

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"> 1. Application for Permit 2. Pro-forma Sales Invoice, Purchase Order or Equivalent Document 3. Bill of Lading 4. Sales/Commercial invoice 5. Packing list 6. Export Entry Declaration 7. Foreign Currency Remittance 8. Acknowledgment receipt by consignee | 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"> 1. Application for Permit 2. Full disclosure of the purpose, model, serial no., quantity, rated capacity and type of apparatus or mechanical contrivances/metering devices 3. Name, TIN and Address of Buyer (domestic sale only) 4. Exact location where such apparatus/mechanical contrivance/ metering device will be installed | 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"> 1. Application for Permit 2. Name, TIN and Address of the prospective buyer(s) 3. Exact location of the warehouse where such articles will be delivered / stored | 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"> 1. Application for Permit indicating the kind, description, quantity / volume, specific place / time and manner of disposal 2. Certificate of availability of tobacco wastes for destruction from the owner | 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"> 1. Application for Permit indicating specific description and weight of wastages at a specific period of waste accumulation for disposal | Chief, LTAD II | Transactional |
| 019 | Permit to Deliver/Sell Tobacco Wastes, Scraps, Stems, etc. for further Processing | <ol style="list-style-type: none"> 1. Application for Permit indicating the kind / description, quantity or volume 2. Supply Agreement, <i>if applicable</i> 3. Consignee's Permit to Operate as Tobacco Recycler 4. Name, TIN and Address of Consignee | Chief, LTAD II | Transactional |
| 020 | Permits to Install Cigarette Making Machine | <ol style="list-style-type: none"> 1. Application for Permit 2. Copy of the Permit to Sell / Import Cigarette Making Machine issued by the BIR, <i>if owned by others</i> | Chief, LTAD II | Transactional |

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| 021 | Ring Tipping Permit (Owned Products and Owned by Others) | 1. Application for Permit 2. Sales Invoice of Product to be ring tipped, if owned by others 3. Proof of excise tax payment | Chief, LTAD II | Transactional |
| 022 | Permit to Manufacture New Products for Development Trial | 1. Application for Permit indicating the quantity, specifications & prototype 2. Sworn Statement indicating the Suggested Selling Price and estimated cost to manufacture and sell | Chief, LTAD II | Transactional |
| 023 | Permits to Transfer Compounded Alcohol from One Plant to Another Plant | 1. Application for Permit 2. Official Delivery Invoice (ODI) 3. Proof of excise tax payment | Chief, LTAD II | Transactional |
| 024 | Permit to Install Machineries or Mechanical Contrivance and Metering Devices | 1. Application for Permit 2. List of machineries to be installed with full disclosure of machineries/apparatus/ contrivances and metering device 3. Copy of Permit to Sell/Import Machineries or Mechanical Contrivance and Metering Device previously issued by the BIR 4. Plat and plan of warehouse where the machines shall be installed 5. Certificate of Calibration and Accuracy of Metering Device issued by Concerned Government Office(s) | 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) | 1. Application for Permit 2. Sales Invoice 3. Proof of Excise Tax /Inspection Fees Payments, <i>if applicable</i> 4. Confirmation of buyer/transferee on transfer, <i>if applicable</i> | Chief, LTAD II | Transactional |
| 026 | Permit to Transfer Raw Materials and/or Packaging Materials in the Manufacture of Cigarettes | 1. Application for Permit 2. List of materials to be transferred 3. Tolling Agreement, if original / first transfer | Chief, LTAD II | Transactional |
| 027 | Permit to Dismantle Machineries and Equipment Used in the Manufacture of Excisable Products | 1. Application for Permit indicating manner of disposition 2. Exact location of Warehouse where it shall be stored 3. Inventory of Machineries and Equipment 4. Name and Address of Buyer, <i>if applicable</i> 5. Amended Plat and Plan | Chief, LTAD II | Transactional |
| 028 | OTHERS | 1. Application for Permit | Chief, LTAD II | Transactional |