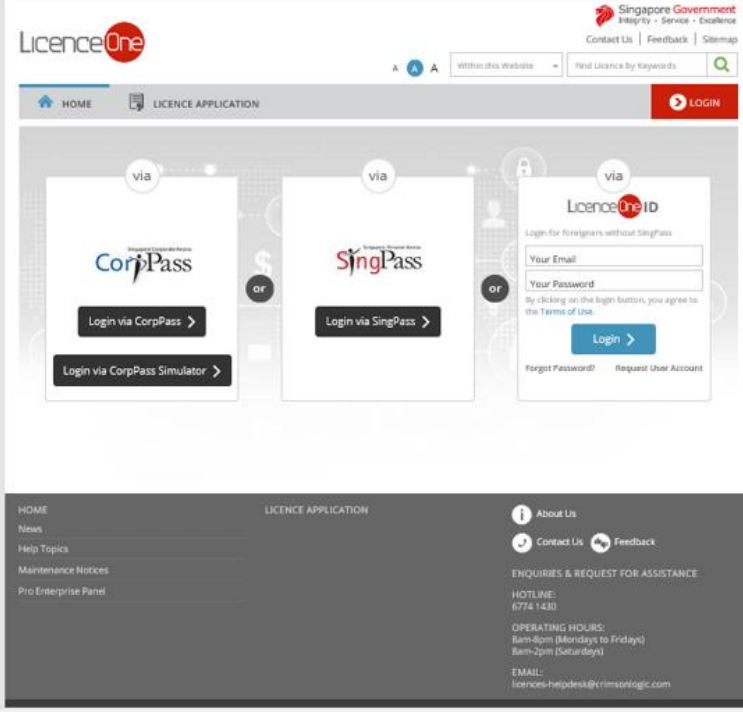
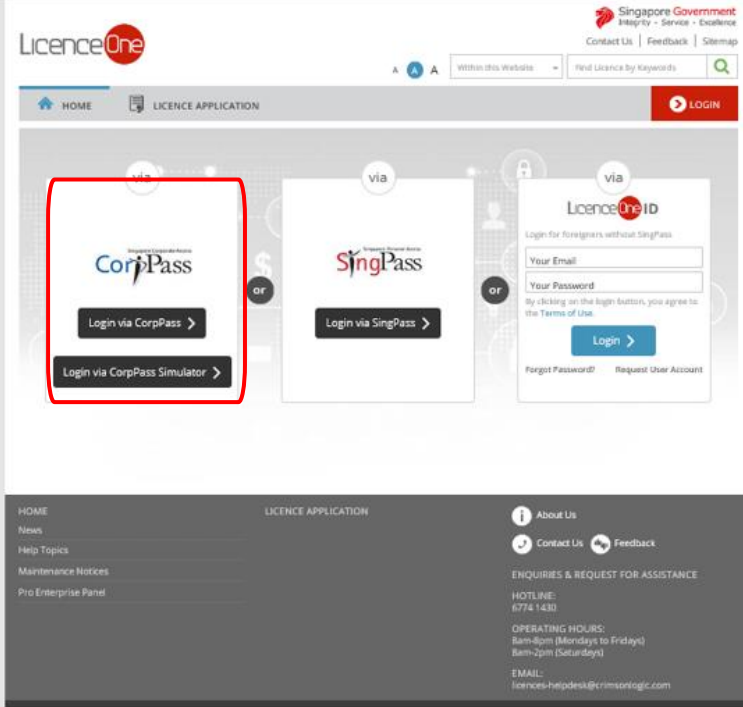


