

**[NMIS MEMORANDUM CIRCULAR NO. 3-2007-8,
February 21, 2007]**

**IMPLEMENTING GUIDELINES AND PROCEDURE IN THE
ACCREDITATION OF MEAT EXPORTERS AND TRADERS**

Pursuant to Administrative Order No. 1 series of 2007 issued by Secretary Arthur C. Yap on January 3, 2007 and after its publication at UP Law Center, the following guideline is hereby issued for the guidance of all concerned.

SECTION I. Scope - This Order shall apply to any person, company or entity involved in the business of exporting meat and meat products.

SECTION II. Classification of Exporters -

1. Direct Exporter - a person, company or entity who is engaged in direct export of its meat produce and duly accredited as such by the NMIS
2. Trader/Consolidator - a person, company or entity engaged in trading of meat and meat products, duly authorized by NMIS accredited exporter and accredited as such by NMIS and other concerned government agency.

SECTION III. Licensing, Registration and Accreditation Procedures -

1. Application for Licensing, Registration and accreditation (LRA)

Prospective meat exporters shall submit the following documents to the NMIS Regional Office covering their area:

a. For Direct Exporter:

- i. Letter of intent addressed to the Regional Technical Director
- ii. Notarized accomplished Application Form with attached passport size colored photo (Annex "A")
- iii. Business Permit or Mayor's Permit (certified true copy)
- iv. DTI or SEC Registration (certified true copy)
- v. Certificate of Accreditation from NMIS (Xerox copy)
- vi. Contract with NMIS Accredited Cold Storage (certified true copy)
- vii. Contract with dry warehouse (certified true copy)

b. For Trader/Consolidator

- i. Letter of Intent addressed to the Regional Technical Director