



1. Issuance of License-To- Operate (LTO) Feed Establishment Online Application

This describe process of preparing and issuing of Feed Establishment LTO.

Office or Division:	Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)													
Classification:	Highly Technical Transaction													
Type of Transaction:	G2B – Government to Business,													
Who may avail?	Business entity as Commercial Mixed Feed Manufacturer, Commercial Feed Trader, Toll Manufacturer, Feed Ingredient Manufacturer, Non-Commercial Mixed Feed Manufacturer, Feed Importer, Exporter, Indentor, Feed Supplier and Repacker, Feed Distributor, Dealer, Retailer													
Fees to be paid:	<p>Schedule of Fees for LTO Animal Feed Establishment</p> <table border="1"> <thead> <tr> <th></th> <th>Types of LTO</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Commercial Mixed Feed Manufacturer</td> <td>PHP 450.00 <i>less than 25 mt</i></td> </tr> <tr> <td>2.</td> <td>Commercial Feed Trader</td> <td>PHP 540.00 <i>25.1 mt to 50 mt</i></td> </tr> <tr> <td>3.</td> <td>Toll Manufacturer</td> <td>PHP 630.00 <i>50.1 mt – 100 mt</i></td> </tr> </tbody> </table>			Types of LTO	Fees	1.	Commercial Mixed Feed Manufacturer	PHP 450.00 <i>less than 25 mt</i>	2.	Commercial Feed Trader	PHP 540.00 <i>25.1 mt to 50 mt</i>	3.	Toll Manufacturer	PHP 630.00 <i>50.1 mt – 100 mt</i>
	Types of LTO	Fees												
1.	Commercial Mixed Feed Manufacturer	PHP 450.00 <i>less than 25 mt</i>												
2.	Commercial Feed Trader	PHP 540.00 <i>25.1 mt to 50 mt</i>												
3.	Toll Manufacturer	PHP 630.00 <i>50.1 mt – 100 mt</i>												



	4.	Feed Ingredient Manufacturer	PHP 720.00 <i>more than 100 mt</i>	
	5.	Non-Commercial Mixed Feed Manufacturer	PHP. 200.00 PHP. 180.00 Annual Fee <u>PHP 380.00</u>	
	6.	Feed Importer	PHP 480.00	
	7.	Feed Exporter	PHP 480.00	
	8.	Feed Indentor	PHP 480.00	
	9.	Feed Supplier	PHP 240.00	
	10.	Feed Repacker	PHP 120.00	
	11.	Feed Dealer	PHP 240.00	
	12.	Feed Distributor	PHP 120.00	
	13.	Feed Retailer	PHP 60.00	
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



Activation of Account	
1. INS (InterCommerce Network Services) Enrollement Form	INS
2. Information Service Agreement	INS
3. BIR 2303	c/o Applicant, BIR
LTO Classification	
A. Commercial Mixed Feed Manufacturer	
INITIAL (1 Electronic Copy)	
1. <i>Official Receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration: a.) Sole Proprietorship –Department of Trade and Industry (DTI) b.) Corporations - Security Exchange Commission (SEC) c.) Cooperative- Cooperative Development Authority (CDA)	DTI, SEC, or CDA whichever is applicable
3. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)/ Permit to Operate (PTO) from Department of Environment and Natural Resources (DENR) or Discharge Permit (DP) from Laguna Lake	c/o Applicant, DENR-ECC/CNC/ PTO, LLDA-DP, whichever is applicable



Development Authority (LLDA) if the establishment was discharging liquid waste and located within the vicinity of Laguna de Bay/ under the jurisdiction of LLDA	
4. Business / Mayor's Permit for the current year	c/o Applicant, Local Government Unit (LGU)
5. Feed mill plant lay-out and latest photos	c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant.
6. Joint Affidavit of Undertaking (RF FVDB-16) with Veterinarian/ <i>Agriculturist-Animal Nutritionist</i> valid PRC ID and PTR	c/o Applicant, Downloadable at www.bai.gov.ph - AFVDBCD Service form
7.1 Establishment with in-house laboratory a.) Valid BAI <i>Certificate of Recognition</i> b.) Valid Professional Regulation Commission (PRC) ID and Professional Tax Receipt (PTR) of Chemist	c/o Applicant
7.2 Establishment without their own laboratory a.) MOA between BAI <i>Recognized Third-party Service Laboratory</i> and the establishment b.) Copy of valid <i>BAI Certificate of Recognition</i> c.) Valid PRC ID and PTR of Chemist	c/o Applicant
8. Sketch location map	c/o Applicant
9. Certificate of BAI Orientation Seminar	c/o Applicant,BAI
10. Site inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- Inspection, Monitoring and Inspection Section (IMES) Inspector- Contract of Service (COS), Agriculturist II



	and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Commercial Mixed Feed Manufacturer</i>	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Permit to Operate (PTO) from Department of Environment and Natural Resources (DENR) or Discharge Permit (DP) from Laguna Lake Development Authority (LLDA) if the establishment was discharging liquid waste and located within the vicinity of Laguna de Bay/ under the jurisdiction of LLDA	c/o Applicant, DENR
5. Certificate of Attendance of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
B. Commercial Feed Trader	
INITIAL (1 Electronic Copy)	
1. <i>Official Receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI/ SEC/ CDA	c/o Applicant, DTI, SEC, or CDA whichever is applicable
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Copy of Memorandum of Agreement (MOA) between the Toll Feed Manufacturer (TM) and Commercial Feed Trader (CFT);	c/o Applicant
5. Joint Affidavit of Undertaking (RF FVDB-16)	c/o Applicant, Downloadable at www.bai.gov.ph - AFVDBCD



With Veterinarian/ <i>Agriculturist-Animal Nutritionist</i> valid PRC ID and PTR	Service form
6. Sketch location map	c/o Applicant
7. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
8. Site inspection of office warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official Receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Commercial Feed Trader</i>	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. <i>Summary of Annual Production Report with Inspection Fees (Official Receipt).</i>	c/o Applicant
5. List of Toll Manufacturer with valid contract	c/o Applicant
6. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
7. Site inspection of office and warehouse, and validation of submitted document	AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist <i>DA-RFO (R/PAFVDABCO)</i>
C. Toll Manufacturer	
INITIAL (1 Electronic Copy)	



1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI/ SEC/ CDA	c/o Applicant, DTI, SEC, or CDA whichever is applicable
3. ECC/ CNC/PTO/ DP	c/o Applicant, DENR, LLDA, whichever is applicable
4. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
5. MOA between TM and CFT ; or <i>Notification letter indicating no current CFT Client</i>	c/o Applicant
6. Feed mill plant lay-out and latest photos	c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant.
7. Joint Affidavit of Undertaking (RF FVDB-16) With Veterinarian/ <i>Agriculturist-Animal Nutritionist</i> valid PRC ID and PTR	c/o Applicant, Downloadable at www.bai.gov.ph - AFVDBCD Service form
8. Sketch location map	c/o Applicant
9. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
10. Site Inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Toll Manufacturer</i>	c/o Applicant



3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. <i>Summary of Annual Production Report with Inspection Fees (Official Receipt).</i>	c/o Applicant
5. List of current <i>registered</i> CFT Clients	c/o Applicant
6. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
7. Site inspection of office, plant and warehouse, validation of submitted document	AFVDBCD- IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist / <i>DA-RFO (R/PAFVDABCO)</i>
D. Feed Ingredient Manufacturer	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI/ SEC/ CDA	c/o Applicant, DTI, SEC, or CDA whichever is applicable
3. ECC/CNC/PTO/ DP	c/o Applicant, DENR, LLDA, whichever is applicable
4. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
5. Feed mill plant lay-out and latest photos	c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant.
6. Joint Affidavit of Undertaking (RF FVDB-16) With Veterinarian/ <i>Agriculturist-Animal Nutritionist</i> valid PRC and PTR	c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form



