

19. Application for License to Operate – Quarantine Treatment Provider

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues license to operate to quarantine treatment providers.

Office:	National Plant Quarantine Services Division – Export Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Notarized Application Form for License to Operate of QTP (<i>Original, 1 copy</i>) 2. Copies of Security and Exchange Commission (SEC) / Department of Trade and Industry (DTI) Certificate of Registration (<i>CTC, 1 copy</i>) 3. Current Mayor’s Permit (<i>CTC, 1 copy</i>) 4. Two (2) 2x2 ID picture of the owner and Representative/s 5. Company profile (<i>Original, 1 copy</i>) 6. Tax Identification Number (TIN) of the company (<i>CTC, 1 copy</i>) 7. List of Operators (including their Qualifications, Training and Certificates) (<i>Original, 1 copy</i>) 8. Lay-out/pictures/description of the Treatment Facility (<i>Original, 1 copy</i>) <p>Additional Requirements: (<i>All original, 1 copy</i>)</p> <p>FUMIGATION FPA License List of Equipment List of Equipment Running Test List and Qualification of AFAS accredited fumigator and other fumigation personnel</p> <p>HEAT TREATMENT Chamber Test List of Equipment</p> <p>VAPOR HEAT TREATMENT Sensor Test Running Test Chamber Test</p>		<p>Central Office and Regional Offices Applicant</p>

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 where the business is located	1.1 Evaluate application form and other documents	P1,000.00	2 Hours	Applicant PQ Inspector/Officers in the Regions
2. Schedule visit of site/ facility/ office	2.2 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. Treatment Demonstration	3.1 Conduct inspection of office/facility and physical inventory of equipment	None	2 Days	PQ Officer/Inspector
	3.2 Actual testing of equipment and evaluation of competency of personnel in conducting treatment	None	2 Days	PQ Officer
	3.3 Prepare Inspection / Evaluation Report	None	2 Days	PQ Officer
	3.4 Evaluate and endorse application to the Chief	None	2 Hours	NPQSD Central Office- Licensing and Registration Unit
	3.5 Prepare Certificate of Accreditation with Corresponding QTP code	None	2 Hours	NPQSD Central Office- Licensing and Registration

	3.6 Evaluate Report and Countersign Certificate of Accreditation	None	30 Minutes	Chief, NPQSD
	3.7 Approve or disapprove Certificate of Accreditation	None	30 Minutes	BPI Director
4. Receive License to Export Certificate	4.1 Release License to Export Certificate	For New and Renewal: P1,500.00	10 Minutes	PQ Officer
5.Fill up Customer Satisfaction Form (CSF)	5.1 Provide and collect CSF	None	5 Minutes	NPQSD Staff
	TOTAL		6 Days, 9 Hours, 15 Minutes	