



NMIS ARS CHECKLIST FOR RENEWAL LICENSE TO OPERATE OF MEAT ESTABLISHMENT

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 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. 1.1 For authorized representatives, a notarized Special Power of Attorney for Single Proprietorship or Secretary Certificate for Corporations shall be attached.	
2. For privately-owned meat establishment Updated copy of the Mayor's / Business Permit indicating the "type of meat establishment" 2.1 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.	
3. Latest copy of water analysis result (Micro Analysis: every 2 months) Parameters : Total Coliform Count, Thermotolerant Coliform/ E. Coli , & Heterotrophic Plate Count (HPC)	
4. Latest copy of water analysis result (Physico-chemical Analysis: annual)	
5. Latest copy of certificate of water potability issued by LGU health office (corresponding to the date of the water analysis result)	
6. Approved GMP/GOP/SSOP manual signed by the management of the meat establishment	
7. Pictures of areas and equipment recently renovated and installed (where applicable)	
8. Updated Certificate for Payment of AM/ PM inspection fee issued by the NMIS RTOC for the last 3 months (SH, PDP only)	
9. Copy of the Invoice Receipt of LTO fee paid to the concerned RTOC	

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	

B. APPLICABLE FEES AND CHARGES

PARTICULARS	LTO FEE	PROCESSING FEE	TOTAL
Renewal of "AA" LTO (valid for 1 year)	3,500.00	500.00	4,000.00
Renewal of "AAA" LTO (valid for 1 year)	4,167.00	500	4,667.00
Renewal for "AA" LTO (valid for 3 years)	10,500.00	500.00	11,000.00
Renewal for "AAA" LTO (valid for 3 years)	12,500.00	500.00	13,000.00
CSW "AA" (initial—2 years validity)	4,000.00	N/A	4,000.00
CSW "AAA" (initial—2 years validity)	5,000.00	N/A	5,000.00