

ADMINISTRATIVE ORDER

NO. _____

SERIES OF 2012

**SUBJECT: SUPPLEMENTAL GUIDELINE TO DA-AO NO. 26 SERIES OF 2005,
SECTION III: ACCREDITATION PROCEDURE FOR MEAT
IMPORTERS**

WHEREAS, Section 5 of Republic Act No. 9296, otherwise known as the Meat Inspection Code of the Philippines, provides that the National Meat Inspection Service (NMIS) shall serve as the sole national controlling authority on all matters pertaining to meat and meat products inspection and hygiene;

WHEREAS, Section 8.1.c. of RA 9296 vested NMIS with the powers and functions of formulating, issuing and implementing national policies, guidelines, rules and regulations on accreditation of establishment, facilities and conveyances, and registration/licensing of meat brokers, handlers, meat and meat products;

WHEREAS, Department of Agriculture Administrative Order No. 1 series of 2007 directed the NMIS to issue appropriate guidelines and procedures for the accreditation of meat importers, exporters, brokers, traders or meat handlers for their immediate implementation;

NOW, THEREFORE, I, PROCESO J. ALCALA, Secretary of the Department of Agriculture, and Chairperson of the NMIS Meat Inspection Board, by the power vested in me, do hereby issue this Order providing guidelines governing the accreditation of importers of meat and meat products.

**SECTION I
DEFINITION OF TERMS**

The following words and phrases used in this supplemental guideline are defined as follows:

Accreditation refers to the authority or privilege given by DA-NMIS to meat importer processors/traders/institutional users/duty free locators to import meat and meat products after due evaluation, validation, on-site inspection of the meat establishment and compliance with the requirements under Philippine laws, rules and regulations and standards.

Accredited Meat Importer refers to a person accredited by DA-NMIS as eligible to import meat and/or meat products for its own use, processing, wholesale and/or retail distribution.

Meat Broker refers to a person hired by the accredited meat importer to act as his agent and vested with specific authority or power defined under a Special Power of Attorney (SPA).

Meat Importer Duty Free Locator refers to meat importers accredited as meat processor, institutional user, or duty free shop owners located within the Philippines economic zones such as free ports, CBWs, PEZA areas and other authorized duty free areas, and whose importations of meat and/or meat products are exempted from the payment of customs duties and taxes.

Utilization and Good Standing Certificate refers to the certificate issued to the accredited importer by NMIS for the purpose of issuing the succeeding SPS Clearance to import by the Bureau of Animal Industry certifying among others that (a) the importer has complied with the conditions for accreditation with respect to meat handling, distribution and storage facility and compliance with applicable DA rules and regulations on meat and meat products, and; (b) the total volume of imported meat and/or meat products that actually arrived in the CSW based on the submitted VQMILC were inspected and the export documents verified.

Wastage or By-Product refers to that portion of duty free imported raw materials which are no longer suitable for processing into finished products in accordance with the purpose for which they were imported.

SECTION II ACRONYMS

The following are the acronyms used in this Guideline:

AO	-	Administrative Order
BOC	-	Bureau of Customs
CBW	-	Customs Bonded Warehouse
CO	-	Central Office
COA	-	Certificate of Accreditation
CSW	-	Cold Storage Warehouse
CTC	-	Certified True Copy
DA	-	Department of Agriculture
DED	-	Deputy Executive Director
DFL	-	Duty Free Locator
DFS	-	Duty Free Shop
DOST-ITDI	-	Department of Science and Technology - Industrial Technology Development Institute
DOT	-	Department of Tourism
DSWD	-	Department of Social Welfare Development
DTI	-	Department of Trade and Industry
ED	-	Executive Director
FME	-	Foreign Meat Establishment
iCARE	-	Interim Customs Accreditation Registration
IEIRD	-	Import Entry and Internal Revenue Declaration
IVC	-	International Veterinary Certificate
MIEAID	-	Meat Import Export Assistance and Inspection Division
MIEAIS	-	Meat Import Export Assistance and Inspection Section
MIIU	-	Meat Importer Institutional User
MIP	-	Meat Importer Processor
MIT	-	Meat Importer Trader
MPP	-	Meat Processing Plant

