



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

03 December 2018

CUSTOMS MEMORANDUM CIRCULAR

NO. 258 - 2018

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

**Subject: Department of Agriculture (DA) Guidelines in the
Importation of Rice**

Attached is the letter dated 26 November 2018 of Director Rex C. Estoperez, Grains Marketing Operations Department, National Food Authority endorsing a copy of the DA Memorandum Circular No. S-11-18-0374 entitled: **"GENERAL GUIDELINES IN THE IMPORTATION OF WELL-MILLED, LONG GRAIN WHITE RICE UNDER THE OUT-QUOTA BY THE PRIVATE SECTOR OF OMNIBUS ORIGIN"**.

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.

Bureau of Customs
REY LEONARDO B. GUERRERO
Commissioner
18-00959

REY LEONARDO B. GUERRERO
Commissioner

DEC 05 2018



NATIONAL
FOOD
AUTHORITY

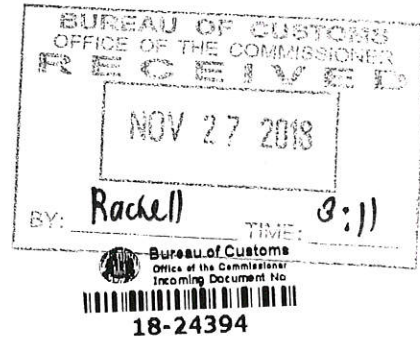
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Philippine Sugar Center Bldg., North Ave., Diliman, Quezon City Tel. No. (02) 453-3900/981-3800 to 30 Website www.nfa.gov.ph

26 November 2018

MR. REY LEONARDO B. GUERRERO

Commissioner
Bureau of Customs
Port Area, Manila



Dear Commissioner Guerrero:

May we inform you that the National Food Authority (NFA) shall be implementing the importation of the Out –Quota Rice Importation Program by the Private Sector of Omnibus Origin.

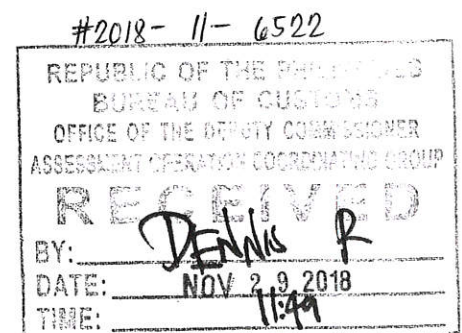
In consonance with the system that the Bureau of Customs (BOC) developed in particular to the List of Regulated Import Products, we are providing you the attached General Guidelines of Program which will now be posted in the said system's list for the information and reference of all concerned parties.

Thank you for your usual support in this undertaking.

Very truly yours,

REX C. ESTOPEREZ
Director
Grains Marketing Operations Dept.

cc: Legal Service Department
Account Management Office





November 23, 2018

MEMORANDUM CIRCULAR

No. : S-11-18-0374

Series of 2018

TO : ALL CONCERNED

FROM : THE NFA COUNCIL CHAIRMAN

SUBJECT : GENERAL GUIDELINES IN THE IMPORTATION OF WELL-MILLED, LONG GRAIN WHITE RICE UNDER THE OUT-QUOTA BY THE PRIVATE SECTOR OF OMNIBUS ORIGIN

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, Administrative Order No. 13 issued on September 17, 2018 and by virtue of **Council Resolution No.913-2018-K** dated **13 November 2018** this Memorandum Circular is hereby issued for the information and compliance of all interested parties.

This will serve as Guidelines for the out-quota importation as a result of the short-fall in production, a critical demand-supply gap, or other verified circumstances that may warrant the need of importation.

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. SOURCE OF RICE IMPORTATION AND QUANTITY

The source shall be Omnibus Origin (any source country). The quantity to be allocated to prospective importer shall be based on the Total Net Importing Capacity (Total Current Net Worth) declared in 2017 Financial Statement duly received by the Bureau of Internal Revenue (BIR) computed vis-à-vis their submitted Pro-forma Invoice..

