

Report and Recommendations

The Potential for Charging Fees for Services Provided by the General Organization for Export and Import Control

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Contents

Executive Summary	iii
Introduction	1
Potential New and Improved GOEIC Services	5
A One-Stop E-Platform for Trade Procedures, Regulations, and Declarations	5
Online Services Offered by Singapore’s TradeNet®	7
Online Services Offered by usda’S Food Safety and Inspection Service	8
Online and Other Services Offered by the usda’s Animal and Plant Health Inspection Service	9
Export Library – An Example of a New Service GOEIC Could Provide Exporters	11
Pre-Clearance Programs - An Example of a New Service GOEIC Could Provide Exporters	12
Trade Directories - An Example of a New Service GOEIC Could Provide the International and Egyptian Trading Community	12
HACCP Auditing and Seal of Safety- An Example of a New Service GOEIC Could Provide Food Exporters	13
Use of the Dekheila Training Center - An Example of New Services GOEIC Could Provide the Egyptian Trading Community	14
Services That Accredited Laboratories Could Offer the Trading Community	15
Addendum: Improving Current Services	16
Estimates of Fees that Could Be Charged for GOEIC Services	18
Singapore TradeNet® User Fees for Selected Services	18
Fees charged by APHIS	18
Animal and Plant Health Inspection Service Veterinary Services Import/Export User Fees	20

Egyptian Trade Directories	28
HACCP Auditing and Seal of Safety	28
Training Services	29
Services of Accredited Laboratories	29
Estimated Overall Revenues from Fees for the Proposed Services	32
Summary and Recommendations	35
APPENDIX A	37
APPENDIX B	46
APPENDIX C	177
APPENDIX D	221

ILLUSTRATIONS

Tables

APHIS User Fees for Animals and Animal Products Services	19
User Fees for Individual Animals and Certain Birds Quarantined in APHIS Animal Import Centers (9CFR 130.2)	20
User Fees for Exclusive Use of Space at APHIS Animal Import Centers (9CFR 130.3)	21
User Fees for Processing Import Permit Applications (9CFR 130.4)	21
User Fees for Inspection of Live Animals at Land Border Ports Along the United States-Mexico Border (9CFR 130.6)	22
User Fees for Import or Entry Services for Live Animals at Land Border Ports Along the United States-Canada Border (9cfr 130.7)	22
User Fees for Other Services (9CFR 130.8)	23
User Fees for Pet Birds Quarantined at Aphis-Owned or Supervised Quarantine Facilities (9cfr 130.10)	24
User Fees for Inspecting and Approving Import/Export Facilities and Establishments (9cfr 130.11)	25
User Fees for Endorsing Export Certificates (9CFR 130.20)	26
Hourly and Premium Rate User Fees (9CFR 130.30)	27
Sample Fees for Analytical Chemistry Tests	31
Sample Fees for Microbiological Analyses Tests	32

Executive Summary

The Assistance for Trade Reform (ATR) project has been working with GOEIC to help it become a more effective, customer service-oriented organization. The ATR team has proposed several new initiatives to enable GOEIC to provide more effective support to the trading community, and to play a more positive role in trade development. Two of these initiatives are the formation of a new Trade Services Center (TSC) to help GOEIC adapt to the demands of a more liberal trade environment and play a more effective trade facilitation role and the development of a Training Center in Dekheila (DTC) to ensure that the staff of GOEIC are trained to perform their functions efficiently and effectively.

Funding GOEIC as a whole, as well as these new units places a significant burden on the Ministry. Senior officials have proposed that GOEIC might be able to charge fees for some GOEIC services, in particular those new services to be offered by the TSC and DTC. If GOEIC could retain these fees to cover the cost of operations, this might alleviate some funding constraints. However, this would only be the case if the fees are sufficient to cover the cost to GOEIC of providing each of the proposed services.

The new Trade Services Center, if properly staffed and supervised with the full support of the GOEIC Chairman and his senior staff, should become the focal point for the establishment of a closer working relationship with the Egyptian private sector trading community. As such it would serve as a “customer services” unit to professionally interact with its customers, primarily the private sector trading community (and perhaps consumers in general at a later stage). In addition, through the development of new online services, as suggested in this report and other reports, the TSC unit could also serve as GOEIC’s “face to the world.”

As part of its role as GOEIC’s customer service center, the TSC should play a key role in identifying and administering services that could be provided to the trading community for a fee. Suggestions in this report for services that could yield fees include

- Web-Based Services
- Trade Directory

- Export Library
- Export Certifications for Foreign Market Requirements
- HACCP Services
- Accredited Laboratory Services
- Selected Training Courses

The new TSC should form an advisory group representing an extensive cross section of the import and export community to thoroughly discuss potential reforms to existing procedures, as well as new and improved services that could better facilitate and expand trade. An integral part of this public-private initiative would be the identification of new and improved services that the Egyptian private sector importers and exporters would be willing to pay for. By working together with the private sector, GOEIC would ensure that the services that it offers are the services that the trading community needs.

It needs to be noted here that some of the suggested new services would be performed within existing GOEIC units, not a newly established TSC. It is envisioned that the TSC could take the lead in at least three of the suggested new services, namely the online services, the trade directory, and the export library. Export certificates, HACCP services, and accredited laboratory services would be provided by existing GOEIC staff but could be marketed through the TSC.

The Dekheila Training Center would provide training services to the trading community. Once appropriate GOEIC and DTC staff are qualified and competent to provide training services, consideration should be given to surveying the market demand for selected fee-based technical training that could be offered to the Egyptian private import and export trade. Examples of training needs of the Alexandria private sector importers and exporters could include

- Foreign language skills for businessmen
- Computer and Internet training for businessmen
- Training in HACCP principles, procedures, and implementation
- Training in meeting the product requirements of foreign markets

Courses offered should be demand-driven and researched together with the Egyptian private sector import and export trading community in Alexandria. GOEIC's proposed fees for such training could also be researched among the local trading community, as well as with local training service providers.

In cooperation with other Ministry of Foreign Trade departments (such as Trade Agreements Sector (TAS), the Foreign Trade Policy Sector (FTPS) and the Egyptian Commercial Service (ECS), the DTC could offer an expanded curriculum of foreign trade subjects to the private sector, including such topics as

- Foreign market requirements for selected Egyptian export products
- World production and consumption of selected Egyptian export products
- Impact of trade agreements on foreign trade
- How to get started in developing export markets
- Export business plans and export marketing

These topics will be drafted in close cooperation with other related sectors of the Ministry.

It is conservatively estimated that GOEIC could generate revenues of at least LE 2 million to LE 4 million over the short- to medium-term if the new activities suggested in this report are professionally and efficiently offered to the Egyptian private sector import and export business community. In addition, the Egyptian private sector import and export business community might be willing to pay higher fees for existing services if the services were less time consuming and without unnecessary bureaucratic red tape.

One justification for being able to retain the fees charged for these services is that the provision of these services is costly to GOEIC. By retaining the fees received, GOEIC could cover the cost of providing the services and have additional funds for other activities. However, GOEIC should be ready to show that it has appropriate financial controls in place to ensure that any revenues collected will be used in the manner permitted by law.

In addition, the GOEIC needs to meet with some sort of advisory group or selection of trade and business associations representing the trading community to determine which new and improved services would facilitate and expand their trade. This public-private initiative would also need to cover the new and improved services the Egyptian private sector importers and exporters would be willing to pay for.

Introduction

Since the General Organization for Export and Import Control (GOEIC) was established in 1971, the business environment in Egypt has undergone considerable change. Policies and regulations that were designed to protect local industries have gradually given way to efforts to promote exports and establish a more liberal and open trade regime. GOEIC's leadership has recognized the need to review the organization's role in a more liberalized trade regime, as well as the manner in which it should carry out its mandated functions.

The Assistance for Trade Reform (ATR) project has been working with GOEIC to help it become a more effective, customer service-oriented organization. The ATR team has supported several new initiatives through which GOEIC is seeking to provide more effective support to the trading community, and to play a more positive role in trade development. One of these initiatives is the formation of a new Trade Services Center (TSC) to help GOEIC adapt to the demands of a more liberal trade environment, and play a more effective trade facilitation role. Another new initiative is the development of a Training Center in Dekheila (DTC).

Senior GOEIC officials have proposed charging a fee for some TSC and GOEIC business services, and GOEIC would retain these fees to cover the cost of operations. The fees would need to be sufficient to cover the cost to GOEIC of providing each of the proposed services.

To address the fee for services issue, ATR engaged the services of a business development consultant to study the issues and to make recommendations to GOEIC, ATR, and USAID on which services GOEIC in general, and the Trade Services and Dekheila Training Center in particular, might offer on a fee basis. The consultant should determine the local competition and the potential market for each service.

The expected results of the consultancy were

- A study of the services for which local businesses would be willing to pay a fee.

- An examination into which of these services are already being provided in the market, whether as a free governmental service, or for a fee offered by private industry or business associations.
- Recommendations on whether such an undertaking would be viable.

The expected deliverables for the consultancy were:

- A listing of the services that GOEIC could provide, and recommendations as to which services GOEIC might be able to charge a fee to provide.
- Recommendations as to what would be an appropriate fee for each proposed service.
- An estimate of the market available for each service.

An estimate of whether the fees collected would be sufficient to offset the costs incurred to offer the services.

GOEIC is a key player in the effort of the Ministry of Foreign Trade to expand Egypt's export base and diversify the economy. As Egypt's conformity inspection body for imported goods, the efficient operation of GOEIC is critical for trade facilitation. Similarly, GOEIC's role in inspecting a range of exports gives it a direct role in facilitating export trade. GOEIC leadership is committed to continually improving its own operation and facilitating the work of the trading community, and is taking a number of steps to accomplish this. GOEIC is systematically improving its general operations.

With more than 4000 employees and significant offices in 26 locations, GOEIC presents numerous management and logistical issues that are not present anywhere else in the Ministry. In addition, the highly technical nature of the work that GOEIC's laboratories perform further complicates reform efforts. Over the past two years, GOEIC has worked closely with the USAID-funded ATR project to identify various ways to improve its operation, particularly through a systematic review of its operations and organization. This effort led to the development of a new mission statement for GOEIC and an identification of key functions and objectives. (See Appendix A.) The primary focus of the mission statement as well as the identified functions is the facilitation of trade.

GOEIC recognizes that it is important to continue to improve its existing functions and services, as outlined and approved by the Minister of Trade in the new Mission Statement and the new Statement of Functions. These improvement efforts are necessary to expand export trade, which has been given the highest priority from the top levels of the Egyptian Government. But improving its operations is both challenging and expensive. GOEIC is implementing a range of improved services with the budget the government allocates, but these funds are limited. Thus it is seeking ways to supplement that budget to pay for the needed improvements in its day-to-day operations.

One source of funds, not for day-to-day operation but for capital improvements and training is the ATR project. Over the past two years, GOEIC and ATR have engaged in an extensive training program has trained hundreds of GOEIC employees in both technical and managerial matters. Cooperation between GOEIC and ATR has extended beyond the training program to working together to establish the TSC and the DTC, as mentioned earlier.

The Trade Services Center is designed to improve GOEIC's relationship with the trading community. Its core functions include providing a point of contact for companies seeking information on how to use GOEIC's services or on a shipment that is currently being inspected by GOEIC. The TSC will also operate GOEIC's web site as part of its effort to increase transparency in GOEIC's operations and to provide further support to the trading community. Finally, the TSC will work with the trading community to improve GOEIC operations in order to facilitate trade.

If properly staffed and supervised with the full support of the GOEIC Chairman and his senior staff, the TSC should become the focal point of a close working relationship with the Egyptian private sector. It would serve as a "customer services" unit to professionally interact with its customers, primarily the private sector trading community (and perhaps consumers in general at a later stage). In addition, through the development of new online services, as suggested in this report and other reports, this TSC unit could also serve as GOEIC's "face to the world."

The Dekheila Training Center is designed to create an internal capability within GOEIC to provide training to its staff in all aspects of GOEIC's operations. While the initial focus is on English language, computer skills, and technical training, courses can be developed in a range of areas relating to GOEIC's operations. Once fully established, the DTC can also be a vehicle for providing training to the trading community in matters relating to GOEIC and Customs inspections as well as the interactions with other control agencies.

But these centers are costly to operate and given the constraints on its overall budget, GOEIC is seeking opportunities to increase funding to support these activities. An obvious source of funding for an agency like GOEIC is fees for services. But current law requires that all fees obtained by GOEIC be deposited into the Treasury, and GOEIC only receives its budget allocation for its expenses. GOEIC is seeking to change this law to permit it to keep some fees. This report examines ways in which GOEIC could offer services to the trading community and the public at large for fees that could then be used to support the Centers and the rest of GOEIC.

Potential New and Improved GOEIC Services

Based on discussions with the staff of GOEIC and ATR, a review of services offered by organizations similar to GOEIC in other countries, and the prior experience of the consultant in support of the Egyptian business community, a number of services have been identified that GOEIC might be able to offer for a fee. These include

- Improved access to information on Egypt's trade rules and regulations
- An export library – a source for information on standards in export markets
- Pre-clearance program for meeting standards in other markets
- A trader directory
- HACCP auditing and seal of safety program
- Training services through the DTC and other providers
- Accredited laboratory services

The rest of this section describes the services that might be provided under each of these headings.

A One-Stop E-Platform for Trade Procedures, Regulations, and Declarations

One excellent example of an improved service that GOEIC could provide the Egyptian private sector export and import sector would be to make available all applicable Egyptian import and export regulations, procedures, and forms, including trade registrations on a Web site. It is recommended that this new initiative be developed and implemented as GOEIC goes

through its process of reforming import and export controls, adhering to international norms and standards, obtaining needed international accreditations, and increasing transparency.

This Web site could initially be a stand alone site that would eventually be part of an overall Web site developed and maintained by the Ministry of Trade, and perhaps other Egyptian ministries, such as the Customs Authority, that are also involved with foreign trade at the governmental level.

Ideally, this new Web site should contain information on all existing functions, regulations, certifications, and registrations as they are re-examined and reformed, and made available to both the Egyptian and international business and trade community.

ATR is currently assisting GOEIC in developing such a Web site, which is currently in a prototype stage in Arabic and is located at the Cairo airport. This new Web site is expected to be operational by mid-July 2004. An English version is planned to be operational 2 to 3 months after the launch of the Arabic version. All applicable GOEIC import and export regulations and procedures will be posted on the Web site, including 33 required forms that can be downloaded by Egyptian import and export companies.

Such an improvement in services to the trading community should be welcomed by both Egyptian and foreign importers and exporters. Because the Web site would be considered a valued improvement in the existing time-consuming procedures, it is probably safe to assume that the Egyptian and international trading community would be willing to pay a premium over existing fees if it simplified existing procedures and saved time.

New services, including those suggested below, could also be incorporated into this Web site to better contribute to Egypt's improved trade facilitation goal. As recommended previously, these new services should be created in coordination with the Egyptian business community to meet their needs and GOEIC's goal of improving trade facilitation. These new services, developed in conjunction with the Egyptian private sector importers and exporters, would then be market-driven and command the payment of new fees.

Examples of Web sites of other international trade agencies in Singapore and the United States are summarized below to provide insights and to serve as a guide to GOEIC.

The Singapore TradeNet® Web site contains a wealth of necessary information and required forms for conducting import and export trade with this country. It is operated by the Singapore Customs Authority with the participation of various governmental agencies that exercise some control over import, export, and transshipment of goods.

The Food Safety and Inspection Service (FSIS) of the U.S. Department of Agriculture (USDA) also has a comprehensive Web site, but it deals only with U.S. imports and exports of meat and poultry (including egg) products.

The last example is the Web site of the Animal and Plant Health Inspection Service (APHIS), another USDA agency, which also offers a lot of its services online, though it is not as comprehensive as the FSIS site.

ONLINE SERVICES OFFERED BY SINGAPORE'S TRADENET®

TradeNet®—the one-stop e-platform for trade declaration that is operated by the Singapore Customs Authority (www.tradenet.gov.sg)—claims to be the world's first nationwide electronic trade documentation system that approves permit applications almost instantaneously. Contributing to Singapore's pro-business environment, this revolutionary system increases efficiency and lowers business costs for the trading community.

The TradeNet® site explains the preparation, submission, and processing of import, export, and transshipment permit applications. This system is a nationwide Electronic Data Interchange (EDI) System that allows various parties from the public and private sectors to exchange structured trade messages and information electronically.

The major governmental agencies that use this system for the exchange of trade and shipping information with the private sector are the Singapore Customs and various other governmental agencies that exercise some control over the import, export, and transshipment of goods. GOEIC would need to recognize, however, that this innovative service is operated by the Singapore Customs Authority. Any attempt to duplicate this comprehensive one-stop source of all necessary trade services would also need to be spearheaded by the Egyptian Customs Authority.

The TradeNet® system integrates all import, export, and transshipment documentation processing procedures. It reduces the cost and turnaround time for the preparation, submission, processing of trade and shipping documents, and expedites the clearance of cargo.

The TradeNet® Web site offers the following types of information and permit categories, which are further detailed in Appendix B.

- General relevant trade procedures information
- Types of permit application
- How to declare your imports, exports & transshipments through the TradeNet® System
- Reasons for documentation
- Explanatory notes

- Import/export
- Transshipment
- Before submission
- Unique reference number
- Correct submission
- Cargo Clearance Permit (CCP)
- Wrong submission
- Amendment of permits
- Cancellation of permits
- Trade registration system
- Application for a Central Registration (CR) Number
- Collection of processing fee
- Permit applications not allowed under TradeNet®
- Important points to remember
- Joint permits
- Further information

ONLINE SERVICES OFFERED BY USDA'S FOOD SAFETY AND INSPECTION SERVICE

Though more limited in its scope than the Singapore TradeNet® system, the FSIS/USDA Web site is a very comprehensive source of all relevant information, regulations, and applicable forms, permits, and certifications associated with the import and export of all meat, poultry, and egg products to and from the United States.

FSIS insures that meat, poultry, and egg products imported to the United States are produced under standards equivalent to U.S. inspection standards, and facilitates the certification of exported goods.

FSIS offers the following services online (www.fsis.usda.gov) to importers and exporters of meat, poultry, and egg products. Detailed descriptions and examples of these services are fully detailed in Appendix C.

- ***Port of Entry Procedures***—Find information on import requirements.
- ***Export Information***—Learn requirements necessary for exporting your products to other countries including packaging, labeling, and other special conditions.
- ***Import Information***—What requirements must countries meet to import product into the United States. Learn about the equivalence process, port of entry procedures, reinspection, labeling requirements, and products for personal consumption.
- ***Import and Export Data***--Find information to assist constituents in accessing: trade data pertinent to meat and poultry imports and exports; selected documents related to imports

of meat, poultry, and egg products; and links to selected Internet sites related to imports and exports of meat, poultry, and egg products.

- *Codex Alimentarius*--Codex activities promote the health and economic interests of consumers while encouraging fair international trade in food. The U.S. government contact point is located in FSIS.

ONLINE AND OTHER SERVICES OFFERED BY THE USDA'S ANIMAL AND PLANT HEALTH INSPECTION SERVICE

Online Services Offered by APHIS

The Import Authorization System (IAS) of APHIS/USDA currently allows customers to submit applications to import fruits, vegetables, animal products, organisms, and vectors online, as well as to check the status of an existing application and submit revisions. Customers will also be able to submit renewal and amendment requests to their existing permits. Their Web site also offers the appropriate guidelines and user fee requirements for animal products to determine the need for a permit and to avoid unnecessary user fees or delays.

APHIS offers the following information and permits online on their Web site (www.aphis.usda.gov):

AGRICULTURAL INFORMATION

- Agricultural Bioterrorism Protection Act
- Bees and Bee Related Articles
- Biological Control Organisms
- Biotechnology
- Butterflies and Moths
- CITES and ESA
- Earthworms
- Fruits and Vegetables
- Miscellaneous Products (associated with khapra beetle)
- Noxious Weeds
- Phytosanitary Certificates - Foreign Contacts
- Plants and Plant Products
- Plant Pests
- Snails and Slugs
- Soil
- Transit Permits
- Veterinary Services Related Permits

- Wood Products

AGRICULTURAL PERMITS

- **PPQ FORM 525A**, Application for Permit to Receive Soil
- **PPQ FORM 526**, Application for Permit to Move Live Plant Pests or Noxious Weeds
- **PPQ FORM 585**, Application for Permit to Import Timber or Timber Products
- **PPQ FORM 586**, Application for Permit to Transit Plants and/or Plant Products through the United States.
- **PPQ FORM 587**, Application for Permit to Import Plants or Plant Products
- **PPQ FORM 588**, Application for Permit to Import Prohibited Plants or Plant Products for Experimental Purposes
- **PPQ FORM 621**, Application for General Permit to Engage in the Business of Importing, Exporting, or Re-exporting Terrestrial Plants

INTERNATIONAL SERVICES (IS) BRANCH OF APHIS

International Services (IS) is the branch of APHIS that works outside of the United States under the authority of the Foreign Service Act (1980) and Executive Order 12363 (1982). IS directly employs more than 300 Americans (Foreign Service Officers) and host country nationals (Foreign Service Nationals) stationed in 27 foreign countries on 6 continents. Headquarter offices are located in Washington, D.C. and Riverdale, Maryland. The Deputy Administrator, IS, Washington, D.C., manages the international operations with support from his technical and administrative staff in Riverdale, Maryland. Regional offices, area offices, and work units support the IS operations in other countries. IS also shares responsibility with other international organizations to manage the work of more than 2000 host country nationals in various countries who work for international commissions set up to control specific agricultural pests or disease problems.

To reduce the threat to U.S. agriculture, IS cooperates in a number of major surveillance, eradication, and control programs in foreign countries, focusing on nations where economically significant pests or diseases are found: Mediterranean fruit fly (Mexico, Guatemala); Mexican fruit fly (Mexico); Boll weevil (Mexico); Carambola fruit fly and Tropical Bont Tick (Caribbean islands); Hydrilla (Mexico); Screwworm (Panama); exotic foreign animal diseases (Mexico); Foot-and-mouth disease prevention (Central America and Panama); Foot-and-mouth disease eradication (Colombia).

IS plays a major role in ensuring that U.S. agricultural exports are accessible to foreign countries. IS employees discuss foreign technical requirements with agricultural officials in other countries and explain U.S. agricultural health policies to them. Through these

exchanges, IS reduces or eliminates quarantine barriers for U.S. agricultural products and explains the technical basis for APHIS' own requirements.

IS also works with countries seeking to establish pre-clearance programs. Foreign Service Officers (FSOs) manage permanent pre-clearance programs for fruits, vegetables, and ornamental plants destined for the United States from Caribbean, Mexico, Chile, and the Netherlands. In addition, IS cooperates with the Department of Defense in pre-clearing military personnel, baggage, and equipment used overseas before return to the United States.

Through international contacts, IS gathers and exchanges information on plant and animal health. Through contacts with counterparts, APHIS personnel in other countries obtain information about pest outbreaks, new survey techniques, and control methods. This information enhances exclusion and detection, and helps facilitate U.S. agricultural exports.

APHIS/IS represents the U.S. Government in dealing with many international and regional organizations concerned with animal and plant health: the Food and Agriculture Organization; World Health Organization; Codex Alimentarius Commission; Office International des Epizooties; World Trade Organization; the International Plant Protection Convention; Pan American Health Organization; European Plant Protection Organization; Inter-American Institute for Cooperation on Agriculture; Colombian Agricultural Institute; International Regional Plant Health Organization, and Asia and Pacific Plant Protection Commission

Export Library – An Example of a New Service GOEIC Could Provide Exporters

FSIS/USDA provides U.S. exporters with information (and online access) regarding import requirements for meat and poultry products for numerous countries around the world.

Formerly known as the Export Library, FSIS provides online an alphabetical list of countries that have communicated their import requirements for U.S. exports of meat and poultry products. The most recent revisions to these requirements may be facilitated by looking for paragraphs followed by an asterisk.

For instance, if U.S. exporters want to export meat or poultry products to Saudi Arabia, the export company can very easily learn the requirements of this country from checking the FSIS Web site (see Appendix D).

This example applies to meat and poultry products for export to Saudi Arabia only to illustrate an important new service that GOEIC could offer the Egyptian private sector import

and export trade. This “export library” type of service could be expanded to include many export products to countries all over the world. In order to provide the highest quality service to the Egyptian private sector import and export trade community, however, GOEIC would need to establish good working relationships with its foreign counterparts to maintain up-to-date information on each country’s import requirements for products.

Pre-Clearance Programs – An Example of a New Service GOEIC Could Provide Exporters

A natural extension of the new export library service would be for GOEIC to position itself to offer pre-clearance programs. For exports, GOEIC could develop closer working relationships with its foreign counterparts to work towards developing new protocols and approvals. Then the agency could issue “certificates of compliance” for its export products and export companies that certify that the exported goods conform to the requirements of the targeted export market. This would ease the delays and expenses that Egyptian exporters face in dealing with product clearances in foreign export destinations.

This would be another valuable new service that GOEIC could offer its exporters—once foreign counterparts would agree to enter into such agreements with GOEIC. It is not known how much exporters would be willing to pay for such a new service, but it is assumed that they would greatly value such a service and would accordingly pay for any reasonable associated fees.

Trade Directories – An Example of a New Service GOEIC Could Provide the International and Egyptian Trading Community

GOEIC’s Statement of Functions states that it should develop and maintain an integrated information system, including an up-to-date data base of importers and exporters, and produce an authentic directory of registered importers and exporters for all users.

This is an excellent idea for providing new services—trade directories of the entire Egyptian import and export trade—that would greatly benefit Egyptian traders, international governments, trade associations, and the private international trading community.

Some Egyptian business organizations also produce export directories occasionally, but their focus is usually limited to the sector or group of industries that constitute their membership. GOEIC would therefore be in a position to produce what could be the most comprehensive listing of Egyptian importers and exporters available, a service that international

governments, trade associations, and the private international trading community would most certainly pay for, if compiled properly and professionally printed.

HACCP Auditing and Seal of Safety– An Example of a New Service GOEIC Could Provide Food Exporters

The Hazard Analysis and Critical Control Point system (HACCP) is increasingly being used by the international food industry and governmental bodies charged with consumer safety issues. Originally designed and implemented to keep food safe in outer space for astronauts, the system is now mandatory for all U.S. food manufacturers, and has become an internationally recognized system for producing safe food.

HACCP involves seven principles:

1. **Analyze hazards.** Identify potential hazards associated with a food and develop measures to control those hazards. The hazard could be biological, such as a microbe; chemical, such as a toxin; or physical, such as ground glass or metal fragments.
2. **Identify critical control points.** These are points in a food's production—from its raw state through processing, shipping, and consumption—at which the potential hazard can be controlled or eliminated. Examples are cooking, cooling, packaging, and metal detection.
3. **Establish preventive measures with critical limits for each control point.** For a cooked food, for example, this might include setting the minimum cooking temperature and time required to ensure the elimination of any harmful microbes.
4. **Establish procedures to monitor the critical control points.** Such procedures might include determining how and by whom cooking time and temperature should be monitored.
5. **Establish corrective actions to be taken when monitoring shows that a critical limit has not been met**—for example, reprocessing or disposing of food if the minimum cooking temperature is not met.
6. **Establish procedures to verify that the system is working properly**--for example, testing time-and-temperature recording devices to verify that a cooking unit is working properly.
7. **Establish effective recordkeeping to document the HACCP system.** This would include records of hazards and their control methods, and the monitoring of safety requirements and action taken to correct potential problems. Each of these principles must be backed by sound scientific knowledge: for example, published microbiological studies on time and temperature factors for controlling food-borne pathogens.

We recommend that GOEIC take a proactive position on promoting the implementation of HACCP in Egypt, and strongly encourage all Egyptian food manufacturers to adopt this internationally recognized system.

GOEIC, with ATR assistance, could then train selected qualified staff in HACCP concepts, implementation, and auditing. Once trained, these GOEIC officials would then request that company approved HACCP plans (in accordance with international standards) be submitted as evidence that this new system has been implemented. The trained GOEIC officials would then arrange to visit these HACCP plants for an initial audit, along with the stipulation that periodic reviews—again according to international standards—will be conducted. GOEIC could charge a fee for this service and subsequently even develop a “Seal of Safety” that could be used on all qualifying food products to help ensure the safety of Egyptian food products to domestic and international safety authorities and consumers.

GOEIC would then verify and validate the safety of each product manufactured by HACCP plants in Egypt through its system of laboratory testing procedures. Once the process is verified and validated, GOEIC should then offer reduced sampling procedures for those Egyptian food manufacturers meeting HACCP requirements. Ongoing periodic reviews and product sampling would ensure the smooth continuation of this new initiative.

Exporters would probably be interested in such a HACCP-based system, which would improve the safety of their products and hence their domestic and international marketability, as well as reducing the cost of products lost due to sampling. An agreement could be reached with the export trade regarding the level of fees to be paid for such an innovative, new service.

We estimate that GOEIC could charge fees of perhaps as much as LE 3,000 per company for the initial audit review of each company’s HACCP system, plus additional fees for periodic reviews (every 6 to 12 months), based upon the results of the first audit and the management’s implementation and oversight of their company’s HACCP plan.

Use of the Dekheila Training Center – An Example of New Services GOEIC Could Provide the Egyptian Trading Community

Once appropriate GOEIC and DTC staff are qualified to provide training services, consideration should be given to surveying the market demand for selected fee-based technical training that could be offered to the Egyptian private import and export trade. These traders are already visiting the Dekheila office of GOEIC and would most likely appreciate the chance to receive needed training at this well-equipped training facility.

Courses offered should be demand-driven and researched together with the Egyptian private sector import and export trading community in Alexandria. Proposed fees that GOEIC could charge for such training could be researched among the local trading community, but also among local service providers that offer training.

Examples of training needs of the Alexandria private sector importers and exporters include:

- Foreign language skills for businessmen
- Computer and Internet training for businessmen
- Training in HACCP principles, procedures and implementation
- Training in meeting the product requirements of foreign markets

In addition, if GOEIC can cooperate with other Ministry of Trade departments (such as Trade Agreements Sector (TAS), the Foreign Trade Policy Sector (FTPS) and the Egyptian Commercial Service (ECS), the DTC could be used to offer an expanded curriculum of foreign trade subjects to the Alexandria private sector importers and exporters. Such an expanded curriculum could include

- Foreign market requirements for selected Egyptian export products
- World production and consumption of selected Egyptian export products
- Impact of trade agreements on foreign trade
- How to get started in developing export markets
- Export business plans & export marketing

Furthermore, if the existing Training Center in Dekheila can function productively and provide new fee-based services to the Alexandria private sector import and export trade that cover associated expenses, a second training center for Cairo should be considered.

Services That Accredited Laboratories Could Offer the Trading Community

GOEIC, with the assistance of another ATR consultant, is currently requesting an action plan to work towards meeting all international standards and procedures in order to receive accreditation in the following laboratory areas:

- Microbiology
- Pesticide residues
- Heavy metals
- Aflatoxin
- Analytical chemistry

Once this international accreditation is achieved and accepted by the international counterparts within foreign countries, these services would fill a need in meeting the requirements for export for applicable products. For instance, fruits and vegetables currently exported to major developed countries like the United States, Japan, and the EU countries, must meet standards and be within maximum tolerance levels for a wide range of pesticides. Other pesticides are prohibited altogether.

GOEIC laboratories could offer these new services to the Egyptian private sector by conducting required testing to better facilitate foreign trade. In summary, the suggested new services include:

- Web-based services
- Export library
- Trade directory
- Pre-clearance of exports for foreign market requirements
- HACCP services
- Selected training courses
- Accredited laboratory services

Almost all of the abovementioned improvements in existing services and suggested new services would be performed within existing GOEIC units, not in a newly established TSC. It is envisioned that the TSC could take the lead in two of the suggested new services, namely the online services and the trade directory.

Addendum: Improving Current Services

This section focuses on new services that GOEIC could offer to the trading community for a fee. Before looking at the fees that might be collected for such services, it is important to set out a few key considerations in the establishment of such services. First, it is important to stress that in preparing this list, we have focused on services that a re-engineered and improved GOEIC could offer without directly competing with any services offered in the marketplace by the private sector. The new approved functions of GOEIC detail the various governmental-level services that GOEIC should be providing the Egyptian private sector exporters and importers. The services identified above are consistent with GOEIC's role as a governmental entity and do not encroach on any services offered by private sector business service organizations and providers.

Second, we strongly urge GOEIC to meet with an advisory group representing a cross section of the import and export trade to thoroughly discuss which new and improved services the trading community needs. An integral part of this public-private initiative should be the

identification of new and improved services that the Egyptian private sector would be willing to pay for. The remainder of this report provides information on fees charged by other similar governmental agencies in foreign countries that could serve as an initial guide to determining potential fees for the new and improved services identified above. Where comparable services are not available in other countries, estimates of fees from the consultant's own experience are provided as guidelines for further consideration.

Thirdly, we urge GOEIC to use its meetings with the private sector to further its dialogue with the Egyptian private sector on how the current laws and regulations on trade and related systems and procedures could be improved to better facilitate and expand foreign trade, especially Egypt's exports.

Estimates of Fees that Could Be Charged for GOEIC Services

As highlighted above, GOEIC should meet with an advisory group to thoroughly discuss which new and improved services they could use to better facilitate and expand their trade. An integral part of this public-private initiative would be to determine a reasonable fee for each of the services to be rendered.

As a guide to these public-private sector discussions and further deliberations by GOEIC on this topic, detailed information on user fees charged for services in other countries are provided below.

Singapore TradeNet® User Fees for Selected Services

Additional examples of user fees charged by Singapore TradeNet® are provided in Appendix B.

Fees charged by APHIS

APHIS provides services related to the importation, entry, or exportation of animals and animal products. Further information can be obtained by visiting their Web site at www.aphis.usda.gov/vs/ncie/userfees.html. Included below are some examples of the fees charged by APHIS and reported on that web site.

Table 1*APHIS User Fees for Animals and Animal Products Services*

APHIS Services	User fees (\$)
Processing initial applications	94
Processing amended permit	47
Processing application for renewal (Permits to import germ plasm and live animals are not renewable)	61
Applications for fetal bovine serum Per application (when facility inspection is needed)	322
I M P O R T C O M P L I A N C E A S S I S T A N C E F O R S H I P M E N T O N H O L D	
Simple	70
Complicated	180

SOURCE: www.aphis.usda.gov/os/ncie/userfees.html

Note: User fees are charged for the services APHIS provides related to the importation, entry, or exportation of animals and animal products.

Animal and Plant Health Inspection Service Veterinary Services Import/Export User Fees

Table 2

User Fees for Individual Animals and Certain Birds Quarantined in APHIS Animal Import Centers (9CFR 130.2)

Animal/Bird	User Fee (\$)			
	Aug 31, 2001–Sep 30, 2001	Oct 1, 2001–Sep 30, 2002	Oct 1, 2002– Sep 30, 2003	Oct 1, 2003–Sep 30, 2004
B I R D S (E X C L U D I N G R A T I T E S A N D P E T B I R D S I M P O R T E D I N A C C O R D A N C E W I T H P A R T 9 3 O F T H I S S U B C H A P T E R)				
0-250 grams	1.50	1.50	1.50	1.75
251-1,000 grams	5.25	5.25	5.50	5.75
Over 1,000 grams	12.00	13.00	13.00	13.00
D O M E S T I C O R Z O O A N I M A L S (E X C E P T S E Q U I N E S , B I R D S , A N D P O U L T R Y)				
Bison, bulls, camels, cattle, or zoo animals	95.00	97.00	100.00	102.00
All others, including, but not limited to, alpacas, llamas, goats, sheep, and swine	25.00	26.00	26.00	27.00
E Q U I N E S (I N C L U D I N G Z O O E Q U I N E S , B U T E X C L U D I N G M I N I A T U R E H O R S E S)				
1st through 3rd day (fee per day)	251.00	257.00	264.00	270.00
4th through 7th day (fee per day)	182.00	186.00	191.00	195.00
8th through subsequent days (fee per day)	154.00	158.00	162.00	166.00
Miniature Horses	57.00	58.00	60.00	61.00
P O U L T R Y (I N C L U D I N G Z O O P O U L T R Y)				
Doves, pigeons, quail	3.25	3.25	3.25	3.50
Chickens, ducks, grouse, guinea fowl, partridge, pea fowl, pheasants	6.00	6.00	6.25	6.25
Large poultry and large waterfowl, including, but not limited to game cocks, geese, swans, and turkeys	14.00	14.00	14.00	15.00
R A T I T E S				
Chicks (less than 3 months old)	8.75	9.00	9.00	9.25
Juveniles (3 months through 10 months old)	13.00	13.00	14.00	14.00
Adults (11 months old and older)	25.00	26.00	26.00	27.00

Note: The importer must either provide feed or pay for it on an actual cost basis, including the cost of delivery for any animal or bird that requires a diet other than standard feed, including but not limited to diets of fruit, insects, nectar, or fish.

