

The National Meat Inspection Service

The National Meat Inspection Service is a government regulatory agency created by law to implement policies, programs, guidelines, rules and regulations pertaining to meat inspection and meat hygiene in order to ensure safe meat from farm to table.

MANDATE

The National Meat Inspection Service is a specialized regulatory agency in the Department of Agriculture that is the country's sole national controlling and competent authority on all matters pertaining to meat inspection and hygiene both for locally produced and imported meat. It was created under Presidential Decree No. 7 as National Meat Inspection Commission and renamed as National Meat Inspection Service under R.A. 9296, otherwise known as "The Meat Inspection Code of the Philippines," as amended by R.A. 10536. NMIS is tasked to formulate, promulgate and implement laws, policies, programs and projects governing the post- harvest flow of meat in order to protect the interest and welfare of consumers and promote the development of the livestock and meat industry.

VISION STATEMENT

Excellent meat inspection service responsive to consumer's welfare

MISSION STATEMENT

We shall protect the meat consuming public through efficient and effective meat inspection service by adopting and implementing relevant technologies to assure food safety.

We shall PROMOTE the development of livestock, poultry and meat industry to ensure adequate supply of SAFE & quality meat and by-products.

This shall be undertaken in collaboration with government and other industry partners thoroughly guided by the Meat Inspection Code of the Philippines and other relevant laws.

VALUES STATEMENT

We the employees of the National Meat Inspection Service commit ourselves to ethical and professional standard in providing excellent meat inspection service to our valued local and international stake holders.

We work as a team of law abiding and hardworking public servants with utmost integrity, transparency and competence placing public good above individual gains and promoting clients' best interest.

MEAT IMPORT AND EXPORT DIVISION

Provides services on the licensing of importers and exporters of meat, inspection of imported and for export meat, and provide technical assistance to meat importers and exporters

Issuance of License to Import Meat

Description of the Service

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of applicants for issuance of license as meat importers to ensure compliance to the regulatory requirements.

LICENSE - a permit given by NMIS to Meat Importers authorized to import meat after due evaluation, validation, on-site inspection verification of the applicant/company & compliance with the requirements under Philippine Laws, Rules & Regulations & Standards.

Who may avail of the service: Meat Importer Applicants

Schedule of Availability: Monday to Friday, 8:00AM to 5:00PM except non-working holidays without noon break.

Maximum Duration of the Process: Three (3) working days

Fee: PPhp 4,000.00

Mailing Fee: Based on the current fee of the service provider. *(if applicable)*

General Requirements:

1. Accomplished Application Form (w/ 2x2 colored picture)

a) For Authorized Representatives: *(Corporation/Partnership/Cooperative)*

- Board Resolution
- Two Valid IDs w/ picture and signature

b) For Broker,

- Special Power of Attorney
- *Certified true copy (CTC)* of BOC-AMO License as Custom-Broker
- Two Valid IDs w/ picture and signature

c) For Authorized Representatives: *(Single Proprietor)*

- Special Power of Attorney
- Two Valid IDs w/ picture and signature

2. BOC - CTC of Account Management Office (AMO) Certification

3a. For SINGLE PROPRIETOR

- CTC of DTI Registration
- **Original** Certificate of Capitalization from Bank *showing minimum of PHp5M*)

3b. For CORPORATION/PARTNERSHIP/COOPERATIVE

- **Original** Copy of Certificate of Good Standing for the current year from SEC
- *CTC of Latest General Information Sheet with a minimum amount of Total Paid Up Capital PHp5M*

4. *CTC of BIR TIN Certificate of Registration*

- *Pursuant to NMIS MC No. 02-2018-003 and NMIS MC No. 09-2018-019*

5. *CTC of Notarized Leased of Contract or Proof of Ownership of Cold Storage*

6. *CTC of Accreditation Certificate of All Cold Storage Warehouses - public commercial or in-house CSW*

