

GoBusiness Import Licence New Application User Guide

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Chapter 1: About this Guide

Background

Singapore Food Agency (SFA) provides approval for various types of licences to start business and the business people can submit the licence application via GoBusiness Singapore System.

Audience

- Applicants of SFA Import Licence

How to Read this Guide

Before you start using this guide, it is important to understand the documentation conventions used in it.

- The phrase “GoBusiness” and the word “system” denote the same and are hence used interchangeably.

Tips and Warnings

Two types of callouts are used in this user guide to indicate tips and warnings.



This symbol indicates that it is a tip.

A tip provides good-to-know information that helps users to understand the functionality better.

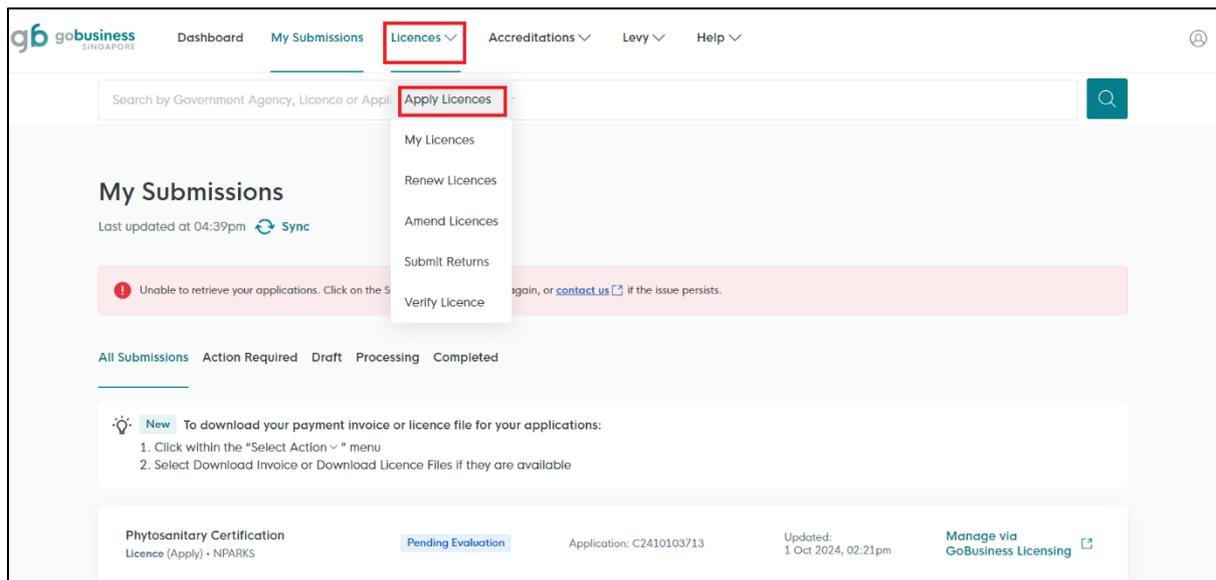


This is a warning.

A warning refers to information that may be critical to the system's functionality and might affect data or system's stability.

Access GoBusiness menus and locate a particular section in this guide

- Screen names, field names or labels and field options are specified in bold font. For example, click **Licences** >> **Apply Licences**.



Application screen

- Two consecutive “>>” in an instruction indicates how to access a particular screen or functionality. For example, click **Licences** >> **Apply Licences** means you first click **Licences** and then **Apply Licences**.
- Bold italic font is used to refer to a particular chapter, section heading or subheading in this user guide. For example, refer to ***About this Guide*** > ***Learning***

Objectives means “Learning Objectives” is a section or subheading under “About this Guide”.

- One “>” in this document indicate how to locate the referred chapter or section in this user guide. For example, refer to **About this Guide > Learning Objectives** means Learning Objectives can be located under About this Guide in this guide.

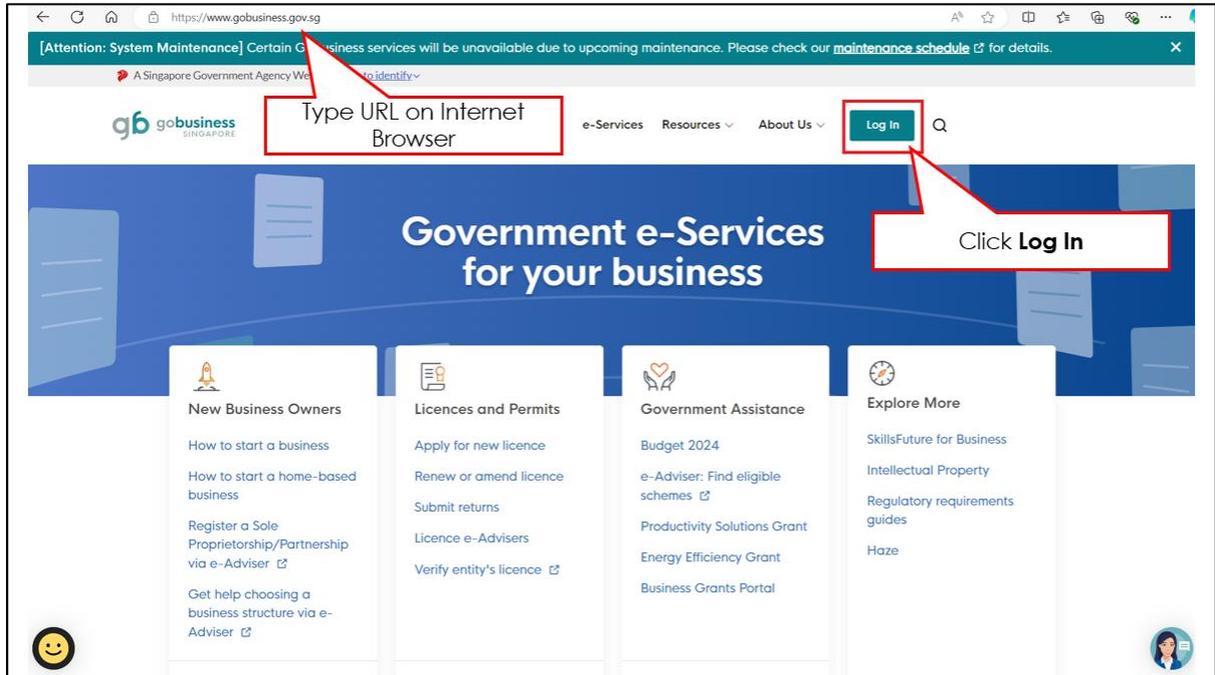
Chapter 2: Logging in to GoBusiness

There are two different ways to log in to **GoBusiness**.

Login type	Transaction Type	Description
SingPass	<ul style="list-style-type: none">Personal	<ul style="list-style-type: none">Authorisation is done through SingPass. For more details on SingPass, visit https://www.singpass.gov.sg.For personal transaction type, user can be a licensee himself or filer who has been authorised (offline) by the licensee to submit the application request on behalf of him/her.
CorpPass	<ul style="list-style-type: none">Corporate	<ul style="list-style-type: none">Authorisation is done through CorpPass. For more details on CorpPass, visit https://www.corppass.gov.sg.User can be anyone authorised by the company through CorpPass.An authorized filer can apply for the licence on behalf of the company.User will be entering the UEN of the company and CorpPass ID of the individual user.

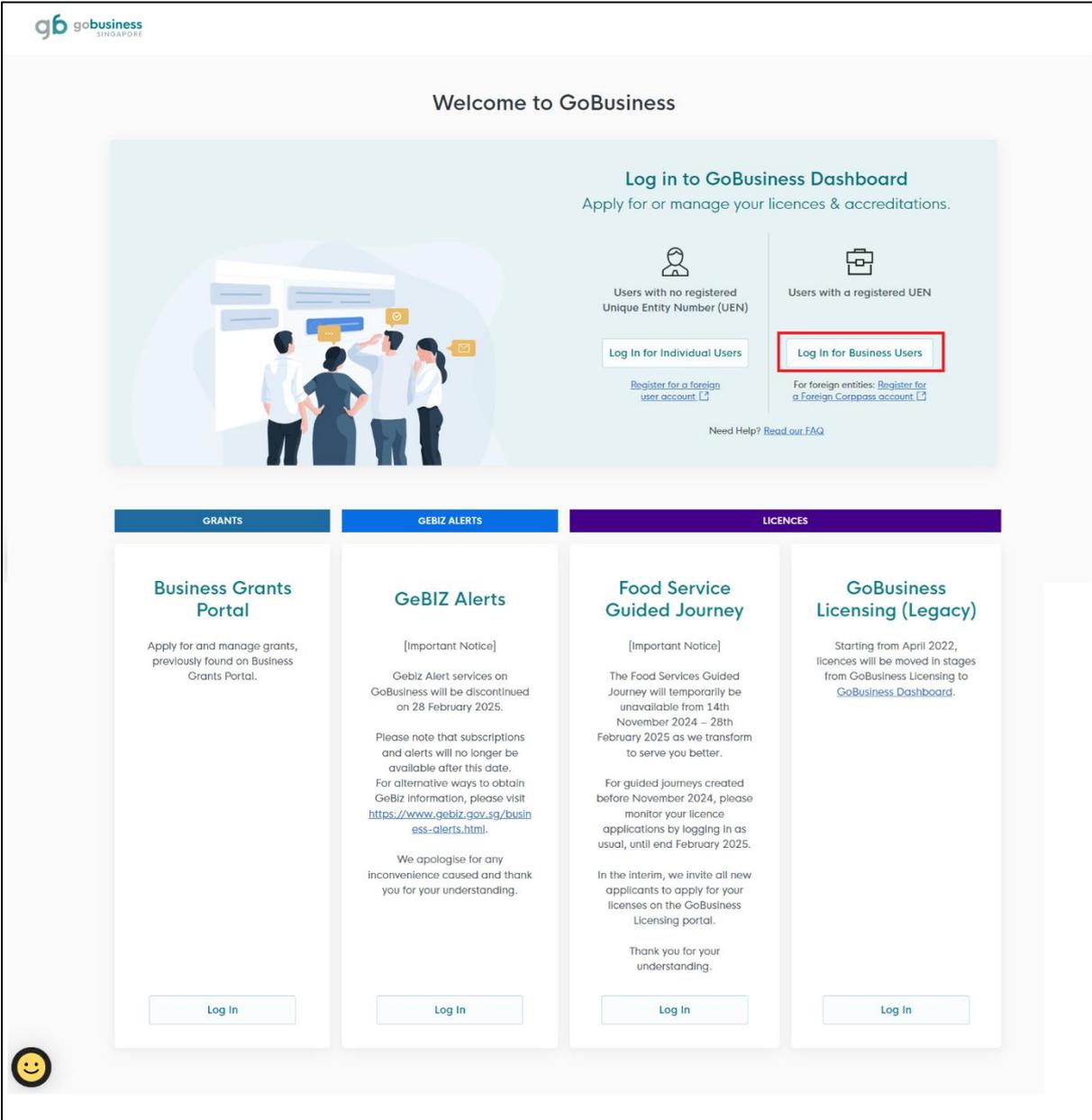
Business User Login

1. Go <https://dashboard.gobusiness.gov.sg/login> on the Internet Browser. The Home Page will be displayed.



Home Page

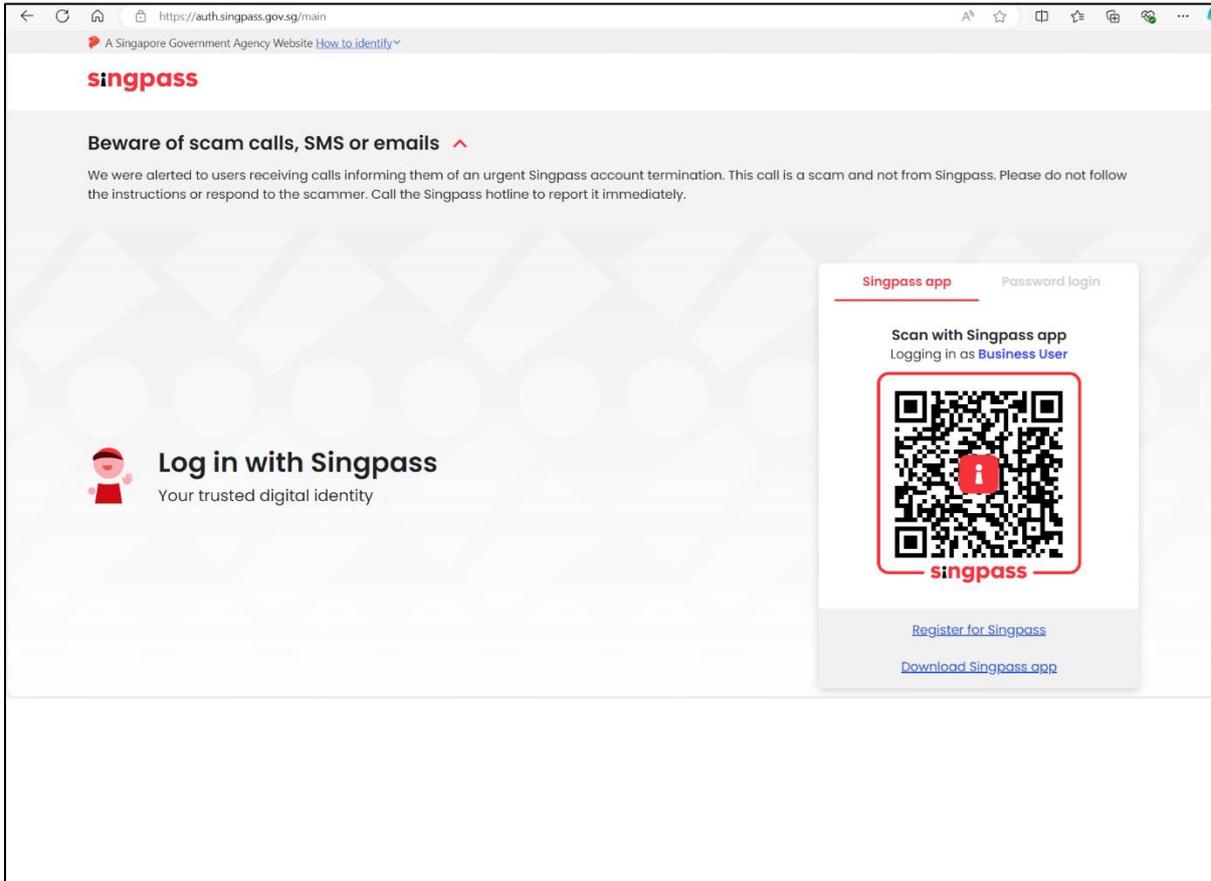
2. Click **Log In**. The Login Page will be displayed.



Log In For Business Users

3. Click **Log In** for Business Users.

GoBusiness New Application User Guide Chapter 2: Logging in to GoBusiness



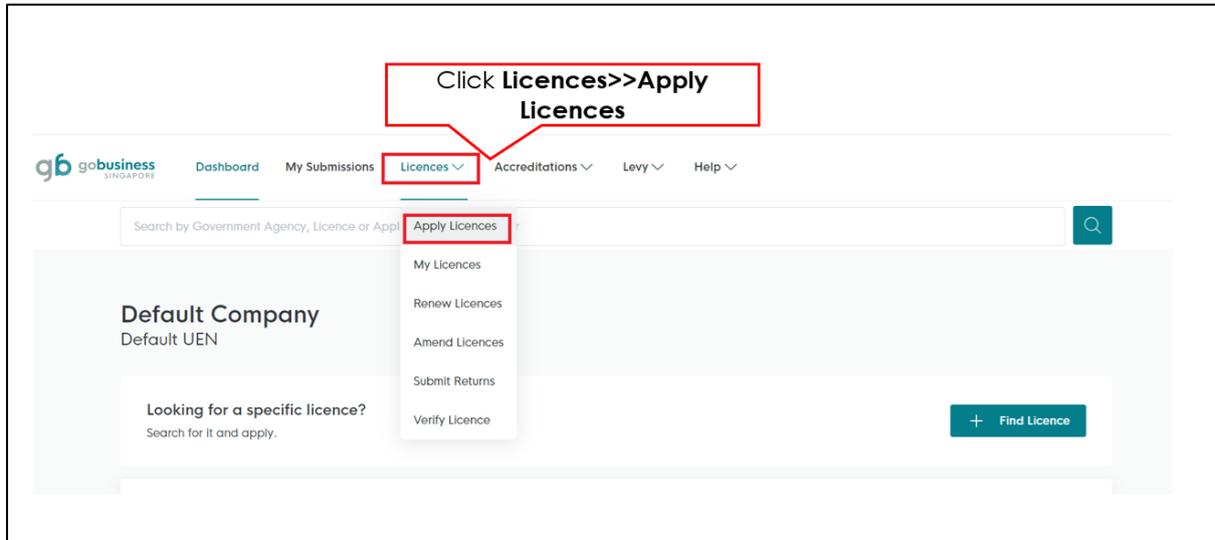
SingPass Login for Business Users

4. Use SingPass and UEN to login to the portal.

Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products

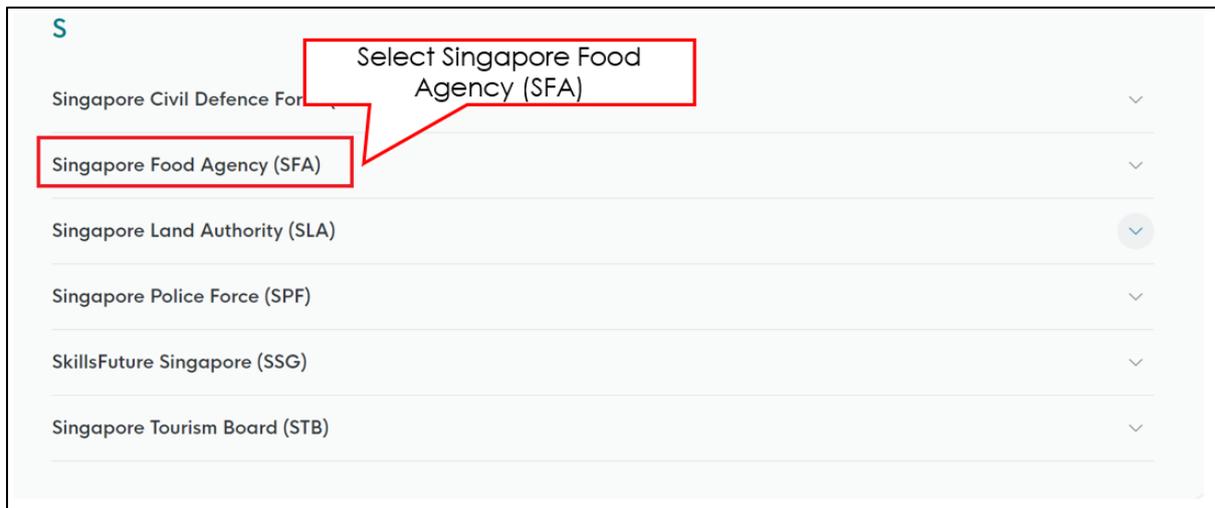
Apply New Licence Application (Company)

Choose Agency



Licences

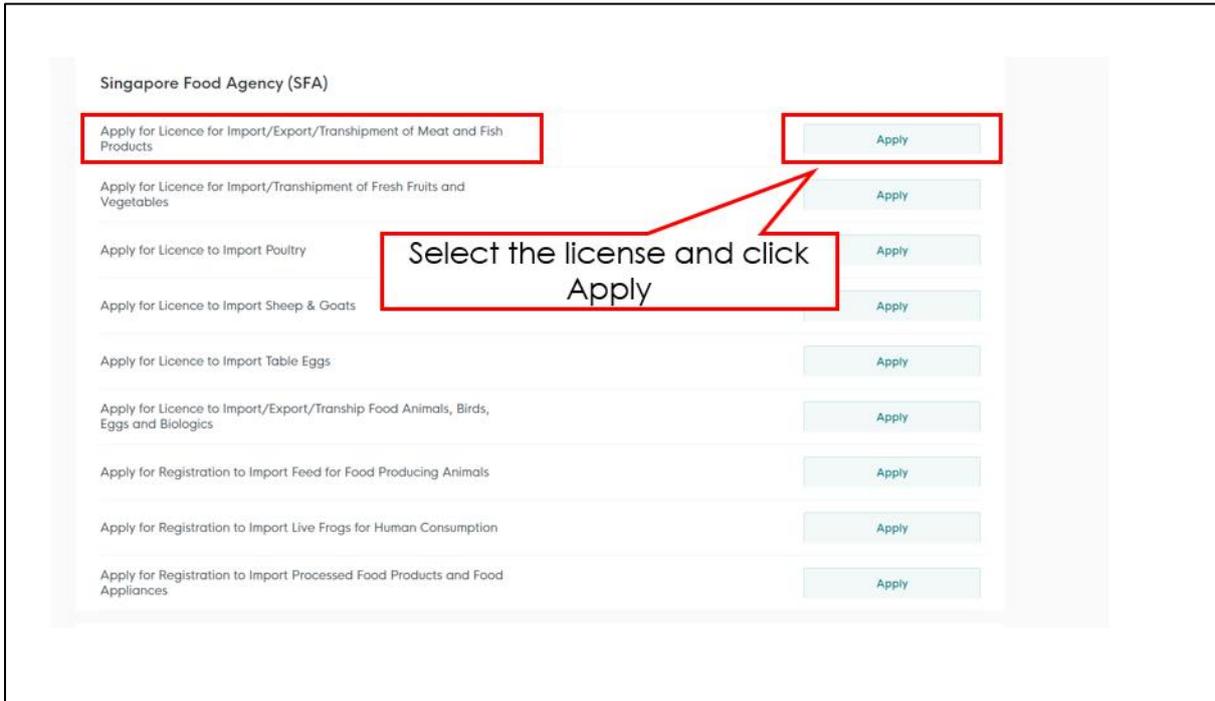
1. Click **Licences>>Apply Licences**.



Select Singapore Food Agency Licence

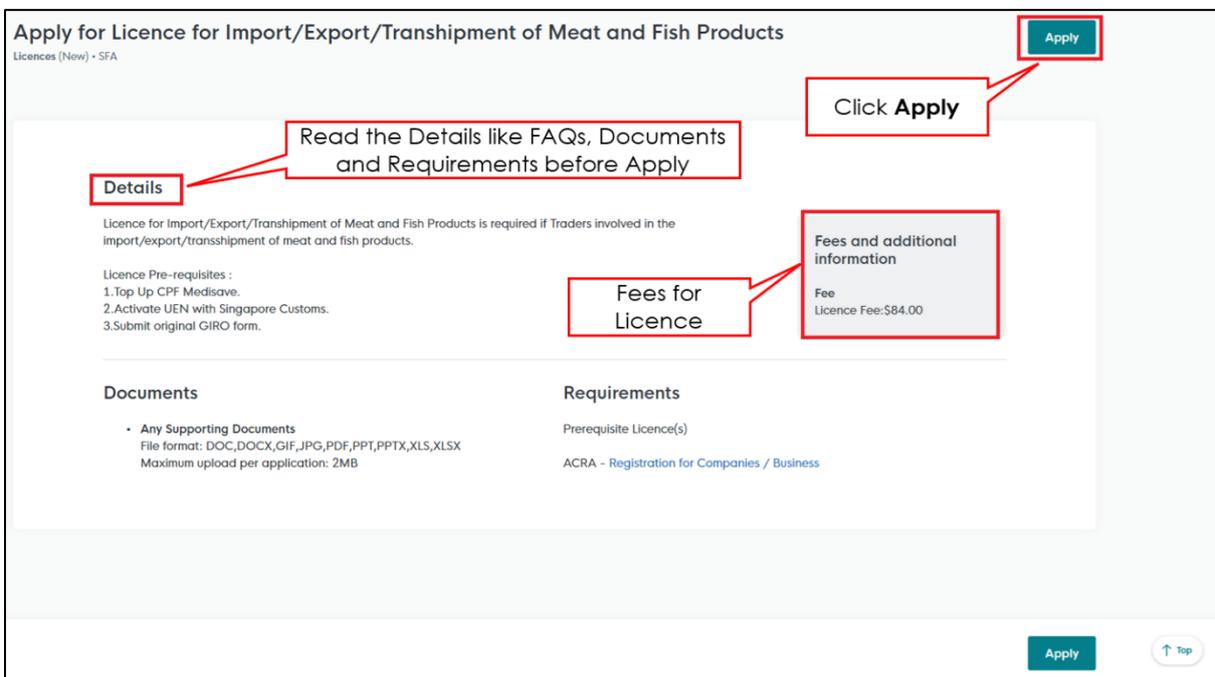
2. Select **Singapore Food Agency (SFA)**.

GoBusiness New Application User Guide
Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products



Select Licence and Apply

3. Select the **Apply for Licence for Import/Export/Transhipment of Meat and Fish Products**.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



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

5. Read the Details section for FAQs, Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **As an applicant**

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136

Block/House No.
136

Street Name
Bedok North Avenue 3

Floor/Level (Optional)
12

Unit (Optional)
111

Building Name
Bedok Tower

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

The screenshot shows a web form titled "Company Detail". The form contains the following fields and controls:

- Company Name:** Text input field containing "MANAGEMENT PTE".
- UEN:** Text input field containing "197101238G".
- Entity Type:** Dropdown menu with "Local Company" selected.
- Registered Address:**
 - Postal Code:** Text input field containing "117438".
 - Retrieve Address:** Button with a location pin icon.
 - Block/House No.:** Dropdown menu with "10" selected.
 - Street Name:** Text input field containing "Pasir Panjang Road".
 - Floor/Level (Optional):** Text input field containing "10".
 - Unit (Optional):** Text input field containing "01".
 - Building Name:** Text input field containing "Mapletree Business City".
 - Reset Address:** Button with a refresh icon.
- Buttons:** "Save Draft" and "Application Details" (with a right arrow).

Red callout boxes and arrows highlight the following elements:

- A box labeled "Fill the Company Detail" points to the "Company Detail" header.
- A box labeled "Click Save Draft" and "Click Application Details" points to the "Save Draft" and "Application Details" buttons.

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **On behalf of applicant**

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
timtom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: Salutation (dropdown), Name (text), ID Type (text), ID No. (text), Email (text), and Contact Number (text with a country code dropdown). At the bottom right, there are two buttons: 'Save Draft' and 'Application Details'. Red callout boxes highlight the 'Filer Detail' title, the 'Fill the Filer Detail' instruction, the 'Save Draft' button, and the 'Application Details' button. A larger callout box points to the bottom right area with the text 'Click Save Draft' and 'Click Application Details'.

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows the 'Application Details' form for 'Licence for Import/Export/Transhipment of Meat and Fish Products (SFA)'. It includes a 'Retrieve' button, an 'Applicant Type' dropdown (set to 'Organisation'), and an 'Owner Organisation Name' dropdown (auto-populated with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'). A red callout box highlights the 'Retrieve' button with the text 'Click Retrieve button to get the Owner Organisation Details'.

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.
- Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.
 Home Tel Number [HME]
 Mobile Number [MBK]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

Applicant's Address Details

Address Type
 Local [LOCAL] **Select Local**
 Foreign [FOREIGN]

Applicant Local Address Format
 Standard [STANDARD] **Select Standard and fill the address**

Type of Premises
Select

Local Address

Postal Code **Retrieve Address** **Click Retrieve Address**

Block/House No. Street Name

Floor/Level (Optional) Unit (Optional) Building Name (Optional)

Eg: 01, B1, 01M Eg: #05-01, use 01

Reset Address **Click Reset Address button to reset the address details.**

Applicants Address Type Local

23. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', and 'Address Line 5 (Optional)'. Each of these fields has a '0/50' character count indicator. There are also optional fields for 'City', 'State', and 'Postal Code', each with a '0/50' character count. At the bottom, there is a 'Country/Region' dropdown menu with a '0/12' character count.

Applicants Address Type Foreign

24. Fill the **Mailing Address** details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Local [LOCAL]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', there are two radio buttons: 'Standard [STANDARD]' and another unlabeled one. The 'Standard [STANDARD]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Standard** and fill the address'. The form includes a 'Type of Premises' dropdown menu. Below that, there is a 'Mailing Address' section with a 'Postal Code' input field and a 'Retrieve Address' button. A red callout box points to the 'Retrieve Address' button with the text: 'Click **Retrieve Address**'. Below the 'Postal Code' field, there are 'Block/House No.' and 'Street Name' dropdown menus. At the bottom, there are 'Floor/Level @ (Optional)' and 'Unit (Optional)' input fields, and a 'Building Name (Optional)' dropdown menu. A red callout box points to the 'Reset Address' button with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/50

Address Line 2

0/50

Address Line 3 (Optional)

0/50

Address Line 4 (Optional)

0/50

Address Line 5 (Optional)

0/50

City (Optional)

0/50

State (Optional)

0/50

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Organisation Operating Address' form. It includes the following fields and callouts:

- Address Type:** Radio buttons for 'Local [LOCAL]' (selected) and 'Foreign [FOREIGN]'. A callout box points to 'Local [LOCAL]' with the text 'Select **Local**'.
- Local Address Format:** Radio buttons for 'Standard [STANDARD]' (selected) and another unselected option. A callout box points to 'Standard [STANDARD]' with the text 'Select **Standard** and fill the address'.
- Type of Premises (Optional):** A dropdown menu currently showing 'Select'.
- Address Section:**
 - Postal Code:** An input field.
 - Retrieve Address:** A button with a magnifying glass icon. A callout box points to it with the text 'Click **Retrieve Address**'.
 - Block/House No.:** A dropdown menu.
 - Street Name:** A dropdown menu.
 - Floor/Level (Optional):** An input field with the example 'Eg: 01, B1, 01M'.
 - Unit (Optional):** An input field with the example 'Eg: #05-01, use 01'.
 - Building Name (Optional):** A dropdown menu.
- Reset Address:** A button with a circular arrow icon.

