators (if applicable) DA Technology Generators (PHilMech, PhilRice, PhilFIDA, etc.) 6. National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers NAMDAC Board Accreditation and Classification (NAMDAC) Certificate (if available) 7. Letter of Intent Applicant B. Additional Requirements For Sole Proprietorship 1. Photocopy of Certificate of Business Name Registration Department of Trade and Industry (DTI) For Corporation / Partnership / Association / Cooperatives 1. Photocopy of Certificate of Registration, Article of Incorporation and By-laws and all amendments thereto Securities and Exchange Commission Office (SEC) For applicants represented by its authorized representative: 1. Company Identification Card Applicant 2. Special Power of Attorney or Board Resolution Applicant RENEWAL APPLICATION A. Duly accomplished Application Form; -for MFADDIEs facility located in National Capital Region (NCR) DA-BAFE-SRED -for MFADDIEs facility located outside NCR DA-RFO-RAED-SRES (bit.ly/BAFE PTO Forms) B. Photocopy of Previously issued PTO; Applicant C. Photocopy of Business/Mayor's Permit; City/Municipal Local Government Unit D. Official receipt of payment of application fee. DA-BAFE Cashier PRODUCT LISTING A. Application Form for Product Listing** -for MFADDIEs facility located in National Capital Region (NCR) DA-BAFE-SRED -for MFADDIEs facility located outside NCR DA-RFO-RAED-SRES (bit.ly/BAFE PTO Forms) B. Additional Requirements for Importers: 1. Photocopy of Certificate of Free Sale/Registration or any document indicating Applicant the country of manufacture of the products listed; 2. Photocopy of Certificate of Distributorship/Distributorship Agreement. Manufacturer *The applicant shall submit two (2) sets of applications and documentary requirements.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	For applications in NCR			
requirements to:	1.1. Accept and review the completeness, veracity and authenticity of the application and documentary requirements	NONE		Engineer I BAFE-SRED-ARS Office
-BAFE-SRED for applicants located in NCR	For applications outside NCR			
-Respective DA-RFO-RAED-SRES for applicants outside NCR	1.1. Accept and review the completeness, veracity and authenticity of the application and documentary requirements	NONE		Engineer I DA-RFO-RAED-SRES Office
	1.2. Submit in advance the scanned copy of applications including the documentary requirements via e-mail to BAFE-SRED	NONE		Engineer I DA-RFO-RAED-SRES Office
	2.1. Issue payment slip	NONE		Engineer I BAFE-SRED-ARS Office
	2.2. Issue order of payment	Php 17,300.00	2 WD	Cashier II BAFE-Cash and Disbursement Section
	2.3. Issue official receipt (OR)	Application fee is waived for the 1 st year of implementation. Discount rate of 10% for the Application/ Renewal Fee (for MFADDIE adopting the DA technology)		Cashier II BAFE-Cash and Disbursement Section
	3.1. Issue notification slip	NONE		Engineer I BAFE-SRED-ARS Office
	3.2. Batch Scheduling of On-Site Inspection and Evaluation ¹	NONE	4 WD	Engineer I BAFE-SRED-ARS Office
inspection and evaluation	4.1. Conduct On-Site Inspection and Evaluation	NONE	1 WD	Engineer I/II BAFE-SRED-ARS/ DA-RFO-RAED-SRES Office
	4.2. Prepare the Inspection and Evaluation Report (IER)	NONE		Engineer I/II BAFE-SRED-ARS/ DA-RFO-RAED-SRES Office
	4.3. Review and evaluate IER and forward documents for recommendation;	NONE	5 WD	Engineer III BAFE-SRED-ARS/ DA-RFO-RAED-SRES Office
	4.4. Prepare Recommendation Report;	NONE		Engineer IV BAFE-SRED-ARS
	4.5. Review of the Recommendation Report;	NONE	1 WD	Division Chief BAFE-SRED Office
	4.6. Approval/Disapproval of the Recommendation Report;	NONE	1 WD	Director BAFE Office
	4.7. Prepare the Permit to Operate (PTO) and Notification Letter	NONE	1 WD	Engineer I BAFE-SRED-ARS Office
	4.8. Review of PTO and Notification Letter	NONE	1 WD	Division Chief BAFE-SRED Office
	4.9. Signing of the PTO and Notification Letter	NONE		Director BAFE Office
	5.1. Notify the applicant of the result of evaluation	NONE	1 WD	Engineer I BAFE-SRED-ARS Office
	6.1. Issue payment slip			Engineer I BAFE-SRED-ARS Office
	6.2. Issue order of payment	Issuance Fee - Php 220.00/PTO	1 WD	Accountant III BAFE-Accounting Section
	6.3. Issue official receipt			Cashier II BAFE-Cash and Disbursement Section
Receipt of payment for issuance fee	7.1. Receive and validate the receipt	NONE		Engineer I BAFE-SRED-ARS Office
	For applications in NCR			
	8.1. Issue PTO at BAFE Office	NONE		Engineer I BAFE-SRED-ARS Office
8. Claim the PTO	For applications outside NCR		1 WD	
	8.1. Forward the permit to DA-RFO-RAED-SRES via courier ²	NONE	I VVL	Engineer I BAFE-SRED-ARS Office
	8.1.A. Issue PTO to be picked up at DA-RFO-RAED-SRES and/or via courier	NONE		Engineer I DA-RFO-RAED-SRES Office
	TOTAL FEES TO BE PAID:	Application Fee - Php 17, 300.00 Issuance Fee - Php 220.00/PTO		
	TOTAL PROCESSING TIME FO		20 WD	

TOTAL PROCESSING TIME FOR APPLICATIONS OUTSIDE NCR:

20 WD

**Shall be submitted during the initial application and be updated, where appropriate