



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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GENERAL REQUIREMENTS FOR **ANNUAL MONITORING OF LICENSE TO IMPORT**

Memorandum Circular No. 12-2022-028

A. General Requirements:

1. **Mayor/Business Permit** for the current year
2. **Annual Audited Financial Statements of the previous and/or current year** (if applicable)
3. **Valid Notarized Lease Contract or Proof of Ownership** of DA-Licensed Cold Storage Warehouse (public commercial and/or in-house)
4. **Valid/ Updated Bureau of Customs (BOC) Certificate of Accreditation as Importer**

B. Additional documents based on importer classification:

- a. **Meat Importer Processor (MIP)**
 - i. Valid Food and Drug Administration (FDA) License to Operate (LTO)
 - **For Meat Importer Processors (MIP) who import Indian Buffalo Meat (IBM)**
 - i. Updated DA Certificate of Eligibility to Import IBM
 - ii. Annual Utilization Report from the previous year
 - iii. Valid/ Updated Government / third-party service provider Hazard Analysis and Critical Control Points (HACCP) certificates of products (processed meat) utilizing IBM
- b. **Meat Importer Trader (MIT)**
 - i. Updated List of clients and contact details
- c. **Meat Importer Institutional User (MIU)**
 - i. Valid/updated Department of Tourism (DOT) Accreditation/Classification (where applicable)
- d. **Customs-Bonded Warehouse Meat Importer (CBWMI) Meat Cutting Plant (MCP/ Meat Processing Plant (MPP)/Institutional User (IU)**
 - i. Updated list of target foreign markets / end-users
 - ii. Annual utilization reports for the previous year
 - iii. For MPP-Valid FDA LTO as a manufacturer
 - iv. For MCP-Valid DA NMIS LTO
 - v. Valid/Updated BOC Certificate of authority to operate as CBW
 - vi. Updated list of buyers and/or products (where applicable)

Note:

1. A **company's/cooperative's authorized representative** shall submit a **Board Resolution** of the Corporation/Cooperative authorizing the Legal Representative accompanied by scanned copies of two (2) Valid IDs with a picture and signature.
2. If the **authorized representative is a Customs Broker**, a **Special Power of Attorney (SPA)** shall be submitted, and a BOC Certificate as a Customs Broker accompanied by scanned copies of two (2) Valid IDs with a picture and signature.
3. List of Acceptable Valid IDs can be seen at this link: bit.ly/IDlists
4. A **photo** of the **Front Office** of the Licensed Meat Importer with signage.
5. The link for the submission of the documentary requirements for the Annual Monitoring Compliance is through this URL: bit.ly/LTI_AM.