



DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**

No. 4 Visayas Avenue, Brgy. Vasra, Quezon City  
Telephone Number: (02) 8-924-7980  
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E-mail: nmis@nmis.gov.ph

colored photo  
2x2 size  
(recently taken)

**APPLICATION FORM FOR LICENSE TO IMPORT (LTI)**

<b>1. Name of Company</b> (complete and shall be same with SEC, CDA or DTI Company Name)		<b>2. Date Accomplished</b>	
<b>3. Complete Address of Company</b> _____ (No.) _____ (Street) _____ (Barangay) _____ (Municipality/City) _____ (Province/City)		<b>4. a. Tel. No.</b>  <b>b. E-mail</b>	
<b>5. Complete Mailing Address of Company</b> _____ (No.) _____ (Street) _____ _____ (Barangay) _____ (Municipality/City)		<b>6. a. Tel. No.</b>  <b>b. E-mail</b>	
<b>7. Name of Company Representative</b> (with Special Power of Attorney - <u>SPA</u> , Secretary's Certificate - <u>SC</u> and/or Board's Resolution - <u>BR</u> ) _____ (Name) _____ (Designation)			
<b>8. Type of Company</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Cooperative		<b>9. TIN No. of Company</b>	
<b>10. Name &amp; Address DA CSW/s and/or In-house CSW/s</b>		<b>Owned</b>	<b>Leased / Rent</b>
1. _____		<input type="checkbox"/>	<input type="checkbox"/>
2. _____		<input type="checkbox"/>	<input type="checkbox"/>
3. _____		<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Telephone and Fax No.</b> _____ _____			
<b>12. Authorized Company Representative</b> (with SPA, SC or BR) <input type="checkbox"/> Company personnel <input type="checkbox"/> Broker		<b>13. a. Type of ID presented</b>  ID No. _____	
<b>14. Telephone and Fax No.</b> _____ _____			
<b>15. Classification as importer</b> (please check one) <input type="checkbox"/> Customs Bonded Warehouse Meat Importer (CBWMI) <input type="checkbox"/> Trader (MIT) <input type="checkbox"/> Meat Processing Plant (CBWMI.MPP) <input type="checkbox"/> Processor (MIP) <input type="checkbox"/> Meat Cutting Plant (CBWMI.MCP) <input type="checkbox"/> Institutional User (MIIU) <input type="checkbox"/> Institutional User (CBWMI.IU)		<b>16. Type of commodity to import</b> <input type="checkbox"/> Poultry <input type="checkbox"/> Buffalo <input type="checkbox"/> Pork <input type="checkbox"/> Lamb <input type="checkbox"/> Beef <input type="checkbox"/> Goat	
<b>17. Signature of Owner, Chairman or President</b>  _____ (Signature over printed name)		<b>18. Signature of Authorized Company Representative</b>  _____ (Signature over printed name)	
<p>I hereby declare under penalties of perjury that the above statement are true and correct to the best of my knowledge. I hereby affirm my right to be informed, object to processing, access and rectify, suspend or withdraw my personal data, and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 of the Philippines, Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.</p> <p style="text-align: center;">_____ Printed Name and Signature of Company Representative</p>			

**AFFIDAVIT OF UNDERTAKING OF CONDITIONS FOR LICENSE TO IMPORT (LTI)**

The Undersigned, \_\_\_\_\_, take note of the Guidelines for the issuance of NMIS License to Import (LTI) to import meat, the terms and conditions are herein quoted below, and do hereby undertake to abide by these Guidelines.

