

Important Reminder: Make sure that the animal/s have an approved import permit **BEFORE** it leaves country of origin. An approved import permit that was issued AFTER the departure date will lead to automatic invalidation of the permit.

Step 1: Register at <https://www.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

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:

Menu

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.



[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

Click here

LOGOUT ►

WebCWS

Welcome to the WebCWS ver 1.4.23 Main menu. Please select from the options below.

Please select an action:

☒ Create/Open SPS Import Clearance for BAI One Time Importer

☐ Go Back to Main Menu

Submit

- Choose your account name and click 'Next >>'

LOGOUT ►

Import Clearance (DA)

Please confirm your name:

✓ ---Please select your company---

x x x x x - Account name

<< Back 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'

LOGOUT ►

Import Clearance (DA)

Please select an Agency:

---Please select an Agency---

- ✓ BAI - NVQS - Live Animals
- BAI - NVQS - Animal Products
- BAI - NVQS - Animal ByProducts

Please select an action:

- ☒ Create a New Application
- ☐ Open an Existing Application
- ☐ Create from an Existing Application

<< Back Next >>

You will land on this page if you choose 'Create new application'. Click 'Continue>>'.

InterCommerce
Network Services

LOGOUT ►

Create a New Application

Importer Name :

Importer TIN :

Importer Passport Number :

Importation Type:

Destination:

Application Type: *New Application*

<< Back Continue >>

Kindly READ CAREFULLY the requirements and the differences between One-time and Commercial importers.

NOTE: REQUIREMENTS FOR IMPORTERS of CATS and DOGS

One- Time 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).

- ✓ Dogs/cats should be vaccinated against rabies at minimum age of 12 weeks of age; OR Dogs/cats vaccinated against rabies earlier than 12 weeks of age shall be given a booster shot with owner's consent before applying for SPS Import Clearance.
- ✓ The last vaccination should have been administered at a minimum of 14 days before travel.
- ✓ The vaccination record/ certificate must include all of the following information:
 - A.) Name and address of owner
 - B.) Breed, sex, date of birth (approximate age if date of birth unknown), color, markings, and other identifying information for the dog
 - C.) Date of vaccination and vaccine product information
 - D.) Date the vaccination expires
 - E.) Name, license/registration number, and signature of veterinarian who administered the vaccination

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;
- Mayors 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);
- SECRETARYS 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

Importer TIN: XXX XXX XXX

Importer Name: Your name

Importer Passport Number: XXXXXXXXXXXX

Items: 0

No. of Packages: 0

Status: Incomplete

[Document Requirements](#)

Save

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

A. Kindly take note of the following:

- 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)

No file chosen

2. Other Documents: (for Commercial Importers only)

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 pro-forma copy on <https://bit.ly/BAIMC43>)

No file chosen

4. Proof of MICROCHIP NUMBER:

No file chosen

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

No file chosen

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

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)