NMIS	-	National Meat Inspection Service
OR	-	Official Receipt
PEZA	-	Philippine Economic Zone Authority
RTD	-	Regional Technical Director
RTOC	-	Regional Technical Operation Center
SEC	-	Securities and Exchange Commission
SPA	-	Special Power of Attorney
SPS	-	Sanitary and Phytosanitary
TIN	-	Tax Identification Number
VQMILC	-	Veterinary Quarantine and Meat inspection and Laboratory Certificate
WTO	-	World Trade Organization

SECTION III SCOPE

This order shall apply to the whole hierarchy of DA-NMIS as well as to all persons, natural or juridical, who intend to import meat and/or meat products for their own use, processing, wholesale and/or retail distribution.

SECTION IV REQUIREMENTS FOR ACCREDITATION OF MEAT IMPORTER

Prospective/NEW Meat Importer shall submit the following documents to the NMIS RTOC where the meat establishment is located.

A. Regular Meat Importer

1. Letter of Intent addressed to the NMIS Executive Director thru the RTD
2. Notarized Accomplished Application Form with attached 2x2 colored picture
3. Mayor's Permit, Sanitary Permit and Barangay Clearance (CTC)
4. Interim Customs Accreditation Registration (iCARE)(CTC)
- 5.a. For Single Proprietorship –
 - 5.a(1) DTI Registration (CTC)
 - 5.a(2) Certificate of Capitalization from a refutable Bank of at least, Philippine currency, Five Million Pesos (Php 5,000,000.00)(original copy)
- 5.b. For Corporation/Partnership/Cooperative –
 - 5.b(1) Proof of SEC Registration (CTC)
 - 5.b(2) Certificate of Good Standing for the current year (original copy)
 - 5.b(3) Latest General Information Sheet and certified list of incumbent executive officers of good standing from the Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) or other applicable registering agencies, whichever is applicable (CTC)
 - 5.b(4) Articles of Incorporation with provisions on the corporation's capital of at least, Philippine currency, Five Million Pesos (Php 5,000,000.00) (CTC)
 - 5.b(5) Treasurer's Affidavit certifying the receipt of payment for the subscriptions of the incorporators (original copy)
6. TIN Certificate of Registration (CTC)
7. Audited Annual Financial Statement for the last 3 years (CTC)
8. Notarized Lease of Contract or Proof of Ownership of Cold Storage or Dry Warehouse Facility (CTC)

9. Accreditation Certificate of all Cold Storage Warehouses – public commercial and in-house CSWs (CTC)
10. Notarized Affidavit of Undertaking of conditions for accreditation (original copy)
- 11. Additional Requirements:**
 - 11.a. For Meat Processor –
 - 11.a(1) MPP Accreditation Certificates – MPP (CTC)
 - 11.a(2) Rated capacity of the MPP issued by the DA Inter-Agency Committee (CTC)
 - 11.a(3) HACCP Certificates of Products utilizing Indian buffalo meat (CTC)
 - 11.b. For Meat Trader –
 - 11.b(1) List of Clients and address for the past years
 - 11.b(2) Target clients and address for the current year
 - 11.c. For Institutional User –
 - 11.c(1) DOT Accreditation/Classification (CTC), where applicable
12. Schedule of Fees
 - 12.a. Accreditation fee – Php 5,000.00
 - 12.b. Mailing fee – This shall be based on the current/prevaling market price.
13. Attendance to the Monthly Meat Importers’ Orientation on NMIS meat importation procedures and other relevant policies by the owner/manager/broker at the NMIS Office. The schedule will be announced to the concerned importer applicants and posted at the NMIS website (www.nmis.gov.ph). The NMIS will strictly implement the policy on “NO ORIENTATION, NO RELEASE OF ACCREDITATION CERTIFICATE”. Those who have already attended the orientation need only to submit a certified true copy of their Attendance Certificate;

