



Republic of the Philippines
 Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
 Elliptical Rd., Diliman, Quezon City
 Tel. No. (02) 928-8741 local 2492
 Email add. sred.bafe@gmail.com

FORM
301

APPLICATION FORM FOR REGISTRATION OF AGRICULTURAL AND FISHERIES MACHINERY MANUFACTURERS, FABRICATORS, ASSEMBLERS, DISTRIBUTORS, DEALERS AND IMPORTERS (MFADDIE)

APPLICATION NO. <i>to be filled out by the processing officer</i>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF APPLICATION	___ / ___ / 20___
REGISTRATION PLATE NO. <i>to be filled out by the processing officer</i>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF INSPECTION	___ / ___ / 20___
TYPE OF APPLICATION	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment To: _____		

I. PROFILE			
APPLICANT'S NAME (SURNAME, FIRST NAME, M.I.)		COMPANY NAME	
OFFICE ADDRESS (NO. & STREET, BARANGAY, TOWN/CITY, PROVINCE)			
TELEPHONE NO.	FAX. NO	EMAIL ADDRESS	
TYPE OF ENTERPRISE (Manufacturer / Fabricator / Assembler / Distributor / Dealer / Importer / Exporter)		BUSINESS ORGANIZATION (Sole Proprietorship / Partnership / Corporation)	
AREA/S OF OPERATION (Region-Province)			
1		4	
2		5	
3		6	

NETWORK OF DEALERS (For Manufacturer / Fabricator / Assembler / Distributor / Importer)			
	COMPANY NAME	CONTACT NO. / EMAIL ADDRESS	ADDRESS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

II. LIST OF FACILITIES AND EQUIPMENT OWNED/RENTED			
	FACILITY/EQUIPMENT	QUANTITY	OWNED/RENTED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Please use separate sheet if necessary

Registration Fee	Php	_____ SIGNATURE OVER PRINTED NAME OF APPLICANT OR AUTHORIZED REPRESENTATIVE			
OR No.	OR Date.				
PROCESSED BY		REVIEWED BY		APPROVED BY	
DATE PROCESSED	___ / ___ / 20___	DATE REVIEWED	___ / ___ / 20___	DATE APPROVED	___ / ___ / 20___

INSTRUCTIONS

I. Documentary Requirements

A. Registration of Establishment (Initial)

Duly Accomplished Application Form
Certified Photocopy of Certificate of Business Registration issued by DTI (Sole Proprietorship)
Certified photocopy of Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Article and Incorporation and By-Laws (Corporation/Partnership/Association)
Certified Photocopy of Business/Mayor's Permit from the city/municipality where the establishment is located for the current year
Sketch of location map of the establishment
Certified Photocopy of Certificate of Accreditation issued by the NAMDAC Board
Official receipt of payment
Additional Requirements pursuant to PD 1586 also known as The Philippine EIS System and its Implementing Rules and Regulations, DENR AO No. 30 Series of 2003, Memorandum Circular 2014-005, and Memorandum Circular 2015-0003 <ul style="list-style-type: none"> a. For establishments under Category A and B: Photocopy of Environmental Compliance Certificate (ECC); b. For establishments under Category D: Photocopy of Certificate on Non Coverage (CNC).

B. Registration of Establishment (Renewal)

Duly Accomplished Application Form
Certified Photocopy of Business/Mayor's Permit from the city/municipality where the establishment is located for the current year
Sketch of location map of the establishment
Certified Photocopy of Certificate of Accreditation issued by the NAMDAC Board
Official receipt of payment
Additional Requirements pursuant to PD 1586 also known as The Philippine EIS System and its Implementing Rules and Regulations, DENR AO No. 30 Series of 2003, Memorandum Circular 2014-005, and Memorandum Circular 2015-0003 <ul style="list-style-type: none"> a. For establishments under Category A and B: Photocopy of Environmental Compliance Certificate (ECC); b. For establishments under Category D: Photocopy of Certificate on Non Coverage (CNC).

Note: Additional Requirements maybe requested for submission from time to time as the need arises.

II. Change in Circumstance

- a. For Business Name/Address
 - Letter Request
 - Valid PTO (original copy)
 - DTI/SEC Certificate of Business Registration
 - Business/Mayor's Permit
 - Duly Accomplished Application Form 301
- b. Ownership
 - Letter Request
 - DTI/SEC Certificate of Business Registration
 - Business/Mayor's Permit
 - Duly Accomplished Application Form 301
 - Deed of Sale / Transfer of Ownership

III. Display of Registration Certificate / Permit to Operate

Registration Certificate / Permit to Operate shall be displayed conspicuously in the place of business readily visible to the public.



Republic of the Philippines
 Department of Agricultural
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
 Elliptical Rd., Diliman, Quezon City
 Tel. No. (02) 928-8741 local 2492
 Email add. sred.bafe@gmail.com

FORM
302

APPLICATION FORM FOR PRODUCT REGISTRATION

APPLICATION NO. <i>to be filled out by the processing officer</i>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF APPLICATION	___ / ___ / 20___	
REGISTRATION PLATE NO. <i>to be filled out by the processing officer</i>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF INSPECTION	___ / ___ / 20___	
TYPE OF APPLICATION	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment To: _____			
APPLICANT'S NAME (SURNAME, FIRST NAME, M.I.)		COMPANY NAME		
PRODUCT LINES				
	PRODUCT LINE	BRAND	TECHNICAL DESCRIPTION	COUNTRY OF ORIGIN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Please use separate sheet if necessary

Registration Fee	Php	_____ SIGNATURE OVER PRINTED NAME OF APPLICANT OR AUTHORIZED REPRESENTATIVE			
OR No.	OR Date.				
PROCESSED BY		REVIEWED BY		APPROVED BY	
DATE PROCESSED	___ / ___ / 20___	DATE REVIEWED	___ / ___ / 20___	DATE APPROVED	___ / ___ / 20___

INSTRUCTIONS

Initial / Renewal

Duly Accomplished Application Form
Additional Requirements for Importers a. Certificate of Accreditation issued by the Bureau of Domestic Trade (BDT) of the Department of Trade and Industry (DTI) b. Certificate of Origin from Country of Manufacture c. Distributorship Agreement

Note: Additional Requirements maybe requested for submission from time to time as the need arises.