FOOD PERMIT APPLICATION FAQs

Q: What is CA/SC code 1?

A: CA/SC code 1 is the <u>establishment code,</u> please refer to the link below: <u>https://www.sfa.gov.sg/tools-and-resources</u> and look under CA/SC code 1

Q: What is CA/SC code 2?

A: CA/SC code 2 is the <u>phytosanitary certificate number</u> for fresh fruits and vegetables from Mexico and South American countries. For meat permit declaration, CA/SC code 2 is the <u>health certificate number</u>.

Q: Where to get HS/Product code?

A: Please refer to the link below and choose the code that best suits your product.

<u>https://www.sfa.gov.sg/tools-and-resources</u> and look under Product Codes for Tradenet (TN4.1).

Q: Why is my permit rejected?

A: Please refer to the following for examples of permit rejection.

PLEASE CHECK TRADER EI/UEN	- Check license validity - SFA registration number/ Licence no. is not declared - Ensure SFA registration number/ licence used is for correct food commodity - Ensure UEN of importer's company tally with the SFA registration number/ licence - Ensure that the SFA Registration number/ Licence is key in correctly
R05 (REJECTED BY SFA) - THE DECLARATION IS REJECTED DUE TO WRONG ESTABLISHMENT CODE AU99999. PLEASE CHECK THE HEALTH CERTIFICATE AND PROVIDE THE CORRECT ESTABLISHMENT CODE ACCORDINGLY.	For the meat permit declaration, please key in the establishment no. of the plant not the country code. Refer to the link below for the list of establishment code (plant no.): <u>https://www.sfa.gov.sg/tools-and-resources?topicIds=&personIds=&categoryIds=&typeIds=7b154418-7529-6bf0-9fda-ff00009b1e7c&page=1</u>

PLEASE CHECK PRODUCT CODE/ PRODUCT QUANTITY	• Please ensure that product code and HS code are linked correctly, also ensure that the product code is key in correctly e.g.

Product Code	√	X
HFAØAPM	HFA**0**APM	HFA**O**APM

• Ensure the Quantity unit is keyed in correctly

PLEASE CHECK BRAND NAME/ ITEM DESCRIPTION	• More than 1 brand name is declared. Ensure to key in **one** brand name in the brand name field. • More than 1 product is declared. Ensure to key in **one** product in the item description field. • For fresh fruits and vegetables permit declaration, the items should not be dried or processed. • For seafood permit declaration, the product description should include the species, refrigeration statement (chilled or frozen). • For meat permit declaration, the number of cartons and product description, including species, refrigeration statement (chilled or frozen), type of cut (tenderloin, sirloin, cuberoll etc.) and boneless or bone-in need to be declared.

Q: Why is my permit still pending / processing?

A: Pending permits in the system will be processed within the same working day, on the condition that the declaration is submitted before 5:30pm from Mondays to Thursdays, and 5:00pm on Fridays. Working day refers to Mondays to Fridays, excluding weekends and public holidays.

Declarants should ensure that all information declared is true and accurate, and applications are duly completed with necessary supporting documents, to avoid further delay of the permit approval.

Declarants should also check or refresh their permit status for any query messages by SFA.

Q: How do I submit my necessary supporting documents for permit approval?

A: Declarants should attach all supporting documents via their Front-end software, and submit them electronically during the permit application. Please contact your respective Front-end TradeNet solution provider for assistance on the process to attach the supporting documents during permit applications.

Q: How do I declare for imported food items which have no brand name at the time of import?

A: If the food product has no brand name at the time of import, please declare in the permit the name of the manufacturer of the product or the intended brand name of the product. This will help SFA in the traceability of the product.

Q: **I could not find the column/space to input for the brand name/licence.**

A: All declaring agents/freight forwarders are to contact their system provider in the events of encountering any difficulties with the system.

Q: Are there import permit fees I need to pay? If yes, what are the fees?

A: Please refer to our website https://www.sfa.gov.sg/food-import-export/commercial-food-imports, section on Applying for an Import Permit for the relevant import permit fees.

Q: Are there export permit fees I need to pay? If yes, what are the fees?

A: You need to pay an export/tranship fee for every consignment of food that you export/tranship from Singapore.

The payment will be deducted from your GIRO account. Note that you will need to first apply for a GIRO account with SFA.

