Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Ave., Diliman, Quezon City
GaBAI sa Pag-unlad ng Paghahayupan

24 September 2020

MEMORANDUM CIRCULAR
No. 43
Series of 2020

SUBJECT : CLARIFICATORY GUIDELINES Re: DOCUMENTARY REQUIREMENTS AND OTHER IMPORTANT MATTERS IN THE APPLICATION FOR SPSIC IN THE IMPORTATION OF DOGS AND CATS, IN LINE WITH SECTION III.A.2 OF DA ADMINISTRATIVE ORDER 9, SERIES OF 2010.

To ensure that all *dogs* and *cats* being imported into the country have the necessary documentary requirements before their entry, the following clarificatory guidelines to DA Administrative Order (AO) No. 9, s. 2010, are hereby issued:

A. COVERAGE

This Circular enumerates the necessary documentary requirements, as well as other important procedures, in the application for *Sanitary and Phytosanitary Import Clearance (SPSIC)* in the importation of dogs and cats, in line with *Section III (A) (2)* of *DA AO No. 9, s. 2010.*

B. ON-LINE APPLICATION FOR SPSIC AT INTERCOMMERCE NETWORK SERVICES (INS)

As provided under Section III of DA AO No. 9, s. 2010, any accredited importer who desires to import any of the products enumerated in Section II thereof (except Section II.A.10) must secure an SPSIC. The same section also provides that the pertinent application form can be secured from and submitted to the concerned agencies or submitted electronically through any service provider authorized by the Department of Agriculture.

In the case of commodities under the jurisdiction of BAI, applications for SPSIC shall be done by the client-applicant **ON-LINE** at InterCommerce Network Services (INS), the authorized service provider, through its website at https://www.intercommerce.com.ph/registrationbai.asp.

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C. DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR SPSIC IN THE IMPORTATION OF DOGS AND CATS

As provided under Section III.A.2 of DA AO No. 9, s. 2010, the client-applicant for SPSIC must provide the following documents, to wit:

1. ***Pro-forma invoice***, if applicable;
2. ***Notarized Affidavit of Undertaking (NAOU)***[1], to be included in the accreditation process;
3. ***Official Receipt*** (for manual application); and
4. *Other* ***commodity specific requirements***, including permits/clearances from other concerned agencies.

C.1. For **Filipino/Local Importers**, the NAOU as mentioned in Item no. 2 of the preceding paragraph shall include the following details:

A. IDENTIFICATION OF THE IMPORTER

Name of importer, address, BIR-issued ID with Tax Identification Number (TIN) of the client-applicant and quarantine site of pets

B. ANIMAL HEALTH INFORMATION AND IDENTIFICATION

Personal Details of subject dog/s and/or cat/s (information should include - species, breed, sex, color, age, name of owner/exporter from the country of origin, address of exporter)
Proof of MICROCHIP NUMBER of the subject dog/s and/or cat/s
VACCINATION and DEWORMING RECORDS (Original or Certified True Copy) of the subject dog/s and/or cat/s (front page and inside page with updated vaccination and deworming
PHOTOGRAPH/S of the subject dog/s and/or cat/s
PET PASSPORT (personal details of the subject dog/s and/or cat/s), if applicable

C.2. For **Foreign Importers**, all of the above requirements shall be submitted *except* for the NAOU. In lieu of the NAOU, the foreign importer shall submit/upload an accomplished *"Affidavit of Undertaking for Foreign Importers"*[2], together with the *scanned* copy of his/her PASSPORT.

For **Pet Owners (One-Time Importers and/or Foreign Importers)**, documentary proofs of the above-mentioned requirements as written in C.1.B shall be included as **attachments** to the NAOU or Affidavit of Undertaking for Foreign Importers, as the case may be. The abovementioned documents **shall be uploaded** in the INS website in the application for SPSIC. For further guidance, please refer to Annexes A and C of this Circular.

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[1] See Annex "A" for One-Time Importation, or Annex "B" for Commercial Importation.
[2] See Annex "C"

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For **Commercial Importers**, the complete set of requirements needed to be attached to the NAOU are provided in Annex B of this Circular. A Certificate of Accreditation as Live Animal importer will be given to the importer after completion of documents as written in Annex B Item 2.

D. OTHER IMPORTANT MATTERS IN THE ON-LINE SPSIC APPLICATION

D.1 60-DAY VALIDITY OF THE APPROVED SPSIC

The client-applicant shall be responsible in tracking the status and printing of the approved SPSIC by accessing his/her account. From its issuance, SPSIC is valid for **sixty days** for live animals. If the validity period of the SPSIC has already expired, the importer must secure a new application of the SPSIC through the INS website. (Section III.F.5 of DA AO No. 9, s. 2010)

D.2 ONE SHIPMENT AND NON-TRANSFERRABILITY POLICY

The approved SPSIC shall be good for **one shipment** and is **not transferrable** to other persons. (Section III.H of DA AO No. 9, s. 2010).

