

1. Issuance of License-To-Operate (LTO) Feed Establishment Online Application

This describe process of preparing and issuing of Feed Establishment LTO.

Office or Division:	Animal Feeds, Veterinary Drugs and Biologics Control Division (AFVDBCD)
Classification:	Complex Transaction
Type of Transaction:	G2B – Government to Business,
Who may avail:	Business entity as Commercial Mixed Feed Manufacturer, Commercial Feed Trader, Toll Manufacturer, Feed Ingredient Manufacturer, Non-Commercial Mixed Feed Manufacturer, Feed Importer, Exporter, Indentor, Feed Supplier and Repacker, Feed Distributor, Dealer, Retailer
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Activation of Account	
1. INS (InterCommerce Network Services) Enrollment Form	INS
2. Information Service Agreement	INS
3. BIR 2303	c/o Applicant, BIR
LTO Classification	
A. Commercial Mixed Feed Manufacturer	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration: a.) Sole Proprietorship –Department of Trade and Industry (DTI) b.) Corporations - Security Exchange Commission (SEC) c.) Cooperative- Cooperative Development Authority (CDA)	DTI, SEC, or CDA whichever is applicable

<p>2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied</p>	<p>c/o Applicant</p>
<p>3. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) / Permit to Operate (PTO) from Department of Environment and Natural Resources (DENR) or Discharge Permit (DP) from Laguna Lake Development Authority (LLDA) if the establishment was discharging liquid waste and located within the vicinity of Laguna de Bay/ under the jurisdiction of LLDA</p>	<p>c/o Applicant, DENR, LLDA, whichever is applicable</p>
<p>4. Business / Mayor's Permit for the current year</p>	<p>c/o Applicant, Local Government Unit (LGU)</p>
<p>5. Feed mill plant lay-out and latest photos</p>	<p>c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant.</p>
<p>6. Joint Affidavit of Undertaking (RF FVBD-16) with Veterinarian valid PRC ID and PTR</p>	<p>c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCDSERVICE form</p>
<p>7.1 Establishment with in-house laboratory</p> <p>a.) Valid BAI-Laboratory Recognition Certificate</p> <p>b.) Valid Professional Regulation Commission (PRC) ID and Professional Tax Receipt (PTR) of Chemist</p>	<p>c/o Applicant</p>
<p>7.2 Establishment without owned laboratory</p> <p>a.) MOA between third-party BAI Recognized Laboratory and the establishment</p> <p>b.) Copy of valid BAI-Laboratory Recognition Certificate</p>	<p>c/o Applicant</p>

c.) Valid PRC ID and PTR of Chemist		
8. Sketch location map		c/o Applicant
9. Certificate of BAI-INS Orientation Seminar		c/o Applicant, BAI-INS
10. Site inspection of office, plant and warehouse and validation of submitted document		AFVDBCD- Inspection, Monitoring and Inspection Section (IMES) Inspector- Agriculturist II
RENEWAL (All document original scanned copy)		
1. Previously approved LTO (RF FVDB-07)		c/o Applicant
2. Business/ Mayor's Permit for the current year		c/o Applicant, LGU
3. Annual Production Report and Fees		c/o Applicant
4. Site inspection of office, plant and warehouse, and validation of submitted document		AFVDBCD- IMES Inspector- Agriculturist II
B. Commercial Feed Trader		
INITIAL (All document original scanned copy)		
1. Business Certificate of Registration:		DTI, SEC, or CDA whichever is applicable
a.) Sole Proprietorship- DTI		
b.) Corporations - SEC		
c.) Cooperative- CDA		
2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied		c/o Applicant
3. Business/ Mayor's Permit for the current year		c/o Applicant, Local Government Unit (LGU)
4. Feed mill plant lay-out and latest photos		c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant.
5. Copy of Memorandum of Agreement (MOA) between the Toll Feed Manufacturer (TM) and Commercial Feed Trader (CFT):		c/o Applicant
6. Joint Affidavit of Undertaking (RF FVBD-16) With Veterinarian valid PRC ID and PTR		c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form

7. Sketch location map	c/o Applicant
8. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI-INS
9. Site inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Annual production report and fees	c/o Applicant
4. List of Toll Manufacturer with valid contract	c/o Applicant
5. Site inspection of office, plant and warehouse, and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
C. Toll Manufacturer	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration <ul style="list-style-type: none"> a.) Sole Proprietorship- DTI b.) Corporations - SEC c.) Cooperative- CDA 	DTI, SEC, or CDA whichever is applicable
2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. ECC/ CNC/PTO/DP	c/o Applicant, DENR, LLDA, whichever is applicable
4. Business/ Mayor's Permit for the current year	c/o Applicant, Local Government Unit (LGU)
5. MOA between TM and CFT	c/o Applicant
6. Feed mill plant lay-out and latest photos	c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant.
7. Joint Affidavit of Undertaking (RF FVBD-16)	c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form
8.1 Establishment with in-house laboratory	c/o Applicant