7. Establishment with in-house laboratory- Valid BAI Certificate of Recognition	c/o Applicant, whichever is applicable
Establishment without their own laboratory:	c/o Applicant
a.) MOA between <i>Recognized Third-party Service Laboratory</i> and establishment	
b.) Valid <i>BAI Certificate of Recognition</i>	
8. Sketch location map	c/o Applicant
9. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
10. Site Inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Feed Ingredient Manufacturer</i>	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. <i>Summary of Annual Production Report and scanned copies of Inspection Fees Official Receipts (OR).</i>	c/o Applicant
5. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
6. Site inspection of office, plant and warehouse, validation of submitted document	AFVDBCD- IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist / <i>DA-RFO</i>



	(R/PAFVDABCO)
E. Non-Commercial Mixed Feed Manufacturer	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI/ SEC/ CDA	c/o Applicant, DTI, SEC, or CDA whichever is applicable
3. ECC /CNC/ PTO/ DP	c/o Applicant, DENR, LLDA, whichever is applicable
4. Business / Mayor's Permit for the current year	c/o Applicant
5. Affidavit of Animal Population (RF FVDB-51)	c/o Applicant, Downloadable at www.bai.gov.ph - AFVDBCD Service form
6. <i>Certificate of Farm Accreditation from BAI-Animal Health and Welfare Division (AHWD) or BFAR Accreditation</i>	c/o Applicant
7. Sketch location map	c/o Applicant
8. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
9. Site inspection of office, plant and warehouse, validation of submitted document	IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Non-Commercial Mixed Feed Manufacturer</i>	c/o Applicant



3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
5. Site inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist / <i>DA-RFO</i> (<i>R/PAFVDABCO</i>)
F. Feed Importer	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI/ SEC/ CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
3. Business / Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
6. <i>Certificate of Farm Accreditation from BAI- Animal Health and Welfare Division (AHWD) or BFAR Accreditation if For Own Use</i>	c/o Applicant
7. Site Inspection of office, and warehouse, validation of submitted document	IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant



2. Previously approved LTO as <i>Feed Importer</i>	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
5. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO)
G. Feed Exporter	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
3. Business / Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI Orientation Seminar	c/o Applicant,BAI
6. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Feed Exporter</i>	c/o Applicant
3. Business / Mayor's Permit for the current year	c/o Applicant, LGU



4. Certificate of BAI Orientation Seminar	c/o Applicant,BAI
5. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO)
H. Feed Indentor	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI Orientation Seminar	c/o Applicant, BAI-AFVDBCD
6. Site inspection of the office and validation of document	IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Certificate of BAI Orientation Seminar	c/o Applicant,BAI
5. Site inspection of the office and warehouse,	IMES Inspector- Contract of Service (COS), Agriculturist II



and validation of document	and Senior Agriculturist / <i>DA-RFO (R/PAFVDABCO)</i>
I. Feed Supplier	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. <i>Business Certificate of Registration DTI, SEC, CDA</i>	<i>c/o Applicant, DTI/ SEC/ CDA, whichever is applicable</i>
4. Sketch location map	c/o Applicant
5. Site inspection of the office and warehouse/ <i>store</i> , and validation of document	IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist / <i>DA-RFO (R/PAFVDABCO)</i>
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Feed Supplier</i>	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Site inspection of the office and warehouse/ <i>store</i> , and validation of document	IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist / <i>DA-RFO (R/PAFVDABCO)</i>
J. Repacker	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant



2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Authorization from the manufacturer, trader or importer to repack their product, tags or labels of the product to be repacked	c/o Applicant
4. Skectch location map	c/o Applicant
5. Site inspection of the office and warehouse/ store, and validation of document	IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO)
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Repacker</i>	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Site inspection of the office and warehouse/ store, and validation of document	IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO)
K. DISTRIBUTOR	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant



2. Previously approved LTO as <i>Distributor</i>	c/o Applicant
3. Business / Mayor's Permit for the current year	c/o Applicant, LGU
L. Dealer	
INITIAL (1 Electronic Copy)	
1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Site inspection of store and warehouse, and validation of document	IMES Inspector- Contract of Service (COS), Agriculturist II and Senior Agriculturist
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Dealer</i>	c/o Applicant
3. Business/ / Mayor's Permit for the current year	c/o Applicant, LGU
4. Site inspection of the office and warehouse/ store, and validation of document	IMES Inspector- Contract of Service (COS) , Agriculturist II and Senior Agriculturist / DA-RFO (R/PAFVDABCO)
M. Retailer	
INITIAL (1 Electronic Copy)	



1. <i>Official receipt for initial application</i>	c/o Applicant
2. Business/ Mayor's Permit for the current year or Barangay Permit	c/o Applicant, LGU
RENEWAL (1 Electronic Copy)	
1. <i>Official receipt for renewal application</i>	c/o Applicant
2. Previously approved LTO as <i>Retailer</i>	c/o Applicant
3. Business/ Mayor's Permit for the current year or Barangay Permit	c/o Applicant, LGU
Change in Circumstances (CIC)	
1. Official Receipt for CIC	c/o Applicant
2. Official letter address to BAI Director indicating details of the requested change(s)	
3. Previously approved LTO Animal Feed Establishment	c/o Applicant
4. <i>Amended SEC (Corporation) / DTI (Sole Proprietorship)/ CDA (Cooperative)</i>	c/o Applicant, whichever is applicable
5. <i>Amended ECC</i>	c/o Applicant, applicable for Manufacturers only
6. <i>Amended Business permit for the current year</i>	c/o Applicant
Expiration	
The LTO automatically expires on the 31st of December every year. Application for renewal shall be filed on or before January 21st of the following year. Failure to renew on or before the deadline shall be subjected to surcharges under DA Administrative Order No 33, Series of 2000. The original Certificate of LTO shall remain valid every after	



renewal of LTO.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform their intention to apply thru phone call and/or email	1.1. <i>Provide the link of the online short course to obtain the Certificate of BAI Orientation Seminar</i> <i>Link:</i> https://bit.ly/3Jtq6YY	None	5 minutes	Admin. Staff LRCS
	1.2. Provide helpdesk email of INS to client for registration and issue Order of Payment Remarks: Provide client instruction on the registration, payment, and application process thru email			
2. Send an email request thru email helpdesk@intercommerce.com.ph and secure the	None	None	C/O INS	C/O INS



following requirements:

- a) User Manual
 - b) INS Enrollment Form
 - c) Information Service Agreement
3. Register an account thru <https://baireg.intercommerce.com.ph> and accomplish the following:
- a) Account Info- Username and Password
 - b) Company Info None None C/O INS C/O INS
 - c) Attachments:
 - i. INS Enrollment Form
 - ii. Information Service Agreement
 - iii. BIR 2303
4. Waits for the activation of account None None C/O INS C/O INS



		1) Commercial Mixed Feed Manufacturer PHP 450.00		
		2) Commercial Feed Trader PHP 540.00		
		3) Toll Manufacturer PHP 630.00		
2. Pay corresponding payment	2. Process payment and issue Official Receipt	4) Feed Ingredient Manufacturer PHP 720.00	10 minutes	BAI Cashier
		5) Non-Commercial Mixed Feed Manufacturer PHP 200.00 PHP 180.00 (Annual Fee)		
		6) Feed Importer PHP 480.00		
		7) Feed Exporter PHP 480.00		



8) Feed Indentor PHP
480.00

9) Feed Supplier PHP
240.00

10) Feed Repacker PHP
120.00

11) Feed Dealer PHP
240.00

12) Feed Distributor PHP
120.00

13) Feed Retailer PHP
60.00

3. Login to
<https://baireg.intercommerce.com.ph> to start application process as referred to INS User Manual, to wit:
a. *Filling-up necessary information*

