NATIONAL FOOD AUTHORITY

Quezon City

MEMORANDUM CIRCULAR No. AO-2014-01-001

Date :

01-28-2014

TO

ALL CONCERNED

FROM

THE NFA ADMINISTRATOR

SUBJECT

GENERAL GUIDELINES IN THE IMPORTATION OF 163,000 METRIC TONS WELL-MILLED RICE UNDER THE MINIMUM ACCESS VOLUME -COUNTRY SPECIFIC QUOTA (MAV-CSQ) PROGRAM FOR THE YEAR

2014

Pursuant to the powers granted to the National Food Authority (NFA) under Presidential Decree No. 4, as amended, to establish rules and regulations governing the importation of rice and by virtue of Council Resolution No. 704-2K14-A, this Memorandum is hereby issued for the information and compliance of all interested parties.

This will serve as Guidelines for the 2014 Minimum Access Volume - Country Specific Quota (MAV-CSQ) Program for Rice Importation to be undertaken by the Private Sector in line with the government's policy of allowing the private sector to participate in rice importation.

IMPORT VOLUME ALLOCATION [...

1. The import volume shall be One Hundred Sixty-three Thousand (163,000) metric tons from the following countries:

SOURCE COUNTRIES	ALLOCATION (MT)
Thailand	98,000
India	25,000
China	25.000
Australia	15,000
TOTAL	163,000

- 2. Import allocation per importer shall be a minimum of 2,000 metric tons and a maximum of 5,000 metric tons for the entire year of 2014.
- 3. Allocation per importer shall be on a first-come-first-served basis reckoning from the time and date of advance tariff payment with the Land Bank of the Philippines (LBP)
- 4. Importation of rice shall only be from the four (4) specified source countries. Any importations other than the four (4) countries shall be prohibited. A violation of this provision shall result in disqualification from participating in future NFA rice importation programs.
- 5. Port of origin and loading shall only be from the specified four (4) countries. Transshipment of rice importation from another origin to either of the four (4) specific countries is hereby prohibited. A violation of this provision shall result in disqualification from participating in future NFA rice importation programs
- 6. The NFA shall officially publish these guidelines in a newspaper of general circulation, the NFA website and the National Administrative Register. invitation to prospective importers to participate in the 2014 MAV-CSQ Importation



shall likewise be published in a newspaper of general circulation and the NFA website

II. REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE OF ELIGIBILITY (COE)

- 1. Starting February 1, 2014, all interested NFA-licensed importers may apply to import by submitting documents, upon payment of a non-refundable processing fee in the amount of **P20,000.00** to NFA Central Office from 0800 HRS to 1500 HRS Monday to Friday:
 - 1.1. LETTER OF INTENT. The applicant shall fill-in and submit to the NFA Grains Marketing Operations Department (NFA-GMOD) a pro-forma Letter of Intent (LOI) (Annex 1) not later than July 31, 2014.

The applicant may get a copy of the pro-forma form at GMOD. Copies of the pro-forma form may also be downloaded at the NFA website.

- 1.2 **LEGAL DOCUMENTS.** The applicant shall submit three (3) photocopies of the following legal documents duly certified by the issuing agency and attested to by the applicant or his authorized representative.
 - 1.2.1. Valid NFA import license until December 2014;
 - 1.2.2. Registration with the BOC's I-CARE to secure a unique 12-digit code known as Customs Client Number (CCN);
 - 1.2.3 2014 Mayor's Permit
 - 1.2.4 NFA Clearance from the Legal Affairs Department of no pending criminal, administrative or civil case involving rice importation
 - 1.2.5. Certificate of Undertaking (Annex 2)
 - 1.2.6. In addition, depending on the nature of the business organization of the applicant, the following documents shall be submitted:

For a Corporation/Partnership:

- a. Certificate of Registration, Securities and Exchange Commission (SEC) –
 Photocopy marked "Certified True Copy" signed by authorized signatory
 (May be certified as on file)
- b. Articles of Incorporation, By-Laws and all amendments thereto. Photocopy marked "Certified True Copy" signed by authorized signatory. (May be certified as on file)
- c. Latest General Information Sheet (GIS) duly received by SEC Photocopy marked "Certified True Copy" signed by authorized signatory.
- d. Board Resolution authorizing the representative to represent the corporation/partnership in its application for inclusion in the 2014 MAV-CSQ Program and to sign for and in behalf of the Corporation. Only the authorized representative may transact with the NFA, LBP and other government agencies in matters related to this importation.
- e 2" x 2" ID Picture of Authorized Representative (Scanned ID Picture shall not be accepted).
- f. Three (3) Specimen signatures of Authorized Representative

For a Sole Proprietorship

- a. Certificate of Registration Department of Trade and Industry (DTI) Photocopy marked "Certified True Copy" signed by authorized signatory. (May be certified as on file)
- b. Special Power of Attorney (SPA) in case of representation authorizing the representative to represent the owner in his application for inclusion in the 2014 MAV-CSO Program and to sign for and in behalf of the owner.



Only the authorized representative may transact with the NFA, LBP and other government agencies in matters related to this importation.

c. Two (2) Photocopies valid government identification cards of the owner (e.g., LTO driver's license, passport, voter's ID, postal ID, etc.)

d. Two (2) Photocopies valid government identification cards and 2" x 2" ID picture of Authorized Representative (Scanned ID Picture shall not be accepted)

e. Specimen signatures of Authorized Representative.