7. Attendance Certificate on the Orientation for Meat Importers or Promissory Note

8. Accreditation Fee (PHp 4,000.00) - Photocopy of Official Receipt

9. Mailing Fee (*if applicable*)

Additional Requirements

A. Meat Importer Processor - MIP

- FDA LTO as Food Manufacturer
- HACCP Certification for products utilizing Indian Buffalo Meat from Government Institution or from private third-party HACCP Service provider accredited by the Department of Trade and Industry - Philippine Accreditation Bureau (PAB)

B. Meat Importer Trader - MIT

- List and/or Target Clients and Address for the past and/or current year

C. Meat Importer Institutional User - MII

- *CTC of DOT Accreditation/Classification*

D. Duty Free Institutional User/Shop - DFS & DFL-MIIU

- *CTC of Certificate of Registration and Tax Exemption from the concerned Duty Free Authority*

E. Duty Free Meat Importer Processor & Customs Bonded Warehouse (CBW) - DFL-MIP

- *CTC of License/Permit to Operate a CBW from BOC*
- *FDA LTO as Food Manufacturer*

FOR RENEWAL

- *Summary Report of Importation*

Pursuant to NMIS Memorandum Circular No. 12-2017-022

- *Conduct of on-site verification only when necessary*

Step A: For NEW Application: On-site verification is a **necessary** requirement in the Issuance of Meat Importers License

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Submits duly accomplished notarized application form and complete documentary requirements. Acknowledges the schedule of on-site verification	a) Receives duly accomplished notarized application form and reviews the submitted documentary requirements Informs the client of the schedule of on-site verification * Region 3 - every Tuesday of the week * Region 4A - every Wednesday of the week * Region NCR - every Thursday of the week * Other regions - any working days (Schedule of on-site verification may change with prior written notice) (Annex G)	Meat Import Export Section (MIES) Head	RTOC
2	Pays processing (licensing) fee and/or mailing fee and receives official receipt (OR).	Receives payment for processing fee and/or mailing fee and issues OR.	Client and Special Collecting Officer (SCO)	RTOC
3		Sends request to NMIS MIED CO	RTD, MIES Head	RTOC

		representative for the on-site verification. <i>(attach the Flash drive (USB) or Compact Discs (CD) of the scanned documentary requirements with photocopy of OR)</i>		
4		Receives and records the request from RTOC and endorses it to the Office of the Executive Director (OED)	Records Section Staff	CO
5		Forwards the request with all the attachments to MIED	OED Staff	CO
6	The owner or authorized company personnel MUST be present during the on-site verification to present all the original copy of the documents submitted	Conducts the on-site verification and accomplishes the on-site verification checklist <i>(Refer to Legal References)</i> If <i>compliant</i> on the on-site verification, <i>Proceed to Step 9</i>	Client, MIES Head and MIED Staff	Client's Office
7	Receives the documents and complies to the non-compliance found.	If <i>not-compliant</i> , the submitted documents will be returned to the client	MIED Staff and Client	Client's Office
8	Resubmits the documents attaching the document/s needed for the compliance	Receives the documents and endorse it to the MIED CO. <i>(Proceed to Step 9)</i>	MIES Focal and Client	RTOC
9		Undertakes final review of the submitted requirements and prepares the Certificate of Accreditation (License to Import) for endorsement and signature of the Executive Director (ED)	MIED Staff	CO

10		ED signs the Certificate of Accreditation (License to Import) and releases it to Records Section	ED	CO
11	<p>Receives the signed Certificate of Accreditation (License to Import)</p> <p>1. Pick-up: Requirements:</p> <ul style="list-style-type: none"> - For Company Representative: <ul style="list-style-type: none"> a. SPA or Boards Resolution b. Valid ID - For Owner / President <ul style="list-style-type: none"> a. Valid ID <p>2. For mailing:</p> <ul style="list-style-type: none"> - MIED CO Staff provides the copy of OR of paid mailing fee to the Records Section 	Records and releases the Certificate of Accreditation (License to Import)	Records Section	CO

