

# **Terms & Conditions of Accredited Ornamental Fish Exporter Scheme**

**(PLEASE READ THE TERMS AND CONDITIONS CAREFULLY BEFORE PROCEEDING WITH THE APPLICATION)**

## **1 NEW APPLICATION**

- 1.1 The company applying for membership of the Accredited Ornamental Fish Exporter Scheme (hereinafter termed “Scheme”) must be licensed under the Import or Export of Ornamental Fish Licence (hereinafter termed “Licence”) issued by the Agri-Food and Veterinary Authority (hereinafter termed “Authority”). Membership is awarded to the company only for the premises involved in the fish quarantine and packing (hereinafter termed “Premises”) as indicated in the application form. The premises can be a complex, a whole building, a certain floor of building or an area that is solely dedicated to the packing of ornamental fish.
- 1.2 The application is considered a new application when the company, which is to be registered as member of the Scheme, has not previously been a member of the Scheme administered by the Authority, or has had its membership in the Scheme revoked by the Authority, or has had its membership lapsed for a period of more than 6 months.
- 1.3 The Company must have operated the Premises continuously at the said address for at least the past three months before it is eligible for membership in the Scheme.
- 1.4 Application for membership must be made on the official application form (Annex B). A floor plan of the premises referred to in the Licence must accompany the form. The layout of the floor plan must comply with the guidelines as set out in Section 6.
- 1.5 By applying for membership into the Scheme, the company agrees to abide by all the terms and conditions of the Accredited Ornamental Fish Exporter Scheme.
- 1.6 Upon receipt of the application, officers of the Authority must be permitted to inspect and monitor the Premises referred to in the application. The officers must be permitted to test the water quality, inspect and sample the fish stocks, and check the records of fish sales maintained by the Company.

- 1.7 The applicant shall bear the cost arising from the analysis of samples due to the application.
- 1.8 The applicant must certify that there is no significant fish disease outbreak in the fish stocks kept in the packing premises one month preceding the date of application.
- 1.9 Applicants will be notified of the results of application and the membership fee (hereinafter termed the "Fee") of **One Thousand and Fifty Dollars (inclusive of GST)** will be deducted through GIRO from successful applicant's bank account registered with the Authority. This Fee is subject to review by the Authority on an annual basis.
- 1.10 Company should inform the Authority in writing if it wishes to withdraw the application.
- 1.11 The Authority has the discretion to accept or reject an application and may terminate the Company's membership in the Scheme.

## **2 RENEWAL OF MEMBERSHIP**

- 2.1 Renewal of membership can be made only by members of the Scheme.
- 2.2 Members wishing to remain in the Scheme must renew membership annually by applying in the official renewal form (Annex C). A revised floor plan of the premises referred to in the Licence must accompany the form if there are any changes from the previous floor plan. Details to be shown in the floor plan are described in Section 6.
- 2.3 The renewal form, when completed, must reach the Authority at least **one month** before the expiry date of membership.
- 2.4 The member will be notified of the results of his application. Upon approval of the renewal application, the Fee of **One Thousand and Fifty Dollars (\$1050.00)** will be deducted through GIRO from the member's bank account registered with the Authority. This Fee is subject to review by the Authority on an annual basis.
- 2.5 The membership would be considered to have lapsed should the applicant fail to pay the membership fee within two weeks of the date of notification for whatever reason(s).
- 2.6 Company should inform the Authority in writing if it wishes to withdraw from the membership.

