



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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MEMORANDUM CIRCULAR

No. 50
Series of 2023

SUBJECT : CLARIFICATORY GUIDELINES FOR THE ISSUANCE, REPLACEMENT AND REVOCATION OF EXPORT CERTIFICATES AND CLEARANCES FOR ANIMAL PRODUCTS (INCLUDING PROCESSED AND CANNED PRODUCTS)

WHEREAS, the Bureau of Animal Industry (BAI) National Veterinary Quarantine Services Division (NVQSD) is mandated under Section 26 (I) of Executive Order No. 338, Series of 2001 to establish veterinary quarantine inspection system, including the issuance of permits, certificates, and commodity clearances relative to quarantine, domestic and international movement of animals, animal products and animal by-products;

WHEREAS, Department of Agriculture Memorandum Circular No. 3, Series of 2018 and the NVQSD Citizen's Charter state that all exports shall be accompanied by a Veterinary Quarantine Clearance, Veterinary Health Certificate, International Veterinary Certificate, Commodity Clearance or other export clearance issued and signed by the Bureau of Animal Industry, and as required by the importing country;

WHEREAS, the BAI received numerous requests for re-issuance/revision/amendment of certificates for processed animal products exported from the Philippines, such as but not limited to the following: 1) requests for additional information on the product details; 2) amendment on the heat treatment procedure; and 3) revision of the date of issuance of the export certificates;

WHEREAS, it shall be the exporters' responsibility for the precision of information contained in the certificates, and in all information provided to this Office;

WHEREAS, the Codex Alimentarius CXG 38-2001 provides guidelines for design, production, issuance and use of generic official certificates;

NOW, THEREFORE, to ensure that shipments are unhampered and to streamline the certification processes, the following clarificatory guidelines on the issuance, replacement and revocation of export certificates/clearances are hereby prescribed:

I. Issuance of certificates/clearances

1. The BAI Licensed Exporter must submit all the requests through this link <https://bit.ly/ExportCertificates>.
2. All requests for export certificates must be submitted at least three (3) working days before the shipment departs from the port of exit. Suppose the details needed to complete the requested export certificates/clearances are still unavailable (e.g.





voyage number, container number, etc.), the client must still submit the request for export certificates at least three (3) working days in advance. Once the details are available, the exporter can edit the previous submission to upload the missing information within seven (7) working days following the shipment's actual departure. A copy of the Bill of Lading shall be required as an additional supporting document;

3. The application date shall be the issued date reflected in the export certificate. The Bureau will not entertain requests to antedate the certificates;

II. Replacement of certificates/clearances

1. The BAI Licensed Exporter must submit a letter of intent through this link <https://bit.ly/RevExport> to rectify their certificates indicating the any of the following reason/s:
 - a. lost;
 - b. damaged;
 - c. contain errors; or
 - d. where the original infarction is no longer correct.
2. Requests for re-issuance/revision/amendment of export certificates issued by the BAI NVQSD shall be processed within seven (7) working days following the departure of the shipment. All requests submitted hereafter shall no longer be entertained;
3. The re-issued, revised, or amended export certificate shall be marked accordingly as "re-issued," "revised," or "amendment" to the original export certificate. The replacement certificate should reference the number of the original certificate that it supersedes and the date the original was signed. The exporter is obligated to surrender the original version of the re-issued, revised, or amended certificate before releasing of the updated export certificate;

III. Revocation of certificates/clearances

1. The BAI NVQSD has the authority to revoke the issued certificates or clearances, provided there exist valid and justifiable reasons, which may include but are not limited to:
 - a. Non-compliance with export regulations and quality standards;
 - b. Falsification of information during the application process; or
 - c. Continuous failure to rectify violations.
2. The BAI NVQSD will notify the exporter / authorized representative by electronic means (e.g., through an email) of the revocation;





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3. In case the certificate is already received or within the purview of the importing country, the BAI NVQSD will inform the relevant competent authority that the original certificate has been rendered null and void.

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.

For strict compliance.

Done this 23rd day of November 2023.


PAUL C. LIMSON, DVM
Director



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Masaganang Agrikultura, Maunlad na Ekonomiya