

REPUBLIC OF THE PHILIPPINES  
Department of Agriculture  
Bureau of Animal Industry  
VISAYAS AVENUE, DILIMAN, QUEZON CITY

30 June 2003

**Administrative Order**

No.: 1  
Series of 2003

**Subject: GUIDELINES IN THE ACCREDITATION OF MEAT IMPORTERS**

**WHEREAS**, pursuant to DA AO 39, series of 2000, otherwise known as, "Amended Rules and Regulations Governing the Importation of Meat and Meat Products into the Philippines;"

**WHEREAS**, pursuant to DA SO 240, series of 2000, otherwise known as, "Creation of an Ad-Hoc National Veterinary Quarantine Services (NVQS)," the Bureau of Animal Industry (BAI) through the National Veterinary Quarantine Services is tasked to accredit domestic importers and exporters, and establishment from other countries that export animals and animal products and by-products to the Philippines, among others functions;

**NOW, THEREFORE, I, JOSE Q. MOLINA**, Director of Bureau of Animal Industry, by the powers vested, in me by law, do hereby issue this Order providing guidelines governing the accreditation of importers of meat and meat products an, as follows:

**Section I. CLASSIFICATION OF IMPORTERS**

- a. Meat processors – refer to meat processors duly accredited by the National Meat Inspection Commission (NMIC)
- b. Meat traders – refer to companies engaged in importing meat and meat products for the purpose of selling the same
- c. Institutional users – refer to food chains, hotels and restaurants and similar institutions importing meat and meat products for their own utilization

**Section II. ACCREDITATION PROCEDURE**

- a. The applicant must submit the following documents:
  1. Letter of intent addressed to the Director of BAI
  2. Accomplished Accreditation Form
  3. Mayor's Business Permit (certified true copy)
  4. Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration (certified true copy)
  5. Bureau of Internal Revenue (BIR)– Tax Identification Number (TIN) (certified true copy)
  6. Customs Investigation and Intelligence Services (CIIS) accreditation (certified true copy)
  7. Letter of authority for the company's representative
  8. Lease of contract or proof of ownership of warehouse/cold storage facility
- b. In addition to the aforementioned requirements, meat processors shall submit a valid NMIC Certificate of Accreditation. Meat traders shall submit a list of prospective buyers. Hotels, restaurants and the like shall submit a Bureau of Food and Drugs (BFAD) certificate and/or sanitary permit.
- c. Upon compliance with the required documents, inspection of warehouse and cold storage facilities will be conducted. The warehouse/cold storage facilities shall have an established biosecurity measures and recording system. Incidental expenses related to the inspection shall be borne by the applicant.
- d. After satisfactory evaluation of the importing company, a certificate of accreditation signed and approved by the Director of BAI shall be issued and valid for two (2) years from the date of issuance. The accredited importing company shall be governed by existing rules and regulations on the importation of meat and meat products. An accreditation fee of P3000.00 shall be paid to the BAI.

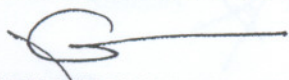
**Section III. TRANSITORY PROVISIONS**

All existing importers shall be evaluated in accordance with the guidelines provided in this Order. Pending evaluation, importers shall be allowed to continue to import but not exceeding one year after the issuance of this Order.

**Section IV. PENALTY PROVISIONS**

Any violation may lead to the imposition of fines, suspension or revocation of accreditation, subject to existing rules and regulations.

This ORDER shall take effect immediately.

  
**JOSE Q. MOLINA, DVM, MVS**  
Director