

Bureau of Plant Industry
PROCEDURES MANUAL

Document No.: BPI-PI

Effectivity Date: MAY 5

Revision No.: 1

Pa

Unit: NATIONAL PLANT QUARANTINE SERVICES DIVISION

ISSUANCE OF LICENSE TO OPERATE - IMPORTER

Objective- This aims to rationalize the licensing procedure of importers of plant products, and planting materials for commercial purposes.

Scope- This only covers importers of plants, plant products and planting materials for commercial purposes

Definition of Terms

License to Import - The process of enlisting to the DA-BPI as an eligible importer of plants, planting materials and plant products for commercial purposes.

DA Trade System - Online system used for the application and issuance of import clearance.

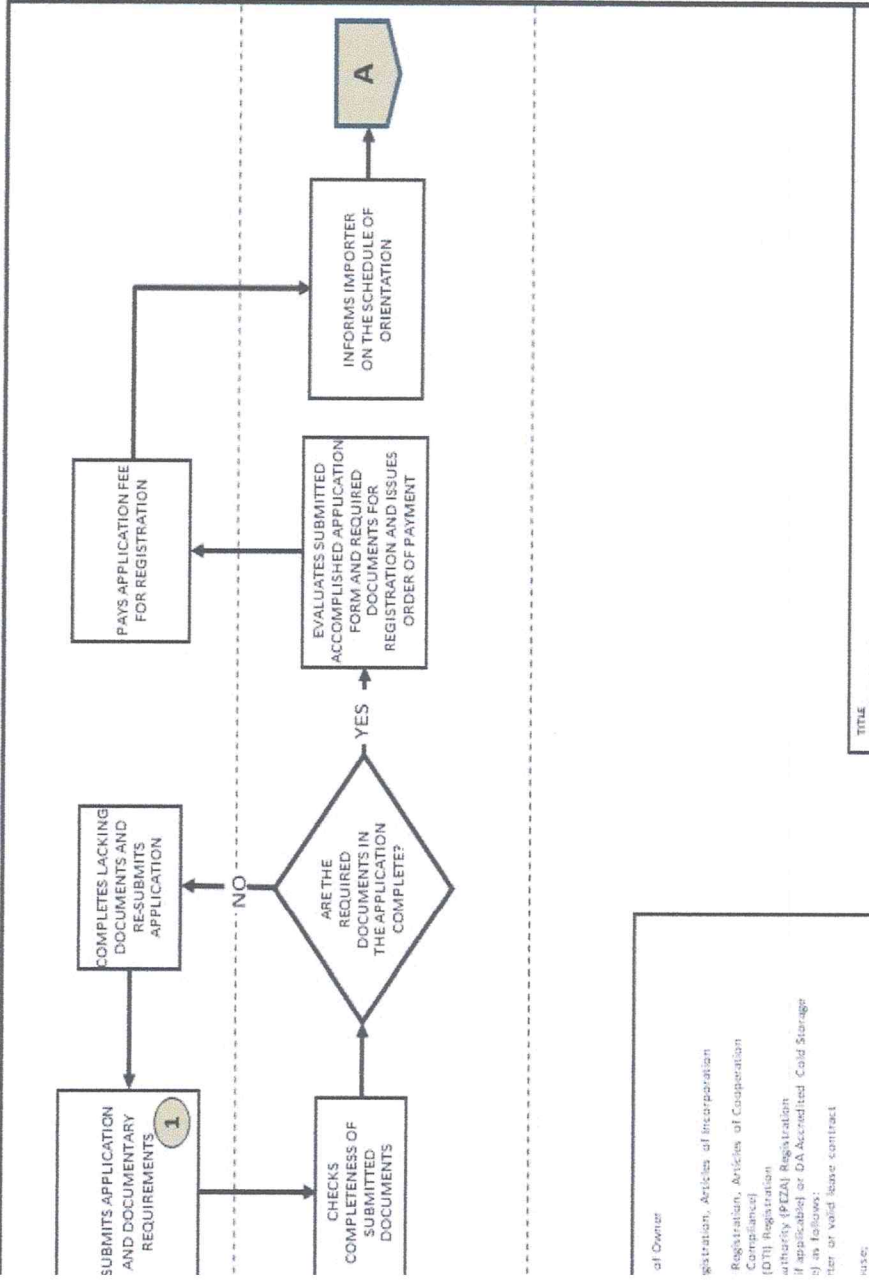
LTO - License to Operate, a document issued to newly registered importer under BPI.

RLTO - Renewal of License to Operate, a document issued to importers that renewed their importer registration under BPI.

PQSC - Plant Quarantine Service Certificate, a document issued to importers that intends to import commodities that have been processed to the point where they do not remain capable of being infested.