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click to **reset** the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

36. Fill the Address fields.
37. Continue filling Product Type next.

Product Type

Product Type

Meat [MEA]

Fish [FIS]

Meat and Fish [MEAFIS]

Select the Product Type

Product Type

38. Select the Product Type as Meat, Fish or Meat and Fish to be imported.

The screenshot shows a web form titled "Establishment Address". It includes several input fields and buttons. Callouts with red boxes and arrows point to specific elements:

- A callout points to the "Establishment Address" label at the top.
- A callout points to the "Retrieve Address" button next to the "Postal Code" field.
- A callout points to the "Reset Address" button below the "Floor/Level" and "Unit" fields.
- A callout points to the "Add" button at the bottom left of the form.

At the bottom of the form, there is a table with the following structure:

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
No data available in table				

Establishment Address

39. Fill the Establishment Address.
40. Click **Retrieve** to get the postal code.
41. Click **Retrieve Address** to retrieve the address details.
42. Click **Reset Address** to reset the address details.
43. Click **Add** to add the establishment address details.

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Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products

Establishment Address

Type of Premises
Select

Operating/ Establishment Address

Postal Code
 [Retrieve Address](#)

Block/House No. Street Name

Floor/Level (Optional) Unit (Optional) Building Name (Optional)

[Reset Address](#)

Licence/Registration Number eg. WH12A0001 (if any) (Optional)

[Add](#)

0/65

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
1	Cold Room [CR]	117 HO CHING ROAD, NIL, Singapore 610117	11	Edit Delete

Establishment Address Details Added

The user can add more and can edit or delete the address details.

Emergency Contact

Emergency Contact

Salutation
Select

Name

Designation (Optional)

Contact No.
+65 E.g. 8123 4567

Email

[Add](#)

Fill the Emergency Contact Details

Click **Add** button to add emergency contact details.

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

44. Fill the **Emergency Contact** details. One contact is mandatory.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

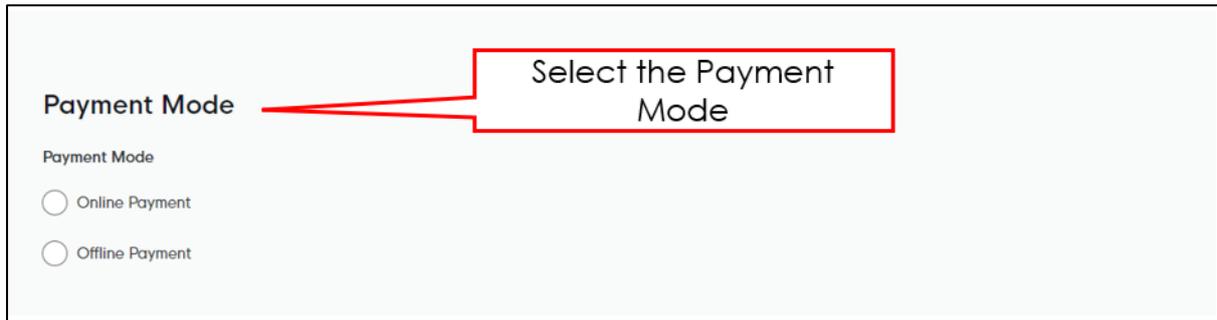
Add

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	 

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Payment



Payment Mode

Payment Mode

Online Payment

Offline Payment

Payment Mode

45. Select **Online Payment** mode for paying the fees via Gobusiness.
46. Select **Offline Payment** mode for paying the fees via Giro [only applicable if you have **existing Giro arrangement with SFA.**]



Payment Mode

Payment Mode

Online Payment

Offline Payment

Get GIRO Reference Number

Existing GIRO Reference Number

Select

Offline Payment

47. For the offline payment via **existing Giro arrangement with SFA**, the Applicant is to click on "Get GIRO Reference Number" to retrieve your Giro reference number.

Attach Supporting Documents

The supporting documents are listed below:

- Any Supporting Documents

The screenshot shows the 'Supporting Documents' section of a web application. It features a 'File Type' dropdown menu, an 'Attachment' upload area with instructions, and an 'Add' button. Below these is a table with columns for 'File Type', 'Attachment', and 'Actions'. At the bottom, there are three buttons: 'General Information', 'Save Draft', and 'Review Form'. Red callout boxes provide instructions: one points to the 'File Type' dropdown with the text 'Select the File Type, upload the file and click Add. The details will be added.', and another points to the 'Add' button with the text 'Click Add button to supporting document details'.

Upload Supporting Documents

Any Supporting Documents [IMPORTEXPORTRANSHIPMEATFISHAPPANYSUPPORTINGDOCS]

Supporting Document List

48. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

This screenshot shows the 'Supporting Documents' interface after a document has been uploaded. A green notification box in the top right corner states 'Added successfully Your new information has been added.' The 'Attachment' area now contains a file named 'test2.pdf'. The table below shows one row with the file name and a link to the document. The 'Add' button is still visible.

Uploaded Document

49. In the Application Details page below, click General Information to go back to previous page. Click Save Draft to save the application draft.

50. Click **Review Form** to proceed and continue the application.

GoBusiness New Application User Guide
Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Application Details for Licence for Import/Export/Transhipment of Meat and Fish Products (SFA), Owner Organisation Details, Applicant's Details, Product Type, Establishment Address, and Emergency Contact. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Red callout boxes provide instructions: 'scroll down for all the sections and review the filled form.' points to the form content; 'Click **Back to Edit** for editing the application.' points to the 'Back to Edit' button; and 'Click **Declaration** to declare and submit the application.' points to the 'Declaration' button.

Review Form

51. Click **Back to Edit** to continue editing the application.
52. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

The screenshot shows the 'Declaration' page (STEP 4) with the following text: 'Please scroll to read and acknowledge the following clauses.' Under 'General Declaration', there are three paragraphs of text. Under 'Licence for Import/Export/Transhipment of Meat and Fish Products (SFA)', there are two paragraphs of text. A checkbox is checked, with the text 'I hereby declare that all of the above is true.' Below this, there are two buttons: 'Review Form' and 'Make Payment'. Red callout boxes provide instructions: 'Check the box for declaration.' points to the checked checkbox; 'Click **Review Form** to review the form again.' points to the 'Review Form' button; and 'Click **Make Payment**.' points to the 'Make Payment' button.

Declare Form

53. Check the declaration.
54. Click **Review Form** to review the form again.
55. Click **Make Payment** and the Payment page will be displayed.

Payment
Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	-	\$84.00
	Subtotal	\$84.00
	Amount Payable	\$84.00

Payment method
Please choose a payment method.

We Accept
VISA

Add Card Details
4242 02 / 26 1234 Save with link

What is a CVC?
 Save as my new default card

Make Payment →

← Back to Form

Enter card details.

Click **Make Payment**.

Click **Back to Form**.

Payment

56. Enter card details.
57. Click **Make Payment** to make the payment and the acknowledgement page will be displayed.
58. Click **Back to Form** to go back to form page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application
Thank you for your application. You will receive updates on it via email.

Payment Summary

DESCRIPTION	GST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	-	\$84.00
	Subtotal	\$84.00
	Total Paid	\$84.00

[Download Tax Invoice](#) Receipt No: TN241219000069

Next Steps
We will send you an email notification when there are changes to your application status. Alternatively, you may log in to track your status via the dashboard below.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoB@crimsorlogic.com.sg.

[Return to Dashboard →](#)

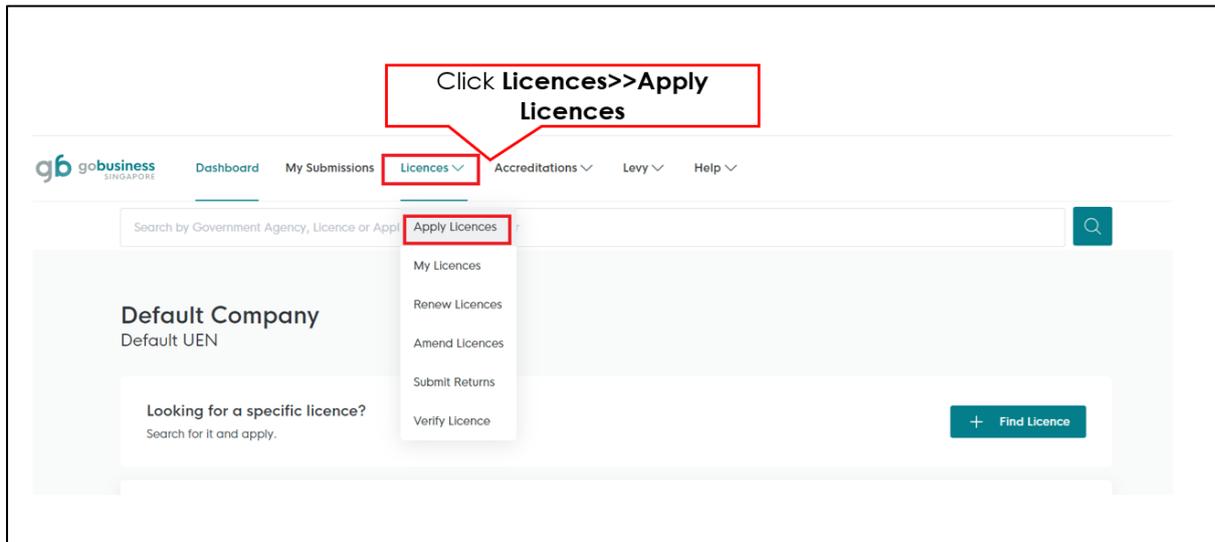
Acknowledgement

- 59. The acknowledgement mail will be sent to your registered email.
- 60. Click **Download Tax Invoice** to download the invoice details.
- 61. Click Return to Dashboard to exit.

Chapter 4: Licence to Import, and Tranship Fresh Fruits and Vegetables

Apply New Licence Application (Company)

Choose Agency



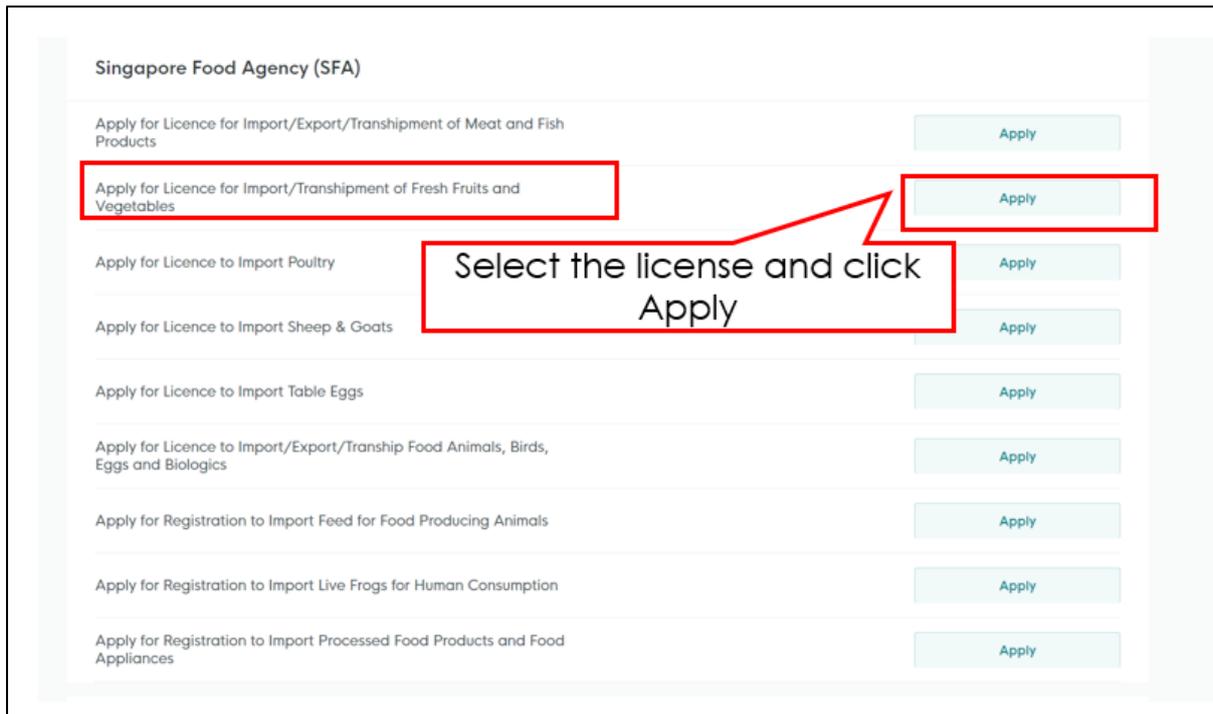
Licences

1. Click **Licences>>Apply Licences**.



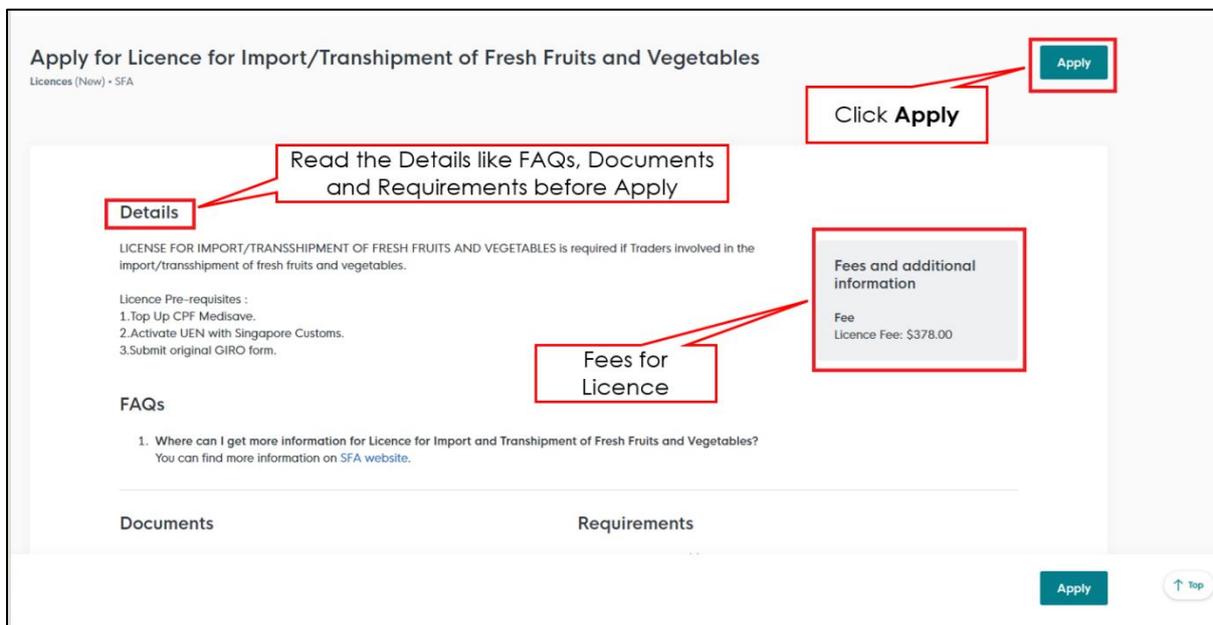
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables

5. Read the Details section for Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **As an applicant**

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136

Block/House No.
136

Street Name
Bedok North Avenue 3

Floor/Level (Optional)
12

Unit (Optional)
111

Building Name
Bedok Tower

Retrieve Address

Reset Address

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and annotations:

- Company Name:** MANAGEMENT PTE (Annotated with 'Fill the Company Detail')
- UEN:** 197101238G
- Entity Type:** Local Company
- Registered Address:**
 - Postal Code:** 117438
 - Block/House No.:** 10
 - Street Name:** Pasir Panjang Road
 - Floor/Level (Optional):** 10
 - Unit (Optional):** 01
 - Building Name:** Mapletree Business City

At the bottom right, there are two buttons: 'Save Draft' and 'Application Details' with a right-pointing arrow. A callout box points to these buttons with the text 'Click Save Draft' and 'Click Application Details'.

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose On behalf of applicant

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail

Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tintom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: Salutation (dropdown menu with 'Select'), Name (text input with 'Tim Tom'), ID Type (text input with 'NRIC'), ID No. (text input with '****2356G'), Email (text input with 'tmtom@abc.com'), and Contact Number (text input with '+65' and '9876 5432'). At the bottom right, there are two buttons: 'Save Draft' and 'Application Details' with a right-pointing arrow. A red callout box points to the 'Filer Detail' header with the text 'Fill the Filer Detail'. Another red callout box points to the 'Save Draft' and 'Application Details' buttons with the text 'Click Save Draft' and 'Click Application Details'.

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows 'STEP 2 Application Details for Licence for Import/Transhipment of Fresh Fruits and Vegetables (SFA)'. It instructs the user to 'Fill in the following details.' Under the 'Owner Organisation Details' section, there is a 'Retrieve' button highlighted with a red box. A red callout box points to this button with the text 'Click Retrieve button to get the Owner Organisation Details'. Below the button are two dropdown menus: 'Applicant type' (with 'Organisation [Organisation]' selected) and 'Owner Organisation Name [UEN/ NRIC]' (with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED' selected).

Owner Organisation Details

19. Click Retrieve to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant type will be Individual or Organisation

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.

Home Tel Number [HME]
 Mobile Number [MBL]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Fill the Applicant's Details

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Applicant's Address Details

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Mailing Address

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

Applicant's Address Details

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Applicant Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises

Select ▼

Local Address

Postal Code

Click **Retrieve Address**

Block/House No. ▼ Street Name ▼

Floor/Level (Optional) Unit (Optional) Building Name (Optional)

Eg: 01, B1, 01M Eg: #05-01, use 01 ▼

Click **Reset Address** button to reset the address details.

Applicants Address Type Local

23. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', the 'Foreign [FOREIGN]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)'. Each of these fields has a character count on the right side (e.g., 0/90). At the bottom, there is a 'Country/Region' dropdown menu set to 'Select'.

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Local [LOCAL]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', the 'Standard [STANDARD]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Standard** and fill the address'. The form includes a 'Type of Premises' dropdown set to 'Select'. Under the 'Mailing Address' section, there is a 'Postal Code' input field, a 'Block/House No.' dropdown, and a 'Street Name' dropdown. A 'Retrieve Address' button is located between the 'Postal Code' and 'Block/House No.' fields, highlighted with a red box. A callout box points to it with the text: 'Click **Retrieve Address**'. Below these are 'Floor/Level @ (Optional)' and 'Unit (Optional)' input fields, and a 'Building Name (Optional)' dropdown. A 'Reset Address' button is at the bottom left, highlighted with a red box. A callout box points to it with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Organisation Operating Address' form. It includes the following fields and callouts:

- Address Type:** Radio buttons for 'Local [LOCAL]' (selected) and 'Foreign [FOREIGN]'. A callout box points to 'Local [LOCAL]' with the text 'Select **Local**'.
- Local Address Format:** Radio buttons for 'Standard [STANDARD]' (selected) and 'Foreign [FOREIGN]'. A callout box points to 'Standard [STANDARD]' with the text 'Select **Standard** and fill the address'.
- Type of Premises (Optional):** A dropdown menu with 'Select' as the current value.
- Address Section:**
 - Postal Code:** A text input field.
 - Retrieve Address:** A button with a magnifying glass icon. A callout box points to it with the text 'Click **Retrieve Address**'.
 - Block/House No.:** A dropdown menu.
 - Street Name:** A dropdown menu.
 - Floor/Level (Optional):** A text input field with the example 'Eg: 01, B1, 01M'.
 - Unit (Optional):** A text input field with the example 'Eg: #05-01, use 01'.
 - Building Name (Optional):** A dropdown menu.
- Reset Address:** A button with a magnifying glass icon at the bottom left.

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

Address Line 2

Address Line 3 (Optional)

Address Line 4 (Optional)

Address Line 5 (Optional)

City (Optional)

State (Optional)

Postal Code (Optional)

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

- 36. Fill the Address fields.
- 37. Continue filling Product Types next.

Product Type

Product Type

Product Type

Fresh Fruits [FRU]

Fresh Vegetables [VEG]

Fresh Fruits and Vegetables [FRUVEG]

Select the Product Type

Product Type

38. Select the Product Type as Fresh Fruits, Fresh Vegetables, Fresh Fruits and Vegetables to be imported.

The screenshot shows a web form titled "Establishment Address". It contains several input fields and buttons. Callouts with red boxes and arrows point to specific elements:

- A callout points to the "Establishment Address" header with the text "Fill the Establishment Address".
- A callout points to a "Retrieve Address" button with the text "Click **Retrieve Address** button to reset the address details."
- A callout points to another "Reset Address" button with the text "Click **Reset Address** button to reset the address details."
- A callout points to an "Add" button with the text "Click **Add** button to add establishment address details."

The form fields include:

- Type of Premises (dropdown menu)
- Operating/ Establishment Address (text input)
- Postal Code (text input)
- Block/House No. (dropdown menu)
- Street Name (dropdown menu)
- Floor/Level (Optional) (text input, example: Eg. 01, B1, 01M)
- Unit (Optional) (text input, example: Eg. #05-01, use)
- Building Name (Optional) (dropdown menu)
- Licence/Registration Number eg. WH12A0001 (if any) (Optional) (text input)

At the bottom, there is a table with the following structure:

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
No data available in table				

Establishment Address

39. Fill the Establishment Address.
40. Click **Retrieve** to get the postal code.
41. Click **Retrieve Address** to retrieve the address details.
42. Click **Reset Address** to reset the address details.
43. Click **Add** to add the establishment address details.

Establishment Address

Type of Premises
Select

Operating/ Establishment Address

Postal Code
Retrieve Address

Block/House No. Street Name

Floor/Level (Optional) Unit (Optional) Building Name (Optional)
Eg: 01, B1, 01M Eg: #05-01, use 01

Reset Address

Licence/Registration Number eg. WH12A0001 (if any) (Optional)
0/65

Add

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
1	Cold Room [CR]	117 HO CHING ROAD, NIL, Singapore 610117	11	

Establishment Address Details Added

The user can add more and can edit or delete the address details.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

Add

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

44. Fill the **Emergency Contact** details. One contact is mandatory.

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Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	 

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Payment

Payment Mode

Payment Mode

Online Payment

Offline Payment

Payment Mode

45. Select **Online Payment** mode for paying the fees via Gobusiness.
46. Select **Offline Payment** mode for paying the fees via Giro [only applicable if you have **existing Giro arrangement with SFA.**]

Payment Mode

Payment Mode

Online Payment

Offline Payment

Get GIRO Reference Number

Existing GIRO Reference Number

Select

Offline Payment

47. For the offline payment via **existing Giro arrangement with SFA**, the Applicant is to click on "Get GIRO Reference Number" to retrieve your Giro reference number.

Attach Supporting Documents

The supporting documents are listed below:

- Any Supporting Documents

The screenshot shows the 'Supporting Documents' section of a web application. It includes a 'File Type' dropdown menu, an 'Attachment' upload area with instructions, an 'Add' button, and a table with columns for 'File Type', 'Attachment', and 'Actions'. At the bottom, there are navigation buttons: 'General Information', 'Save Draft', and 'Review Form'. Red callout boxes highlight the 'File Type' dropdown, the 'Add' button, and the navigation buttons.

Supporting Documents

File Type: Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
No data available in table		

← General Information | Save Draft | Review Form →

Upload Supporting Documents

Any supporting documents [LICENCEFORIMPORTTRANSSHIPMENTOFFRESHFRUITSANDVEGETABLESSD__001]

Supporting Document List

48. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents

The screenshot shows the 'Supporting Documents' section after a document has been added. A green notification box at the top right says 'Added successfully Your new information has been added.' The 'Attachment' area now contains a file named 'test2.pdf'. The 'Add' button is still visible. The table below shows the added document with 'test2.pdf' in the 'Attachment' column and edit/delete icons in the 'Actions' column.

Supporting Documents

File Type: Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
Any Supporting Documents [IMPORTEXPORTRANSHIPMEATFISHAPPANYSUPPORTINGDOCS]	test2.pdf	

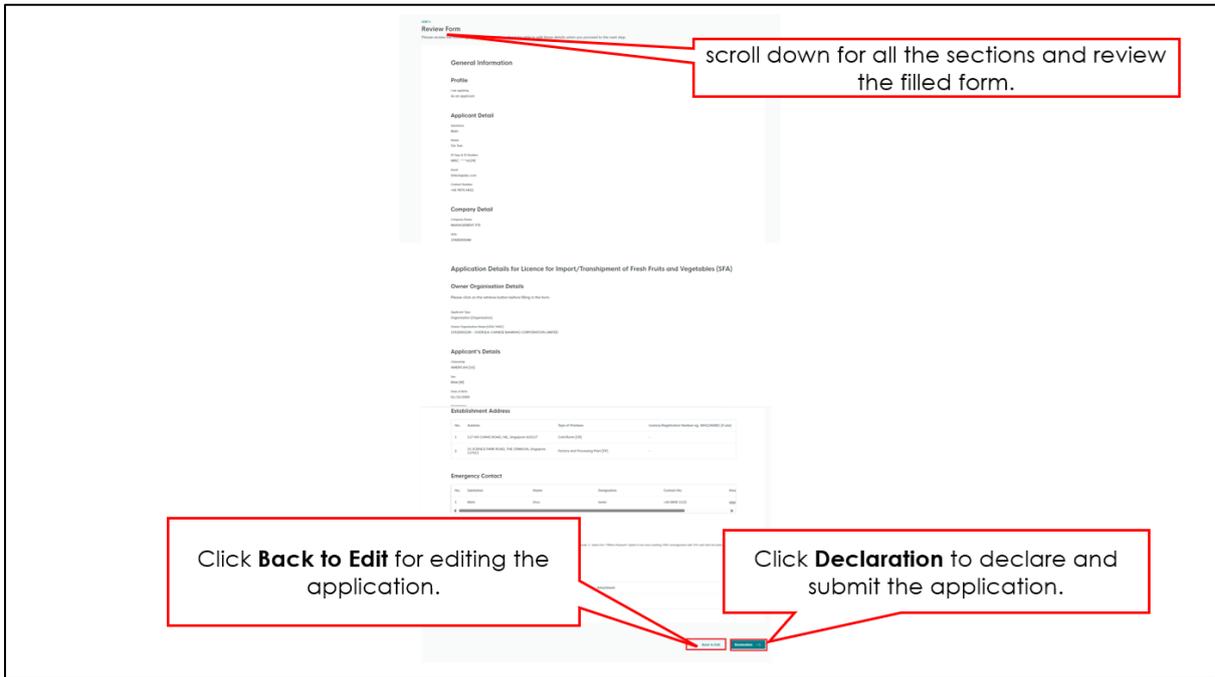
Uploaded Document

49. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.

50. Click Review Form to proceed and continue the application.

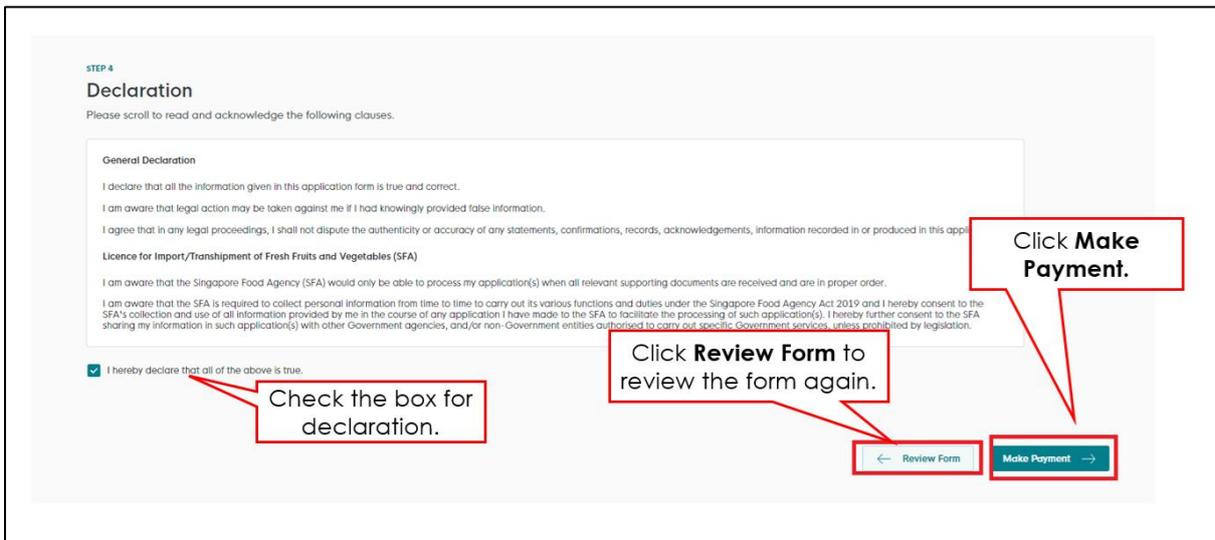
Review Form

Review and Declare



Review Form

51. Click **Back to Edit** to continue editing the application.
52. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.



Declare Form

53. Check the declaration.
54. Click **Review Form** to review the form again.
55. Click **Make Payment** and the Payment page will be displayed.

Payment
Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Licence for Import/Transhipment of Fresh Fruits and Vegetables		
Application Fee	-	\$378.00
	Subtotal	\$378.00
	Amount Payable	\$378.00

Payment method
Please choose a payment method.

We Accept
VISA

Add Card Details
4242 02 / 26 123 Save with link

What is a CVC?
 Save as my new default card

Make Payment →

← Back to Form

Enter card details.

Click **Make Payment**.

Click **Back to Form**.

