

## BUSINESS CONTINUITY PLAN FOR IMPORT OF HEN SHELL EGGS

### Explanatory Notes:

1. Your Business Continuity Plan (BCP) must ensure continued supply of hen shell eggs to Singapore in event of any hen shell egg supply disruption. This is crucial as food security is a national security issue that impacts human life and health. Having a BCP will also benefit you as it will improve your business continuity during a supply disruption.
2. You may consider either diversification of import sources (part A), signing retainer contracts (part B), holding a buffer stock (part C), and/or other strategies (part D) as part of your BCP. If your BCP does not cover any particular part, please indicate "Nil" in the form.
3. In completing this BCP declaration, you are committing to importing hen shell eggs in accordance with the declared BCP throughout the import licence period.
  - a. For **Part A**, this means that at the end of each month throughout your licence period, the percentage of imports from the sources other than your main import source from the start of the licence period until the end of that month must meet or surpass the percentages declared in the last column of the table under Part A of your plan. For avoidance of doubt, refer to Illustration 1.

### **Illustration 1**

Importer 123, whose license begins on 1 Jan, submitted the following BCP. Based on his declarations below, Country A is his main import source. The monthly ratio in his declared BCP is 30%.

Country	Supplier	Expected no. of hen shell eggs imported per month	Expected percentage no. of hen shell eggs imported from that country, out of total hen shell eggs imported, from start of licence period, to the end of each month (e.g. 70%)
A	XXX	70,000	70%
B	YYY	15,000	15%
C	ZZZ	15,000	15%

Importer 123 goes on to import in the quantities below.

	Cty A	Cty B	Cty C	Cumulative total from B+C across licence period	Cumulative total from A+B+C across licence period	Percentage of total imports from B + C by the end of that month
<b>Jan</b>	70,000	15,000	15,000	<b>30,000</b>	<b>100,000</b>	$30,000 \div 100,000 = 30\%$
<b>Feb</b>	70,000	5,000	5,000	<b>40,000</b>	<b>180,000</b>	$40,000 \div 180,000 = 22.22\%$

By the end of January, Importer 123 **has** imported hen shell eggs in accordance with his declared BCP. His imports from Countries B and C make up 30% of his total imports in that month.

By the end of February, Importer 123 has **not** imported hen shell eggs in accordance with his declared BCP. His imports from Countries B and C are only 22.22% of his total imports in that month.

4. With respect to **Part B** of the form, please provide documentary proof of your retainer contracts.
5. With respect to **Part C** of the form, please note that SFA reserves the right to spot check the buffer stocks at any point during the license period, without prior notice, to verify if the declarations made under Part C are maintained.
6. For new applications, please note that you should fill up the attached form as well.

<b>Applicant Name:</b>		
<b>Company Name:</b>		
<b>Licence No (if applicable):</b>		
<b>Date submitted:</b>		
<b>Company Stamp and Signature</b>		
<b>Target customers:</b>  <i>Please provide to your best ability the customer segments that you intend to target during your licence period, and your expected sale distribution across these customer segments.</i>	Wholesalers / distributors	%
	Supermarkets	%
	Wet markets	%
	Food manufacturers	%
	F&B outlets	%
	Ship chandeliers	%

	Own processing to egg products	%
	Others ( <i>please indicate</i> ):	%

**Part A: Import Source Diversification**

Country	Supplier	Expected no. of hen shell eggs imported per month	Expected percentage no. of hen shell eggs imported from that country, out of total hen shell eggs imported, from start of licence period, to the end of each month (e.g. 70%)

**Part B: Retainer Contracts**

Country	Contracting party	Contracting period	No. of hen shell eggs per week to be supplied upon activation	No. of weeks to be supplied upon activation	No. of days needed for hen shell eggs to reach Singapore	Mode of transport

**Part C: Buffer Stocks in Singapore**

Storage location	No. of hen shell eggs in buffer stock at any one time	Duration that the buffer stock can last

**Part D: Others**

*Please detail other methods to maintain business continuity in a disruption, if any.*

This Section is for new applications only

Your company or any related companies currently holds or had previously held a licence to import hen shell eggs with SFA.	Yes / No
Your company or any related companies have previously breached licence conditions to import hen shell eggs in accordance with the approved BCP or have held a suspended or revoked licence.	Yes / No
Any individuals who are shareholders of your company have been shareholders of a company which currently holds or had previously held a licence to import hen shell eggs with SFA.	Yes / No
Any individuals who are shareholders of your company have been shareholders of a company which has previously breached licence conditions to import hen shell eggs in accordance with the approved BCP or have held a suspended or revoked licence.	Yes / No
Any individuals who are shareholders of your company or are partners/owners of your business are holding the shares <sup>(1)</sup> /business on behalf of any beneficial owner <sup>(2)</sup> who previously was shareholder of a company which currently holds or had previously held a licence to import hen shell eggs with SFA.	Yes / No
Any individuals who are shareholders of your company or are partners/owners of your business are holding the shares <sup>(1)</sup> /business on behalf of any beneficial owner <sup>(2)</sup> who previously was shareholder of a company which has previously breached licence conditions to import hen shell eggs in accordance with the approved BCP or have held a suspended or revoked licence.	Yes / No

<sup>(1)</sup>include any shares in the licensee held by individuals on behalf of a foreign company, spouse, relative, or any person.

<sup>(2)</sup>include any person who is able to exercise control over the company/business.

Note: If you answer “yes” to any of the above statements, please submit the details of the compan(ies), business(es), shareholder(s), partner(s), owner(s) or individual(s) involved.

Signature:.....

Name:.....

Date:.....

In completing this form, the applicant is reminded of the following provisions:

Section 62 of the Animal and Birds Act: The Director-General may suspend or revoke a licence if he is satisfied that the issue of the licence has been obtained by fraud or misrepresentation.

Section 182 of the Penal Code: Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it to be likely that he will thereby cause, such public servant to use the lawful power of such public servant to the injury or annoyance of any person, or to do or omit anything which such public servant ought not to do or omit if the true state of facts respecting which such information is given were known by him, shall be punished with imprisonment for a term which may extend to 2 years, or with fine, or with both.