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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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02 May 2025

CUSTOMS MEMORANDUM CIRCULAR
NO. 94-2025

TO : ASSISTANT COMMISSIONER
ALL DEPUTY COMMISSIONERS
ALL DIRECTORS AND DIVISION CHIEFS
ALL DISTRICT AND SUB-PORT COLLECTORS
ALL OTHERS CONCERNED

SUBJECT : CLEARANCES, PERMITS, AND/OR CERTIFICATES FROM
VARIOUS TRADE REGULATORY GOVERNMENT AGENCIES
(TRGAS)

Pursuant to the letters from the following Trade Regulatory Government Agencies, namely:

- National Telecommunications Commission;
- Bangko Sentral ng Pilipinas;
- Bureau of Agriculture and Fisheries Standards;
- Department of Trade and Industry;
- Bureau of Internal Revenue;
- Bureau of Fisheries and Aquatic Resources; and
- National Meat Inspection Service,

attached is a consolidated list of importation permits, clearances, or certificates required by the above-mentioned TRGAs, including:

1. The corresponding commodity(ies) covered by each agency;
2. The necessary documentary requirement(s);
3. Commodities that are exempted from securing such permits, clearances, or certificates, as applicable.

For records purposes, please disseminate throughout your respective offices and submit the necessary confirmation within fifteen (15) days from receipt hereof.

For your information and reference.

BIENVENIDO Y. RUBIO
Commissioner



08 MAY 2025



Gate 3, South Harbor, Port Area, Manila 1018

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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**REQUEST FOR CLEARANCES, PERMITS AND/OR CERTIFICATES FROM
TRADE REGULATORY GOVERNMENT AGENCIES (TRGA'S)**

Bangko Sentral ng Pilipinas	
Commodity (Regulated)	Import Permits, Clearance and/or Certificate
Import and export of legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding Php50,000	Authorization Letter from BSP
Import of coin blank essentially of gold, steel, copper, nickel, zinc, tin, aluminum, brass, bronze all with diameter of less than 30.00 mm and weight of less than 11.50 grams per piece: Coin blank essentially of silver with diameter of 36.8mm +/- 0.05 mm and weight of 28.28 grams per piece: Nordic Gold coin metal with diameter of 33.55mm +/- 0.05 mm and weight of 15 grams per piece.	Authorization Letter from BSP
Import of color reproduction machines with 2,400 dots per inch (dpi) or higher (excluding printers)	Import clearance from NBI
Commodity (Prohibited)	
Import and export of any goods manufactured in whole or in part of gold, silver or other precious metals or alloys and the stamp, brand or mark does not indicate the actual fineness of quality of the metals or alloys as provided under CMTA.	
Import of unissued Philippine banknotes, except those authorized by the BSP	
Export of Gold from the small-scale mining, including panned gold pursuant to RA No. 7076 except gold from small-scale mining which may be sold to BPS through its Gold and Silver Buying Program	

Bureau of Internal Revenue	
Commodity	Import Permits, Clearance and/or Certificate
Under the following industries: Alcohol, Petroleum, Tobacco, Automobiles and Non-Essentials, Mineral Products, Fertilizers, Feed and Feed Ingredients, Agri and Marine Food Products, Agri and Electric Cooperatives	Authority To Released Imported Goods (ATRIG) <i>*Note: Before payment of excise taxes</i>
Sales and importation of drugs and medicines prescribed for diabetes, high cholesterol, hypertension, cancer, mental illness, tuberculosis and kidney diseases	Certificate of VAT Exemption (RR No. 18-2020)



Bureau of Agriculture and Fisheries Standards	
Commodity	Import Permits, Clearance and/or Certificate
Organic Soil Amendments (OSA) <ul style="list-style-type: none"> • Organic Fertilizer • Organic Soil Conditioner • Organic Plant Supplement • Microbial Inoculant Organic Bio-Control Agent (OBCA) <ul style="list-style-type: none"> • Organic Botanical • Organic Microbial 	<ul style="list-style-type: none"> • Certificate of Product Registration • Importation and Exportation Clearance
Importation for the conduct of efficacy trials: Organic Bio-Control Agent (OBCA) <ul style="list-style-type: none"> • Organic Botanical • Organic Microbial 	Experimental Use Permit (EUP) <i>Note: Only allowed for OBCA products with approved Department of Agriculture-Bureau of Agriculture and Fisheries Standards</i>

Bureau of Fisheries and Aquatic Resources	
Commodity	Import Permits, Clearance and/or Certificate
Fresh/Chilled/Frozen Fish and Fishery/Aquatic Products	Sanitary and Phytosanitary Import Clearances (SPSIC)

National Meat Inspection Service	
Commodity	Import Permits, Clearance and/or Certificate
Meat and Meat Products	<ul style="list-style-type: none"> • Certificate of License to Import • Veterinary Quarantine and Meat Inspection and Laboratory Certificate
Indian Buffalo Meat (IBM)	Certificate of Eligibility to Import



Bureau of Philippine Standards	
Commodity	Import Permits, Clearance and/or Certificate
Imported Products covered by Mandatory Product Certification (Electrical and electronic appliances, lighting, wiring devices, cables, mechanical - building and construction materials, goods that needs safety standards)	<ul style="list-style-type: none"> • Import Commodity Clearance (ICC) • Certificate of Conditional Release (CCR) • Certificate of Exemption (ECE)

Fair Trade Enforcement Bureau	
Commodity	Import Permits, Clearance and/or Certificate
<p>Used motor vehicles and used engines and parts for all motor vehicles for replacement</p> <p>Completely knocked-down (CKD) parts and components for rebuilding</p> <p>Used Motor vehicles for donation to Local Government Unit (LGU)</p> <p>Importation of government agencies including LGUs and Government Owned and Controlled Corporations (GOCCs)</p>	Certificate of Authority to Import

Strategic Trade Management Office (STMO)	
Commodity	Import Permits, Clearance and/or Certificate
Nuclear, Chemical and Biological Weapons or collectively called as Weapons of Mass Destruction (WMD) and their means of delivery	STMO License

Export Marketing Bureau (EMB)	
Commodity	Import Permits, Clearance and/or Certificate
Philippine Export Products	<ul style="list-style-type: none"> • Export Clearance • Certificate of Origin



Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products (OSMV)	
Commodity	Import Permits, Clearance and/or Certificate
Vaporized Nicotine and Non-Nicotine Products	Registration and Certification From the Department of Trade and Industry through the OSMV

National Telecommunications Commission	
Commodity	Import Permits, Clearance and/or Certificate
Radiocommunications Equipment (RCE) and Customer Premises Equipment (CPE) that requires type-acceptance and/or type-approval, including their accessories and spare parts	Permit to Import



National Telecommunication Commission

CMC NO. 94-2025

NTC



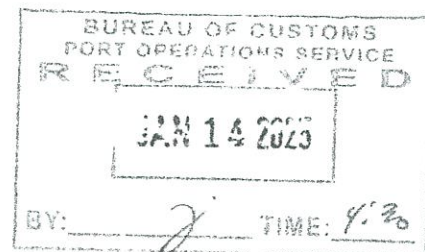
REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION
NTC Building, Sen. Miriam P. Defensor-Santiago Ave.,
East Triangle, Diliman, Quezon City
Email: ntc@ntc.gov.ph; Website: <http://www.ntc.gov.ph>



06 January 2025

03-26617

ATTY. BIENVENIDO Y. RUBIO
Commissioner
BUREAU OF CUSTOMS
South Harbor, Port Area
Manila 1018



Dear Commissioner Rubio:

This refers to your letter dated 19 November 2024 requesting for a comprehensive list of commodities regulated by the National Telecommunications Commission (NTC) along with detailed guidelines on the application process for import permits, clearances, certificates and a list of commodities exempted from these requirements.

In this regard, may we respectfully inform you that the commodities being regulated by the NTC include radiocommunications equipment (RCE) and customer premises equipment (CPE) that requires type-acceptance and/or type-approval, including their accessories and spare parts. Attached herewith is the detailed list for your reference (Annex "A").

The detailed guidelines and procedures in applying for Permit to Import can be found in our Citizen's Charter which can be viewed through the NTC website, <https://ntc.gov.ph/citizens-charter-2024/>.

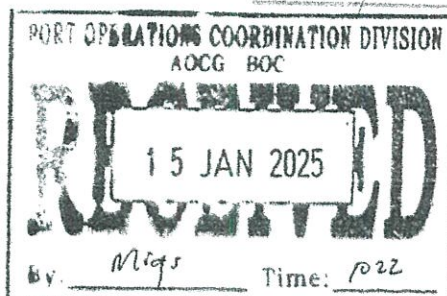
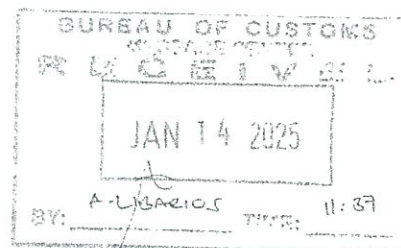
As one of the Trade Regulatory Agencies, the NTC would like to mention that it is deeply immersed in using the Philippine National Single Window (PNSW) for Permit to Import applications. However, with the discontinuance of the Bancnet Internet Payment Gateway (IPG) service since July 2024, the NTC needs to issue a Statement of Account, Order of Payment and Official Receipt for an application with payment status and applicants are now required to manually pay the corresponding fees at the NTC. In the exigency of the service, the NTC hopes and prays that a new online payment system in the PNSW be established for a more efficient permitting process.

Thank you and best regards.

Very truly yours,

ELLA BLANCA B. LOPEZ
Commissioner

RB/HRW/RBV/GMPS_24-RQT-714



14 JAN 2025

ANNEX "A"

National Telecommunications Commission (NTC)
List of Regulated Commodities/Items (Imported)

- 1) Radiocommunications Equipment (NTC Memorandum Circular No. 9-8-91)
 - a) Radio Transmitters
 - b) Radio Transceivers (Transmitter/ Receiver)
 - c) Radio parts and accessories
 - d) Short Range Devices (SRD) (NTC MC No. 03-05-2007)
 - i) Wireless alarm system
 - ii) Movement Detecting device
 - iii) High Performance Radio Local Area Networks (HIPERLANs)
 - iv) Inductive application devices
 - v) Speed detectors/ Radar equipment
 - vi) Wireless Microphones
 - vii) Radio Local Area Networks (RLANs)/ Wireless LAN (WLAN) / Wi-Fi capable devices
 - viii) Road Transport and Traffic Telematics (RTTTs)
 - ix) Wireless Video Transmitters
 - x) Telemetry and Telecommand devices
 - e) Wireless Data Networks (WDN) Devices (NTC MC No. 09-09-2003)
 - i) Bluetooth capable devices
 - ii) Computer
 - (1) Desktop
 - (2) Laptops
 - (3) Parts and accessories
 - f) Radio Frequency Identification (RFID) Devices (NTC MC No. 03-08-2006)
 - i) RFID/ Proximity Readers
 - ii) RFID Tags
- 2) Customer Premises Equipment (NTC MC No. 01-01-2012)
 - a) Telephone Handsets (Wired/ Wireless)
 - b) Cable TV Set-top boxes
 - c) Modems (Broadband, Ethernet or Digital Subscriber Line (DSL))
 - d) Routers
 - e) Network Adapters
 - f) Channel/ Data Service Units
 - g) Private Branch Exchanges (PBX)
 - h) Voice Over Internet Protocol (VOIP) devices
 - i) Firewall (electronic)
 - j) Facsimile machines
 - k) Point Of Sale (POS) Terminals
 - l) Mobile/ Cellular/ Smart Phones

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cmc no. 94-2025



Bangko Sentral ng Pilipinas

CMC no. 94-2025



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE MANAGING DIRECTOR
INTERNATIONAL MONETARY AFFAIRS AND SURVEILLANCE SUB-SECTOR

27 December 2024

MR. BIENVENIDO Y. RUBIO
Commissioner
Bureau of Customs
OCOM Building
16th Street, South Harbor, Port Area
1018 Manila City
Email address: boc.ecom@customs.gov.ph

Dear Commissioner Rubio,

Subject: Bureau of Customs (BOC) Request for a Comprehensive List of Commodities Regulated by the Bangko Sentral ng Pilipinas (BSP)

In relation to the letter of the BOC dated 19 November 2024 seeking:
i) a comprehensive list of commodities regulated by the BSP; ii) detailed guidelines on the application process for import permits, clearances, or certificates; and
iii) a list of commodities exempted from these requirements, may we transmit herewith the attached file (Annex A) as BSP's response on the matter.

Thank you.

Very truly yours,

MARIA TERESA S. DUEÑAS
Officer-In-Charge

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ANNEX A

Regulated and Prohibited Commodities of the Bangko Sentral ng Pilipinas

Items/Commodities	Pertinent Regulations	Application Procedures/Processes/Remarks
A. Regulated		
Import and export of legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines in an amount exceeding PHP50,000	Section 5, Chapter II, Part Two of the Manual of Regulations on Foreign Exchange Transactions (FX Manual), as amended	The application for prior written authorization shall be filed with the BSP, through the International Operations Department. The BSP, however, allows cross-border transfer of local currency in excess of the limit only for the following purposes: (a) testing/calibration/configuration of money counting/sorting machines; (b) numismatics (collection of currency); and (c) currency awareness. Please refer to Annex A.1 on the application process. ¹
Import of coin blank essentially of gold, steel, copper, nickel, zinc, tin, aluminum, brass, bronze, all with diameter of less than 30.00 mm and weight of less than 11.50 grams per piece; Coin blank essentially of silver with diameter of 36.8 mm +/- 0.05 mm and weight of 28.28 grams per piece; Nordic Gold coin metal with diameter of 33.55 mm +/- 0.05 mm and weight of 15 grams per piece	Section 5, Chapter II, Part Two of the FX Manual	The application for prior written authorization shall be filed with the BSP, through the Mint and Refinery Operations Department (MROD). Please refer to Annex A.2 on the application process. ²
Import of color reproduction machines with 2,400 dots per inch (dpi) or higher (excluding printers)	Section 5, Chapter II, Part Two of the FX Manual	The application for prior clearance shall be filed directly with the National Bureau of Investigation (NBI), which shall forward the matter to the BSP, through the Payments and Currency Investigation Group (PCIG), Office of the Assistant Governor - Payments and Currency Development Sub-Sector (OAG-PCDSS). Clearance to import shall be released by the NBI. Please refer to Annex A.3 on the clearance process. ³
B. Prohibited		
Import and export of any goods manufactured in whole or in part of gold, silver or other precious metals or alloys and the stamp, brand or mark does not indicate the actual fineness of quality of the metals or alloys as provided	Section 5, Chapter II, Part Two of the FX Manual	Under Section 1145 of the CMTA, prohibited goods as provided under Section 118 of the CMTA shall be destroyed, except for goods under Section 118(d) which shall be turned over to the BSP.

¹ Can be accessed through <https://www.bsp.gov.ph/CitizensCharter/bspcitizenscharter.pdf#page=538>

² Can be accessed through <https://www.bsp.gov.ph/CitizensCharter/bspcitizenscharter.pdf#page=581>

³ Can be accessed through <https://www.bsp.gov.ph/CitizensCharter/bspcitizenscharter.pdf#page=587>

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ANNEX A



ANNE

Items/Commodities	Pertinent Regulations	Application Procedures/Processes/Remarks
under Section 118(d) of Republic Act (R.A.) No. 10863 (Customs Modernization and Tariff Act (CMTA))		
Import of unissued Philippine banknotes, except those authorized by the BSP	Section 5, Chapter II, Part Two of the FX Manual	
Export of gold from small-scale mining, including panned gold, pursuant to R.A. No. 7076 (People's Small Scale Mining Act of 1991) except gold from small-scale mining which may be sold to the BSP through its Gold and Silver Buying Program	Section 5, Chapter II, Part Two of the FX Manual	Please refer to Annex A.4 for the BSP's Gold and Silver Buying Program's guidelines. ⁴⁶⁹

8. Authority for cross-border transfer of legal tender Philippine currency in excess of the limit under Section 4.1 of the Manual of Regulations on Foreign Exchange Transactions (FX Manual), as amended⁴⁶⁹

The BSP approval serves as an authority for individuals, public and private sector entities to import or export, bring into or take out of the Philippines, or electronically transfer, legal tender Philippine notes and coins, checks, money order and other bills of exchange drawn in pesos against banks operating in the Philippines.

Office or Division:	International Operations Department
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government

⁴⁶⁹ The maximum time prescribed above may be extended only once for the same number of days, for which a written notification by the Department shall be given prior to the lapse of the initial processing time, stating therein the reason for the extension and final date of release of the government service/s requested.

⁴⁶⁹ As indicated in Section 4 of the FX Manual, the BSP typically allows transfer of Philippine currency in excess of the limit (currently at PHP50,000.00) for the following limited purposes only: (i) testing, calibration/configuration of money counting/sorting machines; (ii) numismatics (collection of currency); and (iii) currency awareness.

⁴ Can be accessed through <https://www.bsp.gov.ph/Pages/CoinsAndNotes/PoliciesAndPrograms/GoldAndSilverBuyingAndSelling.aspx>

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G2B - Government to Business G2C - Government to Citizen Public and Private Sector Entities/Individuals				
Who may avail:				
CHECKLIST OF REQUIREMENTS ⁴⁷⁹		WHERE TO SECURE ⁴⁷⁹		
1. Covering letter/request (either in hard copy or electronic copy) indicating the purpose and details of the request (i.e., information on the breakdown of the amounts, types and quantity of notes and coins)		From the applicant/representative, as applicable (free format)		
2. Supporting documents, as needed (either in hard copy or electronic copy), such as, but not limited to, valid photo-bearing identification with signature, information on incorporation documents (e.g., Securities and Exchange Commission certificate of registration)		From the applicant/representative, as applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME ⁴⁷⁹	PERSON RESPONSIBLE
1. Submits request for BSP approval on cross-border transfer of legal tender Philippine currency in excess of the limit under Section 4. of the FX Manual	1. BSP-IOD checks the compliance and completeness of the submitted documents, and notifies the client on the receipt of the application.	None		Analyst, Supervisor, and Head of the Group

⁴⁷⁹ As provided under item 4, Part I, Chapter One (General Provisions) of the FX Manual, duly accomplished application forms and/or supporting documents for the following may be submitted through electronic means to the BSP or AABs/AAB forex corps: (a) approval/registration of foreign/foreign currency loans/borrowings; (b) registration of inward investments; (c) other requests to the BSP not covered by items (a) and (b); and (d) sale of FX by AABs/AAB forex corps covering FX transactions, subject to certain conditions. Further, BSP Circular No. 1171 dated 29 March 2023 which took effect on 09 May 2023 allow: (a) use of e-signatures/digital signatures for duly accomplished forms and other documentary requirements requiring signature/s; and (b) submission of electronically-generated documents without signature provided that such documents explicitly state that: "This form is electronically-generated and does not require signature."

