

INSTRUCTIONS

I. DOCUMENTS REQUIRED:

A. COMMERCIAL MIXED FEED /TOLL / FEED INGREDIENT/COMMERCIAL FEED TRADER MANUFACTURERS

- *1. Duly accomplished application form (RF FVDB-01), for items not applicable, please write NA;
2. For business organization: (select only what is applicable)
 - a. For Sole Proprietorship: Photocopy of Registration from the Department of Trade and Industry (DTI);
 - b. For Corporations: Photocopy of Certificate of Registration and Articles of Incorporation and By-Laws from the Securities and Exchange Commission (SEC);
 - c. For Cooperatives: Photocopy of Registration from the Cooperative Development Authority (CDA);
3. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied;
For **Metro Manila area** : Copy of Certificate of Laguna Lake Development Authority (LLDA)
For **outside Metro Manila** : Copy of Certificate of Environmental Compliance Certificate (ECC) and Permit to Operate (PTO) from Department of Environment and Natural resources (DENR) or, whichever is applicable (original scanned copy)
4. For Contract and Toll Manufacturer : Memorandum of Agreement (MOA) between the concerned parties (original scanned copy)
6. For Commercial Feed Trader: Copy of MOA between the Trader and Toll Manufacturer
- *7. Business / Mayor's Permit for the current year (original scanned copy)
8. Copy of plant lay-out and latest pictures of the feed plant with the owner or authorized representative (one taken inside, one taken outside the feed plant)
9. Joint Affidavit of Undertaking of the applicant with Licensed Agriculturist (Animal Nutritionist), or Veterinarian and Chemist together with their valid PRC ID
10. For Company **with in-house laboratory** For Company **without in-house laboratory**
 - a. Valid BAI-Laboratory Recognition Certificate a. Moa between applicant and the third-party BAI Laboratory recognized laboratory
 - b. Copy of valid PRC ID and PTR of Chemist b. Copy of valid BAI Laboratory Recognition Certificate
 - c. Copy of valid PRC ID and PTR of Chemist c. Copy of valid PRC ID and PTR of Chemist
11. Site inspection of office, plant and warehouse and validation of submitted documents (To be conducted by IMES-AFVDBCD)
12. Sketch or location map of the establishment or facility
- *13. Certificate of Attendance of BAI Orientation Seminar
- *14. Licensing Fee:

a. Less than 25.0 MT	-	Php	450.00
b. 25.1 to 50.0 MT	-	Php	540.00
c. 50.1 to 100.0 MT	-	Php	630.00
d. More than 100.0 MT	-	Php	720.00

B. NON-COMMERCIAL MIXED FEED MANUFACTURER

- *1. Duly accomplished and notarized Application Form # RF FVDB-01. For items not applicable, please write NA;
2. For business organization: (select only what is applicable)
 - a. For Sole Proprietorship: Photocopy of Registration from the (DTI);
 - b. For Corporations: Photocopy of Registration and Articles of Incorporation and By-Laws from the SEC;
 - c. For Cooperatives: Photocopy of Registration from the CDA;
3. Contract of Lease of the space (if the applicant does not own it) / Proof of ownership of the building occupied;
- *4. Photocopy of Business/Mayor's Permit for the current year;
5. Photocopy of valid PTO or ECC from the DENR;
- *6. Affidavit of Animal Population (RF FVDB-51);
7. For **Metro Manila area**: Certificate of LLDA (1 original scanned copy)
For **outside Metro Manila** : Certificate of ECC and PTO from DENR or whichever is applicable (1 original scanned copy)
8. Site inspection of office, plant and warehouse and validation of submitted documents;
- *9. Certificate of Attendance of BAI Orientation Seminar
- *10. Payment of LTO Fee. **Php 180.00**
- *11. Annual Production Fee **Php 200.00**