For a Cooperative:

- a. Certificate of Registration from Cooperative Development Authority (CDA). – Photocopy marked "Certified True Copy" signed by authorized signatory. (May be certified as on file)
- b. Articles of Cooperation, By-Laws and all amendments thereto Photocopy marked "Certified True Copy" signed by authorized signatory (May be certified as on file)
- c Recent Board Resolution authorizing the representative to represent the cooperative in its application for inclusion in the 2014 MAV-CSQ Program and to sign for and in behalf of the Cooperative. Only the authorized representative may transact with the NFA, LBP and other government agencies in matters related to this importation.

d. Certificate of Good Standing from CDA (Special for Rice Importation)

- e. Two (2) Photocopies valid government identification cards and 2" x 2" ID picture of Authorized Representative (Scanned ID Picture shall not be accepted)
- f. Three (3) Specimen signatures of Authorized Representative
- 1.2.7. Certification that the President, General Manager, owner and their authorized representative of the entity or the individual has read and understood the program guidelines and that he/she voluntarily binds himself/herself to abide by said guidelines including its penalty provisions.

1.3. TECHNICAL DOCUMENTS.

- 1.3.1. Supplier's Import Pro-forma Invoice with complete contact details such as name of person-in-charge, telephone number, fax number, e-mail address;
- 1.3.2. Proof of Warehouse Ownership and/or Lease including the following details:
 - 1.3.2.1 Capacity
 - 1.3 2.2 Complete address
 - 1.3.2.3 Vicinity Map
- 1.3.3. Proof of operation by partner farmers and grains businessmen that at least it has operated for a period of at least one year as evidenced by any of the following documents:
 - 1.3.3.1. Sales Invoice
 - 1.3.3.2. Official Receipts
 - 1.3.3.3. Delivery Receipts



- 1.3.4 Nominated Disport Surveyor accredited by the BOC (subject to approval by the NFA)
- 1.3.5. Terms of Reference of the contract between importer and disport surveyor duly notarized.

1.4. FINANCIAL DOCUMENTS

- 1.4.1. Latest Audited Financial Statement, duly received by the Bureau of Internal Revenue, showing a net worth of at least 10% of the total cost of the intended quantity to be imported. If the net worth of the applicant is less than 10% but not lower than 5% of the total cost of the quantity intended to be imported, the applicant may secure a Bank Guarantee or Credit Line from a reputable universal/commercial bank equivalent to the total value of the volume intended to be imported. A net worth of less than 5% shall disqualify the applicant from participating in the program.
- 1.4.2 Certificate of Registration with BIR. (May be certified as on file)
- 1.4.3. Latest Income Tax Return (ITR) duly received by BIR or its authorized banks
- 2 In cases where required documents are in the custody of NFA, the NFA may issue certification that said required documents are "on file".
- 3. Only the applicant or his/her duly authorized representative is allowed to transact business with the NFA from the submission of documents to receipt of import permit and import clearance. No authorized representative shall be allowed to represent more than one applicant or importer. It shall be considered a violation of this guidelines and shall disqualify the concerned applicants from participating the 2014 and future MAV-CSQ Program.

III. VALIDATION AND AUTHENTICATION OF DOCUMENTS (Pre-Qualification Process)

- 1. The Internal Audit Services Department (IASD) shall conduct validation and authentication of all submitted documents and shall submit report to the Administrator its findings and recommendation regarding the eligibility status of the applicant using the prescribe format (ANNEX 3 Checklist Form)
- The IASD shall verify /validate any involvement of any of the incorporator in rice smuggling, hoarding, cornering activities. Such involvement shall be ground for disqualification of the corporation in the 2014 MAV-CSQ Importation program.
- 3. Applicant evaluated by the IASD as eligible shall be recommended by GMOD to the Administrator for issuance of Certificate of Eligibility (COE).
- NFA shall inform eligible applicants when to claim their COE
- Applicants declared as ineligible shall be notified accordingly of their deficiencies and maybe given chance to correct such deficiencies within seven (7) days from receipt of Notice of Deficiency
- Applicants who were able to rectify their deficiencies within the prescribed period shall be considered eligible and shall be recommended for the issuance of COE.



- 7. NFA shall provide LBP a weekly report on applicants found to be eligible and issued a COE.
- 8 Ineligible applicants shall retrieve their documents from GMOD

IV. ISSUANCE OF CERTIFICATE OF ELIGIBILITY (COE)

- NFA GMOD shall recommend the issuance of a Certificate of Eligibility to an eligible importer to be approved by the NFA Administrator or in his absence, by the Deputy Administrator for Operations
- 2. The **Certificate of Eligibility** shall include the volume to be imported and the computation of the advance customs duty/tariff to be paid by the importer. It shall follow the prescribed format (ANNEX 4):
- 3. Publication of Eligible Importer and their allocation at official NFA website (www.nfa.gov.ph)

V. PAYMENT OF ADVANCE CUSTOMS DUTY/TARIFF WITH THE LAND BANK OF THE PHILIPPINES (LBP)

- 1. The Certificate of Eligibility shall be submitted by the importer to the LBP International Trade Department (LBP-ITD).
- 2. LBP shall process and accept payment of the advance customs duty/tariff based on the volume specified and the amount computed and stated in the Certificate of Eligibility, subject to the requirements of LBP (Annex 4).
- 3. The eligible importer shall open an account with designated LBP branches for the purpose of payment of advance customs duties/tariff to BOC but submission of documentary requirements under various trade instruments shall be at LBP-Program Management Department of endorsement to International Trade Department
- The eligible importer shall open/avail with LBP only (subject to LBP eligibility requirement marked as ANNEX 5), simultaneously with the payment of the initial computation of advance customs duty/tariff, any of the following negotiable instruments:
 - 4.1 Letter of Credit (L/C). (ANNEX 6)
 - 4.2 Documents Against Acceptance (D/A) (ANNEX 7)
 - 4.3 Documents Against Payment (D/P) (ANNEX 8)
- 4.4. Telegraphic Transfer (T/T) only
- 5. The NFA shall not honor cash payment or any negotiable instrument issued by other banking institutions.
- The eligible importer shall submit to NFA Central Office through GMOD, a copy of the negotiable instrument within three (3) working days from issuance.
- 7. **LBP** shall report to NFA via electronic mail (<u>nfa.fod csq@yahoo.com</u>) c/o Grains Marketing Operations Department advance customs duty/tariff payments under the MAV-CSQ importation program indicating amount, time and date of payment



