



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF ANIMAL INDUSTRY**  
Visayas Avenue, Diliman, Quezon City  
TIN : 300000746316

Latest  
1" x 1" ID Picture  
(Applicant)

### APPLICATION FOR REGISTRATION OF ANIMAL FEED ESTABLISHMENT

\_\_\_\_\_ Date

Name of Company/Establishment: \_\_\_\_\_

Office Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail address : \_\_\_\_\_

Plant/Warehouse Address : \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Nature of Business : \_\_\_\_\_ Business Organization: \_\_\_\_\_

(Mixed Feed/Feed Ingredient Manufacturer/Toll Manufacturer/Commercial Feed Trader/Importer/Indentor/Supplier/Distributor/Repacker/Retailer)

(Sole Proprietorship/Partnership/Corporation/Cooperative)

Product Lines: \_\_\_\_\_

(Brand and Type of Products)

Rated Capacity (per 8-Hr Shift/Day): \_\_\_\_\_ (MT) No. of Shifts Per Day: \_\_\_\_\_

Animal Nutritionist/Veterinary Consultant : \_\_\_\_\_ PRC ID No. : \_\_\_\_\_ Validity : \_\_\_\_\_

Quality Control Chemist : \_\_\_\_\_ PRC ID No. : \_\_\_\_\_ Validity : \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of Applicant

\_\_\_\_\_  
Designation

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.  
The Affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
RAFVDAPCO

\_\_\_\_\_  
Region

RECOMMENDING APPROVAL:

**(To be filled-up by BAI-AFVDBCD)**

Registration Certificate No. \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Fee \_\_\_\_\_  
 Official Receipt No. \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Remarks:

New     Renewal     COC

APPROVED:

# INSTRUCTIONS

## I. WHERE TO APPLY

Registration forms in triplicate copies can be secured from the BAI Animal Feeds Veterinary Drugs and Biologics, Control Division (AFVDBCD) Visayas Avenue, Diliman, Quezon City or from the DA Regional Field Units (RFUs). The accomplished and notarized forms shall be filed at the BAI-AFVDBCD or at the DA-RFO Office for processing and approval.

## II. DOCUMENTS REQUIRED: (To be submitted together with this Application Form)

### A. COMMERCIAL FEED/FEED INGREDIENT MANUFACTURER

1. Photocopy of Business Permit from the Department of Trade and Industry (DTI);
2. For Corporations only: Photocopies of Company's Articles of Incorporation and Registration with the Securities and Exchange Commission (SEC);
3. For Cooperatives only: Photocopy of Registration with the Cooperative Development Authority (CDA);
4. Photocopy of Environmental Compliance Certificate (ECC) from the Environmental Management Bureau (EMB) and Permit to Operate (PTO) from the Laguna Lake Development Authority (LLDA). For outside Metro Manila; corresponding PTO from the Department of Environment and Natural Resources (DENR) in the locality and ECC from the EMB of the local DENR.
- \*5. Photocopy of Business/Mayor's Permit for the current year;
6. Copy of the Plant Lay-out;
7. Latest Picture of the Feed plant with the owner or authorized representative: One taken outside and one taken inside the feed plant;
8. If a **Toll Manufacturer** or **Trader**; Copy of Memorandum of Agreement between the concerned Parties;
9. If the manufacturer will contract the services of an independent quality control laboratory; Photocopy of BAI-Laboratory Recognition Certificate;
- \*10. Memorandum of Agreement Between the Manufacturer and Laboratory Owner;
11. Plant Site Inspection and Evaluation;
12. Experimental animals to be maintained for feeds produced:  
Poultry: 50 for broilers; 50 day-old pullets; 50 for growers; and 50 for layers  
Swine: 5 piglets; 5 growers; 5 breeding gilts and sows; and 5 finishers
- \*13. Payment of Registration Fee:

a.	Less than 25.0 MT	-	P 450.00
b.	25.1 to 50.0 MT	-	540.00
c.	50.1 to 100 MT	-	630.00
d.	more than 100 MT	-	720.00

### B. NON-COMMERCIAL FEED MANUFACTURER

1. Photocopy of Business Permit from the DTI;
- \*2. Photocopy of Mayor's Permit for the Current Year
- \*3. Affidavit of Licensed Veterinarian/Nutritionist
4. PTO and ECC from DENR.
- \*5. Payment of Registration Fee
- \*6. Affidavit of Animal Population in the Farm
7. Farm Inspection and Evaluation

### C. IMPORTER/INDENTOR

- \*1. For Corporation: Photocopy of SEC Registration
- \*2. Photocopy of Mayor's Permit for the Current Year
- \*3. Registration Fee - P 480.00
4. Site Inspection and Evaluation/Validation

### D. SUPPLIER

- \*1. Photocopy of Mayor's Permit for the Current Year
- \*2. Registration Fee - P 240.00

### E. DISTRIBUTOR/RETAILER

- \*1. Photocopy of Mayor's Permit for the Current Year
- \*2. Registration Fee

a.	Distributor	-	P 120.00
b.	Retailer	-	60.00

**NOTE:** Additional requirements maybe requested from time to time as the need arises.

## III. DISPLAY OF REGISTRATION CERTIFICATE

Registration Certificate shall be displayed conspicuously in the place of business (feedmill or store) readily visible to the public.

## IV. EXPIRATION

The Certificate of Registration shall automatically expire on the 31<sup>st</sup> of December of the year. Application for renewal of registration shall be filed on or before January 21<sup>st</sup> of every year. Failure to renew on or before the deadline shall be subject to corresponding surcharges.

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\* To be submitted annually as requirement for renewal of registration.