

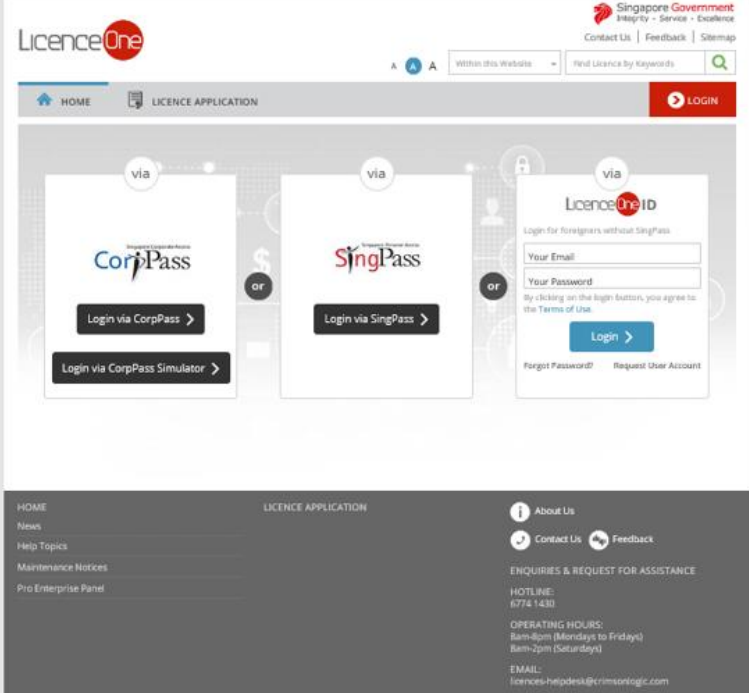
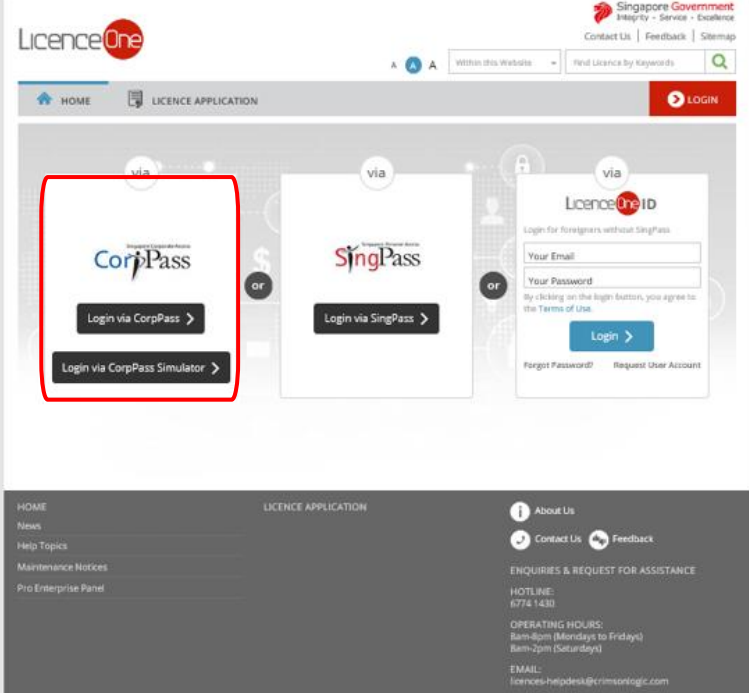
Step-by-Step Guide for Renewal of

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

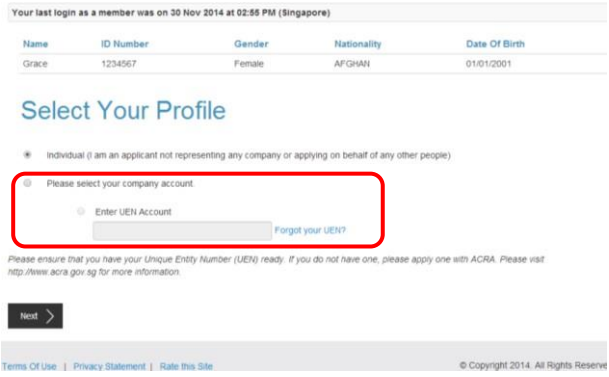
(2) Licence to Import/Transhipment of Fresh Fruits & Vegetables

