



NMIS ARS CHECKLIST FOR NEW LICENSE TO OPERATE OF MEAT ESTABLISHMENT

NMIS - ARD - CL- 01
Version No.: 8
Eff. Date: January 30, 2026

Company Name: _____

Type of Meat Establishment: SH PDP MCP MDC CSW

Region: _____

This checklist serves as the basis and guide for the ARS focal person and the applicant regarding the mandatory documentary requirements for the accreditation of the meat establishment.

Reminder: Incomplete documentary requirements will not be processed by the Central Office and will be returned to the applicant.

A. DOCUMENTARY REQUIREMENTS

	Remarks
1. Duly accomplished and notarized application form and valid Identification Card (ID) of the applicant. <i>1.1 For authorized representatives, a notarized Special Power of Attorney for Single Proprietorship or Secretary Certificate for Corporations shall be attached.</i>	
2. BIR TIN of the meat establishment	
3. For privately-owned meat establishment: Updated copy of the Mayor's / Business Permit indicating the "type of meat establishment" 3.1 Business Permit issued by the LGU indicating the declared business activity and/or Philippine Standard Industrial Classification (PSIC) code that corresponds the actual operation of the establishment to ensure alignment with LTO coverage.	
4. For LGU-owned meat establishment: Approved Sangguniang Bayan Resolution authorizing the proponent to operate Slaughterhouse (SH), or Poultry Dressing Plant (PDP)	
5. Current DTI certificate of Business name for Single Proprietorship or SEC Certificate of Incorporation for Corporations (complete copy)	
6. Latest copy of water analysis result (Micro Analysis: every 2 months) Parameters : Total Coliform Count, Thermotolerant Coliform/ E. Coli , & Heterotrophic Plate Count (HPC)	
7. Latest copy of water analysis result (Physico-chemical Analysis: annual)	
8. Latest copy of certificate of water potability issued by LGU health office (corresponding to the date of the water analysis result)	
9. Environmental Compliance Certificate [ECC]/Certificate of Non-Coverage (CNC) issued by DENR-EMB <i>Invoice Receipt with Certification of application are acceptable</i>	
10. List of equipment and rated capacity (for PDP only)	
11. Documents review of the GMP/GOP/SSOP manual with complete signature of the reviewer and the meat establishment	
12. Floor plan/Schematic diagram of meat establishment showing the traffic flow for personnel, products, and condemned materials	
13. Updated pictures of the plant showing major flow of operation, facilities, and equipment	
14. Copy of the Invoice Receipt of LTO fee paid to the concerned RTOC or copy of Proof of Payment for online transactions	

ADDITIONAL DOCUMENTARY REQUIREMENTS FOR COLD STORAGE WAREHOUSE

1. Permit to Operate/Exemption Certificate issued by DENR-EMB <i>Invoice Receipt with Certification of application are acceptable</i>	
2. Valid Sanitary Permit	
3. Rated capacity	
4. Data logger or temperature monitoring device	
5. List of clientele (with specific products) for the last two (2) years (where applicable)	

B. APPLICABLE FEES AND CHARGES

PARTICULARS	LTO FEE	PROCESSING FEE	TOTAL
Initial/New LTO	700.00	500.00	1,200.00
Initial/New—CSW	4,000.00	—	4,000.00