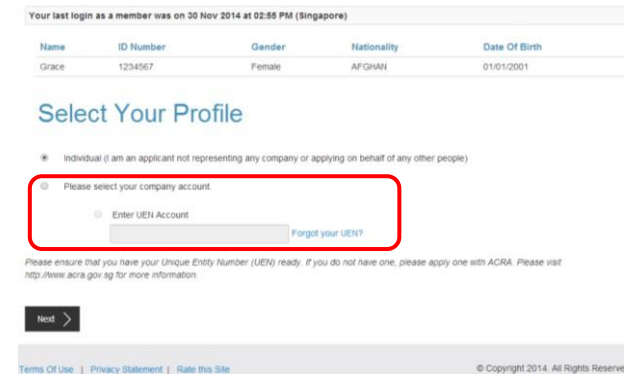
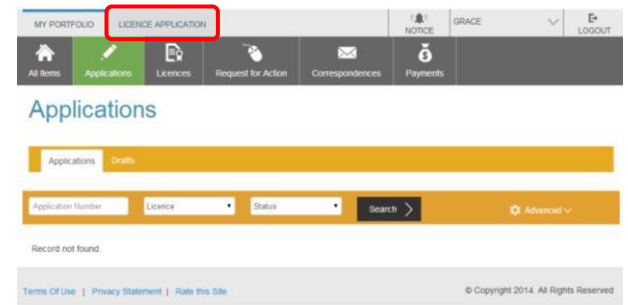
Step-by-Step Guide for New Application of

(1) Licence to Import/Export/Transhipment of Meat and Fish Products

(2) Licence to Import/Transhipment of Fresh Fruits & Vegetables

(3) Registration to Import Processed Food Products and Food Appliances

SN	Step	Screenshot
1	<p>Go to e-licensing website. https://licence1.business.gov.sg/licence1/authentication/showLogin.action</p>	
2	<p>Log in with Corp Pass.</p>	

3	Select company account as your profile and enter UEN.	 <p>Your last login as a member was on 30 Nov 2014 at 02:55 PM (Singapore)</p> <table border="1"> <thead> <tr> <th>Name</th> <th>ID Number</th> <th>Gender</th> <th>Nationality</th> <th>Date Of Birth</th> </tr> </thead> <tbody> <tr> <td>Grace</td> <td>1234567</td> <td>Female</td> <td>AFGHAN</td> <td>01/01/2001</td> </tr> </tbody> </table> <h3>Select Your Profile</h3> <p>Individual (I am an applicant not representing any company or applying on behalf of any other people)</p> <p>Please select your company account.</p> <ul style="list-style-type: none"> Enter UEN Account <input type="text"/> Forgot your UEN? <p>Please ensure that you have your Unique Entity Number (UEN) ready. If you do not have one, please apply one with ACRA. Please visit http://www.acra.gov.sg for more information.</p> <p>Next ></p> <p>Terms Of Use Privacy Statement Rate this Site © Copyright 2014. All Rights Reserved</p>	Name	ID Number	Gender	Nationality	Date Of Birth	Grace	1234567	Female	AFGHAN	01/01/2001
Name	ID Number	Gender	Nationality	Date Of Birth								
Grace	1234567	Female	AFGHAN	01/01/2001								
4	Select "Licence Application"	 <p>MY PORTFOLIO LICENCE APPLICATION NOTICE GRACE LOGOUT</p> <p>All Items Applications Licences Request for Action Correspondences Payments</p> <h3>Applications</h3> <p>Applications Drafts</p> <p>Application Number Licence Status Search Advanced</p> <p>Record not found.</p> <p>Terms Of Use Privacy Statement Rate this Site © Copyright 2014. All Rights Reserved</p>										

5

The full list of applications will be displayed.

Select the type of licence that you want to apply:

