

[**BAI MEMORANDUM CIRCULAR NO. 5, May 24, 1996**]

**REVISED GUIDELINES AND SCHEDULES OF FEES ON THE
REGISTRATION AND LICENSING OF LIVESTOCK AND MEAT
HANDLERS**

Pursuant to the provisions of the Administrative Code of 1987. Act No. 3639, Sections 2 and 3 of Act No. 2172, DOF-DBM Joint Circular No. 2-94, and Animal Industry Administrative Order No. 7 series of 1995, the following guidelines and schedule of fees are hereby prescribed for the guidance and observance of all concerned:

SECTION 1. Objectives and Scope. — It is the aim of this guidelines to properly register and license all livestock and meat handlers in the Philippines who are engaged in inter-provincial and regional shipment or transportation of livestock and poultry products and by-products, with the end in view of maintaining disease free areas and achieving safe, clean and orderly handling of commodities through the various stages of marketing or distribution channels as well as their proper preservation and inspection.

SECTION 2. Classification: Persons Covered. — Any person or business entity falling under the following occupations who is engaged in or wishing to engage in the business of inter-provincial or regional handling, transportation or distribution of livestock and poultry, and their products and by-products must be duly registered and licensed, to wit:

- a. **Livestock/Poultry Dealer (LPD)** — means one engaged in the buy and sell of slaughter stock from the livestock or poultry producer to the meat dealer.
- b. **Livestock/Poultry Carrier (LPC)** — means one engaged in the business of transporting livestock or poultry from seller to buyer either for a fee or as an integral part of the operations of either the seller or the buyer.
- c. **Meat Handler Dealer (MDH)** — means one engaged in the distribution of wholesome meat to various meat outlets such as markets, cold storage plants, hotels and restaurants, barbecue stands, etc.
- d. **Meat Vendor (MV)** — means one engaged in the retail of meat in fixed outlets such as markets and or “talipapa”.
- e. **Meat Processor (MP)** — means a duly registered and accredited entity that has formally installed and is actually operating machinery and equipment for the conversion and transformation of meat raw materials into finished edible processed and canned meat.

f. **Milk Handler/Dealer (MHD)** — means one engaged in the distribution of wholesome milk from dairy farms to various milk processing plants and/or from the processing plants to retail outlets.

g. **Egg Handler/Dealer (EHD)** — means one engaged in the distribution of wholesome eggs from poultry farms to various retail outlets such as markets, hotels and restaurants, etc.

h. **Butcher/Dresser (BD)** — means one engaged in the slaughtering of food animals, dressing and cutting their carcasses into various desired meat cuts.

i. **Hide Handler/ Dealer (HHD)** — means one engaged in the wholesale buying and selling of hides for locally slaughtered animals.

j. **Meat Cutter (MC)** — means one skilled in cutting meats desired by hotel/restaurant/consumers.

SECTION 3. Where to Apply. — Registration and Licensing of Livestock, Poultry, Meat, Milk, Eggs, Hides and Skin Handlers shall be handled by the Marketing Development Division of the Bureau of Animal Industry (BAI) for those situated in Metro Manila area and by the concerned Livestock Division of the different Regional Field Offices of the Department of Agriculture (DA-RFO) for those situated in the regions.

SECTION 4. Requirement on Application. — Along with the completed and duly notarized application form as may be prescribed by the BAI, each person/entity applying for handlers license shall submit a copy of the following papers:

a. **Corporation** — either Articles of Incorporation or registration papers with the Securities and Exchange Commission.

b. **Partnership** — either registration with the Securities and Exchange Commission or registration with the Bureau of Domestic Trade or papers legally establishing the partnership.

c. **Single Proprietorship** — either registration with the Bureau of Domestic Trade or registration with the municipality/city in which they operate.

SECTION 5. Essential Requirements Before Approval of Application. — Applicants must undergo a short seminar/lecture to be conducted by Bureau of Animal Industry regarding proper handling of animals and meat; equipment and transport vehicles; control during shipment and other responsibilities attached to the license.

In regions, seminar shall be conducted by the Livestock Division of the DA-RFO in coordination with the BAI.

SECTION 6. Issuance of License and Certificate of Registration. — upon completion of the application, the corresponding license and certificate of registration shall be issued only by the Director of BAI and in regions, all application will be processed by the Livestock Division of the Regional Field Office and forwarded to the BAI Central Office for approval by Director of BAI.