⁴⁷⁹ In case of any concerns/issues with regard to the provided web-link please send an email to iod-fops@bsp.gov.ph

⁴⁷⁹ Under the IRR of R.A. No. 11032 (EODB Law), processing time refers to "the time consumed from the acceptance of an application or request with complete requirements, accompanying documents and payment of fees up to the issuance of certification or such similar documents approving or disapproving an application or request." The time spent in assessing the completeness and sufficiency of the application and the supporting documents submitted shall not be included in the determination of processing time. Further, as stated therein, requirements shall only be considered complete when all the necessary or appropriate documents that are required to be submitted together with an application form by the applicant or requesting party fully satisfy the formal and substantive requirements of the relevant law.



Perform pre-assessment ⁴⁷³ and issue either an: a) acknowledgment advice ⁴⁷⁴ ; or b) abeyance advice ⁴⁷⁵ , as applicable Processing of the request shall only commence on the date of acknowledgment advice indicating BSP's receipt of complete and sufficient documents/ information, as well as inputs/ comments from other departments/ units/ offices/group/ other external parties/ government agencies (e.g., SEC), if needed.				
2. During the processing of the request the client may inquire on the status of the request, as needed.	2.1. Evaluate the request Request in excess of the limit for • Numismatics and currency awareness (in excess of PHP50,000.00 up to PHP500,000.00 (annual cap)); and	None	20 working days ⁴⁷⁹ from date of acknowledgment advice indicating BSP's receipt of complete and sufficient documents/ information/ inputs/	Analyst, Supervisor, Head of the Group, Head of the Department or in his/her absence the Officer-In-Charge

⁴⁷³ Preliminary assessment covers initial receipt of the application up to applicant's submission of complete and sufficient documents and information. The time spent in assessing the completeness and sufficiency of the application and the documents/information submitted shall not be included in the determination of processing time. Accordingly, the steps performed under preliminary assessment are for applicant's reference only and shall not form part of the processing time of the application.

⁴⁷⁴ An acknowledgement signifying acceptance and commencement of the processing of application shall be sent, upon determination of completeness and sufficiency of the application in substance.

⁴⁷⁵ In case the application or request is deficient, an abeyance advice shall be sent to the applicant/requesting party specifying all the missing requirements/information.

⁴⁷⁶ The maximum time prescribed above may be extended only once for the same number of days, for which a written notification by the Department shall be given prior to the lapse of the initial processing time, stating therein the reason for the extension and final date of release of the government service/s requested.



	<ul style="list-style-type: none"> Testing/Calibration/Configuration of money sorting/counting machines (In excess of PHP50,000.00 up to PHP1.0 million (annual cap)) 	comments required for evaluation	
	2.1 A Prepare Notes to File and if no issue/s, draft the Letter Authority for review		
	2.1 B Finalize Letter Authority for signature		
	2.2 Request for repatriation of Philippine currencies in excess of the prescribed limit, for purposes other than numismatics, testing/calibration/configuration/currency awareness		Analyst, Supervisor, Head of the Group and Head of the Department or in his/her absence the Officer-In-Charge, Head of the Sub-Sector or in his/her absence the Officer-In-Charge
	2.2 A Prepare Notes to File and if there are no issue/s, draft Letter Authority for review		
	2.2 B. Finalize Letter Authority for signature		
	2.3 Request in excess of the annual cap of PHP500,000.00 for numismatics and currency awareness and PHP1.0 million for testing/calibration/configuration of money sorting/counting machines		Analyst, Supervisor, Head of the Group and Head of the Department or in his/her absence the Officer-In-Charge, Head of the Sub-Sector or in his/her absence the Officer-In-Charge
	2.3 A Prepare Notes to File and draft Letter Authority for review		



	2.3 B Finalize Letter Authority for signature.			
3. Receives the Letter Authority through email	3. Sends the Letter Authority through email	None		Analyst, Supervisor
	TOTAL		20 working days	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>For transactions/services rendered, feedback may be given by clients which may be sent through the following channels:</p> <ul style="list-style-type: none"> Via tablet/touchscreen kiosk (Feedback Management System (FMS) emoticon) Survey response (FMS one-pager structured form via BSP website) Email or letter
How feedbacks are processed	<p>Sent through the FMS emoticon tablet/touchscreen kiosk/BSP website</p> <p>Email alert on sad emoticon/negative feedback is received real time by all FMS users of the department/office. Concerned Department to immediately address issue. FMS designate/alternate shall encode the action taken within two (2) working days from receipt of sad emoticon/negative feedback.</p> <p>Sent through Email</p> <p>The recipient endorses the feedback to the Group Head within three (3) working days from receipt of email</p> <p>The concerned Group communicates with the client regarding the feedback, if needed.</p>
How to file a complaint	<p>This may be best done via formal communication (i.e., letter or email) describing the transaction, person/s involved and circumstances leading to the complaint.</p>

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How complaints are processed	Complaints are immediately forwarded to concerned division to resolve or address issue. Due process is accorded to the concerned employee.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph PCC: 8888 CCB: 0908-881-6565 (SMS)

Office	Address	Contact Information
International Operations Department	Room 307, 5-Storey Building, Bangko Sentral ng Pilipinas, A. Mabini St. corner P. Ocampo St., 1004 Malate, Manila	(02) 8708-7107 (02) 5306-3060



ANNE

Issuance of Authorization to Import Regulated Coin Blanks / Coins of Various Metals

The issuance of authorization from the Bangko Sentral ng Pilipinas – Mint and Refinery Operations Department serves as an authority for private sector entities to conduct importation activities for regulated coin blanks / coins of various metals.

Office or Division:	Office of the Director, Mint and Refinery Operations Department, BSP-Quezon City		
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Private sector entities who conducts importation activities for regulated coin blanks / coins of various metals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Notarized Application for Authorization indicating among others: specifications of metal, supplier, and purpose of procurement (* original)		• To be provided by the applicant	
Owner's Registration Certificate, if applicable (* photocopy)	if	• Department of Trade and Industry for Sole Proprietorship • Securities and Exchange Commission for Partnership/Corporation	
Importer's Registration Certificate, if applicable (* photocopy)	if	• Department of Trade and Industry for Sole Proprietorship • Securities and Exchange Commission for Partnership/Corporation	
Authorization from Corporate Secretary (* original, 1 photocopy)		• To be provided by the applicant	
Two (2) Government Issued IDs (2 originals, 2 photocopies)		• Department of Foreign Affairs • Land Transportation Office • Professional Regulation Commission • Social Security System • Government Service Insurance System • Overseas Workers Welfare Administration • Local Government Unit (LGU) - Senior Citizen, Post Office	

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		<ul style="list-style-type: none">• Commission on Elections• Bureau of Internal Revenue• Home Development Mutual Fund• To be provided by the applicant		
Specifications and actual dimension of coin (e.g. diameter, weight, edge thickness, material composition) (1 original)				
Customer Satisfaction Survey (1 original)		<ul style="list-style-type: none">• To be sent digitally by Office of the Director, MROD		
Additional requirements for partnership/corporations: 1. Articles of incorporation/partnership (1 photocopy) 2. Company's By-laws (1 photocopy) 3. List of Directors/Partners (1 photocopy) 4. List of Principal Stockholders (1 photocopy) 5. List of beneficial owners, if any (1 photocopy)		<ul style="list-style-type: none">• To be provided by the applicant		
If authorization is granted, the applicant shall submit the following within ten (10) working days from the date of Bill of Lading. Failure to comply with the submission of the required documents will result in the cancellation and revocation of the authorization.				
1. Bill of Lading (1 photocopy) 2. Commercial Invoice (1 photocopy) 3. Packing List (1 photocopy)		<ul style="list-style-type: none">• To be provided by the applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coordinate with the Office of the Director, MROD at 8988-4642 or mrod@bso.gov.ph for the scheduling of filing of application	1.1 Prepare entry permit of client. 1.2 Approve Entry Permit Application	None	30-60 minutes (1 hour)	Administrative Services Officer III, Office of the Director, MROD Deputy Director, Security Services Department Administrative Services Officer

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	1.3 Send Entry Permit No. to the applicant digitally.			III. Office of the Director, MROD
1. Apply for BSP Authorization to Import Regulated Coin Blanks / Coins of Various Metals in the Philippines.	1.1 Receive a notarized application/re quest including documentary requirements from the applicant indicating among others: specifications of metal, supplier, and purpose of procurement.	None	30-60 minutes (1 hour)	Administrative Services Officer III, Office of the Director, MROD
	1.2 Review and evaluate the application/re quest including the attached documentary requirements and technical specifications of the coin blank/coin from the applicant.		10 working days	Bank Officer V, Technical Support Staff, MROD Manager, Laboratory and Research Division, MROD
	1.3 Prepare and submit a memorandum indicating the result of the evaluation of the application/re quest of the applicant to		2 working days	Senior Executive Assistant, Office of the Director, MROD Director, MROD



	BSP Authorized Officials.			
	1.4 Approval/disapproval of the request of the applicant.		5 working days	Managing Director, CSPSs Deputy Governor, Payments and Currency Management Sector
2. Receive and acknowledge the approved authorization from BSP.	3.1 Issue the authorization, if approved, or letter of regret, if disapproved	None	30-60 minutes (1 hour)	Administrative Services Officer III, Office of the Director, MROD
TOTAL			17 working days and 180 minutes (3 hours)	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<ul style="list-style-type: none"> Answer the Customer Satisfaction Survey at the Office of the Director, MROD or email mrod@bsp.gov.ph, or; Call the Feedback Management Unit (FMU) at 8-306-2339 / 8-306-3006 or email at fmur@bsp.gov.ph
How feedbacks are processed	Feedbacks are processed within 1 business day by the Compliance Officer and if there are queries, the client will be informed via email or phone call. Compliance officer submits an action report to the FMU.
How to file a complaint	<p>Applicants are given five (5) working days to file a complaint from the date of issuance of notice with the following information:</p> <ul style="list-style-type: none"> - Full Name of seller - Narrative of complaint - Evidences <p>Send all complaints addressed to the Director of MROD via email at mrod@bsp.gov.ph</p>
How complaints are processed	Upon receipt of the complaint, the MROD shall investigate and provide a reply to the applicant within three (3) working days from receipt of the complaint.
Contact Information of ARTA, PCC, CCB	<p>ARTA: 8-478-5093 / complaints@arta.gov.ph PCC: 8888 / pcc@malacanang.gov.ph CCB: 09088816565 / email@contactcenternrbayan.gov.ph</p>

Office	Address	Contact Information
Mint and Refinery Operations Department	BSP, East Avenue, Quezon City	mrod@bsp.gov.ph
Office of the Director, MROD	BSP, East Avenue, Quezon City	8-988-4642

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ANNE

Issuance of Authorization to Import or the Subsequent Resale of Color Reproduction Machines

The Clearance to Import/Resale issued by the National Bureau of Investigation, in collaboration with the BSP, serves as an authority for private individuals, the public sector and private entities to import or subsequent resale of Color Reproduction Machines (CRMs)

Office or Division:	Payments and Currency Investigation Group (PCIG), Office of the Managing Director – Payments and Currency Development Sub-sector (OMD-PCDSs), Bangko Sentral ng Pilipinas (BSP)
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business; G2C – Government to Citizen; G2G – Government to Government
Who may avail:	Commercial entities, the public and other government agencies
CHECKLIST OF REQUIREMENTS 1. One (1) original, scanned or emailed copy of the request letter indicating the name of the requesting party and/or contact person (contact numbers, email, fax, etc.) 2. One (1) Original or scanned copy of all of the attachments supporting the request to import/resale color reproduction machines (CRM)	
WHERE TO SECURE 1. Requesting party/commercial establishment 2. Requesting party/commercial establishment	
CLIENT STEPS	AGENCY ACTIONS
1. Submit a request letter with attachments to support the CRM import/resale application.	1. Receipt of request letter and the attachments.
2. None	2. Delegate to an NBI division and thereafter to an NBI agent to investigate/verify the request and attachments.
3. None	3. Refer the request to the PCIG, OMD-PCDSs, BSP, for the simultaneous conduct of investigation/background verification of the CRM import/resale request
4. None	4. Receipt of the NBI referral and the corresponding attached request letter and all supporting documents for the importation or resale of CRM
FEES TO BE PAID	PROCESSING TIME
None	Not applicable
None	Not applicable
None	Not applicable
None	15 minutes
PERSON RESPONSIBLE	
Officer of the Director (OD) National Bureau of Investigation (NBI)	
OD NBI	
OD NBI	
Senior Investigation Specialist (SIS), Payments and Currency Investigation Group (PCIG), Office of the Managing Director Payments and Currency Development	

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				Sub-Sector (OMD-PCDSs) Investigation Officer II PCIG, OMD-PCDSs Or Bank Officer II (BO II) PCIG, OMD-PCDSs
5. None	5. Generate a reference/tracking number from the PCIG logbook and Document Tracking System (DTS) for document tracking	None	15 minutes	SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II PCIG, OMD-PCDSs
6. None	6. Delegate the task to a PCIG investigator to conduct background investigation/verification	None	30 minutes	Chief Investigation Officer (CIO) PCIG, OMD-PCDSs Or Senior Investigation Officer (SIO) PCIG, OMD-PCDSs
7. None	7. Review and evaluate the attached supporting documents. Check PCIG records for any adverse history or record involving the requesting party or importing company.	None	3 hours	SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II PCIG, OMD-PCDSs
8. None	8. Simultaneous conduct of an investigation/ background check by the assigned NBI agent and PCIG investigator for any criminal record related to currency counterfeiting or any criminal matter pertaining to the requesting party or importing company.	None	56 hours	SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II PCIG, OMD-PCDSs
9. None	9. In case of need for additional documents, require the requesting party to submit supplemental documents.	None	30 minutes	SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II PCIG, OMD-PCDSs
10. Requesting party to submit supplementary documents in support of their request to import/resale CRM.	10. Review and evaluate supplementary documents submitted.	None	2 hours	SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II



11. None	11. Draft the Clearance to Import/Resale and the reply-letter/report to the NBI informing them of the results of the investigation conducted by the PCIG, OMD-PCDSs, BSP	None	2 hours	PCIG, OMD-PCDSs SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II PCIG, OMD-PCDSs
12. None	12. Secure the initial and clearance from the following: a) CIO, PCIG, OMD-PCDSs; and b) Managing Director, OMD-PCDSs	None	3 hours	SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II PCIG, OMD-PCDSs
13. None	13. Send/email the Clearance to Import/Resale and the PCIG report to the OD-NBI.	None	30 minutes	SIS PCIG, OMD-PCDSs IO III PCIG, OMD-PCDSs Or BO II PCIG, OMD-PCDSs
14. None	14. NBI will issue, send or e-mail the Clearance to Import/Resale and the corresponding reply-letter to the requesting party.	None	1 hour	OD NBI
Total Duration			69 hours	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Send an email/letter to the group email of the PCIG, OMD-PCDSs: pcig@bsp.gov.ph
How feedback is processed.	Upon receipt of instructions from the PCDSs SAG/ Sub-Sector Head, concerned PCIG, OMD-PCDSs personnel shall take appropriate action within two (2) working days.
How to file a complaint	Send email/letter to PCDSs OMD/ Sub-sector Head
How complaints are processed	Upon receipt of instructions from the PCDSs OMD/ Sub-sector Head, concerned PCIG, OMD-PCDSs personnel shall take appropriate action within two (2) working days.
Contact Information of CCB, PCC, ARTA	ARTA : Contact no. 8988-4836 PCC : 8888 CCB: 0908-8816565 (SMS)

Office	Address	Contact Information
PCIG, OMD-PCDSs personnel	3 rd Floor, Building D-Annex, Security Plant Complex, Bangko Sentral ng Pilipinas, East Avenue, Diliman, Quezon City	(02) 8926-5092 Or (02) 8888-4800 loc. 4833

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Coins and Notes - Policies and Programs

ANNEX A.4

Gold and Silver Buying

Gold Buying Guidelines

GUIDELINES - BSP GOLD BUYING PROGRAM

1. Gold Buying Business Hours

Gold may be sold to the Bangko Sentral ng Pilipinas (BSP) through its Gold Buying Stations (GBS) during working days from 9:00 a.m. to 2:00 p.m.

Region	Office
National Capital Region	BSP Security Plant Complex, Quezon City
Cordillera Region	BSP North Luzon Regional Office
Bicol Region	BSP South Luzon Regional Office
Davao Region	BSP Mindanao Regional Office
Zamboanga Region	BSP Zamboanga Branch

2. Gold Rate

The BSP shall purchase the refined gold in Philippine peso (Php) at the prevailing international gold buying price set by the London Bullion Market Association (LBMA) and prevailing Php / USD buying rate set by the BSP Financial Markets - Financial Services Department on a daily basis.

3. Responsible Gold Sourcing

In compliance with the LBMA's Responsible Gold Guidance (RGG), gold sellers¹ intending to sell their gold to BSP shall be required to accomplish and submit the following documents:

Document	Frequency
Customer Information Packet	Every year

Transactional Supply Chain Assessment Form Every sale of gold

Proof of source of gold (e.g. Official Receipt/ Acknowledgement of Gold Delivery and Sale) Every sale of gold

Other pertinent documents to support information stipulated in the Customer Information Packet.

4. Tax Exemption of Gold Sale

In compliance with Republic Act 11256 (Act to Strengthen the Country's Gross International Reserves), gold sellers¹ availing of the tax exemption from the sale of gold shall be required to apply for a BSP Certification. A copy of a valid and effective Small-scale Mining Contract must be submitted to the BSP during the Certification process.

BSP Certification	Frequency
Regular BSP Certificate	Every 3 years

5. Requirements

To facilitate the selling of gold to the BSP, below is the schedule of requirements that the gold seller¹ needs to submit on the date of transaction.

