GoBusiness Import Licence New Application User Guide

Version: 1.0

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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.

 \mathbf{P}

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.

gobusiness SINOAPORE Dashboard My Submissions	Licences \lor Ac	creditations \checkmark Levy \lor Help \checkmark			6
Search by Government Agency, Licence or Appl	Apply Licences			Q	
	My Licences				
My Submissions	Renew Licences				
Last updated at 04:39pm 😌 Sync	Amend Licences				
	Submit Returns				
Unable to retrieve your applications. Click on the S	Verify Licence	again, or <u>contact us</u> [2] if the issue persists.			
All Submissions Action Required Draft Proce	ssing Completed				
- ý: New To download your payment invoice 1. Click within the "Select Action ~ " menu 2. Select Download Invoice or Download Lik	or licence file for yo cence Files if they a	our applications: e available			
Phytosanitary Certification Licence (Apply) - NPARKS	Pending Evaluation	Application: C2410103713	Updated: 1 Oct 2024, 02:21pm	Manage via GoBusiness Licensing	

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

Login type	Tro Ty	ansaction pe	De	scription
SingPass	•	Personal	•	Authorisation is done through SingPass. For more details on SingPass, visit <u>https://www.singpass.gov.sg</u> .
			•	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	•	Corporate	•	Authorisation is done through CorpPass. For more details on CorpPass, visit <u>https://www.corppass.gov.sg</u> .
			•	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.

There are two different ways to log in to GoBusiness.

Ē

Business User Login

1. Go <u>https://dashboard.gobusiness.gov.sg/login</u> 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

	Click Licences>>Apply Licences	
gobusiness SINGAPORE Dashboard My Submissions	Licences ∨ Accreditations ∨ Levy ∨ Help ∨	
Search by Government Agency, Licence or A	Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	~
Singapore Police Force (SPF)	~
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

Apply for Licence for Import/Export/Tranship Products	nent of Meat and Fish	Apply	
Apply for Licence for Import/Transhipment of Vegetables	Fresh Fruits and	Apply	
Apply for Licence to Import Poultry	Select the license and click	Apply	
Apply for Licence to Import Sheep & Goats	Apply	Apply	
Apply for Licence to Import Table Eggs		Apply	
Apply for Licence to Import/Export/Tranship F Eggs and Biologics	ood Animals, Birds,	Apply	
Apply for Registration to Import Feed for Food	Producing Animals	Apply	
Apply for Registration to Import Live Frogs for	Human Consumption	Apply	
Apply for Registration to Import Processed For	od Products and Food	Apply	

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 Licences (New) - SFA	Meat and Fish Products
	Click Apply
Read the Details like FA and Requirements b	Qs, Documents before Apply
Licence for Import/Export/Transhipment of Meat and Fish Products is required if import/export/transshipment of meat and fish products. Licence Pre-requisites : 1.Top Up CPF Medisave. 2.Activate UEN with Singapore Customs. 3.Submit ordinala GIRD form.	Fees and additional information Fee Licence
Documents • Any Supporting Documents File format: DOC,DOCX,GIF,JPG,PDF,PPT,PPTX,XLS,XLSX Maximum upload per application: 2MB	Requirements Prerequisite Licence(s) ACRA - Registration for Companies / Business
	Apply (↑ Top

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



General Information – As an Applicant

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

		Fill the Applicant Detail	
Select			~
Name			
Default User			
D Type			
NRIC			~
ID No.			
****2356G			
defaultuser@gmail.com Contact Number +65 V 9771 1234 Address Postal Code 460136			
Block /House No	Street Name		
blocky house http:			
136 ~	Bedok North Avenue 3		\sim
136 V Floor/Level () (Optional)	Bedok North Avenue 3 Unit (Optional)	Building Name	~

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill t	he Company Detail	
Company Name			1
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			\sim
Registered Address Postal Code			Click Save Draft Click Application Details
117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		~
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	~
			Save Draft Application Details $ ightarrow$

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 ap	plication.		
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 De	tail
Salutation		
Select		\sim
Name		
Tim Tom		
ID Туре		
NRIC		\sim
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		

Applicant Details

12. Fill the Applicant Details.

		~
et Name		
asir Panjang Road		~
t (Optional)	Building Name	
1	Mapletree Business City	\sim
	Retrieve Address Ret Name Pasir Panjang Road t (Optional)	

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.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		~
News		
Tim Tom		
ID Type		
NRIC		Click Save Draft
		Click Application Details
ID No.		
2356G		
Email		
timtom@abc.com		
Contact Number		
+05 V 9870 5432		N
		N
		Save Draft 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

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	Fill the Applicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	•
Designation (Optional)	
Select	↓
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there Home Tel Number [HME] Ottice Number [OFF] Home Number [OFF]	t are any changes.
+65 ∨ E.g. 8123 4567	
Mobile Number (Optional)	
+65 V 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) Ves [Y]	

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.

Address Type		Select Local		
Foreign [FOREIGN]				
Applicant Local Address Format Standard [STANDARD]		Select Standar the addr	r d and fill ress	
Type of Premises				
Select				~
Select Local Address Postal Code	Retrieve A	Address	Click Ret	vieve Address
Select Local Address Postal Code Block/House No.	Retrieve A	Address	Click Ret	rieve Address
Select Local Address Postal Code Block/House No.	Retrieve J Street Name	Address	Click Ret	v rieve Address
Select Local Address Postal Code Block/House No. Floor/Level (Optional)	Retrieve / Street Name Unit (Optional)	Address Building Name (Op	Click Ret	v rieve Address

Applicants Address Type Local

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

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

Coreign [FOREIGN]	Select Foreign and fill the address details in the	
ype of Premises Select	populated fields	~
Address Line 1		
Address Line 2		0/60
		0/60
Address Line 3 (Optional)		
Address Line 4 (Optional)		0/60
Address Line 5 (Optional)		0/60
		0/60
City (Optional)		
itate (Optional)		0/60
		0/60
Postal Code (Optional)		
Country/Region		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.

Mailing Address Address Type Coccel[LCCA] Foreign [FOREION] Applicant Local Address Format Standard [STANDARD] Type of Premises	Select Local Select Standard and fill the address	
Select Mailing Address Pestal Code Block/House No.	Retrieve Address Click Retrieve Address Street Name	 ✓
Roor/Level @ (Optional) Eg: 01, 81, 01M	Utet (Optional) Building Name (Optional) Tg: stol Click Reset Address button to reset the address details.	v

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 [FOREION] Type of Premises Select	Select Foreign and fill the address details in the populated fields	~
Address Line 1		
Address Line 2		0/60
		0/60
Address Line 3 (Optional)		0/40
Address Line 4 (Optional)		
Address Line 5 (Optional)		0/60
City (Optional)		0/60
		0/60
State (Optional)		0/0
Postal Code (Optional)		urou
Country/Region		0/12
Select		~

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address	Fill the Organisation Operating Address
Foreign [FOREIGN]	
Organisation Contact Details Telephone Number +65 V E.g. 8123 4567	Fill the Organisation Contact Details
Fax Number (Optional)	
+65 ∨ E.g. 8123 4567	
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.

Address Type			
Local [LOCAL]		Select Local	
Foreign [FOREIGN]			—
Local Address Format Standard [STANDARD]	Se	lect Standard and fi the address	11
Type of Premises (Optional)			×
Address			
Address Postal Code	Retrieve Address	Clic	ck Retrieve Address
Address Postal Code Block/House No.	Retrieve Address Street Name	Clic	ck Retrieve Address
Address Postal Code Block/House No.	Retrieve Address Street Name	Clic	ck Retrieve Address
Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Address Street Name Unit (Optional)	Clic Building Name (Optional)	ck Retrieve Address
Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Address Street Name Unit (Optional) Eg: #05-01, use 01	Clic Building Name (Optional)	ck Retrieve 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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Address type		
Foreign [FOREIGN]	Select Foreign and fill the address details in the	
Type of Premises	populated fields	
Select		~
Address Line 1		
		0/60
Address Line 2		
		0.40
Address Line 3 (Optional)		0/80
		0/60
Address Line 4 (Optional)		
		0/60
Address Line 5 (Optional)		
		0/60
City (Optional)		
		0/60
State (Optional)		
		0/40
Postal Code (Optional)		
		0/12

Foreign Address

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

Product Type	Salaat the Braduat Type
Product Type	select the Floduct type
Meat [MEA]	
Fish [FIS]	
Meat and Fish [MEAFIS]	

Product Type

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

Type of Premises				
Select			~	
Operating/Establishment Address Postal Code	Retrieve Address	Click Retrie Address buttor reset the add	ve on to dress	
Block/House No.	Street Name	details.	~	
Floor/Level @ (Optional) Eg: 01, 81, 01M	Unit (Optional) Building No. Eg: #05-01, use Click Reset A button to re address d	Address eset the etails.	~	
Licence/Registration Number eg. WH12A0	Click Add button to establishment add details.	add Iress	0/65	
No. Type of Premises	Operating/ Establishment A	ddress Licen	e/Registration Number eg. WH12A0001 (if any)	Act

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		~	Added suscessfully
Operating / Establishment Address			Your new information has be
Postal Code			
	Retrieve Address		
Block/House No.	Street Name	~	
Floor / level @ (Optional)	Unit (Ontional) Building Name (Ontional)		
(optional)	binding (optional)		
Eg: 01, B1, 01M	Eg: #05-01, use 01	~	
Eg: 01, B1, 01M	Eg: #05-01, use 01	~	
Eg: 01, B1, 01M	Eg: #05-01, use 01	~	
Eg: 01, B1, 01M Reset Address Ucence/Registration Number eg. WH12	Eg: #05-01, use 01	~	
Eg: 01, 81, 01M	Eg: #05-01, use 01	~	
Eg: 01, 81, 01M	Eg: #05-01, use 01	~ 0/65	
Eg: 01, 81, 01M	Eg: #05-01, use 01	V 0/65	
Reset Address Ucence/Registration Number eg. WH12/ • Add No. Type of Premises	A0001 (if any) (Optional) Operating/ Establishment Address	V 0/65 Licence/Registration Number eg. WH12A0001 (if	any) Actions

Establishment Address Details Added

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

Emergency Contact

Emergency Contact	Fill	the Emergency		
Salutation		ontact Details		
Select			~	
Name				
Designation (Optional)			0/66	
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add bu emergenc det	utton to add y contact ails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				
4)

Emergency Contact

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

Emergency Contact					
Salutation					
Select				~	Added successfully Your new information has been adde
Name					
Designation (Optional)				0/66	
Contact No. +65 ∨ E.g. 8123 4567				0/100	
Email					
+ Add					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	20

Emergency Contact Details Added

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

Payment

Payment Mode	 Select the 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	Click Get GIRO
Online Payment	Reference Number
Offline Payment	to retrieve the GIRO
Get GIRO Reference Number	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

Supporting Documents		Select th click Ad	e File Type, uploa dd. The details wil	d the file and I be added.	
Select	-			~	
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 cha Drop a file here or click to upload	racters and no spaces. Only letters (a-z), numbers	(0-9), underscores (), an	d hyphens (-) are allowed.		A
🕀 Add	supporting do detail	s s			
File Type		Attachment			Actions
			← General Information	Save Draft Revie	w Form $ ightarrow$

Supporting Document List

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

Supporting Documents File Type		Vour new informed	isfully × ation has been added.
Select	~		
Attachment Only 1 file or 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 hy Drop a file here or click to upload	spheres (-) are allowed.	ß	
Add			
File Type	Attachment	Actions	ŝ
Any Supporting Documents [IMPORTEXPORTTRANSHIPMEATFISHAPPANYSUPPORTINGDOCS]	test2.pdf	E2 ā	Ĵ



- 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

	or: Review Form
	General Information Aurian Marian M
	Apploya Datal
	Application briefs for Licence for Import/Expert/Formhipment of Meet and Faih Products (SA) Once Comparison Details The Comparison Detail
	Applican's Densis
	Na si sa Balandara Adaptas Per de se
Click Back to Edit applica	for editing the Click Declaration to declare and submit the application.