II. TARIFF

All rice to be imported under this Program shall be levied with a tariff of 35% for ASEAN source country per ATIGA while 50% for non-ASEAN origin to be paid in advance with the Land Bank of the Philippines ("LBP"). However, final assessment and valuation shall be made by the Bureau of Customs ("BOC").

III. ALLOWED RICE VARIETIES TO BE IMPORTED

Importers are allowed to import **25% Broken Well-Milled, Long Grain Rice or better.**

IV. ELIGIBILITY REQUIREMENTS

1. All interested NFA-licensed importers may apply to import under this Program which will start upon the effectivity of these Guidelines. This shall be published in newspaper of general circulation and filing with the National Administrative Office of the UP Law Center.

2. WHO CAN APPLY. For purposes of these Guidelines, the following may apply: Corporations, Partnerships, Sole Proprietorships, Farmer Cooperatives, Farmer Organizations, and Joint Ventures.
3. Involvement of 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 shall not be accepted.
4. An applicant who submits spurious, false, or fake documents or who makes misrepresentations in the application shall be denied of application.
5. Submission of the following documents to the Grains Marketing Operations Department (GMOD-FOD) of the NFA Central Office, from 0800 HRS to 1400 HRS, Monday to Friday. Incomplete documents shall be returned out-right to the applicant.

3.1. LETTER OF INTENT. The applicant shall submit a Letter of Intent ("LOI"). A copy of the LOI is available at the GMOD and can be downloaded at the NFA website. **(ANNEX 1)**

3.2. Valid NFA License as Importer

3.3. Bureau of Customs (BOC) Certificate of Registration and Legal Service Clearance that it has no pending administrative/ criminal case before the BOC Legal Service-Head Office.

3.4. Supplier's Pro-forma Invoice

3.5. 2017 Audited Financial Statement, stamped received by BIR.

3.5.1 The **Total Current 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;

3.5.2 The Total Current 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;

3.5.3 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.**

6. AUTHORIZED REPRESENTATIVE

Only the applicant or its Authorized Representative is allowed to transact business with the NFA. The Authorized Representative shall be designated through a Board Resolution or Special Power of Attorney, which shall be submitted as a documentary requirement. No person shall act as Authorized Representative for more than one applicant.

V. ISSUANCE OF CERTIFICATE OF ELIGIBILITY TO IMPORT RICE (COEIR)

1. The eligible importer shall pay a non-refundable Service Fee of PhP100.00 per MT to NFA prior issuance of COEIR.
2. The COEIR specifies the Country of Origin, Quantity, Commodity, Discharge Port, and the Tentative Assessed Custom Duty **(ANNEX 2)**

3. A COEIR is non-transferrable and shall be used only for the purpose for which it was issued.
4. A COEIR 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.

5. In case there is a need to amend the content of the COEIR, the applicant shall apply for amendment through a letter-request enumerating the reasons for amendment. **Requests for amendment shall be limited to rice specification and discharge port.** The GMOD-FOD shall evaluate the request for amendment and recommend action for the approval of the NFA Administrator or, in his absence, by the Deputy 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 COEIR for import purposes.

VI. DELIVERY SCHEDULE

Rice import allocation of eligible importers must be loaded upon the approval of the SANITARY AND PHYTHOSANITARY IMPORT CLEARANCE (SPSIC) by the BPI-NPQS and payment of the required tentative advance Customs Duty.

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

1. The importer shall submit the COEIR to the International Trade Department of LBP ("LBP-ITD") within fifteen (15) banking days from the receipt of the COEIR, 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 COEIR, 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 3)
 - 3.2. Letter of Credit (L/C). (ANNEX 4)
 - 3.3. Documents Against Acceptance (D/A)/ Documents Against Payment (D/P). (ANNEX 5)
 - 3.4. Direct Remittance (ANNEX 6)
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 indicating the amount, time and date of payment.

