

**CITIZEN'S CHARTER NO. WRD-02-B. Processing of CITES Permit Applications for the Export/Re-export of Wildlife, including by-products and derivatives** (\*\*Requiring further inspection by BMB and/or CITES Scientific Authority/ies and/or technical experts)

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

CITES Export Permit refers to a 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. On the other hand, CITES Re-Export Permit refers to a permit authorizing an individual to bring out of the country a previously imported wildlife. Both CITES permits have the validity period of 1-6 months. The procedure requires further inspection by the BMB and/or CITES Scientific Authorities and/or experts.

<b>Office or Division:</b>	Wildlife Resources Division (WRD)/Units under Office of the Assistant Director and Director
<b>Classification:</b>	Complex
<b>Type of Transaction</b>	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	All applicants (Filipino citizen and Foreigner)
<b>CHECKLIST OF REQUIREMENTS</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)	DENR Regional Office/Permit Holder
• Affidavit	Notary Public
• Applicable Cutting Permits and Transport Permits such as Tree Cutting Permit, Special Private Land Timber Permit, Certificate of Timber Origin, Certificate of Tree Plantation Ownership, Certificate of Transshipment, Certificate of Verification (for wood, wood product and derivatives)	DENR Regional/PENR/CENR Office
3. Wildlife Inspection Report (endorsed to BMB within 5 days upon receipt of permit application by concerned DENR Regional Office)	DENR Regional/PENR/CENR Office

4. Local Transport Permit (where applicable)			Regional Office (for NCR)/PENR Office	
5. Breeding/production Reports validated by the Regional Office			DENR-Regional Office	
RE-EXPORT				
1. Duly accomplished application Forms (1 original)			BMB-WRD Office/BMB website	
2. CITES Import Permit or equivalent import permit/document and any document as proof of legal possession/acquisition of wildlife, as applicable			CITES Import Permit (BMB)	
3. Wildlife Inspection Report			DENR Regional/PENR/CENR Office	
4. Local Transport Permit (where applicable)			DENR PENR Office/DENR NCR	
7. Breeding/production Reports validated by the Regional Office			DENR Regional Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished Application Form to the BMB Records Management Unit (RMU) Office with complete supporting documents	1a. Receives, records and forwards accomplished Application Form with supporting documents to the Wildlife Resources Division (For walk-in applications)	None	1 hour	Staff, Records Management Unit/Section
	1b. Receives, records and forwards to the Director Wildlife Resources Division (applications endorsed by Regional Office and received			

	through WRD email)			
	2 Release the application to WRD	None	10 mins	Staff, Records Management Unit/Section
	3 Release the application to the Wildlife Regulation Section	None	5 mins	Staff, WRD
	4 Assigns Action Officer	None	5 mins	Chief, WRS
	5 Evaluates application and supporting documents*.	None	4 hrs  For further requirements needed, processing time stops and resumes upon receipt of the requested document/s.	Technical staff, Wildlife Regulation Section (WRS)
	6 As applicable, reviews and evaluates additional document/s submitted by the applicant.	None	3 hours	Technical staff, WRS
	7 Further inspection by BMB and/or CITES Scientific Authority/ies and/or technical experts	None	4 days	Technical staff, WRS

	8 Prepares Order of Payment	None	25 mins	Technical staff, WRS
	9 Signs Order of Payment	None		BMB Accountant or staff, Accounting Unit
2. Receives Order of Payment and Pays the Required Fees	10Receives Order of Payment and Issues Official Receipt. Online payment may be done through the Landbank Link.BizPortal	<p><b><u>Permit Fee (Commercial)</u></b></p> <p><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><i>Flora: Wood Products and Derivatives: 3% of export value**</i></b></p> <p><b><u>Permit Fee (Non-Commercial)</u></b></p> <p><b><i>P250.00 for 1-2 pairs of pet, plants not exceeding 12 pcs</i></b></p> <p><b><u>Inspection Fee</u></b></p> <p><b><i>Commercial: P300.00</i></b></p>	20 mins	Staff, Cashier Unit

		Non-Commercial: <b>P150.00</b>		
3. Presents Original copy of the Official Receipt	11 Receives an original copy of the Official Receipt and records application	None	15 mins	Staff, WRS
	12 Drafts CITES Export/Re- Export Permit and forwards permit to Chief, WRS	None	2 hrs	Technical staff, WRS
	13 Chief, WRS reviews, initials and endorses permit to Chief, WRD	None	1.5 days	Section Chief, WRS
	14 Chief, WRD reviews, initials, and endorses permit to Assistant Director's (AD) Office	None		Division Chief, WRD
	15 Assistant Director reviews, initials, and forwards permit to the Director's Office	None		Assistant Director
	16 Director approves/sign s permit and forwards	None		Director

	signed permit to RMU			
	17 WRD affixes permit number, CITES and agency seals, and dates of issuance and validity	None	30 mins	Staff, Wildlife Resources Division
4. Applicant receives the approved CITES Export/Re-export Permit. Applicant's representative should present an authorization letter and ID.	18 WRD releases permit to the applicant	None	10 mins	Staff, Wildlife Resources Division
<b>TOTAL:</b>			<b>7 working days</b>	
		Pls see fees above	<i>Note: Additional 3 hours, if requires submission of additional document/s; processing time will resume upon receipt of the additional required documents from applicant or concerned CMA or DENR Regional Office, as the case may be.</i>	

*\*For CITES Appendix I species, BMB as CMA Philippines will request for a CITES Import Permit from the Importing country before the issuance of CITES Export Permit.*

*\*\*Pursuant to Section 21 of Republic Act 9147 and Joint "DENR-DA-PCSD Administrative Order No. 01 Series of 2004.*

*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*

*Note: The prescribed processing time is applicable for 1 permit application only and assumed that the concerned evaluator/processor has no other intervening official task/s.*

*For CITES-listed butterfly, permit application should be submitted through the Electronic CITES permitting system ([www.ecitesph.com](http://www.ecitesph.com)) per CITES Notification to the Parties No. 2025/008 dated January 17, 2025.*