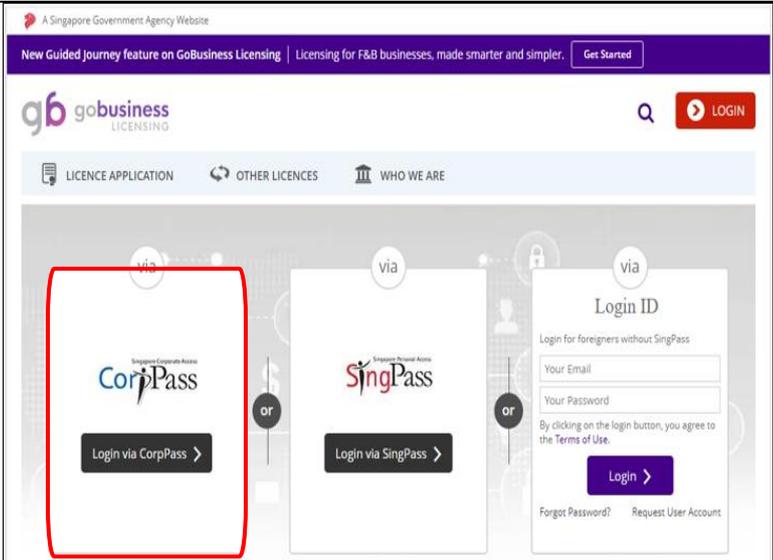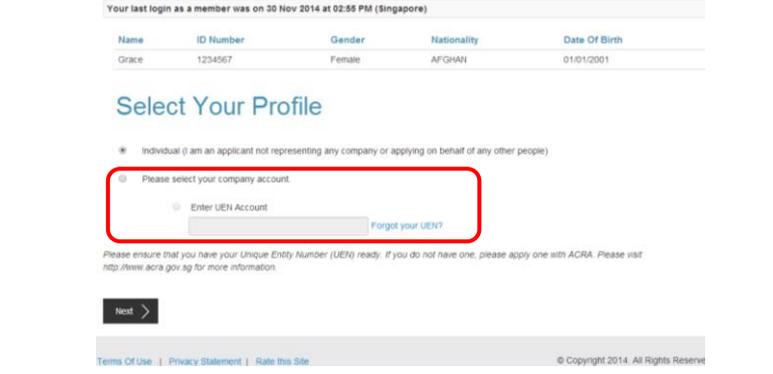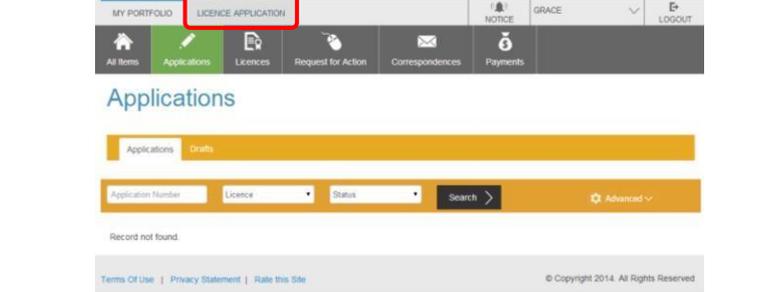# Step-by-Step Guide for <u>New Application</u> of

(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	Go to GoBusiness Licensing website https://licence1.business.gov.sg/web/frontier/home Login with Corp Pass.	
2	Select company account as your profile and enter UEN.	
3	Select "Licence Application"	