Requirement	Copies	Schedule	Where to Secure
Government Issued ID	2 originals, 2 photocopies	First transaction	From client
Tax Identification Number	1 original, 1 photocopy	First transaction	From client
Passbook or ATM with bank reflecting validation of account number	1 original, 1 photocopy	First transaction/ Change of account	From client
Passport-sized ID photo	2 pieces	First transaction/ Change of account	From client

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Business Permit (for traders/ companies)	1 photocopy	First transaction/ Change of account	From client
Authority to Credit Bank Account	1 original	First transaction/ Change of account	Gold Buying Station
Data Privacy Notice	1 original	Annually	Gold Buying Station
Letter of Authorization	1 original	Every subsequent change in authorized representative	Gold Buying Station
Letter of Delivery and Sale with Tax Letter of Delivery and Sale (with Tax Exemption)	3 originals	Every gold sale	Gold Buying Station
BIR Form No. 2299	3 originals	Every removal/ transfer of gold	Gold Buying Station
BIR Form No. 2200-M	3 originals	Every gold sale	Bureau of Internal Revenue
Proof of Source of Gold (e.g Official Receipt)	1 original, 1 photocopy	Every transaction	From client
Customer Information Packet (Mined Material) Customer Information Packet (Recycled Gold)	1 original	First transaction	Gold Buying Station
Feedback Management System	original or electronic	Every transaction	To be accomplished at the Gold Buying Station

For tax-exempted transaction for small-scale miners per Republic Act

No. 11256

<u>Requirement</u>	<u>Copies</u>	<u>Schedule</u>	<u>Where to Secure</u>
Valid and Effective Small-Scale Mining Contract	1 original, 1 photocopy	First transaction	Provincial Mining Regulatory Board (PMRB)/ Mines and Geosciences Bureau (MGB)
Certificate of Registration	1 original	First transaction	To be issued by Gold Buying Station

For tax-exempted transaction for accredited traders per Republic Act
No. 11256

<u>Requirement</u>	<u>Copies</u>	<u>Schedule</u>	<u>Where to Secure</u>
Acknowledgement of Gold Delivery and Sale	1 original, 1 photocopy	Every transaction	Issued by SSM to trader
Certificate of Accreditation	1 original	First transaction	To be issued by Gold Buying Station

Additional requirements for companies

<u>Requirement</u>	<u>Copies</u>	<u>Schedule</u>	<u>Where to Secure</u>
BIR Certificate of Registration (COR)	1 original, 1 photocopy	First transaction	From client
Securities and Exchange Commission Registration	1 photocopy	First transaction	From client
Company By- Laws	1 photocopy	First transaction	From client
List of Directors/Partners	1 photocopy	First transaction	From client

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List of Principal Stockholders owning more than 10% of the capital stock	1 photocopy	First transaction	From client
Latest Annual Report	1 photocopy	First transaction	From client
List of Audited Financial Statements (if any)	1 photocopy	First transaction	From client

Additional requirements for companies engaged in medium-scale (msm) and large-scale mining (lsm)

<u>Requirement</u>	<u>Copies</u>	<u>Schedule</u>	<u>Where to Secure</u>
Mining Agreements/Permits (e.g. FTAA, MPSA, Co-production agreement (CA), Joint Venture Agreement (JVA))	2 original, 2 photocopies	First transaction	From client
Environmental Compliance Certificate (ECC)	1 photocopy	First transaction	From client
Social and Development Management Program/s (if any)	1 photocopy	First transaction	From client

6. Specifications of gold

a. Physical Form

1. Should be in bar or disc (powder and jewelry are not acceptable).
2. Should not contain mercury or amalgam in any quantity.
3. Should be free of slag and other foreign matter.
4. Should have no sign of metallic segregation / layering or poured shortness.

5. Should not be damp or wet.

b. Maximum Dimensions

1. Bar: 18 cm long x 8 cm wide x 6 cm thick
2. Disc: 10 cm diameter x 5 cm thick

c. Weight

1. Maximum weight of bar or disc: 5 kilograms
2. Maximum weight per lot: 12.5 kilograms

d. Minimum Preliminary Gold Assay - 30%

7. Payment Scheme

a. Initial payment is equivalent to 99.5% of the value of the delivery based on as-received weight and preliminary assay by specific gravity method.

b. The remaining 0.5% will form part of the retention to be credited to seller in the final payment.

c. For Mint and Refinery Operations Department (MROD) – Initial payment shall be credited to the registered bank account indicated in the Letter of Delivery and Sale on or before the third working day for first time sellers and on or before the second working day for returning sellers, both commencing from date of delivery or sale.

For Regional Offices and Branches, Gold Buying Sections (ROBs GBS) – Initial payment shall be paid by BSP check within one (1) hour and thirty (30) minutes, or to be credited to the preferred bank account of the gold seller on or before the third working day for the first time sellers, and on or before the second working day for returning sellers, commencing from receipt of gold.

d. For MROD – Final settlement of the balance shall be credited to the registered bank account upon completion of final assay, or not later than twenty (20) working days from date of delivery or sale.

For ROBs GBS – Final settlement of the balance shall be paid by BSP check or to be credited to the preferred bank account of the gold seller, two (2) days upon receipt of the final analysis report transmitted by MROD to GBS, within twenty (20) working days from the date of delivery or sale, with an extension of another twenty (20) working days.

e. Deductions:

- e.1. 4% Excise Tax and 1% Creditable Withholding Tax for non-tax exempt transactions.

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e.2. Processing cost, with a minimum of Php 1,600.00 per lot, and Metal Recovery Factor shall be applied in accordance to the following schedule:

<u>% Gold Assay</u>	<u>Metal Recovery Factor (MRF)², %</u>	<u>Processing Cost (Php/Troy oz. of material received)</u>
99.5 and above	99.9	34.00
90.0 to less than 99.5	99.5	37.77
70.0 to less than 90.0	99.5	39.37
50.0 to less than 70.0	98.9	42.17
30.0 to less than 50.0	98.6	45.67

f. Silver Recovery³: For silver assay of 1% or more, 97% of the value shall be paid; no payment shall be made for silver assay below 1%.

8. For Complaints

The seller shall be given five (5) working days from the credit date of final payment to its registered bank account to file a complaint. Otherwise, the final assay and the full payment of the sale is deemed as accepted.

¹Pertains to large-scale/small-scale miners, gold traders, gold panners, and personal or private sellers

²Represents the proportion of valuable metal in the ore that is successfully recovered during the extractions and processing operations

³For LSM, payment for silver content may be waived

BSP Responsible Gold Sourcing Policy

The Bangko Sentral ng Pilipinas Responsible Gold Sourcing Policy

London Bullion Market Association (LBMA) Assessment Report

LBMA Responsible Gold Certificate



CMC no - 94-2025



Bureau of Agriculture and Fisheries Standards

CMC M. 94-2025

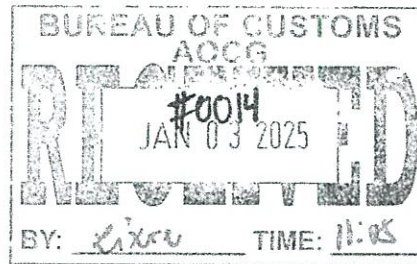


Republic of the Philippines
Department of Agriculture (DA)
Bureau of Agriculture and Fisheries Standards (BAFS)
"...ensuring consumer safety and promoting global competitiveness
of Philippine agricultural and fishery products, and machinery..."

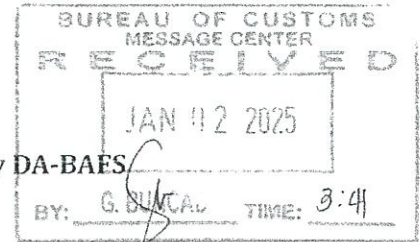
Page	:	1 of 2
OAD24-LTR-641		
Reference Numbers		

December 23, 2024

BIENVENIDO Y. RUBIO
Commissioner
Bureau of Customs (BOC)
Department of Finance (DOF)
Gate 3, South Harbor, Port Area, Manila



03-27125



Subject : List of Organic Input Products Regulated by DA-BAFS

Dear Commissioner Rubio:

This refers to your letter requesting the submission of a comprehensive list of commodities regulated by DA-BAFS. We acknowledge receipt of your letter on December 3, 2024.

The DA-BAFS provides herewith the list as requested which is the scope of commodities that our Bureau regulates pursuant to the Department of Agriculture (DA) Department Circular (DC) No. 10, series of 2023 on the *Rules and Regulation on the Product Registration of Organic Soil Amendments (OSA) and Organic Bio-Control Agents (OBCA)*.

Regulated Commodity	Purpose	Guidelines
Organic Soil Amendments (OSA) Organic Fertilizer Organic Soil Conditioner Organic Plant Supplement Microbial Inoculant Organic Bio-control Agent (OBCA) Organic Botanical Organic Microbial	Importation / Exportation	DA DC No. 10 s. 2023 https://bit.ly/DA-DC10s2023
	Importation for Organic Certification Purposes	
Organic Bio-control Agent (OBCA) Organic Botanical Organic Microbial	Importation for the conduct of efficacy trials Note: This is only allowed for OBCA products with approved DA-BAFS	DA DC No. 10 s. 2023 https://bit.ly/DA-DC10s2023



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Regulated Commodity	Purpose	Guidelines
	Experimental Use Permits (EUP)	

The list of registered products can be accessed through these links: <https://bit.ly/DABAFSRegisteredOSA> and <https://bit.ly/DABAFSRegisteredOBICA>.

For further inquiries, your staff may contact the Organic Agriculture Division - Registration Section (OAD-RS). They may be reached through email at register.bafs@gmail.com or telephone numbers (02) 8928-8741 to 64 local 3304 or cellphone No. 0968-532-2505 for assistance.

Thank you and we hope our submission merits inclusion in the BOC database.

Very truly yours,

Mary Grace R. Mandigma
MARY GRACE R. MANDIGMA, PFT
OIC-Director *gfr*

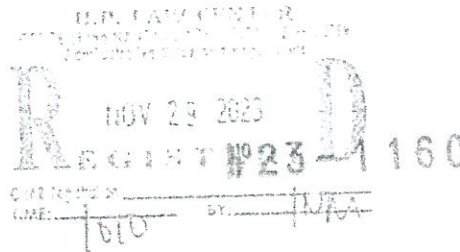


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DEPARTMENT CIRCULAR

No. 10
Series of 2023



SUBJECT: RULES AND REGULATIONS ON THE PRODUCT REGISTRATION OF ORGANIC SOIL AMENDMENTS (OSA) AND ORGANIC BIO-CONTROL AGENTS (OBCA)

Pursuant to Sections 12 [Bureau of Agriculture and Fisheries Standards (BAFS)] and 17 (Registration of Organic Producers, Produce, Inputs, and Organic Processed Food) of the Organic Agriculture Act or Republic Act (RA) No. 10068, as amended by the RA No. 11511 (An Act Amending RA No. 10068 or the Organic Agriculture Act of 2010), this Department Circular (DC) on the Rules and Regulations on the Product Registration of OSA and OBCA is hereby issued.

ARTICLE I
OBJECTIVES

Section 1. This Circular aims to establish the rules, requirements, and procedures for the product registration of OSA and OBCA.

ARTICLE II
SCOPE AND LIMITATIONS

Section 1. This Circular covers the following requirements for importation, exportation, manufacturing, and distribution of OSA and OBCA products:

- 1.1. Experimental Use Permit (EUP) for product registration of OBCA, and for other purposes (Article V);
- 1.2. Certificate of Product Registration (CPR) for OSA and OBCA (New and Renewal) (Article VI);
- 1.3. Organic Input Importation or Exportation Clearance (Article VII);
- 1.4. Labeling of Registered OSA and OBCA products (Article VIII);
- 1.5. Suspension of CPR (Article IX);
- 1.6. Revocation of CPR (Article X);
- 1.7. Transfer of Product Registration (Article XI);
- 1.8. Transitory Provisions (Article XII); and
- 1.9. Confidentiality and Impartiality (Article XIII).

Section 2. This Circular also covers the application for product registration by organic input producers, including importers, exporters, manufacturers, and distributors.

Section 3. This Circular shall not cover the following, which are governed by separate DC:

- 3.1. Accreditation of Organic Certifying Bodies (OCB), both third-party and Participatory Guarantee Systems (PGS);
- 3.2. Registration of organic farms and input producers; and
- 3.3. Issuance of organic input importation or exportation clearance through the TradeNet.gov.ph.

CERTIFIED TRUE COPY

SUSAN L. DEL ROSARIO, MBA
Chief, Records Division
Department of Agriculture

CMC no. 94-2025

ARTICLE III
DEFINITION OF TERMS

- Section 1. For the purposes of this Circular, the following terms are defined as follows with references found in *Annex A*:
- 1.1. *Brand Name*- term, name, or trademark with logo which may or may not be registered in the Intellectual Property Office of the Philippines (IPOPHL), and used in connection with the OSA and OBCA products. The Department of Agriculture - Bureau of Agriculture and Fisheries Standards (DA-BAFS) reserves the right to approve and disapprove product brand name, in consultation and coordination with the IPOPHL (DA, 2020, *modified*)
 - 1.2. *CPR* - a written approval granted by DA-BAFS to registered OSA and OBCA products (DA, 2020, *modified*)
 - 1.3. *Efficacy Trial Protocol (ETP)* - research design specifying the introduction, objectives, materials and methods, cultural management practices, data to be gathered, and statistical analysis tool (DA, 2020)
 - 1.4. *Emergency-use* - use of an unregistered product in emergency cases such as pest and disease outbreaks [DA-Fertilizer and Pesticide Authority (DA-FPA, 2020)].
 - 1.5. *End-user* - commercial plantations, research institutions, or companies that use registered OSA and OBCA products directly for their consumption and/or trial purposes (DA-FPA, 2019, *modified*)
 - 1.6. *EUP* - permit that an applicant shall apply with DA-BAFS prior to the conduct of efficacy trials for the product registration of OBCA, and for other purposes. (DA, 2015, *modified*)
 - 1.7. *OBCA* - organisms and their associated metabolites as well as naturally occurring substances that control pests and diseases. These are classified as botanicals, microbials, macrobials, and semiochemicals (RA 10068, as amended by RA 11511, 2020)
 - 1.8. *OCB* - legal entity accredited by a government agency to perform inspection and certification activities. It is responsible for verifying that a product sold or labeled as 'organic' is produced, processed, prepared, or handled according to relevant guidelines (RA 10068, as amended by RA 11511, 2020)
 - 1.9. *Off-label* - use of a registered organic input product on crops and pests/diseases, other than indicated on the label in emergency cases such as pest and disease outbreaks (DA-FPA, 2020, *modified*)
 - 1.10. *Organic* - particular farming and processing system, described in the standards and not in the classical chemical sense. The term "organic" is synonymous in other languages to "biological" or "ecological". It is also a labeling term that denotes products considered organic based on the Philippine National Standards (PNS) for Organic Agriculture (RA 10068, as amended by RA 11511, 2020)
 - 1.11. *Organic Certificate (OC)/Participatory OC* - documentary proof that a producer/produce/input is compliant with the requirements, standards and

norms of organic farming/agriculture issued by a DA-BAFS accredited OCB, and hereinafter referred to as "Organic Certificate or OC" (DA, 2022)

- 1.12. *Organic input producer* - business enterprise that is engaged in the importation, exportation, manufacturing, and distribution of OSA and OBCA products; and issued with an OC by the DA-BAFS accredited OCB (DA, 2022, *modified*)
- 1.13. *OSA* - all the products within the scope of the PNS, i.e, organic fertilizers, compost/soil conditioner, microbial inoculants, and organic plant supplements that are added to the soil to improve its physical properties (RA 10068, as amended by RA 11511, 2020)
- 1.14. *Primary registrant* - registered organic input producer who has initially registered a particular OSA or OBCA product prior to entering a third-party authorization (DA-FPA, 2019, *modified*)
- 1.15. *Product Registration* - authorization embodied in a document granted by a DA regulatory agency to a person for a product, after evaluation and approval process as required by existing laws, rules and regulations, prior to manufacturer, importation, exportation, sale, offer for sale, distribution, transfer, and where applicable, direct use, testing, promotion, advertisement, and for sponsorship. This term shall be differentiated from the term, "Registration", to denote product approval (DA, 2023)
- 1.16. *Third-Party Authorization (TPA)* - agreement or contract between two companies (the primary registrant and the party who receives the TPA) for the purposes of product rebranding giving the latter an authorization to import, export, and distribute OSA and/or OBCA products (DA-FPA, 2019, *modified*)

ARTICLE IV GENERAL PROVISIONS

- Section 1. OC issued by the DA-BAFS accredited OCB shall be a prerequisite for the product registration of OSA and OBCA.
- Section 2. For product registration of OBCA, additional prerequisite shall be the DA-BAFS approved two efficacy data for a particular crop-pest(s) combination. Product efficacy data shall be generated from efficacy trials with approved EUP.
- Section 3. For product registration of OBCA, all efficacy claims shall be covered and supported with the DA-BAFS approved efficacy data.
- Section 4. For product registration of OSA, efficacy trials shall not be required and efficacy claims shall not be covered by this Circular.
- Section 5. Only the DA-BAFS registered OSA and OBCA products shall be authorized for importation, exportation, manufacture, and distribution.
- Section 6. All DA-BAFS registered OSA and OBCA products shall not carry a dual registration with the DA-FPA. The DA-BAFS regulates the registration of the organic input products, while the DA-FPA regulates the registration of inorganic (synthetic/chemical-based) input products.

- Section 7. Primary registrant shall be authorized to label different product brand names for a particular OSA or OBCA product under one product registration, as long as each brand name is supported by an OC. However, product rebranding with an OC under TPA shall be applied with a separate product registration.
- Section 8. A primary registrant of an OSA or OBCA product shall be authorized to enter into a maximum of 10 TPA. However, organic input producers who are direct recipients of such TPA shall not be authorized to enter into another TPA.
- Section 9. All DA-BAFS registered OSA and OBCA products shall be subjected to monitoring and evaluation to determine continued compliance with the requirements of this Circular.
- Section 10. The renewal of product registration of OSA and OBCA shall be applied prior to its expiration.

ARTICLE V
EUP FOR PRODUCT REGISTRATION OF OBCA, AND FOR OTHER PURPOSES

The EUP shall be secured before the conduct of efficacy trials for the product registration of OBCA, and for other purposes such as product research and development, emergency-use, and off-label.

Section 1. **Application for EUP**

1.1. EUP for Product Registration of OBCA

1.1.1. The applicant shall submit the following requirements to DA-BAFS, through its Organic Agriculture Division - Registration Section (OAD-RS):

- 1.1.1.1. Duly accomplished application form, with authorized name and signature; and
- 1.1.1.2. ETP matrix, following the *DA-BAFS Manual: Requirements and Procedures for the Conduct of Efficacy Trials for OBCA Products*, prepared by the DA-BAFS officially-accredited OBCA researcher.

1.1.2. The DA-BAFS shall only receive and process the application with a complete set of documents.

1.1.3. Upon compliance with the set requirements, the DA-BAFS shall grant EUP to the applicant within seven working days. Failure of DA-BAFS to act on the EUP application duly submitted with complete supporting documents within the prescribed time frame, shall cause such application to be deemed approved.

1.2. EUP for Other Purposes

1.2.1. The applicant shall submit the following requirements to DA-BAFS, through its OAD-RS:

- 1.2.1.1. Duly accomplished application form, with authorized name and signature;
- 1.2.1.2. ETP matrix prepared by the researcher, not limited to the DA-BAFS officially-accredited OBCA researchers; and

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1.2.1.3. Technical documents (e.g., pest and disease outbreak data, terms and agreements, and other relevant information).

1.2.2. The DA-BAFS shall only receive and process the application with a complete set of documents.

1.3. The EUP shall be valid for one year.

1.4. For the EUP issued for other purposes, the efficacy data shall not be used as a prerequisite for product registration of OBCA.

Section 2. Conduct of the Efficacy Trial

2.1. The applicant shall notify the DA-BAFS of the efficacy trial activities, and any changes thereof.

2.2. The conduct of efficacy trials shall be in accordance with the approved EUP and ETP.

2.3. The DA-BAFS shall conduct field compliance assessment of on-going efficacy trials to verify continued compliance with the approved EUP and ETP. Non-compliance of the efficacy trial with the approved EUP and ETP may result in non-acceptance of the efficacy trial terminal report (ETTR).

Section 3. Submission and Evaluation of ETTR for Product Registration of OBCA

3.1. The applicant shall submit the ETTR to DA-BAFS, through its OAD-RS, within one year upon expiration of the EUP.

3.2. The DA-BAFS shall provide the evaluation results to the applicant within seven working days upon receipt of the ETTR.

