

**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](http://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](mailto:helpdesk@intercommerce.com.ph)

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.

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:

Postal/Zip Code:

Phone:  -  -

Address Abroad:

Street:

City:

Country:

Postal/Zip Code:

Phone:  -  -

Email Address:

Password:

Confirm Password:

Item to be Imported:

[About Intercommerce Network Services](#)

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.

Click here



**[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



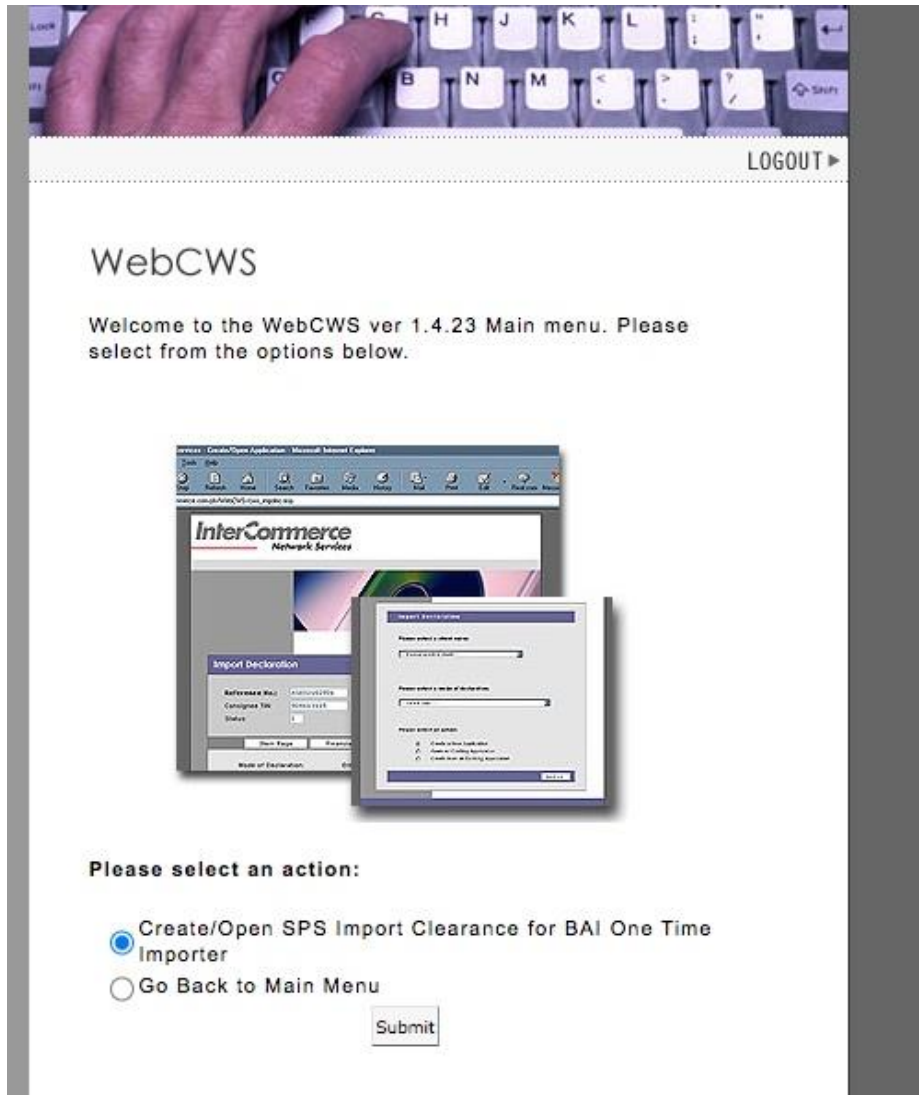
**[Client Profile Registration System](#)**

