

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Submit Notarized Application Form together with other required documents to the nearest PQS office [regional Licensing and Registration Screening Committee (LRSC) where the business is located] | 1.1 Evaluate application form and other documents | P1,000.00 | 2 Hours | Applicant / regional LRSC Secretariat |
| 2. Interview/Orientation of Exporter | 2.1 Discuss Protocols, rules and regulation governing export (P.D. 1433, and other export protocols) | None | 2 Hours | NPQSD Central Office - Licensing and Registration Unit / Regional LRSC |
| 3. Actual Evaluation | 3.1 Inspect exporters office | None | 1 Day | PQ Officer/Inspector |
| | 3.2 Prepare Inspection Report | None | 1 Day | PQ Officer |
| | 3.3 Deliberate Inspection Report and other documentary requirements | None | 2 Days | Regional LRSC |
| | 3.4 Evaluate and endorse application to the Chief | None | 2 Day | NPQSD Central Office- Licensing and Registration Unit |
| | 3.5 Prepare License to Export Certificate with Corresponding Exporter's code | None | 2 Hours | NPQSD Central Office- Licensing and Registration |
| | 3.6 Evaluate Report and Countersign License to Export Certificate | None | 30 Minutes | Chief, NPQSD |

| | | | | |
|---|---|--|--|--------------|
| | 3.7 Approve or disapprove License to Export Certificate | None | 30 Minutes | BPI Director |
| 4. Receive License to Export Certificate | 4.1 Release License to Export Certificate | For New: P4,000.00 For Renewal: P1,500.00 | 10 Minutes | PQ OFFICER |
| 5. Fill up Customer Satisfaction Form (CSF) | 5.1 Provide and collect CSF | None | 3 Minutes | NPQSD Staff |
| | TOTAL | | 6 Days, 7 Hours, 13 Minutes | |