



General Requirements for Licensing, Registration and Accreditation as Meat Importer

A. Requirements:

1. **Notarized Accomplished Application Form** with 2x2 coloured picture
2. **Bureau of Custom – Account Manage Office (AMO) Certification** *formerly known as Interim Customs Accreditation Registration (iCARE)* (certified true copy)
3. **For Single Proprietorship:**
 - DTI Registration (certified true copy)
 - Certificate of Capitalization from a reputable Bank of at least Php5,000,000.00 (original copy)
- For Corporation/Partnership/Cooperative:**
 - Certificate of Good Standing for the current year (original copy)
 - Latest General Information Sheet and certified list of incumbent executive officers of good standing from the SEC or Cooperative Development Authority (certified true copy)
- (The total paid-up capital must have a minimum amount of Php5,000,000.00)**
4. **TIN Certificate of Registration** (certified true copy)
 - Pursuant to NMIS Memorandum Circular No. 02-2018-003
5. **Notarized Lease of Contract or Proof of Ownership of Cold Storage or Dry Warehouse Facility** (certified true copy)
6. **Accreditation Certificate of all Cold Storage Warehouses** – public commercial and in-house CSWs (certified true copy)
7. **Notarized Affidavit of Undertaking** of conditions for accreditation (original copy)
8. **Schedule of Fees**
 - a. Accreditation Fee – Php 4,000.00
 - b. Mailing Fee – This shall be based on the current/prevaling market price
9. **Certificate of Attendance** to the Monthly Meat Importers Orientation on NMIS meat importation procedures and other relevant policies by the owner/manager/broker at the NMIS Office
10. **For Renewal**
 - Summary Report of Importation (Pursuant to NMIS Memorandum Circular No. 12-2017-022)

B. Additional Requirements:

- a. **For Meat Processor - MIP**
 - Meat Processing Plant (MPP) Accreditation Certificate
(License to Operate (LTO) of Food and Drug Administration (FDA) as Food Manufacturer)
 - HACCP Certificate of Products utilizing Indian buffalo meat
(LTO for Hazard Analysis and Critical Control Points (HACCP) of FDA)
- b. **For Meat Trader - MIT**
 - List and/or Target of Clients and address for the past year
- c. **For Institutional User - MII**
 - Department of Tourism (DOT) Accreditation/Classification (certified true copy)
- d. **For Duty Free Institutional User/Shop - DFS & DFL-MIIU**
 - Certificate of Registration and Tax Exemption from the concerned Duty Free Authority (certified true copy)
- e. **For Duty Free Meat Importer Processor & Customs Bonded Warehouse - DFL-MIP**
 - License/Permit to Operate a CBW from BOC
 - FDA LTO as Food Manufacturer

- Note:
1. A company's/Cooperative's authorized representative shall submit a Board Resolution of the Corporation/Cooperative Authorizing the Legal Representative together with a copy of two valid IDs with picture and signature.
 2. A Broker shall submit a SPA, certified true copy of the License as Customs Broker, and copy of two valid IDs with picture and signature
 3. All documents must be secured in a folder according to the checklist requirements.