- 8. Subject to Item II 2, the allocation of each eligible importer shall be on the basis of the declared volume to be imported, per letter of intent submitted, and the amount of advance customs duty/tariff paid to LBP. In the allocation of volume, the "first-come-first-serve" rule shall be observed with the payment at LBP as reckoning point
- 9. LBP shall only process and accept payments of customs duty corresponding to the allocated volume as shown in the COE

VI. NOTICE BY IMPORTER TO COMMENCE IMPORTATION

- 1. The eligible importer, within 7 days from payment with LBP of the advance customs duty/tariff, shall notify NFA in writing of the following:
 - 1.1 The volume and variety per arrival;
 - 1.2 The schedule of arrivals;
 - 1.3 Cargo type; and,
 - 1.4 Name of disport
- 2 The notification shall follow the format attached hereto as ANNEX 9.

VII. ISSUANCE OF IMPORT PERMIT

- 1. To obtain an Import Permit IP (ANNEX 10) the importer shall submit to the NFA copies of the following documents not later than seven (7) days before the date of arrival:
 - 1.1. Bill of Lading
 - 1.2. Commercial Invoice
 - 1.3. Certificate of Origin
 - 1.4 Certificate of Fumigation
 - 1.5. Phytosanitary Certificate
 - 1.6. Certificate of Weight and Inspection of the quality and weight of rice and the condition of bags.
 - 1.7. Inspection Certificate as to the Condition of the Vessel
 - 18. Packing List
 - 1.9 LBP issued proof of payment to suppliers and stamped documents
- In cases of force majeure, an importer may request for the extension and the NFA Administrator is given authority to extend the period provided above; provided, that, a Notice of Arrival, in the form prescribed as Annex 8, is filed with the NFA-GMOD within three (3) calendar days before the original date of arrival.
- The shipment shall be considered illegal in the event the importer fails to submit the required documents within the period provided
- 4 The IP shall be issued on a per BL basis upon payment of a processing fee of Php2,000.00 per BL.
- 5. An IP is not transferable nor assignable and covers a specific BL only. Any attempt to use an IP for a shipment other than that for which it was issued shall be considered a violation of this guidelines. Likewise, any attempt to use an IP issued in the name of another shall be considered a violation of this guidelines. An importer shall be blacklisted for engaging in these acts and shall not be allowed to participate in any rice importation program of the government.



- 6 To facilitate the early issuance of an IP and to avoid delay which occurs as a result of importers' submission of required documents only after arrival of the shipment, the importer should submit the documents enumerated above at the earliest possible time.
- 7. Import Permit shall have a validity period of seven (7) calendar days from the date of issuance
- 8. After the validity period of the IP, the importer shall return the importer's copy of the same to the NFA, together with a report as to the utilization of the same in the prescribed format in **ANNEX 11** in accordance with Article VIII.1 below. The importer's failure to comply with this provision shall result in the non-processing of succeeding IP applications.
- 9 Posting in official NFA website (<u>www.nfa.gov.ph</u>) list of importers issued with Import Permit indicating volume and country of origin

VIII. SUBMISSION OF POST IMPORTATION DOCUMENTS

- 1. The importer's authorized representative shall submit to NFA Central Office thru GMOD within one (1) week from arrival of each shipment, certified true copies of the following:
 - 1.1. Processed Single Administrative Document (SAD),
 - 1.2. Assessment notice/Automated Systems of Customs Data (ASYCUDA),
 - 1.3. BOC clearances,
 - 1.4 Proof of payment/official receipt of tariff/duties, arrastre, wharfage, other related fees of each shipment
 - 15 Disport Surveyor Report
 - 1.6 Destination of Rice Imports (ANNEX 12)
 - 1.7. Notice of Arrival by Shipping Lines
 - 1.8. Original copies of the documents enumerated in Item VII.1.
- 2. Submission of documents/reports is compulsory on the part of the importer or designated authorized representative. Non-submission shall mean non-processing of the importer's succeeding application for IP and disqualification of the importer to participate in the 2015 rice importation program.

IX. MONITORING ACTIVITY OF THE NFA

The NFA shall monitor the rice importation program under the MAV-CSQ specifically on:

- 1 Date of Arrival
- 2. Port of Discharge
- 3. Volume
- 4. Destination
- 5 Buyers

X. DURATION OF THE 2014 MAV-CSQ IMPORTATION PROGRAM

- 1. The prescribed arrival period of all authorized import allocation must be on or before December 31, 2014. Ninety Five percent (95%) arrival of the importer's authorized import quota shall mean substantial compliance to the allocated volume.
- Failure to complete the arrival of allocation shall mean the importer's disqualification to participate in the succeeding year's rice importation program and



this Program. Thereafter, NFA shall issue Certificate of Completion to importers (Annex 13). An importer's failure to submit his report shall result in his disqualification to participate in the 2015 MAV CSQ Program. The disqualification may be lifted upon submission of the required report.

XI. DISCHARGE PORTS

1. The following ports are the designated discharge ports for the 2014 rice importation at the option of the importer:

a. Port Pt La Union

b. Tabaco / Legaspi

c. Batangas

d. Cebu

e. Iloilo

f. Cagayan de Oro

g. Bacolod

h. NCR - Port of Manila and MICP

i. Zamboanga

j. Tacloban

k. Subic, Zambales

I. Davao

2. Rice import discharged on ports other than the designated ports shall be considered as violation of these guidelines.

XII. REVOCATION, CANCELLATION AND SUSPENSION OF IMPORT OF ALLOCATION, PERMIT AND CLEARANCES

- The NFA may revoke, cancel and suspend of a Certificate of Eligibility and/or an Import Permit on the following grounds:
 - 1.1. Non-submission of required documents as specified in item VI, VII and VIII.
 - 1.2. Involvement in the illegal entry of rice into the country as reported by BOC or any apprehending government agency.
 - 1.3. Involvement in hoarding or the manipulation of prices.
 - 1.4. For similar causes.