None

Service Fee c/o INS

C/O INS

C/O INS



<p><i>b. Attach documentary requirements</i> <i>c. Payment of INS Service Fee</i> <i>d. Submit application</i></p> <p>4. Monitor status of application thru email and account:</p>	<p>4. Review and validate the application and documentary requirements:</p> <p>Remarks: If with compliance, the application is pending until requested requirements is satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3.</p> <p>Remarks: If non-compliance, send compliance request.</p> <p>If complete, forward to Head of Inspection'</p>	None	30 minutes	Technical Evaluator, LRCS
<p>5. Wait for the system generated email notification for schedule of Inspection</p>	<p>5. Assign field inspector and notify for the schedule of inspection</p> <p>Remarks: Schedule is set 14 working days upon receipt of head inspector</p>	None	30 minutes	Section Head, IMES For <i>Regional Field Office (RFO), Regional Animal Feeds Veterinary</i>



					<i>Drugs and Biologics Control Officers (RAFVDABCO)</i>
					Team
					IMES Inspection Team
6. Participate in the inspection proper	6. Conduct inspection proper a. Entry meeting b. Verification of original documents c. Facility inspection d. Exit Meeting	None		3 hours	For <i>RFO,</i> <i>RAFVDABCOs</i> Team
7. Monitor status of application thru email and account:	7.1. Encode Inspection Findings in the INS System				
Remarks: If with compliance, the application is pending until requested requirements is satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3.	Remarks: If non-compliance, send compliance request. If complete, forward to endorser for Recommending approval to Assistant Director with the authority of the Director	None		30 minutes	IMES Inspection Team For <i>RFO,</i> <i>RAFVDABCOs</i> Team



	7.2. Endorse the application to the Assistant Director for approval with the authority of the Director	None	5 minutes	Supervising Agriculturist AFVDBCD
8. Print LTO Certificate	None	None	C/O Client	
TOTAL PROCESSING TIME			4 hours and 50 minutes per application (Excluding travel time, scheduling, and period of compliance)	



2. Issuance of License-To- Operate (LTO) VDAP Establishment Online Application

This describe process of preparing and issuing of Veterinary Drugs and Product Establishment LTO.

Office or Division:	Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)
Classification:	Highly Technical Transaction
Type of Transaction:	G2B – Government to Business,
Who may avail?	Business entity as VDAP Manufacturer, VDAP Trader, VDAP Importer, VDAP Exporter, VDAP Wholesaler, VDAP Outlet.

Fees to be paid:

SCHEDULE OF FEES

LTO VDAP

Nature of Business	Fees		Validity	
	Initial	Renewal	Initial	Renewal
1 Manufacturer	PHP 6000.00	PHP 12,000.00	1 Year	2 Years
2 Trader	PHP 3,600.00	PHP 7,200.00	1 Year	2 Years
3 Importer	PHP 2,400.00	PHP 4,800.00	1 Year	2 Years



4 Exporter	PHP 2,400.00	PHP 4,800.00	1 Year	2 Years
5 Wholesaler	PHP 2,400.00	PHP 4,800.00	1 Year	2 Years
6 Outlet	PHP 240.00	PHP 480.00	1 Year	2 Years

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

Activation of Account

- 4. INS (InterCommerce Network Services) Enrollement Form **INS**
- 5. Information Service Agreement **INS**
- 6. BIR 2303 **c/o Applicant, BIR**

LTO Classification

N. VDAP Manufacturer

INITIAL (1 Electronic Copy)

- 7. Business Certificate of Registration: **DTI, SEC, or CDA whichever is applicable**
 - a.) Sole Proprietorship –Department of Trade and Industry (DTI)
 - b.) Corporations - Security Exchange Commission (SEC)
 - c.) Cooperative- Cooperative Development Authority (CDA)
- 8. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)/ Permit to **c/o Applicant, DENR-ECC/CNC/PTO, LLDA- DP, whichever**



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|---|--|
| Operate (PTO) from Department of Environment and Natural Resources (DENR) or Discharge Permit (DP) from Laguna Lake Development Authority (LLDA) if the establishment was discharging liquid waste and located within the vicinity of Laguna de Bay/ under the jurisdiction of LLDA | is applicable |
| 9. Business / Mayor's Permit for the current year | c/o Applicant, Local Government Unit (LGU) |
| 10. Joint Affidavit of Undertaking (RF FVBD-16) of Veterinarian, and Chemist and valid Professional Regulation Commission (PRC) ID and Professional Tax Receipt (PTR). | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form |
| 11. Establishment with in-house veterinary laboratory requirements: | c/o Applicant |
| a. Valid Certificate of Recognition, | |
| b. Valid PRC ID and PTR of Chemist | |
| 12. Establishment without their own veterinary laboratory requirements: | c/o Applicant, |
| a. Memorandum of Agreement (MOA) between the applicant and BAI Recognized Third-party Service Laboratory | |
| b. Valid Certificate of Recognition, and | |
| c. Valid PRC ID and PTR of Chemist | |
| 13. List of products to be manufactured with Generic or Brand Names | c/o Applicant |
| 14. Sketch location map | c/o Applicant |



- | | |
|---|---|
| 15. Current floor plan with complete dimension | c/o Applicant |
| 16. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 17. Site inspection of office, plant and warehouse and validation of submitted document | AFVDBCD- Inspection, Monitoring and Inspection Section (IMES) Inspector- Agriculturist II |

RENEWAL (1 Electronic Copy)

- | | |
|--|--|
| 6. Previously approved LTO certificate | c/o Applicant |
| 7. Business/ Mayor's Permit for the current year | c/o Applicant, LGU |
| 8. Joint Affidavit of Undertaking (RF FVDB-16) with valid PRC ID and PTR of Veterinarian and Chemist | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form |
| 9. Establishment with in-house veterinary laboratory requirements: | c/o Applicant |
| a. Valid Certificate of Recognition, | |
| b. Valid PRC ID and PTR of Chemist | |
| 10. Establishment without their own veterinary laboratory requirements: | c/o Applicant |
| a. MOA between the applicant and BAI Recognized Third-party Service Laboratory | |
| b. Valid Certificate of Recognition, and | |
| c. valid PRC ID and PTR of Chemist | |
| 11. Annual production report and production report fees | c/o Applicant |
| 12. Site inspection of office, plant and warehouse and validation of submitted document | AFVDBCD- IMES Inspector- Agriculturist II |



O. VDAP Trader

INITIAL (1 Electronic Copy)

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Business Certificate of Registration: <ol style="list-style-type: none"> a.) Sole Proprietorship –Department of Trade and Industry (DTI) b.) Corporations - Security Exchange Commission (SEC) c.) Cooperative- Cooperative Development Authority (CDA) 2. Contract of Agreement between Licensed VDAP Manufacturers and Veterinary Drug Trader containing stipulations that both parties are jointly responsible for the quality of the veterinary drug and product. 3. Business / Mayor’s Permit for the current year 4. Joint Affidavit of Undertaking (RF <i>AFVBDCD</i>-16) with valid PRC ID and PTR of Veterinarian and Chemist. 5. Establishment without their own veterinary laboratory requirements: <ol style="list-style-type: none"> a. MOA between the applicant and BAI Recognized Third-party Service Laboratory b. Valid Certificate of Recognition, and c. valid PRC ID and PTR of Chemist | <p>DTI, SEC, or CDA whichever is applicable</p> <p>c/o Applicant</p> <p>c/o Applicant, <i>LGU</i></p> <p>c/o Applicant, Downloadable at www.bai.gov.ph-AFVBDCD Service form</p> <p>c/o Applicant</p> |
|---|--|



