



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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GENERAL REQUIREMENTS FOR RENEWAL OF 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. **Annual Monitoring Report/ Certificate of Compliance** (1st and 2nd year validity of LTI) (*Photocopy*)

B. Additional documents based on importer classification:

- a. **Meat Importer Processor (MIP)**
 - i. Valid Food and Drug Administration (FDA) License to Operate (LTO)
 - **For Meat Importer Processors (MIP) who import Indian Buffalo Meat (IBM)**
 - i. Previously issued DA Certificate of Eligibility to Import IBM
 - iii. Annual Utilization Report from the previous year
 - ii. Valid/ Updated Government / third-party service provider Hazard Analysis and Critical Control Points (HACCP) certificates of products (processed meat) utilizing IBM
- 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 personnel.
- c. **Meat Importer Institutional User (MIIU)**
 - i. Valid/updated Department of Tourism (DOT) Accreditation/Classification (where applicable)
- d. **Customs-Bonded Warehouse Meat Importer (CBWMI) Meat Cutting Plant (MCP/ Meat Processing Plant (MPP)/Institutional User (IU)**
 - i. Updated list of target foreign markets / end-users
 - ii. Annual utilization reports for the past three (3) consecutive years
 - iii. For MPP-Valid FDA LTO as a manufacturer
 - iv. For MCP-Valid DA NMIS LTO
 - v. Certification of the Formula of Conversion from the Department of Science and Technology (DOST)-Industrial Technology Development Institute (ITDI)
 - vi. Updated list of buyers and/or products (where applicable)

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) renewal application is through this URL: bit.ly/NMISLIDEF.

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