



**PAMBANSANG  
PANGASIWAAN  
SA PAGKAIN**

NATIONAL FOOD AUTHORITY

Philippine Sugar Center Bldg., North Ave., Diliman, Quezon City Tel. No. (02) 454-0254 Website www.nfa.gov.ph

**AMENDED MEMORANDUM CIRCULAR**

**No. AO- 2K10-01-001**

**Original Date: January 4, 2010**

**Date Amended: February 02, 2010**

**TO : ALL RICE-BASED FARMERS ORGANIZATIONS  
AND OTHER SECTORS (INDIVIDUALS AND ENTITIES)**

**FROM : THE NFA ADMINISTRATOR**

**SUBJECT : AMENDMENTS TO GENERAL GUIDELINES ON THE PARTICIPATION  
OF FARMERS' ORGANIZATIONS AND ALL OTHER SECTORS IN THE  
IMPORTATION OF THE COUNTRY SPECIFIC QUOTA OF 163,000  
MT OF RICE FOR YEAR 2010**

Pursuant to the powers granted to the National Food Authority (NFA) under Presidential Decree No. 4 as amended, to establish rules and regulations governing the importation of rice, this Amended Memorandum Circular is hereby issued amending Memorandum Circular No. 2K10-01-001 dated January 4, 2010 for the following provisions, to wit:

**B. ARRIVAL OF IMPORTATION**

4. X-X-X-X-X-X- **Import Entry Declaration (IED)** shall read as **Import Entry and Internal Revenue Declaration (IERD)**, X-X-X-X-X-X-.

**C. SPECIFIC GUIDELINES**

1. Importers must meet/submit/accomplish the following requirements subject, however, to changes, amendments or revisions as NFA, LBP and BOC may hereafter prescribed;

**National Food Authority (NFA)**

X-X-X-X-X-X-

**Land Bank of the Philippines (LBP)**

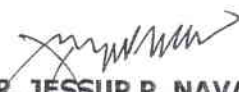
**As required by LBP, below is the list of additional documents required for importation transactions either using Letter of Credit (LC), Documents Against Acceptance (DA), Documents Against Payment (DP) and Open Account (OA) under BOC's PASS 5:**

- ❖ Presentation of the original and submission of certified true copy of the certificate of the updated DTI Registration for Single Proprietorship, SEC for Corporation/Partnership and CDA for FOs authenticated by the authorized LBP Officer
- ❖ Presentation of the original and submission of certified true copy of the Articles of Incorporation for Corporation/Partnership or Cooperation for FOs and By-Laws authenticated by the authorized LBP Officer.

- ❖ Original copy of the Board Resolution or Notarized Secretary's Certificate stating therein the authorized signatory in the opening of LC or use of other financial instruments, such as DA, DP or OA with LANDBANK for the rice importation program of the government for 2010.
- ❖ Original and photocopy of Duly Accomplished PASS 5 Enrollment Form duly authenticated by LBP Depository Branch Manager.
- ❖ Certificate of Registration with the BOC) System indicating the Customs Control Number (CCN) to be secured directly by the importer from BOC.
- ❖ Authority to Debit Account (ADA) for the payment of duties.
- ❖ Manager's check or ADA covering the payment for bank charges, whichever is applicable .
- ❖ Notarized Board Resolution/Secretary's Certificate authorizing enrollment in PASS 5.
- ❖ Original copy of pro-forma invoice signed by the supplier and duly accepted by the buyer. *It should indicate the DA/DP/AO mode of payment for the importation, complete description of rice to be imported, FOB price per metric ton (should be at least equal to the benchmark price provided by NFA) port of discharge, validity offer, etc.*
- ❖ Letter of Intent (LOI) that the entity will be importing via DA, DP or OA (*Form Provided - **Form No. 08***).
- ❖ Filled-up form of record of goods imported (RGI) and duly accepted/signed Bank Draft for DA and OA only (Form Provided - **Form No. 09A and 09B**).
- ❖ Accomplished TOD-CCU signature card of the authorized signatory and/or authorized representative (*for importation purposes*) duly authenticated by the LBP authorized officer. (*Form provided - **Form No. 1***) *Authorized signatory should present at least two (2) valid Ids.*
- ❖ Submission of pertinent information on the importation to NFA and BOC, ten (10) days before the arrival of rice shipment or to use load port and disport surveyors (*Form Provided - **Form Nos. 05-A & 05-B***).
- ❖ Registration as importer with Customs Intelligence Investigation Service (CIIS), as required by BOC, or Affidavit of First and Last Importation for the year (*Form Provided - **Form No. 06***), whichever is applicable.
- ❖ Letter of Application for Rice Importation (*Equal Allocation or First Come, First Served Allocation*) (*Form Provided- **Form No. 07***).

The amendments shall take effect immediately.

**APPROVED :**

  
**ENGR. JESSUP P. NAVARRO**  
 Administrator