

# 1. ISSUANCE OF LICENSE TO OPERATE AS ANIMAL FEED ESTABLISHMENT AND VETERINARY DRUG AND PRODUCT ESTABLISHMENT

All feed and veterinary drug and product outlets are required to secure a Bureau of Animal Industry (BAI) Registration Certificate of License to Operate under RA 1556-The Livestock and Poultry Feeds Act; RA 3720- Foods, Drugs and Devices and Cosmetics Act; RA 9711-Food and Drug Administration Act of 2009 and RA 6675-Genericks Act of 1988).

## Schedule of Availability of Service

Monday to Friday- 8:00 AM to 5:00 PM

## Schedule of Fees

Services	Fees
<b>I. Feed Establishment</b>	
<b>A. Commercial-Mixed Feed/Ingredient Manufacturer</b>	
Less than 25 MT	Php 450.00
25.1 to 50.00 MT	Php. 540.00
50.1 to 100 MT	Php 630.00
More than 100 MT	Php 720.00
<b>B. Non-Commercial Feed Manufacturer</b>	Php 180.00
<b>C. Importer/Indentor/Exporter</b>	Php 480.00
<b>D. Supplier/Dealer</b>	Php 240.00
<b>E. Distributor/Repacker/Retailer</b>	
Distributor	Php 120.00
Repacker	Php 120.00
Retailer	Php 60.00
<b>II. VETERINARY PRODUCT ESTABLISHMENT</b>	
<b>A. Manufacturer</b>	
New	Php 6,000.00
Renewal	Php 12,000.00
<b>B. Trader</b>	
New	Php 3,600.00
Renewal	Php 7,200.00
<b>C. Distributor</b>	
New	Php 2,400.00
Renewal	
<b>D. Outlet</b>	
New	Php 240.00
Renewal	Php 480.00

<b>Office or Division</b>	<b>REGULATORY DIVISION</b>	
<b>Classification</b>	HIGHLY TECHNICAL	
<b>Type of transaction:</b>	G2C- Government to Clients / G2B- Government to Business	
<b>Who may avail:</b>	Citizens currently engaged in animal feeds and veterinary drugs and products trading and those who plan to engage in said business within Region XIII.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>I. FEED ESTABLISHMENT (GENERAL REQUIREMENTS)</b>		
1. Notarized application form;	Requisitioner /DA XIII Regulatory Division	
2. Latest 2pcs "1x1" ID Picture;	Requisitioner	
3. Documentary Stamp;	BIR or City Hall	
4. Photocopy of Community Tax Certificate;	Barangay Hall	
5. Photocopy of PRC ID of attending Veterinarian / Nutritionist;	Veterinarian / Nutritionist	
6. Community Tax Certificate, PTR, and Diploma; List of Products Sold.	Requisitioner/Veterinarian or Nutritionist	
<b>A. COMMERCIAL-MIXED FEED/INGREDIENT MANUFACTURER</b>		
1. Photocopy of Business permit from the Department of Trade and Industry (DTI);	Department of Trade and Industry XIII	
2. For corporations only: Photocopy of Company's Registration and Article of Incorporation with the Securities and Exchange Commission (SEC);	Securities and Exchange Commission XIII	
3. For Cooperatives only: Photocopy of Registration with the Cooperative Development Authority (CDA);	Cooperative Development Authority	
4. Photocopy Environmental Compliance Certificate (ECC) from the Environmental & Management Bureau of the Local DENR;	DENR XIII	
5. Photocopy of Mayor's /Business Permit for the current year;	Municipal Hall or City Mayor's Office	
6. Copy of the plant lay-out (new);	Requisitioner	
7. Latest picture of the feed plant with the owner or authorized representative (one taken outside and another one taken inside the plant); (new);	Requisitioner	
8. If a Toll Manufacturer or Trader, copy of the Memorandum of Agreement between the concerned parties;	Requisitioner	
9. If the manufacturer contracts the services of an independent quality control laboratory, copy of the Memorandum of Agreement between the manufacturer and laboratory owner and photocopy of BAI-Laboratory Recognition Certificate (new);	Requisitioner	