### **3 MEMBERSHIP**

- 3.1 A company which is successful in its application, either new or renewal, will be awarded a certificate stating that the said company has complied with the requirements of the Scheme and is admitted as a member of the Scheme. The certificate (hereinafter termed "Certificate") is valid for the duration stated on it.
- 3.2 The membership number will be stated on the certificate, and members are permitted to quote this number in their trade transactions only while they are still members of the Scheme. The company or representative(s) of the company shall not use this number when they cease to be a member.
- 3.3 Membership is on an annual basis, commencing on the beginning of the month of approval of membership.
- 3.4 Members of the Scheme would need to renew membership prior to the expiry of the current membership if they wish to remain as members of the Scheme. Details of application for renewal are given in Section 2.
- 3.5 Members must inform the Authority of any revisions to the floor plan submitted, and a revised floor plan to be submitted accordingly.
- 3.6 Members must observe and comply with the Terms and Conditions of the Scheme from the date on which the membership commences. Failure to comply with any part of the Terms and Conditions may result in suspension or termination of membership.
- 3.7 The Authority reserves the right to freely circulate the list of members or any other circulars pertaining to the Scheme as it deems fit.

### **4 CONDITIONS FOR MEMBERSHIP**

- 4.1 Members of the Scheme must ensure that their Premises are solely dedicated for ornamental fish quarantine and packing, and the area within should be adequate for the quarantine, holding and packing activities of the Company.
- 4.2 Retail sale activities of ornamental fish, if any, must **not** be conducted within the Premises.
- 4.3 Members must ensure that their packing premises are kept clean at all times.

- 4.4 Members must ensure that their Premises are supplied with potable water that is drawn from tap(s) located within the Premises. All packing water used in fish packing, except seawater, must be potable water.
- 4.5 Members must ensure that records of sales of ornamental fish packed from their Premises be maintained at all times. Such records must show the names and addresses of suppliers and purchasers of the fish, numbers and species of fish sold, and date of the sales transaction. Any additional records required to trace the source of disease outbreaks must also be kept.
- 4.6 Members must ensure that the fish packed for export in the Premises are clinically free of any external sign of disease.
- 4.7 Members must facilitate officers from the Authority in their routine sampling and checking of the conditions of the premises, water and fish stocks.
- 4.8 Members who intend to export ornamental fish to countries which require specific import conditions must observe and comply with the additional requirements for quarantine, water quality and disease-free status of the consignment. Failure to comply with the conditions may involve suspension or termination of membership.

## **5 INSPECTION OF PACKING PREMISES AND COLLECTION OF SAMPLES**

- 5.1 Officers of the Authority will inspect the packing premises of members regularly (hereinafter termed "Routine Inspections"), and reserve the right to sample any of the water and/or fish stocks within the premises for fish health monitoring purpose. Members must assist the officers during sampling.
- 5.2 For members who are exporting to countries where special requirements on fish and water quality of accredited premises are needed, officers of the Authority will collect additional water and fish samples for these tests. All costs arising from these samples shall be borne by the members.
- 5.3 Results of Routine Inspection will be taken into consideration for the application of Fish Health Certificates for outgoing ornamental fish consignment by members. The Authority reserves the right to conduct any other inspection(s) of the consignment or the packing premises if it so deems fit.

## 6 LAYOUT OF THE FLOORPLAN

6.1 The detailed FLOOR PLAN(S) of the packing premises\* must be submitted together with the application

(\*Packing premises are defined as area used for packing fish consignments, and includes the following areas: area for holding and quarantining of incoming fish; packing area for fish consignments; storage area for storing packed consignments and packing boxes; and general area for office, toilet(s), and purpose use.)

6.2 The following must be clearly indicated in the FLOOR PLAN:

6.2.1 Dimensions of the packing premise;

6.2.2 Area for quarantining and holding fish (label as 'Q'); Indicate:

- i) No. of tanks
- ii) Size of tanks
- iii) Type of tanks

6.2.3 Area for packing fish (label as 'P');

6.2.4 Area for storage of packing water (label as 'W');

6.2.5 Water drainage system (label as 'D');

6.2.6 Potable water source, namely taps (label as 'TP');

6.2.7 Area for storage of packing materials (label as 'S');

6.2.8 All entrances and exits (label as 'E');

6.2.9 Footbaths (label as 'F');

6.2.10 Toilets, if any (label as 'T');

6.2.11 Office area, if any (label as 'O')

6.3 The fish packing premises should NOT include areas for any other activities, such as retail activity. Where these areas exist, the FLOOR PLAN must show that the fish packing premises are separated from these other areas by physical partition.