VIII. 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.

IX. ISSUANCE AND USE OF IMPORT PERMIT (IP)

1. To obtain an Import Permit (**ANNEX 7**) 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 8**)
 - 1.2 Bill of Lading
 - 1.3 Commercial Invoice
 - 1.4 Packing List
 - 1.5 Notice of Arrival issued by the Shipping Lines
 - 1.6 Receipt Copy of negotiating documents duly stamped by LBP
 - 1.7 The Applicant importer shall submit an OMNIBUS AFFIDAVIT (**ANNEX 9**)

The NFA may opt to require the submission of the following documents if necessary to attest the veracity of the shipment:

- 1.8 Certificate of Origin
 - 1.9 Certificate of Fumigation
 - 1.10 Phytosanitary Certificate
 - 1.11 Certificate of Weight and Inspection of the quality and weight of rice and the condition of bags.
 - 1.12 Inspection Certificate as to the Condition of the Vessel (for break bulk shipment)
2. The NFA Administrator or designated Officer-In-Charge, 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 and the NFA Council with the list of importers issued with import permits.

X. VALIDITY PERIOD 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 validity period of the IP may be extended by the NFA Administrator or designated Officer-In-Charge 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.

3. The NFA Administrator or designated Officer-In-Charge, 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.

X. DISCHARGE PORTS

The designated discharge ports shall be at the option of the importer.

XI. 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. 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;
 - 1.2. 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;
 - 1.3. 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.

XII. 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.

XIII. 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. EMMANUEL F. PIÑOL
Secretary
Department of Agriculture

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 : _____ 201_

(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 Rice Importation Program.

Country of Origin	Quantity (in MT)	Commodity Specification	Discharge Port

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: _____



PAMBANSANG PANGASIWAAN NG PAGKAIN NATIONAL FOOD AUTHORITY

2018-COE-00

CERTIFICATE OF ELIGIBILITY

The National Food Authority hereby grants this CERTIFICATE OF ELIGIBILITY TO IMPORT RICE (COEIR) to:

(NAME OF COMPANY)
(COMPLETE ADDRESS)

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

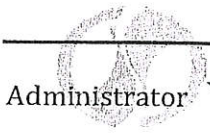
Table with 4 columns: Country of Origin, Quantity (in MT), Commodity Specification, Discharge Port

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

NFA COPY

ANNEX 3

OUT-QUOTA 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 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:
 - Original commercial invoice signed by the supplier. *It should indicate the LADDP 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 TOC 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 stands 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 x Php equivalent
2. Cover	100% Php equivalent of the Amount of Importation
3. Bank Commission	3% of 1% of Basis Amount
4. Documentary Stamps	PD.30 per Php200.00 of the Php equivalent of the LC Amount
5. SWIFT Cost	Php500.00
6. PASS 5 Enrollment Fee (One-time)	Php 60.00
7. Transmittal Fee	Php250.00
B. Total	(Total of items 1,2,3,4,5,6 & 7)
<p>Note: Payment of dues 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	

ANNEX 4

OUT-QUOTA 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 EZM 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, variety, 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 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 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	1% of 1% for the first 60 days, or 1/3 of 1% per month thereafter or minimum of Php 1,000
Useance Commission if applicable	1/3 of 1% per month based on the usance period of the LC
5. Documentary Stamps	Php 30 per Php200.00 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. Transactional Fee	Php250.00
9. Total	(Total of items 1, 2, 3, 4, 5, 6, 7 & 8)
<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	

OUT-QUOTA 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/Trader.
5. Shipping documents forwarded by the foreign bank to Landbank:
 - Original commercial invoice signed by the supplier. *It should indicate the USD/PHP 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 TOC 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 Proprietorships:

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. Basic 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 Basic Amount
4. Documentary Stamp	₱0.30 per ₱10,000.00 of the Php equivalent of the LC amount
5. SWIFT Cost	₱1,500.00
6. PASS 5 Enrollment Fee (One-time)	₱10,000.00
7. Transmittal Fee	₱1,250.00
8. Total	(Total of items 1, 2, 3, 4, 5, 6 & 7)

Note: Payment of duties to be debited from the importer's account entitled under PASS 5; aside payment of bank charges shall be through manager's or cashier's checks, or cash from importer's account with LBP, or over-the-counter.

