

## **TRANSPORT PERMIT**

### **Self- Monitoring Form (SMF)**

1. Request letter from the proponent
2. CTPO  
Additional if the applicant is not the owner of forest products
3. Special Power of Attorney (SPA)
4. Certification Fee = ₱ 50.00 per truck load

### **Certificate of Verification (COV)**

1. Request letter
2. Tax Declaration or Land Title
3. Barangay Certificate that the forest products are harvested within the area of the Owner (for non-timber)
4. Approved Tree Cutting Permit

If WPP to another WPP

5. Supply Contract or Invoice Receipt  
Additional if applicant is not the land owner
6. Special Power of Attorney (SPA)
7. Certification of Verification fee = ₱ 50.00 per truck load  
Oath Fee = ₱ 36.00

### **Certificate of Timber Origin (CTO)**

*(round logs from natural growing trees from public lands & private titled lands)*

1. Request letter
2. Approved TCP/SPLTP/PLTP
3. Auxiliary Invoice/Tally Sheet
4. Receipt for payment of forest charges
5. Certificate of Transport Agreement (if owner of the logs rents truck or conveyance)
6. Delivery Receipt

### **Certificate of Lumber Origin (CLO)**

*(lumber from natural growing trees from public lands & private titled lands)*

1. Request letter
2. Approved TCP/SPLTP/PLTP
3. Auxiliary Invoice/Tally Sheet
4. Official Receipt for payment of forest charges
5. Certificate of Transport Agreement (if owner of the lumber rents truck or conveyance)
6. Delivery Receipt
7. Certification Fee = ₱ 50.00 per truck load

### **Certificate of Minor Forest Products Origin (CMFPO)**

*(Minor forest products from timberland transported outside the province)*

1. Letter Request
2. Approved Permit (e.g. Tree Cutting within CSC/CBFMA, IFMA, SIFMA)
3. Official Receipt for payment of forest charges
4. Certificate of Transport Agreement (if owner of the forest products rents truck or conveyance)
5. Delivery Receipt
6. Certification Fee = ₱ 50.00 per truck load

## **PROCESSING PLANT**

### **Wood Processing Plant (WPP) Permit**

1. Duly accomplished form (application must be submitted at least two months (2) months prior the expiration ); (renewal only)
2. Previously approved WPP permit; (renewal only)
3. Certificate of Good Standing to be executed by the concerned CENRO/Implementing PENRO/Regional Office in the case of NCR, stating among others that the subject WPP has never involve in any illegal logging activities in the past;
4. Application fee/permit fee (Official Receipt as proof of payment)  
Application fee =Php 600.00  
Annual Permit fee  
Daily Rated Capacity (DRC) Below 24 cu m P 900.00  
=24 m<sup>3</sup> - 47 cu m  
above 47 cu m 1,080.00 1,200.0
5. Authorization issued by the Corporation, Partnership or Association in favor of the person signing the application;
6. Business Plan;
7. Business Permit issued by the Municipal/City Mayor;
8. Copy of the Original ECC issued by EMB and all pertinent permits and requirements stipulated therein
9. Proof of sustainable sources of legally cut logs for a period of at least 5 years

#### **For local wood raw materials**

1. Original copy of Log/Veneer/Lumber Supply Contracts duly approved by the concerned Regional Executive Director
2. At least 5% Tree Inventory of the forest/private tree plantation that includes under oath, narrative report, tally sheets, stand and stock table, geo-tagged photographs, and map of the area
3. Electronic copy of the inventory data in MS Excel format
4. Under oath validation report of the PENRO/RO as to the availability and sustainability of the volume of raw materials covered by a Log Supply Contracts dully approved by the Regional Executive Director (RED)
5. In case the source of raw materials is coming from forest plantations a copy of tenure instrument (i.e. IFMA/CADT/CBFMA, etc.)as a copy of harvesting permit
6. In case the source of raw materials is coming from private tree plantations, a copy of Certificate of Tree Plantation Ownership (CTPO) and corresponding map of the area; and
7. Monthly Production and Disposition Report duly attested by the CENRO (renewal only)

#### **For Imported Wood Material**

1. Certificate of Registration as Log/Veneer/Lumber Importer
2. Original copy of Log/Veneer/Lumber Supply Contracts duly approved by the concerned Regional Executive Director
3. Proof of importation (i.e. Bill of Lading, Phytosanitary Certificate, etc.) and
4. Monthly Production and Disposition Report (renewal only)