B. For Meat Importer Duty Free Locator/Institutional User/Shop

NEW Applicant shall submit the following requirements in addition to those listed in Section IV. A. 1 to 13:

1. For Free Port and PEZA Locator/Enterprise (MPP)

- 1.a. List of foreign markets/end-users
- 1.b. Certificate of Registration and Tax Exemption from the concerned Duty Free Authority (CTC)
- 1.c. Certificate of Registration as Importer/Exporter from BOC (CTC)
- 1.d. MPP Accreditation Certificate (CTC)
- 1.e. Rated capacity of the MPP (CTC)

2. For BOC CBW (MPP)

- 2.a. MPP Accreditation Certificate (CTC)
- 2.b. Rated capacity of the MPP (CTC)
- 2.c. License/Permit to Operate a Customs Bonded Warehouse from BOC

(CTC)

- 2.d. Schematic diagram of locator establishment identifying the areas licensed by BOC as CBW
- 2.e. List of BOC licensed/bonded trucker/s of the CBW

3. For Duty Free Institutional User/Shop

- 3.a. Certificate of Registration and Tax Exemption from the concerned Duty Free Authority (CTC)
- 3.b. Certificate of Registration as Importer/Exporter from BOC (CTC)
- 3.c. Meat Establishment Accreditation Certificate – DW (CTC)

Application for RENEWAL of Accreditation shall be submitted to the NMIS RTOC where the meat establishment is located.

A. Regular Meat Importer

The applicant shall submit the following documents in addition to the above listed requirements under Section IV. A. 1 to 13:

- 1. Updated documents of the above listed requirements shall be submitted at least one month prior to the expiry date of accreditation.
- 2. Summary report of importations/utilization and duties and taxes paid based on the VQMILC and IEIRD during the past year with attached copies of the VQMILCs, SPS Import Clearances and IEIRDs

B. Duty Free Meat Importer

1. Meat Importer Duty Free Locator/Enterprise and BOC CBW (MPP)

- 1.a. Updated documents of the above listed requirements shall be submitted at least one month prior to the expiry date of accreditation.
- 1.b. Summary report of importations and utilization during the past year, certified true and correct by the concerned Duty Free Authority with attached copy of the VQMILCs and SPS Import Clearances
- 1.c. Report of Re-exported Finished Products and importing country
- 1.d. Report of Disposals of Edible and In-edible By-Products (Wastages)
- 1.e. Certification of the Formula of Conversion from DOST-ITDI
- 1.f. List of buyers of edible by-products, where applicable
- 1.g. Import Entry and Internal Revenue Declaration (IEIRD) or Proof of payment of customs duties and taxes on edible by products (imported raw materials) disposed in the local market, where applicable
- 1.h. For Locator with Rejected Shipment of finished products, the locator/enterprise shall submit the following additional requirements:
 - 1.h(1) Copy of the Notice from the importing country that shipment was rejected/cancelled/denied entry and reason/s for the rejection/cancellation/denial of entry
 - 1.h(2) Copy of Approval from the concerned Duty Free Authority to dispose the finished products for consumption in the local market or to convert the rejected goods to other finished product/s
 - 1.h(3) Copy of the Approval from the Secretary of Agriculture to dispose the

rejected commodities for consumption in the local market

2. For Duty Free Institutional User/Shop

- 2.a. Updated documents of the above listed requirements shall be submitted at least one month prior to the expiry date of accreditation.
- 2.b. For duty free shop meat importer, submit summary report of importations/utilization based on the Bill of Lading, Commercial Invoice and Packing List during the past year, certified true and correct by the concerned Duty Free Authority and certified true copy of the import documents
- 2.c. For duty free meat importer institutional user, submit summary report of importations/utilization based on the VQMILC, certified true and correct by the concerned Duty Free Authority and attach copies of the VQMILCs and SPS Import Clearances