QUARANTINE SERVICES DIVISION

RATE - IMPORTER



of Owner

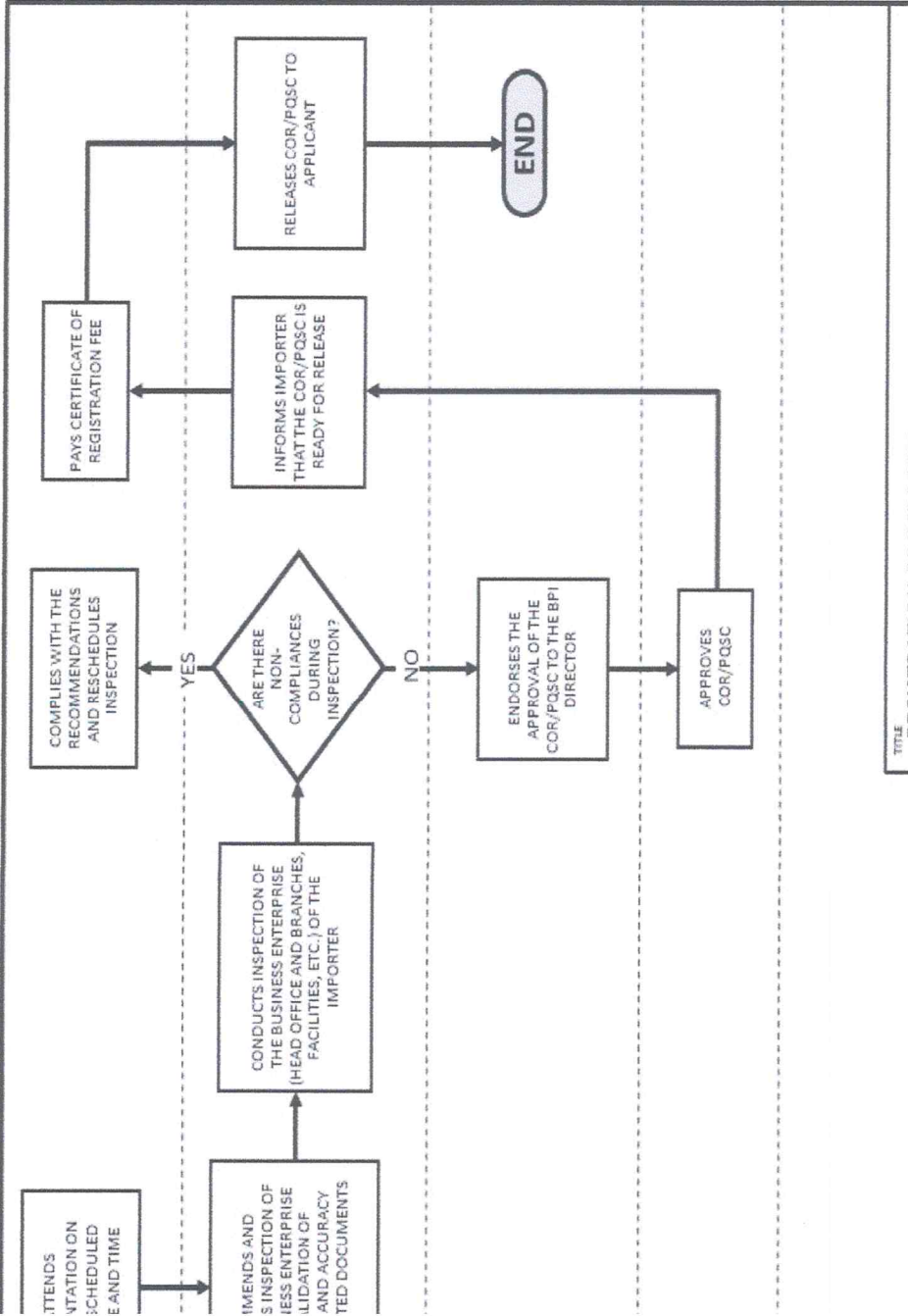
Registration, Articles of Incorporation
Registration, Articles of Cooperation
Compliance)
[DIT] Registration
authority (PEZA) Registration
if applicable) or DA Accredited Cold Storage
if a follows;
letter or valid lease contract

date:

TITLE

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ISSUANCE OF LICENSE TO OPERATE - IMPORTER

Forms Used and Records Generated

Accomplished BPI "Q" Form no. 1c

Accomplished BPI "Q" Form no. 1d

Copy of Requirements listed in the BPI "Q" Form no. 1c and BPI "Q" Form no.

Logbook for receiving application

Warehouse Facility Inspection Checklist

Inspection Report

Excel File

Copy of Importer Orientation Certificate of Understanding (for new importer

Copy of Issued License to Operate (LTO)

Copy of Issued Plant Quarantine Service Certificate

Copy of Issued Certificate of Renewal of License to Operate (LTO)

Logbook for releasing certificates

Accomplished Customer Satisfaction Form (BPI-QMS-KMT-19CSF-F8)