

15. Importers Registration

The National Plant Quarantine Services Division (NPQSD) of the Bureau of Plant Industry (BPI) issues Importers Certificate of Registration

Office:	National Plant Quarantine Services Division – Export Section	
Classification:	Highly Technical	
Type of Transaction:	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 Registration w/ 2x2 ID Picture of Owner (<i>Original copy</i>) 2. Mayor's Permit or Business Permit (<i>CTC, 1 copy</i>) 3. Proof of Business Establishment: (<i>CTC, 1 copy</i>) For Corporation: Security and Exchange Commission (SEC) Registration, Articles of Incorporation and By-Laws (with Certificate of Good Standing) For Cooperatives: Cooperative Development Authority (CDA) Registration, Articles of Cooperation and By-Laws (with Certificate of Good Standing/Certificate of Compliance) For Single Proprietorship: Department of Trade and Industry (DTI) Registration For PEZA Special Economic Zone: Philippine Economic Zone Authority (PEZA) Registration 4. Proof of existence and authority to use Storage/Warehouse (if applicable) or DA Accredited Cold Storage (<i>CTC, 1 copy</i>) Warehouse (with DA Certificate of Accreditation) (if applicable) as follows: <ol style="list-style-type: none"> A. Proof of Ownership (OCT/TCT of land) in the name of importer or valid lease contract with OCT/TCT of lessor; B. Physical Sketch and GPS of the exact location of the warehouse (<i>1 copy</i>) C. 5R pictures of the warehouse with dated newspaper (<i>3-5 pictures</i>) D. For rice importers: Distribution areas for the imported rice (<i>1 copy</i>) 5. Updated and Current Registration with the Bureau of Customs (BOC) Registration of Importer and/or authorized Broker; (<i>CTC, 1 copy</i>) 	Applicant/ Importer

6. Special Power of Attorney (SPA) with two (2) 2x2 ID picture (Maximum of 3 representatives) <i>(Original)</i>				
7. Annual Income Tax Return with Audited Financial Statement of the owner/importer for the last 3 years. <i>(CTC, 1 copy)</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application and documents	1.1 Evaluate application form and other documents. If incomplete-advise applicants of any deficiency.	None	60 Minutes	NPQSD Central Office-Registration Section <i>PQ Officer</i>
2. Receive Order of Payment	2.1 Issue Order of Payment	None	2 Minutes	NPQSD Central Office-Registration Section <i>PQ Officer</i>
3. Payment of Application Fee	3.1 Receive Payment of Application Fee	Application Fee-1,000.00 Php	3 Minutes	BPI-Cashier
4. Attend Scheduled Orientation	4.1 Discuss Guidelines on Importation (registration process; application for SPSIC; rules and regulations related to importation; allowable plants and plant products; and other rules and regulations governing importation (PD 1433)	None	90 Minutes	NPQSD Central Office-Registration Section <i>PQ Officer</i>
5. Attend Scheduled Inspection	5.1 Inspection of Office and Warehouse/Cold Storage Facility. Verification and validation of the office and warehouse provided by the applicant. Compliance with NPQSD requirements	None	90 Minutes	NPQSD Central Office-Registration Section <i>PQ Officer</i>

6. Preparation of Reports	6.1 Preparation of Inspection Report and Certificate of Registration	None	60 Minutes	NPQSD Central Office-Registration Section <i>PQ Officer</i>
	6.2 Evaluate Report and Endorse Certificate of Registration to BPI Director	None	30 Minutes	NPQSD- <i>Chief</i>
	6.3 Approve Certificate of Registration	None	5 Minutes	<i>BPI-Director</i>
7. Receive Order of Payment	7.1 Issue Order of Payment	None	3 Minutes	NPQSD Central Office-Registration Section <i>PQ Officer</i>
8. Payment of Registration Fee	8.1 Receive Payment of Registration Fee	Registration Fee-4,000.00 Php	2 Minutes	<i>BPI-Cashier</i>
9. Receive Certificate of Registration	9.1 Release to Importer the Certificate of Registration	None	5 Minutes	NPQSD Central Office-Registration Section <i>PQ Officer</i>
10. Fill up Customer Satisfaction Form (CSF)	10.1 Issue and collect CSF	None	5 Minutes	NPQSD Staff
	TOTAL:	5,000 Php	5 Hours 55 Minutes (Steps 1, 4, 5, 6, and 8 are scheduled on different days)	