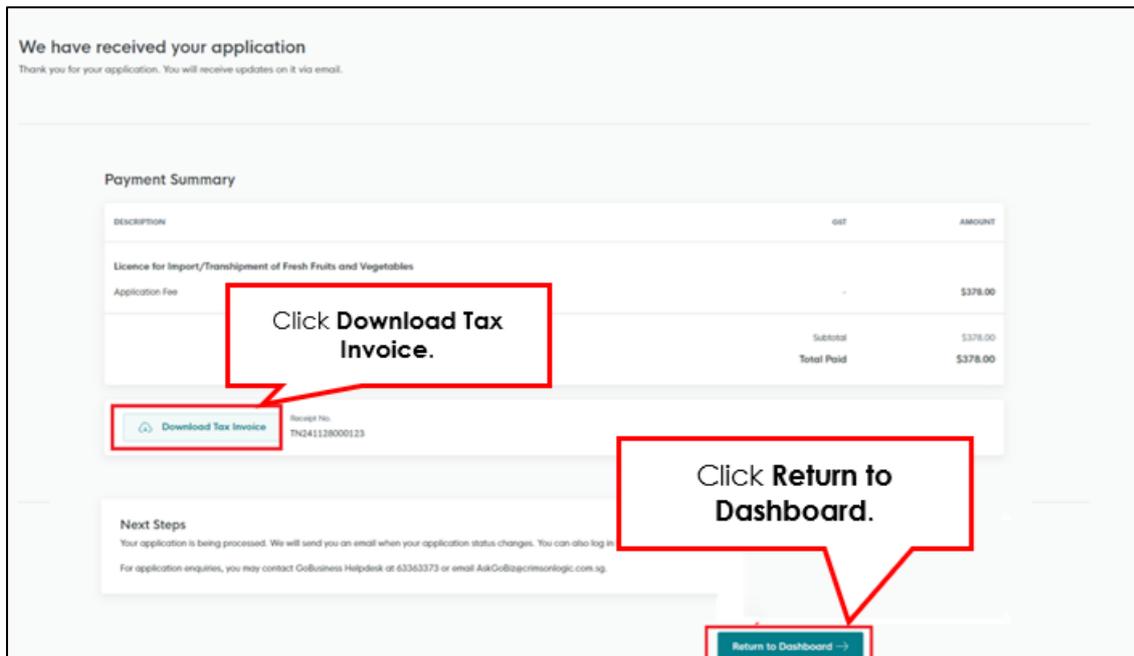
(Ctrl)

Payment

56. Enter card details.
57. Click **Make Payment** to make the payment and the acknowledgement page will be displayed.
58. Click **Back to Form** to go back to form page.

Acknowledgement

An Acknowledgement for this application will be displayed.



Acknowledgement

59. The acknowledgement mail will be sent to your registered email.

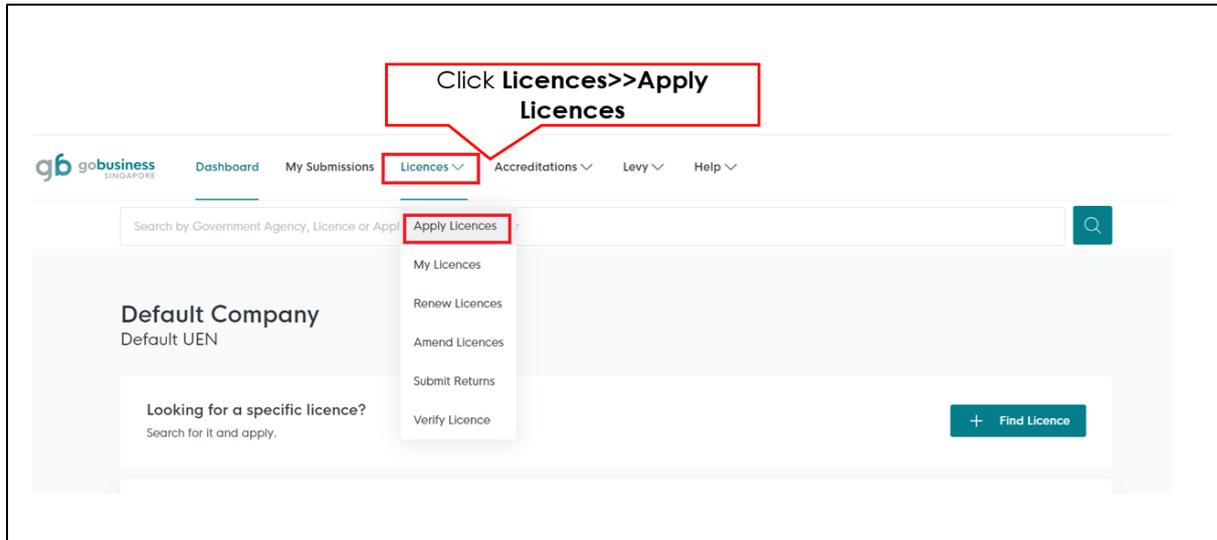
60. Click **Download Tax Invoice** to download the invoice details.

61. Click Return to Dashboard to exit.

Chapter 5: Licence to Import Table Eggs

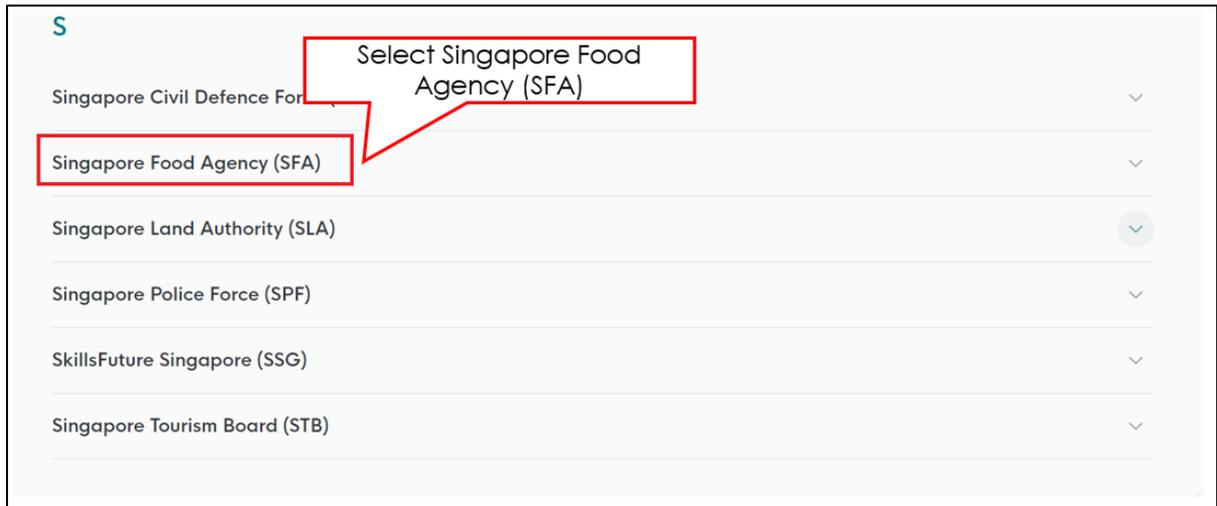
Apply New Licence Application (Company)

Choose Agency



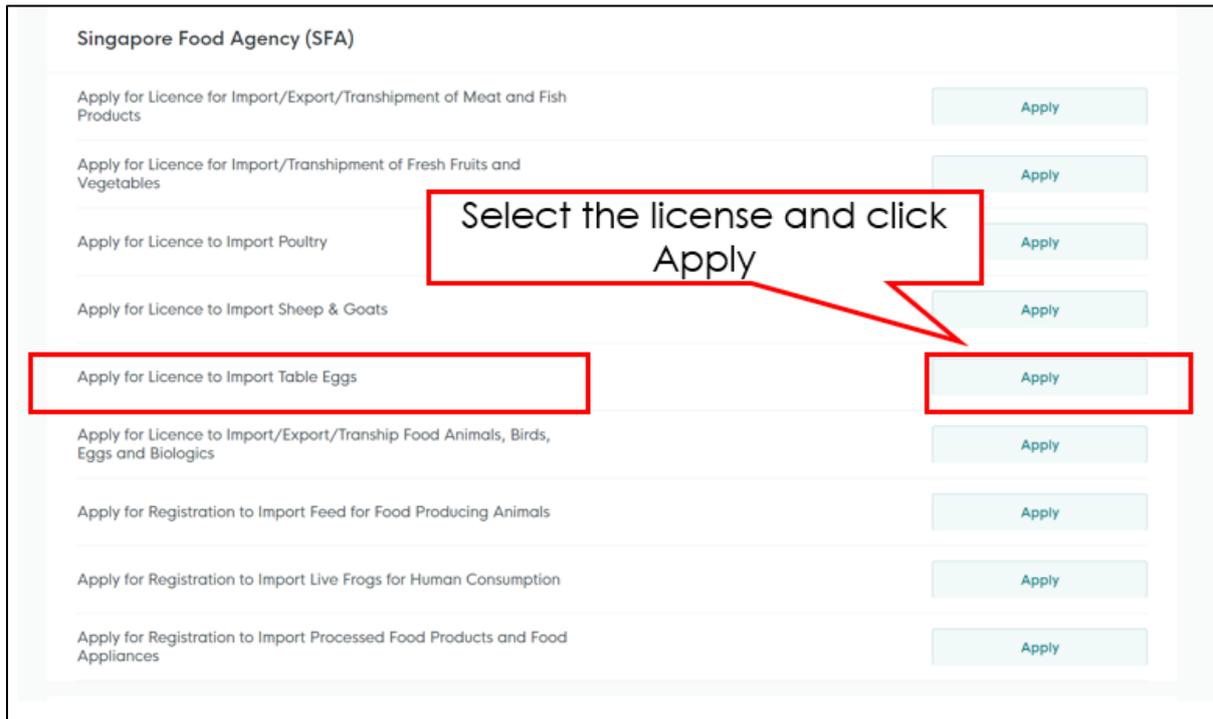
Licences

1. Click **Licences>>Apply Licences**.



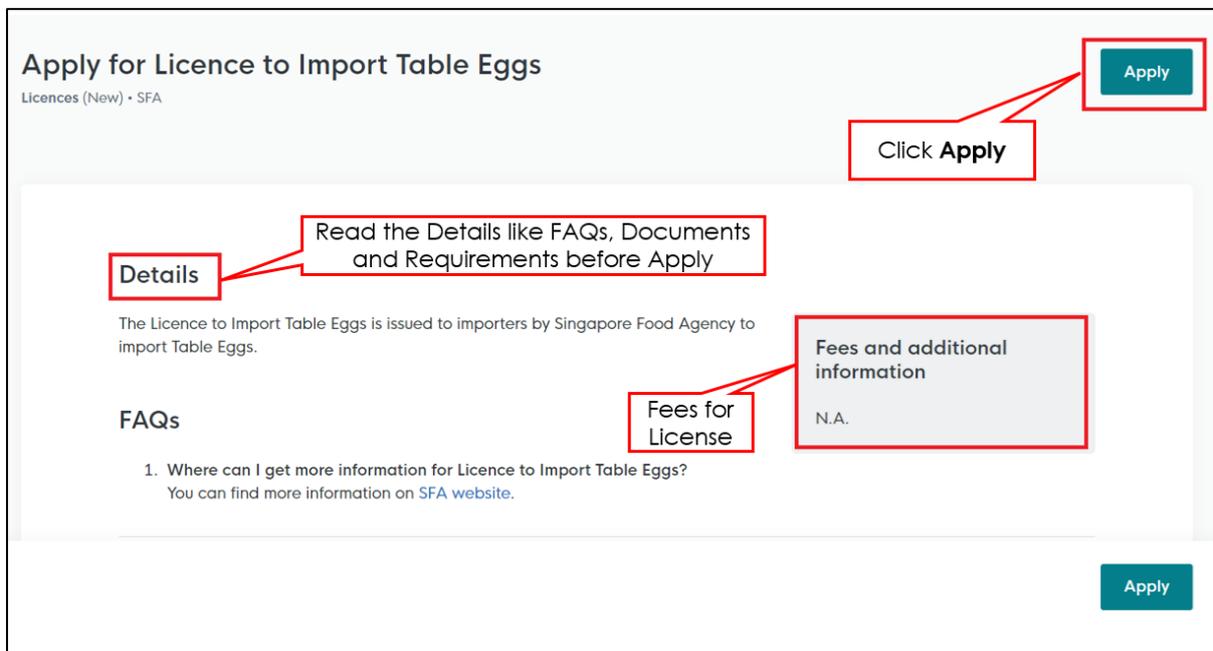
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Licence to Import Table of Eggs**.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



Apply for Licence to Import Table of Eggs

5. Read the Details section for Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose As an applicant

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136

Block/House No.
136

Street Name
Bedok North Avenue 3

Floor/Level (Optional)
12

Unit (Optional)
111

Building Name
Bedok Tower

Retrieve Address

Reset Address

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and values:

- Company Name:** MANAGEMENT PTE
- UEN:** 197101238G
- Entity Type:** Local Company
- Registered Address:**
 - Postal Code:** 117438
 - Block/House No.:** 10
 - Street Name:** Pasir Panjang Road
 - Floor/Level (Optional):** 10
 - Unit (Optional):** 01
 - Building Name:** Mapletree Business City

Callout boxes and arrows indicate the following actions:

- A box labeled 'Fill the Company Detail' points to the top of the form.
- A box labeled 'Click Save Draft' and 'Click Application Details' points to the 'Save Draft' and 'Application Details' buttons at the bottom right.

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **On behalf of applicant**

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tmtom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a form titled "Filer Detail". It contains several input fields: "Salutation" (a dropdown menu with "Select" as the current value), "Name" (text input with "Tim Tom"), "ID Type" (text input with "NRIC"), "ID No." (text input with "****2356G"), "Email" (text input with "tmtom@abc.com"), and "Contact Number" (text input with "+65" in a dropdown and "9876 5432"). At the bottom right, there are two buttons: "Save Draft" and "Application Details" with a right-pointing arrow. Red callout boxes highlight the "Filer Detail" title, the "Fill the Filer Detail" instruction, the "Save Draft" button, and the "Application Details" button. A larger callout box points to both buttons with the text "Click Save Draft" and "Click Application Details".

Filer Details

- 16. Fill the Filer Details.
- 17. Click **Save Draft** to save the details.
- 18. Click **Application Details** to continue.

Application Details

The screenshot shows a form titled "STEP 2 Application Details for Licence to Import Table Eggs (SFA)". Below the title, it says "Fill in the following details." The form has a section for "Owner Organisation Details" with a "Retrieve" button. Below this are two dropdown menus: "Applicant Type" (with "Organisation [Organisation]" selected) and "Owner Organisation Name [UEN/ NRIC]" (with "193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED" selected). A red callout box points to the "Retrieve" button with the text "Click Retrieve button to get the Owner Organisation Details".

Owner Organisation Details

- 19. Click **Retrieve** to get the details. Select Applicant Type. .If Organisation is selected, then Owner Organisation Name will be auto populated.
- Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.
 Home Tel Number [HME]
 Mobile Number [MBK]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Fill the Applicant's Details

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Applicant's Address Details

Fill the Mailing Address

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. It includes the following elements and annotations:

- Address Type:** Radio buttons for 'Local [LOCAL]' (selected) and 'Foreign [FOREIGN]'. An annotation box points to 'Local [LOCAL]' with the text 'Select **Local**'.
- Applicant Local Address Format:** Radio buttons for 'Standard [STANDARD]' (selected) and 'Foreign [FOREIGN]'. An annotation box points to 'Standard [STANDARD]' with the text 'Select **Standard** and fill the address'.
- Type of Premises:** A dropdown menu with 'Select' as the current value.
- Local Address:** A section containing:
 - Postal Code:** A text input field.
 - Retrieve Address:** A button with a magnifying glass icon. An annotation box points to it with the text 'Click **Retrieve Address**'.
 - Block/House No.:** A dropdown menu.
 - Street Name:** A text input field.
 - Floor/Level (Optional):** A text input field with the example 'Eg: 01, B1, 01M'.
 - Unit (Optional):** A text input field with the example 'Eg: #05-01, use 01'.
 - Building Name (Optional):** A dropdown menu.
- Reset Address:** A button with a refresh icon. An annotation box points to it with the text 'Click **Reset Address** button to reset the address details.'

Applicants Address Type Local

23. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. The 'Address Type' section has two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields for 'Address Line 1' through 'Address Line 5', 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character count (e.g., 0/50). At the bottom, there is a 'Country/Region' dropdown menu.

Applicants Address Type Foreign

24. Fill the **Mailing Address** details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. The 'Address Type' section has two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Local [LOCAL]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Local**'. Below this, there is an 'Applicant Local Address Format' section with two radio buttons: 'Standard [STANDARD]' and another unlabeled option. The 'Standard [STANDARD]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Standard** and fill the address'. The form contains several text input fields: 'Postal Code', 'Block/House No.', 'Floor/Level @ (Optional)', 'Street Name', 'Unit (Optional)', and 'Building Name (Optional)'. There are two buttons: 'Retrieve Address' and 'Reset Address'. A red callout box points to the 'Retrieve Address' button with the text: 'Click **Retrieve Address**'. Another red callout box points to the 'Reset Address' button with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

- 26. Fill the Address fields.
- 27. Click **Retrieve Address** to retrieve the address details.
- 28. Click **Reset Address** to reset the address details.
- 29. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows a 'Mailing Address' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' button is selected and highlighted with a red box. A red callout box points to this button with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)'. Each of these fields has a character count on the right side (e.g., 0/60). At the bottom, there is a 'Country/Region' dropdown menu.

Mailing Address Type Foreign

- 30. Fill the Address fields.

Organisation Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Fill the Organisation Operating Address

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

Local [LOCAL] **Select Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] **Select Standard and fill the address**

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address **Click Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional) Eg: 01, B1, 01M

Unit (Optional) Eg: #05-01, use 01

Building Name (Optional)

Reset Address

Local Address

- 32. Fill the Address fields.
- 33. Click **Retrieve Address** to retrieve the address details.
- 34. Click **Reset Address** to reset the address details.
- 35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

36. Fill the Address fields.
37. Continue filling Egg Storage Details next.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

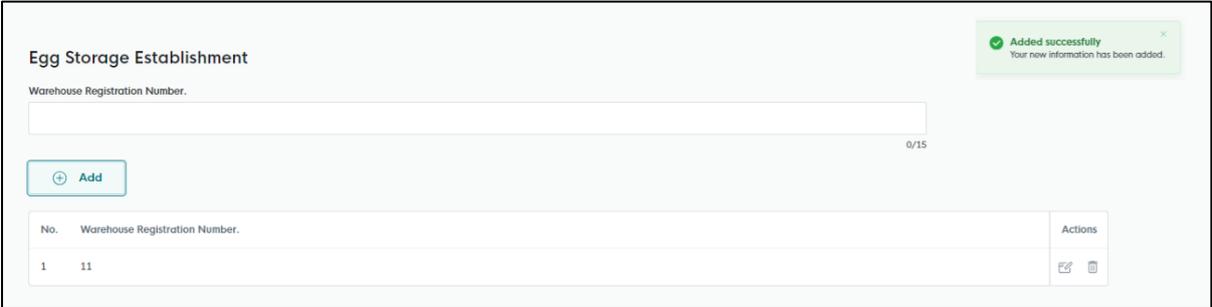
38. Check the box in the terms and conditions of licence section.

Egg Storage Establishment



Egg Storage Establishment

- 39. Enter the Warehouse Registration Number or Coldstore Licence Number.
- 40. Click **Add** to add the details. The details will be added successfully.



Egg Storage Establishment

The user can add more details and edit or delete the details also.

Emergency Contact

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

41. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Added successfully
Your new information has been added.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

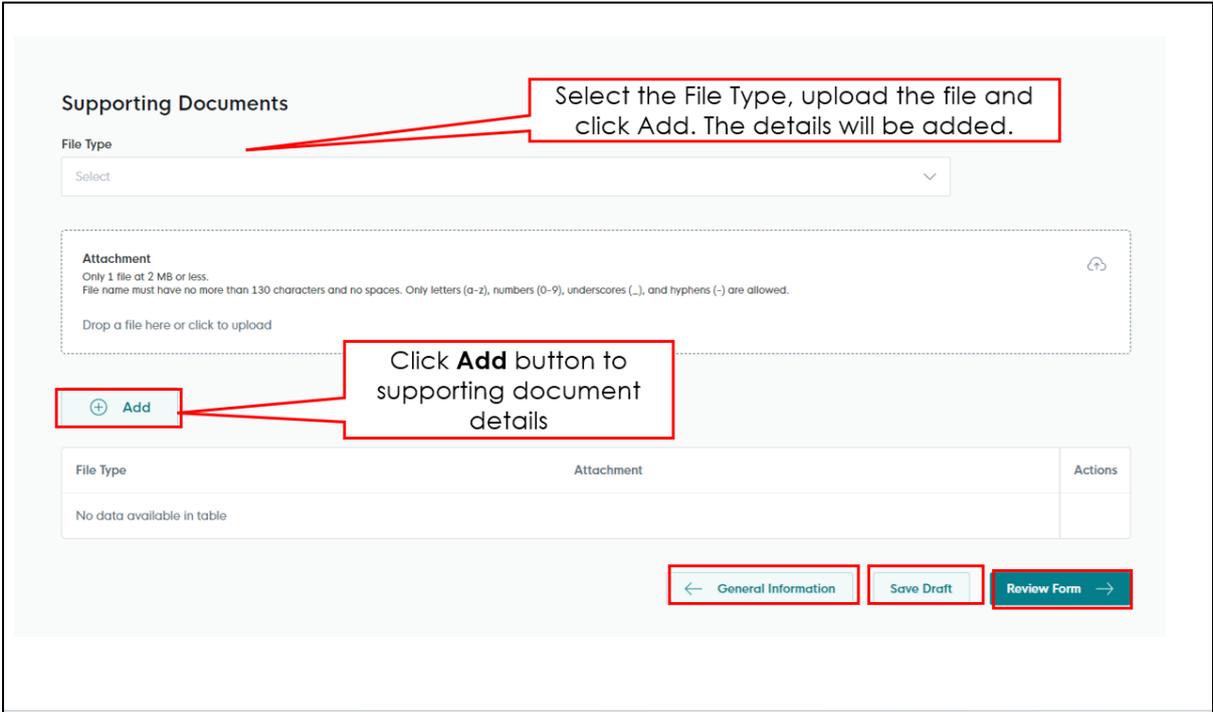
Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Authorisation for Management Staff
- BCP Form
- Others

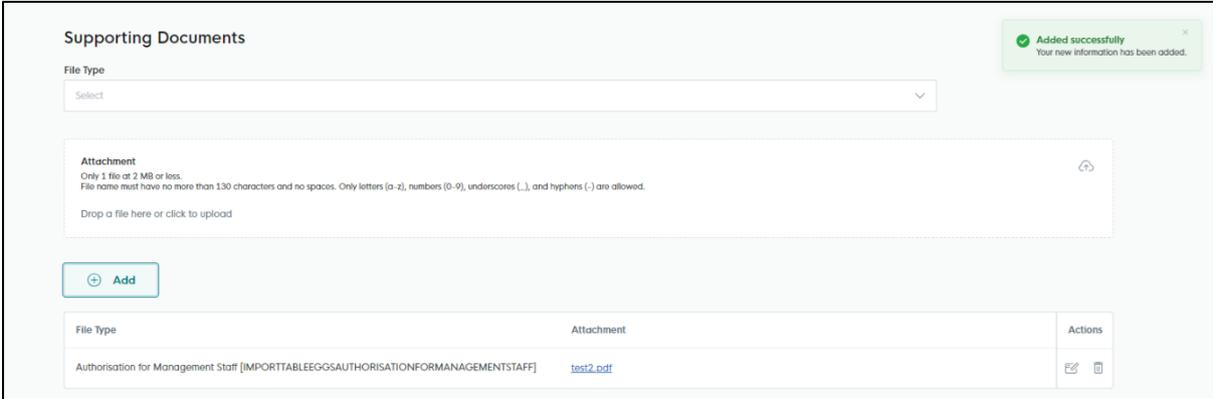


Upload Supporting Documents



Supporting Document List

42. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.



Uploaded Document

43. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.
44. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Company Detail, Application Details for Licence to Import Table Eggs (SFA), Owner Organisation Details, Egg Storage Establishment, and Emergency Contact. At the bottom, there are two buttons: 'Back to Edit' and 'Submit'. Callouts point to these buttons and a scroll bar on the right side of the form.

scroll down for all the sections and review the filled form.

Click **Back to Edit** for editing the application.

Click **Declaration** to declare and submit the application.

Review Form

45. Click **Back to Edit** to continue editing the application.

46. Scroll down for all the sections to review the filled details and click **Submit** to submit the application.

The screenshot shows the 'Declaration' page (STEP 4) with the following text: 'Please scroll to read and acknowledge the following clauses.' Below this is a 'General Declaration' section with a checkbox that is checked. The text of the declaration includes: 'I declare that all the information given in this application form is true and correct. I am aware that legal action may be taken against me if I had knowingly provided false information. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in... Licence to Import Table Eggs (SFA) I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order. I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorised by the SFA for the purposes of the SFA's functions and duties under the SFA Act and any other legislation.' At the bottom, there are two buttons: 'Review Form' and 'Submit'. Callouts point to the checked checkbox and the two buttons.

Click **Submit**.

Check the box for declaration.

Click **Review Form** to review the form again.

Declare Form

47. Check the declaration.

48. Click **Review Form** to review the form again.

49. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application
A confirmation email has been sent to you.

Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import Table Eggs	FC244786788	1 working day	Submitted

Next Steps
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

Click Return to Dashboard.

[Return to Dashboard →](#)

Acknowledgement

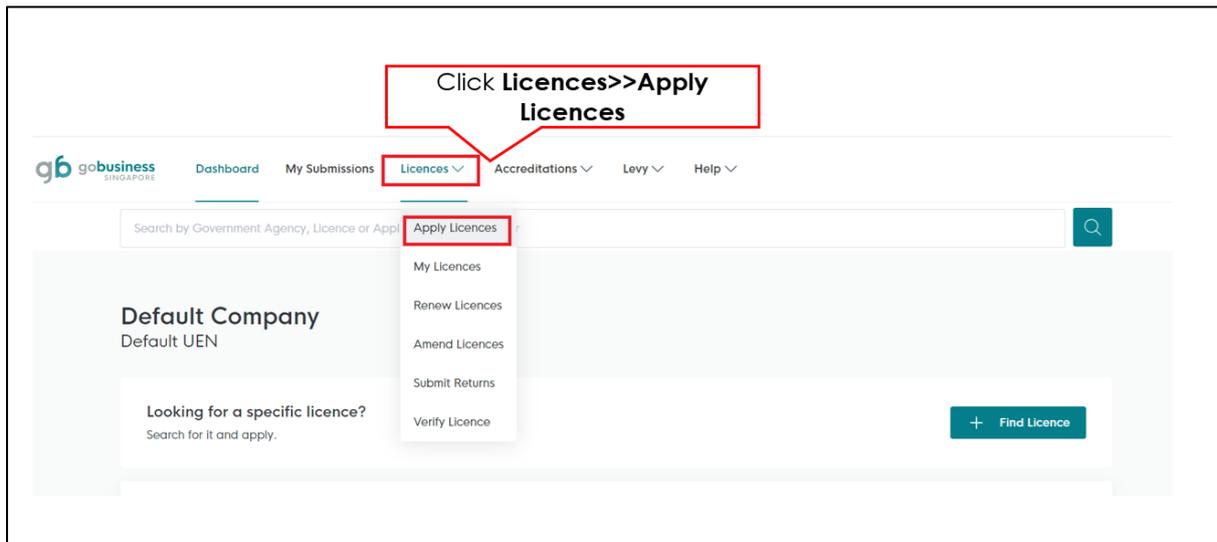
50. The acknowledgement mail will be sent to your registered email.

