

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:	Highly Technical Transaction		
Type of Transaction:	G2B – Government to Business,		
Who may avail:	Business entity as Commercial Mixed Feed Manufacturer, Commercial Feed Trader, Toll Manufactuer, 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) Enrollement Form		INS	
2. Information Service Agreement		INS	
3. BIR 2303		c/o Applicant, BIR	
LTO Classification			
A. Commercial Mixed Feed Manufacturer			
INITIAL (1 Electronic 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	
2. Contract of Lease of the space (if rental) or Proof of Ownership of the building occupied		c/o Applicant	
3. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)/ Permit to Operate (PTO) from Department of		c/o Applicant,DENR, LLDA, whichever is applicable	

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	
4. Business / Mayor's Permit for the current year	c/o Applicant, Local Government Unit (LGU)
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/ <i>Agriculturist-Animal Nutritionist</i> valid PRC ID and PTR	c/o Applicant, Downloadable at www.bai.gov.ph -AFVDBCD Service form
7.1 Establishment with in-house laboratory a.) Valid BAI <i>Certificate of Recognition</i> b.) Valid Professional Regulation Commission (PRC) ID and Professional Tax Receipt (PTR) of Chemist	c/o Applicant
7.2 Establishment without their own laboratory a.) MOA between BAI <i>Recognized Third-party Service Laboratory</i> and the establishment b.) Copy of valid <i>BAI Certificate of Recognition</i> c.) Valid PRC ID and PTR of Chemist	c/o Applicant
8. Sketch location map	c/o Applicant
9. Certificate of BAI Orientation Seminar	c/o Applicant, BAI
10. Site inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- Inspection, Monitoring and Inspection Section (IMES) Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Annual Production Report and <i>Inspection Fees</i>	c/o Applicant

4. Site inspection of office, plant and warehouse, and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
5. <i>Certificate of Attendance of BAI Orientation Seminar</i>	<i>c/o Applicant,BAI</i>
B. Commercial Feed Trader	
INITIAL (1 Electronic Copy)	
1. Business Certificate of Registration: 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. Business/ Mayor's Permit for the current year	c/o Applicant, 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/ <i>Agriculturist-Animal Nutritionist</i> 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 Orientation Seminar	c/o Applicant,BAI
9. Site inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	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
6. <i>Certificate of BAI Orientation Seminar</i>	c/o Applicant,BAI
C. Toll Manufacturer	
INITIAL (1 Electronic Copy)	
1. Business Certificate of Registration 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, 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) With Veterinarian/ <i>Agriculturist-Animal Nutritionist</i> valid PRC ID and PTR	c/o Applicant, Downloadable at www.bai.gov.ph - AFVDBCD Service form
8.1 Establishment with in-house laboratory a.) Valid BAI <i>Certificate of Recognition</i> b.) Valid PRC ID and PTR of Chemist	c/o Applicant
8.2 Establishment without their own laboratory a.) MOA between the <i>BAI Recognized third-party Service Laboratory</i> and establishment b.) Valid BAI <i>Certificate of Recognition</i> c.) Valid PRC ID and PRT of Chemist	c/o Applicant
9. Sketch location map	c/o Applicant
10.Certificate of BAI Orientation Seminar	c/o Applicant,BAI

11. Site Inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Annual Production Report and <i>Inspection</i> fees	c/o Applicant
4. List of current <i>registered</i> CFT Clients	c/o Applicant
5. Site inspection of office, plant and warehouse, validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
6. <i>Certificate of BAI Orientation Seminar</i>	c/o Applicant, BAI
D. Feed Ingredient Manufacturer	
INITIAL (1 Electronic Copy)	
1. Business Certificate of Registration 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, LGU
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/ <i>Agriculturist-Animal Nutritionist</i> valid PRC and PTR	c/o Applicant, Downloadable at www.bai.gov.ph -AFVDBCD Service form
7.1 Establishment with in-house laboratory a.) Valid BAI Certificate of Recognition b.) Valid PRC ID and PTR of Chemist	c/o Applicant
7.2 Establishment without their own laboratory	c/o Applicant

a.) MOA between <i>Recognized Third-party Service Laboratory</i> and establishment	
b.) Valid BAI <i>Certificate of Recognition</i>	
c.) Valid PRC ID and PTR of Chemist	
8. Sketch location map	c/o Applicant
9. Certificate of BAI Orientation Seminar	c/o Applicant, BAI
10. Site Inspection of office, plant and warehouse and validation of submitted document	AFVDBCD- IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	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
5. <i>Certificate of BAI Orientation Seminar</i>	c/o Applicant, BAI
E. Non-Commercial Mixed Feed Manufacturer	
INITIAL (1 Electronic 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/ <i>Agriculturist-Animal Nutritionist</i> 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 <i>Certificate of Recognition</i>	

b.) Valid PRC ID and PTR of Chemist	
9.2 Establishment without their own laboratory	c/o Applicant
a.) MOA between BAI <i>Recognized Third-party Service Laboratory</i> and establishment	
b.) Valid BAI <i>Certificate of Recognition</i>	
c.) Valid PRC ID and PTR of Chemist	
10. Sketch location map	c/o Applicant
11. Certificate of BAI Orientation Seminar	c/o Applicant, BAI
12. Site inspection of office, plant and warehouse, validation of submitted document	IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	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	AFVDBCD- IMES Inspector- Agriculturist II
4. <i>Certificate of BAI Orientation Seminar</i>	c/o Applicant, BAI
F. Feed Importer	
INITIAL (1 Electronic 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 Orientation Seminar	c/o Applicant, BAI
6. Site Inspection of office, and warehouse, validation of submitted document	IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU

