



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
No.4 Visayas Avenue, Brgy. Vasra, Quezon City
Tel. No: 8-924-7980
www.nmis.gov.ph | nmis@nmis.gov.ph

NMIS-MIE-F-035
Version No. 01
Effectivity Date: June 02, 2025

GENERAL REQUIREMENTS FOR NEW LICENSE TO IMPORT (LTI)
Section V of the DA Administrative Order No. 16 Series of 2021

A. General Requirements:

1. **Notarized Accomplished Application Form with 2x2 coloured photo** (*Original Copy*)
2. **Mayor/Business Permit** for the current year (*Certified True Copy*)
3. **Certificate of Accreditation as Importer from Bureau of Customs (BOC)** - (*Certified True Copy*)
The CTC is being issued by the BOC - Accounts Management Office (AMO).
4. **Type of Importing Company**
 - a. **For Single Proprietorship:**
 - i. DTI Certificate of Registration (*Certified True Copy*)
 - ii. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (*Original Copy*)
 - iii. Special Power of Attorney (SPA) of the Authorized Representative (*Original Copy*)
 - b. **For One Person Corporation (OPC):**
 - i. Certificate of Good Standing for the current year (*Original Copy*)
 - ii. Certificate of Capitalization from a reputable Bank with a minimum amount of PHP 5,000,000.00 (*Original Copy*)
 - iii. Board's Resolution of the Authorized Representative (*Original Copy*)
 - c. **For Corporation:**
 - i. Certificate of Good Standing for the current year (*Original Copy*)
This Certificate can be obtained from the Securities and Exchange Commission (SEC) – Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)
 - ii. Latest General Information Sheet with a minimum amount of Total Paid Up Capital PHP 5,000,000.00 (*Certified True Copy*)
 - iii. Board's Resolution of the Authorized Representative (*Original Copy*)
 - d. **For Cooperative:**
 - i. Certificate of Compliance issued by Cooperative Development Authority (CDA) (*Original Copy*)
 - ii. Paid-Up Share Capital of at least Five Million Pesos (PHP5,000,000.00) Philippine currency from CDA (*Certified True Copy*)
 - iii. Board's Resolution of the Authorized Representative (*Original Copy*)
5. **Tax Identification Number (TIN) Certificate of Registration (COR) from Bureau of Internal Revenue (BIR)** – Revenue District Office (RDO) (*Certified True Copy*)
This is pursuant to NMIS Memorandum Circular No. 09-2018-019
6. **Valid Notarized Lease Contract or Proof of Ownership** of DA-Licensed Cold Storage Warehouse (public commercial and/or in-house) (*Certified True Copy*)
7. **License to Operate (LTO) Certificate of All Cold Storage Warehouses and/or Chilling Facilities** (*Certified True Copy*)
8. **Schedule of Fees:**
 - License and Processing: Php 15,000.00**
 - i. Processing Fee - Php 3,000.00
 - ii. License Fee - Php 12, 000.00
 - iii. Mailing Fee -This shall be based on the current mailing fee of the NMIS courier service provider.
9. **Certificate of Attendance to Meat Importers Orientation** on NMIS Meat Importation Procedures and other relevant policies by the owner/ manager/ broker/ authorized representative through a virtual setting (photocopy)
Orientation Link: bit.ly/MIorient Orientation Presentation: bit.ly/MIpres
Quiz Link: bit.ly/LTIquiz
This is pursuant to DA Administrative Order No. 16 Series of 2021 and Memorandum Circular No. 09-2021-031.
To receive the certificate, an applicant must acquire a passing score of 14/20.

B. Additional documents based on importer classification:

- a. **Meat Importer Processor (MIP)**
 - i. Valid Food and Drug Administration (FDA) License to Operate (LTO)
- b. **Meat Importer Trader (MIT)**
 - i. List and/or target clients and address for the current year
This shall be certified true and correct by the company's owner or personnel.
- c. **Meat Importer Institutional User (MIU)**
 - i. Valid Department of Tourism (DOT) Accreditation/Classification (if applicable)
- d. **Customs-Bonded Warehouse Meat Importer (CBWMI) Meat Cutting Plant (MCP/ Meat Processing Plant (MPP)/Institutional User (IU)**
 - i. List of target foreign markets / end-users
 - ii. Valid BOC Certificate of authority to operate as CBW
 - iv. For MPP: Valid FDA LTO as a manufacturer
 - v. For MCP: Valid DA NMIS LTO

Note:

1. A **company's/cooperative's authorized representative** shall submit a **Board Resolution** of the Corporation/Cooperative authorizing the Legal Representative, accompanied by photocopies of two (2) Valid IDs with a picture and signature.
2. If the **authorized representative is a Customs Broker**, a **Special Power of Attorney (SPA)** shall be submitted, a BOC Certificate as a Customs Broker, and photocopies of two (2) Valid IDs with a picture and signature.
3. There shall be three (3) specimen signatures in the photocopies of valid IDs.
4. The List of Acceptable Valid IDs can be seen at this link: bit.ly/IDlists.
5. The link for the submission of the documentary requirements for License to Import (LTI) new application is through this URL: bit.ly/NMISLIDEF.

"Safe Meat For All"
NMIS is ISO 9001:2015 Certified