<p>a.) Valid BAI Laboratory Recognition Certificate b.) Valid PRC ID and PTR of Chemist</p>	
<p>8.2 Establishment without owned laboratory</p> <p>a.) MOA between the third-party BAI Recognized Laboratory and establishment b.) Valid BAI Laboratory Recognition Certificate c.) Valid PRC ID and PRT of Chemist</p>	<p>c/o Applicant</p>
<p>9. Sketch location map</p>	<p>c/o Applicant</p>
<p>10. Certificate of BAI-INS Orientation Seminar</p>	<p>c/o Applicant, BAI- INS</p>
<p>11. Site Inspection of office, plant and warehouse and validation of submitted document</p>	<p>AFVDBCD- IMES Inspector- Agriculturist II</p>
<p>RENEWAL (All document original scanned copy)</p>	
<p>1. Previously approved LTO (RF FVDB-07)</p>	<p>c/o Applicant</p>
<p>2. Business/ Mayor's Permit for the current year</p>	<p>c/o Applicant, LGU</p>
<p>3. Annual production report and fees</p>	<p>c/o Applicant</p>
<p>4. List of current CFT Clients</p>	<p>c/o Applicant</p>
<p>5. Site inspection of office, plant and warehouse, validation of submitted document</p>	<p>AFVDBCD- IMES Inspector- Agriculturist II</p>
<p>D. Feed Ingredient Manufacturer</p>	
<p>INITIAL</p>	
<p>1. Business Certificate of Registration a.) Sole Proprietorship- DTI b.) Corporations - SEC c.) Cooperative- CDA</p>	

2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	
3. ECC/CNC/PTO/ DP	
4. Business/ Mayor's Permit for the current year	
5. Feed mill plant lay-out and latest photos	c/o Applicant, Provide latest photos with the owner or authorized representative, one taken inside and outside of the feed mill plant.
6. Joint Affidavit of Undertaking (RF FVBD-16) With Veterinarian valid PRC and PTR	c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form
7.1 Establishment with in-house laboratory	c/o Applicant
a.) Valid BAI Laboratory Recognition Certificate b.) Valid PRC ID and PTR of Chemist	
7.2 Establishment without owned laboratory	c/o Applicant
a.) MOA between the third-party BAI Recognized Laboratory and establishment b.) Valid BAI Laboratory Recognition Certificate c.) Valid PRC ID and PTR of Chemist	
8. Sketch location map	c/o Applicant
9. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BA
10. Site Inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
RENEWAL	
1. Previously approved LTO(RF FVDB-07)	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Annual production report and fees	c/o Applicant

4. Site inspection of office, plant and warehouse, validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
E. Non-Commercial Mixed Feed Manufacturer	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration DTI/ SEC/ CDA	c/o Applicant, DTI, SEC, or CDA whichever is applicable
2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. ECC /CNC/ PTO/ DP	c/o Applicant, DENR, LLDA, whichever is applicable
4. Business / Mayor's Permit for the current year	c/o Applicant
5. Affidavit of Animal Population (RF FVDB-51)	c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form
6. Joint Affidavit of Undertaking (RF FVBD-16) With Veterinarian valid PRC and PTR	c/o Applicant, Downloadable at www.bai.gov.ph-AFVDBCD Service form
7.1 Establishment <u>with in-house laboratory</u>	c/o Applicant
a.) Valid BAI Laboratory Recognition Certificate	
b.) Valid PRC ID and PTR of Chemist	
9.2 Establishment <u>without owned laboratory</u>	c/o Applicant
a.) MOA between the third-party BAI Recognized Laboratory and establishment	
b.) Valid BAI Laboratory Recognition Certificate	
c.) Valid PRC ID and PTR of Chemist	
10. Sketch location map	c/o Applicant
11. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI- INS

12. Site inspection of office, plant and warehouse, validation of submitted document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Annual production report and fees	c/o Applicant
4. Site inspection of office, plant and warehouse, and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
F. Feed Importer	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration DTI/ SEC/ CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. Business / Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI-INS Orientation Seminar	c/o Applicant,BAI- INS
6. Site Inspection of office, and warehouse, validation of submitted document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Site Inspection of office, plant and warehouse, and validation of submitted document	IMES Inspector- Agriculturist II
G. Feed Exporter	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable

2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. Business / Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI-INS
6. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant
2. Business / Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
H. Feed Indentor	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI-INS
6. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of the office, and validation of document	IMES Inspector- Agriculturist II