END OF TRANSACTION

Step B: For RENEWAL Application:

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office
1	Submits duly accomplished notarized application form and complete documentary requirements	Receives duly accomplished notarized application form and reviews the submitted documentary requirements	Meat Import Export Section (MIES) Head	RTOC
2	Pays accreditation fee and/or mailing fee. Receives official receipt (OR).	Receives payment for accreditation fee and/or mailing fee. Issues OR.	Special Collecting Officer (SCO)	RTOC
3		Conducts the on-site verification (<i>if necessary</i>)	MIES Head	Client's Office
4		Endorses the application with the attachments (Flash drive (USB) or Compact Disc (CD) where the scanned copies of the documentary requirements were saved, copy of OR and the documents checklist.)	MIES Head	RTOC
5		Receives and records the endorsement from RTOC and submits it to the Office of the Executive Director	Records Section Staff	CO
6		Forwards the application with all the attachments to MIED	OED Staff	CO
7		Receives the endorsed application and undertakes final review of the submitted requirements and prepares the	MIED Staff	CO

		Certificate of Accreditation (License to Import) for endorsement and signature of the Executive Director (ED)		
8		ED signs the Certificate of Accreditation (License to Import) and releases it to Records Section	ED	CO
9	<p>Picks-up the signed Certificate of Accreditation (License to Import)</p> <p>1. Pick-up Requirements:</p> <ul style="list-style-type: none"> - For Company Representative: <ul style="list-style-type: none"> a. SPA or Board Resolution b. Valid ID - For Owner / President <ul style="list-style-type: none"> a. Valid ID <p>2. For mailing:</p> <ul style="list-style-type: none"> - MIED CO Staff provides the copy of OR of paid mailing fee to the Records Section 	Records and releases the Certificate of Accreditation (License to Import)	Records Section	CO

END OF TRANSACTION

Inspection of Imported Meat upon Arrival at the Department of Agriculture Accredited Cold Storage Warehouses (DA CSW) and Customs Bonded Warehouse (CBW) and Issuance of Veterinary Quarantine Meat Inspection and Laboratory Certificate (VQMILC)

Description of the Service

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination of imported meat after the commodity are approved for release by the Bureau of Animal Industry - National Veterinary Quarantine Service (BAI-NVQS) at the ports of entry.

Who May Avail of the Service: NMIS Accredited Meat Importers

Requirements:

1. Printed copy of the Electronic Request for Inspection (ERFI) and other relevant documents such as:
 - a. Sanitary and Phytosanitary Import Clearance (SPSIC) issued by BAI
 - b. Commercial Invoice
 - c. Bill of Lading
 - d. International Veterinary Health Certificate
2. Intact BAI Seal of the container upon arrival
3. Must be tagged as inspected by the BAI Veterinary Quarantine Officer at the port of entry on the DA TRADE System

Schedule of Availability of the Service: Monday to Friday, 8:00AM to 5:00PM without noon break.

Fee: None

***Overtime Fees:** For services rendered beyond office hours, Saturdays, Sundays and non-working holidays shall be covered by NMIS MC 06-2018-013 Series of 2018.

**Overtime payment for services rendered beyond office hours are subject to change upon the issuance of new Regulation on schedule of fees.*

Maximum Duration of the Process: Approximately Four (4) hours per container van. The duration of the process may be extended if an unforeseen event happens beyond the control of NMIS.

Step A: Inspection of Imported Meat upon Arrival at DA CSW and Issuance of VQMILC.