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

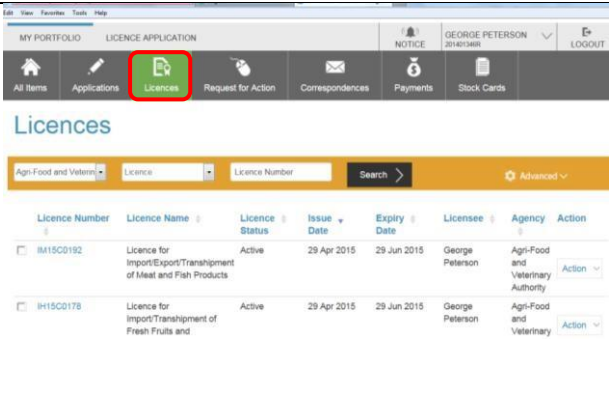
You will receive a notification (either via email or sms) 2 months before the expiry of your licence or registration. If you are a self-employed trader, ensure that your Medisave contribution with CPF Board is up-to-date.

S/N	Step	Screenshot
1	<p>Go to e-licensing website. https://licence1.business.gov.sg/licence1/authentication/showLogin.action</p>	 <p>The screenshot shows the LicenceOne website's login interface. At the top, there is a navigation bar with 'HOME' and 'LICENCE APPLICATION' links, and a 'LOGIN' button. Below this, there are three main login panels. The first panel is for 'CorpPass' and includes a 'Login via CorpPass Simulator' button. The second panel is for 'SingPass'. The third panel is for 'LicenceOne ID' and includes fields for 'Your Email' and 'Your Password', along with a 'Login' button and links for 'Forgot Password?' and 'Request User Account'. A red box highlights the CorpPass and SingPass login options.</p>
2	<p>Log in with Corp Pass.</p> <p>If you have any question related to CorpPass, please contact CorpPass helpdesk directly. The helpdesk contact info is available on CorpPass website at https://www.corppass.gov.sg.</p>	 <p>This screenshot is identical to the one above, showing the LicenceOne login page. However, a red box is drawn around the 'Login via CorpPass' and 'Login via CorpPass Simulator' buttons to emphasize the correct login method for this step.</p>

3 Select company account as your profile and enter UEN.

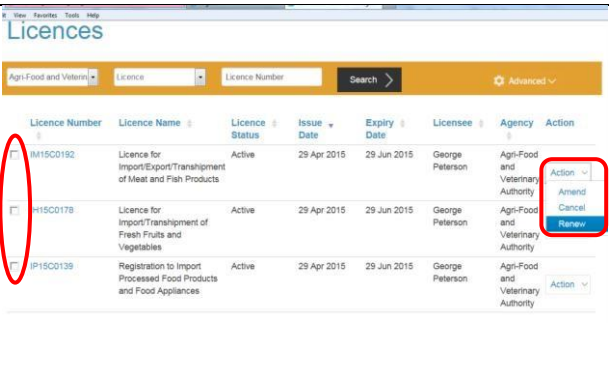


4 Click on “Licences” and the list of licences held by your company will be displayed.



5 Tick the check box for the licence that you want to renew. Under “Action”, select “Renew”.

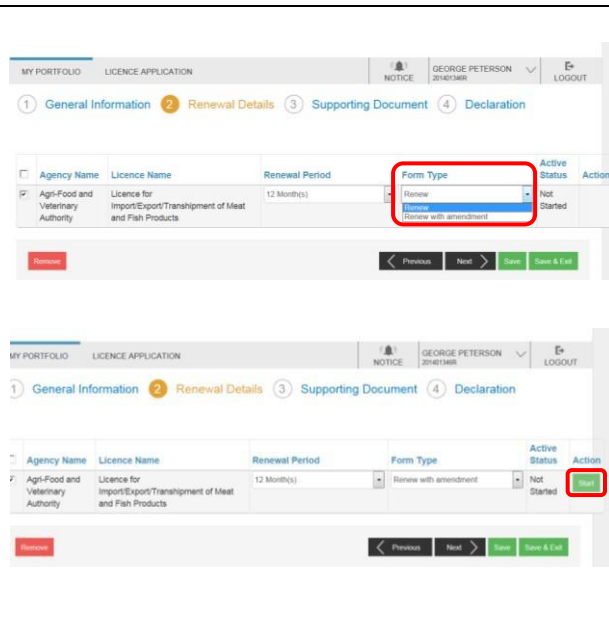
You may choose to “Amend” details of your licence (e.g. change in company address, contact person, etc) any time when there are changes.

