

ISSUANCE OF EXPORT PERMIT FOR FRESH/FROZEN/CHILLED FISHERY PRODUCTS (Old Clients)

OFFICE

FISHERIES REGULATORY AND QUARANTINE DIVISION (FRQD)

FOREIGN TRADE MISCELLANEOUS PERMITS SECTION (FTMPS)

REQUIREMENTS

1. Application
2. Proforma Invoice
3. Export Declaration
4. Authorization letter of representative from exporter with photocopy I.D
5. EU Health Certificate or Non-EU countries (Quarantine Clearance for outgoing products)

SCHED

Mondays to Fridays
7:00A M to 6:00 PM

FEES

NO FEES REQUIRED

per Executive Order No. 554

PROCESSING TIME

30 minutes

CLIENTS

Exporters of Fresh/Frozen/Chilled
Fishery Products (Old Clients)

| Step No. | Client Step | Agency Actions | Maximum Duration | Office/Person Responsible | Forms Required | Location of Office |
|----------|---|--|------------------|---|------------------|---|
| 1 | Secure and fill up application form Submit the application form together with the requirements | Review documents and encode | 10 mins. | Avelina S. Viernes Querald N. Quetulio | Application Form | FRQD - FTMPS 4F PCA Annex Bldg., Elliptical Rd., Diliman Q.C. |
| 2 | | Forward to Division Chief for approval and signature | 5 mins. | Atty. Annaliza A. Vitug | | FRQD 4F PCA Annex Bldg., Elliptical Rd., Diliman Q.C. |
| 3 | | Stamp the permit | 1 min. | Querald N. Quetulio | | FRQD - FTMPS |
| 4 | Claim the permit | Release the permit | 1 min. | | | FRQD - FTMPS |

