NATIONAL ADMINISTRATIVE REGISTER · JANUARY 18, 2007

IMPLEMENTING GUIDELINES AND PROCEDURES IN THE ACCREDITATION OF MEAT IMPORTERS, MEAT BROKERS AND MEAT HANDLERS

NMIS MEMORANDUM CIRCULAR NO. 1-2007-4, January 18, 2007

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Pursuant to Administrative Order No. 1 series of 2007 dated issued by Secretary Arthur C. Yap on January 3, 2007 and after its registration with the UP Law Center, the following guidelines is hereby issued for the guidance of all concerned.

SECTION I. Scope - This Order shall apply to any person, firm or corporation involved in the business of importing meat and meat products intended for their own use, processing, wholesale, and/or retail distribution.

SECTION II. Classification of Importers -

- Meat Importer as “meat processor” - this can import meat and meat products for their own processing and or trading except on buffalo meat.

- Meat Importer as “trader” - this can import meat and meat products for trading or commerce except buffalo meat from India.

- Meat Importer - as “institutional user” (hotels, restaurants, embassy, airlines, shipping lines) - this can import meat and meat products for their own use only but not for trading purposes.

SECTION III. Licensing, Registration, and Accreditation Procedures -

- Application for Licensing, Registration and Accreditation (LRA).

- Prospective meat importers shall submit the following documents to the NMIS Regional Office covering their area:

- Letter of Intent addressed to the Regional Technical Director;

- Notarized Accomplished Accreditation Form with attached passport size colored photo (Annex A[*]);

- Business Permit or Mayor’s Permit (certified true copy);

- DTI or SEC Registration (certified true copy);

- Notarized Lease of Contract or Proof of Ownership of Cold Storage Facility (Cold Storage Facility accredited by the NMIS);

- a. For Meat Processors, submit a copy of Certificate of Accreditation from this Office and list of clients for the past year and target clients for the current year;

b. For Meat Traders, submit list of clients for the past year and target clients for the current year.

c. For Institutional Users, submit BFAD certificate and or sanitary permit.

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- Bureau of Customs-Custom Intelligence and Investigation Service (BOC-CIIS) Accreditation Certificate (certified true copy);

- TIN registration (certified true copy);

- In case of buffalo meat importation, the importer/meat processor shall submit Certificate of Plant Accreditation issued by NMIS and Report of Rated Capacity issued by the DA Inter-Agency Committee.

- Upon compliance with the required documents, inspection of warehouse or cold storage facilities shall be conducted when necessary. Incidental expenses related to the inspection shall be borne by the applicant.

- Submitted documents that will expire within the validity period of the LRA must be renewed and submitted to NMIS.

- Endorsement of the Application for LRA.

- The NMIS Regional Technical Director shall endorse the accomplished application and requirements to the NMIS Executive Director for approval through the Meat Import-Export Assistance and Inspection Division (MIEAID).

- The MIEAID shall review and validate the application and documents for compliance and make recommendation thereto.

- The amount of Two-Thousand pesos (P2,000.00) shall be collected from the applicant upon receipt of the application and required documents by the NMIS Regional Office for processing fee which is non-refundable.

- Issuance and Release of Certificate of LRA.

- MIEAID shall process the issuance of the Certificate of Accreditation for final approval of the same by the Executive Director;

- Certificate of Accreditation shall be assigned with a code number and year of issuance to identify the type of business of the importer;

- Meat importer as processor, LRA-MIP- no. and year

- Meat importer as trader, LRA-MIT-no. & year

- Meat importer as institutional user, LRA-MII-no. & year

- Only the Executive Director is authorized to sign and approve the Certificate of Accreditation

- Validity of LRA.

- The certificate of LRA shall be valid for one (1) year reckoned from the date of issuance.

SECTION IV. Penalties and Sanctions - Any violation of this Order shall be subject to imposition of administrative fines, suspension or revocation of LRA.

SECTION V. Repealing Clause - All existing Orders, Rules and Regulations inconsistent with this Order are hereby modified, revoked or repealed accordingly.

Adopted: 18 Jan. 2007

(SGD.) ATTY. JANE C. BACAYO, DVM, MPA
OIC, Office of the Executive Director

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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