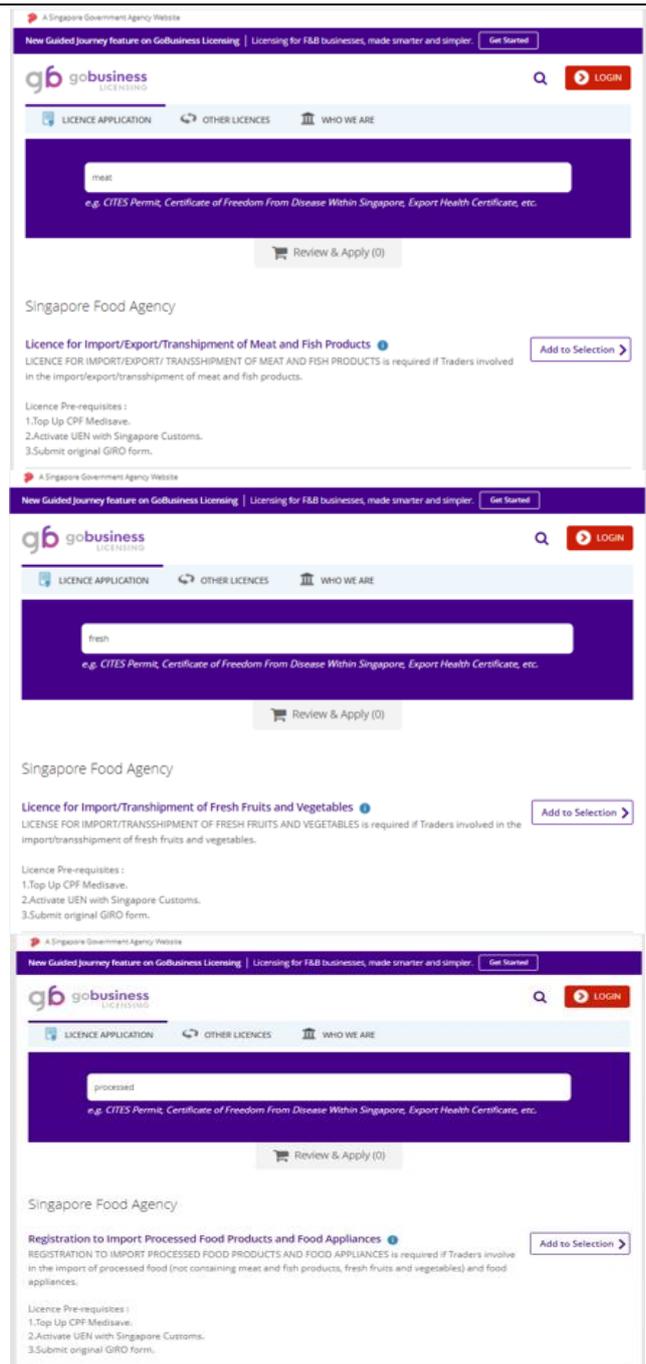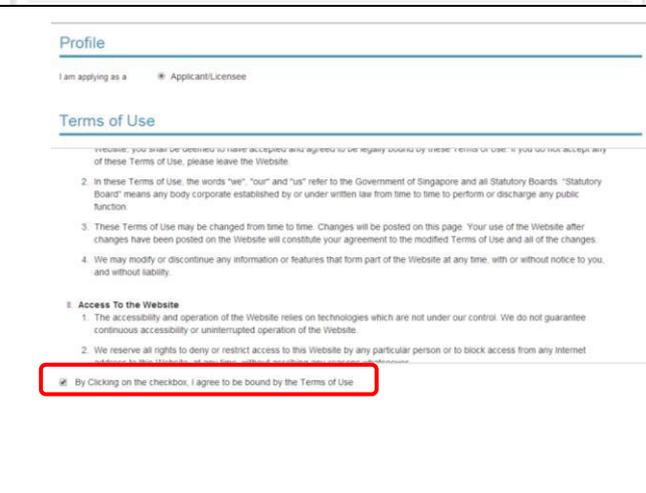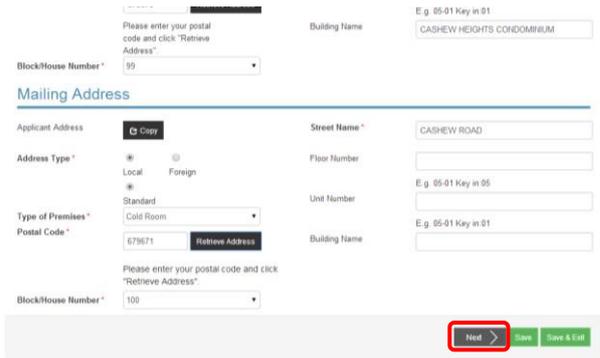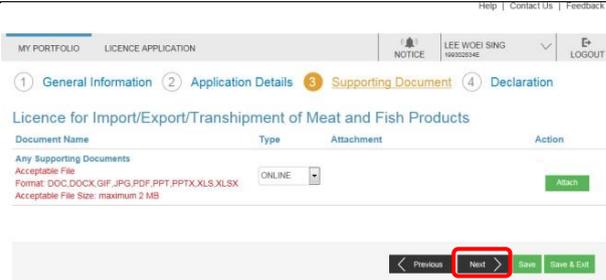| 4	The full list of applications will be displayed. Select the type of licence that you want to apply: (1) Licence for Import/Export/Transiment of Meat and Fish Products (2) Licence for Import/Transiment of Fresh Fruits and Vegetables (3) Registration to Import Processed Food Products and Food Appliances You may select 1 or more application at one time. Confirm Licence. Click "Next". Click "Apply"	
5	Click on the check box to agree to the terms of use.	

