

## 16. Application of Sanitary and Phytosanitary Import Clearance (SPSIC)

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Sanitary and Phytosanitary Import Clearance (SPSIC)

<b>Office:</b>	National Plant Quarantine Services Division – Export Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Certificate of Registration as Importer ( <i>Original</i> )			Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Application of List of Importable	1.1 Approval or Rejection of List of Importable	None	10 Minutes	NPQSD- <i>Commodity Administrator</i>
2. Application of SPSIC	2.1 Review SPS Import Clearance application (input pre and post-shipment conditions and requirements)	300.00 Php (BPI Fee) 55.00 Php (INS Fee)	10 Minutes	NPQSD- <i>Reviewer</i>
	2.2 Endorse SPS Import Clearance application to BPI Director	None	10 Minutes	NPQSD- <i>Chief</i>
	2.3 Approve SPSIC application	None	5 Minutes	BPI- <i>Director</i>
3. Printing of Approved SPSIC	3.1 Print and release SPSIC	None	10 Minutes	NPQSD Staff
4. Fill up Customer Satisfaction Form (CSF)	4.1 Issue and collect CSF	None	5 Minutes	NPQSD Staff
<b>TOTAL:</b>		<b>355.00 Php</b>	<b>50 Minutes</b>	