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

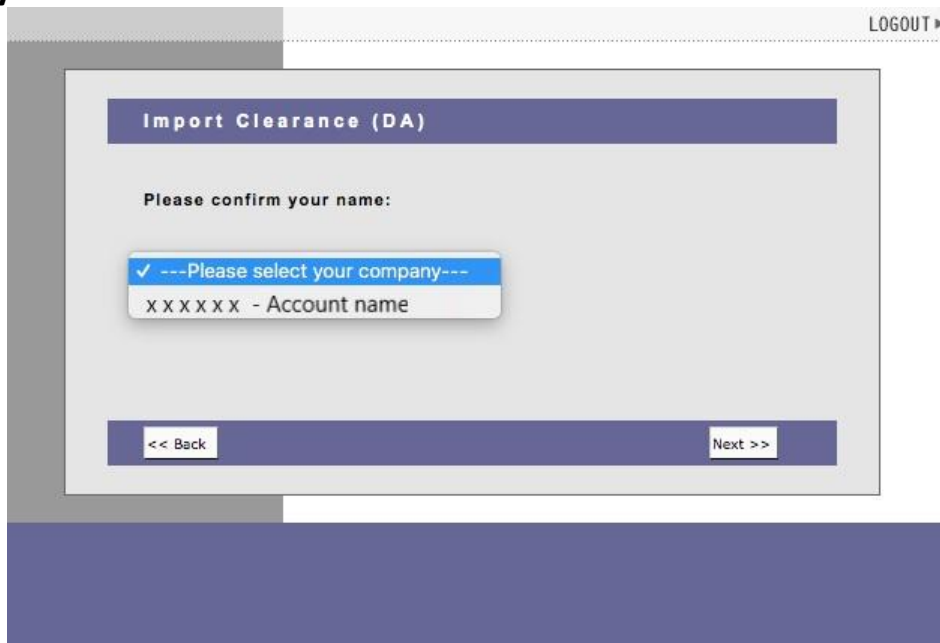


**[Account Info](#)**

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:**

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.: EG XX XXXX XXXX      Items: 0

Importer TIN: XXX XXX XXX      No. of Packages: 0

Importer Name: Your name      Status: Incomplete

Importer Passport Number: XXXXXXXXXXXX

[Document Requirements](#)

Save

Click here to go to the uploading page (next image)

### 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

#### 3. Notarized Affidavit of Undertaking â€œ BAI MC 43 Annex A and B for Filipinos, Annex C for Foreigners: (please download proforma copy on <https://bit.ly/BAIMC43>)

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. PHOTOGRAPH/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

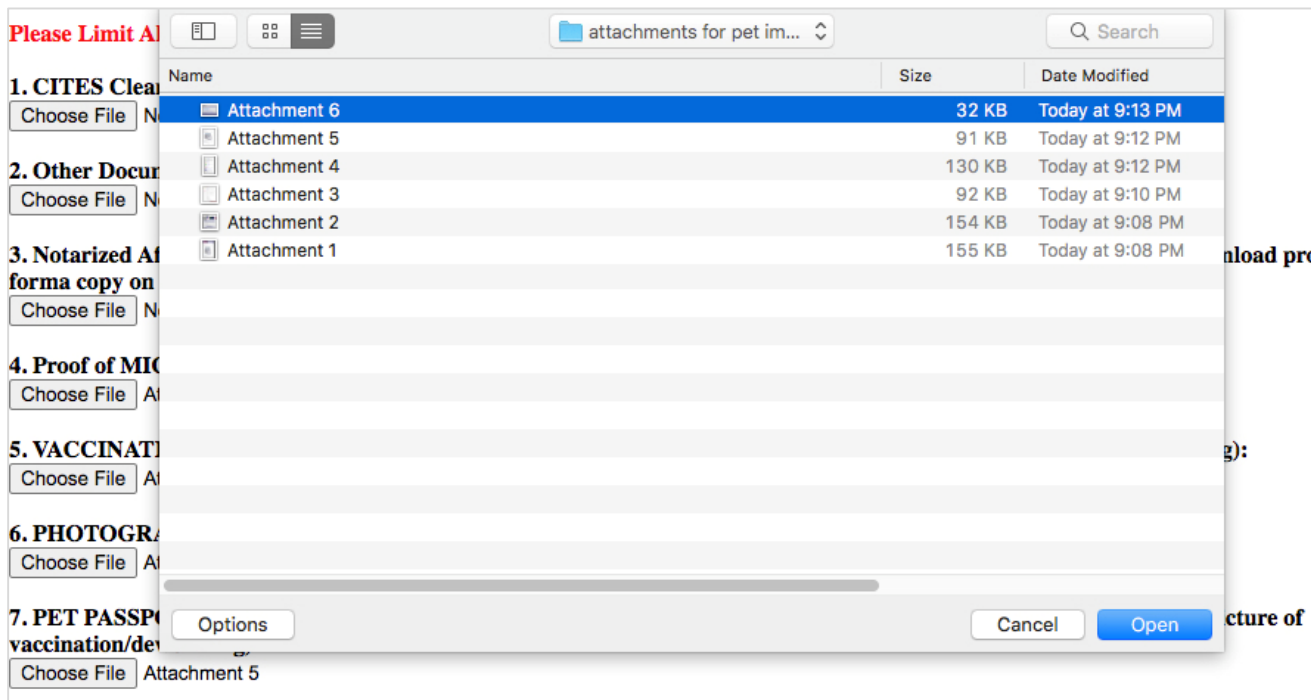
#### 8. BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) or any identification card showing the TIN number of the client/applicant: (for Filipinos living abroad without TIN number, please upload your passport and working/study visa. for Foreigners, please upload your passport)

