



Importers Licensing

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues License to Operate as Importer

Office:	National Plant Quarantine Services Division – Import Section	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business, G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Notarized Application Form for Registration w/ 2x2 ID Picture of Owner (<i>Original copy</i>) 2. Mayor's Permit or Business Permit (<i>CTC, 1 copy</i>) 3. Proof of Business Establishment: (<i>CTC, 1 copy</i>) <ul style="list-style-type: none"> For Corporation: Security and Exchange Commission (SEC) Registration, Articles of Incorporation and By-Laws (with Certificate of Good Standing) For Cooperatives: Cooperative Development Authority (CDA) Registration, Articles of Cooperation and By-Laws (with Certificate of Good Standing/Certificate of Compliance) For Single Proprietorship: Department of Trade and Industry (DTI) Registration For PEZA Special Economic Zone: Philippine Economic Zone Authority (PEZA) Registration 4. Proof of existence and authority to use BPI Licensed Cold Storage Warehouse (with BPI License to Operate) (if applicable) as follows: <ul style="list-style-type: none"> A. Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessor (<i>CTC, 1 copy</i>); B. Physical Sketch and GPS of the exact location of the warehouse (<i>1 copy</i>) C. 5R pictures of the warehouse with dated newspaper (<i>3-5 pictures</i>) 5. Proof of existence and authority to use Storage/Warehouse or BPI Licensed Dry Warehouse (for Plant Food) (if applicable) as follows: <ul style="list-style-type: none"> A. Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessor (<i>CTC, 1 copy</i>); B. Physical Sketch and GPS of the exact location of the warehouse (<i>1 copy</i>) C. 5R pictures of the warehouse with dated newspaper (<i>3-5 pictures</i>) 	<p>NPQSD Central Office</p>



<p>6. Updated and Current Registration with Bureau of Customs (BOC) Registration of Importer and/or authorized broker</p> <p>7. Special Power of Attorney (SPA) with two (2) 2x2 ID picture (Maximum of 3 representatives) <i>(Original)</i></p> <p>8. Annual Income Tax Return with Audited Financial Statement of the owner/importer for the last 3 years. <i>(CTC, 1 copy)</i></p> <p>9. For Plant Food (including rice, corn and other grains)</p> <p>A. Internal Control System and Food Safety Plan to include Traceability System and Recall Program</p> <p>B. Certificate of Attendance of FBO representative and designated 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.</p> <p>10. Designated FSCO/FSCOs</p> <p>11. BPI Inspection Report</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application and documents	1.1 Evaluate application form and other documents. If incomplete-advise applicants of any deficiency.	None	60 Minutes	Raymond Anthony Joaquin, Data Controller IV, Import Licensing Team Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team Virgilio Rovillos III, Science Research Technician I, Import Licensing Team
2. Receive Order of Payment	2.1 Issue Order of Payment	None	2 Minutes	Yves Maminta, Admin Section



3. Payment of Application Fee	3.1 Receive Payment of Application Fee	Application Fee-1,000.00 Php	3 Minutes	Yves Maminta, Admin Section
4. Attend Scheduled Orientation	4.1 Discuss Guidelines on Importation (registration process; application for SPSIC; rules and regulations related to importation; allowable plants and plant products; and other rules and regulations governing importation (PD 1433)	None	90 Minutes	Zyrine Lorizo, Agri II, Import Licensing Team Raymond Anthony Joaquin, Data Controller IV, Import Licensing Team Virgilio Rovillos III, Science Research Technician I, Import Licensing Team
5. Attend Scheduled Inspection	5.1 Inspection of Office and Warehouse/Cold Storage Facility. Verification and validation of the office and warehouse provided by the applicant. Compliance with NPQSD requirements	None	90 Minutes	Plant Quarantine Inspector (<i>Designated by the Management</i>)

6. Preparation of Reports	6.1 Preparation of Inspection Report and License to Operate	None	60 Minutes	Plant Quarantine Inspector (<i>Designated by the Management</i>)
	6.2 Evaluate Report and Endorse License to Operate to BPI Director	None	30 Minutes	Shereene Samala, OIC-Chief, NPQSD
	6.3 Approve License to Operate as Importer	None	5 Minutes	Dr. Gerald Glenn Panganiban, Director, BPI
7. Receive Order of Payment	7.1 Issue Order of Payment	None	3 Minutes	Yves Maminta, Admin Section
8. Payment of Regulatory Fee	8.1 Receive Payment of Regulatory Fee	Regulatory Fee-4,000.00 Php	2 Minutes	Yves Maminta, Admin Section
9. Receive License to Operate as Importer	9.1 Release to Importer the License to Operate	None	5 Minutes	Raymond Anthony Joaquin, Data Controller IV, Import Licensing Team Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team Virgilio Rovillos III, Science Research Technician I, Import Licensing Team
10. Fill up Customer Satisfaction Form (CSF)	10.1 Issue and collect CSF	None	5 Minutes	Arman Caritan, Clerk IV, Import Licensing Team Renz Philip Andarino, Clerk IV, Import Licensing Team

	TOTAL:	5,000 Php	5 Hours 55 Minutes (Steps 1, 4, 5, 6, and 8 are scheduled on different days)	
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