



CITIZEN'S CHARTER NO. RO-F-04. APPLICATION FOR CHAINSAW REGISTRATION

This Registration serve as a legal proof of ownership, use and possession of chainsaw in the Philippines. The DENR shall issue different permits or certifications for the purchase or import, manufacture, selling, re-selling, disposal, distribution, transfer of ownership, lease, rental or lending of chainsaws.

Office or Division:	Forest Utilization Section – Licenses, Patents and Deeds Division DENR National Capital Region
Classification:	Simple
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
Who may avail:	External: Holder of Timber License Agreement, Production Sharing Agreement, Co-production Sharing Agreement, or a Private Land Timber Permit/Special Private Land Timber Permit, CBFMA, IFMA, SIFMA, or other tenurial instruments; Orchard or tree farmer; Industrial tree farmer; Licensed wood processor and the chainsaw shall be used for the cutting of timber that has been legally sold to said applicant; Anyone who shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose; and Agencies of the government, GOCCs that use chainsaws in some aspects of their functions (except for Palawan where the jurisdiction falls with PCSD); PTPR holders.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official Receipt of Chainsaw Purchase (1 certified copy and 1 original for verification) or Affidavit of Ownership in case the original copy is lost.	Requesting Party, Store or Dealer
2. SPA if the applicant is not the owner of the chainsaw	Concerned LGU (City/Municipal/Barangay) or Requesting Party
3. Duly accomplished Application Form	NCR Office
4. Detailed Specification of Chainsaw (. brand, model, engine capacity, stencil serial no., purpose of use, area/location to where it will be used, name of owner)	Requesting party, Official Receipt, Package or the Physical Chainsaw
5. Notarized Deed of Absolute Sale, if transfer of ownership (1 original)	Requesting party, Private Lawyer or Notary Public Office
6. Actual chainsaw (geotagged photo in the office)	Requesting Party



7. Payment of Fees Registration Fee (P 500.00) Oath Fee (P 36.00)	Requesting party
Additional if Tenurial Instrument holder	
8. Certified true copy of Forest Tenure Agreement (if applicable)	DENR FO concerned/ Requesting Party
Additional if Business Owner	
9. Business Permit (1 photocopy)	Requesting Party
Additional if Registered as Private Tree Plantation Owner	
10. Certificate of Registration (if applicable)	Requesting Party
Additional if the applicant shows satisfactory proof that the possession and/or use of a chainsaw is for a legal purpose	
11. Business Permit from LGU and affidavit that the chainsaw is needed in applicants/profession/work and will be used for legal purpose (1 photocopy)	Requesting Party
Additional if licensed Wood Processor	
12. Wood processing plant permit (1 photocopy)	Requesting Party
Additional if government, and GOCC	
13. Certification from the Head of Office or his/her authorized representative that chainsaws are owned/possessed by the office and use for legal purposes (specify)	Requesting Party
If the application is for renewal of registration	
1. Duly accomplished application form	NCR Office
2. Latest Certificate of Chainsaw Registration (1 Photocopy)	Requesting Party



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1 Submit application form and supporting documents	1 Check completeness of application and supporting documents. (Incomplete documents and or with inaccurate information to be returned immediately for re-filing)	None	45 mins.	<i>FUS Technical Personnel FUS Administrative Officer</i>
	1.1 Prepare and sign Order of Payment	None	15 mins.	<i>FUS Technical Personnel</i>
2. Receive Order of Payment and pay corresponding fee	1.2 Receive payment and issue Official Receipt (OR)	Php 500.00 Registration Fee	15 mins.	<i>Cashier</i>
3. Receive OR	1.3 Receive, record (including scanning) and forward to Chief FUS	None	45 mins.	<i>FUS Administrative Officer</i>
	2. Receive and assign inspector/s to conduct inspection	None	30 mins.	<i>CHIEF, FUS</i>
	3.Receive application. Conduct verification of supporting documents and inspection of chainsaw. Prepare Certification and initial on the duplicate copy.	None	1 working day	<i>FUS Technical Personnel</i>



	4. Receive and conduct detailed evaluation/review of application and forward to Chief, LPDD	None	2 hours	<i>Subscribed by Chief, FUS</i>
	5. Review/initial and forward the permit to ARD-TS	None	1 hour, 30 mins	<i>Chief LPDD</i>
	6. Review/initial and forward the permit for the Regional Executive Director (RED)'s approval	None	1 hour, 30 mins	<i>ARD-TS</i>
	7. Sign/approve the permit	None	1 working day	<i>RED</i>
4. Receive Certificate of Chainsaw Registration.	8. Record, assign control number and release approved Certificate of registration copy furnished the Enforcement Division	None	30 mins.	<i>Receiving/Releasing General Record</i>
TOTAL:		Php 500.00 Registration Fee	3 days	