- | | |
|---|--|
| 6. List of products to be manufactured with Generic or Brand Names | c/o Applicant |
| 7. Sketch location map of office and warehouse | c/o Applicant |
| 8. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 9. Site inspection of office and warehouse and validation of submitted document | AFVDBCD-IMES Inspector- Agriculturist II |

RENEWAL (1 Electronic Copy)

- | | |
|---|--|
| 1. Approved digital LTO certificate (RF FVDB - 08) | c/o Applicant, electronic |
| 2. Business/ Mayor's Permit for the current year | c/o Applicant, <i>LGU</i> |
| 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form |
| 4. Establishment without their own veterinary laboratory requirements: | c/o Applicant |
| a. MOA between the applicant and BAI Recognized Third-party Service Laboratory | |
| b. Valid Certificate of Recognition, and | |
| c. valid PRC ID and PTR of Chemist | |
| 5. List of products to be with Generic or Brand Names | c/o Applicant |
| 6. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 7. Site inspection of office, plant and warehouse and validation of submitted document | AFVDBCD- IMES Inspector- Agriculturist II |

P. VDAP IMPORTER



INITIAL (1 Electronic Copy)

- | | |
|---|--|
| 1. Business Certificate of Registration: | DTI, SEC, or CDA whichever is applicable |
| a.) Sole Proprietorship –Department of Trade and Industry (DTI) | |
| b.) Corporations - Security Exchange Commission (SEC) | |
| c.) Cooperative- Cooperative Development Authority (CDA) | |
| 2. Business / Mayor’s Permit for the current year | c/o Applicant, <i>LGU</i> |
| 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form |
| 4. List of products to be imported with Generic or Brand Names | c/o Applicant |
| 5. Sketch location map | c/o Applicant |
| 6. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 7. Site inspection of office and warehouse and validation of submitted document | AFVDBCD- IMES Inspector- Agriculturist II |

RENEWAL (1 Electronic Copy)

- | | |
|---|---|
| 1. Previously approved LTO certificate | c/o Applicant |
| 2. Business / Mayor’s Permit for the current year | c/o Applicant, Local Government Unit (LGU) |
| 3. Joint Affidavit of Undertaking | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD |



- | | |
|---|---|
| (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist | Service form |
| 4. List of products to be imported/ distributed with Generic or Brand Names | c/o Applicant |
| 5. Sketch location map of office and warehouse | c/o Applicant |
| 6. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 7. Site inspection of office and warehouse and validation of submitted document | AFVDBCD- IMES Inspector- Agriculturist II |

Q. VDAP EXPORTER

INITIAL(1 Electronic Copy)

- | | |
|--|---|
| 1. Business Certificate of Registration:
a.) Sole Proprietorship –Department of Trade and Industry (DTI)

b.) Corporations - Security Exchange Commission (SEC)

c.) Cooperative- Cooperative Development Authority (CDA) | DTI, SEC, or CDA whichever is applicable |
| 2. Business / Mayor's Permit for the current year | c/o Applicant, <i>LGU</i> |
| 3. Joint Affidavit of Undertaking (RF FVBD-16) With valid PRC ID and PTR of Veterinarian and Chemist | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD
Service form |
| 4. List of products to be exported with Generic or | c/o Applicant |



- Brand Names
- 5. Sketch location map of office and warehouse c/o Applicant
- 6. Certificate of BAI Orientation Seminar c/o Applicant,BAI- INS
- 7. Site inspection of office and warehouse and validation of submitted document AFVDBCD- IMES Inspector- Agriculturist II

RENEWAL (1 Electronic Copy)

- 1. Previously approved LTO Certificate c/o Applicant
- 2. Business / Mayor's Permit for the current year c/o Applicant, *LGU*
- 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR. c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form
- 4. List of products to be exported with Generic or Brand Names c/o Applicant
- 5. Sketch location map office and warehouse c/o Applicant
- 6. Certificate of BAI Orientation Seminar c/o Applicant,BAI
- 7. Site inspection of office and warehouse and validation of submitted document AFVDBCD-IMES Inspector- Agriculturist II

R. VDAP WHOLESALER

INITIAL(1 Electronic Copy)

- 1. Business Certificate of Registration: DTI, SEC, or CDA whichever is applicable
 - a.) Sole Proprietorship –Department of Trade and Industry (DTI)
 - b.) Corporations - Security Exchange



Commission (SEC)

c.) Cooperative- Cooperative Development Authority (CDA)

2. Business / Mayor's Permit for the current year c/o Applicant, *LGU*
3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form
4. A valid contract of agreement with BAI Licensed VDAP Manufacturer, VDAP Importer, VDAP Trader. c/o Applicant
5. List of products to be sold with Generic or Brand Names c/o Applicant
6. Sketch location map c/o Applicant
7. Certificate of BAI Orientation Seminar c/o Applicant,BAI
8. Site inspection of office and warehouse and validation of submitted document AFVDBCD-IMES Inspector- Agriculturist II

RENEWAL (1 Electronic Copy)

1. Previously approved LTO certificate c/o Applicant
2. Business / Mayor's Permit for the current year c/o Applicant, *LGU*
3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form



- | | |
|---|--|
| 4. A valid contract of agreement with BAI Licensed VDAP Manufacturer, VDAP Importer, VDAP Trader. | c/o Applicant |
| 5. List of products to be sold with Generic or Brand Names | c/o Applicant |
| 6. Sketch location map | c/o Applicant |
| 7. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 8. Site inspection of office, store and warehouse and validation of submitted document | AFVDBCD-IMES Inspector- Agriculturist II |

S. VDAP OUTLET

INITIAL(1 Electronic Copy)

- | | |
|--|--|
| 1. Business Certificate of Registration:
a.) Sole Proprietorship –Department of Trade and Industry (DTI)

b.) Corporations - Security Exchange Commission (SEC)

c.) Cooperative- Cooperative Development Authority (CDA) | DTI, SEC, or CDA whichever is applicable |
| 2. Business / Mayor's Permit for the current year | c/o Applicant, <i>LGU</i> |
| 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR of Veterinarian and Chemist | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form |



- | | |
|--|--|
| 4. List of products to be sold with Generic or Brand Names | c/o Applicant |
| 5. Sketch location map office and store | c/o Applicant |
| 6. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 7. Site inspection of office and store, and validation of submitted document | AFVDBCD-IMES Inspector- Agriculturist II |

RENEWAL (1 Electronic Copy)

- | | |
|---|--|
| 1. Previously approved LTO certificate | c/o Applicant |
| 2. Business / Mayor's Permit for the current year | c/o Applicant, <i>LGU</i> |
| 3. Joint Affidavit of Undertaking (RF FVDB -16) with valid PRC ID and PTR Veterinarian and Chemist | c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form |
| 4. List of products to be sold with Generic or Brand Names | c/o Applicant |
| 5. Sketch location map of store | c/o Applicant |
| 6. Certificate of BAI Orientation Seminar | c/o Applicant,BAI |
| 7. Site inspection of store and validation of submitted document | AFVDBCD-IMES Inspector- Agriculturist II |

CHANGE IN CIRCUMSTANCES (1 Electronic Copy)

- | | |
|---|---------------|
| 1. Official Letter re change of address/ownership/ business name ect. | c/o Applicant |
|---|---------------|



- | | |
|---|--|
| 2. Previously approved LTO certificate | c/o Applicant |
| 3. Amended SEC (Corporation) / DTI (Sole Proprietorship)/ CDA (Cooperative) | c/o Applicant, whichever is applicable, |
| 4. Amended ECC | c/o Applicant, applicable for Manufacturers |
| 5. Amended Business permit for the current year | c/o Applicant |
| 6. Deed of Sale/ Transfer of Rights | c/o Applicant, incase of change of ownership |
| 7. Proofed of payment for CIC | c/o Applicant |