6	Complete the "Application/Licensee Information", "Applicant address", "Organisation Contact Details" and "Mailing address". Click "Next".	
7	There are no supporting documents needed for this application. Click "Next".	
8	Under "Information Review", check that your application details are correct. 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.) After the submission, the system will prompt you an application number: C15………….	
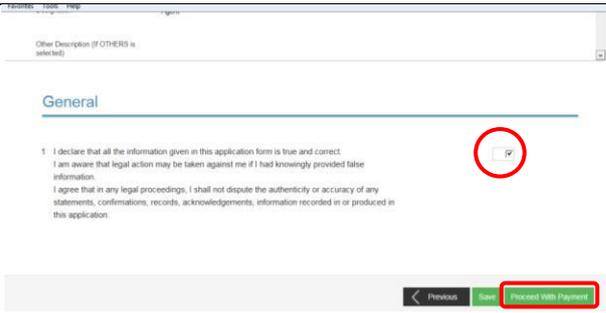
| 9 | You may make payment via Giro if your company has an existing Giro account with SFA. If not, you may choose to make payment via eNETS or Credit Card. | |
| | After payment is made, you may print a copy of the electronic receipt for your reference and proceed to close the browser. | |

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.

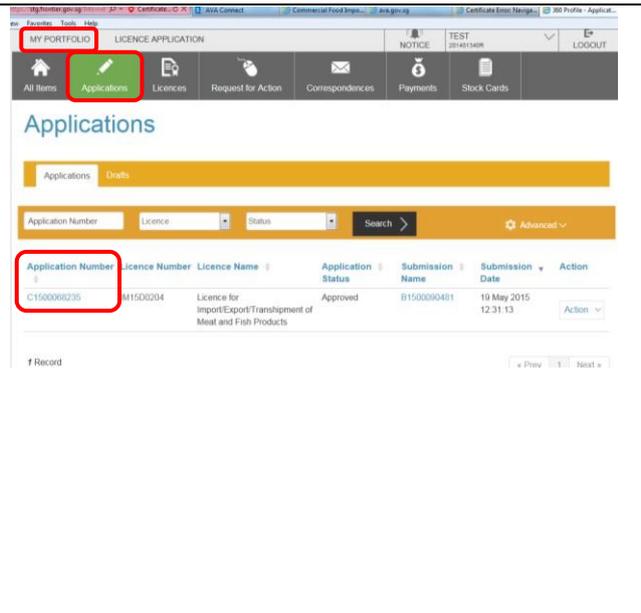| 1	Go to GoBusiness Licensing website: https://licence1.business.gov.sg/web/frontier/home Login with Corp Pass. Select company account as your profile and enter UEN. Go to "My Portfolio" and click on "Applications". Click on the Application number of your earlier submission. Click on "Action" and select "Print".	
2	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.	