Table 3*User Fees for Exclusive Use of Space at APHIS Animal Import Centers (9CFR 130.3)*

Animal Import Center	User Fee (\$)			
	Aug 31, 2001-Sep 30, 2001	Oct 1, 2001-Sep 30, 2002	Oct 1, 2002-Sep 30, 2003	Oct 1, 2003-Sep 30, 2004
N E W B U R G H , N Y				
Space A - 5,396 sq. ft. (503.1 sq. m.)	54,523	56,054	57,630	59,524
Space B - 8,903 sq. ft. (827.1 sq. m.)	89,959	92,484	95,085	97,764
Space C - 905 sq. ft. (84.1 sq. m.)	9,144	9,401	9,666	9,938

Note: If the importer chooses to pay for additional services on an hourly basis, the user fees for each employee required to perform the service are those listed in 9CFR 130.30.

Table 4*User Fees for Processing Import Permit Applications (9CFR 130.4)*

Service	Unit	User Fee (\$)			
		Aug 31, 2001-Sep 30, 2001	Oct 1, 2001-Sep 30, 2002	Oct 1, 2002-Sep 30, 2003	Oct 1, 2003-Sep 30, 2004
I M P O R T C O M P L I A N C E A S S I S T A N C E					
Simple (2 hours or less)	Per Release	64.00	66.00	68.00	70.00
Complicated (more than 2 hours)	Per Release	164.00	169.00	174.00	180.00
P R O C E S S I N G A N A P P L I C A T I O N F O R A P E R M I T T O I M P O R T L I V E A N I M A L S , A N I M A L P R O D U C T S O R B Y P R O D U C T S , O R G A N I S M S , V E C T O R S , O R G E R M P L A S M (E M B R Y O S O R S E M E N) O R T O T R A N S P O R T O R G A N I S M S O R V E C T O R S ¹					
Initial Permit	Per Application	94.00	94.00	94.00	94.00
Amended Permit	Per Amended Permit	47.00	47.00	47.00	47.00
Renewed Permit ²	Per Application	61.00	61.00	61.00	71.00
Processing an application for a permit to import fetal bovine serum when facility inspection is required.	Per Application	322.00	322.00	322.00	322.00

¹ Using *Veterinary Services Form 16-3, "Application for Permit to Import or Transport Controlled Material or Organism or Vectors"*, or *Form 17-129, "Application for Import or in Transit Permits (Animals, Animal Semen, Animal Embryos, Birds, Poultry, or Hatching Eggs)"*

² Permits to import germ plasm and live animals are not renewable.

Table 5

User Fees for Inspection of Live Animals at Land Border Ports Along the United States-Mexico Border (9CFR 130.6)

Type of Live Animal	Per Head User Fee (\$)			
	Aug 31, 2001–Sep 30, 2001	Oct 1, 2001–Sep 30, 2002	Oct 1, 2002–Sep 30, 2003	Oct 1, 2003–Sep 30, 2004
T Y P E O F L I V E A N I M A L				
Any ruminants not covered below	8.25	8.50	8.75	9.00
Feeder	2.25	2.25	2.50	2.50
Horses, other than slaughter	41.00	42.00	43.00	44.00
In-bond or in-transit	5.25	5.50	5.50	5.75
Slaughter	3.50	3.50	3.75	3.75

Table 6

User Fees for Import or Entry Services for Live Animals at Land Border Ports Along the United States-Canada Border (9cfr 130.7)

Type of Live Animal	Unit	User Fee (\$)			
		Oct 1, 2000–Sep 30, 2001	Oct 1, 2001–Sep 30, 2002	Oct 1, 2002–Sep 30, 2003	Oct 1, 2003–Sep 30, 2004
A N I M A L S B E I N G I M P O R T E D I N T O T H E U . S .					
Breeding animals (grade animals, except horses):					
• Sheep and goats	Per head	0.50	0.50	0.50	0.50
• Swine	Per head	0.75	0.75	0.75	0.75
• All others	Per head	3.00	3.25	3.25	3.25
Feeder animals:					
• Cattle (not including calves)	Per head	1.50	1.50	1.50	1.50
• Sheep and calves	Per head	0.50	0.50	0.50	0.50
• Swine	Per head	0.25	0.25	0.25	0.25
Horses, other than slaughter and in-transit	Per head	26.00	27.00	28.00	29.00
Poultry (including eggs), imported for any purpose	Per load	46.00	47.00	48.00	50.00
Registered animals, all types	Per head	5.50	5.50	5.75	6.00
Slaughter animals, all types	Per load	23.00	24.00	24.00	25.00
Animals transiting the United States:					
• Cattle	Per head	1.25	1.50	1.50	1.50
• Horses and all other animals	Per head	6.25	6.50	6.75	6.75
• Sheep and goats	Per head	0.25	0.25	0.25	0.25
• Swine	Per head	0.25	0.25	0.25	0.25

Table 7
User Fees for Other Services (9CFR 130.8)

Service	Unit	User Fee (\$)			
		Oct. 1, 2000– Sept. 30, 2001	Oct. 1, 2001– Sept. 30, 2002	Oct. 1, 2002– Sept. 30, 2003	Oct. 1, 2003–Sep 30, 2004
G E R M P L A S M B E I N G E X P O R T E D ¹					
Embryo					
• Up to 5 donor pairs	Per certificate	76.00	79.00	81.00	83.00
• Each additional group of donor pairs, up to 5 pairs per group, on the same certificate	Per group or donor pairs	34.00	35.00	36.00	37.00
• Semen	Per certificate	46.00	48.00	49.00	51.00
R E L E A S E F R O M E X P O R T A G R I C U L T U R A L H O L D					
Simple (2 hours or less)	Per release	64.00	66.00	68.00	70.00
Complicated (more than 2 hours)	Per release	164.00	169.00	174.00	180.00

¹This user fee includes a single inspection and resealing of the container at the APHIS employee's regular tour of duty station or at a limited port. For each subsequent inspection and resealing required, the hourly user fee of \$130.30 will apply.

Table 8

User Fees for Pet Birds Quarantined at Aphis-Owned or Supervised Quarantine Facilities (9cfr 130.10)

Quarantined Birds	Unit	Daily User Fee (\$)			
		Oct. 1, 2000– Sept. 30, 2001	Oct. 1, 2001– Sept. 30, 2002	Oct. 1, 2002– Sept. 30, 2003	Oct. 1, 2003 – Sep 30, 2004
N U M B E R O F B I R D S I N I S O L E T T E					
1	Each	8.50	8.75	9.00	9.25
2		10.00	11.00	11.00	11.00
3		12.00	13.00	13.00	13.00
4		14.00	15.00	15.00	15.00
5 or more		16.00	17.00	17.00	18.00
P E T B I R D S (E X C E P T P E T B I R D S O F U . S . O R I G I N E N T E R I N G T H E U N I T E D S T A T E S F R O M C A N A D A)					
Which have been out of the United States more than 60 days	Per lot	236.00	243.00	250.00	257.00
Which have been out of the United States 60 days or less	Per lot	99.00	102.00	105.00	108.00

¹ This user fee includes a single inspection and resealing of the container at the APHIS employee's regular tour of duty station or at a limited port. For each subsequent inspection and resealing required, the hourly user fee in 130.30 will apply.

² For inspection of empty containers being imported into the United States, the hourly user fee in 130.30 will apply, unless a user fee has been assessed under 7 CFR part 354.3.

Table 9

User Fees for Inspecting and Approving Import/Export Facilities and Establishments (9cfr 130.11)

Facility	Unit	Daily User Fee (\$)			
		Oct. 1, 2000– Sept. 30, 2001	Oct. 1, 2001– Sept. 30, 2002	Oct. 1, 2002– Sept. 30, 2003	Oct. 1, 2003 – Sep 30, 2004
Embryo collection center inspection and approval (all inspections required during the year for facility approval).	Per year	347.00	358.00	369.00	380.00
Inspection for approval of pet food manufacturing, rendering, blending, or digest facilities					
• Initial approval	Per year	404.75	404.75	404.75	404.75
• Renewal	Per year	289.00	289.00	289.00	289.00
Inspection for approval of bio-security level III labs	Lab approval to handle one set of organisms or vectors	977.00	977.00	977.00	977.00
Inspection for approval of pet food spraying and drying facilities					
• Initial approval	Per year	275.00	275.00	275.00	275.00
• Renewal	Per year	162.00	162.00	162.00	162.00
Inspection for approval of slaughter establishment					
• Initial approval (all inspections)	Per year	342.00	352.00	362.00	373.00
• Renewal (all inspections)	Per year	296.00	305.00	314.00	323.00
Inspection of approved establishments, warehouses, and facilities under CFR parts 94 through 96					
• Approval (compliance agreement—all inspections for first year of 3-year approval)	Per year	365.00	375.00	386.00	398.00
• Renewal (inspections for second and third years of 3-year approval)	Per year	211.00	217.00	223.00	230.00

Table 10*User Fees for Endorsing Export Certificates (9CFR 130.20)*

Certificate Categories	User Fee (\$)			
	Oct. 1, 2000 - Sept. 30, 2001	Oct. 1, 2001 - Sept. 30, 2002	Oct. 1, 2002 - Sept. 30, 2003	Oct. 1, 2003 - Sep 30, 2004
Certificate categories				
• Animal products	30.00	30.00	31.00	32.00
• Hatching eggs	28.00	28.00	29.00	30.00
• Non-slaughter horses to Canada	35.00	36.00	37.00	38.00
• Poultry (including slaughter poultry)	28.00	28.00	29.00	30.00
• Slaughter animals, of any type (moving to Canada or Mexico)	32.00	33.00	34.00	35.00
• Other endorsements or certifications	22.00	22.00	23.00	24.00
N U M B E R O F T E S T S O R V A C C I N A T I O N S A N D N U M B E R O F A N I M A L S O R B I R D S O N T H E C E R T I F I C A T E				
1-2 tests or vaccinations:				
• First animal	70.00	72.00	74.00	76.00
• Each additional animal	4.00	4.00	4.25	4.25
3-6 tests or vaccinations:				
• First animal	86.00	88.00	91.00	94.00
• Each additional animal	6.75	7.00	7.00	7.25
7 or more tests or vaccinations:				
• First animal	100.00	103.00	106.00	109.00
• Each additional animal	8.00	8.25	8.25	8.50

Note: The user fees presented above do not apply to an export health certificate if the export health certificate is prepared for endorsement completely at the site of the inspection by an APHIS veterinarian in the course of performing inspection or supervision services for the animals listed on the certificate. If a service must be conducted on a Sunday or holiday or at any other time outside the normal tour of duty of the employee, then reimbursable overtime must be paid for each service, in addition to the user fee listed in this section. There is a maximum charge of 12 times the hourly rate in 9CFR 130.30.

Table 11
Hourly and Premium Rate User Fees (9CFR 130.30)

Type of Live Animal	Hourly and premium rate user fees (\$)			
	Oct. 1, 2000 - Sept. 30, 2001	Oct. 1, 2001 - Sept. 30, 2002	Oct. 1, 2002 - Sept. 30, 2003	Oct. 1, 2003 - Sep 30, 2004
H O U R L Y R A T E				
Per hour	76.00	80.00	84.00	84.00
Per quarter hour	19.00	20.00	21.00	21.00
Per service minimum fee	23.00	24.00	24.00	25.00
P R E M I U M H O U R L Y R A T E M O N D A Y T H R O U G H S A T U R D A Y A N D H O L I D A Y S				
Per hour	88.00	92.00	96.00	100.00
Per quarter hour	22.00	23.00	24.00	25.00
P R E M I U M H O U R L Y R A T E F O R S U N D A Y S				
Per hour	104.00	104.00	108.00	112.00
Per quarter hour	26.00	26.00	27.00	28.00

APHIS charges the fees above for the following activities:

- Providing services to live animals for import or entry at airports, ocean ports, and rail ports.
- Conducting inspections, including laboratory and facility inspections, required to obtain permits, either to import animal products, aquaculture products, organisms, vectors, or to maintain compliance with import permits.
- Obtaining samples required to be tested, either to obtain import permits or to ensure compliance with import permits.
- Providing services for imported birds or ratites that are not subject to quarantine.
- Supervising the opening of in-bound shipments.
- Providing services for in-bound or in-transit animals to exit the United States.
- Inspecting an export isolation facility and the animals in it.
- Supervising animal or bird rest periods prior to export.
- Supervising loading and unloading of animals or birds for export shipment.
- Inspecting means of conveyance used to export birds or animals.

- Conducting inspections under part 156 of this chapter.
- Inspecting and approving an artificial insemination center or a semen collection center or the animals in it.
- Providing other import- or export- related veterinary services for which there is no flat rate user fee specified elsewhere in this part.

Egyptian Trade Directories

Though there have been various Egyptian Export Directories produced by different domestic organizations over the years, there does not appear to be a comprehensive directory of the entire Egyptian trade (importers and exporters) at this time. This creates an opportunity for GOEIC, but it does make it difficult to determine how much organizations would be willing to pay for such a directory.

The closest comparison that could be found was the so-called “Agency Directory”, which is published and sold by the German-Arab Chamber for Industry and Commerce in Cairo. For this directory members are charged LE 150, and non-members LE 200.

It is therefore estimated that a comprehensive and well-designed Egyptian Trade Directory could be sold for a suggested price of LE 200 per copy. If GOEIC is allowed to collect additional fees from Egyptian import and export companies for advertising in this Egyptian Trade Directory, significant additional revenues could be generated.

Assuming that 1,000 copies of this directory could be sold each year at a price of LE 200 each, this would produce LE 200,000 in additional revenues. An additional estimated LE 600,000 could be generated from advertising for a total estimate of LE 800,000.

HACCP Auditing and Seal of Safety

Exporters would probably be very interested in such a HACCP-based system, which would improve the safety of their products and hence their domestic and international marketability, as well as reducing the cost of products lost due to sampling. An agreement could be reached with the export trade regarding the level of fees to be paid for this new service.

It is estimated that GOEIC could charge fees of as much as LE 3,000 per company for the initial audit review of each company’s HACCP system, plus additional fees for periodic reviews every 6 to 12 months, based upon the results of the first audit and the management’s implementation and oversight of their company’s HACCP plan.

In order to estimate the potential for generating additional revenues from this new service for the Egyptian private sector exporters, it is assumed that 400 Egyptian export companies might be interested in this new service. This is the number of Egyptian food processors and exporters who have received assistance from the USAID-funded Agriculture Led Export Businesses (ALEB) project over the past 5 years. Assuming all 400 companies would at some time be interested in this proposed new service, additional annual revenues could reach LE 1.2 million.

Training Services

Without more in-depth research and coordination with the Alexandria private sector exporters and importers, it is very difficult to not only ascertain what training course they could use, but what they would be willing to pay.

As an example, however, ATR staff provided information on training fees the project has paid for the following types of training completed so far.

<i>Course</i>	<i>Fees Paid Per Person</i>
English language	LE 400
Computer A+ certification	LE 1,000
MS System Engineer Certifications	LE 6,667
Technical Training (laboratory)	LE 2,000
International Negotiations Diploma	LE 2,000

Services of Accredited Laboratories

GOEIC, with the assistance of another ATR consultant, is currently requesting an action plan to work towards meeting all international standards and procedures to receive accreditation in the following laboratory areas:

- Microbiology
- Pesticide residues
- Heavy metals
- Aflatoxin
- Analytical chemistry

Once this international accreditation is achieved and accepted by the international counterparts within foreign countries, these services would fill a need in meeting the requirements for export of applicable products. For instance, fruits and vegetables currently

being exported to major developed countries, like the United States, Japan, and the EU countries must meet standards and be within maximum tolerance levels for a wide range of pesticides. Other pesticides are prohibited altogether.

To better facilitate foreign trade, GOEIC laboratories could offer new services to the Egyptian private sector by conducting required testing. An estimation of potential fees will vary depending on the analysis required.

Tables 12 and 13 detail sample fees charged for laboratory services such as Analytical Chemistry for a wide range of tests, as well as Microbiological Analyses also for a wide range of tests. These tests, under both categories, range from US \$ 13.50 for an aerobic plate count to US \$165 for pesticide screening – chlorinated hydrocarbons plus organophosphates.

It seems reasonable to assume that GOEIC could charge fees for similar services ranging from LE 50 to LE 500, depending on the actual testing needed to be performed by their accredited laboratories.

Table 12
Sample Fees for Analytical Chemistry Tests

Test	Sample Fee (\$)
Aflatoxin (HPLC)	135.00
Aflatoxin (immuno affinity)	62.00
Arsenic	65.00
Arsenic	65.00
Ash	14.00
Benzoic Acid (HPLC)	80.00
BHA/BHT (HPLC)	160.00
Bulk Density	25.00
Cadmium (GFAA, sub ppm level)	65.00
Caffeine (HPLC)	70.00
Chromium	32.00
Color (ASTA Method)	35.00
Copper	32.00
EDTA (HPLC)	120.00
Ethylene Dibromide (EDB)	110.00
Lead (GFAA, sub ppm level)	65.00
Magnesium	32.00
Mercury (Hydride Generator AA, <1ppm)	70.00
Moisture, Toluene Distillation	25.00
Nitrate	63.00
Nitrite	42.00
Patulin (HPLC)	100.00
Peroxide Value	30.00
Pesticide Screening - Chlorinated Hydrocarbons	135.00
Pesticide Screening - Chlorinated Hydrocarbons Plus Organophosphates	165.00
Phosphorus	40.00
Piperine (ASTA Method)	40.00
Salt as NaCl (Volhard Method)	24.00
Scoville Heat Units (HPLC)	75.00
Selenium	65.00
Sorbic Acid (HPLC)	80.00
Sulfites, Monier-Williams	85.00
TBA Value (Malonaldehyde)	65.00
Volatile Oil, Steam	25.00

Table 13
Sample Fees for Microbiological Analyses Tests

Test	Sample Fee (\$)
Acetophiles, Total	19.00
Aerobic Plate Count	13.50
Anaerobic Plate Count	15.00
<i>Bacillus cereus</i> *	24.00
<i>Campylobacter jejuni</i> *	40.00
<i>Clostridium perfringens</i> *	24.00
Coliforms, MPN	14.50
Coliforms, Total (Petrifilm)	12.50
Coliforms, Total + <i>E. coli</i> MPN	20.50
<i>E. coli</i> , MPN (MUG)	16.50
<i>E. coli</i> , 0157:H7*	30.00
Howard Mold Count	44.00
<i>Listeria monocytogenes</i> *	29.50
Lactobacillus, Total	19.00
<i>Pseudomonas</i> , Total	16.00
Psychrophiles, Total	14.00
<i>Salmonella spp.</i> *	27.00
<i>Shigella spp.</i>	30.00
<i>Staphylococcus aureus</i> * (Plate)	14.50
<i>Staphylococcus aureus</i> * (petrifilm)	18.50
Staphylococcal enterotoxin	105.00
<i>Streptococcus fecalis</i>	28.00
Thermophiles, Total	16.50
<i>Vibrio parahemolyticus</i> *	35.00
<i>Vibrio vulnificans</i> *	35.00
Yeast and Mold Count	13.50
<i>Yersinia enterocolitica</i> *	22.50

Estimated Overall Revenues from Fees for the Proposed Services

It is conservatively estimated that GOEIC could increase its revenues by at least LE 2 million to LE 4 million over the short- to medium-term if the new activities suggested in this report are professionally and efficiently offered to the Egyptian private sector import and export business community. Streamlining and modernizing existing services to improve the trade facilitation function of GOEIC could also lead to additional revenues in excess of its current reported level of LE 20 million. In the case of existing services, it is assumed that the Egyptian

private sector import and export business community would be willing to pay somewhat higher fees for existing services if they were reformed to be less time consuming and without unnecessary bureaucratic red tape.

If GOEIC pursues obtaining the necessary interdepartmental, and possibly presidential approvals needed to permit it to retain any additional revenues generated from the successful implementation of new services, it will be important to ensure that appropriate financial accounting systems are in place that could easily and accurately track these new revenues and added costs between the various units of GOEIC that would be involved in delivering these new services.

Summary and Recommendations

As part of GOEIC's effort to become a more effective, customer service-oriented organization, it is seeking new resources to permit it to improve its own operations. This report has identified seven types of services that GOEIC could offer to the private sector for a fee:

- Web-based Services
- Trade Directory
- Export Library
- Export Certifications for Foreign Market Requirements
- HACCP Services
- Accredited Laboratory Services
- Selected Training Courses

Based on fees charged in other markets and reasonable assumptions regarding the value of services in the Egyptian market, it is conservatively estimated that GOEIC could increase its revenues by at least LE 2 million to LE 4 million over the short- to medium-term if the new activities suggested in this report are professionally and efficiently offered to the Egyptian private sector. Streamlining and modernizing existing services to improve the trade facilitation function of GOEIC could also lead to additional revenues in excess of its current reported level of LE 20 million.

If GOEIC proceeds to implement these new suggested services for the Egyptian private sector import and export business community, it is reasonable to assume that this organization will incur additional costs. These additional costs could be covered by establishing new fees for these services, which GOEIC could retain to cover their costs. Of course, such a system of fee retention for new services would have to be approved internally by the Egyptian Government.

Similarly, the Dekheila Training Center, which is currently underutilized, could also charge fees for any new training courses that would be offered to the Egyptian private sector import and export business community. These new courses would necessarily have additional costs,

and GOEIC could lobby to retain any additional fees charged for these new training courses in order to cover their costs.

APPENDIX A

Key Objectives and Functions of GOEIC

Within the Mission Statement, the key objectives of GOEIC are detailed below:

(a) Facilitate Conduct and Expansion of Foreign Trade

Serve as the principal agency responsible for facilitation of foreign trade through efficient administration of relevant foreign trade export and import laws, rules and regulations and simplification and standardization of related systems and procedures. In this regard GOEIC will aim to closely liaise with exporters and importers, ensure that international rules and commitments are observed and initiate thorough review of all the current import and export related procedures to ensure that they are simple and effective and also meet the safety, health (human, plant and animal) and environmental protection standards.

(b) Carry out Professional Standard Testing and Inspection Services

Be responsible for carrying out professional standard technical testing and inspection of import and export items (within its jurisdiction) based on defined risk assessment procedures, to ensure that they meet the accredited legal standards. In this regard GOEIC will provide suitable environment, to ensure objective testing and efficient and expeditious procedures, keep all the relevant records, issue appropriate certifications and ensure that testing and inspections are carried out as a service to the public and trading organizations.

(c) Develop and Maintain International Level Technical Facilities for Testing and Inspection.

GOEIC aims to develop and keep in good condition international level technical facilities for testing and inspection of all export and import items as required by the laws and regulations. For this GOEIC will modernize its facilities to match with international norms. In this regard GOEIC will plan, install and maintain internationally accredited testing laboratories, stock relevant supplies and chemical agents, and maintain appropriate records and

documents. GOEIC will also develop and retain relevant research skills and capabilities and provide continuous technical training.

(d) Develop and Maintain an Integrated Information System including a Data Base of Importer and Exporters and all Export and Import Trade Transactions.

GOEIC will develop and maintain an integrated information system based on modern technologies which will link all branches through a wide area network (WAN). This system will include up-to-date data base of importers and exporters and all import and export trade transactions which will form the basis for conducting all its trade facilitation and testing and inspection services. In this regard GOEIC will register and license all exporters and importers, create basic record of every export and import transaction using relevant standards, codes and procedures, issue certificates of origin and produce reports and statistics to enable it to plan and manage its functions.

(e) Develop Institutional Capabilities within the GOEIC

In order to operate as a modern trade facilitation agency, GOEIC will develop organizational capabilities, management practices and operational systems so as to ensure that overall management and operational performance of GOEIC remains efficient at all times, responsibilities assigned to the GOEIC are efficiently carried out and its mission and objectives fully achieved. In this regard give special priority to support implementation of ATR institutional development proposals and introduction of IT systems.

In addition to carrying out its regular functions, GOEIC will strive to achieve the following near term goals:

- (a) Consolidate and strengthen **corporate management capabilities within GOEIC** to enable the top management to **develop a strategic plan** and ensure its implementation for achieving GOEIC mission and objectives; strengthen middle management skills and abilities to enable top management delegate operational and management responsibilities.
- (b) **Support ATR institutional development proposals and information technology plans, including establishment of a training center at Alexandria and trade services center at GOEIC head office in Cairo.** In this regard work closely with ATR team and develop internal capabilities to continue the implementation of institutional building measures.
- (c) Develop and implement a strategy for **implementation of Presidential Decree 106 of 2000 and Law # 155 of 2002**
- (d) Systematic **relocation of GOEIC into its own premises** and introducing measures through which the new arrangement will facilitate greater work efficiency and coordination.
- (e) **Upgrade technical facilities for testing and inspection** and ensure that the turn-round time for every test is reduced to the minimum and activities are provided efficiently and with service orientation.

- (f) **Achieve international accreditation** by ensuring that GOEIC fully operates along the prescribed standards and procedures and fully complies with international requirements, and ensure that GOEIC labs are qualified to issue certificates according to international norms. In this regard create greater awareness and transparency and ensure that international standards and code of good practice are applied in all operations.
- (g) Accelerated program for **upgrading of technical knowledge and skills** of staff working in testing laboratories; research and analytic capabilities development.
- (h) Enhance and upgrade the systems for **creating greater awareness among business communities and relevant government and non-government organizations, regarding mission and operations of GOEIC** through seminars, workshops and printed material, and seek their active participation in initiating and administering GOEIC's policies. In this regard also establish a modern Customer Service Center and recourse procedures, answerable to the Chairman and staffed by professionals.
- (i) Continue preparation and implementation of the **system of preparing annual work plans** for all central departments and introduce performance criteria for major activities of GOEIC against which the outcome of work plans and overall performance of GOEIC are periodically evaluated.
- (j) Implement the following in GOEIC's **2003 work plan**:
 - Conduct review of and develop an action plan to ensure that WTO requirements are observed.
 - Examine the possibility of a pilot project of a model laboratory which will sell its services to the business community and in the process generate funds to modernize the existing laboratories.
 - Publicize GOEIC's lab facilities to the general public to make commercial use of these services.

In addition to the new Mission Statement, the Minister of Trade approved on July 13, 2003, a new Statement of Functions for GOEIC (see Annex B of the abovementioned ATR report).

Specifically, this approved Statement of GOEIC Functions is included below.

*APPROVED BY THE MINISTER - JULY 13, 2003
FOR INTERNAL USE ONLY*

Government of Egypt/USAID Assistance for Trade Reform (ATR) Project
MINISTRY OF FOREIGN TRADE (MoFT)
TASK 3 - INSTITUTIONAL DEVELOPMENT OF PARTICIPATING DIVISIONS
DEVELOPING INSTITUTIONAL CAPABILITIES WITHIN
THE GENERAL ORGANIZATION FOR EXPORT AND IMPORT CONTROL (GOEIC)

STATEMENT OF FUNCTIONS OF THE GENERAL ORGANIZATION FOR EXPORT AND IMPORT CONTROL (GOEIC)

In order to fulfill its mission to facilitate foreign trade, promote exports and protect consumers, the General Organization for Export and Import Control (GOEIC) will carry out the following functions:

1. Facilitate the Conduct and Expansion of Foreign Trade

In order to achieve its objective pertaining to facilitation of conduct and expansion of foreign trade, GOEIC will carry out the following:

- 1.1 In close consultation with MoFT and other ministries, **initiate review of the current laws and regulations and related systems and procedures** for lab testing, visual inspection, sample taking, trade registration, etc., with a view to making them relevant to the current MoFT/GoE trade policies, strategies and priorities and to ensure that they are clear, relevant and simple and facilitate trading and trade development.
- 1.2 Develop, introduce and maintain appropriate **operational policies, systems and procedures** to enable GOEIC play a leading role in facilitating export and import in the environment of liberalized trade and economy. In this regard maintain close liaison with the trading communities and ensure that its **trade service and facilitation role is fully reflected in its operations.**
- 1.3 **Administer effectively GOEIC's responsibilities under the relevant export and import related trade laws, rules and regulations.** In this regard ensure that GOEIC maintains a full and up to date record of all relevant laws and references and make these available to staff.
- 1.4 Develop and introduce effective mechanism through which GOEIC **maintains close liaison with exporters and importers with a view to create greater awareness regarding the current laws, regulations and related systems and procedures** and also to be fully aware of the needs and concerns of the trading community. In this regard GOEIC will establish and operate an effective trade services center.
- 1.5 Administer export and import related laws and regulations with **awareness of international rules and commitments** adopted by the GoE. In this regard, ensure that the decision officers are kept aware of the rules and standards.

- 1.6 Ensure that all procedures for testing and inspection of imports and exports are **consistent with the best international norms and practices.**
- 1.7 Develop and operate an effective system for **issue of Certificates of Origin and deal with related matters** in accordance with relevant agreements, laws and regulations. Make use of information technologies for thorough verification of data and keeping records of certificates issued.
- 1.8 Undertake functions pertaining to **Duty Drawback and Temporary Admission** through appropriate mechanism (established units) involving GOEIC and Customs Administration in accordance with Law 155/2002.
- 1.9 Establish an **advisory committee** in GOEIC with participation of other high level experienced representatives of other relevant non-governmental sectors) **that will provide objective guidelines on management and operations of the services** provided by GOEIC.

2. Carry out Professional Standard Testing and Inspection Services

In order to achieve its objective relating to carrying out of professional standard testing and inspection services, GOEIC will carry out the following:

- 2.1 Continue efforts for establishing **integrated accredited labs for various activities to meet all methods of testing and analysis in accordance with the technical standards and their support facilities** to create real “one stop testing and inspection entity (shop)” in accordance with relevant laws and regulations.
- 2.2 Develop and maintain a full range of **reference materials on international technical standards and best practices for testing and inspection procedures, create awareness regarding need for compliance with standards** as adopted by GoE and ensure implementation of these standards.
- 2.3 Design and **introduce testing and inspection procedures including record-keeping and related records** according to Quality Manual and ensure that such procedures are effectively carried out. Periodically review the procedures to ensure that they remain effective and efficient, conform to approved standards and avoid repeated tests. In this regard ensure that records of inspections are securely kept and are made available for the use of authorized agencies and individuals.
- 2.4 Conduct, as required by relevant laws and regulations, **professional standard tests and inspections of foodstuffs and industrial goods imported into and exported from Egypt** to ensure that they meet all legal requirements for ISO 17025 and its supplements. Ensure that the system and procedures fully meet the appropriate Egyptian and international standards and comply with the related regulations. In this regard also undertake sorting and arbitration for local agricultural crops which are subject to free marketing.
- 2.5 On the basis of information available, **issue certificates and reports**, as authorized by appropriate laws and regulations. In this regard ensure that proper records are maintained and such records are securely held.

3. **Develop and Maintain International Level Technical Facilities for Testing and Inspection.**

In order to achieve its objective pertaining to development and maintenance of international level technical facilities for testing and inspections, GOEIC will carry out the following:

- 3.1 Develop and maintain **international-standard laboratory facilities for testing and inspection** of goods imported into and exported out of Egypt as required by laws and regulations. Facilities include various types of laboratories, equipment and other devices. Ensure that such **facilities meet the internationally accepted standards** to enable GOEIC achieve accreditation and issue certificates of compliance.
- 3.2 Undertake systematic **modernization of existing facilities** (laboratories, equipment, devices, etc.) and systematic phase out outdated equipment and devices to ensure that they meet international accreditation standards.
- 3.3 Develop and practice an **effective system of purchase, storage and supply of relevant technical supplies, chemical agents and references required for GOEIC laboratories**. Ensure that supplies are procured at economic cost, consistent with maintaining quality, are securely stored and utilized strictly for the authorized purpose.
- 3.4 Design, introduce and maintain an **effective system of inventorying and documenting all testing and inspection facilities within GOEIC** as required by regulations. Ensure preventive maintenance, calibration, upkeep and serviceability for purpose of objective testing and inspection.
- 3.5 Develop and introduce a **long term HR plan through which personnel required to perform testing and inspection duties and for professionally operating the various labs and other facilities are professionally selected, properly trained and effectively deployed**. In this regard undertake training to upgrade skills of existing staff as appropriate.
- 3.6 Develop and put into effect an appropriate institutional arrangement through which GOEIC's **testing and inspection related facilities (labs, equipment, devices, etc.) are effectively planned, managed and their performance evaluated**. In this regard, establish an internal advisory committee for oversight, and guidance on management and operations of these technical services.
- 3.7 Develop and introduce a system (economic unit) through which GOEIC will provide **cost based technical lab services to all clients** and generate revenue to off-set recurring staff and materials related costs.
- 3.8 Establish a **Wide Area Network (WAN) to link all GOEIC field offices and laboratories** in different ports to ensure compliance with technical standards as required by Laboratory Information Management System (LIMS).

4. **Develop and Maintain an Integrated Information System including a Data Base of Importer and Exporters and all Export and Import Trade Transactions.**

In order to achieve its objectives pertaining to development and maintenance of an integrated information system, GOEIC will carry out the following:

- 4.1 Develop, introduce and maintain **integrated facilities of modern information technologies within GOEIC** connecting all branches and facilities with GOEIC for effective managerial, professional and technical functions. In this regard install and maintain appropriate computer software and hardware and related accessories and facilities.
- 4.2 Develop and maintain an **up-to-date data base of importers and exporters in Egypt**. In this regard register importers and exporters and produce an authentic directory of registered importers and exporters for all users.
- 4.3 Develop and maintain a system of **comprehensive records of all export and import transactions** processed through Egypt seaports and airports. Make these records available for operational, technical and management use of GOEIC and other authorized users.
- 4.4 Maintain a system through which **importers and exporters operating in Egypt are registered and licensed in compliance with the relevant laws and regulations**. In this regard issue certificates of registration as appropriate.
- 4.5 Develop and maintain a system to provide the necessary information about exporters of all goods and importers of industrial goods in order to determine whether an exporter or importer qualifies for the **“white list”**. Make the qualifications required for entering into the “white list” available to exporters and importers.
- 4.6 As a byproduct of the various records created, processed and stored in GOEIC’s data bank, compile and **produce periodic reports and statistics** for use of planning and managing GOEIC’s regular activities as well as for use of general public and trading community.
- 4.7 Develop and put into effect an appropriate institutional arrangement through which GOEIC’s integrated management and **technical information services are effectively planned, managed and evaluated**.

5. Develop Institutional Capabilities within the GOEIC

In order to achieve its objective pertaining to development of its institutional capabilities, GOEIC will carry out the following:

- 5.1 Develop GOEIC **strategic management capabilities** for achieving its **mission, objectives and goals**. Create wider awareness of GOEIC mission among staff and the trading communities it is serving.
- 5.2 Develop and introduce a **system of annual work plans for GOEIC** that sets goals and targets and ensure that these plans are effectively implemented and outcome evaluated.
- 5.3 In close consultation with heads of technical functions of GOEIC **establish performance criteria and standards** in qualitative and quantitative terms and make these available to all levels of staff.