3.3. Any of the following efficacy results shall be acceptable:

3.3.1. At least 40% efficacy against untreated control; and

3.3.2. Comparable with the positive control based on statistical analysis.

Section 4. The details for the procedure and processing time for EUP and ETTR are found in *Annex B*.

ARTICLE VI CPR FOR OSA AND OBCA (NEW AND RENEWAL)

Section 1. The applicant shall submit the following requirements to DA-BAFS, through its OAD-RS:

- 1.1. Duly accomplished application form, with authorized name and signature;
- 1.2. OC issued by the DA-BAFS accredited OCB;
- 1.3. Product label;
- 1.4. Product packaging of different sizes;
- 1.5. List of authorized importers, exporters, manufacturers, distributors, and/or end-users, as applicable;
- 1.6. Additional requirement for imported OSA and OBCA products: distributorship agreement between the mother company and importing business enterprise; and

- 1.7. Additional requirement for product rebranding: TPA. The template is found in *Annex C*.
- Section 2. Requirements 1.3 to 1.7 in Section 1 of Article VI shall not be required for renewal unless there are significant changes.
- Section 3. The DA-BAFS shall only receive and process the application with a complete set of documents.
- Section 4. Upon compliance with the set requirements, the DA-BAFS shall grant CPR to the applicant within three working days. Failure of DA-BAFS to act on the CPR application, duly submitted with complete supporting documents within the prescribed time frame, shall cause such application to be deemed approved.
- Section 5. The CPR shall be valid from its approval until the expiration of OC, subject to monitoring by the DA-BAFS. The CPR template appears in *Annex D*.
- Section 6. The organic input producers shall notify the DA-BAFS of any changes related to their CPR (e.g., organic input producer information; brand names; product label and packaging; list of authorized importers, exporters, distributors, and end-users; and warehouse and storage facilities).
- Section 7. The details for the procedure and processing time for CPR are found in *Annex E*.

ARTICLE VII ORGANIC INPUT IMPORTATION OR EXPORTATION CLEARANCE

- Section 1. The application for the organic input importation or exportation clearance shall be required for the importation or exportation of registered OSA and OBCA products.
- Section 2. The application for organic input importation clearance shall be required for imported OSA and OBCA for organic certification purposes, and OBCA efficacy trials with DA-BAFS approved EUP.
- Section 3. The applicant shall submit the following requirements to DA-BAFS, through its OAD-RS, as may be applicable:
 - 3.1. Duly accomplished application form, with authorized name and signature;
 - 3.2. Bill of Lading;
 - 3.3. Sales Invoice;
 - 3.4. Packing List;
 - 3.5. Additional requirement for microbial-based OSA and OBCA products: Quarantine Certificate from the country of origin; and
 - 3.6. Additional requirement for OSA and OBCA products to be imported for organic certification purposes: Certification from DA-BAFS accredited OCB stating on-going application for organic certification.
- Section 4. The DA-BAFS shall only receive and process the application with a complete set of documents.
- Section 5. The issuance of organic input importation or exportation clearance shall be per shipment basis, and shall be valid for 60 days from the date of approval.

- Section 6. For OBCA efficacy trial purposes, only applicants with DA-BAFS approved EUP shall be allowed to import OBCA products. The volume of OBCA products shall be based on the approved EUP. The contingency may be allowed up to four times the volume needed per EUP.
- Section 7. For organic certification purposes, the volume of OSA and OBCA products to be imported shall be based on the requirement of DA-BAFS accredited OCB. The contingency may be allowed up to four times the volume needed per organic certification.
- Section 8. Upon compliance with the set requirements, the DA-BAFS shall grant the organic input importation or exportation clearance to the applicant within three working days. Failure of DA-BAFS to act on the application duly submitted with complete supporting documents within the prescribed time frame, shall cause such application to be deemed approved.
- Section 9. The details for the procedure and processing time for organic input importation or exportation clearance are found in *Annex F*.

ARTICLE VIII LABELING OF REGISTERED OSA AND OBCA PRODUCTS

- Section 1. The label of registered OSA and OBCA products shall contain the following minimum information:
- 1.1. Brand Name;
 - 1.2. Product type (i.e., OSA or OBCA);
 - 1.3. Company name, address, and contact number;
 - 1.4. Date manufactured;
 - 1.5. Net content;
 - 1.6. Lot/Batch number;
 - 1.7. CPR number;
 - 1.8. CPR expiration date;
 - 1.9. Name, logo or seal, and accreditation number of the DA-BAFS accredited OCB;
 - 1.10. "Certified Organic Philippines" or "Guaranteed Organic Philippines" mark, whichever is applicable, provided by the DA-BAFS accredited OCB; and
 - 1.11. Additional information for OBCA product labels: DA-BAFS approved target crops and pests, dosages, and methods of application.
- Section 2. Organization logos of DA-BAFS and DA-National Organic Agriculture Program shall not be used on the DA-BAFS registered OSA and OBCA product labels, technical specifications and promotional materials.

ARTICLE IX SUSPENSION OF CPR

- Section 1. Suspension of CPR shall be imposed based on any of the following grounds:
- 1.1. If correction and corrective action for monitoring findings are not satisfactorily implemented within the agreed time;
 - 1.2. Suspension of OC by the DA-BAFS accredited OCB; and
 - 1.3. Existing product registration with the DA-FPA.

- Section 2. The DA-BAFS shall issue the Notice of Suspension of CPR to the organic input producer. The notice shall generally contain the following:
- 2.1. Reason(s) for suspension;
 - 2.2. Suspension period; and
 - 2.3. Notification that the organic input producer with suspended CPR has the right to pursue an appeal for reconsideration.
- Section 3. The suspension shall be effective immediately upon proof of receipt of notice of suspension from the registered organic input producer.
- Section 4. OSA or OBCA products with suspended CPR shall be prohibited from distribution.
- Section 5. The DA-BAFS shall issue a public advisory on the suspension of CPR through appropriate communication platforms.
- Section 6. The suspension shall be effective for a maximum of six months and shall be lifted as soon as the grounds for suspension have been resolved.

ARTICLE X REVOCATION OF CPR

- Section 1. The CPR shall be revoked based on any of the following grounds:
- 1.1. Revocation of OC by the DA-BAFS accredited OCB;
 - 1.2. Failure to resolve the declared suspension within the suspension period;
 - 1.3. Distribution of suspended OSA and OBCA products; and
 - 1.4. Voluntary revocation of CPR.
- Section 2. The DA-BAFS shall issue the Notice of Revocation of CPR to the organic input producer. The notice shall generally contain the following:
- 2.1. Reason(s) for revocation; and
 - 2.2. Notification that the organic input producer with revoked CPR has the right to pursue an appeal for reconsideration.
- Section 3. OSA or OBCA products with revoked CPR shall be prohibited from distribution.
- Section 4. The DA-BAFS shall issue a public advisory on the revocation of the CPR through appropriate communication platforms.

ARTICLE XI TRANSFER OF PRODUCT REGISTRATION

- Section 1. The registered organic input producer may transfer its product registration to another input producer, subject to the applicable requirements and procedure as specified under Article VI of this Circular.
- Section 2. Input producers with product registration from DA-FPA, may transfer their registration with DA-BAFS, using approved efficacy data endorsed by DA-FPA, and subject to the applicable requirements and procedure as specified under Article VI of this Circular.

- Section 3. The registered organic input producer with CPR from DA-BAFS may transfer its product registration to DA-FPA within the CPR validity, subject to the requirements and procedure of DA-FPA. The registered organic input producer shall notify the DA-BAFS prior to the transfer of product registration.

ARTICLE XII TRANSITORY PROVISIONS

- Section 1. Organic input producers may resubmit OBCA ETTR evaluated by DA-BAFS prior to the approval of this Circular, for re-evaluation. The OBCA ETTR may be accepted by DA-BAFS subject to applicable provisions of this Circular.
- Section 2. All OBCA products with approved EUP prior to the approval of this Circular shall continue to be valid until expiry unless revoked by the DA-BAFS.
- Section 3. All OSA and OBCA products that are registered with the DA-BAFS prior to the approval of this Circular shall continue to be valid until expiry unless revoked by the DA-BAFS.

ARTICLE XIII CONFIDENTIALITY AND IMPARTIALITY

- Section 1. Personnel involved in the product registration of OSA and OBCA shall adhere to the principles of confidentiality and impartiality.
- Section 2. The DA-BAFS shall comply with the rights and obligations laid down in the RA No. 10173 or the Data Privacy Act of 2012, and other relevant laws and issuances of the National Privacy Commission.

ARTICLE XIV ANNEXES

The Annexes, or any part thereof, referred to in this Circular is deemed an integral part of this Circular.

ARTICLE XV SEPARABILITY CLAUSE

If any provision of this Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

ARTICLE XVI REPEALING CLAUSE

DC No. 04, series of 2020 (*Guidelines for the Registration of OSA Producers and Products*), DC No. 05, series of 2020, (*Guidelines for the Registration of OBCA Producers and Products*), DC No. 01, series of 2021 (*Amending Relevant Provisions of the DC No. 05, Series of 2020 entitled "Guidelines for the Registration of OBCA Producers and Products"*) and all prior issuances, rules, regulations, or part thereof, which are inconsistent with this Circular, are hereby repealed accordingly.

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ARTICLE XVII
EFFECTIVITY

This Circular shall take effect after 15 days following the completion of its publication in the Official Gazette or a newspaper of general circulation, and its filing with the National Administrative Register of the University of the Philippines Law Center.

Done this 23rd day of November 2023.


FRANCISCO TIU LAUREL JR.
Secretary



DA-CO-CSEC-DC10231108-00004

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ANNEX A
References

- An Act Providing for the Development and Promotion of Organic Agriculture in the Philippines and for Other Purposes, RA 10068, as amended by RA 11511, An Act Amending Organic Agriculture Act of 2010 (2020).
- Department of Agriculture (DA) - Bureau of Agriculture and Fisheries Standards (BAFS). (2015). Revised rules and regulations on the registration of organic fertilizers producers (DC No. 05, Series of 2015).
- Department of Agriculture (DA) - Bureau of Agriculture and Fisheries Standards (BAFS). (2018). Revised guidelines for the official accreditation of OCB (DC No. 01, Series of 2018).
- Department of Agriculture (DA) - Bureau of Agriculture and Fisheries Standards (BAFS). (2020). Guidelines on the registration of OBCA producers and products (DC No. 05, Series of 2020).
- Department of Agriculture (DA) - Bureau of Agriculture and Fisheries Standards (BAFS). (2022). Unified Set of Rules and Regulations for the Registration of Organic Producers, Produce, and Inputs (DC No. 05, Series of 2022).
- Department of Agriculture (DA)-Fertilizer and Pesticide Authority (FPA). (2019). Fertilizer Regulatory Policies and Implementing Guidelines (FPA Bluebook, 2019).
- Department of Agriculture (DA)-Fertilizer and Pesticide Authority (FPA). (2020). Pesticides Regulatory Policies and Implementing Guidelines (FPA Greenbook, 2020).
- Department of Agriculture (DA). (2023). Harmonization of Terms and Streamlining of Requirements and Procedures for Authorization and Recognition under the Regulatory Jurisdiction of the Department of Agriculture (DC No. 6, Series of 2023).

ANNEX B
Procedure and processing time for EUP and ETTR

Step	Activity	By	To	Processing Time	Remarks
1	Application for EUP for product registration of OBCA, and for Other Purposes	Applicant	DA-BAFS, OAD-RS	Within 4 working hours	Only applications with complete documentary and technical requirements shall be accepted. The applicants, through the DA-BAFS officially-accredited researcher, are required to accomplish the ETP matrix provided by the DA-BAFS. For other purposes, the researcher is not limited to DA-BAFS officially-accredited researchers.
2	Evaluation of ETP	DA-BAFS, OAD-RS	N/A	Within 7 working days upon receipt	DA-BAFS shall issue EUP to applicants upon compliance with the set requirements.
3	Issuance of EUP	DA-BAFS, OAD-RS	Applicant	Within 4 working hours	Applicants shall accomplish the customer feedback form upon receipt of the approved EUP.
4	Conduct of Efficacy Trial	Researcher	N/A	N/A	The DA-BAFS shall conduct field compliance assessment of on-going approved efficacy trials to verify continued compliance with the approved EUP. and ETP
5	Submission of ETTR	Applicant	DA-BAFS, OAD-RS	N/A	The applicant shall submit the ETTR to

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Step	Activity	By	To	Processing Time	Remarks
					the DA-BAFS within one year, upon expiration of the EUP. Only ETTR generated through EUP for product registration of OBCA shall be submitted to the DA-BAFS.
6	Evaluation of ETTR	DA-BAFS, OAD-RS	N/A	Within 7 working days upon receipt	The DA-BAFS shall provide the evaluation report to the applicant.

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ANNEX C
TPA Template

THIRD-PARTY AUTHORIZATION (TPA) AGREEMENT

KNOW ALL MEN BY THESE PRESENT

This is to certify that [Company Name of the Primary Registrant and Address] a company duly organized and existing under the laws of the Republic of the Philippines, has duly authorized [Name of TPA Recipient and Address], a company organized and existing under the laws of the Republic of the Philippines, to use the registration data submitted by our company in order to register their product under their own brand.

to and name of the Primary Registered Product :
 Product Registration Number :
 Validity :
 TPA Recipient's Brand Name :
 *Number Sequence :

**The validity of the above company given with the TPA is number 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.*

to WITNESS WHEREOF, the parties hereto affixed our signature this ____ day of ____, (year) at
 ____, Philippines

This agreement shall remain in effect until [date of expiration].

Signature over Printed Name
 (Authorized Company Representative)
 (Company Name of the Primary Registrant)

Signature over Printed Name
 (Authorized Company Representative)
 (Company Name of the TPA Recipient)

Republic of the Philippines
 Province of _____
 Municipality of _____

SUBSCRIBED AND SWORN TO before me this ____ day of ____ year ____ at
 ____, Philippines, Allant exhibited to me his/her Residence Certificate No.
 _____ at _____

Doc. No.
 Page No.
 Book No.
 Series No.

Notary Public
 Until
 PIR No.

ANNEX D
Template for CPR

(DA header)

CERTIFICATE OF PRODUCT REGISTRATION

This certificate is issued to

Brand Name
(include "Active Ingredient" as applicable)

This certificate is being issued pursuant to D.I. Department Circular No. 444, Article of
YYYY, and shall be valid until MM/DD/YYYY unless revoked by this Bureau.

Product Type : Organic Soil Amendment/Organic Biocontrol Agent
Name of Producer : Company Name
Product Registration Number : LP/IP-01/02-000
Date of Issue : MM/DD/YYYY

See attached form for other relevant details

Director's name with signature
Director IV

QR Code

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(DA-BAFS Header)

Annex to CPR No. _____
Recommended Use for OBCA Products Only

Brand Name (Active Ingredient) is recommended for use in:

Crop	Pest or Disease	Percent Efficacy	Dosages and Method of Application	Date Approved

Note: Percent efficacy only applies to those OBCA products with $\pm 9.44\%$ and below.

List of Authorized Business Enterprises and/or TPA Recipients

Company Name and Address	Nature of Business	Rebrand Name (for TPA Recipient)

XX

Director's name with signature
Director IV

TERMS AND CONDITIONS

The Bureau of Agriculture and Fisheries Standards of the Department of Agriculture (DA-BAFS) issued this Certificate of Product Registration (CPR) to this OSA or OBCA product pursuant to DA Department Circular No. 88, Series of YYYY, subject to the terms and conditions below:

1. The DA-BAFS shall suspend this CPR based on any of the following grounds:
 - a) If correction and corrective action for monitoring findings are not satisfactorily implemented; and
 - b) Product registration with the DA-FPA.
2. The DA-BAFS shall revoke this CPR based on any of the following grounds:
 - a) Revoked OLR;
 - b) Non-resolution of monitoring findings during the suspension within the prescribed time;
 - c) Continued DA-FPA product registration after the suspension;
 - d) Importing, exporting, manufacturing, and/or distribution of OSA and OBCA products during the suspension; and
 - e) Voluntary revocation of their CPR.
3. Labeling of registered OSA or OBCA product(s).
 - a) Only OSA and OBCA products that are registered with DA-BAFS shall be labeled as "organic", and accompanied by the name, logo or seal, and accreditation number of the DA-BAFS accredited OLR.
 - b) OSA and OBCA products shall also contain the "Philippine Organic Mark" or "Philippine PGS Guaranteed Organic Mark", as may be applicable.
 - c) For OBCA products, only DA-BAFS approved target crops and pests, percent efficacy, dosages, and methods of application shall be indicated on the product label.
 - d) In addition to the labeling requirements of the applicable PNS for OSA and OBCA, the CPR number, validity, and product category shall appear on the product label of registered OSA and OBCA products.
4. The validity of the CPR shall follow the validity of the OE issued by the DA-BAFS accredited OLR.
5. The Renewal of product registration of OSA and OBCA shall be applied prior to its expiration.
6. The original CPR shall be returned to DA-BAFS after its expiration or once it has been renewed, amended or revoked.

I have read and understand the Terms and Conditions herein set forth and I enter this agreement voluntarily with no coercion. I hereunto affix my signature with full pledge of its legal effect.

(Signature over a printed name of the owner/Authorized Representative)

(Date)

ANNEX E
Procedure and processing time for CPR

Step	Activity	By	To	Processing Time	Remarks
1	Application for CPR	Applicant	DA-BAFS, OAD-RS	Within 2 working hours	Only applications with complete documentary and technical requirements shall be accepted.
2	Evaluation of CPR requirements	DA-BAFS, OAD-RS	N/A	Within 2.5 working days upon receipt	DA-BAFS shall issue CPR to applicants upon compliance with the set requirements.
3	Issuance of CPR	DA-BAFS- OAD-RS	Applicant	Within 2 working hours	Registered OSA and OBCA products shall be included in the DA-BAFS list of registered organic input products..

ANNEX F

Procedure and processing time for the organic input importation
and exportation clearance

Step	Activity	By	To	Processing Time	Remarks
1	Application for Organic Input Importation or Exportation Clearance	Applicant	DA-BAFS, OAD-RS	Within 2 working hours	Only applications with complete requirements shall be accepted.
2	Evaluation of Organic Input Importation or Exportation Clearance	DA-BAFS, OAD-RS	N/A	Within 2.5 working days upon receipt	DA-BAFS shall issue organic input importation and exportation clearance to applicants upon compliance with the set requirements.
3	Issuance of Organic Input Importation or Exportation Clearance	DA-BAFS, OAD-RS	Applicant	Within 2 working hours	The issuance of organic input importation or exportation clearance shall be per shipment basis, and shall be valid for 60 days from the date of approval.

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cmc no. 94-2025

Department of Trade and Industry

D
111
CME NO. 94-2025

17 December 2024
BIS-IFD-LR-2024-1429/13

HON. BIENVENIDO Y. RUBIO
Commissioner
Bureau of Customs
G/F, OCOM Building, 16th Street
South Harbor, Port Area, Manila

Dear Commissioner Rubio:

This refers to your letter requesting for the list of commodities regulated by the Department as well as the guidelines on the application process for import permits, clearances, and certificates.

As stated in the DTI mandate, the Department acts as the regulatory arm of government for the country's trade, industry, and investment activities.

