



FCD 019.1  
12 Nov 2002

**Circular**

Tel: 63258581

All Food Traders/Food Importers/Declaring Agents

Dear Sirs

**REGISTRATION TO IMPORT PROCESSED FOOD PRODUCTS & FOODWARES**

This is to inform you that from 15<sup>th</sup> Nov 02 to 28<sup>th</sup> Feb 03, the Food Control Division (FCD) of Food & Veterinary Administration, Agri-Food & Veterinary Authority (AVA) will conduct a Registration Exercise to register all importers of processed food products including foodwares (*excluding importers of meat & fish products & fresh fruits and vegetables*).

2 The main objective of the Registration Exercise is to enhance the import control system of the processed food so as to ensure a resilient supply of safe food. The Registration Exercise will capture the profile of importers and the food products imported by them.

3 From 1 April 2003, any person who imports processed food without registration will be deemed to have committed an offence under the Sale of Food Act and the Food (Import) Regulations and will not be allowed to declare their imports in the TradeNet. This includes the declaring agents who import food products on behalf of individuals.

4 Upon Registration, applicant will be given a Registration Number and the importer will be required to use this Registration Number in their TradeNet declaration for import permits.

5 To facilitate the Registration of the processed food importers, FCD will require all processed food importers to submit their application with effect from 15 Nov 2002. The existing importers are advised to submit their application to FCD for registration latest by 28 Feb 2003.

6 Please complete the attached Application Form & the GIRO Form and mail or fax it to Fax No. 6324 4563. Alternatively, you may wish to download the Registration Form from AVA's website at [www.ava.gov.sg](http://www.ava.gov.sg) and email the completed form to email address at [AVA\\_Reg\\_Importers@ava.gov.sg](mailto:AVA_Reg_Importers@ava.gov.sg). Attached is also an Explanatory Note to guide you in filling the Application Form. Please remember to submit copies of all relevant documents for verification.

7 If you have any enquiries or require further information, please contact Mr. Ong Swee Seng at Tel: 6325 0788 or Mr. Wan Yeng Phui at Tel: 6325 0789 or call the duty officer at 6325 0783.

8 We look forward to your co-operation in this Registration Exercise. Thank you.

Yours faithfully

TAN HENG PIU  
FOOD CONTROL DIVISION  
FOOD & VETERINARY ADMINISTRATION  
for DIRECTOR-GENERAL  
AGRI-FOOD & VETERINARY SERVICES



**FOR OFFICIAL  
USE**

Business Profile:		DDA Form:		TDB Form:		Medisave Shortfall:	Y / N
-------------------	--	-----------	--	-----------	--	---------------------	-------

TAPS linked on:		GIRO linked on:		Tradenet linked on:	
TAPS linked by:		GIRO linked by:		Tradenet linked by:	

Invoice No:												Value Date:		Success / Fail
-------------	--	--	--	--	--	--	--	--	--	--	--	-------------	--	----------------

Registration No:												Date of Issue:		Date of Expiry:	
------------------	--	--	--	--	--	--	--	--	--	--	--	----------------	--	-----------------	--

## EXPLANATORY NOTES

### **A : Notes on Application For Registration :**

Traders who import processed food products including foodwares are required to be registered by the Food Control Division (FCD) of Agri-Food & Veterinary Authority (AVA).

Processed food products refer to all food products except meat products and fish products, fresh fruits and fresh vegetables.

Any person who is registered under the Business Registration Act or is incorporated under the Companies Act is eligible to apply for this Registration. Applicant can either come personally or authorize in writing, a representative from his company or submit their application through mail or fax. Please submit your application to:

**Food Control Division  
Food & Veterinary Administration  
Agri-food & Veterinary Authority  
5 Maxwell Road, #18-00 Tower Block, MND Complex  
Singapore 069110  
Fax Numbers : 6324 4563**

Please also submit copies of the following documents for verification :

- Applicant's IC / Passport / Employment Pass;
- A copy of the "Instant Information Profile" printout from the Registry of Companies and Businesses;
- The completed Application Form For Inter-bank GIRO; and
- A copy of the International Enterprise Singapore's allocation letter of your company's CR No.

### **FEES**

The Registration is FREE. No fee is imposed.

Applicants are, however, required to open a GIRO account with AVA. This is necessary to facilitate the payment of import permit fee for the import of processed food products through the TradeNet system. The permit fees will be deducted through Inter-Bank GIRO. Please therefore complete the GIRO Form attached and send it back to us together with the Application Form.

### **B: Notes on Importation :**

#### **IMPORT**

An import permit issued by the AVA is required for every consignment of processed food products imported. Traders may apply for the import permits by declaring their imports through the TradeNet system. The system will then route the declaration to FCD for processing. Upon approval, the import permit for the consignment is incorporated in the Cargo Clearance Permit printed at the trader's terminal.

Registered importers shall declare their Registration Numbers, the respective AHTN Codes and Product Codes when applying for import permits through the TradeNet system. Otherwise their applications will be rejected by the system. A list of AHTN Codes together with the product codes is available at website: [www.ava.gov.sg/JAVASCRIPT/m7-option11.html](http://www.ava.gov.sg/JAVASCRIPT/m7-option11.html).

From 1<sup>st</sup> April 2003, any company or any person who imports processed food did not declare the Registration Number, AHTN Codes and Product Codes or declare it wrongly will have their permit applications rejected.

If the registered food importer is inactive during a calendar year, the company will be deregistered and not allowed to import processed food unless the importer re-apply to register the company again.

### **SUPPORTING DOCUMENTS REQUIRED**

Supporting documents such as health certificates, laboratory analytical reports may be required to be submitted to FCD for specific food products for processing before the approval of imports are permitted. When submitting the documents, please state The Unique Reference No (Cargo Clearance Permit Number) of the declaration & the FCD Registration Number on the top right hand corner of the top right hand corner of all documents submitted

### **INSPECTION**

All imported processed food products may be subjected to inspection. Samples may be taken for laboratory analysis. In the certain cases of food items, special approval message will be posted on the import permits to require traders to contact FCD at Tel: 6325 0783 to arrange for inspection.

### **STATUTORY REQUIREMENT**

All imports of processed food products shall also comply with prevailing requirements as laid down under the Sale of Food Act and its Regulations.

### **FEES**

The permit fee payable for the import of processed food products will be deducted through the trader's GIRO's account. You will be notified of the permit fee in due course.

### **ENQUIRY/CONTACT PERSONS**

If you have any enquiry , please call the persons listed in the Table.

<b>S/No.</b>	<b>Name Of Officers</b>	<b>Telephone No.</b>	<b>Enquiries On</b>
1	TradeNet Officer	63250783	Import permit application, food product codes & general import procedures, Registration Enquiry
2	Mohd Yusof Karim	63250785	Registration Enquiry
3	Lim Tiong Peng	63258496	Registration Enquiry
4	Wan Yeng Phui	63250789	Registration Enquiry, Soy & oyster sauces
5	Tan Bee Buan	63258367	Registration Enquiry. Preserved fruits
6	Ahmad Rahman	63258369	Registraion Enquiry, Irradiated food, Eastern Europe food products & dairy products
7	Lim Soon Seng	63251229	Preserved vegetables
8	Ng Meng Hua	63250787	Beancurd products & porcelain food wares
9	Kang Thye Chin	63250787	Mineral water
10	Krishnanmurthi G	63250786	Flour, starches, traditional kuih/cakes
11	Loke Wan Keong	63258370	Ground nuts and nuts products
12	Teo Lim Sot	63258368	Brandy & whisky; coconut milk