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).

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)**

No file chosen

**2. Other Documents: (for Commercial Importers only)**

No file chosen

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.

**3. Notarized Affidavit of Undertaking @“ BAI MC 43 Annex A and B for Filipinos, Annex C for Foreigners: (please download proforma copy on <https://bit.ly/BAIMC43>)**

No file chosen

File title is shown, therefore file successfully uploaded

**4. Proof of MICROCHIP NUMBER:**

Attachment 2

**5. VACCINATION and DEWORMING RECORDS (front page and inside page with updated vaccination and deworming):**

Attachment 3

**6. PHOTOGRAPH/S of the subject dog/s and/or cat/s:**

Attachment 4

**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)**

Attachment 5

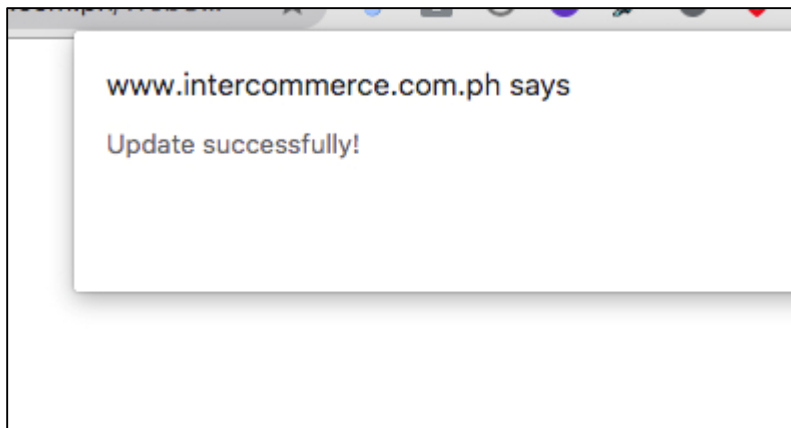
**8. BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) of client/applicant: (for Filipinos living abroad without TIN number, please upload your passport)**

No file chosen

No file title shown, therefore file was NOT successfully uploaded.

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

- 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”.





You will go back to this page.

**SPS Clearance for DA**

Application No.:	EG xx xxxx xxxx	Items:	0
Importer TIN:	xxx xxx xxx	No. of Packages:	0
Importer Name:	Your name	Status:	Incomplete
Importer Passport Number:	xxxxxxxxxxxx		

[Document Requirements](#)

Save

TO recheck if files uploaded successfully, you may click this link again. You will be able to see the next image. Click "OK" after.

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

SUCCESSFULLY ATTACHED DOCUMENTS.

Notarized Affidavit of Undertaking â€“ BAI MC 43 Annex A and B for Filipinos, Annex C for Foreigners

[View](#) [Delete](#)

Proof of MICROCHIP NUMBER

[View](#) [Delete](#)

VACCINATION and DEWORMING RECORDS (front page and inside page with updated vaccination and deworming)

[View](#) [Delete](#)

PHOTOGRAPH/S of the subject dog/s and/or cat/s

[View](#) [Delete](#)

PET PASSPORT (personal details of the subject dog/s and/or cat/s), if applicable

[View](#) [Delete](#)

BIR-issued ID with TAX IDENTIFICATION NUMBER (TIN) or any identification card showing the TIN number of the client/applicant

[View](#) [Delete](#)

