



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

August 18, 2017

CUSTOMS MEMORANDUM CIRCULAR
NO. 128 - 2017

To: All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

Subject: 2017 MAV Rice Importation Program

Attached is the letter dated August 09, 2017 of Director Lemuel R. Pagayunan, Grains Marketing Operations Department, National Food Authority endorsing a copy of the NFA Administrative Order No. AO-2017-08-002 issued on August 4, 2017 entitled: **"GENERAL GUIDELINES IN THE IMPORTATION OF 805,200 METRIC TONS, WHITE RICE UNDER THE MINIMUM ACCESS VOLUME COUNTRY SPECIFIC QUOTA (MAV-CSQ) AND THE MINIMUM ACCESS VOLUME OMNIBUS ORIGINS (MAV-OMB) FOR THE YEAR 2017 BY THE PRIVATE SECTOR"**.

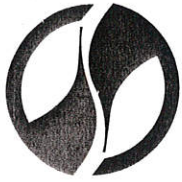
For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.


NICANOR E. FAELDON
Commissioner



AUG 25 2017



**PAMBANSANG
PANGASIWAAN
SA PAGKAIN**

NATIONAL FOOD AUTHORITY

MASTER COPY

P-121-234
Internal Admin. Group -

Received by: VICKY REYES

Date: 08/11/17

Time: 10/5

Philippine Sugar Center Bldg. North Ave., Diliman, Quezon City Tel No. (02) 453-3900/981-3800 to 30 Website www.nfa.gov.p

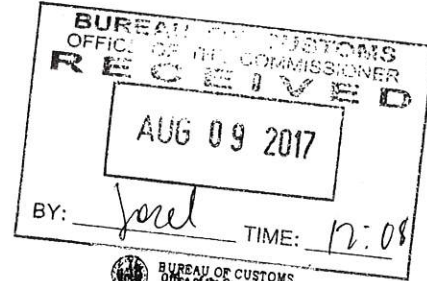
09 August 2017

HON. NICANOR E. FAELDON

Commissioner

Bureau of Customs

Port Area, Manila



Dear Commissioner Faeldon:

May we inform you that the National Food Authority (NFA) shall be implementing the importation of the 805,200 MT Minimum Access Volume (MAV) Country Specific Quota (CSQ) and Omnibus Origin Rice Importation Program by the Private Sector for CY 2017.

In consonance with the system that the Bureau of Customs (BOC) developed in particular to the List of Regulated Import Products, we are providing you the attached General Guidelines of the 2017 MAV Rice Importation Program which will now be posted in the said system's list to replace the old listed requirements.

Thank you for your usual support in this undertaking.

Very truly yours,

LEMUEL R. PAGAYUNAN

Director

Grains Marketing Operations Department

cc: *Legal Service Department*
Account Management Office

NATIONAL FOOD AUTHORITY

Quezon City

MEMORANDUM CIRCULAR

No. : A0-2017-08-002
Date : August 04, 2017

TO : ALL CONCERNED
FROM : THE CABINET SECRETARY AND NFA COUNCIL CHAIRMAN
SUBJECT : **GENERAL GUIDELINES IN THE IMPORTATION OF 805,200 METRIC TONS, WHITE RICE UNDER THE MINIMUM ACCESS VOLUME COUNTRY SPECIFIC QUOTA (MAV-CSQ) AND THE MINIMUM ACCESS VOLUME OMNIBUS ORIGINS (MAV-OMB) FOR THE YEAR 2017 BY THE PRIVATE SECTOR**

Pursuant to the powers granted to the **National Food Authority (NFA)** under Presidential Decree No. 4, as amended, to establish rules and regulations governing the importation of rice and by virtue of **Council Resolution No. 862-2017-#** dated ~~03 August 2017~~, this Memorandum Circular is hereby issued for the information and compliance of all interested parties.

This will serve as Guidelines for the Crop Year 2016-2017 Minimum Access Volume-Country Specific Quota ("MAV-CSQ") and the Minimum Access Volume Omnibus Origin ("MAV-OMB") Rice Importation Program.

Rice importation under this Program shall be pursuant to Republic Act No. 8178 and the 24 July 2014 Decision of the World Trade Organization ("WTO") on *Waiver Relating to Special Treatment for Rice of the Philippines*.

The NFA shall officially publish these Guidelines in a newspaper of general circulation and on the NFA website (www.nfa.gov.ph) and the same shall be filed and registered with the Office of the National Administrative Register of the University of the Philippines-Law Center, Diliman, Quezon City.

I. IMPORT VOLUME ALLOCATION

- The import volume shall be **Eight Hundred Five Thousand Two Hundred Metric Tons (805,200 MT)** of Country Specific Quota and Omnibus Origin as follows:

Country of Origin	Volume (MT)
1. China	50,000
2. India	50,000
3. Pakistan	50,000
4. Australia	15,000
5. El Salvador	4,000
6. Thailand	293,100
7. Vietnam	293,100
8. Omnibus Origin (Any Country)	50,000
TOTAL	805,200

- No applicant shall apply, directly or indirectly, for an import volume allocation under this Program in excess of **20,000 metric tons** for the crop year of 2016-2017.

Handwritten Signature

as a documentary requirement. No person shall act as Authorized Representative for more than one applicant.

6. **PASS/FAIL CRITERIA**

Incomplete documents submitted by an applicant shall not be accepted by the GMOD-FOD using a non-discretionary PASS or FAIL criteria.

7. **PUBLICATION OF APPLICATIONS**

The NFA shall publish a list of applicants in its website, including date and time of filing.

