



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Ave., Diliman Quezon City 1101



(+632)8528-2240



director@bai.gov.ph



www.bai.gov.ph



@bai.gov.ph

MEMORANDUM CIRCULAR

No. 30

Series of 2023

SUBJECT: GUIDELINES ON THE UPLOADING OF LIST OF IMPORTABLES (LOI) IN THE DEPARTMENT OF AGRICULTURE TRADE SYSTEM WITH CORRECT HARMONIZED SYSTEM (HS) CODES BASED ON TARIFF BOOK 2022

WHEREAS, pursuant to the Department of Agriculture (DA) Administrative Circular No. 06 series of 2022, Article IV, Section 2, "The importer shall be responsible for the correct information contained in the Sanitary and Phytosanitary Import Clearance (SPSIC) and electronic Request for Inspection (eRFI), in any prescribed manual declaration, and in all information provided to the DA including to any employee or representative or authorized person of the DA", and Article III, Section 6 "The SPSIC may be suspended or revoked at any time on any of the following grounds: a. Providing false information in the application form or in any accompanying documents on the application";

WHEREAS, part of the process for the application for an SPSIC using the DA Trade System (powered by Intercommerce Network Services) is the submission of the importers of their List of Importables, indicating the commodity description and corresponding Harmonized System (HS) Code;

WHEREAS, the Bureau of Animal Industry (BAI) receives numerous requests from importers to allow modification of HS Code on a specific commodity in the approved SPSIC due to human error, and that this inadvertence, has put this Bureau in a precarious position of acting on requests that could have been avoided if only due diligence was observed in filling out the necessary application for SPSIC;

WHEREAS, the Bureau is cognizant of the industry's difficulties during these times and taking into consideration that there are no SPS issues from the above-cited unintentional error;

NOW, THEREFORE, in view of the above, all meat importers are **REQUIRED** to upload and/or update their List of Importable (LOI), with the **CORRECT** HS Code, using the Tariff Commission website <https://www.tariffcommission.gov.ph/tariff-book-2022>. The following procedures is hereby reiterated:

1. The importer/authorized representative shall submit online the LOI (using the prescribed template) to the DA Trade System via email: helpdesk@intercommerce.com.ph;
2. The INS shall upload the importable to the DA Trade System, and tag it as "For Approval";
3. The BAI Commodity Administrator, shall check the details (related only to the country of origin, commodity description, and establishment details, and approve compliant LOI and approve online the LOI.



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Any requests on the change of HS Code in the approved SPS Import Clearance that is not consistent with the approved List of Importables SHALL NOT BE ACCOMODATED and/or ALLOWED by this Office.

This Circular shall take effect immediately upon submission to the Office of the National Administrative Register and/or posting at the Bureau's website, and shall remain in effect unless revised/revoked/lifted.

Done this 26th of May, 2023.

ARLENE ASTERIA V. VYTIACO, DVM
Office In-Charge, Bureau of Animal Industry



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