3. Site Inspection of office and warehouse, and validation of submitted document	IMES Inspector- Agriculturist II
4. <i>Certificate of BAI Orientation Seminar</i>	c/o Applicant,BAI
G. Feed Exporter	
INITIAL (1 Electronic 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 Orientation Seminar	c/o Applicant,BAI
6. Site inspection of the office and warehouse, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	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
4. <i>Certificate of BAI Orientation Seminar</i>	c/o Applicant,BAI
H. Feed Indentor	
INITIAL (1 Electronic 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 Orientation Seminar	c/o Applicant,BAI
6. Site inspection of the office and validation of document	IMES Inspector- Agriculturist II

RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	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
4. <i>Certificate of BAI Orientation Seminar</i>	c/o Applicant,BAI
I. Feed Supplier	
INITIAL (1 Electronic 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. Site inspection of the office and warehouse/ store, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Site inspection of the office and warehouse/ store, and validation of document	IMES Inspector- Agriculturist II
J. Repacker	
INITIAL (1 Electronic 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. Site inspection of the office and warehouse/ store, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	

1. Previously approved LTO certificate	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. <i>Site inspection of the office and warehouse/ store, and validation of document</i>	IMES Inspector- Agriculturist II
K. DISTRIBUTOR	
INITIAL (1 Electronic Copy)	
1. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	c/o Applicant,
2. Business / Mayor's Permit for the current year	c/o Applicant, LGU
L. Dealer	
INITIAL (1 Electronic Copy)	
1. Business Certificate of Registration DTI, SEC, CDA	c/o Applicant, DTI/ SEC/ CDA, whichever is applicable
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
3. Sketch location map	c/o Applicant
4. Site inspection of store and warehouse, and validation of document	IMES Inspector- Agriculturist II
RENEWAL (1 Electronic Copy)	
1. Previously approved LTO certificate	c/o Applicant
2. Business/ / Mayor's Permit for the current year	c/o Applicant, LGU
3. <i>Site inspection of store and warehouse, and validation of document</i>	IMES Inspector- Agriculturist II
M. Retailer	
INITIAL (1 Electronic Copy)	
1. Business/ Mayor's Permit for the current year	c/o Applicant, LGU
RENEWAL (1 Electronic Copy)	
1. <i>Previously approved LTO certificate</i>	c/o Applicant
2. Business/ Mayor's Permit for the current year	c/o Applicant, LGU

Change in Circumstances (CIC)	
1. Official Letter re change of address/ownership/ business name ect.	c/o Applicant
2. Previously approved LTO certificate	c/o Applicant
3. <i>Amended SEC (Corporation) / DTI (Sole Proprietorship)/ CDA (Cooperative)</i>	c/o Applicant, whichever is applicable,
4. <i>Amended ECC</i>	c/o Applicant, for Manufacturers
5. <i>Amended Business permit for the current year</i>	c/o Applicant
6. <i>Deed of Sale/ Transfer of Rights</i>	c/o Applicant, incase of change of ownership
7. <i>Proofed of payment for CIC</i>	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	<p>1. Provide helpdesk email of INS to client for registration and issue Order of Payment</p> <p>Remarks: Provide client instruction on the registration, payment, and application process thru email</p>	None	5 minutes	Admin. Staff ₁₂ LRCS
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 ii. Information Service Agreement iii. BIR 2303	None	None	C/O INS	C/O INS

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 7) Feed Exporter PHP 480.00 8) Feed Indentor PHP 480.00	10 minutes	BAI Cashier

		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		
3. Login to https://baireg.intercommerce.com.ph to start application process as referred to INS User Manual, to wit: a. Filling-up necessary information b. Attach documentary requirements c. Payment of INS Service Fee d. Submit application	None	Service Fee c/o INS	C/O INS	C/O INS
4. Monitor status of application thru email and account: Remarks: If with compliance, the application is pending until	4. Review and validate the application and documentary requirements: Remarks:	None	30 minutes	Technical Evaluator, LRCS

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>If non-compliance, send compliance request.</p> <p>If complete, forward to Head of Inspection'</p>			
5. Wait for the system generated email notification for schedule of Inspection	<p>5. Assign field inspector and notify for the schedule of inspection</p> <p>Remarks: Schedule is set 14 working days upon receipt of head inspector</p>	None	30 minutes	<p>Section Head, IMES</p> <p>For <i>Regional Field Office (RFO), Regional Animal Feeds Veterinary Drugs and Biologics Control Officers (RAFVDABCO) Team</i></p>
6. Participate in the inspection proper	<p>6. Conduct inspection proper</p> <p>a. Entry meeting b. Verification of original documents c. Facility inspection d. Exit Meeting</p>	None	3 hours	<p>IMES Inspection Team</p> <p>For <i>RFO, RAFVDABCOs Team</i></p>
<p>7. Monitor status of application thru email and account:</p> <p>Remarks:</p>	<p>7.1. Encode Inspection Findings in the INS System</p> <p>Remarks:</p>	None	30 minutes	<p>IMES Inspection Team</p> <p>For <i>RFO,</i></p>

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>If non-compliance, send compliance request.</p> <p>If complete, forward to endorser for Recommending approval to Assistant Director with the authority of the Director</p>			RAFVDABCOs Team
	7.2. Endorse the application to the Assistant Director for Regulations and Disease Control for approval with the authority of the Director	None	5 minutes	Supervising Agriculturist AFVDBCD
8. Print LTO Certificate	None	None	C/O Client	
TOTAL PROCESSING TIME			4 hours and 50 minutes (Excluding travel time)	

Prepared by:

MARIA CRISTINA A. NOPRADA
LRCS, AFVDBCD

Approved by:

MARIA FE B. CABULLO, DVM, MSA, MNSA
Chief, AFVDBCD