



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
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July 25, 2011

Memorandum Circular No. 9-241-15

**Subject: LICENSING, REGISTRATION, ACCREDITATION OF MEAT EXPORTERS AND TRADERS USING LOCALLY PRODUCED AND IMPORTED MEAT PRODUCTS.**

Pursuant to Department of Agriculture Administrative Order No. 1, Series of 2007 or "The Accreditation, Registration and Licensing of Meat Importers, Brokers, Exporters, Traders or Handlers", the following guideline is hereby issued for the guidance of all concerned amending Memorandum Circular No. 3-2007-8.

#### Section I. SCOPE

This Order shall apply to any person, company, or entity involved in the business of exporting meat and meat products to other countries.

#### Section II. CLASSIFICATION OF EXPORTERS

1. **MEAT EXPORTER AS PROCESSOR/MANUFACTURER** - a person, company or entity who is directly engaged in the export of their meat and meat products and duly accredited by the NMIS with Triple "A" accreditation.
2. **MEAT EXPORTER AS TRADER/CONSOLIDATOR** - a person, company or entity who is engaged in the trading of meat and meat products and duly authorized from the aforesaid entity to export their meat and products to other countries.

#### Section III. LICENSING, REGISTRATION AND ACCREDITATION PROCEDURES

##### 1. Application for Licensing, Registration and Accreditation (LRA)

Prospective meat and meat products exporters shall submit the following documents to the Office of the Executive Director, National Meat Inspection Service, Visayas Avenue, Diliman, Quezon City:

##### A. For Meat and Meat Product Exporter as Processor/Manufacturer:

- i. Letter of Intent addressed to the Executive Director;
- ii. Notarized accomplished application form with attached passport size colored photo;
- iii. Business Permit or Mayor's Permit (certified true copy);
- iv. DTI or SEC Registration (certified true copy);
- v. Certificate of Accreditation of Meat Establishment from NMIS (certified true copy), when applicable
- vi. Contract with NMIS Accredited Cold Storage (certified true copy);
- vii. Contract with dry warehouse in case of canned meat (certified true copy);
- viii. Payment of Two-Thousand Pesos (P2,000) for the processing fee.



**B. For Meat and Meat Product Exporter as Trader/Consolidator:**

- i. Letter of Intent addressed to the Executive Director;
- ii. Notarized accomplished application form with attached passport size colored photo;
- iii. Business Permit or Mayor's Permit (certified true copy);
- iv. DTI or SEC Registration (certified true copy);
- v. Notarized Certificate of Authority issued by the NMIS Accredited Meat Establishment allowing the trader to export their meat and meat products;
- vi. Certificate of Accreditation of Meat Establishment from NMIS (certified true copy);
- vii. Contract with NMIS Accredited Cold Storage (certified true copy);
- viii. Contract with dry warehouse in case of canned meat (certified true copy);
- ix. Payment of Two Thousand Pesos (P2,000) for the processing fee.

**C. Issuance, Release and Validity of Certificate of Accreditation or LRA:**

- i. MIEAID Central Office shall evaluate the application, process and recommend the issuance of the Certificate of Accreditation for the approval of the Executive Director;
- ii. Certificate of Accreditation shall be assigned with an official serial number and year of issuance to identify the type of exporter. The Processor/Manufacturer shall be assigned with LRA-MEP-no. & year and the Trader/Consolidator shall be assigned with LRA-TC-no. & year;
- iii. Certificate of Accreditation shall have a validity of one (1) year and must be renewed one (1) month before its expiry date.
- iv. Expired Certificate of Accreditation shall be considered null and void and a penalty of Three Thousand Pesos (P3,000) shall be imposed to the user of such expired certificate of accreditation.

**Section IV. EXPORT CERTIFICATIONS:**

Only accredited meat and meat products exporter shall be issued with the Official Meat Inspection Certificate or OMIC.

Meat and meat products exporter using the PEZA or CBW shall also submit monthly utilization report of their imported products and volume of their export prior to the issuance of OMIC.

**Section V. PENALTIES AND SANCTIONS:**


Any violation of this Order shall be subject to imposition of Administrative fines, suspension and revocation of LRA.

**Section VI. REPEALING CLAUSE:**

All existing Orders, Rules and Regulations inconsistent with this Order are hereby modified, revoked or repealed accordingly.

**Section VII. EFFECTIVITY:**

This Order shall be effective after thirty (30) days upon approval.

  
ATTY. JANE L. BACAYO, DVM, MPA  
Executive Director