

APPLICATION AND ISSUANCE OF SANITARY AND PHYTOSANITARY IMPORT CLEARANCE (SPSIC)

Schedule of Availability of Service	: 24/7
Who May Avail of the Service	: Any person who is importing plants, planting materials and plant products
What are the Requirements	: Accreditation/Registration to BPI and Intercommerce Network Services (INS) Attachments (Proforma invoice, GM certification, certification from buyers, research outline, whichever is applicable) Other documents/clearances from other agencies (if applicable)
Duration	: 30 minutes

How to Avail of the Service:

Step	Client	Service Provided	Duration of Activity (Under Normal Circumstances)	Person In-charge	Fees	Form
1	Apply List of Importable		5 minutes	Importer	FREE *will be accomplished if there is a new commodity and supplier to be added	http://intercommerce.com.ph
2	Approval of List of Importable	Approve/Reject List of Importable	5 minutes	BPI-Commodity Admin	FREE *will be accomplished if there is a new List of Importable submitted	http://da.intercommerce.com.ph
3	Apply SPS Import Clearance		2 minutes	Importer	* Must already have two (2) auto-debit accounts to pay the fees: 1.)Processing fee payable to the Bureau, open an advance deposit account at the BPI Cashier's Office 2.)Application transaction fee payable to Intercommerce	http://intercommerce.com.ph

					Network Services (INS). Bank deposits are made thru: -BPI Ayala, Current: 00-3391-0085-49 -UCPB Valero, Savings: 198-100303-7 -PNB Salcedo, Current: 228-663400029 -Unionbank Ayala, Current: 00-123-0010042	
4	Review SPS Import Clearance application (prepare pre and post-shipment conditions and requirements)	Endorse SPSIC to NPQSD-Chief	2 minutes	NPQSD Officer-of the-Day	FREE	http://da.intercommerce.com.ph
5	Endorse SPS Import Clearance application	Endorse SPSIC to BPI Director	2 minutes	NPQSD-Chief	*payment will be auto-debited in the advance deposit of the importer INS: Php. 55.00 BPI: Php. 300.00	http://da.intercommerce.com.ph
6	Approval of SPS Import Clearance application	Approve SPSIC application	2 minutes	BPI-Director	FREE	http://da.intercommerce.com.ph
7	Printing of approved SPS Import Clearance	Applicant	2 minutes	Importer		SPS Import Clearance
END OF TRANSACTION						