- 5.4 Develop professional capabilities and practices within GOEIC for **strategic planning and research, legal services, security services, customer liaison services, etc.**
 - 5.5 **Prepare annual financial and human resource budgets, covering all functions of GOEIC** and ensure that the budget is adequately controlled and resources (financial, human, material and other) are optimally utilized.
 - 5.6 **Provide efficient administrative and logistical services within GOEIC.** In this regard ensure that the related systems and procedures are adequately documented and brought to the attention of all staff through appropriate modern communication technology.
 - 5.7 **Develop management capabilities in GOEIC field offices** where authority for decision making on local operational matters can be fully delegated and better services provided to the clients.
 - 5.8 Implement the approved plans for establishment of the **GOEIC Training Center and the GOEIC Trade Services Center** and continue efforts to strengthen institutional capabilities within GOEIC.
6. **Near Term Goals of GOEIC**
- 6.1 Consolidate and strengthen **management capabilities at all levels and branches;** strengthen GOEIC field offices capabilities to enable them to make local operational decisions.
 - 6.2 **Implement ATR institutional development proposals** and information technology plans, including establishment of a training center at Alexandria and trade services center at GOEIC in Cairo.
 - 6.3. **Achieve international accreditation** by ensuring that GOEIC fully operates along the prescribed standards and procedures, complies with international requirements, and GOEIC labs are qualified to issue certificates according to international norms.
 - 6.4 Develop and implement a strategy for **implementation of all relevant laws, regulations and decrees.**
 - 6.5 **Upgrade technical facilities for testing and inspection** and ensure that the turn-round time for every test is reduced to the minimum, as appropriate.
 - 6.6 Accelerated program for **upgrading of technical knowledge and skills** of staff working in testing laboratories; research and analytic capabilities development.
 - 6.7 Continue efforts to **streamline inspection and testing procedures** such as acceptance of certificates of inspection issued by registered local and foreign agencies (for industrial goods), etc. in compliance with relevant decrees.

- 6.8 Enhance and upgrade the systems for **creating greater awareness among business communities and relevant government and non-government organizations, regarding mission and operations of GOEIC** through seminars, workshops and printed material, and seek their feedback on GOEIC activities. active participation in initiating and administering GOEIC's policies. In this regard also establish a modern Customer Service Center and appropriate recourse procedures.
- 6.9 Implement the following in GOEIC's **2003/2004 work plan**:
- Conduct review of and develop an action plan to ensure that WTO requirements adopted by GoE are observed.
 - Examine the possibility of a pilot project of a model laboratory which will sell its services to business community and in the process generate funds to modernize the existing laboratories.
 - Publicize GOEIC's lab facilities to the governmental and non-governmental to make economic use of these services.
- 6.10 Start implementation of a plan to improve working environment of all GOEIC facilities.

GOEIC Institutional Development Task Force

ATR Team

Wednesday, April 16, 2003

APPENDIX B



TradeNet[®] - the one-stop e-platform for trade declaration

The world's first nationwide electronic trade documentation system that approves permit applications almost instantaneously. Contributing to Singapore's pro-business environment, this revolutionary system increases efficiency and lowers business costs for the trading community.



Singapore
Customs

STGC
Singapore
Strategic Goods Control

Singapore
Goods

Strategic
Trade
System

useful links



Register

highlights



Central
Registration
(CR) Numbers



Import &
Export Notices



Certificates
of Origin
Procedures



Import &
Export
Procedures



Free Trade
Agreement
(FTA)



Search Codes



TradeNet
Procedures



TradeNet Procedures

CONTENTS

Foreword

An Overview of TradeNet

- What is TradeNet
- What You require as a TradeNet User
- Submitting a Permit Application
- Important Points to Remember

This publication on the "Operation Procedures under the TradeNet System" explains the preparation, submission to and processing of import, export and transshipment permit applications.

It is intended to be used as a guide for the TradeNet System Operators who are using the System daily. All the TradeNet System Operators should read this publication carefully and note its contents.

Operation Procedures under the TradeNet System

- Information

The TradeNet System is a nation-wide Electronic Data Interchange (EDI) System which allows the various parties from the public and the private sectors to exchange structured trade messages and information electronically.

Submission of Permit Applications under TradeNet

- Types of Permit Application
- How to declare your Imports, Exports & Transshipments through the TradeNet System
- Reasons for Documentation

The major Government agencies which are using the System for the exchange of trade and shipping messages with the private sector are the Singapore Customs and various other agencies which

- Explanatory Notes exercise control on the import, export and transshipment of goods.
- IMPORT/ EXPORT
- TRANSHIPMENT The TradeNet System has integrated the import, export and transshipment documentation processing procedures. It reduces the cost and turnaround time for the preparation, submission and processing of trade and shipping documents and expedites the clearance of the cargo.
- Before Submission
- Unique Reference Number
- Correct Submission
- Cargo Clearance Permit (CCP)
- Wrong Submission We hope that you find this publication useful.
- Amendment of Permits
- Cancellation of Permits Singapore Customs
55 Newton Road
#10-01 Revenue House
Singapore 307987
Tel. No. 63552000
Fax No. 62509606
Email: customs_documentation@customs.gov.sg
- Application for a Central Registration (CR) Number
- Collection of Processing Fee
- Permit Applications Not Allowed Under TradeNet
- Important Points to Remember No part of this publication may be reproduced by any means for any purpose without the prior written permission of the Singapore Customs.
- Joint Permits
- Further Information

Permit and Error Messages

- Permit Messages
- Status Messages
- Other Error Messages

Highlights on Competent Authorities' (CAs) Procedures

- Introduction
- CAs' Specific Requirements
 1. Agri-food and Veterinary Authority (AVA)
 1. AVA (Food Control Division)

- 2. Animal, Meat and Seafood Regulatory
 - 1. AVA (Animal)
 - 2. AVA (Meat)
 - 3. AVA (Seafood)
- 3. Plant Regulatory Branch
 - 1. AVA (Fruits and Vegetables)
 - 2. AVA (Plant Health)
- 4. Wildlife Regulatory Branch
 - 1. AVA (CITES)
 - 2. AVA (Ornamental Fish)
- 2. Central Narcotics Bureau (CNB)
- 3. Health Sciences Authority (HSA)
 - 1. Centre for Drug Administration (CDA):
 - 1. Cosmetic Control Unit (CCU)
 - 2. Product Evaluation & Registration (PER) Division
 - 2. Centre for Radiation Protection (CRP)
- 4. INFOCOMM Development Authority of Singapore (IDA)
- 5. International Enterprise Singapore Board
 - 1. Export of Rubber
 - 2. Import and Export of Rice
- 6. Media Development Authority (MDA)
 - 1. Board of Film Censors (BFC)
 - 2. Controller of Undesirable Publications (CUP)
- 7. National Authority (Chemical Weapons Convention)
- 8. Occupational Safety Department
- 9. Pollution Control Department:
 - 1. Hazardous Substances
 - 2. Ozone Depleting Substances
 - 3. Rotterdam Convention and the Interim Prior Informed Consent (PIC) Procedure
- 10. Singapore Customs
 - 1. Import and Export of Goods Covered under Import Certificate and Delivery Verification (ICDV)
 - 2. Import and Export of Mastering Equipment and Replication Equipment
- 11. Singapore Police Force (SPF) Licensing Division
- Conclusion

the Export Permit through the TradeNet System

Annexes

Annex A1 - Samples of IESGP Import Cargo Clearance Permit (CCP)

Annex A2 - Samples of Joint Import Cargo Clearance Permit (CCP)

Annex A3 - Samples of IESGP Export Cargo Clearance Permit (CCP)

Annex A4 - Samples of IESGP Transshipment Cargo Clearance Permit (CCP)

Annex A5 - Samples of Amended IESGP Import Cargo Clearance Permit (CCP)

Annex B - Fields Allowed For Electronic Amendment via TradeNet

Annex C - Competent Authorities' Requirements

Annex D - List of reasons for Cancellation Codes

Annex E - Competent Authorities (CAs) Help Desk List

Annex F - Format for the Certification of Import by Licence Holder

Annex G1 - List of Countries which have acceded to the MONTREAL PROTOCOL on substances that deplete the ozone layer

Annex G2 - List of Countries which have acceded to the LONDON AMENDMENT TO THE MONTREAL PROTOCOL on substances that deplete the ozone layer

Annex G3 - Import of Ozone Depleting Substances (ODS) for local consumption

Annex H - CNB Declaration Form

Appendixes - CAs' HS Codes

Appendix A - Items under **IMPORT** control

Appendix B - Items under **EXPORT** control

Appendix C - Items under **IMPORT & EXPORT** control

Appendix D - Items under **IMPORT, EXPORT & TRANSHIPMENT** control

Appendix E - Items under **IMPORT** control for **PARTIALLY CONTROLLED HS**

Appendix F - Items under **IMPORT, EXPORT & TRANSHIPMENT** control for **PARTIALLY CONTROLLED HS**

Appendix G - Items under **IMPORT** control for **CONTROLLED & DUTIABLE HS**

Appendixes - CAs' Product Codes

Appendix H - Agri-food Veterinary Authority (Animal)

Appendix I - Agri-food Veterinary Authority (CITES)

Appendix J - Agri-food Veterinary Authority (Food Control Division)

Appendix K - Agri-food Veterinary Authority (Fruits & Vegetables)

Appendix L - Agri-food Veterinary Authority (Meat)

Appendix M - Agri-food Veterinary Authority (Ornamental Fish)

Appendix N - Agri-food Veterinary Authority (Plant Health)

Appendix O - Agri-food Veterinary Authority (Seafood)

Appendix P - Health Sciences Authority (PER Division)

Appendix Q - INFOCOMM Development Authority of Singapore

Appendix R - Singapore Customs (Mastering Equipment & Replication Equipment)

Appendix S - Media Development Authority

Appendix T - National Authority (Chemical Weapons Convention)

Appendix U - Pollution Control Department (Basel Convention)

Appendix V - Pollution Control Department (Hazardous Substances)

Appendix W - Pollution Control Department (Ozone Depleting Substances)

Appendix X - Pollution Control Department (Rotterdam Convention PIC Procedure)

Country Code & Locode - List of Country Codes and Locode

Last Update: May 2004

Singapore Customs

INFORMATION CENTRE

Your One Stop Information Centre on the Registration and Licensing Requirements of Government Agencies

Don't know what
licences/permits
for your business?

SINGAPORE CUSTOMS



- [Registers traders for import, export and other trading activities](#)
- [Registers manufacturers for the application of Certificates of Origin](#)
- Registers traders who need to:
 - declare Customs permits,
 - pay Customs duty and other fees through the Inter-Bank GIRO scheme
 - apply for exemption from Customs duty and/or GST.
 - [operate licensed and bonded warehouse](#)
- [Registers any person who brokers in weapons or arms and explosives under the Strategic Goods \(Control\) Act](#)
- [Issues the Import Certificate and Delivery Verification\(ICDV\)](#)
- [NA \(CWC\) - issues licences to import and/or export, produce, process, consume and store scheduled chemicals.](#)

ACCOUNTING AND CORPORATE REGULATORY
AUTHORITY



- Registers all commercial entities which conduct business in Singapore and provides a system for their compliance with statutory disclosure requirements
- Acts as a centre of information on registered business entities

ARMS AND EXPLOSIVES LICENSING DIVISION



- Issues approval and licences to organisations / individuals who possess, trade, manufacture, store or deal with arms and explosives.

AGRI-FOOD AND VETERINARY AUTHORITY



- [Registers and licences](#) the import of meat, fish, fruits and vegetables
- [Registers and licences](#) the import and export of ornamental fish, plants and plant products, animals and birds and endangered species and its products

Food Control Division

- Registers traders for the import of prepacked food
- Issues licences to traders to import, sell and use artificial sweetening agent

DISEASE CONTROL BRANCH



- Controls the importation of human pathogens into Singapore for diagnosis, scientific research and industrial uses.

HEALTH SCIENCES AUTHORITY (HSA)



Centre for Drug Administration

- [Product Evaluation & Registration Division \(PER\)](#)
 - Controls the import, sale and supply of medicinal and health-related products, including health supplements, Chinese proprietary medicines (CPM) and cosmetic products in Singapore.
 - Evaluates and registers western medicinal products through the [Drug Registration Unit \(DRU\)](#).
 - Licences all importers and wholesalers of CPM products through the [Chinese Proprietary Medicine Unit](#).
 - Licences all Category I cosmetic products sold in Singapore, and their importers and local manufacturers through the [Cosmetic Control Unit \(CCU\)](#).
- [Manufacturing & Quality Audit Division \(MQA\)](#)
 - Audits and licences local pharmaceutical manufacturers, importers/wholesale dealers in accordance with current international Good Manufacturing Practices (GMP) and Good Distribution Practices (GDP) standards respectively through the [GMP Unit](#).
 - The GMP Unit is ISO 9002 certified and a member of the international Pharmaceutical Inspection Co-operation Scheme (PIC/S) based in Switzerland.

Centre for Radiation Protection (CRP)

- Issues licences to organisations / individuals who use, manufacture, sell and import/export radioactive materials and irradiating apparatus.



- Issues licences for telecom equipment dealers and permits for the import of telecom equipment.
- Type approves all telecom equipment for use in Singapore.
- Licences public and private telecom networks/operators and postal services operators.

INLAND REVENUE AUTHORITY OF SINGAPORE



- Authority dealing with Goods and Services Tax (GST) and Major Exporters Scheme (MES)

INTERNATIONAL ENTERPRISE SINGAPORE BOARD



- [Registers Representative Office in Singapore](#)
- Issues the following licences:
 - Commodities: [Rice](#) and [Rubber](#)

MEDIA DEVELOPMENT AUTHORITY



- Issues licences to organisations who distribute, import, make and exhibit videos.
- Issues licences to organisations who exhibit R(A) and NC-16 films.
- Issues permits to traders who import films and videos.
- Authority dealing with the censorship of imported publications and audio materials

POLLUTION CONTROL DEPARTMENT



- Issues transport approval, [PCD Hazardous Substances Licences and Permits](#) for import, sale, storage and use of hazardous substances

The contacts for Government Agencies can be found at the Singapore Government Directory interactive ([SGDi](#))

Import and Export Procedures

Trader Registration

To engage in import, export and transshipment activities in Singapore:

- First register with the Accounting & Corporate Regulatory Authority (ACRA).
- Upon successful registration with ACRA, please apply to Singapore Customs for a **Central Registration (CR) Number**. This CR Number enables you to submit Import, Export and Transshipment Permit applications through TradeNet. Your CR Number is processed free of charge.

Permit Requirement

Imports

For imports of all goods (including **controlled** and non-controlled items) into Singapore,

- Obtain an Import Permit through **TradeNet** before goods are imported into Singapore
- Subject to the payment of Goods and Services Tax (GST) which is levied at 5% of the CIF (cost, insurance and freight) value at the time of importation.

Import of High-Technology Products

- Certain high-technology products are subject to export control by the exporting country. In this case, the exporter in the exporting country may ask the Singapore importer for an Import Certificate and Delivery Verification (ICDV) from Singapore.
- The Singapore Customs will issue the ICDV to you if your application is in order. The purpose of the ICDV is to ensure that

the items are in fact imported into Singapore and are not diverted or re-export to a proscribed destination.

- For more Information on application and procedure for the Issue of an Import Certificate and Delivery Verification Certificate, click [here](#):

Exports

For exports of goods out of Singapore,

- Obtain an Export Permit through [TradeNet](#) within 3 days of export if your goods are non-controlled and are exported by sea or air.
- Obtain an Export Permit through [TradeNet](#) before goods are exported out of Singapore if your goods are [controlled](#) or are exported by road and rail.

Products Requiring Export Approvals

Some products are subject to quota restriction or special documentation requirement. Details are explained below:

Textiles and Textile Products

Before exporting textiles and textile products including samples, gifts and souvenir items made from textiles to Canada, EU and the USA, you should check with the Classification/Statistics Audit Branch of Singapore Customs whether your product is under quota restriction. If it is, you must ensure that the registered manufacturer has the required quotas before you apply for the relevant Certificate or document for the consignment.

For exports of textiles and textile products of Singapore origin subject to quota restrictions in the EU, you need to obtain the Export Licence and the CO for the importers in those markets. For textiles and textile products of Singapore origin exported to the US, a Textile Visa is required by the US Customs Service for each consignment except for ramie, silk and linen products.

Aquarium Fish and Fresh-Cut Orchids

Germany requires an Export Certificate for every consignment of cut flowers imported into the country.

Our Singapore Customs (Aircargo) processes [Certificates of Origin](#) for the export of aquarium fish and fresh-cut orchids.

Transshipment

For all transshipment of goods from one Free Trade Zone to another and

for transshipment of **controlled items** within the same Free Trade Zone,

- Obtain a Transshipment Permit through **TradeNet** before goods are imported into Singapore

Using TradeNet

To apply for a TradeNet Permit, you may either:

- Subscribe as a TradeNet User to submit permit applications for processing and approval. Please contact the TradeNet System Administrator, CrimsonLogic at Tel No. (65) 6887 7888 for more information; or
- Appoint an agent, freight forwarder or TradeNet Service Centre to submit the permit applications on your behalf.

Permit Exemption

1. The requirement for permits shall not apply if such goods are not controlled imports, controlled exports or controlled transshipments and are:

- i. personal or household effects, other than motor vehicles, which:
 - a. accompany passengers, crew or employees of transport undertakings by land, sea or air;
 - b. are not being transported for sale but are intended for the personal or household use of such passengers, crew or employees of transport undertakings; and
- ii. being imported, exported or transhipped by parcel post and such importation, exportation and transshipment is not prohibited under regulation 6 of the Regulation of Imports and Exports Regulations;
- iii. diplomatic correspondence;
- iv. being imported, exported or transhipped by:
 - a. the joint defence force, including the Singapore Armed Forces, the Singapore Police Force and the Singapore Joint Civil Defence Force, including personal and household effects of its officers but excluding civilian motor vehicles; or
 - b. the Ministry of Foreign Affairs, including personal and household effects of its officers but excluding motor vehicles;
- v. used motor vehicles covered by Carnet de Passage which are endorsed by the Automobile Association of Singapore;

vi. trade samples, specimens for analysis or test, and gifts, the value of which does not exceed S\$400.00 in total value, including the following controlled items:

- a. food items including tableware and kitchenware made of porcelain or china controlled by the Food Control Division.
- b. fish and fishery products (excluding species controlled under CITES); fruits and vegetables (excluding those from the American Tropics); and flowers (excluding species controlled under CITES and those from the American Tropics) controlled by Agri-Food and Veterinary Authority (AVA);
- c. rice of all descriptions controlled by the IE Singapore

vii. commercial, shipping or airline documents, press photographs or negatives, news write-ups, news clippings, news films or news transcription tapes;

viii. human corpses, human remains, human bones or cremated ashes; or

ix. human transplant materials.

2. The requirement of a permit to export any goods shall not apply if such goods:

- i. are not controlled exports;
- ii. have a total value which does not exceed \$400; and
- iii. are being exported unaccompanied by air by a tourist.

3. The requirement of a permit to tranship any goods shall not apply if such goods:

- i. are not controlled import, controlled exports or controlled transshipments; and
- ii. are not transhipped from one free trade zone to another.

Third Country Trading through Singapore

A Singapore company may arrange for the shipment of their goods from a second country to a third country. If it is shown as the shipper in both the incoming and outgoing bills of lading/air waybills/manifests, and

Where the goods are not discharged in Singapore

- No import and export permits are required.

Where the goods are discharged in Singapore

- No import and export permits are required
- The carrier's agents must indicate against the consignment in the inward and outward manifests the following remarks:

"Transhipped through Singapore on

Through Bill of Lading to (Destination)"

Temporary Import/Export under ATA Carnet**Import**

- Import permits are not required for goods imported under ATA Carnet. However, where some or all of the goods are not re-exported, you must obtain the necessary import permit(s) for the goods.
- If the goods to be imported are under **import control**, you must obtain the endorsement/approval from the relevant controlling agency before the arrival of the controlled goods in Singapore.
- You must present the ATA Carnet (endorsed by Customs) to the carrier's agent to effect shipment of the goods. The B/L or AWB number should be indicated on the top right hand corner of the ATA Carnet. The carrier's agent will:
 - retain a copy of the ATA Carnet
 - indicate in the manifest, the ATA Carnet No. against the item which was exported under the ATA Carnet.

Export

In Singapore, ATA Carnets are issued only by the Singapore International Chamber of Commerce (SICC). You should apply to the SICC for an ATA Carnet for goods temporarily exported from Singapore.

**List of
Controlled
Goods -
Imports**

ITEMS

**COMPETENT
AUTHORITY**

1)	Amusement machines, coin or disc-operated, including pin-tables, shooting galleries & cinematograph machines	-	PELU, Police
2)	Animals, birds and products thereof	-	AVA
3)	Arms & explosives	-	A&E
4)	Articles of asbestos	-	PCD
5)	Articles of clothing intended as protection against attack, including bullet-proof vests.	-	A&E
6)	Batteries (primary), alkaline, zinc-carbon and mercury oxide	-	PCD
7)	Cartridges/cassettes/audio compact diskettes - pre-recorded	-	MDA
8)	Chemicals:		
	a) poisons and hazardous	-	PCD
	b) toxic and precursors	-	NA, CWC
	c) pesticides	-	PCD

9)	a) Chewing Gum	-	Prohibited, Singapore Customs
	b) Chewing Gum (Oral Dental)	-	CCU
	c) Chewing Gum (Medicinal)	-	PER
10)	Chlorofluorocarbons (CFCs)	-	PCD
11)	Cigarette lighters - pistol/revolver shaped	-	Prohibited, A&E
12)	Cosmetics and cosmetic products (except medicated skin and face lotions and creams which are controlled by DAD)	-	CCU
13)	Diesel oil/fuel	-	PCD
14)	a) Rough diamonds from Liberia	-	Prohibited, Singapore Customs
	b) Rough diamonds (KPCS)	-	Singapore Customs
15)	Films, cinema/video/laser discs	-	MDA
16)	Fire crackers	-	Prohibited A&E
17)	Fishes and fishery products (including	-	AVA

fin fish, crustaceans and molluscs)

18)	Food items (excluding fresh/chilled vegetables and fruits)	-	FCD
19)	Fruits (fresh/chilled)	-	AVA
20)	Fruit/jackpot machines	-	SPF
21)	Ginseng roots	-	AVA
22)	Gramophone records	-	MDA
23)	Handcuffs	-	A&E
24)	Halons	-	PCD
25)	Hair dye & hair care preparations		
	a) with poison	-	PER
	b) without poison	-	CCU
26)	Helmets:		
	a) Industrial safety	-	OSD
	b) Steel	-	A&E

27)	Human Pathogens	-	DCB
28)	Industrial safety items:		
	a) Belts	}	
	b) Harnesses	}	
	c) Life line	}	OSD
	d) Safety lines	}	
	e) Nets	}	
29)	Irradiating apparatus	-	CRP
30)	Round logs and timber products originating in Liberia	-	Prohibited, Singapore Customs
31)	Mastering equipment and replication equipment for any of the following:		
	a) CD (compact disc)	}	
	b) CD-ROM (compact disc-read only memory)	}	
	c) VCD (video compact disc)	}	Singapore Customs
	d) DVD (digital video disc)	}	
	e) DVD-ROM (digital video disc-read only memory).	}	

32)	Meat and meat products of animals and birds	-	AVA
33)	Medicines/medicaments/pharmaceutical	-	PER
34)	Medicaments, veterinary	-	AVA
35)	Milk powder - skimmed (coloured for animal feed) Fresh milk/skimmed/pasteurised from Peninsular Malaysia/Sabah/Sarawak, refer to AVA for endorsement	-	AVA
36)	Nitro-cellulose	-	A&E
37)	Organic fertilizer	-	AVA
38)	Plants with/without soil, flowers and seeds	-	AVA
39)	Poppy seeds (kaskas)	-	CNB
40)	Precursor Chemicals	-	CNB
41)	Publications	-	MDA

42)	Radio-active materials	-	CRP
43)	Rhinoceros horn, worked, unworked or prepared and worked and powder of this product	-	Prohibited, AVA
44)	Rice (excluding rice bran)	-	IE Singapore
45)	Surface-active agents, anionic	-	PCD
46)	Tableware and kitchenware of : a) porcelain or china b) lead crystal	-	FCD
47)	Tapes, pre-recorded	-	MDA
48)	Telecommunication equipment:		
	a) Radio Telecommunication Equipment, e.g. walkie talkie. The radio telecommunication equipment (except cellular handphone or other such equipment approved by IDA) will be prohibited if operating on GSM frequency bands 890 - 915, 935 - 960 MHz. e. g. wireless headphone/speaker, microphone	}	
	b) Line Communication Equipment, e.g. fax machine, telephone set	}	IDA

	c) Broadcast Receivers with Communication Option, e.g. radio amplifier or tuner	}	
49)	Timber and wood (CITES listed)	-	AVA
50)	Toy guns/pistols/revolvers	-	A&E
51)	Toy walkie-talkie	-	IDA
52)	Vegetables (fresh/chilled)	-	AVA
53)	Waste lead-acid batteries and waste batteries made with lead, cadmium or mercury	-	PCD

For a comprehensive list of items that are subject to control by the relevant competent authorities, please refer to the [Appendices A to G](#).

List of Controlled Goods - Exports

	ITEMS	COMPETENT AUTHORITY
1)	Animals	- AVA
2)	Arms & explosives	- A&E

- 3) Articles of clothing intended as protection against attack, including bullet-proof vests. - A&E

- 4) Chemicals:
 - a) toxic and precursors - NA, CWC
 - b) pesticides - PCD

- 5) Chlorofluorocarbons (CFCs) - PCD

- 6) - Singapore Customs
Rough Diamonds

- 7) Fish and fishery products (including fin fish, crustaceans and molluscs) - AVA

- 8) Ginseng roots - AVA

- 9) Handcuffs - A&E

- 10) Halons - PCD

- 11) Helmets, steel - A&E

- 12) Irradiating apparatus - CRP

- 13) Meat and meat products - AVA
- 14) Precursor Chemicals - CNB
- 15) Radio-active materials - CRP
- 16) Rhinoceros horn, worked, unworked or prepared and waste and powder of this product - Prohibited, AVA
- 17) Rice (excluding rice bran) - IE Singapore
- 18) Rubber - IE Singapore
- 19) Singapore-made textiles, garments & textile articles for export to Canada, the European Union countries or the United States of America - Singapore Customs
- 20) Timber and wood (CITES listed) - AVA
- 21) Toys guns/pistols/revolvers - A&E
- 22) Waste lead-acid batteries and waste batteries made with - PCD

lead, cadmium or mercury

- 23) Exports to Afghanistan: }
- a) Arms and related materials } Prohibited, Singapore
of all types including - Customs
- i) weapons; }
- ii) ammunition; }
- iii) military vehicles and }
equipment;
- iv) paramilitary equipment }
- b) spare parts for items listed }
in (a); and
- c) the chemical acetic }
anhydride
- 24) Exports to Iraq }
- a) Arms and related materials } Prohibited, Singapore
of all types, including Customs
- i) weapons;
- ii) ammunition;
- iii) military vehicles
- iv) military equipment; and
- v) paramilitary equipment;
- and

b) Spare parts of any items falling under para (a)

25) Exports to Liberia: }

a) Arms and related materials } Prohibited, Singapore
of all types, including Customs

i. weapons ; }

ii. ammunition; }

iii. military vehicles and }
equipment; }

iv. paramilitary equipment

b) spare parts for the items }
listed in (a).

26) Exports to Rwanda }

a) Arms and related materials } Prohibited, Singapore
of all types including weapons }
and ammunition, military }
vehicles, military equipment }
and paramilitary equipment }
Customs

b) Spare parts for any item in }
(a)

27) Exports to Sierra Leone	}		
a. Arms and related materials of all types including weapons and ammunition, military vehicles, military equipment and paramilitary equipment		Prohibited, Customs	Singapore
b. Spare parts for any item in (a)	}		
28) Exports to Somalia	}		
Weapons and military equipment	}	Prohibited, Customs	Singapore

Documentation Fees

Processing Through TradeNet

- Payment has to be made through Inter-Bank GIRO accounts.
- Statutory Fees:
 - \$0.90 per permit application
 - \$4 per certificate of origin application
- S\$2.40 each for processing and transmission charges

Manual Processing

- Payment has to be made by NETS, cash card or credit card
- Minimum 3 hours, depending on the number of items in the

application	Fee per document
Permit application (per 5-item)	S\$10
Certificate of Origin application	S\$10
Import Certificate and Delivery Verification application	S\$10
Certificate of Free Sale and Certificate of Non-Manipulation	S\$4
Any other Certificate	S\$10
Certified copy	S\$4

- Payment has to be made through Inter-Bank GIRO accounts
- Minimum 3 hours, depending on the submission of complete document

	Fee
Kimberley Process Licence (per year or part thereof)	S\$50
Kimberley Process Certificate (per certificate)	S\$5

Certificates of Origin

What is a Certificate of Origin (CO)?

Ordinary Certificate of Origin

- A document that can be used to satisfy your buyers that the products exported are wholly obtained, produced or manufactured in Singapore, depending on the [Rules of Origin](#). Examples are:

- Ordinary CO
- Ordinary CO - for textile products exported to the EU only

Preferential Certificate of Origin

- A document that can help improve the competitive edge of your exports by enabling your buyers to claim preferential tariff treatment when importing your products under one of the [Schemes of Preferences](#) or [Free Trade Agreements](#).
Examples are:
 - Generalised System of Preferences (GSP) Form A
 - Common Effective Preferential Tariff (CEPT) Form D
 - Commonwealth Preference Certificate (CPC)
 - Global System of Trade Preferences (GSTP) Certificate

Schemes of Preferences

Generalised System of Preferences (GSP)

- A system offering preferential tariff treatment for eligible products exported from developing countries (or beneficiary or donee countries) to the developed countries (or donor countries). Concessions granted can be in the form of reduced tariff or full exemption from tariff.
- Donor countries extending the concessions under this scheme are:
 - Belarus
 - Canada
 - Norway
 - Russian Federation
 - **Common Effective Preferential Tariff (CEPT) Scheme**
- An arrangement among ASEAN countries to reduce intra-regional tariffs and remove non-tariff barriers over a 9-year period beginning on 1 Jan 1993.
- The list of ASEAN countries and their respective target year for reducing their tariffs on eligible products to 0-5% are as follows:

Country	Year
Brunei Darussalam	By 2002
Indonesia	By 2002
Malaysia	By 2002
Philippines	By 2002
Thailand	By 2002
Singapore	By 2002
Vietnam	By 2006
Laos	By 2008

Cambodia	By 2010
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Commonwealth Preference (CP)

- A scheme offered by Mauritius and Seychelles extending preferential import duty on eligible products exported from Singapore.

Global System of Trade Preferences (GSTP)

- A system offering preferential tariff treatment for eligible products exported from a participant country to another participant country. The concessions granted take the form of reduced tariff or full exemption from tariff.
- Participant countries extending concessions under this scheme are:
 - Algeria
 - Argentina
 - Bangladesh
 - Benin
 - Bolivia
 - Brazil
 - Cameroon
 - Chile
 - Columbia
 - Cuba
 - Democratic People's Republic of Korea
 - Ecuador
 - Egypt
 - Ghana
 - Guinea
 - Guyana
 - India
 - Indonesia
 - Iran (Islamic Republic of)
 - Iraq
 - Libyan Arab Jamahiriya

- Malaysia
 - Mexico
 - Morocco
 - Mozambique
 - Myanmar
 - Nicaragua
 - Nigeria
 - Pakistan
 - Peru
 - Philippines
 - Republic of Korea
 - Romania
 - Singapore
 - Sri Lanka
 - Sudan
 - Thailand
 - Trinidad & Tobago
 - Tunisia
 - United Republic of Tanzania
 - Venezuela
 - Vietnam
 - Yugoslavia
 - Zimbabwe
-

**Certificate of
Origin
Procedures**

Factory Registration

To apply for a Certificate of Origin (CO) from Singapore Customs:

- The factory manufacturing this product must be registered with Singapore Customs and the product must qualify as being of Singapore origin.
- If you are not the manufacturer of the product and you wish to apply for a CO, you should confirm that the manufacturer in Singapore has met this requirement.

To register the factory:

- The manufacture should first complete an "Application for Registration" Form and submit it to the following address:

Singapore		Customs
Documentation	Specialists	Branch
55	Newton	Road
#10-01	Revenue	House
Singapore 307987		

- A Customs officer will arrange to inspect the factory to see that it has the machinery and manpower to manufacture the product and that it keeps proper books and records of its operations.
- Upon successful application, the manufacturer will receive a letter of approval from Singapore Customs together with a registration number.
- Companies granted pioneer status by the Economic Development Board may be exempted from having their factory inspected if their applications are supported by documentary evidence of their pioneer status.

Submission of Manufacturing Cost Statement / Letter of Undertaking

Before applying for a CO, you must check if the Manufacturing Cost Statement for the product is required for verification by the Singapore Customs. If so:

- The manufacturer must prepare the Cost Statement for every product model based on the format given by Singapore Customs.
- The Managing Director and the Accountant must jointly certify the Cost Statement true and correct. The Singapore Customs may also require your Cost Statement to be certified by a public accountant.
- Each approved Cost Statement is valid for one year and must be updated annually or earlier when there are changes during the year.
- To renew approved Cost Statement, you may submit a Letter of Undertaking (LU) to the Singapore Customs, declaring that your product for all models are still qualified at the prevailing origin

criteria of the relevant tariff preferential / non-preferential Scheme which was previously approved.

- Upon verification and confirmation that the product satisfies the origin criteria for the CO, you will receive an approval letter for the Cost Statement. The manufacturer or his exporter may then apply for the relevant CO.

Guidelines on the Preparation of the Manufacturing Cost Statement

1. Check with the Documentation Specialists Branch of the Singapore Customs on the origin criteria that your product must comply with to qualify for preferential treatment.
2. Prepare the Cost Statement on your company's letterhead for every product model according to the **specified format**.
3. Submit your Cost Statement for the product at least 7 working days before the export of goods.
4. Give actual costs of materials used, labour and overhead costs in each Cost Statement. Projection of production costs is not allowed.
5. Submit supplier's invoice for every material used which is manufactured locally. If the material is of ASEAN origin and you want your product to qualify under the ASEAN Cumulative Rule of Origin, please submit the original copy of the GSP Form A/CEPT Form D issued by the authority in the supplying ASEAN country as a supporting document.
6. Update your Cost Statement yearly or earlier when there are variations in your prices, costs, sources of materials, etc.
7. Ensure that the Cost Statement is declared to be true and correct by the Managing Director and Accountant of your company.

The Essentials - Step by Step

Prior to applying for a Preferential Certificate of Origin:

1. Establish Tariff Classification of Product

You must establish the correct classification or commodity code of your product according to the Customs Tariff Schedule of the country you are exporting to. This classification is made under the Harmonized Commodity Description and Coding System (HS) as may be amended from time to time.

2. Check the Product Coverage

You should check whether your product falls within the schedule of concessions of the preferential schemes of the markets you are exporting to. Each donor country has its own list of products that are either eligible for or excluded from preference.

3. Calculate the Preferential Margin

If your product is eligible for preferential treatment in a particular market, you should calculate the preferential margin to determine the price you can offer to your buyer. To do so, you should refer to the Customs Tariff Schedule of that market to find out both the full rate of duty which would normally apply to the product and the preferential rate of duty. The difference between these rates is the preferential margin. This represents the advantage that you have in the market over non-beneficiary suppliers in the amount of the import duties to be paid on that product.

4. Check Origin Criteria

You should find out whether your product complies with the origin criteria set by the preference-giving countries to determine if it can be considered as being of Singapore origin to qualify for preferential treatment. Each scheme lays down its own origin criteria which every product must comply with to qualify for preferential treatment.