XIII. REPEALING CLAUSE

All rules and regulations, circulars, directives and/or orders or parts thereof, inconsistent with any of the provisions of these guidelines are hereby repealed, modified and/or amended accordingly.

XIV. EFFECTIVITY

The guidelines shall be published in a newspaper of general circulation and shall take effect after fifteen (15) days.

APPROVED:

Administrator

NAME OF COMPANY/ENTITY/ORGANIZATION BUSINESS ADDRESS E-MAIL ADDRESS TELEPHONE NUMBER, FAX NUMBER

LETTER OF INTENT

TO : NATIONAL FOOD AUTHORITY

THRU: GRAINS MARKETING OPERATIONS DEPARTMENT

(Name of Company), with legal entity under (SEC, DTI OR CDA) and current address at (Complete address), hereby signifies its intention to participate in the 2014 MAV-CSQ Rice Importation Program. It intends to import rice with the following details:

DETAILS	VARIETY (1) (% brokens)	VARIETY (2) (% brokens)	VARIETY (3) (% brokens)
VOLUME/VARIETY			
COUNTRY OF ORIGIN			

It shall abide with the General Guidelines set forth by the National Food Authority for the program and with all rules and regulations under the Philippine Laws on Rice Importation.

Attached are pertinent documents for your verification and authentication.

SIGNATURE OVER PRINTED NAME

Owner / Authorized Representative Address: Celphone No. and Fax Number: E-mail ad.

NAME OF COMPANY/ENTITY/ORGANIZATION BUSINESS ADDRESS E-MAIL ADDRESS TELEPHONE NUMBER, FAX NUMBER

CERTIFICATION

I, (name of owner), hereby confirm an position) of (name of company) with	
I also certify that I am the (owner/author) (corporation/entity/cooperative) that program guidelines and that voluntarily rules and regulation regarding the improvisions.	I have read and understood the by bind myself to abide by all the
I hereby signed this certification this	_th of, 2014 at
	Owner/Authorized Representative
Notarized:	

NATIONAL FOOD AUTHORITY

Quezon City

FOR : ADMINISTRATOR

CHECKLIST FORM FOR THE ELIGIBILITY CHECK

NAME OF IMPORTER:
NAME OF OWNER:
NAME OF REPRESENTATIVE:

REQUIREMENTS	PASSED	FAILED	REMARKS
1. Letter of Intent			
2. Legal Documents			
2.1. NFA Import License			
2.2. BOC I-Care Registration			
2.3. BOC I-Care Certificate			
2.4. 2014 Mayor's Permit			
2.5. In addition, depending on the nature of the business			
organization of the applicant, the following documents			
shall be submitted:			
For a Corporation/Partnership:			
a. Certificate of Registration, Securities and Exchange			
Commission (SEC) - Photocopy marked "Certified			
True Copy" signed by authorized signatory.			
b. Articles of Incorporation, By-Laws and all amendments			
thereto Photocopy marked "Certified True Copy"			
signed by authorized signatory.			
c. Latest General Information Sheet (GIS) duly received			
by SEC Photocopy marked "Certified True Copy"			
signed by authorized signatory.			
d. Board Resolution authorizing the representative to			
represent the corporation/partnership in its			
application for inclusion in the 2014 MAV-CSQ			
Program and to sign for and in behalf of the			
Corporation. Only the authorized representative may			
transact with the NFA, LBP and other government			
agencies in matters related to this importation.			
e. 2" x 2" ID Picture of Authorized Representative.			
(Scanned ID Picture shall not be accepted).			
f. Three (3) Specimen signatures of Authorized			
Representative			
For Sole Proprietorship			
a. Certificate of Registration Department of Trade and			
Industry (DTI) - Photocopy marked "Certified True			
Copy" signed by authorized signatory.			
b. Special Power of Attorney (SPA) in case representation			
will be made by a representative other than the owner			
authorizing the representative to represent the owner			
in his application for inclusion in the 2014 MAV-CSQ			
Program and to sign for and in behalf of the owner.			

	Only the authorized representative may transact with		
	the NFA, LBP and other government agencies in		
	matters related to this importation.		
	Two (2) Photocopies valid government identification		
	cards of the owner (e.g., LTO driver's license, passport,		
	voter's ID, postal ID, etc.)		
	Two (2) Photoco pies valid government identification		
	cards and 2" x 2" ID picture of Authorized		
	Representative (Scanned ID Picture shall not be		
	accepted)		
	Specimen signatures of Authorized Representative.		
For Coop			
a.	Certificate of Registration from Cooperative		
	Development Authority (CDA) Photocopy marked		
	"Certified True Copy" signed by authorized		
	signatory.		
	Articles of Cooperation, By-Laws and all amendments		
	thereto Photocopy marked "Certified True Copy"		
	signed by authorized signatory.		
	Recent Board Resolution authorizing the		
_	O		
	representative to represent the cooperative in its		
	application for inclusion in the 2014 MAV-CSQ		
	Program and to sign for and in behalf of the		
	Cooperative. Only the authorized representative may		
	transact with the NFA, LBP and other government		
	agencies in matters related to this importation.		
d.	Certificate of Good Standing from CDA (Special for		
	Rice Importation)		
e.	Two (2) Photocopies valid government identification		
	cards and 2" x 2" ID picture of Authorized		
	Representative (Scanned ID Picture shall not be		
	accepted)		
	Three (3) Specimen signatures of Authorized		
	Representative		
	•		
	rtification that the President, General Manager, owner		
	d their authorized representative of the entity or the		
	lividual has read and understood the program		
	delines and that he/she voluntarily binds		
	nself/herself to abide by said guidelines including its		
	nalty provisions.		
	HNICAL DOCUMENTS.		
	Supplier's Import Pro-forma Invoice with complete		
	contact details such as name of person-in-charge,		
1	telephone number, fax number, e-mail address;	 	
	Proof of Warehouse Ownership and/or Lease including		
	the following details:		
	.2.1.Capacity		
	2.2.Complete address		
	.2.3.Vicinity Map		
	Proof of operation by partner farmers and grains		
	businessmen that at least it has operated for a period		
	of at least one year as evidenced by any of the		
	following documents:		
-	3.1.Sales Invoice		
3	.3.2.Official Receipts		

