



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@gmail.com](mailto:pqsbpi@gmail.com)



APPLICATION FOR LICENSE  
TO OPERATE AS IMPORTER

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 License to Operate as Importer of the following product/s: \_\_\_\_\_

That I am submitting the following requirements for the said license to operate:

- Notarized Application form with attached 2x2 colored picture in white background of the Owner/ Authorized Representatives/ Designated Food Safety Compliance Officer (FSCO) applying for the issuance of LTOs
- Mayor's Permit or Business Permit
- 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
- Proof of existence and authority to use BPI Licensed Cold Storage Warehouse (with BPI License to Operate) (if applicable) as follows:
  - Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessors;
  - Physical Sketch and GPS of the exact location of the cold storage warehouse;
  - 5R pictures of the cold storage warehouse with dated newspaper
- Proof of existence and authority to use BPI licensed Dry Warehouse (with BPI License to Operate) (For Plant Food) as follows:
  - Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessor;
  - Physical Sketch and GPS of the exact location of the dry warehouse;
  - 5R pictures of the dry warehouse with dated newspaper
  - For rice importers:** Distribution areas for the imported rice
- Updated and Current Registration with the Bureau of Customs (BOC) Registration of Importer and/or authorized Broker;
- Special Power of Attorney (SPA) with two (2) 2x2 ID picture (Maximum of 3 representatives)
- Annual Income Tax Return with Audited Financial Statement of the owner/importer for the last 3 years.
- For Plant Food (including rice, corn and other grains)
  - Internal Control System and Food Safety Plan to include Traceability System and Recall Program
  - Certificate of Attendance of FBO representative and designated FSCO on applicable training/seminar on quality standards and codes of practices conducted by any of the following ATI, BPI, DA, RFO, SUCs or BPI officially accredited training service provider
- Designated FSCO/FSCOs
- BPI Inspection Report

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 \_\_\_\_\_

	<p>Republic of the Philippines Department of Agriculture <b>BUREAU OF PLANT INDUSTRY</b> NATIONAL PLANT QUARANTINE SERVICES DIVISION 692 San Andres St., Malate, Manila Tel. No. (02) 404-0409 (02) 244-2950email address: <a href="mailto:pgsbpi.regisacre@gmail.com">pgsbpi.regisacre@gmail.com</a></p>	
<p><b>APPLICATION FOR LICENSE TO OPERATE AS IMPORTER</b> (VALIDATION AND EVALUATION FORM)</p>		

<div>NEW <input type="checkbox"/></div> <div>RENEWAL <input type="checkbox"/></div>	<b>Commodity (Specify):</b>
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<b>APPLICANT’S INFORMATION</b>	
<b>Company Name:</b>	<b>Company TIN Number:</b>
<b>Present Office Address (geotagged):</b>	
<b>Warehouse Address (geotagged):</b>	
<b>Contact Number/s:</b>	<b>Email Address:</b>
<b>Name of Owner/Director/President:</b>	<b>Name of Representative/s</b>
<b>Date of Application:</b>	<b>Name, Signature and Designation of Applicant</b>

<b>DO NOT FILL- THIS SECTION IS FOR BPI- IMPORTER LICENSING TEAM ONLY</b>	
<b>LICENSE TO OPERATE REQUIREMENTS</b>	<b>REMARKS</b>
1. Notarized Application form with attached 2x2 colored picture in white background of the Owner/ Authorized Representatives/ Designated Food Safety Compliance Officer (FSCO) applying for the issuance of LTOs	
2. Mayor’s Permit or Business Permit	
3. Proof of Business Establishment: <b>For Corporation:</b> Security and Exchange Commission (SEC) Registration, Articles of Incorporation and By-Laws (with Certificate of Good Standing) <b>For Cooperatives:</b> Cooperative Development Authority (CDA) Registration, Articles of Cooperation and By-Laws (with Certificate of Good Standing/Certificate of Compliance) <b>For Single Proprietorship:</b> Department of Trade and Industry (DTI) Registration <b>For PEZA Special Economic Zone:</b> Philippine Economic Zone Authority (PEZA) Registration	
4. Proof of existence and authority to use BPI Licensed Cold Storage Warehouse (with BPI ) (if applicable) asfollows: 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 cold storage warehouse; C. 5R pictures of the cold storage warehouse with dated newspaper	
5. Proof of existence and authority to use BPI License Dry Warehouse (With BPI License to Operate)(For Plant Food) 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 dry warehouse; C. 5R pictures of the dry warehouse with dated newspaper D. <b>For rice importers:</b> Distribution areas for the imported rice	
6. Updated and Current Registration with the Bureau of Customs (BOC) Registration of Importer and/or authorized Broker;	
7. Special Power of Attorney (SPA) with two 2x2 ID picture (Maximum of 3 representatives)	
8. Annual Income Tax Return with Audited Financial Statement of the owner/importer for the last 3 years.	
9. For Plant Food (including, rice, corn and other grains) A. Internal Control System and Food Safety Plan to include Traceability System and Recall Program B. Certificate of Attendance of FBO representative and designated FSCO on applicable training/seminar on quality standards and codes of practices conducted by any of the following ATI, BPI, DA, RFO, SUCs or BPI officially accredited training service provider	
10. Designated FSCO/FSCOs	
11. BPI Inspection Report	

<b>ACTIVITY</b>	<b>REMARKS</b>	<b>EVALUATOR</b>	<b>DATE</b>
<b>Application/Submission of Documents</b>			
<b>Orientation of Applicant</b>			
<b>Inspection of</b> <b>a. Office</b>  <b>b. Dry Warehouse/CSW</b>			
<b>Endorsement for Approval of License to Operate as Importer</b>			

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