

## **CITIZEN'S CHARTER NO. WRD-03. Processing of CITES Permit Application for the Export of Butterfly through the Electronic Permit System**

This procedure intends to define the controls needed to ensure that the process in the evaluation and issuance of export permit for CITES-listed species through the **electronic permit system** 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. 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. The CITES Export permit for the export of CITES listed butterflies has a validity period of 1 month.

<b>Office or Division:</b>	Wildlife Resources Division (WRD)/Units under Office of the Assistant Director and Director			
<b>Classification:</b>	Simple			
<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) – <i>Only for Province of Marinduque only</i>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>EXPORT</b>				
1. Any document showing supporting legal possession/acquisition of wildlife				
• Official Receipt/Sales Invoice (original)			Legal wildlife breeder	
• Wildlife Farm Permit (WFP)			DENR Regional Office/Permit Holder	
2. Wildlife Inspection Report (endorsed to BMB within 5 days upon receipt of permit application by concerned DENR Regional Office)			DENR Regional/PENR/CENR Office	
3. Local Transport Permit (where applicable)			PENR Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit application through	1 Assigns Action Officer	None	15 mins	Chief, WRS

( <a href="http://www.ecitesph.com">www.ecitesph.com</a> ) with complete supporting documents				
	<p>2 Evaluates application and supporting documents</p> <p>Prepares Order of Payment and endorses the application</p>	None	<p>1 hour and 30 mins</p> <p>For further requirements/clarification needed, processing time stops and resumes upon receipt of the requested document/s.</p>	Technical staff, WRS
2. Receives the Order of Payment, pays the required fees through Landbank Link.BizPortal, and upload proof of payment	3 Checks and confirms payment	<p><b><u>Permit Fee (Commercial)</u></b>  <b><i>Fauna: 3% of export value</i></b></p> <p><b><u>Inspection Fee Commercial:</u></b>  <b><i>P300.00</i></b></p>	15 mins	Staff, Cashier Unit
	4 Chief, WRS reviews and endorses permit to Chief, WRD	None	1 day	Section Chief, WRS
	5 Chief, WRD reviews and endorses permit to	None		Division Chief, WRD

	Director's Office			
4. Applicant downloads and prints the system generated e-CITES Export Permit	6 Director approves/signs permit	None		Director
<b>TOTAL:</b>		Pls see fees above	<b>1 working day and 2 hours</b>	

*This service is under the following laws:*

- *Republic Act No. 9147 or the Wildlife Resources Conservation and Protection Act and its IRR*
- *Republic Act R.A. No. 8792 or the Electronic Commerce Act of 2000*
- *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 and endorsing and approving official have no other intervening official task/s.*