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Informs the NMIS OI of the arrived shipment and submits the hard copy of import documents such as: <ul style="list-style-type: none">• Electronic Request for Inspection (ERFI)• Sanitary	NMIS OI checks account for the SPS details of the arrived shipment. Validates the submitted hard copy of import documents if it tallies with the online details.	Client and NMIS Official Inspector (NMIS OI)	DA Accredited Cold Storage Warehouse (DA CSW)

	<p>and Phytosanitary Import Clearance (SPSIC)</p> <ul style="list-style-type: none"> • Commercial Invoice • Bill of Lading • International Veterinary Health Certificate 			
2		<p>NMIS OI breaks the BAI seal and conducts 100% inspection of the shipment. After 100% inspection, the shipment is tagged as inspected on their Online VQMILC account and prints the accomplished Electronic VQMILC (eVQMILC)</p>	Client and NMIS OI	DA CSW
3	Receives the Printed eVQMILC		Client	DA CSW

END OF TRANSACTION

Step B: Transfer of Shipment of Imported Meat to Another DA CSW relative to the Issuance of VQMILC (Electronic VQMILC)

Maximum Duration of the Process: From 08:00AM – 05:00PM, Monday to Friday

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Submits letter requesting of transfer through MIES Head to the RTOC <ul style="list-style-type: none"> BAI Seal must be still intact 	Receives the request and approves. Informs the NMIS OI and MIED CO of the approved request for transfer of shipment	Client and Head of Meat Import Export Section (MIES)	NMIS Regional Technical Operations Center (RTOC)
2		MIED CO shall modify through the DA TRADE System the approved DA CSW destination	MIED Staff	MIED Central Office (CO)
3		MIES CO informs the NMIS OI assigned at the approved final DA CSW destination of the transfer	MIED Staff	MIED Central Office (CO)
4	Informs the NMIS OI of the transferred shipment and submits the hard copy of import documents such as: <ul style="list-style-type: none"> eRFI SPSIC Commercial Invoice Bill of Lading International Veterinary Health Certificate 	NMIS OI checks account for the SPS details of the arrived shipment. Validates the submitted hard copy of import documents if it tallies with the online details.	Client and NMIS Official Inspector (NMIS OI)	DA Accredited Cold Storage Warehouse (DA CSW)
5		NMIS OI breaks the	Client and NMIS	DA CSW

		BAI seal and conducts the 100% inspection of the shipment. After 100% inspection, the shipment is tagged as inspected on their Online VQMILC account and prints the accomplished Electronic VQMILC (eVQMILC)	OI	
6	Receives the Printed eVQMILC		Client	DA CSW

END OF TRANSACTION

Step C: Disposition of Imported Meat Found with Adverse Findings at the DA CSW

- *Shipments which are suspect or found to have adverse findings shall immediately put in an "on-hold" category and reported to the Regional Technical Director (RTD) through the MIES Head and MIED CO.*

Maximum Duration of the Process: Seven (7) working days

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Informs the NMIS OI of the transferred shipment and submits the hard copy of import documents such as: <ul style="list-style-type: none"> • eRFI • SPSIC • Commercial Invoice • Bill of Lading • International Veterinary Health 	NMIS OI checks account for the SPS details of the arrived shipment. Validates the submitted hard copy of import documents if it tallies with the online details.	Client and NMIS Official Inspector (NMIS OI)	DA Accredited Cold Storage Warehouse (DA CSW)

	Certificate			
2	Signs Hold Order to acknowledge the adverse finding/s found.	If NMIS OI suspected/found an adverse finding/s, issues Hold Order and signs it.	NMIS OI, Client	DA CSW
3		Conducts investigation on the found adverse finding/s.	NMIS OI, MIES Head and RTD	RTOC and/or ME
4.A	Signs and receives the Release Order and eVQMILC	If it <i>PASSED</i> during the investigation, NMIS OI issues Release Order of the shipment and tags the shipment as inspected in their Online VQMILC Accounts. Prints the eVQMILC. (End of Transaction)	NMIS OI and Client	DA CSW
4.B	Signs and receives Confiscation Form to acknowledge confiscation and Undertakes the disposal of the shipment/container vans.	If <i>FAILED</i> in the investigation, NMIS OI shall issue a Confiscation Form for the disposal of the shipment/container vans.	NMIS OI and Client	DA CSW
6	Receives signed Confiscation Receipt	Witnesses the disposal of the shipment/container vans. Issues Confiscation Receipt and signs it.	Client and NMIS OI	Rendering Facility and/or DA CSW
7		Prepares report and submits it to the Office of the Executive Director (OED) (furnishes a copy to MIED)	NMIS OI, OED and MIED	DA CSW

END OF TRANSACTION

Issuance of Certificate of Meat Inspection (COMI)

Description of the service

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination and inspection of all meat prepared for commerce and certifies the meat as fit for human consumption.