REMARKS: Surcharge: An additional 50% of the amount due shall be levied in every expired LTO

** Fees to be paid upon satisfactory compliance of all general and additional requirements. Fees are non-refundable and shall be charged in full for the entire validity of LTO.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Inform their intention to apply thru phone call and/ or email	<p>1.3. Provide <i>the link of the online short course to obtain the Certificate of BAI Orientation Seminar</i> <i>Link:</i> https://bit.ly/3Jtq6YY</p> <p>1.4. Provide helpdesk email of INS to client for registration and issue Order of Payment</p> <p>Remarks: Provide client instruction on the registration, payment, and application process thru email</p>	None	5 minutes	Admin. Staff LRCS
6. Send an email request thru email helpdesk@intercommerce.com.	None	None	C/O INS	C/O INS



ph and secure the following requirements:

- d) User Manual
 - e) INS Enrollment Form
 - f) Information Service Agreement
7. Register an account thru <https://baireg.intercommerce.com.ph> and accomplish the following:
- a) Account Info- Username and Password
 - b) Company Info None None C/O INS C/O INS
 - c) Attachments:
 - i. INS Enrollment Form
 - ii. Information Service Agreement
 - iii. BIR 2303
8. Waits for the activation of account None None C/O INS C/O INS



		14) VDAP Manufactur er PHP 6,000.00		
		15) VDAP Trader PHP 3,600.00		
3. Pay corresponding payment	5. Process payment and issue Official Receipt	16) VDAP Importer PHP 2,400.00	10 minutes	BAI Cashier
		17) VDAP Exporter PHP 2,400.00		
		18) VDAP Wholesaler PHP 2,400.00		



19) VDAP
Outlet PHP
240.00



<p>6. Login to https://baireg.intercommerce.com.ph to start application process as referred to INS User Manual, to wit:</p> <p>a. Filling-up necessary information</p> <p>b. Attach documentary requirements</p> <p>c. Payment of INS Service Fee</p> <p>d. Submit application</p>	None	Service Fee c/o INS	C/O INS	C/O INS
<p>7. Monitor status of application thru email and account:</p>	<p>6. Review and validate the application and documentary requirements:</p> <p>Remarks: If with compliance, the application is pending until requested requirements is satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3.</p>	None	1 hour	Technical Evaluator, LRCS
<p>7. Wait for the system generated email notification for schedule of Inspection</p>	<p>7. Assign field inspector and notify for the schedule of inspection</p>	None	14 working days	Section Head, IMES



	<p>Remarks: Schedule is set 14 working days upon receipt of head inspector</p>				<p>For <i>Regional Field Office (RFO), Regional Animal Feeds Veterinary Drugs and Biologics Control Officer (RAFVDABCO)</i></p> <p>IMES Inspection Team</p>
8. Participate in the inspection proper	<p>7. Conduct inspection proper a. Entry meeting b. Verification of original documents c. Facility inspection d. Exit Meeting</p>	None		3 hours	<p>For <i>RFO, RAFVDABCO</i> Team</p>
8. Monitor status of application thru email and account:	<p>7.3. Encode Inspection Findings in the INS System</p>			30 minutes	<p>IMES Inspection Team</p>
<p>Remarks: If with compliance, the application is pending until requested requirements is satisfied maximum of 30 days from the day of request, otherwise, the system will</p>	<p>Remarks: If non-compliance, send compliance request.</p> <p>If complete, forward to endorser for Recommending approval</p>	None			<p>For <i>RFO, RAFVDABCO</i> Team</p>



automatically reject the application, then the applicant will return to Step 3.

to Assistant Director with the authority of the Director

7.4. Endorse the application to the Assistant Director for approval with the authority of the Director

None

5 minutes

Supervising
Agriculturist
AFVDBCD

9. Print LTO Certificate

None

None

2 minutes

TOTAL PROCESSING TIME

**working days
4 hours
52 minutes per
applications**

**(Excluding
travel time,
scheduling, and
period of
compliance)**



3. Issuance of Certificate of Feed Product Registration (CFPR)

This describes the process covers the payment procedure up to the issuance of Certificate of Feed Product Registration (CFPR).

Office or Division:	Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)													
Classification:	Highly Technical Transaction													
Type of Transaction:	G2B – Government to Business													
Who may avail?	Business entity with License To Operate (LTO) as Mixed Feed Manufacturer, Feed Ingredient Manufacturer, Importer, Commercial Feed Trader, Non-Commercial Feed Manufacturer and Indentor													
Fees to be Paid:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Type of application</th> <th style="text-align: center;">Fees</th> </tr> </thead> <tbody> <tr> <td>Initial</td> <td>PHP. 100.00</td> </tr> <tr> <td>Renewal</td> <td>PHP. 100.00</td> </tr> <tr> <td>Change in Circumstances (CIC)</td> <td>PHP. 100.00</td> </tr> <tr> <td>Additional Exporter</td> <td>PHP. 100.00</td> </tr> <tr> <td>Brand name clearance fee</td> <td>PHP. 50.00</td> </tr> </tbody> </table> <p>Note: A surcharge will be imposed for late renewal applications as stated in AO 12 Series of 2007, Section 6. Renewal of Registration:</p>		Type of application	Fees	Initial	PHP. 100.00	Renewal	PHP. 100.00	Change in Circumstances (CIC)	PHP. 100.00	Additional Exporter	PHP. 100.00	Brand name clearance fee	PHP. 50.00
Type of application	Fees													
Initial	PHP. 100.00													
Renewal	PHP. 100.00													
Change in Circumstances (CIC)	PHP. 100.00													
Additional Exporter	PHP. 100.00													
Brand name clearance fee	PHP. 50.00													



	<p><i>“6.4 Surcharges based on the amount of the registration fee due and payable shall be imposed to those who fail to file their renewals on or before the deadline. A surcharge of 25% shall be imposed to those who file their renewal within 15 days after the deadline, 50% to those who file their renewal within 30 days after the deadline, 75% to those who file their renewal within 45 days after the deadline and 100% to those who file their renewal beyond 45 days after the deadline. Provided, that the aforementioned is without prejudice to the imposition of the penalties provided for under RA 1556, otherwise known as the “Livestock and Poultry Feeds Act” (as amended by Senate Bill No. 627 through Presidential Decree No. 7).”</i></p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Prepare one (1) electronic copy of the listed documents.		
A. Initial Application for Imported Feed Product		
1. Official Receipt for Initial application		c/o Applicant
1. Brand Name (for Branded Products) - whichever is applicable		Download application form at www.bai.gov.ph -AFVDBCD Service form
<ul style="list-style-type: none"> a. Previously approved Brand Name Certificate; or b. Duly accomplished Brand Name Application Form (RF FVDB-14) and Official Receipt (OR); or c. Valid IPOPhil Certificate of Registration 		c/o Applicant
2. Technical Product description		c/o Applicant
3. Process Flow of Manufacturing Procedure		c/o Applicant
4. Certificate of Analysis (COA) from:		c/o Applicant
<ul style="list-style-type: none"> a. BAI- <i>Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS)</i>; b. <i>Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory</i>; 		