I. Feed Supplier	
INITIAL (All document original scanned copy)	
1. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Sketch location map	c/o Applicant
4. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI- INS
5. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
J. Repacker	
INITIAL (All document original scanned copy)	
1. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Authorization from the manufacturer, trader or importer to repack their product, tags or labels of the product to be repacked;	c/o Applicant
4. Sketch location map	c/o Applicant
5. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI- INS
6. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant

2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
K. DISTRIBUTOR	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
2. Contract Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI- INS
6. Site inspection of store, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant,
2. Business / Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of store, and validation of document	IMES Inspector- Agriculturist II
L. Dealer	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
2. Contract Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI- INS

6. Site inspection of store and warehouse, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO (RF FVDB-07)	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of store and warehouse, and validation of document	IMES Inspector- Agriculturist II
M. Retailer	
INITIAL (All document original scanned copy)	
1. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
2. Contract Lease of the space (if rental) or Proof of Ownership of the building occupied	c/o Applicant
3. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
4. Sketch location map	c/o Applicant
5. Certificate of BAI-INS Orientation Seminar	c/o Applicant, BAI- INS
6. Site inspection of store, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (All document original scanned copy)	
1. Previously approved LTO	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of store, and validation of document	IMES Inspector- Agriculturist II
Change in Circumstances (CIC)	
1. Official Letter re change of address/ownership/ business name ect.	c/o Applicant
2. Approved LTO (RF FVDB-07)	c/o Applicant
Expiration	

The LTO automatically expires on the 31st of December every year. Application for renewal shall be filed on or before January 21st of the following year. Failure to renew on or before the deadline shall be subjected to surcharges under DA Administrative Order No 33, Series of 2000. The original Certificate of LTO shall remain valid every after renewal of LTO.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Inform their intention to apply thru phone call and/or email	1. Provide helpdesk email of INS to client for registration and issue Order of Payment Remarks: Provide client instruction on the registration, payment, and application process thru email	None	5 minutes	Admin. Staff RLCS
1.2. Send an email request thru email helpdesk@intercommerce.com.ph and secure the following requirements: a) User Manual b) INS Enrollment Form c) Information Service Agreement	None	None	C/O INS	C/O INS
1.3. Register an account thru https://baireg.intercommerce.com.ph and accomplish the following: a) Account Info- Username and Password b) Company Info c) Attachments: i. INS Enrollment Form	None	None	C/O INS	C/O INS

ii. Information Service Agreement iii. BIR 2303				
1.4. Waits for the activation of account	None	None	C/O INS	C/O INS
2. Pay corresponding payment	2. Process payment and issue Official Receipt	1) Commercial Mixed Feed Manufacturer PHP 450.00 2) Commercial Feed Trader PHP 540.00 3) Toll Manufacturer PHP 630.00 4) Feed Ingredient Manufacturer PHP 720.00 5) Non-Commercial Mixed Feed Manufacturer PHP 200.00 PHP 180.00 (Annual Fee) 6) Feed Importer PHP 480.00	10 minutes	BAI Cashier

<p>3. Login to https://baireg.intercommerce.com.ph to start application process as referred to INS User Manual, to wit: a. Filing-up necessary information b. Attach documentary</p>	None	Service Fee c/o INS	C/O INS	C/O INS
		7) Feed Exporter PHP 480.00 8) Feed Indentor PHP 480.00 9) Feed Supplier PHP 240.00 10) Feed Repacker PHP 120.00 11) Feed Dealer PHP 240.00 12) Feed Distributor PHP 120.00 13) Feed Retailer PHP 60.00		

<p>requirements c. Payment of INS Service Fee d. Submit application</p>				
<p>4. Monitor status of application thru email and account: Remarks: If with compliance, the application is pending until requested requirements is satisfied maximum of 30 days from the day of request, otherwise, the system will automatically reject the application, then the applicant will return to Step 3.</p>	<p>4. Review and validate the application and documentary requirements: Remarks: If non-compliance, send compliance request. If complete, forward to Head of Inspection'</p>	None	30 minutes	Technical Evaluator, RLCs
<p>5. Wait for the system generated email notification for schedule of Inspection</p>	<p>5. Assign field inspector and notify for the schedule of inspection Remarks: Schedule is set 14 working days upon receipt of head inspector</p>	None	14 working days	Section Head, IMES For RFU, RAFVDAPCO
<p>6. Participate in the inspection proper</p>	<p>6. Conduct inspection proper a. Entry meeting</p>	None	3 hours	Inspection Team, IMES

TOTAL PROCESSING TIME	14 working days 4 hours 22 minutes	
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Approved by:

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