5. Check Consignment Conditions

You are advised to check the consignment conditions specified by each preference-giving country. Generally, all preference-giving countries require goods to be transported direct from the beneficiary country. This ensures that your product retains its identity and is not manipulated or further processed during shipment.

You may tranship your product through another country provided that it does not enter the trade of that third country and that it remains under Customs control.

6. Prepare Documentary Evidence

Each scheme prescribes its own documentary evidence that your product has complied with the rules of origin. The claim for preferential treatment must be supported by the corresponding approved CO as evidence of the origin of the product. In most cases, these documents must be certified by the Singapore Customs. For example, the GSP scheme requires the GSP Form A as documentary evidence.

Application for Certificate of Origin

- You can apply for the CO and the Export Permit through the [TradeNet System](#). The Singapore Customs declaration type is IESGPDCO.
- Presently, you can submit the following types of documents (and their corresponding numeric codes) for processing through

TradeNet:

- Commercial Invoice/Textile Visa (Certificate Type 0)
 - GSP Form A (Certificate Type 1)
 - GSP Form A under Cumulation ASEAN (Certificate Type 2)
 - Back-to-back ASEAN-origin GSP Form A (Certificate Type 3)
 - Ordinary Certificate of Origin (Certificate Type 4)
 - Certificate of Processing (Certificate Type 4A)
 - Commonwealth Preference Certificate (Certificate Type 5)
 - Certificate of Origin for textile products exported to the EU (Certificate Type 9)
 - Export Certificate for Fresh-Cut Orchids (Certificate Type 10)
 - Export Licence for textile quota products exported to the EU (Certificate Type 11)
 - Common Effective Preferential Tariff (CEPT) Form D (Certificate Type 16)
 - Back-to-back ASEAN-origin CEPT Form D (Certificate Type 17)
 - Preferential Certificate of Origin under FTA (Certificate Type 18)
- Before submitting the application for processing, you should ensure that the requirements for the issue of the Certificate have been complied with. For example, you should check that the Manufacturing Cost Statement for the product is still valid.
 - If you purchase goods from a local manufacturer for export, you must fax to the Singapore Customs a Declaration by the Manufacturer that the goods are made by him. A specimen of this Declaration is at [Annex XXIV](#). You should indicate the unique reference number of your TradeNet application on the Declaration.
 - TradeNet provides for the printing of additional duplicate copies of the CO at the time of application. You may print a maximum of 9 copies for each Certificate type.

Collection of Certificate of Origin

- You should collect your approved CO from the CrimsonLogic Service Bureau, 230 Victoria Street, #07-02 Bugis Junction Office Tower (tel 6339 0798).
- To ensure that the COs are released to the correct party, the declarant or his representative must produce a Letter of Authorisation from the company at the time of collection. A

specimen of the Letter of Authorisation is on [Annex XXV](#). For applications approved by our Airport Outpost, please use the specimen at [Annex XXVI](#).

- The Letter of Authorisation must be presented with a copy of the exporter's invoice for each CO. The CO number must be indicated on the corresponding invoice. Upon receipt of the CO, you should check that the particulars on the CO are correct. The exporter's authorised signatory must sign in the appropriate box of the CO if all the particulars are correct. Otherwise, the CO is not complete and will not be accepted by the overseas Customs authority.

Manual Processing

- All the applications for the Certificates should be made through TradeNet. However, in cases where the Certificates cannot be applied through TradeNet, the exporter must complete the required documents for every consignment of products when applying under the manual processing system.
- Details on how to complete the COs are at [Annexes XV to XIX](#).

GSP / GSTP Application:

- 1 set of Export Permit Application
- 3 copies of GSP Form A / GSTP Certificate
- 1 copy of Invoice

Export Licence Textile Quota Items to EU:

- 1 set of Export Permit Application
- 3 copies of Export Licence for textile quota items exported to the EU

CEPT Application:

- 1 set of Export Permit Application
- 4 copies of CEPT Form D
- 1 copy of Invoice

Ordinary Certificate of Origin or Commonwealth Preference Certificate Application:

- 1 set of Export Permit Application
- 3 copies of Ordinary Certificate of Origin (Form 3) / Commonwealth Preference Certificate*
- 1 copy of Invoice

(*Manufacturers/exporters applying for CP Certificate must type on the Form in block letters "COMMONWEALTH PREFERENCE

CERTIFICATE" below the phrase "REPUBLIC OF SINGAPORE").

Textile Export Application:

- 1 set of Export Permit Application
- 3 copies of Ordinary Certificate of Origin for countries other than the EU
- 3 copies of Certificate of Origin for textile items to the EU
- 3 copies of Export Licence for textile quota items to the EU
- 3 copies of Commercial Invoice (Textile Visa) for exports to the US

Re-Exports of ASEAN Products under the GSP Schemes

Where ASEAN products are re-exported from Singapore and allowed preferential treatment under the respective GSP schemes, you or your freight forwarder must complete the following documents:

- 1 set of Export Permit Application
- 3 copies of GSP Form A
- 1 copy of Invoice to the buyer
- 1 original copy of GSP Form A issued by the ASEAN authority of the country where the products originated
- 1 copy of Invoice from the ASEAN supplier
- 1 copy of the Import Permit
- 1 copy of Bill of Lading or Air Waybill or 1 copy of Approved Declaration of Goods to be Exported issued by the Royal Malaysian Customs and Excise Department

Transshipment of ASEAN Products under the GSP Schemes

For products of ASEAN origin exported under the GSP Scheme and transhipped through Singapore, your freight forwarder must complete the following documents -

3 copies of Pink Transshipment Declaration

2 copies (original and duplicate) of GSP Form A issued by the country of origin

1 copy of Through Bill of Lading or Through Air Waybill

Fairs and Exhibitions

- Under the GSP and CEPT schemes, you may claim preferential treatment if the product sent from Singapore for exhibition in any

of the GSP donor countries or in an ASEAN country is sold after the exhibition in that country.

- This is on the condition that the appropriate Customs authority is satisfied that:
 - the product has met the rules of origin under the appropriate scheme;
 - you had consigned the product to that country where the exhibition was held and exhibited it at the specified destination;
 - the product was sold during or immediately after the exhibition to the buyer in that country to which it was sent for exhibition;
 - the product has not been used for any purpose other than for demonstration or exhibition.
- You should apply in the normal way for the preferential CO and provide the name and address of the exhibitor on the form.

Exporter who is not a Manufacturer

- If you are exporting goods which you have purchased from a manufacturer, you may apply for an ordinary or preferential CO.
- Before applying for a CO, you should obtain documentary evidence from the manufacturer to show that his products satisfy the rules of origin for the CO you wish to apply for.
- You need to substantiate this by checking with the manufacturer that the Manufacturing Cost Statement for his product is valid. If not, the Documentation Specialists Branch will not accept your application.

Amendments and Cancellations

- Amendments on a Certificate of Origin must be endorsed by the Singapore Customs. You should inform the Singapore Customs in writing within 2 weeks from the date of approval of any such amendments. If the consignment is not exported within a month from the date of approval, you should return the documents to the Singapore Customs for cancellation.

Certified True Copy

- If the Certificate of Origin sent to your buyer is lost, stolen or destroyed, you may apply for a certified true copy from the Singapore Customs. The following documents must be submitted with your written request:
 - 3 copies of Certificate of Origin (At the point of submission, a processing fee of \$4 is payable via NETS, cash card or credit card)
 - 1 copy of Duplicate copy of approved Certificate of Origin

Retention of Documents

- Documents relating to the production and shipment of exports accompanied by any of the Certificates described in this guide should be kept for at least 2 years for post-verification by the Singapore Customs or by the overseas Customs' authorities. For exports made under the EU GSP Scheme, the retention period of these documents as required by the EU is 3 years.

Issuing Authorities

- Besides the Singapore Customs, you can also apply for the Ordinary CO and the Commonwealth Preference Certificate for most products from the following authorised organisations (AOs):
 - Singapore Chinese Chamber of Commerce and Industry
 - Singapore Indian Chamber of Commerce and Industry
 - Singapore International Chamber of Commerce
 - Singapore Malay Chamber of Commerce and Industry
 - Singapore Confederation of Industries
 - Singapore Commodity Exchange Ltd (for rubber products only).
- These organisations issue the Certificates not only for locally manufactured or processed products, but also for products from other countries which are re-exported from Singapore.
- However, they do not issue the Ordinary CO for the export of the following Singapore-made products:
 - textiles and textile products to Canada, EU and the USA

Rules of Origin

Origin Criteria Definition

- For a product to qualify as of Singapore origin, it must be either:
 1. wholly obtained in Singapore, ie, wholly grown in Singapore or produced in Singapore without any imported materials (see [Annex I](#)); or
 2. manufactured in Singapore from materials and parts, which are either wholly or partly imported, according to the appropriate rules of origin.

Manufactured Product

- If a product to be exported is manufactured in Singapore, it must be the result of a manufacturing process which has substantially transformed the shape, nature or utility of the basic materials used in the manufacture.
- A product will not qualify as being of Singapore origin if it has undergone simple or minimal processing such as packing, bottling, drying, assembling or sorting (see [Annex I](#))
- Depending on the CO Scheme, the origin of the product for export must conform to the relevant rules of origin. This is determined by either one of two criteria:

1. the process criterion

Under the process criterion, the imported materials must have undergone substantial transformation. This results in the final product qualifying to be classified under a different tariff heading, as distinct from those classified for the imported materials. There are, however, certain exceptions to this rule.

2. the value-added or percentage criterion

For this criterion, the origin is determined by the percentage of either the imported materials or the local materials plus the direct processing cost in relation to the ex-factory cost or ex-factory price of the product.

- For applications for the Ordinary CO, the general rule is that the product must have at least 25 percent local content, which is determined by the calculation shown on [Annex VI](#).
- The preferential COs with tariff privileges are issued strictly according to the origin criteria set out in the respective schemes of preferences. You can obtain more details on the origin criteria in [Annex II \(GSP\)](#), [Annex III \(CEPT\)](#), [Annex IV \(CP\)](#) and [Annex V \(GSTP\)](#).

Free Trade Agreements

New Zealand

- Singapore and New Zealand signed an Agreement on a Closer Economic Partnership (ANZSCEP) on 14 Nov 2000. This Agreement took effect on 1 January 2001.
- To determine if you can enjoy zero tariff under ANZSCEP, please click on either of the following for the Rules of Origin:

[Download text in Word Format](#)

[View Text in HTML](#)

- Click here to view the [Circular dated 8 Dec 2000](#) on the application procedures to apply for the self certification of the export of your products under ANZSCEP.

Japan

- Singapore and Japan signed the Japan-Singapore Economic Partnership Agreement (JSEPA) on 13 Jan 2002. The JSEPA was implemented on 30 Nov 2002 after the necessary legislative processes in the respective parties had been completed.
- Meanwhile, to determine if your product is eligible for tariff preference, please refer to the [full text of the JSEPA](#).
- The products subject to tariff elimination are listed from pages 81 to 167 of the JSEPA. After ascertaining that your product is eligible for tariff elimination, please refer to the product specific rules from pages 168 to 371 to ascertain if your product can comply with the product specific rule to qualify as Singapore origin.
- The text of the Rules of Origin (Chapter 3) is listed from pages 13 to 20 of the Agreement. We have prepared a [Guide to the Rules of Origin](#) under the Agreement for your easy reference.
- Click here to view the [Circular dated 15 Nov 2002](#) on the application procedures to apply for the preferential Certificate of Origin for the export of your products under JSEPA.

EFTA States

- Singapore and the European Free Trade Association (EFTA) signed the EFTA-Singapore Free Trade Agreement (ESFTA) on 26 June 2002. This agreement took effect on 1 Jan 2003. ([Click here to see the full text of the Agreement](#))
- The Parties have abolished or reduced customs duties on products originating in an EFTA State or in Singapore as follows:
 - i. all products in HS Chapters 25-97,
 - ii. products in HS Chapters 1-24 as listed in [Annexes III and IV](#) to the ESFTA, and [Annex II of the Bilateral Agricultural Agreements](#).
- To determine whether your product qualifies under the rules of origin:
 - i. For products in Chapters 25-97 and listed in Annexes III and IV to the ESFTA, please refer to Annex I to the ESFTA and the following:
[Appendix 1 to Annex I - Introductory Notes To the List in Appendix 2](#)

[Appendix 2 to Annex I - On Non-Originating Materials In Order That The Product Manufactured Can Obtain Originating Status](#)

[Appendix 3 to Annex I - Outward Processing](#)

ii. For products listed in Annex II to the Bilateral Agricultural Agreements, please refer to:

[Annex III - Bilateral Agricultural Agreement between Switzerland and Singapore](#)

[Annex III - Bilateral Agricultural Agreement between Norway and Singapore](#)

[Annex III - Bilateral Agricultural Agreement between Iceland and Singapore](#)

- Click here to view the [Circular dated 2 Jan 2003](#) on the application procedures to apply for the self certification of the export of your products under ESFTA. We have prepared a [Guide to the Rules of Origin](#) under the Agreement for your easy reference.

Australia

- Singapore and Australia signed the Singapore-Australia Free Trade Agreement (SAFTA) on 17 Feb 2003. The SAFTA is expected to come into force on 28 Jul 2003. [Click here for the full text of the Agreement.](#)
- Each Party shall eliminate all customs duties on goods originating in the territory of the other Party that meet the requirements for "originating goods" as set out in Chapter 3 (Rules of Origin). All customs duties on such goods shall thereby be free from the date of entry into force of this Agreement.
- To determine if your products qualify as "originating goods" please refer to the [Chapter on Rules of Origin](#) and its [Annex](#).
- An [explanatory guide to the Rules of Origin](#) under SAFTA is now available for download.
- Click here to download the application for the [Determined Manufactured Raw Material \(DMRM\)](#) and its [explanatory notes](#).
- Click here to [download the latest list of products](#) approved under DMRM

Designated Website for Free Trade Agreements

For a comprehensive detail of all the various signed Agreements and latest updates of Singapore's FTA initiatives, you may wish to visit this

website at : <http://www.fta.gov.sg>, which is designed to be a one-stop platform on all matters relating to FTAs.

This web-site will contain all the relevant information for the Singapore manufacturer, trader and service provider.

Certificate of Origin Circulars

Circulars of 2004

Revised Procedures For The Application Of Asean-China Free Trade Agreement (ACFTA) Form E Via TradeNet

Inclusion of 10 New Countries Into European Union dated 21 Apr 2004

Revised Operational Certification Procedures For The Rules of Origin of the ASEAN Common Effective Preferential Tariff (CEPT) Scheme For The ASEAN Free Trade Area (AFTA) dated 25 Feb 2004

Circulars of 2003

Rules of Origin For Exports of Textile and Garment Products to United States Under the United States-Singapore Free Trade Agreement (USSFTA)

Rules of Origin Under the Asean-China Free Trade Agreement (ACFTA) Early Harvest Programme

Rules of Origin For Exports Of Non-Textile Products to United States Under The United States-Singapore Free Trade Agreement (USSFTA)

Closing of Accounts For Textiles Quota Year 2003

Registration of Textiles and Textile Garments Sub-contractors dated 12 Sep 2003

Singapore-Australia Free Trade Agreement (SAFTA) On Rules of Origin For Exports to Australia dated 15 Jul 2003

Revised Procedures For The Return Of Approved Certificates Of Origin Submitted Via TradeNet dated 26 May 2003

Free Trade Agreement On The Rules Of Origin For Trade Between The EFTA States And Singapore (ESFTA) dated 2 Jan 2003

Applications of Back-to-Back ASEAN-Origin GSP Form A And CEPT Form D

Circulars of 2002

The Agreement Between Japan And Singapore For A New-Age Economic Partnership (JSEPA) On The Rules Of Origin For Trade Between The Two Countries dated 15 Nov 2002

Closing of Accounts for Textiles Quota Year 2002 dated 29 Nov 2002

Circulars of 2001

Circulars of 2000

Transfer Of 38 Alcoholic Products From The General Exception List To The Inclusion List Of The ASEAN Common Effective Preferential Tariff (CEPT) Scheme dated 30 Dec 2000

Agreement Between New Zealand And Singapore On A Closer Economic Partnership (ANZSCEP) On The Rules Of Origin For Trade Between The Two Countries dated 8 Dec 2000

The Common Effective Preferential Tariff (CEPT) Scheme For The ASEAN Free Trade Area (AFTA) dated 14 Oct 2000

Revised Collection Procedures For Certificates Of Origin (COs) Approved Via TradeNet dated 28 Apr 2000

Graduation From Japan GSP Scheme dated 21 Mar 2000

Transfer Of 82 Products From The General Exception List To The Common Effective Preferential Tariff (CEPT) Inclusion List dated 23 Feb 2000

Reminder For Compliance With TDB Registration/OPA System Users' Terms and Conditions dated 17 Jan 2000

Circulars for 1999

Applications Of Retrospective/Retroactive Certificates Of Origin For Non-Textile, Non-Controlled Products Through TradeNet dated 6 Sep 1999

Reminder To Meet Textile And Garment Origin Rules dated 27 Apr

1999

Revised Format For Letter of Undertaking dated 5 Feb 1999

Circulars for 1998

Application Of Retrospective/Retroactive Certificates of Origin Through TradeNet dated 17 Aug 1998

Export Documentation For Textiles And Textile Products dated 5 Jun 1998

Update On The Generalised System Of Preference (GSP) Scheme Of Japan dated 13 Mar 1998

Implementation Of Electronic Visa Information System (ELVIS) For Textiles And Textile Products dated 19 Jan 1998

Graduation From The Generalised System Of Preference Scheme Of The European Union (EU - GSP Scheme) dated 12 Jan 1998

Extracts of Archived Circulars

Amendment To Subcontractor's Declaration dated 1 Nov 1994

Declaration By Subcontractor(s) dated 21 Dec 1993

List of Annexes

- I Origin Criteria Definition
- II Origin Criteria for GSP
- III Origin Criteria for CEPT
- IV Origin Criteria for CP
- V Origin Criteria for GSTP

- VI Origin Criteria for Ordinary CO
- VII Manufacturing Cost Statement for GSP (Percentage Criteria)
- VIII Manufacturing Cost Statement for GSP (Substantial Transformation Rule)
- IX Manufacturing Cost Statement for CEPT
- X Manufacturing Cost Statement for CP (for countries other than Mauritius)
- XI Manufacturing Cost Statement for CP to Mauritius
- XII Manufacturing Cost Statement for GSTP
- XIII Manufacturing Cost Statement for Ordinary CO
- XIV Definition of Terms used in the Manufacturing Cost Statement
- XV How to complete the GSP Form A
- XVI How to complete the CEPT Form D
- XVII How to complete the Ordinary CO/CP Certificate
- XVIII How to complete the GSTP Certificate
- XIX How to complete the Export Licence for Textile Products exported to EU under Quota
- XX Specimen of CO for Textile Products Exported to the EU
- XXI Specimen of Commercial Invoice Form (for US Textile Visa)
- XXIV Specimen of Declaration by Manufacturer (TradeNet)

XXV [Specimen of Letter of Authorisation \(TradeNet\)](#)

XXVI [Specimen of Letter of Authorisation \(TradeNet - Aircargo Office\)](#)

XXVII [Specimen of Letter of Undertaking](#)

TRADERS REGISTRATION

- [New Application](#)
- [Update of Particulars](#)
- [Renewal](#)
(for exporters of Singapore-origin textiles and apparel products to the USA only)
- [Cancellation](#)
- [Change of Access Code](#)
- [View Registration Status](#)
- [Check Own Access Code/Central Registration \(CR\) Number](#)

NOTICE

In our on-going efforts to facilitate trade, we are pleased to inform you that with effect from 10 Mar 2003, you do not need to renew your registration for a Central Registration Number.

**Registration of Traders, Common Carriers and Others
under Regulation 37 (1) of the
Regulation of Imports and Exports Regulations (RIER)**

TERMS & CONDITIONS

The Central Registration (CR) Number will be issued to the applicant for the registration subject to the following terms and conditions :

Use of CR Number

The CR Number is :

- a) for use in all import, export and transshipment permits, certificates and any other documents issued by the Director-General of Customs (hereinafter referred to as "the Director-General") pursuant to the provisions in the Regulation of Imports and Exports Act (Chapter 272A) and its Regulations;
- b) personal to the applicant. The applicant shall ensure that it is this personal CR Number that is used in each and every application made by the applicant, or persons duly authorised by the applicant, for permits, licences, certificates and other documents as provided for under the Regulation of Imports and Exports Act (Chapter 272A) and its Regulations. Any use of a CR Number that is not personal to the applicant shall be deemed to be a breach of these terms and conditions and the applicant shall be subject to the penalties as provided for herein;
- c) not to be used when the applicant ceases to be a legal entity; and
- d) not transferable.

Change of Particulars

The applicant must inform the Director-General of changes to any of the particulars in the application within 7 working days of such change through the Trade Register System (TRS).

The applicant must immediately cancel his registration with the Director-General through TRS when the company/firm is dissolved or ceases to operate as a business.

Breach of Conditions

The Director-General may suspend, remove or delete from the Register the CR Number of the company/firm which has contravened any provision of the Regulation of Imports and Exports Act (Chapter 272A) or any Regulations made thereunder or has breached any condition imposed under this Regulation.

NOTES:

1. The registration for CR Number should be made by completing the Application Form for Registration as an Importer, Exporter, Common Carrier and Others pursuant to Regulation 37(1) of the Regulation of Imports and Exports Regulations (hereinafter referred to as the "Application Form"). An applicant shall not be an individual.
2. The completed Application Form through TRS must be made by an authorised signatory of the company/firm.
3. The CR Number can be used for submitting permit applications and other documents (as provided for under the Regulation of Imports and Exports Act (Chapter 272A) and its Regulation) through the TradeNet System after 1 **(one)** working day from the date of issue of the CR Number provided that the application was submitted before 10pm of the day.
4. The Director-General reserves the right at any time to add, alter and/or modify any or all of the above terms and conditions at any time at its discretion and such additions, alterations, variations and modifications when made shall be communicated to the applicant and shall then be deemed to be part of these terms and conditions and the applicant shall be bound by the same.

APPLICATION FOR LICENSES

- [TRADERS REGISTRATION for a Central Registration \(CR\) Number](#)
- [PCD Hazardous Substances Licences and Permits](#)
- [IDA REGISTRATION, Licences and Approvals](#)
- [REGISTERS Representative Office in Singapore](#)
- [LICENCES issued by Media Development Authority](#)
- [LICENCES issued by Food Control Division](#)

- [REGISTRATION AND LICENCES issued by Agri-Food and Veterinary Authority](#)
- [REGISTRATION as manufacturer with Singapore Customs for the application of Certificates Of Origin](#)
- [LICENCES issued by NA\(CWC\)](#)
- [LICENCES issued by HSA\(CRP\)](#)
- [LICENCES issued by HSA\(CCU\)](#)
- [LICENCES issued by HSA\(CPA\)](#)
- [LICENCES issued by IE Singapore for commodities - Rice](#)
- [LICENCES issued by IE Singapore for commodities - Rubber](#)
- [DECLARATION FORM to Central Narcotics Bureau 14 days before the effective date of import, export or transhipment through TradeNet](#)

Application Forms

Click to download the Application Forms for:

- [Manufacturer's Registration](#)
- [Textiles and Garments Subcontractor Registration Form](#)
- [Certificate of Free Sales](#)
- [Certificate of Non-Manipulation](#)
- [Swordfish Certificate of Eligibility for Exports to USA](#)
- [Swordfish Re-export Certificate - Japan](#)
- [Manifest Reconciliation Statement \(MRS\) for Sea Shipments](#)
- [Undelivered Cargo List for MRS](#)
- [Attachment Sheet for MRS for MRS Outward Shipments \(Outstanding List\)](#)
- [Manifest Reconciliation Statement \(MRS\) for Sea Shipments Registration Form](#)
- [Import Certificate and Delivery Verification Certificate \(ICDV\)](#)
- [Import Permit](#)
- [Export Permit](#)

Click to download the Cost Statement Formats for the CO Schemes:

- [Common Effective Preferential Tariff \(CEPT\) Scheme for AFTA](#)
- [Commonwealth Preference \(CPC\) Scheme of Mauritius](#)
- [Commonwealth Preference Scheme \(Other than Mauritius\)](#)
- [Free Trade Agreement \(FTA\) with Australia \(SAFTA\)](#)
- [FTA with ASEAN-China \(ACFTA\)](#)
- [FTA with Japan \(JSEPA\) - Change in Tariff Classification Rule](#)
- [FTA with Japan - Value-Added Rule](#)
- [Generalized System of Preferences \(GSP\) Scheme of Canada](#)
- [GSP Scheme of EU and Norway](#)

- GSP Scheme of EU and Norway (Substantial Transformation Statement)
- GSP Scheme of Russia, Czech & Slovak Republics, Hungary and Belarus
- Global Systems of Trade Preferences (GSTP)
- Ordinary (Non-preferential) Certificate of Origin Scheme
- Letter of Undertaking to Renew Validity of Previously Approved Cost Statements

CUSTOMS CONDITIONS FOR REMOVAL OF GOODS

The declarant is required to comply with the conditions marked "X" below that:

(a) The ods declared overleaf and this permit are produced on the day of removal for examination and endorsement by Customs at the:

"OUT"

SEA GATE at Keppel/Jurong/Pasir Panjang/

Sembawang Free Trade Zone.

"IN"

AIR Changi/Paya Lebar/Seletar/Tengah Airport.

ROAD Tuas/Woodlands Customs Station.

RAIL Railway Goods Shed/Parcel Office.

POST Singapore Post Centre.

(b) The following acknowledgement is

obtained from the Master/Mate/Captain or Chief

Clerk, Malaysian Railway or Postmaster or PSA

Storekeeper:

I certify that I have to-day received

.....packages/

(f) The following certification is obtained from the declarant:

I certify that the goods declared

overleaf were stuffed into Container

No. on

(date)

.....

.....

.....

Full Name in

BLOCK Letters

Signature,

Designation & Date

(g) The permit must

be produced to Customs at Harbour Branch

before removal of goods from or to the vessel.

(h) You must apply for Customs supervision for unstuffing of the container(s).

containers of cargo as specified overleaf.

2. The declarant is also required to comply with the following *additional* conditions:

.....

.....

Vessel's Name/Flight No./Godown

No.Designation & Signature

.....

.....

.....

Date Time

Full Name in BLOCK Letters

(c) The endorsed

copy of this permit is returned within 4 working

days to:

Customs at Revenue House,

55 Newton Road 7th Storey, Singapore 307987.

Singapore Customs, Changi Airfreight Centre

Customs Complex, Singapore 819456.

(d) If the permit is not used within 24 hours of expiry of its validity, it should be

surrendered to the Issuing Office.

- (e) Goods removed but not exported or bonded in a licensed warehouse on the same day are kept only in a place approved by the Proper Officer of Customs.

FOR OFFICIAL USE

DECLARANT: Please clarify items marked below:

Endorsement from other Competent Authority (where necessary)

CR No. Country of Origin

Description of Goods/Material Composition

Quantity/Unit Value

Gross Weight Others

PLEASE

Attach invoice/catalogue/sample

Obtain endorsement of

.....

Call for an interview at

CONDITIONS OF APPROVAL

- All unused permits must be returned to the Singapore Customs for cancellation by the expiry date.
- All valid used permits must be returned to the Shipping Agents and Cargo Manifest Declarations must be submitted to the Airline Agents within 10 days of import.
- This permit is approved subject to the condition that the product(s) declared overleaf is/are not ICDV product(s).

Failure to comply with the conditions is an offence.

1 Exporter (Firm's Name, Address & Tel. No.)		2 CR No.		SINGAPORE OUTWARD DECLARATION/ <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: center;">FD</div>			
3 If declared by Agent (Agent's Name, Address & Tel. No.)		4 CR No.					
5 Carrier's Agent		6 CR No.		17 Country of Final		18 Code	19 Customs Permit No.
				20 Port of		21 Code	
7 Freight Forwarder/NVOCC/Cargo Agent/Consolidator		8 CR No.		22 Type of Trade		23 Code	26 Gross Weight
				24 Transport		25 Code	
9 Vessel's Name/Flight No.		10 Voyage No.	11 Departure Date		29 EXPORT PERMITTED subject to conditions stated hereon and/or overleaf by all authorities. Valid for 1 month from date of approval.		
12 NRT		13 Vessel Location					
14 OBL/MAWB/OUCR No.		15 HBL/HAWB/HUCR No.					
30 Ser		31 Marks &	32 Number & Kind of Packages	33 Container No./			
Description of Goods		Lot No.	34 Commodity Codes (HS Codes)	36 Duty 1 Amount	38 Quantity	40 Country of Origin of Goods	
				35 FOB in S\$	37 Duty 2 Amount	39 Unit Code	41 Code
42 Remarks							
43 I/We declare that all the particulars are true and correct.				To be completed only if a Certificate of Origin from the Singapore Customs or the authorised organisa <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>			
44 REMOVAL PERMITTED subject to conditions stated overleaf. From Warehouse at Licence No. On date <div style="text-align: right;">Proper Officer of Customs</div>				45 Manufacturer's CR No. 46 Certificate of Origin Type 47 DECLARATION BY MANUFACTURER/PROCESSOR The goods described above have been manufactured/processed by our factory. Our Cost Statement/Letter of Undertaking dated refers. The goods are available for inspection.			

PLEASE CHECK YOUR DECLARATION FOR ACCURACY AND COMPLETENESS BEFORE SUBMISSION. OTHERWISE IT WILL AFFECT THE APPROVAL AND THE LOADING OF YOUR GOODS.

CUSTOMS CONDITIONS FOR REMOVAL OF GOODS

The declarant is required to comply with the conditions marked "X" below that:

(b) The goods declared overleaf and this permit are produced on the day of removal for examination and endorsement by Customs at the:

For export by

SEA IN GATE at Keppel/Jurong/Pasir Panjang/
Sembawang Free Trade Zone.

AIR Changi/Paya Lebar/Seletar/Tengah Airport.

ROAD Tuas/Woodlands Customs Station.

RAIL Railway Goods Shed/Parcel Office.

POST Singapore Post Centre.

(b) The following acknowledgement is obtained from the Master/Mate/Captain or Chief Clerk, Malaysian Railway or Postmaster or PSA Storekeeper:

I certify that I have to-day receivedpackages/
containers of cargo as specified overleaf.

(f) Each individual stick and packet of cigarettes/bottle of spirits/container/ packet/outside package are marked with the legend "Singapore Duty Not Paid" before removal from the warehouse or other approved premises.

(g) You must apply for Customs supervision for unstuffing and sealing of the container(s).

(h) The following certification is obtained from the declarant:

I certify that the goods declared overleaf were stuffed into Container

No. on
(date)

.....
.....
.....

Full Name in BLOCK Letters

Signature, Designation & Date

2. The declarant is also required to comply with the following *additional* conditions:

.....

.....

Vessel's Name/Flight No./Godown

No.Designation & Signature

.....

.....

.....

Date Time

Full Name in BLOCK Letters

(c) The endorsed

copy of this permit is returned within 4 working days to:

Customs at Revenue,

55 Newton Road 7th Storey, Singapore 307987.

Singapore Customs, Changi Airfreight Centre,

Customs Complex, Singapore 819456.

(d) If the permit is not used within 24 hours of expiry of its validity, it should be surrendered to the Issuing Office.

(e) Goods removed but not exported or bonded in a licensed warehouse on the same day are kept only in a place approved by the Proper Officer of Customs



FOR OFFICIAL USE



DECLARANT: Please clarify items marked below:



Endorsement from other Competent Authority (where necessary)

CR No. Country of Origin

Country of Final Destination/Port of Discharge

Description of Goods/Material Composition

Quantity/Unit Value

Gross Weight Others

PLEASE

Attach invoice/catalogue/sample

Obtain endorsement of

.....

Call for an interview at

CONDITIONS OF APPROVAL

- All unused permits must be returned to the Singapore Customs for cancellation by the expiry date.
- All valid used permits must be returned to the Shipping Agents and Cargo Manifest Declarations must be submitted to the Airline Agents within 7 days of export.
- This permit is approved subject to the condition that the product(s) declared overleaf is/are not ICDV product(s).

Failure to comply with the conditions is an offence.

Overview

Why was AVA established?

The Agri-Food and Veterinary Authority (AVA) was established on 1 April 2000 to carry out the responsibilities of the Primary Production Department (PPD). As a statutory board, the AVA has a more autonomous framework that allows it to respond effectively to the challenges ahead.

What does AVA do?

Our Corporate Vision :

"To be a premier organisation known for our professional expertise, excellent service and commitment towards the well-being of the nation."

Our Mission :

" To ensure a resilient supply of safe food, safeguard the health of animals and plants and facilitate agri-trade for Singapore."

On behalf of Singapore and key stakeholders, we strive to:

- facilitate the supply of stable, safe and wholesome meat and meat products, fish and fish products, fresh fruits and vegetables;
- safeguard the health of animals, fish and plants;
- be a centre of excellence for tropical agrotechnology services; and
- facilitate trade in primary produce.

AVA consists of a multidisciplinary team committed to a work environment conducive to professional development, innovation, cross-boundary exchange and interdisciplinary co-operation so as to be a cohesive organisation that is able to achieve its mission effectively.

Our operations are organised into 4 main divisions:

- Food & Veterinary Administration

- Food Supply & Technology
- Policy & Corporate Communications
- Corporate Services Division

Key Operations

Ensuring Food Safety

We have established up to date food safety programmes and systems for both locally produced and imported meat, fish, fruits, vegetables and processed food.

Safeguarding Animal & Plant Health

We strive to continue to administer stringent and comprehensive animal and plant health programmes to keep Singapore free from animal and plant diseases and plant pests.

Safeguarding Animal Welfare

AVA helps to control the population of stray animals. We believe that a humane and community based approach is the best solution to control and manage the stray animal population. We work closely with animal lovers and welfare organisations.

Promoting Agrotechnology

The move towards agricultural biotechnology and the development of agrotechnology is AVA's solution to maximising productivity from limited agricultural land. We play a key role in promoting Singapore as a centre for excellence for agrotechnology and agri-business through the provision of technical expertise and consultancy services.

Continuing Research & Development

Many projects are carried out in collaboration with institutes of higher learning, such as the Institute of Molecular Agrotechnology and the National University of Singapore, as well as the private sector. As an extension of this dedication to R&D, we have been involved in regional and international initiatives.

Facilitating Trade

AVA supports and facilitates trade in agricultural products as well as primary produce. AVA is also the national authority responsible for the implementation and enforcement of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

Safe Food Supply

At AVA, we are committed to ensuring a stable and adequate supply of safe, wholesome and quality fresh produce. To achieve this goal, we have developed well-established food safety programmes and systems for both locally produced and imported fresh produce. We deliver a comprehensive inspection programme; develop food policies and facilitate trade to ensure an adequate supply of food. We also keep track of changing global trends, and periodically review our programmes to ensure that they remain relevant and cost effective.

Singapore enjoys a stable supply of a wide variety of safe primary food at reasonable prices. This has been made possible by our three-pronged strategy:

- ensuring high standards of food safety through an integrated system of accreditation, inspection, and testing

- diversifying the external sources of farm produce

- increasing self-sufficiency in supply of farm produce by developing modern, intensive farming systems

Food Supply

We strive to provide Singapore with an adequate supply of safe primary food. We achieve this through the importation of food items from diversified sources as well as through increased self-sufficiency by employing intensive farming systems. Our food sourcing efforts involve the identification and review of potential sources as well as participation in official trade missions with IE Singapore and EDB.



Our food diversification programme allows us to have resilience in supply. It gives us increased flexibility and adaptability when supply from a particular source falls short. This has helped to maintain stability in the prices of our primary produce.

FISHING PORTS

AVA operates two fishing ports at Jurong and Senoko. They provide 24-hour service daily to foreign and local fishing vessels for bunkering, discharging and transshipment of fish. Processing of port reports, port clearance and allocation of berth space to vessels are examples of services provided by the ports. They also enforce the Fisheries Act and its subsidiary rules and regulations relating to marketing and fishing harbour activities.