6.4 For further clarifications on matters related to the FLOOR PLAN, please contact Mr Poh Yew Kwang or Mr Lester Lee, Ornamental Fish, Import & Export Regulation Division, Quarantine & Inspection Department, Sembawang Research Station, Tel No: 6751 9802/804, Fax: 6759 5042

## **7 CODE OF PRACTICE**

- 7.1 Further guidelines on the management of incoming and outgoing fish, routine care of fish held in the premises and packing of fish for export and maintenance of packing premises are given in Annex A.
- 7.2 It is important for exporters to follow the code of practice as poor management of the fish and premises would lead to poor fish quality.

**CODE OF PRACTICE  
FOR ACCREDITED ORNAMENTAL FISH EXPORTERS IN SINGAPORE**

**1. Unpacking imported fish**

- 1.1 Fish should be unpacked promptly upon arrival and the operation should be supervised by trained or experienced staff.
- 1.2 Fish should be unpacked in dim/red light conditions and should not be exposed to strong sunlight or artificial light.
- 1.3 Fish should be acclimated to the physical and chemical conditions of water, especially pH, temperature and free ammonia, in the holding facility.
- 1.4 Imported fish should be separated from previously held stocks and conditioned for a minimum of 48 hours. The tanks used for holding these fish should be clearly labeled.

**2. Routine care of fish**

- 2.1 Fish should not be subjected to rapid fluctuation in light, heat or chemical composition of water, other than for the controlled treatment of disease or as part of a controlled breeding programme.
- 2.2 All aquaria should be clearly labeled and sited so that visual inspections are easily carried out and that interference by unauthorised personnel are minimised.
- 2.3 Aquaria should be checked daily and cleaned as often as is necessary to maintain good hygiene standards. Particular attention should be paid to removal of uneaten food and mortality.
- 2.4 Fish should be stocked in tanks at appropriate density so as to minimise crowding stress to the fish.
- 2.5 Food should be given on a regular basis and at appropriate feeding rate. Food used for feeding would be kept under hygienic conditions and if possible cleaned thoroughly before feeding. Good hygiene in the area should be maintained.
- 2.6 All reasonable precautions should be taken to prevent the outbreak and spread of disease. These should include regular disinfection of nets, tanks and equipment and the use of individual net for each tank. Sick fish should be isolated from the healthy ones and should not be exported. Records of disease outbreaks, treatments and mortality should be maintained.

- 2.7 Fish showing signs of distress, injury or disease should be treated accordingly. Drugs such as anaesthetics, antibiotics and other controlled medicine should only be used when necessary, and its usage should be supervised by trained and experienced staff and in accordance with good husbandry practice. Prescription drugs shall only be used in accordance with the prescription.
- 2.8 The filtration system, whether internal or external, should be maintained in an efficient manner. The performance of the filter should be checked regularly, especially with regard to pH and free ammonia in the water.
- 2.9 The quality of the tank water where fish are held should be assessed regularly and managed so as to meet the optimal standards as follows:

Freshwater Fish

Dissolved Oxygen	-min	6.0 mg/litre*
Free Ammonia	-max	0.05 mg/litre
Nitrite	-max	0.2 mg/litre
Nitrate	-max	50.0 mg/litre
pH	-range	5.5 to 8.0

Marine Fish

Dissolved Oxygen	-min	5.5 mg/litre*
Free Ammonia	-max	0.02 mg/litre
Nitrite	-max	0.125 mg/litre
Nitrate	-max	40.0 mg/litre
pH	-range	7.5 to 8.5

\*(1 mg/litre = 1 part per million or 1 ppm)

- 2.10 Less experienced staff should be encouraged to consult a senior member of staff whenever they are uncertain about any procedures.
- 2.11 Members should ensure that records of fish bought and sold be maintained for at least 3 months. If possible, the records should be in the form of a database, so as to enable tracing of the fish when necessary. It should include:
- a) Date of transaction (purchase and sale)
  - b) Common or scientific name
  - c) Number of fish purchased/sold
  - d) Name and address of supplier/buyer
  - e) Tank label/number

