

GUIDELINES FOR APPLICATION OF A LICENCE TO IMPORT, MANUFACTURE, PROCESS AND SALE OF ANIMAL FEED IN SINGAPORE

All import, manufacture, process and sale of animal feed, including pet food, in Singapore requires a licence issued by AVA. In order for AVA to consider your application for a licence to import, manufacture, process and sale of animal feed, including pet food, you are to formally write in to AVA to request for the licence to be issued to you and you are to furnish AVA with a detailed set of technical dossier.

Please submit the documents to **Dr Joanna Khoo, Licensing Division, Agri Establishment Regulation Department, 75, Pasir Panjang Road, Singapore 118507.**

DOCUMENTS TO BE SUBMITTED TO AVA

The following documents must be submitted to AVA for our consideration to issue the Licence to import, manufacture, process and sale of animal feed and pet food:

- (a) A formal request to AVA, stating the location of the premises
- (b) A copy of your Company Business Profile registered with ACRA whereby the applicant is one of the listed managing directors
- (c) A letter from Singapore Customs indicating the Unique Entity Number (UEN) of the company
- (d) An approval from the landlord, e.g. URA, HDB, JTC, for the use of the premises for this purpose
- (e) An approval letter from the relevant authorities, e.g. NEA, for the appropriate disposal of waste
- (f) A detailed layout/plan of the production area including the storage and processing areas, refrigerator, chiller, cooker, etc for the storage, process and manufacture of raw ingredients and the finished animal feed, stating the following: *
 - i. Type and capacity of mixer
 - ii. Monthly production capacity
 - iii. Storage capacity
 - iv. Finished product sampling regime, if any
- (g) The complete list of ingredients to be used in the manufacturing of the animal feed
- (h) The country of origin/source of each ingredient
- (i) The process flow-chart of the manufacturing process of each finished product
- (j) A copy of the management/operation protocol incorporating the SOP for staff training, cleaning, records keeping, operational workflow, pest management and targeted market of the finished product
- (k) A copy of the product label in English with the following information:
 - i. Name and Address of the manufacture
 - ii. List of ingredients used in the animal feed
 - iii. The date of manufacture and expiry date

- iv. The species of animal for which the animal feed is intended
- v. Its guaranteed analysis in complete and balanced diet (must meet internationally recommended nutritional standards)

* The refrigerator, chiller, cooker, etc are solely used for the purpose of manufacturing and storing of animal feed only and cannot be used for processing of food for human consumption.

IN-PRINCIPLE APPROVAL BY AVA

An in-principle approval by AVA may be given to you to proceed with the construction and preparation of the premises for operation. Depending on the location of the premises, AVA may require a Risk Assessment (RA) to be conducted for assurance that neighboring industrial activities pose no risk of contamination during the manufacturing and processing of the animal feed. Prior to the issuance of the licence, an inspection of the premises by AVA is required, and if deemed necessary, AVA may require you to conduct a mock run of the entire manufacturing and processing procedures in our presence.

AFTER APPROVAL HAS BEEN GIVEN

The applicant is required to open a GIRO account with AVA for the payment of permit fee. Permit fee for Import or Transhipment of pet food is \$22 per consignment. Should you require further information, please contact:

	<u>Tel No.</u>	<u>Fax No.</u>
Chan Yoke Weng	63257834	62276305
Lai Tzi Yuan	63257567	

Import & Export Regulation Division
Quarantine & Inspection Department
Agri-Food & Veterinary Authority (AVA)
5 Maxwell Rd, #02-03 Tower Block MND Complex
Singapore 069110
Tel: 6227 0670

TRADENET DECLARATION

When making a TradeNet Declaration, importers are required to submit the original health certificate, invoices, packing list, manufacturer's declaration, bill of lading/AWB and other documents before TradeNet approval will be granted.

Importers are to ensure that the correct HS Code and Product Codes are used when making a TradeNet declaration.