JURONG FISHING PORT (JFP)

LOCATION

Jurong Fishing Port (JFP) is situated at the mouth of the Jurong River at the south-western part of Singapore. It is located at Fishery Port Road. It has an area of 5.1 hectares and started operations in 1969. JFP is an international port for foreign fishing vessels to land their fish catch. It serves not only as a docking and bunkering base for foreign fishing vessels operating in the Indian and Pacific Ocean, but also as a marketing and distribution centre for fresh fish. JFP operates 24 hours a day, all year round.

FACILITIES

JFP provides facilities, which include a 400 metre long wharf, a wholesale fish market, shops, ice-crusher stalls, canteens and fish merchants' office units. JFP also has a computerised water batching system, which dispenses potable water to fishing vessels berthed at the wharf.

SUPPLY OF FISH

There are 105 fish merchants licensed by the AVA conducting wholesale fish business at JFP. Fishing vessels and fish reefer boats calling at JFP usually unload their catch between 2300 hrs and 0200 hrs for wholesale through the fish merchants. Other than import by sea from Indonesia, fish sold at JFP are also imported by land from Malaysia and Thailand, and by air from countries like Australia, Bangladesh, China, India, Myanmar, Taiwan, and Vietnam. In addition, frozen tuna is transhipped through the JFP.

MARKETING ACTIVITIES

JFP's wholesale fish market is 9,000 sq meters in area and houses 110 market lots. On average 2,000 to 3,000 fish retailers, fish processors and institutional buyers come to JFP's wholesale fish market daily to

buy fish. Fish are displayed for sale in the market lots and their freshness is maintained by the crushed ice in the fish box. Fish are sold by wholesale in bulk at a negotiated price. An average of 200-250 tonnes of fresh fish is handled each day. Peak hours of sale are from 0200 hrs to 0600 hrs.

TYPES OF FISH

More than a hundred species of fish including prawn, crab, lobster and finfish are sold at the JFP. The price of fish fluctuates depending on supply and demand as well as type, size and the freshness of fish. Popular species of fish sold include Sea bream, Spanish Mackerel, Gold-Banded Scad, Red Snapper, Mackerel, Pomfret, Grouper, Threadfin, Horse Mackerel, prawn and squid.

SERVICES

JFP provides 24-hour service to the port and market users. JFP enforces the Wholesome Meat and Fish Act, the Fisheries Act and its subsidiary rules and regulations in respect of marketing and fishing harbour activities. Services provided include the licensing of fish merchants, processing of port reports, port clearance and allocating of berthing space to vessels.

The Mariculture Management Section provides licensing services to fish culture farms and kelongs operating in the coastal waters.

ADDRESS

Fishery Port Road
Singapore 619742

Port Section

Telephone : 62650430 / 62651680

Fax : 62651683

Admin Section

Telephone : 62656720

Fax : 62686893

Mariculture Management Section

Telephone : 62614882

Fax : 62686893

For further information, please contact Mr Lee Eng Shiew at (65) 62655052 or e-mail LEE_Eng_Shiew@ava.gov.sg.

Senoko Fishing Port

Location

The Senoko Fishing Port (SFP) is situated in the north of Singapore and has an area of 3.24 hectares. The port began operations in September 1997. It was constructed at a cost of about \$26 million to replace the former Punggol Fishing Port.

Facilities

SFP serves as a home base for the local fishing fleet of 20 off-shore and 49 in-shore fishing vessels. It has facilities similar to those of Jurong Fishing Port (JFP) and these facilities include a 180 metre long jetty, a

fish auction market, shops, canteen and office units for the convenience of the fishing community, as well as a computerised water-batching system for the dispensing of potable water to fishing vessels.

Supply of Fish

There are 25 AVA-licensed fish merchants based at SFP, handling about 15000 tonnes of fish per annum. About half of this is comprised of supply landed by local fish trawlers, in-shore vessels, kelongs and fish farms, while the rest of the fish are imported.

Marketing Activities

SFP's fish auction market houses 36 market lots of 40 sq metres each. The auctions takes place daily from 0200 hrs to 0600 hrs. Some 700 to 1000 fish retailers, fish processors and institutional buyers come daily to purchase fish.

Address

31 Attap Valley Road, #02-29, Singapore 759908

Tel: 62579760/62576721

Fax: 67548276

Food Safety

Integrated Food Safety System

Our food safety requirements are stringent and consistent with international standards. Import of farm produce is systematically audited so that health-threatening hazards are removed at source before they are introduced into the food chain. Depending on the type of produce, the food safety measures include:

- review of production system and practices at source
- inspection and accreditation of source farms, abattoirs, imported processed food and food processing establishments
- tagging consignments of primary produce to trace sources
- inspection of primary produce and processed food at the points of entry into Singapore
- laboratory testing on livestock, frozen/chilled meat fish, vegetables, fruits, eggs and processed food

- surveillance of high-risk products based on history of violation of safety standards

Accreditation

Accreditation involves the evaluation of foreign farms and food processing plants that seek to export fresh produce to Singapore. This is to ensure that primary products imported into Singapore are obtained only from reputable and reliable sources that meet our strict requirements of safe and wholesome food for human consumption.

The accreditation process involves:

- Reviewing essential veterinary documents and information on the farm or food processing plant to assess the veterinary standards of the country and export establishments. The public health, hygiene and phytosanitary aspects of the farms or processing plants are evaluated by studying the diseases, structure of the veterinary services as well as the code of hygiene practice of the export establishments.
- Inspecting the export premises with the veterinary authority of the exporting country to confirm that they can meet our requirements. This is carried out when the documentary review has found the standards of the export establishments to be satisfactory.
- Granting approval for the farm or plant to export their fresh produce or livestock to Singapore when they are found to have complied with our requirements.

Meat and Meat Products

Only accredited establishments in approved sources are allowed to export specific meat and meat products to Singapore.

Australia, USA, New Zealand, Denmark, Canada and Sweden have been approved to supply chilled pork to Singapore.

List of Approved Establishments

- [Australia chilled pork supply](#)
- [New Zealand chilled pork supply](#)

- [Sweden chilled and frozen pork supply](#)

- [List of Approved Countries frozen beef, mutton, pork and poultry supply](#)

Application Forms for Overseas Processing Plants seeking Accreditation to Export :

- (1) [Meat and Meat products](#)
- (2) [Processed Egg products](#)

5 Maxwell Road, #02/03-00
Tower Block MND Complex,
Singapore 069110

Appendix 1

List of Approved Establishments in Australia for export of chilled pork to Singapore

<u>Establishment No</u>	<u>Establishment Name</u>	<u>Site Address</u>	<u>City /State /Province</u>
AU6	B E Campbell (NSW) Pty Ltd	144 Newton Road, Wetherill Park	NSW 2164
AU16	Darling Downs Bacon Co-operative Association Ltd	Mort Street, Willowburn, Toowoomba	Queensland 4350
AU48	Swickers Kingaroy Bacon Factory Pty Ltd	Halt Street East, Kingaroy	Queensland 4610
AU77	Gumby Pty Ltd	Leitches Creek Road, Daylesford	Victoria 3460
AU153	Dorgal Holdings Pty Ltd	163 Bellevue Road, Carlton	NSW 2218
AU197	IMT Processing Pty Ltd	Rooms South 1-4, Colmslie Road, Cannon Hill	Queensland 4170
AU262	P & M Quality Smallgoods Pty Ltd	Muffet Street, Scone	NSW 2337

AU284	Luturn Pty Ltd	Lot 8D, Snowtown Road, P46703 100 of Goyder, Port Wakefield	South Australia 5550
AU299	Glengor Pastoral Co. Pty Ltd	10-11 Jusfrute Drive, West Gosford	NSW2250
AU520	Rosehill Meat Packers Pty Ltd	Rosehill Road, Warwick	Queensland 4370
AU529	Burrangong Meat Processors Pty Ltd	1 Monteagle Road, Young	NSW 2594
AU618	Derby Industries Pty Ltd	Linley Valley Road, Wooraloo	WA 6558
AU808	George Weston Foods Pty Ltd	174 Hamilton Road, Spearwood	WA 6163
AU822	Diamond Valley Pork Pty Ltd	15-17 Thomas Road, Laverton	Victoria 3026
AU900	Big River Pork Pty Ltd	Lot 1 Flagstaff Road, Murray Bridge	South Australia 5253

AU2457	Perfect Pork Group Ltd	8-10 Hume Road, Laverton North	Victoria 3026
AU3173	QAF Meat Industries Pty Ltd	Redlands Road, Corowa	NSW 2646
AU3416	Meramist Pty Ltd	Old Gympie Road, Caboolture	Queensland 4510
AU5499	Tender Plus Pty Ltd	6 Taree Street, Burleigh West	Queensland 4220
AU7170	Northern Co-operative Meat Company Ltd	Booyong Via Lismore	NSW 2480

For further enquiries, please contact the following officers:

Name:	Mr Lai Fah Choong
Tel:	3257624
E-mail:	Fah_Choong_LAI@ava.gov.sg

Name:	Mr Loh Yau Nam
Tel:	3257682
E-mail:	Yau_Nam_LOH@ava.gov.sg

[< Go to top >](#)

Appendix 2

Establishments in New Zealand Approved to Export Chilled pork to Singapore

S/N	Establishment No	Establishment
1.	NZME69	Alliance Group 19 Racecourse Road Sockburn Christchurch
2.	NZME131	Land Meat New Zealand Limited 47 Bryce Street Castlecliff Wanganui
3	NZPH185	Land Meat New Zealand 1237A Great North Road Westmere Wanganui

4	NZPH504	1 Brixton Street Hornby Christchurch
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For further enquiries, please contact the following officers:

Name:	Mr Lai Fah Choong
Tel:	3257624
E-mail:	Fah_Choong_LAI@ava.gov.sg

Name:	Mr Loh Yau Nam
Tel:	3257682
E-mail:	Yau_Nam_LOH@ava.gov.sg

[< Go to top >](#)

Appendix 3

Establishments In Sweden Approved To Export Chilled And Frozen Pork To Singapore

S/N	Establishment No	Establishment
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1.	SE2	Söderlunds Slakteri AB Box 12024 850 12 SUNDSVALL
2.	SE7	Slakteriprodukter AB Box 844 251 08 HELSINGBORG
3.	SE45	Norrlandskött AB Box 23 821 11 BOLLNÄS
4.	SE48	Dalsjöfors ksl AB Senåsa 516 90 DALSJÖFORS
5.	SE50	Lennart Wedins Slakteri AB Öden 870 32 ULLÅNGER
6.	SE51	KLS ekonomisk förening Box 932 391 29 KALMAR
7.	SE53	SQM Beef AB 581 92 LINKÖPING
8.	SE58	Swedish Meats Support AB Box 257 751 05 UPPSALA

9.	SE59	Norrlandskött AB Skrämträsk-vägen 50 931 43 SKELLEFTEÅ
10.	SE65	Delsbo Slakteriet AB Fredriksfors 820 60 DELSBO
11.	SE78	SQM Beef AB Box 1084 621 21 VISBY
12.	SE80	SQM Pork AB Box 568 291 25 KRISTIANSTAD
13.	SE81	Swedish Meats Support AB 532 87 SKARA
14.	SE82	A J Dahlbergs slakteri AB Box 8 460 65 BRÅLANDA
15.	SE96	Siljans Chark AB Box 62 792 21 MORA
16.	SE97	Sydkött AB Bejersgatan 19

		271 36 YSTAD
17.	SE109	Norrlandskött AB Box 783 851 22 SUNDSVALL
18.	SE118	Skövde Slakteri AB Aspelunds-vägen 541 34 SKÖVDE
19.	SE119	Norrlandskött AB Box 863 971 26 LULEÅ
20.	SE120	AB Ello-Livs Box 86 360 30 LAMMHULT
21.	SE121	Ugglarps Slakteri AB Ugglarp PI 91 231 96 TRELLEBORG
22.	SE123	SE123 Bertil Erikssons Slakteri AB Bäsinge 775 96 KRYLBO
23.	SE141	Grundnäs Kött AB Grundnäs 7 935 93 NORSJÖ

24.	SE201	Köttcentralen i Helsingborg AB Box 22111 250 23 HELSINGBORG
25.	SE205	AB Bussler och Hvenström Slakthusplan 5 121 62 JOHANNESHOV
26.	SE210	MOAB, Michael Oldin AB Marsvägen 5 692 34 KUMLA
27.	SE213	Ekvalls Charkuterifabrik AB Järnyxe-gatan 5 213 75 MALMÖ
28.	SE222	JK Meatsson HB Box 387 201 23 MALMÖ
29.	SE228	Andersson o Lindholm Kött AB Box 5082 121 16 JOHANNESHOV
30.	SE230	Flück & Örby Kött & Fläsk AB Box 5027 121 05 JOHANNESHOV
31.	SE237	Gunnar Dafgård AB

		533 81 KÄLLBY
32.	SE238	AB Åke Schreiber Slakthuset 415 02 GÖTEBORG
33.	SE243	Falkbolagen AB Stillmans-gatan 11 212 25 MALMÖ
34.	SE245	Svea Kött AB Käglinge-vägen 27 213 76 MALMÖ
35.	SE256	Loke i Stockholm Slakthusgatan 10-18 121 22 JOHANNESHOV
36	SE258	Soders Kott & Flask AB Slakthusg. 26 121 62 JOHANNESHOV
37.	SE262	Två Styckare i Kumla AB Box 131 692 23 KUMLA
38.	SE265	Special Food i Malmö AB Box 30 270 10 SKIVARP

39.	SE266	Svea Kött AB Lodgatan 15 211 24 MALMÖ
40.	SE268	Samfood & Co AB Box 223 721 06 VÄSTERÅS
41.	SE270	Nolgren & Olsson Kött AB Södra vägen 241 93 ESLÖV
42.	SE284	Dahls Livsmedel AB Box 13003 291 13 GÄRDS-KÖPINGE
43.	SE287	Åke Ståhl AB Dagjämningsgatan 4 415 09 GÖTEBORG
44.	SE292	Charklaget AB Box 825 251 08 HELSINGBORG
45.	SE415	AB Bertil O. Larsson Slakthuset 415 02 GÖTEBORG

46.	SE417	Mårtenssons Partihandel AB Slakthusgatan 26 121 62 JOHANNESHOV
47.	SE432	Charklaget Syd AB Kielergatan 46 252 32 HELSINGBORG
48.	SE449	Fällmans Kött AB Hallmästarv. 10-12 121 62 JOHANNESHOV
49.	SE461	Samfood & Co AB Box 446 201 24 MALMÖ
50.	SE477	Köttmästarna Ljung & Co AB Stenbro-vägen 2 253 68 HELSINGBORG
51.	SE481	Mårtenssons Partiaffär AB Slakthusgatan 26 121 62 JOHANNESHOV
52.	SE501	Allmans AB Lamellgatan 10 506 42 BORÅS

53.	SE505	Siljans Chark AB Box 62 792 21 MORA
54.	SE517	Genico AB Slakthuset 415 02 GÖTEBORG
55.	SE518	Samfood & Co AB Box 50324 202 13 MALMÖ
56.	SE542	Ragnar Carlsson Styckmästarn AB Box 5132 121 17 JOHANNESHÖV
57.	SE557	Norrlandskött AB, avd. Charkofabriken Box 203 931 22 SKELLEFTEÅ
58.	SE567	Hebokött AB Hedgårdarna 11 781 96 BORLÄNGE
59.	SE572	Erik Rydells Kött KB Kyrkvägen 19 635 06 ESKILSTUNA

60.	SE583	Norrlandskött AB Box 4206 904 06 UMEÅ
61.	SE587	Styckcentralen i Saxtorp AB Drevgatan 9 261 51 LANDSKRONA
62.	SE588	Styckservice AB Slakthuset 415 02 GÖTEBORG
63.	SE594	Lantchark AB Box 34 240 35 HARLÖSA
64.	SE623	Mäster Olofs Kött AB Slakthuset 415 02 GÖTEBORG

[< Go to top >](#)

Appendix 4

Country	Country Code	Beef	Mutton	Pork	Poultry
ARGENTINA*	AR	+	+	0	+

AUSTRALIA	AU	+	+	+	+1
BELGIUM*	BE	+	+	+	+
BRAZIL*	BR	+	+	+	+
CANADA	CA	+	+	+	+
CHINA*	CN	+	0	+	+
DENMARK	DK	+	+	+	+
FINLAND*	FI	+	0	+	0
FRANCE*	FR	+	0	+	+
GERMANY*	DE	+	0	+	+
HUNGARY	HU	0	0	+	+
IRELAND	IE	+	+	+	+
ISREAL*	IL	0	0	0	+
ITALY*	IT	0	0	+	0
JAPAN*	JP	+2	0	0	0
MALAYSIA*	MY	0	0	0	+
NETHERLANDS	NL	+	+	+	+

NEW ZEALAND	NZ	+	+	+	0
SOUTH AFRICA*	ZA	+	0	+	+
SWEDEN*	SE	+	0	+	0
SWITZERLAND	CH	+	+	+	+
TAIWAN*	TW	0	0	+	0
THAILAND*	TH	0	0	0	+
UNITED KINGDOM	GB	+	+	+	+
URUGUAY*	UY	+	+	0	0
USA	US	+	+	+	+

+ : approved

0 : not approved

* : meat must be derived from AVA approved establishments

1 : poultry must be derived from AVA approved establishments

2 : Wagyu beef only

Food Inspection

We inspect all imported primary produce and livestock and processed food at the ports of entry. We also conduct regular checks on our abattoirs, poultry slaughterhouses, meat, fish and food processing establishments and coldstores.

Inspection of Imported Fish & Meat

Besides documentary checks, our officers also examine every consignment of meat imports visually for wholesomeness and freedom from disease, spoilage and economic fraud. At the same time, samples of import consignments are taken for laboratory analysis under our ongoing monitoring and surveillance programme. Imported meat and meat products are held in approved coldstores until they are cleared by physical examination and laboratory testing.

Although fish caught from the sea are relatively contaminant-free, we monitor imported fish for various chemical preservatives such as formaldehyde, benzoic acid, boric acid, heavy metals, antibiotic residues and parasites.

Control efforts are directed at selected high-risk fishery products such as oysters, clams, mussels, scallops and cooked crab meat. High-risk shellfish products may only be imported from sources with acceptable shellfish sanitation programmes and each import consignment must be accompanied by a health certificate from the country of origin. These products are automatically detained upon arrival for physical inspection and laboratory testing.

Inspection of Imported and Local Fruits & Vegetables

All imported vegetables and fruits are required to be tagged to indicate their sources. This basket-tagging system allows us to identify the farms, which use excessive pesticides on their produce, through routine random sampling.

Night inspections are also conducted at the Pasir Panjang Wholesale Market to monitor imported vegetables.

Pesticides may only be used in local farms if they are approved by AVA, and applied by operators certified by AVA. We also carry out inspections on pesticide usage in local farms, and test vegetable samples for pesticide residues.

Consignments which fail our tests are rejected and destroyed under our supervision.

Inspection of Imported Livestock

All livestock is put through antemortem and postmortem inspection. Upon admission to the abattoir, every animal is thoroughly checked by our officers to ensure that only well rested and clinically healthy animals are allowed for slaughter.

Upon slaughter, our officers inspect every carcass and its offal once again. All diseased carcasses and offals are condemned as unfit for human consumption. Only those meat and offal, which had passed our inspection, is released for sale to the consumer.

Inspection of Local Poultry Slaughter Houses

All the 15 local poultry slaughter houses are subjected to our regular stringent checks and controls to ensure that the poultry slaughtered and processed are safe and wholesome. We carry out rigorous inspection programmes based on Hazard Analysis Critical Control Points (HACCP) approach and Good Manufacturing Practices (GMP) principles.

Inspection of Local Meat, Fish and Food Processing Establishments

We are responsible for approving and licensing all local meat, fish and food processing establishments and cold stores. We carry out rigorous inspections and audit checks of these processing establishments to ensure their compliance with our sanitary and hygiene requirements. We grade each of these establishments based on their standards of hygiene and good manufacturing practices.

Here are the [guidelines for setting up of a Food Processing Establishment](#).

Import of Processed Food and Food Appliances

Statutory Requirement

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

Copies of the Sale of Food Act (SFA) and the Food Regulations and its subsequent amendments can be purchased from the Singapore National Printer Corporation Ltd at the 'my epb bookstore' at their Legal Publications Retail Outlet at 491 River Valley Road, #01-19/20 Valley Point, Singapore 248371, Tel: 6733 5794, Fax: 6733 3761. Alternatively, you can order the said statutes online via their website at <http://www.myepb.com>.

Importers of processed food products and food appliances are also required to register with Agri-Food & Veterinary Authority (AVA), Food Control Division (FCD). Upon registration, an AVA (FCD) Registration Number would be allocated to the registered importers for declaration of import permits in the TradeNet System.

Import

An import permit is required for every import consignment of processed food products or food appliances. Traders may apply for the import permits by declaring their imports through the TradeNet system. The system will then route the declaration to AVA (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 HS 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 HS Codes together with the product codes is available at website: www.ava.gov.sg/JAVASCRIPT/m7-option11.html.

From 1st April 2003, any company importing processed food who did not declare the Registration Number, HS Codes and Product Codes or declare it wrongly will have their permit applications rejected.

If the registered food importer is inactive for a 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 (During Imports)

Supporting documents such as health certificates, laboratory analytical reports may be required for specific food products when applying for import permits. When submitting the documents, please state the Unique Reference No (Cargo Clearance Permit Number) of the declaration & the AVA (FCD) Registration Number on the top right hand corner of each document.

Inspection

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

Registration of Importers

Traders who import processed food products including food appliances are required to register with 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: 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 Singapore Customs (SC)'s allocation letter of your company's CR No.

Online Applications & Forms

Importers can register online at: www.ava.gov.sg under "Application Forms" or apply at AVA's Food Control Division, MND Complex, Tower Block #18-00, 5 Maxwell Road, Singapore 069110.

The Application form and the GIRO forms can also be obtained by clicking the followings:

[Application Form](#)

[GIRO Form](#)

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 and food appliances through the TradeNet system. The permit fees will be deducted through Inter-Bank GIRO. Please therefore, complete the GIRO Form attached and mail it to AVA (FCD).

Pre-Requisite

Please note that as a pre-requisite to import permit declaration, the importer must be a Singapore registered company or business with the Registry of Companies & Businesses. The importer must then register with the Singapore Customs (SC) to obtain a Central Registration (CR) Number. Importer can call SC at Tel: 63376620 for clarification on TradeNet or apply for CR number via the internet: <http://www.traderegister.gov.sg/cnum.html>

Enquiry

If you have any enquiry, please call the TradeNet Officer at Tel: 6325 0783 / 6221 5056.

Product Testing

It is the responsibility of the importers to ensure that the products imported by them complied with the Sale of Food Act and The Food Regulations. It is therefore, advisable that before importation, the importers initiate some quality control checks and due diligence checks on the products by sending their products to accredited laboratories for analysis.

A list of accredited laboratories can be found [here](#).

Inspection of Imported Bottled Natural Mineral Water, Spring and Drinking Water

For import of bottled natural mineral water, spring water or drinking water, the importer is required to submit the original copy of the certification issued by the controlling authority from the country of origin. This document should certify that the natural mineral water, or spring water is genuine. It should also include the brand name, importer's particulars and the source where the water is obtained. In addition, a site plan showing the natural mineral water, or spring water source is also required, or a site plan for the bottled drinking water factory with a copy of the factory licence issued by the controlling authority. These

documents need to be submitted to AVA once and before commencement of import to avoid any unnecessary delay in the sale of the product.

Every batch of bottled water imported into Singapore is also be accompanied with a **Health Certificate** issued by the controlling authority of the country of origin and should be submitted by the importer during the application for import permit.

Import Of Irradiated Food

Irradiated food refers to food treated with ionizing radiation and the import of which requires a licence. The licence fee is S\$95.00 per annum. Every consignment of irradiated food imported is required to be certified that the treatment is conducted in accordance with the CODEX Recommended International Code of Practices For the Operation of Radiation Facilities Used for Treatment of Foods and that the irradiated food meets the CODEX General Standards for Irradiated Foods.

Please click [here](#) for the Irradiated Food Licence Application Form.

Import, Sale and Use of Artificial Sweetening Agent

Artificial Sweetening Agent is used for the purpose of sweetening food but does not include aspartame, any sugar, or other carbohydrate or polyhydric alcohols (eg, sorbitol, mannitol, isomalt, maltitol, lactitol and xylitol). Type of Artificial Sweeteners currently permitted for sale and used in food here are Saccharin, Potassium Salt or Acesulfame (Acesulfame-K) and Sucralose.

A valid Artificial Sweetening Agent licence is required for the importation, sale and use of such Artificial Sweeteners and its approval is subjected to the requirements under the Sale of Food Act & its Regulation. Please click here for [criteria and labeling requirements](#). The licence is renewable annually with a fee of S\$115.00.

Import Of Soy Sauce & Oyster Sauce

Soy sauces, oyster sauces and sauces containing soy or oyster sauce as an ingredient, must not be detected with more than 0.02 ppm of 3-monochloropropane-1,2-diol (3-MCPD).

Importers of these products are required to submit analytical reports to AVA (FCD) for consideration before importation. For details, you may contact our officer, Mr Wan Yeng Phui at Tel 6325 0789 or our TradeNet duty officer at Tel: 6325 0783 / 6221 5056.

The requirements for 3-MCPD laboratory and analytical report are as follows:-

a) Laboratory

The 3-MCPD laboratory engaged for analyzing and testing of the product must be an accredited and independent laboratory. The method of analysis for 3-MCPD is GC/MS. It must have a detection limit of 0.01 ppm.

b) Analytical Report

The report must indicate the following

- a) The Brand Name;
- b) Type and grade of sauce;
- c) Country of origin;
- d) Batch number/expiry date;
- e) Name and country of laboratory;
- f) Date of laboratory test;
- g) % dry matter;
- h) Level of 3-MCPD detected (fresh weight); &
- i) Detection limit: 0.01ppm/10ppb

The permissible level of 3-MCPD is based on 40% dry matter in the product. The level of 3-MCPD (fresh weight) and the % dry matter will allow the computation of the level of 3-MCPD based on 40% dry matter.

$$3\text{-MCPD (based on 40\% dry matter)} = \frac{3\text{-MCPD (fresh weight)}}{40\% \text{ dry matter}}$$

Currently, there are three local laboratories that conduct 3-MCPD analysis:

- [Setsco Services Pte Ltd, 18 Teban Gardens Crescent, Singapore 608925 Tel: 6566 7777 Fax: 6566 7718](#)
- [ALS Technichem \(S\) Pte Ltd, 14 Little Road #07-01, Tropical Industrial Building Singapore 536987 Tel: 6283 9268 Fax: 6283 9689](#)
- [PSB Corporation Pte Ltd 1 Science Park Drive, Singapore 118221 Tel: 6778 7777 Fax: 6779 7088](#)

Food Items Under Intensive Checks

The following items are currently subjected to intensive inspections upon importation, and the common types of laboratory test / requirements are tabulated for each type of food:-

SN	Type of Product	Type of Test/Requirements
1	Beancurd sheets, dried beancurd skins, beancurd sticks, beancurd slices, soya protein	Test for boric acid & sulphur dioxide

2	Porcelain, ceramic food wares	Test for lead, cadmium
3	Preserved vegetables (pickles)	Test for sulphur dioxide, sorbic acid, benzoic acid and artificial sweeteners
4	Flour/corn starch	Test for sulphur dioxide, aflatoxin, benzoic acid, potassium bromate
5	Kernel Nuts, cashew nuts, pistachio	Test for aflatoxin
6	Maize & corns	Test for aflatoxin
7	Food products from Eastern Europe	Test for Radiation
8	Mineral Water/Bottled Drinking Water	<p>Microbiological Tests:</p> <ul style="list-style-type: none"> ▪ Total colony count ▪ Total coliforms ▪ Faecal coliforms ▪ E-coli ▪ Faecal Streptococci ▪ Pseudomonas aeruginosa ▪ Sporulate sulphite-reducing anaerobes <p>Chemical Tests:</p> <ul style="list-style-type: none"> ▪ Inorganic constituents <p>Certification Required From the Controlling Authority : (for mineral water & spring water)</p>

		<ul style="list-style-type: none"> ▪ Certify that mineral water/spring water is genuine ▪ Certify origin of the source of the mineral water/spring water ▪ Site Plan of the source of the mineral water/spring water
9	Soy & Oyster Sauces	Test for 3-monochloropropane-1,2diol (3-MCPD)
10	Preserved Fruits	Test for artificial sweeteners, sulphur dioxide, benzoic Acid, sorbic acid, methyl or propylparahydroxy benzoate
11	Ready-To-Eat Foods	<p>Microbiological Tests:</p> <ul style="list-style-type: none"> ▪ Total colony count ▪ Total coliforms ▪ Faecal coliforms ▪ E-coli 0.157 ▪ Salmonella ▪ Staph enterotoxins ▪ Bacillus enterotoxins ▪ Listeria monocytogenes <p>Chemical Tests:</p> <ul style="list-style-type: none"> ▪ Sulphur dioxide ▪ Benzoic acid ▪ Sorbic acid ▪ Boric Acid ▪ Synthetic Colours
12	Coconut milk, shelled coconut,	Microbiological Tests:

	grated coconut, desiccated coconut	<ul style="list-style-type: none"> ▪ Total colony count ▪ Total coliforms ▪ Faecal coliforms ▪ E-coli ▪ Salmonella ▪ Staph enterotoxins ▪ Chemical Tests: ▪ Sulphur dioxide ▪ Benzoic acid ▪ Sorbic acid
13	Infant Formula	<p>Microbiological Tests:</p> <ul style="list-style-type: none"> ▪ Total colony count ▪ Total coliforms ▪ Faecal coliforms ▪ E-coli ▪ Staph enterotoxins ▪ Salmonella ▪ Bacillus enterotoxins ▪ Clostridium botulinum ▪ Enterobacter sakazakii <p>Chemical Tests:</p> <ul style="list-style-type: none"> ▪ Aflatoxins M1 & M2 ▪ Heavy Metals ▪ Pesticides Residues ▪ Polychlorinated biphenyls (PCBs)
14	Brandy & Whisky	<p>Certification Required:</p> <ul style="list-style-type: none"> ▪ Certificate of Age – that the brandy or whisky had been aged in the woods for not less than 3 years.

Veterinary Public Health Laboratory

Laboratory testing is critical to AVA's food safety programme. It enables us to detect and analyse a wide range of pathogens and chemical contaminants that may be present in our food supply but are invisible to the naked eye. AVA's Veterinary Public Health Laboratory (VPHL) serves as a one-stop centre for testing of food safety and quality.

We are dedicated to harnessing the latest technology to achieve the highest expertise, technical standards, efficiency and quality assurance in our services. In 2000, we successfully attained accreditation under the Singapore Accreditation Council-Singapore Laboratory Accreditation Scheme (SAC-SINGLAS).

Contaminants & Confirmatory Chemistry

We detect, identify and quantify chemical contaminants in food using advance technology and internationally accepted methods.

Our range of capabilities includes:

- Toxic metals in seafood and other marine products, offal, processed meat, canned food and water. We employ rapid microwave digestion and acid digestion systems and analysis on Atomic Absorption Spectrophotometers and Inductively Coupled Plasma-Mass Spectrometer.
- Polychlorinated Biphenyls (PCBs) using Gas Chromatograph (GC)

We also conduct confirmation tests for a range of contaminants and residues following initial screening tests using GC-MS and LC-MS.

Pesticide Residue

Our laboratory is designated as the National Reference Centre for pesticide residue testing in food.

We provide analytical support to regulatory programmes to ensure that locally produced and imported primary produce are free from pesticides. We also provide testing services for export health certification and quality control programmes.

Our test capabilities cover a broad range of fungicides, insecticides, herbicides, and growth regulators. These include Organochlorine and Organophosphorous pesticides, Pyrethroids, Carbamates and Chlorophenoxy acetic acids.

We test fresh produce, water and processed food products. We use multi-residue screening methods based on internationally recognised methodology to cover the widest possible range of chemical compounds.

Microbiology

We employ rapid methods and automation for the detection, identification and enumeration of food-borne pathogens and microbiological hygiene indicators.

Food-borne pathogens are detected through rapid test kits, selective media, immunoassays and gene technology. These include common and emerging pathogens such as

- Salmonella
- Shigella
- Vibrios
- Yersinia
- Clostridium
- Campylobacter
- Listeria
- Escherichia coli O157:H7
- Vancomycin Resistant Enterococci

Toxins

We screen toxins in food and animal feedstuff for import control and export health certification.

Our range of capabilities includes:

- Mycotoxins which include aflatoxins B and G in grains and nuts, aflatoxin M in milk and Ochratoxins.
- Marine biotoxins produced by toxigenic strains of algae (Red Tide) which can accumulate in fish and shellfish. These toxins include:
 - Paralytic Shellfish Poison (saxitoxin),
 - Diarrhetic Shellfish Poison (Okadaic acid),
 - Amnesic Shellfish Poison (Domoic acid)
 - Ciguatoxin
- Bacterial toxins produced by *Staphylococcus aureus* and *Bacillus cereus* in food.

- Other natural toxicants or allergens such as histamine in scombroid fish.

Our internationally recognised test methods include Enzyme-linked Immunorbent Assay, Thin Layer Chromatography, Ion Exchange Chromatography, High Performance Liquid Chromatography and Mouse Bioassay.

Physical Quality

Our analysts evaluate canned food to determine the integrity of the can seams and to identify defective products to complement inspection of locally produced and imported products.

Tests on food authenticity to prevent economic fraudulence include:

- Identification of species of origin of raw meat, processed meat products and fish using isoelectric-focussing electrophoresis and gene PCR analysis methods.

- Differentiation of real and imitation sharks' fins using chemical and microscopic methods.

- Differentiation of fresh or chilled meat from thawed frozen meat.

We also provide on-site evaluation of thermoprocesses for canned food and retort pouches; and refrigeration processes in support of meat cold chain system.

Food & Nutrition Chemistry

We analyse food and feed nutritional components, food additives and preservatives as well as freshness indicators.

- Nutritional components tested are as follows:
 - Fat, protein, sugars, starch, fibre, ash, moisture, gross energy, salt and total meat content
 - Amino acids, fatty acids including omega-3, cholesterol, vitamins A, B and C
 - Essential minerals

- We conduct tests for the following food additives and preservatives.
 - Nitrite and nitrate in processed meats

- ▣ Benzoic, sorbic and boric acids
- ▣ Added colours
- ▣ Polyphosphates and parabens
- ▣ Sulphur dioxide and formaldehyde
- Freshness indicators include:
 - ▣ Total Volatile Nitrogen, Trimethylamine and Indole
 - ▣ Fatty rancidity tests, peroxide value, free fatty acids and thiobarbituric acid and animal feeds are also tested.

Drug Residues

We test residues of antibiotics, antibacterials, growth promotants and other veterinary drugs in fresh produce and animal feed. These include compounds banned from use in animal production. Our maximum residue limits are based on international standards.

Our range of capabilities includes:

- Microbial Inhibition Assay for antibiotics
- ELISA for beta-agonists, antibiotics, sulfonamides and growth promotants
- HPLC and LC-MS for nitrofurans, coccidiostats, sulfonamides and other antibiotics
- GC-MS, GC-AED and LC-MS for identification of beta-agonists

Foodborne Parasites

We conduct examinations for parasite infestation in fresh produce to support the import control and export health certification programmes. The range of organisms covers protozoan parasites as well as nematodes, cestodes, and trematodes.

