



Republic of the Philippines
Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
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November 14, 2023

MEMORANDUM CIRCULAR

NO. 19

Series of 2023

TO : ALL PESTICIDE AND OTHER AGRICULTURAL CHEMICALS IMPORTERS AND EXPORTERS

FROM : THIS OFFICE

SUBJECT : IMPLEMENTATION OF THE BUREAU OF CUSTOMS -NATIONAL SINGLE WINDOW SYSTEM (BOC-NSW) FOR THE ISSUANCE OF CERTIFICATE AUTHORIZING IMPORTATION OF PESTICIDE AND OTHER AGRICULTURAL CHEMICALS (CAIP), PESTICIDE AND OTHER AGRICULTURAL CHEMICALS EXPORT CERTIFICATE, AND CERTIFICATE AUTHORIZING IMPORTATION OF INERT INGREDIENTS

The National Single Window System (NSW), as an integral component of the ASEAN Single Window (ASW), is a system designed to streamline trade processes by allowing parties involved in trade to lodge information and documents with a single-entry point to fulfill all import, export, and transit-related regulatory requirements. The NSW is being spearheaded by the Bureau of Customs (BoC) and participated by various regulatory agencies.

The Fertilizer and Pesticide Authority (FPA) is committed to supporting this initiative to ensure the agency's compliance with the national policy on Anti-Red Tape and Ease of Doing Business. To this end, an orientation session was held on August 29 and October 13, 2023, in collaboration with the BoC focusing on the integration of the processing of CAIP, Pesticide Export Certificate, and Certificate Authorizing Importation of Inert Ingredients covered by the NSW.

Per the implementing rules and regulations of Presidential Decree 1144, no pesticide shall be imported into the country without the appropriate CAIP issued by the FPA.

Processing of certification to import or export by the FPA is based on registration and licensing policies. No importation of locally produced technical grade material and its corresponding finished products is allowed by the FPA. However, the manufacturer is required to submit proof that the price of the technical material locally produced is competitive with the world market price. Banned pesticides, if procured through importation, shall be transported back to the country of origin. This shall be certified by the Philippine consulate in the receiving country as proof that such products really arrived there.

In line with the FPA's vision to adopt the paperless and online system of processing certification for imports and exports, it is hereby enjoined that all pesticide importers and exporters are to adopt the NSW system effective December 11, 2023.

Commencing December 11, 2023, the FPA will exclusively receive applications through the National Single Window website and require the submission of necessary documents through designated Google Form links. In the interim, all importers and exporters are advised to adhere to the following guidelines:

I. For Certificate Authorizing Importation of Pesticides and Other Agricultural Chemicals (CAIP)

Only FPA-licensed handlers with corresponding FPA-approved product registration and/or EUP/or Letter of No Objection from the Product Registrant specifying that the product is intended for own use only (if Importer-End-User) can apply for CAIP issuance for the import of pesticides and other agricultural chemicals.

To begin the application process, applicants must first register with the NSW system, accessible via the Bureau of Customs - National Single Window website.

Upon successful registration with the NSW, applicants gain access to the platform's services streamlining the application procedures. Kindly be informed that the permissible units for quantity are limited to Kilograms and Liters, while the accepted unit value is restricted to US Dollars.

Following the online application submission via the NSW platform, applicants must submit all required documents as outlined in Table 1, through the following link:

<https://forms.gle/upuuBWNwcbCuMAf29>

Please note that applications lacking any of the required documents outlined in Table 1, will not progress further in the application process.

Table 1. Documentary requirements for CAIP.

Requirement*	Where to Secure	Required File Name Format
1. NSW application form	National Single Window	<YYYYMMDD> <space> <NSWCAIPForm> <space> <COMPANY NAME> e.g. 20230831 NSWCAIPForm AGRICORP
2. FPA Importer/Importer-End-user license /or proof of license application (if new applicant)	Applicant	<YYYYMMDD> <space> <License> <space> <COMPANY NAME> e.g. 20230831 License AGRICORP
3. Certificate of Product Registration (CPR) /or Experimental Use Permit (EUP) /or proof of product registration application (if new applicant) /or Letter of No Objection from the Product Registrant specifying that the product is intended for own use only (if Importer-End-User)	Applicant	<YYYYMMDD> <space> <CPR/EUP> <space> <COMPANY NAME> e.g. 20230831 CPR/EUP AGRICORP
4. Pro-forma Invoice	Applicant	<YYYYMMDD> <space> < Pro-forma Invoice <space> <COMPANY NAME> e.g. 20230831 Pro-forma Invoice AGRICORP
5. Bill of Lading (if applicable; not applicable for new importation)	Applicant	<YYYYMMDD> <space> < Bill of lading > <space> <COMPANY NAME> e.g. 20230831 Bill of lading AGRICORP
6. Duly accomplished CAIP Log or Template	https://tinyurl.com/yc5frjz5	<YYYYMMDD> <space> <CAIP Log> <space> <COMPANY NAME> e.g. 20230831 CAIP Log AGRICORP

*Note: All files should be in PDF Format except for CAIP Log or Template

The system will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA. The processing fee varies depending on the nature of the certification being requested/applied for as follows:

- | | | |
|----|------------------------------|------------|
| a. | General Use | ₱ 750.00 |
| b. | Red-Labeled & Restricted Use | ₱ 3,000.00 |

Once payment is completed and all required documents have been evaluated, the applicant can access an electronic copy of the CAIP. It is important to note the following:

1. For amendments to the issued CAIP, the applicant shall repeat the application steps.
2. Should any discrepancies or issues be identified in the application documents, a three-working day countdown will commence from the date when all requirements are fully met.

