



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
Visayas Ave., Diliman, Quezon City  
*GaBAIsa Pag-unlad ng Paghahayupan*

**MEMORANDUM CIRCULAR**

No. 17  
Series of 2020

**TO : ALL APPLICANTS OF LOCAL SHIPPING PERMIT**

**FROM : OFFICER-IN-CHARGE, DIRECTOR**

**SUBJECT : SUBMISSION OF NOTARIZED AFFIDAVIT OF UNDERTAKING FOR MANUAL SHIPPING PERMIT APPLICATION WHILE THE CLIENT DATA ENTRY IN THE SYSTEM IS IN PROCESS**

**DATE : MAY 19, 2020**

In view of the implementation of online Local Shipping Permit issuance system beginning January 2020, as per BAI Memorandum Circular No.16 s.2019 dated December 03, 2019, all applicants of local Shipping Permit are directed to submit their application through the NVQSD website at <https://nvqsd.bai.gov.ph/>. Applications of individual/companies who have completed the registration and are now using the system shall no longer be accepted for the manual or traditional paper-based process.

For those individual/companies who have submitted the client list to the BAI-MIS for data entry in the online system and with pending or in-progress status, may be accepted for the manual or traditional paper-based process subject to submission of a notarized affidavit of undertaking.

**For the information and compliance all concerned.**

**RONNIE D. DOMINGO, DVM, MSc.**

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*with prosperous farmers and fisherfolk*



MC 200482

**AFFIDAVIT OF UNDERTAKING**

\_\_\_\_\_ of legal age, \_\_\_\_\_ and/or duly authorized  
(name of applicant) (position in the company)

representative of \_\_\_\_\_  
(name of company and address)

after having been sworn in accordance with law, hereby declare that:

1. I have submitted my client list to the BAI-MIS for data entry in the NVQSD system last \_\_\_\_\_;  
(Month/Day/Year)
2. As per latest follow-up on \_\_\_\_\_ with the BAI-MIS, the uploading of said list is still in process;  
(Month/Day/Year)
3. I/We commit to use the online system starting \_\_\_\_\_;  
(Month/Day/Year)
4. I/We understand that the BAI-NVQSD shall no longer accept manual or traditional paper-based application after the specified date;
5. I executed this affidavit to confirm the foregoing.

\_\_\_\_\_ at \_\_\_\_\_  
(Date) (Place of execution)

\_\_\_\_\_  
(affiant)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_ Issued on \_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_

**Notary Public**

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