

PROCESS FLOW – APPLICATION FOR RICE IMPORTATION

APPLICANT/IMPORTER

DTI

NFA

START

Submit Letter of Intent (LOI) to DTI-CPG together with all documentary requirements as stated in the NFA General Guidelines and prescribed by DTI.

1. Letter of Intent (Prescribed Format)
2. Application Form
3. Affidavit of Undertaking
4. Suppliers Pro-forma Invoice
5. 2017 Audited Financial Statement received stamped by BIR

Eligible applicants shall undertake their importation process.

Complete

No

Returns all documents and request applicants to submit lacking documents (5 working days).

Yes

Pre-screen/pre-evaluates the documents submitted by the applicants using the NFA checklist form for the Eligibility Check (3 working days).

Compliant

Yes

Endorse the qualified applicants to the GMOD-NFA central office for the releasing of license (2 working days).

No

Non-compliant applicants shall not be accepted by the DTI-CPG using a non-discretionary PASS or Fail Criteria. DTI-CPG will inform the applicants through a formal letter (1 working day).

Facilitates the import application subject to existing policy/guidelines and releasing of licenses.

A

Note: "A" is NFA's streamlined policy/ guidelines on Rice Importation is still subject for approval by the NFA Council