- A. The importer shall import meat according to the classification given by NMIS as follows:
  - 1. MIT shall be allowed to import meat except Indian Buffalo Meat (IBM).
  - 2. MIP shall be allowed to import meat for their own processing but not for trading purposes.
  - 3. MIIU shall be allowed to import meat except buffalo meat from India for use in their hotel, restaurant, embassy, airline, shipping line and the like but not for trading purposes.
  - 4. CBWMI
    - i. CBWMI-MPP shall be allowed to import raw materials for further processing or value adding as approved by the BOC whose importation of meat are exempted from the payment of customs duties and taxes as long as its meat are exported. For BOC approved.
    - ii. CBWMI-MCP shall be allowed to import raw materials for value adding as approved by the BOC whose importation of meat are exempted from the payment of customs duties and taxes as long as its meat are exported.
    - iii. CBWMI-IU shall be allowed to import raw materials for value adding as approved by the BOC whose importation of meat are exempted from the payment of customs duties and taxes as long as its meat are used in their hotel, restaurant, embassy, airline, shipping line and the like but not for trading purposes.
- B. The importer shall only import meat from FMEs duly accredited by DA, which are posted at the DA, NMIS and BAI website.
- C. The importer shall be issued an SPSIC by BAI only with a valid meat importer's LTI from NMIS.
- D. The importer shall notify the RTOC through MIEAS prior to arrival of the imported shipment at the port of entry for proper coordination and dispatching of NMIS personnel assigned at the designated CSW.
- E. The importer shall apply for eRFI for the incoming import arrivals through the DA Trade System. The transfer of shipment from the port of entry to the NMIS licensed CSW shall be covered by an eVQMILC.
- F. The importer shall transport the imported meat upon release and clearance by Veterinary Quarantine Officer (VQO) from the seaport or airport of entry to the DA licensed CSW, in-house CSW as stated in the application of the licensed meat importer, SPS Import Clearance and eRFI.
- G. When there is a need to change the DA licensed CSW destination prior to actual clearance at the port, the importer shall request the concerned VQO through the DA Trade System.
- H. When there is a need to change the DA licensed CSW destination after clearance at the port, the importer shall be guided by the NMIS Memorandum Circular No. 03-2017-005 Series of 2017 with subject title: "Transfer of Shipment of Imported Meat to another DA Licensed Cold Storage Warehouse".

- I. The licensed meat importer shall at no time break the BAI Seal.
- J. The BAI Seal shall only be broken by the duly assigned NMIS personnel at the DA licensed CSW and in-house CSW in the presence of the importer or authorized representative.
- K. The importer shall unload the shipment at the DA licensed CSW indicated in the eVQMILC or in-house CSW as indicated in the approved application for meat importer in the presence of the NMIS personnel. The policy on "NO NMIS PERSONNEL, NO UNLOADING" shall be strictly implemented.
- L. Upon unloading of the shipment to DA licensed CSW, NMIS personnel shall conduct the necessary inspection within twenty-four (24) hours.
- M. Inspection reports and unloading of shipment shall only be done through the DA Trade System (eRFI and eVQMILC). Manual tagging shall only be a last resort during emergency situations such as but not limited to server breakdown of the system, black out and loss of internet connection. However, once the system returns to the normal function, inspection reports must be immediately accomplished through the DA Trade System.
- N. The importer shall provide utility workers to assist the NMIS personnel in the opening and closing of the boxes during the conduct of physical inspection in order to expedite the unloading and inspection processes, which must be completed the soonest possible time to prevent contamination and temperature abuse.
- O. After the conduct of the inspection, the NMIS personnel shall close the loop of the inspection report by completing the eVQMILC tagging through the DA Trade System.
- P. The importer shall not be allowed to transfer the imported meat except IBM to another DA licensed CSW or its final destination without the accompanying COMI duly signed by NMIS personnel. Transfer of IBM shall only be allowed with the issuance of an IWR as prescribed in Section 5 under "Utilization Procedures" of DA AC No. 1, Series of 2017.
- Q. The importer shall renew the LTI at least two months before the expiry date.
- R. The importer shall inform immediately the NMIS should there be any change in the information given in the application for licensing.
- S. The importer shall abide by the other pertinent Philippine laws and rules and regulations of the Department of Agriculture.
- T. The importer shall be responsible for the disposal of condemned meat within two (2) months from the time the imported meat was declared condemned by NMIS personnel as well as the expenses relative to the disposition and overtime pay of assigned NMIS personnel during the conduct of disposal.

**NOTARIZED**

DATE: \_\_\_\_\_

ATTY: \_\_\_\_\_

DOCUMENT NO.: \_\_\_\_\_

PAGE NO.: \_\_\_\_\_

BOOK NO.: \_\_\_\_\_

SERIES OF: \_\_\_\_\_