**SECTION V
ACCREDITATION PROCEDURES**

A. Application for Accreditation of Importer

- 1. Prospective importer shall submit to the MIEAIS in the region the accomplished Application Form for accreditation together with a copy of the Official Receipt for the payment of the accreditation and mailing fees. A memorandum order will be issued whenever there are changes in the asking rate of the couriers. All fees paid to the NMIS are non-refundable.
- 2. The application form shall be done by the importer or president/company authorized representative or broker.
 - 2.a. A company's/cooperative's authorized representative shall submit a Board Resolution of the Corporation/Cooperative Authorizing the Legal Representative together with a copy of two valid IDs with picture and signature
 - 2.b. A Broker shall submit a SPA, certified true copy of the License as Customs Broker, and copy of two valid IDs with picture and signature
 - 2.c. Failure to submit any of these requirements shall be a ground for disapproval of the application for accreditation.
- 3. Upon submission, the MIEAIS staff in the region shall immediately check the submitted application as to the completeness of the required documents. Application for accreditation with incomplete requirements shall be returned to the applicant stating the reason for non-acceptance.

B. Evaluation and Endorsement of the Application by the NMIS RTOC to the Central Office

- 1. The MIEAIS in the region shall receive and evaluate the submitted accomplished application form together with the required supporting documents for accreditation.
- 2. Meat Importer Processor intending to engage also in meat trading may apply as a separate business entity for accreditation as Meat Importer Trader. Provided, that the

accredited importer trader shall not be allowed to import and trade Indian buffalo meat. Provided, further, that the importer shall not co-mingle imported meat for processing and imported meat for trading. The imported meat for processing shall be stored in the in-house cold storage while the imported meat for trading shall be stored in a public commercial storage. (DA-AO Nos. 31 s. 2002, 30 s. 2004, 20 s. 2008)

3. Upon completion of the required documents, inspection of the business enterprise (head office and meat establishment) to validate the veracity, validity and accuracy of submitted documents shall be conducted by the Regional MIEAIS representative. For NEW importer applicant, however, the validation shall be jointly undertaken by the MIEIAD CO and RTOC MIEAIS staff.
4. The Classification of the Meat Importer shall be based on the following category:
 - 4.a. **Meat Importer Meat Processor (MIP)** shall be allowed to import meat and/or meat products including buffalo meat from India for their own processing but not for trading purposes
 - 4.b. **Meat Importer Trader (MIT)** shall be allowed to import meat and/or meat products except buffalo meat from India for wholesale or retail distribution as is or without value adding
 - 4.c. **Meat Importer Institutional User (MIIU)** shall be allowed to import meat and/or meat products except buffalo meat from India for use in their hotel, restaurant, embassy, airline, shipping line and the like but not for trading purposes.
 - 4.d. **Duty Free Locator Meat Importer Processor (DFL-MIP)** shall be allowed to import raw materials for further processing or value adding as approved by the concerned Duty Free Authority. The finished products are intended for re-export within a specified period. The by-products or wastages may be disposed of as follows:
 - 4.d(1) The edible by-products may be distributed in the local market for consumption or donated to the DSWD provided the locator enterprise paid the customs duties and taxes on the imported raw materials and the BOC, DA and the concerned Duty Free Authority approved the proposed distribution in the local market.
 - 4.d(2) The edible by-products may be processed into other meat products for re-export provided the concerned Duty Free Authority has approved the proposed new product.
 - 4.d(3) The inedible by-products shall be condemned and rendered into animal feeds.
 - 4.e. **Duty Free Locator Meat Importer Institutional User (DFL- MIIU)** shall be allowed to import meat and/or meat products for culinary preparations in hotels, restaurants and the like but not for trading.
 - 4.f. **Duty Free Shop (DFS)** shall be allowed to import only cooked, processed and canned meat products for sale to qualified consumers (DA-AO Nos. 32 & 33 s. 1999 and DA-AO No. 3 s. 2000).
5. If the evaluation and on site verification are satisfactory, the RTOC RTD shall prepare a report with recommendation and shall send it together with the accomplished application form and the required documents to the NMIS Executive Director for final decision.
6. Submitted documents that will expire within the validity period of the accreditation must be renewed. Copy of the updated documents shall be submitted to the concerned NMIS RTOC which shall forward the same to the MIEAID CO.