D.3 NAME OF IMPORTER IN THE SPSIC MUST BE SIMILAR TO THE NAME WRITTEN IN THE IVC/VHC

The name of the importer in the SPSIC must also be the name written in the international veterinary certificate/veterinary health certificate (IVC/VHC) issued by veterinary authorities of the exporting country.

D.4 ONE SPSIC, ONE IVC/VHC POLICY

The application shall follow the **ONE SPSIC, ONE IVC/VHC policy**. The details of the dog(s)/cat(s) indicated in one SPSIC must be contained in one IVC/VHC issued by the veterinary authorities of the exporting countries.

D.5. QUARANTINE SITE INSPECTION

Any SPSIC application of 4 dogs/cats and above must undergo quarantine site inspection supervised by officials of the Bureau of Animal Industry as cited in BAI Memorandum Circular 5, s. 2018. Further, a letter request for intent and quarantine site inspection must be submitted to nvqsd@bai.gov.ph with a subject "**Surname_Pets_Quarantine Site Inspection**"

E. VQC BORDER CLEARANCE AND PROCESSING

E.1 DOCUMENTS TO BE PRESENTED BEFORE RELEASE OF THE SUBJECT DOG/S AND/OR CAT/S

Upon arrival of the subject dog/s and/or cat/s at any international port of entry, the importer shall present to the Veterinary Quarantine Officer (VQO) the following documents:

E.1.1 PRINTED COPIES of the **approved SPSIC**, **IVC/VHC** and **Airway Bill**, for validation purposes.

E.2 ADDITIONAL REQUIREMENTS IN CASE OF REPRESENTATIVE

If the person arranging for the release of the subject dog/s and/or cat/s is a **representative of the importer**, the following **additional** requirements must be presented:

a. **Valid government-issued ID** of the *importer* (photocopy);
b. **Valid government-issued ID** of importer's *representative* (photocopy); and
c. A duly-notarized **Special Power of Attorney (SPA)** and/or notarized **Authorization Letter** from the importer (if importer is an individual) or **Secretary's Certificate**, if importer is a juridical entity.

For strict compliance.

RONNIE D. DOMINGO, DVM, MSc
Director

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Annex A
NOTARIZED AFFIDAVIT OF UNDERTAKING
Pet Owners (One-Time Importers [3])

AFFIDAVIT OF UNDERTAKING
(For One-Time Importation)

I, (NAME OF IMPORTER/SHIPPER), a Filipino citizen, of legal age, a resident of (ADDRESS OF IMPORTER/SHIPPER), after having sworn to in accordance with law, depose and state that:

1. I am a *One-Time Importer* of a live animal, with the following details of the animals:

   Species:
   Breed:
   Sex
   Color
   Age
   Name of owner/exporter from the country of origin
   Address of exporter

   (Note: Repeat the same details should there be more than one dog and/or cat in the importation)

2. In line with the provisions of DA AO No. 9, s. 2010, I am attaching the following documents as regards the above importation:

   Proof of MICROCHIP NUMBER of the subject dog/s and/or cat/s
   VACCINATION and DEWORMING RECORDS (Original or Certified True Copy) of the subject dog/s and/or cat/s (front page and inside page with updated vaccination and deworming
   PHOTOGRAPH/S of the subject dog/s and/or cat/s
   PET PASSPORT (personal details of the subject dog/s and/or cat/s), if applicable
   BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) of the undersigned.

3. I fully understand and agree that the importation of dog/s and/or cat/s must have a valid SPSIC and its corresponding documentary requirements as written in this Circular regarding Documentary Requirements and Other Important Matters in the Application for SPSIC in the importation of Dogs and Cats. Further, failure to comply with the requirements and guidelines of the Bureau of Animal Industry will be subjected to any of the three penalties of DA AO No. 9, s. 2010 Section VII. D which are (1) confiscated and destroyed; (2) returned to the country of origin; (3) shipped to a third country.

4. I declare that I have read this document and have fully understood its contents; and

5. I further declare that I voluntarily and willingly executed this Affidavit of Undertaking with full knowledge of my rights under the law.

IN WITNESS WHEREOF, I have hereunto set my hand at _____, this ____ day of _____, 20____.

_____
Name of Importer/Affiant
ID Number:_____

[3] Pet Owners or ONE-TIME IMPORTERS, as the name implies, refers to the importation of dogs and cats for companion / guide or non-profit breeding, non-commercial purposes on a one-time basis. One-time importer satisfies the following conditions:
• imports a maximum of 3 animals, once a year; OR
• imports a maximum of 3 animals, more than once a year, provided that the same animals identified through its microchip numbers are imported (for owners frequently travelling with pets)

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SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20____ in _____ , affiant exhibiting to me his/her _____ issued on _____.

