



Republic of the Philippines
 Department of Agriculture
BUREAU OF PLANT INDUSTRY
NATIONAL PLANT QUARANTINE SERVICES DIVISION
 692 San Andres St., Malate, Manila
 Tel. No. (02) 8251-2267 / (02) 8244-2950 email address: pqsbpi@yahoo.com

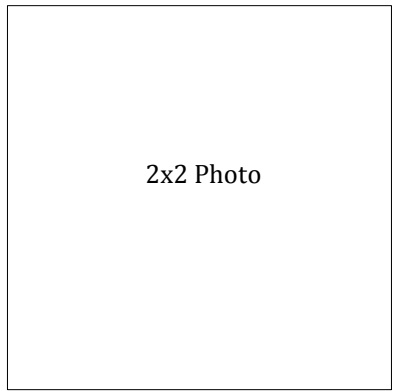


**APPLICATION FOR IMPORTER
 REGISTRATION**

Date:

TO : DIRECTOR
 Bureau of Plant Industry

THRU : CHIEF
 National Plant Quarantine Services Division



2x2 Photo

Sir/Madam:

I _____, owner of _____
 with office address at _____
 wish to apply for Registration as Importer of the following product/s: _____

That I am submitting the following requirements for the said registration:

1. Notarized Application Form for Registration w/ 2x2 ID Picture of Owner
2. Mayor's Permit or Business Permit
3. Proof of Business Establishment :
For Corporation: Security and Exchange Commission (SEC) Registration, Articles of Incorporation and By-Laws (with Certificate of Good Standing)
For Cooperatives: Cooperative Development Authority (CDA) Registration, Articles of Cooperation and By-Laws (with Certificate of Good Standing/Certificate of Compliance)
For Single Proprietorship: Department of Trade and Industry (DTI) Registration
For PEZA Special Economic Zone: Philippine Economic Zone Authority (PEZA) Registration
4. Proof of existence and authority to use Storage/Warehouse (if applicable) or DA Accredited Cold Storage Warehouse (with DA Certificate of Accreditation) (if applicable) as follows:
 A. Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessor;
 B. Physical Sketch and GPS of the exact location of the warehouse;
 C. 5R pictures of the warehouse with dated newspaper
 D. **For rice importers:** Distribution areas for the imported rice
5. Updated and Current Registration with the Bureau of Customs (BOC) Registration of Importer and/or authorized Broker;
6. Special Power of Attorney (SPA) with two (2) 2x2 ID picture (Maximum of 3 representatives)
7. Annual Income Tax Return with Audited Financial Statement of the owner/importer for the last 3 years.

I hereby certify under oath that all information and attached documents regarding this application is true and correct and I expressly agree that any materials or misrepresentations of facts in this application shall be the basis for denial/cancellation.

Very truly yours,

(Signature of Owner over printed name)



Right Thumbmark

REPUBLIC OF THE PHILIPPINES)
 PROVINCE OF _____)
 MUN./CITY OF _____)S. S.

SUBSCRIBED AND SWORN to me this _____ day of _____ 20__ at _____ Affiant exhibited to me his/her Community Tax Certificate No. issued on _____ at _____, Philippines.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____



Republic of the Philippines
Department of Agriculture
BUREAU OF PLANT INDUSTRY
NATIONAL PLANT QUARANTINE SERVICES
692 San Andres St., Malate, Manila
Tel. No. (02) 404-0409 (02) 244-2950 email address: pqsmpi.regisacre@gmail.com



APPLICATION FOR IMPORTER REGISTRATION
(VALIDATION AND EVALUATION FORM)

NEW
RENEWAL

Commodity (Specify):

APPLICANT'S INFORMATION

Company Name:	Company TIN Number:
Present Office Address (geotagged):	
Warehouse Address (geotagged):	
Contact Number/s:	Email Address:
Name of Owner/Director/President:	Name of Representative/s
Date of Application:	Name, Signature and Designation of Applicant

DO NOT FILL- THIS SECTION IS FOR BPI- IMPORTER REGISTRATION TEAM ONLY

IMPORTER REGISTRATION REQUIREMENTS

REMARKS

1. Notarized application Form for Registration w/ 2x2 ID Picture of Owner	
2. Mayor's Permit or Business Permit	
3. Proof of Business Establishment : For Corporation: Security and Exchange Commission (SEC) Registration, Articles of Incorporation and By-Laws (with Certificate of Good Standing) For Cooperatives: Cooperative Development Authority (CDA) Registration, Articles of Cooperation and By-Laws (with Certificate of Good Standing/Certificate of Compliance) For Single Proprietorship: Department of Trade and Industry (DTI) Registration For PEZA Special Economic Zone: Philippine Economic Zone Authority (PEZA) Registration	
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ACTIVITY	REMARKS	EVALUATOR	DATE
Application/Submission of Documents			
Schedule for Inspection			
Inspection of a. Office b. Dry Warehouse/CSW			
Orientation of Applicant			
Endorsement for Approval of Registration as Importer			

NOTE: ALL REQUIREMENTS SHOULD BE COMPILED IN A WHITE FOLDER WITH FASTENER AND PROPERLY LABELED WITH TABS.