OK

## Step 4: Input the transport details

Import Clearance to:	BAI - NVQS - Live Animals
Date Created:	
Purpose of Importation:	None
Payment Procedure:	Cash upon arrival
Quarantine Site: (Province)	Abra
Local Address:	
Mode of Shipment:	SEA
Country of Source:	AFGHANISTAN
Port of Entry:	Ninoy Aquino Intl Airport

### - Choose importation purpose.

Import Clearance to:	
Date Created:	
Purpose of Importation:	✓ Pet
Payment Procedure:	
Quarantine Site: (Province)	
Local Address:	
Mode of Shipment:	AIR
Country of Source:	FRANCE
Port of Entry:	Ninoy Aquino Intl Airport

### - Choose quarantine site (Philippine address)

Import Clearance to:	
Date Created:	
Purpose of Importation:	
Payment Procedure:	
Quarantine Site: (Province)	✓ Batangas
Local Address:	
Mode of Shipment:	
Country of Source:	
Port of Entry:	

- Choose mode of travel

A screenshot of a web form titled 'Save' at the top. The form contains several fields: 'Import Clearance to:' (BAI - NVQS - Live Animals), 'Date Created:' (12/3/2020), 'Purpose of Importation:' (Pet), 'Payment Procedure:' (Cash upon arrival), 'Quarantine Site: (Province):' (Batangas), 'Local Address:' (SEA), 'Mode of Shipment:' (AIR, selected), 'Country of Source:' (FRANCE), and 'Port of Entry:' (Ninoy Aquino Intl Airport). The 'Mode of Shipment' dropdown menu is open, showing 'SEA' and 'AIR' (with a checkmark).

- Choose source country

A screenshot of a web form showing a list of source countries. The list includes: ERITREA, ESTONIA, ETHIOPIA, FAEROE ISLANDS, FALKLAND ISLANDS (MALVINAS), FED. STATES OF MICRONESIA, FIJI, FINLAND, Former Czechoslovakia, Former USSR (for reference), FRANCE (checked), FRENCH GUIANA, and FRENCH POLYNESIA. The form also shows fields for 'Import Clearance to:', 'Date Created:', 'Purpose of Importation:', 'Payment Procedure:', 'Quarantine Site: (Province):', 'Local Address:', 'Mode of Shipment:', and 'Port of Entry:'. A 'Save' button is visible at the top right. A 'Item Page' button is visible at the bottom left.

- Choose port of entry

A screenshot of a web form titled 'Document Requirements' with a 'Save' button at the top. The form contains several fields: 'Import Clearance to:' (BAI - NVQS - Live Animals), 'Date Created:' (12/3/2020), 'Purpose of Importation:' (Pet), 'Payment Procedure:' (Cash upon arrival), 'Quarantine Site: (Province):' (Batangas), 'Local Address:', 'Mode of Shipment:', 'Country of Source:', and 'Port of Entry:' (Ninoy Aquino Intl Airport, selected). The 'Port of Entry' dropdown menu is open, showing options: None, Harbour Centre Port Terminal Inc, Manila Intl Container Port, Ninoy Aquino Intl Airport (checked), and Port of Aparri.

## Step 5: Input the animal details (breed, age, microchip number if applicable)

**Item Page**

Importables(HS Code):

HS Code Description:

Quantity:  **HEADS** ▾

Weight:  **KG (1 Metric Ton = 1000 Kgs)**

Breed:  Please select Breed ▾

---Others (Breed):

Age:  **MONTHS** ▾

Gender:  **MALE** ▾

Microchip No.:  \* required for cats and dogs only

Click here to find corresponding HS code (next image)

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

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
<input type="radio"/>	01063300	000	Canaries	062						
<input type="radio"/>	01063900	000	Canaries	083						
<input checked="" type="radio"/>	01069000	000	Cats	002						
<input type="radio"/>	04069000	000	Cheese	102						
<input type="radio"/>	01061900	000	Cheetahs	010						
<input type="radio"/>	01061100	000	Chimpanzees	035						
<input type="radio"/>	01061400	000	Chinchills	050						
<input type="radio"/>	18069090	000	Chocolates	103						
<input type="radio"/>	01061400	000	Civets	041						
<input type="radio"/>	01061400	000	Coatmandis	045						

HS Code :  Com Code :  Com Desc :

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.