10. Plant Site and Facility Inspection and Evaluation Report;	Requisitioner
11. Affidavit of Registered Chemist;	DA RFO XIII Regulatory Division
12. Application of Product registration;	DA RFO XIII Regulatory Division
13. Proof of Payment of Registration Fee.	DA RFO XIII Regulatory Division
<b>B. NON –COMMERCIAL FEED MANUFACTURER</b>	
1. Photocopy of Business permit from Department of Trade and Industry (DTI);	Department of Trade and Industry XIII
2. Photocopy of Mayor's / Business Permit for the current year;	Municipal Hall or City Mayor's Office
3. Affidavit of Licensed Veterinarian / Nutritionist;	DA RFO XIII Regulatory Division
4. PTO and ECC from DENR;	DENR/ CENRO
5. Affidavit of animal population in the farm;	Requisitioner
6. Farm and Plant Site and Facility Inspection and Evaluation Report	DA RFO XIII Regulatory Division
7. Proof of Payment of Registration Fee.	DA RFO XIII Regulatory Division
<b>C. IMPORTER/INDENTOR/EXPORTER</b>	
1. Photocopy of Business permit from Department of Trade and Industry (DTI);	Department of Trade and Industry XIII
2. For Corporation : Photocopy of SEC Registration and Article of Incorporation	Securities and Exchange Commission
3. For Cooperative : Photocopy of CDA Registration;	Cooperative Development Authority
4. Photocopy of Mayor's / Business Permit for the current year;	Municipal Hall or City Mayor's Office
5. Distributorship Agreement with the foreign supplier;	Requisitioner
6. Site and facility Inspection and Evaluation Report;	DA RFO XIII Regulatory Division
7. Proof of Payment of Registration Fee.	DA RFO XIII Regulatory Division
<b>D. SUPPLIER/DEALER</b>	
1. Photocopy of Mayor's/ Business Permit for the current year;	Municipal Hall or City Mayor's Office
2. Proof of Payment of Registration Fee.	DA RFO XIII Regulatory Division
<b>E. DISTRIBUTOR/REPACKER/RETAILER</b>	
1. Photocopy of Mayor's/ Business Permit for the current year;	Municipal Hall or City Mayor's Office
2. Proof of Payment of Registration Fee. **To be submitted annually as requirement for renewal of Registration.	DA RFO XIII Regulatory Division

<b>II. VETERINARY DRUG AND PRODUCTS ESTABLISHMENT (GENERAL REQUIREMENTS)</b>	
1. Notarized and accomplished Joint Affidavit of Undertaking;	Requisitioner
2. Photocopy of Mayor's / Business Permit (nature of business specified) for the current year and Official Receipt;	Municipal Hall or City Mayor's Office
3. Photocopy of Business Name Registration with BDT/SEC (if corporation) and Articles of Incorporation;	Securities and Exchange Commission
4. ID (5cm x 5cm) picture of the Owner, Gen. Manager, Veterinarian;	Requisitioner
5. Photocopy of Pharmacist, Veterinarian, and Chemist Registration and Valid ID, PTR, Community Tax Certificate (as applicable);	Requisitioner / Pharmacist Veterinarian / Chemist
6. Notarized valid Contract of Lease of the space/ building occupied, if the applicant does not own it;	Requisitioner
7. List of Reference Books: <ul style="list-style-type: none"> <li>• USP/NF (Latest Edition)</li> <li>• RA 3720, RA 6675, RA 5921</li> <li>• Remington's Pharmaceutical Sciences (Latest Edition)</li> <li>• Goodman and Gilman Pharmacological Basis of Therapeutics</li> <li>• British Pharmacopeia</li> <li>• Philippine National Veterinary Formulary</li> </ul>	Requisitioner
8. Location Plan;	Requisitioner
9. List of products to be manufactured/distributed with Generic and Brand Names;	Requisitioner
10. Copy of Inspection and Evaluation Report;	Requisitioner/DA RFO XIII Regulatory Division
11. Original Copy of Previous LTO	Requisitioner
<b>A. MANUFACTURER</b>	
1. Environmental Compliance Certificate (ECC) from the Environmental & Management Bureau of the Local DENR and Permit to Operate from the Local DENR/LLDA;	DENR XIII
2. Current Floor Plan with complete dimension and proposed floor plan in accordance to approved Good Manufacturing Practices (GMP);	Requisitioner
3. List of manufacturing/ quality control equipment;	
4. Photocopy of valid BAI-LSD Laboratory Recognition Certificate of Quality Control Laboratory or contracted laboratory. **Notarized Joint Affidavit of Undertaking between the duly-licensed Veterinarian, Pharmacist and Chemist with the Owner/ General Manager.	Requisitioner