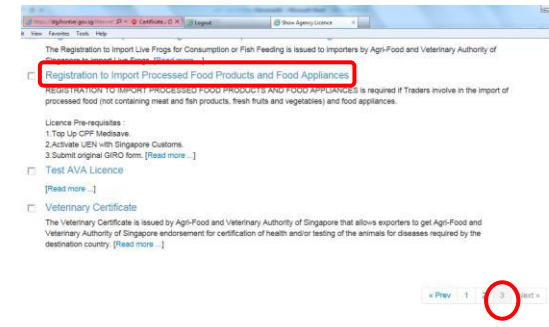
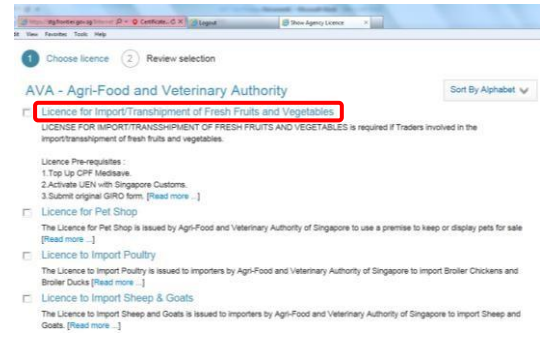
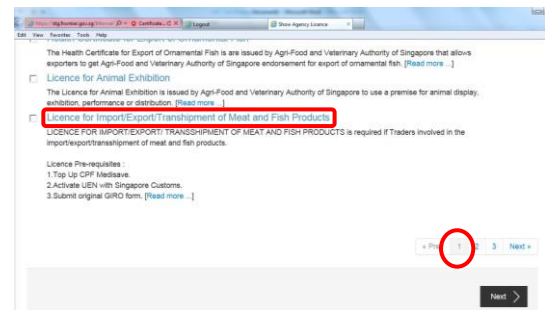
(1) Licence for Import/Export/Transpiment of Meat and Fish Products (located on Page 1)

(2) Licence for Import/Transpiment of Fresh Fruits and Vegetables (located on Page 2)

(3) Registration to Import Processed Food Products and Food Appliances (located on Page 3)

You may select 1 or more application at one time.

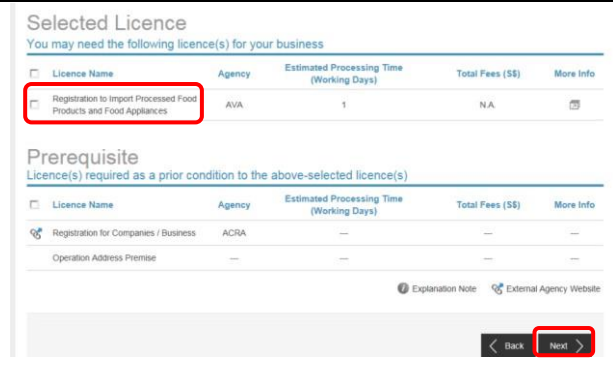
Click "Next".

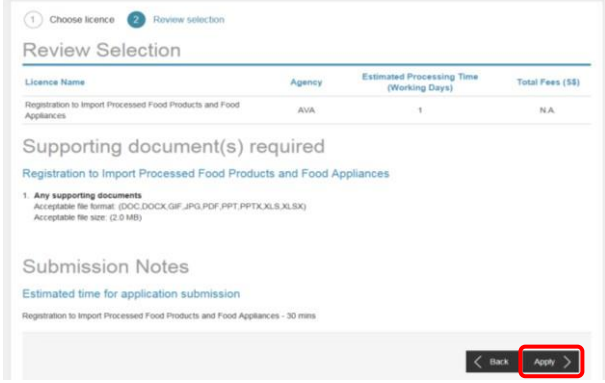
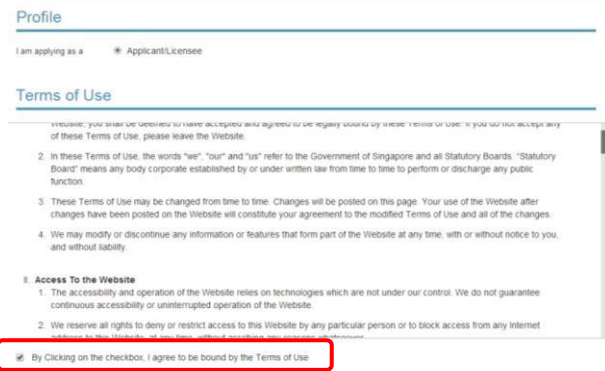
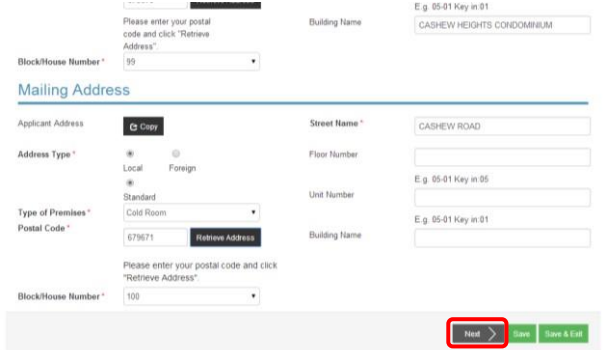
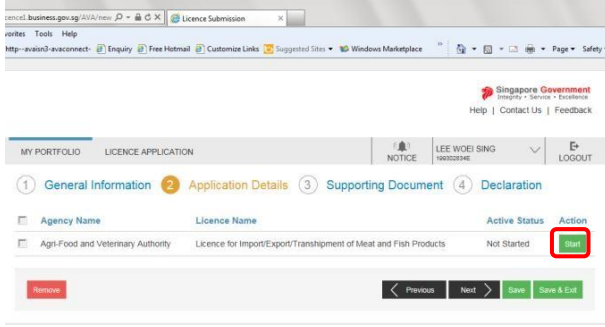