	3.3.3.Delivery Receipts		
	3.4. Nominated Disport Surveyor accredited by the BOC		
	(subject to approval by the NFA) (Container Vans –		
	BOC has NO Surveyor)		
	3.5. Terms of reference of the contract between importer		
	and disport surveyor duly notarized.		
4.	FINANCIAL DOCUMENTS		
	4.1. Latest Audited Financial Statement, duly received by		
	the Bureau of Internal Revenue, showing a net worth of		
	at least 10% of the total cost of the intended quantity to		
	be imported. If the net worth of the applicant is less		
	than 10% but not lower than 5% of the total cost of the		
	quantity intended to be imported, the applicant may		
	secure a Bank Guarantee or Credit Line from a		
	reputable universal/commercial bank equivalent to the		
	total value of the volume intended to be imported. A		
	net worth of less than 5% shall disqualify the applicant		
	from participating in the program.		
	4.2. Certificate of Registration with BIR		
	4.3. 2012 Income Tax Return (ITR) duly received by BIR or		
	its authorized banks		
5.	Only the applicant or his/her duly authorized		
	representative is allowed to transact business with the		
	NFA from the submission of documents to receipt of		
	import permit and import clearance. No authorized		
	representative shall be allowed to represent more than		
	one applicant or importer. It shall be considered a		
	violation of this guidelines and shall disqualify the		
	concerned applicants from participating the 2014 and		
	future MAV-CSQ Program.		

Based on the above the applicant is found: [] Eligible [] Ineligible

To participate in the 2014 MAV-CSQ Program.

SIGNATURE OVER PRINTED NAME

Processor

CERTIFICATE OF ELIGIBILITY

The National Food Authority hereby grants this CERTIFICATE OF ELIGIBILITY (COE) to:

NAME OF COMPANY COMPLETE ADDRESS

After having completely submitted the requirements under the General Guidelines of the 2014 MAV-CSQ Rice Importation Program and declaring them Eligible to import rice with the following details:

DETAILS	VARIETY (1) (% brokens)	VARIETY (2) (% brokens)	VARIETY (3) (% brokens)
VOLUME/VARIETY			
COUNTRY OF ORIGIN			

TENTATIVE ASSESSED CUSTOMS DUTY/TARIFF:ATTACHED TENTATIVE COMPUTATION)	PLEASE SEE
This Certification is a supporting document for the opening of negotiable in with the LBP to cover importation cost and advance payment of customs dutariffs.	
Note: Advance Customs Duties /Tariffs are subject to the Final Assessment Bureau of Customs (BOC) upon arrival of import.	by the
Issued on:	

ORLAN A. CALAYAG

Administrator

2014 NFA RICE IMPORTATION PROGRAM

Trade Instrument: Open Account (O/A)

6	
General Requirements	
Certificate of Eligibility issued b	ry the National Food Authority (NFA)
reputable commercial/universa	ocopy) for Bank charges <i>Note: Only Manager's Checks or cashier's checks issued by a</i> of bank are acceptable for payment. The importer may also opt for the debit account or
over-the-counter payment for 3. PASS 5 (Payment Application S	the bank charges)
Duly accomplished PASS 5 En	Secure System 5) documents for payment of customs duties: irolment Form; Customs Client Number (CCN) issued by BOC and Authority to Debit
Account (One-time submission Copy of Single Administrative D). Sociament (CAD) assessed from ESM Control to the Life of the Li
5. Shipping documents:	ocument (SAD) generated from E2M System terminal of the importer/broker.
 Original commercial invoic importation, complete desc benchmark price provided a Negotiable copy of Bill of La 	the signed by the supplier. It should indicate the DA/DP mode of payment for the tription of rice to be imported, FOB price per metric ton (should be at least equal to the and evaluated by NFA) port of discharge, validity offer, etc.
6. Filled-up form of Record of Goo	ods Imported (RGI) (Form Provided – Form No. 01)
7. Duly accepted/signed Bank Dra	aft.
 Accomplished TOD signature purposes) duly authenticated to present at least two (2) valid I 	card of the authorized signatory and/or authorized representative (for importation by the LBP officer/staff. (Form provided – Form No. 02) Authorized signatory should
Swom Attestation, as required	by LANDBANK. (Form provided — Form No. 03) — one-time submission
For Farmer's Organizations:	by LANDONNE. (Form provided — Form No. 03) — one-time submission
	nd submission of certified true copy of the certificate of registration with the CDA.
 Presentation of the original a authenticated by LBP officer/st 	and submission of certified true copy of the Articles of Cooperation and By-Laws
	Resolution stating therein the authorized signatory in the use of other financial
	, with LANDBANK for the 2014 NFA rice importation program of the government.
4. Latest audited Financial Statem	nent, optional
For Corporation and Partnership:	
authenticated by LBP officer/st	nd submission of certified true copy of the certificate of registration with the SEC aff.
2. Presentation of the original a	and submission of certified true copy of the Articles of Incorporation and By-Laws
authenticated by LBP officer/st Original copy of the Board	Resolution stating therein the authorized signatory in the use of other financial
4. Latest audited Financial Statem	, with LANDBANK for the 2014 NFA rice importation program of the government. nent, optional
For Single Proprietorship:	
1. Presentation of the original an authenticated by the LBP office	d submission of certified true copy of the certificate of the updated DTI Registration er/staff.
Particulars	Basis of Computation of Cover and Bank Charges
Basis Amount	Amount of Importation × Selling Rate = Php equivalent
2. Cover	100% Php equivalent of the Amount of Importation
3. Bank Commission	¼ of 1% of Basis Amount
Documentary Stamps	P0.30 per Php200.00 of the Php equivalent of the LC Amount
5. SWIFT Cost	Php500.00
6. PAS 5 Enrollment Fee (One-time)	Php 60.00
7. Transmittal Fee	Php250.00
8. Total	
Ser Tempo	(Total of items 1,2,3,4,5,6 & 7)
	Payment of duties to be debited from the importer's account enrolled under PASS 5; while payment of bank charges shall be through manager's or cashier's checks, or debit from importers account with LBP, or over-the-counter.
	TO BE FILLED UP BY PMD
Name of Entity	
Name of Authorized Signatory/Representative	
Address and Contact Number	
Checked by	
Date check	
Comments/Instructions	