<ul style="list-style-type: none"> c. BAI Recognized third-party laboratories; d. Any Government Laboratories; e. Company owned laboratory or in-house laboratory with Certificate of Recognition issued by BAI. f. Third-party laboratory COA (<i>if the item a, b, c, d, and e have no capability to conduct the required test</i>) authenticated by a competent authority from the country of origin will be accepted. The email address of the laboratory should also be indicated for further verification 	
5. <i>Proposed label</i>	c/o Applicant
6. Distribution Agreement between the importer/indentor and foreign manufacturer/supplier for branded products; Appointment letter will be accepted	c/o Applicant
7. Certificate of Free Sale (CFS) issued by Competent Authority from country of origin	c/o Applicant, Issued by Competent Authority from country of origin
8. Certificate of Good Manufacturing Practice/HACCP or equivalent certificate related to safety and quality of the product issued from the country of origin	c/o Applicant, with Authentication or Apostille from the competent authority
B. Initial Application for Locally Manufactured Feed Product	
1. <i>Official Receipt for initial application</i>	c/o Applicant
2. Brand Name (for Branded Products) - whichever is applicable	Download application form at www.bai.gov.ph-AFVDBCD Service form
<ul style="list-style-type: none"> d. Previously approved Brand Name Certificate; or e. Duly accomplished Brand Name Application Form (RF FVDB-14) and Official Receipt (OR); or f. Valid IPOPhil Certificate of Registration 	c/o Applicant
3. Technical Product description	c/o Applicant
4. Process Flow of Manufacturing Procedure	c/o Applicant



<p>5. Certificate of Analysis (COA) from:</p> <ul style="list-style-type: none"> a. BAI- <i>Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS)</i>; b. <i>Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory</i>; c. BAI Recognized third-party laboratories; d. Any Government Laboratories; e. Company owned laboratory or in-house laboratory with Certificate of Recognition issued by BAI. 	c/o Applicant
<p>6. <i>Proposed Label</i></p>	c/o Applicant
<p>7. Distribution Agreement between the Commercial Feed Trader (CFT) and Toll Manufacturer (TM)</p>	c/o Applicant
<p>C. FOR OWN USE/ CONSUMPTION AND NOT INTENDED FOR DISTRIBUTION OR SALE</p>	
<p>Note: For Imported Grains, the requirements are item 1, 4 and 5 only, the rest are required to all imported feed products</p>	
<p>1. <i>Official Receipt for initial application</i></p>	c/o Applicant
<p>2. Technical Product description</p>	c/o Applicant
<p>3. Process Flow of Manufacturing Procedure</p>	c/o Applicant
<p>4. Certificate of Analysis (COA) from:</p> <ul style="list-style-type: none"> a. BAI- <i>Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS)</i>; b. <i>Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory</i>; c. BAI Recognized third-party laboratories; d. Any Government Laboratories; e. Company owned laboratory or in-house laboratory with Certificate of Recognition issued by BAI. f. Third-party laboratory COA (<i>if the item a, b, c, d, and e have no capability to conduct the required test</i>) authenticated by a competent authority from the country of origin will be accepted. The email address of the laboratory should also be indicated for further verification 	c/o Applicant
<p>5. Certificate of Free Sale (CFS) issued by Competent Authority from country of origin</p>	c/o Applicant, Issued by Competent Authority



	from country of origin
6. Certificate of Good Manufacturing Practice/HACCP or equivalent certificate related to safety and quality of the product issued from the country of origin	c/o Applicant, Issued by Competent Authority from country of origin
D. RENEWAL (Imported and locally manufactured feed products)	
1. Official Receipt for Renewal application	c/o Applicant
2. Previously approved CFPR	c/o Applicant
3. COA from: <ul style="list-style-type: none"> a. BAI- <i>Veterinary Laboratory Division (VLD) Chemical and Feed Analysis Section (CFAS)</i>; b. <i>Department of Agriculture (DA)- Regional Feed Chemical Analysis Laboratory</i>; c. BAI Recognized third-party laboratories; d. Any Government Laboratories; e. Company owned laboratory or in-house laboratory with Certificate of Recognition issued by BAI. f. Third-party laboratory COA (<i>if the item a, b, c, d, and e have no capability to conduct the required test</i>) authenticated by a competent authority from the country of origin will be accepted. The email address of the laboratory should also be indicated for further verification 	c/o Applicant
4. <i>Commercial printed label</i> (Not applicable for Own Use/ consumption and not intended for distribution or sale)	c/o Applicant
E. Change in Circumstances (CIC)	
1. <i>Official Receipt for CIC application</i>	c/o Applicant
2. Previously approved CFPR	c/o Applicant
3. Official letter <i>address to BAI Director indicating the details of the requested change (s)</i>	c/o Applicant
4. <i>Revised label indicating the change(s)</i>	c/o Applicant
5. MOA between the Exporter and Importer	
6. Deed of Sale/ Transfer of Rights in case change of ownership	c/o Applicant
F. Additional Exporter	



1. Official Receipt for Additional Exporter	c/o Applicant
2. <i>Proposed Label indicating the details of the additional exporter</i>	c/o Applicant
3. Official letter address to <i>BAI Director indicating the details of the additional exporter</i>	c/o Applicant
4. Previously approved CFPR	c/o Applicant

INITIAL/RENEWAL/ CIC/ ADDITIONAL EXPORTER APPLICATION PROCESS FOR IMPORTED AND LOCALLY MANUFACTURED FEED PRODUCTS				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client informs their intention to apply thru phone call and/ or email to afvbcd@bai.gov.ph	1.1. Client to inquire about the feed product online registration thru phone call and/or email.	None	(c/o Client)	Client
2. ASS acknowledge receipt of email and forward to LRCS TE	2.1. ASS to acknowledge receipt of the email and forward the inquiries to LRCS TE.	None		Licensing, Registration, and Certification Section (LRCS) Administrative Support Staff



3. The LRCS TE to provide client instruction on the registration process of CFPR	3.1. Provide client instruction on the feed product registration, payment, and application process thru email. 3.2. Provide helpdesk email of INS to client for the online registration	None	2 days	LRCS Technical Evaluators (TE)- Agriculturist II
4. The client to request for the e-OP	4.1. The client to send an email request for the electronic Order of Payment (e-OP) at op.productreg.afvdbcd@gmail.com . Note: For branded products with no existing Brand Name Clearance (BNC), download the BNC application form (RF FVDB-14) at www.bai.gov.ph and submit duly filled-out application form as an attachment to the email request for e-OP.	None		Client
5. ASS to login to i.bai.gov.ph/DTS/OrderOfPayment.aspx to start e-OP issuance process	5.1. The ASS to login to i.bai.gov.ph/DTS/OrderOfPayment.aspx to start e-OP issuance for Brand Name Clearance and feed product registration for Initial, Renewal, CIC and Additional Exporter.	None		LRCS- ASS
6. ASS to send the e-OP to client thru email	6.1. Prepares and sends e-OP to client (See schedule of fees above)	PHP 100.00 / product		LRCS- ASS

		(Initial/ Renewal/ CIC/ Additional Exporter)		
		PHP 50.00 / Brand Name Clearance		
7. Client to pay via BAI Electronic Payment System	7.1. Client pays the corresponding fee via BAI Electronic Payment System- https://www.lbp-eservices.com/egps/portal/index.jsp <i>Note: The Official Receipt (OR) will be automatically sent to the client's email</i>		(c/o Client)	Client
8. Client to login to https://baireg.intercommerce.com.ph/ to start the application process	8.1. Client to login to https://baireg.intercommerce.com.ph/ to start application process as referred to INS User Manual, to wit: a. Fill-up the necessary information required in the field provided b. Attach the documentary requirements	None	(c/o Client)	Client

