



MEMORANDUM ORDER

No. 40

Series of 2012

SUBJECT: GUIDELINES FOR THE ACCREDITATION OF EXPORTERS, TRADERS, GROWERS AND PACKING FACILITIES FOR EXPORT OF FRUITS AND VEGETABLES

Pursuant to Presidential Decree 1433, otherwise known as the "Plant Quarantine Law of 1978", and the Philippines' obligation under the International Plant Protection Convention (IPPC) and the World Trade Organization - Sanitary and Phytosanitary Agreement, upon prior consultation, this Memorandum Circular is hereby issued for strict compliance by all concerned:

I. POLICY FOR ACCREDITATION

No export of fruits and vegetables shall be allowed unless the exporter is accredited pursuant to this Circular. Moreover, the exporter shall not be allowed to source fruits and vegetables from non-accredited growers and traders. Finally, fruits and vegetables for export shall only be processed in accredited packing facilities.

II. PROCEDURE FOR ACCREDITATION

1. All traders, exporters, growers and packing facilities must file an application for accreditation with the nearest Bureau of Plant Industry - Plant Quarantine Service (BPI PQS) station. BPI PQS may impose a minimal administrative fee.
2. BPI PQS shall evaluate applications for accreditation.
3. In the case where there is an existing Accreditation Screening Committee (ASC), the application shall be forwarded by BPI PQS to the ASC for evaluation and recommendation.
4. BPI PQS shall conduct interview of and orientation to applicants on Plant Quarantine Law, relevant rules and regulations, the specific protocol for export and other relevant matters.
5. BPI PQS, or the ASC in proper cases, shall validate and evaluate operational and cultural management practices, packing facilities standards and operations of accredited growers. The disposal and sanitation programs of each packing facility shall also be evaluated.
6. Upon completion of items 1-5 above, and upon recommendation from ASC or BPI PQS, as the case maybe, the BPI PQS shall prepare the Certificate of Accreditation and submit the same to the BPI Director for appropriate action.
7. Certificates of Accreditation must be posted prominently in the office or in the facility (marker).
8. Any accredited exporter, trader, grower and packing facility, who violates the Plant Quarantine Law, applicable rules and regulations, or this Circular, shall be delisted as an accredited exporter, trader, grower and packing facility, and its Certificate of



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Accreditation shall be revoked. Re-accreditation shall only be possible upon compliance of all corrective measures based on thorough BPI-PQS investigation.

9. Exporters, traders, growers and packing facilities shall allow the inspection, regular or otherwise, of their facilities by BPI PQS or any personnel of the Department of Agriculture as may be authorized by the Secretary.
10. A person or a juridical entity who is at the same time an exporter, trader, grower and own a packing facility, or any combination of the above, shall comply with all the stated requirements for accreditation of an exporter, trader, grower and/or packing facility, as the case may be.
11. Accreditation shall be renewed on a yearly basis.

III. REQUIREMENTS FOR ACCREDITATION

A. ACCREDITATION OF EXPORTER

Applicants for accreditation as exporter shall submit the following documentary requirements:

- 1) Current Mayor's Permit;
- 2) Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI) Certificate of Registration;
- 3) Duly audited Financial Statement for the preceding year, if applicable;
- 4) Tax Clearance
- 5) List of director/s, partners and officers, if corporate, partnership or cooperative, or 2x2 photo of the owner/s if a single proprietorship;
- 6) List of quality assurance personnel with corresponding qualifications;
- 7) List of accredited growers, production sites, location maps, area coverage (has.)
- 8) Their Farm Cultural Practices, Pest Management and Waste Disposal systems;
- 9) List of accredited packing facilities
- 10) Packing facility operations, pest management and waste disposal practices;
- 11) Quality Standards Accreditation/s;
- 12) BPI PQS Pest Index Survey and Validation Reports;
- 13) PS Mark and/or ISO and/or SQF and/or DTI-ISO aligned accreditation required by the importing country and the appropriate Philippine Government agency, whenever necessary;
- 14) List of accredited traders;
- 15) Valid supply contracts between exporter and accredited growers indicating area coverage (has.), volume and period of contract, or accredited trader;
- 16) A sworn declaration on the volume and value of exportation per destination for the preceding year;
- 17) BPI PQS Inspection Report, and,
- 18) Brand name/s (optional).

B. ACCREDITATION OF TRADER

A trader is a person or a juridical entity who for his own account or on behalf of an exporter purchases fruits and vegetables for supply to an exporter. Applicants for accreditation as trader shall submit the following documentary requirements:

- 1) Current Mayor's Permit;



- 2) Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) or Department of Trade and Industry (DTI) Certificate of Registration;
- 3) Duly audited Financial Statement for the preceding year, if applicable;
- 4) Tax clearance;
- 5) List of director/s, partners and officers, if corporate, partnership or cooperative, or 2x2 photo of the owner/s if a single proprietorship;
- 6) List of accredited growers, farms, location maps, area coverage (has.);
- 7) Valid supply contracts between trader and accredited growers indicating area coverage (has.), volume and period of contract;
- 8) List of accredited exporters
- 9) List of accredited packing facilities;
- 10) Valid agreement between the exporter and the trader;
- 11) Brand name/s (optional);
- 12) BPI PQS Inspection Report, and,
- 13) Notarized certification from trader indicating that:
 - i. the fruit and vegetables are sourced from growers with whom it has existing supply contracts, and that said growers do not have contractual obligations with any other exporter or trader
 - ii. the fruit and vegetables to be exported will meet all the standards established by PNS or by the importing country
 - iii. the fruit and vegetables for export is not illegally acquired.

C. ACCREDITATION OF GROWERS

Applicants for accreditation as growers shall submit the following documents:

- 1) Community Tax Certificate;
- 2) Information on their production area, *i.e.*, proof of ownership, valid claim of possession or any agreement which allows the applicant to use the property, location plan, land area of production site, estimated volume of production;
- 3) Certificate of Attendance of owner, farm manager or a quality assurance in a training on Good Agricultural Practices (GAP); and,
- 4) BPI PQS Inspection Report.

D. ACCREDITATION OF PACKING FACILITIES

Applicants for accreditation as a packing facility shall submit the following documents:

- 1) Current Mayor's Permit
- 2) Floor Plan & Location Map
- 3) 2x2 photo of the owner
- 4) Packing Facility Process Flow
- 5) Disposal System for Rejected Fruits
- 6) Disinfestation Program for the Packing Facility
- 7) Written standard operating procedure, including pest management and other safeguards;
- 8) A statement that the packing facility is insect-proof and equipped with a minimum of two (2) wash tanks, with sufficient clean water supply and sufficient lighting, dryer/ blower, proper clean storage area, high pressurized water spray and conveyor lines;
- 9) List of Technical and Non-Technical Personnel;

- 10) Certificate of attendance of the owner, facility manager or a quality assurance in a training on Good Manufacturing Practices; and,
- 11) List of Exporters using the facility and the export destination
- 12) BPI PQS Inspection Report

IV. TRANSITORY PROVISION

All exporters, traders, growers and packing facilities with existing accreditation shall comply with the applicable provisions of this Circular.

V. EFFECTIVITY

This Memorandum Circular takes effect immediately and repeals and/or amends all other issuances inconsistent hereof.

This Memorandum Circular takes effect immediately.

07 June 2012, Quezon City



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