



## **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 – Certificate of Accreditation as Importer** - *formerly known as Interim Customs Accreditation Registration (iCARE) and Account Manage Office (AMO) Certification* (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 Memorandum Circular No. 09-2018-019
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 Quarterly 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. 11-2020-025)

### **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.