



**APPLICATION FOR A LICENCE TO MANUFACTURE AND
 PROCESS ANIMAL FEED**

FEEDING STUFFS ACT (CHAPTER 105)

Please provide type-written information or information written in legible block letters. If there is insufficient space, extra information can be attached to the back of the application.

SECTION 1 - PARTICULARS OF APPLICANT:	
Name of Applicant in full (Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input 2"="" style="background-color: #cccccc;" type="checkbox/>)</td> <td>NRIC / FIN/ Passport No.:
_____</td> </tr> <tr> <td>Address (if different from address of company/ business)</td> <td>Office no: _____
Mobile no: _____
Email: _____</td> </tr> <tr> <td>Designation in Company/Business :</td> <td></td> </tr> <tr> <th colspan="/> CONTACT PERSON OTHER THAN APPLICANT:	
Name of Contact Person in full (Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input 2"="" style="background-color: #cccccc;" type="checkbox/>)</td> <td>Office no: _____
Mobile no: _____</td> </tr> <tr> <td>Address (if different from address of company/ business)</td> <td>Email: _____</td> </tr> <tr> <td>Designation in Company/Business :</td> <td></td> </tr> <tr> <th colspan="/> SECTION 2 - PARTICULARS OF PREMISES:	
Name of Company/Business:	*ACRA Registration No: _____ *Please provide a Business profile printout from the Accounting and Corporate Regulatory Authority (ACRA)
Address of Company/Business:	Tel no: _____ Fax no: _____ Email : _____
SECTION 3 – APPROVALS FROM OTHER RELEVANT AUTHORITIES (IF APPLICABLE)	
Please provide approval from the landlord, eg. URA, HDB, JTC, for the use of the premises for this purpose.	

SECTION 4 – TYPE OF ANIMAL FEEDS/ PREMIX/ ADDITIVES MANUFACTURED BY COMPANY**1. Type:** Feed Premix Additive Other: _____

Product Name:

Species intended for:

Targeted Market:

Product Ingredients:

Country of Origin/ Source of Ingredients:

2. Type: Feed Premix Additive Other: _____

Product Name:

Species intended for:

Targeted Market:

Product Ingredients:

Country of Origin/ Source of Ingredients:

3. Type: Feed Premix Additive Other: _____

Product Name:

Species intended for:

Targeted Market:

Product Ingredients:

Country of Origin/ Source of Ingredients:

4. Type: Feed Premix Additive Other: _____

Product Name:

Species intended for:

Targeted Market:

Product Ingredients:

Country of Origin/ Source of Ingredients:

SECTION 5 – PRODUCTION DETAILS

Type and capacity of mixer: _____

Monthly production capacity: _____

Storage capacity: _____

Finished product sampling regime, if any:

SECTION 6 – DETAILED LAYOUT/PLAN OF THE PRODUCTION AREA

Please provide 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.

SECTION 7 – PRODUCTION FLOW CHART OF MANUFACTURING PROCESS

Please provide a production flow chart of animal feeds/premix/additives manufacturing process.

SECTION 8 – PRODUCT LABELLING

Please provide a copy of the product label in English with the following information:

- i) Name and address of the manufacturer
- ii) List of ingredients used in the animal feed
- iii) The date of manufacture and expiry date
- iv) Its guaranteed analysis in complete and balanced diet (must meet internationally recommended nutritional standards)

SECTION 9 – STANDARD OPERATING PROCEDURES (SOPs)

Please provide a copy of the management/operation protocol incorporating the SOPs for:

- i) Staff training
- ii) Cleaning
- iii) Record keeping
- iv) Operational workflow
- v) Pest management

SECTION 10 – DECLARATION

- (1) I, the above applicant, declare that all information given in this application is correct and true. I shall inform AVA in writing of any change in the above-mentioned information within 30 days of the change;
- (2) In the event of my application being approved, I shall abide by the Feeding Stuffs Act (Charter 105) thereunder.
- (3) The fee for application and licence is non-refundable if the application is not approved.

Signature of Applicant

Date

Company Stamp

Applications for licence can be submitted to:

Agri-Food and Veterinary Authority
52 Jurong Gateway Road
#09-01, Singapore 608550
Attn: Darren Kong Yip Seng
Email: kong_yip_seng@ava.gov.sg
DID: 6805 2520

Payment of licence fees can be made online/ *GIRO or by Nets at our office.

** Upon approval of GIRO application*



Checklist for required documents:

Please ensure that all the required items are checked before submitting the application form. The checklist is to be submitted together with the application form and all other relevant documents.

S/No	Item	Check	Remarks
1	Application form duly completed and signed	<input type="checkbox"/>	
2	A copy of the latest business profile printout from the Accounting and Corporate Regulatory Authority (ACRA)	<input type="checkbox"/>	
3	Approvals from other relevant authorities (if applicable for use of premises and waste disposal). (a) URA (b) HDB / JTC (c) NEA	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4	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.	<input type="checkbox"/>	
5	Production flow chart of animal feeds/premix/ additives manufacturing process	<input type="checkbox"/>	
6	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) Its guaranteed analysis in complete and balanced diet (must meet internationally recommended nutritional standards)	<input type="checkbox"/>	
7	A copy of the management/operation protocol incorporating the SOPs for: i) Staff training ii) Cleaning iii) Record keeping iv) Operational workflow v) Pest management	<input type="checkbox"/>	