	<p>and OR</p> <p>c. Click “Submit” button. The status of the application should appear as “Submitted” and automatically goes to TE account for review.</p> <p>See lists of requirements above for Initial Application, Renewal, CIC and Additional Exporter and which can also be found in the BAI-INS portal</p>			
<p>9. TE to login to https://baireg.intercommerce.com.ph/bai to start the application process</p>	<p>9.1. TE evaluates the application and the attached documentary requirements for completeness and validity.</p> <p>Note:</p> <p>If it’s rejected, the TE to click the “Reject Application” button and fill in the “Reason of Rejection” field for any findings in the application.</p> <p>Client may re-apply by “create from existing application”.</p> <p>If it’s passed, the status of the application should appear as “For Endorsement” and automatically goes to the SH account.</p> <p>Note:</p> <p>Client will receive an email indicating the reason</p>	None	15 days	LRCS Section Agriculturist II



	for rejection.			
10. The SH to login to https://baireg.intercommerce.com.ph/bai to start to review the application for any inconsistencies	<p>10.1. The LRCS-SH to endorse the applications.</p> <p>If it's rejected, SH to click the "Reject Application" button and fill in the "Reason of Rejection" field for any findings in the application.</p> <p>Client may re-apply by "create from existing application".</p> <p>If it's passed, the status of the application should appear as "For Approval" and automatically goes to the Assistant Director (AD) account.</p> <p>Note: Client will receive an email indicating the reason for rejection.</p>	None	2 days	LRCS Section Head- Senior Agriculturist



<p>11. The Assistant Director to login to https://baireg.intercommerce.com.ph/bai for final review and approval of the application</p>	<p>11.1. The AD approves the application by clicking the “Approve” button.</p> <p>If it’s rejected, AD to click the “Reject Application” button and fill in the “Reason of Rejection” field for any findings in the application. Client may re-apply by “create from existing application”.</p> <p>If it’s passed, the status of the application should appear as “Approved”.</p> <p>Client will receive email notification indicating that the CFPR has been approved</p> <p>Note: Client will receive an email indicating the reason for rejection.</p>	None	1 day	Assistant Director (AD)
<p>12. Client to print the CFPR certificate</p>	<p>12.1. Client to click the “Print Button” to view and print the CFPR.</p> <p>Note: The CFPR will be limited to one time printing only.</p>	None	(c/o Client)	Client
TOTAL:		PHP 100.00/	20 days	



		product PHP 50.00 / Brand Name		
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4. Issuance of Certificate of Product Registration of *Feed Premixes and Water Soluble Supplements (CPR- VDAP)*

This describes the process covers the payment procedure up to the issuance of Certificate of Product Registration of Feed Premixes and Water Soluble Supplements (CPR-VDAP).

Office or Division:	Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)																	
Classification:	Highly Technical Transaction																	
Type of Transaction:	G2B – Government to Business																	
Who may avail?	Business entity with entity License-To-Operate (LTO) as VDAP Manufacturer, Trader, and Distributor/ Importer																	
Fees to be paid:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Type of application</th> <th style="text-align: center;">Fees</th> <th style="text-align: center;">Validity</th> </tr> </thead> <tbody> <tr> <td>Initial (Generic)</td> <td style="text-align: center;">PHP. 1,200.00</td> <td style="text-align: center;">2 years</td> </tr> <tr> <td>Initial (Branded)</td> <td style="text-align: center;">PHP. 2,400.00</td> <td style="text-align: center;">2 years</td> </tr> <tr> <td>Renewal (Generic/ Branded)</td> <td style="text-align: center;">PHP. 1,800.00</td> <td style="text-align: center;">5 years</td> </tr> <tr> <td>Change in Circumstances (CIC)</td> <td style="text-align: center;">PHP. 100.00</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table>			Type of application	Fees	Validity	Initial (Generic)	PHP. 1,200.00	2 years	Initial (Branded)	PHP. 2,400.00	2 years	Renewal (Generic/ Branded)	PHP. 1,800.00	5 years	Change in Circumstances (CIC)	PHP. 100.00	N/A
Type of application	Fees	Validity																
Initial (Generic)	PHP. 1,200.00	2 years																
Initial (Branded)	PHP. 2,400.00	2 years																
Renewal (Generic/ Branded)	PHP. 1,800.00	5 years																
Change in Circumstances (CIC)	PHP. 100.00	N/A																



	Brand name clearance fee	PHP. 50.00	N/A
CHECKLIST OF REQUIREMENTS		Initial (Generic)	
Prepare one (1) electronic copy of the listed documents.		Initial (Branded)	
1. <i>Official Receipt for Initial application and Brand Name Clearance for unregistered brand name</i>		Change in Circumstances (CIC)	
2. <i>Duly accomplished Brand Name Application Form for unregistered brand name, (RF FVDB-14)</i>		Brand name clearance fee	
3. Duly accomplished Application form for VDAP Registration (Feed Premixes and Water Soluble Supplements) (RF AFVDBCD-05)			
4. Duly accomplished Initial/Renewal VDAP Registration Annex Form (RF FVDB-17)			
5. Duly accomplished VDAP Declaration Form (RF FVDB-19)			
6. Amount and technical specification of all ingredients used as component of the product		c/o Applicant	
7. Full description of the methods used, the facilities control in the manufacture, processing and packaging of the product		c/o Applicant	
8. Technical specification and physical description of the finished product		c/o Applicant	
9. Complete assay procedure for active ingredients (finished product and degradation products, if any)		c/o Applicant	
10. Stability studies of the product to justify claimed expiration date. Accelerated and or actual stability data from atleast three (3) elevated temperature		c/o Applicant	
11. Proposed generic label to be used for the product with actual color and text		c/o Applicant	
12. Valid Professional Regulation Commission (PRC) Identification card of Veterinary Medical Officer		c/o Applicant	



13. Valid LTO-VDAP (RF FVDB-08)	c/o Applicant
14. Certificate of Analysis (COA) of the batch /lot number of samples from: a. BAI-Chemical and Feed Analysis Section (CFAS) b. <i>Regional Feed Chemical Analysis Laboratory</i> c. BAI Recognized third-party laboratory d. Third-party laboratory from the country of origin (<i>if the item a, b and c have no capability to conduct the required test</i>)	c/o Applicant
15. Memorandum of Agreement between Manufacturer and Distributor (Manufacturing /Foreign Agency or Distributorship Agreement)	c/o Applicant
16. Government issued Certificate of Clearance and Certificate of Free Sale or Registration approval of the product from the country of origin	c/o Applicant (Not applicable for locally manufactured veterinary product)
17. Government issued Certificate attesting to the manufacturer's competency and reliability of the personnel and facilities	c/o Applicant (Not applicable for locally manufactured veterinary product)
B. Renewal	
a. <i>Official Receipt for Renewal application</i>	c/o Applicant
b. Duly accomplished Application form for VDAP Registration (Feed Premixes and Water-Soluble Supplements) (RF FVDB-05)	Download application form at www.bai.gov.ph -AFVDBCD Service form
c. Duly accomplished Declaration Form (RF FVDB-1419)	



	c/o Applicant
2. Memorandum of Agreement between Manufacturer and Distributor (Manufacturing /Foreign Agency or Distributorship Agreement	c/o Applicant
3. Copy of valid VDAP LTO (RF FVDB-08)	c/o Applicant
4. Valid PRC Identification card of Veterinary Medical Officer	
5. COA of the batch / lot number of samples from: a. BAI-Chemical and Feed Analysis Section (CFAS) b. <i>Regional Feed Chemical Analysis Laboratory</i> c. BAI Recognized third-party laboratory d. Third-party laboratory from the country of origin (<i>if the item a, b and c have no capability to conduct the required test</i>)	c/o Applicant
6. Actual commercial label	c/o Applicant
C. Change in Circumstances (CIC)	
1. <i>Official Receipt for CIC application</i>	c/o Applicant
2. Duly accomplished Application form for VDAP Registration (RF FVDB-05)	Download application form at www.bai.gov.ph-AFVDBCD Service form
3. Duly accomplished Declaration Form (RF FVDB-19)	c/o Applicant
4. Official letter <i>address to BAI Director indicating the details of the requested change (s)</i>	c/o Applicant
5. BAI previously approved label	c/o Applicant
6. <i>Revised label indicating the change(s)</i>	c/o Applicant