V. **VALIDATION AND AUTHENTICATION OF DOCUMENTS**

1. A MAV Pre-qualification Team ("MAV-PQT") shall be created by the NFA to conduct verification, validation and authentication of all submitted documents and shall submit to the NFA Administrator, within thirty (30) calendar days, its findings and recommendation regarding the eligibility status of the applicant.
2. The MAV-PQT shall recommend for the disqualification of the applicant based on the following:
 - 2.1 Applicant or any of the applicant's officers, directors, trustees, stockholders, members, and incorporators is a party to any pending civil, criminal or administrative case relative to rice smuggling, hoarding, unauthorized re-bagging/re-sacking of government stocks into commercial sacks, diversion, or cornering activities.
 - 2.2 An applicant who submits spurious, false, or fake documents or who makes misrepresentations in the application.
3. An applicant found to be eligible shall be recommended by the MAV-PQT to the NFA Administrator for issuance of Certificate of Eligibility.

VI. **ISSUANCE OF CERTIFICATE OF ELIGIBILITY (COE)**

1. The COE specifies the Country of Origin, Quantity Commodity, Discharge Port, Schedule of Arrival and the Tentative Assessed Custom Duty (Annex 3)
2. A COE is non-transferrable and shall be used only for the purpose for which it was issued.
3. A COE shall be issued to the eligible importer and signed by the NFA Administrator or, in his absence, by the Deputy Administrator for Marketing Operations in two (2) days.

The list of Eligible Importers and their allocations shall be furnished within 5 working days from approval of the list by the Administrator to the Bureau of Customs (BOC), Land Bank of the Philippines (LBP), Bureau of Plant Industry (BPI) and the NFA Council. NFA shall also publish the list of Eligible Importers and their allocations in its website.

4. In case there is a need to amend the content of the COE, the applicant shall apply for amendment through a letter-request enumerating the reasons for amendment. **Requests for amendment shall be limited to rice specification, schedule of import arrivals and disport.** The GMOD-FOD shall evaluate the request for amendment and recommend action for the approval of the NFA Assistant Administrator for Marketing Operations. For valid reasons, the NFA shall issue a letter-certification of the amendments to the applicant. The applicant shall undergo LBP procedures before using the COE for import purposes.

July

VII. DELIVERY SCHEDULE AND DISCHARGE PORTS OF ALL QUALIFIED IMPORTERS

1. Rice import allocation of qualified importers must be shipped-in with the following schedules:

PHASE	ARRIVAL PERIOD
Phase 1	Starting December 20, 2017 to Not Later Than February 28, 2018
Phase 2	Starting June 01, 2018 to Not Later Than August 31, 2018

The prospective importer must indicate in their LOI (Annex 1) the quantity of their import allocation to be shipped-in considering the above two (2) phases of arrival period and same shall be indicated in their COE upon eligibility.

2. In relation to Section XII.5 of these Guidelines, the NFA Council, after due deliberation, may approve any extension of the arrival period as cited in VII.1, as it may deem necessary.

VIII. PAYMENT OF ADVANCE CUSTOMS DUTY/TARIFF AND OPENING OF TRADE/NEGOTIABLE INSTRUMENTS WITH THE LBP

1. The importer shall submit the COE to the International Trade Department of LBP ("LBP-ITD") within fifteen (15) working days from the receipt of the COE, and shall open an account and pay the total advance customs duty/tariff of its import allocation with any designated LBP branch.
2. LBP shall process and accept payment of the advance customs duty/tariff based on the total volume specified and the amount computed and stated in the COE, subject to any additional requirements of LBP.
3. Upon payment of advanced customs duties, the importer shall likewise open with LBP any of the following trade/negotiable instruments:
 - 3.1. Open Account (ANNEX 4)
 - 3.2. Letter of Credit (L/C). (ANNEX 5)
 - 3.3. Documents Against Acceptance (D/A)/ Documents Against Payment (D/P). (ANNEX 6)
 - 3.4. Direct Remittance (ANNEX 7)
4. The importer is not allowed to pay cash directly to the supplier or use negotiable instruments issued by other banking institutions.
5. LBP shall report to GMOD-FOD via electronic mail (nfagmodfod@gmail.com), with copy furnish to the NFA Administrator (nfaadmin@yahoo.com), the advance customs duty/tariff payment under the 2017 MAV Rice Importation Program indicating the amount, time and date of payment.

IX. APPLICATION AND ISSUANCE OF THE BUREAU OF PLANT INDUSTRY - SANITARY AND PHYTHOSANITARY IMPORT CLEARANCE (BPI-SPSIC)

1. All rice importers are required to register with the BPI-National Plant Quarantine Services Division prior conduct of negotiation and actual importation.
2. Application and issuance of BPI-SPSIC is required in accordance with the Department of Agriculture (DA) Memorandum Order No.1, s.2010 and eligible importers shall comply with existing orders and circulars relative to this DA Memorandum.

