

2. ISSUANCE OF CERTIFICATE OF CONFORMITY (CC) FOR AGRICULTURAL AND FISHERIES MACHINERY

This aims provide assurance to consumers, industries and other stakeholders that the machinery conforms to the specified requirements in their respective PNS/PAES or other relevant standards identified by the Bureau of Agricultural and Fisheries Engineering (BAFE) and the Philippine National Standards/Philippine Agricultural and Engineering Standards (PNS/PAES) for the Guidelines on After-Sales Service. It intends to facilitate trade, fair competition and consumer acceptance of the machinery.

Schedule of availability of Services

Monday to Friday 8:00 A.M. – 5:00 P.M.

Office or Division:	STANDARDS, REGULATION AND ENFORCEMENT SECTION (SRES)			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G – Government to Government G2C – Government to Client			
Who may avail:	Any natural or juridical entity engaged in the manufacturing, fabrication, assembly or importation of agricultural and fisheries machinery shall file an application for CC which must be in the prescribed forms containing all the data and information. The proprietary nature of the application shall be protected by BAFE.			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
<i>Please refer to list of requirements to be submitted below (page 157)</i>		Requisitioner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to RAED. Secure application forms and other requirements and make clarificatory inquiries. Copy of application forms can also be accessed thru the DA official website, www.caraga.da.gov.ph	Step 1.1: Provide the client with a short briefing on the service and its requirements.		20 minutes	RAED Staff SRES, RAED
2. Submit the accomplished application form and other documents to	Step 2.1: Receive and review/ evaluate the application and completeness of documents.		1 day	RAED Staff SRES, RAED

RAED.				
	Step 2.2: Endorsement of applications to BAFE. Scanned copy of the applications including the documentary requirements shall be submitted via e-mail for initial review.		30 minutes	RAED Staff SRES, RAED
	Step 2.3: Notify DA-RAED-SRES and MFADDIE of its intention three (3) working days before the conduct of on-site evaluation.		10 minutes	BAFE-SRED
3. Assist BAFE-SRED/RAED-SRES on site evaluation.	Step 3.1: Conduct on-site evaluation together with BAFE-SRED (optional) (2 nd week of the month).		3 days (minimum)	BAFE-SRED/ RAED Staff SRES, RAED
	Step 3.2: Inform applicant, through a notification letter, and copy furnish the DA-RFO-RAED for the issuance of CC indicating the result of evaluation.		10 minutes	BAFE-RAED
4. Proceed to BAFE for the payment for CC. Payment may facilitate through bank deposit. Proof of payment required to submit to BAFE through e-mail.		Refer to schedule of fees below for the amount		AFE-SRED
5. Receive the certificate via courier.			3 days	BAFE-SRED
TOTAL			7 days, 1 hour and 10 minutes	

Requirements to be submitted

Two (2) sets of applications and documentary requirements shall be submitted by the applicant. The original documents shall be presented for authentication of the submitted photocopy and arranged as follows:

1. New Application

- a. Duly accomplished CC Application Form and Authority to Use the CC Form;
- b. Photocopy of Final Test Report issued and duly authenticated by UPLB-AMTEC or accredited testing center;
- c. Photocopy of Business Permit;
- d. Original Operator's Manual of the Machine;
- e. Photocopy of Certificate of Distributorship/Dealership, if applicable;
- f. Photocopy of Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture for imported agricultural and fisheries machinery; and,
- g. Duly Notarized Special Power of Attorney or Board Resolution and any government-issued I.D. for applications represented by its authorized representatives.

2. Renewal

- a. Duly accomplished CC Application Form and Authority to Use the CC Form;
- b. Certified True Copy of previously issued CC; and,
- c. Photocopy of Final Test Report issued and duly authenticated by UPLB-AMTEC or accredited testing center.

Note: The above checklist indicates the required documents to be attached in support to the application. The documents shall be arranged in a long brown envelope with printed "NEW" for new application and "RENEWAL" for renewal application at the front.

Schedule of Fees

Issuance of CC	Amount (Php)
Issuance Fee	3,500.00
Request for Change in Circumstances	
Request Fee	150.00
Request for Certified True Copy of CC	
Request Fee	150.00

Estimated Time Table for Review Process

Activity	Schedule
Acceptance of complete application	Any day of the month during office hours*
SRES submission to BAFE of applications	Any day of the month during office hours*
BAFE checking the accuracy and authenticity of the submitted applications	Monday of the 2 th Week of the Month
Evaluation of the submitted applications	2 nd Week of the Month
TEAAC regular meeting and endorsement of recommendation	3 rd Week of the Month
Conduct of on-site inspection (optional)	2 th Week of the Month
Final review	4 th Week of the Month
Notification of approved/denied application	Friday of the 4 th Week of the Month
Payment for the CC (applicable for approved application)	Any day after the notification
Receiving of the certificate (for personal appearance)	Same day with the date of payment
Receiving of the certificate (for bank depositors)	Depends on the courier (usually 3 days after the receipt of proof of payment)

Note: 1) Holidays or suspension of work are not considered in this timeline.

*Should the applicant be able to submit the complete requirements within the 1st week of the current month, application shall be processed by RAED-SRES and BAFE-SRED within the prescribed 20-day period.

*Should the applicant be able to submit the complete requirements from 4th to 2nd week of the current month, application shall be processed by RAED-SRES and BAFE-SRED on the following month.