Among the regulatory Bureaus under the Department are the Bureau of Philippine Standards (BPS), Fair Trade Enforcement Bureau (FTEB), Strategic Trade Management Office (STMO), Export Marketing Bureau (EMB), the Board of Investments (BOI), the Philippine International Trading Center (PITC) and the Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products (OSMV) which is currently under the Office of the Secretary.

Enclosed in this letter is the list of DTI Bureaus/ offices with its mandates, regulations, permits and clearances being issued and the contact details. For complete reference, we have likewise included the link to the DTI's Citizen's Charter, for your perusal.

Thank you.

Very truly yours,


MA CRISTINA A. ROQUE
Secretary

OFFICE OF THE SECRETARY

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**LIST OF DTI OFFICES/BUREAUS
MANDATES, REGULATORY FUNCTIONS AND CONTACT INFORMATION**
Attachment to BIS-IFD-LR-2024-1429/13

1. The **BUREAU OF PHILIPPINE STANDARDS (BPS)** as the national standards body of the Philippines regulates products and services through the development, implementation, and promotion of standards. The BPS implements mandatory product certification schemes for certain products and systems.
 - Implements mandatory product certification schemes for certain products and systems. This service is covered by Department Administrative Order (DAO) No. 04:2008, prescribes the steps involved on the licensing of local and foreign companies to use the Philippine Standard (PS) Quality and/or Safety Certification Mark.
 - Issuance of Import Commodity Clearance (ICC) to imported products covered by mandatory BPS product certification.

The BPS list of products under mandatory certification may be viewed online through their official webpage at <https://bps.dti.gov.ph/product-certification/list-of-products-under-mandatory-certification>.

The BPS also created the Product Certification Information Management System (PCIMS), an end-to-end online and paperless processing of the Philippine Standard (PS) Quality and/or Safety Certification Mark License and the Import Commodity Clearance (ICC). The system was created to facilitate ease of doing business through streamlining and automating the frontline service transactions and lessens the processing time of applications and will substantially reduce paper consumption of the office which is in line with DTI's Green Program.

BPS PCIMS Online Link: <https://bps.dti.gov.ph/product-certification/product-certification-information-management-system-pcims>

Focal Person:

Director Neil P. Catajay
Bureau of Philippine Standards
Address: 3F Trade and Industry Building,
361 Sen. Gil Puyat Avenue, Makati City
Telephone: (+632) 7791.3125 / 7791.3126
Email: BPS@dti.gov.ph / NeilCatajay@dti.gov.ph
Web: <https://bps.dti.gov.ph/>

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2. The **FAIR TRADE ENFORCEMENT BUREAU (FTEB)** is mandated to ensure compliance of the business sector with trade and industry laws and standards, to regulate importation as provided by trade agreements, to conduct market surveillance and enforcement to ensure compliance with trade and industry laws, deliver speedy, just and equitable redress of cases, and to foster consumer protection and level the playing field through business regulation.

Pursuant to law, the FTEB regulates importation and issues Certificate of Authority to Import (CAI) under the following programs:

- Executive Order (EO) No. 156, Series of 2002 which covers used motor vehicles, and used engines and parts for all motor vehicles for replacement;
- DTI Department Administrative Order (AO) No. 08, Series of 2003 covering used completely knocked-down (CKD) parts and components for rebuilding;
- Letter of Instruction (LOI) No. 1307, Series of 1983 regulating importation of government agencies including local government units (LGUs) and government owned and controlled corporations (GOCCs);
- EO No. 443 regulating used motor vehicles for donation to LGUs; and
- Accreditation of truck rebuilding centers within the National Capital Region (NCR) pursuant to Department Administrative Order No. 08, Series of 2003.

The FTEB also created an online system specifically the Integrated Registration Information System (IREGIS). This is to align with DTI's Ease of Doing Business/Streamlining programs and health related precautionary measures during the Covid19 pandemic.

FTEB IREGIS Link: <https://iregis.dti.gov.ph/index.html>

Focal Person:

Atty. Regina D. Mallari

Director

Fair Trade Enforcement Bureau (FTEB)

Address: 4-5F Trade and Industry Building,

361 Sen. Gil J. Puyat Avenue, Makati City

Telefax: (+632) 7215.1165

Cellphone: (+63) 917.1373796

Email: FTEB@dti.gov.ph / ReginoMallari@dti.gov.ph

Web: <https://fairtrade.dti.gov.ph/>

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3. The **STRATEGIC TRADE MANAGEMENT OFFICE (STMO)** is the executive and technical agency of the national government for the establishment of the management systems for the trade in strategic goods.

The STMO is created by virtue of Republic Act No. 10697, otherwise known as the Strategic Trade Management Act (STMA). Enacted on 13 November 2015, the STMA fulfills one of the legally binding obligations under the UN Security Council Resolution 1540 (2014), which is to take and enforce effective measures to establish domestic controls to prevent the proliferation of nuclear, chemical, and biological weapons, or collectively called Weapons of Mass Destruction (WMD) and their means of delivery.

The STMA also contributes in maintaining international peace and security, and promoting economic growth by facilitating trade and investment through the responsible management of strategic goods and the provision of related services.

Under Section 9 of the STMA, the STMO shall have the following powers and functions:

- Implement strategies, policies and guidelines formulated by the NSC-STMCom and develop, evaluate, and monitor corresponding programs and activities;
- Develop and maintain the register and carry out registration activities to include registration, registration with conditions, denial of registration, modification, suspension, revelation or annulment of registration;
- Establish and maintain a comprehensive database information system on strategic goods and on persons engaged in the trade of strategic goods and the provision of related services;
- Issue or deny issuance of authorizations for the trade of strategic goods and the provision of related services;
- Modify, condition, limit, suspend, revoke, or annul authorizations that have been issued as circumstances warrant in consultation with the NSC-STMCom;
- Issue, modify, suspend and revoke governmental end-use assurances in consultation with the NSC-STMCom;
- Ensure and operate end-use/end-user controls and establish compliance checks and exercise authority to enter premises for such purposes;
- Issue warning letters and orders for corrective action;

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- Conduct investigation into violations committed under this Act;
- Undertake the enforcement of the provisions of this Act in cooperation with other agencies;
- Coordinate, cooperate, provide assistance and share information with the ATC and other departments/agencies in the implementation of this Act;
- Conduct capacity building and training of personnel for the effective implementation of this Act;
- Coordinate with the industry and the public regarding their obligations under this Act;
- Encourage and facilitate international cooperation, including the exchange of assistance such as information on matters regarding the implementation and application of this Act or its implementing rules and regulations (IRR); and
- Perform such other tasks and functions necessary to effectively carry out the provisions of this Act.

STMO e-Licensing Platform Link: <https://stmo.dti.gov.ph/login-page>

Focal Person:

Atty. Janice Sacedon-Dimayacyac
Director
Strategic Trade Management Office (STMO)
Address: 11F 387 Filinvest Building,
Sen. Gil J. Puyat Avenue, Makati City
Telephone: (+632) 8639.0182
Email: STMO@dti.gov.ph / JaniceDimayacyac@dti.gov.ph
Web: <https://stmo.dti.gov.ph/>

4. The **EXPORT MARKETING BUREAU (EMB)** is mandated to oversee the development, promotion, and monitoring of Philippine exports. EMB provides exporters with the enabling environment to make them globally competitive.

The EMB also facilitates the accreditation of new coffee exporters and issuance of export clearances and certificates of origin. The requirements and procedures for the issuance of coffee export clearance is available online at <https://www.dti.gov.ph/negosyo/exports/accreditation-of-exporters/coffee-export-documentation/>.

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You may also view or download the EXPONET Directory at <https://www.dti.gov.ph/negosyo/exports/>, for quick reference to the contact details of export-trade related government and private agencies, institutions, and organizations.

Focal Person:

Director Bianca Pearl R. Sykimte

Export Marketing Bureau (EMB)

Address: 1-2F DTI International Building,

375 Sen. Gil J. Puyat Ave., Makati City

Email: Exports@dti.gov.ph / BiancaPearlSykimte@dti.gov.ph

Telephone: (+632) 8897.7605; 8465.3300 local 107

Web: <https://tradelinephilippines.dti.gov.ph/ca/dti-export-marketing-bureau>

5. The **BOARD OF INVESTMENTS (BOI)** is an investment promotion agency that grants tax incentive packages to local and foreign businesses operating in the Philippines. It aims to help the Philippine government promote inbound investments and economic growth by attracting investors and entrepreneurs to venture capital and set up businesses in the country.

The BOI operates under the authority of the Department of Trade and Industry (DTI) and is mandated through the Omnibus Investments Code (Executive Order No. 226) to provide tax exemption and other incentives to registered enterprises that engage in activities enumerated in the Investment Priorities Plan (IPP) – which is a list of areas of investments eligible for government incentives, including but not limited to the following:

Fiscal Incentives

- Income tax holidays
 - six (6) years for projects with pioneer status and for projects located in a Less Developed Area (LDA)
 - four (4) years for new projects with non-pioneer status
 - three (3) years for expansion/modernization projects
- Duty exemption on imported capital equipment, spare parts, and accessories
- Exemption from wharfage dues and export tax, duty, impost, and fees
- Tax exemption on breeding stocks and genetic materials
- Tax credits on imported raw materials
- Tax and duty-free importation of consigned equipment
- Additional deduction for labor expense

Non-Fiscal Incentives

- Employment of Foreign Nationals

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- Simplification of customs procedures for imported products
- Importation of consigned equipment
- Privilege to operate a bonded manufacturing/trading warehouse (subject to custom rules and regulations)

For fast, seamless, and convenient way of transacting with them, the BOI Online Services System (BOSS) was created to accommodate various services such as application for Project Registration, application for availing of selected incentives, submission of Reports, application for Endorsement, and other BOI services.

BOSS Link: <https://boi.gov.ph/boos/>

Focal Person:

Undersecretary Ceferino S. Rodolfo, DPA
 Vice Chairman and Managing Head
 Board of Investments (BOI)
 Address: Industry and Investments Building,
 385 Sen. Gil J. Puyat Ave., Makati City
 Telephone: (+632) 8897.6682
 Email: CeferinoRodolfo@dti.gov.ph
 Web: www.boi.gov.ph

6. The **PHILIPPINE INTERNATIONAL TRADING CENTER (PITC)** was established on 21 July 1973 through Presidential Decree (PD) 252 to trade with Socialist and Other Centrally Planned Economy Countries (SOCPEC). In 1977, its mandate was expanded via PD 1071 to be one of the drivers of Philippine trade worldwide. As the state trading enterprise, the PITC engages in exports, trade services and special trading arrangements; ensures most efficient and cost-effective procurement services for government; contributes to price and supply stabilization of goods and services; creates strategic alliances that promote the growth and sustainability of businesses and enterprises.

The regulatory authority of PITC also covers the processing and approving applications for imports from Socialist and Other Centrally Planned Economy Countries (SOCPEC) and to issue rules and regulations pursuant to Letter of Instruction (LOI) No. 444 dated 09 August 1967 as amended by EO No. 244 dated 12 May 1995.

Focal Person:

Atty. Allan B. Gepty
 Supervising Undersecretary
 Philippine International Trading Corporation (PITC)
 Address: NDC Bldg. 116 Tordesillas Street,

CMC NO. 94-2025

Salcedo Village, Makati City
Trunkline: (+632) 8818.9801
Fax: (+632) 8892.2054
Email: PITC@pitc.gov.ph / AllanGepty@dti.gov.ph
Web: www.pitc.gov.ph

7. The **OFFICE FOR THE SPECIAL MANDATE ON VAPORIZED NICOTINE AND NON-NICOTINE PRODUCTS, THEIR DEVICES, AND NOVEL TOBACCO PRODUCTS (OSMV)**, currently under the DTI Office of the Secretary leads the review to streamline technical regulations concerning the mandatory product certification of vaporized nicotine and non- nicotine products under DTI DAO 22-06 (2002), as supplemented by DTI DAO 24- 02 (2004).

All manufacturers and importers of the covered products are required to obtain registration and certification from the DTI through the OSMV. Currently, 10 Philippine Standard (PS) Licenses are issued for the covered products, with 3 PS licenses currently under suspension.

To enforce compliance, the OSMV may order the right to take immediate action against any vaporized nicotine or non-nicotine products, devices, or Novel Tobacco Products that violate Republic Act 11900, its IRRs or their amendments. Such actions may include product recall, bans, or seizures.

Focal Person:

Atty. M. Marcus N. Valdez II
Supervising Head
Office for the Special Mandate on Vaporized Nicotine
and Non-Nicotine Products, their Devices,
and Novel Tobacco Products (OSMV)
Address: 12F 387 Filinvest Building,
Sen. Gil J. Puyat Avenue, Makati City
Telephone: (+632) 7791.3267
Email: OSMV@dti.gov.ph / MarcusValdezII@dti.gov.ph
Web: <https://www.dti.gov.ph/osmv/>

NOTE: The Citizen Charter of each DTI Bureau may be viewed online or may be downloaded at the official DTI website at <https://www.dti.gov.ph/good-governance-program/transparency-seal/citizen-s-charter/>.

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Bureau of Internal Revenue

Cmc no. 14-2025



Bringing In Revenues
for Nation-Building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

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BAGONG
DELRIPINAS

09-54576

December 23, 2024

HON. BIENVENIDO Y. RUBIO
Commissioner, Bureau of Customs
Gate 3, South Harbor, Port Area, Manila

Dear Commissioner Rubio,

This has reference to your letter, requesting for assistance from this Bureau for a comprehensive list of commodities regulated by the BIR, along with detailed guidelines on the application process for import permits, clearances, and a list of commodities exempted from these requirements.

In reply, please be guided of the hereunder revenue issuances which were issued to provide guidelines and procedures relative to the above-mentioned data-request, to wit:

Revenue Issuance	Subject
Revenue Regulations (RR) No. 18-2020	Implements Section 1 of Republic Act (RA) No. 11467, further amending Section 109 (AA) of the National Internal Revenue Code of 1997 (Tax Code), as amended by RA No. 10963 (TRAIN Law), providing for VAT Exemption on the sales and importation of drugs and medicines prescribed for diabetes, high cholesterol, hypertension, cancer, mental illness, tuberculosis and kidney diseases. <i>(Published in Malaya Business Insight on July 9, 2020)</i>
Revenue Memorandum Order (RMO) No. 35-2002	Prescribes the guidelines and procedures in the processing and issuance of Authority to Release Imported Goods (ATRIG) for Excise and Value-Added Tax Purposes
RMO No. 14-2014	Prescribes the policies, guidelines and procedures for the processing and issuance of an Electronic ATRIG (eATRIG) for Excise Tax purposes
RMO No. 1-2016	Implements the centralized processing of ATRIG for excisable products
RMO No. 23-2020	Clarifies the issuance of ATRIG for Value-Added Tax (VAT) Exemption on sale and importation of prescription drugs and medicines pursuant to Section 1 of RA No. 11467, further amending Section 109 (AA) of the Tax Code, as amended, and as implemented in RR No. 18-2020



Senator Miriam Defensor-Santiago Avenue, Diliman, Quezon City
Website: www.bir.gov.ph
Trunkline: 8981-7000 ; 8929-7676



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RMO No. 25-2020	Amends certain provisions of RMO No. 23-2020 relative to the offices that will process and issue the ATRIG for VAT Exemption on the importation of prescription drugs and medicines pursuant to RR No. 18-2020
RMO No. 20-2022	Prescribes the modified guidelines and procedures in the issuance of ATRIG for VAT-Exempt Drugs and Medicines covered under Section 109(AA) of the Tax Code, as amended by RA No. 11534 (CREATE Act)
Revenue Memorandum Circular (RMC) No. 81-2021 RMC No. 103-2021 RMC No. 115-2021 RMC No. 123-2021 RMC No. 124-2021 RMC No. 127-2021 RMC No. 5-2022 RMC No. 30-2022 RMC No. 51-2022 RMC No. 68-2022 RMC No. 110-2022 RMC No. 113-2022 RMC No. 116-2022 RMC No. 124-2022 RMC No. 125-2022 RMC No. 157-2022 RMC No. 42-2023 RMC No. 72-2023 RMC No. 17-2024 RMC No. 93-2024 RMC No. 100-2024 RMC No. 131-2024	Publishes the full text of letters from the Food and Drug Administration of the Department of Health endorsing updates to the List of VAT-Exempt Products under TRAIN Law and CREATE Act
RMC No. 48-2002	Circularizes the list of imported articles that no longer require the issuance of ATRIG from the Bureau of Internal Revenue (BIR) prior to release from the custody of the Bureau of Customs BOC
RMC No. 112-2021	Clarifies the list of imported articles that no longer require the issuance of ATRIG from the BIR prior to release from the custody of the BOC
RMC No. 30-2023	Reiterates the basis of the Total Landed Value of imported automobiles as defined under RR No. 25-2003 in the processing of applications for eATRIG by importers of automobiles
RMC No. 31-2023	Further Clarifies Imported Goods that No Longer Require the Issuance of ATRIG from the BIR Prior to Release from the Custody of the BOC
RMC No. 68-2023	

These revenue issuances can be viewed and downloaded from the BIR website at www.bir.gov.ph.

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Should you have further inquiry on the above revenue guidelines and procedures, you may contact the following Revenue Officers (RO) assigned in the processing of Authority to Release Imported Goods (ATRIG), to wit:

Name	Contact Information
Chief Gilda B. Iglesias	☎ (02) 8981-71-79, 8981-71-80 or (02) 8981-71-81 ✉ Excise Large Taxpayers Regulatory Division 102 Ground Floor National Office Bldg. Diliman, Q.C.
RO Vanessa F. Reyes	
RDO Trinidad A. Villamil	☎ (02) 8567-39-69 or (02) 8567-39-70 ✉ RDO No. 33 - Ermita-Intramuros-Malate Regional Office Building 2 Benlife Building, Solano cor. Beaterio Sts., Intramuros, Manila
RO Ma. Gracia R. Bolutano	
RO Gessel B. Reyes	
RO Mohamad M. Macalangcom	
RO Jade Vincent N. Inventado	
RO Mary Jane P. Caparrosa	

For your information and guidance.



ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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Bureau of Internal Revenue



Bringing In Revenues
For Nation-Building

CMC NO- 94-2025

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

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December 11, 2024

01-09200

BIENVENIDO Y. RUBIO
Commissioner
BUREAU OF CUSTOMS
Gate 3, South Harbor, Port Area,
Manila 1018

Dear Commissioner Rubio:

This refers to your letter dated November 29, 2024 requesting for a comprehensive list of commodities regulated by the Bureau of Internal Revenue (BIR), detailed guidelines on the application of process for import permits, clearances or certificates and a list of commodities exempted from these requirements.

Please be informed that all excisable articles under Title VI of the National Internal Revenue Code (NIRC) of 1997 are regulated by the Excise LT Regulatory Division (ELTRD) of the BIR. Hence, commodities exempted from these requirements are those not covered by Title VI of the NIRC of 1997.

In addition, attached herewith is the Revenue Memorandum Order (RMO) No. 38-2003 - Prescribing Uniform Guidelines and Procedures in the Processing of Various Permits for Excise Tax Purposes, for your reference.