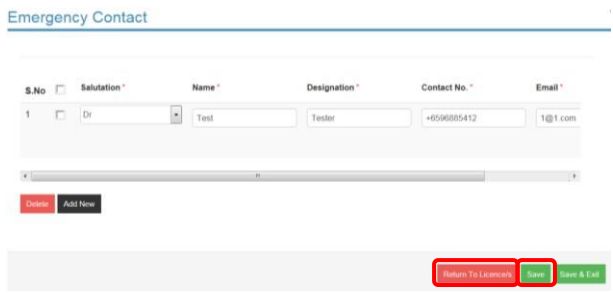
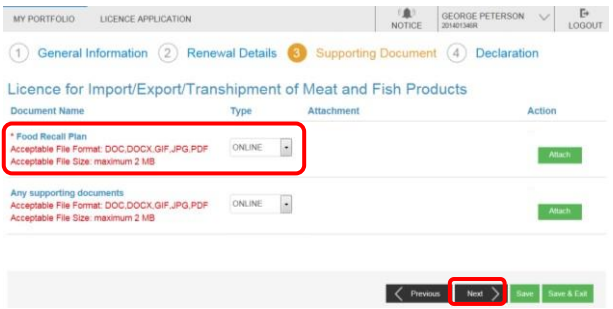
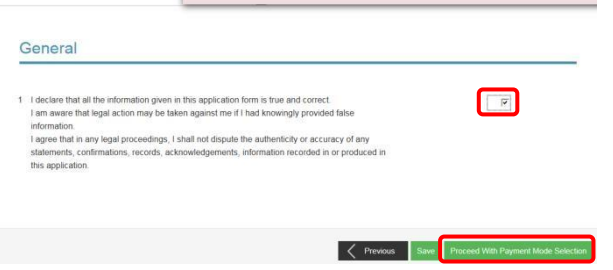
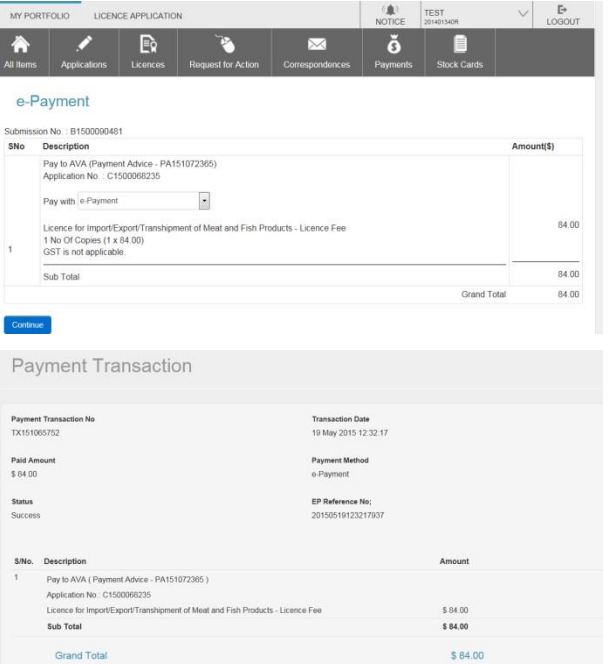


6. Under “Form Type”, select “Renew” if there are no changes to your company details that you would like to update.

Select “Renew with amendments” if you want to update you company details.

Click “Start”.



7.	<p>Make the necessary amendments and click “Save”, then “Return to licences”.</p>	
8.	<p>Attach your company’s latest Standard Recall Procedures (SRP). Click “Next”.</p> <p>The Standard Recall Procedures is required for the first renewal and once every 2 years for subsequent renewals.</p> <p>A sample of the Standard Recall Procedures is attached in Annex A for your reference.</p>	
9.	<p>Tick the check box under “General” to make your declaration and click “Proceed with Payment Mode Selection”.</p> <p>(For Registration for Import of Processed Food and Food Appliance, click “Submit” as there is no fee involved.)</p>	
10	<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>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:

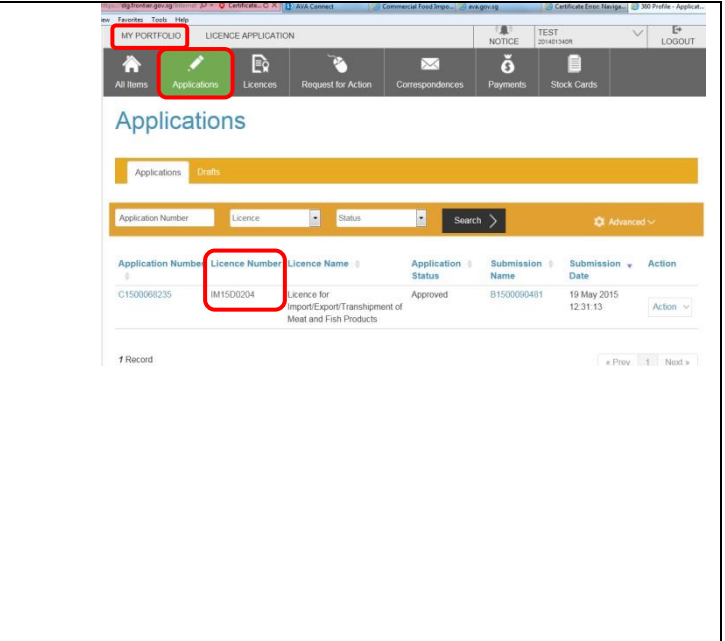
(1) Go to e-licensing website:
<https://licence1.business.gov.sg/licence1/authentication/showLogin.action>

(2) Log in with Corp Pass.

(3) Select company account as your profile and enter UEN.

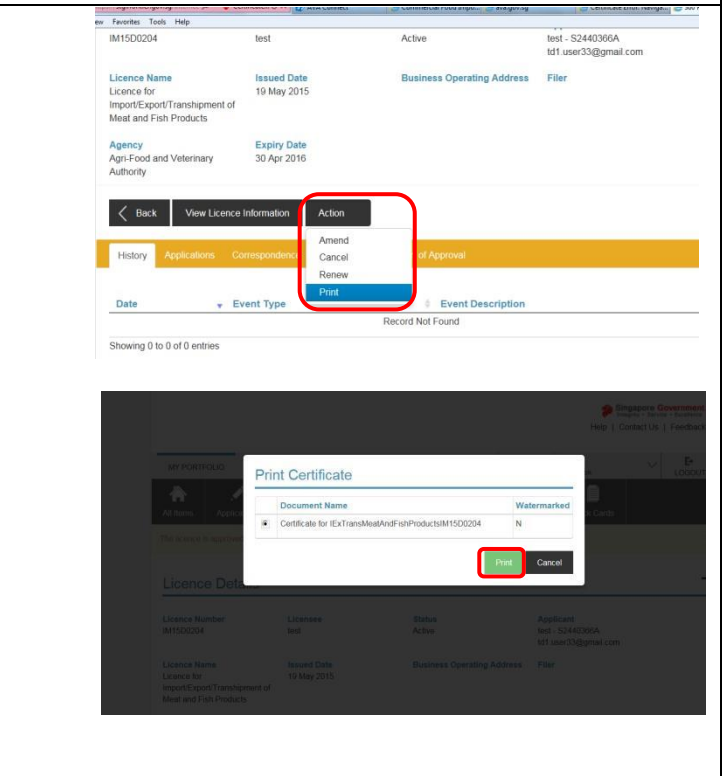
Go to "My Portfolio" and click on "Applications".

Click on the licence renewal that you had earlier submission.



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

Click "Print".



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

Singapore Food Agency
22, Upper Cross Street, #14-01, Singapore 050022

LICENCE FOR IMPORT, EXPORT AND TRANSHIPMENT OF MEAT PRODUCTS AND FISH PRODUCTS
WHOLESALE MEAT AND FISH ACT, Chapter 381A, Section 42, Wholesale Meat and Fish (Import, Export & Transshipment) Rules

Name of Licensee: XXXX
Business/Company Name & Address: XXXX
-address line 1:
-address line 2:

Unique Entity No.: XXXXXXXX
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 Wholesale Meat and Fish (Import, Export or Transshipment) 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 **coldroom** licensed or warehouse registered with the Singapore Food Agency (SFA).
5. When 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 GIRD account with SFA for the payment of annual licence fee and permit fees. Please note that before GIRD 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 or 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 Wholesale Meat and Fish Act or any rules under the Act.

Licence No.: IM19XXXXX

Signature:
For Director-General,
FOOD ADMINISTRATION

Please contact Crimson Logic helpdesk directly at 67741430, or email to: licences-helpdesk@crimsonlogic.com, if you encounter any problem with LicenceOne, or need assistance on the renewal steps.

Standard Recall Procedures (SRP)

For imported food products including meat, seafood, fresh fruits and vegetables and processed food/food appliances