C. Re-validation of Application and Issuance of Certificate of Accreditation (COA):

1. The MIEAID CO shall review and re-evaluate the application endorsed by the NMIS RTOC.
2. When necessary, the Central Office may still conduct on-site inspection and re-validation of the submitted documents.
3. If findings are satisfactory, the MIEAID CO shall process the issuance of the COA for final decision by the Executive Director.
4. The Certificate of Accreditation shall contain the following information:
 - 4.a. Accreditation Code Number and classification of the importer:
 - 4.a(1) Meat importer processor – **NMIS Accreditation: MIP-No.-year**
 - 4.a(2) Meat importer trader – **NMIS Accreditation: MIT-No.-year**
 - 4.a(3) Meat importer institutional user – **NMIS Accreditation: MIIU-No.-year**
 - 4.a(4) Meat Importer Duty Free Locator Processor – **NMIS Accreditation: DFL-MIP-No.-year**
 - 4.a(5) Meat Importer Duty Free Locator Institutional User – **NMIS Accreditation: DFL-MIIU-No.-year**
 - 4.a(6) Meat Importer Duty Free Shop **NMIS Accreditation: DFS-No.-year**
 - 4.b. Name of Importer, authorized representative and/or broker, whichever is/are applicable and their address
 - 4.c. Address of the head office and the meat establishment
 - 4.d. Date of issuance and expiration
 - 4.e. Cold storage or dry warehouse facility and address
 - 4.f. The undertakings or conditions for accreditation shall be printed at the back of the certificate of accreditation
5. If the NMIS Executive Director approves the application for accreditation, the ED shall sign the COA. If the application is disapproved, the MIEAID CO shall send a written notice within three business days advising the applicant that the application was disapproved and the reason/s for the disapproval. The application documents shall be sent back to concerned NMIS RTOC stating the reason/s for the disapproval
6. Copy of the notarized undertaking shall be attached to the COA
7. The COA shall be sent by mail to the importer's declared office and mailing address. If to be personally received from the Record's Unit, only the accredited importer or broker or company authorized representative shall be allowed to receive the Certificate of Accreditation.
8. Scanned copy of the COA shall be sent by e-mail to the concerned NMIS RTOC.

D. For Renewal of Accreditation, the procedure under Section V from A to C shall apply.

1. The MIEAID CO shall issue a Certificate of Renewal of Accreditation to distinguish the regular importers from the new entrants.
2. For importers who failed to renew the accreditation one month before the expiry date, the following procedures shall apply:

- 2.a. After the expiry date, the name of the meat importer and establishment shall be delisted from the List of Accredited Meat Importers uploaded in the NMIS website (www.nmis.gov.ph).
- 2.b. In case the importer applies for re-accreditation after the expiry date or after being delisted from the roll, the importer shall be considered as a new applicant.
- 2.c. A penalty of 50% of the registration fee shall be imposed for late renewal of accreditation which shall be added to the registration fee and other charges to be paid by the applicant.
- 2.d. The previously assigned Code/Accreditation Number of the importer shall be used in the Certificate of New Accreditation.
- 3. At any time, the MIEIAD CO may conduct on-site monitoring and validation of the accredited meat importer's office, meat establishment, and key officers.