Port of Entry:

---

**Item Page**

Importables(HS Code):

HS Code:

Description:

Quantity:  HEADS

Weight:  KG (1 Metric Ton = 1000 Kgs)

Breed:

---Others (Breed):

Age:  MONTHS


Gender:

Microchip No.:  \* required for cats and dogs only

---

Item#	No. of Packages	Item Code and Description	
<a href="#">1</a>	1 HEADS	002 - Cats	<input type="button" value="delete"/>
<a href="#">2</a>	1 HEADS	070 - Love Birds	<input type="button" value="delete"/>

---

 Send

Recheck if there are missing details and then click “SEND”.

If all requirements are **complete**, you will see this image:

**SPS Clearance for DA - Message Checking**

**Application # KEF1T20120305**

**CERTIFICATION**

1. I declare that these products will be used in accordance with all Philippine quarantine requirements as may be specified in the VQC/SPS Import Clearance to be issued for the importation and other DA rules and regulations relevant thereto.

2. I subscribe and declare to follow all the applicable provisions of the DA rules, regulations, standards on the importation of animals, animal products and animal byproducts, feeds, feed ingredients and other feed products, veterinary drugs and biological products into the country and other DA rules and regulations relevant thereto.

3. I declare that at the time of the filing of the application, the animals, animal products and animal byproducts, feeds, feed ingredients and other feed products, veterinary drugs and biological products that are to be imported are still in the country of origin and have not yet boarded in a vessel/aircraft.

4. I declare that the information I have provided herein are true and accurate to the best of my knowledge and belief.

I Agree  
 I Disagree

No error(s) found...

<< Back      Continue >>

Note the **“NO ERRORS FOUND”** if all requirements are filled

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.

**SPS Clearance for DA - Message Checking**

**Application # KEF1T20120306**

Microchip Number is required on item number/s: 1.

Attached Documents from No. 3-8 are required for SPS Import Clearance of DOGS or CATS.

**CERTIFICATION**

1. I declare that these products will be used in accordance with all Philippine quarantine requirements as may be specified in the VQC/SPS Import Clearance to be issued for the importation and other DA rules and regulations relevant thereto.

2. I subscribe and declare to follow all the applicable provisions of the DA rules, regulations, standards on the importation of animals, animal products and animal byproducts, feeds, feed ingredients and other feed products, veterinary drugs and biological products into the country and other DA rules and regulations relevant thereto.

3. I declare that at the time of the filing of the application, the animals, animal products and animal byproducts, feeds, feed ingredients and other feed products, veterinary drugs and biological products that are to be imported are still in the country of origin and have not yet boarded in a vessel/aircraft.

4. I declare that the information I have provided herein are true and accurate to the best of my knowledge and belief.

I Agree  
 I Disagree

<< Back

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.

Open an Existing Application

Importer Name :

Importer TIN :

Importer Passport Number :

Importation Type:

Destination:

Select an application: (18 Records Found. Displaying 1 to 10)

Reference No.	Status	SPS Clearance Type	No. of Items	Entry Number	Creation Date
<a href="#">KEF1T20120305</a>	UnderReview	BAI	1		12/3/2020

### Printing of Approved SPS Import Clearance

Importer Name :

Importer TIN :

Importer Passport Number :

Importation Type:

Destination:

Select an application: (4 Records Found. Displaying 1 to 4)

Reference No.	Status	SPS Clearance Type	No. of Items	Entry Number	Creation Date
<a href="#">TE31T20120401</a>	Approved	BAI	2	ICDABAIQ1082012020	12/4/2020
<a href="#">TE31T20120101</a>	Created	BAI	2		12/1/2020
<a href="#">TE31T20112301</a>	Created	BAI	2		11/23/2020
<a href="#">TE31T20111601</a>	Rejected	BAI	2		11/16/2020





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

Microchip No.:  \* required for cats and dogs only

Save Item

Item#	No. of Packages	Item Code and Description	
<a href="#">1</a>	1 HEADS	001 - Dogs	delete
<a href="#">2</a>	1 HEADS	001 - Dogs	delete

 Send
  [Clearance \(front\)](#)
 Clearance (back)
  Clearance (back2)

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**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](mailto:helpdesk@intercommerce.com.ph). For other concerns, you may email [nvqsd@bai.gov.ph](mailto:nvqsd@bai.gov.ph)