II. For Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals

Only FPA-licensed handlers with corresponding FPA-approved product registration can apply for the issuance of the certificate authorizing export of pesticides or other agricultural chemicals.

To begin the application process, applicants must first register with the NSW system, accessible via the Bureau of Customs - National Single Window website.

Upon successful registration with the NSW, applicants gain access to the platform's services streamlining the application procedures. Kindly be informed that the permissible units for quantity are limited to Kilograms and Liters, while the accepted unit value is restricted to US Dollars.

Following the online application submission via the NSW platform, applicants must submit all required documents as outlined in Table 2, through the following link: <https://forms.gle/7cNwjxRwq9jwKhbV8>

Please note that applications lacking any of the required documents outlined in Table 2, will not progress further in the application process



Table 2. Documentary requirements for Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals.

For Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals		
Requirement	Where to Secure	Required File Name Format
1. NSW Export Permit Application form	National Single Window	<YYYYMMDD><space><NSW Export Permit Form> <space> <COMPANY NAME> e.g. 20230831 NSW Export Permit Form AGRICORP
2. Photocopy of exporter's license	Applicant	<YYYYMMDD><space><License> <space> <COMPANY NAME> e.g. 20230831 License AGRICORP
3. Photocopy of Certificate of Product Registration (CPR) and/or Experimental Use Permit (EUP)	Applicant	<YYYYMMDD><space><CPR/EUP> <space> <COMPANY NAME> e.g. 20230831 CPR/EUP AGRICORP
4. Supply-Demand Analysis of the product(s) intended to be exported (This is to ensure that exportation is made only after satisfaction of local demand.)	Applicant	<YYYYMMDD> <space><Supply&Demand> <space> <COMPANY NAME> e.g. 20230831 Supply&Demand AGRICORP
5. Original copy of letter from the Ministry of Agriculture or any relevant Regulating Agency if the importing country to justify that the product to be exported is not banned nor restricted, thus is allowed to be exported.	The relevant Regulating Agency of the importing country	<YYYYMMDD> <space><Letter-Importing Country> <space> <COMPANY NAME> e.g. 20230831 Letter-Importing Country AGRICORP
6. Export Certificate Log	https://tinyurl.com/m39dxjez	<YYYYMMDD> <space>< Export Permit Log><space> <COMPANY NAME> e.g. 20230831 Export Permit Log AGRICORP)

*Note: All files should be in PDF Format except for Export Certificate Log

The system will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA. The corresponding fee for this process is ₱ 1,500.00.

Once payment is completed and all required documents have been evaluated, the applicant can access an electronic copy of the Certificate Authorizing Export of Pesticides and Other Agricultural Chemicals. It is important to note the following:

1. For amendments to the issued certifications, the applicant shall repeat the application steps.
2. Should any discrepancies or issues be identified in the application documents, a three-working day countdown will commence from the date when all requirements are fully met.

III. For Certificate Authorizing Importation of Inert Ingredients

Only FPA-licensed handlers with corresponding FPA-approved product registration can apply for the issuance of the certificate authorizing the importation of inert ingredients.

To begin the application process, applicants must first register with the NSW system, accessible via the Bureau of Customs - National Single Window website.

Upon successful registration with the NSW, applicants gain access to the platform's services streamlining the application procedures. Kindly be informed that the permissible units for quantity are limited to Kilograms and Liters, while the accepted unit value is restricted to US Dollars.

Following the online application submission via the NSW platform, applicants must submit all required documents as outlined in Table 3, through the following link: <https://forms.gle/qusLbxzuCb4RNbpw7>

Please note that applications lacking any of the required documents outlined in Table 3, will not progress further in the application process.



Table 3. Documentary requirements for Certificate Authorizing Importation of Inert Ingredients.

For Certificate Authorizing Importation of Inert Ingredients		
Requirement	Where to Secure	Required File Name Format
1. NSW Other Certifications Application form	National Single Window	<YYYYMMDD> <space>< NSW Other Certification Form <space> <COMPANY NAME> e.g. 20230831 NSW Other Certification Form AGRICORP
2. Request a letter for certification, indicating the use/purpose	Applicant	<YYYYMMDD><space><Request letter_Other Certification><space><COMPANY NAME> e.g. 20230831 Request letter_Other Certification AGRICORP
3. Material Safety Data Sheet (MSDS) of the product, if applicable	Applicant	<YYYYMMDD> <space><MSDS> <space> <COMPANY NAME> e.g. 20230831 MSDS AGRICORP
4. Copy of product label, if applicable	Applicant	<YYYYMMDD><space><Product Label> <space> <COMPANY NAME> e.g. 20230831 Letter-Importing Country AGRICORP
5. Other documents to support the requested certification <ul style="list-style-type: none"> • Proforma invoice • Importer's license • Certificate of product registration 	Applicant	<YYYYMMDD> <space><Other Documents> <space> <COMPANY NAME> e.g. 20230831 Other Documents AGRICORP

*Note: All files should be in PDF Format

The system will prompt the applicants for payment. The payment can be made either at the FPA Cashier's Office or through the applicable online payment methods prescribed by the FPA. The corresponding fee for this process is ₱ 350.00.

Once payment is completed and all required documents have been evaluated, the applicant can access an electronic copy of the Certificate Authorizing Importation of Inert Ingredients. It is important to note the following:

1. For amendments to the issued certifications, the applicant shall repeat the application steps.
2. Should any discrepancies or issues be identified in the application documents, a three-working day countdown will commence from the date when all requirements are fully met.

This Memorandum shall take effect on December 11, 2023, and shall supersede all other issuances inconsistent herewith.

For your guidance and strict compliance.


JULIETA B. LANSANGAN
Executive Director III

