



CITIZEN'S CHARTER NO. R6-B-04.ISSUANCE OF PERMIT FOR REGISTRATION AS IMPORTER/EXPORTER OF WOOD MATERIALS

This Service is made upon request of external party for a Wood Exportation/Importation Permit to rationalize the development of the wood based industries in order to continuously provide the Wood supply needed of the country and a stop gap measures until such time that the local supply from natural and plantation can adequately meet the local towards economic growth.

Office or Division:	Licenses Patents and Deeds Division, DENR Regional Office VI, Iloilo City	
Classification:	Complex	
Type of Transaction	G2C - Government to Citizen, Government to Business	
Who may avail:	External: External Clientele who are authorized party or representative	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Duly signed application form (pre-formatted)		CENRO
2. Authenticated copy of business registration as single proprietorship, partnership or corporation from DTI or SEC. Mayors permit		Applicant
3. Original copy of sale/supply contract between the agent, contractor and dealer and the foreign exporter of wood materials at least one (1) year, duly authenticated by the Philippine Embassy at the Country of Origin of the wood materials. (translated in English/Affidavit informing that the signatory of the supplier in foreign language is the person certified by the Philippine Embassy in the Country (origin)		Applicant - Contract from other Countries to Supply Imported Wood Materials(Importer) Contract form Suppliers in the Philippines to export to other countries (Exporter)
4. Two (2) pictures of establishment (picture must show the Office with signage and the lumberyard/stock area)		Applicant (Exporter)
5. Custom accreditation (NSW) optional		Applicant - Bureau of custom (local)



6. Copy of the previous permit (applicable for renewal)				
7. Original copy of Certificate from Philippine Wood Producers Association that the type or kind and volume of a particular wood materials, the agent, contractor, or dealer intends to import within a current year are well within the importation rationalization program of total “allowable capacity measure”		Applicant - Office of the Philippines Wood Procedures Association base in Manila		
8. Fees and Bond (Oath, application, registration fees, Cash Bond or Surety Bond)		CENRO level		
9. Inspection Report (under oath)		CENRO level		
Additional if from the Government Sector				
Additional if applicant is a representative				
1.SPA authorizing to apply for wood importer/exporter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
CENRO thru PENRO submits Completed Staff Work (CSW) application for Wood Importation / Exportation Wood Materials to the Regional Office	Receives the applications/documents for logging the same in the Division's Tracking System for numbering and monitoring purposes; Transmits documents / communications to the Division Chief for eventual routing	None	20 min.	<i>Receiving Clerk, LPDD</i>
	Evaluates incoming documents/communications and	None	20 min.	<i>Chief, LPD Division</i>



	routes the same for appropriate action				
	Receives the applications / documents for logging the same in the Section's Tracking System for numbering and monitoring purposes; Transmits documents / communications to the Section Chief for eventual routing		None	10 min.	<i>Receiving Personnel, FUS</i>
	Reviews and assigns to Personnel concerned the documents/communications		None	1 hour	<i>Chief, Forest Utilization Section</i>
	Reviews, evaluates and conducts data analysis on the documents				
	If incomplete documents Prepares communications / documents / applications with discrepancies to be returned to the CENRO thru the PENRO concerned for appropriate action	If complete documents Prepares permit for Registration as Importer/Exporter of Wood Materials for approval of the Regional Executive Director	None	5 days	<i>LPDD FUS Staff</i>
	Reviews and Evaluates all communications/documents acted by the Personnel Concerned		None		<i>Chief, Forest Utilization Section</i>



	Initials communications to applications / documents with discrepancies to be returned to PENROs / CENROs for rectification / compliance	Initials all documents of permit for Registration as Importer/Exporter of Wood Materials for approval of the Regional Executive Director		1 day	
	Reviews and Initials communications to applications /documents with discrepancies to be returned to PENROs / CENROs for rectification / compliance; Reviews and initials permit for Registration as Importer/Exporter of Wood Materialsfor signature of ARD for Technical Services and Regional Executive Director		None	4 hours	<i>Chief, LPD Division</i>
	Reviews and initials communications / documents with discrepancies to be returned to PENROs / CENROs for rectification / compliance	Reviews and initials documents of permit for Registration as Importer/Exporter of Wood Materials for approval of the Regional Executive Director	None	20 min.	ARD for Technical Services
	Signs communications documents with discrepancies to be returned to PENROs/ CENROs for rectification/ compliance. Signs documents of permit for Registration as Importer/Exporter of Wood Materials		None	10 min.	<i>Regional Executive Director</i>
	Releases to Records Section the approved communications / documents with discrepancies to be	Releases to Records Section the approved permit for Registration as Importer/Exporter of Wood Materials and its attachment	None	20 min.	<i>Releasing Personnel, LPDD-FUS</i>



	returned to PENROs / CENROs for rectification / compliance				
	Releases all communications for mailing to PENROs/CENROs and permittee		None	20 min.	Records Section, Regional Office
	TOTAL:		NONE		7 days

This service is under the following rules:

- RA No. 1239, PD 705 and DAO 99-46, Series of 1999.