



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
Visayas Ave., Diliman, Quezon City
GaBAIsa Pag-unlad ng Paghahayupan

MEMORANDUM CIRCULAR

No. 24
Series of 2020

TO : ALL SHIPPERS

FROM : OFFICER-IN-CHARGE, DIRECTOR

SUBJECT : GUIDELINES ON THE USE OF ONLINE LOCAL SHIPPING PERMIT APPLICATION SYSTEM FOR CLIENTS

DATE : JUNE 10, 2020

To facilitate the application of local shipping permits for the transport of live animals, animal products and by-products within the country using the BAI-National Veterinary Quarantine Services Division (NVQSD) website in accordance with the provisions of DA Administrative Order No.05 s.2019, the following guidelines are hereby issued for the information and strict compliance of concerned shippers:

I. GENERAL INFORMATION:

1. As of 01 January 2020, the BAI-NVQSD implemented an electronic permit system for local transport of live animals, animal products and by-products pursuant to DA Administrative Order (AO) No. 5 s.2019 and BAI Memorandum Circular No.16 s.2019.
2. The shipping permit application requirements shall comply with DA AO No. 5 and other relevant current regulations.
3. The BAI-NVQSD web address or URL is <https://nvqsd.bai.gov.ph/>
4. The detailed instructions on how to use the online system can be found on the NVQSD website's HOW TO APPLY tab.
5. A NVQSD login (username and password) is required to access the secure online system.
6. The applicant's personal details are handled according to R.A. 10173 or the 2012 Data Privacy Act protecting fundamental human rights to privacy.
7. By using this website, you accept and agree that BAI can preserve and disclose content if required by law or in good faith, and believe that such preservation or disclosure is appropriate in order to comply with the legal process; enforce the terms and conditions; respond to claims that any content infringes the right of third parties; or protect rights, properties, or personal rights;
8. In the event of breaches, such as submitting fabricated, recycled or fraudulent documents or the misuse of this online system by the applicant, the BAI may suspend or cancel the client's account and prevent further access to this site. Penalties shall be imposed in accordance with Section 9 of DA AO 5 s.2019.
9. The processing period for each application shall not exceed three (3) working days from the date on which the application submitted by the client appeared in the FOR REVIEW status, indicating submission of complete requirements. The NVQSD work hours are Monday to Friday,