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.

Disass secol to read and asknowledge the following algures	
Please scroil to read and acknowledge the following clauses.	
General Declaration	
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 f	alse information.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy	y of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.
Licence for Import/Export/Transhipment of Meat and Fish Products (SFA)	
I am aware that the Singapore Food Agency (SEA) would only be able to process m	
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 Sinaapore Food Agency Act 2019 and I hereby
EFAIr collection and use of all information provided by main the source of any appli-	cation I have made to the SFA to facilitate the processing of such application(s). I hereby further consider of Comparison of Co
sharing my information in such application(s) with other Government agencies, and/	for non-Government entities authorised to carpulate specific Gaustrement convices unless prohibited by
sharing my information in such application(s) with other Government agencies, and/	for non-Government entities of the contract provide Government realizy relax entitlities of the contract of th
shars contection and use or an innormation provided or yine in the coase or any gaps sharing my information in such application(s) with other Government agencies, and/	Click Review Form to
Shar so consciout and use of all initializing powded by the in the coalse of any approximation in such application(s) with other Government agencies, and/ I hereby declare that all of the above is true.	Click Review Form to review the form again.
 I hereby declare that all of the above is true. Check the box for 	Click Review Form to review the form again.
 I hereby declare that all of the above is true. Check the box for declare that all of the above is true. 	Click Review Form to review the form again.

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.

DESCRIPTION	OST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee		\$84.00
	Subtotal Amount Payable	\$84.00 \$84.00
Payment method Please choose a payment method.		
Payment method Please choose a payment method. We Accept We Accept State Option Add Card Details. Add Card Details Severable in the second Chicals Marker		
Payment method Prese choose a payment method.		

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.

Payment Summary		
DESCRIPTION	GST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	0.00	\$84.00
Click Download	Subtotal	\$84.00
Tax Invoice.	Total Paid	\$84.00
Download Tax Invoice TN241219000069		
Next Steps We will send you an email notification when there are changes to your application status. Alternatively, you may log in t	Click Re	eturn to
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBizaer/insoniogic.com sg	Dashb	

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

	Click Licences>>Apply Licences	
6 gobusiness SINGAPORE Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or	Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food Singapore Civil Defence For Agency (SFA)	Ý
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	~
Singapore Police Force (SPF)	~
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

Apply for Licence for Import/Export/Transhipm Products	ient of Meat and Fish	Apply
Apply for Licence for Import/Transhipment of F Vegetables	resh Fruits and	Apply
Apply for Licence to Import Poultry	Select the license and click	Apply
Apply for Licence to Import Sheep & Goats	Apply	Apply
Apply for Licence to Import Table Eggs		Apply
Apply for Licence to Import/Export/Tranship F Eggs and Biologics	pod Animals, Birds,	Apply
Apply for Registration to Import Feed for Food	Producing Animals	Apply
Apply for Registration to Import Live Frogs for	Human Consumption	Apply

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.

Read the and F	e Details like FAQs, Documents Requirements before Apply	Click Apply	
LICENSE FOR IMPORT/TRANSSHIPMENT OF FR import/transshipment of fresh fruits and vegetat Licence Pre-requisites : 1.Top Up CPF Medisave. 2.Activate UEN with Singapore Customs. 3.Submit original GIRO form. FAQs 1. Where can I get more information for Lic You can find more information on SFA wel	ESH FRUITS AND VEGETABLES is required if Traders involved in the les. Fees for Licence ance for Import and Transhipment of Fresh Fruits and Vegetables?	Fees and additional information Fee Licence Fee: \$378.00	
Documents	Requirements		

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

w and fill the following details for application.
w and fill the following details for application.
Choose As an applicant
Choose As an applicant
Choose As an applicant
The choose As an applicant
pplying

General Information – As an Applicant

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

30101011011		Fill the Applicant Detail	
Select			~
Name			
Default User			
ID Type			
NRIC			\sim
ID No.			
2000			
Email			
defaultuser@gmail.com			
Contact Number			
Contact Number +65 ∨ 9771 1234			
Contact Number +65 \sigma 9771 1234 Address			
Contact Number +65 V 9771 1234 Address Postal Code			
Contact Number +65 \sigma 9771 1234 Address Postal Code 460136			
Contact Number +65 9771 1234 Address Postal Code 460136			
Contact Number +65 V 9771 1234 Address Postal Code 460136 Block/House No.	Retrieve Address		
Contact Number +65 9771 1234 Address Postal Code 460136 Block/House No. 136 ~	Retrieve Address Street Name Bedok North Avenue 3		~
Contact Number +65 9771 1234 Address Postal Code 460136 Block/House No. 136	Retrieve Address Street Name Bedok North Avenue 3		~
Contact Number +05 V 9771 1234 Address Postal Code 460136 Block/House No. 136 V Floor/Level @ (Optional)	Retrieve Address Street Name Bedok North Avenue 3 Unit (Optional)	Building Name	~

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill th	e Company Detail		
Company Name				
MANAGEMENT PTE				
UEN				
197101238G				
Entity Type				
Local Company			\checkmark	
Registered Address			Click Save Draft	
Postal Code			Click Application Deta	ile
117438				113
Block/House No.	Street Name			
	, and anyong noda			
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	~	
			N	
			Save Draft Application Detail	s o

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 ap	plication.		
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		\sim
Name		
Tim Tom		
ID Туре		
NRIC		\sim
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 ∨ 9876 5432		

Applicant Details

12. Fill the Applicant Details.

Company Detail	Fill †	he Company Detail	
Company Name			
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Postal Code 117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		~
Floor/Level 🕲 (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim
🛞 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.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		~
Name		
Tim Tom		
ID Туре		
NRIC		Click Save Draft
		Click Application Details
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		
		N
		Save Draft 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

Owner Organisation Details	Click Retrieve button to get the Owner Organisation Details
tpplicant Type	

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	Fill the Applicant's Details
Sex	
Mate [M]	
Female [F]	
Date of Beth	
DD/MM/TTTT	в
Designation (Ontinent)	
Select	
Alternative Email Address (Optional)	
Primary Mode of Contact	
The displayed contacts will be used for communication with SFA. Please update your contact if th	iere are any changes.
Home Tel Number [HME]	
Mobile Number [M84]	
Office Number [OFF]	
Home Number (Optional)	
•65 V E.g. 8123 4567	
Mobile Number (Optional)	
+65 V E.g. 8123 4567	
Office Number (Optional)	
+65 V E.g. 8123 4567	
nck in you preter to receive status updates or licence application via SMS (Option	ay
Yes [Y]	

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details	Fill the Applicant's Address Details
Address Type	
Foreign [FOREIGN]	
Mailing Address Address Type Local [LOCAL]	Fill the Mailing Address
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.

Address Type Local [LOCAL]		Select Local			
Foreign [FOREIGN]					
Applicant Local Address Format Standard [STANDARD]		Select Standard and f the address	ill		
Type of Premises					
Select				~	
Select				~	
Solect Local Address Postal Code			lick Retrie	ve Address	
Solect Local Address Postal Code	Retrieve Add	Iress	lick Retrie	ve Address	
Select Local Address Postal Code Block/House No.	Retrieve Add	Iress	lick Retrie	ve Address	
Select Local Address Postal Code Block/House No.	Retrieve Add Street Name	Iress	lick Retrie	ve Address	
Select Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Add Street Name Unit (Optional)	iress C Building Name (Optional)	lick Retrie	ve Address	
Soloct Local Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Add Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional) Click Reset Address	lick Retrie	ve Address	

Applicants Address Type Local

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

ddress Type		
Cocal [LOCAL] Foreign [FOREIGN]	Select Foreign and fill the address details in the	
ype of Premises Select	populated fields	~
lddress Line 1		
		0/60
Iddress Line 2		
		0/60
Address Line 3 (Optional)		
		0/60
Address Line 4 (Optional)		
Address Line 5 (Optional)		0/60
City (Optional)		0/60
State (Optional)		0/40
Postal Code (Optional)		0/60
Country/Region		0/12
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.

Address Type Occol[LOCAL]	Select Local
Applicant Local Address Format Standard [STANDARD]	Select Standard and fill the address
Type of Premises Select	✓
Matiling Address Pastal Code Block/House No.	Retrieve Address
Roor/Level @ (Optional) Ep: 01, 81, 01M	Link (Optional) Teg 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 total foreign [FORBON] Type of Premises Salect	Select Foreign and fill the address details in the populated fields	× .
Address Line 1		
Address Line 2		0/60
Address Line 3 (Optional)		0/60
		0/60
Address Line 4 (Optional)		0/60
Address Line 5 (Optional)		
City (Optional)		0/60
State (Optional)		0/60
Partial Code (Oncinent)		0/60
Posa Cae (Upadhal)		0/12
Country/Region		

Mailing Address Type Foreign

30. Fill the Address fields.

Address Type	Fill the Organisation Operating Address
Foreign [FOREIGN]	
Organisation Contact Details	Fill the Organisation Contact Details
Fax Number (Optional)	
+65 ∨ E.g. 8123 4567	
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.

Address Type		Select Local		
Foreign [FOREIGN]				
Local Address Format Standard [STANDARD]		Select Standard ar the address	nd fill	
Type of Premises (Optional)				~
Address Postal Code	@ Retrieve Ar	ddress	Click R	etrieve Address
Address Postal Code Block/House No.	Retrieve Ar	ddress	Click R	etrieve Address
Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Art Street Name Unit (Optional)	ddress Building Name (Optional)	Click R	etrieve Address
Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Ad Street Name Unit (Optional) Eg: #05-01, use 01	ddress Building Name (Optional)	Click R	etrieve 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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

GoBusiness New Application User Guide Chapter 4: Licence to Import, and Tranship Fresh Fruits and Vegetables

Foreign (FOREIGN)	Select Foreign and fill the address details in the	
Type of Premises Select	populated fields	~
Address Line 1		
Address Line 2		0/60
Address Prile 5		
Address Line 3 (Optional)		0/60
Address Line 4 (Optional)		0/60
Address Line 5 (Optional)		0/60
		0/60
City (Optional)		
State (Optional)		0/60
Postal Code (Optional)		0/60

Foreign Address

36. Fill the Address fields.

37. Continue filling Product Types next.

Product Type



Product Type

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

Type of Premises					
Select				~	
Operating/ Establishment Address		C	ick Retrieve		
Postal Code		Add	ress button to		
	Retrieve Addr Addr		t the address		
	14	1030	dotails		
Block/House No.	Street Name		derails.		
×				\sim	
Floor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)			
Eg: 01, B1, 01M	Eg: #05-01, use 0	Click Reset Address		~	
		button to reset the			
Reset Address		address details			
(c)		dddress derdiis.			
Licence/Registration Number eg. WH12A00	001 (if any) (Optional)				
	Click	Add button to add			
	estat	olishment address		0/65	
	Char	details			
(+) Add		derdils.			
No. Type of Premises		Operating / Establishment Address	Licence/Registration Nur	ber eg. WH12A0001 (if gny)	Act
No. Type of Premises		operating/ Establishment Address	Elcence/ Registration Hon	iber eg. WHIZHOOUT (il dilif)	ACC

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.

pe of Premises				
Select perating/ Establishment Addres stal Code	s		v	Added successfully Your new information has
	Retrieve Addr Addr	855		
ock/House No.	Street Name			
	~		\vee	
oor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)		
Eg: 01, B1, 01M	Eg: #05-01, use 01		~	
Reset Address cence/Registration Number eg. WH1	2A0001 (if any) (Optional)			
+ Add			0/45	
No. Type of Premises		Operating/ Establishment Address	Licence/Registration Number eg. WH12/	A0001 (if any) Actions