### **3. Maintenance of packing premises**

- 3.1 Members should ensure that the packing premises are dedicated to the packing of ornamental fish. The various areas shown in the floor plan of the packing premises should be used as designated. Members shall inform the Authority of any revisions to the floor plan submitted, and a revised floor plan shall be submitted accordingly.
- 3.2 For new packing premises, all entrances to the areas designated for conditioning of incoming fish should have foot-baths for disinfectant. The concentration of the disinfectant should be checked regularly to ensure that it is effective for disinfection purpose. For existing packing premises where setting up of foot-baths is not possible, all entrances should have a disinfectant mat each.
- 3.3 Members should ensure that their packing premises are kept clean at all times, in particular with respect to smoking, cooking and keeping of pets like birds, dogs and cats.
- 3.4 Members should ensure that their Premises are supplied with potable water that is drawn from tap(s) located within the Premises.

### **4. Packing of fish for export**

- 4.1. Members should ensure that the fish packed for export are clinically free of any external sign of disease. Before packing, fish should be carefully examined, and unhealthy or poor quality fish rejected.
- 4.2. All the fish for export should be conditioned and prophylactically treated whenever possible.
- 4.3. Members should ensure that their consignments are packed in a manner that would ensure good survival of the fish up to at least 95% for the anticipated journey time.
- 4.4. Only potable water shall be used for packing of freshwater fish.
- 4.5. Chemicals, such as coarse salt, buffers, vaccines, sedatives, ion exchange materials and antibiotics should only be used when necessary and in accordance with good husbandry practice.
- 4.6. Only new materials should be used for packing.
- 4.7. Fish and plant should be packed in separate boxes under separate packing list to avoid delay in custom clearance in the importing country.
- 4.8. Any bags of chemicals included in the fish consignment should be declared in the packing list.

- 4.9. Members should make all reasonable efforts to expedite the clearance of the consignment and transport to its destination.
- 4.10. Members shall apply for the relevant fish health certificates as required by the competent authority of the importing countries.
- 4.11. For export of CITES listed fish species, members shall ensure that the appropriate import and export permits are obtained from the authority and these documents accompany the shipment.
- 4.12. Members should deal promptly with complaints from importers/buyers and provide quality service at all times.

## **5. Health and Safety at Work**

- 5.1 Members should maintain a safe working environment in the packing premises.
- 5.2 There must not be any smoking in the Packing Premises.
- 5.3 Particular attention should be paid on the following:
  - a) Handling of hazardous and venomous species
  - b) Handling of fish infected by Zoonotic disease (eg. Salmonella and fish TB)
  - c) The use and disposal of chemicals.



**APPLICATION FOR MEMBERSHIP IN  
ACCREDITED ORNAMENTAL FISH EXPORTER SCHEME  
(FOR NEW APPLICATION)**

This form may take you 5 minutes to fill in.

You will need the following information to fill in the form:

- Licence No. of licence to import or export ornamental fish
- Licensee NRIC No.
- Company name and contact numbers

To: Director-General, Agri-Food and Veterinary Services  
(Attn: Ornamental Fish)  
Agri-Food and Veterinary Authority  
Sembawang Research Station, Lorong Chencharu  
Singapore 769194 (TEL: 67519804; FAX: 67595042)

I, \_\_\_\_\_ (NRIC No. \_\_\_\_\_), the  
operator of the ornamental fish packing premises at

\_\_\_\_\_ Tel. No. \_\_\_\_\_ wish to apply for my company \_\_\_\_\_  
\_\_\_\_\_, which is licensed under the Import or  
Export of Ornamental Fish Licence, Licence No. \_\_\_\_\_, to be a member of the  
Accredited Ornamental Fish Exporter Scheme administered by the Agri-Food and Veterinary  
Authority. A copy of the floor plan of the above-mentioned packing premises is appended.