6

Confirm Licence.

Click "Next".



<p>7</p>	<p>Click "Apply"</p>	
<p>8</p>	<p>Click on the check box to agree to the terms of use.</p>	
<p>9</p>	<p>Complete the "Application/Licensee Information", "Applicant address", "Organisation Contact Details" and "Mailing address".</p> <p>Click "Next".</p>	
<p>10</p>	<p>Click "Start".</p>	

11 Fill in all the information as required in the application form.

Under “Product Type”, select the type of food product(s) that your company intend to trade in.

Complete “Establishment Address” details.

Click “Add”.

Complete “Emergency Contact” and “Save”.

Click “Return to Licence/s”

Registration to Import Processed Food Products and Food Appliances

Import List

Product Type *

- Beverages
- Confectionery/Bakery Products
- Cookware/Kitchenware
- Dairy Products
- Edible Fats & Oils
- Infant/Baby Food
- Ingredients (including Grains and Flour, Cocoa, Sugar, Food Additives, Honey)
- Nuts & Seeds
- Others
- Pasta & Noodle
- Processed Fruits & Products (including preserved fruits and Jam)
- Processed Vegetable & Products (including pickles, vegetarian food, cut sugar cane)
- Sauces
- Spices/Condiments

If Others (please specify)

General Classification of Health and Food Products
 Note: If you are unable to access the above link, please click on:
<http://www.singaporefoodtechimport/portal/foodRegistrationSupport/trade/food/>,
 go to "Processed Food and Food appliances" section, click on "Classification tree for products in the Food-Health Product Interface".

Establishment Address

Type Of Premises *

Organisation Postal Code *

Please enter postal code and click on Retrieve Address button

Block/House Number *

Organisation Street Name *

Floor Number

Eg. 05-01 Key in 05

Unit Number

Eg. 05-01 Key in 01

Organisation Building Name

Licence/Registration Number eg. WH12AD001 (if any)

Emergency Contact

S.No	Salutation *	Name *	Designation	Contact No *	Email *
1	<input type="text" value="Dr"/>	<input type="text" value="Example"/>	<input type="text" value="Example"/>	<input type="text" value="+651234567"/>	<input type="text" value="example@"/>

12 There are no supporting documents needed for this application.

Click “Next”.

