



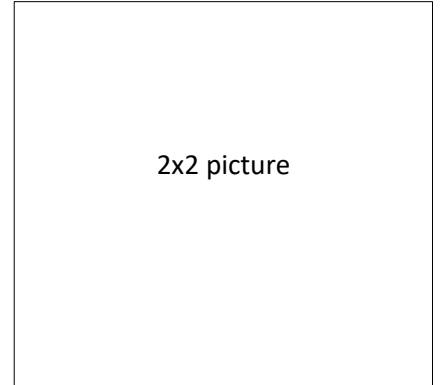
NEW RENEWAL

LTO No: _____

APPLICATION FOR LICENSE TO OPERATE (LTO)

TO: DIRECTOR
Bureau of Plant Industry

THRU: CHIEF
Plant Product Safety Services Division



2x2 picture

Sir/Madam:

I, _____, (Designation) _____ of _____

_____ with office address at _____
company Tax Identification Number of _____, contact number _____
and email address _____ wish to apply for License to Operate (LTO) as:

- Distributor Minimal Processing Facility
 Dry Storage Facility Transport Facility

For commodity (specify): _____

Facility/Warehouse Location: _____

Type of Business: Micro Medium
 Small Large

No. of Employees: _____ Estimated Asset Size: _____

That I am submitting the following requirements for the said LTO:

General Documentary Requirements:

1. Duly accomplished notarized form with attached 2x2 colored picture in white background of the Owner/Authorized representatives/ Designated Food Safety Compliance Officer (FSCO) applying for the issuance of LTOs;
2. Current Mayor's Permit/Business Permit;
3. Current Sanitary Permit;
4. Certificate of Registration from Security and Exchange Commission (SEC) for corporations/ Cooperative Development Authority (CDA) for cooperative/ Department of Trade and Industry (DTI) for single proprietorship, Philippine Economic Zone Authority (PEZA) for those in economic zones;
5. Internal Control System (ICS) and Food Safety Plan to include Traceability and Recall Program (not applicable for transport facilities);
6. Certificate of Attendance of FBO representative and designated Food Safety Compliance Officer on applicable training/ seminar on quality standards and codes practices conducted by any of the following: ATI, BPI, DA, RFO, SUCs, or BPI officially accredited training service provider;
7. Designated FSCO/FSCOs;

Specific Documentary Requirements:

For Distributor

1. Contract of Lease / Proof of Ownership of Processing, Transport, Storage Facilities/Warehouse (CTC), if any;
2. Valid supply contracts between Distributor and Registered Farm supplier indicating area coverage (hectarage), volume and period of contract;
3. Valid supply contracts with Licensed Exporters/Licensed Importers, if any; and;



4. Notarized certification from Distributor indicating that:
 - a. The plant food for sale is sourced from Licensed Importers with whom it has existing supply contracts;
 - b. The plant food for sale are sourced from Registered Farms with whom it has an existing supply contracts, or;
 - c. The plant food for sale is not illegally acquired.
5. List of Registered Farms (if applicable)
6. List of distribution points

For Minimal Processing Facility / Milling Facility

1. Lay-out, pictures, and location of facility;
2. List of Technical and Non-Technical Personnel;
3. List of Quality Assurance Personnel with corresponding qualifications;
4. List of Licensed Distributor;
5. Pest Management Program;
6. List of Distribution Points.

For Storage Facility (Warehouses, dry and other storage facilities)

1. Lay-out pictures, and location of facility;
2. List of Technical and Non-Technical Personnel;
3. Notarized Lease of Contract or Proof of Ownership of Dry Warehouse Facility;
4. COR of farm source (if applicable);
5. List of Clients (with specific products) for the last two years where applicable;
6. List of Licensed Distributor;
7. List of Licensed Minimal Processing Facility (if applicable)
8. Pest Management Program
9. Storage Capacity for specific products

For Transport facility

1. List of vehicles used by the transport facility;
2. List of affiliated distributor, exporter, importer, processor;
3. Pictures (front, back, side, interior) of the Vehicles including plate number, and;
4. Copy of Original Receipt / Certificate of Registration of each vehicle.

I hereby certify under oath that all information and attached documents regarding this application is true and correct and I expressly agree that any materials or misrepresentation of facts in this application shall be the basis for denial/ cancellation.

Very truly yours,

(Signature over Printed Name)

Date: _____

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)
MUN/CITY OF _____) S.S.

SUBSCRIBE AND SWORN to me this ____ day of _____ 20 __ at _____

Affiant exhibited to me his/her Community Tax Certificate No. issued on _____ at _____, Philippines

Doc. No. _____

Page No. _____

Book No. _____

Series No. _____