



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
No.4 Visayas Avenue, Brgy. Vasra, Quezon City
Tel. Nos. 924-7980, 921-4473; Fax No. 456-6368
Website: www.nmis.gov.ph
e-mail: nmis@nmis.gov.ph

April 7, 2021

MEMORANDUM CIRCULAR No. 04-2021-008

TO : ALL CONCERNED

FROM : OFFICE OF THE OIC, EXECUTIVE DIRECTOR

SUBJECT : IMPLEMENTATION OF THE ONLINE APPLICATION OF LICENSE TO OPERATE (LTO) USING THE NMIS ACCREDITATION AND REGISTRATION INFORMATION SYSTEM (NARIS)

I. Rationale:

Republic Act (RA) No. 11032, "The Ease of Doing Business and Efficient Government Service Delivery Act of 2018", aims to streamline the current systems and procedures of government services. It seeks to increase efficiency in the government by reducing processing time, eliminating red tape, and curbing corrupt bureaucratic practices.

Rule 7.7 of Revised Implementing Rules and Regulations (IRR) of R. A. No. 9296, otherwise known as the Meat Inspection Code of the Philippines", as amended by R. A. 10536 provides that the Accreditation and Registration Division (ARD) shall be responsible for the accreditation of meat establishments, rendering facilities, meat transport vehicles, meat establishment contractors, fabricators and suppliers and third party service providers and registration and certification;

II. Objectives:

The objectives of NARIS are as follows:

- a. To strengthen the Agency's requirement to deliver an effective and efficient service to the concerned stakeholders using a leverage technology as part of the government's commitment to provide corruption-free and transparent processing of the application for the license to operate; and
- b. To provide a cost-effective monitoring mechanism for the licensed meat establishment profiles through the electronic database report which is a tool in crafting policies for the frame work of food safety and regulations.



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III. Scope

This Circular shall cover the issuance of the NMIS License to Operate (LTO) for new, renewal and/or upgrading of the meat establishments such as slaughterhouse, poultry dressing plants, meat cutting plant, meat depot/distribution center, and meat cold storage warehouse.

IV. General Guidelines

- a. The NARIS is an on-line application for the issuance of license to operate of the meat establishments that is designed to be interactive with the applicant. Each meat establishment shall submit a notarized authorization to NMIS identifying the authorized representative/juridical person who shall agree to be bound to the terms and conditions as appropriate.

The authorized company representative shall be responsible and liable for this engagement. Any misrepresentation or misinformation provided to the NMIS shall be dealt with legally in reference to applicable rules and regulations.

- b. For companies with multi-meat establishments, LTO application for each meat establishment shall be required individually.
- c. Submitted applications and scanned/uploaded documentary requirements shall be assessed. Any deficiencies shall be notified through NARIS. All applicant/s must establish a NARIS account and in here the status of application shall be posted in the applicant's account.
- d. Post-assessment of the submitted documentary requirements through the NARIS shall be done during the on-site meat establishment inspection and/or compliance audits for its authenticity and validity. All information and documents submitted to the NMIS will be verified and shall serve as reference for the issuance of the LTO. Any misinformation/discrepancy on the application shall be acted upon accordingly.
- e. During the **TRANSITION** to digital application in areas/location with no or poor internet connections, submission of the application together with the complete and valid documentary requirements (hard copies) to concerned NMIS Regional Technical Operation Center (RTOCs) shall be accepted.
- f. The LTO renewal shall be applied for within sixty (60) calendar days before its expiry date.



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4.1. Requirements:

For easy and fast submission to NARIS, the following valid documents shall be scanned in clear/readable format and saved as PDF file of maximum of 25mb. This shall be uploaded under Section 4 of NARIS.