Establishment Address Details Added

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

Emergency Contact	Fill	the Emergency		
Salutation		onfact Details		
Select			~	
Name				
Designation (Optional)			0/66	
Designation (Optional)				
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
(+) Add	Click Add bu emergenc	utton to add ay contact ails		
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				V Ad	ded successfully r new information has been added.
Name					
Designation (Optional)				0/66	
				0/100	
Contact No.					
+65 V E.g. 8123 4567					
Email					
+ Add					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	Es i

Emergency Contact Details Added

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

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	Click Get GIRO
Online Payment	Reference Number
Offline Payment	to retrieve the GIRO
Get GIRO Reference Number	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

		click Ad	HIE Type, uploo Id. The details w	ad the tile and ill be added.	
Select				~	
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 charae Drop a file here or click to upload	cters and no spaces. Only letters (a-z), number	rs (0-9), underscores (_), and	hyphens (-) are allowed.		ß
+ Add	Click Add b supporting d deta	locument ils			
File Type		Attachment			Actions
No data available in table					
			← General Information	Save Draft Revie	w Form $ ightarrow $

Any supporting documents [LICENCEFORIMPORTTRANSSHIPMENTOFFRESHFRUITSAND/VEGETABLESSD001]
Supporting Document List

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

Supporting Documents	Added successfu Your now information	Jily × In has been added.
Select 🗸		
Attachment Only 1 file of 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	A	
E Add		
File Type Attachment	Actions	
Any Supporting Documents [IMPORTEXPORTTRANSHIPMEATFISHAPPANYSUPPORTINGDOCS]	5	

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

Click Back to Edit for editing the Television of the filled form of the filled form.		scroll down for all the sections and review.
Approximate of the former o		the filled form.
Click Back to Edit for editing the Intervent		Approx Buti
Apticular to the transmission (pict) Provide the transmission (pi		Control Detail
Click Back to Edit for editing the Click Declaration to declare and		Application Details for Licence for Ingort/Denothapment of Fresh Fraits and Vegetstalles (SFA) Court Operation Details The Water of Courts of Cour
Click Back to Edit for editing the Click Declaration to declare and		a A b A b A b A a A b A b A b A b A b A b A b A b A
Click Back to Edit for editing the Click Declaration to declare and		No.
application. submit the application.	Click Back to Edit fo applicatio	or editing the Click Declaration to declare and submit the application.

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 an	na make payment.				
0.000	Internal				
DESCR	arton			031	ANGONI
Licen	ce for Import/Transhipment of Fresh Fruits and Ve	getables			\$378.00
				Amount Payable	\$378.00
Payı Please	ment method choose a payment method.	Enter card details.	Ctrl) -		
4: Wh	242 02 / 26 123 Save with link int is a CVC? Save as my new default card	Click Make Payment.			
		Click Back to Form.			
~	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	out a	IMOUNT
Licence for Import/Transhipment of Fresh Fruits and Vegetables Application Free Click Download Tax Invoice.	Subtrait Total Paid S	5378.00 5378.00 378.00
Receipt No. Tr241128000123 Next Steps Your application in being processed. We will send you an email when your application status changes. You can also log in For application enquiries, you may contact Collouiness Helpdesk of 63363373 or email AukCollizecrimoningic con sp.	Click 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 5: Licence to Import Table Eggs

Apply New Licence Application (Company)

Choose Agency

	Click Licences>>Apply Licences	
gobusiness SINGAPORE Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or	Apply Licences r	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	~
Singapore Police Force (SPF)	\sim
SkillsFuture Singapore (SSG)	\sim
Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

Singapore Food Agency (SFA)	
Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry Select the license and click Apply	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics	Apply
Apply for Registration to Import Feed for Food Producing Animals	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food Appliances	Apply

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 Eggs	Click Apply
Read the Details like FAQs, Documents and Requirements before Apply Details The Licence to Import Table Eggs is issued to importers by Singapore Food Agency to import Table Eggs. FAQs 1. Where can I get more information for Licence to Import Table Eggs? You can find more information on SFA website.	Fees and additional information N.A.
	Apply

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



General Information – As an Applicant

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

Select Image: Select Image: Select Image: Select Default User Image: Select Image: Select Image: Select NRC Image: Select Image: Select Image: Select NRC Image: Select Image: Select Image: Select orderst Number Image: Select Image: Select Image: Select orderst Number Image: Select Image: Select Image: Select officers Image: Select Image: Select Image: Select officers Image: Select Image: Select Image: Select Select North Averse 3 Image: Select Image: Select	
Index Image: Second User Default User Image: Second User NRIC Image: Second User NRIC Image: Second User Image: Second User Image: Second User ortact Number Image: Second User +65 9711234 Image: Second User Image: Second User ortact Number Image: Second User +65 9711234 Image: Second User Image: Second User Ima	~
Default User NRC NRC NRC NRC NRC 1***2356G mail defaultusergmail.com ontact Number *66 ✓ 9771 1234 offerss stal Code 40136 Image: Steet Name 12 Unit (Optional) Beiding Name 12 111	
NRC NR. ****2356G mail defaultuseregmail.com ontact Number *65 ~ 9771 1234 6dress stati Code 460136 Cop/Level © (Optional) Unit (Optional) Bedok North Avenue 3 12 111	
NRC NRC </td <th></th>	
> No. ****23566 mail defaultuseregmail.com ontact Number *65 v 9771 1234 *65 v 9771 1234 ddress ostal Code 460136 Retrieve Address Street Name 136 v Bedok North Avenue 3 oor/Level © (Optional) Unit (Optional) Building Name 12 111	~
****2356G mail defoultuseregmail.com ontact Number +65 v 9771 1234 ddress stal Code 460136 Q Retrieve Address bock/House No. Street Name 136 v Bedok North Avenue 3 oor/Level Q (Optional) Unit (Optional) Building Name 12 111 Bedok Tower	
mail defaultuseregmail.com ontact Number +65 ∨ 9771 1234 ddress stal Code 460136 136 V Etrieve Address bock/House No. Street Name 136 V Etrieve Address bock/House No. Letter Name 12 V II (Optional) Building Name Bedok Tower	
indi defaultuseregmail.com ontact Number +65 v 9771 1234 ddress ostal Code 460136 Retrieve Address Street Name 136 Unit (Optional) Unit (Optional) Unit (Optional) Building Name 12 Intervet Address Bedok Tower Bedok Tower Bedok Tower Bedok Tower Bedok Tower Bedok Tower Bedok Tower Bedok Tower Bedok Tower Bedok Tower Bedok	
ontact Number +65 V 9771 1234 ddress ostal Code 460136 Cock/House No. 136 Cock/House No. Street Name Bedok North Avenue 3 Cocy/Level © (Optional) Unit (Optional) Unit (Optional) 111 Bedok Tower	
ontoct Number +65 ∨ 9771 1234 ddress ostal Code 460136	
iddress ostal Code 460136 Image: Color Code 5treet Name 136 Cot/Level @ (Optional) Unit (Optional) Unit (Optional) Beidok North 12	
ddress ostal Code 460136	
460136 Retrieve Address lock/House No. Street Name 136 Bedok North Avenue 3 oor/Level @ (Optional) Unit (Optional) Building Name 12 111	
Index/House No. Street Name 136 Bedok North Avenue 3 oor/Level @ (Optional) Unit (Optional) 12 111 Bedok Tower	
Jock/House No. Street Name 136 Bedok North Avenue 3 oor/Level @ (Optional) Unit (Optional) 12 111 Bedok Tower	
I36 Bedok North Avenue 3 oor/Level @ (Optional) Unit (Optional) Building Name 12 111 Bedok Tower	
Ioor/Level (Optional) Unit (Optional) Building Name 12 111 Bedok Tower	~
12 111 Bedok Tower	
	\sim

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			Click Save D Click Application	oraft n Details
117438				
Block/House No.	Street Name			
10 ~	Pasir Panjang Road		~	
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	~	
			Save Draft App	lication Details $ ightarrow$

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	nlication	
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	\sim
Name	
Tim Tom	
ID Type	
NRIC	\checkmark
ID No.	
****2356G	
Email	
timtom@abc.com	
Contact Number	
+65 >> 9876 5432	

Applicant Details

12. Fill the Applicant Details.

Company Detail	Fill t	the Company Detail	
Company Name			
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Registered Address			
Postal Code			
117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		\sim
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim

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.

Filer Detail	Fill the Filer Detail	
Salutation	J	
Select		\sim
Name		
Tim Tom		
10.7		
		Click Save Draft
NRIC		Click Application Details
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		
		N
		Save Draft 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

Fill in the following details.	D IMPORT IABLE EGGS (SFA)
Owner Organisation Details	Click Retrieve button to get the Owner Organisation Details
Applicant Type Organisation [Organisation]	• ~
Owner Organisation Name [UEN/ NRIC]	
193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED	0 ~

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	Fill the Applicant's Details
Sex	
Male [M]	
Femcie IF	
Date of Birth	
DD/MM/YYYY	0
Bullet for (0-thur)	
Designation (Optional)	
	*
Alternative Email Address (Optional)	
Primary Mode of Contact	
The displayed contacts will be used for communication with SFA. Please update your contact	I if there are any changes.
Home let Number (HME)	
Mobile Number [M8L]	
Office Number [OFF]	
Home Number (Optional)	
+65 V E.g. 8123 4567	
Mobile Mambar (Collocal)	
+66 V E a 8123 4567	
Office Number (Optional)	
+65 V E.g. 8123 4567	
Tick if you prefer to receive status updates of licence application via SMS (Opt	tional)
Yes [Y]	

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details	Fill the Applicant's Address Details
C Local [LOCAL]	
Foreign [FOREIGN]	
Mailing Address	Fill the Mailing Address
C 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.

Address Type Local [LOCAL]		Select Local			
Foreign [FOREIGN]			-		
Applicant Local Address Format Standard [STANDARD]		Select Standard and the address	fill		
Type of Premises					
., pe et l'ennee					
Select				~	
Select				~	
Select Local Address Postal Code			Click Ratr	·ieve Addres	
Select Local Address Postal Code	Retrieve Ad	Idress	Click Retr	ieve Addres	is
Select Local Address Postal Code	Retrieve Ad	Idress	Click Retr	vieve Addres	s
Select Local Address Postal Code Block/House No.	Retrieve Ad	Idress	Click Retr	ieve Addres	s
Select Local Address Postal Code Block/House No.	Retrieve Ad	Idress	Click Retr	ieve Addres	is
Select Local Address Postal Code Block/House No. Floor/Level (Optional)	Retrieve Ad Street Name Unit (Optional)	Idress Building Name (Optional)	Click Retr	ieve Addres	is
Select Local Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Ad Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional)	Click Retr	vieve Addres	is

Applicants Address Type Local

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

Address Type		
Local [LOCAL] Foreign [FOREION]	Select Foreign and fill the address details in the	
Type of Premises Select	populated fields	~
Address Line 1		
Address Mars D		0/60
Address Line 2		
Address Line 3 (Optional)		0/60
		0/60
Address Line 4 (Optional)		
Address Time F (Oneline a)		0/60
Rodress Line a (Optional)		
City (Optional)		0/60
		0/60
State (Optional)		
Posted Code (Contornal)		0/60
Postal Code (Cptional)		
Country/Region		0/12
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.