<b>B. TRADER</b>	
1. Notarized VALID CONTRACT OF AGREEMENT with the manufacturer containing a stipulation that both manufacturer and trader are jointly responsible for the quality of products;	Requisitioner
2. Environmental Compliance Certificate (ECC) / Permit to operate of Contracted laboratory.	DENR XIII
3. Photocopy of valid BAI-LSD Laboratory Recognition Certificate Of Contracted Laboratory/ Licensed Chemist valid PRC ID. **Notarized Joint Affidavit of Undertaking between the duly-licensed Veterinarian, Pharmacist and Chemist with the Owner/ General Manager.	Requisitioner
<b>C. DISTRIBUTOR</b>	
<b>Importer</b>	
1. Notarized Joint Affidavit of Undertaking between the duly- licensed Veterinarian, Pharmacist and Chemist with the Owner/General Manager;	Requisitioner/DA RFO XIII Regulatory Division
2. Foreign Agency Agreement (with authentication from territorial Philippine Consulate in case of Exclusive Distributorship);	Requisitioner
3. Current GMP Certificate issued by a Government Health Agency, duly Authenticated by the Philippine Consulate at the Country of origin;	Requisitioner
4. Government Certificate of Clearance and free sale or registration approval of the product from the country of origin duly Authenticated by the Philippine Consulate at the country of origin.	Requisitioner
<b>Exporter</b>	
1. Notarized Joint Affidavit of Undertaking between the duly- licensed Veterinarian, Pharmacist and Chemist with the Owner / General Manager. **A valid Contract of Agreement with BAI Licensed VDAP Manufacturer in Addition to other requirements set by other competent authorities.	Requisitioner
<b>Wholesaler</b>	
1. Notarized Joint Affidavit of Undertaking between the duly- licensed Veterinarian, Pharmacist and Chemist with the Owner/ General Manager;	Requisitioner/DA RFO XIII Regulatory Division
2. A valid Contract of Agreement with BAI Licensed VDAP Manufacturer / VDAP Importer. ***Complete list of products to be sold with their corresponding product registration numbers and expiry dates.	Requisitioner

<b>D. OUTLET</b>				
1. Notarized Joint Affidavit of Undertaking between the duly- licensed Veterinarian, Pharmacist and Chemist with the Owner/ General Manager; ***Complete list of products to be sold with their corresponding product registration numbers and expiry dates.			Requisitioner/DA RFO XIII Regulatory Division	
<b>E. CHANGES IN CIRCUMSTANCES</b>				
1. Official Letter re: change of address / owner / business name/ Veterinarian / Pharmacist / Chemist / etc. as applicable;			Requisitioner	
2. Surrender original / old LTO;			Requisitioner	
3. Deed of Sale / Transfer of Rights in case of change of ownership;			Requisitioner	
4. Notarized Joint Affidavit of Undertaking between the duly- licensed Veterinarian, Pharmacist and Chemist in case of change. Surcharge : A fifty percent (50%) of the amount due shall be levied on every expired LTO. ** To be submitted upon renewal. ** Upon application and satisfactory compliance of all general and additional requirements the following fees ( non-refundable) shall be charged in full for entire coverage of registration.			Requisitioner/DA RFO XIII Regulatory Division	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure application form and inquire for requirements and application procedures.	<b>Step 11:</b> Brief the customer on the application procedures and give list of requirements together with the application form.	None	(excluded)	(Agriculturist II, Regulatory Division)
2. Fill-up registration form (original) and submit for processing.	<b>Step 2.1:</b> Receive and review the application forms for the completeness of requirements (photocopy) submitted.	None	1 Day	Agriculturist II, <b>Regulatory Division</b>
	<b>Step 2.2:</b> Conduct ocular inspection, prepare report and endorse application for approval.	None	2 Days	Agriculturist II, <b>Regulatory Division</b>
3. Pay corresponding fees to the authorized Special Collecting Officers	<b>Step 3.1:</b> Special Collecting Officers receive payment and issue Order of Payment.	Refer to table of fees above	10 Minutes	Agriculturist II, <b>Regulatory Division</b>

	<b>Step 3.2:</b> Endorse application to Regional Executive Director for approval.	None	1 Day	Agriculturist II, <b>Regulatory Division</b>
	<b>Step 3.3:</b> Retrieve approved documents from the Regional Executive Director's Office.	None	1 Day	Agriculturist II, <b>Regulatory Division</b>
	<b>Step 3.4:</b> If new applications, submit documents to BAI-CO for approval of BAI Director for issuance of the License to Operate.	None	1 Day	Agriculturist II, <b>Regulatory Division</b>
	<b>Step 3.5:</b> If renewal of Feed Establishment, submit a copy of applications to BAI-CO for their reference and file. Notify client for the release of their copy.  If renewal of VDAP Establishment, submit documents to BAI-CO for approval of BAI Director for the issuance of the License to Operate.	None		Agriculturist II, <b>Regulatory Division</b>
	<b>Step 3.6:</b> Receive approved Certificate of Registration and record the same.	None	1 Day	Agriculturist II, <b>Regulatory Division</b>
	<b>Step 3.7:</b> Notify the client to get approved Registration Certificate.	None	10 Minutes	Agriculturist II, <b>Regulatory Division</b>
4. Receive approved Registration Certificate	<b>Step 4.1:</b> Release approved Registration Certificate, record and file the documents	None	10 Minutes	Agriculturist II, <b>Regulatory Division</b>
<b>TOTAL</b>			<b>7 Days and 30 Minutes</b>	***Note: Exclusive of number of Days of non-compliance during inspection and evaluation requirements.