



GENERAL REQUIREMENTS FOR LICENSING OF MEAT IMPORTER FOR NEW APPLICATION

Section V of the DA Administrative Order No. 16 Series of 2021

A. Requirements:

1. **Notarized Accomplished Application Form** with 2x2 coloured picture and **Notarized Affidavit of Undertaking** of conditions for accreditation (original copy)
2. **Mayor's Business Permit for the current year** (certified true copy)
3. **Bureau of Custom – Certificate of Accreditation as Importer** (certified true copy)
4. **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:**
 - Certificate of Good Standing from SEC for the current year (original copy)
 - Current/Latest General Information Sheet with corporation's paid up capital of at least Five Million Pesos (PHp5,000,000.00) Philippine currency from SEC (certified true copy)**For Cooperative**
 - Certificate of Compliance issued by CDA (original copy)
 - Paid-Up Share Capital of at least Five Million Pesos (PHp5,000,000.00) Philippine currency from CDA (certified true copy)**For Partnership or One Person Corporation (OPC)**
 - Certificate of Good Standing from SEC for the current year (original copy)
 - Certificate of Capitalization from a reputable Bank of at least Php5,000,000.00 (original copy)
5. **BIR – TIN Certificate of Registration** (certified true copy)
 - Pursuant to NMIS Memorandum Circular No. 09-2018-019
6. **Notarized Lease of Contract** or **Proof of Ownership** of Licensed Cold Storage Warehouse and/or Chilling Facility (certified true copy)
7. **Accreditation Certificate of all Licensed Cold Storage Warehouses and/or Chilling Facility**– public commercial and in-house CSWs (certified true copy)
8. **Schedule of Fees**
 - a. Licensing Fee – PHp12,000.00
 - b. Processing – PHp3,000.00
 - b. Mailing Fee – This shall be based on the current/prevaling market price
9. **Certificate of Attendance to Meat Importers Orientation** on NMIS meat importation procedures and other relevant policies by the owner/manager/broker at the NMIS Office

B. Additional Requirements:

- a. **For Meat Processor - MIP**
 - License to Operate (LTO) as Food Manufacturer (MPP) from DOH-FDA (original copy)
- 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 Customs Bonded Warehouse Meat Importer (CBWMI) (MPP, MCP, IU)**
 - List of Target Foreign Markets or End-Users
 - Certificate of Authority to Operate a CBW from BOC (certified true copy)
 - d.1. **For CBWMI-MPP:** License to Operate (LTO) as Food Manufacturer (MPP) from DOH-FDA (original copy)
 - d.2. **For CBWMI-MCP:** License to Operate (LTO) as Meat Cutting Plant from DA-NMIS

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. If the authorized representative is a Customs Broker, he/she 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 for the hard copies.