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

OUT-QUOTA NFA RICE IMPORTATION PROGRAM

Trade Instrument: Direct Remittance

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:
 - Original commercial invoice signed by the supplier. *It should indicate the DADP 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. Accomplished TOI 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.*
7. Sworn Attestation, as required by LANDBANK. *(Form provided - Form No. 03) - one-time submission*
8. Application to Purchase Foreign Exchange *(Form provided - Form No. 04).*

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 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	1/8 of 1% of Basis Amount
4. Documentary Stamps	₱1.30 per Php/100.00 of the Php equivalent of the LC Amount
5. SWIFT Cost	Php500.00
6. PASS 5 Enrollment Fee (One-time)	Php 60.00
7. Transmittal Fee	Php250.00
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	

ANNEX 7

IMPORT PERMIT

IP No. _____



PAMBANSANG PANGASIWAAN NG PAGKAIN

NATIONAL FOOD AUTHORITY

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

FOOD GUARDIAN

This Import Permit is granted to:

(NAME OF IMPORTER)

(Address)

TIN Number: _____

Date Issued:

_____, 2018

This Import Permit is valid up to:

_____, 2018



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), BOC Clearances, Proof of Payment/Official Receipt of Duties and Taxes, Arrastre, Wharfage and other related fees and import surveyor's report. Submission of these reports is compulsory on the part of the importer or his/her designated licensed broker/duly authorized representative. Otherwise, non-submission shall mean non-processing of the importer's succeeding application for import permit. Likewise, non-submission of the above documents shall disqualify importer from NFA's future Rice Importation Program.

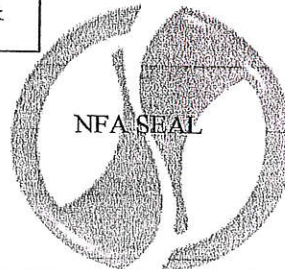
All other terms and conditions set forth in the Guidelines including amendments/addendum for the Importation of Rice under the Out-Quota Importation Program must be complied with by the importer.

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

IP Received by BoC : _____
 IP 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 Loadpart Surveyor	:	_____

can be seen thru Ultraviolet mark



INSERT BAR CODE

IMPORTER'S COPY

ANNEX 8

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. Packing List
4. Certificate of Origin
5. Certificate of Fumigation
6. Phytosanitary Certificate
7. Certificate of Weight and Inspection of the Quality and Weight of Rice and the Condition of Bags
8. Inspection Certificate as to the Condition of the Vessel (for Break Bulk Shipment)
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 Out-Quota Rice Importation Program.

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

OMNIBUS AFFIDAVIT

I, (Name of Importer/authorized representative), of legal age, Filipino, single/married, a resident of (address) having been sworn to, in accordance with law, hereby states that:

1. I am the authorized representative of (Name of Entity), duly registered under the Philippine law and which is engaged in the trading of rice, among other commodities;
2. I was issued by the National Food Authority (NFA) Certificate of Eligibility to Import Rice (COEIR) No. dated which allows me to import from (source country), under the Out-quota Rice Importation Program;
3. I am requesting NFA for an Import Permit (IP) for MT of rice under Bill of Lading No. which is scheduled to arrive on at the Port of (name of discharge port);
4. The I am not involved as defined in Section V (2) in the illegal entry of rice into the country as reported by the Bureau of Customs (BOC) or any apprehending Government agency as defined in above mentioned provision of these Guidelines;
5. That I am not involved 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 regulations of the Republic of the Philippines;
6. I will strictly abide with all the provisions including the submission of post-documentary requirements as stipulated under the out-quota Rice Importation Program;
7. Further, I confirm that I have read and understand the content and intent of the out-quota Guidelines;
8. I shall not issue any Deed of Assignment for this shipment to any person/entity;
9. I hereby acknowledge full responsibility and accountability for any willful misrepresentation and/or willful violation committed on this shipment.

In witness whereof, I have hereto set my hands this 2019 in the Philippines.

Affiant

Subscribed and sworn to, before me on the date and place above written, affiant allowed me his bearing issued at , Philippines.

Doc. No.
Page No.
Book No.
Series of 2018

CERTIFICATE OF COMPLETION

This is to certify that _____ **(Name of Importer)** _____ has fully served its import allocation of _____ MT under the Out-Quota 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

