



Agri-food & Veterinary Authority of Singapore

5 Maxwell Road #18-00 Tower Block MND Complex Singapore 069110
Fax: (65) 6221 2194

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 15th Nov 02 to 28th 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 and email the completed form to email address at 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



5 Maxwell Road #18-00 Tower Block
MND Complex Singapore 069110
Fax: (65) 6324 4563
Agri-food & Veterinary Authority of Singapore

APPLICATION FORM

REGISTRATION TO IMPORT PROCESSED FOOD PRODUCTS (EXCLUDING MEAT PRODUCTS AND FISH PRODUCTS, FRESH FRUITS AND FRESH VEGETABLES)

Please read the attached explanatory notes before completing the application form.

| | | | | | | | | | | | | | | | | |
|--|--|------------|--|---------------|---|--------------|--|-----|--|---|--|--|--|--|--|--|
| Name of Applicant: Mr / Mrs / Miss / Mdm / Dr* | | | | | | | | | | | | | | | | |
| NRIC / Passport No / Employment Pass No.* | | | | | | Nationality: | | | | | | | | | | |
| Name of Company: | | | | | | | | | | | | | | | | |
| Appointment of Applicant: | | | | | | | | | | | | | | | | |
| Business Registration No: | | TDB CR No: | | | | | | | | | | | | | | |
| Business Address: | | | | | | | | | | Postal Code | | | | | | |
| Postal Address: | | | | | | | | | | Postal Code | | | | | | |
| Tel No. (O) | | | | Fax No. | | | | HP: | | | | | | | | |
| Pager | | | | Email Address | | | | | | | | | | | | |
| Please tick the appropriate boxes for the products that you are importing | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Infant/BabyFood (ZG) | | | | | <input type="checkbox"/> Dairy Products (DZ) | | | | | <input type="checkbox"/> Confectionery/Bakery Products (ZE) | | | | | | |
| <input type="checkbox"/> Cereals (ZC) | | | | | <input type="checkbox"/> Nuts & Seeds (ZN) | | | | | <input type="checkbox"/> Edible Fats & Oils (ZO) | | | | | | |
| <input type="checkbox"/> Spices/Condiments (ZD) | | | | | <input type="checkbox"/> Pasta & Noodles (ZP) | | | | | <input type="checkbox"/> Sauces (ZS) | | <input type="checkbox"/> Cookware/Kitchenware (ZZ) | | | | |
| <input type="checkbox"/> Ingredients (including grains & flour, cocoa, sugar, food additives, honey) (ZR) | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Processed Vegetables & Products (including pickles, vegetarian food) (Z1) | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Processed Fruits & Products (including preserved fruits & jam) (Z2) | | | | | | | | | | | | | | | | |
| *Others (please indicate) : _____ | | | | | | | | | | | | | | | | |
| * You may wish to refer to the listing of product codes for processed food at website: www.ava.gov.sg/JAVASCRIPT/m7-option11.html | | | | | | | | | | | | | | | | |

I declare that the particulars given above are true.

Date

Applicant's Name & Signature

Company's Stamp

* Delete whichever is not applicable

**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.

From 1st 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.

| S/No. | Name Of Officers | Telephone No. | Enquiries On |
|--------------|-------------------------|----------------------|---|
| 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 |



APPLICATION FORM FOR INTERBANK GIRO

PART 1 : FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓)

✓ Date : _____

Name of Billing Organisation ("BO") :
Agri-food and Veterinary Authority

✓ To: Name of Bank : _____

✓ Billing Organisation's Customer's Name : _____

✓ Branch & Address: _____

✓ Billing Organisation's Customer's Reference Number :

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

- (a) I/We hereby instruct you to process the BO's instructions to debit my/ our account.
 (b) You are entitled to reject the BO's debit instruction if my/ our account does not have sufficient funds and charge me/ us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
 (c) This authorisation will remain in force until terminated by your written notice sent to my/ our address last known to you or upon receipt of my/ our written revocation through the BO.

✓ My/ Our Bank Account Name(s) : _____

✓ My/ Our Contact (Tel/ Fax) Number(s): _____

✓ My/ Our Bank Account Number :

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

✓ My/ Our Company Stamp/ Signature(s)/ Thumbprint(s)*: _____

(As in Bank's records)

PART 2 : FOR BILLING ORGANISATION'S COMPLETION

| Bank | Branch | AVA's Bank Account No. |
|------|-------------|------------------------|
| 7 | 1 7 1 0 0 1 | 0 0 1 0 7 2 1 0 0 3 |

| Billing Organisation's Customer's Reference Number : |
|--|
| |

| Bank | Branch | Customer's Bank Account No. |
|------|--------|-----------------------------|
| | | |

PART 3 : FOR BANK'S COMPLETION

To: Financial Controller, AVA, 5 Maxwell Road, #03-00, Tower Block, MND Complex, Singapore 069110

This Application is hereby **REJECTED** (please tick ✓) for the following reasons:

- ☐ Signature/ Thumbprint# differs from Bank's records
☐ Signature/ Thumbprint# incomplete/ unclear#
☐ Account operated by signature/ thumbprint#

- ☐ Wrong account number
☐ Amendments not countersigned by customer
☐ Others : _____

Name of Approving Officer

Authorised Signature

Date

* For thumbprints, please go to the branch with your identification.

Please delete where inapplicable