Mailing Address Address Type foreign [FOREIGN] Applicant Local Address Format Standard [STANDARD]	Select Local Select Standard and fill the address	
Type of Premises		
Select	v	
Mailing Address Petral Code Block/Horse No.	Retrieve Address Click Retrieve Address	
Developed & (Online)	This (Andrew) B. B. Barry Man (Andrew)	
Eg: 01, 81, 01M	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 tocal [LOCAL] Foreign [FORBON] Type of Premises Select	Select Foreign and fill the address details in the populated fields	~
Address Line 1		
Address Line 2		0/60
		0/60
Address Line 3 (Optional)		
Address Line 4 (Optional)		0/60
Address Line 5 (Optional)		0/60
		0/60
City (Optional)		0/60
State (Optional)		4.0
Postal Code (Optional)		0/60
		0/12
Select		~

Mailing Address Type Foreign

30. Fill the Address fields.

Address Type	Fill the Organisation Operating Address
Foreign [FOREIGN]	
Organisation Contact Details	Fill the Organisation Contact Details
+65 V E.g. 8123 4567	
Fax Number (Optional)	
+65 V E.g. 8123 4567	
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 Operc	ating Address		
Address Type Local [LOCAL]		Select Local	
Foreign [FOREIGN]			4
Local Address Format Standard [STANDARD]	Se	ect Standard and fill the address	
Type of Premises (Optional) Select			~
Address Postal Code	Patriana 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			

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

	Select Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises		
Select	populated lields	~
Address line A		
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)		
Fints Protocol		0/60
aute (optional)		
		0/60
Postal Code (Optional)		
		0/12

Foreign Address

36. Fill the Address fields.

37. Continue filling Egg Storage Details next.

Terms and Conditions



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

Egg Storage Establishment

Egg Storage Establishment Warehouse Registration Number.	Enter the Warehouse Registra Number	tion	
Add	Click Add	0/15	Actions
No. warenouse kegistration number.			Actions

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	Added successfully X Your new information has been added.
Warehouse Registration Number.	
0/15	
No. Warehouse Registration Number.	Actions
1 11	

Egg Storage Establishment

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

Emergency Contact

Emergency Contact	Fill	the Emergency		
Salutation		Contact Details		
Select			~	
Name				
			0/66	
Designation (Optional)				
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add bu emergenc det	utton to add :y contact ails.		
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				· ·	Added successfully Your new information has been add
Name					
				0/66	
Jesignation (Optional)					
				0/100	
Contact No. +65 ∨ E.g. 8123 4567					
Email					
+ Add					
	Name	Designation	Contact No.	Email	Actions
No. Salutation	- Hume				100010

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

ile Type	1113	click Add. The	details will be adde	ed.
Select			~	
Attachment Only 1 file at 2 MB or less. File name must have no more than 1 Drop a file here or click to uplo	30 characters and no spaces. Only letters (a-z), numbe	rs (0–9), underscores (_), and hyphens (-) are	allowed.	A
+ Add	Click Add k supporting c detc	outton to locument ils		
File Type		Attachment		Actions
No data available in table				
			eral Information	Review Form $ ightarrow$

Upload Supporting Documents

Authorisation for Management Staff [IMPORTTABLEEGGSAUTHORISATIONFORMANAGEMENTSTAFF]
BCP Form [BCPFORM_01]
Others [TABLEEGGSSUPPORTINGDOCS]

Supporting Document List

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

supporting Documents		Sector Ad You	ided successfully ur new information has been
ile Type			
Select		~	
Attachment Only 1 file of 2 Million Res. Elis nome and these names than 130 characters and no spaces. Only latters (n. 2) numbers (n. 9) underscores () and	mehane () an allowed		ß
the name meeting to meet and the spaces, only received to 1/2 endersees (=,) and t	iyphens (-) die dilowed.		
Drop a file here or click to upload	nyalawa (-) uliv ulivanyu.		
Drop a file here or click to upload	glanna () una unanna.		
Drop o file here or click to upload	Attachment		Actions

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

	Review Form	International Action
	General Information Proble	scroll down for all the sections and review the filled form.
	i an apino Ao se approvi	
	Applicant Dutat with With With The Mark Mark Stranger Mark Stranger Mark Mark Stranger Mark Mark Stranger Mark Stran	
	un territorio Company Decid Management Marian Mari	
	Application Details for Licence to Import Table Eggs (SFA) Owner Organisation Details Read-one meta-test instantiset they in the in- ternational and the international and the i	
	Egg Storage Establishment Im, Romanishment sense 1 George	
Click Back to Edit fo	register of the set of	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.

lease scroll to read and ackr	nowledge the following clauses.				
General Declaration					
I declare that all the information	on given in this application form is true and correc	t.			
I am aware that legal action n	nay be taken against me if I had knowingly provid	ded false information.			
I agree that in any legal proce	edings, I shall not dispute the authenticity or acc	uracy of any statements, confirmat	ons, records, acknowledgements, information reco	orded in or produced in	
Licence to Import Table Eggs	(SFA)				Click Submit.
I am aware that the Singapore	Food Agency (SFA) would only be able to proce	ss my application(s) when all relev	ant supporting documents are received and are in	proper order.	
I am aware that the SFA is req SFA's collection and use of all sharing my information in such	uired to collect personal information from time to information provided by me in the course of any a application(s) with other Government agencies, (time to carry out its various functio application I have made to the SFA and/or non-Government entities a	ns and duties under the Singapore Food Agency A to facilitate the processing of such application(s) uthorise the entry of control of the second secon	ct 2019 and I hereby consent to the Intereby further consent to the SFA	
			Click Review F	orm to	
I hereby declare that all of th	e above is true.		review the form	again.	
	Check the	e box for			N
	declard	ation.			N
	18 1			← Review F	orm

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.

Application Status				
APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
Licence to Import Table Eggs	FC244786788	1 working day	Submitted	
Next Steps			Click Return to	
Your application is being processed. We will send yo	u an email when your application status changes. You can also lo	g in below to check its status on your dashboard	Dashboard.	
For appreciation enquiries, you may contact output	In the second			

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

gobusiness SINOAPORE Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or A	Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

Licences

1. Click Licences>>Apply Licences.

S Select Singapore Food Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	\checkmark
Singapore Police Force (SPF)	\vee
SkillsFuture Singapore (SSG)	\vee
Singapore Tourism Board (STB)	\vee

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

Singapore Food Agency (SFA)	
Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Tranship Food Eggs and Biologics Select the license and cli	CK Apply
Apply for Registration to Import Feed for Food Pro	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food Appliances	Apply

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 Info	ormation	
Review and fill the fol	lowing details for application.	
Profile	Choose As an applicant	
I am applying		
As an applicant		
On behalf of applic	ant	

General Information – As an Applicant

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

Salutation Select Vame Default User	L	Fill the Applicant Detail	~
Vame Default User	L		~
Vame Default User			
Default User			
D Туре			
NRIC			\sim
D No.			
****2356G			
mail			
defaultuser@gmail.com			
Contact Number			
+65 🗸 9771 1234			
Address			
Postal Code			
460136			
Jlock/House No.	Street Name		
136 ~	Bedok North Avenue 3		\sim
	Unit (Ontional)	Ruiking Name	
	111	Bodok Towar	
12	***	DOUX IONGI	~

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill †	ne Company Detail		
Company Name			1	
MANAGEMENT PTE				
UEN				
197101238G				
Entity Type				
Local Company			~	
Registered Address Postal Code			Click Save Draft]
117438				
Block/House No.	Street Name			
10 ~	Pasir Panjang Road		\sim	
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	\sim	
			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 fo	r 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		\sim
Name		
Tim Tom		
ID Туре		
NRIC		\sim
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			
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.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		~
Name		
Tim Tom		
		Click Save Draft
Hite		Click Application Details
ID No.		
****2356G		
Free il		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		N
		Save Draft 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

Owner Organisation Details	the Owner C	Drganisation
Retrieve	Def	alls

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.

GoBusiness New Application User Guide Chapter 6: Licence to Import Sheep & Goats

Applicant's Details	
Citizenship	
Select	Fill the Applicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	0
Designation (Optional)	
Select	v
Alternative Email Address (Optional)	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if it	here are any changes.
Home Tel Number [HME]	
Methia Newbor (MR)	
O more removed family	
Office Number [OFF]	
Home Number (Optional)	
+65 V E.g. 8123 4567	
Mobile Number (Ontional)	
+45 × E.a. 8123 4567	
Office Number (Optional)	
+65 V E.g. 8123 4567	
Tick if you prefer to receive status updates of licence application via SMS (Option	al)
Yes [Y]	

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details	Fill the Applican Address Detail	nt's Is
Address lype		
Foreign [FOREIGN]		
Mailing Address	Fill the Mailing Address	
Address Type		

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.

Address Type Local [LOCAL]		Select Local			
Foreign [FOREIGN]			-		
Applicant Local Address Format Standard [STANDARD]		Select Standard and the address	l fill		
Type of Promises					
type of Premises					
Select				~	
Solect				~	
Select Local Address Postal Code			Click Ret i	rieve Addro	ess
Soloct Local Address Postal Code	ତ୍ତି Retrieve Add	ress	Click Ret i	v rieve Addro	ess
Select Local Address Postal Code Block/House No.	থু Retrieve Add	ress	Click Ret i	v rieve Addro	ess
Select Local Address Postal Code Block/House No.	Retrieve Add Street Name	ress	Click Ret i	∽ rieve Addro	ess
Select Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Add Street Name Unit (Optional)	ress Building Name (Optional)	Click Ret	rieve Addre	ess
Select Local Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Add Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional) Click Reset Addre	Click Reti	v rieve Addro v	ess

Applicants Address Type Local

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

ddress Type		
Local [LOCAL] Foreign [FOREIGN]	Select Foreign and fill the address details in the	
pe of Premises Select	populated fields	~
ddress Line 1		
ddress Line 2		0,760
		0,760
ddress Line 3 (Optional)		
ddress Line 4 (Optional)		0/60
ddress Line 5 (Optional)		Q/60
		0,760
kk (obecuel)		
ate (Optional)		0/60
ostal Code (Optional)		0,780
ountry/Region		9/12

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.

Address Type Occol[LOCAL]	Select Local
Applicant Local Address Format Standard [STANDARD]	Select Standard and fill the address
Type of Premises Select	✓
Matiling Address Pastal Code Block/House No.	Retrieve Address
Roor/Level @ (Optional) Ep: 01, 81, 01M	Link (Optional) Teg 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		
kddres Type bcot [LOCAL] foreign [FORBON] foreign [FORBON] ype of Premises Select	Select Foreign and fill the address details in the populated fields	
Address Line 1		
Address Line 2		
Addeen Use 3 (Outline)		
Address Line 3 (Optional)		
Address Line 4 (Optional)		
Address Line 5 (Optional)		
City (Optional)		
State (Optional)		
Postal Code (Optional)		
Country/Region		
Select		

Mailing Address Type Foreign

30. Fill the Address fields.

Address Type	Fill the Organisation Operating Address
Foreign [FOREIGN]	
Organisation Contact Details	Fill the Organisation Contact Details
+65 V E.g. 8123 4567	
+65 ∨ E.g. 8123 4567	
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 Opera	ating Address			
Address Type Local [LOCAL]		Select Local		
Foreign [FOREIGN]				
Local Address Format Standard [STANDARD]		Select Standard a the address	nd fill	
Type of Premises (Optional) Select				~
Address Postal Code	ू Retrieve Add	ress	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				

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Address type		
Local [LOCAL]	Select Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises	populated fields	
Select		~
Address Line 1		
Address Line 2		0/60
		0/60
Address Line 3 (Optional)		
		0/60
Address Line 4 (Optional)		
Address Line 5 (Optional)		0/60
Che (Continued)		0/60
City (Oppondi)		
		0/60
State (Optional)		
		0/60
Postal Code (Optional)		
Country /Bonion		0/12

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	Select the Purpose of Impo	ort.		
Transhipment [TRAN] Add A minimum of 1 entry is required for Purpose of Import.	Click Add to add the import details.		0 ~	
No. Purpose of Import No data available in table		Others		Actions

Purpose of Import

39. Select the **Purpose of Import** as Festivals, Transhipment 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		
Add No. Purpose of Import	Others	Actions

Import Details Added

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

Emergency Contact

Emergency Contact	Fil	I the Emergency Contact Details		
Select			~	
Name				
Designation (Optional)			0/66	
Contact No.			0/100	
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add b emergend det	utton to add cy contact tails.		
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				~ A	ded successfully
Name				Yo	ur new information has been added.
Designation (Optional)				0/66	
Designation (Optional)					
				0/100	
Contact No.					
+65 V E.g. 8123 4567					
Email					
+ Add					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	E I
•					

