

APPLICATION FOR ACCREDITATION/REGISTRATION AS IMPORTER

Schedule of Availability of Service: 8:00am – 5:00pm (Monday to Friday with no breaks)

Who may avail of the Service: Any business entity which intends to apply for registration as importer

What are the Requirements:

1. Application Form
2. Original or Certified True Copies of the Following:
 - a. Letter of Intent to the Chief of BPI-NPQSD
 - b. Notarized Application Form for ACCREDITATION/REGISTRATION
 - c. Company Profile, DTI/SEC/CDA/PEZA Registration
 - d. Current Mayor's Permit (certified true copy)
 - e. Contract of Lease/Proof of Ownership of Storage Facilities/Warehouse
 - f. DA Certificate of Accreditation of Cold Storage Warehouse
 - g. Sketch Map of Storage Facilities
 - h. Special Power of Attorney for Representative/s (maximum of 3)
 - i. Current BOC Accreditation and Registration (COR and AMO, certified true copy)
 - j. Applicants Information Sheet submitted to BOC
 - k. Company Broker's BOC Certificate of Accreditation and Registration (COR and AMO, certified true copy)
 - l. Two (2) 2x2 I.D pictures of Owner and Representative/s
 - m. Income Tax Return (previous taxable year, certified true copy)
 - n. Financial Statement (original copy).

Duration: Maximum of 10 working days (Orientation, Inspection, Recommendation and Approval will be accomplished in different days of the week)

How to avail of the Service:

STEP	CLIENT	SERVICE PROVIDED	DURATION OF ACTIVITY (Under normal circumstances)	Person In-Charge	Fees	Form
1.	Submission of requirements (as enumerated above)		5 minutes	Applicant	Free	Application for Accreditation/Registration
2.	Evaluation of the Application	Evaluate application and requirements submitted by the applicant. If incomplete, advise applicants of any deficiency.	1 hour	NPQSD-Officer	Free	n/a
3.	Issuance Order of Payment	Issue Order of Payment to the applicant	10 minutes	NPQSD-Officer	Free	Order of Payment
4.	Payment of Application for Accreditation/Registration	Applicant shall pay the specified fee at the BPI-Cashier's Office	20 minutes	Applicant	P1,000 (initial payment for registration fee for new Importers and full P2,500 for renewal)	n/a
5.	Orientation of Applicant	*Applicant shall attend the orientation based on the date and time scheduled Discuss guidelines on importation (-NPQSD processes and functions -accreditation/registration process - application of Sanitary and Phytosanitary Import Clearance	1 hour to 2 hours	NPQSD Officer	Free	n/a

		(SPSIC) - rules and regulations related to importation - allowable plants and plant products that can be imported -other concerns)				
6.	Interview with the NPQSD-Chief	Discuss information learned during the conducted orientation	30 minutes to 1 hour	NPQSD-Chief	Free	n/a
7.	Inspection of Office/Cold Storage/Warehouse	Inspection on the Applicant's Office/Cold Storage/Warehouse shall be done based on the scheduled date and time *NPQSD-Officer/Inspector will be picked up by the applicant at the office, proceed with the inspection, and shall be escorted back to the office	1 hour to 2 hours	NPQSD-Officer /Inspector	Free	1. Importer's Office Checklist 2. Warehouse Checklist 3. Cold Storage Checklist
8.	Recommendation and Printing of Certificate of Accreditation/Registration	Prepare Inspection Report based on the conducted inspection Prepare/Print Certificate of Accreditation/Registration	1 hour to 2 hours	NPQSD-Officer /Inspector	Free	n/a
9.	Endorsement of Certificate of Accreditation/Registration	Endorse (countersign) Certificate of Accreditation/Registration to BPI-Director	15 minutes	NPQSD-Chief	Free	n/a
10.	Approval of Certificate of Accreditation/Registration	Approve (signing) Certificate of Accreditation /Registration	15 minutes	BPI-Director	Free	n/a

11.	Issuance of Order of Payment	Issue Order of Payment to the applicant	10 minutes	NPQSD-Officer	Free	Order of Payment
12.	Payment of Approved Application for Accreditation/Registration	Applicant shall pay the specified fee at the BPI-Cashier's Office	20 minutes	Applicant	P4,000 (remaining fee for registration)	n/a
13.	Issuance of Certificate of Accreditation/Registration	Releasing and Issuance of Certificate of Accreditation /Registration to the applicant	5 minutes	NPQSD-Officer	Free	n/a
END OF TRNSACTION						