



APPLICATION FOR LICENSE TO OPERATE - PACKING FACILITY

TO: DIRECTOR
Bureau of Plant Industry

THRU: CHIEF
National Plant Quarantine Services Division



Sir/Madam:

I _____, owner of _____
with facility address at _____,
wish to apply for License to Operate-Packing Facility

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

- 1. Notarized Application Form with attached 2x2 colored picture of the owner, authorized representative and/or designated Food Safety Compliant Officer (FSCO) in white background
- 2. Current Mayor’s Permit/Business Permit
- 3. Current Sanitary Permit
- 4. Proof of business Establishment:
For Corporation: Security and Exchange Commission (SEC)
For Cooperatives: Cooperative Development Authority (CDA)
For Single Proprietorship: Department of Trade and Industry (DTI) Registration
For Philippine Economic Zone Authority (PEZA): Certificate of Registration
- 5. Internal Control System (ICS) and Food Safety Plan
 - a. Traceability System and Recall Program
 - b. Disposal System for rejected fruits
 - c. Disinfestation Program for the Packing facility
 - d. Written SOP including Pest Management, and other safeguards
- 6. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP)
- 7. Lay-out, pictures and location of the facility
- 8. Packing Facility Process Flow
- 9. List of technical and Non-technical personnel, and Quality assurance personnel with corresponding qualifications
- 10. Certificate of Registration (COR) of farm Source
- 11. List of Licensed Exporters and Licensed Distributor
- 12. Designated FSCO/FSCOs
- 13. Certificate of Completion (Orientation of Applicant)
- 14. BPI-PQS 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 over Printed Name

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

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

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



VALIDATION AND EVALUATION FORM FOR LICENSE TO OPERATE - PACKING FACILITY	
<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL	PACKING FACILITY CODE (for renewal): _____
COMMODITY (specify): _____	
APPLICANT'S INFORMATION	
Company/Business Name: _____	
Office Address: _____	
Contact Number/s: _____	Email Address : _____
Location of Facilities: _____	
Name of Representative/s (If any) : _____	
Date of Application : _____	Name, Signature and Designation of Applicant: _____

This portion is to be accomplished by the BPI – NPQSD Evaluator	
LIST OF REQUIREMENTS	REMARKS
1. Notarized Application Form with attached 2x2 colored picture of the owner,authorized representative and/or designated Food Safety Compliant Officer (FSCO) in white background	
2. Current Mayor’s Permit/Business Permit	
3. Current Sanitary Permit	
4. Proof of business Establishment: For Corporation: Security and Exchange Commission (SEC) For Cooperatives: Cooperative Development Authority (CDA) For Single Proprietorship: Department of Trade and Industry (DTI) Registration For Philippine Economic Zone Authority (PEZA): Certificate of Registration	
5. Internal Control System (ICS) and Food Safety Plan a. Traceability System and Recall Program b. Disposal System for rejected fruits c. Disinfestation Program for the Packing facility d. Written SOP including Pest Management, and other safeguards	
6. Certificate of Attendance of Owners, Facility Manager or Quality Assurance Personnel in trainings on Good Agricultural Practices	
7. Lay-out, pictures and location of the facility	
8. Packing Facility Process Flow	
9. List of technical and Non-technical personnel, and Quality assurance personnel with corresponding qualifications	
10. Certificate of Registration (COR) of farm Source	
11. List of Licensed Exporters and Licensed Distributors	
12. Designated FSCO/FSCOs	
13. Certificate of Completion (Orientation of Applicant)	
14. BPI-PQS Inspection Report	
EVALUATED AND PROCESSED BY:	DATE OF INSPECTION

Signature over Printed Name