The fees for the export/tranship of the following types of food are provided in the table below.

Type of Food	Fees
Permit to tranship meat products	S$20 per consignment
Permit to export meat products	S$3 per consignment
Type of Food	Fees
Permit to export/tranship fish products (seafood)	S$3 per consignment
Permit to tranship fresh fruits and vegetables	S$3 per consignment

Q: How do I know what establishment number to declare for meat products?

A: Establishment number of SFA-approved plants should be indicated in the health certificate. Please refer to example of a typical health certificate below:

Exporting country authority logo and certificate title

Health certificate number

Details to be stated on health certificate including:

(1) product description*

(2) product quantity (product net weight and number of cartons)

(3) date of slaughter (for raw meat) / date of processing (for processed meet product)

(4) establishment number of SFA-approved slaughterhouse/cutting plant/processing plant

(5) container number

(6) name of consignee and

(7) name of consignor

* If more than 1 items on same health certificate, individual details have to be indicated

Health attestations to certify that the Singapore's animal health and food safety requirements have been complied with.

Signature and stamp of Official Veterinarian
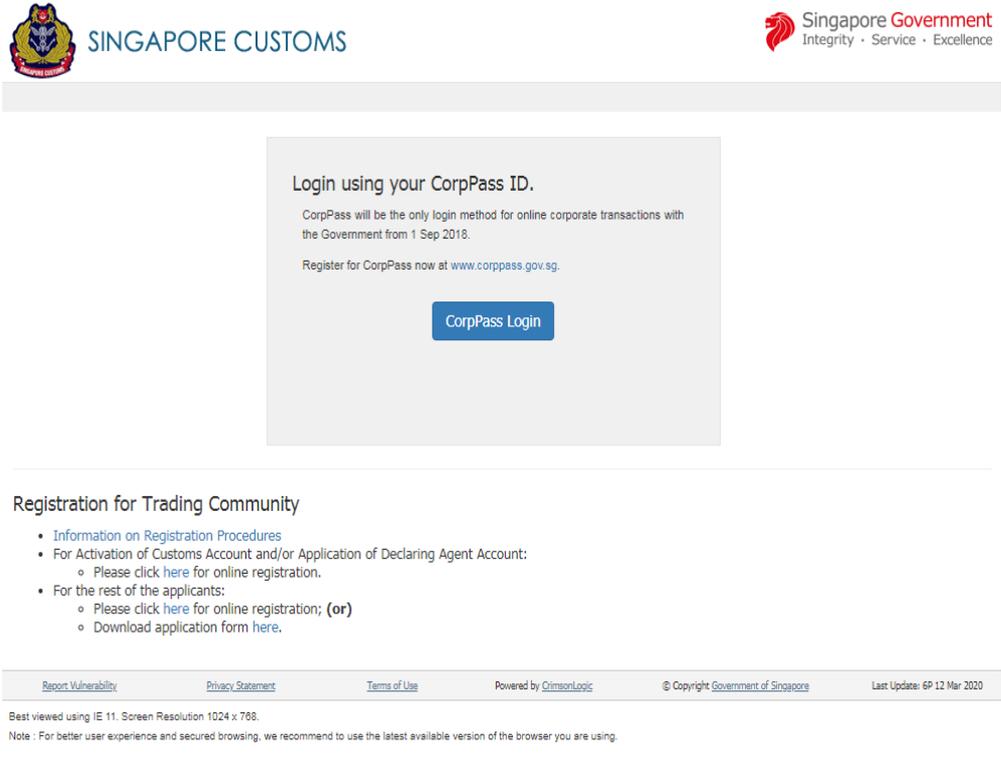(exporting country authority)

Q: How do I check if my permit application is approved?

A: Please refer to the guide below to check the status of your application:

[Guide to checking status of your application via TradeNet Backend System](#)

For more information on the application of an import permit, see the Singapore Customs page on TradeNet https://www.customs.gov.sg/about-us/national-single-window/tradenet/what-you-need-to-know-about-tradenet

Guide to checking status of your application via TradeNet Backend System

Step	Screenshot
Step 1: Login to https://www.tradenet.gov.sg/tradenet/login.portal Click 'Login to Tradenet' Click 'CorpPass Login'	

Step 2: Click 'Declaration (Enquiry)' Select 'List of Declarations' Choose a 'Search by' option	
Step 3: View the status of your application	