Help | Contact Us | Feedback

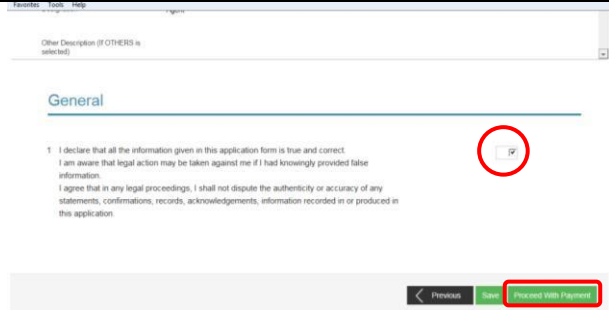
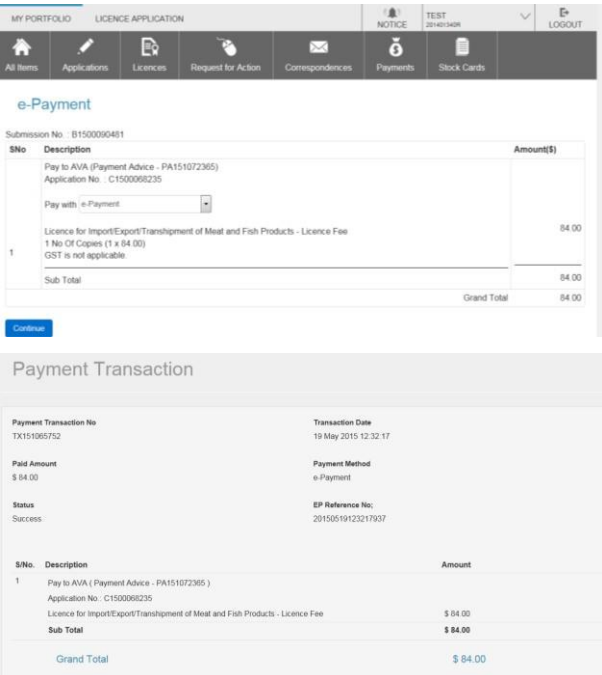
MY PORTFOLIO LICENCE APPLICATION

NOTICE LEE WOEI SING LOGOUT

1 General Information 2 Application Details 3 Supporting Document 4 Declaration

Licence for Import/Export/Transhipment of Meat and Fish Products

Document Name	Type	Attachment	Action
Any Supporting Documents	Acceptable File		
<small>Acceptable File Format: DOC, DOCX, GIF, JPG, PDF, PPT, PPTX, XLS, XLSX</small>			
<small>Acceptable File Size: maximum 2 MB</small>			
	ONLINE	<input type="text"/>	<input type="button" value="Upload"/>

<p>13</p>	<p>Under “Information Review”, check that your application details are correct.</p> <p>Tick the check box under “General” to make your declaration and click “Proceed with Payment”. (For Registration for Import of Processed Food and Food Appliance, click “Submit” as there is no fee involved.)</p> <p>After the submission, the system will prompt you an application number: C15.....</p>	
<p>14</p>	<p>You may make payment via Giro if your company has an existing Giro account with SFA. If not, you may choose to make payment via eNETS or Credit Card.</p> <p>After payment is made, you may print a copy of the electronic receipt for your reference and proceed to close the browser.</p>	

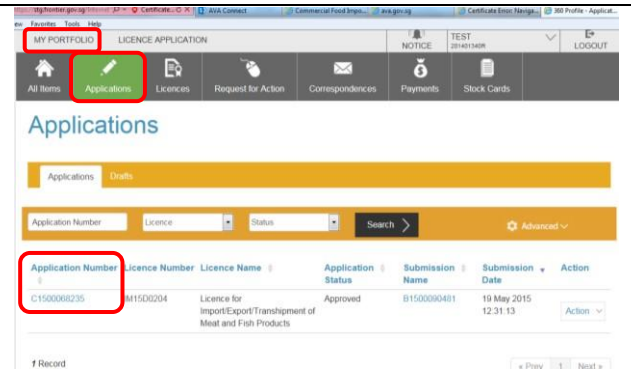
The estimated processing time is 1-2 working days. Upon approval, a notification will be sent to the applicant (either via email or sms) and the applicant may then proceed to print a copy of the licence or allocation of SFA Registration Number via the website.