Consumer Information

Food Safety Awareness Programme

[Oscar, our Food Safety Mascot](#)

[Food Safety is a Shared Responsibility](#)

[Importance of Food Safety](#)

[Keeping Cooked Food Safe](#)

[Keeping diary Products & Eggs Safe](#)

[Keeping Fruits and Vegetables Safe](#)

[Keeping Meat Safe](#)

[Keeping Seafood Safe](#)

[Reducing Risks from Food-borne Hazards](#)

[Tips on Choosing, Storing & Cleaning Fruits & Vegetables](#)

[FAQ on Fruits and Vegetables](#)

[Food Storage Chart](#)

[5 Keys to Safer Food](#)

Food Safety Advisory for Consumers

[MISLABELLING OF ESCOLAR FISH SPECIES](#)

Cold Chain

[The Cold Chain System](#)

[Warm, Chilled and Frozen Meat](#)

[Chilled Meat - Safer and Better](#)

[Safe Handling of Refrigerated Meat](#)

[A Guide To Home Storage Of Fresh Meat And Poultry](#)

[Temperature and How It Affects Your Meat](#)

[Carbon Monoxide Treated Tuna](#)

Food Safety Excellence

[Food Factory Grading Scheme and Awards](#)

[Food Safety Partner Awards](#)

Animal and Plant Health Inspection Programme

The Animal and Plant Health Inspection Division of the Agri-food and Veterinary Authority of Singapore safeguards the health of animals and plants in Singapore by administering a comprehensive programme to prevent and control diseases of economic and public health importance.

The programme entails:

- Regulating the import of animals and plants and their related products as well as veterinary biologics, and implementing quarantine and disease surveillance programmes to prevent the introduction and establishment of diseases in Singapore; and
- Providing services for the diagnosis, treatment and prevention of animal and plant diseases.

Animal, Meat, and Seafood Regulatory Branch

One of AVA's objectives is to prevent the introduction of exotic animal diseases into Singapore through import of risk materials. The AMSRB (Animal Section) regulates the import, export and transshipment of animals, birds and [veterinary biologics](#) through documentation, inspection at ports of entry (eg. Changi Animal and Plant Quarantine and Tuas Checkpoint) and quarantine at Jurong Animal Quarantine Station or other AVA approved quarantine premises. Two quarantine stations [[Changi Animal & Plant Quarantine \(CAPQ\)](#) and [Jurong Animal Quarantine Station \(JAQS\)](#)] are part of AMSRB's structure.

How to import my pet(s)?

To import your pet(s), you must first obtain an import permit from the Agri-Food & Veterinary Authority of Singapore (AVA). For applications made overseas, you are advised to submit your application form to AMSRB at least 3 weeks from the date of departure of your pet(s). The import permit is valid for 30 days from the date of issue.

Subsequently, you would need a licensed veterinarian in the country of export to examine your pet(s) and then issue a veterinary health certificate for the export of your pet(s) to Singapore. The health certificate must be in English, and in accordance to the veterinary certification in the [Veterinary Conditions](#).

Dogs or cats imported from Australia, United Kingdom, New Zealand and Republic of Ireland must also be accompanied by a government veterinary health certificate.

If you are importing birds into Singapore, and the species is one that is listed in the Appendices of the Convention on International Trade in Endangered Species of Wild Fauna and Flora ([CITES](#)), a CITES import permit from Singapore and a CITES export / re-export permit from the country of origin/re-export of the bird must be obtained for the bird(s).

How to export my pet(s)?

Before exporting your pet(s) from Singapore, you would need to obtain an export permit from the Agri-Food & Veterinary Authority of Singapore. You can submit your application form to AMSRB at least 7 days from the date of export of your pet(s). The export permit is valid for 30 days from the date of issue.

You are advised to obtain well in advance, details of import requirements from the relevant authorities of the destination country or through the appropriate Embassy or High Commission in Singapore.

AVA can provide endorsement of veterinary certificates to facilitate export of your pet(s). In addition, laboratory diagnostic services are available at [Central Veterinary Laboratory \(CVL\)](#) (Tel: 65 6386 2181).

If you are exporting birds listed in the Appendices of CITES, you will need to have a CITES export/re-export permit. Application for the permit must be substantiated with documentary proof of legal import, purchase or acquisition of the birds.

Contact us

Animal, Meat & Seafood Regulatory Branch (AMSRB)

5 Maxwell Road, #02-03 Tower Block MND Complex, Singapore 069110

Telephone: 65 6325 7333 / 65 62270670 Fax: 65 6227 6305

E-mail: AVA_Email@ava.gov.sg

Useful Links

[Fees](#)

[Forms](#)[Dog Licence](#)[FAQ](#)**Quarantine Stations****Changi Animal and Plant Quarantine Station(CAPQ)**

The CAPQ provides inspection services for animals, birds and their products at Changi International airport. The CAPQ officer ensures that the consignments imported into Singapore have complied fully with our import conditions and if live animals and birds are involved, they are healthy prior to their release.

CAPQ Operational hours and address

Operation hours		Address and contact number
Monday to Friday	8.30 am to 10.30 pm	Changi Animal & Plant Quarantine
Saturdays	8.30 am to 1.00 pm	Gate C7, Airport Cargo Road
	6.30 pm to 10.30 pm	Changi Airfreight Centre
Sundays	12.30 pm to 4.30 pm	Singapore
Lunch break	1.00 pm to 2.00 pm	Tel: 65 65457522
Closed on Public holidays		Fax: 65 65453023

Jurong Animal Quarantine Station(JAQS)

The JAQS provides quarantine for imported animals (dogs, cats and horses). This is to ensure that exotic diseases, such as rabies and Hendra virus infection are not introduced into Singapore.

Pet dogs and cats, exported from countries other than Australia, New Zealand, United Kingdom and The Republic of Ireland, will be vaccinated against rabies and subsequently quarantined for at least 30 days at JAQS. The quarantine reservation should be made by completing the [quarantine reservation form](#) at the same time you apply for the Import Permit.

Horses imported into Singapore are subjected to 14 days of quarantine. Besides quarantine at JAQS, AVA has approved the Singapore Equine Quarantine Station (SEQS) as another designated quarantine station for imported horses.

Central Veterinary Laboratory

The Central Veterinary Laboratory (CVL) is the animal health services arm of the Animal and Plant Health Laboratories Division under the Food and Veterinary Administration Department of AVA. CVL is divided into 5 branches, namely Administration and Laboratory Support, Aquatic Animal Health, Bacteriology, Pathology and Virology. The technical branches of Aquatic Animal Health, Bacteriology, Pathology and Virology are staffed by a professional team of veterinarians, microbiologists, molecular biologists and laboratory technologists.

Our Services

Diagnostic support for national surveillance programs



surveillance programs for

cephalopathy).

Concerted effort is also placed on the surveillance of table eggs and imported poultry to ensure freedom from *Salmonella* Enteritidis (SE), a hazardous food poisoning bacterium. Other bacteria surveyed or monitored for in local and/or imported animals include *Campylobacter* spp., *Escherichia coli* O157:H7, *Listeria monocytogenes*, vancomycin-resistant enterococci (VRE), *Brucella* spp., *Yersinia enterocolitica*, *Burkholderia pseudomallei*, *Mycobacterium* spp., and *Leptospira*.

Diagnostic support for issuance of export health certificates

for ornamental fish

To support issuance of export health certificates for freshwater ornamental fish, CVL also regularly screens fish samples for spring viraemia of carp virus, viral haemorrhagic septicaemia virus, infectious haematopoietic necrosis virus and epizootic haematopoietic necrosis virus.

Monitor for important aquatic pathogens



important aquatic pathogens
viruses, whitespot syndrome
with diseases in valuable

Diagnosis of animal and

fish diseases

CVL also provides services to external clients for the diagnosis of animal diseases through post-mortem examinations and laboratory testing, including determination of antibiotic susceptibility profiles of bacterial pathogens.

On top of this, we have a specially dedicated fish health team to offer a wholesome integrated approach in disease investigations for farms and other commercial fish rearing facilities.

Quality control testing of vaccines is another service offered. Our clients include farmers, private pet owners, private veterinary practitioners, the Singapore Zoological Gardens, the Jurong Birdpark, the Singapore Turf Club and vaccine manufacturers. In addition, CVL conducts export testing for a variety of animals.

The work carried out in CVL aims to prevent the introduction of notifiable animal diseases into Singapore, in order to maintain our country's animal disease-free status. This facilitates Singapore's international trade, protects the health of local animal populations (including farmed fish), ensures food safety and indirectly safeguards human health.



Address : Central Veterinary Laboratory

60 Sengkang East Way

Singapore 548596

Tel : (65) 63862181

Fax : (65) 63863572

Head : Dr. Ng Fook Kheong

E-mail : ng_fook_kheong@ava.gov.sg

Operating Hours

	Opening Hours	Specimen Submission Hours
Mondays to Fridays	8.00 am to 12.30 pm; 1.30 pm to 5.00 pm	8.00 am to 12.30 pm; 1.30 pm to 4.30 pm
Saturdays, New Year Eve, Chinese New Year Eve and Christmas Eve	8.00 am to 12.30 pm	8.00 am to 12.00 pm

Sundays and Public Holidays	Closed	Closed

**Tests Performed And Charges with Effect
From 1 January 2004 (Charges are Inclusive Of
GST)**

Tests	Charges	Contact Persons
Post-mortem examination of fish and other aquatic animals	\$121.15 per batch or per animal	Dr. Susan Kueh E-mail : susan_kueh@ava.gov.sg
Post-mortem examination of birds or small laboratory animals	\$121.15 per batch	Dr. Charlene J. Fernandez
Post-mortem examination of animals up to 100 kg	\$100.95 per animal	E-mail: charlene_fernandez@ava.gov.sg
Post-mortem examination of animals above 100 kg	\$265.55 per animal	
Parasitological examination	\$32.30 per test	

Histological and cytological examination	\$33.30 per test	
Routine bacteriological or fungal examination	\$28.25 per test	Ms. Toh Say Ling E-mail : toh_say_ling@ava.gov.sg
Examination for specific bacteria or fungi	\$49.45 per test	
Serological examination (bacterial)	\$48.45 or \$90.85 per batch of 10 samples (depending on method)	
Egg freshness	\$28.25 per batch of 10 samples	
Supply of AVA's <i>Salmonella</i> Pullorum stained K-polyvalent antigen (for screening of <i>Salmonella</i> Enteritidis and <i>Salmonella</i> Pullorum antibodies in chicken whole blood, sera and egg yolks)	\$52.50 per bottle of 25 ml for 500 tests	Mrs Koh-Yeo Swee Chear E-mail: koh-yeo_swee_chear@ava.gov.sg
Virological examination	\$47.45 per test	Dr. Lim Chee Wee E-mail :
Serological examination (viral)	\$48.45 or \$90.85 per batch of 10 samples; \$60.55 or \$131.25 per test (depending on method)	
Identity test for vaccine	\$605.80 per test	
Sterility test for vaccine	\$70.65 per test	

		lim_chee_wee@ava.gov.sg
Purity or titration test on vaccine (using poultry or laboratory animals)	\$111.05 or \$237.25 per test (depending on method)	
Potency or safety test on vaccine (using poultry or laboratory animals)	\$504.85 per test	
Safety test on vaccine (swine)	\$858.25 per test	
Potency test on vaccine (swine)	\$1,817.45 per test	

Export Tests*	Charges	Contact Persons
<i>Brucella canis</i> serology for dogs (tube agglutination)	\$48.45 per test	Ms. Toh Say Ling
<i>Leptospira canicola</i> serology for dogs (microscopic agglutination)	\$48.45 per test	
<i>Toxoplasma gondii</i> serology (slide agglutination)	\$48.45 per test	
<i>Salmonella</i> culture	\$49.45 per test	
<i>Taylorella equigenitalis</i> culture for horses	\$49.45 per test	

<i>Erlichia canis</i> serology for dogs (immunofluorescent assay)	\$32.30 per test	Dr. Charlene J. Fernandez
Hookworm (faecal flotation) for dogs and cats	\$32.30 per test	
Canine heartworm (antigen test and microfilariae concentration test)	\$64.60 for both tests	
<i>Babesia canis</i> (haemoparasitology)	\$32.30 per test	
<i>Babesia gibsoni</i> (immunofluorescent assay)	\$119.60 per test	

* Please check with the relevant authority of the importing country for tests required.

More Information

- [How to purchase and use AVA's *Salmonella Pullorum* stained K-polyvalent antigen?](#)
- [Details of our services, charges and instructions for specimen submissions with effect from 1 January 2004.](#)
- **Laboratory test request forms (to be submitted with specimens)**
 - [Submission form for Companion Animals](#)
 - [Submission form for Livestock / Exotic Animals and Birds](#)

- [Submission form for Vaccines](#)

- [Submission form for Aquatic Animals](#)
- [Submission form for Miscellaneous Specimens](#)

- **Annexes for laboratory test request forms**
 - [Specimen listing form \(Annex A\)](#)

 - [Dermatological examination \(non-neoplastic\) for dogs](#)

 - [Dermatological examination \(non-neoplastic\) for cats](#)
 -

- [Feedback for our service](#)
 -

Future Plans

We will be relocating to a new Animal and Plant Health Centre (APHC) at Lim Chu Kang in year 2004. The APHC will consolidate AVA's animal and plant health services. Besides an administration cum laboratory building, the APHC will also consist of an environmentally-controlled and a Class 3 disease-containment facility for the production of specific-pathogen-free animals and the handling of highly exotic animal and plant pathogens for disease diagnosis and vaccine testing, respectively. The APHC will provide the necessary advanced infrastructure to enable Singapore to maintain high animal and plant health standards for the next 30 years.

Additional Links:

- [Anthrax](#)

- **Antibiotic Resistance**

- [Fact sheet](#)

- [Prudent use of antibiotics in veterinary medicine](#)

- [Avian Influenza \(Bird Flu\)](#)

- [Bovine Spongiform Encephalopathy \(Mad Cow Disease\)](#)

- [Brucella \(Brucellosis\)](#)

- [Burkholderia pseudomallei \(Meloidosis\)](#)

- [Campylobacter \(Campylobacteriosis\)](#)
- [Canine Babesiosis](#)
- [Canine Ehrlichiosis](#)
- [Canine Heartworm](#)
- [Canine Hookworm](#)
- [Diseases Related to Pets](#)
- [Epizootic Haematopoietic Necrosis](#)

- [Escherichia coli O157:H7](#)

- [Foot-and-Mouth Disease](#)
- [Infectious Haematopoietic Necrosis](#)

- [Japanese Encephalitis \(JE\)](#)

- [Leptospira \(Leptospirosis\)](#)

- [Listeria monocytogenes \(Listeriosis\)](#)

- [Mycobacteria \(Tuberculosis\)](#)

- [Newcastle Disease](#)

- [Nipah Virus](#)

- [Rabies](#)
- [Severe Acute Respiratory Syndrome \(SARS\)](#)
 - [SARS and animals](#)

- [Salmonella Enteritidis \(Salmonellosis\)](#)

- [Salmonella Typhimurium \(Multi-Drug Resistant\)](#)
- [Spring Viraemia of Carp](#)

- [Toxoplasma gondii \(Toxoplasmosis\)](#)

- [Vancomycin Resistant Enterococci \(VRE\)](#)
 - [Fact sheet](#)

 - [Laboratory testing](#)

 - [Are animals and food sources of VRE?](#)
 -

- [Viral Haemorrhagic Septicaemia](#)

- [West Nile Virus](#)
- [Yersinia enterocolitica \(Yersiniosis\)](#)

PLANT HEALTH CENTRE

The Plant Health Centre is the national authority on plant pests & diseases. It has specialists from the Plant Pathology, Entomology, Horticulture and Soil Science disciplines to man the Plant Centre, which provides analytical and diagnostic services for the identification of insect pests, diseases and nutrition problems for plants in Singapore.

Our services include:

- Analysis of plant materials/soil for insect pests, bacterial, fungal, viral and nematode pathogens as well as recommending appropriate control measures where available.
- Nutrient analysis for soils, fertilisers, manure and growing media.
- Consultation on soil fertility
- On-site inspection & diagnosis of plant health problems at location.
- Consultation & training on pest management.

The Plant Health Centre provides diagnosis & recommendations only. You may have to engage a nursery service to carry out the recommendations.

The charges for our services are as follows:

TEST	FEES
Laboratory diagnosis for pests and diseases (bacteria, insect, fungi,	\$26 / pest type/plant type

nematodes & viruses)	
Plant nutrition analysis- N, P, K, Mg, Mn, Ca, Fe, Cu, Na, Zn, salts, Organic Matter, Moisture, C.E.C, Carbon/Nitrogen ratio, Soil texture, soil particle size	\$26 / nutrient analysis
pH test	\$10 / test
Site inspection/Professional service	\$63 / hour or part thereof
Technical service	\$38 /hour

The above fees are subjected to review. We accept over-the-counter cash payment or cheques. Regular customers may want to consider GIRO payment for hassle-free payment.

The Centre serves as a valuable resource for many different group such as:

- Home gardeners

- Plant lovers

- Golf courses *

- Garden societies and clubs

- Property management corporations*

- Hydroponic farms / orchid, vegetable and ornamental plant farms

- Agri-chemical companies

- Landscape companies and maintenance contractors*

- Plant exporters and importers

* Special plant health service packages are available to these groups. Please check with our officer.

Hours of Operation:

Mondays - Fridays :	8.00 am to 1.00 pm and 2.00 pm to 5.30 pm
Saturdays :	8.00 am to 1.00 pm
Sundays & Public holidays :	Closed

How to get there:

The Plant Health Centre is located at Sembawang Research Station in Lorong Chencharu, off Sembawang Road, opposite Sembawang Airbase/Country Club. The Plant Health Centre is the first building on the left in Lorong Chencharu. Our reception counter is located on level 2.

Submitting Samples & [Forms](#)

Determining the cause of the problem is the first and most important step in controlling the problem. A correct diagnosis can save money, time and avoid the use of toxic chemicals.

When submitting a sample, please observe the following:

- Select plant materials that are showing the symptoms you are concerned about. Send several samples showing various stages of the disease, especially the early stage.
- Place samples into a plastic bag without any water added or wrap samples in newspaper. Wrap roots in a second bag to keep the leaves free of soil. Mail the sample in a sturdy box that will not be crushed in the mail and submit the samples soon after collecting.
- Processing time varies according to the nature of the problem and samples submitted, ranging from 7 to 14 days. We will send an invoice when the results are ready for collection.

Incomplete information or poorly selected specimens may result in an inaccurate diagnosis or

inappropriate control recommendation. Badly damaged specimens are often unidentifiable & additional sample request may result in delays.

How to submit plant specimens for disease diagnosis?

1. **Herbaceous Plants:** For general decline/dying of plants, send whole plants (if practical) including roots, showing early symptoms. Dig up carefully to include 500 grams of surrounding soil. (Refer "How to submit soil specimen" below for more details.) It is important to keep soil off the foliage.
2. **Tree Wilts:** Collect branches ½ to 1 inch in diameter, which are actively wilting but not totally dead. Wrap in plastic to retain moisture.
3. **Leaves/Branches/Fleshy parts:** When localised infections such as cankers, leaf spots and rots are involved, send specimens representing early & moderate stages of disease. Press leaves flat between heavy paper. Send entire or small parts of infected branches/twigs to include several centimetres of healthy wood adjacent to the diseased part. Wrap fleshy parts e.g. fruits or vegetables separately in dry paper.
4. **Turf:** sample plugs should be at least 4 - 6 square inches and include the transition area between the diseased and healthy portion of grass. Place root system in plastic, if possible.

How to submit insect specimens and infested materials for diagnosis?

For insect pest diagnosis, collect several (the more the better) live specimens of the insects together with associated plant parts. Care should be taken to package insects so that they arrive unbroken. If 2 or more species are included in the same package, be sure to separate and label the insects and provide appropriate information on each.

1. **Affected plant parts e.g. leaves, flowers or fruits**

Send affected twig/branch/leaves/flowers with presence of pest related products (webs, bags, frass) together with unaffected plant parts. Place highly mobile pests in a vial with alcohol or separate plastic bag. For fruits, send freshly damaged fruits, wrapped individually in paper.

2. **Tiny and/or soft-bodied specimens e.g. aphids, mites, thrips, caterpillars, spiders**

Submit specimens in a small leakproof bottle or vial of 70% alcohol. Do not submit insects in water or without alcohol, as they will readily decompose.

3. **Hard-bodied specimens e.g. flies, grasshoppers, butterflies and beetles**

Submit specimens dry in a crush-proof container. Do not tape insects to paper or place them loose in envelopes.

How to submit soil specimens?

Avoid collecting samples when the soil is extremely dry or extremely wet. **DO NOT** add water to the soil after sampling. Collect vertical core sub-samples of soil within the feeder-root zone. The usual depth of soil to collect is about 6". Sample areas in the surrounding with plants showing similar symptoms. Mix the sub-samples before submitting.

1. **Soil for plant nutritional analysis:**

Send 500 grams to 1 kilograms of soil (mixture of sub-samples) of plant showing nutritional problems e.g. yellowing or unhealthy colouring in a plastic bag. It will be useful in the diagnosis to include a sample of soil from a similar plant without the symptoms for comparison.

How to submit fertiliser (manure, compost)/ nutrient solution/tissues for plant nutrition analysis?

1. **Fertilisers/nutrient solution/tissues for plant nutrition analysis:**

Send 500 grams to 1 kilograms of fertiliser or fresh plant tissues showing nutritional problems e.g. yellowing or unhealthy colouring in a plastic bag. For plant tissues, to include similar plant portions of same plant species from a healthy source for concurrent analysis. **DO NOT WET** the leaves. It will take a longer time to dry them for analysis & the foliage may rot. For nutrient solution, send 500 ml to 1 litre in a bottle and state the required analysis to be performed e.g. N, P, K, pH, organic matter, salt etc.

Completing Application Form for Plant Health Diagnostic Services

Note: The selection and condition of the specimen and the case history information received on this form are of primary importance for the accurate diagnosis of plant problem. A poorly selected specimen or inaccurate information may result in an erroneous diagnosis or an inappropriate control recommendation.

How to complete the [application form](#)?

Please complete Part A & B of the application to the best of your ability. Make sure you have read the terms & conditions before signing the form. You may want to use the worksheet to select the tests you are interested in. Whenever possible, complete this form and the worksheet in the presence of our officer. He or she will help you develop the pertinent information requested or the necessary tests to be performed.

1. **Part A:** For home growers or individuals, please give your name, mailing address, contact no. and NRIC no. for billing purposes. For company representatives, please include your name and your company name, mailing address, your contact number and your Company's Registry of Company & Business Number for billing purposes.
2. **Part B:** Most of the information requested in this part helps reconstruct the "field situation" for the plant health diagnosis. This is important since usually only a portion of the plant specimen is received by the laboratory. The information provides important clues that are significant for both the diagnosis and the control recommendation.
3. Acknowledge the selected tests to be performed by signing and selecting the preferred method of payment before submitting the form together with the samples.

The Plant Health Centre is dedicated to helping you solve your plant problems by correctly identifying the cause and helping you to choose the most appropriate control methods. For any of the above services, please contact:

**Plant Health Diagnostic Services
Agri-food & Veterinary Authority of Singapore**

Sembawang Research Station, Plant Health Centre
Lorong Chencharu 17 km Sembawang Road Singapore 769193.

Tel : 67519829

Email : AVA_Planthealth@ava.gov.sg

For information on the import of plants and plant products, please contact our [PLANT REGULATORY BRANCH- Plant Health Section \(PRB- PHS\)](#) also located at the above address.

Tel : 67519842

Fax: 67582979 (Export) and 67520170 (Import & CITES)

PLANT REGULATORY BRANCH- Plant Health Section (PRB- PHS)
Sembawang Research Station, Lorong Chencharu, 17 km Sembawang Road, Singapore 769194
Enquiry: 67519842, Fax: 67582979 (export), 67520170 (Import & CITES)
Email: ava_phytosanitary@ava.gov.sg

PRB- PHS regulates the import of plants and plant products to prevent the introduction of exotic plant pests and diseases into Singapore and the region. In addition, PRB- PHS provides phytosanitary inspection and certification (plant health certificate) services to exporters to certify plants and plant products exported abroad are free from pests and diseases. Import and export requirements abide by the basic principles of WTO/ SPS agreement. Trade in endangered species of plants is controlled under the Convention on International Trade of Endangered Species (Fauna and Flora) (CITES). Companies with good management practice geared for export of pest-free plants and plant products could also be accredited to conduct phytosanitary inspection on their products under a quality assurance arrangement, administered and audited by AVA.

Our services include:

- Phytosanitary certificate for the export of cut flowers, foliage, plants and plant products
- Post-entry Inspection of Imported Plants
- CITES import and export permit for endangered plants and insect specimen
- Endorsement of phytosanitary and fumigation certificates
- Replacement of phytosanitary certificates
- Additional laboratory examination of plants or plant produce for freedom from insect, mollusk, pathogen, weed or nematodes for endorsement in the phytosanitary certificate
- Pests surveillance and monitoring programmes
- [Quality assurance arrangement for the export of plants and plant products](#)
- [Bio-security Assurance Arrangement \(BSAA\) for the import of microorganisms, GMOs etc.,](#)

Requirements for the Import of Plants and Plant Products

(Should you encounter problems with the links, right click on links and select "save target as...". This will save the pdf document in your local disk drive.)

1. Please click on the item below to confirm the general requirements for the import of:

- [Banana](#)
- [Cassava](#)
- [Citrus](#)
- [Cocoa](#)
- [Coconut](#)

- [Coffee](#)
- [Oil Palm](#)
- [Pineapple](#)
- [Sugarcane](#)
- [Orchid](#)
- [Cotton](#)
- [Maize](#)
- [Rubber](#)
- [Rice](#)
- [Tea](#)
- [Fresh fruits, vegetables, flowers and other plant produce](#)
- [Nursery stock, potted plants, seeds, mushroom spawn and tissue culture plantlets](#)
- [Soil, peat moss and organic manure of plant origin](#)
- [Insects and micro-organisms of agricultural importance](#)
- [Genetically modified plants](#)
- [Fresh or Dried Herbarium Specimens](#)

PRB – PHS would conduct the Import Risk Analysis before the approval of import of any other agricultural commodities that are not listed in the above para (1)

2. All imported plant and plant products should be free of pests and diseases. The conditions and requirements stated in para (1) are subject to regular reviews and must be fully complied with by the importers.

3. Application for import permit (approval) from AVA is through the TradeNet system when the consignment arrived. AVA's approval will be incorporated in the Cargo Clearance Permit (CCP) that can be printed at the importer's end. The following supporting documents should be provided to PRB - PHS at the time of application through the TradeNet system:

- Phytosanitary certificate with the endorsement of treatment measures and/or specific pest free declarations from the country of origin as by PRB
- Consignment invoice
- Air Waybill

4. Some consignments may be subjected to post-entry inspections. In such cases, importers should inform PRB- PHS of the arrival date by submitting the completed [Application form for Post Entry Inspection of Imported Plants](#) which is available at this web site: [Application Forms for Downloading](#). Consignments may be detained and sampled for testing.

Endangered Plants and Plant Products

Import/export/re-export) of endangered species of plants, plant products and insects requires a CITES permit issued by the authority of the respective importing and exporting countries. Examples of CITES listed plants and plant produce are as follows: Cactaceae, Cycadaceae, Orchidaceae, *Nepenthes* spp., American Ginseng & Agar Wood. The up-to-date CITES endangered species list is available at www.cites.org.

Phytosanitary Certification

PRB- PHS also provides phytosanitary certification services to exporters to facilitate their exports. Most countries display their plants import regulations on their web site. You can also contact PRB- PHS for details. Application forms for the Phytosanitary Inspection and Certification service are available from this web site under “Application Forms for Downloading – Plants” For regular exporters and suppliers, PRB- PHS encourages the traders to participate in the quality assurance arrangement, the [Assurance Certification Scheme \(ACS\)](#) to ensure their export products are pests free.

Importation by General Public

Members of the public who bring in small quantities of plants and plant products for personal use are also required to comply with the above conditions and requirements where applicable.

Schedule of Fees

Schedule of Fees			
S/No	Description	Rate	
1.	Permit to import Plants, Soil, Insects or Micro-organisms	\$11.00 per consignment (with effect from 1st April 2004)	
2.	CITES Permit (Import or Export)	\$12 per species and minimum fee is \$60.00	
3.	Inspection fees for Phytosanitary Certificate and Post-entry inspection	i. For Flowers or Plants	(a) \$12.00 for 24 stalks or 10 numbers
			(b) \$50.00 for above 24 stalks or 10 numbers
		ii. For Plant Produce	(a) \$12.00 for 5 kgm
			(b) \$50.00 for above 5 kgm
4.	Endorsement of Phytosanitary and Fumigation certificates	\$15.00 per set	
5.	Replacement of Phytosanitary certificate	\$12.00 per set	

How to get to the Plant Regulatory Branch - Plant Health Section

Plant Regulatory Branch (Plant Health Section) is located on Lorong Chencharu, 17 km Sembawang Road, Singapore 769194. A prominent signboard is erected at the entrance of Lorong Chencharu:



Some frequently asked Questions & Answers on our Services:

1. What are the general requirements for the import of plants and other planting materials?

A Phytosanitary certificate issued by the country of export is necessary. For other requirements, please refer to the above import health requirements as specified in the [Requirements for the Import of Plants and Plant Products](#) of this web page. Hard copy of the import health requirements is also available at Plant Regulatory Branch (Plant Health Section).

2. What are the plants that are subject to the import control?

All types of plants are subject to import control irrespective of quantity. However plants from American Tropics, plants of banana, cassava, citrus, cocoa, coconut, coffee, cotton, maize, oil palm, pineapple, rice rubber, sugarcane, potted plants, peat moss, soil and other organic growing medium require special conditions and treatment as specified in the above import health requirements.

American Tropics refer to the following countries: Barbados, Belize, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Dominica, Dominican Rep., Ecuador, El Salvador, French Guyana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, St. Lucia, St. Vincent and The Grenadines, Suriname, Tobago, Trinidad, Venezuela, Virgin Island.

3. What type of plants requires only a phytosanitary certificate for the import?

Rooted plants without growing media, foliage and branches for ornamental purpose, seeds intended for sowing and mushroom spawn require only a phytosanitary certificate from the country of export.

4. Do I need AVA's approval if I bring in live insects and microorganisms from other countries?

Yes. Prior written permission from AVA is required.

5. How do I go about bringing in flowers, plants and fresh fruits from American tropics?

Please refer to the [Requirements for the Import of Plants and Plant Products](#) of this web page.

6. What is a phytosanitary certificate?

It is a certificate that certifies that plant and plant products had been inspected by the appropriate authorities of the exporting country according to official procedures and were free from injurious and quarantine pests.

7. What happens if there were no import health requirements specified for the materials that I intend to bring in from other countries?

An import risk analysis is required. Please contact Plant Regulatory Branch (Plant Health Section) for details.

8. What I should do when a consignment of plants arrives?

Importer should apply for cargo clearance permit through TradeNet. The application would be routed on-line for approval before the controlled items are allowed into Singapore. For hand carried plants, please make a declaration to the Customs on arrival. Please contact Plant Regulatory Branch (Plant Health Section) for the TradeNet declaration if necessary. Click here for [AVA'S PRODUCT CODES FOR PLANTS, INSECTS, PLANT MICRO-ORGANISMS AND CITES CONTROLLED ITEMS](#).

9. What are the documents required for the processing of an import application?

To process an import application, the following documents are required:

- a. special written permission issued by AVA for restricted items specified under [Requirements for the Import of Plants and Plant Products](#) of this web page
- b. phytosanitary certificate issued by the country of origin,
- c. invoice,
- d. air waybill and
- e. post entry inspection application

10. Where can I obtain the post entry inspection application form?

The post entry application form can be obtained from our office at Plant Regulatory Branch- Plant Health Section, Sembawang Research Station, Lorong Chencharu, 17 KM Sembawang Road, Singapore 769194. Tel: 67519842/843 or Fax: 67520170.

You can also request for a faxed copy. Just fax your request to 67520170 and we will fax a copy to you. Alternatively, you can also download a copy from our web page under "[Application Forms](#)" and select "[Application for Post Entry Inspection of Imported Plants](#)".

11. What will happen to my consignment if there is no proper documentation?

Depending on the nature and origin, the consignment may be destroyed, re-exported, treated or quarantined at the expenses of the importer.

12. Who can I contact if my imported plants or plant products are detained by customs?

You can contact the Plant Regulatory Branch - Plant Health Section at Tel: 67519842/843 or Fax to 67520170. Don't forget to quote the Customs detention receipt number

13. What are the documents necessary if I import endangered plants, plant produce and insects?

Endangered plants are controlled under Convention on International Trade of Endangered Species (CITES). A CITES permit is required from the country of origin.

14. What are the plants, plant produce and insects included in the CITES list?

Please check for the list of CITES controlled plants, plant produce and insects at <http://www.cites.org/>.

15. How do I apply for a CITES permit?

A CITES permit is required for all CITES listed flora. The application form for a CITES permit can be obtained from our office at Plant Regulatory Branch- Plant Health Section, Sembawang Research Station, Lorong Chencharu, 17 KM Sembawang Road, Singapore 769194. Tel: 67519842/843 or Fax: 67520170.

You can also request for a faxed copy. Just fax your request to 67520170 and we will fax a copy to you. Alternatively, you can also download a copy from our web page under "[Application Forms](#)" and select "[Application for CITES Permit \(Plant Specimens\)](#)". Supporting documents and the plants are required to be submitted for verification.

16. How can I go about applying for a phytosanitary certificate?

The application for a phytosanitary certificate has to reach our office 24 hours before the date of inspection if field inspection is required. The normal practice is for exporter to fax the application to our office at 67582979. The application form for a phytosanitary certificate can be obtained from our office at Plant Regulatory Branch- Plant Health Section, Sembawang Research Station, Lorong Chencharu, 17 KM Sembawang Road, Singapore 769194. Tel: 67519842/843 or Fax: 67582979.

You can also request for a faxed copy. Just fax your request to 67582979 and we will fax a copy to you. Alternatively, you can also download a copy from our web page under "[Application Forms](#)" and select "[Application for Phytosanitary Certificate](#)".

17. Do I need an import permit for the import of plants?

Yes, you need an import permit for the import of plants with potting medium, trees and shrubs with potting medium, insects (eg grasshoppers, crickets, mealworms, fireflies, butterflies, butterfly pupae, earthworms etc); microorganisms, cut flowers from South American Tropics, potting medium (eg soil, potting mix, peat moss, sphagnum moss etc) and fertilizers of plant origin. An import permit is also required for the import of economic crops. Economic crops comprise of banana, cassava, citrus, cocoa, coconut, coffee, cotton, maize, palm, orchid, pineapple, rice, rubber, sugarcane and tea.

However, with effect from 1st September 2003, we will not be issuing any hard copy of the import permit. The Cargo Clearance Permit (CCP) will be used as an import permit. This will cost \$11 (with effect from 1st April 2004). For import health requirements, please refer to our web page under "Requirements for the Import of Plants and Plant Products."

APPENDIX C

Online Services Offered by the Food Safety and Inspection Service (FSIS), U.S. Department of Agriculture (USDA)

Regulations & Policies

International Affairs

FSIS insures that meat, poultry, and egg products imported to the United States are produced under standards equivalent to U.S. inspection standards, and facilitates the certification of exported goods.

A. Port of Entry Procedures

Find information on import requirements

B. Export Information

Learn what requirements are necessary for exporting your products to other countries including packaging, labeling and other special conditions.

C. Import Information

What requirements must countries meet to import product into the United States. Learn about the equivalence process, port of entry procedures, reinspection, labeling requirements, and products for personal consumption.

D. Import & Export Data

Find information to assist constituents in accessing: trade data pertinent to meat and poultry imports and exports; selected documents related to imports of meat, poultry and egg products; and links to selected Internet sites related to imports and exports of meat, poultry and egg products.

E. Codex Alimentarius

Codex activities promote the health and economic interests of consumers while encouraging fair international trade in food. The U.S. government contact point is located in FSIS.