C. FEED IMPORTER /EXPORTER/ INDENTOR

- *1. Duly accomplished and notarized Application Form # RF FVDB-01. For items not applicable, please write NA;
2. For business organization: (select only what is applicable)
 - a. For Sole Proprietorship: Photocopy of Registration from the DTI;
 - b. For Corporations: Photocopy of Registration and Articles of Incorporation and By-Laws from the SEC;
 - c. For Cooperatives: Photocopy of Registration from the CDA;
3. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied;
4. Sketch or location map of the establishment or facility;
- *5. Photocopy of Business/Mayor's Permit for the current year;
- *6. Certificate of Attendance of BAI Orientation Seminar;
7. Site inspection of office for Indentor, inspection of office and warehouse for importer and exporter, and validation of submitted documents;
- *8. Payment of LTO Fee: **Php 480.00**

D. FEED SUPPLIER/ REPACKER

- *1. Duly accomplished and notarized Application Form # RF FVDB-01. For items not applicable, please write NA;
2. Site inspection of office and warehouse and validation of submitted documents;
3. Contract of Lease of the space (if rental) / Proof of ownership of the building occupied;
4. For Repacker: authorization from the manufacturer, trader or importer to repack their products, tags or labels of the product to be repacked;
- *5. Photocopy of Business/Mayor's Permit for the current year;
- *6. Certificate of Attendance of BAI Orientation Seminar;
- *7. Licensing Fee:

Supplier	Php	240.00		Repacker	Php	120.00
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E. FEED DISTRIBUTOR/ DEALER/ RETAILER

- *1. Duly accomplished and notarized Application Form (RF FVDB-01). For items not applicable, please write NA;
- *2. Photocopy of Business/Mayor's Permit for the current year;
- *3. Certificate of Attendance of BAI Orientation Seminar;
- *4. Licensing Fee:

a. Feed Dealer	Php	240.00
b. Feed Distributor	Php	120.00
c. Feed Retailer.	Php	60.00

II. CHANGE IN CIRCUMSTANCES (CIC)

- *1. Official letter re change of address/ ownership/ business name;
- *2. Duly accomplished application form RF FVDB-01 reflecting changes;
- *3. Surrender original LTO certificate and submission of documents to be replaced;

III. DISPLAY OF LTO CERTIFICATE

The LTO Certificate shall be displayed conspicuously in the place of business (feed mill or store) readily visible to the public.

IV. 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.

All Applications together with required documents should be submitted in color-coded folders with ear tags.

* To be submitted annually as requirements for renewal of LTO.



APPLICATION FOR LICENSING OF ANIMAL FEED ESTABLISHMENT

Under R.A. 1556, the Livestock and Poultry Feeds Act and R.A. 10611, the Food Safety Act of 2013

LATEST
1"x1" ID PICTURE
(APPLICANT)

Name of Establishment: _____

Office Address: _____

Telephone No.: _____ Mobile No.: _____ Email Address: _____

Plant Address: _____

Nature of Business: _____ Business Organization: _____
(Please see at the back) (Please see at the back)

Product Lines: _____
(poultry, swine, gamefowl, pet foods, etc.)

Rated Capacity in MT (per 8-Hr Shift/Day): _____ No. of Shifts Per Day: _____

Animal Nutritionist / Veterinary Consultant: _____

PRC ID No.: _____ Valid until : _____

Quality Control Chemist: _____ PRC ID No.: _____ Valid until: _____

Coordinates: _____

Latitude: _____

Signature Over Printed Name of Applicants or Authorized Representative

Designation

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____. The Affiant exhibited to me his/her Government issued ID (PRC, Driver's License, Voter's ID, TIN, Passport, UMID No. _____ on _____ valid until _____ 20____

Doc: _____

Page No.: _____

Book No.: _____

Series of: _____

Notary Public

RAFVDABCO

Region

RECOMMENDING APPROVAL:

APPROVED:

(To be filled-up by BAI-AFVDBCD Staff/Deputized AFVDABCO)

License to Operate No. _____

Valid Until: _____

LTO Fee: _____

Official Receipt No.: _____

Date Issued: _____

Remarks:

New

Renewal

CIC

DO NOT USE DUE TO ONLINE LTO APPLICATION (FOR REFERENCE ONLY)