



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

**MEMORANDUM CIRCULAR**

No. 24  
Series of 2020

**TO : ALL SHIPPERS**

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

**SUBJECT : GUIDELINES ON THE USE OF ONLINE LOCAL SHIPPING PERMIT APPLICATION SYSTEM FOR CLIENTS**

**DATE : JUNE 10, 2020**

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To facilitate the application of local shipping permits for the transport of live animals, animal products and by-products within the country using the BAI-National Veterinary Quarantine Services Division (NVQSD) website in accordance with the provisions of DA Administrative Order No.05 s.2019, the following guidelines are hereby issued for the information and strict compliance of concerned shippers:

**I. GENERAL INFORMATION:**

1. As of 01 January 2020, the BAI-NVQSD implemented an electronic permit system for local transport of live animals, animal products and by-products pursuant to DA Administrative Order (AO) No. 5 s.2019 and BAI Memorandum Circular No.16 s.2019.
2. The shipping permit application requirements shall comply with DA AO No. 5 and other relevant current regulations.
3. The BAI-NVQSD web address or URL is <https://nvqsd.bai.gov.ph/>
4. The detailed instructions on how to use the online system can be found on the NVQSD website's HOW TO APPLY tab.
5. A NVQSD login (username and password) is required to access the secure online system.
6. The applicant's personal details are handled according to R.A. 10173 or the 2012 Data Privacy Act protecting fundamental human rights to privacy.
7. By using this website, you accept and agree that BAI can preserve and disclose content if required by law or in good faith, and believe that such preservation or disclosure is appropriate in order to comply with the legal process; enforce the terms and conditions; respond to claims that any content infringes the right of third parties; or protect rights, properties, or personal rights;
8. In the event of breaches, such as submitting fabricated, recycled or fraudulent documents or the misuse of this online system by the applicant, the BAI may suspend or cancel the client's account and prevent further access to this site. Penalties shall be imposed in accordance with Section 9 of DA AO 5 s.2019.
9. The processing period for each application shall not exceed three (3) working days from the date on which the application submitted by the client appeared in the FOR REVIEW status, indicating submission of complete requirements. The NVQSD work hours are Monday to Friday.



*[Handwritten signature]*

8:00 to 5:00 p.m., except on weekends and holidays in accordance with BAI Memorandum Circular No. 01 s.2020. Applications made outside working hours are processed the next working day.

10. A printed copy of the approved online permit (recommended) OR an electronic copy using any digital device, such as a mobile phone / tablet / laptop, shall be presented to the animal quarantine checkpoint for verification. The supporting documents shall also be made available.

## II. IMPORTANT APPLICATION INSTRUCTIONS:

The following instructions are provided to help applicants avoid making mistakes when completing an online application.

1. Please apply three (3) days before shipment.
2. Please complete the application details. Do not leave the required fields unfilled.
3. To request assistance in creating your account or any IT concern, you may call via:  
Landline: (+632) 85282240 local 1404/ 09162506148
4. Select the correct transaction under Detailed Information.

**Intraregional-** if the movement is within same region

**Interregional-** if the movement is from one region to another

**Inter-island-** if the movement is from one area to island province or region

5. The original copy of the documents to be uploaded should be either be scanned using a color scanner or captured with a camera phone. Image should be clear and colored using JPG, GIF or PNG formats with a maximum file size of 4 MB. Rotate the image to appear in its correct portrait orientation as seen in Figure 1.



Fig.1 Correct document positioning

6. The title of the document should be consistent with the attachment.
  - a. **For fresh/frozen/chilled meat (local or imported):**
    - a.1 The date of inspection in the certificate should not be pre-dated.
    - a.2 Product weight is in kilograms. The volume specified in the COMI/MIC is similar with the online application details and does not exceed the sum specified.
    - a.3 The meat type in the COMI / MIC is described and itemized by meat type with its corresponding weight. Company product codes are not acceptable.
    - a.4 The destination address of the product on the COMI/MIC shall be the same with the application.
    - a.5 The COMI is within the seven (7) day validity period from the date of issue as per DA-NMIS Memorandum Circular No. 08-2016-22.
    - a.6 Multiple COMI / MICs or combinations of the two with one destination address are allowed for one shipping permit application.
  - b. **For uncooked processed meat products:**
    - b.1 Provide a valid, unexpired individual Certificate of Product Registration (CPR) and Licensed to Operate (LTO) issued by the FDA or Official Receipt of the FDA Payment Order for each CPR if the certificates are not yet available.
    - b.2 ORIGIN should indicate the source address for the actual product. ex. Cold Storage Warehouse

- b.3 Multiple destinations are not allowed.

**For live animals/animal by-products:**

- c.1 Veterinary Health Certificate validity is 3 days after issue date. ex. VHC issued February 4, 2020, expiry date will be February 7, 2020
- c.2 The VHC content shall follow the provisions of BAI Memorandum Circular No.11 s.2020 "Supplemental Guidance in the Submission of VHC required for local Shipping Permit Application" issued on April 06, 2020.
- c.3 Follow the One Destination address, One VHC, One Shipment Policy.
- c.4 The source farm address in the Farm Accreditation Certificate should be consistent with the details in the Laboratory Compliance or Laboratory Testing Certificate and the Veterinary Health Certificate.
- c.5 Certificates such as but not limited to BAI-AHWD Farm accreditation, Laboratory Compliance, Animal Welfare, GAHP, Transport Carrier Registration, Livestock Handlers License, etc. should be valid.
- c.6 The description of the item should be provided, and the quantity or number should be indicated in the VHC using the following reference unit: heads for live animals, pieces for eggs, number of sacks for manure, etc. It should be consistent with the application.
- c.7 Specific Requirements on Vaccination and Treatment- refer to DA AO 5 s.2020
- c.8 For slaughter animals, please follow the government's recommended specific withdrawal period for anti-infective, anti-parasitic drugs, etc. The date of administration or medication should be indicated in the VHC.
- c.9 For swine: Attach valid Certification of ASF Free Status of source farms originating from Red Zone

**7. Post-Application Guide:**

- a. Monitor application status by logging into your account. Remember that the processing period begins when the application comes in FOR REVIEW status. The maximum processing time for each application is Three (3) days.

**Reference:**

FOR REVIEW means application is ready for processing  
NEW means application is incomplete

- b. Applications will be processed on a first-come, first-serve basis and will be attended accordingly within the timeframe.
- c. BAI Online Team may also contact you at the number provided in the application for further information or clarification.
- d. Except for urgent shipments, follow-up on your application is discouraged. You can send a message to the Facebook page: @OLSPIS. However, action for requests made beyond working hours is not guaranteed.



### III. COMMON CAUSE OF REJECTION OF APPLICATIONS:

- a. Information in the required fields is incomplete
- b. Documents expired
- c. Fake, recycled, fake documentation
- d. Application inconsistencies
- e. The supporting document is not directly linked to the application. Ex. Commodity applied is tocino, attachment is burger patty.
- f. The meat certificate inspection date is not consistent with the application date. Ex. Actual application date is February 4, 2020, date of inspection in attached COMI is February 7, 2020.,
- g. Inadequate requirements
- h. Incomplete information in the documentations
- i. The products' destination is subject to current legal restrictions. Ex. Executive order banning pig and pork products
- j. Commodity origin is subject to existing legal restrictions ex. Movement of pigs from ASF outbreak areas is prohibited
- k. Blurred or unreadable documentary attachments and improper positioning of document orientation

**This Circular shall take effect immediately until revoked in writing.**



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