

APPLICATION AND ISSUANCE OF PLANT QUARANTINE CLEARANCE

Schedule of Availability of Service:

8:00 am – 5:00 pm (Monday to Friday with no breaks)

Who May Avail of the Services:

Any person who are importing plants, planting materials and plant products from abroad

What are the Requirements:

1. Duly Accomplished Application Form (BPI Q Form No. 1)
2. Attachments (Proforma invoice, GM certification, cert from buyers, research outline etc – whichever is applicable)
3. Other documents/clearances from other agencies (if applicable)

Duration: 2-3 working days

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form
1	Fill up Application Form	Provide client Application Form (and explain if necessary)	3 minutes	PQ Officer	Free	BPI Q Form No.1 (Downloadable from BPI website)
2	Submit to PQS Officer duly accomplished application Form	Review information in the application form	2 minutes	PQ Officer		
		Receive application form and assign a tracking number	3 minutes	PQ Officer/Clerk		
3	Bring application form to cashier for payment	Cashier issue official receipt and return application form to applicant	2 minutes	Cashier	P300.00/permit	
4	Return application form to PQS for processing	PQS prepare pre-and post entry conditions and requirements	10 minutes (but if the commodity is for Pest Risk Analysis, time for evaluation will take longer)	PQS Technical Staff/PRA Team		
		Print PQC	1 minute	Clerk		
		Sign PQC by the PQS Chief	2 hours	PQS Chief		
		Sign PQC by the BPI Director	1 day	BPI Director		
5	Receive Plant Quarantine Clearance	Release PQC	1 minute	PQ Officer		

6	Fill up Feedback Form	Issue and collect feedback form	1 minute	PQ Officer		
END OF TRANSACTION						