[Signature]

X. NOTICE BY IMPORTER TO COMMENCE IMPORTATION

Within seven (7) working days from payment with LBP of the advance customs duty/tariff, the importer shall send a written notice (**ANNEX 8**) to GMOD-FOD indicating the following:

- 1.1 The volume and variety per arrival;
- 1.2 The schedule of arrivals;
- 1.3 Cargo type; and,
- 1.4 Name of disport

XI. ISSUANCE AND USE OF IMPORT PERMIT (IP)

1. To obtain an Import Permit (**ANNEX 9**) the importer shall submit to the GMOD-FOD electronic copies of shipping documents submitted to the LBP **not later than three (3) days before arrival of the carrying vessel at designated Port of Discharge.** These documents are as follows:
 - 1.1 Arrival Information Notice (**ANNEX 10**)
 - 1.2 Bill of Lading
 - 1.3 Commercial Invoice
 - 1.4 Certificate of Origin
 - 1.5 Certificate of Fumigation
 - 1.6 Phytosanitary Certificate
 - 1.7 Certificate of Weight and Inspection of the quality and weight of rice and the condition of bags.
 - 1.8 Inspection Certificate as to the Condition of the Vessel (for break bulk shipment)
 - 1.9 Packing List
 - 1.10 Notice of Arrival issued by the Shipping Lines
 - 1.11 Receipt Copy of negotiating documents duly stamped by LBP
 - 1.12 The Applicant importer shall submit an OMNIBUS AFFIDAVIT (**ANNEX 15**)
2. The NFA Administrator or, in his absence, the Deputy Administrator for Marketing Operations shall issue the import permit **within one (1)** day upon recommendation of GMOD-FOD, and OAAMO (Office of the Assistant Administrator for Marketing Operations) that all documents/requirements have been fully complied in accordance to the Guidelines. The import permit shall be signed by the NFA Administrator or, in his absence, the Deputy Administrator for Marketing Operations and shall be in form as embodied in **ANNEX 11** of these Guidelines.
3. The shipment shall be considered illegal in the event the shipment has no valid import permit.
4. The import permit shall be issued on a per Bill of Lading (B/L) basis upon payment PhP5,000.00 processing fee per B/L.
5. An Import Permit shall not be sold, transferred, assigned or use other than for which it was issued.
6. The NFA shall furnish the BOC, the NFA Council and the Imports Committee with the list of importers issued with import permits.

Sub

XII. VALIDITY PERIOD AND RETURN OF IMPORT PERMIT (IP)

1. An Import Permit shall have a validity period of fifteen (15) calendar days from the date of issuance.
2. The importer shall return to the NFA the importer's copy of the Import Permit after the validity period together with a report (ANNEX 12) as to the utilization of the same.
3. The validity period of the IP may be extended by the NFA Administrator in the "Event of Force majeure" or any valid reason that may cause delay in the use of the IP. The importer applying for IP validity extension shall submit a written request together with satisfactory evidence justifying the extension within five (5) days from the last day of the original IP validity.
4. The NFA Administrator or, in his absence, by the Deputy Administrator for Marketing Operations shall decide within three (3) days from receipt of the written request otherwise, it shall be deemed approved.
5. "Event of Force Majeure" means (a) prohibition of export, namely an executive or legislative act done by or on behalf of the government of the country of origin where the port is situated, restricting export; (b) blockade; (c) acts of terrorism; (d) hostilities; (e) strike, lockout or combination of workmen; (f) riot or civil commotions; (g) fire; (i) ice; (j) Acts of God; and (k) any other unforeseeable and unavoidable impediments without the fault or negligence of the importer.

XIII. SUBMISSION OF POST IMPORTATION DOCUMENTS

1. The importer shall submit to GMOD-FOD certified true copies of the following within seven (7) calendar days from the arrival of each shipment:
 - 1.1. Processed Single Administrative Document (SAD),
 - 1.2. Assessment notice/Automated Systems of Customs Data (ASYCUDA),
 - 1.3. BOC clearances,
 - 1.4. Proof of payment/official receipt of tariff/duties, arrastre, wharfage, other related fees of each shipment.
 - 1.5. Destination of Rice Imports (ANNEX 13)
 - 1.6. Notice of Arrival by Shipping Lines
 - 1.7. Certified true copies of the documents enumerated in Section X (1)

XIV. ISSUANCE OF CERTIFICATE OF COMPLETION (COC)

1. NFA shall issue Certificate of Completion to importers (ANNEX 14) who submit a final report on their importation using the prescribed format (ANNEX 12).

All importers shall submit a final report on their importation stating the information required as to volume arrival and delivery schedule within fifteen (15) days from completion of the period of this 2017 MAV Rice Importation Program. Thereafter, NFA shall issue the Certificate of Completion to importers.

2. The prescribed arrival period of all authorized import allocation must be in accordance with the delivery schedule in Section VII, of these Guidelines. Ninety Five percent (95%) arrival of the importer's authorized import quota shall mean substantial compliance with the allocated volume.

Andy

XV. DISCHARGE PORTS

1. The following are the designated discharge ports for the 2017 MAV Rice Importation Program at the option of the importer:
 - Port Pt. La Union
 - Batangas
 - Iloilo
 - Bacolod
 - Zamboanga City
 - Davao City
 - Tabaco and Legaspi
 - Cebu
 - Cagayan de Oro
 - Port of Manila and MICP
 - General Santos City
 - Tacloban
2. Rice import discharged on ports other than the designated ports above shall be considered as illegal.

XVI. PENALTY CLAUSE

1. The NFA may revoke, cancel and suspend a Certificate of Eligibility and/or an Import Permit on the following grounds:
 - 1.1. Non-submission of required documents ANNEX 08,10 and 12;
 - 1.2. Involvement as defined in Section V (2) in the illegal entry of rice into the country as reported by BOC or any apprehending government agency as defined in above mentioned provisions of these Guidelines;
 - 1.3. Involvement as defined in Section V (2) in hoarding of rice stocks or manipulation of prices or any serious violation of P.D No. 4 and existing laws, rules and regulation of the Republic of the Philippines;
 - 1.4. Other similar causes.
2. Any violation of these Guidelines shall be a possible ground for the non-processing and non-issuance of subsequent Import Permit for its import quota balance, if any and for the non-issuance of a Certificate of Completion and shall be ground for disqualification in any future NFA Importation Program and non-renewal of NFA Grains License. The NFA Administrator shall recommend to the NFA Council the disqualification of such importers.


