



Issuance of License to Operate As Exporter

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

Office:	National Plant Quarantine Services Division – Export Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Government Citizen, 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 with attached 2x2 colored picture of the owner, authorized representative and/or designated Food Safety Compliant Officer (FSCO) in white background (<i>Original, 1 copy</i>) 2. Current Mayor's Permit/Business Permit (<i>CTC, 1 copy</i>) 3. Current Sanitary Permit (<i>CTC, 1 copy</i>) 4. Proof of business Establishment: (<i>CTC, 1 copy</i>) <ul style="list-style-type: none"> For Corporation: Security and Exchange Commission (SEC) For Cooperatives: Cooperative Development Authority (CDA) For Single Proprietorship: Department of Trade and Industry (DTI) Registration For Philippine Economic Zone Authority (PEZA): Certificate of Registration 5. List of Director and Officers for corporate (<i>1 copy</i>) 6. List of Quality Assurance Personnel with corresponding qualifications (<i>1 copy</i>) 7. List of Registered Farmers/Growers, Production Site, Location Maps, Area Coverage (<i>1 copy</i>) 8. Internal Control System (ICS) and Food Safety Plan (<i>1 copy</i>) <ul style="list-style-type: none"> • Traceability System and Recall Program • Pesticide Management Manual • Packing House operational manual, pest management and waste disposal practices • Farm Cultural Practices, Pest Management and Waste Disposal System 		<p>Bureau of Plant Industry – National Plant Quarantine Services Division</p> <p>(Nearest Plant Quarantine Station)</p>



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| <ol style="list-style-type: none">9. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP) (1 copy)10. Designated FSCO/FSCOs (1 copy)11. Proof of Ownership of farm (OCT/TCT of land in the name of applicant) or Valid Contract of Lease (for rented) (1 copy)12. Proof of Ownership with Processing, Transport and Storage Facilities (if applicable) or Valid Contract of Lease (1 copy)13. Valid supply contracts between applicant and farm owner or distributor indicating area coverage (ha), volume and period of contract. (1 copy)14. List of Licensed Packing Facility (1 copy)15. BPI-PQS Inspection Report (Original copy)16. Brand name/s (optional) (1 copy) | |
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Notarized Application Form together with other required documents to the nearest PQS office [regional Licensing and Registration Screening Committee (LRSC) where the business is located]	1.1 Review and Evaluate application form and other documents	P1,000.00	60 Minutes	<p>Applicant, Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD</p> <p>Plant Quarantine Station</p>
2. Interview/Orientation of Exporter	2.1 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols)	None	2 Hours	<p>Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD</p> <p>Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD</p> <p>Plant Quarantine Station Food Safety Unit</p>
3. Actual Inspection	3.1 Inspect exporters office	None	1 Day	<p>Danton Jose Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</p> <p>Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD</p> <p>Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD</p> <p>Plant Quarantine Station Food Safety Unit</p>



	3.2 Prepare Inspection Report	None	1 Day	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</p> <p>Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD</p> <p>Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD</p> <p>Plant Quarantine Station Food Safety Unit</p>
	3.3 Evaluation and endorsement of PPSSD to NPQSD	None	4 Days	PPSSD Personnel
	3.4 Prepare License to Export Certificate with Corresponding Exporter's code	None	30 Minutes	<p>Danton Nilo <i>Senior Agriculturist</i> Export Section, NPQSD</p> <p>Mea Mikki B. Tabago <i>Agriculturist I</i> Export Section, NPQSD</p> <p>Sherwin D. Dannog <i>Project Assistant III</i> Export Section, NPQSD</p>



	3.5 Recommendation and Countersign the License to Operate as Exporter	None	30 Minutes	Jay-R M. Millanes <i>Senior Agriculturist</i> Export Section Head Shereene R. Samala <i>OIC-Chief, NPQSD</i>
	3.6 Approve or disapprove License to Operate as Exporter	None	30 Minutes	Gerald Glenn F. Panganiban, Ph.D. <i>Director, BPI</i>
4. Receive Order of Payment	4.1 Issue Order of Payment	None	3 Minutes	Applicant, Sherwin D. Dannog <i>Project Assistant III</i>
5. Payment of License Fee	5.1 Receive Payment of License Fee	License Fee: 4,000.00 For	2 Minutes	Applicant, Dianne Joy V. Katigbak <i>Agricultural Technician II</i>
6. Receive License to Operate	6.1 Release License to Operate as Exporter	None	5 Minutes	Applicant, Plant Quarantine Station
7. Fill out Customer Satisfaction Form (CSF)	7.1 Provide and collect CSF	None	3 Minutes	Customer
	TOTAL	For New: 5000.00 For Renewal: 2500.00	6 Days, 4 Hours, 43 Minutes	