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

File Type	click Add. The def	tails will be added.
Select		~
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 cf Drop a file here or click to upload	aracters and no spaces. Only letters (a-z), numbers (0-9), underscores (), and hyphens (-) are allowed.	A
+ Add	Click Add button to supporting document details	J
File Type	Attachment	Actions
No data available in table		
	← General Info	rmation Save Draft Roview Form $ ightarrow$

Upload Supporting Documents

Authorisation for Management Staff [IMPORTSHEEPGOATAUTHORISATIONFORMANAGEMENTSTAFF] Others [IMPORTSHEEPANDGOATSSUPPORTINGDOCS]	Supporting Decument list
Authorisation for Management Staff [IMPORTSHEEPGOATAUTHORISATIONFORMANAGEMENTSTAFF]	Others [IMPORTSHEEPANDGOATSSUPPORTINGDOCS]
	Authorisation for Management Staff [IMPORTSHEEPGOATAUTHORISATIONFORMANAGEMENTSTAFF]

Supporting Document List

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

Supporting Documents			Added successfully Your new information has I
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 hyphons (-) are allowed.		
Drop a file here or click to upload			
(+) Add			
Ello Type	Attachmont		Actions
FIIC IV/C	Accochinenc		ACOULD

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

	Review Form These waves the following almost constitute. Now will not be able to with these ablance when you present to the result atop.	
	General Information	scroll down for all the sections and review
	Profile Non-equival A programmi	the filled form.
	Applicant Detail	
	New Arms So San	
	d tao 4.0 feann MRC SC2M MRC	
	Britishing apple come Compare Research volle (Resp. 6.6.12)	
	Company Detail	
	nem tean Anno 1990 Maganan annan Al fhan fragmachana, a's d' anganan hannas (Sy, Tragman) (1908	
	Application Details for Licence to Import Sheep & Goats (SFA) Owner Organisation Details	
	Agenera fan Opperante Dynamisji Taker (opperante Dynamisji Taker (opperante Dynamisji) Taker (opperante Dynamisji)	
	Purpose of Import	
	1 Perform (505)	
	Emergency Contact	Same No.
Click Back to Edit for	editing the	Click Declaration to declare and submit the application.
application		
		4 Annual Areas

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.

cuse scioli to read and acknowledge the following clauses.	
General Declaration	
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 f	alse 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 applix
Licence to Import Sheep & Goats (SFA)	Click Subm
I am aware that the Singapore Food Agency (SFA) would only be able to process m	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 SFA's collection and use of all information provided by me in the course of any appli	to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the cation I have made to the SFA to facilitate the processing of such application(s). Thereby further consent to the SFA
sharing my information in such application(s) with other Government agencies, and/	or non-Government entities authorised to carry out specific Government services, unless prohibited by legislation.
	Click Review Form to
I hereby declare that all of the above is true.	review the form again
Check the box for	. Teview me form again.
declaration.	
deelaranen	← Review Form Submit →

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 You application is being processed. We will send you an email we For application enquiries, you may contact GoBusiness Helpdesk o	en your application status changes. You can also log it 63363373 or email AskOoBizecrimsoniogic.com.ig	In below to check its status on your dashboard.	Click 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

	Click Licences>>Apply Licences	
gobusiness Dashboard My Submissions	5 Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or	Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food	
Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	~
Singapore Police Force (SPF)	
Skinsi otore Singapore (SSC) Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry	Apply
Annia far Linnard Chann & Conta	
Apply for Licence to Import Sneep & Goats	pply
Apply for Licence to Import Sneep & Godts Apply for Licence to Import Table Eggs Select the licence	cense and click
Apply for Licence to Import Sneep & Godts Apply for Licence to Import Table Eggs Apply for Licence to Import/Export/Tranship Food Animals, Bi Eggs and Biologics	cense and click
Apply for Licence to Import Sneep & Godts Apply for Licence to Import Table Eggs Select the licence to Import/Export/Tranship Food Animals, Bi Apply for Licence to Import/Export/Tranship Food Animals, Bi Apply for Registration to Import Feed for Food Producing Animals	cense and click pply
Apply for Licence to Import Sneep & Godts Apply for Licence to Import Table Eggs Select the licence to Import Table Eggs Apply for Licence to Import/Export/Tranship Food Animals, Bi A Apply for Registration to Import Feed for Food Producing Animals A Apply for Registration to Import Live Frogs for Human Consumption A	cense and click pply Apply

Select Licence and Apply

Г

- 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 Licences (New) - SFA	Apply
	Click Apply
Read the Details like FAQs, Documents and Requirements before Apply Details	
The Licence to Import Poultry is issued to importers by Singapore Food Agency to import Broiler Chickens and Broiler Ducks	Fees and additional information
FAQs Fees for License	N.A.
 Where can I get more information for Licence to Import Poultry? You can find more information on SFA website. 	
	Apply

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

Conservation		
General Info	ormation	
Review and fill the fol	llowing details for application.	
	Choose As an applicant	
Profile	choose As an applicant	
	7	
I am applying		

General Information – As an Applicant

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

Salutation		Fill the Applicant Detail	
Select			~
Name			
Default User			
ID Туре			
NRIC			~
ID No.			
****2356G			
Fmail			
F 118.00			
defaultuser@gmail.com			
defaultuser@gmail.com Contact Number +65 \varnothing 9771 1234			
defaultuser⊌gmail.com Contact Number +65 ∨ 9771 1234 Address Postal Code			
defaultuser⊌gmail.com Contact Number +65 ∨ 9771 1234 Address Postal Code 460136			
defaultuser⊌gmail.com Contact Number +65 ∨ 9771 1234 Address Postal Code 460136			
defaultuseregmail.com Contact Number +65 V 9771 1234 Address Postal Code 460136 Block/House No. 136	Retrieve Address Street Name Redric Marth Avenue 3		
defaultuser⊌gmail.com Contact Number +65 ∨ 9771 1234 Address Postal Code 460136 Block/House No. 136 ∨	Retrieve Address Street Name Bedok North Avenue 3		~
defaultuser⊌gmail.com Contact Number +65 ∨ 9771 1234 Address Postal Code 460136 Block/House No. 136 ∨ Floor/Level ♥ (Optional)	Retrieve Address Street Name Bedok North Avenue 3 Unit (Optional)	Building Name	~

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill th	e Company Detail	
Company Name			1
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Desistana d Address			
Registerea Adaress			Click Save Draft
Postal Code			Click Application Details
11/438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim
			N
			Save Draft Application Details $ ightarrow$

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		\sim
Name		
Tim Tom		
ID Туре		
NRIC		\sim
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		

Applicant Details

12. Fill the Applicant Details.

Company Detail	Fill the	e Company Detail	
Company Name			
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			\sim
Registered Address Postal Code 117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		\sim
Floor/Level () (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim
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.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		\sim
Name		
Tim Tom		
ID Туре		
NRIC		Click Save Draft
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		
		N
		Save Draft 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

	Click Retrieve button to get
Owner Organisation Details	the Owner Organisation
Retrieve	Details
Applicant Type	

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

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

Applicant's Details	
Citizenship	
Fill	the Applicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	
Designation (Optional)	
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 V E.g. 8123 4667	
Office Number (Optional)	
+65 V 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	Fill the Applican Address Detail	nt's Is
Address lype		
Foreign [FOREIGN]		
Mailing Address	Fill the Mailing Address	
Address Type		

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.

Address Type		Salaat		
Local [LOCAL]		Select Loca i		
Foreign [FOREIGN]				
Applicant Local Address Format	Г	Select Standard and	fill	
Standard [STANDARD]		the address		
Type of Premises	_			
Select Local Address Postal Code			Click Retrie v	ve Address
Soloct Local Address Postal Code Block /House No	Retrieve Add	Iress	Click Retrie v	ve Address
Select Local Address Postal Code Block/House No.	Retrieve Add	Iress	Olick Retrie v	ve Address
Select Local Address Postal Code Block/House No. Floor/Level (Optional)	Retrieve Add Street Name Unit (Optional)	dress Building Name (Optional)	Olick Retrie v	ve Address
Solect Local Address Postal Code Block/House No. Floor/Level (Optional) Eg: 01, B1, 01M	Retrieve Add Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional) Click Reset Addres button to reset the	Click Retrie	ve Address

Applicants Address Type Local

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

Address Type		
Cocal [LOCAL] Foreign [FOREIGN]	Select Foreign and fill the	
ype of Premises Select	populated fields	~
lddress Line 1		
		0/60
ddress Line 2		
		0/60
Address Line 3 (Optional)		
		0/60
ddress Line 4 (Optional)		
		0/60
ddress Line 5 (Optional)		
		0/60
tity (Optional)		
		0/60
tate (Optional)		
		0/60
ostal Code (Optional)		
		4.43
Country/Region		W 14
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.

Mailing Address Address Type	Select Local
Applicant Local Address Formot Standard (STANDARD)	Select Standard and fill the address
Type of Premises Select	×
Mailing Address Postal Code	Retrieve Address
Block/House No.	Street Name
Floor/Level (Optional)	Unit (Optional) Building Name (Optional)
Eg 01, 81, 01M	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		
kddres Type bcot [LOCAL] foreign [FORBON] foreign [FORBON] ype of Premises Select	Select Foreign and fill the address details in the populated fields	
Address Line 1		
ddress Line 2		
Addeen Use 3 (Outline)		
Address Line 3 (Optional)		
Address Line 4 (Optional)		
Address Line 5 (Optional)		
City (Optional)		
State (Optional)		
Postal Code (Optional)		
Country/Region		
Select		

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address	Fill the Organisation Operating Address
C Local [LOCAL]	
Foreign [FOREIGN]	
Organisation Contact Details	Fill the Organisation Contact Details
+65 ∨ E.g. 8123 4567	
Fax Number (Optional)	
+65 V E.g. 8123 4567	
Business Email	
LIEN of Former Company (Optional)	

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.
	Select Local]
		1
Se	elect Standard and fill the address	
		~
Retrieve Address	Click	Retrieve Address
Street Name		~
Unit (Optional)	Building Name (Optional)	
	Retrieve Address	Select Local Select Standard and fill the address Click Street Name

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

0		
	Select Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises		
Select	populated fields	~
Address Line 1		
		0/60
Address Line 2		
		0//0
Address Line 3 (Optional)		0,00
		0/60
Address Line 4 (Optional)		
		0/60
Address Line s (Optional)		
		0/60
City (Optional)		
		0/60
State (Optional)		
Postal Code (Optional)		0/60
fallennad		
		0/12

Foreign Address

36. Fill the Address fields.

37. Continue filling Product Details next.

Notes & Terms and Conditions

notes:	
Please note application	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 li
Terms o	nd Conditions of Licence
Terms and C	anditions of Licence

Notes & Terms and Conditions of Licence

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

Product Details

Product Dotails	
Product Details	Colo ot the Droduct Turns
Product Type	Select the Product type
Broiler Chickens [C]	
Broiler Ducks [D]	

Product Details

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

Poultry Slaughter House Address

Poultry Slaughter House A	ddress	r the Poultry Slaught	er	
Slaughterhouse Licence Number	Но	use Address details		
			0.50	
Potriovo Company Dotail			0/30	
Retrieve Company Detail	Click R	etrieve		
UEN NUMBER (Optional)	Compar	ıy Detail		
			0/10	
Company Name (Optional)				
Address (Optional)			0/100	
			6	
			0/66	
🕀 Add				
No. Slaughterhouse Licence Number		Company Name	Address	Actions
		wenthand secure	p sources operate	

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.

