

# ISSUANCE OF EXPORT PERMIT FOR FRESH/FROZEN/CHILLED FISHERY PRODUCTS (New Applicants)

OFFICE

FISHERIES REGULATORY AND QUARANTINE DIVISION (FRQD)

## FOREIGN TRADE MISCELLANEOUS PERMITS SECTION FTMPs)

SERVICES

Mondays to Fridays  
8:00 AM- 5:00 PM

CLIENTS

New Exporter of Fresh/  
Frozen/Chilled Fishery  
Products

### PROCESSING TIME

1 hour

FEE

### NO FEES REQUIRED

*per Executive Order No. 554*

### REQUIREMENTS

1. SEC Article of Incorporation (For Corporation)
2. DTI Certification (For Single Proprietorship)
3. BIR Registration
4. Mayor's Permit
5. Special Power of Attorney (SPA) of representative from exporter and photo copy of I.D.
6. Application
7. Proforma Invoice
8. Export Declaration
9. EU Health Certificate (For EU countries)
10. Certificate (Quarantine Clearance for outgoing products) (For Non-EU countries)

Step No.	Client Step	Agency Actions	Maximum Duration	Office/Person Responsible	Forms Required	Location of Office
1	Submit requirements	Receive and check the completeness and authenticity of documents	20 mins.	Avelina S. Viernes	Application Form	4F PCA Annex Bldg., Elliptical Rd., Diliman QC.
2	Secure and fill-up application form	Receive , process the application	20 mins.	Avelina S. Viernes		
3		Forward the permit to the section Chief for initial	10 mins.	Avelina S. Viernes		
4		Forward to Division Chief for approval and signature	5 mins.	Atty. Annaliza A. Vitug		4F PCA Annex Bldg., Elliptical Rd., Diliman QC.
5		Stamp the Permit	1 min.	Mr. Querald N. Quetulio		4F PCA Annex Bldg., Elliptical Rd., Diliman QC.
6	Claim the permit	Release the permit	1 min.			4F PCA Annex Bldg., Elliptical Rd., Diliman QC.