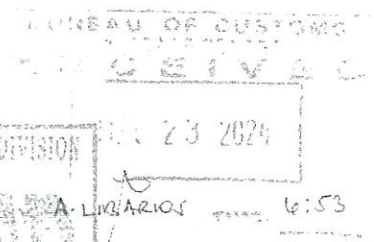
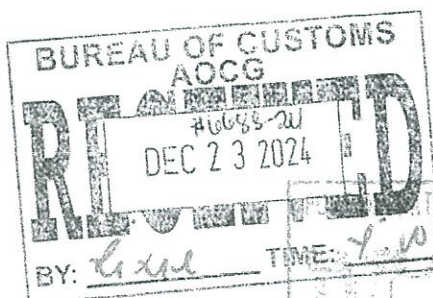


Very truly yours,



ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

24 October 2003

REVENUE MEMORANDUM ORDER NO. 38-2003

SUBJECT : Prescribing Uniform Guidelines and Procedures in the Processing of Various Permits For Excise Tax Purposes

TO : All Internal Revenue Officials, Employees and Others Concerned

I. Objectives

1. To standardize and streamline the processes and documentary requirements in the issuance of different types of permits for excise tax purposes;
2. To delineate the duties and responsibilities of all concerned offices involved in the processing thereof; and
3. To prescribe uniform reporting requirements for the effective monitoring of all permits issued.

II. Policies and Guidelines

1. All Applications for Permit (BIR Form No. -1940 -"Annex "A") shall be accomplished in duplicate copies to be distributed as follows:

Original copy – Receiving Office
Duplicate copy – Taxpayer/Applicant

The Application for Permit shall be received only if all required supporting documents listed at the back of the form are attached to the said application.

2. All Applications for Permit of taxpayers registered with the Large Taxpayers Service (LTS), including its branches, wherever located, and of non-large taxpayers whose head office or principal place of business are registered within Revenue Region Nos. 4, 5, 6, 7, 8 & 9 shall be filed with and processed by the Large Taxpayers Assistance Division (LTAD) II, BIR National Office Building, Diliman, Quezon City. However, in case of transactions affecting branches of taxpayers registered with the said regions, the application shall be filed with and processed by the concerned EXTAs having jurisdiction over such branches.

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For non-large taxpayers whose head office or principal place of business is located within the Revenue Regions other than those stated above, their applications shall be filed directly to the Head, EXTA of the Revenue Region concerned. Provided, that in case of transactions affecting branches located at a different EXTA, the application shall be filed with and processed by the EXTAs having jurisdiction over such branches. However, in the event that the taxpayer's place of business is far from the EXTA Office, the concerned taxpayer may file his Application for Permit with the concerned Revenue District Office (RDO) having jurisdiction over his principal place of business. The said RDO shall, in turn, transmit to the concerned EXTA the application together with all required supporting documents for processing within twenty-four (24) hours from receipt thereof.

3. All "Continuing/Renewable Permits" (Annex "B") received and processed by LTAD II or EXTAs, shall be approved by the Assistant Commissioner of Internal Revenue for Large Taxpayers Service (ACIR, LTS). However, all "Transactional Permits" (Annex "C") shall be approved by the Chief, LTAD II or Head, EXTA, as the case may be.
4. Applications for Permit shall be processed and issued within the period prescribed herein-below:

Application for Permit	Processing Period
<p>a. All applications with complete supporting documents, without any legal issue, and do not necessitate laboratory analysis/comments/evaluation and pre-ocular inspection –</p> <p>a.1 Transactional</p> <p>a.1.1 LTAD II</p> <p>a.1.2 EXTA</p> <ul style="list-style-type: none"> • Filed directly at EXTA • Filed at RDO 	<p>Within two (2) working days from receipt of complete application</p> <p>- do -</p> <p>Within three (3) working days from receipt of complete application</p>
<p>a.2 Continuing or Renewable</p> <p>a.2.1 LTAD II</p> <p>a.2.2 EXTA</p>	<p>Within five (5) working days from receipt of complete application</p> <p>Within ten (10) working days from receipt of complete application</p>
<p>b. All applications that require ocular inspection</p> <p>b.1 Transactional</p> <p>b.1.1 LTAD II</p>	<p>Within three (3) working days from completion of ocular inspection, should no problem/issue arises</p>

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tanks, test-runs, and final inspection of the facilities to determine their conformity to the proposed plat and plan.

Provided, further, that in cases of permits that require the posting of surety bonds, the posting of the same shall not be prescribed from the applicant until all of the prescribed regulatory requirements shall have been complied with, prior to the issuance of the permit.

5. No continuing/transactional permit shall be issued and released unless the surety bond prescribed under existing revenue laws and regulations has been posted/updated/upgraded/renewed.
6. The Chief, LTAD II/ Head, EXTA shall maintain a Master List of Posted Surety Bonds indicating the following:
 - a) Brief Description of the Permit
 - b) Date of the Permit
 - c) Name of Principal (Taxpayer)
 - d) Amount of the Surety Bond
 - e) Date of Issue of the Surety Bond
 - f) Name of the Surety Bonding Company
 - g) Bond Registry Number
7. Applications for Permit, except for Permit to Operate as an excise taxpayer and other continuing permits, covering transactions that have already been consummated prior to the application/approval therefor, shall no longer be processed. The concerned applicant shall be subjected to all applicable penalties and sanctions attendant to such violation. However, in case of transactions which are continuing in nature and were found to have been initiated without the prescribed permits, the issuing Office may still process and issue the appropriate permits; provided, that the effectivity date of such permit shall be the date of actual issuance/approval thereof, and subject, likewise, to the applicable penalties.
8. All approved applications for new Permit to Operate as Manufacturer, Producer, Trader, Repacker, Dealer and/or Importer of Excisable Articles shall be issued assessment numbers for administrative purposes by the ACIR, LTS, consistent with the existing revenue regulations/issuances. The Assessment Number shall be presented in the following order:

• Administrative Schedules & Paragraphs	Refer to Annex "D"
• Month Issued	2 numeric
• Year Issued	2 numeric
• Sequence Number	4 numeric
<i>Note: Sequential regardless of industry and type of permit.</i>	
• Extension Code, if Warehouse(s)/Storage Facility(ies) is(are) within the Production Premises	1 alpha

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In case the storage facility/warehouse is located within the manufacturing/production premises, the same assessment number issued to the production plant plus extension code, depending upon the month and year of issue, shall be assigned.

The Head Office performing purely marketing and administrative functions shall not be assigned an assessment number.

Illustration:

The following are applications for permit received by LTS from LTAD II and EXT A offices:

Processing Office	Date of Receipt of Application	Name of Applicant	Type of Permit	Address	Date of Issuance
1. LTAD II	April 10, 2003	AAA Tobacco Corporation	Permit to Operate as Manufacturer of Cigarettes	South Super Highway, Parañaque, Manila	April 21, 2003
2. LTAD II	April 10, 2003	AAA Tobacco Corporation	Permit for a Storage Warehouse of Leaf Tobacco Within the Factory Premises	South Super Highway, Parañaque, Manila	April 21, 2003
3. EXT A I	April 14, 2003	BBB Tobacco Corporation	Permit to Operate as Dealer of Leaf Tobacco	Vigan, Ilocos Sur	April 30, 2003
4. EXT A III	April 24, 2003	CCC Alcohol Corp.	Permit to Operate as Manufacturer of Alcohol (Distilled Spirits)	Balibagan, Negros Occidental	May 12, 2003
5. LTAD II	May 5, 2003	DDD Petroleum Corp.	Permit to Engage in the Sale/importation of Diesel Gasoline	G. Puyat Ave. Makati City	May 13, 2003
6. EXT A III	May 5, 2003	CCC Alcohol Corp.	Permit to Maintain Warehouse for Storage of Alcohol Outside the Production Premises	Victorias, Negros Occidental	May 20, 2003
7. LTAD II	May 6, 2003	AAA Tobacco Corporation	Permit for a Storage Warehouse of Cigarette Paper and Non-Tobacco Materials	Cabuyao, Laguna	May 15, 2003

The Assessment Numbers to be assigned for the said issuances will be:

Administrative Schedule And Paragraph	Month Issued	Year Issued (last 2 digits)	Sequence Number
1. A5	04	03	1001
2. L7 ½	04	03	1001A
3. L3	04	03	1002
4. A1	05	03	1003

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5. A15 (I)	05	03	1004
6. A1	05	03	1005
7. Ntm 7 ½	05	03	1006

No two (2) manufacturers or importers shall be given the same assessment number. When a manufacturer/importer/dealer retires from business, his assessment number will be dropped. When there is a change in ownership of the production plant by reason of sale, transfer, or otherwise, the Commissioner of Internal Revenue shall not allow the new owner or transferee thereof to use the old assessment number of the vendor or transferor, even if the right to use said assessment number has been included in the sale or transfer. Such assessment number, when dropped from the roll, shall no longer be allowed to be reissued to another production plant or establishment.

9. All approved permits shall be assigned Office Control Number (OCN) presented in the following manner:

- Issuing Office ----- LTAD II / EXTA 1-6
 - Industry Code
 - Alcohol ----- A
 - Petroleum ----- P
 - Tobacco ----- T
 - Automobiles and Non-Essentials ----- AN
 - Mining ----- M
 - Permit Type Code (Refer to Annexes B & C) ----- 3 numeric code
 - Month Issued ----- 2 numeric code
 - Year Issued ----- 2 numeric code
 - Sequence Number ----- 5 numeric code
- Note: Sequential regardless of industry, type of permit issued and the date of issuance.*

Illustrations:

- a) LTAD II issues Permit to Export Alcohol and Tobacco Products and Permit to dispose Tobacco/Cigarette Paper wastes by burning on April 10, 2003.

The Office Control Numbers for the above applications will be the following:

Permit to Export Alcohol Products -LTADII-(A)-014-04-03-00001
 Permit to Export Tobacco Products -LTADII-(T)-014-04-03-00002
 Permit to Dispose Tobacco/
 Cigarette Paper Wastes -LTADII-(T)-018-04-03-00003

Kind of Permit	Issuing Office	Industry Code	Permit Code	Month Issued	Year Issued	Sequence No.
Permit to Export Alcohol Products	LTAD II	A	014	04	03	00001
Permit to Export Tobacco Products	LTAD II	T	014	04	03	00002
Permit to Dispose Tobacco/ Cigarette Paper wastes	LTAD II	T	018	04	03	00003

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- b) EXTA 1 issues Permit to Export Alcohol and Tobacco Products and Permit to Deliver/Sell Tobacco Wastes, Scraps, Stems, etc. for further processing on May 2, 2003.

The Office Control Numbers for the above applications will be the following:

Permit to Export Alcohol Products	-EXTA 1-(A)-014-05-03-00001
Permit to Export Tobacco Products	-EXTA 1-(T)-014-05-03-00002
Permit to Dispose Tobacco/ Cigarette Paper wastes	-EXTA 1-(T)-019-05-03-00003

Kind of Permit	Issuing Office	Industry Code	Permit Code	Month Issued	Year Issued	Sequence No.
Permit to Export Alcohol Products	EXTA I	A	014	05	03	00001
Permit to Export Tobacco Products	EXTA I	T	014	05	03	00002
Permit to Dispose Tobacco/ Cigarette Paper wastes	EXTA I	T	019	05	03	00003

10. All Applications for Permit requiring laboratory analysis/comments/evaluation shall be referred to the BIR Laboratory Section, LTAD II not later than one (1) day from receipt of the application. The results thereof shall be transmitted to the concerned processing office within two (2) days from date of receipt of the referral.
11. All legal issues raised by LTAD II shall be referred to the Law Division under the Legal Service at the National Office. On the other hand, legal issues raised by EXTA shall be referred to the Legal Division of the concerned Revenue Region. The resolution of the legal issues shall be prepared and issued to the requesting Office within thirty (30) days from the date of receipt of such request.
12. To facilitate and ensure actual disposal of wastes/obsolete excisable articles/materials including, but not limited to, tobacco and cigarette paper wastes, fermented liquor that has become sour, automobile spare parts, either for agriculture or destruction purposes, as the case may be, the concerned Revenue Officer On Premise (ROOP) and a representative from LTAID II or concerned RDO having jurisdiction over the excise taxpayer shall conduct the actual supervision thereof. The corresponding certificate on the results of such disposal shall be transmitted by the issuing office immediately to the Chief, LTAD II or the Head, EXTA concerned on the day of such issuance.
13. All applications for renewal of permit shall be denied if the conditions stated in the previously issued permits are not complied with. In case of application for permit to export, the processing officer shall determine whether or not the submission by the taxpayer-applicant of proofs of exportation within the thirty (30)-day period prescribed under the previous permit issued to the applicant has been complied with. In case of non-compliance, the corresponding excise tax and penalties shall be assessed and collected from the applicant. Proof of payment of the

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deficiency assessment shall be required to be submitted before any subsequent application for permit to export can be processed and issued.

14. Any Application for Permit not yet identified and included in Annexes "B" and "C" hereof may be processed by LTAD II or EXTA, as the case may be, subject to prior clearance from the ACIR, LTS.
15. The concerned office(s) from the Information Systems Group (ISG) shall develop a software program for on-line processing and system generation of permits that may be accessed by other authorized offices under the LTS. During the interim period when the Permit Issuance Software Program has not yet been developed, the LTAD II shall use "Windows-Excel" Software Application for the creation and maintenance of the database. Likewise, the Chief, LTAD II shall transmit to LTFOD the Daily Transmittal List of Approved Permits (Annex "F"), together with the photocopies of permits issued, immediately on the day of such issuance. It shall likewise submit a Consolidated Monthly Report on Summary List of Approved Permits (Annex "H") to ACIR, LTS on or before the 10th day of the following month. A separate Monthly Report on Summary List of Denied Applications and the reasons for such denial (Annex "H1") shall be attached to the said monthly report.
16. The Head, EXTA, shall submit Monthly Reports on Summary List of Approved Permits (Annex "G") and Denied Applications (Annex "G1") on or before the 5th day of the following month, for consolidation with the permits issued by LTAD II. For this purpose, a Consolidated National Master List of all Approved Permits issued shall be maintained and regularly updated by LTAD II until such time that the ISG has developed the aforementioned software program.
17. All permits issued under this Order shall be subjected to post-review/evaluation at any time by any concerned office(s) that may be authorized by the Commissioner or the Deputy Commissioner for Operations.

III. Procedures

A. LARGE TAXPAYERS ASSISTANCE DIVISION II/EXCISE TAX AREA

The Receiving Officer shall:

1. Determine the Office having jurisdiction over the applicant.
 - 1.1 For Integrated Tax System (ITS)-Registered Taxpayers:

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- 1.1.1 Verify on-line, thru the Registration System, the Revenue District Office where the applicant is registered and his registered tax type.

(Refer to the Operations Manual of the Registration System on how to inquire about the taxpayer's registration information on-line)

- 1.1.2 Require the taxpayer to register or update his registration information in the ITS, in case he is not registered or his registration is not updated, by filling-up the appropriate Registration Forms (BIR Forms No. 1901, 2305, 1903, 1925) or Taxpayer Registration Update (TRU) form (BIR Form No.1905), as the case maybe, before proceeding to the next procedure.

(Refer to the Operations Manual of the Registration System on how to register a taxpayer and/or modify taxpayer registration information)

1.2 For Non-ITS Registered Taxpayers:

- 1.2.1 Require the taxpayer to submit a copy of the BIR Certificate of Registration issued by the BIR.

- 1.2.2 Verify, thru telephone or fax message, the accuracy of the submitted Certificate of Registration from the issuing RDO. If found incorrect, inform the taxpayer that he/she should fill-up and file BIR Form No. 1905 to the RDO having jurisdiction over his place of business where he is required to be registered.

2. Accept application for permit and stamp "RECEIVED" if the required attachments are found complete; otherwise, return the application to the applicant together with a checklist of missing requirements. The receiving officer shall also indicate the date and time of receipt of the document and shall affix his/her signature on the space provided for in the said application form.
3. Assign a Document Locator Number (DLN) and indicate the same on the space provided on the upper left portion of the application form and in the taxpayer's claim stub at the bottom of the form. In the said claim stub, the receiving officer shall also indicate his name, date of receipt of the application, and date of release.
4. Enter the details of the application and the DLN in the receiving logbook or in the computer using Windows Excel, whichever is applicable.

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5. Forward the received applications to the Chief, Permits and Bonds Section, LTAD II or Head, EXTA, as the case may be, immediately upon receipt of the application.
6. Receive the Monthly Report on Summary List of Approved Permits and Denied Applications from the Head, EXTA (for LTAD only).
7. Receive the quadruplicate copy of the Certificate of Actual Destruction/Disposition of obsolete finished goods and materials from the Chief, LTAD II/RDO.

The Chief, Permits and Bonds Section/Supervisor, EXTA shall:

1. Assign the application to a Revenue Officer (RO). No additional assignment for processing of application shall be made if an RO has an inventory of more than five (5) pending applications.
2. Issue Reference/Memo Slip (Annex "E") to concerned RO.
3. Review the report and determine if the recommending RO has checked and verified the following:
 - a. Information stated in the permit against supporting documents;
 - b. Completeness and authenticity of the supporting documents;
 - c. Compliance with the conditions stipulated in the previously issued permit to the taxpayer, if applicable; and
 - d. Legal basis for the grant of the permit.
4. Determine whether the terms and conditions prescribed in the proposed permits are complete and sufficient in order that the transactions/activities sought to be approved are properly undertaken.
5. Review the Revenue Officer's Verification Reports (BIR Form Nos. 0532 and 0533) (Annexes "I" and "J") and affix signature thereon.
6. Review the proposed letter of denial and affix initial thereon.
7. Forward the docket to the Assistant Chief/Chief, LTAD II for final review and/or approval.

For LTAD II only:

8. Affix signature on the Daily Transmittal List of Approved Permits

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(Annex "F") for submission to the Chief, LTFOD.

9. Affix signature on the Consolidated Monthly Report on Summary List of Approved Permits (Annex "H") and Denied Applications (Annex "H1") for submission to ACIR, LTS.

The Revenue Officer shall:

1. Verify the accuracy and completeness of the information reflected in the application against the supporting documents.
2. Counter-check the photocopies of the supporting documents submitted by the applicant as against the original copies of these documents in their possession to preclude the possibility of any alteration thereon.
3. Ascertain whether the applicant/taxpayer is compliant with all the conditions stipulated in the previously issued permits. In case the applicant failed to comply with one or more of the conditions stated in the previously issued permit, the processing of the new application shall be withheld until such time that the conditions of the previously issued permit are fully complied with. In case of application for permit to export, be sure that the submission of proof of exportation within the thirty (30) day period required in the previous permit issued to the same applicant has been complied with. In case of non-compliance, the corresponding excise tax and penalties shall be assessed and collected from the applicant. Proof of payment thereof shall be required to be submitted before the current application for permit to export can be processed and issued.
4. Prepare Reference Slip to the Chief, Laboratory Section for signature of the Chief, LTAD II, in case the application requires laboratory analysis/comments/evaluation.
5. Check/verify the legal basis for the grant of the permit. In case of doubt or if the application has a legal issue, prepare memorandum request, for signature of the Chief, LTAD II or Head, EXTA, to the Law Division under the Legal Service, National Office or Legal Division of the concerned Revenue Region, as the case may be, for its immediate resolution.
6. Perform the following procedures in applicable cases:
 - A. For Permit to Operate/Amend Existing Plat & Plan
 - a. Conduct ocular inspection of the premises to determine conformity with the plat and plan and to verify the correctness of the representation(s) declared in the application of the taxpayer.

