

2. REGISTRATION (NEW/RENEWAL) OF PROCESSORS, EXPORTERS & TRADERS OF COCONUT PRODUCTS & BY PRODUCTS

Schedule of Availability of the Service:

Monday-Friday

7:00 - 5:00 p.m. without noon break

Who may participate in the project:

- I. Processors of coconut based products
- II. Exporters/Traders of coconut based products
- III. Trader Intermediaries

What are the requirements:

A. New Registrant

- I. Processors of Coconut-based products
 - A. Corporation
 1. Properly accomplished and notarized Application for Registration
 2. Registration Certificate issued by the Securities and Exchange Commission (SEC)
 3. Articles of Incorporation and By-Laws
 4. Municipal permit/license.
 5. License to Operate (LTO) issued by Bureau of Food and Drugs (BFAD) for all coconut food-based products.
 6. Building plan and permit
 7. Feasibility Study
 - B. Single Proprietorship/Partnership
 1. Properly accomplished and notarized Application for Registration
 2. Registration with the Department of Trade and Industry (DTI)
 3. Articles or Contract of Partnership
 4. Municipal permit/license
 5. Building plan and permit
 6. Feasibility Study
- II. Exporters/Traders of Coconut-based products
 - A. Corporation
 1. Properly accomplished and notarized Application for Registration
 2. Registration Certificate issued by the Securities and Exchange Commission (SEC)
 3. Articles of Incorporation and By-Laws
 4. Municipal permit/license.
 5. License to Operate (LTO) issued by Bureau of Food and Drugs (BFAD) for all coconut food-based products.
 - B. Single Proprietorship/Partnership
 1. Properly accomplished and notarized Application for Registration
 2. Registration with the Department of Trade and Industry (DTI)
 3. Municipal permit/license

III. Trade Intermediaries

1. Properly accomplished and notarized Application for Registration
2. Broker's license
3. Registration with the Department of Trade and Industry (DTI)
4. Registration with Security and Exchange Commission (SEC)

Duration: 1 day to 3 days

How to Avail of Service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstances)	Person in Charge	Fee	Form																						
1	Submit documents for registration	Receive/review application for registration and supporting documents	20 minutes	Coconut Production & Regulation Officer (CPRO)		Application Form																						
		Conduct information verification. Prepare report of inspection and Certificate of Registration	1 day	CPRO																								
		Review and evaluate application for registration and supporting documents and approve/sign Certificate of Registration	1	Regional Manager IV-B																								
		Prepare Order of Payment and advise client to submit a copy of the receipt	10 minutes	CPRO																								
					<table border="0"> <tr> <td>Authorized Capitalization</td> <td>Amount</td> </tr> <tr> <td>P50,000 and below</td> <td>PhP 200.00</td> </tr> <tr> <td>Over P50,000 to P100,000</td> <td>500.00</td> </tr> <tr> <td>Over P100,000 to P300,000</td> <td>1,500.00</td> </tr> <tr> <td>Over P300,000 to P1.5 M</td> <td>2,500.00</td> </tr> <tr> <td>Over P1.5 M to P2M</td> <td>1/5 of 1%</td> </tr> <tr> <td>Over P2M to P10M</td> <td>1/5 of 1%</td> </tr> <tr> <td>Over P10M to P25M</td> <td>1/5 of 1%</td> </tr> <tr> <td>Over P25M to P50M</td> <td>1/5 of 1%</td> </tr> <tr> <td>Over P50M to P100M</td> <td>1/5 of 1%</td> </tr> <tr> <td>Over P100.0 M</td> <td>1/5 of 1%</td> </tr> </table>	Authorized Capitalization	Amount	P50,000 and below	PhP 200.00	Over P50,000 to P100,000	500.00	Over P100,000 to P300,000	1,500.00	Over P300,000 to P1.5 M	2,500.00	Over P1.5 M to P2M	1/5 of 1%	Over P2M to P10M	1/5 of 1%	Over P10M to P25M	1/5 of 1%	Over P25M to P50M	1/5 of 1%	Over P50M to P100M	1/5 of 1%	Over P100.0 M	1/5 of 1%	Order of Payment
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2		Process payment and issue Official Receipt	10 minutes	Cashier																								

3		Release Certificate of Registration	2 minutes	CPRO		
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End of Transaction

B. RENEWAL OF REGISTRATION

What are the requirements:

1. Properly accomplished and notarized Application for Registration
2. Mayor's permit/municipal permit

Duration: 1 to 2 days

How to avail of the project:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstances)	Person in Charge	Fee	Form
1	Fill-out application for renewal of registration	Advise client to get certification of no PCA fee obligation from Coconut Investment Service Fund (CISF)	1 minute	CPRO		Application for Registration
2	Submit accomplished application for renewal of registration to CISF	Receive/evaluate application form and other documents	1 minute	Trade Control Examiner CISF		Certification
		Verify from the CISF records status of company's compliance on the payment of PCA fees and submission of reportorial requirements.	3 minutes	Trade Control Examiner		
		Prepare Certification to be signed by the CISF Manager to Regional Office	3 minutes	Trade Control Examiner		
		Review the documents/Sign the Certification	2 minutes	CISF Manager		
3	Sign receipt of Certification	Release the Certification	1 minute	Trade Control Examiner		

4	Submit documents for renewal of registration together with Certification of no PCA fee obligation from CISF	Receive/review application for registration and inform the client of the amount of Registration Fee.	20 minutes	CPRO, Market Regulation Division	<table border="1"> <thead> <tr> <th>Authorized Capitalization</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>P50,000 and below PhP</td> <td>200.00</td> </tr> <tr> <td>Over P50,000 to P100,000</td> <td>500.00</td> </tr> <tr> <td>Over P100,000 to P300,000</td> <td>750.00</td> </tr> <tr> <td>Over P300,000 to P1.5 M</td> <td>1,250.00</td> </tr> <tr> <td>Over P1.5 M to P2M</td> <td>2,000.00</td> </tr> <tr> <td>Over P2M to P10M</td> <td>3,000.00</td> </tr> <tr> <td>Over P10M to P25M</td> <td>5,000.00</td> </tr> <tr> <td>Over P25M to P50M</td> <td>8,000.00</td> </tr> <tr> <td>Over P50M to P100M</td> <td>10,000.00</td> </tr> <tr> <td>Over P100.0 M</td> <td>20,000.00</td> </tr> </tbody> </table>	Authorized Capitalization	Amount	P50,000 and below PhP	200.00	Over P50,000 to P100,000	500.00	Over P100,000 to P300,000	750.00	Over P300,000 to P1.5 M	1,250.00	Over P1.5 M to P2M	2,000.00	Over P2M to P10M	3,000.00	Over P10M to P25M	5,000.00	Over P25M to P50M	8,000.00	Over P50M to P100M	10,000.00	Over P100.0 M	20,000.00	Application Form
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		Prepare Order of Payment and advise client to submit of a copy of the receipt	10 minutes	CPRO	Order of Payment Form																							
5	Pay registration fee to the Cashier	Process payment and issue O.R.	10 minutes	Cashier	For late renewal, a surcharge of equivalent to 14% of the renewal fee.																							
		Prepare evaluation and Certificate of Registration	20 minutes	CPRO																								
		Approve Certificate of Registration	20 minutes	Regional Manager IV-B																								
6	Receive Certificate of Registration	Release Certificate of Registration	10 minutes	CPRO																								

End of Transaction