



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
PCA Building, Elliptical Road, Diliman, Quezon City
Tel. Nos. 426-65-32; Fax Nos. 426-65-32

**FISHERIES GENERAL
MEMORANDUM
ORDER NO. FRQD-2
Series of 2007**

SUBJECT: Guidelines for the Accreditation of Importers of Fresh, Chilled, and Frozen Fish and Fishery/Aquatic Products

Pursuant to the provisions of Fisheries Administrative Order (FAO) Nos. 195 and 212, all importers of fresh, chilled, and frozen fish and fishery/aquatic products have to be accredited by the Bureau. For conferment of such accreditation, importers are hereby required to comply with the following requirements:

Section 1. Documentary requirements

All importers must submit the following documents to the Foreign Trade Section (FTS), Fisheries Regulatory and Quarantine Division:

1. Original copy and one (1) photocopy of SEC Registration (for corporations), or original copy and one (1) photocopy of Department of Trade and Industry (DTI) registration (for sole proprietorship). The Registration should indicate in the primary purpose that the company is engaged in the importation of fish and fishery/aquatic products for either canning, processing, or distribution to institutional entities;
2. Original copy and one (1) photocopy of Mayor's Permit of Business Permit;
3. Original copy and one (1) photocopy of Bureau of Internal Revenue (BIR) registration and company/ sole proprietorship Tax Identification Number (TIN);
4. Original copy and one (1) photocopy of Bureau of Customs (BOC) accreditation as importer;
5. List of Officers of the company, including its production or plant managers accompanied by clear and colored photocopy of each officer's valid identification card (Professional Driver's License, Social Security System ID, Voter's ID etc.) bearing his/her picture and signature; and,
6. Notarized Affidavit of Undertaking executed by the owner/president agreeing to:
 - (1) allow designated Fisheries Officers access to the cold storage facility, cannery or processing plant for unannounced and random inspection, for purposes initially of validating production and cold storage capacity, and subsequently for monitoring compliance with the company's Hazard Analysis Critical Control Point (HACCP) Plan, Good Manufacturing Practices (GMP) and/or Sanitation Standard Operating Procedures (SSOP) (Section 2 of FAO 195 and FAO 212);
 - (2) ensure that all its importations of fish/fishery products either made through brokers or by its own employees, intended for canning, processing or for institutional entities will not be diverted to wet markets and assume liability in case of diversion;
 - (3) renew all permits upon their expiration update its records with FTS including changes in its brokers, officers and other company changes;

*SPA - Broker/Document Processor

Authorized signatory of disposition report
+ID and signature

*Contract of Lease for Cold Storage

*List of Clients (Addresses, Contact Numbers)

*List of Foreign Suppliers (Contact Details, Commodity Supplied)

- (4) provide FTS with advance notice of the expected time of arrival of every imported shipment;
- (5) await the results of the laboratory examinations (Section 11c of FAO 195) before utilizing the imported fish/fishery product for its intended purpose; and,
- (6) submit a report of the disposition of the imported shipment each time the company applies for new import permit, duly signed by its production or plant manager.

In addition to above documents, the following will also be submitted:

For importers engage in canning:

1. Original copy and one (1) photocopy of License to Operate (LTO) issued by the Bureau of Food and Drugs (BFAD);
2. In case of toll packing arrangements, original notarized copy and one (1) photocopy, of toll packing contract entered into by the president/owners of the importing company and the cannery;
3. Copy of HACCP Plan, GMP or SSOP; and,
4. Name, location and telephone number/s of cold storage facility.

For importers engaged in processing:

1. Original copy of License to Operate (LTO) and one (1) photocopy issued by the Bureau of Food and Drugs (BFAD);
2. Copy of HACCP Plan, GMP or SSOP;
3. Address and telephone number of processing plant;
4. In case of contract processing, original notarized copy and photocopy of Contract entered into between the importer and the owner of the processing plant; and,
5. Name, location and telephone number/s of cold storage facility.

For Institutional Importers:

1. Name and location of cold storage facility; and
2. HACCP Plan (from arrival of shipment, to cold storage, to disposal)
3. FDA-LTO as Food Distributor/Importer (if importing processed fishery product)

The original copies of all the above documents will be returned after electronic copies have been made by FTS and after the BFAR Records Unit has authenticated the photocopies. Alternatively, certified true copies from the issuing government agency may be submitted.

Section 2. Facilities Inspection

When documentary evaluation has been completed including review of HACCP, plant SSOP and GMP documents, on-site inspection will be conducted. Upon accreditation, the importer shall, within a reasonable period, secure certification for GMP,