XVII. REPEALING CLAUSE

All rules and regulations, circulars, directives, and orders or parts thereof, inconsistent with any of the provisions of these guidelines are hereby repealed, modified, or amended accordingly.

XVIII. EFFECTIVITY

The Guidelines shall be published in a newspaper of general circulation and the Office of the National Administrative Register of the University of the Philippines Law Center, Diliman, Quezon City and shall take effect after fifteen (15) days.

APPROVED:


SEC. LEONCIO B. EVASCO, JR.
Secretary to the Cabinet

ANNEX 1

NAME OF COMPANY/ENTITY/ORGANIZATION
Business Address
E-Mail Address
Telephone Number and Fax Number

LETTER OF INTENT

TO : NATIONAL FOOD AUTHORITY
THRU : GRAINS MARKETING OPERATIONS DEPARTMENT
DATE : _____ 2017

(Name of Company) _____ with legal entity under
(SEC/DTI or CDA) and current address at _____ (Complete Address),
, hereby signifies its intention to participate in the 2017 MAV Rice Importation Program:
(please check)

CSQ Omnibus

Country of Origin	Quantity (MT)	Commodity Specification	Port of Discharge	Schedule of Arrival (MT)	
				Phase 1 (Starting Dec. 20, 2017 to NLT Feb. 28, 2018)	Phase 2 (Starting June 01, 2018 to NLT August 31, 2018)

It shall abide with the General Guidelines set forth by the National Food Authority (NFA) for the Program and with all Rules and Regulations under the Philippine Laws on Rice Importation.

Attached are pertinent documents for your verification and authentication.

Signature Over Printed Name
Owner/Authorized Representative
Address: _____
Mobile Phone No.: _____
Tel./Fax No.: _____
E-mail Address: _____

John

ANNEX 2

NATIONAL FOOD AUTHORITY

Quezon City

FOR : THE ADMINISTRATOR

CHECKLIST FORM FOR THE ELIGIBILITY CHECK

NAME OF IMPORTER: _____

TYPE OF BUSINESS/OWNERSHIP: (Please check)

- Corporation Partnership Sole Proprietorship
 Farmer-Cooperative/Organization Joint Venture

NAME OF OWNER: _____

NAME OF REPRESENTATIVE: _____

REQUIREMENTS (To be submitted in Two (2) sets of documents)	PASSED	FAILED	REMARKS
1. LETTER OF INTENT (ANNEX 1)			
2. LEGAL DOCUMENTS			
2.1. NFA Import License valid until Dec. 31, 2017			
2.2. Certificate of Registration from BOC-Account Management Office that the applicant-importer has been accredited with BOC and Legal Clearance that it has no pending administrative/ criminal case before the BOC Legal Service-Head Office.			
For a Corporation/Partnership:			
a. Board/Partnership Resolution designating an Authorized Representative (who shall be an Officer, Director, or stockholder of the Corporation or a partner in case of Partnership) with authority to represent the corporation in its application for inclusion in the 2017 MAV Rice Importation Program, to submit documents and to sign on behalf of the Corporation/Partnership.			
b. 2016 General Information Sheet (GIS), stamped received by the SEC.			
c. Two (2) 2" x 2" ID pictures of the Authorized Representative and three (3) Specimen signatures of authorized representative.			
For Sole Proprietorship			
a. Certificate of Registration from Department of Trade and Industry (DTI)			
b. Two (2) 2" x 2" ID pictures and three (3) Specimen signatures of the Owner.			
c. A Special Power of Attorney (SPA) signed by the Applicant designating an Authorized Representative with authority to represent the Proprietor in its application for inclusion in the 2017 MAV Rice Importation Program, to deliver documents and to sign on behalf of the Applicant / Sole Proprietor.			
For Farmers' Cooperative/Organization			
a. Board Resolution designating an Authorized Representative (who shall be an officer or member of the entity), with authority to represent the Cooperative in its application for inclusion in the 2017 MAV Rice Importation Program, to deliver documents and to sign on behalf of the Cooperative.			

