

- Exporter files application/submits for export license at the NFA field office where their business operates.
- Submits all requirements

Exporter submits letter request to NFA indicating therein the commodity to be exported, volume, consignee and purpose of exportation. Updated NFA license to export and Commercial Invoice are attached to the request.

GMOD-FOD evaluates request and other documentary requirements for exports

Requirements Complete?

YES

NO

GMOD-FOD prepares the export/transport permit for approval of the Administrator

Exporter should submit lacking documents

Administrator approves the Export Permit

GMOD-FOD advises the exporter of the approved Export Permit for pick-up/issuance

GMOD issues the export/transport permit valid for 120 calendar days from the date of issuance.