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
- Fill in the blank spaces.

intercommerce.com.ph/registrationBAI.asp

DA - Pet Animals Importation Importer Registration

To register, simply fill out the form below with the correct information. All fields are necessary in order to complete the registration process. Please indicate a unique user name and 8 alphanumeric password.

.:: Menu

First Name:

Last Name:

Citizenship:

Passport Number:

TIN:

* if you don't have a TIN, please indicate your Passport Number instead.

Philippine Address:

Company:

Street:

City:

Country: Philippines

Postal/Zip Code:

Phone:

Address Abroad:

Street:

City:

Country: AFGHANISTAN

Postal/Zip Code:

Phone:

Email Address:

Password:

Confirm Password:

Item to be Imported: Cats

Choose from the list the species of the animal being imported.

Submit   Clear

.:: About Intercommerce Network Services

INTERCOMMERCE NETWORK SERVICES
Unit 501, The Pearlbank Centre, 146 Valero St., Salcedo Village Makati City
Trunk line: (632) 888-4674 / Fax (632) 843-8160 Email: helpdesk@intercommerce.com.ph

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.**

InterCommerce
Network Services

LOGOUT ►

NOTE: REQUIREMENTS FOR IMPORTERS of CATS and DOGS

First Time Local Importers:
• imports a maximum of 3 animals, once a year; OR
• imports a maximum of 3 animals, more than once a year, provided that the same animals identified through its microchip numbers are imported (for owners frequently travelling with pets)

Requirements/Attachments:
1. Notarized Affidavit of Undertaking – BAI MC 43 Annex A for Filipinos, Annex C for Foreigners
2. Proof of MICROCHIP NUMBER of the subject dog/s and/or cat/s
3. VACCINATION and DEWORMING RECORDS (Original or Certified True Copy) of the subject dog/s and/or cat/s (front page and inside page with updated vaccination and deworming
4. PHOTOGRAPH/S of the subject dog/s and/or cat/s
5. PET PASSPORT (personal details of the subject dog/s and/or cat/s), if applicable
6. BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) or any identification card showing the TIN number of the client/applicant

Commercial Importers of Cats and Dogs
Importers of dogs and cats for regular, commercial purposes such as for breeding, kennel, exhibit, pet transport or resell. A Certificate of Accreditation (As Live Animal Importer) shall be issued to such kind of importers.

Requirements/Attachments:

Notarized Affidavit of Undertaking for Commercial Importers - BAI MC 43 Annex B
Proof of MICROCHIP NUMBER/S;
VACCINATION AND DEWORMING RECORDS of the subject dog/s and/or cat/s;
PHOTOGRAPH/S of the subject dog/s and/or cat/s;
PET PASSPORT of subject dog/s and/or cat/s (if applicable);
BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) of the undersigned;
Mayor's BUSINESS PERMIT (certified true copy);
BIR REGISTRATION (certified true copy);
DTI REGISTRATION (certified true copy);
SEC REGISTRATION (if juridical entity) [certified true copy];
AMO Accreditation from the Bureau of Customs;
BAI-AHWD CERTIFICATE OF REGISTRATION OF ANIMAL FACILITY (for facilities keeping a minimum of 20 dogs/cats or more);
SECRETARY'S CERTIFICATE (in case of representative of juridical entity); and
NOTARIZED LEASE OF CONTRACT OR PROOF OF OWNERSHIP of animal facility.

Step 3: Upload the documentary requirements.

SPS Clearance for DA

Application No.:	XXXXXXXXXXXX	Items:	0
Importer TIN:	xxx-xxx-xxx	No. of Packages:	0
Importer Name:	Juan dela Cruz	Status:	Incomplete
Importer Passport Number:	XXXXXXXX		

Document Requirements

Save

Click here to go to uploading page (next image)

Not secure | intercommerce.com.ph/WebCWS/cws_attachedfiles3.asp?tim=

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

1. CITES Clearance:
Choose File   No file chosen

2. Other Documents:
Choose File   No file chosen

Submit   Close Window

It is advisable to merge all the documents to 1 PDF file so that evaluators can easily review these documents. Note that the files must be less than 5MB or else it will be rejected by the system.

Click SUBMIT after uploading the documents

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.

Please select Importables - Google Chrome — □ ✕

⚠ Not secure | intercommerce.com.ph/WebCWS/Lookup-ImportablesDA1tym.asp?cn=&offset=10

Importables Lookup — 105 records found. Displaying 11 to 20.

	HS Code	HS Code (AHTN)	Commodity Description	Commodity Code	Additional Description	Tolerance	Country	Indentor	Exporter	Place of 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						
○	01061400	000	Civets	041						
○	01061400	000	Coatmandis	045						

⏮ ◀ ▶ ⏭

HS Code : [_____]
Com Code : [_____]
Com Desc : [_____] [Search] [Select] [Cancel]

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.

5. For problems encountered during registration or uploading of requirement, you may email helpdesk@intercommerce.com.ph. For other concerns, you may email nvqsd@bai.gov.ph