



Bureau of Plant Industry
Plant Product Safety Services Division
Accreditation and Inspection Section
(02) 8524-0708; dabpicoldstorage@gmail.com
APPLICATION FOR COLD STORAGE
WAREHOUSES (CSWs)

Document No.: BPI-QMS-PPSSD-F25

Effectivity Date: January 15, 2024

Revision No.: 2

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1. Date of Application _____

2. Type of Application

New
Renewal

3. Tax Identification No. (TIN) _____

4. Company Name, address, telephone / fax number (including area code) _____

5. Warehouse Location _____

6. Name of Applicant, mailing address, telephone / fax number (including area code) _____

7. No. of days/month operational _____ 8. No. of shift/day _____ 9. No. of hours/shift _____

10. Type of Business: Micro Medium
 Small Large

11. Product Stored (at the time of application)

	Local	Volume (MT)	Imported	Volume (MT)
1. Meat and Meat Products	<input type="checkbox"/>	___	<input type="checkbox"/>	___
2. Fruits/Vegetables and products	<input type="checkbox"/>	___	<input type="checkbox"/>	___
3. Eggs/Milk and products	<input type="checkbox"/>	___	<input type="checkbox"/>	___
4. Fish and Fish Products	<input type="checkbox"/>	___	<input type="checkbox"/>	___

12. Percentage Capacity

	Local	%	Imported	%
a. Meat and Meat Products	<input type="checkbox"/>	___	<input type="checkbox"/>	___
b. Fruits/Vegetables and products	<input type="checkbox"/>	___	<input type="checkbox"/>	___
c. Eggs/Milk and products	<input type="checkbox"/>	___	<input type="checkbox"/>	___
d. Fish and Fish Products	<input type="checkbox"/>	___	<input type="checkbox"/>	___

13. Destination of Stored Products (name of establishment and complete address)

Wet Markets _____
Hotels/Restaurants _____
Processors _____
Meat/Fish Shop _____
Supermarket _____
Resale _____
Others (please specify) _____

13. Storage Capacity

	Volume (cubic meter)	Capacity (MT)
Chiller (0-4 °C)	_____	_____
Freezer Storage (-18 to -22°C)	_____	_____
Others (please specify)	_____	_____

14. Signature of Applicant/Date Signed

(Signature over Printed Name)

(Position/Designation)

***Important: Applications for renewal must be submitted sixty (60) days prior to the expiry date of certification, otherwise, the application shall be treated on a "first come, first serve" basis.**

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ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES) S.S.
 _____)

BEFORE ME, a Notary Public for and in the above jurisdiction, this day of _____, 20____, personally appeared
 Mr./Ms. _____ of _____
 (Name of Company Representative) (Name of Company)

Affiant exhibiting to me his/her _____ bearing
 (Type of Identification i.e. Passport, Driver's License, SSS)

No. _____ issued on _____, 20____ and
 expiring on _____, 20____.

Known to me and by me known to be the same person who executed the foregoing application for accreditation consisting of one (1) page where this acknowledgement is hereto attached.

WITNESS MY HAND AND NOTARIAL SEAL on the date and at the place first above written.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

AUTHORIZED REPRESENTATIVES	CONTACT NUMBERS



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INSTRUCTIONS IN THE ACCOMPLISHMENT OF APPLICATION FORM

- a. Properly fill in all blanks with accurate information. Application forms with incomplete information shall **not** be accepted by the Food Safety Regulatory Agency concerned.
- b. Documentary requirements specified below should be attached with the Application form. Likewise, applications with incomplete documentary requirements shall **not** be accepted and immediately return to the applicant for compliance.

GENERAL REQUIREMENTS:

1. Duly accomplished notarized form with attached 2x2 colored picture in white background of the Owner/Authorized representatives/ Designated Food Safety Compliance Officer (FSCO) applying for the issuance of LTOs;
2. Internal Control System (ICS) and Food Safety Plan to include Traceability and Recall Program (not applicable for transport facilities);
3. Certificate of Attendance of FBO representative and designated food safety compliance officer on applicable training/ seminar on quality standards and codes practices conducted by any of the following: ATI, BPI, DA, RFO, SUCs, or BPI officially accredited training service provider;
4. Designated FSCO/FSCOs;
5. Documentary Requirements:
 - a. Business Permit – City/Municipal Government;
 - b. Sanitary Permit;
 - c. Certificate of Water Potability – DOH + NWRB/LGU Health Office;
 - d. Photocopy of Business Registration – DTI/SEC;
 - e. Permit to Operate (Air Pollution Source/Control Installations, Exemption Certificate) – DENR/LLDA;

**Provided that, in case the cold storage facility is also engaged in the processing of agricultural and fisheries products, a Waste Water Discharge Permit shall also be required.*
6. Rated Capacity;
7. List of clientele (with specific products) - current & for the last two (2) years, where applicable;
8. Copy of LTO issued by other regulatory agencies related to the company's bulk commodities, e.g. NMIS for meat, BFAR for fish;
9. Copy of the Official Receipt (OR) of licensing fee paid to the concerned Regulatory Office (RO).

FOR NEW APPLICATIONS:

1. Floor Plan/Layout showing all storage rooms and other facilities for specific products;
2. Recent photographs of the inner and outer portions of the CSW;
3. Environment Compliance Certificate/Certificate of Non-Coverage – DENR.

FOR RENEWAL OF LICENSE:

1. Photographs of additional facilities/improvements, if any;
2. Copy of license issued by DA-CSWCT or Bureau of Plant Industry;
3. Copy of BIR-Company Tin.

Note:

The list of requirements are based on the approved **DA AC No. 1 series of 2021**, "Mandatory Accreditation of Cold Storage Warehouses (CSWs) For Agricultural and Fishery Products" and **BPI AC No. 1 series of 2021**, "Requirements on the Licensing and Registration of Food Business Operators (FBOs) Engaged in the Primary Production, Minimal Processing, Storage, Transport and Distribution of Plant Food".