



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
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23 August 2021

**MEMORANDUM CIRCULAR**

No. 08-2021-027

Series of 2021

**TO :** ALL CONCERNED

**ATTENTION :** ALL REGIONAL TECHNICAL DIRECTORS, ACTING DIRECTOR, AND OFFICER-IN-CHARGE  
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**FROM :** THE OIC-EXECUTIVE DIRECTOR

**SUBJECT :** ONLINE PUBLIC CONSULTATION OF THE DRAFT PROCEDURES FOR CHANGE OF INFORMATION RELATED TO THE ACCREDITATION AS MEAT IMPORTER

The National Meat Inspection Service (NMIS) is conducting an online public consultation on the **draft procedures for change of information related to the accreditation as meat importer**. This is pursuant to the provisions of the Administrative Code of 1987 and the Republic Act No. 11032 "Ease of Doing Business and Efficient Service Delivery Act of 2018" on public participation to ensure quality of regulation.

This public consultation will run from **23 August 2021 to 23 September 2021**. All stakeholders are enjoined to submit your comments, recommendations and proposals on the draft guidelines using the following Google Form link or QR Code:

<https://forms.gle/etBBBvPd3GKeNHWT8>



Rest assured that all your responses will be treated with utmost confidentiality, and will only be used for the purpose of this public consultation.

Thank you.

  
**DR. JOCELYN A. SALVADOR, MPM**

Encl: Draft Memorandum Circular Guidelines on the Change of Information Related to the Accreditation/License to Operate as Meat Importer

*"A food-secure Philippines with prosperous farmers and fisherfolk"*





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**FROM : THE OIC EXECUTIVE DIRECTOR**

**SUBJECT : GUIDELINES ON THE CHANGE OF INFORMATION RELATED TO THE ACCREDITATION/LICENSE TO OPERATE AS MEAT IMPORTER**

Pursuant to DA Administrative Order No. 9 Series of 2013 entitled Supplemental Guideline to DA AO No. 26 Series of 2005, Section III: Accreditation Procedure for Meat Importers, the importer shall inform immediately the NMIS should there be any change/s in the information given in the application for accreditation. The following guidelines are hereby issued for the change of information related to the accreditation/license to operate as meat importers:

**I. REQUIREMENTS**

Type of Change/Variation	Requirement/s
Transfer of Location of Office	<ul style="list-style-type: none"><li>• Business permit (reflecting new address)</li><li>• BOC Certificate of Accreditation as Importer (reflecting new address)</li><li>• SEC Latest General Information Sheet (reflecting new address)</li><li>• Notarized Lease of Contract with DA-NMIS licensed cold storage warehouse (if the old address is indicated on the contract)</li><li>• BIR TIN Certificate of Registration (reflecting new address)</li></ul>
Change of Business Name	<ul style="list-style-type: none"><li>• Business permit (reflecting new business name)</li><li>• BOC Certificate of Accreditation as Importer (reflecting new business name)</li><li>• SEC Latest General Information Sheet (reflecting new business name)</li><li>• Notarized Lease of Contract with DA-NMIS licensed cold storage warehouse (reflecting new business name)</li><li>• BIR TIN Certificate of Registration (reflecting new address)</li></ul>
Change of Ownership (only for	<ul style="list-style-type: none"><li>• SEC Amended Article of Incorporation</li></ul>



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partnership/corporations)	
Change of Authorized Representative	<ul style="list-style-type: none"> <li>• Board Resolution authorizing the legal representative with a copy of two valid IDs with picture and signature</li>   <li>OR</li>   <li>• Special Power of Attorney (SPA)</li> </ul>

## II. PROCEDURES

1. The meat importer shall submit a letter of request, addressed to the Executive Director thru the NMIS Regional Technical Operation Center (RTOC) Regional Technical Director (RTD), stating the changes with the necessary requirements (either original or certified true copies), and original copy of Certificate of Accreditation.
2. For change in address of office location, an Onsite Verification of the new office shall be conducted by the RTOC Meat Import Export Section (MIES) Focal/staff.
3. The RTOC shall endorse to the Meat Import Export Division (MIED), the evaluated request, with the aforementioned requirements and accomplished NMIS Onsite Verification Checklist (if applicable).
4. The MIED shall then prepare and endorse a new Certificate of Accreditation as Meat Importer for the Executive Director's approval and signature.
7. Upon approval of the ED, the MIED shall endorse the updated information and new Certificate of Accreditation to the Intercommerce Network Services (INS). The change of information shall also be posted in the NMIS website.

These guidelines shall take effect immediately until revoked.

For compliance.

**DR. JOCELYN A. SALVADOR, MPM**