51. Click Return to Dashboard to exit.

Chapter 6: Licence to Import Sheep & Goats

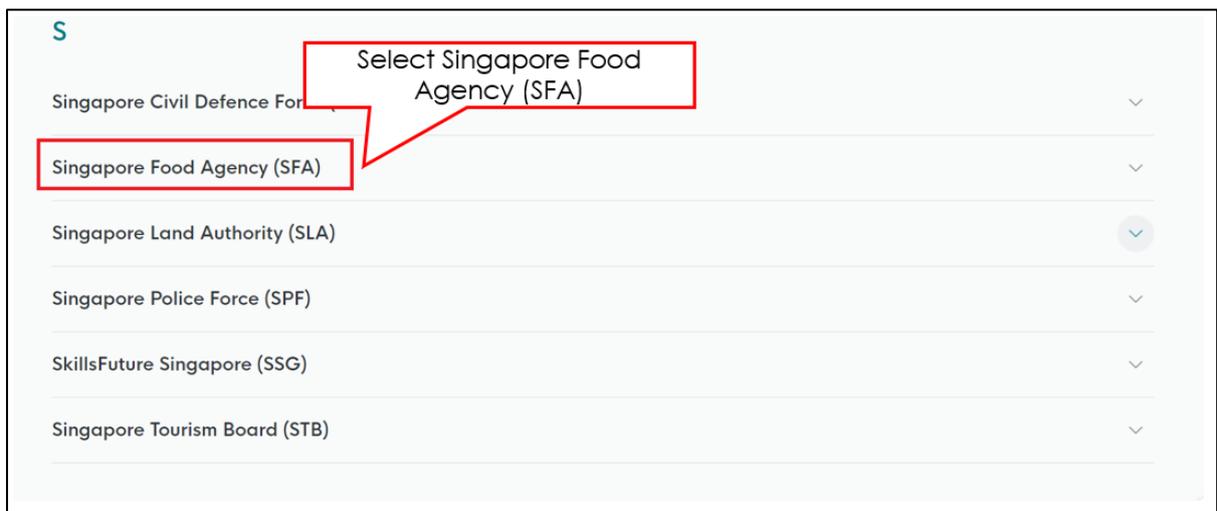
Apply New Licence Application (Company)

Choose Agency



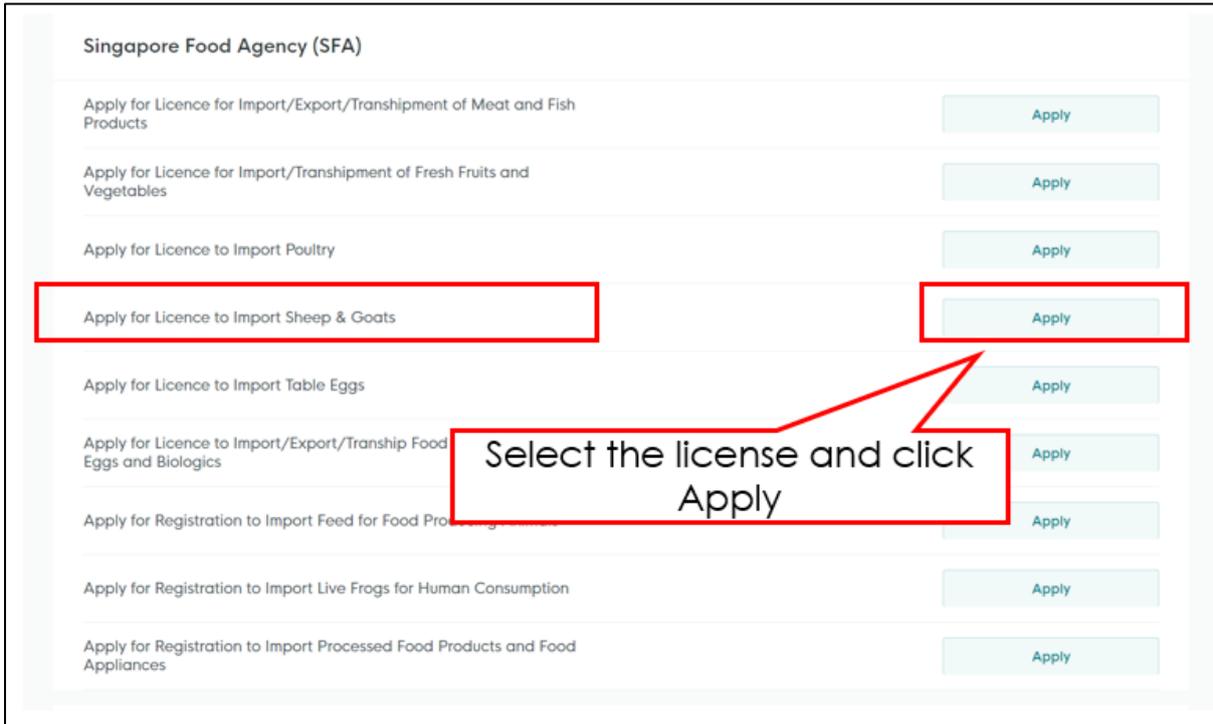
Licences

1. Click **Licences>>Apply Licences**.



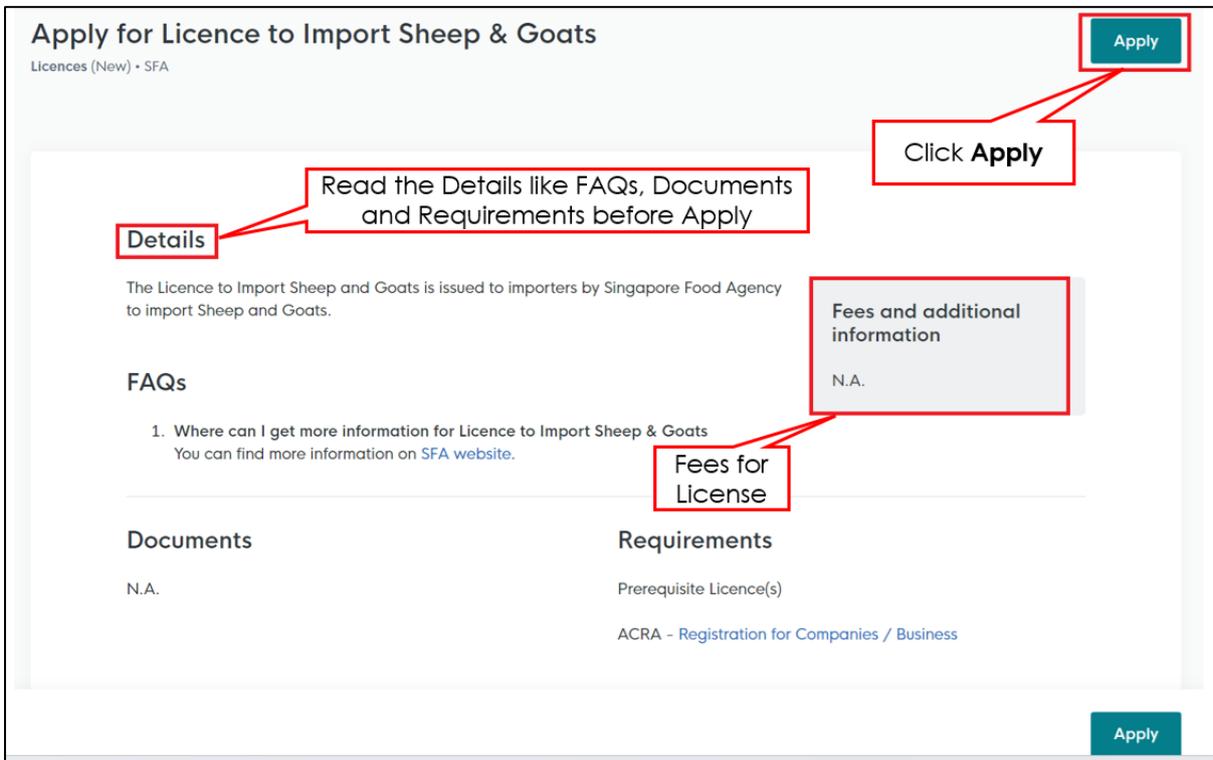
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Licence to Import Sheep & Goats** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

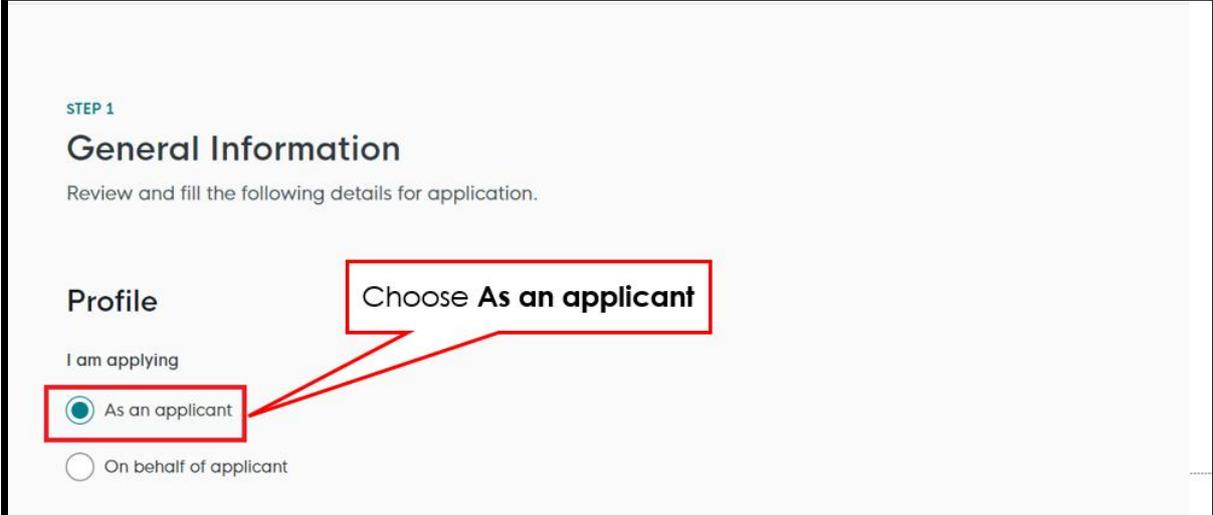


Apply for Licence to Import Sheep & Goats

5. Read the Details section for Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant



STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **As an applicant**

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

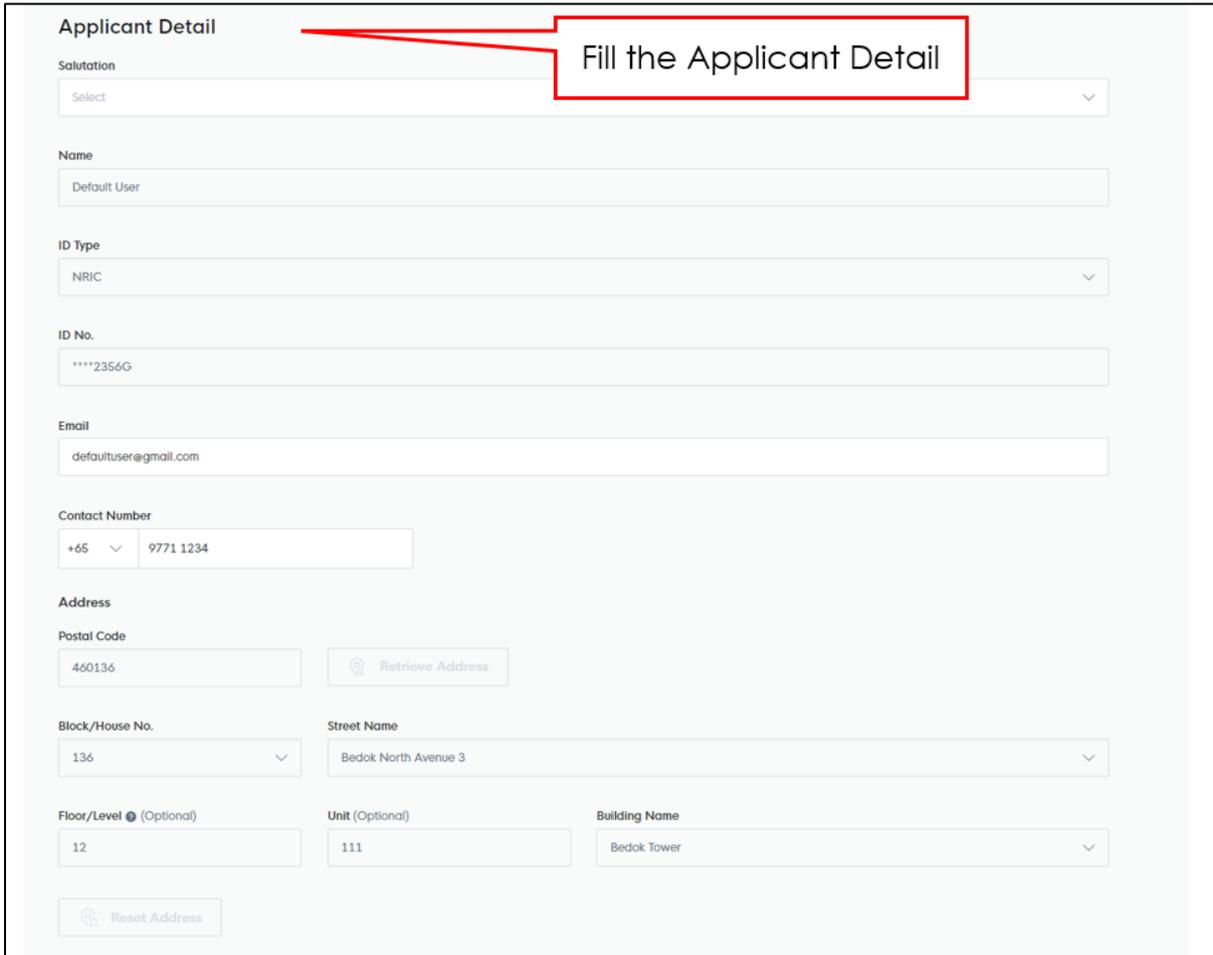
Contact Number
+65 9771 1234

Address

Postal Code
460136 [Retrieve Address](#)

Block/House No. 136 [Reset Address](#) Street Name
Bedok North Avenue 3

Floor/Level (Optional) 12 Unit (Optional) 111 Building Name
Bedok Tower

A screenshot of a web form titled "Applicant Detail". The form contains several input fields: "Salutation" (dropdown menu with "Select" selected), "Name" (text input with "Default User"), "ID Type" (dropdown menu with "NRIC"), "ID No." (text input with "****2356G"), "Email" (text input with "defaultuser@gmail.com"), "Contact Number" (dropdown for country code "+65" and text input "9771 1234"), "Address" section with "Postal Code" (text input "460136" and "Retrieve Address" button), "Block/House No." (dropdown "136" and "Reset Address" button), "Street Name" (dropdown "Bedok North Avenue 3"), "Floor/Level (Optional)" (text input "12"), "Unit (Optional)" (text input "111"), and "Building Name" (dropdown "Bedok Tower"). A red rectangular box highlights the "Salutation" dropdown, with a red arrow pointing from the box to the text "Fill the Applicant Detail".

Applicant Details

7. Fill the Applicant Details.

Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438

Retrieve Address

Block/House No.
10

Street Name
Pasir Panjang Road

Floor/Level (Optional)
10

Unit (Optional)
01

Building Name
Mapletree Business City

Reset Address

Save Draft

Application Details →

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose On behalf of applicant

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail

Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tintom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: Salutation (dropdown menu), Name (text input with 'Tim Tom'), ID Type (dropdown menu with 'NRIC'), ID No. (text input with '****2356G'), Email (text input with 'tmtom@abc.com'), and Contact Number (text input with '+65' and '9876 5432'). At the bottom right, there are two buttons: 'Save Draft' and 'Application Details →'. A red callout box points to the top of the form with the text 'Fill the Filer Detail'. Another red callout box points to the 'Save Draft' and 'Application Details' buttons with the text 'Click Save Draft' and 'Click Application Details'.

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows the 'Application Details for Licence to Import Sheep & Goats (SFA)' form. It includes a 'Retrieve' button, an 'Applicant Type' dropdown menu (set to 'Organisation'), and an 'Owner Organisation Name' dropdown menu (set to '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'). A red callout box points to the 'Retrieve' button with the text 'Click Retrieve button to get the Owner Organisation Details'.

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.
 Home Tel Number [HME]
 Mobile Number [MBL]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Fill the Applicant's Details

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Applicant's Address Details

Fill the Mailing Address

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

Applicant's Address Details

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Applicant Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises

Select ▼

Local Address

Postal Code Click **Retrieve Address**

Block/House No. ▼ Street Name ▼

Floor/Level (Optional) ▼ Unit (Optional) ▼ Building Name (Optional) ▼

Eg: 01, B1, 01M Eg: #05-01, use 01

Click **Reset Address** button to reset the address details.

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', 'Postal Code (Optional)', and 'Country/Region'. Each field has a character count on the right side (e.g., 0/90 for Address Line 1, 0/12 for Country/Region).

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Local [LOCAL]' radio button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', the 'Standard [STANDARD]' radio button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Standard** and fill the address'. The form includes a 'Type of Premises' dropdown menu. Below that, there are input fields for 'Postal Code', 'Block/House No.', 'Street Name', 'Floor/Level @ (Optional)', 'Unit (Optional)', and 'Building Name (Optional)'. A 'Retrieve Address' button is located between the 'Postal Code' and 'Block/House No.' fields, highlighted with a red box. A red callout box points to it with the text: 'Click **Retrieve Address**'. At the bottom left, there is a 'Reset Address' button, also highlighted with a red box. A red callout box points to it with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Fill the Organisation Operating Address

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Fill the Organisation Contact Details

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select ▼

Address

Postal Code

Click **Retrieve Address**

Block/House No. ▼

Street Name ▼

Floor/Level (Optional) ▼

Eg: 01, B1, 01M

Unit (Optional) ▼

Eg: #05-01, use 01

Building Name (Optional) ▼

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type
 Local [LOCAL]
 Foreign [FOREIGN]

Type of Premises
Select

Address Line 1
0/60

Address Line 2
0/60

Address Line 3 (Optional)
0/60

Address Line 4 (Optional)
0/60

Address Line 5 (Optional)
0/60

City (Optional)
0/60

State (Optional)
0/60

Postal Code (Optional)
0/12

Country/Region
Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

36. Fill the Address fields.
37. Continue filling Import details next.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Purpose of Import

Purpose of Import

Purpose of Import

Transshipment [TRAN]

Add

A minimum of 1 entry is required for Purpose of Import.

No.	Purpose of Import	Others	Actions
No data available in table			

Purpose of Import

39. Select the **Purpose of Import** as Festivals, Transshipment and Others.

40. Click **Add** to add the import details. The details added successfully.

Purpose of Import

Added successfully
Your new information has been added.

Purpose of Import

Select

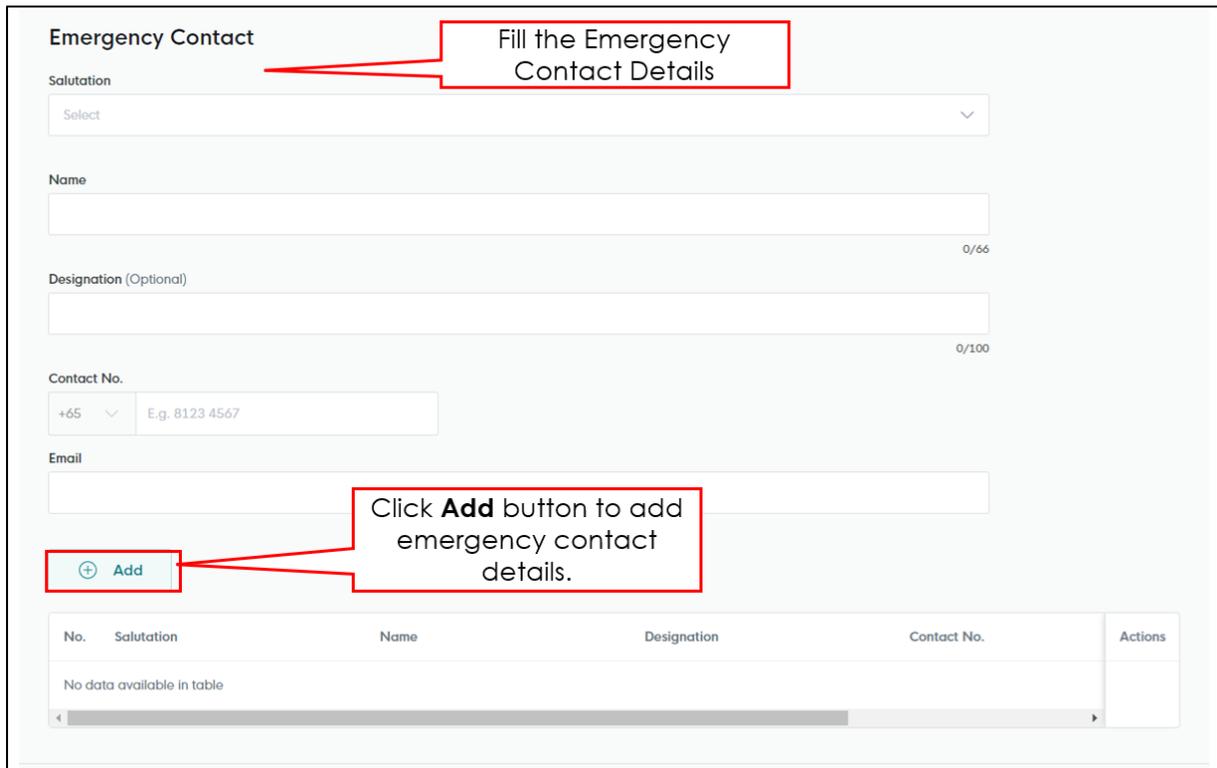
Add

No.	Purpose of Import	Others	Actions
1	Transshipment [TRAN]	-	

Import Details Added

The user can add more and can edit or delete the import details.

Emergency Contact



Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

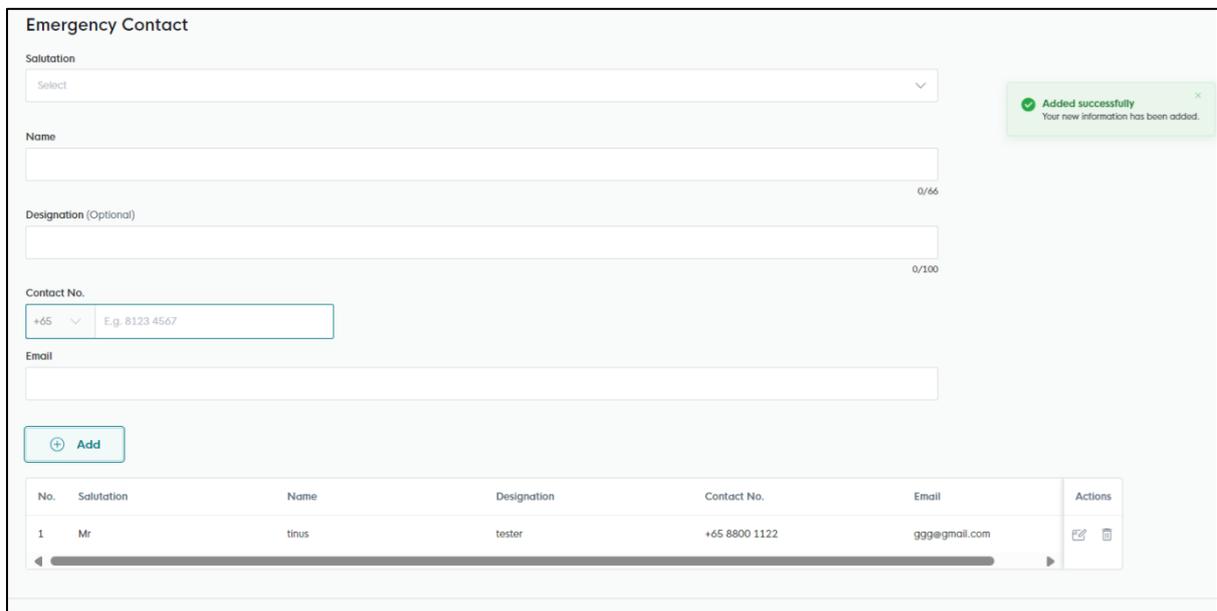
+ Add

Click **Add** button to add emergency contact details.

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

41. Fill the Emergency Contact details. One contact is mandatory.



Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Added successfully
Your new information has been added.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	 

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Authorisation for Management Staff
- Others

The screenshot shows the 'Supporting Documents' form. A callout box points to the 'File Type' dropdown menu, stating: 'Select the File Type, upload the file and click Add. The details will be added.' Another callout box points to the 'Add' button, stating: 'Click Add button to supporting document details'. At the bottom of the form, three buttons are visible: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Authorisation for Management Staff [IMPORTSHEEPGOATAUTHORISATIONFORMANAGEMENTSTAFF]

Others [IMPORTSHEEPANDGOATSSUPPORTINGDOCS]

Supporting Document List

42. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a document has been added. A green success message in the top right corner reads: 'Added successfully. Your new information has been added.' The 'Attachment' section now displays a table with one row:

File Type	Attachment	Actions
Authorisation for Management Staff [IMPORTABLEEGGSAUTHORISATIONFORMANAGEMENTSTAFF]	test2.pdf	

Uploaded Document

43. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.
44. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Company Detail, Application Details for Licence to Import Sheep & Goats (SFA), Owner Organisation Details, Purpose of Import, and Emergency Contact. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Red callout boxes provide instructions: 'scroll down for all the sections and review the filled form.' points to the top of the form; 'Click **Back to Edit** for editing the application.' points to the 'Back to Edit' button; and 'Click **Declaration** to declare and submit the application.' points to the 'Declaration' button.

Review Form

45. Click **Back to Edit** to continue editing the application.
46. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

The screenshot shows the 'Declaration' page, labeled 'STEP 4'. It contains a 'General Declaration' section with a checkbox for 'I hereby declare that all of the above is true.' Below this is a 'Licence to Import Sheep & Goats (SFA)' section with a paragraph of text. At the bottom, there are two buttons: 'Review Form' and 'Submit'. Red callout boxes provide instructions: 'Check the box for declaration.' points to the checkbox; 'Click **Review Form** to review the form again.' points to the 'Review Form' button; and 'Click **Submit**.' points to the 'Submit' button.

Declare Form

47. Check the declaration.
48. Click **Review Form** to review the form again.
49. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application
A confirmation email has been sent to you.

Successfully submitted
You have successfully submitted.

Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import Sheep & Goats	FC244786899	1 working day	Submitted

Next Steps
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsontologic.com.sg.

Click **Return to Dashboard.**

[Return to Dashboard](#) →

Acknowledgement

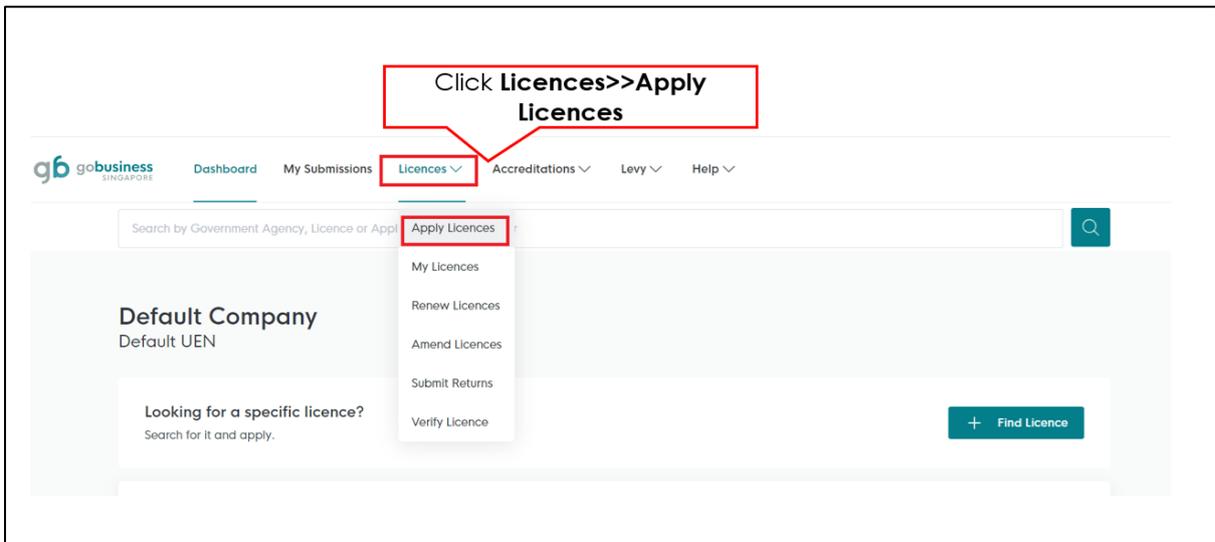
50. The acknowledgement mail will be sent to your registered email.