File

b. Two (2) 2" x 2" ID pictures and three (3) Specimen signatures of the Authorized Representative.											
For Joint Venture Agreement (JVA) <input type="checkbox"/> Corporation/Partnership and Farmers' Coop/Org. <input type="checkbox"/> Sole Proprietorship and Farmers' Coop/Org. <input type="checkbox"/> Two or More Farmers' Coop/Org.											
<i>Each partner of the joint venture shall submit the legal eligibility documents as follows:</i>											
a. Joint Venture Agreement between parties;											
b. Joint Venture Resolution designating Authorized Representative.											
c. Two (2) 2" x 2" ID picture and three (3) Specimen signatures of Authorized Representative											
d. Joint Venture Resolution designating the Farmer Cooperative as the consignee of the deliveries.											
Farmer-Cooperative who is a partner in the JVA shall submit the following:											
a. Board Resolution to enter the Cooperative into JVA with the Sole Proprietorship or Corporation/Partnership for the purpose of participating in the 2017 MAV Rice Importation Program.											
b. Two (2) 2" x 2" ID picture and three (3) Specimen signatures of the Authorized Representative to the JVA.											
NOTE: The Corporation/Partnership or the Sole Proprietor entering into a JVA with a Farmers-Cooperative shall submit the same requirements as if they are applying themselves under these Guidelines and shall be bound by the same provisions for applicants under these rules.											
3. TECHNICAL DOCUMENTS											
3.1. Supplier's Import Pro-forma Invoice with complete contact details such as name of person-in-charge, telephone number, fax number, e-mail address. For a JV, it is hereby understood that the consignee of the shipment shall be the Farmers' Cooperative, unless otherwise provided in the JVA.											
3.2 For the Corporation/Partnership/Sole Proprietorship entering into a JVA with a Farmers' Cooperative, proof of business existence of at least three (3) years must be submitted before entering into a JVA.											
4. FINANCIAL DOCUMENTS											
4.1. 2016 Audited Financial Statement, stamped received by BIR.											
4.2. Certified True Copy of its 2015 and 2016 Income Tax Return (ITR) duly received by BIR or its authorized banks											
4.3. The Corporation/Partnership/Sole Proprietorship and Cooperative who entered into a JVA must submit the above requirements in their own capacity.											
4.4. Summary of Assets and Liabilities on the bases of the income tax and audited financial statements, stamped "RECEIVED" by BIR or authorized collecting agent. For a JVA, all the parties of the agreement must accomplish the summary in their own capacity:											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center;">Year 2016</td> </tr> <tr> <td>1. Total Assets</td> <td></td> </tr> <tr> <td>2. Total Liabilities</td> <td></td> </tr> <tr> <td>3. Total Net Worth</td> <td></td> </tr> </table>		Year 2016	1. Total Assets		2. Total Liabilities		3. Total Net Worth				
	Year 2016										
1. Total Assets											
2. Total Liabilities											
3. Total Net Worth											



<p>a. The Total Net Worth of the applicant shall be at least 10% of the total cost of the quantity intended to be imported. In a JVA, the combined Total Net Worth of the parties must qualify under this rule to be eligible;</p> <p>b. The Total Net Worth of the applicant shall not be lower than 5% of the total cost of the quantity intended to be imported. A Net Worth of less than 5% shall disqualify the applicant from participating in the Program;</p> <p>c. If the Total Net Worth of the applicant is less than 10% but not lower than 5% of the total cost of the quantity to be imported, the applicant may secure a Bank Guarantee or Credit Line from a reputable Universal/Commercial Bank equivalent to the total value of the volume intended to be imported.</p>			
<p>5. Only the applicant or his/her duly authorized representative, through board resolution or Special Power of Attorney whichever is applicable, is allowed to transact business with the NFA for the purpose of the Program. No person shall act as Authorized Representative for more than one importer.</p>			

Based on the above the applicant is found: **PASS** **FAIL**

I hereby submit the above eligibility documents for the 2017 MAV Rice Importation Program and I understand that all documents submitted shall be subject to validation and authentication by the NFA.

I am also aware and hereby acknowledge that the payment of processing fee of Php50,000.00 is non-refundable and shall be forfeited if in case my application is found non-compliant and not eligible for 2017 MAV Rice Importation Program.

Name and Signature of Applicant-Importer

Name of Processor

Application Fee O.R. # _____ dated _____

Remarks: _____

July

ANNEX 3



**PAMBANSANG
PANGASIWAAN NG
PAGKAIN
NATIONAL FOOD AUTHORITY**

MAV-2017-COE-_____

CERTIFICATE OF ELIGIBILITY

[] CSQ [] Omnibus [] CSQ and Omnibus

The National Food Authority hereby grants this **CERTIFICATE OF ELIGIBILITY (COE)** to:

(NAME OF COMPANY)

(COMPLETE ADDRESS)

After having completely submitted the requirements under the General Guidelines of the 2017 MAV Rice Importation Program and declaring them Eligible to import rice with the following details:

Country of Origin	Quantity (in MT)	Commodity Specification	Discharge Port	Schedule of Arrival (MT)	
				Phase 1 (Starting Dec. 20, 2017 to NLT Feb. 28, 2018)	Phase 2 (Starting June 01, 2018 to NLT August 31, 2018)

Tentative Assessed Customs Duty/Tariff: PhP _____
(Please See Attached Tentative Computation)

This Certification is a supporting document for the opening of negotiable instruments with the LBP to cover importation cost and advance payment of customs duties and tariffs.

Note:

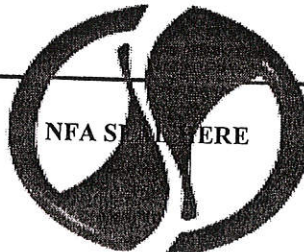
- a. Advance Customs Duties /Tariffs are subject to the Final Assessment by the Bureau of Customs (BOC) upon arrival of import.
- b. Within fifteen (15) banking days from the date of issuance of this COE, the importer shall submit the COE to the International Trade Department of LBP ("LBP-ITD") and shall open an account and pay the advance customs duty/tariff with any designated LBP branch. Non-payment in full of the total advance customs duty/tariff within the said period shall mean automatic revocation of this COE.