A. Port of Entry Procedures – Import Information

U.S. Custom Service Requirements

Importers into the U.S. must file a customs entry form with the appropriate port director of the U.S. Customs Service within 5 working days after the shipment arrives at a port.

APHIS

APHIS restricts some products from entering the U.S. because of animal disease conditions in the country of origin. For information on restrictions related to animal diseases and information about APHIS, contact the [APHIS Veterinary Services, National Center for Import and Export](#).

FSIS Import Reinspection Requirements

Access to FSIS requirements, FSIS Import Reinspection, and Import Inspection Application and Report ([FSIS Form 9540-1](#)).

After an incoming shipment has met [U.S. Customs Service](#) and [APHIS](#) requirements, the shipment must be reinspected by FSIS at an approved import inspection facility.

FSIS import inspectors first check the documents to assure the shipment is properly certified by the foreign country. Inspectors next examine each shipment for general condition and labeling and then conduct the inspection assignments.

Port-of-entry reinspection is directed by the Automated Import Information System (AIIS), a centralized computer database that stores reinspection results from all ports-of-entry for each country and for each establishment. Reinspection of products is performance-based in that better performing foreign establishments have their products reinspected less frequently. Many of the procedures for product reinspection that FSIS follows are contained in the [Import Inspection Manual](#).

The AIIS determines the type of reinspection based on compliance history of the establishment and country. Several types of inspection (TOI) may be assigned by the AIIS including net weight checks of retail packages; examination of the container's condition; examination for product defects; incubation of canned goods; and laboratory analyses for product composition, microbiological contamination, residues, and species.

Additionally, FSIS randomly samples products at ports for drug and chemical residues. When product samples are sent to FSIS laboratories for analysis, the shipment is usually released before test results are received. However, if the plant had previous violations or a problem is suspected, the shipment is held until laboratory results are known.

An annual [import residue plan](#) sets the initial sampling rate for each country based on its volume of product exported to the U.S. For more information, the [National Residue Program](#) (also referred as the "Blue Book") and the [National Residue Program Data](#) (also referred to as The "Red Book") are available on line, or by contacting USDA, FSIS, Food Animal Science Division (FASD), (202) 690-6566, or Fax at (202) 690-6565.

Products that pass reinspection are stamped with the USDA mark of inspection and are allowed to enter U.S. commerce for distribution and use as if they were produced domestically. If imported meat or poultry products do not meet U.S. requirements, they are stamped "U.S. Refused Entry" and within 45 days must be exported, destroyed, or converted to animal food (if eligible and with the approval of the [Food and Drug Administration](#)).

Import Inspection Manual

This manual describes the procedures for product reinspection that FSIS follows.

**IMPORT INSPECTION MANUAL
TABLE OF CONTENTS
ACTIVE IMPORT DOCUMENTS
November 23, 2003**

SECTION #	ISSUE DATE	EXPIRATION DATE
<u>PART 1: AIIS COMPUTER INSTRUCTIONS</u>		
1. AIIS System Down (Contingency Plan)	11/15/03	OPEN
Enclosure 1 – Contingency Plan Sampling Rate	11/15/03	OPEN
2. Process Categories, Subcategories and Types of Inspections for AIIS	11/15/03	OPEN
<u>PART 2: LABELING COMPLIANCE</u>		
1. Pre-stamping of Imported Products	11/15/03	OPEN
2. Labeling Compliance for Imported Product	11/15/03	OPEN
Enclosure 1 , Labeling Claims, Qualifiers, Grades and Standards	11/15/03	OPEN
Enclosure 2 , Handling Duplicate Shipping Mark on Products	11/15/03	OPEN
<u>PART 3: LABORATORY SAMPLING</u>		
1. Laboratory Sampling General Procedures	11/15/03	OPEN
Enclosure 1 , FSIS Form 9770-1 Completion Instructions	11/15/03	OPEN
Enclosure 2 , FSIS Form 9540-3, Supplemental Instructions	11/15/03	OPEN
2. Abnormal Containers (Imported)	11/15/03	OPEN

3.	Food Chemistry Testing Program	11/15/03	OPEN
4.	Microbial Sampling of Ready-to-Eat Product (RTE)	11/15/03	OPEN
	Enclosure 1 , RTE Microbiological Sampling Guidelines	11/15/03	OPEN
	Enclosure 2 , FSIS Form 10,210-3 (IMVRTE) Completion Instructions	11/15/03	OPEN
	Enclosure 3 , United Nations Country Codes and Abbreviations	11/15/03	OPEN
5.	Sampling Program for <i>Escherichia coli</i> O157:H7 in Imported Raw Ground or Comminuted Beef and Veal Product	11/15/03	OPEN
	Enclosure 1 , Aseptic Sampling Guidelines	11/15/03	OPEN
	Enclosure 2 , FSIS Form 10,210-3 (MT08) Completion Instructions	11/15/03	OPEN
6.	Residue Testing Program	11/15/03	OPEN
	Enclosure 1 , FSIS Form 9770-2 Instructions (11/18/03 version)	11/15/03	OPEN
7.	Species Verification Testing Program	11/15/03	OPEN
8.	Pathology Testing Program	11/15/03	OPEN
 <u>PART 4: REINSPECTION</u>			
1.	General Procedures	11/15/03	OPEN
	Enclosure 1 , FSIS Form 9530-1, Completion Instructions	11/15/03	OPEN
	Enclosure 2 , Canadian Establishment Entry Procedures	11/15/03	OPEN
	Enclosure 3 , Count Verification	11/15/03	OPEN

Enclosure 4 , Alternative Method to Second Step Sample Selection	11/15/03	OPEN
Enclosure 5 , Failure-to-Present Shipments (FTP)	11/15/03	OPEN
Enclosure 6 , FSIS Form 9510-2 Completion Instructions	11/15/03	OPEN
2. Documents Examination and Identification of Import Product	11/15/03	OPEN
Enclosure 1 , FSIS Form 9540-1, Completion Instructions	11/15/03	OPEN
Enclosure 2 , Fresh Meat and Meat Byproducts Certification	11/15/03	OPEN
Enclosure 3 , Meat Food Products Certification	11/15/03	OPEN
Enclosure 4 , Poultry Products Certification	11/15/03	OPEN
Enclosure 5 , FSIS Form 9540-2 Completion Instructions	11/15/03	OPEN
Enclosure 6 , Certificate Guarantee E-Mail Notification Instructions	11/15/03	OPEN
3. Product Examination	11/15/03	OPEN
Enclosure 1 , Import Carcass Handling Guidelines	11/15/03	OPEN
Enclosure 2 , Canada Carcass Reinspection & Verification Procedures	11/15/03	OPEN
Enclosure 3 , Religious Exemption, Buddhist Style Poultry	11/15/03	OPEN
4. Special Requirements	11/15/03	OPEN
5. Net Weight	11/15/03	OPEN
6. Condition of Container	11/15/03	OPEN
7. Incubation	11/15/03	OPEN
Enclosure 1 , FSIS Form 9550-1 Completion Instructions	11/15/03	OPEN
8. Alternative Packaging Procedures	11/15/03	OPEN
9. Samples for Laboratory Examination, Research, Evaluative Testing or Trade Show Exhibition	03/15/04	OPEN

Enclosure 1 , Regional Investigation Managers Contact Information	03/15/04	OPEN
Enclosure 2 , OPEER Regional Investigation Managers (RIM's)	03/15/04	OPEN
10. Personal Consumption Shipments	11/15/03	OPEN
11. Refused Entry Procedures	11/15/03	OPEN
Enclosure 1 , FSIS Form 9840-3 Completion Instructions	11/15/03	OPEN
Enclosure 2 , Rejection/Refused Entry Reasons/Codes	11/15/03	OPEN
Enclosure 3 , FSIS Form 9135-1 Completion Instructions	11/15/03	OPEN
Enclosure 4 , Re-Export of Refused Entry Process	11/15/03	OPEN
Enclosure 5 , FSIS Form 9840-4 Completion Instructions	11/15/03	OPEN

B. Export Information

Export Alert

View Export Alert indicating current restrictions.

Export Notice 2004-2

Change in Procedures for Export Products Returned to the U.S.

Establishing Eligibility

Describes procedure establishments must follow to export meat and poultry products overseas.

Exporters should first consult the [export requirements](#) for a specific country, and, in some cases, the list of [U.S. establishments eligible to export](#) to that particular country. These files contain information obtained by FSIS through direct, government to government, communication with country officials.

Export Requirements are generally organized under the following headings: Product Eligibility, Labeling, Processing Requirements, Documentation, Other Requirements, and

For More Information

Contact the FSIS Office of
International Affairs
(202) 720-3473
Fax (202) 690-3856

Plant Eligibility. If a country is not listed, it should be assumed that nothing is known about the country's export requirements (including plant eligibility). In these cases, FSIS form 9060-5 is normally issued, but no statements will be included in the "Remarks" section. Exporters are advised to check for other restrictions, i.e. Economic Sanctions (see the [U.S. Treasury](#) Web site) and are advised to proceed with caution.

For most countries, all USDA Federally authorized meat, poultry, and egg product establishments are eligible to export, provided all requirements of the receiving country are met. Some countries, including the European Union (EU), require U.S. Establishments to be approved, registered, and/or reviewed prior to export. All applications for export, completed by the establishment's plant management, must be submitted to the FSIS Office of International Affairs on FSIS Form 9080-3. When approved, establishments are allowed to export and, where required, added to the list of [Eligible U.S. Establishments](#). Some of these lists change frequently as a result of including additional plants or a change in a plant number or name. Foreign countries may periodically audit establishments exporting to them.

Export Requirements for Meat & Poultry Products

Access export requirements for meat and poultry products established by our international trade partners.

Formerly known as the Export Library, the following is an alphabetical list of countries that have communicated their import requirements for U.S. exports of meat and poultry products. The most recent revisions to these requirements may be facilitated by looking for paragraphs followed by an asterisk.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) |

[N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

- [Albania](#) | [PDF](#)
- [Algeria](#) | [PDF](#)
- [Antigua and Barbuda](#) | [PDF](#)
- [Argentina](#) | [PDF](#)
- [Australia](#) | [PDF](#)
- [Austria](#) | [PDF](#)
- [Azerbaijan](#) | [PDF](#)
- [Bahamas](#) | [PDF](#)
- [Bahrain](#) | [PDF](#)
- [Barbados](#) | [PDF](#)
- [Belgium](#) | [PDF](#)
- [Belize](#) | [PDF](#)
- [Brazil](#) | [PDF](#)
- [Bulgaria](#) | [PDF](#)
- [Canada](#) | [PDF](#)
- [Canada \(Special Import Procedures\)](#) | [PDF](#)
- [Cayman Islands](#) | [PDF](#)
- [Chile](#) | [PDF](#)
- [Colombia](#) | [PDF](#)
- [Costa Rica](#) | [PDF](#)
- [Croatia](#) | [PDF](#)
- [Cuba](#) | [PDF](#)
- [Cyprus](#) | [PDF](#)
- [Czech Republic](#) | [PDF](#)
- [Denmark](#) | [PDF](#)
- [Dominica](#) | [PDF](#)
- [Dominican Republic](#) | [PDF](#)
- [Ecuador](#) | [PDF](#)

- [Egypt](#) | [PDF](#)
- [El Salvador](#) | [PDF](#)
- [Estonia](#) | [PDF](#)
- [European Union](#) | [PDF](#)
- [Fiji](#) | [PDF](#)
- [Finland](#) | [PDF](#)
- [France](#) | [PDF](#)
- [French Polynesia](#) (See also: [Tahiti](#)) | [PDF](#)
- [Germany](#) | [PDF](#)
- [Ghana](#) | [PDF](#)
- [Gibraltar](#) | [PDF](#)
- [Greece](#) | [PDF](#)
- [Grenada](#) | [PDF](#)
- [Guadeloupe](#) | [PDF](#)
- [Guatemala](#) | [PDF](#)
- [Guyana](#) | [PDF](#)
- [Haiti](#) | [PDF](#)
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- [Hungary](#) | [PDF](#)
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- [India](#) | [PDF](#)
- [Indonesia](#) | [PDF](#)
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- [Italy](#) | [PDF](#)
- [Ivory Coast](#) | [PDF](#)
- [Jamaica](#) | [PDF](#)
- [Japan](#) | [PDF](#)

- [Jordan | PDF](#)
- [Kazakhstan | PDF](#)
- [Kenya | PDF](#)
- [Kiribati | PDF](#)
- [Republic of Korea | PDF](#)
- [Kosovo | PDF](#)
- [Kuwait | PDF](#)
- [Latvia | PDF](#)
- [Lebanon | PDF](#)
- [Lithuania | PDF](#)
- [Luxembourg | PDF](#)
- [Macao | PDF](#)
- [Macedonia | PDF](#)
- [Malaysia | PDF](#)
- [Malta | PDF](#)
- [Martinique | PDF](#)
- [Mauritius | PDF](#)
- [Mexico | PDF](#)
- [Monaco | PDF](#)
- [Montenegro | PDF](#)
- [Morocco | PDF](#)
- [Netherlands | PDF](#)
- [Netherlands Antilles | PDF](#)
- [New Caledonia | PDF](#)
- [New Zealand | PDF](#)
- [Nicaragua | PDF](#)
- [Nigeria | PDF](#)
- [Norway | PDF](#)
- [Oman | PDF](#)
- [Pakistan | PDF](#)
- [Panama | PDF](#)

- [People's Republic of China](#) | [PDF](#)
- [Peru](#) | [PDF](#)
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- [Romania](#) | [PDF](#)
- [Russia](#) | [PDF](#)
- [Saudi Arabia](#) | [PDF](#)
- [Senegal](#) | [PDF](#)
- [Serbia](#) | [PDF](#)
- [Singapore](#) | [PDF](#)
- [Slovak](#) | [PDF](#)
- [Slovenia](#) | [PDF](#)
- [South Africa](#) | [PDF](#)
- [Spain](#) | [PDF](#)
- [St. Kitts](#) | [PDF](#)
- [St. Lucia](#) | [PDF](#)
- [St Vincent Island](#) | [PDF](#)
- [Suriname](#) | [PDF](#)
- [Sweden](#) | [PDF](#)
- [Switzerland](#) | [PDF](#)
- [Tahiti \(See also: French Polynesia\)](#) | [PDF](#)
- [Taiwan](#) | [PDF](#)
- [Thailand](#) | [PDF](#)
- [Trinidad](#) | [PDF](#)
- [Turkey](#) | [PDF](#)
- [Ukraine](#) | [PDF](#)
- [United Arab Emirates](#) | [PDF](#)
- [United Kingdom](#) | [PDF](#)
- [Uruguay](#) | [PDF](#)

- [Venezuela](#) | [PDF](#)
- [Vietnam](#) | [PDF](#)
- [Western Samoa](#) | [PDF](#)

Export Requirements for Egg Products

Access export requirements for egg products, by country.

This section provides export requirements for egg products as determined by communication with appropriate government officials in each respective country.

FSIS Form PY-200 must accompany all exports of egg products. For California, Nevada, Arizona, or Texas, additional certification statements regarding lethal avian influenza (fowl Plague) may be included.

Additionally, the following certification statement may be included for shipments produced from eggs originating in States other than California, Nevada, Arizona or Texas:

- *"The Animal and Plant Health Inspection Service, U.S. Department of Agriculture, certifies that no cases of lethal avian influenza (fowl Plague) and no cases of exotic Newcastle disease have been reported in commercial laying flocks in the State of origin where the shell eggs originated and/or were processed for the 6 months preceding departure of this consignment. The shell eggs used to produce the product covered by this certificate originated in (name of state(s))."*

The following certification statement may be included for shipments produced from eggs originating in counties in California, Nevada, Arizona, or Texas outside the quarantine zone:

- *"The Animal and Plant Health Inspection Service, U.S. Department of Agriculture, certifies that no cases of lethal avian influenza (fowl Plague) and no cases of exotic Newcastle disease have been reported in commercial laying flocks in the County of origin where the shell eggs originated and/or were processed for the 6 months preceding departure of this consignment. The shell eggs used to produce the product covered by this certificate originated in (_____ County(ies))."*

Prior to shipping egg products, exporters should be advised to have their importers confirm that the importing country will accept the certification statements indicated on the PY-200.

Individual Country Requirements

These countries have additional requirements:

- [Canada](#)
- [European Union](#)
- [Japan](#)

- [Mexico](#)
- [Poland](#)

Notices Related to the Export of Egg Products

2001–8 – Reapplication Process for Egg Products Establishments Eligible to Export to the European Union

Eligible Plant Lists

Eligible plant lists for pasteurized egg products are pending final at this time. The list will be added to these requirements as soon as further information is obtained.

Eligible U.S. Establishments by Country

Alphabetical listing of countries indicating which U.S. establishments are eligible to export meat and poultry products to their country.

Select a country below for a complete listing of the U.S. establishments certified to export to that country.

- [Argentina](#)
- [Australia](#)
- [Brazil](#)
- [Canada I-Houses \(from CFIA Web site\)](#)
- [Chile](#)
- [Costa Rica](#)
- [Estonia](#)
- [Egypt](#)
- European Union
 - [Fresh Meat](#)
 - [Meat Products](#)
 - [Casings](#)
 - [Farmed Game](#)
 - [Ratites](#)
 - [Wild Game](#)
- [Gibraltar](#)
- [Israel](#)

- [Latvia](#)
- [Malaysia](#)
- [Mexico](#)
- Russia
 - [Pork](#)
 - [Poultry](#) | [Pending Verification](#)
- [South Africa](#)
- [Switzerland](#)

Recently Revised Export Requirements & Eligible Plant Lists

View the most recent edition of the FSIS Constituent Update, which lists recently revised export requirements and eligible plant lists.

The Library of Export Requirements has been updated to reflect changes in export requirements for Canada, Indonesia, Mexico, Nicaragua, and Thailand. Complete information can be found at:

<http://www.fsis.usda.gov/OFO/export/explib.htm>

Certifying Meat & Poultry Products for Export

Information related to the export certification process.

Application for an export certificate must be made on [FSIS Form 9060-6](#) (PDF Only) and then presented to an FSIS inspector. If acceptable, the inspector will provide a certificate number to the applicant. This number is stamped on the containers carrying the packaged products. When the shipment is ready for export, the export certificate will be completed and signed by an FSIS official.

Information regarding the documentation required by individual countries is in the [Export Information](#) section. For further information about the certification process, consult [FSIS Directive 9000.1, "Export Certification"](#).

Index of Export Related Policies

Access Export Notices and FSIS Directives related to the export of meat, poultry and egg products.

Export

Notices

Export related notices provide urgent export information to

FSIS officials certifying meat and poultry products for export. They are distributed to FSIS certifying officials through [FSIS District Offices](#), who receive them by FAX.

2004

- **2004-2:** Change in Procedures for Export Products Returned to the United States | [PDF](#)
 - **2004-1:** Availability of Chinese Export Certificate | [PDF](#)
-

2003

- **2003-12:** Revocation of Export Notice 2003-10, BSE Restrictions on U.S. Exports to Canada
 - **2003-11:** BSE Restrictions on U.S. Exports
 - **2003-10:** BSE Restrictions on U.S. Exports to Canada
 - **2003-9:** BSE Restrictions on U.S. Exports
 - **2003-8:** BSE Investigation and Restrictions on U.S. Exports | [PDF](#)
 - **2003-7:** Completion of Export Certificates for Russia
 - **2003-6:** Export of Beef and Beef Products to Japan
 - **2003-5:** Export of Beef and Beef Products to Japan
 - **2003-4:** Updates of Establishments Ineligible to Export to Canada
 - **2003-3:** Export of Poultry Products to the Russian Federation
 - **2003-2:** Establishments Ineligible to Export to Canada
 - **2003-1:** Restrictions on Poultry and Egg Product Export due to Exotic Newcastle Disease in Riverside County, California
-

2002

- **2002-15:** Export of Fresh/Frozen Poultry and Poultry Meat Products to the Russian Federation Once the Ban Is Lifted

- **2002-14:** 2003 Edition of FSIS Form 9135-3 Now Available
- **2002-13:** Export of Fresh/Frozen Poultry to Russia
- **2002-12:** Obtaining Serial Numbered FSIS Form 9450-4 (8/27/2002) Veterinary Certificate for Export of Poultry Meat to the Russian Federation
- **2002-11:** Establishment Approval For Export of Raw Poultry to Russia
- **2002-10:** Update: Japan Egg Export Restricted from Pennsylvania, Maine, and Virginia
- **2002-9:** Update: Japan Egg Export Restricted from Pennsylvania, Maine, and Virginia
- **2002-8:** Export Advisory for Taiwan
- **2002-7:** Update: Japan Egg Export Restricted from Pennsylvania, Maine, and Virginia
- **2002-6:** Update: Japan Poultry Export Restricted from Pennsylvania, Maine, and Virginia
- **2002-5:** Poultry Exports to Russia Restricted
- **2002-4:** Japan Poultry Export Restricted from Pennsylvania and Maine
- **2002-3:** Japan Poultry Export Restricted from Pennsylvania and Maine
- **2002-2:** Revised Plant Lists
- **2002-1:** Chile Plant Approval Expiration Dates

2001

- **2001-11:** Poultry Feet Export to the People's Republic of China
- **2001-10:** 2002 Edition of FSIS Form 9135-3 Required January 1, 2002
- **2001-9:** Canada Prohibits Import of Rabbit and Rabbit Products Originating from Animals Produced in Utah and Illinois Due to Viral Hemorrhagic Disease(Rabbit Calicivirus)
- **2001-8:** Reapplication Process for Egg Products Establishments Eligible to Export to the European Union
- **2001-7:** Mexico Requirement for Additional Certification of Product Derived from Ruminants
- **2001-6:** Update: Mexico Reapplication Process

- **2001-5:** Revised Format for Slaughter and Packing Dates and Lot Numbers Now Required by Mexico
 - **2001-4:** Additional Certification Statement Required for Export to Japan
 - **2001-3:** Slaughter and Packing Dates Requirement for All Meat and Poultry Products Exported to Mexico
 - **2001-2:** Container Numbers Required on All Russian Veterinary Certificates
 - **2001-1:** Mexico Reapplication Process
-

2000

- **2000-11:** Additional Certification Statement Required for Export to Japan
 - **2000-10:** Sanitation Requirements for the Export of Meat and Poultry Products to Mexico
 - **2000-9:** Revision of Veterinary Certificates for Export of Beef and Pork to the Russian Federation
 - **2000-8:** 2001 Edition of FSIS form 9135-3 Required January 1, 2001
 - **2000-7:** FSIS Form 9180-3, Certificate of Authenticity
 - **2000-6:** Slaughter and Packing Dates Requirement for All Meat and Poultry Products Exported to Mexico
 - **2000-5:** Update: Additional Residue Testing for the European Union in EU Approved Pork Plants
 - **2000-4:** Irradiated Red Meat and Poultry Ineligible for Export to Canada
 - **2000-3:** New FSIS Form Required for Taiwan
 - **2000-2:** New Documentation for the Peoples Republic of China
 - **2000-1:** Additional Residue Testing for the European Union in EU Approved Pork Plants
-

1999

- **99-20:** Restrictions on Poultry Exports Due to Infectious Laryngotracheitis
- **99-19:** Update of Export Notice 99-17- New Documentation Required for Export to Poland

- **99-18:** Availability of Year 2000 Printing of FSIS Form 9135-3 Canadian Export Certificate
- **99-17:** New Documentation Required for Export of Red Meat, Poultry, Edible Processed Proteins, and Inedible Animal Products to Poland
- **99-16:** "Non-Hormone Treated Cattle (NHTC)" Program for Export of Beef and Veal to the European Union
- **99-15:** New Documentation Requirements for Export of Red Meat and Red Meat Products to the Republic of Korea
- **99-14:** Suspension of Beef Exports to the European Union under the Hormone Free Cattle Program
- **99-13:** Update: Outbreak of Exotic Newcastle Disease in California
- **99-12:** Update: Testing for Avian Influenza and Export of Poultry to Mexico
- **99-11:** Update: Reported Cases of Vesicular Stomatitis and Restrictions on Exports
- **99-10:** Update: Testing for Avian Influenza and Export of Poultry to Mexico
- **99-9:** Export Certification for Imported Natural Casings
- **99-8:** Update: Testing for Avian Influenza and Export of Poultry to Mexico
- **99-7:** Modifications to the European Union Guidelines - Residue Testing
- **99-6:** Update: Export of Casings to the European Union
- **99-5:** Export of Fresh/Frozen Pork Meat to the Russian Federation
- **99-4:** Export of Casings to the European Union
- **99-3:** Testing for Avian Influenza and Export of Poultry to Mexico
- **99-2:** Update - Testing for Avian Influenza and Export of Poultry to Mexico
- **99-1:** Testing for Avian Influenza and Export of Poultry to Mexico

1998

- **98-17:** Availability of 1999 Printing of FSIS Form

9135-3 Canadian Export Certificate

- **98-16:**Update: Reported Cases of Vesicular Stomatitis and Restrictions on Export
- **98-15:**Update: Outbreak of Exotic Newcastle Disease in California
- **98-14:**Update: Reported Cases of Vesicular Stomatitis and Restrictions on Exports
- **98-13:**Update: Outbreak of Exotic Newcastle Disease in California
- **98-12:**Update: Outbreak of Exotic Newcastle Disease in California
- **98-11:**Update: Reported Cases of Vesicular Stomatitis and Restrictions on Exports
- **98-10:**Update: Outbreak of Exotic Newcastle Disease in California
- **98-9:** Elimination of "Delistment/Relistment" List for Canadian Export Eligibility
- **98-8:** Update: Vasicular Stomatitis and Export Restrictions
- **98-7:** Export of Meat and Poultry to U.S. Military Installations
- **98-6:** Newcastle Disease Outbreak in California, June 7, 1998
- **98-3:** Russia: Holding requirements after Trichina testing

1997

- **97-25:** EU certificates available with blue seal
- **97-24:** Specific Risk Material statements for meat to UK
- **97-15:** Trichinae Analysis Sampling Program for Raw Pork Meat for Export to Russia, 28 Aug 1997
- **97-6:** European Union Exports, 1 Apr 1997

Export
Related**Directives**

9000.1: Export Certification

- **Attachment 1** (PDF Only 2 pp): Export Certification Form 9060 and Instructions
- **Attachment 2** (PDF Only 3 pp): Export Certification Questions and Answers
- **Amendment 1** (PDF 3 pp): Questions and Answers in Response to FSIS's Survey of FSIS Directive 9000.1

9010.1 (PDF Only): Export Products Returned to the United States

6210.2: Inspection of Poultry Feet 12-19-2002

9040.1 (PDF Only 4pp): Reinspection of Product Intended for Export

USDA Trade Assistance

To assist U.S. exporters, the [USDA Foreign Agricultural Service](#) (FAS) provides a Web site containing FAS contacts at Embassies located throughout the world; as well as the [Ag Exporter Assistance](#), which contains helpful information on exporting from the U.S.

C. Import Information

FSIS is responsible for assuring that U.S. imported meat, poultry and egg products are safe, wholesome, unadulterated, and properly labeled and packaged.

Importing Meat, Poultry & Egg Products into the United States

An explanation of the import process - a note about FDA, reinspection details, and information about applying to export international goods to the U.S.

Importing Meat, Poultry & Egg Products to the

United States

Summary

The Food Safety and Inspection Service is the U.S. Department of Agriculture's public health regulatory agency that protects consumers by ensuring that meat, poultry and egg products are safe, wholesome, and accurately labeled. A substantial amount of imported meat and poultry products are available to American consumers.

In the United States, FSIS regulates meat, poultry and egg products. However, all remaining foods are regulated by the Department of Health and Human Service's Food and Drug Administration (FDA). As such, there are different import requirements for different types of imported food.

Comparison of the FSIS & FDA Import Process

FDA relies solely on point-of-entry inspection. FSIS, on the other hand, works collaboratively with the importing establishment's government and uses a three-part process to verify that other countries' regulatory systems for meat, poultry and egg products are equivalent to that of the U.S. and that products entering the U.S. are safe and wholesome.

FDA's inspection requirements are company specific, meaning companies must register with FDA before importing food products other than meat, poultry and egg products.

FSIS, instead of dealing directly with individual companies, coordinates with the government of the country before accepting meat, poultry or egg products for sale into U.S. commerce.

The FSIS Reinspection Process

- Every day, FSIS carries out a stringent and comprehensive program designed to ensure the safety and wholesomeness of imported meat, poultry and egg products.
- Thirty-three countries are eligible to import meat and poultry products to the U.S. In 2002, meat and poultry product imports were 3.8 billion pounds (1.7

million metric tons).

- Reinspection begins with FSIS determining that a country's federal inspection system is equivalent to that of the U.S. While other countries' meat, poultry and egg product regulatory systems do not need to be identical to the FSIS system, they must employ equivalent measures that provide the same level of protection against food safety hazards.
- FSIS uses a comprehensive system that involves document reviews, on-site audits and port-of-entry examinations of every shipment of product that enters the United States.
- The term reinspection is appropriate because all products are previously inspected and passed by the importing country's equivalent inspection system. Thus, reinspection is a second level of protection for the American public.
- Each meat, poultry and egg product shipment enters the country under the authority of U.S. Customs and USDA'S Animal and Plant Health Inspection Service (APHIS) and is transferred to FSIS where inspectors visually inspect every shipment as well as its accompanying documentation.
- FSIS import inspectors stationed at ports-of-entry across the country conduct in-depth, random reinspection of selected shipments as directed by a centralized computer programmed to identify products that may be problematic.
- A new system for random selection of shipments was implemented in the fall of 2002. Shipments are reinspected at a frequency that provides a 95 percent confidence level that any problem affecting the safety or wholesomeness of the product will be identified by FSIS inspectors.
- The new system is a more scientific approach to sampling because it assures that sampling is spread across all types of products that are imported from another country. As a result, FSIS can be assured that all products under FSIS jurisdiction, regardless of the volume imported to the United States, are sampled. In general, the higher risk ready-to-eat products are being sampled at a higher rate.
- In September 2002, FSIS began to deploy the first of its 20 new, highly-trained FSIS Import Surveillance Liaison Inspectors in major ports across the U.S. to conduct intensified oversight activities, with an emphasis on biosecurity concerns. They work closely with other Federal agencies to ensure our nation's biosecurity efforts are seamless.

FSIS Import Application Process

- To import to the U.S., countries must first complete the FSIS eligibility application package. To ensure that this process goes smoothly, FSIS provides as

much advice and guidance as needed to other governments concerning any portion of the process.

- When FSIS receives the completed application, it conducts an initial document analysis to compare the country's inspection system sanitary measures with the ones that are applied in the U.S.
- After reviewing the entire application, FSIS decides whether the foreign food regulatory system for meat, poultry and egg products is equivalent to the FSIS regulatory process. Additionally, FSIS makes certain that the other country's regulatory system provides the same level of public health protection that is attained in the U.S.
- If it is determined that both of these objectives are met then FSIS sends a multidisciplinary team of experts to that country to conduct an on-site audit of its entire meat, poultry or egg products regulatory system. This is done in order for FSIS to verify that the country has satisfactorily implemented all laws, regulations, and other inspection or certification requirements cited in the initial application.
- After the on-site audit has been successfully completed, FSIS will publish a proposed regulation, which proposes to add the country to FSIS' list of eligible exporters. There is a period of time in which the Agency must collect public comments to this proposed regulation to help FSIS make a final decision as to whether the country can be eligible to export meat, poultry or egg products to the U.S.
- It is important to note that FSIS does not conduct food inspections in another country, nor does it certify individual foreign establishments for export to the U.S. After it is determined that a country has an equivalent food regulatory system, FSIS will rely on that system to carry out daily inspection and then re-inspect upon arrival at U.S. import stations.
- Any foreign establishment that desires to export to the U.S. must apply to its own government, and that country's chief inspection official must certify to FSIS a list of all establishments in that country that meet FSIS' import requirements.

Imported Meat, Poultry & Egg Products Remain Under USDA Jurisdiction

USDA and FSIS import requirements remain the same. Importers, brokers, and exporting countries must understand that the new Bioterrorism Act does not supercede the import provisions of the Federal Meat Inspection Act, the Poultry Products Inspection Act, or the Egg Products Inspection Act.

Issue

The U.S. Department of Agriculture's (USDA) Food Safety and Inspection Service (FSIS) is reemphasizing the current requirements and procedures for companies importing meat, poultry and egg products into the United States. This document is meant to clarify the situation for meat, poultry and egg products given that the U.S. Health and Human Services (HHS) & Food and Drug Administration's (FDA) two interim final regulations of the Bioterrorism Act will take effect on December 12, 2003. The Bioterrorism Act regulations include (1) the registration of food facilities exporting to the United States and (2) the prior notice of imported food shipments.

The USDA-FSIS import requirements remain the same. It is crucial that importers, brokers, exporting countries and others understand that the new Bioterrorism Act does not supersede the import provisions of the Federal Meat Inspection Act, the Poultry Products Inspection Act, the Egg Products Inspection Act, or the regulations adopted under these Acts.

In the United States, USDA-FSIS regulates meat, poultry and egg products. The remaining foods are regulated by HHS-FDA. As a result, imported meat, poultry and egg products are not covered by the Bioterrorism Act and are not subject to the HHS-FDA's prior notice requirements (unless they are being imported for use in animal feed). Products that have in the past been presented to USDA-FSIS for port-of-entry reinspection will continue to be presented to USDA-FSIS in the future and no prior notice will be required.

Facts

In summary, the following conditions outline how countries exporting meat, poultry and egg products are affected by HHS-FDA's two new rules:

- Facilities producing, handling or transporting **only** meat, poultry or egg products for human consumption are regulated exclusively by the USDA-FSIS and therefore do **not** need to be registered with HHS-FDA under the Bioterrorism Act or give prior notice of shipment.
- If facilities handle HHS-FDA regulated food products as well as USDA-FSIS regulated products then they must comply with HHS-FDA's two new rules **only** for the HHS-FDA regulated products. The meat, poultry and egg products do **not** need prior registration or prior notice even if the company exports other food products.
- The only meat, poultry and egg products that do **not** fall under USDA-FSIS oversight are products that contain 3% or less raw meat; less than 2% cooked meat; or less than 2% cooked poultry meat. Facilities producing products in these categories should comply with HHS-FDA regulations.

FSIS' Requirements

FSIS does have a registration and record keeping requirement of its own that has been in effect since 1970. All meat brokers, poultry products brokers, official establishments and carriers and importers of poultry or livestock carcasses are required to keep business records and make them available to USDA-FSIS employees upon request.

On June 25, 2003, USDA-FSIS announced in the Federal Register that a new registration form had been developed, which contains certain information that was not required on the previous form. All parties

that are required to register, including those that are currently registered, must complete the new form and submit it to USDA-FSIS by March 22, 2004.

Background

On October 10, 2003, HHS-FDA published two interim final regulations to implement its portion of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (the Bioterrorism Act). These become effective on December 12, 2003.

The first regulation requires that food facilities (other than facilities that produce meat, poultry, or egg products for human consumption) exporting to the United States register with HHS-FDA by December 12, 2003. The second regulation is the prior notice rule. Under this rule's provisions, if an HHS-FDA regulated food product is shipped to the United States then there must be a two-hour notice for shipments arriving by road; a four-hour notice for shipments arriving by air or by rail; and an eight-hour notice for shipments arriving by water.

On November 20, 2003, HHS-FDA issued guidance to industry on the implementation of this new prior notice requirement. This guidance focused on U.S. Bureau of Customs and Border Protection's (CBP) Harmonized Tariff Schedule (HTS) codes, which are used to identify imported products in their import data base. HHS-FDA has identified certain HTS codes as requiring prior notice under the Bioterrorism Act. Two tag codes have been assigned by HHS-FDA: FD4, which indicates to CBP that the imported food **will** require prior notice, and FD3, which indicates to CBP that the imported food **might** require prior notice.