Who May Avail of the Service: NMIS Accredited Meat Importers

Requirement:

Printed copy of Electronic Veterinary Quarantine Meat Inspection and Laboratory Certificate (eVQMILC)

Schedule of Availability of the Service: Monday to Friday, 8:00AM to 5:00PM without noon break. Saturday, Sunday and non-working holidays shall be covered by NMIS Memorandum Circular (MC) 06-2018-013 Series of 2018

***Overtime Fees:** For services rendered beyond office hours, Saturdays, Sundays and non-working holidays shall be covered by NMIS MC 06-2018-013 Series of 2018.

**Overtime payment for services rendered beyond office hours are subject to change upon the issuance of new Regulation on schedule of fees.*

Maximum Duration of the Process: One (1) day per request or lot.

Step A: Issuance of COMI				
No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Requests for issuance of COMI during withdrawal of imported meat stored in DA CSW	Receives the request	Client and NMIS Official Inspector (NMIS OI)	DA Accredited Cold Storage Warehouse (DA CSW)
2	Assists NMIS OI during the re-inspection	Conducts 100% inspection of the imported meat during withdrawal	Client and NMIS OI	DA CSW
3		- If <i>found fit</i> for human consumption, NMIS OI issues COMI. <i>(Proceed to Step 4)</i> If <i>found unfit</i> for human consumption, NMIS OI confiscates the meat and dispose properly. <i>(Proceed to Step 5)</i>		
4	Receives the		Client	DA CSW

	signed COMI. <i>(End of Transaction)</i>			
5		Issues condemnation certificate and release order for rendering/disposal.	NMIS OI	DA CSW
6		Witnesses actual rendering/disposal of confiscated meat and submits report.	NMIS OI	Rendering Facility and/or DA CSW

END OF TRANSACTION

Issuance of License to Meat Exporters

Description of the Service

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall be responsible for the evaluation, verification of technical and documentary requirements, and inspection of meat establishment and meat exporter applicant for accreditation to ensure compliance to the regulatory requirements.

Who May Avail of the Service: Meat Exporters applicants

Requirements:

- For Direct Meat Exporter
 - Letter of Intent (addressed to NMIS Executive Director (ED) through the Regional Technical Director (RTD) at NMIS Regional Technical Operations Center (RTOC))
 - Notarized accomplished Application Form
 - Certified true copy (CTC) of License to Operate (LTO) of Meat Establishment (ME)
 - CTC of HACCP
 - Notarized Lease of Contract of DA Accredited Cold Storage Warehouse (DA CSW)
 - Authorization to transact with NMIS from the applicant
 - ◆ Special Power of Attorney (SPA) for Single Proprietor
 - ◆ Board Resolution for Corporation
- For Meat Exporter Trader / Consolidator
 - Letter of Intent (addressed to ED through the RTD at RTOC)
 - Notarized accomplished Application Form
 - CTC of Business/Mayors Permit
 - CTC of DTI Registration (for Single Proprietor) or SEC Registration (for Corporation)
 - Notarized certification/authorization from the exporting meat establishment allowing them to export their products (list of products)

- Notarized Lease of Contract of DA Accredited Cold Storage Warehouse (DA CSW)
- Authorization to transact with NMIS from the applicant
 - ◆ Special Power of Attorney (SPA) for Single Proprietor
 - ◆ Board Resolution for Corporation

Schedule of Availability of the Service: Monday to Friday except holiday, 8:00AM to 5:00PM without noon break.