### **Rattan Processing Plant License(RPPL)**

1. Duly Accomplished Application Form (subscribed)
2. Regulatory Fee :
  - Application fee = ₱ 600.00
  - Annual Permit Fee = ₱ 60.00 for every 10,000.00 authorized capitalization
  - Performance Bond = ₱ 3.60 for every 1,000 linear meters but no less than ₱ 6,000.00
3. Approved Rattan Poles Supply Contract
4. A complete Feasibility Study
5. Clearance From the Housing and Land Use Regulatory Board
6. Copy of Certificate of Non Coverage/ECC
7. Copy of Permit to Operate Air Pollution Source and Control Installation issued by Environmental Management Bureau
8. Copy of SEC/DTI Registration
9. Copy of Mayor's Permit
10. Additional Requirements for renewal
  - Quarterly and Annual report duly attested by the CENRO

## TRADE

### **Certificate of Registration as Lumber Dealer**

1. Application form; (subscribed)
2. Authenticated photostatic copy of registration as single proprietorship, partnership or corporation from the Department of Trade and Industry (DTI) and/or Securities and Exchange Commission (SEC);
3. A sales/supply contract between the agent, contractor or dealer and supplier approved by concerned RED
4. Updated Mayors/Business Permit
5. Business and Management Plan
6. Regulatory Fee :
  - Application fee =₱ 600.00
  - Registration fee =₱ 480.00
  - Performance Bond =₱ 1,000.00
1. Additional Requirements for renewal
  - Monthly Report on Lumber Handled

### **Certificate of Registration as Lumber and Other Wood Products Importer**

2. Application form;(subscribed)
3. Authenticated copy of registration as single proprietorship, partnership or corporation from the Department of Trade and Industry (DTI) and/or Securities and Exchange Commission (SEC);
4. Electronic copy of Purchase Order between the foreign supplier and the Agent, Contractor or dealer for the procurement, sell or supply of wood materials to be imported
5. List if specific species of wood and its scientific names of imported products belonging to AHTN Code No. 44.03 and 44.07
6. Regulatory fees
  - Application Registration Fee ₱ 3000.00
  - Performance Bond ₱ 12,000.00 (for new applicant only)
7. Additional Requirements for renewal
  - Monthly Report on Wood Importation and Disposition Report

### **Authority To Export Logs/Lumber from Plantation Species**

1. Application letter;
2. Letter of Credit issued by the Central Bank of the Philippines;
3. Photocopy of Purchase Order;
4. Tally Sheet
5. Certified photocopies of Income Tax Return for the past three (3) years
6. Photocopy of Permit to Operate WPP;
7. Photocopy of Certificate of Registration as Lumber Dealer;
8. If Corporation, authorization letter duly approved by the Board of Directors of the corporation designating their representative to sign and follow-up documents for and in behalf of the said corporation
9. Application fee of ₱ 20.00 and Inspection/Grading fee of ₱ 20.00 per cubic meter

## **CHAINSAW REGISTRATION**

### **CHAINSAW Registration**

1. Official Receipt of Chainsaw
2. Stencil Serial Number of Chainsaw
3. Duly accomplished Application Form
4. Detailed Specification of Chainsaw (e.g. brand, model, engine capacity, etc.)
5. Notarized Deed of Absolute Sale, if transfer of ownership
6. Actual Chainsaw
7. Registration Fee = ₱ 500.00 (every chainsaw to be registered)

### **Permit to Purchase or Import Chainsaw**

1. Duly accomplished application form
  - Number of Chainsaws to be purchased/imported with specification
  - Purpose of purchasing/importing
  - Name and Address of seller/supplier
  - Expected time of arrival at port of entry and/or release from Bureau of Customs, if imported
  - Import Entry Declaration from the Bangko Sentral ng Pilipinas
2. Business name registration of applicant from DTI, SEC registration or CDA registration
3. If applicant is individual, Affidavit that he will use the chainsaw for legal purpose only.
4. Copy of purchase order
5. Permit fee = ₱ 500.00

### **Permit to Manufacture Chainsaw**

1. Duly accomplished application form together with the following details :
  - Number and Type of Chainsaw to be Manufacture
  - Source of Materials, Parts or Accessories
2. Business name registration of applicant from DTI, SEC registration or CDA registration
3. Permit Fee = ₱ 500.00

### **Permit to sell/re-sell/dispose/distribute/transfer of ownership of chainsaw**

1. Duly accomplished application form together with the number and specifications of chainsaws to be sold
2. Proof of ownership of chainsaw to be sold (sales invoice, deed of sale, etc.)
3. Business registration from DTI or in case of individual transaction, this requirement may be dispensed with
4. Permit fee = ₱ 500.00