51. Click Return to Dashboard to exit.

Chapter 7: Licence to Import Poultry

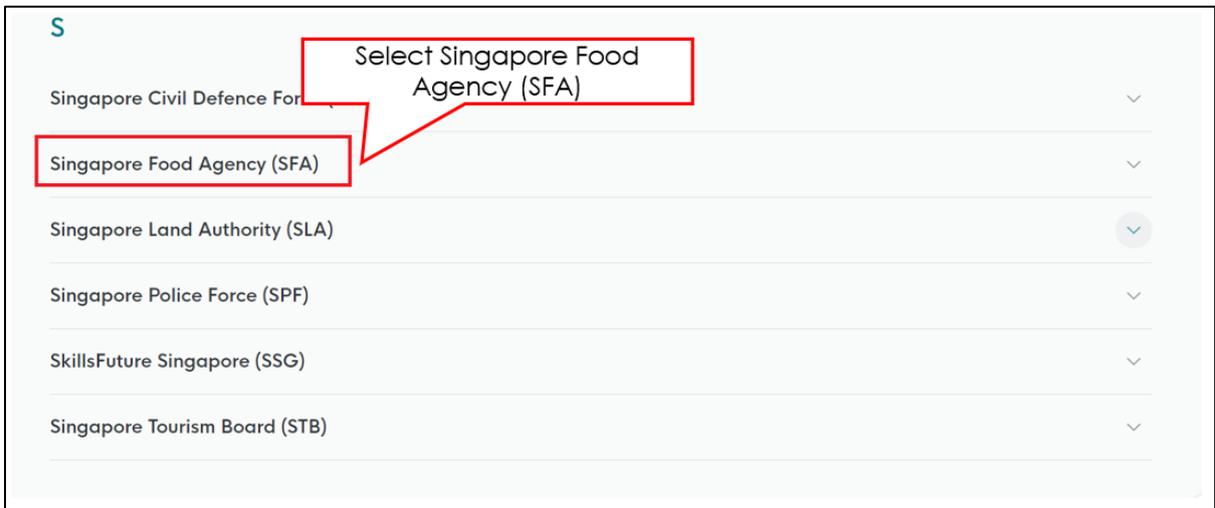
Apply New Licence Application (Company)

Choose Agency



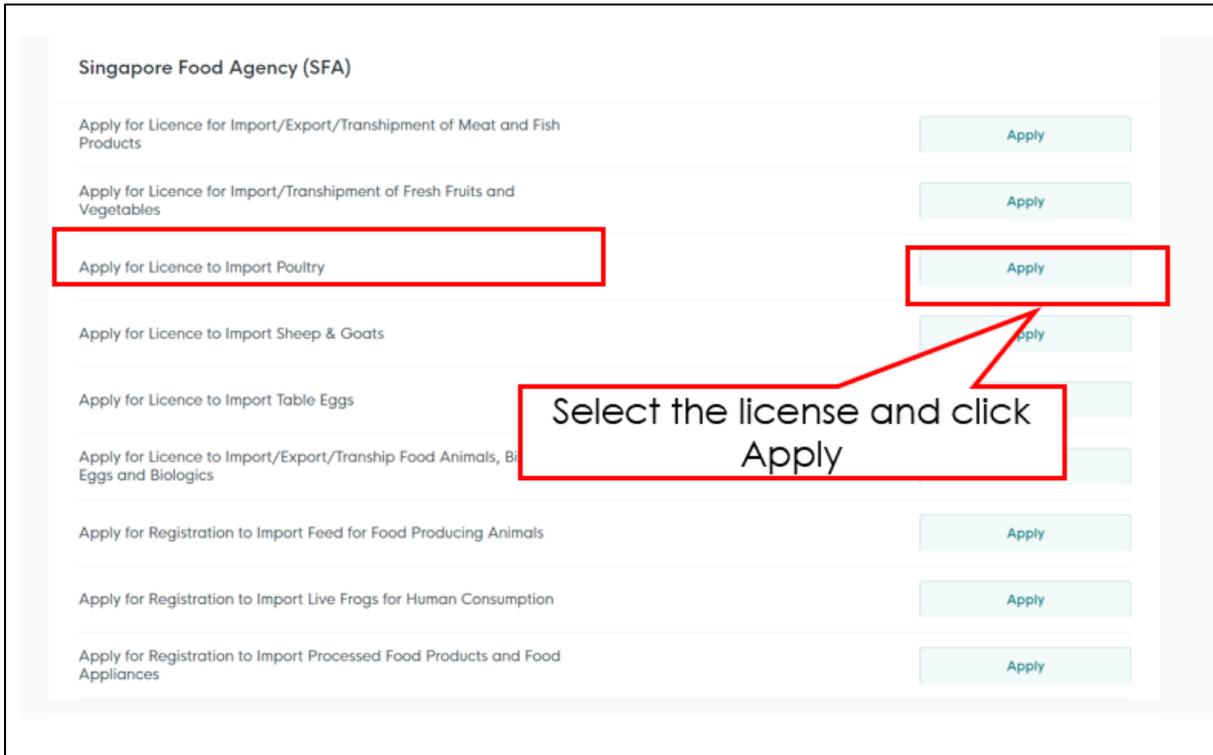
Licences

1. Click **Licences>>Apply Licences**.



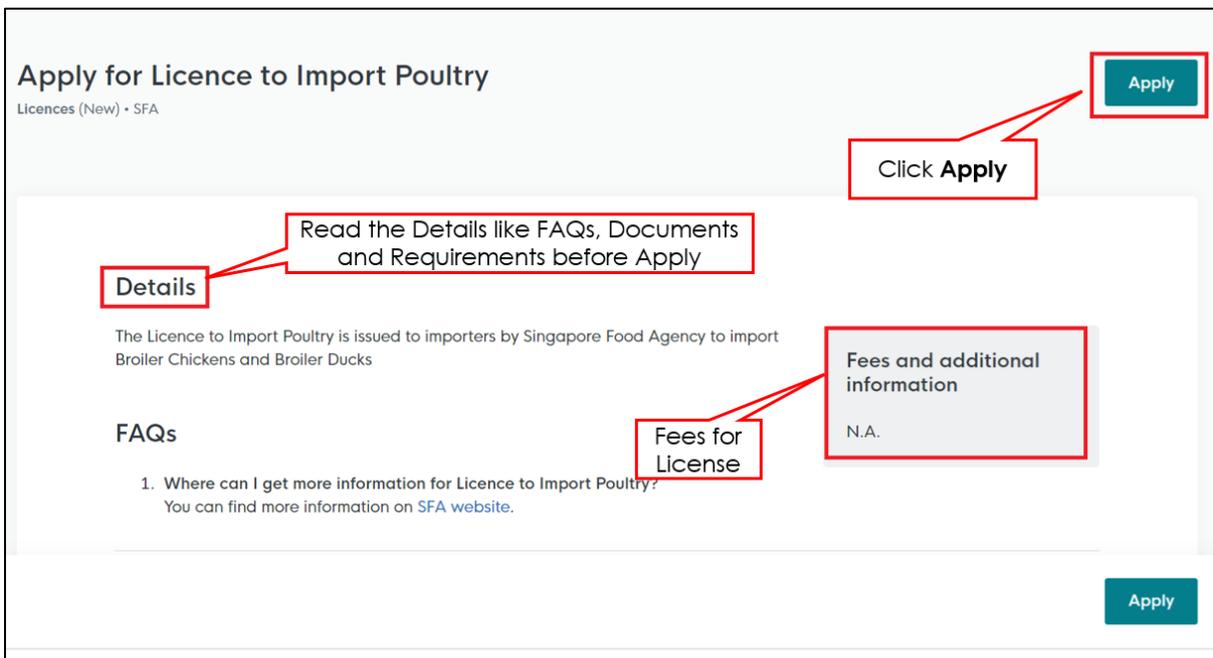
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Licence to Import Poultry**.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



Apply for Licence to Import Poultry

5. Read the Details section for Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose As an applicant

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136

Block/House No.
136

Street Name
Bedok North Avenue 3

Floor/Level (Optional)
12

Unit (Optional)
111

Building Name
Bedok Tower

Retrieve Address

Reset Address

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and annotations:

- Company Name:** MANAGEMENT PTE. A red callout box points to this field with the text "Fill the Company Detail".
- UEN:** 197101238G.
- Entity Type:** Local Company (dropdown menu).
- Registered Address:**
 - Postal Code:** 117438. A "Retrieve Address" button is next to it.
 - Block/House No.:** 10 (dropdown menu).
 - Street Name:** Pasir Panjang Road (dropdown menu).
 - Floor/Level (Optional):** 10.
 - Unit (Optional):** 01.
 - Building Name:** Mapletree Business City (dropdown menu).
 - A "Reset Address" button is located at the bottom left of the address section.
- Buttons:** "Save Draft" and "Application Details" (with a right arrow) are at the bottom right. A red callout box points to these buttons with the text "Click Save Draft" and "Click Application Details".

Company Details

- 8. Fill the Company Details.
- 9. Click **Save Draft** to save the details.
- 10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose On behalf of applicant

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail

Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tintom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: Salutation (dropdown menu with 'Select'), Name (text input with 'Tim Tom'), ID Type (text input with 'NRIC'), ID No. (text input with '****2356G'), Email (text input with 'tmtom@abc.com'), and Contact Number (text input with '+65' and '9876 5432'). At the bottom right, there are two buttons: 'Save Draft' and 'Application Details →'. A red callout box points to the form title 'Filer Detail' with the text 'Fill the Filer Detail'. Another red callout box points to the 'Save Draft' and 'Application Details' buttons with the text 'Click Save Draft' and 'Click Application Details'.

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows the 'Application Details for Licence to Import Poultry (SFA)' form. It includes a 'Retrieve' button under the 'Owner Organisation Details' section. Below this are fields for 'Applicant Type' (dropdown menu with 'Organisation [Organisation]') and 'Owner Organisation Name [UEN/ NRIC]' (text input with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'). A red callout box points to the 'Retrieve' button with the text 'Click Retrieve button to get the Owner Organisation Details'.

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.

Home Tel Number [HME]
 Mobile Number [MBL]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

Applicant's Address Details

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Applicant Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises

Select ▼

Local Address

Postal Code Click **Retrieve Address**

Block/House No. ▼ Street Name ▼

Floor/Level (Optional) ▼ Unit (Optional) ▼ Building Name (Optional) ▼

Eg: 01, B1, 01M Eg: #05-01, use 01

Click **Reset Address** button to reset the address details.

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', the 'Foreign [FOREIGN]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character count (0/90 or 0/12). At the bottom, the 'Country/Region' dropdown is also set to 'Select'.

Applicants Address Type Foreign

- 24. Fill the Mailing Address details.
- 25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Local [LOCAL]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', the 'Standard [STANDARD]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Standard** and fill the address'. The form includes a 'Type of Premises' dropdown set to 'Select'. Under 'Mailing Address', there are input fields for 'Postal Code', 'Block/House No.', 'Street Name', 'Floor/Level @ (Optional)', 'Unit (Optional)', and 'Building Name (Optional)'. A 'Retrieve Address' button is highlighted with a red box and a callout box that says: 'Click **Retrieve Address**'. At the bottom, a 'Reset Address' button is highlighted with a red box and a callout box that says: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Fill the Organisation Operating Address

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select ▼

Address

Postal Code Click **Retrieve Address**

Block/House No. ▼ Street Name ▼

Floor/Level (Optional) ▼ Unit (Optional) ▼ Building Name (Optional)

Eg: 01, B1, 01M ▼ Eg: #05-01, use 01 ▼

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

- 36. Fill the Address fields.
- 37. Continue filling Product Details next.

Notes & Terms and Conditions

Notes:

Please note that you must furnish a valid SFA's licence number of the local poultry slaughterhouse where the poultry is going to be slaughtered during the licence application.

Terms and Conditions of Licence

Terms and Conditions of Licence

I have read and understood the terms & conditions of this licence, and agree to comply with them.

Notes & Terms and Conditions of Licence

- 38. Check the box in the terms and conditions of licence section.

Product Details



The screenshot shows a form titled "Product Details". Under the heading "Product Type", there are two radio button options: "Broiler Chickens [C]" and "Broiler Ducks [D]". A red callout box with the text "Select the Product Type" has two lines pointing to the radio buttons.

Product Details

39. Select the **Product Type** as Broiler Chickens or Broiler Ducks.

Poultry Slaughter House Address



The screenshot shows a form titled "Poultry Slaughter House Address". It contains several input fields: "Slaughterhouse Licence Number" (0/50), "UEN Number (Optional)" (0/10), "Company Name (Optional)" (0/100), and "Address (Optional)" (0/66). There are three callouts: 1) "Enter the Poultry Slaughter House Address details" pointing to the "Slaughterhouse Licence Number" field; 2) "Click Retrieve Company Detail" pointing to a "Retrieve Company Detail" button; 3) "Click Add" pointing to an "Add" button. Below the form is a table with columns: "No.", "Slaughterhouse Licence Number", "UEN Number", "Company Name", "Address", and "Actions". The table currently shows "No data available in table".

Poultry Slaughter House Address

40. Enter the Poultry Slaughter House Address.

41. Enter the Slaughterhouse Licence Number to retrieve the company details.

42. Click **Retrieve Company Details** to retrieve the company details.

43. Click **Add** to add the details. The details will be added successfully.

Poultry Slaughter House Address

Slaughterhouse Licence Number 0/50

[Retrieve Company Detail](#)

UEN Number (Optional) 0/10

Company Name (Optional) 0/100

Address (Optional) 0/66

[+ Add](#)

No.	Slaughterhouse Licence Number	UEN Number	Company Name	Address	Actions
1	SP24F0053	533366548	MANAGEMENT PTE	31 SCIENCE PARK ROAD, #123, THE CRIMSON, SINGAPORE 117611	Edit Delete

Poultry Slaughter House Address Added

The user can add more details and edit or delete the details also.

Emergency Contact

Emergency Contact

Salutation [Fill the Emergency Contact Details](#)

Name 0/66

Designation (Optional) 0/100

Contact No.

Email

[+ Add](#) [Click Add button to add emergency contact details.](#)

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

44. Fill the Emergency Contact details. One contact is mandatory.

GoBusiness New Application User Guide
Chapter 7: Licence to Import Poultry

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	 

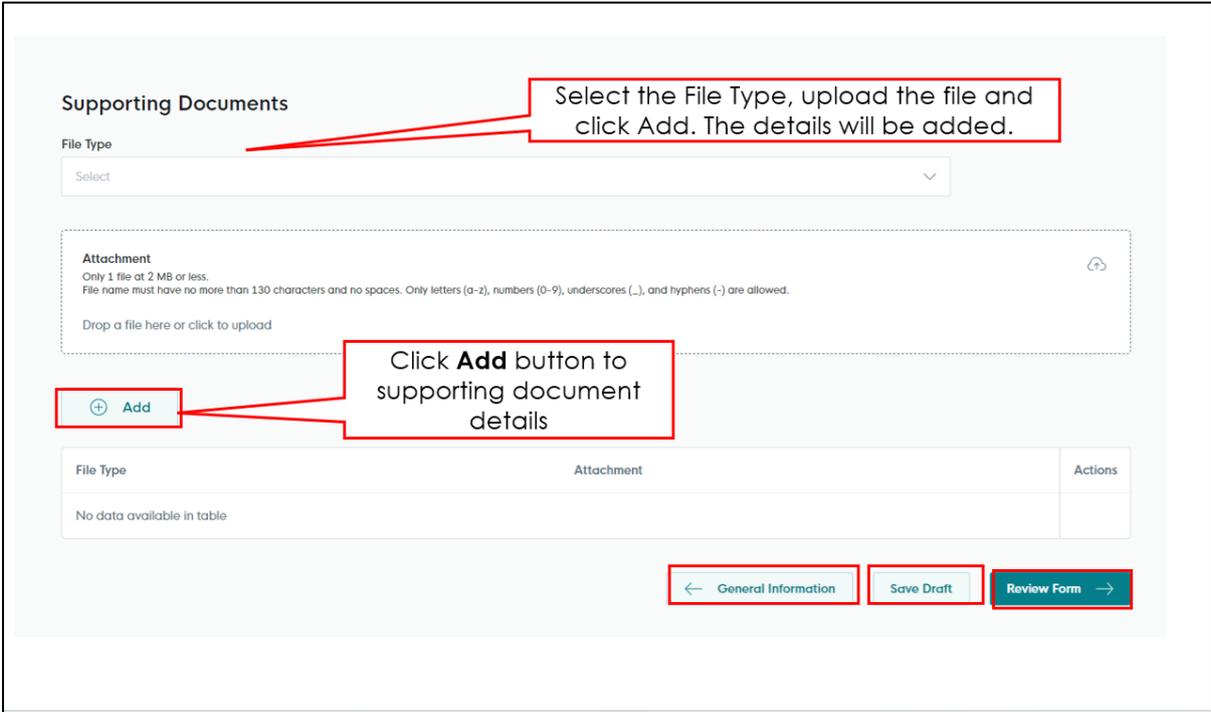
Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Authorisation for Management Staff
- Authorisation for Slaughter House
- Others

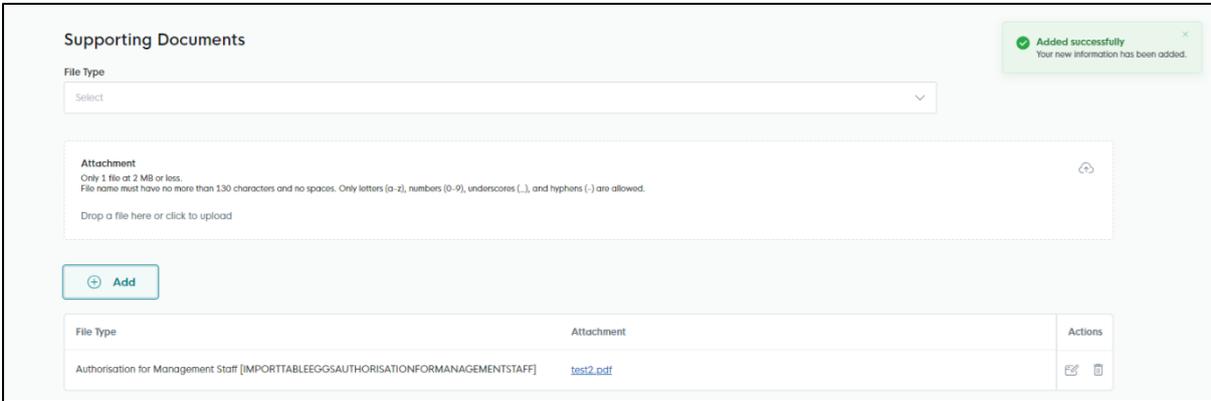


Upload Supporting Documents



Supporting Document List

45. Select the **File Type** and upload the supporting document. Click Add. The document is added successfully. Upload the mandatory documents.

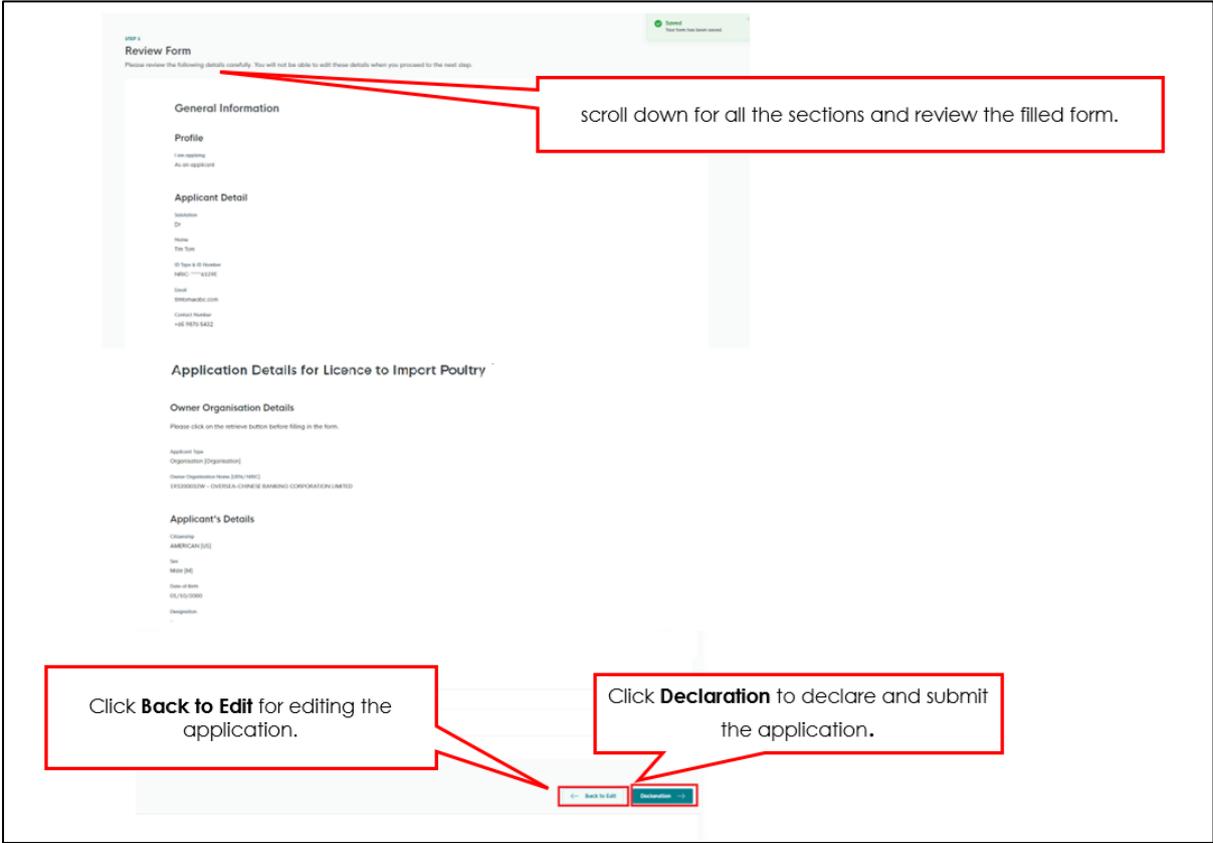


Uploaded Document

46. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.
47. Click **Review Form** to proceed and continue the application.

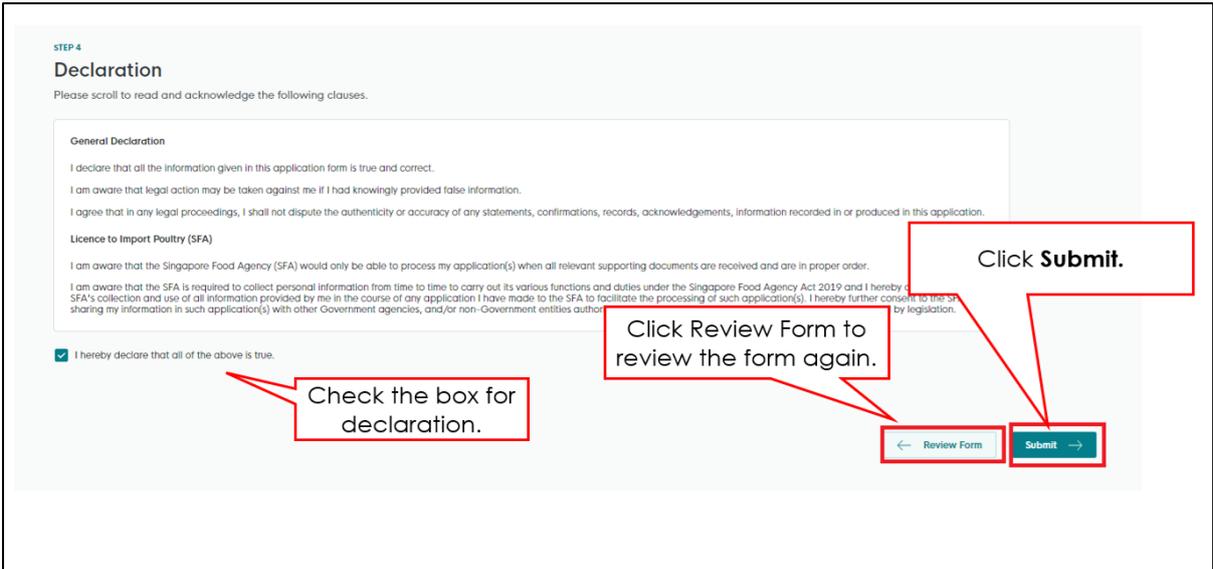
Review Form

Review and Declare



Review Form

- 48. Click **Back to Edit** to continue editing the application.
- 49. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.



Declare Form

50. Check the declaration.
51. Click **Review Form** to review the form again.
52. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application
A confirmation email has been sent to you.

Successfully submitted
You have successfully submitted.

Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import Poultry	FC244783561	1 working day	Submitted

Next Steps

Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsorlogic.com.sg.

[Return to Dashboard →](#)

Click Return to Dashboard.

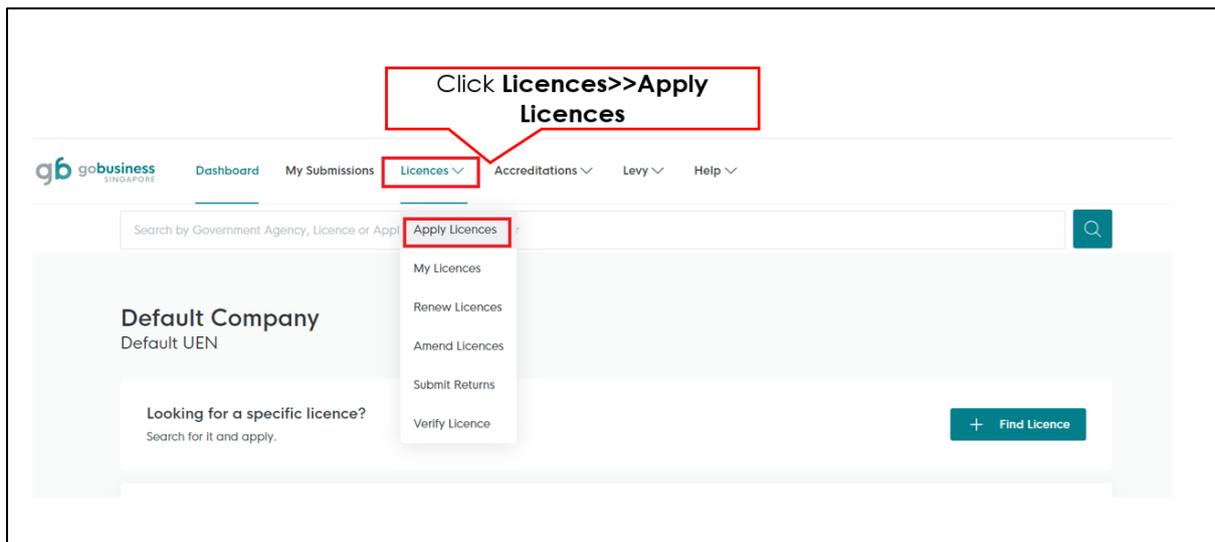
Acknowledgement

53. The acknowledgement mail will be sent to your registered email.
54. Click Return to Dashboard to exit.

Chapter 8: Registration to Import Processed Food Products and Food Appliances

Apply New Licence Application (Company)

Choose Agency



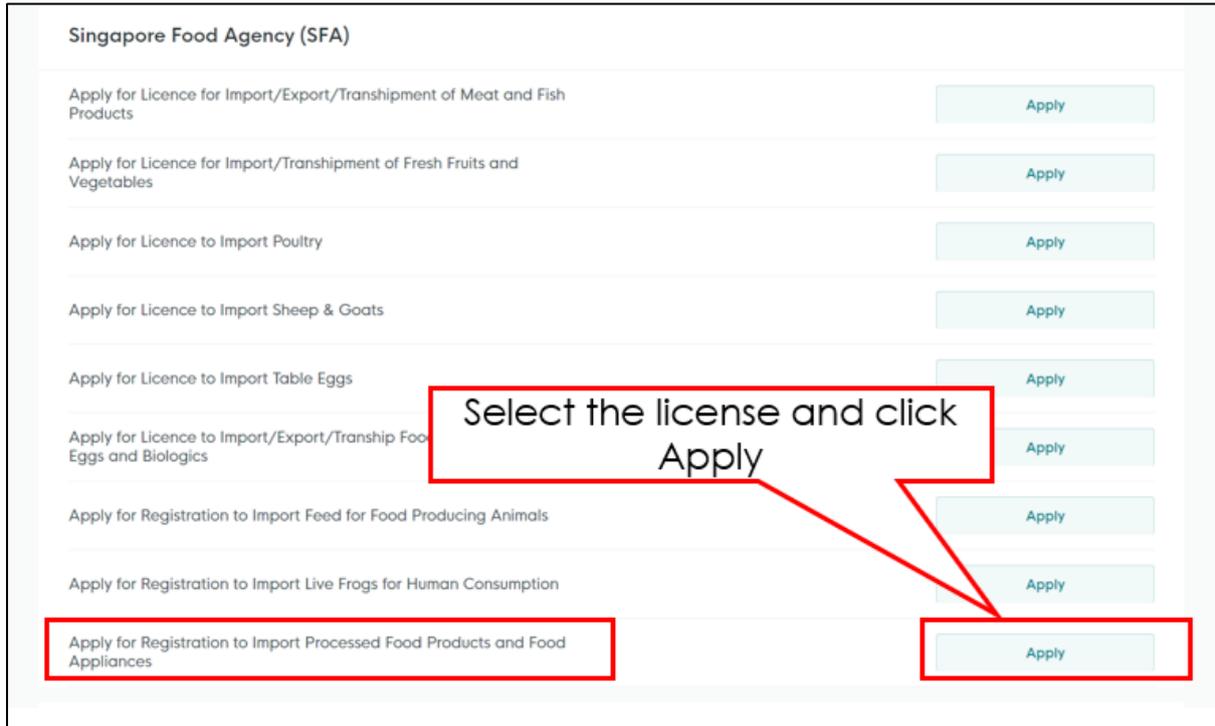
Licences

1. Click **Licences>>Apply Licences**.



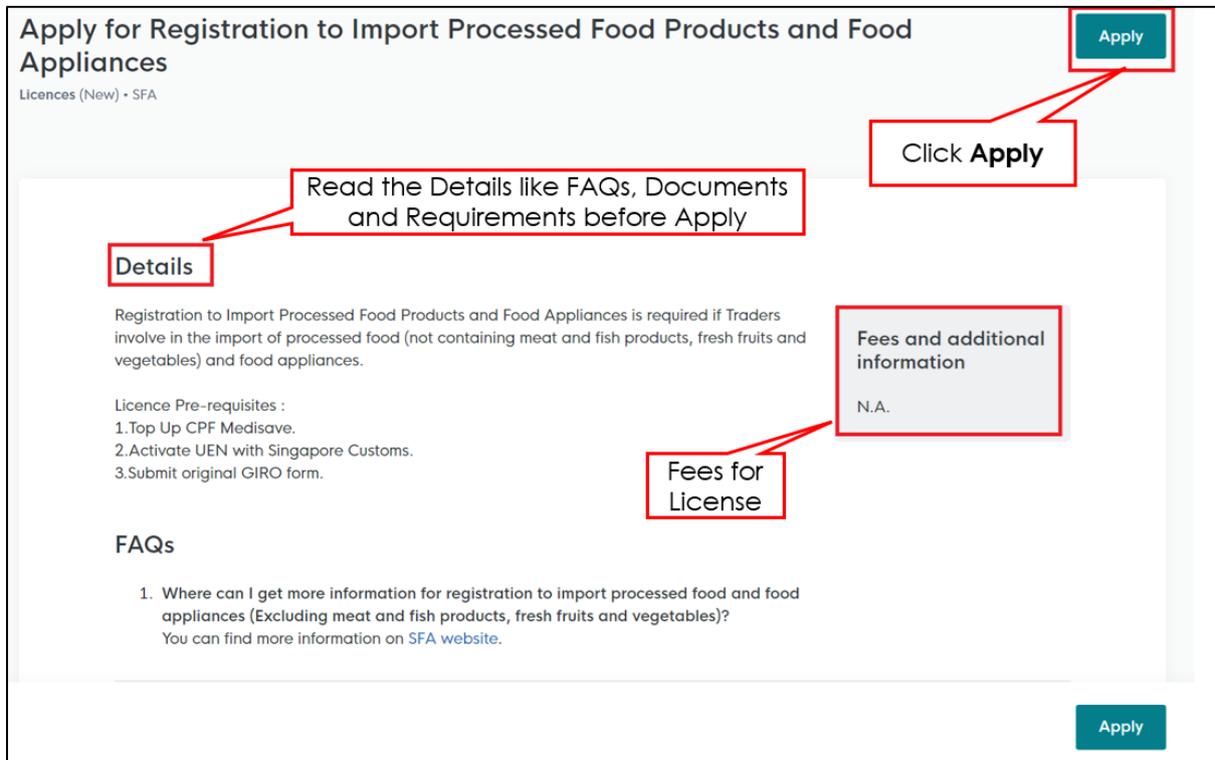
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Registration to Import Processed Food Products and Food Appliances** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

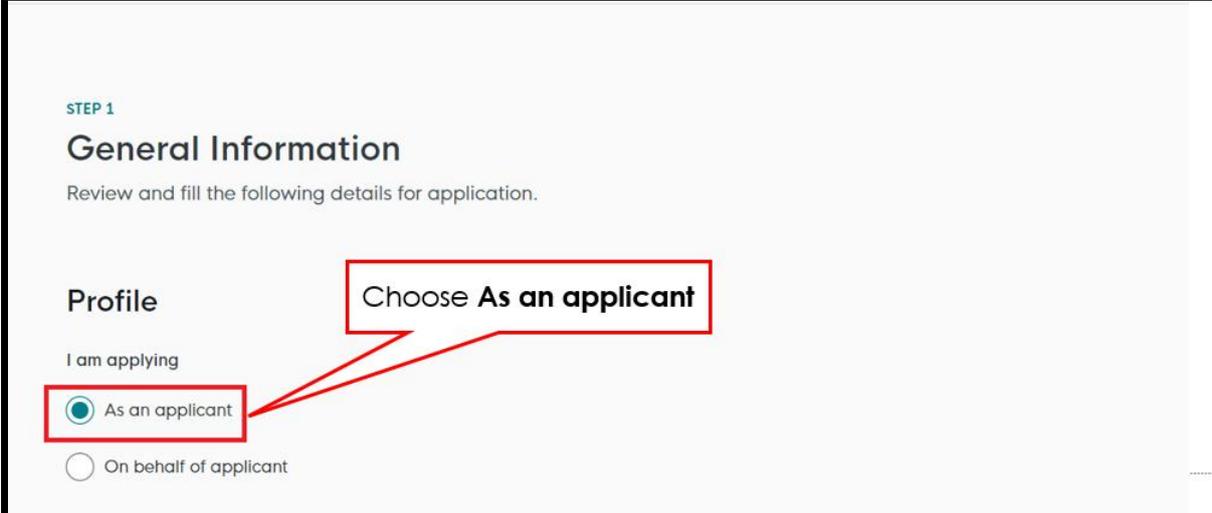


Apply for Registration to Import Processed Food Products and Food Appliances

5. Read the Details section for Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant



STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **As an applicant**

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136 [Retrieve Address](#)

Block/House No. 136 [Street Name](#) Bedok North Avenue 3

Floor/Level (Optional) 12 [Unit \(Optional\)](#) 111 [Building Name](#) Bedok Tower

[Reset Address](#)

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

Company Detail

Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438

Retrieve Address

Block/House No.
10

Street Name
Pasir Panjang Road

Floor/Level (Optional)
10

Unit (Optional)
01

Building Name
Mapletree Business City

Reset Address

Save Draft

Application Details →

Click **Save Draft**
Click **Application Details**

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose On behalf of applicant

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail

Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tintom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. Street Name
10 Pasir Panjang Road

Floor/Level (Optional) Unit (Optional) Building Name
10 01 Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a form titled "Filer Detail" with the following fields: Salutation (dropdown menu with "Select" option), Name (text input with "Tim Tom"), ID Type (dropdown menu with "NRIC" option), ID No. (text input with "****2356G"), Email (text input with "tmtom@abc.com"), and Contact Number (text input with "+65" and "9876 5432"). At the bottom right, there are two buttons: "Save Draft" and "Application Details" with a right-pointing arrow. Red callout boxes highlight the "Filer Detail" title, the "Fill the Filer Detail" instruction, the "Save Draft" and "Application Details" buttons, and the "Click Save Draft" and "Click Application Details" instructions.

