

ISSUANCE OF SANITARY AND PHYTO SANITARY (SPS) CLEARANCE TO IMPORT FRESH/FROZEN/CHILLED FISHERY PRODUCTS (New Applicants)*

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Fisheries Regulatory and Quarantine Division (FRQD)
FOREIGN TRADE MISCELLANEOUS PERMITS SECTION (FTMPS)

SCHED

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

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New Importer of Fresh/Frozen/Chilled Fishery Products

PROCESSING TIME

2 days and 2 hours (Metro Manila)
3 days and 2 hours (Provinces)

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Application Fee: P 150.00**
Importation Fee: P1,500.00**

REQUIREMENTS

1. SEC/DTI Registration
2. BIR Registration
3. Customs Accreditation
4. Mayor's Permit
5. Application
6. Photocopy of ID
7. Proforma Invoice
8. BFAD License to Operate (LTO)
9. List of names and address of hotels and restaurants
10. Affidavit of Undertaking
11. Toll Packing Contract (Cannery)
12. Laboratory Analysis (Shrimps)
13. EU Catch Certificate (Re-Export) SPA for authorized representative from Importer
13. Contract of Lease for Cold Storage
14. Report of Inspector for Cold Storage
15. Supply Agreement
(Processing / Smoke Fish Processors)
17. LTO/Sanitary Certificate (Smoke Fish Processors)

**Fisheries Administrative Order No. 195: Series of 1999 Rules and Regulations Governing Importation of Fresh/Chilled/Frozen and Fishery Aquatic products*

**Fisheries Administrative Order No. 195-1: Series of 2003 Amendment of Section 9, FAO No. 195*

**Fisheries General Memorandum Order No. 2-05: Series of 2005 Certification requirement for antibiotic residue analysis for importation of fresh, chilled or frozen shrimps*

**Fisheries General Memorandum Order No. FRQD-2: Series of 2007 Guidelines for the Accreditation of Importers of Fresh, Chilled, and Frozen Fish and Fishery/Aquatic Products*

* per DA- AO # 8 Series of 2009

** per FAO 220 s. 2001 and FAO 220-1 s. 2004

Step No.	Client Step	Agency Actions	Maximum Duration	Office/Person Responsible	Forms Required	Location of Office
1	Secure and accomplished necessary requirements	Receive, check completeness and authenticity of documents	20 mins.	Avelina S. Viernes Josephine A. San Pedro		FRQD-FTMPS 4F PCA Annex Bldg., Elliptical Rd., Diliman Q.C.
2		Inspect and verify cold storage capacity	Metro Manila (1-2 days) Provinces (2-3 days)	Avelina S. Viernes Josephine A. San Pedro		
3	Fill-up application form for SPS clearance	Receive application, review, encode and initial	15 mins.	Josephine A. San Pedro		FRQD-FTMPS
4		Forward all documents to Division Chief for approval	5 mins.	Atty. Annaliza A. Vitug		FRQD
5	Secure Bill of Payment	Issue Bill of Payment	5 mins.	Josephine A. San Pedro		FRQD-FTMPS
6	Secure Order of Payment	Issue Order of Payment	10 mins.	Lina Zulueta		Accounting Office 2F PCA Main Bldg., Elliptical Rd., Diliman Q.C.
7	Pay fees and secure Official Receipt	Issue Official Receipt	10 mins.	Francia Amaqui		Cashier Office 2F PCA Main Bldg., Elliptical Rd., Diliman Q.C.
8	Present Official Receipt	Receive and process SPS clearance	5 mins.	Josephine A. San Pedro		FRQD-FTMPS
9		Stamp the SPS clearance	1 min.	Josephine A. San Pedro		FRQD-FTMPS
10	Claim the SPS clearance	Release the SPS clearance	1 min.			FRQD-FTMPS