7. Previously approved CPR	c/o Applicant
8. Deed of Sale/ Transfer of Rights in case of change in ownership	c/o Applicant

INITIAL/RENEWAL/ CIC APPLICATION PROCESS FOR IMPORTED AND LOCALLY MANUFACTURED VETERINARY PRODUCTS				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Send an email request for the Order of Payment (OP) at cpr.afvdbcd@gmail.com</p> <p>Note: For branded products with no existing Brand Name Clearance (BNC), download the BNC application form (RF FVDB-14) at www.bai.gov.ph and submit duly filled-out application form as an attachment to the email request for e-OP.</p>	<p>1.1 Prepares electronic order of payment (e-OP)</p>	<p>None</p>		<p>Client</p>
<p>2. Download the following application forms at www.bai.gov.ph:</p> <p>a. RF FVDB-14 b. RF FVDB -05 c. RF FVDB -17 d. RF FVDB -19</p>	<p>2.1 Receive, review and verify the completeness of documents.</p> <p>If complete, proceed to</p>	<p>None</p>		<p>Client</p>

Submit duly filled- out application forms and copy of documentary requirements via email at <i>cpr.afvdbcd@gmail.com</i>	the step no. 2 If with deficiency , inform the client through email			
3. Go to the Landbank Electronic Payment System (EPS) portal and pay corresponding fee.	None	Generic PHP 1,200.00 Branded PHP 2,400.00		Client
4. Send copy of Official Receipt (OR) thru email at <i>cpr.afvdbcd@gmail.com</i>	4.1 Receive and acknowledge copy of payment <i>transaction</i>	None		Client
5. Wait for the evaluation of product application	5.1 Evaluate, verify and check the application and documentary requirements If compliance, proceed	None	15 days	Registration, Licensing and Certification Section (RLCS) Technical Evaluator Veterinarian // Senior Agriculturist

	to the step no. 6 If with deficiency, inform the client			
6. Wait for the print out copy of the certificate	6.1 Preparation of CPR (Encode, assign registration number, and print the certificate)	None	2 days	RLCS Encoder- Administrative Assistant II
None	6.2 Recommendation	None	1 day	Division Chief / <i>Supervising Agriculturist</i>
None	6.3 Transmittal	None	1 day	RLCS Encoder- Administrative Assistant II
None	6.4 Approval	None	1 day	BAI Director/ <i>Assistant Director</i>
7. Claim the CPR	6. Release of the CPR	None	5 minutes	Releasing Officer- Administrative Assistant II
	TOTAL:	Generic PHP 1,200.00/	20 days, and 5 minutes	



		Branded PHP 2,400.00		
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Annex I. Schedule of Fees for VDAP Certificate of Product Registration

Type of application	Fees	Validity
Initial (Generic)	PHP. 1,200.00	2 years
Initial (Branded)	PHP. 2,400.00	2 years
Renewal (Generic/ Branded)	PHP. 1,800.00	5 years
Change in Circumstances (CIC)	PHP. 100.00	N/A
Brand name clearance fee	PHP. 50.00	N/A



5. Electronic Issuance of Sanitary/ Phytosanitary Import Clearance (SPS IC)

This describes the process of preparing and issuing of Sanitary and Phytosanitary Import Clearance (SPS IC) for animal feeds, veterinary drugs and products and biological products.

Office or Division:	Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)		
Classification:	Simple Transaction		
Type of Transaction:	G2B – Government to Business,		
Who may avail?	Business entity with existing License-To-Operate (LTO) as Feed Manufacturer, Commercial Feed Trader, Importer, Veterinary Drugs and Product Manufacturer, Trader, Distributor-Importer and Biologics Importer		
Fees to be paid:	Purpose of Importation	Processing Fee	
	Trading	PHP. 150.00	
	Manufacturing	PHP. 150.00	
	For Own Use	PHP. 150.00	
	Laboratory Analysis	PHP. 150.00	
	Trial	PHP. 150.00	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Activation of Account	
1. INS Enrollment (WEBCWS Importer Registration Form)	
2. Information Service Agreement	
3. BAI List of Importables	
Manufacturer, Importer, Trader, Distributor of Animal Feeds, Veterinary Drugs and Biologics	
1. Proforma Invoice (1 original scanned copy);	c/o Applicant, Exporter/ Manufacturer
2. Valid CPR/ CFPR/ VBPR; and	c/o Applicant, AFVDBCD
3. Valid LTO Importer/ Manufacturer of feed establishment, veterinary drugs and product and biologics If importing for own-use, attach LTO as Feed/ VDAP Manufacturer	c/o Applicant, AFVDBCD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Deposit advance payment	1. Issue official receipt	PHP 150.00	5 minutes	BAI Cashier Staff
2. Sign up/ create an account at InterCommerce Network Services (INS)	2. Approve application electronically			c/o INS
3. Apply SPS Import Permit. Fill out the template online and upload requirements	3.1 Review SPS IC Application and attachments as reference. If application and attachments are correct and valid, the reviewer endorses the application. If with deficiencies, reviewer rejects the application and indicate the need attachment or changes	None	1 day	Registration and Licensing Section (RLCS) Technical reviewer – <i>Agriculturist II</i> <i>Administrative Aide VI</i>
	3.2 Endorsement	None	1 day	<i>LRCS Section Head Veterinarian II</i>

	3.3 Approval	None	1 day	BAI Assistant Director
	TOTAL	PHP 150.00	3 days and 5 minutes	



6. Issuance of Export Commodity Clearance (ECC)

This process covers payment procedure up to the issuance of ECC.

Office or Division:	Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business,	
Who may avail?	Business entity with existing License-To-Operate (LTO) as Feed Manufacturer, Commercial Feed Trader, Importer, Veterinary Drugs and Product Manufacturer, Trader, Distributor-Importer and Exporter	
Fees to be Paid:	PHP. 125.00	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Prepare one (1) electronic copy of the listed documents.		
1.	<i>Official letter request for ECC address to BAI Director</i>	c/o Applicant
2.	License to Operate (LTO) as Feed or VDAP Exporter	c/o Applicant
3.	Certificate of Feed Product Registration for feeds (CPFR) or Certificate of Product Registration (CPR) for veterinary products	c/o Applicant
4.	Proforma Invoice	c/o Applicant
5.	Official Receipt for ECC	c/o Applicant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and documentary requirements via email at afvdbcd@bai.gov.ph	1.1. Receive and acknowledge the request issuance of ECC and forward to the Supervising Agriculturist. If there is an incomplete requirement, inform the client through email. Processing time for the ECC shall start only upon submission of correct and complete requirements.	None	4 hours	<i>Licensing, Registration, and Certification Section (LRCS)</i> <i>Administrative Support Staff (ASS)</i>
	1.2 Reroute letter request to LRCS Technical Evaluator	None	2 hours	LRCS ASS
	1.3 Review ECC application	None	2 hours	LRCS TE
2. Pay the corresponding fee via BAI Electronic Payment System.	2.1 Issue Official Receipt (OR)	PHP. 125.00		BAI Cashier



3. Send a copy of OR to afvdbcd@bai.gov.ph	3.1 The ASS acknowledges receipt of the OR		4 hours	
None	3.2 Prepares ECC Certificate		4 hours	LRCS ASS
None	3.3 Recommend approval of the ECC	None	4 hours	Division Chief and/or Supervising Agriculturist
None	3.4 Approval	None		BAI Director and/ or Assistant Director
4. Claim the ECC	4.1 Release of ECC		4 hours	LRCS ASS
	TOTAL	PHP. 125.00	24 hours (3 days)	Note: three days shall only cover processes within the AFVDBCD