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows a form titled "STEP 2 Application Details for Registration to Import Processed Food Products and Food Appliances (SFA)". Below the title, it says "Fill in the following details." The form has a section for "Owner Organisation Details" with a "Retrieve" button. Below this, there are two dropdown menus: "Applicant Type" with "Organisation [Organisation]" selected, and "Owner Organisation Name [UEN/ NRIC]" with "193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED" selected. A red callout box points to the "Retrieve" button with the text "Click Retrieve button to get the Owner Organisation Details".

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.
 Home Tel Number [HME]
 Mobile Number [MBL]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

Applicant's Address Details

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Applicant Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises

Select ▼

Local Address

Postal Code Retrieve Address Click **Retrieve Address**

Block/House No. ▼ Street Name ▼

Floor/Level (Optional) ▼ Unit (Optional) ▼ Building Name (Optional) ▼

Eg: 01, B1, 01M Eg: #05-01, use 01

Reset Address Click **Reset Address** button to reset the address details.

Applicants Address Type Local

23. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)'. Each of these fields has a character count on the right side (e.g., 0/90). At the bottom, there is a 'Country/Region' dropdown menu.

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Local [LOCAL]' radio button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', the 'Standard [STANDARD]' radio button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Standard** and fill the address'. The form includes a 'Type of Premises' dropdown menu. Below that, there are several input fields: 'Postal Code', 'Block/House No.', 'Street Name', 'Floor/Level @ (Optional)', 'Unit (Optional)', and 'Building Name (Optional)'. Each of these fields has a character count on the right side. There are two buttons: 'Retrieve Address' and 'Reset Address'. A red callout box points to the 'Retrieve Address' button with the text: 'Click **Retrieve Address**'. Another red callout box points to the 'Reset Address' button with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

The screenshot displays two main sections of a registration form:

- Organisation Operating Address:** This section includes a title, an "Address Type" label, and two radio button options: "Local [LOCAL]" and "Foreign [FOREIGN]". A red callout box points to this section with the instruction "Fill the Organisation Operating Address".
- Organisation Contact Details:** This section includes a title and four input fields:
 - Telephone Number:** A field with a dropdown menu showing "+65" and a placeholder "E.g. 8123 4567".
 - Fax Number (Optional):** A field with a dropdown menu showing "+65" and a placeholder "E.g. 8123 4567".
 - Business Email:** A wide, empty text input field.
 - UEN of Former Company (Optional):** A wide, empty text input field.A red callout box points to this section with the instruction "Fill the Organisation Contact Details".

In the bottom right corner of the form area, there is a small text "0/20".

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select ▼

Address

Postal Code Click **Retrieve Address**

Block/House No. ▼ Street Name ▼

Floor/Level (Optional) ▼ Unit (Optional) ▼ Building Name (Optional) ▼

Eg: 01, B1, 01M ▼ Eg: #05-01, use 01 ▼

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

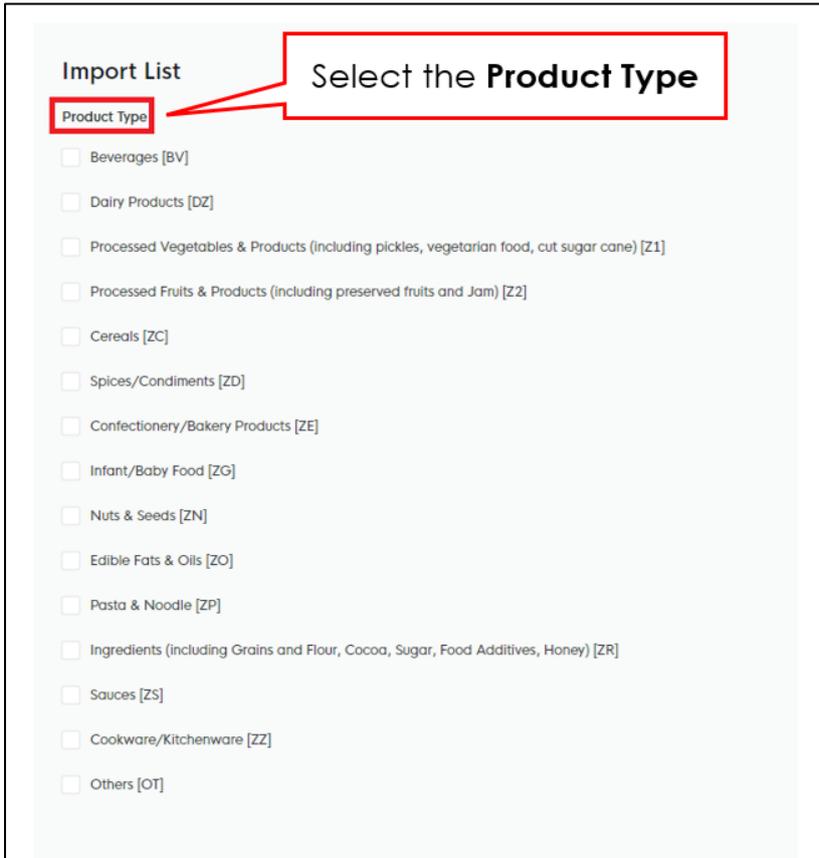
Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

36. Fill the Address fields.
37. Continue filling product details next.



The screenshot shows a form titled "Import List". At the top left, the text "Product Type" is enclosed in a red rectangular box. A red callout box with a pointer originates from this box and contains the text "Select the Product Type". Below the "Product Type" label is a list of 16 product categories, each preceded by an unchecked checkbox:

- Beverages [BV]
- Dairy Products [DZ]
- Processed Vegetables & Products (including pickles, vegetarian food, cut sugar cane) [Z1]
- Processed Fruits & Products (including preserved fruits and Jam) [Z2]
- Cereals [ZC]
- Spices/Condiments [ZD]
- Confectionery/Bakery Products [ZE]
- Infant/Baby Food [ZG]
- Nuts & Seeds [ZN]
- Edible Fats & Oils [ZO]
- Pasta & Noodle [ZP]
- Ingredients (including Grains and Flour, Cocoa, Sugar, Food Additives, Honey) [ZR]
- Sauces [ZS]
- Cookware/Kitchenware [ZZ]
- Others [OT]

Product Type

38. Select the **Product Type** from the Import list.

Establishment Address

Establishment Address

Fill the Establishment Address

Type of Premises: Select

Operating/ Establishment Address

Postal Code: [Input field] **Retrieve Address**

Block/House No.: [Input field] Street Name: [Input field]

Floor/Level (Optional): Eg: 01, B1, 01M Unit (Optional): Eg: #05-01, use 01 Building Name (Optional): [Input field]

Reset Address

Reset Address button to reset the address details.

Licence/Registration Number eg. WH12A0001 (if any) (Optional): [Input field] 0/65

Add

Add button to add establishment address details.

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
No data available in table				

Establishment Address

39. Fill the Establishment Address.
40. Click **Retrieve** to get the postal code.
41. Click **Retrieve Address** to retrieve the address details.
42. Click **Reset Address** to reset the address details.
43. Click **Add** to add the establishment address details.

Establishment Address

Type of Premises: Select

Operating/ Establishment Address

Postal Code: [Input field] **Retrieve Address**

Block/House No.: [Input field] Street Name: [Input field]

Floor/Level (Optional): Eg: 01, B1, 01M Unit (Optional): Eg: #05-01, use 01 Building Name (Optional): [Input field]

Reset Address

Licence/Registration Number eg. WH12A0001 (if any) (Optional): [Input field] 0/65

Add

Added successfully
Your new information has been added.

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
1	Cold Room [CR]	117 HO CHING ROAD, NIL, Singapore 610117	11	[Edit] [Delete]

Establishment Address Details Added

The user can add more and can edit or delete the address details.

Emergency Contact

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Click **Add** button to add emergency contact details.

Fill the Emergency Contact Details

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

44. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Added successfully
Your new information has been added.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Any Supporting Documents

Supporting Documents

File Type: Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
No data available in table		

Navigation: [← General Information](#) | [Save Draft](#) | [Review Form →](#)

Upload Supporting Documents

Any supporting documents [IMPORTPROCESSEDFOODPRODUCTSANDAPPLIANCESRNWANYSUPPORTINGDOCU]

Supporting Document List

45. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

Supporting Documents

File Type: Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
Any supporting documents [IMPORTPROCESSEDFOODPRODUCTSANDAPPLIANCESRNWANYSUPPORTINGDOCU]	test2.pdf	

Uploaded Document

46. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.

47. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Application Details for Registration to Import Processed Food Products and Food Appliances (SFA), Owner Organisation Details, Applicant's Details, Import List, and Establishment Address. At the bottom, there are two buttons: 'Back to Edit' and 'Submit'. Three callout boxes provide instructions: one pointing to the top of the form saying 'scroll down for all the sections and review the filled form.', one pointing to the 'Back to Edit' button saying 'Click **Back to Edit** for editing the application.', and one pointing to the 'Submit' button saying 'Click **Declaration** to declare and submit the application.'

Review Form

48. Click **Back to Edit** to continue editing the application.
49. Scroll down for all the sections to review the filled details and click **Submit** to submit the application.

The screenshot shows the 'Declaration' page (STEP 4) with a 'General Declaration' section containing a text area with a declaration statement. Below the text area is a checkbox labeled 'I hereby declare that all of the above is true.' At the bottom, there are two buttons: 'Review Form' and 'Submit'. Three callout boxes provide instructions: one pointing to the checkbox saying 'Check the box for declaration.', one pointing to the 'Review Form' button saying 'Click **Review Form** to review the form again.', and one pointing to the 'Submit' button saying 'Click **Submit**.'

Declare Form

50. Check the declaration.
51. Click **Review Form** to review the form again.
52. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application
A confirmation email has been sent to you.

Successfully submitted
You have successfully submitted.

Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Registration to Import Processed Food Products and Food Appliances	FC244795906	1 working day	Submitted

Next Steps
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

Click **Return to Dashboard.**

[Return to Dashboard →](#)

Acknowledgement

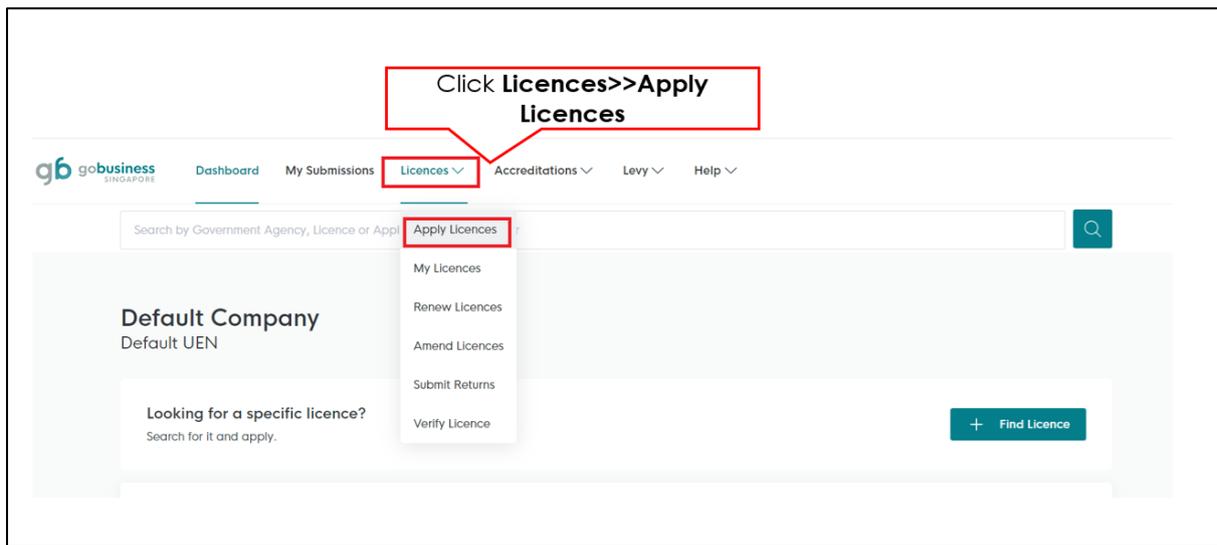
53. The acknowledgement mail will be sent to your registered email.

54. Click Return to Dashboard to exit.

Chapter 9: Licence to Import, Export, Tranship Animals, Birds, Eggs and Biologics

Apply New Licence Application (Company)

Choose Agency



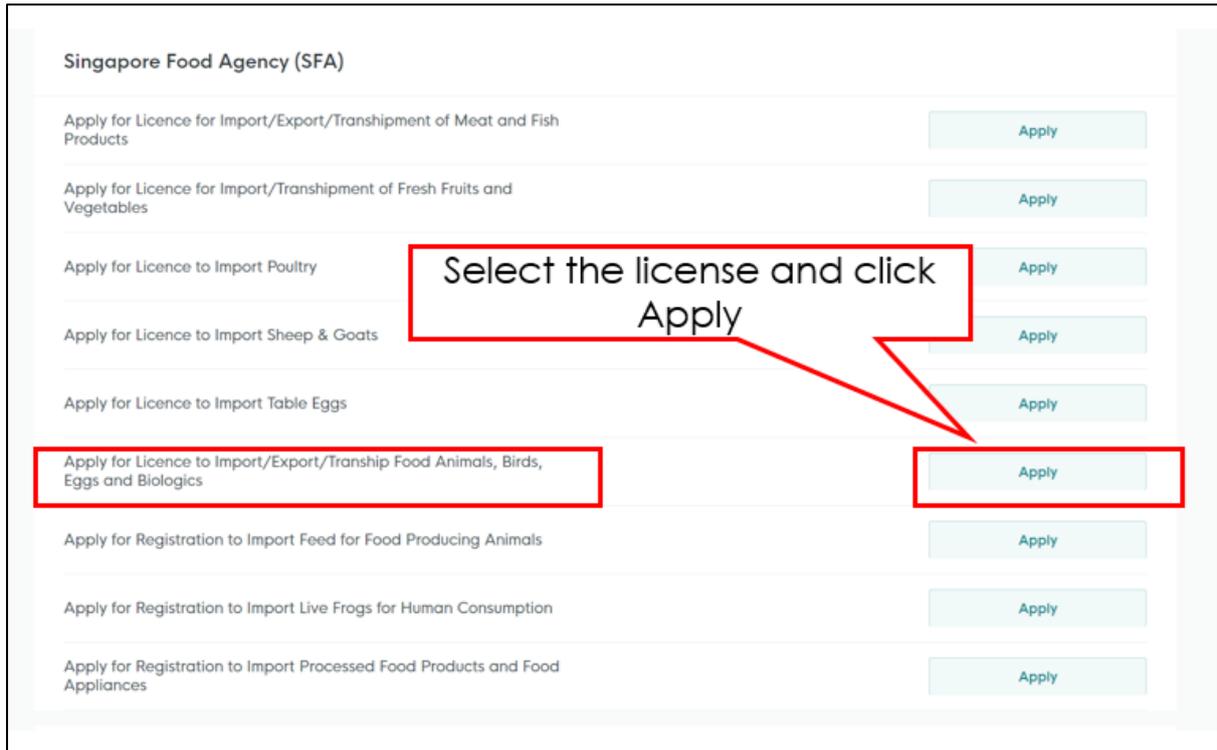
Licences

1. Click **Licences>>Apply Licences**.



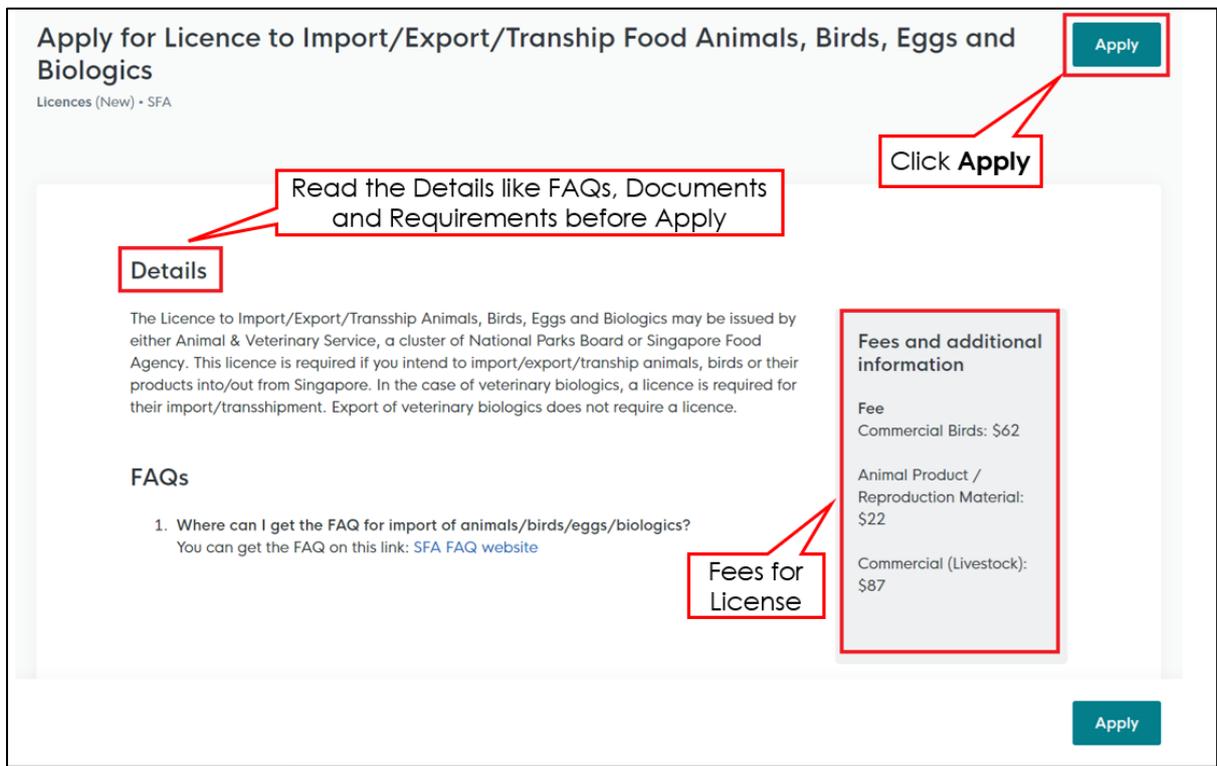
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics

5. Read the Details section for FAQs, Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose As an applicant

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136 [Retrieves Address](#)

Block/House No. 136 [Retrieves Address](#)

Street Name
Bedok North Avenue 3

Floor/Level (Optional) 12

Unit (Optional) 111

Building Name
Bedok Tower

[Reset Address](#)

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No.
10 Street Name
Pasir Panjang Road

Floor/Level (Optional)
10 Unit (Optional)
01 Building Name
Mapletree Business City

Reset Address

Save Draft Application Details →

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **On behalf of applicant**

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tmtom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: Salutation (dropdown), Name (text), ID Type (text), ID No. (text), Email (text), and Contact Number (text with a country code dropdown). At the bottom right, there are two buttons: 'Save Draft' and 'Application Details' with a right-pointing arrow. Red callout boxes highlight the 'Filer Detail' header, the 'Save Draft' button, and the 'Application Details' button.

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows the 'Application Details' form for a licence to import/export/tranship food animals, birds, eggs, and biologics (SFA). It includes a 'Retrieve' button, an 'Applicant Type' dropdown (set to 'Organisation'), and an 'Owner Organisation Name' dropdown (populated with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'). A red callout box points to the 'Retrieve' button with the text 'Click Retrieve button to get the Owner Organisation Details'.

Owner Organisation Details

19. Click Retrieve to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.
 Home Tel Number [HME]
 Mobile Number [MBK]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Fill the Applicant's Details

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Applicant's Address Details

Fill the Mailing Address

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. It includes the following elements and annotations:

- Address Type:** Radio buttons for 'Local [LOCAL]' (selected) and 'Foreign [FOREIGN]'. An annotation box points to the 'Local [LOCAL]' button with the text 'Select **Local**'.
- Applicant Local Address Format:** Radio buttons for 'Standard [STANDARD]' (selected) and 'Foreign [FOREIGN]'. An annotation box points to the 'Standard [STANDARD]' button with the text 'Select **Standard** and fill the address'.
- Type of Premises:** A dropdown menu with 'Select' as the current value.
- Local Address:** A section containing:
 - Postal Code:** A text input field.
 - Retrieve Address:** A button with a magnifying glass icon. An annotation box points to it with the text 'Click **Retrieve Address**'.
 - Block/House No.:** A dropdown menu.
 - Street Name:** A text input field.
 - Floor/Level (Optional):** A text input field with the example 'Eg: 01, B1, 01M'.
 - Unit (Optional):** A text input field with the example 'Eg: #05-01, use 01'.
 - Building Name (Optional):** A dropdown menu.
- Reset Address:** A button with a circular arrow icon. An annotation box points to it with the text 'Click **Reset Address** button to reset the address details.'

Applicants Address Type Local

23. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', and 'Address Line 5 (Optional)'. Each of these fields has a character count '0/50' to its right. There are also optional fields for 'City', 'State', and 'Postal Code', each with a character count '0/50'. At the bottom, there is a 'Country/Region' dropdown menu with a character count '0/12'.

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Local [LOCAL]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', there are two radio buttons: 'Standard [STANDARD]' and another unlabeled one. The 'Standard [STANDARD]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Standard** and fill the address'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Postal Code', 'Block/House No.', 'Floor/Level @ (Optional)', 'Street Name', 'Unit (Optional)', and 'Building Name (Optional)'. Each of these fields has a character count to its right. There are two buttons: 'Retrieve Address' and 'Reset Address'. A red callout box points to the 'Retrieve Address' button with the text: 'Click **Retrieve Address**'. Another red callout box points to the 'Reset Address' button with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/50

Address Line 2

0/50

Address Line 3 (Optional)

0/50

Address Line 4 (Optional)

0/50

Address Line 5 (Optional)

0/50

City (Optional)

0/50

State (Optional)

0/50

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

Local [LOCAL] **Select Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] **Select Standard and fill the address**

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address **Click Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional) Eg: 01, B1, 01M

Unit (Optional) Eg: #05-01, use 01

Building Name (Optional)

Reset Address

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select Foreign and fill the address details in the populated fields

Foreign Address

36. Fill the Address fields.
37. Continue filling Details of Licence next.

Details of Licence

Details of Licence

Application

Select

Purpose

Select

Product Type

Select

Fill the Details of Licence

Details of Licence

38. Select the **Application** as Export, Import or Transhipment from the dropdown menu. Based on the selection, the Shipping Details and Consignee/Consignor Details will be populated.

The screenshot displays a form titled "Shipping Details (Export)" and "Consignee/Consignor Details (Export)". The "Shipping Details (Export)" section includes fields for "Date of Departure" (DD/MM/YYYY), "Time of Departure (Optional)" (Select Time), "Port of Exit" (Select), "Flight No./ Vch No./ Vessel Name (Optional)", and "Country/Region of Destination" (Select). The "Consignee/Consignor Details (Export)" section includes fields for "Consignor (Exporter) Name", "Address Type" (Local [LOCAL] or Foreign [FOREIGN]), "Consignee (Importer) Name", and five "Consignee Address Line" fields (Line 1 to Line 5, with Lines 3-5 marked as optional). It also includes fields for "Consignee City (Optional)", "Consignee State (Optional)", "Consignee Postal Code (Optional)", and "Importing Country/Region" (Select). Two red callout boxes with arrows point to the "Date of Departure" field and the "Consignor (Exporter) Name" field, with text boxes containing the instructions: "Fill the Shipping Details (Export)." and "Fill the Consignee/Consignor Details (Export)."

Export

39. Fill the Shipping Details (Export) and Consignee/Consignor Details (Export).

The screenshot displays a web form with two main sections:

- Shipping Details (Import):** Includes fields for Date of Arrival (DD/MM/YYYY), Time of Arrival (Optional) (Select Time), Port of Entry (Select), and Flight No./ Vch No./ Vessel Name (Optional).
- Consignee/Consignor Details (Import):** Includes fields for Consignor (Exporter) Name, Consignor (Exporter) Address Line 1 through 5 (Optional), Consignor City (Optional), Consignor State (Optional), Consignor Postal Code (Optional), Exporting Country/ Region (Select), and Consignee (Importer) Name. It also features radio buttons for Address Type: Local [LOCAL] and Foreign [FOREIGN].

Red callout boxes with arrows point to the 'Date of Arrival' field and the 'Consignor (Exporter) Name' field, containing the text: "Fill the Shipping Details (Import)." and "Fill the Consignee/Consignor Details (Import)."

Import

40. Fill the Shipping Details (Import) and Consignee/Consignor Details (Import).

The screenshot displays two main sections of a form:

- Shipping Details (Transhipment):** This section includes fields for State of Arrival, Date of Arrival, Port of Entry, Flight No./ Air No./ Vessel Name, Date of Departure, Date of Arrival, Port of Exit, Flight No./ Air No./ Vessel Name, and Country/Region of Destination.
- Consignee/Consignor Details (Transhipment):** This section is divided into two parts, each with fields for Name, Address Line 1 through 6, City, State, Postal Code, and Country/Region.

Red callout boxes with arrows point to the 'Shipping Details (Transhipment)' and 'Consignee/Consignor Details (Transhipment)' sections, both containing the text: "Fill the Shipping Details (Transhipment)." and "Fill the Consignee/Consignor Details (Transhipment)."

Transhipment

41. Fill the Shipping Details (Transhipment) and Consignee/Consignor Details (Transhipment).
42. Select the **Purpose** as Commercial.
43. Select the Product Type as Live Animals, Bird, Eggs, Animal Products from the dropdown menu.

Live Animals

Live Animals

Specific Type of Live Animals
Livestock [VMA]

Livestock

Animal Species
Select

Quantity
0/10

Units
Select

Remarks (Optional)
0/150

Add

A minimum of 1 entry is required for Livestock.

No.	Animal Species	Quantity	Units	Remarks	Actions
No data available in table					

Live Animals

44. Select the **Special Type of Live Animals** from the dropdown menu.
45. Fill the **Livestock** details.
46. Click **Add** to add the livestock details. The details added successfully.

Livestock

Animal Species
Select

Quantity
0/10

Units
Select

Remarks (Optional)
0/150

Add

Added successfully
Your new information has been added.

No.	Animal Species	Quantity	Units	Remarks	Actions
1	Oxen [VMAOXX]	1	Head(s) [HDS]	1	

Livestock Details Added

The user can add more and can edit or delete the details.