Tag Codes Which Indicate Whether or Not Imported Food Will Require Prior Notice

FD3	&150;	Might	FD4 &150; Requires Prior Notice
Require Prior Notice			Notice

Imported foods with a tag code of FD3 would include products such as: meat, poultry, and egg products, food with 3% or less raw meat; less than 2% cooked meat; or less than 2% cooked poultry and tallow oil.

Imported foods with a tag code of FD4 would include products such as: dairy, cheeses, seafood, pasta, fruits, vegetables and shell eggs.

Frequently Asked Questions

Q: In HHS-FDA's November 20, 2003, guidance to industry on prior notices of imported foods, many Harmonized Tariff Schedule (HTS) codes were flagged with prior notice indicator FD3. Some of these

FD3 products clearly appear to be meat or poultry for human consumption. Does that mean exporting countries and U.S. importers or brokers must provide prior notice of these meat or poultry imports to the HHS-FDA?

A: No. Imported meat and poultry products for human consumption continue to be regulated by USDA-FSIS, not HHS-FDA, and will continue to be presented to USDA-FSIS for reinspection. The FD3 coding simply means the product might or might not require prior notice to HHS-FDA. The classification was applied to some HTS codes in recognition of the fact that USDA-FSIS does not regulate certain products that contain only a small percentage of meat or poultry that traditionally have not been considered meat or poultry products, or products that are intended for use in animal feed. Products not regulated by USDA-FSIS inspection are subject to HHS-FDA inspection and thus are bound to all applicable requirements of the Bioterrorism Act, including prior notice requirements.

Q: Which products that contain meat or poultry ingredients are not regulated by USDA-FSIS and these would be regulated under HHS-FDA's inspection and prior notice requirements?

A: Any products that contain 3% or less raw meat; less than 2% cooked meat; or less than 2% cooked poultry meat for human consumption, unless they are regulated as a meat or poultry product.

Q: So does that mean if my product contains more meat or poultry than the threshold described above then it will not be regulated by HHS-FDA and will not be subject to prior notice requirements?

A: Yes. Products containing more than the relatively small amounts of meat or poultry described above are not covered by the Bioterrorism Act, are not subject to HHS-FDA's prior notice requirements and will continue to be presented to USDA-FSIS for port-of entry reinspection as has always been the case.

Equivalence Process

While foreign food regulatory systems need not be identical to the U.S. system, they must employ equivalent sanitary measures that provide the same level of protection against food hazards as is achieved domestically. Find equivalence regulations [here](#).

Equivalence Process

Meat and poultry products exported from another nation must meet all safety standards applied to foods produced in the United States. However, under international law, food regulatory systems in exporting countries may employ sanitary measures that differ from those applied domestically by the importing country. The United States makes

determinations of equivalence by evaluating whether foreign food regulatory systems attain the appropriate level of protection provided by our domestic system. Thus, while foreign food regulatory systems need not be identical to the U.S. system, they must employ equivalent sanitary measures that provide the same level of protection against food hazards as is achieved domestically.

Obtaining Equivalence

Countries wishing to become eligible to export meat or poultry to the United States must contact the FSIS Office of International Affairs at:

Phone: (202) 720-3743

FAX: (202) 690-3856

For more information see the [Obtaining Equivalence](#) page.

FSIS evaluates foreign food regulatory systems for equivalence through document reviews, on-site audits, and port-of-entry reinspection of products at the time of importation.

Judgements of system equivalence are necessary for FSIS and the American consumer to develop and maintain trust in imported meat and poultry products.

The following publications contain U.S. regulatory requirements for importing meat, poultry and egg products to the United States:

- [Code of Federal Regulations: Title 9, Parts 300 to End](#)
FSIS regulations relating to meat and poultry products.

- [Code of Federal Regulations: Title 9, Part 94](#)
Information on USDA Animal and Plant Health Inspection Service (APHIS) requirements.
- [Code of Federal Regulations: Title 19, Parts 141 and 142](#)
General U.S. Customs Service regulations
- [Code of Federal Regulations: Title 19, Part 12](#)
U.S. Customs regulations for importing restricted merchandise including meat and poultry.

Individual titles of the Code of Federal Regulations may be purchased from:

Superintendent of Documents
U.S. Government Printing Office (GPO)
Washington, D.C. 20402
Phone: (202) 512-1800.

GPO maintains a [U.S. Government Online Bookstore](#). The [Code of Federal Regulations](#) is also available online.

Certified Countries & Establishments

Access to listings of certified countries and establishments, decertified establishments, and Foreign Audit Reports.

Eligible Foreign Meat & Poultry Establishments

Meat and poultry imports to the U.S. must originate in eligible countries and from establishments certified by the country's inspection service as eligible to export to the U.S.

Foreign Meat and Poultry Establishments

with date of certification and date of delistment/relistment.

The establishments are in numerical order according to the USDA Foreign Establishment Number.

ARGENTINA

Click on icon to go directly to another country.

[Argentina](#) ● [Australia](#) ● [Austria](#) ● [Belgium](#) ● [Brazil](#) ● [Great Britain](#) ● [Canada](#) ● [Costa Rica](#) ●
[Croatia](#) ● [Czech Republic](#) ●

[Denmark](#) ● [Dominican Republic](#) ● [Finland](#) ● [France](#) ● [Germany](#) ● [Honduras](#) ● [Hong Kong](#) ●
[Hungary](#) ● [Iceland](#) ● [Ireland](#) ●

[Israel](#) ● [Italy](#) ● [Japan](#) ● [Mexico](#) ● [Netherlands](#) ● [New Zealand](#) ● [Nicaragua](#) ● [Northern
Ireland](#) ● [Poland](#) ● [Romania](#) ● [Slovenia](#) ●

[Spain](#) ● [Sweden](#) ● [Switzerland](#) ● [Uruguay](#) ●

ESTABLISHMENT	DATE CERTIFIED	CERTIFICATION RECEIVED	DATE OF DELISTMENT	DATE OF RELISTMENT	DATE OF 2ND DELISTMENT	DATE OF 2ND RELISTMENT
0008	1/1/01		1/1/02			
0013	1/1/02					
0018	1/1/02					
0152	1/1/02					
0189	1/1/02		4/4/03			
0249	2/6/04					
0267	1/1/02					
0392	1/1/02		1/6/03			
0995	1/1/02		10/9/03			
1014	1/1/02		4/4/03	3/1/04		
1067	1/1/02					
1113	1/1/02					
1237	4/12/02		9/11/03			
1311	1/1/02					
1373	1/1/02					
1378	1/1/02		3/11/03			
1399	1/1/02					
1462	1/1/02		5/28/02			
1788	8/22/02		1/6/03			
1918	1/1/02		6/3/02			
1920	1/1/02					

1921	1/1/02		5/2/02	3/14/03		
1930	2/6/04					
1970	1/1/02		4/4/03	3/1/04		
1989	1/1/02		2/24/03			
2025	1/1/02					
2035	1/1/02		10/9/03			
2062	1/1/02					
2064	1/1/02		4/4/03			
2065	1/1/02					
2067	1/1/02					
2075	1/1/02		1/6/03			
2082	1/1/02					
2520	1/1/02					
2560	1/1/02		6/6/02			
2629	1/1/02		5/23/02			
2676	1/1/02		10/9/03			
2685	1/1/02					
2843	1/1/02		6/26/02			
3062	2/6/04					
3540	4/11/02					

For Further Information or Suggestions Contact:

importinspection@usda.gov

Foreign Audit Reports

Comprehensive audits of foreign country inspection systems to ensure compliance with the regulatory requirements of the [Federal Meat Inspection Act](#), [Poultry Products Inspection Act](#), and the [Egg Products Inspection Act](#).

Comprehensive audits¹ of foreign country inspection systems to ensure compliance with the regulatory requirements of the:

- [Federal Meat Inspection Act](#)

- [Poultry Inspection Act](#)
- [Egg Products Inspection Act](#)

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [M](#) | [N](#) | [P](#) | [R](#) | [S](#) | [U](#)

FSIS Labeling Requirements

Meat, poultry, and egg products entering into the U.S. must bear labeling that meets the same FSIS labeling requirements as for domestic meat, poultry and egg products. All labels bearing [special claims](#) require an evaluation before they can be distributed in commerce. For more information on labeling requirements, contact the Labeling and Consumer Protection Staff.

FSIS develops and provides labeling guidance, policies and inspection methods and administers programs to protect consumers from misbranded and economically adulterated meat, poultry, and egg products which ensure that all labels are truthful and not misleading.

Label Application Guidance

Provides guidance on the submission of label applications and correspondence regarding labeling and additive policy issues.

The Labeling and Consumer Protection Staff (LCPS) serves as the Agency expert group on the composition of meat, poultry, and egg products, including safe and suitable ingredients. The Staff's activities ensures that all labels are truthful and not misleading. Labeling includes all forms of product identification, claims, net weight, species identification and nutrition related to meat, poultry and egg products.

Correspondence about labeling and additives policy should be addressed to:

USDA, FSIS, OPPED
Labeling and Consumer Protection Staff
1400 Independence Avenue, SW
Room 602 - Annex Building
Washington, DC 20250-3700

Correspondence about label applications sent by the U.S. Postal Service (including U.S. Priority Mail and U.S. Overnight Mail), and Express Mail (not connected with the U.S. Postal Service), should be addressed as follows:

USDA, FSIS, OPPED
Labeling and Consumer Protection Staff
1400 Independence Avenue, SW
Room 614 - Annex Building
Washington, DC 20250-3700

Correspondence about label applications may be faxed to the Labeling Compliance Team. Please provide a cover sheet indicating the reason for the fax.

Label applications from small businesses will be accepted, provided the labeling is legible. Also, provide the required amount of copies in proper sequence, that is application form [FSIS Form 7234-1](#) and label.

FAX: (202) 205-0145 or (202) 205-0271

Any questions pertaining to labels or labeling, please call (202) 205-0623 or (202) 205-0279.

Trans Fat Declarations

FSIS is planning to publish a proposal that is consistent with FDA's rules to establish provisions in the Federal meat and poultry inspection regulations on trans fat declarations in the Nutrition Facts panel on product labeling.

Labeling and Consumer Protection

Trans Fat Declarations in the Nutrition Facts Panel on Product Labeling

USDA, FSIS is planning to publish a proposal that is consistent with FDA's rules to establish provisions in the Federal meat and poultry inspection regulations on trans fat declarations in the Nutrition Facts panel on product labeling. In the interim, FSIS will not object to the voluntary declaration of trans fatty acids in Nutrition Facts panels on labeling of food products under its jurisdiction if the declaration is made in accordance with FDA regulations published in the [Federal Register](#) on July 11, 2003, that amend 21 CFR Part 101. Companies that wish to include a trans fat declaration will need to submit at least one label sketch that includes the trans fatty acid declaration in the Nutrition Facts panel to the Labeling and Consumer Protection Staff (LCPS). Subsequent labels that include trans fatty acid declarations can be generically approved in concert with the Agency's regulations on generically approved labeling ([9 CFR 317.5](#) and [381.133](#)). There are no FDA provisions for claims regarding trans fatty acids. Thus, any labeling that includes a statement regarding trans fatty acids that is outside of and in addition to the Nutrition Facts panel declaration would need to be submitted to LCPS for evaluation.

This allowance is in concert with previous determinations to permit the voluntary labeling of nutrients in Nutrition Facts for which FSIS has not codified RDI's, but that are codified in Title 21 of the FDA regulations. Nutrients that may be included in the Nutrition Facts panel include Vitamin K, Selenium, Manganese, Chromium, Molybdenum and Chloride. Labels with such nutrient declarations and claims must be evaluated by the Agency before the products bearing labeling with such information may be marketed.

Establishment Responsibility

An outline of labeling and inspection methods designed specifically for establishments by FSIS.

Establishment Labeling Responsibilities

Meat, Poultry, and Egg Product establishments are responsible for accurately labeling their product for human consumption. All labels must be approved by the FSIS Labeling and Consumer Protection Staff.

Label Application Guidance

Provides guidance on the submission of label applications and correspondence regarding labeling and additive policy issues.

[Questions & Answers Related to the Application for Approval of Labels, Marking or Device](#) | [PDF](#)

Provides answers to questions regarding the Application for Approval of Labels, Marking or Device.

- [FSIS Form 7234-1](#) (PDF Only)

[Suggested Label Submission Checklist](#)

A checklist which provides guidance on the preparation and submission of label applications.

[Ten Most Commonly Asked Questions](#)

Provides answers to most frequently asked questions regarding label applications, record keeping practices and ingredient claims.

[Extraordinary Circumstances -- Procedures for Evaluating Labeling](#)

Provides guidance on requests for accelerated label evaluations for temporary approvals only.

[Generic Labeling](#) | [PDF](#)

Provides information and regulations on labeling materials that qualify for generic label approvals.

[Labeling & Establishment Responsibilities](#) | [PDF](#)

List of responsibilities of FSIS and the establishments regarding the approval of temporary, sketch and the generic labels.

[Information Required For Requesting a Temporary Approval](#) | [PDF](#)

Provides guidance on required information for applications submitted for temporary label approvals.

[Labeling Conditions That Can Not Have a Temporary Approval](#) | [PDF](#)

Outline of situations in which label applications may not receive temporary approval.

[Labeling That Must be Reviewed by the Labeling](#)

Compliance Team | [PDF](#)

Provides information on types of labels that must be reviewed by FSIS' Labeling Compliance Team.

Check List for Mandatory Features

List of mandatory features which must be present on a label.

10 Most Common Mistakes Made on a Label | [PDF](#)

Listing of ten common mistakes made on a label submission.

Information for Labeling Consultants

Provides guidance to labeling consultants/company representatives.

- [Procedures for Labeling Evaluation Submissions and Policy Advisory Consultants](#)
These instructions serve to implement the changes in the label review procedures that were described in the July 27, 1998, Notice of Procedural Change (63 FR 40010).
- [Label Flow through the Distribution Team](#)
Describes the label flow process by FSIS' label Distribution Team.
- [Procedures for Labeling Consultants/Company Representatives](#)
Provides procedural guidance which serve to maintain the timely review of labels.

Labeling Policies

FSIS guidance information and other resources material regarding meat, poultry, and egg product labeling policies.

Food Standards and Labeling Policy Book

Dictionary form publication consisting of day to day policy decisions.

- [May 2003](#) (PDF Only)
- [August 1996](#) (PDF Only)

Policy Memorandums (PDF Only)

Listing of food labeling policy memorandums.

Labeling 101 Presentation

A PowerPoint Presentation used by FSIS as a learning tool, at food labeling workshops in various locations throughout the U.S.

Pressure Sensitive Stickers

Information on the use of pressure sensitive stickers on labels.

Carbohydrate Labeling Statements

FSIS statement of interim policy on Carbohydrate labeling statements.

Trans Fat Declarations in the Nutrition Facts Panel

FSIS statement of interim policy on trans fatty acids in Nutrition Facts panels on product labeling.

FSIS Directive 7235.1

Mandatory Safe Handling Statements on Labeling of Raw and Partially Cooked Meat and Poultry Products.

FSIS Directive 7260.1 (PDF Only)

Answers to questions on nutrition labeling of meat and poultry products.

FSIS Directive 7237.1 (PDF Only)

Provides clarification and information on changes in the FDA regulations on ingredient labeling that apply when FDA standardized foods, certified color additives, or protein hydrolysates are used as ingredients in meat and poultry products.

Animal Raising Claims

Guidance on policies for declaring animal raising claims on labels.

Labeling of Natural or Regenerated Collagen Sausage Casings

FSIS final rule requiring that the source of natural sausage casings be disclosed on the product label if the casings are derived from a different type of meat or poultry than the meat or poultry encased in the sausage.

FSIS Notice 6-02

Expired notice used to provide answers to questions on the FSIS final rule concerning labeling of natural or regenerated collagen sausage casings.

Irradiation Q & A's

Answers to questions on irradiation as it pertains to labeling, ingredients, packaging material and procedural issues.

Meat and Poultry Labeling Terms

A Glossary of meat and poultry labeling terms.

Food Product Dating

Background information which answers questions about product dating.

Regulations for Package Dating

Guidance material regarding FSIS poultry products inspection regulations for package dating.

- [9 CFR 381.126](#)
- [9 CFR 381.129 \(c\)](#)
- [9 CFR 317.8 \(b\)\(32\)](#)

Packing Dates on Poultry Labeling

Guidance and clarification regarding the appropriate application of the Federal poultry products inspection regulations on "date of packing".

Ingredients Guidance

FSIS provides labeling ingredients guidance and inspection methods to protect consumers from misbranding.

FSIS Directive 7120.1- Safe & Suitable Ingredients Used in the Production of Meat & Poultry Products | [PDF](#)

- [Amendment 1 Change Transmittal Sheet | PDF](#)
This directive provides inspection program personnel with an up-to-date list of approved substances for use in the production of meat and poultry products.

Allergens Guidance Document

This document provides information regarding accurate product labeling including voluntary statements on labels that alert people who have sensitivities or intolerances to the presence of specific ingredients.

Guidance on the Procedures for Joint Food Safety & Inspection Service (FSIS) & Food & Drug Administration (FDA) [Approval of Ingredients & Sources of](#)

[Radiation Used in the Production of Meat & Poultry Products](#)

This document is intended to provide guidance to interested parties who wish to use new food ingredients and sources of radiation or to make new use of approved food ingredients and sources of radiation in the manufacture of meat and poultry products.

[Guidance on Ingredients & Sources of Radiation Used to Reduce Microorganisms on Carcasses, Ground Beef, & Beef Trimmings](#)

This document provides background information and guidance on the ingredient approval process, the different classes of approved antimicrobial agents, and the labeling of these substances.

[Proprietary Mix Committee](#)

Information memo regarding Proprietary Mix Committee (PMC) letters and proprietary ingredient mixes.

[Frequently Asked Questions Concerning Ingredient Use & Labeling](#)

Letter to Proprietary Mixture Suppliers and Manufacturers which includes FAQs relating to use and labeling of ingredients, including flavorings, proprietary ingredient mixes, ingredients in standardized and non-standardized foods, and protein hydrolysates.

[Additives in Meat & Poultry Products](#)

This document provides information and guidance on the use of additives in meat and poultry products and includes a glossary of commonly used meat and poultry additives and terms.

[Memorandum of Understanding](#)

Between Food Safety and Inspection Service, United States Department of Agriculture and the Food and Drug Administration, United States Department of Health and Human Services Regarding the Listing or Approval of Food Ingredients and Sources of Radiation Used in the Production of Meat and Poultry Products.

[Food Ingredients & Sources of Radiation Listed or Approved for Use in the Production of Meat & Poultry](#)

Products

A Final Rule which provides for the simultaneous review, by FSIS and FDA, of requests to use food ingredients or sources of radiation in the production of meat and poultry products.

This rule also combined the separate listings of food ingredients approved for use in meat and poultry products into a single table.

Natural Flavoring on Meat & Poultry Labels

Questions and Answers concerning natural flavorings listed on meat and poultry labels.

Claims Guidance

FSIS provides claims guidance, policies, and inspection methods to protect consumers from economically adulterated meat, poultry, and egg products.

Animal Raising Claims (PDF Only)

Information on the validation, evaluation and review process for animal production claims can be found here.

Compliance Guidelines for Retained Water

Guidelines designed to assist establishments in developing their data collection protocols, maintaining operational control of their process, and properly labeling their product.

Mandatory Country of Origin Labeling of Imported Fresh Muscle Cuts of Beef and Lamb

An executive summary report on the impact of new country of origin labeling requirements on segments of the food production, processing, and distribution chain, and the cost and benefits to each segment of the chain.

Natural and Organic Claims

Information on the terms "natural" and "organic" as applied to the labeling of meat and poultry products.

Fresh, "Not Frozen" and Similar Terms When Labeling Meat and Poultry Products

Information on Fresh, "Not Frozen" and Similar Terms when labeling meat and poultry products.

Using the Claim "Certified Organic By..."

Information on usage of the claim "Certified Organic By..." on meat and poultry product labeling.

Addendum - Using the Claim "Certified Organic By Certifying Entity"

Update to the FSIS Backgrounder of 1999 for the use of the claim "[Certified Organic By...\(Certifying Entity\)](#)" on meat and poultry product labeling.

FSIS Responses to Questions From the National Organic Standards Board (NOSB)

Questions and answers regarding organic meat and poultry products labeling

Labeling Packaged Products

Labeling packaged products under the National Organic Standards.

Labeling and Marketing Information

Labeling and marketing information under the National Organic Program

Labels, Labeling, and Market Information

Frequently Asked Questions received by the National Organic Program Board concerning labels, labeling and market information.

Accredited Certifying Agents

Listing of accredited certifying agents under the National Organic Program.

D. Import & Export Data**FAS Import & Export Data by Commodity**

Trade data reports provide detailed official U.S. trade statistics for dairy, livestock, and poultry products covering U.S. export developments for a variety of division commodities.

AMS Weekly Reports

The Agricultural Marketing Service provides current, unbiased price and sales information to assist in the orderly marketing and distribution of farm commodities. Reports cover both domestic and international markets.

U.S. Census Bureau Foreign Trade Statistics

The U.S. Census Bureau compiles information on the U.S. trade balance, import and export totals, general commodity groupings, and country totals.

Trade Information Center

The U.S. Department of Commerce's Trade Information Center is a comprehensive resource for

information on all U.S. Federal Government export assistance programs.

Import & Export Related Reports to Congress

Reports of the Secretary of Agriculture to the U.S. Congress summarize FSIS initiatives and accomplishments, domestic and export inspection activities, and foreign program review and reinspection activities.

- Import Equivalence & Reinspection Processes
 - [Report](#) (Mar 2004) (PDF Only) & Attachments:
 - [List of Equivalent Countries](#) (PDF)
 - [Example of Equivalence Audit Cover Letter and Questionnaires](#) (PDF Only)
 - [Example of Audit Checklists for Initial Equivalence](#) (PDF Only)
 - [Example of Proposed Rule](#) (PDF Only)
 - [Example of Decision Memorandum](#) (PDF Only)
 - [Reinspection Data from FY 1999-2003](#) (PDF Only)
- Meat, Poultry & Egg Products Inspection: Report of the Secretary of Agriculture to the U.S. Congress
 - [2000](#) (Feb 2003) | [PDF](#)
 - [1999](#)
- [Mandatory Country of Origin Labeling of Imported Fresh Muscle Cuts of Beef and Lamb](#) (Jan 2000)

E. Codex Alimentarius

The U.S. Codex Office, located in FSIS, USDA, is the U.S. Contact Point for the Codex Alimentarius Commission and its activities. Codex Alimentarius is the major international mechanism for encouraging fair international trade in food while promoting the health and economic interest of consumers.

Codex Alimentarius Commission

The Codex Alimentarius Commission is a subsidiary body of the [Food and Agriculture Organization](#) and the [World Health Organization](#) of the United Nations.

Structure & Organization

The Codex Alimentarius Commission accomplishes its work through Committees hosted by member governments.

Commission Meeting Schedule

Codex Committee meeting dates, locations and provisional agendas are posted on the Codex Alimentarius Web site.

Codex News & Comments Requested

The U.S. Codex Office posts information for those interested in participating in Codex activities.

Public Meetings

Public meetings are held prior to Codex Committee sessions to inform those interested and take public comment on issues.

Related Federal Register Notices

An annual Federal Register notice describes all Codex activities and Federal Register notices are prepared prior to public meetings.

Recent Delegation Reports

U.S. Delegates to Codex Committees prepare reports of the Sessions.

Codex Publications

Codex standards can be downloaded from the Codex Web site or can be ordered from FAO.

Related Links

Links to other agencies or international groups involved in Codex activities.

APPENDIX D

FSIS Export Library Example - Meat and Poultry Export Requirements for Saudi Arabia

Export Requirements for Saudi Arabia

Eligible/Ineligible Products

A. Eligible

1. Fresh/frozen red meat and further processed red meat products.*
 - a. Male cattle not over 5 years old must be in cuts not smaller than quarters. Sheep not over 3 years old must be shipped in whole carcasses.
 - b. Each carcass (side or quarter if cattle) must:
 - (1) Bear legible U.S. inspection legend.
 - (2) Be free from any preservatives.
 - (3) Have kidneys removed.
 - (4) Be wrapped in clean white cloth.
 - c. The carcass shall be eviscerated and free from head, feet and kidney fat. A part of the tail may be left to identify the animal type.
 - d. No preservatives, antibiotics or coloring material, except the stamping ink, shall be used.
2. Offal products
3. Poultry and poultry products (See restriction in B)

B. Ineligible

1. Poultry and poultry products originating from birds raised or processed in the State of Texas are ineligible for export to Saudi Arabia at this time.

Labeling Requirements

- A. All products - Storage temperature must be placed with the refrigeration statement on the boxes to fully clarify the type of product being handled. (EXAMPLE: "KEEP FROZEN - store at or below ___°C; KEEP CHILLED (OR REFRIGERATE) - STORE BETWEEN ___°C AND ___°C. ")
- B. Fresh/frozen meat and poultry. In addition to the labeling features mandatory in the United States, precut/processed and packaged meat and poultry must bear the following features:
 1. Bilingual labels - The Arabic language must be one of the languages used for declaration.
 2. A Statement must be included on the label that Halal product has been slaughtered according to Islamic principles.
 3. Metric net weight:
 - a. Poultry - Chilled whole bird weights can range from 550-1800 g. Weight classes (grades) shall be divided by a difference of at least 100 g between the classes. There is a tolerance of 50 g within a class.
 - b. Frozen poultry - Individual birds (units) within each box or carton shall be uniform in size and weight, with a tolerance not exceeding 10%.
 4. For production (slaughtering or freezing) and expiration dates, spell out or abbreviate the name of the month. (EXAMPLE: JAN. or JANUARY, 1985. Dates may also be expressed 27/4/87 or 27 APR 87 in English and Arabic.) Calendar strips may be preprinted on the label allowing the designation of calendar dates with the literal translation:
 - a. Production (slaughtering or freezing) date must be accompanied by the statement "*Production good for _____ months from date of production.*"
 - b. The expiration date for frozen poultry is calculated from the date the product was first frozen. The expiration date for fresh/frozen beef, veal, buffalo, mutton, goat and fresh poultry is calculated from the slaughter date.
 5. The use of the terminology "*Keep Refrigerated*" is not acceptable on labels for frozen product.

6. The following labeling methods may be used as alternatives to comply with Labeling Requirements (Section B):
 - a. Stickers - Must not interfere with label terminology and be self destructive on removal. Stickers covering existing labeling information are in violation.
 - b. Inserts - Must be accompanied by production and expiration dates.
 - c. Ink stamp - Ink must be indelible and legible. (Ink stamps are the least desirable labeling method.)

C. Processed meat and poultry

1. Features required on processed meat and poultry labels:
 - a. bilingual labels with labeling features mandatory in the United States,
 - b. metric net weights,
 - c. identification of pork products (including lard), and
 - d. production and expiration dates (See OTHER REQUIREMENTS, section C -- Product Arrival and Expiration Date.)
2. A Certificate of Islamic Slaughter is not required for processed meat and poultry products. If processed products are labeled with Halal claims, then origin raw materials must be from Muslim- approved operations and be accompanied with appropriate certificates supporting Islamic Slaughter.

D. Prepackaged processed meat and poultry product requires the following:

1. Provide production date (packaging or freezing) and expiration date (See OTHER REQUIREMENTS, section C -- Product Arrival and Expiration Date), and
2. Provide net weight.

Documentation Requirements

Certification Requirements

A. Beef and mutton

1. Obtain FSIS Form 9060-5, Meat and Poultry Certificate of Wholesomeness.
2. The following statements must be provided as an FSIS [Letterhead Certificate](#):
 - a. *The meat is from animals of an average age of ____ and is subject to veterinary examination not more than 12 hours prior to and immediately after slaughter and found free of disease and suitable for human consumption.*
 - b. *The animals originated from herds under State supervision for the diseases regulated by the State or the United States Department of Agriculture.*
 - c. *The animals for slaughter were given careful veterinary inspection and found free from clinical signs of infectious and contagious disease.*
 - d. *The United States has been free of Foot and Mouth Disease (FMD) since 1929.**
 - e. *The product was prepared, handled, stored and transported under hygienic conditions.*
 - f. *The product is in conformity with pertinent United States regulations concerning production, storage, and transport.*
 - g. *There have been no outbreaks of vesicular stomatitis, rinderpest, peste des petis ruminants, contagious bovine pleuropneumonia, lumpy skin disease, Rift Valley Fever, bluetongue, sheep pox, goat pox, theileriosis hemorrhagic septicemia (Asian-type), bovine brucellosis, bovine tuberculosis, bovine babesiosis, contagious agalactia and contagious caprine pleuropneumonia in the State of origin in the 3 months prior to slaughter.*
 - h. *The product has not been stored with products that have not passed inspection.*
 - i. *The feeding of ruminant protein (meat meal and bone meal) to ruminants is prohibited in the United States.*
 - j. *Based on a national residue program, the product does not contain harmful residues of substances with hormonal effect.*

Note: The meat letterhead certification statements have been discussed with Saudi import officials and are believed to meet the Saudi certification requirements.

B. Poultry and Poultry product

1. Obtain FSIS Form 9060-5--FSIS Meat and Poultry Certificate of Wholesomeness.

2. The following statements must be provided as an FSIS [Letterhead Certificate](#):
- a. *The birds were subject to veterinary examination not more than 12 hours prior to and immediately after slaughter and found free from disease and suitable for human consumption.*
 - b. *The birds originated from flocks under State supervision for the diseases regulated by the State or the United States Department of Agriculture.*
 - c. *The birds for slaughter were given careful veterinary inspection and found free from clinical signs of infectious and contagious disease.*
 - d. *The product was prepared, handled, stored and transported under hygienic conditions.*
 - e. *The product is in conformity with pertinent United States regulations concerning production, storage, and transport.*
 - f. *There have been no outbreaks of highly pathogenic avian influenza (fowl plaque), lethal-type Newcastle disease, fowl typhoid and pullorum disease in the State of origin in the 3 months prior to slaughter.*
 - g. *The product has not been stored with products that have not passed inspection.*
 - h. *The poultry has not been fed with animal-protein, animal fats, or animal by-products.*
 - i. *The United States Food and Drug Administration prohibits the use of growth-stimulating hormones in poultry feeds.*

Notes:

1) The poultry letterhead certification statements have been discussed with Saudi import officials and are believed to meet the Saudi certification requirements.

2) Poultry meat and further processed poultry products must be derived from birds that have not been fed animal protein, animal fats, or animal by-products. To be eligible for export to Saudi Arabia, poultry must be produced under an Animal Protein-Free Certification Program for Poultry administered by the USDA, Agricultural Marketing Service (AMS). Information about this program can be obtained from the AMS National Supervisor for Poultry Grading at (202) 720-4411.

C. Islamic Slaughter Certification

1. In addition to FSIS certification, the exporter must obtain a Certificate of Islamic (Halal) Slaughter from a member of an Islamic Center or Islamic organization. Products bearing Halal label claims must be accompanied by an appropriate Halal certification or a written assurance from the exporter that an appropriate Halal certificate will be supplied to accompany that shipment before it reaches its destination. However, FSIS is not responsible for certifying that products intended for export to Muslim countries meets appropriate requirements for religious slaughter. A Certificate of Islamic Slaughter is a certificate issued by a member of a Moslem organization recognized by the importing country to provide this service; the certificate states that animals were slaughtered according to Moslem religious requirements. Procedures for export certification do not include agency oversight of the Halal process or review of the authenticity of the Halal certificate. Processed products with Halal claims should also be accompanied by an appropriate Halal certificate. The certificate must be endorsed by the Arabian-American Chamber of Commerce or by Arabian Consul and must accompany all shipments. The telephone numbers of the Arabian-American Chambers of Commerce are listed at the end of these requirements.
- D. Frozen Product - The following statement must be placed in the "Remarks" section of FSIS Form 9060-5: "*Product was frozen 72 hours after slaughter.*"
- E. Shipment for U.S. personnel. - The Certificate of Islamic Slaughter may be waived if products are shipped for consumption by U.S. personnel in Saudi Arabia. Such shipments require a written statement (filed with export certificate) that the shipment is so destined, and full responsibility is accepted by the exporter for possible problems in gaining entry of the shipment into Saudi Arabia as certified.
- F. All certificates must be dated and have the signature and title of an FSIS veterinarian.

Handling/Storage Requirements

Saudi Arabia requires that instructions for consumers concerning storage, preparation and other special handling requirements accompany all shipments.

Other Requirements

- A. Saudi Arabian Import Inspection
1. Laboratory sampling - Random samples collected on all meat and poultry products entering Saudi Arabia are examined for:
 - a. Salmonellae - product rejected when more than 2 of 5 sub-samples are positive.
 - b. E. Coli - no tolerance in ground beef.
 - c. Growth bacteria - maximum 10,000,000/gm.

- d. Volatile nitrogen - beef: maximum 20 mg./100 gm.; Poultry: maximum 50 gm./ 100 kg.
2. Species identification tests for pork are routinely run on all product.
 3. When frozen poultry sample is thawed, the amount of water collected should not exceed 5 percent. Saudi Arabian officials recommend that U.S. industry run test prior to shipment to assure that product is not detained on arrival.
- B. Detained product - If product is detained, an appeal must be made in person by a Saudi Arabian broker or consignee to the Saudi Ministry of Commerce. Appeals are decided on a case-by-case basis.
- C. Product Arrival and Expiration Date
1. For frozen Poultry, the period elapsed from slaughtering until arrival in Saudi Arabia shall not be more than 3 months for frozen turkey, duck, goose and chicken. Frozen poultry shall be maintained at a temperature not more than -18°C, with an expiration date of 12 months from the slaughtering date.
 2. For frozen red meats, the period elapsed from slaughtering and freezing until arrival in Saudi Arabia shall not be more than 4 months. Product shall be maintained frozen at a temperature not more than -18°C with an expiration date of 12 months from slaughter date for beef, buffalo, mutton, and goat; 9 months from freezing date for minced meat, hamburger, sausages, and livers.
 3. For chilled red meats, the period elapsed from slaughtering until arrival to Saudi Arabia shall not be more than 10 days at a temperature not more than -2°C. with an expiration date of 4 weeks after slaughtering date.
 4. For chilled poultry, the period elapsed from slaughtering until arrived to Saudi Arabia shall not be more than 7 days at a room temperature of -2°C.
 5. For chilled vacuum meats and poultry, the period elapsed from slaughter until arrival in Saudi Arabia shall not be more than 40 days at a temperature not more than -2°C with an expiration date of 10 weeks after slaughtering date.
 6. For canned meats, there is an expiration date of 24 months for meat and poultry products in sterilized, metallic containers.
 7. Samples of meat and poultry products, regardless of the quantity, should comply with all labeling and other requirements. If samples are hand-carried, these requirements are often waived by the authorities upon entry.
- D. Product transiting third country ports must be sealed with a USDA seal and the seal number and container number must be typed in the "Remarks" section of FSIS Form 9060-5.

Plants Eligible to Export

All Federally inspected plants are eligible to export to Saudi Arabia.

ARABIAN-AMERICAN CHAMBERS OF COMMERCE

1. NATIONAL U.S.-ARAB CHAMBER OF COMMERCE
1625 Eye Street NW Suite 902
Washington, D.C. 20006
(202) 331-8010
Fax (202) 331-8297
2. U.S.-ARAB CHAMBER OF COMMERCE
135 South Lasalle Street Room 1020
Chicago, Illinois 60603
(312) 782-0320
Fax (312) 782-7379
3. U.S.-ARAB CHAMBER OF COMMERCE
1231 Market Street
San Francisco, California 94101-7239
(415) 552-8202
(213) 646-1499 branch office in Los Angeles

For additional assistance regarding halal slaughter requirements:

The Embassy of Saudi Arabia
601 New Hampshire Avenue N.W.
Washington, D.C. 20037
(202) 342-3800
Fax (202) 342-0271