1. Follow Step 1 -3 as above to log in to the system:

- (1) Go to e-licensing website: <https://licence1.business.gov.sg/licence1/authentication/showLogin.action>
- (2) Log in with Corp Pass.
- (3) Select company account as your profile and enter UEN.

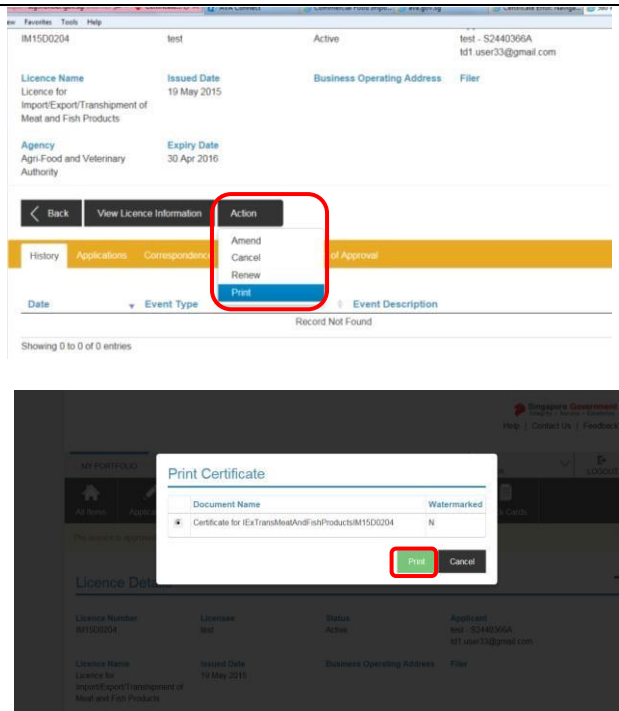
Go to "My Portfolio" and click on "Applications".

Click on the Application number of your earlier submission.



2. Click on "Action" and select "Print".

Click "Print".



3. Your licence number and its expiry date are indicated on the licence.

Please allow one day for the licence number or registration number to be updated in the TradeNet system before applying for trade permits.

Singapore Food Agency
52, Upper Cross Street, #14-01 Singapore 050552

LICENCE FOR IMPORT, EXPORT AND TRANSHIPMENT OF MEAT PRODUCTS AND FISH PRODUCTS
WHOLESALE (W/AT AND R/AT ACT., Chapter 31A, Section 42, Wholesome Meat and Fish (Import, Export & Transhipment) Rules

Name of Licensee: XXXX
Unique Entity No.: XXXXXXXX
Business/Company Name & Address: XXXX
Expiry Date: DD/MM/YYYY

The licensee may import, export or tranship meat products and fish products subject to the following conditions:

1. The licensee must obtain a permit from the Director-General, Food Administration for the import, export or transhipment of each consignment of meat products and fish products.
2. The import, export or transhipment of meat products and fish products is subject to the provisions as stated in the Wholesome Meat and Fish (Import, Export or Transhipment) Rules and to any additional as imposed by the Director-General, Food Administration.
3. The Director-General, Food Administration may restrict or prohibit the import or transhipment of any meat products and fish products from any country, territory or place.
4. All consignment of meat products and fish products are required to be stored in a ~~quarantine~~ licensed or warehouse registered with the Singapore Food Agency (SFA).
5. Whenever any of the particulars of the company have been changed, the licensee shall inform the SFA within 14 days.
6. The licensee must maintain a GRC account with SFA for the payment of annual licence fee and permit fees. Please note that before GRC account with SFA is established, permit applications will only be approved after payment for the permit fee is made.
7. The Director-General, Food Administration may at any time vary or revoke of the existing conditions of impose new conditions.
8. This licence may be suspended or revoked if the above conditions are not complied with or an offence is committed under the Wholesome Meat and Fish Act or any rules under the Act.

Signature: _____
THE DIRECTOR-GENERAL,
FOOD ADMINISTRATION

Licence No.: IM19XXXXX