1. Special Power of Attorney for Single Proprietorship or Secretary Certificate for Corporations.
2. Valid issued company identification card (ID) of the authorized representative of the meat establishment.
3. Floor plan of the meat establishment showing the traffic flow of personnel, products, and waste/condemned materials;
4. For any government-owned or controlled operation, the Law requires an Article of Incorporation if they have the Original Charter / Certificate of Registration (COR) issued by Securities and Exchange Commission (SEC). For those without the original Charter/COR, a Mayor's Permit in addition to the Article of Incorporation is required (e.g. Approved Sangguniang Bayan (SB) Resolution, Memorandum of Agreement (where applicable);
5. Updated copy of the Mayor's/Business Permit clearly indicating "type/scope of activity".
6. Bureau of Internal Revenue (BIR) Tax Identification Number (TIN) of the meat establishment which shall be issued by the Regional District Office (RDO) of BIR where the meat establishment is located.
7. Updated copy of certificate of water potability issued by the LGU Health Office.
Note: For deep well source of water, twice a year laboratory testing shall be required.
8. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the DENR-Environmental Management Bureau.
9. Current DTI Certificate of Business Name for single proprietorship. Securities and Exchange Commission (SEC) Certificate of Incorporation for partnership and/or corporations, whichever is applicable.
10. List of equipment, machines with its rated capacity.
11. Updated clear photos of the establishment showing major flow of operation (schematic process flow diagram).
12. Current GMP/GOP/SSOP documents review report from the NMIS Regional Office (for new and upgrading) and one-pager company Food Safety Policy approved by the owner/top management with corresponding date (for renewal).
13. Copy of proof of payment.



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For Meat Cold Storage Warehouse (additional requirement)

1. Filled out application form and notarized.
2. Valid permit to operate issued DENR (Air Pollution Source/Installations, Exemption Certificate) from DENR/Laguna Lake Development Authority.
3. Valid Sanitary Permit.
4. Recent photographs of the inner and outer portions of the CSW building (façade, loading/unloading bay, main gate and others).
5. Reliable temperature recording system that is readily available.
6. List of cold storage rooms with rated capacity.
7. Complete list of clientele for the last two (2) years, where applicable.
8. Complete list of product/commodity stored (local and/or imported).

4.2. Procedures

1. Download the <https://naris.nmis.gov.ph/ard/login> through your internet browser or go to the NMIS website www.nmis.gov.ph for the link.
2. Register in the NARIS, before proceeding with the application. The authorized representative binds the meat establishment to the terms and conditions as appropriate.
3. Fill-out the application form with valid, complete and true information. There are four sections to be filled-out namely: Company Profile, Volume, Destination/Distribution of the finished products and Requirements.
4. All scanned documentary requirements (see above list) shall be assessed, the applicant shall submit clear/readable and updated information.
5. For submission of the current and approved company food safety manual (GMP/GOP/SSOP/HACCP), hard copies shall be sent to respective NMIS RTOCs which in turn shall review the document and provide the establishment, copy of the approved GMP/GOP/SSOP documents review report. This shall be uploaded including the company food safety policy duly signed by the owner/operator/top management.
6. The duly accomplished application form can be downloaded and printed by the applicant for their reference.
7. For payment of fees (processing and LTO fee). Refer to NMIS Memorandum Circular No. 09-2020-017 re: Re-implementation of the NMIS Electronic Payment System dated September 8, 2020 (hereto attached).

Scan and upload the receipt as proof of payment. The applicant shall receive a notification regarding this through the NARIS.



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8. Schedule of the on-site inspection and/or audits. The NMIS reserves the authority to schedule.

Applications will be assessed by the Accreditation and Registration Division (ARD) of Central Office and this will be reflected in the respective regions through the Accreditation and Registration Section (ARS) Heads.

It is mandatory, that there is an on-going operation including all scope and type of products produced during the on-site meat establishment inspection and/or audits. For process/products that is not observed, this shall be reflected in the inspection and/or audit reports for transparency and to re-schedule the next visit.

9. Issuance of the NMIS LTO. After completion with the requirements including the on-site meat establishment inspection and/or audit, the applicant establishment shall be notified through their NARIS account on the issued license to operate.
10. For inquiries and feedback on the NARIS, kindly contact us at (02) 89247980 local 123 and/or email us at nmisco.ardnaris2021@gmail.com.

V. Effectivity

This Circular shall take effect immediately.

For your information, reference and compliance.


DR. JOCELYN A. SALVADOR, MPM