Birds

Declaration for Bird

Declaration: "I declare that I am the owner/exporter of the animal(s) or I am authorized to submit this application on behalf of the owner/exporter."

Yes [Y]

Birds

CITES APP/Non-CITES

Quantity

Units

Remarks (Optional)

Add

A minimum of 1 entry is required for Birds.

No.	CITES APP/Non-CITES	Scientific / Common Name - Non-CITES	Scientific / Common Name - CITES I	Scientific / Common Name - CITES II	Scientific / Common Name - C	Actions
No data available in table						

Birds

47. Select **Yes** for Declaration for Bird.

48. Fill the **Birds** details.

49. Click **Add** to add the birds details. The details added successfully.

Birds

CITES APP/Non-CITES

Quantity

Units

Remarks (Optional)

Add

Added successfully
Your new information has been added.

No.	CITES APP/Non-CITES	Scientific / Common Name - Non-CITES	Scientific / Common Name - CITES I	Scientific / Common Name - CITES II	Scientific / Common Name - C	Actions
1	[1]	-	ABURRIA JACUTINGA (BLACK-FRONTED PIPING GUAN) [VEDABUJAC]	-	-	

Birds Details Added

The user can add more and can edit or delete the details.

Eggs

Eggs

Egg Type
Select

Name & Address & Country of Establishment
0/150

Quantity
0/20

Units
Select

Remarks (Optional)
0/150

+ Add

i A minimum of 1 entry is required for Eggs.

No.	Egg Type	Name & Address & Country of Establishment/ Source	Quantity	Units	Remarks	Actions
No data available in table						

Eggs

50. Fill the **Eggs** details.

51. Click **Add** to add the eggs details. The details added successfully.

Eggs

Egg Type
Select

Name & Address & Country of Establishment/ Source (Optional)
0/150

Quantity
0/20

Units
Select

Remarks (Optional)
0/150

+ Add

✓ Added successfully
Your new information has been added.

No.	Egg Type	Name & Address & Country of Establishment/ Source	Quantity	Units	Remarks	Actions
1	CITES [VECITES]	eggrod	2	PIECE(S) [PCS]	1	

Eggs Details Added

The user can add more and can edit or delete the details.

Emergency Contact

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Click **Add** button to add emergency contact details.

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

52. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Added successfully
Your new information has been added.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Payment

Payment Mode

Payment Mode

Online Payment

Offline Payment

Payment Mode

53. Select **Online Payment** mode for paying the fees via Gobusiness.
54. Select **Offline Payment** mode for paying the fees via Giro [only applicable if you have **existing Giro arrangement with SFA.**]

Payment Mode

Payment Mode

Online Payment

Offline Payment

Get GIRO Reference Number

Existing GIRO Reference Number

Select

Offline Payment

55. For the offline payment via **existing Giro arrangement with SFA**, the Applicant is to click on "Get GIRO Reference Number" to retrieve your Giro reference number.

Attach Supporting Documents

The supporting documents are listed below:

- Certificate of Analysis
- Health Certificate
- Others

The screenshot shows the 'Supporting Documents' form. A dropdown menu for 'File Type' is set to 'Select'. Below it is an 'Attachment' area with a file upload icon and instructions: 'Only 1 file at 2 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.' A red callout box points to the 'File Type' dropdown with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red callout box points to the 'Add' button with the text: 'Click Add button to supporting document details'. At the bottom, there are three buttons: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Certificate of Analysis [CERTIFICATEOFANALYSIS]
Health Certificate [HEALTHCERTIFICATE_...001]
Others [ANYSUPPORTINGDOCUMENTS]

Supporting Document List

56. Select the **File Type** and upload the supporting document. Click Add. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a successful upload. A green notification box at the top right says 'Added successfully Your new information has been added.' The 'File Type' dropdown is now set to 'Certificate of Analysis [CERTIFICATEOFANALYSIS]'. The 'Attachment' area shows the uploaded file 'test2.pdf'. The 'Add' button is still visible. The table below shows the uploaded document:

File Type	Attachment	Actions
Certificate of Analysis [CERTIFICATEOFANALYSIS]	test2.pdf	

Uploaded Document

57. In the **Application Details** page below, click General Information to go back to previous page. Click **Save Draft** to save the application draft.
58. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Application Details for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA), Owner Organisation Details, Applicant's Details, and Emergency Contact. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Red callout boxes provide instructions: 'scroll down for all the sections and review the filled form.' points to the form content; 'Click **Back to Edit** for editing the application.' points to the 'Back to Edit' button; and 'Click **Declaration** to declare and submit the application.' points to the 'Declaration' button.

Review Form

59. Click **Back to Edit** to continue editing the application.

60. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

The screenshot shows the 'Declaration' page (STEP 4) with the following text: 'Please scroll to read and acknowledge the following clauses.' Below this are sections for 'General Declaration' and 'Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)'. At the bottom, there is a checkbox labeled 'I hereby declare that all of the above is true.' and two buttons: 'Review Form' and 'Submit'. Red callout boxes provide instructions: 'Check the box for declaration.' points to the checkbox; 'Click **Review Form** to review the form again.' points to the 'Review Form' button; and 'Click **Submit**.' points to the 'Submit' button.

Declare Form

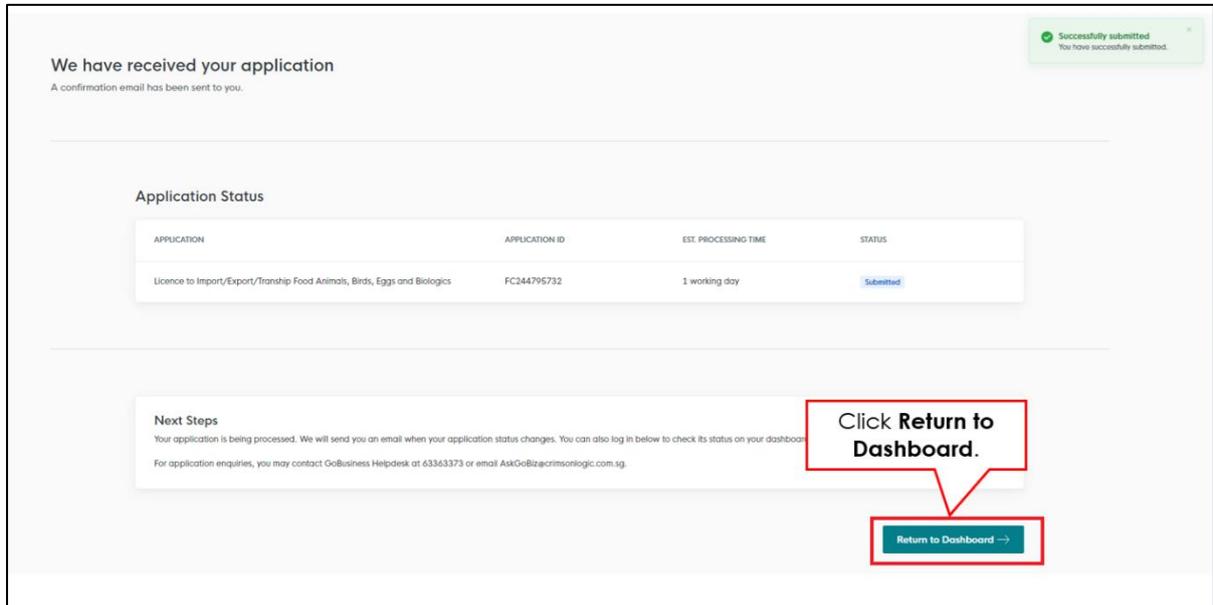
61. Check the declaration.

62. Click **Review Form** to review the form again.

63. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.



Acknowledgement

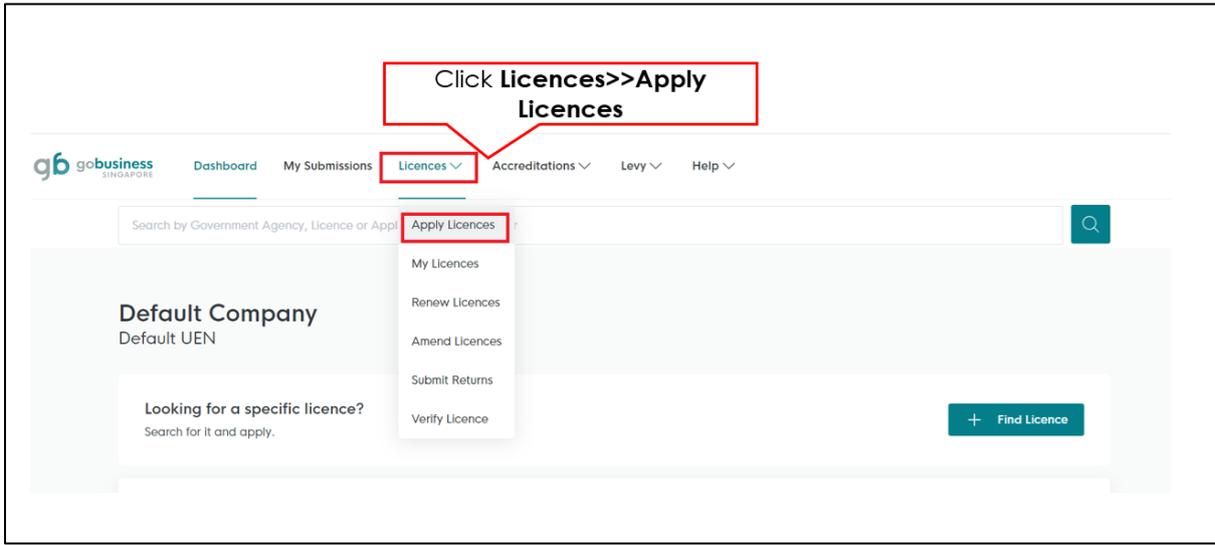
64. The acknowledgement mail will be sent to your registered email.

65. Click Return to Dashboard to exit.

Chapter 10: Registration to Import Live Frogs for Human Consumption

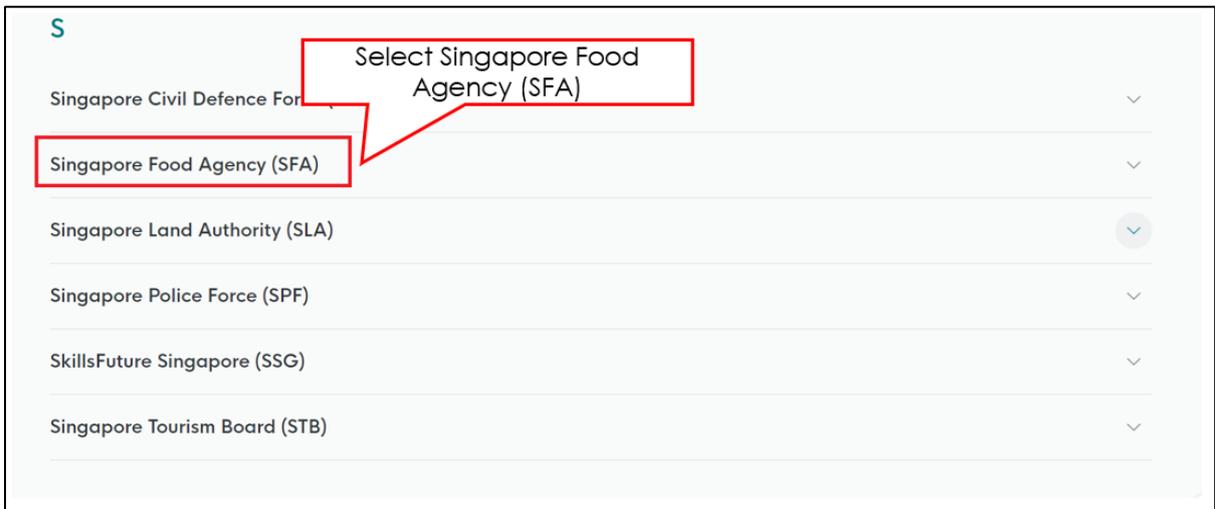
Apply New Licence Application (Company)

Choose Agency



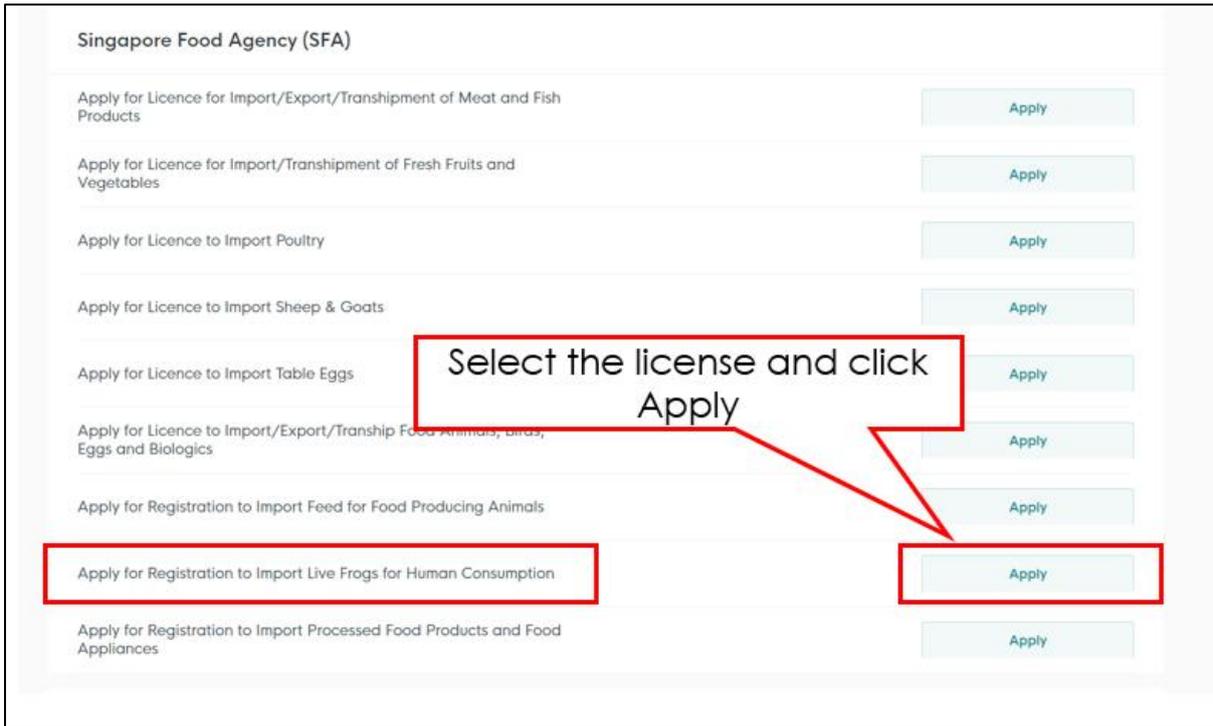
Licences

1. Click **Licences>>Apply Licences**.



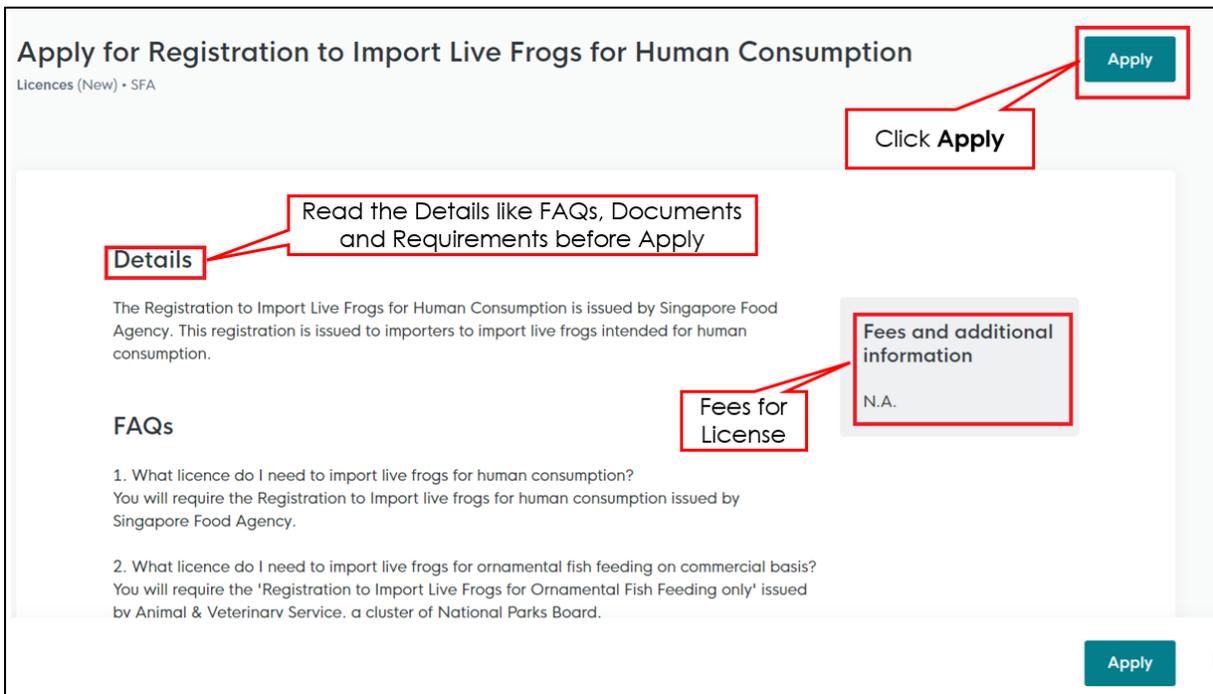
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Registration to Import Live Frogs for Human Consumption** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



Apply for Registration to Import Live Frogs for Human Consumption

5. Read the Details section for Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **As an applicant**

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136

Block/House No.
136

Street Name
Bedok North Avenue 3

Floor/Level (Optional)
12

Unit (Optional)
111

Building Name
Bedok Tower

Retrieve Address

Reset Address

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and buttons:

- Company Name:** MANAGEMENT PTE
- UEN:** 197101238G
- Entity Type:** Local Company
- Registered Address:**
 - Postal Code:** 117438
 - Block/House No.:** 10
 - Street Name:** Pasir Panjang Road
 - Floor/Level (Optional):** 10
 - Unit (Optional):** 01
 - Building Name:** Mapletree Business City

Buttons: Retrieve Address, Reset Address, Save Draft, Application Details →

Callout boxes highlight: 'Fill the Company Detail' (pointing to the title) and 'Click Save Draft Click Application Details' (pointing to the bottom buttons).

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose On behalf of applicant

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail

Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tintom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: Salutation (dropdown menu), Name (text input with 'Tim Tom'), ID Type (dropdown menu with 'NRIC'), ID No. (text input with '****2356G'), Email (text input with 'tmtom@abc.com'), and Contact Number (text input with '+65' and '9876 5432'). At the bottom right, there are two buttons: 'Save Draft' and 'Application Details' with a right-pointing arrow. Red callout boxes highlight the 'Filer Detail' header, the 'Fill the Filer Detail' instruction, the 'Save Draft' button, and the 'Application Details' button. A larger callout box points to both buttons with the text 'Click Save Draft' and 'Click Application Details'.

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows the 'Application Details for Registration to Import Live Frogs for Human Consumption (SFA)' form. It includes a 'Retrieve' button, an 'Applicant Type' dropdown menu (set to 'Organisation'), and an 'Owner Organisation Name' dropdown menu (set to '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'). A red callout box points to the 'Retrieve' button with the text 'Click Retrieve button to get the Owner Organisation Details'.

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.
Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.
 Home Tel Number [HME]
 Mobile Number [MBL]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

Applicant's Address Details

Address Type
 Local [LOCAL] Select **Local**
 Foreign [FOREIGN]

Applicant Local Address Format
 Standard [STANDARD] Select **Standard** and fill the address

Type of Premises
Select

Local Address

Postal Code
 Retrieve Address Click **Retrieve Address**

Block/House No. Street Name

Floor/Level (Optional) Unit (Optional) Building Name (Optional)

Eg: 01, B1, 01M Eg: #05-01, use 01

Reset Address Click **Reset Address** button to reset the address details.

Applicants Address Type Local

23. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)'. Each of these fields has a character count on the right side (e.g., 0/90). At the bottom, there is a 'Country/Region' dropdown menu.

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Local [LOCAL]' radio button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', the 'Standard [STANDARD]' radio button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Standard** and fill the address'. The form includes a 'Type of Premises' dropdown menu. Below that, there are several input fields: 'Postal Code', 'Block/House No.', 'Street Name', 'Floor/Level @ (Optional)', 'Unit (Optional)', and 'Building Name (Optional)'. There are also two buttons: 'Retrieve Address' and 'Reset Address'. A red callout box points to the 'Retrieve Address' button with the text: 'Click **Retrieve Address**'. Another red callout box points to the 'Reset Address' button with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Fill the Organisation Operating Address

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

Local [LOCAL] **Select Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] **Select Standard and fill the address**

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address **Click Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional) Eg: 01, B1, 01M

Unit (Optional) Eg: #05-01, use 01

Building Name (Optional)

Reset Address

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

36. Fill the Address fields.
37. Continue filling Registration details next.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Registration of Live Frogs

Registration To Import Live Frogs

Species of frogs (Non-CITES listed) to be imported

American bullfrog (Rana Catesbeiana) - Human Consumption [VAPOFGRARU]

Chinese bullfrog (Rana Rugulosa) - Human Consumption [VAPOFGRARU]

East Asian bullfrog (Hoplobatrachus Rugulosus) - Human Consumption [VAPOFGRAHRU]

Registration to Import Live Frogs

39. Select the **Species of frogs** as American bullfrog, Chinese bullfrog or EastAsian bullfrog.

Country/Region from which frog would be imported

Country/ Region from which the frog would be imported

Countries/Regions from which the frog would be imported

Select

Select the **Country/Region**

+ Add

Click **Add**

No.	Countries/Regions from which the frog would be imported	Actions
No data available in table		

Country/Region of Origin

40. Select the Country/Region from which the frog would be imported.

41. Click **Add** to add the details. The details will be added successfully.

Country/ Region from which the frog would be imported

Countries/Regions from which the frog would be imported

Select

+ Add

Added successfully
Your new information has been added.

No.	Countries/Regions from which the frog would be imported	Actions
1	ALBANIA [AL]	

Country/Region Added

The user can add more details and edit or delete the details also.

Emergency Contact

Emergency Contact

Salutation: Select

Name: 0/66

Designation (Optional): 0/100

Contact No.: +65

Email:

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

42. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Salutation: Select

Name: 0/66

Designation (Optional): 0/100

Contact No.: +65

Email:

Added successfully
Your new information has been added.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Any Supporting Documents

The screenshot shows the 'Supporting Documents' form. A callout box points to the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another callout box points to the 'Add' button with the text: 'Click Add button to supporting document details'. At the bottom of the form, three buttons are highlighted with red boxes: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Any Supporting Document [LIVEFROGSSUPPORTINGDOCS]

Supporting Document List

43. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a successful upload. A green notification box in the top right corner says 'Added successfully Your new information has been added.' The 'File Type' dropdown is set to 'Select'. The 'Attachment' area shows a file named 'test2.pdf' with a download icon. The 'Add' button is highlighted. The table below shows the uploaded document:

File Type	Attachment	Actions
Any supporting documents [IMPORTPROCESSEDFOODPRODUCTSANDAPPLIANCESRNWANYSUPPORTINGDOCU]	test2.pdf	

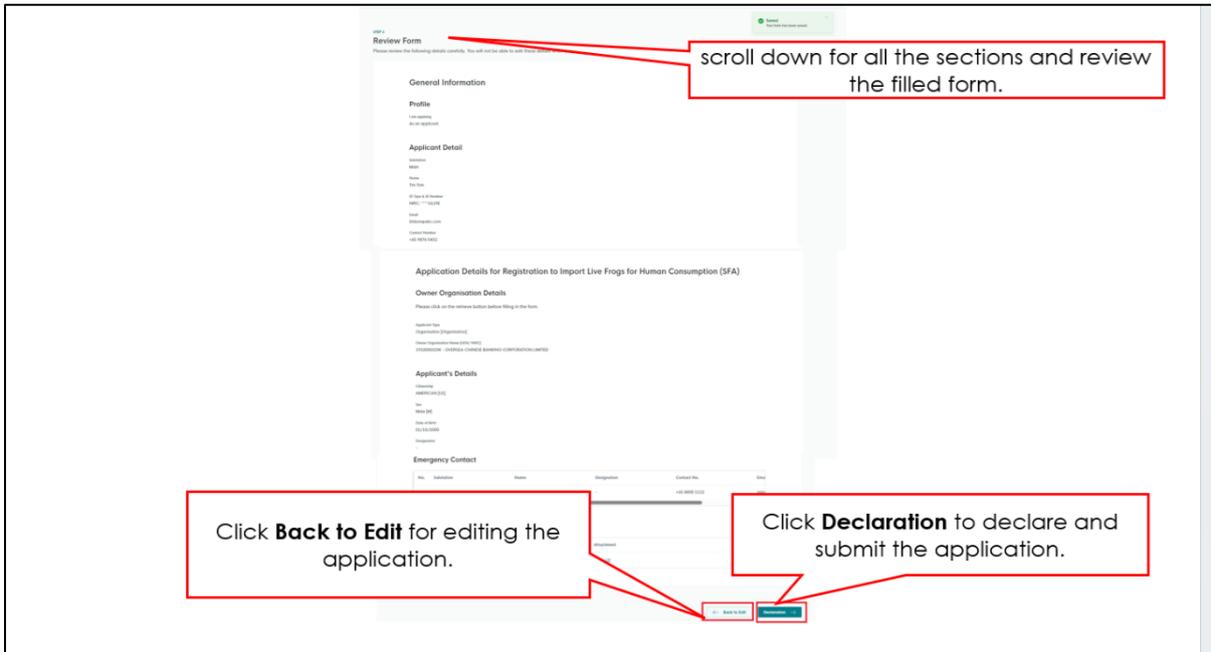
Uploaded Document

44. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.

45. Click **Review Form** to proceed and continue the application.

Review Form

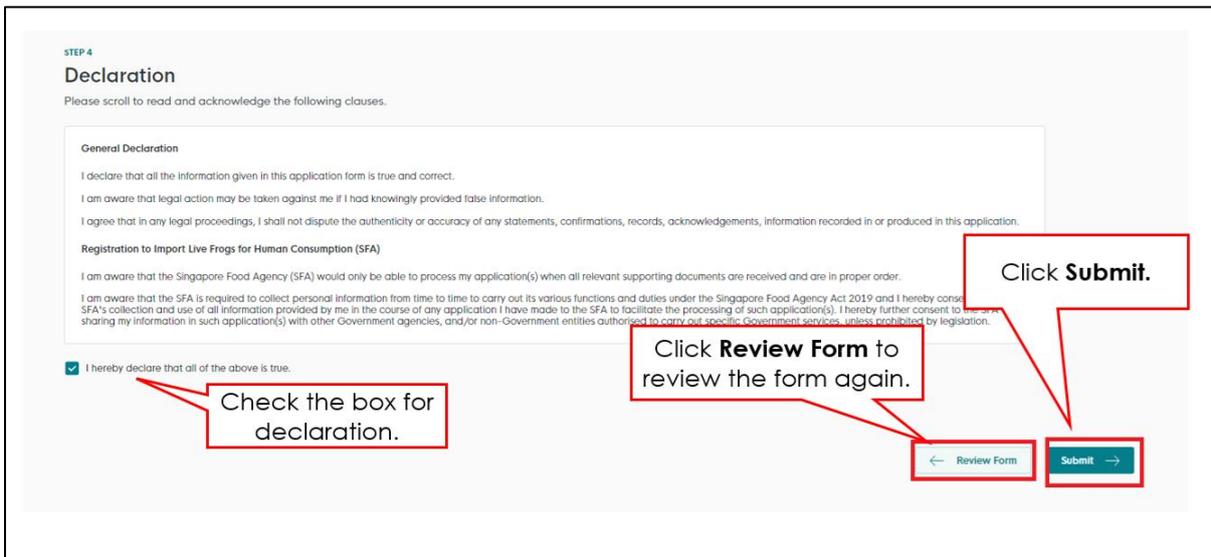
Review and Declare



Review Form

46. Click **Back to Edit** to continue editing the application.

47. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.



Declare Form

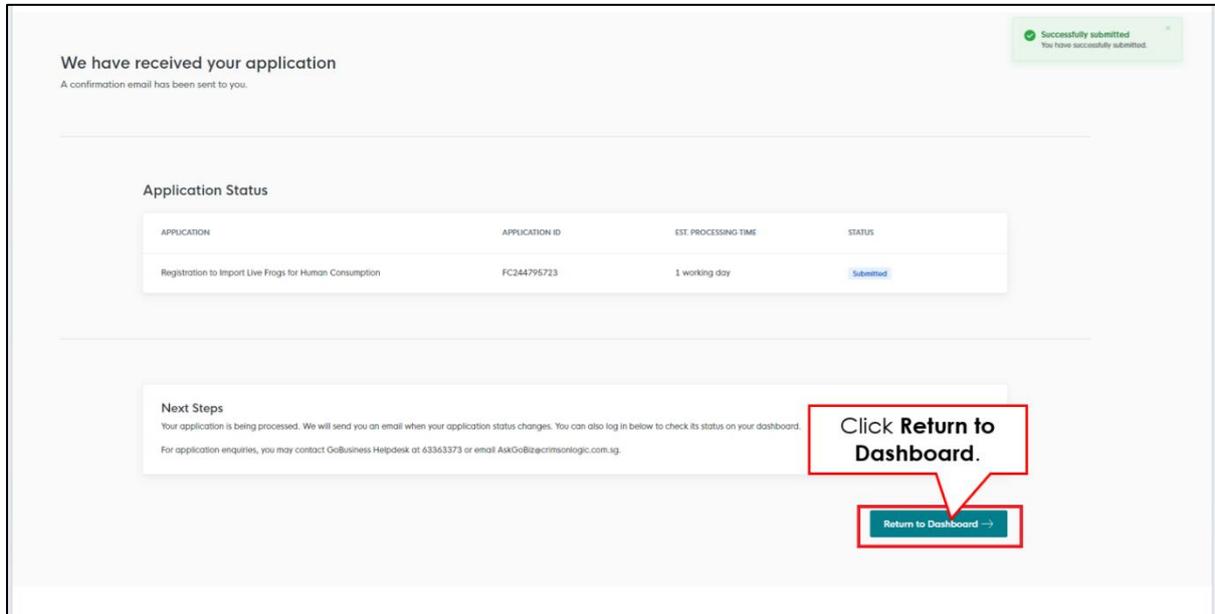
48. Check the declaration.

