



**Department of Agriculture
BUREAU OF PLANT INDUSTRY**
National Plant Quarantine Services Division

692 San Andres Street, Malate, Manila, Philippines
Email Address: [njqsd.bpi@buplant.da.gov.ph](mailto:npqsd.bpi@buplant.da.gov.ph)
Tel. No.: (02) 8525-7909, (02) 8525-2987 | Website: buplant.da.gov.ph

APPLICATION FOR LICENSE TO OPERATE AS EXPORTER

TO: DIRECTOR
Bureau of Plant Industry

THRU: CHIEF
National Plant Quarantine Services Division

Sir/Madam:

I _____, owner of _____
with office address at _____
wish to apply for License to Operate as Exporter of _____.

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. List of Director and Officers for corporate
6. List of Quality Assurance Personnel with corresponding qualifications
7. List of Registered Farmers/Growers, Production Site, Location Maps, Area Coverage
8. Internal Control System (ICS) and Food Safety Plan
 - a. Traceability System and Recall Program
 - b. Pesticide Management Manual
 - c. Packing House operational manual, pest management and waste disposal practices
 - d. Farm Cultural Practices, Pest Management and Waste Disposal System
9. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP)
10. Designated FSCO/FSCOs
11. Proof of Ownership of farm (OCT/TCT of land in the name of applicant) or Valid Contract of Lease (for rented)
12. Proof of Ownership with Processing, Transport and Storage Facilities (if applicable) or Valid Contract of Lease
13. Valid supply contracts between applicant and farm owner or distributor indicating area coverage (ha), volume and period of contract.
14. List of Licensed Packing Facility
15. BPI-PQS Inspection Report
16. Brand name/s (optional)

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
me his/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 AS EXPORTER

NEW RENEWAL ADDITIONAL COMMODITY LTO No. (for renewal): _____

COMMODITY (specify):

APPLICANT'S INFORMATION

Company/Business Name:

Office Address:

Contact Number/s: _____ | Email Address : _____

Owner/Director:

Years of Experience in Export Industry:

Training on the commodity's production Yes No If yes, please specify _____

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	
1. List of Director and Officers for corporate	
2. List of Quality Assurance Personnel with corresponding qualifications	
3. List of Registered Farmers/Growers, Production Site, Location Maps, Area Coverage	
4. Internal Control System (ICS) and Food Safety Plan a. Traceability System and Recall Program b. Pesticide Management Manual c. Packing House operational manual, pest management and waste disposal practices d. Farm Cultural Practices, Pest Management and Waste Disposal System	
5. Certificate of Attendance of Owners, Facility Manager, or Quality Assurance Personnel on training/seminar of Good Agricultural Practices (GAP)	
6. Designated FSCO/FSCOs	
7. Proof of Ownership of farm (OCT/TCT of land in the name of applicant) or Valid Contract of Lease (for rented)	
8. Proof of Ownership with Processing, Transport and Storage Facilities (if applicable) or Valid Contract of Lease	
9. Valid supply contracts between applicant and farm owner or distributor indicating area coverage (ha), volume and period of contract.	
10. List of Licensed Packing Facility	
11. BPI-PQS Inspection Report	
12. Brand name/s (optional)	

EVALUATED AND PROCESSED BY:

DATE OF INSPECTION

Signature over Printed Name