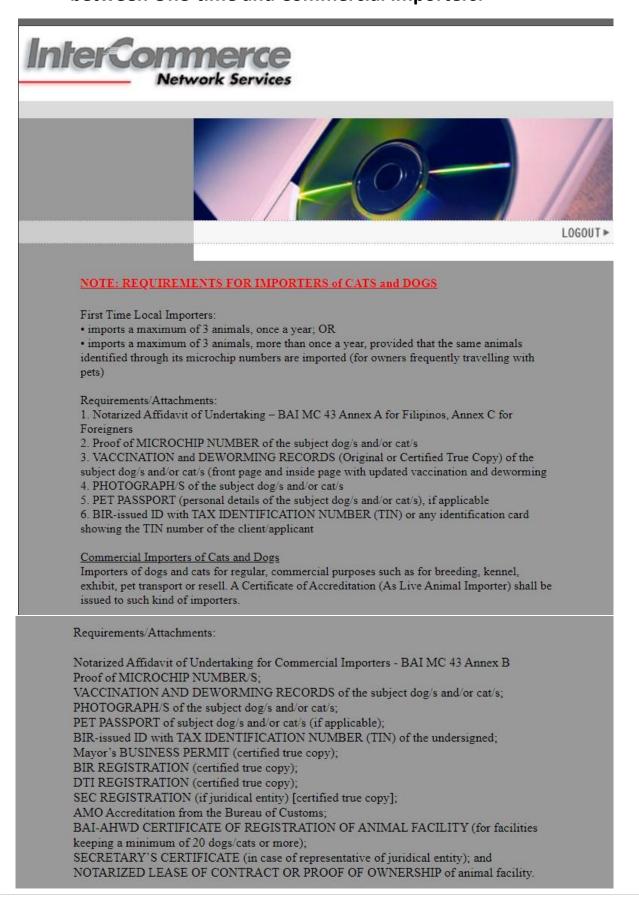
**Important Reminder:** Make sure that the animal/s have an approved import permit **BEFORE** it leaves country of origin. Applying for an import permit after the animal/s have already left WILL lead to rejection of your application.

## Step 1: Register at intercommerce.com.ph/registrationBAI.asp

TiN:       * if you don't have a TIN, please indicate your Passport         Philippine         Address:         Company:         Street:         City:         Postal/Zip Code:         Phone:         Address Abroad:         Street:         City:         Postal/Zip Code:         Phone:       -         Postal/Zip Code:         Phone:       -         Postal/Zip Code:       -         Phone:       -         Password:       Choot the li         Password:       Choot the li         Special       -	merce	.com.ph/registrationBA	\l.asp			20	07	\$
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.:: About Intercommerce Network Services

Step 2: Upon successful registration, you will be automatically directed to the page below. Kindly READ CAREFULLY the requirements and the differences between One-time and Commercial importers.

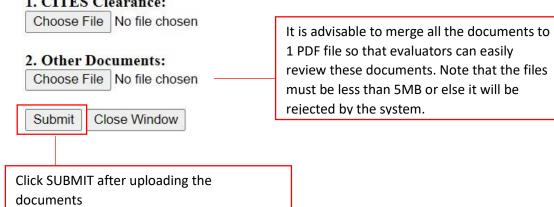


Step 3: Upload the documentary requirements.

Application			-	
No.:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Items:	0	
Importer TIN:	XXX-XXX-XXX	No. of Packages:	0	
Importer Name:	Juan dela Cruz	Status:	Incomplete	
Importer Passport Number:	X0000000K			
	Docum	ent Requirements	Click here go to	
		45NE	uploading page (next	

### Please Limit All your Attachments to at least 5 megabytes Only.

### 1. CITES Clearance:



# Step 4: Input the HS Codes, No. of heads of animals, and other details (breed, age, microchip number if applicable)

Choose the corresponding HS Code for the animal species.

Input number of heads; take note of the maximum number of animals allowed for One-time importer and for Commercial importer.

Import Clearance to:	BAI - NVQS - Live Animals	
Date Created:		
Purpose of Importation:	None 🗸	
Payment Procedure:	Cash upon arrival V	
Quarantine Site: (Province)	Abra 🗸	Click here to
Local Address: Mode of Shipment:	SEA V	find
Country of Source:	AFGHANISTAN V	
Port of Entry:	Ninoy Aquino Intl Airport	corresponding HS code (next
Item Page		image)
Importables(HS Code):	Item Lookup	
HS Code Description:		
Quantity:	HEADS V	Kindly take note of
Weight:	KG (1 Metric Ton = 1000 Kgs)	maximum number
Breed:	Please select Breed	of heads allowed
Others (Breed):		per importer
Age:	MONTHS V	category (One-
Gender:	MALE V	time vs
Microchip No.:	* required for cats and do	Commercial)
	Save Item	
	Send	
me] [About Us] [Products] [Services] [6	Client Service] [Careers] [Message Board] [IC.Customs]	[Contact Us]

	HS Code	HS Code (AHTN)	Commodity Description	Commodity Code	Additional Description	Tolerance	Country	Indentor	Exporter	Place o Source
	01063300	000	Canaries	062						
	01063900	000	Canaries	083						
	01069000	000	Cats	002						
	04069000	000	Cheese	102						
	01061900	000	Cheetahs	010						
	01061100	000	Chimpanzees	035						
	01061400	000	Chinchills	050						
	18069090	000	Chocolates	103					1	
5	01061400	000	Civets	041						
	01061400	000	Coatmandis	045						
			<b>IH</b>		•	•	<b>PH</b>			

## Step 5: Complete the requirements and submit the application for review and evaluation.

You will receive an email advising you on the status of your application.

### **Other reminders:**

- 1. Once again, please make sure that the animal/s have an approved import permit **BEFORE** it leaves country of origin. Applying for an import permit after the animal/s has already left WILL lead to rejection of your application.
- 2. All Filipinos need to execute a Notarized Affidavit of Undertaking as attached in Annex A (for one-time importers), Annex B (for commercial importers) and Annex C (for foreigners). Foreigners do not need to have it notarized thus a signed Undertaking is only needed.
- 3. For concerns related to TIN number, all individuals who are transacting with the government need to have a TIN number. In the event that the importer is a foreigner, a scanned passport will be enough. For Filipinos living and/or working abroad for a long time, please attach any certification that you have been working abroad, including your passport, so that you will be allowed to accomplish the Annex C (for foreigners).

- 4. Take note of the "**MUST SHIP OUT DATE**" on the import permit. That corresponds to the validity of permit. If for some reason the animal/s have not yet left the country of origin by that date, you will need to apply for another import permit.
- For problems encountered during registration or uploading of requirement, you may email <u>helpdesk@intercommerce.com.ph</u>. For other concerns, you may email <u>nvqsd@bai.gov.ph</u>