



Application for Food Business Operators (FBOs) Licensing

The Plant Product Safety Services Division (PPSSD) of the Bureau of Plant Industry (BPI) issues License to Operate to Food Business Operators (FBOs)

Office:	Plant Product Safety Services Division – Accreditation and Inspection Section	
Classification:	G2B-Government to Business, G2G-Government to Government	
Type of Transaction:	Complex	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><u>FOR NEW APPLICATIONS:</u></p> <ol style="list-style-type: none"> 1. Notarized Application Form with attached 2x2 colored picture in white background of the Owner/Authorized Representatives/Designated Food Safety Compliance Officer (FSCO) applying for the issuance of LTOs; 2. Current Mayor's Permit/Business Permit; 3. Current Sanitary Permit; 4. Certificate of Registration from Security and Exchange Commission (SEC) for corporations/Cooperative Development Authority (CDA) for cooperatives/Department of Trade and Industry (DTI) for single proprietorship; 5. Philippine Economic Zone Authority (PEZA) for those in economic zones 6. Internal Control System (ICS) and Food Safety Plan to include Traceability System and Recall Program (not applicable for transport facilities); 8. Certificate of Attendance of FBO representative and designated plant FSCO on applicable training/seminar on quality standards and codes of practices conducted by any of the following: ATI, BPI, DA, RFO, SUCs or BPI officially accredited training service provider; 9. Designated FSCO/FSCOs 10. BPI Inspection Report 		<p>Bureau of Plant Industry- PPSSD Central Office</p>

Office:	Plant Product Safety Services Division – Accreditation and Inspection Section	
Classification:	G2B-Government to Business, G2G-Government to Government	
Type of Transaction:	Complex	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><u>SPECIFIC DOCUMENTARY REQUIREMENTS</u></p> <p>For Distributor</p> <ul style="list-style-type: none"> a. Contract of Lease/Proof of Ownership of Processing, Transport, Storage Facilities/Warehouse (CTC), if any; b. Valid supply contracts between distributor and Registered Farm supplier indicating area coverage (hectarage), volume and period of contract; c. Valid supply contracts with Licensed Exporters/Licensed Importers, if any; and; d. Notarized certification from Distributor indicating that: <ul style="list-style-type: none"> i. The plant food for sale is sourced from Licensed Importers with whom it has existing contracts, or; ii. The plant food for sale are sourced from Registered Farms with whom it has an existing supply contracts, or; iii. The plant food for sale is not illegally acquired. e. List of Farms (if any) <p>For Minimal Processing Facility/Milling Facility</p> <ul style="list-style-type: none"> a. Lay-out, pictures, and location of facility; b. Lay-out of Technical and Non-Technical Personnel; c. List of Quality Assurance Personnel with corresponding qualifications; d. List of Licensed Distributor e. Pest Management Program; f. List of Distribution Points. 		<p>Bureau of Plant Industry- PPSSD Central Office</p>



Office:	Plant Product Safety Services Division – Accreditation and Inspection Section
Classification:	G2B-Government to Business, G2G-Government to Government
Type of Transaction:	Complex
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>SPECIFIC DOCUMENTARY REQUIREMENTS</u></p> <p>For Storage Facility (Warehouses, dry and other storage facilities)</p> <ul style="list-style-type: none"> a. Picture and Location of Facility; b. List of Technical and Non-Technical Personnel; c. Notarized Lease of Contract or Proof of Ownership of Dry Warehouse Facility; d. COR of farm source, if applicable; e. List of clients (with specific products) for the last two years where applicable f. List of Licensed Distributor g. List of Licensed Minimal Processing Facility, if (applicable) <p>For Transport Facility</p> <ul style="list-style-type: none"> a. List of vehicles used by the transport facility; b. List of affiliated distributor, exporter; importer, processor; c. Pictures (front, back, side, interior) of the vehicles including plate number, and; d. Copy of Original Receipt/Certificate of Registration of each vehicle. 	<p>Bureau of Plant Industry- PPSSD Central Office</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form with the requirements	1.1 Assess and review completeness of application with the required requirements <ul style="list-style-type: none"> • For Distributor (new and renewal) • For Minimal Processing /Milling Facility (new and renewal) • For Warehouses – dry and other storages (new and renewal) • Transport Facility (new and renewal) *For every vehicle used in transporting plant food, the following rates shall apply: 4-6 wheeled vehicle 8 wheeled vehicle Vehicle with 10 or more wheels	4,000 Php 2,500 Php 4,000 Php 2,500 Php 220Php 330 Php 440 Php	20 Minutes	PPSSD Technical Staff: Julie Ann Aragonés, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	1.1 Schedule Food Safety Orientation	None	1 Hour	PPSSD Technical Staff: Julie Ann Aragonés, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	1.2 Schedule facility inspection and assign inspector	None	10 Minutes	AIS Section Chief Lennie Manipon
2. Prepare documents needed for FBOs inspection	2.1 Prepare memorandum for the assigned inspectors, notice of inspection and inspection plan	None	10 Minutes	PPSSD Technical Staff: Julie Ann Aragonés, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
	2.2 Approval of notice of inspection and inspection plan	None	1 Day	Division Chief/BPI Director William Mugot/Gerald Glenn Panganiban
	2.3 Conduct inspection of FBO or facility	None	1-3 Days (subject on the location of facility)	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers
	2.4 Prepare Inspection Report	None	1 Day	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario / Designated Food Safety Officers
	2.5 Approval of Endorsement of Application to the BPI Director	None	2 Days	AIS Head/Division Chief Lennie Manipon/William Mugot
	2.6 Prepare License to Operate (LTO) Certificate	None	30 Minutes	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario
	2.7 Endorsement of LTO to BPI Director for approval	None	1 Day	BPI Director Gerald Glenn Panganiban
	2.8 Endorsement of approved LTO to DA Intercommerce System	None	15 Minutes	Assistant Division Chief Christian Allen Taleon
3. Receive approved LTO	3.1 Issue the approved LTO to client	None	10 Minutes	PPSSD Technical Staff: Julie Ann Aragonas, Jane Veena Gutierrez, Desiree Ann Ballinan, Jenneth Poblete, Sam Del Rosario

4. Fill-out Customer Satisfaction Form	4.1 Issue and collect CSF	None	5 Minutes	PPSSD Technical Staff Mikko Facturan
	TOTAL		6 days, 1 hour, 40 minutes (minimum*) 8 days, 1 hour, 40	

*nearby location

**long distance location