



NMIS ARS CHECKLIST FOR UPGRADING OF MEAT ESTABLISHMENT

NMIS - ARD - CL- 26
Version No.: 1
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 and will be returned to the applicant.

A. DOCUMENTARY REQUIREMENTS	
	Remarks
1. Letter of intent addressed to the concerned Regional Technical Director (RTD)	
2. Duly accomplished and notarized application form and valid Identification Card (ID) of the applicant. <i>2.1 For authorized representatives, a notarized Special Power of Attorney for Single Proprietorship or Secretary Certificate for</i>	
3. BIR TIN of the meat establishment	
4. For privately-owned meat establishment: Updated copy of the Mayor's / Business Permit indicating the "type of meat establishment" 4.1 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	
5. For LGU-owned meat establishment: Approved Sangguniang Bayan Resolution authorizing the proponent to operate Slaughterhouse (SH), or Poultry Dressing	
6. Current DTI certificate of Business name for Single Proprietorship or SEC Certificate of Incorporation for Corporations (complete copy)	
7. Latest copy of water analysis result (Micro Analysis: every 2 months) <i>Parameters : Total Coliform Count, Thermotolerant Coliform/ E. Coli , & Heterotrophic Plate Count (HPC)</i>	
8. Latest copy of water analysis result (Physico-chemical Analysis: annual)	
9. Latest copy of certificate of water potability issued by LGU health office (corresponding to the date of the water analysis)	
10. Environmental Compliance Certificate [ECC]/Certificate of Non-Coverage (CNC) issued by DENR-EMB	
11. List of equipment and rated capacity (for PDP only)	
12. Approved GMP/GOP/SSOP manual and documents review of HACCP manual for new HACCP certification applicant	
13. Updated Floor plan/Schematic diagram of meat establishment showing the traffic flow for personnel, products, and con-	
14. Updated pictures of the plant showing major flow of operation, facilities, and equipment	
15. Copy of the Invoice Receipt of LTO and HACCP fee paid to the concerned RTOC or copy of Proof of Payment for online	

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
New HACCP Certification	700.00	500.00	1,200.00
Renewal of "AAA" LTO (valid for 1 year)	4,167.00	500	4,667.00
Renewal for "AAA" LTO (valid for 3 years)	12,500.00	500.00	13,000.00
CSW "AAA" (2 years validity)	5,000.00	N/A	5,000.00