Issued on _____

Administrator

Received by : _____
Printed Name over Signature
Date: _____

can be seen thru
Ultraviolet mark



INSERT BAR CODE

fmh

ANNEX 4

2017 NFA RICE IMPORTATION PROGRAM

Trade Instrument: Open Account (O/A)

General Requirements

1. Certificate of Eligibility issued by the National Food Authority (NFA)
2. Manager's Check (and its photocopy) for Bank charges *Note: Only Manager's Checks or cashier's checks issued by a reputable commercial/universal bank are acceptable for payment. The importer may also opt for the debit account or over-the-counter payment for the bank charges.*
3. PASS 5 (Payment Application Secure System 5) documents for payment of customs duties:
Duly accomplished PASS 5 Enrolment Form; Customs Client Number (CCN) issued by BOC and Authority to Debit Account (One-time submission).
4. Copy of Single Administrative Document (SAD) generated from E2M System terminal of the Importer/broker.
5. Shipping documents:
 - Original commercial invoice signed by the supplier. *It should indicate the DA/DP mode of payment for the importation, complete description of rice to be imported, FOB price per metric ton (should be at least equal to the benchmark price provided and evaluated by NFA) port of discharge, validity offer, etc.*
 - Negotiable copy of Bill of Lading
6. Filled-up form of Record of Goods Imported (RGI) (Form Provided - **Form No. 01**)
7. Duly accepted/signed Bank Draft.
8. Accomplished TOD signature card of the authorized signatory and/or authorized representative (for importation purposes) duly authenticated by the LBP officer/staff. *(Form provided - Form No. 02.) Authorized signatory should present at least two (2) valid IDs.*
9. Sworn Attestation, as required by LANDBANK. *(Form provided - Form No. 03) - one-time submission*

For Farmer's Organizations:

1. Presentation of the original and submission of certified true copy of the certificate of registration with the CDA. Authenticated by the authorized LBP officer/staff.
2. Presentation of the original and submission of certified true copy of the Articles of Cooperation and By-Laws authenticated by LBP officer/staff.
3. Original copy of the Board Resolution stating therein the authorized signatory in the use of other financial instruments, such as DA or DP, with LANDBANK for the 2014 NFA rice importation program of the government.
4. Latest audited Financial Statement, optional

For Corporation and Partnership:

1. Presentation of the original and submission of certified true copy of the certificate of registration with the SEC authenticated by LBP officer/staff.
2. Presentation of the original and submission of certified true copy of the Articles of Incorporation and By-Laws authenticated by LBP officer/staff.
3. Original copy of the Board Resolution stating therein the authorized signatory in the use of other financial instruments, such as DA or DP, with LANDBANK for the 2014 NFA rice importation program of the government.
4. Latest audited Financial Statement, optional

For Single Proprietorship:

1. Presentation of the original and submission of certified true copy of the certificate of the updated DTI Registration authenticated by the LBP officer/staff.

Particulars	Basis of Computation of Cover and Bank Charges
1. Basis Amount	Amount of Importation x Selling Rate = Php equivalent
2. Cover	100% Php equivalent of the Amount of Importation
3. Bank Commission	¼ of 1% of Basis Amount
4. Documentary Stamps	₱0.30 per ₱100.00 of the Php equivalent of the LC Amount
5. SWIFT Cost	₱1500.00
6. PAS 5 Enrolment Fee (One-time)	₱100.00
7. Transmittal Fee	₱1250.00
8. Total	(Total of items 1,2,3,4,5,6 & 7)
<p><i>Note:</i> Payment of duties to be debited from the importer's account enrolled under PASS 5; while payment of bank charges shall be through manager's or cashier's checks, or debit from importer's account with LBP, or over-the-counter.</p>	

TO BE FILLED UP BY PMD	
Name of Entity	
Name of Authorized Signatory/Representative	
Address and Contact Number	
Checked by	
Date check	
Comments/Instructions	

Auth

ANNEX 5

2017 NFA RICE IMPORTATION PROGRAM

Trade Instrument: Letter of Credit (L/C)

General Requirements

- _____ 1. Certificate of Eligibility issued by the National Food Authority (NFA)
- _____ 2. Manager's or Cashier's Checks for the payment of LC cover and bank charges for the opening of LC.
(Only Manager's Checks or cashier's checks issued by a reputable commercial/universal bank are acceptable for payment. The importer may also opt for the debit account or over-the-counter payment for the LC cover and bank charges)
- _____ 3. PASS 5 (Payment Application Secure System 5) documents for payment of customs duties:
Duly accomplished PASS 5 Enrollment Form; Customs Client Number (CCN) issued by BOC and Authority to Debit Account (One-time submission).
- _____ 4. Copy of Single Administrative Document (SAD) generated by the E2M System terminal of the importer/broker.
- _____ 5. Copy of pro-forma invoice signed by the supplier. *It should indicate the LC term of payment for the importation, complete description of rice to be imported, FOB price per metric ton (should be at least equal to the benchmark price provided and evaluated by NFA) port of discharge, validity offer, etc.*
- _____ 6. Duly accomplished LC application form (3 copies – Form Provided – **Form No. 01**)
- _____ 7. Accomplished TOD signature card of the authorized signatory and/or authorized representative *(for importation purposes)* duly authenticated LBP officer/staff. *(Form provided- **Form No. 02**)* Authorized signatory should present at least two (2) valid IDs.
- _____ 8. Sworn Attestation, as required by LANDBANK. *(Form provided- **Form No. 03**) – one-time submission*

For Farmer's Organizations:

- _____ 1. Presentation of the original and submission of certified true copy of the certificate of registration with the CDA, authenticated by LBP officer/staff.
- _____ 2. Presentation of the original and submission of certified true copy of the Articles of Cooperation and By-Laws authenticated by LBP officer/staff.
- _____ 3. Original copy of the Board Resolution stating therein the authorized signatory in the opening of letter of credit with LANDBANK for the 2014 NFA rice importation program.
- _____ 4. Latest audited Financial Statements, optional

For Corporation and Partnerships:

- _____ 1. Presentation of the original and submission of certified true copy of the certificate of registration with the SEC authenticated by LBP officer/staff.
- _____ 2. Presentation of the original and submission of certified true copy of the Articles of Incorporation and By-Laws authenticated by LBP officer/staff.
- _____ 3. Original copy of the Board Resolution stating therein the authorized signatory in the opening of letter of credit with LANDBANK for the 2014 NFA rice importation program of the government.
- _____ 4. Latest audited Financial Statement, optional

For Single Proprietorship:

- _____ 1. Presentation of the original and submission of certified true copy of the certificate of the updated DTI Registration authenticated by LBP officer/staff.
- _____ 2. Latest audited financial statement, optional

Particulars	Basis of Computation of LC Cover and Bank Charges
1. Basis Amount	LC currency x Selling Rate = Php equivalent
2. LC cover	100% Php equivalent of the LC Amount
3. Buffer	5% of Basis Amount
4. Bank Commission	W of 1% for the first 60 days, or 1/8 of 1% per month thereafter or minimum of Php 1,000
Usance Commission (if applicable)	1/8 of 1% per month based on the usance period of the LC
5. Documentary Stamp	₱0.30 per Php250.00 of the Php equivalent of the LC Amount
6. SWIFT Cost	Php 1,000.00
7. PASS 5 Enrollment Fee (One-time)	Php 60.00
8. Transmittal Fee	Php 250.00
9. Total	(Total of items 1,2,3,4,5,6,7 & 8)
Note: Payment of duties to be debited from the importer's account enrolled under PASS 5; while payment of bank charges shall be through manager's or cashier's checks, or debit from importer's account with LBP, or over-the-counter.	

TO BE FILLED UP BY PMD	
Name of Entity	
Name of Authorized Signatory/Representative	
Address and Contact Number	
Checked by	
Date check	
Comments/Instructions	

Jps

ANNEX 6

2017 NFA RICE IMPORTATION PROGRAM

Trade Instrument: Documents Against Acceptance (D/A) and Documents Against Payment (D/P)

General Requirements

1. Certificate of Eligibility issued by the National Food Authority (NFA).
2. Manager's Check (and its photocopy) for Bank charges. *Note: Only Manager's Checks or cashier's checks issued by a reputable commercial/universal bank are acceptable for payment. The importer may also opt for the debit account or over-the-counter payment for the bank charges.*
3. PASS 5 (Payment Application Secure System 5) documents for payment of customs duties: Duly accomplished PASS 5 Enrollment Form; Customs Client Number (CCN) issued by BOC and Authority to Debit Account (One-time submission).
4. Copy of Single Administrative Document (SAD) generated from E2M System terminal of the Importer/broker.
5. Shipping documents forwarded by the foreign bank to LandBank:
 - Original commercial invoice signed by the supplier. *It should indicate the DA/DP mode of payment for the importation, complete description of rice to be imported, FOB price per metric ton (should be at least equal to the benchmark price provided and evaluated by NFA) port of discharge, validity offer, etc.*
 - Negotiable copy of Bill of Lading
6. Filled-out form of Record of Goods Imported (RGI) for D/A only (Form Provided - **Form No. 01**)
7. Duly accepted/signed Bank Draft. (for D/A only)
8. Accomplished TOD signature card of the authorized signatory and/or authorized representative (for importation purposes) duly authenticated by the LBP officer/staff. (Form provided - **Form No. 02**) Authorized signatory should present at least two (2) valid IDs.
9. Sworn Attestation, as required by LANDBANK. (Form provided - **Form No. 03**) - **one-time submission**

For Farmer's Organizations:

1. Presentation of the original and submission of certified true copy of the certificate of registration with the CDA. Authenticated by the authorized LBP officer/staff.
2. Presentation of the original and submission of certified true copy of the Articles of Cooperation and By-Laws authenticated by the LBP officer/staff.
3. Original copy of the Board Resolution stating therein the authorized signatory in the use of other financial instruments, such as DA or DP, with LANDBANK for the 2014 NFA rice importation program of the government.
4. Latest audited Financial Statement, optional

For Corporation and Partnership:

1. Presentation of the original and submission of certified true copy of the certificate of registration with the SEC authenticated by LBP officer/staff.
2. Presentation of the original and submission of certified true copy of the Articles of Incorporation and By-Laws authenticated by LBP officer/staff.
3. Original copy of the Board Resolution stating therein the authorized signatory in the use of other financial instruments, such as DA or DP, with LANDBANK for the 2014 NFA rice importation program of the government.
4. Latest audited Financial Statement, optional

For Single Proprietorship:

1. Presentation of the original and submission of certified true copy of the certificate of the updated DTI Registration authenticated by the LBP officer/staff.

Particulars	Basis of Computation of Cover and Bank Charges
1. Basis Amount	Amount of Importation x Selling Rate = Php equivalent
2. Cover	100% Php equivalent of the Amount of Importation
3. Bank Commission	¼ of 1% of Basis Amount
4. Documentary Stamps	₱0.30 per ₱200.00 of the Php equivalent of the LC Amount.
5. SWIFT Cost	₱500.00
6. PAS 5 Enrollment Fee (One-time)	₱60.00
7. Transmittal Fee	₱250.00
8. Total	(Total of items 1,2,3,4,5,6 & 7)
<p>Note: Payment of duties to be debited from the importer's account enrolled under PASS 5; while payment of bank charges shall be through manager's or cashier's checks, or debit from importer's account with LBP, or over-the-counter.</p>	

TO BE FILLED UP BY PMD	
Name of Entity	
Name of Authorized Signatory/Representative	
Address and Contact Number	
Checked by	
Date check	
Comments/Instructions	

Auth

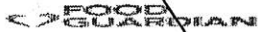
ANNEX 9

IMPORT PERMIT
IP No. MAV-2017-



PAMBANSANG PANGASIWAAN NG PAGKAIN
NATIONAL FOOD AUTHORITY

Philippine Sugar Center Bldg., North Ave., Diliman, Quezon City Website: www.nfa.gov.ph



This Import Permit is granted to:

(NAME OF IMPORTER)

(Address)

TIN Number: _____

Date Issued:

_____, 2017

This Import Permit is valid up to:

_____, 2017

Minimum Access Volume
Rice Importation Program

(The validity of this Import Permit shall be (15) calendar days from the date of issuance)

The price indicated in the Commercial Invoice submitted by the importer is subject to the review of the Bureau of Customs (BoC) to determine and assess final Customs duties/taxes upon filing of the required Import Entry and Internal Revenue Declaration (IEIRD) of the importer.

