
 <p>Bureau of Fisheries and Aquatic Resources FISHERIES INSPECTION AND QUARANTINE DIVISION Fisheries Building Complex, Bureau of Plant Industry Compound Visayas Ave., Diliman, Quezon City</p>	Document Type: Supporting Document	
	Document No.: FN-FCS-018	Rev. No.: 01
	Effectivity Date: October 23, 2024	Issue No.: 02
	Document Title: Application Form for Accreditation of Importer of Fish and Fishery/Aquatic Products	

(as per FAO 195 S. 1999, FAO 221 S. 2003, FAO 233 S. 2010, DA MEMO S. 2020, DA AC 6 S. 2022, DA MO 14 S. 2024, DA MO S. 19 S. 2024)

Purpose of Importation:

- Canning Processing Institutional Buyer
 Commercial Breeding/Culture Others: _____ (Hobbyist/Personal/Exhibit)

1. Name of Importer/Applicant and Designation			
2. Company Name			
3. Complete Business Address			
4. Contact Information a. Telephone/Fax Number b. Mobile Number c. Email Address			
5. Description of Product/s to be imported (Please include Scientific and Common Name)	Commodity Description (Fresh/Chilled, Frozen, Live, Dried)	Common Name	Scientific Name
6. Declaration			
<p>I, the undersigned declare that the above-mentioned information are true and correct and will provide access to the establishment for inspection/verification by the BFAR for accreditation and issuance of Sanitary and Phytosanitary Import Clearance.</p> <p>Signature over printed Name (Owner): _____</p> <p>Date: _____</p>			

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Documentary Requirements:

1. Letter of Intent
2. Verification Report
3. Original Certified True Copy of SEC/DTI/CDA Registration
For corporations, Original Certified True Copy of SEC Registration with General Information Sheet (GIS) and Articles of Incorporation;
For single proprietorship, Original Certified True Copy of DTI Registration with Latest Audited Financial Statement;
For cooperatives, Original Certified True Copy of CDA Registration with Latest Audited Financial Statement
4. Original Certified True Copy of Mayor’s Business Permit
5. Original Certified True Copy of BIR Certificate of Registration
(BIR Codes pertaining to importation of fish and fishery/aquatic products)
6. BOC Certificate of Registration for Customs Client Number (CCN) Accreditation
7. BOC Certificate of Accreditation/AMO Certification for Customs Accreditation Secretariat (CAS Accreditation)
8. List of names of Company’s Officer with ID, Specimen Signature (ANNEX-FCS-004) and Photo
9. Special Power of Attorney (SPA) / Board of Resolution with photocopy of valid government-issued ID or company ID of Company Representative

Specific documentary requirement per purpose:


A. For Processing

a. Large and Medium Scale Processing Plant

- i. Food and Drug Administration (FDA) License to Operate as Food Manufacturer/Importer (for re-export or local distribution)
- ii. Notarized Contract of Processing Agreement
- iii. BFAR HACCP Accreditation (for re-export)
- iv. Cold Storage Warehouse (CSW)
 1. Original Copy of CSW License to Operate
 2. Original copy of Contract of Lease Agreement with valid government-issued ID and signature of CSW signatory
 3. Original copy of Affidavit of Undertaking (ANNEX-FCS-005)
 4. Original copy of Certificate of CSW Rented Capacity

b. Small Scale Processing Plant

- i. Original copy of Nomination Letter
- ii. Original copy of Memorandum of Agreement
- iii. Original copy of Special Power of Attorney (SPA) with photocopy of IDs of authorized company representative
- iv. Original Certified True Copy of Proof of Business (e.g. Business Permit/Sanitary Permit/DTI)
- v. Cold Storage Warehouse (CSW)
 1. Original Copy of CSW License to Operate
 2. Original copy of Contract of Lease Agreement with valid government-issued ID and signature of CSW signatory
 3. Original copy of Affidavit of Undertaking (ANNEX-FCS-005)
 4. Original copy of Certificate of CSW Rented Capacity

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B. Canning Establishment

- a. FDA License to Operate as Food Manufacturer
- b. BFAR HACCP Accreditation (for re-export)
- c. Notarized Contract of Lease Agreement
- d. Cold Storage Warehouse (CSW)
 1. Original Copy of CSW License to Operate
 2. Original copy of Contract of Lease Agreement with valid government-issued ID and signature of CSW signatory
 3. Original copy of Affidavit of Undertaking (ANNEX-FCS-005)
 4. Original copy of Certificate of CSW Rented Capacity

C. Institutional Buyer

- a. List of Clients (Name, Address, Contact Person and number)
- b. Cold Storage Warehouse (CSW)
 1. Original Copy of CSW License to Operate
 2. Original copy of Contract of Lease Agreement with valid government-issued ID and signature of CSW signatory
 3. Original copy of Affidavit of Undertaking (ANNEX-FCS-005)
 4. Original copy of Certificate of CSW Rented Capacity

D. Commercial (Shell and shellcrafts, live aquatic animals, Other Veterinary Drug and Products for Aquaculture Use)

- a. **Shell and Shellcraft**
 - i. Verification Report
- b. **Live Aquatic Animals**
 - i. BFAR Hatchery Accreditation (for shrimp broodstock)
 - ii. BFAR/LGU Farm Registration (for milkfish fry)
 - iii. Inspection Report endorsed by FIQD-FQS (for tropical fish and food fish)
- c. **Other Veterinary Drug and Products for Aquaculture Use**
 - i. Endorsement from FIQD-FQS