Claughterhouse License Number				
sidugittemouse 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	53336654B	MANAGEMENT PTE	31 SCIENCE PARK ROAD, #123, THE CRIMEONL SINGADORE 117611	E6 🗊

Poultry Slaughter House Address Added

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

Emergency Contact

Emergency Contact	Fill	the Emergency		
Salutation	C	Contact Details		
Select			~	
Name				
			0/66	
Designation (Optional)				
Contact No.			0/100	
+65 V E.g. 8123 4567				
Email				
① Add	Click Add bu emergenc det	utton to add y contact ails.		
No. Salutation	Name	Designation	Contact No.	Actions
No. Salutation				
No data available in table				

Emergency Contact

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

Emergency Contact					
Salutation					
Select				~	×
				Vou You	ded successfully r new information has been added.
Name					
				0///	
Designation (Optional)				0/00	
				0/100	
Contact No.					
+65 V E.g. 8123 4567					
Email					
+ Add					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	66 0
•					

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

ile Type		click Add. The c	letails will be adde	d.
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 Drop a file here or click to uploa	0 characters and no spaces. Only letters (a-z), numbers (0-9), d	underscores (_), and hyphens (-) are allo	wed.	ß
+ Add	Click Add butte supporting docu details	on to ument		
File Type		Attachment		Actions
No data available in table				
		← General	Information Save Draft	Review Form $ ightarrow$

Upload Supporting Documents

Authorisation for Management Staff [IMPORTPOULTRYAUTHORISATIONFORMANAGEMENTSTAFF]	
Authorisation for Slaughter House [SLAUGHTERHOUSELICENSEEACKNOWLEDGEMENT]	
Others [IMPORTPOULTRYSUPPORTINGDOCS]	

Supporting Document List

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

			Your new information	on has been (
ile Type Select		~		
Attachment Only 1 file of 2 MB of less. File name must have no more than 130 characters and no spaces. Only letters (a-2), numbers (0-9), underscores (_), and Drop a file here or click to upload	hyphons (-) are allowed.		ß	
① Add				
Add File Type	Attochment		Actions	

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

ones Review Form Places indexe the following details, wordsig. You will not be adde to add these details when you proceed to the word step.	• tendent of the second of the
General Information Profile Instance	scroll down for all the sections and review the filled form.
As an applicant Detail Applicant Detail Manama To To To To To To To To To To	
Application Details for Licence to Import Poultry Owner Organisation Details Water that we retreated balance before litting in the fram. Applied frame frame applied by the frame of the fr	
Applicant's Details Caunty Asservations In Mars Jol Scotteres Conference Conference	
Click Back to Edit for editing the application.	Click Declaration to declare and submit the application.
	(- kastali Deletatu -)

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.

lease scroll to read and ack	towleage the following clauses.				
General Declaration	on given in this application form is true and correct				
I am aware that legal action r	nay be taken against me if I had knowingly provide	 ed false information.			
I agree that in any legal proce	edings, I shall not dispute the authenticity or accur	racy of any statements, confirmations, re	cords, acknowledgements, information recor	rded in or produced in this application.	
Licence to Import Poulitry (SF. I am aware that the Singapon I am aware that the SFA is re- sFA's collection and use of all sharing my information in such I hereby declare that all of the	9 9 9 9 9 9 9 9 9 9 9 9 9	s my application(s) when all relevant su lime to carry out its various functions and plication i have been able to the SA to tac ind/or non-Government entities author box for tion.	oporting documents are received and are in n duties under the Singapore Food Agency Ac littlet the processing of such applications). I Click Review For review the form o	eroper order. d 2019 and I hereby d hereby further conself to the SP by legislation. ty legislation. C Review Form	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 r A confirmation em	eceived your application ail has been sent to you.				Successfully submitted X You have successfully submitted.
	Application Status	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 applicatio For application enquiries, you may contact GeBusiness Helpdesk at 63363373 or em	n status changes. You can also log in below t oill AskGoBizecrimoniogic.com.sg.	to check its status on your dashboa	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

	Click Licences>>Apply Licences	
b go business SINGAPORE Dashboard My Submission	s Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence o	Appl Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

Licences

1. Click Licences>>Apply Licences.

S Select Singapore Food	
Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	~
Singapore Police Force (SPF)	~
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

GoBusiness New Application User Guide Chapter 8: Registration to Import Processed Food Products and Food Appliances

Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Tranship Foo Eggs and Biologics Apply	
Apply for Registration to Import Feed for Food Producing Animals	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food	Apply

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 Info	ormation	
Review and fill the fa	llowing details for application.	
Profile	Choose As an applicant	
As an applicant		

General Information – As an Applicant

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

GoBusiness New Application User Guide Chapter 8: Registration to Import Processed Food Products and Food Appliances

Applicant Detail		Fill the Applicant Detail	
Select			~
Name			
Default User			
ID Type			
NRIC			\sim
ID No.			
****2356G			
Emoil			
defaultuser@amail.com			
-0			
Contact Number			
+65 🗸 9771 1234			
Address			
Postal Code			
460136			
Block/House No.	Street Name		
136 \checkmark	Bedok North Avenue 3		\sim
Floor/Level ((Optional)	Unit (Optional)	Building Name	
12	***	DETINY TOWOL	× _

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill th	ne Company Detail	
Company Name			1
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Registered Address			Click Save Draft
Postal Code			Click Application Details
117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		~
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	`
			N N
			N
			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 this the following details for a	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	\sim
Name	
Tim Tom	
ID Туре	
NRIC	~
ID No.	
****2356G	
Email	
timtom@abc.com	
Contact Number	
+65 🗸 9876 5432	

Applicant Details

12. Fill the Applicant Details.

Company Detail	Fill t	he Company Detail	
Company Name			
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Registered Address Postal Code 117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		\sim
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim
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.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		~
New York		
Tim Tom		
ID Time		
NRIC		Click Save Draft
		Click Application Details
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		
		N
		Save Draft 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

Owner Organisation Details	Click Retrieve button to ge the Owner Organisation Details
Applicant Type	

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	Fill the Applicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	0
Designation (Optional)	
Select	~
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if the Home Tel Number [HME] Mobile Number [MBL] Office Number [OFF] Home Number (Optional)	ine ane any changes.
+65 V E.g. 8123 4567	
Mobile Number (Octional)	
+65 V E.a.81234567	
Office Number (Optional)	
+65 × Eq.8123.4567	
Tick if you prefer to receive status updates of licence application via SMS (Optional Vies [Y]	0

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details	Fill the Applican Address Detail	nt's Is
Address lype		
Foreign [FOREIGN]		
Mailing Address	Fill the Mailing Address	
Address Type		

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.

Address Type		Select Local		
Foreign [FOREIGN]			1	
Applicant Local Address Format Standard [STANDARD]	[Select Standard and the address	fill	
Type of Premises				
Select Local Address		_		~
Select Local Address Postal Code	Retrieve Add	ress	Click Retri e	eve Address
Select Local Address Postal Code Block/House No.	Retrieve Add	ress	Click Retri	eve Address
Select Local Address Postal Code Block/House No.	Retrieve Add	ress	Click Retri	eve Address
Select Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Add Street Name Unit (Optional)	ress Building Name (Optional)	Click Retri	eve Address

Applicants Address Type Local

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

ddress Type		
Cocal [LOCAL] Foreign [FOREIGN]	Select Foreign and fill the	
ype of Premises Select	populated fields	~
ddress Line 1		
		0/60
ddress Line 2		
		0/60
ddress Line 3 (Optional)		
		0/60
ddress Line 4 (Optional)		
ddress Line 5 (Optional)		u/ou
ity (Optional)		0/80
tate (Optional)		0/60
nstal Carla (Ontional)		0/60
and and (observed)		
		0/12
ountry/Hegion		

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.

Mailing Address Address Type	Select Local
Applicant Local Address Format	Select Standard and fill the address
Type of Premises Select	✓
Mailing Address Postal Code	Retrieve Address
Block/House No.	Street Name
Floor/Level (Optional)	Unit (Optional) Building Name (Optional)
Eg. 01, B1, 01M	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		
kddres Type bcot [LOCAL] foreign [FORBON] foreign [FORBON] ype of Premises Select	Select Foreign and fill the address details in the populated fields	
Address Line 1		
Address Line 2		
Addeen Use 3 (Outline)		
Address Line 3 (Optional)		
Address Line 4 (Optional)		
Address Line 5 (Optional)		
City (Optional)		
State (Optional)		
Postal Code (Optional)		
Country/Region		
Select		

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address	Fill the Organisation Operating Address
C Local [LOCAL]	
Foreign [FOREIGN]	
Organisation Contact Details	Fill the Organisation Contact Details
Telephone Number +65 V E.g. 8123 4567	
Fax Number (Optional)	
+65 V E.g. 8123 4567	
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.

Address Type					
Local [LOCAL]			Select Local		
Foreign [FOREIGN]					
Local Address Format Standard [STANDARD]		Sele	ect Standard a the address	nd fill	
Type of Premises (Optional)					
Select					~
Select					~
Select Address			_		~
Select Address Postal Code				Click Re	trieve Address
Select Address Postal Code	ূি Retrieve A	Address	}[Click Re	trieve Address
Select Address Postal Code Block/House No.	ূ Retrieve A Street Name	Address	}[Click Re	trieve Address
Select Address Postal Code Block/House No.	Retrieve A	Address	}[Click Re	✓
Select Address Postal Code Block/House No. Floor/Level (Optional)	Retrieve A Street Name Unit (Optional)	Address	Building Name (Optional)	Click Re	v
Select Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve A Street Name Unit (Optional) Eg: #05-01, use 0	Address	Building Name (Optional)	Click Re	Trieve 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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

GoBusiness New Application User Guide Chapter 8: Registration to Import Processed Food Products and Food Appliances

Address type		
O Local [LOCAL]	Select Foreign and fill the	
Foreign (FOREIGN)		
	address details in the	
Type of Premises	populated fields	
Select		Ý
Address Line 1		
		0/60
Address Line 2		
		0/60
Address Line 3 (Optional)		
		0///0
Address Line 4 (Optional)		0/00
		0/60
Address Line 5 (Optional)		
and the second		0/60
City (Optional)		
		0/60
State (Optional)		
		0/60
Postal Code (Optional)		
		0/12

Foreign Address

36. Fill the Address fields.

37. Continue filling product details next.

Import List	Select the Product Type
Product Type	
Beverages [BV]	
Dairy Products [DZ]	
Processed Vegetables & Pro	oducts (including pickles, vegetarian food, cut sugar cane) [Z1]
Processed Fruits & Products	(including preserved fruits and Jam) [Z2]
Cereals [ZC]	
Spices/Condiments [ZD]	
Confectionery/Bakery Prod	ucts [ZE]
Infant/Baby Food [ZG]	
Nuts & Seeds [ZN]	
Edible Fats & Oils [ZO]	
Pasta & Noodle [ZP]	
Ingredients (including Grain	s and Flour, Cocoa, Sugar, Food Additives, Honey) [ZR]
Sauces [ZS]	
Cookware/Kitchenware [ZZ	1
Others [OT]	

Product Type

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

Establishment Address

Type of Premises				
Select			~	
Operating/ Establishment Address Postal Code	@ Retrieve Addre	s Cli Addu rese	ck Retrieve ress button to t the address	
Block/House No.	Street Name			
Floor/Level @ (Optional) Eg: 01, 81, 01M	Unit (Optional) Eg: #05-01, use 0	Building Name (Optional) Click Reset Address button to reset the address details.	~	
Ucence/Registration Number eg. WH12A	0001 (if any) (Octional) Click A estab	dd button to add lishment address details.	0/65	
No. True of Description		Operating/Establishment Address	Licence/Registration Number eg. WH12A0001 (if gny)	Acti

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.

pe or Premises			
Select		~	
perating/Establishment Addre	PSS		Your new information has been
ostal Code			
	Retrieve Address		
ock/House No.	Street Name		
	~	\checkmark	
oor/Level @ (Optional)	Unit (Optional) Building Name (Optional)		
Eg: 01, B1, 01M	Eg: #05-01, use 01	\checkmark	
Paret Address			
10 Heset Address			
cence/Registration Number eg. WH	412A0001 (if any) (Optional)		
		0/65	
(+) Add			
	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0	001 (if any) Actions
No. Type of Premises			