49. Click **Review Form** to review the form again.

50. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.



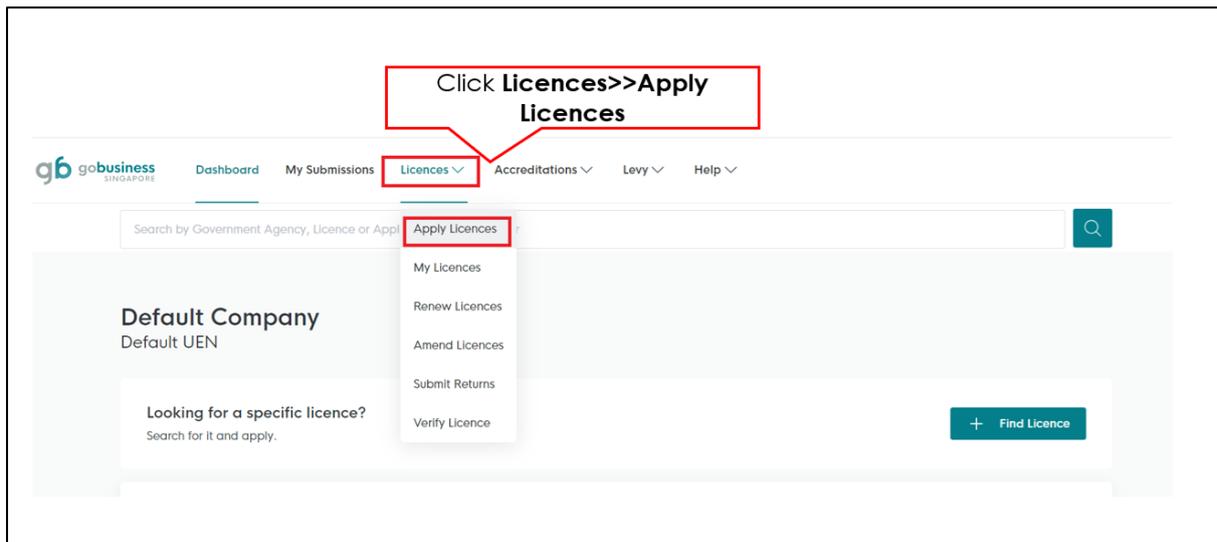
Acknowledgement

51. The acknowledgement mail will be sent to your registered email.
52. Click Return to Dashboard to exit.

Chapter 11: Registration to Import Feed for Food Producing Animals

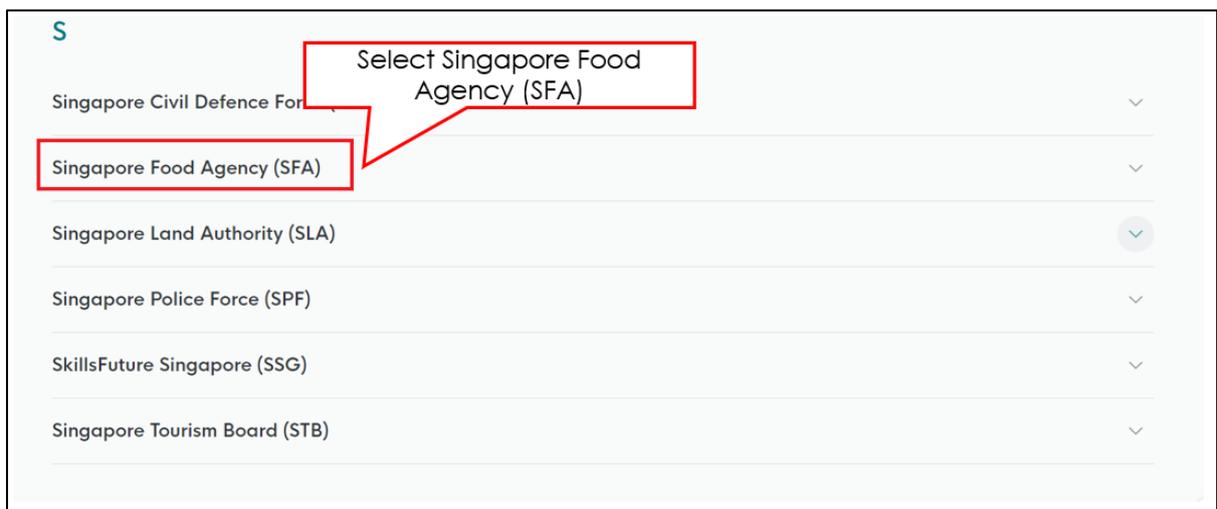
Apply New Licence Application (Company)

Choose Agency



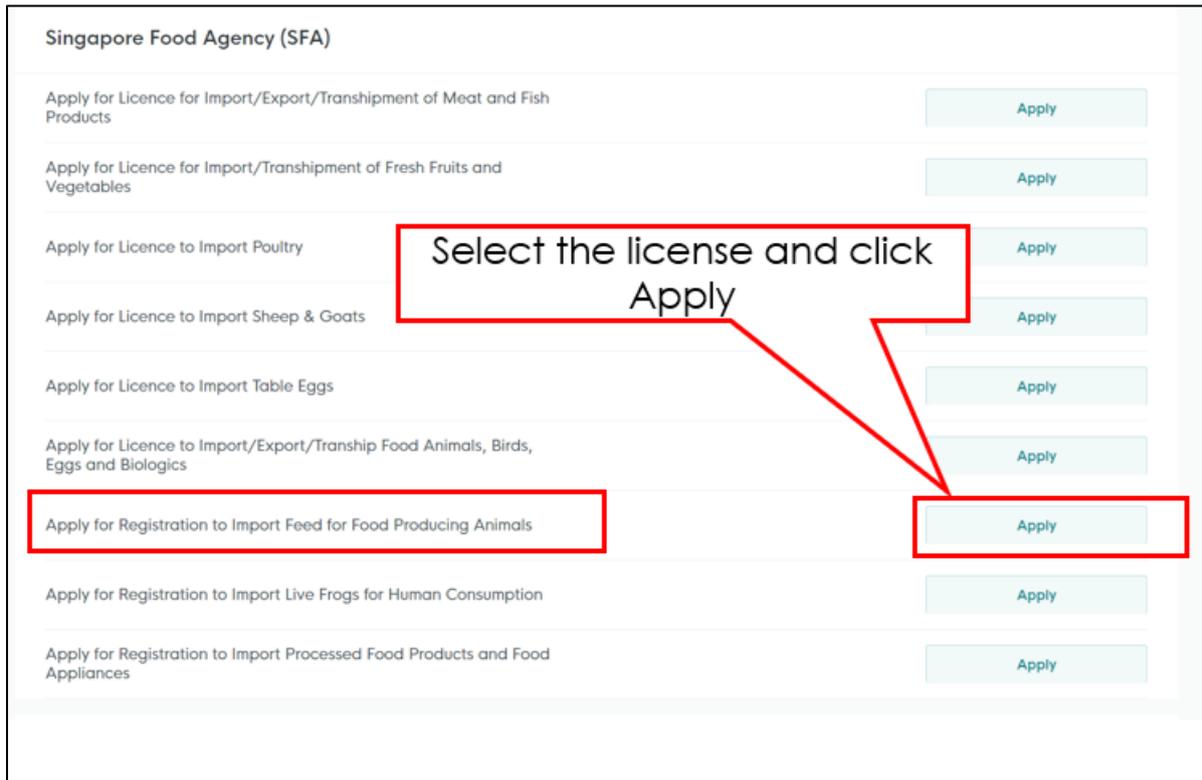
Licences

1. Click **Licences>>Apply Licences**.



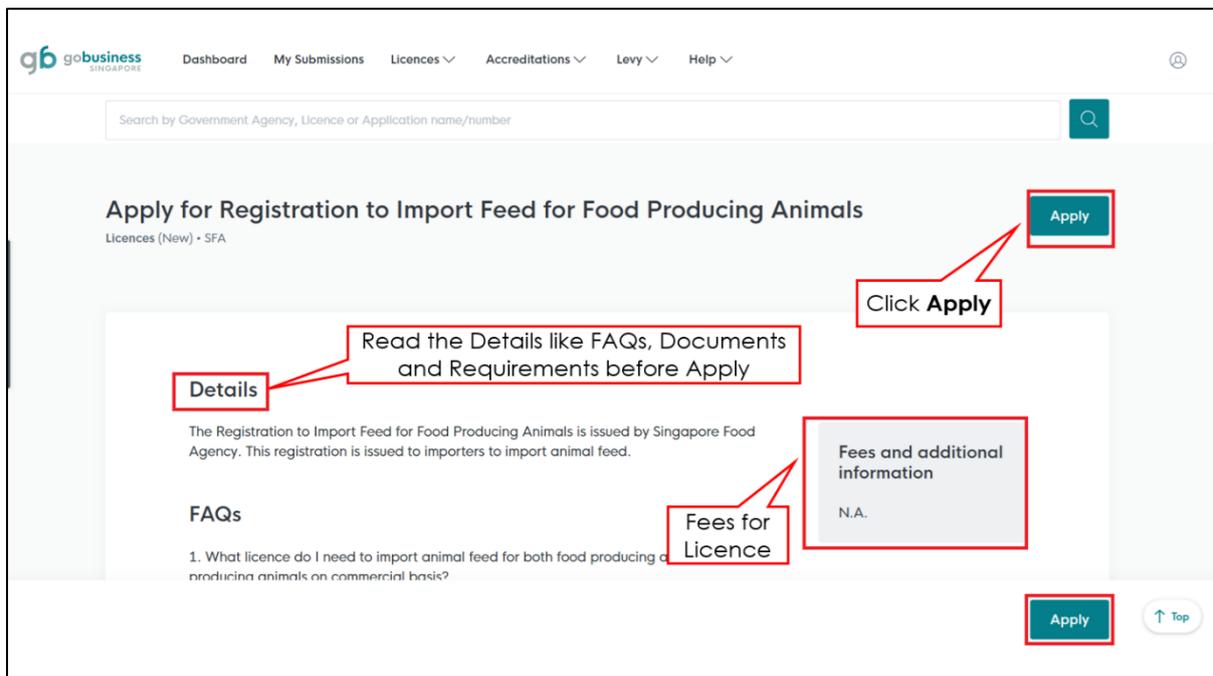
Select Singapore Food Agency Licence

2. Select **Singapore Food Agency (SFA)**.



Select Licence and Apply

3. Select the **Apply for Registration to Import Feed for Food Producing Animals** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

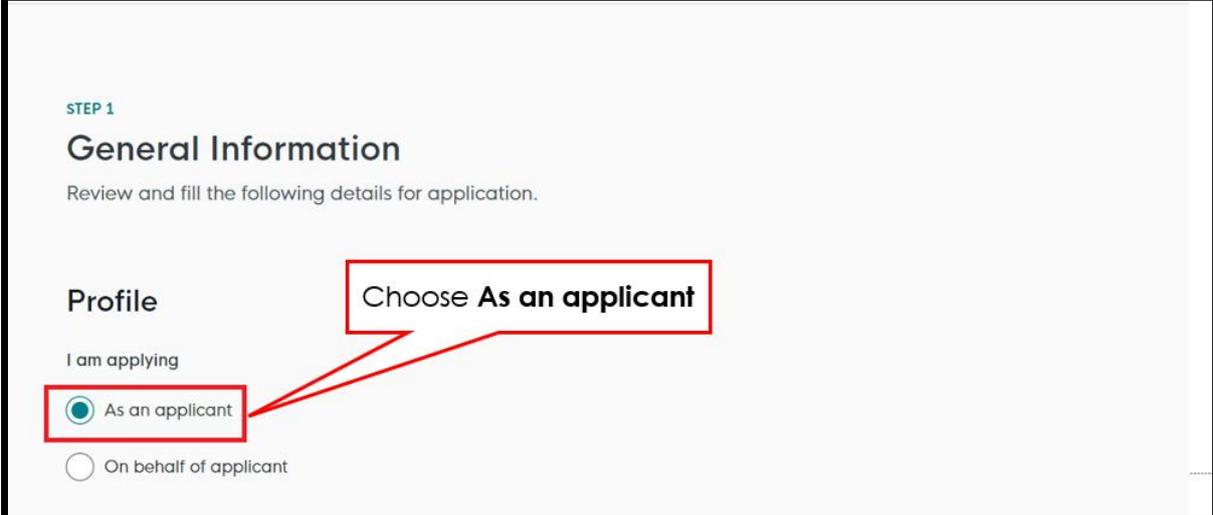


Apply for Registration to Import Feed for Food Producing Animals

5. Read the Details section for Documents and Requirements and know the fees for licence. Then click **Apply**.

General Information

As an Applicant



STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **As an applicant**

General Information – As an Applicant

6. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

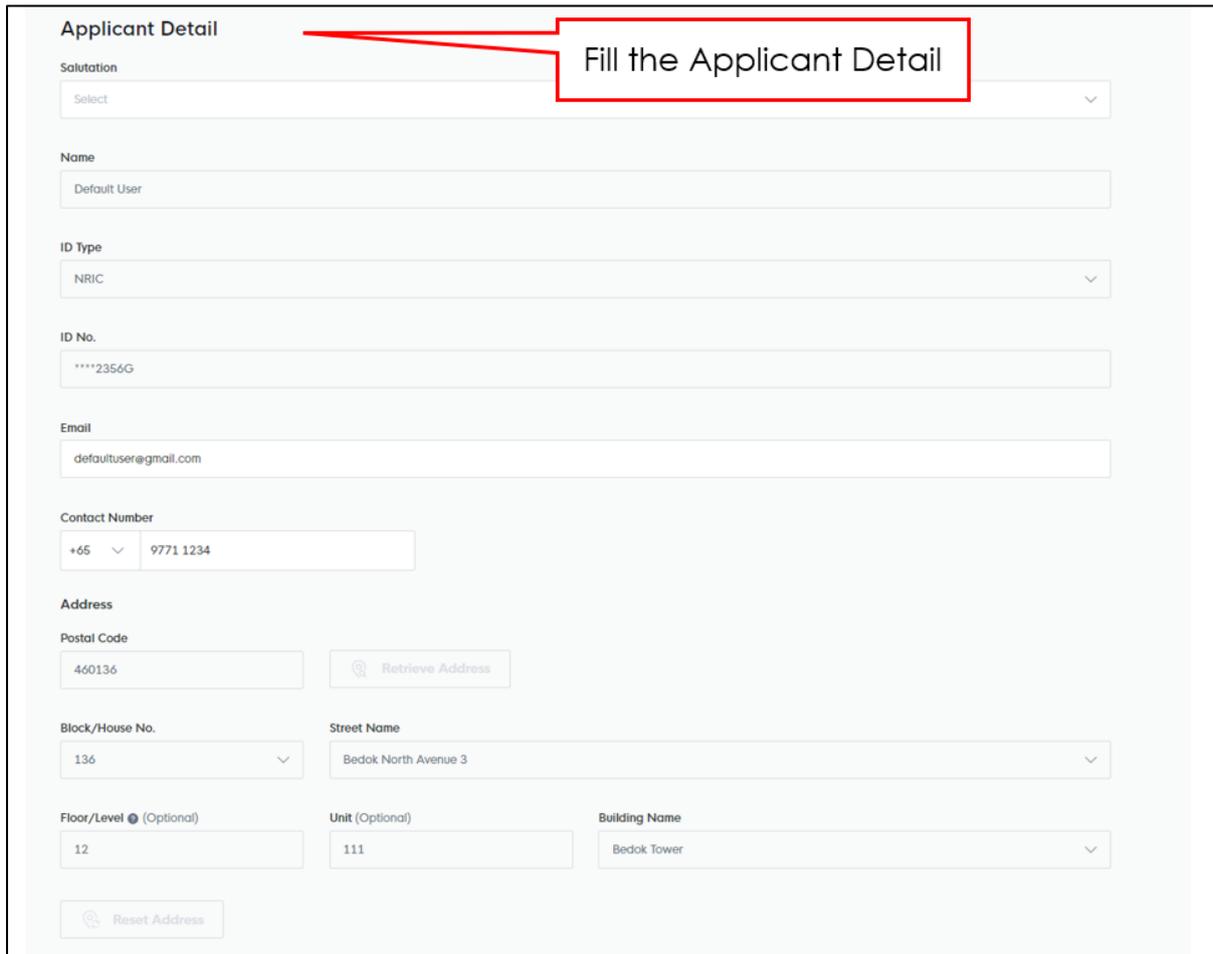
Postal Code
460136 [Retrieve Address](#)

Block/House No. Street Name
136 Bedok North Avenue 3

Floor/Level (Optional) Unit (Optional) Building Name
12 111 Bedok Tower

[Reset Address](#)

Fill the Applicant Detail



Applicant Details

7. Fill the Applicant Details.

Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438

Retrieve Address

Block/House No.
10

Street Name
Pasir Panjang Road

Floor/Level (Optional)
10

Unit (Optional)
01

Building Name
Mapletree Business City

Reset Address

Save Draft

Application Details →

Company Details

8. Fill the Company Details.
9. Click **Save Draft** to save the details.
10. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the Importer)

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose On behalf of applicant

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant**.

Applicant Detail

Fill the Applicant Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tintom@abc.com

Contact Number
+65 9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name Mapletree Business City

Reset Address

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a form titled "Filer Detail". It contains several input fields: "Salutation" (a dropdown menu with "Select" chosen), "Name" (text input with "Tim Tom"), "ID Type" (text input with "NRIC"), "ID No." (text input with "****2356G"), "Email" (text input with "tmtom@abc.com"), and "Contact Number" (text input with "+65" in a dropdown and "9876 5432"). At the bottom right, there are two buttons: "Save Draft" and "Application Details" with a right-pointing arrow. A red callout box at the top left points to the "Filer Detail" header and contains the text "Fill the Filer Detail". Another red callout box on the right side points to the "Save Draft" and "Application Details" buttons and contains the text "Click Save Draft" and "Click Application Details".

Filer Details

16. Fill the Filer Details.
17. Click **Save Draft** to save the details.
18. Click **Application Details** to continue.

Application Details

The screenshot shows a form titled "STEP 2 Application Details for Registration to Import Feed for Food Producing Animals (SFA)". Below the title, it says "Fill in the following details." The form has a section for "Owner Organisation Details" with a "Retrieve" button. Below this are two dropdown menus: "Applicant Type" (with "Organisation [Organisation]" selected) and "Owner Organisation Name [UEN/ NRIC]" (with "193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED" selected). A red callout box points to the "Retrieve" button and contains the text "Click Retrieve button to get the Owner Organisation Details".

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details

Citizenship
Select

Sex
 Male [M]
 Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.

Home Tel Number [HME]
 Mobile Number [MBL]
 Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Fill the Applicant's Details

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Applicant's Address Details

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Mailing Address

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

Applicant's Address Details

Address Type

Local [LOCAL] Select **Local**

Foreign [FOREIGN]

Applicant Local Address Format

Standard [STANDARD] Select **Standard** and fill the address

Type of Premises

Select

Local Address

Postal Code

Click **Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name (Optional)

Click **Reset Address** button to reset the address details.

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', 'Postal Code (Optional)', and 'Country/Region' (a dropdown menu). Each text field has a character count indicator on the right side.

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Local [LOCAL]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', the 'Standard [STANDARD]' radio button is selected and highlighted with a red box. A callout box points to it with the text: 'Select **Standard** and fill the address'. The form includes a 'Type of Premises' dropdown menu. Under the 'Mailing Address' section, there are input fields for 'Postal Code', 'Block/House No.', 'Street Name', 'Floor/Level @ (Optional)', 'Unit (Optional)', and 'Building Name (Optional)'. There are two buttons: 'Retrieve Address' and 'Reset Address'. Both buttons are highlighted with red boxes. Callout boxes point to these buttons with the text: 'Click **Retrieve Address**' and 'Click **Reset Address** button to reset the address details.'.

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Mailing Address Type Foreign

30. Fill the Address fields.

The screenshot displays two sections of a registration form. The top section, 'Organisation Operating Address', includes a title, an 'Address Type' label, and two radio button options: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. A red callout box with an arrow points to this section, containing the text 'Fill the Organisation Operating Address'. The bottom section, 'Organisation Contact Details', includes a title and four input fields: 'Telephone Number' (with a dropdown for '+65' and a placeholder 'E.g. 8123 4567'), 'Fax Number (Optional)' (with a dropdown for '+65' and a placeholder 'E.g. 8123 4567'), 'Business Email', and 'UEN of Former Company (Optional)'. A red callout box with an arrow points to this section, containing the text 'Fill the Organisation Contact Details'. A small '0/20' indicator is visible in the bottom right corner of the form area.

Organisation Address and Contact Details

31. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

Local [LOCAL] **Select Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] **Select Standard and fill the address**

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address **Click Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional) Eg: 01, B1, 01M

Unit (Optional) Eg: #05-01, use 01

Building Name (Optional)

Reset Address

Local Address

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

36. Fill the Address fields.
37. Continue filling Registration details.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Registration to Import Animal Feed

Registration to Import Animal Feed

Animal Feed Packaging

Dry Feed [VAF0FD]

Canned Feed [VAF0FC]

Pouch Feed [VAF0FP]

Purpose Of Import

Local Sale [LSALE]

Re-Export [REEXP]

Further Processing [FURPD]

Repackaging [REPKG]

Registration to Import Animal Feed

39. Select the **Animal Feed Packaging** as Dry Feed, Canned Feed or Pouch Feed.
40. Select the **Purpose of Import** as Local Sale, Re-Export, Further Processing or Repackaging.

Animal Feed Type

Animal Feed Type ⊕

Select

Product Info

Select

Add

No.	Animal Feed Type	Actions
No data available in table		

Animal Feed Type

41. Select the **Animal Feed Type** as Cattle, Fish, goat, Others or Pig from the dropdown menu.
42. Select the **Product Info** as Contains Product of Animal Origin, Does Not Contain Product of Animal Origin or Both of the above from the dropdown menu.
43. Click **Add** to add the animal feed type details. The details will be added successfully.

The screenshot shows the 'Animal Feed Type' form. At the top right, a green notification box says 'Added successfully Your new information has been added.' Below the title, there are two dropdown menus: 'Animal Feed Type' and 'Product Info', both with 'Select' as the current value. An 'Add' button is visible below the dropdowns. At the bottom, a table displays the added entry:

No.	Animal Feed Type	If Others	Product Info	Actions
1	Goat [VBA0BG]	-	Does Not Contain Product Of Animal Origin [DCPA]	

Animal Feed Type Added

The user can add more and can edit or delete the details.

Country/Region of Origin

The screenshot shows the 'Country/Region of Origin' form. A dropdown menu is labeled 'Country/Region of Origin' with 'Select' as the current value. A red box highlights the dropdown, with a callout box containing the text 'Select the Country/Region of Origin'. Below the dropdown is an 'Add' button, which is also highlighted with a red box and a callout box containing the text 'Click Add'. At the bottom, a table shows 'No data available in table'.

Country/Region of Origin

44. Select the **Country/Region of Origin** from the dropdown menu.

45. Click **Add** to add the details. The details will be added successfully.

The screenshot shows the 'Country/Region of Origin' form. At the top right, a green notification box says 'Added successfully Your new information has been added.' Below the title, there is a dropdown menu for 'Country/Region of Origin' with 'Select' as the current value. An 'Add' button is visible below the dropdown. At the bottom, a table displays the added entry:

No.	Country/Region of Origin	Actions
1	ANDORRA [AD]	

Country/Region of Origin Added

The user can add more details and edit or delete the details also.

Animal Feed Brand

Animal Feed Brand

Animal Feed Brand 0/66

No.	Animal Feed Brand	Actions
No data available in table		

Animal Feed Brand

The user can add more details and edit or delete the details also.

46. Select the Animal Feed Brand from the dropdown list.

47. Click **Add** button to add the details. The details will be added successfully.

Animal Feed Brand

Animal Feed Brand 0/66

No.	Animal Feed Brand	Actions
1	Ireland	

Added successfully
Your new information has been added.

Animal Feed Brand Details Added

The user can add more details and edit or delete the details also.

Emergency Contact

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Click **Add** button to add emergency contact details.

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

48. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Added successfully
Your new information has been added.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Others

The screenshot shows the 'Supporting Documents' interface. A callout box points to the 'File Type' dropdown menu, stating: 'Select the File Type, upload the file and click Add. The details will be added.' Another callout box points to the 'Add' button, stating: 'Click Add button to supporting document details'. At the bottom, three buttons are highlighted with red boxes: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Others [ADDITIONALSUPPORTINGDOCUMENT]

Supporting Document List

49. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' interface after a successful upload. A green notification box in the top right corner says 'Added successfully Your new information has been added.' The 'File Type' dropdown is set to 'Others [ADDITIONALSUPPORTINGDOCUMENT]'. The 'Attachment' area shows a file named 'test2.pdf' with a size of 2 MB. The 'Add' button is highlighted with a red box. The table below shows the uploaded document:

File Type	Attachment	Actions
Others [ADDITIONALSUPPORTINGDOCUMENT]	test2.pdf	

Uploaded Document

50. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.

51. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page. It contains several sections: 'General Information', 'Profile', 'Applicant Detail', 'Application Details for Registration to Import Feed for Food Producing Animals (SFA)', 'Owner Organisation Details', 'Applicant's Details', and 'Emergency Contact'. A callout box points to the top of the form with the text: 'scroll down for all the sections and review the filled form.' At the bottom of the form, there are two buttons: 'Back to Edit' and 'Declaration'. A callout box points to the 'Back to Edit' button with the text: 'Click **Back to Edit** for editing the application.' Another callout box points to the 'Declaration' button with the text: 'Click **Declaration** to declare and submit the application.'

Review Form

52. Click **Back to Edit** to continue editing the application.

53. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

The screenshot shows the 'Declaration' page, labeled as 'STEP 4'. It contains a 'General Declaration' section with the text: 'I declare that all the information given in this application form is true and correct. I am aware that legal action may be taken against me if I had knowingly provided false information. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.' Below this is the 'Registration to Import Feed for Food Producing Animals (SFA)' section with the text: 'I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order. I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorized by legislation.' At the bottom, there is a checkbox labeled 'I hereby declare that all of the above is true.' which is checked. A callout box points to this checkbox with the text: 'Check the box for declaration.' To the right, there are two buttons: 'Review Form' and 'Submit'. A callout box points to the 'Review Form' button with the text: 'Click **Review Form** to review the form again.' Another callout box points to the 'Submit' button with the text: 'Click **Submit**.'

Declare Form

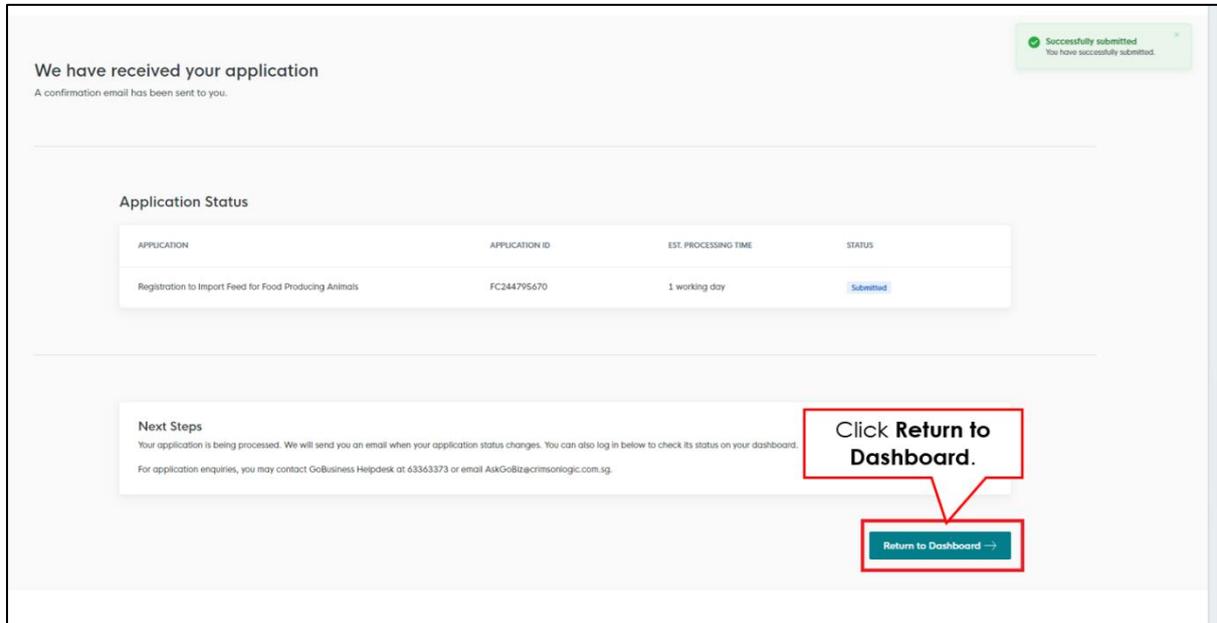
54. Check the declaration.

55. Click **Review Form** to review the form again.

56. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.



Acknowledgement

57. The acknowledgement mail will be sent to your registered email.

58. Click Return to Dashboard to exit.

