

## Permits with Approving Officer up to Division Chief Level (Transactional)

Permit Code	Kinds of Permits	List of requirements	Level of Signatory/ Approving Official	Validity Period
014	Permit to Export Excisable Articles  Compliance requirements to be submitted within 30 days after exportation	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. Pro-forma Sales Invoice, Purchase Order or Equivalent Document</li> <li>3. Bill of Lading</li> <li>4. Sales/Commercial invoice</li> <li>5. Packing list</li> <li>6. Export Entry Declaration</li> <li>7. Foreign Currency Remittance</li> <li>8. Acknowledgment receipt by consignee</li> </ol>	Chief, LTAD II	Transactional
015	Permit to Sell / Import any Apparatus or Mechanical Contrivance / Metering Device Specially for the Manufacture of Excisable Articles <i>(To be secured by the Manufacturers, Importers, Indentors and/or Wholesalers thereof )</i>	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. Full disclosure of the purpose, model, serial no., quantity, rated capacity and type of apparatus or mechanical contrivances/metering devices</li> <li>3. Name, TIN and Address of Buyer (domestic sale only)</li> <li>4. Exact location where such apparatus/mechanical contrivance/ metering device will be installed</li> </ol>	Chief, LTAD II	Transactional
016	Permit to Sell / Import Cigarette Paper in Bobbins, Cigarette Tipping Paper or Cigarette Filter Tips <i>(To be secured by the Manufacturers, Importers, Indentors, or Sellers thereof )</i>	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. Name, TIN and Address of the prospective buyer(s)</li> <li>3. Exact location of the warehouse where such articles will be delivered / stored</li> </ol>	Chief, LTAD II	Transactional
017	Permit to Dispose Tobacco Wastes for Agricultural Purposes <i>(To be secured by the Buyer)</i>	<ol style="list-style-type: none"> <li>1. Application for Permit indicating the kind, description, quantity / volume, specific place / time and manner of disposal</li> <li>2. Certificate of availability of tobacco wastes for destruction from the owner</li> </ol>	Chief, LTAD II	Transactional
018	Permit to Dispose Tobacco/Cigarette Paper Wastes by Burning or Other Forms of Destruction	<ol style="list-style-type: none"> <li>1. Application for Permit indicating specific description and weight of wastages at a specific period of waste accumulation for disposal</li> </ol>	Chief, LTAD II	Transactional
019	Permit to Deliver/Sell Tobacco Wastes, Scraps, Stems, etc. for further Processing	<ol style="list-style-type: none"> <li>1. Application for Permit indicating the kind / description, quantity or volume</li> <li>2. Supply Agreement, <i>if applicable</i></li> <li>3. Consignee's Permit to Operate as Tobacco Recycler</li> <li>4. Name, TIN and Address of Consignee</li> </ol>	Chief, LTAD II	Transactional
020	Permits to Install Cigarette Making Machine	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. Copy of the Permit to Sell / Import Cigarette Making Machine issued by the BIR, <i>if owned by others</i></li> </ol>	Chief, LTAD II	Transactional

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021	Ring Tipping Permit ( Owned Products and Owned by Others)	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. Sales Invoice of Product to be ring tipped, if owned by others</li> <li>3. Proof of excise tax payment</li> </ol>	Chief, LTAD II	Transactional
022	Permit to Manufacture New Products for Development Trial	<ol style="list-style-type: none"> <li>1. Application for Permit indicating the quantity, specifications &amp; prototype</li> <li>2. Sworn Statement indicating the Suggested Selling Price and estimated cost to manufacture and sell</li> </ol>	Chief, LTAD II	Transactional
023	Permits to Transfer Compounded Alcohol from One Plant to Another Plant	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. Official Delivery Invoice (ODI)</li> <li>3. Proof of excise tax payment</li> </ol>	Chief, LTAD II	Transactional
024	Permit to Install Machineries or Mechanical Contrivance and Metering Devices	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. List of machineries to be installed with full disclosure of machineries/apparatus/ contrivances and metering device</li> <li>3. Copy of Permit to Sell/Import Machineries or Mechanical Contrivance and Metering Device previously issued by the BIR</li> <li>4. Plat and plan of warehouse where the machines shall be installed</li> <li>5. Certificate of Calibration and Accuracy of Metering Device issued by Concerned Government Office(s)</li> </ol>	Chief, LTAD II	Transactional
025	Permit to Sell / Transfer Cut Tobacco (L 3R to L 6, L 6 to L 6, L 6 to L 7, L 7 to another L7 and L 7 to L 7)	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. Sales Invoice</li> <li>3. Proof of Excise Tax /Inspection Fees Payments, <i>if applicable</i></li> <li>4. Confirmation of buyer/transferee on transfer, <i>if applicable</i></li> </ol>	Chief, LTAD II	Transactional
026	Permit to Transfer Raw Materials and/or Packaging Materials in the Manufacture of Cigarettes	<ol style="list-style-type: none"> <li>1. Application for Permit</li> <li>2. List of materials to be transferred</li> <li>3. Tolling Agreement, if original / first transfer</li> </ol>	Chief, LTAD II	Transactional
027	Permit to Dismantle Machineries and Equipment Used in the Manufacture of Excisable Products	<ol style="list-style-type: none"> <li>1. Application for Permit indicating manner of disposition</li> <li>2. Exact location of Warehouse where it shall be stored</li> <li>3. Inventory of Machineries and Equipment</li> <li>4. Name and Address of Buyer, <i>if applicable</i></li> <li>5. Amended Plat and Plan</li> </ol>	Chief, LTAD II	Transactional
028	OTHERS	<ol style="list-style-type: none"> <li>1. Application for Permit</li> </ol>	Chief, LTAD II	Transactional