ANNEX 6 2014 NFA RICE IMPORTATION PROGRAM Trade Instrument: Letter of Credit (L/C) **General Requirements** Certificate of Eligibility issued by the National Food Authority (NFA) Manager's or Cashler's Checks for the payment of LC cover and bank charges for the opening of LC. (Only Manager's Checks or cashier's checks issued by a reputable commercial/universal bank are acceptable for payment. The importer may also opt for the debit account or over-the-counter payment for the LC cover and bank charges) PASS 5 (Payment Application Secure System 5) documents for payment of customs duties: Duly accomplished PASS 5 Enrolment Form; Customs Client Number (CCN) issued by BOC and Authority to Debit Account (One-time submission). Copy of Single Administrative Document (SAD) generated by the E2M System terminal of the importer/broker. Copy of pro-forma invoice signed by the supplier. It should indicate the LC term of payment for the importation, complete description of rice to be imported, FOB price per metric ton (should be at least equal to the benchmark price provided and evaluated by NFA) port of discharge, validity offer, etc. Duly accomplished LC application form (3 copies - Form Provided - Form No. 01) Accomplished TOD signature card of the authorized signatory and/or authorized representative (for importation purposes) duly authenticated LBP officer/staff. (Form provided-Form No. 02) Authorized signatory should present at least two (2) valid IDs. Sworn Attestation, as required by LANDBANK. (Form provided Form No. 03) - one-time submission For Farmer's Organizations: Presentation of the original and submission of certified true copy of the certificate of registration with the CDA. authenticated by LBP officer/staff... Presentation of the original and submission of certified true copy of the Articles of Cooperation and By-Laws authenticated by LBP officer/staff. Original copy of the Board Resolution stating therein the authorized signatory in the opening of letter of credit with LANDBANK for the 2014 NFA rice importation program. Latest audited Financial Statements, optional For Corporation and Partnership: Presentation of the original and submission of certified true copy of the certificate of registration with the SEC authenticated by LBP officer/staff. Presentation of the original and submission of certified true copy of the Articles of Incorporation and By-Laws authenticated by LBP officer/staff. Original copy of the Board Resolution stating therein the authorized signatory in the opening of letter of credit with LANDBANK for the 2014 NFA rice importation program of the government. 4. Latest audited Financial Statement, optional For Single Proprietorship: Presentation of the original and submission of certified true copy of the certificate of the updated DTI Registration authenticated by LBP officer/staff.

Particulars	Basis of Computation of LC Cover and Bank Charges
Basis Amount	LC currency x Selling Rate = Php equivalent
2. LC cover	100% Php equivalent of the LC Amount
3. Buffer	5% of Basis Amount
Bank Commission	¼ of 1% for the first 60 days, or 1/8 of 1% per month thereafter or minimum of Php 1,000
Usance Commission if applicable	1/8 of 1% per month based on the usance period of the LC
5. Documentary Stamps	P0.30 per Php200.00 of the Php equivalent of the LC Amount
6. SWIFT Cost	Php 1,000,00
7. PASS 5 Enrollment Fee (One-time)	Php 60.00
8. Transmittal Fee	Php250.00

(Total of items 1,2,3,4,5,6,7 & 8) Payment of duties to be debited from the importer's account enrolled under PASS 5; while payment of bank charges shall be through manager's or cashier's checks, or debit from importers account with LBP, or over-the-counter.

	TO BE FILLED UP BY PMD
Name of Entity	
Name of Authorized Signatory/Representative	
Address and Contact Number	
Checked by	
Date check	
Comments/Instructions	

Latest audited financial statement, optional

2.

