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

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.
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 >>’
- 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**

**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**

Imports 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.

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)
   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. 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

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

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.

C. Upon clicking “Submit”, you will go back to this page.

TO recheck if the file were uploaded successfully, you may click this link again. You will be able to see the next image.
Step 4: Input the transport details

Choose importation purpose.

After checking again that all requirements were uploaded, click “OK” to continue with your application.
Choose quarantine site (Philippine address)

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

Choose mode of travel

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

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)

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.

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]

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 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.

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

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.
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