



## CITIZEN'S CHARTER NO. WRD-01. Processing of CITES Permit Applications for the Export/ Re-export of Wildlife, including by-products and derivatives

This procedure intends to define the controls needed to ensure that the process in the issuance of export, re-export and import permits for CITES listed species are being carried out as mandated under Republic Act 9147 (Wildlife Resources Conservation and Protection Act) and pursuant with the Philippine commitment to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

CITES Export Permit - Permit authorizing an individual to bring, send or transport wildlife listed under the CITES Appendices, including its by-products and derivatives, from the Philippines to other countries.

<b>Office or Division:</b>	Wildlife Resources Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction</b>	G2C - Government to Citizen G2B – Government to Business	
<b>Who may avail:</b>	All applicants (Filipino citizen and Foreigner)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>EXPORT</b>		
1. Duly accomplished application form (1 original)	BMB-WRD Office/BMB website	
2. Any document showing supporting legal possession/acquisition of wildlife		
• Official Receipt / Sales Invoice (original)	Legal wildlife breeder	
• Deed of Donation	Donor	
• Certificate of Wildlife Registration (CWR) /Wildlife Farm Permit (WFP)	Regional Office/Permit Holder	
• Affidavit	Notary Public	
3. Wildlife Inspection Report	Regional/PENR/CENR Office	
4. Phytosanitary Permit (for wild plants)	Bureau of Plant Industry (after issuance of CITES Export Permit)	
5. Veterinary Certificate (for wild animals)	Bureau of Animal Industry (after issuance of CITES Export Permit)	



6. Local Transport Permit (where applicable)			Regional Office (for NCR)/PENR Office		
7. Breeding/production Reports validated by the Regional Office			Regional Office		
<b>Additional requirements for Commercial Purposes (EXPORT)</b>					
8. Bank Export Declaration (for commercial purposes)			Department of Trade and Industry (DTI)		
<b>RE-EXPORT</b>					
1. Duly accomplished application Forms (1 original)			BMB-WRD Office/BMB website		
2. CITES Import Permit or any document showing supporting legal possession/acquisition of wildlife			CITES Import Permit (BMB)		
<ul style="list-style-type: none"> <li>• Official Receipt / Sales Invoice (original?)</li> </ul>			Legal wildlife breeder		
<ul style="list-style-type: none"> <li>• Deed of Donation</li> </ul>			Donor		
<ul style="list-style-type: none"> <li>• Certificate of Wildlife Registration (CWR) /Wildlife Farm Permit (WFP)</li> </ul>			Regional Office/Permit Holder		
<ul style="list-style-type: none"> <li>• Affidavit</li> </ul>			Notary Public		
3. Wildlife Inspection Report			Regional/PENR/CENR Office		
4. Phytosanitary Permit (for wild plants)			Bureau of Plant Industry (after issuance of CITES Re-export Permit)		
5. Veterinary Certificate (for wild animals)			Bureau of Animal Industry (after issuance of CITES Re-export Permit)		
6. Local Transport Permit (where applicable)			PENR Office		
7. Breeding/production Reports validated by the Regional Office			Regional Office		
<b>Additional requirements for Commercial Purposes (RE-EXPORT)</b>					
8. Bank Export Declaration (for commercial purposes)			Department of Trade and Industry (DTI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE	
1. Submit accomplished Application Form to the BMB Records Management Unit Office with complete	1a. Receives, records and forwards accomplished Application Form with supporting documents to Wildlife Regulation Section (For walk-in applications)	None	10 mins	Records Management Unit/Section staff	



supporting documents	1b. Receives, records and forwards to the Office of the Director for instruction (For applications endorsed by Regional Office)		30 mins	
	1c. Office of the Director release the application to WRD thru the Office of the Assistant Director		4 hrs	
	2. Evaluates application and supporting documents	None	3 hrs	Wildlife Regulation Section (WRS) technical staff
	3. Prepares Order of Payment	None	15 mins	WRS technical staff
2. Receives Order of Payment and Pays the Required Fees	4. Receives Order of Payment and Issues Official Receipt	<p><b><u>Permit Fee (Commercial)</u></b>  <b><i>Fauna: 3% of export value</i></b></p> <p><b><i>Flora: P300.00 for 1<sup>st</sup> 50pcs; P2.00/pc for additional piece</i></b></p> <p><b><u>Permit Fee (Non-Commercial)</u></b>  <b><i>P250.00 for 1-2 pairs of pet, plants not exceeding 12 pcs</i></b></p>	20 mins	Cashier staff



		<b><i>Inspection Fee</i></b> <b><i>Commercial: P300.00</i></b> Non-Commercial: <b>P150.00</b>		
3. Presents Original copy of the Official Receipt	5. Receives Original copy of the Official Receipt and records application	None	10 mins	WRS staff
	6. Drafts CITES Export/Re-Export Permit and forwards permit to Chief, WRS	None	3 hrs	WRS technical staff
	7. Chief, WRS reviews, initials and endorses permit to Chief, WRD	None	1.5 days	Chief, WRS
	8. Chief, WRD reviews, initials and endorses permit to Assistant Director's (AD) Office	None		Chief, Wildlife Resources Division (WRD)
	9. Assistant Director reviews, initials, and forwards permit to the Director's Office	None		Assistant Director
	10. Director approves/signs permit and forwards signed permit to RMU	None		Director
	11. RMU affixes permit number, CITES and agency seals, and dates of issuance and validity	None	25 mins	Records Management Unit/Section staff



4. Applicant receives the approved CITES Export/Re-export Permit	12. RMU releases permit to the applicant	None	5 mins	Records Management Unit/Section staff
<b>TOTAL:</b>		Pls see Fees above	3 days	

*This service is under the following laws:*

- *Republic Act No. 9147 or the Wildlife Resources Conservation and Protection Act and its IRR*
- *Convention on International Trade in Endangered Species of Wild Fauna and Flora*

*Notes:*

- *For applications endorsed by the Regional Offices, the applications are forwarded to the Director's Office, AD's Office, Chief, WRD then Chief, WRS for instruction.*
- *For CITES Appendix I species, CMA Philippines will request for a CITES Import Permit from the Importing country before the issuance of CITES Export Permit.*
- *For further requirements needed, processing time stops upon execution of action and resumes upon receipt of requested document/s.*