9. Total

2014 NFA RICE IMPORTATION PROGRAM

Trade Instru	ament: Documents Against Ac	ceptance (D/A) and Documents Against Payment (D/P)				
		oop some (o) r) and socialisis riginist rayment (o) r)				
General Rec		CONTRACTOR				
1.	Certificate of Eligibility issued t	by the National Food Authority (NFA).				
2.	Manager's Check (and its phot reputable commercial/universa over-the-counter payment for	ocopy) for Bank charges <i>Note: Only Manager's Checks or cashler's checks issued by a</i> all bank are acceptable for payment. The importer may also opt for the debit account or the bank charges)				
3.	PASS 5 (Payment Application S	Secure System 5) documents for payment of customs duties; proliment Form; Customs Client Number (CCN) issued by BOC and Authority to Debit				
	Account (One-time submission	n).				
5.	 Copy of Single Administrative Document (SAD) generated from E2M System terminal of the importer/broker. Shipping documents forwarded by the foreign bank to LandBank: 					
	importation, complete desc benchmark price provided a - Negotiable copy of Bill of La	e signed by the supplier. It should indicate the DA/DP mode of payment for the ription of rice to be imported, FOB price per metric ton (should be at least equal to the and evaluated by NFA) port of discharge, validity offer, etc. ading				
6.	Filled-out form of Record of Go	oods Imported (RGI) for D/A only (Form Provided - Form No. 01)				
7.	Duly accepted/signed Bank Dra	aft. (for D/A only)				
8,	Accomplished TOD signature purposes) duly authenticated present at least two (2) valid 1	card of the authorized signatory and/or authorized representative (for importation by the LBP officer/staff. (Form provided - Form No. 02) Authorized signatory should the LBP officer staff.				
9.	Sworn Attestation, as required	by LANDBANK. (Form provided - Form No. 03) - one-time submission				
For F	armer's Organizations:	- Total Inc. 201 olic anne administrati				
1.	Presentation of the original a	nd submission of certified true copy of the certificate of registration with the CDA.				
	Authenticated by the authorize	d LBP officer/staff.				
2.	Presentation of the original a	and submission of certified true copy of the Articles of Cooperation and By-Laws				
	authenticated by the LBP office	per/staff,				
3,	instruments, such as DA or DP	Resolution stating therein the authorized signatory in the use of other financial , with LANDBANK for the 2014 NFA rice importation program of the government.				
4.	Latest audited Financial Staten	nent, optional				
FORC	Corporation and Partnership:					
1.	Presentation of the original a	nd submission of certified true copy of the certificate of registration with the SEC				
2_	authenticated by LBP officer/staff. Presentation of the original and submission of certified true copy of the Articles of Incorporation and By-Laws authenticated by LBP officer/staff.					
3.	Original copy of the Board	Resolution stating therein the authorized signatory in the use of other financial				
4.	Latest audited Financial Staten	, with LANDBANK for the 2014 NFA rice importation program of the government.				
	Single Proprietorship:	ient, optional				
1.	Precentation of the original as	of culturation of contified to a case of the contificate of the contract to th				
	authenticated by the LBP office					
Basis Amour	Particulars	Basis of Computation of Cover and Bank Charges				
	The second secon	Amount of Importation × Selling Rate = Php equivalent				
2. Cover	100	100% Php equivalent of the Amount of Importation				
3. Bank Comm		1/4 of 1% of Basis Amount				
4. Documentar	A CONTRACTOR OF THE PROPERTY O	P0.30 per Php200.00 of the Php equivalent of the LC Amount				
SWIFT Cost		Php500.00				
PAS 5 Enroll	ment Fee (One-time)	Php 60.00				
7. Transmittal Fee		Php250.00				
8. Total		(Total of items 1,2,3,4,5,6 & 7)				
		Note: Payment of duties to be debited from the importer's account enrolled under PASS 5; while payment of bank charges shall be through manager's or cashier's checks, or debit from importers account with LBP, or over-the-counter.				
Name of Fair		TO BE FILLED UP BY PMD				
Name of Entit						
	orized Signatory/Representative					
	Contact Number					
Checked by Date check						
THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.	etu etlises					
Comments/In	SUUCUONS					

2014 NFA RICE IMPORTATION PROGRAM Trade Instrument: Direct Remittance General Requirements Certificate of Eligibility issued by the National Food Authority (NFA) 1. 2 Manager's Check (and its photocopy) for Bank charges Note: Only Manager's Checks or cashier's checks issued by a reputable commercial/universal bank are acceptable for payment. The importer may also opt for the debit account or over-the-counter payment for the bank charges) PASS 5 (Payment Application Secure System 5) Documents for payment of customs duties: Duly accomplished PASS 5 Enrolment Form; Customs Client Number (CCN) issued by BOC and Authority to Debit Account (One-time submission), Copy of Single Administrative Document (SAD) generated from E2M System terminal of the importer/broker. Shipping documents: - Original commercial invoice signed by the supplier. It should indicate the DA/DP mode of payment for the importation, complete description of rice to be imported, FOB price per metric ton (should be at least equal to the benchmark price provided and evaluated by NFA) port of discharge, validity offer, etc. - Negotiable copy of Bill of Lading 6. Accomplished TOD signature card of the authorized signatory and/or authorized representative (for importation purposes) duly authenticated by the LBP officer/staff. (Form provided - Form No. 02) Authorized signatory should present at least two (2) valid IDs. 7 Swom Attestation, as required by LANDBANK. (Form provided - Form No. 03) - one-time submission Application to Purchase Foreign Exchange (Form provided - Form No. 04). For Farmer's Organizations: Presentation of the original and submission of certified true copy of the certificate of registration with the CDA. Authenticated by LBP officer/staff. Presentation of the original and submission of certified true copy of the Articles of Cooperation and By-Laws authenticated by LBP officer/staff. 3. Original copy of the Board Resolution stating therein the authorized signatory in the use of other financial instruments, such as DA or DP, with LANDBANK for the 2014 NFA rice importation program of the government. Latest audited Financial Statement, optional For Corporation and Partnership: Presentation of the original and submission of certified true copy of the certificate of registration with the SEC authenticated by LBP officer/staff. Presentation of the original and submission of certified true copy of the Articles of Incorporation and By-Laws 2. authenticated by LBP officer/staff. 3. Original copy of the Board Resolution stating therein the authorized signatory in the use of other financial instruments, such as DA or DP, with LANDBANK for the 2014 NFA rice importation program of the government. 4. Latest audited Financial Statement, optional For Single Proprietorship: Presentation of the original and submission of certified true copy of the certificate of the updated DTI Registration authenticated by the LBP officer/staff

Particulars	Basis of Computation of Cover and Bank Charges
Basis Amount	Amount of Importation x Selling Rate = Php equivalent
2. Cover	100% Php equivalent of the Amount of Importation
Bank Commission	1/8 of 1% of Basis Amount
Documentary Stamps	P0.30 per Php200.00 of the Php equivalent of the LC Amount
5. SWIFT Cost	Php500.00
6. PAS 5 Enrollment Fee (One-time)	Php 60.00
7. Transmittal Fee	Php250.00
8. Total	(Total of Items 1,2,3,4,5,6 & 7) Note: Payment of duties to be debited from the importer's account enrolled under PASS 5; while payment of bank charges shall be through manager's or cashier's checks, or debit from importers account with LBP, or over-the-counter.