Maximum Duration of the Process: Three (3) working days

Fee: none

- *Based on the Executive Order No. 554 of 2006 signed by the Former President of the Republic of the Philippines Gloria Macapagal Arroyo*

Steps: Issuance of License to Operate (LTO) as Meat Exporter

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Submits letter of intent (addressed to ED through RTD at RTOC) & complete documentary requirements	Receives the complete documentary requirements	Meat Import Export Section (MIES) Head	RTOC
2		Endorses the accomplished application to Meat Import Export Division (MIED)	MIES Head and Regional Technical Director (RTD)	RTOC
3		Receives and records the endorsement from RTOC and submits it to the Office of the Executive Director (OED)	Records Section Staff	CO
4		Forwards the application together with all the attachments to MIED	OED Staff	CO
5		Receives the endorsed application and undertakes final review of the submitted requirements and	MIED Staff	CO

		prepares the License to Operate (LTO) as Meat Exporter for endorsement and signature of the Executive Director (ED)		
6		ED signs the License to Operate (LTO) as Meat Exporter and releases it to Records Section	ED	CO
7	<p>Picks-up the signed License to Operate (LTO) as Meat Exporter</p> <p><i>Pick-up Requirements:</i></p> <ul style="list-style-type: none"> - <i>For Company Representative</i> : c. <i>SPA or Boards Resolution</i> d. <i>Valid ID</i> - <i>For Owner / President</i> a. <i>Valid ID</i> 	Records and releases the License to Operate (LTO) as Meat Exporter	Records Section	CO

END OF TRANSACTION

**Issuance of Official Meat Inspection Certificate (OMIC)
for Commercial and Sample Shipment**

Description of the Service

The Meat Inspection Code of the Philippines states that the NMIS through the Meat Import Export Division (MIED) shall conduct examination and inspection of all meat prepared for commerce and certifies the meat as fit for human consumption.

Who May Avail of the Service: Registered Meat Exporters and “AAA” Licensed Meat Establishments

Requirements:

NMIS Laboratory Report (with negative result for contamination)

- For commercial or non-commercial (sample) value

Issued Meat Inspection Certificate (MIC) from a NMIS Licensed Meat Establishment

Accomplished OMIC request, specifying the following information:

- Exporter and its Address
- Consignee and its Address
- Date of Departure
- Port of Loading
- Meat Establishment and LTO Number
- Meat Establishment Address
- Vessel/Aircraft/Voyage Number
- Port of Discharge
- Marks and Numbers
- Number and Kind of Package
- Description of Goods
- Net Weight and Value
- Container Number
- Seal Number

Schedule of Availability of the Service: Monday to Friday, 8:00AM to 5:00PM without noon break. Services rendered during Saturday, Sunday and non-working holidays shall be covered by NMIS Memorandum Circular (MC) 06-2018-013 Series of 2018

***Overtime Fees:** For services rendered during extended hours (beyond office hours), payment shall be based on NMIS MC 06-2018-013 Series of 2018.

Maximum Duration of the Process: Seven (7) working days

Steps: Issuance of OMIC for Commercial and Sample Shipment

No.	Client Step	Agency Step	Office/Person Responsible	Location of Office
1	Requests for	NMIS OI collects	Client and NMIS	NMIS

	laboratory analysis for the issuance of OMIC	samples for the laboratory analysis	Official Inspector (NMIS OI)	Accredited Meat Establishment (ME)
2		NMIS Laboratory conducts test and analysis	NMIS Laboratory Personnel	NMIS Central or Satellite Laboratory
3		<ul style="list-style-type: none"> - If <i>passed</i>, NMIS OI inspects and supervise the loading and sealing of container and issues OMIC (<i>proceed to Step 4</i>) - If <i>failed</i>, OMIC shall not be issued (<i>End of Transaction</i>) 	NMIS OI	NMIS ME
4	Receives approved OMIC	Releases the approved OMIC	Client and NMIS OI	NMIS ME

END OF TRANSACTION