Establishment Address Details Added

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

Emergency Contact

Emergency Contact	Fi	ll the Emergency Contact Details		
Select			~	
Name				
Designation (Optional)			0/66	
			0/100	
Contact No. +65 ∨ E.g. 8123 4567				
Email (+) Add	Click Add b emergen de	outton to add cy contact tails.		
No. Salutation	Name	Designation	Contact No.	Actions
(Þ



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

Solution Image: Context No. Image: Context N	Emergency Contact					
Select ▲ Add auccestuly Too reive information too too Too reive information too Too Too reive information too Too Too reive information too Too Too Too Too Too Too Too Too Too	Salutation					
Name Optional Optional Designation (Optional) 0/10 Contact No. 0/10 ±65 ∨ E.g. 8123 4567 0/10 Email 0/10 0 0/10	Select				~	Added successfully Your new information has been a
Perspension (Optional) 0/6 Contact No. 0/10 tere 0/10 <	Name					
Designation (Optional) Contact No. +65 v Eg. 8123 4667 Email Image: Contact No. • Add No. Salutation Name Designation Contact No. Image: Contact No. Email Image: Contact No.					0/66	
Contact No. 65 ≤ 69.8123 4567 Email	Designation (Optional)					
Add No. Salutation Name Designation Contact No. Email Actions 1 Mr tinus tester +65 800 1122 ggggggmgll.com Contact No.					0/100	
Add No. Salutation Name Designation Contact No. Email Actions 1 Mr tinus tester +65 8800 1122 ggggggmail.com Contact No.	Contact No. +65 V E.g. 8123 4567					
Add No. Satutation Name Designation Contact No. Email Actions 1 Mr tinus tester +65 8800 1122 ggggggmail.com Contact No.	Email					
No. Salutation Name Designation Contact No. Email Actions 1 Mr tinus tester +65 8800 1122 gggggggnall.com 20 11	(+) Add					
1 Mr tinus tester +65 8800 1122 gggagmail.com ™ 4	No. Salutation	Name	Designation	Contact No.	Email	Actions
	1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	e i
	4					Þ

