Application of Sanitary and Phytosanitary Import Clearance (SPSIC)

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Sanitary and Phytosanitary Import Clearance (SPSIC)

Office:	National Plant Quarantine Services Division – Import Section
Classification:	Complex
Type of Transaction:	G2B – Government to Business, G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
1. License to Operate as Importer *(Original)*				Applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application of List of Importable	1.1 Approval or Rejection of List of Importable	None	10 Minutes	Henrick Exconde, Head, Import Section Jose Mari Gerard San Gabriel, Agri. Tech II., Import Section Zyrine Lorizo, Agri. II, Import Section
2. Application of SPSIC	2.1 Review SPS Import Clearance application (input pre- and post-shipment conditions and requirements)	300.00 Php (BPI Fee) 55.00 Php (INS Fee)	10 Minutes	Plant Quarantine SPSIC Reviewers *(Designated by the Management)*
	2.2 Endorse SPS Import Clearance application to BPI	None	10 Minutes	Shereene Samala, OIC-Chief, NPQSD
	2.3 Approve SPSIC application	None	5 Minutes	Dr. Gerald Glenn Panganiban, Director, BPI
3. Printing of Approved SPSIC	3.1 Print and release SPSIC	None	10 Minutes	Client

4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team
	TOTAL:	355.00 Php	50 Minutes	