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.
- Upon submission of your application, you will receive an email from Intercommerce for the activation of your account.
- If you haven’t received any email or link from Intercommerce, you may reach them through this email address: helpdesk@intercommerce.com.ph

Choose from the list the species of the animal being imported.
Step 2: Upon successful registration and activation of your account, you can now log in and make a new application

Welcome to the Members’ Page! Please select a module.

Department of Agriculture
Create, open and send your SPS and MAV and MAVIC Application online. No long queues, no waiting. A response can be received from the Agency of Department of Agriculture in a matter of minutes.

Cash Advance
View your Cash Advance with us and generate outstanding reports.

CCBI Cash Advance
View your Cash Advance with CCBI and generate outstanding reports.

SPS Manual
MAV Manual
Download our latest SPS and MAV manual here

Client Profile Registration System
Register your account with the Bureau of Customs. You may be able to file, amend your information here

Account Info
Want to change your password, email address, or other information regarding your account? Click here to view and modify your account information
Choose your account name and click ‘Next >>’
Choose which commodity. For pet importation, choose ‘Live Animals’
- If creating new application, choose ‘Create new application’
- If checking status of your application, choose ‘Open existing application’

You will land on this page if you choose ‘Create new application’. Click ‘Continue>>’.
Kindly READ CAREFULLY the requirements and the differences between One-time and Commercial importers.

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:
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.

Kindly take note of the reminders:

- Only PDF or JPG file format. Each file should not exceed 5mb.

Please Limit All your Attachments to at least 5 megabytes Only. Only PDF or JPG file will be accepted.

1. CITES Clearance: (for Exotic Pets only)
   Choose File | No file chosen

2. Other Documents: (for Commercial Importers only)
   Choose File | No file chosen

   Choose File | No file chosen

4. Proof of MICROCHIP NUMBER:
   Choose File | No file chosen

5. VACCINATION and DEWORMING RECORDS (front page and inside page with updated vaccination and deworming):
   Choose File | No file chosen

6. PHOTOGRAPHy/S of the subject dog/s and/or cat/s:
   Choose File | No file chosen

7. PET PASSPORT (personal details of the subject dog/s and/or cat/s), if applicable: (if not applicable, you may upload picture of vaccination/deworming)
   Choose File | No file chosen

8. BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) or any identification card showing the TIN number of the client/applicant: (for Filipinos living abroad without TIN number, please upload your passport and working/study visa. for Foreigners, please upload your passport)
   Choose File | No file chosen

Note: For commercial importers, kindly merge all the documents in one PDF file.

Submit | Close Window
To upload a file, click “CHOOSE FILE”. A dialog box will open, please navigate to the folder where you saved your documentary requirements, and double-click the relevant file.

- If the file has been successfully uploaded, you will be able to see the file title (example “Attachment 6”). If it says “No file chosen” the file has not been uploaded successfully.

**PLEASE NOTE:** For applications with more than one animal, merge related documents into one file (example: Microchip file should contain the microchip for all animals).
For one-time pet importation, please make sure **Items 3 to 8 have files uploaded.** After checking if items 3 to 8 are showing the file titles, click “Submit”.

For commercial importers, kindly merge all other documents (e.g. business permit, quarantine site inspection, etc) into one file and upload in item no. 2. Please make sure file size is less than 5mb.

- **File title is shown, therefore file successfully uploaded**

- **No file title shown, therefore file was NOT successfully uploaded.**
You will go back to this page.

TO recheck if files uploaded successfully, you may click this link again. You will be able to see the next image. Click “OK” after.
Step 4: Input the transport details

- **Choose importation purpose.**

- **Choose quarantine site (Philippine address)**
- **Choose mode of travel**

![Mode of travel form]

- **Choose source country**

![Source country selection]

- **Choose port of entry**

![Port of entry selection]
Step 5: Input the animal details (breed, age, microchip number if applicable)

Kindly take note of maximum number of heads allowed per importer category (One-time vs Commercial)

Click here to find corresponding HS code (next image)

Click “Select” after choosing the correct animal
If importing more than one pet, input details for each animal separately. For example, input details for Animal 1, then click “save item”. After, put details for Animal 2, then click “save item” again. The application should look like the image below.

Recheck if there are missing details and then click “SEND”.
If all requirements are **complete**, you will see this image:

If there are requirements **missing**, you will see this image:

- The system will show which requirements are missing. Kindly take note and go to the relevant item.

This statement means some files in Items 3 to 8 were **NOT** uploaded. Kindly go back to the **DOCUMENTARY REQUIREMENTS** and upload the missing file.
Another way to check is to look at the application status:
- If status says “Under Review” then application has been successfully created.
- If status says “Created” only, then application has NOT been successfully created. Kindly go back and recheck missed details.

### Printing of Approved SPS Import Clearance

You will see the list of your application/s and the status. Click the approved application to view and print the SPSIC.
- Select the “Clearance (front)” to view and print the front page of your approved permit
- Select the “Clearance (back)” to view and print the back page of your approved permit

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 SPS permit.
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. Upon printing of the approved SPSIC, make sure that you have secured an export certificate/permit from the Veterinary Authority of the country of origin. This will be checked by the Quarantine Officers at the airport. Failure to present an export certificate/permit will result to prohibition of entry of the animals.

6. 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