

**CHECKLIST OF REQUIREMENTS FOR  
CERTIFICATE OF REGISTRATION AS LUMBER DEALER**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Lot No. \_\_\_\_\_

Area: \_\_\_\_\_

	<b>CHECKLIST</b>	<b>COMPLIANCE</b>	<b>DATE</b>	<b>REMARKS</b>
<b>1</b>	Application Fee: Fees (Application – P600.00; Registration – P480.00; Oath – P36.00; Certification – P50.00/picture).			
<b>2</b>	Application form duly accomplished;			
<b>3</b>	Mayor's Permit;			
<b>4</b>	Latest Income Tax Return;			
<b>5</b>	Lumber Supply Contract (LSC) with a validity period of at least one (1) year; (renewal), new application-validity (3) years			
<b>6</b>	Business Plan duly prepared by the application in collaboration with a registered forester (private practitioner);			
<b>7</b>	Two (2) copies of pictures of Business Establishment including the Lumberyard;			
<b>8</b>	Articles of Incorporation, Partnership or association duly certified by the SEC (new);			
<b>9</b>	Certificate of Registration with the DTI (single proprietorship);			
<b>10</b>	Performance Bond (cash P1,000.00 or surety, double the amount);			
<b>11</b>	If the sources of raw materials is CTPO areas, latest 100% Tree Inventory and Geo-tagged photographs of the plantation			
<b>12</b>	Copy of Monthly reports			
<b>13</b>	Copy of the latest Certificate of Registration (C.R) of Lumber dealer (for renewal)			
	OTHER ATTACHMENTS:			

*(Reference: RA No. 1239, FAO No. 26, series of 1956, Memorandum Order No. 13, series of 1986, DAO No. 08, series of 1994, DAO No. 18 (Administrative Fine), DENR Regional Circular No 97-182, series of 1997, Lumber Supply Contract (LSC) – DAO No. 8 (LCS at least 12 months) and DMC No. 18, series of 1993 (approval of LSC).*