E. Validity of the Certificate of Accreditation

The Certificate of New Accreditation/Certificate of Renewal of Accreditation shall be valid only for one year reckoned from the date of approval/issuance.

**SECTION VI
ISSUANCE OF UTILIZATION AND GOOD STANDING CERTIFICATE**

- A. In addition to the letter of intent signed by the importer, the following are the requirements for the issuance of Utilization and Good Standing Certificate (UGSC) for subsequent importation:

1. For Imported Meat Raw Material of Regular Importer

- 1.a. Summary of the total importations/utilization and the duties and taxes paid taken from the VQMILCs and IEIRDS with attached copies of the VQMILCs, SPS Import Clearances and IEIRDS
- 1.b. Summary of the total DA inspection fees paid taken from the ORs issued by BAI

2. For Imported Meat Raw Material of Duty Free Locator/Enterprise (MPP)

- 2.a. Validated FOC from DOST-ITDI
- 2.b. Summary of the total importations taken from the VQMILCs with attached Copies of the VQMILCS and SPS Import Clearances
- 2.c. Summary of the total volume of finished products exported and country destination
- 2.d. Summary of the total volume of by-product/wastage and disposition
- 2.e. Summary of the total DA inspection fees paid taken from the ORs issued by BAI

3. For Meat Products of Regular and Duty Free Shop Importer

- 3.a. Summary of the total importations taken from the Bill of Lading, Commercial Invoice, Packing List with attached certified true copy of said import documents
- 3.b. Summary of the total DA inspection fees paid taken from the ORs issued by BAI

- B. To be considered as an accredited meat importer in "good standing", the importer must comply with the following:

1. That the accredited importer has complied with all the conditions for accreditation with respect to meat importation, handling, distribution, storage facility and other requirements;
 2. That the accredited importer has complied with other applicable DA rules and regulations on meat and meat products inspection and hygiene;
 3. That the imported meat and/or meat products that actually arrived in the CSW or dry warehouse based on the submitted VQMILC and/or export documents were inspected and passed as wholesome by NMIS Vet/Meat Inspectors.
- C. Non-renewal of supporting document that expired during the validity period of the COA and non-submission of the updated document to the concerned NMIS RTOC shall be a ground for the non-issuance by the MIEAID CO of the Utilization and Good Standing Certificate (UGSC) for subsequent importation or issuance of SPS Import Clearance.

SECTION VII GENERAL CONDITIONS

The applicant shall submit a notarized undertaking which shall contain the following conditions for accreditation:

- A. The importer shall import meat and/or meat products according to the classification/category given by DA-NMIS as follows:
 1. **Meat Importer Meat Processor (MIP)** shall be allowed to import meat and/or meat products including buffalo meat from India for their own processing but not for trading purposes
 2. **Meat Importer Trader (MIT)** shall be allowed to import meat and/or meat products except buffalo meat from India for wholesale or retail distribution as is or without value adding
 3. **Meat Importer Institutional User (MIIU)** shall be allowed to import meat and/or meat products except buffalo meat from India for use in their hotel, restaurant, embassy, airline, shipping line and the like but not for trading purposes.
 4. **Duty Free Locator Meat Importer Processor (DFL-MIP)** shall be allowed to import raw materials for further processing or value adding as approved by the concerned Duty Free Authority.
 5. **Duty Free Locator Meat Importer Institutional User (DFL- MIIU)** shall be allowed to import meat and/or meat products for culinary preparations in hotels, restaurants and the like but not for trading.
 6. **Duty Free Shop (DFS)** shall be allowed to import only cooked, processed and canned meat products for sale to qualified consumers (DA-AO Nos. 32 & 33 s. 1999 and DA-AO No. 3 s. 2000).
- B. The importer shall import meat and/or meat products only from FMEs duly accredited by DA, which are posted at the NMIS website (www.nmis.gov.ph), and must be six months or less for fats/mechanically deboned meats, one year or less for all other kinds of meat/meat products and two years or less for canned meats reckoned from production date.
- C. In case the importer is importing meat and/or meat products thru consolidation or indenture, the importer must submit a Certification from the DA accredited Foreign

