

### 3. ISSUANCE OF LICENSE TO LIVESTOCK AND POULTRY HANDLERS AND LIVESTOCK POULTRY CARRIERS

All Livestock and Poultry Handlers and Carriers (LPHCs) are required to secure a Bureau of Animal Industry (BAI) Registration Certificate under PD No. 07 series of 1972, otherwise known as the “orderly marketing of livestock, poultry, meat and animal by-products” as amended by AO No. 08,2005.

#### Schedule of Availability of Service

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

#### Schedules of Fees

<b>I. ANIMAL PRODUCTS &amp; BY- PRODUCTS HANDLERS</b>	<b>Fees</b>
1. Livestock Dealer	Php 300.00
2. Poultry Dealer	Php 300.00
3. Egg Dealer	Php 300.00
4. Milk Dealer	Php 300.00
5. Hides Dealer	Php 300.00
6. Skin Dealer	Php 300.00
7. Manure and Dung Dealer	Php 300.00
8. Game Fowl Dealer	Php 300.00
<b>II. TRANSPORT CARRIERS</b>	
(one sticker per carrier for land transport carrier) Annual Registration Fees based on AO No. 08:	
<b>Land Transport Carrier</b>	
Tricycles and Trailers	Php 300.00
Trucks, AUVs, Containers and others	Php 500.00
<b>Water and Air Transport Carriers</b>	Php 500.00
<b>III. ANNUAL</b>	
Handlers and/or Dealers	Php 300.00
Tricycles and Trailers	Php 300.00
Trucks, AUVs, Containers and others	Php 500.00
Water and Air Transportation Carriers	Php 500.00

<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>	Any person or business entity engaged in inter-provincial and/or inter-regional handling, transport or distribution of livestock, poultry, hide and skin, eggs, manure and dung.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>I. LIVESTOCK AND POULTRY HANDLERS</b>		
1. Notarized application form;	Requisitioner /DA RFO XIII Regulatory Division	
2. Latest 2pcs "1x1" ID Picture;	Requisitioner	
3. Tax Identification Number (TIN) of the individual operators, representative, partnership, corporation, cooperative and association;	BIR	
4. Business Permit;	City Mayor's Office	
5. Corporation / Cooperative / Association: <ul style="list-style-type: none"> <li>• Certificate from the Board of Directors who are persons with authority to bind the corporation, cooperative, or association;</li> <li>• Article of Incorporation;</li> </ul>	Requisitioner	
6. All participants shall undergo seminar;		
7. Certificate of Attendance (seminar) for regional and provincial applicants;	Requisitioner	
8. Photocopy of Securities and Exchange Commission (SEC) for partnership, corporation, cooperative and association.	Securities and Exchange Commission	
<b>LIVESTOCK AND POULTRY CARRIERS</b>		
1. Notarized Application Form;	Requisitioner /DA RFO XIII Regulatory Division	
2. LTO Official Receipt and Certificate of Registration of vehicle (photocopy);	Requisitioner	
3. Deed of sale (if applicant is not the owner of the vehicle or ownership has not yet been transferred);	Requisitioner	
4. Documentary Stamp;	BIR / City Hall	
5. Latest 2 pcs. 1" x 1" ID Picture;	Requisitioner	
6. Tax Identification Number (TIN) of the individual operators, representative, partnership, corporation, cooperative and association;	BIR	
7. Business Permit;	City Mayor's Office	
8. Single Proprietorship- If applicant's name does not appear on the business permit or named after his/her wife/husband, then, Special Power of Attorney will be required;	Requisitioner	

9. Partnership		Requisitioner		
<ul style="list-style-type: none"> <li>• Certificate from partners who are persons with authority to bind the partnership or;</li> <li>• Article of Partnership;</li> </ul>				
10. Corporation / Cooperative / Association:		Requisitioner		
<ul style="list-style-type: none"> <li>• Certificate from the Board of Directors who are persons with authority to bind the corporation, cooperative and association;</li> </ul>				
11. All applicants shall undergo seminar Certificate of Attendance (seminar) for regional and provincial applicants;		Requisitioner		
12. Full body pictures of carrier (front, side and back) with plate number.		Requisitioner		
13. Photocopy of SEC for partnership, corporation, cooperative and association.		Securities and Exchange Commission		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application and inquire for requirements and application procedure.	<b>Step 1,1:</b> Brief the customer on application procedures and give lists of requirements together with the application form.	None	(excluded)	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
2. Accomplish and submit application form(original)	<b>Step 2.1:</b> Receive and review the application forms and other requirements. (photocopy)	None	1 Day	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
	<b>Step 2.2:</b> Conduct short orientation and seminar on proper handling and control during shipment/transport and other responsibilities attached to license.	None	1 Day	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
	<b>Step 2.3:</b> Prepare the Certificate of Attendance and temporary license, facilitate signing and approval and give to clients.	None		Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>

3. Pay corresponding fees to Special Collecting Officer.	<b>Step 3.1:</b> Special Collecting Officer receives payment and issues Order of payment.	Refer to table of fees above	10 Minutes	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
	<b>Step 3.2:</b> <ul style="list-style-type: none"> <li>• Endorse application to Regional Executive Director for approval. (Renewal Applications)</li> <li>• Endorse application to Regional Executive Director for Recommending approval to BAI Director (Initial Applications)</li> </ul>	None	1 Day	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
	<b>Step 3.3:</b> Retrieve the signed application form from ORED.	None	1 Day	Agriculturist I / Agriculturist II / Veterinarian II / <b>DA RFO XIII Regulatory Division</b>
	<b>Step 3.4:</b> Submit the signed copy of application form together with the complete requirements to Records Unit for mailing to the BAI-CO, Marketing Development Division for approval.	None	1 Day	Agriculturist I / Agriculturist II / Veterinarian II/ <b>DA RFO XIII Regulatory Division</b>
	<b>Step 3.5:</b> Call Central Office to inform of the mailed documents.	None	10 Minutes	Agriculturist I / Agriculturist II / Veterinarian II/ <b>DA RFO XIII Regulatory Division</b>

	<p><b>Step 3.6:</b></p> <ul style="list-style-type: none"> <li>• Receive approved Certificate of Registration/ Sticker / Handlers ID and record the same.</li> <li>• Issuance of Certificate of Registration for Renewal signed by Regional Executive Director.</li> </ul>	None	1 Day	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
	<p><b>Step 3.7 :</b> Call the client to get license, sticker and handler's ID.</p>	None	10 Minutes	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
4. Receive approved Registration Certificate/Handler's ID/ sticker and surrender issued temporary certificate.	<p><b>Step 4.1:</b> Release approved Registration Certificate, record and file.</p>	None	10 Minutes	Agriculturist I / Agriculturist II / Veterinarian II, / <b>DA RFO XIII Regulatory Division</b>
<b>TOTAL</b>			<b>6 Days and 40 Minutes</b>	**Note: Exclusive of number of Days of non-compliance during inspection and evaluation requirements.