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Annex B
NOTARIZED AFFIDAVIT OF UNDERTAKING (TEMPLATE)
(FOR COMMERCIAL IMPORTATION[4])

AFFIDAVIT OF UNDERTAKING
(For Commercial Importation)

I, (NAME OF IMPORTER, IN CASE OF INDIVIDUAL IMPORTER)/(NAME OF REPRESENTATIVE, IN CASE OF JURIDICAL ENTITY) , a Filipino citizen, of legal age, a resident of (ADDRESS OF INDIVIDUAL IMPORTER or REPRESENTATIVE OF JURIDICAL ENTITY, as the case may be), after having sworn to in accordance with law, depose and state that:

1. I am a *Commercial Importer of Live Animal/s* (in case of individual importer)/I am a representative of [Name of Juridical Entity], a *Commercial Importer of Live Animal/s* (in case of juridical entity), with the following details of the animals:

   Species:
   Breed:
   Sex
   Color
   Age
   Name of owner/exporter from the country of origin
   Address of exporter

   (Note: Repeat the same details should there be more than one dog and/or cat in the importation)

2. In line with the provisions of DA AO No. 9, s. 2010, I am attaching the following documents as regards the above importation:

   Proof of MICROCHIP NUMBER/S;
   VACCINATION AND DEWORMING RECORDS of the subject dog/s and/or cat/s;
   PHOTOGRAPH/S of the subject dog/s and/or cat/s;
   PET PASSPORT of subject dog/s and/or cat/s (if applicable);
   BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) of the undersigned;
   Mayor's BUSINESS PERMIT (certified true copy);
   BIR REGISTRATION (certified true copy);
   DTI REGISTRATION (certified true copy);
   SEC REGISTRATION (if juridical entity) [certified true copy];
   AMO Accreditation from the Bureau of Customs;
   BAI-AHWD CERTIFICATE OF REGISTRATION OF ANIMAL FACILITY (for facilities keeping a minimum of 20 dogs/cats or more);
   SECRETARY'S CERTIFICATE (in case of representative of juridical entity); and
   NOTARIZED LEASE OF CONTRACT OR PROOF OF OWNERSHIP of animal facility.

3. I fully understand and agree that the importation of dog/s and/or cat/s must have a valid SPSIC and its corresponding documentary requirements as written in this Circular regarding Documentary Requirements and Other Important Matters in the Application for SPSIC in the importation of Dogs and Cats. Further, failure to comply with the requirements and guidelines of the Bureau of Animal Industry will be subjected to any of the three penalties of DA AO No. 9, s. 2010 Section VII. D which are (1) confiscated and destroyed; (2) returned to the country of origin; (3) shipped to a third country.

4. I declare that I have read this document and have fully understood its contents; and

[4] COMMERCIAL IMPORTERS are the importers of dogs and cats for regular, commercial purposes such as for breeding, kennel, exhibit, pet transport or resell. A Certificate of Accreditation (As Live Animal Importer) shall be issued to such kind of importers.

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5. I further declare that I voluntarily and willingly executed this Affidavit of Undertaking with full knowledge of my rights under the law.

IN WITNESS WHEREOF, I have hereunto set my hand at _____, this ____ day of _____, 20____.

_____
Name of Importer/Affiant
ID Number:_____

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20____ in _____ , affiant exhibiting to me his/her _____ issued on _____.

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Annex C
AFFIDAVIT OF UNDERTAKING (TEMPLATE)
(FOR FOREIGN IMPORTERS[5])

AFFIDAVIT OF UNDERTAKING
(For Foreign Importers)

I, (NAME OF IMPORTER/SHIPPER), a Filipino citizen, of legal age, a resident of (ADDRESS OF IMPORTER/SHIPPER), after having sworn to in accordance with law, depose and state that:

1. I am a *Foreign Importer* of a live animal, with the following details of the animals:

   Species:
   Breed:
   Sex
   Color
   Age
   Name of owner/exporter from the country of origin
   Address of exporter

2. In line with the provisions of DA AO No. 9, s. 2010, I am attaching the following documents as regards the above importation:

   Proof of MICROCHIP NUMBER;
   VACCINATION AND DEWORMING RECORDS of the subject dog/s and/or cat/s;
   PHOTOGRAPH/S of the subject dog/s and/or cat/s;
   PET PASSPORT of subject dog/s and/or cat/s (if applicable); and
   SCANNED COPY OF PERSONAL PASSPORT.

3. I fully understand and agree that the importation of dog/s and/or cat/s must have a valid SPSIC and its corresponding documentary requirements as written in this Circular regarding Documentary Requirements and Other Important Matters in the Application for SPSIC in the importation of Dogs and Cats. Further, failure to comply with the requirements and guidelines of the Bureau of Animal Industry will be subjected to any of the three penalties of DA AO No. 9, s. 2010 Section VII. D which are (1) confiscated and destroyed; (2) returned to the country of origin; (3) shipped to a third country.

4. I declare that I have read this document and have fully understood its contents; and

5. I further declare that I voluntarily and willingly executed this Affidavit of Undertaking with full knowledge of my rights under the law.

IN WITNESS WHEREOF, I have hereunto set my hand at _____, this ____ day of _____, 20____.

_____
Name of Importer/Affiant
ID Number:_____

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20____ in _____ , affiant exhibiting to me his/her _____ issued on _____.

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[5] It is assumed that FOREIGN IMPORTERS are ONE-TIME IMPORTERS. They import a maximum of 3 animals, once a year or import a maximum of 3 animals, more than once a year, provided that the same animals identified through its microchip numbers are imported.

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