2 My company is exporting ornamental fish to the following country(ies) which require  
specific import conditions and/or health certificate attachments:

- |                          |                              |                          |                              |                          |                              |
|--------------------------|------------------------------|--------------------------|------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <b>AUSTRALIA</b>             | <input type="checkbox"/> | <b>EUROPEAN UNION</b>        | <input type="checkbox"/> | <b>JAPAN</b>                 |
| <input type="checkbox"/> | <b>KOREA</b>                 | <input type="checkbox"/> | <b>UK</b>                    | <input type="checkbox"/> | <b>US</b>                    |
| <input type="checkbox"/> | <b>OTHERS</b> (Please state) | <input type="checkbox"/> | <b>OTHERS</b> (Please state) | <input type="checkbox"/> | <b>OTHERS</b> (Please state) |

\* *Please tick the appropriate box(es).*

3 I agree to observe and be bound by the terms and conditions as laid down for  
membership in the Accredited Ornamental Fish Exporter Scheme.

4 I certify that there is no significant fish disease outbreak in the fish stocks kept in the  
packing premises one month preceding the date of this application.

5 I agree to pay the membership fee of \$ 1050.00 (inclusive 7% GST), which is for a period  
of one year, thereupon, I would need to apply for renewal of membership should I so wish.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Company's Stamp, if any:

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Signature of Officer: \_\_\_\_\_



**APPLICATION FOR MEMBERSHIP RENEWAL IN ACCREDITED ORNAMENTAL FISH EXPORTER SCHEME (FOR RENEWAL APPLICATION)**

- This form may take you 5 minutes to fill in.  
 You will need the following information to fill in the form:
- Licence No. of licence to import or export ornamental fish
  - Licensee NRIC No.
  - Company name and contact numbers
  - Membership No.

To: Director-General, Agri-Food and Veterinary Services  
(Attn: Ornamental Fish)  
Agri-Food and Veterinary Authority  
Sembawang Research Station, Lorong Chencharu  
Singapore 769194 (TEL: 67519804; FAX: 67595042)

I, \_\_\_\_\_(NRIC No. \_\_\_\_\_), the operator of the ornamental fish packing premises at \_\_\_\_\_

Tel. No. \_\_\_\_\_ wish to apply for renewal of membership for my company \_\_\_\_\_, which is licensed under the Import or Export of Ornamental Fish Licence, Licence No. \_\_\_\_\_, in the Accredited Ornamental Fish Exporter Scheme administered by the Agri-Food and Veterinary Authority. My current membership number is AVA/AOFES/ expiring on \_\_\_\_\_. A copy of the revised floor plan (if applicable) of the above-mentioned packing premises is appended.

2 My company is exporting ornamental fish to the following country(ies) which require specific import conditions and/or health certificate attachments:

- |                          |                              |                          |                              |                          |                              |
|--------------------------|------------------------------|--------------------------|------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <b>AUSTRALIA</b>             | <input type="checkbox"/> | <b>EUROPEAN UNION</b>        | <input type="checkbox"/> | <b>JAPAN</b>                 |
| <input type="checkbox"/> | <b>KOREA</b>                 | <input type="checkbox"/> | <b>UK</b>                    | <input type="checkbox"/> | <b>US</b>                    |
| <input type="checkbox"/> | <b>OTHERS</b> (Please state) | <input type="checkbox"/> | <b>OTHERS</b> (Please state) | <input type="checkbox"/> | <b>OTHERS</b> (Please state) |

\* Please tick the appropriate box(es).

3 Change in floor plan's layout YES / NO

4 I agree to observe and be bound by the terms and conditions as laid down for membership in the Accredited Ornamental Fish Exporter Scheme.

5 I agree to pay the membership fee of \$ 1050.00 (inclusive 7% GST), which is for a period of one year, thereupon, I would need to apply for renewal of membership should I so wish.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Company's Stamp, if any:

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Signature of Officer: \_\_\_\_\_