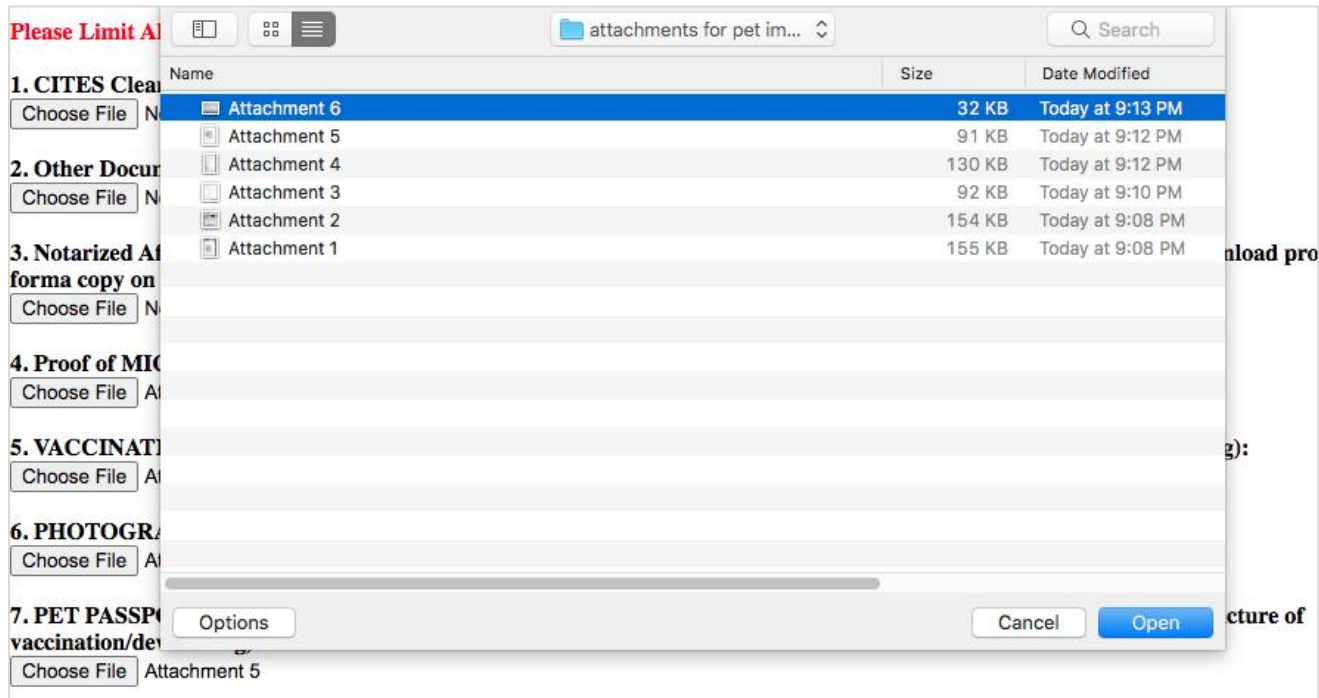
No file chosen

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)

No file chosen

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

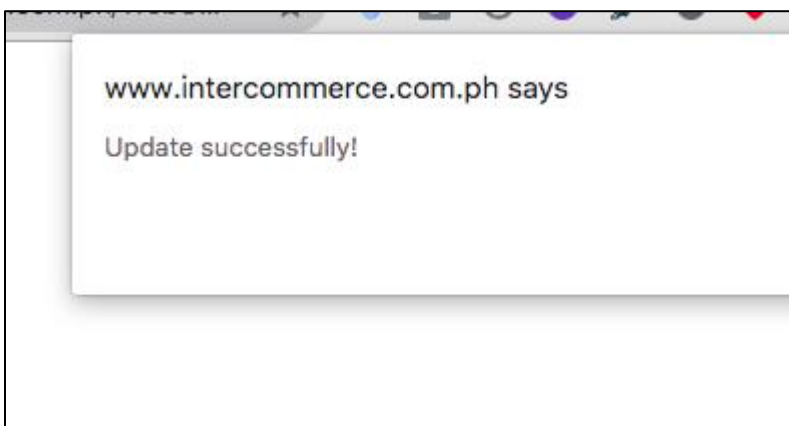
B. To upload a file, click “CHOOSE FILE”. A dialog box will open. Please navigate to the folder where you saved your documentary requirements, and double-click the relevant file.



- 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”.



Reminder on how to check if file was uploaded correctly:

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

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

No file chosen

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

For other 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.

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

C. Upon clicking “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](#)

TO recheck if the file were uploaded successfully, you may click this link again. You will be able to see the next image.

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

After checking again that all requirements were uploaded, click “OK” to continue with your application.

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:	<div>Laboratory Quality Testing Manufacturing None Own Special Use ✓ Pet Research Samples Testing Trading</div>
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)

The screenshot shows the 'Quarantine Site: (Province)' dropdown menu. The list of provinces includes Antique, Apayao, Aurora, Basilan, Bataan, Batanes, **✓ Batangas**, Benguet, Biliran, Bohol, Bukidnon, and Bulacan. The 'Batangas' option is selected and highlighted in blue.

Indicate the final destination location as the quarantine site, **even if different from the part of entry** (e.g. port of entry is NAIA but quarantine site is CEBU. The VQS in NAIA will issue you a local shipping permit for the Manila-Cebu travel that is good for 7 days.)

- Choose port of entry

The screenshot shows the 'Port of Entry' dropdown menu. The list of options includes None, Harbour Centre Port Terminal Inc, Manila Intl Container Port, **✓ Ninoy Aquino Intl Airport**, Port of Aparri, and Port of Batangas. The 'Ninoy Aquino Intl Airport' option is selected and highlighted in blue.

- Choose mode of travel

The screenshot shows the 'Mode of Shipment' dropdown menu. The list of options includes SEA, **✓ AIR**, and FRANCE. The 'AIR' option is selected and highlighted in blue.

- Choose source country

The screenshot shows the 'Country of Source' dropdown menu. The list of countries includes ESTONIA, ETHIOPIA, FAEROE ISLANDS, FALKLAND ISLANDS (MALVINAS), FED. STATES OF MICRONESIA, FIJI, FINLAND, Former Czechoslovakia, Former USSR (for reference), **✓ FRANCE**, FRENCH GUIANA, and FRENCH POLYNESIA. The 'FRANCE' option is selected and highlighted in blue.

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=8&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”.

Afterwards, input details for Animal 2, then click “save item” again. The application should look like the image below.

