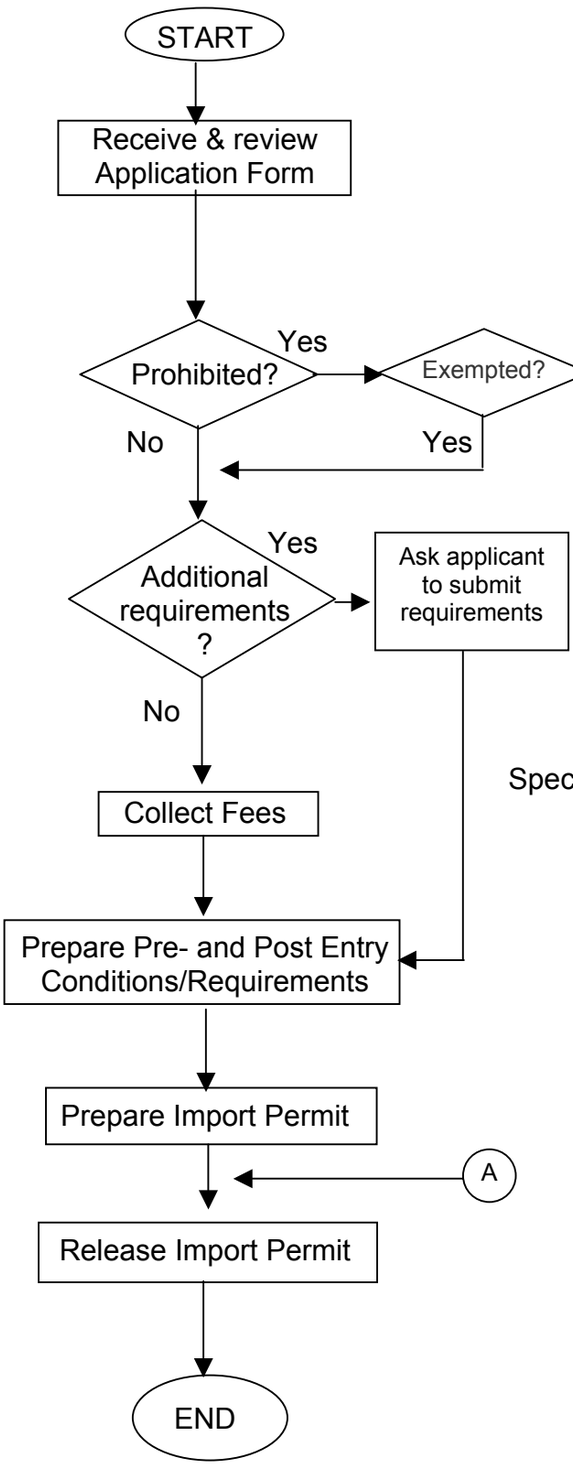
BUREAU/AGENCY: BUREAU OF PLANT INDUSTRY

ISSUANCE OF PERMIT TO IMPORT

FLOW PROCESS (PROCEDURAL DETAILS)



FLOW	PERSON RESPONSIBLE	DETAILS
Receive & review Application Form	PQ Officer	• The applicant fills in the application form. Refer to BPI "Q" Form No.1 (for plants and plant products) and to BPI "Q" Form No. 5 (for potential animal pests).
Prohibited? / Exempted? / Deny		Refer to list of Administrative Orders (AOs) and Plant Quarantine Law.
Additional requirements ? / Ask applicant to submit requirements	PQ Officer/ PQ Technical Staff	• If GMO & PHES, NCBP undertakes the activity
Collect Fees	Special Collecting Officer	Applicant pays fees
Prepare Pre- and Post Entry Conditions/Requirements	PQ Officer	
Prepare Import Permit	Clerk/Director	• The Chief of PQS recommends for approval. The Director signs the permit • Refer to Memorandum Circular No. 001-02
Release Import Permit		• Original copy given to the applicant/importer • File copies for PQS (Central Office) • Dry seal is affixed in the lower left side of the permit • Release of Import Permit is signed by the applicant in the Logbook
END		