	TO BE FILLED UP BY PMD
Name of Entity	-0.000 200 W 000A2 324 W W 5.
Name of Authorized Signatory/Representative	
Address and Contact Number	
Checked by	
Date check	
Comments/Instructions	

TO :	THE NATIONAL	FOOD	AUTHORITY
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THRU: GRAINS MARKETING OPERATIONS DEPARTMENT

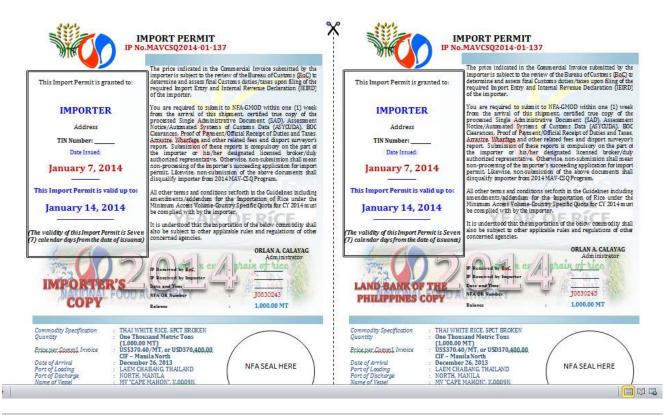
In reference to our Letter of Intent (LOI) and payment of Advance Customs Duties/Tariffs with the Land Bank of the Philippines (LBP) we are pleased to inform you that we will Commence Importation on ______ in accordance with the following schedule:

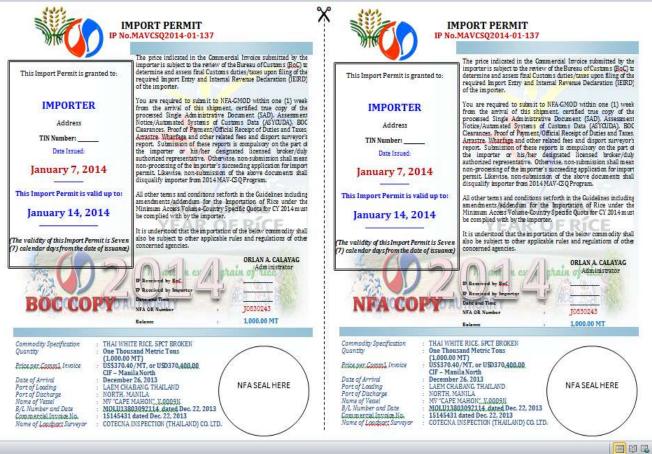
DETAILS	VARIETY (1) (% brokens)	VARIETY (2) (% brokens)	VARIETY (3) (% brokens)
VOLUME			
ESTIMATED TIME OF ARRIVAL			
(ETA)			
CARGO TYPE (Breakbulk or			
Containerized)			
PORT OF DESTINATION			
SHIPMENT PERIOD (MONTH)			
MODE OF PAYMENT			
SOURCE OF FUND			

We shall abide with the General Guidelines set forth by the NFA for the 2014 MAV-CSQ Program and with all rules and regulations under the Philippine Law on Rice Imports.

SIGNATURE OVER PRINTED NAME

Owner / Authorized Representative Address: Celphone No. and Fax Number: E-mail ad.:





DATE:

NOTICE OF IMPORT ARRIVAL

TO : NATIONAL FOOD AUTHORI'

THRU: GRAINS MARKETING OPERATIONS DEPARTMENT

We are pleased to inform you that our rice import will arrived on ______, with the following details:

DETAILS	VARIETY (1) (% brokens)	VARIETY (2) (% brokens)	VARIETY (3) (% brokens)
Bill of Lading No.:			
Commercial			
Invoice No.:			
VOLUME (in NMT):			
ORIGIN:			
CARGO TYPE			
(Breakbulk or			
Containerized)			
Disport:			
Name of Vessel:			

We will submit the required documents for the processing of our Import Permit not later than seven (7) days before arrival in accordance with the guidelines under the MAV-CSQ Importation Program.

SIGNATURE OVER PRINTED NAME

Owner / Authorized Representativ	7
Address:	
Celphone No. and Fax Number	
E-mail ad.:	

DATE:	
THE ADMINISTRATOR NATIONAL FOOD AUTHORITY	

Please be informed that **(name of company)** has utilized the following Import Permit with corresponding details:

IP NO.	BL NO.	VOLUME (IN MT)	DISPORT	INTENDED DESTINATION / WAREHOUSE

	SIGNATURE	OVER	PRINTED	NAME
--	------------------	-------------	----------------	-------------

Owner / Authorized Representative
Address:
Celphone No. and Fax Number
E-mail ad.:

DATE:

ADMINISTRATOR

National Food Authority

We are pleased to inform you that as of todate our rice import/s were delivered to the following destination:

IP NO.	BL NO.	VOLUME (IN MT)	DELIVERY POINT / WAREHOUSE

SIGNATURE OVER PRINTED NAME

Owner / Authorized Representative
Address:
Celphone No. and Fax Number
E-mail ad.:

CERTIFICATE OF COMPLETION

This is to certify that **(IMPORTER)** has fully served its Import Allocation of _____MT with the following details:

IP NO.	BILL OF LADING	VOLUME (IN MT)
TO'	ΓAL	

ADMINISTRATOR