- Meat Establishment (FME) that a consolidator from the source country is authorized to export meat and meat products;
- D. The importer shall not apply for a Sanitary and Phytosanitary (SPS) Import Clearance to import meat and/or meat products without a valid meat importer's accreditation certificate from the NMIS or when the NMIS accreditation has expired;
 - E. The importer shall notify the NMIS RTOC at least two days prior to the arrival of the imported shipment at the port of entry for proper coordination and dispatching of Veterinarian/Meat Inspector to the designated Cold Storage Warehouse (CSW)/dry warehouse destination.
 - F. The transfer of shipment from the port of entry to the NMIS accredited (CSW) shall be covered by a Veterinary Quarantine Meat Inspections Laboratory Certificate (VQMILC) duly issued by the Veterinary Quarantine Officer (VQO) assigned at the seaport or airport.
 - G. That upon release and clearance from the seaport or airport of entry, the importer shall transfer the imported goods to the DA accredited CSW or dry warehouse stated in the application for accreditation, SPS Import Clearance and VQMILC;
 - H. If the designated CSW or dry warehouse is full, the importer shall submit a written request to change the CSW destination to the concerned VQO provided that the CSW is DA accredited and the approved copy of the request to transfer is attached to the VQMILC;
 - I. The importer shall submit to the NMIS Plant Officer for inspection, evaluation and verification the following documents:
 - 1. **Regular meat importers** – VQMILC (green copy); IVC, Bill of Lading, Commercial Invoice, Packing List, SPS Import Clearance and IEIRD or proof of payment of customs duties and taxes (CTC)
 - 2. **Duty free meat importers** – VQMILC (green copy) except for DFS; IVC, Bill of Lading, Commercial Invoice and Packing List, SPS Import Clearance (CTC)
 - J. The importer shall submit to the NMIS all used VQMILC, utilization and inventory of stocks at the end of each month.
 - K. The importer shall at no time break the BAI seal and BOC seal (if present);
 - L. The BAI seal and BOC seal (if present) shall only be broken by the duly assigned NMIS Plant Officer at the CSW/DW, in the presence of the importer/broker, BOC Inspector (when present), CSW owner/operator/representative and Duty Free Authority representative (where applicable);
 - M. The importer shall unload the shipment at the accredited CSW indicated in the VQMILC or in the dry warehouse indicated in the accreditation certificate in the presence of the NMIS Plant Officer. The policy on “NO NMIS PLANT OFFICER, NO UNLOADING” shall be strictly implemented;
 - O. The importer shall provide utility workers to assist the NMIS Plant Officer in the opening and closing of the boxes during the conduct of physical inspection in order to expedite the unloading and inspection processes, which must be completed the soonest possible time to prevent adulteration;
 - P. The importer shall not transfer the imported meat and/or meat products to its final destination without the accompanying Certificate of Meat Inspection (COMI) for transport of meat and meat products duly signed by the NMIS Plant Officer;
 - Q. The importer shall renew the NMIS accreditation at least one month before the expiry date. Application for renewal of accreditation after the expiry date shall be

- considered as new application.
- R. The importer shall abide by the other pertinent Philippine laws and rules and regulations of the Department of Agriculture;
 - S. The importer's accreditation shall be revoked/cancelled for failure to comply with the undertaking or upon recommendation of the Regional Technical Director for violation of the Guideline.