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- b. Supervise installation of production machineries, equipment, mechanical contrivances and devices.
- c. Supervise and witness the calibration of storage tanks and metering devices to determine their actual storage capacity and efficiency, respectively.
- d. Determine the actual production capacity of the installed equipment/machineries and issue the corresponding certificate therefor.
- e. Supervise the conduct of test-runs of production machineries and equipment.

B. For Other Permits

- a. Supervise and witness weighing of cigarette papers and tobacco wastes.
- b. Supervise and witness the actual burning, removal from the production plant/storage facilities and delivery of cigarette paper/tobacco wastes for agricultural purposes or other means of disposal.
- c. Verify whether or not the actual description of the product to be exported conforms with the covering permit issued.
- d. Accompany the removal, transportation and unloading of excisable products for exportation.

C. For Registration of New Brand of Excisable Products –

- a. Verify sample label whether or not it conforms with the regulatory requirements under existing rules and regulations.
- b. Verify and check the accuracy of the submitted manufacturer's sworn declaration.

7. Prepare a narrative report on the results of ocular inspection conducted and the verification of the documents submitted. The memorandum report should be brief and concise but must contain all the necessary details such as, but not limited to:

- a. Nature of taxpayer's business;
- b. Brief description of the activities undertaken during the ocular inspection /verification;
- c. Findings and other relevant information uncovered during the inspection/verification; and

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- d. Recommendation relevant to the application.
8. Fill up the applicable Revenue Officer's Verification Report (BIR Form Nos. 0532 and 0533) (Annexes "I" and "J") and submit the same for review and approval.
9. Verify from the master list being maintained by the Office the existence and/or sufficiency of the amount of surety bond, if necessary; otherwise, require concerned taxpayer to post the necessary bond.
10. Prepare request for bond registration to the Chief, General Services Division (Bonding Section).
11. Prepare the applicable permit in quadruplicate (Annexes "K" for Permit to Operate and "L" for Permit to Export) or the letter for the denial thereof, whichever is applicable, upon issuance of the Surety Bond Registration Number by the Chief, General Services Division (Bonding Section).
12. Forward the docket to the Chief, Permits and Bonds Section, LTAD II/Supervisor, EXTA, for appropriate review.

For LTAD II only:

13. Prepare the Daily Transmittal List of Approved Permits (Annex "F") and photocopies of all approved permits issued for the day for submission to the Chief, LTFOD.
14. Maintain a National Master List of all approved Permits.
15. Prepare Consolidated Monthly Report on Summary List of Approved Permits (Annex "H") and Denied Applications (Annex "H1") for submission to ACIR, LTS.

The BIR Laboratory Section shall:

1. Receive request for laboratory analysis/comment/evaluation.
2. Verify the documents attached to the request for laboratory analysis/comment/evaluation.
3. Require the taxpayer to submit the following additional documents, if deemed necessary:
 - a. Product Data/Product Literature;
 - b. Certificate of Analysis/Analysis Report; and
 - c. Material Safety Data Sheet.

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4. Prepare a memorandum to be signed by the Division Chief, LTAD II/Head, EXTA, directing representatives from the said office and the BIR Laboratory Section to secure personally a sample of the product directly from the source, in case sampling and analysis of the article is necessary.
5. Conduct research/analysis of the article in accordance with the request. In case the desired analysis is to be out-sourced, prepare the request for analysis addressed to the Head of the appropriate agency for signature of the ACIR, LTS.
6. Submit a report on the results of laboratory analysis/evaluation to the Chief, LTAD II or the Head of EXTA, as the case may be.

The Division Chief/Head, EXTA shall:

1. Review the docket of the case.
2. Affix signature on the permit or on the denial letter, if the nature of permit requires approval/denial in accordance with the delineation of approving authority prescribed under this Order.
3. Affix initial on the permit or denial letter and forward the same to the ACIR, LTS, if approval/denial thereof is within his authority.
4. Affix signature on the Monthly Report on Summary List of Approved Permits and Denied Applications to be submitted to the Chief, LTAD II.

Note: This procedure is applicable to the Head, EXTA only.

5. Affix signature on the Daily Transmittal List of Approved Permits and Consolidated Monthly Report on Summary List of Approved Permits and Denied Applications to be submitted to the Chief, LTFOD and ACIR, LTS, respectively.

Note: This procedure is applicable to the Chief, LTAD II only.

The Releasing Officer shall:

1. Receive copy of the approved permit/denial letter for release to taxpayer/applicant.
2. Assign Office Control Number in the space provided for on the face of the permit after approval of the permit by authorized approving officer.
3. Enter in the releasing logbook the date and time of release of the permit and require the taxpayer/applicant or his duly authorized representative to affix his/her signature in the receiving copy of the

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issued permit and in the releasing logbook to document actual receipt thereof.

4. Enter the details of the issued permit in the computer using the software program for on-line processing and system generation of permits. During the interim period when the Permit Issuance Software Program has not yet been developed, enter the said details in the master list manually kept using Windows Excel.
5. Release the Daily Transmittal List of Approved Permits together with the photocopies of permits issued for the day to the Chief, LTFO (for LTAD II only). In case the approved permit is for disposal of wastes/obsolete excisable articles/materials including, but not limited to, tobacco and cigarette paper wastes, fermented liquor that has become sour, automobile spare parts for agricultural or destruction purposes, as the case may be, the Chief, LTAD II/RDO shall be immediately furnished with a copy of the same to facilitate immediate assignment of RO to witness and supervise the actual destruction thereof.
6. Transmit the Monthly Report on Summary List of Approved Permits and Denied Applications to the Chief, LTAD II.
Note: This procedure is applicable to the Head, EXTA only.
7. Transmit the Consolidated Monthly Report on Summary List of Approved Permits and Denied Applications to the ACIR, LTS (for LTAD II only).
Note: This procedure is applicable to the Chief, LTAD II only.

B. LAW DIVISION (NATIONAL OFFICE)/LEGAL DIVISION (REGIONAL OFFICE)

1. Receive from the Chief, LTAD II or Head, EXTA the request for resolution on certain issues for the grant of permit to taxpayer.
2. Prepare and issue requested resolution within thirty (30) days from the date of receipt of the request.
3. Forward the approved opinion/official resolution to the Chief, LTAD II or Head, EXTA, for final action/disposition of the requested permit.

C. LARGE TAXPAYERS AUDIT AND INVESTIGATION DIVISION II / REVENUE DISTRICT OFFICE

The Receiving/Releasing Officer (for RDO only) shall:

1. Perform procedures III.A.1 to A.4 on the receipt of application for permit.

Note: This procedure is applicable only to applications for permit filed directly at RDOs under Policies and Guidelines Item 2 second paragraph of this RMO.

2. Transmit the application, together with all the supporting documents, to the concerned EXTA within twenty-four (24) hours from receipt thereof.

The Chief, LTAD II/RDO shall:

1. Receive copy of the approved permits for destruction/disposal of wastages/obsolete excisable articles /materials from the Chief, LTAD II or Head, EXTA.
2. Assign the case to the supervisor and RO(s) for the necessary supervision of such destruction/disposal.
3. Coordinate with the Chief, LTFOD on the schedule of the disposal/destruction of the above mentioned wastages/obsolete items.
4. Review and approve the report on the results of supervision of waste disposal/destruction.
5. Prepare Notice of Assessment, for approval by ACIR, LTS, in case there are violations committed and/or misrepresentations made by the taxpayer/applicant, whenever appropriate.
6. Transmit immediately to the Chief, LTAD II/Head, EXTA the quadruplicate copy of the Certificate of Actual Destruction/Disposition of wastages/obsolete excisable articles/materials duly attested to by the taxpayer's authorized representative.

The Revenue Officer shall:

1. Ascertain whether the articles/goods/materials to be disposed/destructed can no longer be used in the manufacture of tobacco products and are unfit for human consumption, in case of tobacco products.
2. Check the existence of the actual volume/quantity and description of articles/goods/materials sought to be disposed/destroyed and compare the same with the quantity/description/value declared in the taxpayer's application.
3. Supervise and witness the removal/transport of the wastages/obsolete items for destruction purposes from the place of production up to the actual burning or dumping thereof at the place designated in the permit issued by the LTAD II/EXTA.

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4. Supervise the actual removal of tobacco dusts for agricultural purposes from the premises of the establishment up to the delivery thereof to the designated consignee.
5. Prepare the corresponding Certificate of Destruction detailing the actual volume/value of articles/goods/materials disposed/destroyed duly attested to by the taxpayer's authorized representative. The certificate shall be accomplished in quadruplicate copies to be distributed as follows.

Original copy – Taxpayer/Applicant
Duplicate copy – LTAID II /RDO
Triplicate copy – Revenue Officer On Premise
Quadruplicate copy – LTAD II/EXTA

6. Prepare a narrative report on the result of actual supervision of the disposal/destruction of regulated articles/materials for excise tax purposes..
7. Accomplish the Revenue Officer's Verification Report on Disposal/Destruction (BIR Form No. 0534) (Annex "M").
8. Submit the docket to the Chief, LTAID II/RDO for review and/or approval.

D. LARGE TAXPAYERS FIELD OPERATIONS DIVISION/EXCISE TAX AREA

The Division Chief/Head, EXTA shall:

1. Receive from the Chief, LTAD II the Daily Transmittal List of Approved Permits, together with the photocopies of all permits issued for the day.
Note: This procedure is applicable to the Chief, LTFOD only.
2. Furnish immediately the RO Assigned on Premises (ROOP) of the excise tax establishment with a copy of the permit to inform him of the existence of such permit and require him to witness/supervise the designated activity.
3. Receive and review ROOP's report on the results of monitoring/supervision conducted thereon and the extent of the taxpayer's compliance with the terms and conditions stipulated in the issued permit.
4. Prepare necessary action(s)/recommendation(s) in the event that the ROOP has reported any violation committed by the taxpayer of any of the terms and conditions stipulated in the permit issued.

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5. Submit within two (2) days to the ACIR, LTS the report/recommendation relative to the ROOPs report on violations committed by the taxpayer for his information and necessary action.

The ROOP shall:

1. Coordinate with the designated Group Supervisor and ROs from LTAD II/LTAID II/RDO to effectively supervise/witness the activity within his area of jurisdiction.
2. Ensure that the terms and conditions embodied in the issued permits are strictly followed/observed by the taxpayer.
3. Affix signature on the Revenue Officer's Verification Report on Results of Exportation and Waste Disposal/Destruction of regulated articles/materials for excise tax purposes prepared by ROs from LTAD II/LTAID II/RDO.
4. Prepare and submit report/recommendation on the results of monitoring/supervision conducted, in case there is any violation on the terms and conditions stipulated in the permit issued.
5. Submit within two (2) days the report/recommendation to the Chief, LTFOD/Head, EXTA for his information and necessary action.

E. Large Taxpayers Service

The Receiving/Releasing Officer shall:

1. Receive from the Chief LTAD II or Head, EXTA the entire docket of the case relative to the application for permit.
2. Assign Assessment Number on Approved Application for new Permit to Operate as a Manufacturer, Producer, Trader, Repacker, Dealer and/or Importer of Excisable Articles immediately after the ACIR, LTS has favorably acted upon said application.
3. Transmit to the Chief, LTAD II/Head, EXTA, the approved permit or the applicable denial letter together with the entire docket of the case for release to the taxpayer/applicant.
4. Receive the Consolidated Monthly Report on Summary List of Approved Permits and Denied Applications from the Chief, LTAD II and recommendation report on ROOP's findings from the Chief, LTFOD.

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The ACIR, LTS shall:

1. Review/approve the permit or denial letter thereon, whichever is applicable.
2. Forward the duly approved permit to the Releasing Officer for release to LTAD II/EXTA or assignment of the applicable Assessment Number relative to the approved Permit to Operate as an excise tax establishment.
3. Conduct post-review/evaluation of permits issued by LTAD II/EXTA to determine propriety thereof.

IV. Repealing Clause

All revenue issuances or portion(s) thereof inconsistent herewith are hereby revoked and/or amended accordingly.

V. Effectivity

This Order shall take effect immediately.

(Original Signed)
GUILLERMO L. PARAYNO, JR.
Commissioner of Internal Revenue

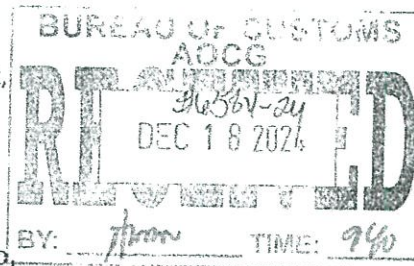


Bureau of Fisheries and Aquatic Resources

03-27103

9 December 2024

BIENVENIDO Y. RUBIO
Commissioner
Bureau of Customs
G/F OCOM Bldg., 16th Street,
South Harbor, Port Area,
Manila



Dear Commissioner Rubio,

This pertains to your letter dated November 19, 2024, on your request for the list of commodities regulated by the Bureau of Fisheries and Aquatic Resources (BFAR), along with the guidelines on the application process for import permits, clearances, and a list of commodities exempted from these requirements.

Please be informed that the importation of fresh/chilled/frozen fish and fishery/aquatic products is implemented under two (2) regulations: Fisheries Administrative Order (FAO) No. 195 and 259. Importation under FAO 195 is limited for the following purposes: processing, canning, and for institutional buyers, while FAO 259 is for wet market distribution. Under Department of Agriculture Memorandum Order (MO) No. 14, roundscad, bonito, and mackerel are not allowed except for canning purposes for mackerel. Memorandum Order No. 19 further exempts the importation of bonito also for canning purposes. Said orders can be downloaded from the DA website. Moonfish is also not allowed for institutional buyers. Specifically for the 2024 Certificate of Necessity to Import (CNI), species imported under FAO 259 are small pelagic fish species as per MO 17. Attached is a list of small pelagic fish species for your reference.


Further, Sanitary and Phytosanitary Import Clearances (SPSIC) are required to cover all imported fish and fishery/aquatic products under FAO 195 and FAO 259. Detailed procedures and requirements for the application process of SPSIC are provided herein and can also be downloaded at the BFAR Website.

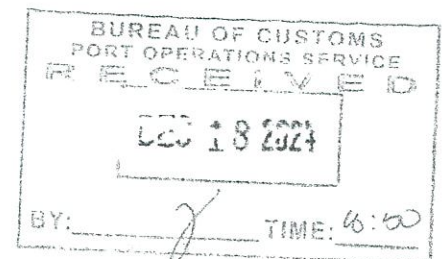
If you have other queries, please do not hesitate to contact us through the Fisheries Inspection and Quarantine Division at fiqd@bfar.da.gov.ph or call at 8539-5651.

For your information and reference.

Thank you.

Very truly yours,


ISIDRO M. VELAYO JR., MDM
Officer-in-Charge
Bureau of Fisheries and Aquatic Resources



11:47

17 DEC 2024

LIST OF SMALL PELAGIC SPECIES IN THE PHILIPPINES

Group/Family Name	Common English Name	Scientific Name
Roundscads (Carangidae)	Shortfin scad	<i>Decapterus macrosoma</i>
	Indian scad	<i>Decapterus russelli</i>
	Japanese scad	<i>Decapterus maruadsi</i>
	Mackerel scad	<i>Decapterus macarellus</i>
	Redtail scad	<i>Decapterus kurroides</i>
	Roughear scad	<i>Decapterus tabl</i>
Big-eye scads (Carangidae)	Oxeye scad	<i>Selar boops</i>
	Bigeye scad	<i>Selar crumenophthalmus</i>
	Yellowstripe scad	<i>Selariodes leptolepis</i>
	Yellowtail scad	<i>Atule mate</i>
Mackerels (Scombridae)	Indian mackerel	<i>Rastrelliger kanagurta</i>
	Short mackerel	<i>Rastrelliger brachysoma</i>
	Island mackerel	<i>Rastrelliger faughni</i>
	Blue mackerel	<i>Scomber australasicus</i>
	Frigate tuna	<i>Auxis thazard</i>
	Bullet tuna	<i>Auxis rochei</i>
Sardines (Clupeidae)	Bali sardinella	<i>Sardinella lemuru</i>
	Fringescale sardinella	<i>Sardinella fimbriata</i>
	Deepbody sardinella	<i>Sardinella brachysoma</i>
	White sardinella	<i>Sardinella albella</i>
	Goldstripe sardinella	<i>Sardinella gibbosa</i>
	Spotted sardinella	<i>Amblygaster sirm</i>
	Smoothbelly sardinella	<i>Amblygaster leiogaster</i>
	Bluestripe herring	<i>Herklotsichthys quadrimaculatus</i>
Round herrings (Dussumieriidae, Spratelloididae)	Blacksaddle herring	<i>Herklotsichthys dispilonotus</i>
	Rainbow sardine	<i>Dussumieria acuta</i>
	Slender rainbow sardine	<i>Dussumieria elopsoides</i>
	Silver stripe round herring	<i>Spratelloides gracilis</i>
Anchovies (Engraulidae)	Delicate round herring	<i>Spratelloides delicatulus</i>
	Commerson's anchovy	<i>Stolephorus commersonnii</i>
	Indian anchovy	<i>Stolephorus indicus</i>
	Devis anchovy	<i>Stolephorus devisi</i>
	Shorthead anchovy	<i>Stolephorus heterolobus</i>
	Spined anchovy	<i>Stolephorus tri</i>
	Spotty-face anchovy	<i>Stolephorus waitei</i>
	Bucaneer anchovy	<i>Encrasicholina punctifer</i>
	Japanese anchovy	<i>Engraulis japonicus</i>
	Baelama anchovy	<i>Thryssa baelama</i>
Fusiliers (Caesionidae)	Blue and gold fusilier	<i>Caesio caerulaurea</i>
	Yellowtail fusilier	<i>Caesio cuning</i>
	Lunar fusilier	<i>Caesio lunaris</i>
	Goldband fusilier	<i>Pterocaesio chrysozona</i>
	Double-lined fusilier	<i>Pterocaesio diagramma</i>
	Banana fusilier	<i>Pterocaesio pisang</i>
	Dark-banded fusilier	<i>Pterocaesio tile</i>
Moonfish (Menidae)	Moonfish	<i>Mene maculata</i>
Flying fishes (Exocoetidae)	Black-finned flyingfish	<i>Cypselurus opisthopus</i>
	Yellowing flyingfish	<i>Cypselurus poecilopterus</i>
	Spotfin flyingfish	<i>Cypselurus furcatus</i>
	Glider flyingfish	<i>Cheilopogon atrisignis</i>
Halfbeaks (Hemiramphidae)	Black-barred halfbeak	<i>Hemirhamphus far</i>
	Long billed halfbeak	<i>Rhynchprhamphus georgii</i>
	Bigwing halfbeak	<i>Oxyprhamphus micropterus</i>

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MASTER COPY

ONLINE ISSUANCE OF SANITARY AND PHYTOSANITARY IMPORT CLEARANCE (SPSIC)
UNDER FAO 195

Procedure Details

1.1 Issuance of Order of Payment

An accredited importer who intends to import fish and fishery/aquatic products shall pay the necessary fee or deposit a minimum amount of P1,650.00 (P1,500 SPS fee + P150 non-refundable application fee) for fresh chilled/frozen products or P200.00 (P50 for SPS fee + P150 for non-refundable application fee) for shell and shell crafts, and other veterinary products, and FAO 221 (see below table) for live aquatic animals prior to online application of SPS Import Clearance. The importer shall obtain a copy of Order of Payment from the receiving personnel. The importer shall submit a copy of Order of Payment to the cashier for payment.