You are required to submit to NFA-GMOD within one (1) week from the arrival of this shipment, certified true copy of the processed Single Administrative Document (SAD), Assessment Notice/Automated Systems of Customs Data (ASYCUDA) - ROC Clearance, Proof of Payment/Official Receipt of Duties and Taxes, Arrivals Report, Submission of Import Declaration, and other documents designated by the NFA. Failure to submit the above documents within the prescribed period shall disqualify importer from NFA's future Rice Importation Program.

All other terms and conditions set forth in the Guidelines including amendments/addendum for the Importation of Rice under the Minimum Access Volume for CY 2017 must be complied with by the importer.

It can be seen thru Ultraviolet mark that the importation of the below commodity shall also be subject to the laws and regulations of other concerned agencies.

ANNEX 11
(Signature of the Administrator)

National Food Authority

Received by Bot

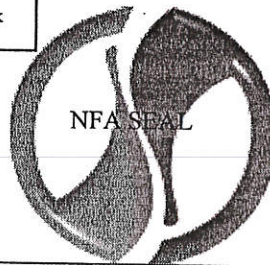
Received by Importer

Date and Time

NFA OR Number

Commodity Specification	:	_____
Quantity	:	_____
Price per Comm'l. Invoice	:	_____
Date of Arrival	:	_____
Port of Loading	:	_____
Port of Discharge	:	_____
Name of Vessel	:	_____
B/L Number and Date	:	_____
Commercial Invoice No.	:	_____
Name of Loadport Surveyor	:	_____

can be seen thru Ultraviolet mark



INSERT BAR CODE

IMPORTER'S COPY

July

ANNEX 10

NAME OF COMPANY/ENTITY/ORGANIZATION

Business Address

E-Mail Address

Telephone Number and Fax Number

Date: _____

ARRIVAL INFORMATION NOTICE

TO : NATIONAL FOOD AUTHORITY

THRU : GRAINS MARKETING OPERATIONS DEPARTMENT

We are pleased to inform you that our rice import will arrive on _____ with the following details:

1. Bill of Lading No.: _____
2. Commercial Invoice No.: _____
3. Certificate of Origin
4. Certificate of Fumigation
5. Phytosanitary Certificate
6. Certificate of Weight and Inspection of the Quality and Weight of Rice and the Condition of Bags
7. Inspection Certificate as to the Condition of the Vessel (for Break Bulk Shipment)
8. Packing List
9. Notice of Vessel Arrival issued by the Shipping Lines
10. Other Documents as required by LBP

We will submit the required documents for the processing of our Import Permit not later than seven (7) days before the arrival in accordance with the approved Guidelines of the 2016 MAV Rice Importation Program.

Signature Over Printed Name
 Owner/Authorized Representative
 Address: _____
 Mobile Phone No.: _____
 Tel./Fax No.: _____
 E-mail Address: _____

Handwritten signature

ANNEX 12

NAME OF COMPANY/ENTITY/ORGANIZATION
Business Address
E-Mail Address
Telephone Number and Fax Number

Date: _____

UTILIZATION REPORT OF IMPORT PERMIT/S

The Administrator
National Food Authority

Attn : Grains Marketing Operations Department

Please be informed that _____ (name of importer) has utilized the following Import Permit/s under the 2017 MAV Rice Importation Program with the following details as follows:

Import Permit No.	Bill of Lading No.	Quantity (MT)	Discharge Port	Name of Destination/Warehouse

Signature Over Printed Name
Owner/Authorized Representative
Address: _____
Mobile Phone No.: _____
Tel./Fax No.: _____
E-mail Address: _____

hdy

ANNEX 13

NAME OF COMPANY/ENTITY/ORGANIZATION

Business Address

E-Mail Address

Telephone Number and Fax Number

Date: _____

**REPORT ON THE DESTINATION
OF IMPORT ALLOCATION**

The Administrator
National Food Authority

Attn : Grains Marketing Operations Department

Please be informed that our rice import allocation under the 2017 MAV Rice Importation Program under the corresponding Import Permit/s was delivered to the following destination:

Import Permit No.	Bill of Lading No.	Quantity (MT)	Name of Destination/Warehouse

Signature Over Printed Name
Owner/Authorized Representative
Address: _____
Mobile Phone No.: _____
Tel./Fax No.: _____
E-mail Address: _____

Signature

ANNEX 14

CERTIFICATE OF COMPLETION

This is to certify that _____ (**Name of Importer**) _____ has fully served its import allocation of _____ MT under the 2017 Minimum Access Volume (MAV) Rice Importation Program.

Details of which are as follows:

Import Permit Number	Bill of Lading Number	Quantity (MT)
1.		
2.		
3.		
4.		
TOTAL		

Issued on _____.

Administrator



hbk