SECTION VIII SANCTIONS AND PENALTY

- A. Revocation of Accreditation
The Importer's Accreditation shall be revoked/cancelled on the following grounds:
 - 1. Misrepresentation, false statements, dishonesty and fraud in the application for accreditation or renewal of accreditation
 - 2. Willful or tolerated use by other non-accredited importer or misuse/abuse of the importer's accreditation including the use of the name of the NMIS for extortion, illegal activities and other unlawful activities
 - 3. Importation contrary to the NMIS approved category/classification of the importer, diversion of shipment, alteration of the export/import documents including the VQMILC/OMIC/MMPIC and other deviant acts or omissions leading to loss of trust and confidence
 - 4. Non-submission of summary report of importations/utilization during the period covered in the accreditation together with copies of the VQMILC, SPS Import Clearance and IEIRD (where applicable)
 - 5. Violation of one or more of the conditions for accreditation or undertaking
- B. A watch list or target list of blacklisted or delinquent importers and expired accreditations shall be published and uploaded at the NMIS website (www.nmis.gov.ph)
- C. In the imposition of administrative fines and/or confiscation of imported meat and/or meat products, the pertinent provisions under Chapter XIV of Republic Act No. 9296, otherwise known as the Meat Inspection Code of the Philippines, Its Implementing Rules and Regulations, Sections X, XI and XII of DA-AO No. 26 series of 2005, Section VII of DA-AO No. 9 s. 2010 and other DA Administrative Orders on the same subject shall apply.

SECTION IX INVESTIGATION OFFICE

- A. The MIEAIS in the region or the MIEAID CO may, *motu proprio* or upon complaint, direct the accredited importer to show cause, within a period of seven calendar days from notice, why its accreditation should not be revoked.
- B. The RTD of the NMIS ROTC shall lead, provide direction and monitor the conduct and progress of investigation undertaken by the MIEAIS of any alleged violation by meat importer committed within their territorial jurisdiction.
- C. A MIEAIS staff shall serve as the secretariat and shall also be responsible for the delivery of notices to concerned persons.
- D. The MIEAIS in the region shall prepare a report of its investigation containing the factual findings and recommendation, which shall be concurred in by the RTD, and submit the same to the Executive Director.
- E. The MIEAID CO, under the direct supervision of the DED, shall have the following

functions:

1. It shall have a monitoring and oversight functions over investigations of alleged violations of the undertaking being conducted by the MIEAIS in the region.
 2. It shall be in close coordination at all times with the concerned MIEAIS during the conduct of investigation until its final resolution/completion.
 3. It shall review all investigation reports submitted by the regional MIEAIS and prepare report with recommendation/s for final decision of the Executive Director.
- F. The NMIS reserves the right to pursue criminal, civil and/or administrative remedies against all violators.
- G. The MIEAIS in the region and MIEAID CO shall maintain an official masterlist and updated profile of importers, importations, utilization and other pertinent database of all accredited importers.
- H. All NMIS Sections, Divisions and field personnel are required to coordinate with the concerned investigation office and to make available all pertinent records needed during the conduct of the investigation.
- I. Decision of the NMIS Executive Director may be appealed to the DA Secretary within ten days from notice of the action.

SECTION X REPEALING CLAUSE

All existing Orders, Circulars, Guidelines, Rules and Regulations inconsistent with this Order are hereby modified, revoked or repealed accordingly.

SECTION XI SEPARABILITY CLAUSE

The provisions of this Order are hereby declared to be separable and in the event one or more of such provisions are held unconstitutional, the validity of the other provisions shall not be affected thereby.

SECTION XII EFFECTIVITY

The approved Administrative Order shall be published in the Official Gazette or in a daily newspaper of general circulation in the Philippines. Three certified copies shall be submitted to the National Administrative Register at the University of the Philippines Law Center.

RECOMMENDING APPROVAL:

DR. MINDA S. MANANTAN

Executive Director

National Meat Inspection Service

APPROVED this _____ day of _____, 2012.

SO ORDERED

PROCESO J. ALCALA
Secretary
Department of Agriculture

Date of Effectivity: _____

Date of Publication: _____

Date of Submission: _____