Category of Species	SPS Fee	Application Fee (Non-refundable Fee)	Total
1. CITES-listed (*Live animals or Frozen Products)	P2,500	None	2,500
2. Live			
2.1 Low Risk (Sec. 3a FAO 221)	P50	P150	P200
2.2 Medium Risk (Sec. 3b FAO 221)	P250	P150	P400
2.3 High Risk (Sec. 3c FAO 221)	P500	P150	P650

1.2 Payment

The client shall pay the necessary fee or deposit a minimum amount of P1,650.00 for fresh chilled/frozen products or P150.00 for live, shell and shell crafts, and other veterinary products to the BFAR Cashier.

1.3 Application and Desk Review

Accredited importers of fish and fishery/aquatic products shall apply online thru DA Intercommerce together with the necessary attachments based on the requirements:

- 1.3.1 Proforma/Commercial Invoice (validity is 1 month prior to SPSIC application)
- 1.3.2 Latest Distribution Report *(for Institutional Buyer)* / Production Data *(for Processing and Canning)* including any of the following supporting documents

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(e.g. Delivery Receipt, Purchase Order, Local Transport Permit, Sales Invoice, Withdrawal Slip) prior to SPSIC application

NOTE: Latest Distribution Report / Production Data, covering the period prior to the last import application for the month, should include all import arrival details whether partially/fully disposed

- 1.3.3 Health Certificate/Laboratory Analysis (for shrimp and live commodity)
- 1.3.4 Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) Certificate (for *Dissostichus spp.*)

1.4 Review

- 1.4.1 The reviewer shall verify the information indicated in the application, check the completeness, correctness, validity and authenticity of documents.
- 5.4.3 If the application is complete, the reviewer shall tag the application as "For Endorsement"; if incomplete, it shall be rejected and the client shall be informed on the reason for rejection.

1.5 Endorsement

Upon being tagged as "For Endorsement", the endorser shall validate the application. If the applicant satisfactorily passes the validation, the endorser shall tag the application as "For Approval". If the applicant failed the validation, the endorser shall tag the application as "Rejected" and provide the reason for such rejection.

1.6 Approval of the Application for SPSIC

- 1.6.1 Upon being tagged as "For Approval", the Approving Officer shall conduct final review of the application. If the applicant satisfactorily passes the final review, the Approving Officer shall tag the application as "Approved". If the applicant failed the final review, the Approving Officer shall tag the application as "Rejected" and provide reason for rejection.
- 1.6.2 The DA online system shall process the approved application of the client/importer for the printing of SPSIC.

1.7 Printing of SPSIC

Upon approval of SPSIC, the importer shall print the SPSIC for presentation to the Bureau of Customs and Fisheries Port Quarantine upon arrival of imported commodity. This is a one-time printing and if the importer will request for re-printing of the SPSIC, the importer shall do so through email: fiqd.certification.import@bfar.da.gov.ph citing valid reasons. The SPSIC shall have a validity of forty-five (45) days for frozen fish and fishery/aquatic products and thirty (30) days for fresh chilled/live aquatic animals from the date of issue.

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ONLINE SANITARY AND PHYTOSANITARY IMPORT CLEARANCE (SPSIC)
FOR WET MARKET PURPOSES (FAO 259)

Procedure Details**1.1 Issuance of Order of Payment**

A PFDA accredited importer who intends to import fish and fishery/aquatic products shall pay or deposit a minimum amount of P1,650.00 (P1,500 SPS fee + P150 non-refundable application fee) to the Importer's account at the DA Intercommerce prior to online application of SPS Import Clearance. The importer shall obtain a copy of Order of Payment from the receiving personnel. The importer shall submit a copy of Order of Payment to the cashier for payment.

1.2 Payment

The client shall pay a minimum amount of P1,650.00 to the BFAR cashier.

1.3 Application and Review

5.3.1 PFDA accredited importers of fish and fishery/aquatic products shall apply online thru the DA Intercommerce and upload the necessary attachments:

- 1.3.1.1 Duly filled-up electronic application form
- 1.3.1.2 Permit to Conduct Business from PFDA
- 1.3.1.3 Mayor's Business Permit
- 1.3.1.4 BIR Certificate of Registration
- 1.3.1.5 BOC Certificate of Registration for Customs Client Number (CCN) Accreditation
- 1.3.1.6 BOC Certificate of Accreditation / AMO Certification for Customs Accreditation Secretariat (CAS) Accreditation
- 1.3.1.7 Cold Storage Warehouse
 - 1.3.1.7.1 BFAR Accreditation

1.3.2 The reviewer shall verify the information indicated in the application, check the completeness, correctness, validity and authenticity of documents.

5.4.3 If the application is complete, the reviewer shall tag the application as "For Endorsement"; if incomplete, it shall be rejected and the client shall be informed on the reason for rejection. A notification will be visible to the importer's account regarding the status of his/her application.

1.4 Endorsement

1.4.1 Upon being tagged as "For Endorsement", the endorser shall validate the application. If the applicant satisfactorily passes the validation, the endorser shall tag the application as "For Approval".

1.4.2 If the applicant failed the validation, the endorser shall tag the application as "Rejected" and provide the reason for such rejection.

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1.5 Approval of the Application for SPSIC

1.5.1 The Approving Officer shall conduct final review of the application. If the applicant satisfactorily passes the final review, the Approving Officer shall tag the application as "Approved". If the applicant failed the final review, the Approving Officer shall tag the application as "Rejected" and provide reason for rejection.

1.5.2 The DA online system shall process the approved application of the client/importer for the printing of SPSIC.

1.6 Printing of SPSIC

Upon approval of SPSIC, the importer shall print the SPSIC for presentation to the Bureau of Customs and Fisheries Port Quarantine upon arrival of imported commodity. This is a one-time printing and if the importer will request for re-printing of the SPSIC, the importer shall do so through email: fiqd.certification259@gmail.com citing valid reasons. The SPSIC shall have a validity of forty-five (45) days for frozen fish and fishery/aquatic products.

National Meat Inspection Service



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
No. 4 Visayas Avenue, Brgy. Vazara, Quezon City
Tel. No. 8-924-7980
www.nmis.gov.ph | nmis@nmis.gov.ph

03-26557

06 December 2024

MR. BIENVENIDO Y. RUBIO
Commissioner
Bureau of Customs

Dear Commissioner Rubio,

Greetings from the National Meat Inspection Service (NMIS)!

This is in reference to the letter from your office received by our agency last December 02, 2024, requesting information about the commodities regulated by NMIS alongside the detailed guidelines on the application processes for import permits, clearances, certificates, and list of commodities exempted from these requirements.

As the only national governing and competent body on all issues pertaining to meat inspection and hygiene, both for domestically produced and imported meat, NMIS solely regulates meat commodities. However, in coherence with the function of the NMIS - Meat Import and Export Division (MIED) stipulated in SEC. 7d. CHAPTER II Institution of the Republic Act (R.A.) No. 9296, as amended by R.A. No. 10536¹ over inspection of imported meat and meat products, Section 15 (b), Article V of the Implementing Rules and Regulations of the R. A. No. 10611² provided the delineated functions and responsibilities of the DA-NMIS over the regulation of processed meat products to the Department of Health (DOH) - Food and Drug Administration (FDA).

In addition, all meat and meat products exported into the country shall be sourced from foreign countries and foreign meat establishments accredited by the DA.³ The list of approved commodities for export with its corresponding Asean Harmonized Tariff Nomenclature (AHTN) Codes based on Tariff Book 2022 of the Tariff Commission are specified on the Department Orders (DO) issued after accreditation approval.

The application processes relative to the certificates issued by NMIS-MIED can be accessed on the URL below.

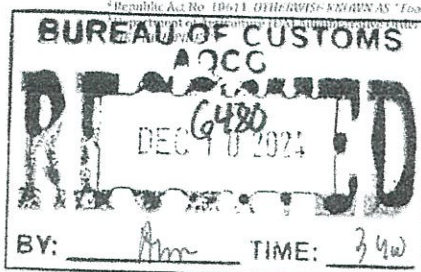
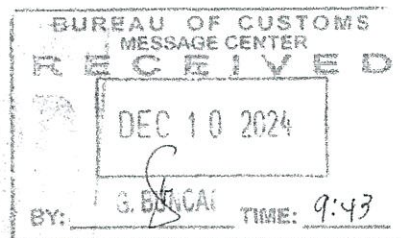
btljz/MIED.pdf

For further inquiries and clarifications, kindly contact the Meat Import and Export Division at (02)-8924-7980 local 109 and 115.

Thank you very much.

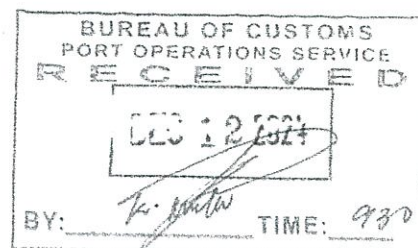
Very truly yours,

DR. CLARITA M. SANGCAL
Executive Director



¹ Republic Act No. 9296, as amended by RA No. 10536, AN ACT AMENDING PUBLIC ACT NO. 9296, OTHERWISE KNOWN AS "THE MEAT INSPECTION CODE OF THE PHILIPPINES"
² Republic Act No. 10611, OTHERWISE KNOWN AS "Food Safety Act of 2015"
³ Department Order No. 16 Series of 2006, "PRE-BORDER MEASURES FOR THE EXPORT OF MEAT AND MEAT PRODUCTS"

"Safe Meat For All"
NMIS is ISO 9001:2015 Certified



Comprehensive list of commodities regulated by the NMIS: Meat

List of commodity exempted from the requirements: None

The table below enumerates the application processes of the import permits

CERTIFICATES ISSUED BY MIED	Legal Bases/References	Application Process	Reference Links:
Certificate of License to Import (LTI)	<p>1) Department of Agriculture (DA) Administrative Order (AO) No. 16 Series of 2021 Licensing Procedures for Meat Importers, Revising the Department of Agriculture Administrative Order No. 09, Series of 2013 entitled "Supplemental Guideline to DA AO No. 26 Series of 2005, Section III: Accreditation Procedure for Meat Importers" https://www.da.gov.ph/wm-content/uploads/2022/05/ao16s2021.pdf</p> <p>2) NMIS Memorandum Circular No. 10-2021-035 "Guidelines on the Implementation of the Online Submission of Documentary Requirements for Applications for a License to Import" https://ecs.nmis.gov.ph/sites/default/files/Memorandum%20Circular/Memorandum%20Circular%20No.%2010-2021-035.pdf</p> <p>3) NMIS Citizen's Charter https://nmis.gov.ph/images/pdf/ccharter/NMIS-CC-2024.pdf</p>	<p>For New Applicant, the following client steps are cited in pp. 47 of the NMIS Citizen's Charter:</p> <ol style="list-style-type: none"> 1. Submits via online duly accomplished notarized application form, affidavit of undertaking and complete documentary requirements to the Central Office – Meat Import Export Division (CO-MIED) – NMIS License to Import Document Entry Form. 2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment and acknowledges the schedule of onsite verification. 3. Be present at the declared office address on the date of onsite verification and prepare the original copies of the required documents. 4. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO) 5. Picks-up the Certificate at the Records Section or wait for the courier service to deliver the Certificate in their declared office address <p>Note: Licensing Fee: Php 12, 000.00 Administrative Fee: Php 3, 000.00 Mailing Fee: Depending on the mailing address. Refer to Memorandum Order No. CO-01-2024-038 "2024 COURIER SERVICE PROVIDER OF THE CENTRAL OFFICE AND THE MAILING FEE CHARGES" https://ecs.nmis.gov.ph/sites/default/files/Memorandum%20Order/Memorandum%20Order%20No.%20CO-01-2024-038_0.pdf</p> <p>For Renewal Applicant with onsite verification, the additional requirement of Certificate of Compliance to Annual Monitoring of License to Import (LTI) during the valid years of the license are included. The following client steps are cited in pp. 53 of the NMIS Citizen's Charter:</p> <ol style="list-style-type: none"> 1. Submits via online duly accomplished notarized application form, affidavit of undertaking and complete documentary requirements to the Central Office – Meat Import Export Division (CO-MIED) – NMIS License to Import Document Entry Form 2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment and acknowledges the schedule of onsite verification 3. Be present at the declared office address on the date of onsite verification and prepare the original copies of the required documents 4. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO) 5. Picks-up the Certificate at the Records Section or wait for the courier service to deliver the Certificate in their declared office address <p>Note: Licensing Fee: Php 12, 000.00 Administrative Fee: Php 3, 000.00 Mailing Fee: Depending on the mailing address. Refer to Memorandum Order No. CO-01-2024-038 "2024 COURIER SERVICE PROVIDER OF THE CENTRAL OFFICE AND THE MAILING FEE CHARGES" https://ecs.nmis.gov.ph/sites/default/files/Memorandum%20Order/Memorandum%20Order%20No.%20CO-01-2024-038_0.pdf</p>	<p>Guide on How to get a License to Import (LTI) Certificate: https://nmis.gov.ph/menu-service/s/menu-njed</p> <p>NMIS LICENSE TO IMPORT DOCUMENT ENTRY FORM (Google Form Link): https://docs.google.com/forms/d/1FAIpQLScNznXtXSLqxyBWBIUcG9HCuQDkf96QVsuBJZUzITGmAacQ/viewform?usp=pp_url</p>

		<p>For Renewal Applicant without onsite verification, the additional requirement of Certificate of Compliance to Annual Monitoring of License to Import (LTI) during the valid years of the license are included. The following client steps are cited in pp. 60 of the NMIS Citizen's Charter:</p> <ol style="list-style-type: none"> 1. Submits via online duly accomplished notarized application form, affidavit of undertaking and complete documentary requirements to the Central Office – Meat Import Export Division (CO-MIED) – NMIS License to Import Document Entry Form 2. Submits the complete set of hardcopy documentary requirements to the NMIS Regional Technical Operations Center (RTOC) for the final assessment 3. Be present at the declared office address on the date of onsite verification and prepare the original copies of the required documents 4. Pay the required fees through online banking or at the Cashier's Office in NMIS Regional Technical Operations Center (RTOC) or NMIS Central Office (CO) 5. Picks-up the Certificate at the Records Section or wait for the courier service to deliver the Certificate in their declared office address <p>Note: Licensing Fee: Php 12,000.00 Administrative Fee: Php 3,000.00 Mailing Fee: Depending on the mailing address. Refer to Memorandum Order No. CO-01-2024-038 "2024 COURIER SERVICE PROVIDER OF THE CENTRAL OFFICE AND THE MAILING FEE CHARGES" https://ecs.nmis.gov.ph/sites/default/files/Memorandum%20Order%20No.%20CO-01-2024-038_0.pdf</p>	
Veterinary Quarantine and Meat Inspection and Laboratory Certificate (VQMILC)	<p>Department of Agriculture (DA) Administrative Order(AO) No. 26, Series of 2005, titled "Revised Rules, Regulations, and Standards governing the Importation of Meat and Meat Products into the Philippines"</p> <p>http://spsissuances.da.gov.ph/index.php/laws/2-uncategorized/1013-da-administrative-order-no-26-series-2005</p>	<p>The Veterinary Quarantine and Meat Inspection and Laboratory Certificate (VQMILC) is a certification jointly completed by the Veterinary Quarantine Officer of the Bureau of Animal Industry - National Veterinary Quarantine Services Division (BAI-NVQSD) and the Meat Inspection Officer (MIO) of the National Meat Inspection Service (NMIS). However, the release of VQMILC to the Licensed Meat Importer (LMI) is managed by the NMIS, upon clearance from the final border inspection at the NMIS- Licensed Cold Storage Warehouse (CSW).</p> <p>The specific provisions regarding the issuance of VQMILC is outlined in Section VIII: BORDER CONTROL INSPECTION AND CLEARANCE AND RELEASE PROCEDURES under DA AO 26, Series of 2005 which states that:</p> <p>D. Upon transfer of the shipment to any DA-accredited cold storage facility/warehouse/port of inspection, NMIS shall:</p> <ol style="list-style-type: none"> 1. Immediately designate and dispatch an NMIS Inspector and conduct meat inspection within 24 hours; 2. Check and verify the integrity of the VQMILC and BAI seal. 3. Complete the inspection and/or laboratory analysis within: 4. Sign the VQMILC that was endorsed by BAI VQO if the NMIS inspection and/or laboratory test results are satisfactory; and 5. Give the completed VQMILC (original) to the BOC (copy furnish BAI and the importer), which shall then be the basis of the BOC for the final liquidation of the importation documents. The final liquidation of the importation documents does not preclude the importer from utilizing the shipment. 	

CMC No - 94-2025

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<p>Secretariat: Issuance of Certificate of Eligibility to Import Indian Buffalo Meat (IBM)</p>	<p>Department of Agriculture (DA) Administrative Circular (AC) No. 12, Series of 2015, titled "Updated Rules and Regulations Governing the Allocation, Importation, and Utilization of Fresh Frozen Buffalo Meat from India"</p> <p>https://nmis.gov.ph/images/pdf/ac-12-2015.pdf</p> <p>https://www.da.gov.ph/wp-content/uploads/2024/12/ac011-s2017.pdf</p> <p>https://www.da.gov.ph/wp-content/uploads/2022/07/ac06-s2018.pdf</p>	<p>The application process for the Certificate of Eligibility to Import IBM are specified in Section IV: ELIGIBILITY CERTIFICATION PROCEDURES which states that:</p> <ol style="list-style-type: none"> 1. The accredited MIP applying to Import IBM shall submit a letter of intent addressed to the Secretary of Agriculture along with the set of documentary requirements (See Section 4.1) 2. The IATC shall evaluate the veracity of the submitted documents. Only applicants with complete requirements shall be acted upon; 3. An assessment inspection of the MPP shall be conducted by the IATWG during the actual operation of the plant. 4. The IATWG shall submit an evaluation report and recommendation to the IATC within fifteen (15) working days after the conduct of the inspection; and 5. Only applicants which passed the set criteria during the evaluation shall be recommended for the Issuance of the Eligibility Certificate to Import IBM by the IATC. 6. The IATC shall endorse to the Office of the Secretary (OSEC) those applications recommended for the issuance of the certificate; 7. The OSEC issues the Eligibility Certificate to Import IBM to the MIP; and 8. The IATWG shall act as the Secretariat of the IATC which will be housed at NMIS. It shall act as the repository of all submitted reports, data, and other proforma documentary requirements governing IBM allocation, importation, and utilization. 	
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