The screenshot displays the 'Item Page' of a web application. At the top, there is a dropdown menu for 'Port of Entry' with 'Kinoy / Aquino Int'l Airport' selected. Below this is a purple header bar labeled 'Item Page'. The main form contains several input fields: 'Importables(HS Code):' with a text box and an 'Item Lookup' button; 'HS Code' with a text box; 'Description:' with a text box; 'Quantity:' with a text box and a 'HEADS' dropdown; 'Weight:' with a text box, 'KG' unit, and a note '(1 Metric Ton = 1000 Kgs)'; 'Breed:' with a 'Please select Breed' dropdown; '---Others (Breed):' with a text box; 'Age:' with a text box and a 'MONTHS' dropdown; 'Gender:' with a 'MALE' dropdown; and 'Microchip No.:' with a text box and a red note '* required for cats and dogs only'. A 'Save Item' button is located below the form. Below the form is a table with a purple header bar containing the columns 'Item#', 'No. of Packages', and 'Item Code and Description'. The table has two rows of data, both showing '1 HEADS' and '002 - Cats'. Each row has a 'delete' button to its right. At the bottom of the page is a blue bar with a 'Send' button featuring a document and arrow icon.

Item#	No. of Packages	Item Code and Description	
1	1 HEADS	002 - Cats	<button>delete</button>
2	1 HEADS	002 - Cats	<button>delete</button>

 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 generated and will now be sent to the queue of applications for review.
- If status says **"Created"** only, then application has NOT been successfully generated. Kindly go back and recheck missed details.

Open an Existing Application

Importer Name :

Your name

Importer TIN :

xxx xxx xxx

Importer Passport Number :

xxxxxxxxxxx

Importation Type:

SPS Clearance

Destination:

BAI - NVQS - Live Animals

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

Reference No.	Status	SPS Clearance Type	No. of Items	Entry Number	Creation Date
KEF1T20120305	UnderReview	BAI	1		12/3/2020

Printing of Approved SPS Import Clearance:

Importer Name :

Importer TIN :

Importer Passport Number :

Importation Type:

SPS Clearance

Destination:

BAI - NVQS - Live Animals

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





Reference No.	Status	SPS Clearance Type	No. of Items	Entry Number	Creation Date
TE31T20120401	Approved	BAI	2	ICDABAIQ1082012020	12/4/2020
TE31T20120101	Created	BAI	2		12/1/2020
TE31T20112301	Created	BAI	2		11/23/2020
TE31T20111601	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

Item#	No. of Packages	Item Code and Description		
1	1 HEADS	001 - Dogs		<input type="button" value="delete"/>
2	1 HEADS	001 - Dogs		<input type="button" value="delete"/>

 Send
 Clearance (front)
 Clearance (back)
 Clearance (back2)

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Cancellation of One-time SPS Import Clearance:

- If for some reason the departure date will be later than the “MUST SHIP BY DATE” stated in the import clearance, please note that **there is no extension of the validity period - you MUST apply for another import permit.**
- **In order to be able to apply as a one-time importer again, you need to first cancel your approved permit.** The cancellation request can be made in your account.
- Click on the approved permit and then click the **“Request for Cancellation”**. Please state your reason.

SPS Clearance for DA

Application No.:

1841T21041204

Items:

1

Importer TIN:

483094023

No. of Packages:

1

Importer Name:

Jerrod Hunter

Status:

Approved

Importer Passport Number:

483094023

[Document Requirements](#)

Save

Request for Cancellation

Import

Cancel SPS IC - Google Chrome

Not secure | dev.intercommerce.com.ph/WebCWS/cws_ic_CancelDA.asp

Cancellation of SPS Import Clearance

Remarks:

Request Cancellation

Close

- Once the request is sent, the Reviewer can view and confirm the request.

Reminders:

1. Once again, please make sure that the animal/s have an approved import permit **BEFORE** it leaves country of origin. An approved import permit that was issued **AFTER** the departure date will lead to automatic invalidation of the permit.
2. 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). Annex C does not need to be notarized.
3. OFWs can be allowed to use Annex C provided they can show proof of their status (e.g. working visa or foreign resident ID or OWWA ID).
4. 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 OFWs without a TIN, you may use your passport along with the proof of your OFW status.
5. Take note of the “**MUST SHIP BY 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.
6. Upon printing of the approved SPSIC, make sure that you have secured an **International Veterinary Certificate (IVC)/Export Certificate** 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 refuse entry or confiscation of the animals.
7. The details in the SPSIC should be **consistent with the details** in the IVC/Export certificate, e.g. owner name and details and pet details.
8. For clearance procedures using **authorized representatives**, please refer to Section E of BAI Memorandum Circular No. 43 series of 2020.
9. 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