

## 5. REGISTRATION OF COCO PRODUCT & BY-PRODUCT TRADERS/PROCESSORS

### Schedule of Availability:

Monday-Friday

8:00 a.m. - 5:00 p.m. without noon break

### Who May Avail of the Service:

1. Coco products & by-products traders/processors/exporters

### What are the requirements:

#### I. Processors

##### A. Single Proprietor/Partnership

- Trade Name (DTI Registration) - Building plan and permit
- Mayor's/Municipal Permit - Feasibility Study
- Articles or Contract of Partnership

##### B. Corporation

- SEC Registration - Building plan and permit
- Articles of Incorporation & By-Laws - Feasibility Study
- Mayor's/Municipal Permit

#### II. Exporters/Traders

##### A. Single Proprietorship/Partnership

- DTI Registration
- Articles of Partnership
- Municipal permit/license

##### B. Corporation

- SEC Registration
- Articles of Incorporation and By-Laws
- Municipal permit/license

**Duration:** 1 day

### How to avail of the service:

Step	End-user/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form																																	
1	Secure and accomplish application form.	Provide application form and the list of the required supporting documents	1/2 day	PCA-Agriculturist/ CPRO		PCA-TMAD Form AF-006																																	
2	Submit duly accomplished and notarized application form with the required supporting documents.	Receive and review the completeness of the application and its supporting documents	30 minutes	PCA-Agriculturist/ CPRO																																			
		Issue order of payment	10 minutes	PCA-Agriculturist/ CPRO	Fees based on Authorized Capitalization: <table style="margin-left: 20px;"> <thead> <tr> <th></th> <th>New</th> <th>Renewal</th> </tr> </thead> <tbody> <tr> <td>P50,000 and below P</td> <td>200.00</td> <td>200.00</td> </tr> <tr> <td>Over P50T-100T</td> <td>500.00</td> <td>500.00</td> </tr> <tr> <td>Over P100T-300T</td> <td>1,500.00</td> <td>750.00</td> </tr> <tr> <td>Over P300T-P1.5M</td> <td>2,500.00</td> <td>1,250.00</td> </tr> <tr> <td>Over P1.5M-2M</td> <td>1/5 of 1%</td> <td>2,000.00</td> </tr> <tr> <td>Over P2M-10M</td> <td>1/5 of 1%</td> <td>3,000.00</td> </tr> <tr> <td>Over P10M-25M</td> <td>1/5 of 1%</td> <td>5,000.00</td> </tr> <tr> <td>Over P25M-P50M</td> <td>1/5 of 1%</td> <td>8,000.00</td> </tr> <tr> <td>Over P50M-100M</td> <td>1/5 of 1%</td> <td>10,000.00</td> </tr> <tr> <td>Over P100</td> <td>1/5 of 1%</td> <td>20,000.00</td> </tr> </tbody> </table>		New	Renewal	P50,000 and below P	200.00	200.00	Over P50T-100T	500.00	500.00	Over P100T-300T	1,500.00	750.00	Over P300T-P1.5M	2,500.00	1,250.00	Over P1.5M-2M	1/5 of 1%	2,000.00	Over P2M-10M	1/5 of 1%	3,000.00	Over P10M-25M	1/5 of 1%	5,000.00	Over P25M-P50M	1/5 of 1%	8,000.00	Over P50M-100M	1/5 of 1%	10,000.00	Over P100	1/5 of 1%	20,000.00	order of payment
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					A surcharge equivalent to 14% of the renewal fee for late renewal.																																		

3	Pay the corresponding fees	Process payment and issue O.R.	15 minutes	Accountable Officer/ Cashier	PCA Certification & Registration
		Conduct ocular plant/office inspection and submit inspection report.	30 minutes	PCA-Agriculturist/ CPRO	
		Prepare Certificate of Registration	30 minutes	PCA-Agriculturist/ CPRO	
		Forward the Certificate of Registration to the RM/PCDM for signature and approval.	30 minutes	PCA-Agriculturist/ CPRO	
		Sign the Certificate of Registration	15 minutes	RM/ Division Chief 1	
4	Receive the Certificate of Registration	Release the Certificate of Registration	15 minutes	PCA-Agriculturist/ CPRO	

**End of Transaction**