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	Select the File Type,	upload the file and
ііе Туре	Click Add. The defo	alis Will be adaea.
Select		~
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 chara	cters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.	ß
Drop a file here or click to upload		
+ Add	Click Add button to supporting document details	
File Type	Attachment	Actions
No data available in table		
	← General Inform	nation Save Draft Review Form $ ightarrow$

```
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.

			 Added successfully Your new information has been
le type Select		~	
Attachment Only 1 lile of 2 MB or loss. File name must have no more than 130 characters and no spaces. Only letters (a-z), numb Drop a file here or click to upload	ers (09), underscores (_), and hyphens (-) are allowed.		æ
• Add			
File Type	Attachment		Actions

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

	mentaria e a constructiva e a constructi	r all the sections and review the filled form.
	Applicat Setal	
	Application Details for Registration to Import Processed Food Products and Food Appliances (FA) Ourse Organization Database Processes Pr	
	a Marine Series Se	
Click Back to Edit applica	for editing the Click De sub	claration to declare and mit 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.

ase scroll to read and acknowledge the following clauses.	
General Declaration	
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	ion.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any state	ments, confirmations, records, acknowledgements, information recorded in or produced in this application.
I am aware that the Singapore Food Agency (SFA) would only be able to process my application(: I am aware that the SEA is required to collect personal information from time to time to carry out if	(s) when all relevant supporting documents are received and are in proper order. Its various functions and duties under the Singapore Food Agency Act 2019 and Liberety const Click Subm
SRA's collection and use of all information provided by me in the course of any application have- sharing my information in such application(s) with other Government agencies, and/or non-Gover I hereby declare that all of the above is true.	rmade to the SFA to facilitate the processing of such applications). Thereby turbute consent to rement entities authorized to lead to the state of the state of the state of the lead to the state of the sta

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	e received your application				Successfully submitted × You have successfully submitted.
A confirmation	remail has been sent to you.				
	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 applic For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or	ation status changes. You can also ic r email AskGoBizecrimsoniogic.com.	og in below to check its status on your dashboan 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

	Click Licences>>Apply Licences	
gobusiness Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or	Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

Licences

1. Click Licences>>Apply Licences.

S Select Singapore Food	
Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	<u> </u>
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

Apply for Licence for Import/Export/Transhipm	ent of Meat and Fish	Apply
Products		
Apply for Licence for Import/Transhipment of Fr Vegetables	esh Fruits and	Apply
Apply for Licence to Import Poultry	Select the license and click	Apply
Apply for Licence to Import Sheep & Goats	Арріу	Apply
Apply for Licence to Import Table Eggs		Apply
Apply for Licence to Import/Export/Tranship Fo Eggs and Biologics	od Animals, Birds,	Apply
Apply for Registration to Import Feed for Food I	Producing Animals	Apply
Apply for Registration to Import Live Frogs for H	luman Consumption	Apply
Apply for Registration to Import Processed Foo	d Products and Food	

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, Bi Biologics Licences (New) - SFA Read the Details like FAQs, Documents and Requirements before Apply Details	Click Apply
The Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics may be issued by either Animal & Veterinary Service, a cluster of National Parks Board or Singapore Food Agency. This licence is required if you intend to import/export/tranship animals, birds or their products into/out from Singapore. In the case of veterinary biologics, a licence is required for their import/transshipment. Export of veterinary biologics does not require a licence.	Fees and additional information Fee Commercial Birds: \$62
FAQs 1. Where can I get the FAQ for import of animals/birds/eggs/biologics? You can get the FAQ on this link: SFA FAQ website Fees for License	Animal Product / Reproduction Material: \$22 Commercial (Livestock): \$87
	Apply

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



General Information – As an Applicant

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

Applicant Detail		Fill the Applicant Detail	
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.	Street Name		
136 ~	Bedok North Avenue 3	~	
Floor/Level (Optional)	Unit (Optional)	Building Name	
12	111	Bedok Tower	

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill th	e Company Detail		
Company Name			1	
MANAGEMENT PTE				
UEN				
197101238G				
Entity Type				
Local Company			~	
Registered Address				
Postal Code			Click Save	e Draft
117438			Click Applica	tion Details
11/100				
Block/House No.	Street Name			
10 ~	Pasir Panjang Road		~	
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	\sim	
			N	
			Save Draft	Application Details $ ightarrow $

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	pliastics	
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 De	etail
Salutation		
Select		\sim
Name		
Tim Tom		
ID Туре		
NRIC		\sim
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		

Applicant Details

12. Fill the Applicant Details.
| Company Detail | Fill th | ne Company Detail | |
|---|--------------------|-------------------------|--------|
| Company Name | | | |
| MANAGEMENT PTE | | | |
| UEN | | | |
| 197101238G | | | |
| Entity Type | | | |
| Local Company | | | \sim |
| Registered Address
Postal Code
117438 | | | |
| Block/House No. | Street Name | | |
| 10 ~ | Pasir Panjang Road | | \sim |
| Floor/Level @ (Optional) | Unit (Optional) | Building Name | |
| 10 | 01 | Mapletree Business City | \sim |
| 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.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		~
News		
Tim Tom		
ID Type		
NRIC		Click Save Draft
		Click Application Details
ID No.		
2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		

Filer Details

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

Application Details

Owner Organisation Details	Click Retrieve button to get the Owner Organisation
Applicant Type	Berdis
Organisation (Organisation)	۵ ×

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

Chinashin	
Citizenship	
Fill the A	oplicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	•
Parliageting (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.	
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]	
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 [MIB.]	
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]	
Primary Mode of Contract The displayed contracts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HIME] Mobile Number [MBL] Office Number [OFF]	
Primary Mode of Contract The displayed contracts 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 [OPFF] Home Number [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 [HMB] Mobile Number [MBA] Office Number [OFF] Home Number (Optional) +65 v E.g. 8123 4567	
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)	
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 [OFF] Home Number [Optional) +65 E.g. 8123.4567 Mobile Number [Optional] +65 E.g. 8123.4567	
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 [OpFional) +65 E.g. 8123.4667 Mobile Number [Opfional) +65 E.g. 8123.4667 Office Number (Optional)	
Primary Mode of Contact: The digibited contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Mobile Number [HME] Office Number [OFF] Home Number [OFF] Home Number [Optional) +65 E.g. 8123 4567 Office Number (Optional) +65 E.g. 8123 4567 Office Number (Optional) +65 E.g. 8123 4567	
Primary Mode of Contact The diplayed 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 [OFF] Home Number (Optional) +65 V E.g. 8123.4567 Office Number (Optional) +65 V E.g. 8123.4567 Office Number (Optional) +65 V E.g. 8123.4567 Office Number (Optional) +65 V E.g. 8123.4567 Thick if you prefer to receive status updates of licence application via SMS (Optional)	

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details	Fill the Applicant's Address Details
 Local [LOCAL] Foreign [FOREIGN] 	
Mailing Address	Fill the 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.

Address Type Local [LOCAL]		Select Local			
Foreign [FOREIGN]					
Applicant Local Address Format Standard [STANDARD]		Select Standard and f the address	fill		
Type of Premises					
Select				\sim	
Local Address					Pass
Local Address Postal Code	ତ୍ତି Retrieve Ad	dress	Click Re t	rieve Add	ress
Local Address Postal Code Block/House No.	Retrieve Add	dress	Click Re l	rieve Add	ress
Local Address Postal Code Block/House No.	Retrieve Add	dress	Olick Re l	rieve Add	ress
Local Address Postal Code Block/House No. Floor/Level (Optional)	Retrieve Add	dress Building Name (Optional)	Olick Re t	rieve Add	ress
Local Address Postal Code Block/House No. Floor/Level (Optional) Eg: 01, B1, 01M	Retrieve Add Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional) Click Reset Address button to reset the	Click Re t	rieve Add ~	lress

Applicants Address Type Local

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

GoBusiness New Application User Guide Chapter 9: Licence to Import, Export, Tranship Animals, Birds, Eggs and Biologics

Address Type		
Local [LOCAL] Foreign [FOREIGN]	Select Foreign and fill the	
Type of Premises Select	populated fields	
Address Line 1		
		0/40
Address Line 2		
Address Line 3 (Optional)		0/60
		0/90
Address Line 4 (Optional)		
		0/60
Address Line 5 (Optional)		
City (Optional)		0/80
		0/40
State (Optional)		
		0/60
Postal Code (Optional)		
Country/Region		0/12
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.

Mailing Address Address Type Concent (ICCAL) Foreign (FOREIGN) Applicant Local Address Format Standard (STANDARD) Type of Premises	Select Local Select Standard and fill the address	
Select Mailing Address Postel Code	Retrieve Address	ieve Address
Block/House No.	Street Name	~
Floor/Level (Optional)	Unit (Optional) Building Name (Optional)	
Eg: 01, 81, 01M	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 tocal [LOCAL] Foreign [FORBON] Type of Premises Select	Select Foreign and fill the address details in the populated fields	~
Address Line 1		
Address Line 2		0/60
		0/60
Address Line 3 (Optional)		
Address Line 4 (Optional)		0/60
Address Line 5 (Optional)		0/60
		0/60
City (Optional)		0/60
State (Optional)		4.0
Postal Code (Optional)		0/60
		0/12
Select		~

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address Address Type O Local [LOCAL]	Fill the Organisation Operating Address
Foreign [FOREIGN]	
Organisation Contact Details Telephone Number +65 V E.g. 8123 4567 Fax Number (Optional)	Fill the Organisation Contact Details
+65 ∨ E.g. 8123 4567	
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.

Address Type Local [LOCAL]		Select Local		
Foreign [FOREIGN]				
Local Address Format Standard [STANDARD]	S	elect Standard and the address	d fill	
Type of Premises (Optional)				~
Address				
Postal Code	থি Retrieve Address		Click Retrie	eve Address
Postal Code Block/House No.	Retrieve Address Street Name		Click Retrie	eve Address
Postal Code Block/House No.	Retrieve Address Street Name		Click Retrie	eve Address
Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Address Street Name Unit (Optional)	Building Name (Optional)	Click Retrie	eve 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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Address type		
O Local [LOCAL]	Solact Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises	populated fields	
Select		~
Address Line 1		
		0/60
Address Line 2		
		0/60
Address Line 3 (Optional)		
Address Line 4 (Optional)		0/60
Address Line 5 (Optional)		0/60
City (Optional)		0/60
State (Ontional)		0/60
		0/60
Postal Code (Optional)		
		0/12

Foreign Address

36. Fill the Address fields.

37. Continue filling Details of Licence next.

Details of Licence

Application	Fill the Details of	
Select	Licence	~
Purpose		
Select		~
Product Type		
Colored Colored		

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.

one of Departure	
DD/MM/YYYY	Fill the Shipping
	Dotails (Export)
me of Departure (Optional) Select Time	Derdiis (Export).
ort of Exit Select	
Aght No/ Veh No/ Vessel Name (Optional)	
	0.48
ountry/Region of Destination	
	· · · · · ·
Consignee/Consignor Details (Export)	
Consignor (Exporter) Name	Fill the
	Consignos (Consi
Address Type	Consignee/Consi
Foreign (FOREIGN)	anor Details
Considerant Descention Manage	(Even ort)
Consignee (importer) ivanee	(Export).
	6,966
Consignee Address Line 1	
	6/60
Consignee Address Line 2	
	6,100
Consignee Address Line 3 (Optional)	
	0/60
Consignee Address Line 4 (Optional)	
	0.00
Consignee Address Line 5 (Optional)	
	6/100
Consignee City (Optional)	
	0,90
Consignee State (Optional)	
	0,460
Consignee Postal Code (Optional)	
	0/12
Importing Country/Region	
Select	~

Export

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

Date of Arrival		-
DD/MM/YYYY	Fill the Shipping	•
Select Time	Details (Import).	
Port of Entry		
		~
light No/ Veh No/ Vessel Name (Optional)		
		_
		0.00
Consignee/Consignor Details (Import)		
Consignor (Exporter) Name	Fill the	
		0/66
Consignor (Exporter) Address Line 1	Consignee/Consi	
	anor Details	0/60
Consignor (Exporter) Address Line 2		
	(Import).	
Consignor (Exporter) Address Line 3 (Optional)		0/80
Consignor (Exporter) Address Line 4 (Optional)		0/60
Service of Presented Address Line 5 (Cation of)		0/60
consigner (Experter) Address time 5 (Optionici)		
		0/100
Consignor City (Optional)		
		0/00
Consignor State (Optional)		
		0/62
Consigner Postal Code (Optional)		
xporting Country/ Region		0/12
Select		~
Concionane Desported Norma		
versegrene bregen en / PEBER		
		0/55
lddress Type		
- reactioned		

Import

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

Shipping Details (Transship)	Fill the Shipping
GO, MAR, TYTY	
bind the	Details
Pert of Date Second	(Transhipment).
Hight Nu/Yesh Nu/Yesual Name - (othy (Spitzro))	<i></i>
Date-of Departure	
00,000,0000	8
tens of legislase	0
Part of East	
Physic Ney Verb Ney Viewel Name - Exh (Springer)	
Provide diverse of Persianal and	
land	
Consignee/Consignor Details (Transship)	
	Fill the
Consigner (Departer) Address Live 1	Consignee/Consi
Contigent (Departer) Address Line 2	
Consigner (Esporter) Address Line 3 (Cytomat)	gnor Details
Consister Hanadad Addems Das & Colonal	(Transhipment).
Consider behavior of the alternation	5.00
Consequer (Departer) Address Line 5.(2)(1011)	
Consigner City (Cylines)	6/08
Consigner Welle (Optional)	0.00
	6.m
Consignar Plantel Cade (Distance)	
Exporting Country, Region	v.
Consigner (Inpurier) Name	
Consignoe (Importie) Address Une 1	
Candigroon (Importer) Address Unio 2	
	100
Consignee (Importer) Address Line 3 (Options)	
Consigner (Imperint) Address Line 4 (Options)	
Consignee (Importer) Address Size 5 (Optiono)	
Continue De Colonia	0.130
Consignee State (Optional)	
Consigneer Partial Code (Cystored)	
Importing Country, Region	

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

Specific Type of Live Animals				
Livestock [VMA]			• ~	
Livestock Animal Species			Select the Spe Type of Live Animals.	cial P
Select			~	
Quantity	Fill the Livestock details.	<		
Units			0/10	
Select Remarks (Optional)	Click Add to the livesto details.	add ck	~	
⊕ Add			0/150	
A minimum of 1 entry is required for Livesto	d.			
No. Animal Species	Quantity	Units	Remarks	Action
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.

Animal Species				 Added successfully Your new information has been adder
Select			~	
Quantity				
Units			0/10	
Select			~	
Remarks (Optional)				
(+) Add			0/150	
No. Animal Species	Quantity	Units	Remarks	Actions

Livestock Details Added

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

Birds

Mar MI			
Yes [Y]			
	Select Yes for Declaration for		
Birds	Bird.		
CITES APP/Non-CITES			
Select			~
Quantity	Fill the Birds details.		
Unite			0/10
Select			~
Remarks (Optional)	Click Add to ad the Birds details	d s.	
			0/150
+ Add			
A minimum of 1 ontry is required for Birds.			
No. CITES APP/Non-CITES	Scientific / Common Name - Non- CITES Scientific	/ Common Name - CITES I Scientific / Common Name - CI	TES II Scientific / Common Name - CI 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.

CITES APP/NOII-CITES					ad successfully
Select				V Your	new information has been
Quantity					
				0/10	
Units					
Select				~	
Remarks (Optional)				0/150	
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) [VBDABUJAC]	-	-	£ 1
				Þ	

Birds Details Added

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

Eggs

Select	Fill the Error		~	
Name & Address & Country of Establishing	details.			
2 months			0/150	
Guanary				
			0/20	
Units			~	
	Click Add to add			
Remarks (Optional)	the Eags details.			
	00		0/150	
+ Add				
A minimum of 1 entry is required for Eggs				
No. Egg Type	Name & Address & Country of Establishment/ Source Quantity	Units	Remarks	Actions

Eggs

50. Fill the **Eggs** details.

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

2993					Your new information has been
Едд Туре					
Select				~	
Name & Address & Country of Establishme	nt/ Source (Optional)				
Quantity				0/150	
				0/20	
Units					
Select				~	
Remarks (Optional)					
				0/150	
+ Add					
No. Egg Type	Name & Address & Country of Establishment/ Source	Quantity	Units	Remarks	Actions
1 CITES [VECITES]	eggrod	2	PIECE(S) [PCS]	1	5
4					Þ

Eggs Details Added

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

Emergency Contact

Emergency Contact	Fill	the Emergency		
Salutation			~	
Name				
Designation (Optional)			0/00	
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add bu emergenc dete	itton to add y contact ails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				

Emergency Contact

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

Salutation Salutation Salutation Salutation Salutation Salutation Salutation Name Salutation Salutation Salutation Name Salutation Salutation Salutation Name Salutation Name Salutation Salutation	Emergency Contact					
Select Name Contact No. Add Contact No. Enail Add Add Add Add Mark Invis tester Add Add Mark tester tes	Salutation					
Name 0/46 Designation (Optiona) 0/100 Contoct No. 0/100 +65 v E.g. 8123 4567 0/100 Enail 0/100 No. Salutation Name Designation 1 Mr tinus tester +65 8800 1122 gggegmail.com Image: mail	Select				~	Added successfully Your new information has been added.
Designation (Optional) 0/40 Contact No. 0/100 ±65 v E.g. 8123.4567 0/100 Emoil 0 ************************************	Name					
Contact No. 0/100 tendi 0/100	Designation (Optional)				0/66	
Contact No. E.g. 8123 4567 Email Image: Contact No. Image: Contact No. Email Image: Contact						
Add No. Salutation Name Designation Contact No. Email Actions 1 Mr tinus tester +65 8800 1122 gggegmail.com Contact No.	Contact No. +65 V E.g. 8123 4567 Email				0/100	
Add No. Salutation Name Designation Contact No. Email Actions 1 Mr tinus tester +65 8800 1122 gggegmail.com Image: Contact No. Image: C						
No. Saturation Name Designation Contact No. Email Actions 1 Mr tinus tester +65 8800 1122 gggggmail.com 20 10 10 10 10 10 10 10 10 10 10 10 10 10	+ Add					
1 Mr tinus tester +65.8800.1122 gggegmail.com	No. Salutation	Name	Designation	Contact No.	Email	Actions
	1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	63 1
	4					•

Emergency Contact Details Added

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

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	Click Get GIRO
Online Payment	Reference Number
Offline Payment	to retrieve the GIRO
Get GIRO Reference Number	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

File Type		click Add. The c	details will be added. ~	
Attachment Only 1 file at 2 MB or less. File name must have no more than 1 Drop a file here or click to uplo	30 characters and no spaces. Only letters (a-z), numbers	(0-9), underscores (), and hyphens (-) are all	owed.	A
+ Add	supporting detai	ocument Is		
		Attachment		Actions
File Type				
File Type No data available in table				

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.

supporting becoments			Added successfully Your new information has
File Type			
Select		~	
Attachment			٢
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.		0.5
Drop a file here or click to upload			
🕀 Add			
File Type	Attachment		Actions

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

	servicew Form	knot the base sense of
	Peers more the following which carefully. The off of the test	scroll down for all the sections and review
	Profile In another An on-opportunit	ine filled form.
	Applead Detail	
	Application Details for Licence to Import/Export/Tranship Food Animals, E Biologics (SFA) Over Organization Details Partice and an de available that the total management of the second second second second second second second Partice Second	lich, Eggs and
	Apploant's Datain anna Marcan Marca	
	Emergency Contoct	n in
Click Back to Ec applic	lit for editing the cation.	Click Declaration to declare and submit the application.
		- marker (1997)

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.

ease scroll to read and acknowledge the following clauses.	
General Declaration	
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 info	ormation.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any s	statements, confirmations, records, acknowledgements, information recorded in or produced in this application.
Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)	
I am aware that the Singapore Food Agency (SEA) would only be able to process my applicu	ration(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	v out its various functions and duties under the Sinaapore Food Agency Act 2019 and I hereby control
	have made to the SEA to (acilitate the processing of such application(c). Lineably (without consent to
SFA's collection and use of all information provided by me in the course of any application I i sharing my information in such application(s) with other Government agencies, and /or non-C	Raver made to the SFA to tacinitate the processing of solar applications). Thereby further consent at
SFA's collection and use of all information provided by me in the course of any application I sharing my information in such application(s) with other Government agencies, and/or non-C	Government entities authorised to cance any our spotoessing of social oppinication(s), interest names consent a Government entities authorised to carry our section Government services unless prohibited by legencore
SFA's collection and use of all information provided by me in the course of any application I sharing my information in such application(s) with other Government agencies, and/or non-C	Covernment entities outloored to carry out sector counter of the providence of the providence of the carry out sector carry outloared to the providence of the carry outloared to carry
SFA's collection and use of all information provided by me in the course of any application I sharing my information in such application(s) with other Government agencies, and/or non-of I hereby declare that all of the above is true.	Click Review Form to review the form again.
SFA's collection and use of all information provided by me in the course of any application I sharing my information in such application(s) with other Government agencies, and/or non-	Covernment entities outprotection are proceeding to such applications, interest protection of the second se
SFA's collection and use of all information provided by me in the course of any application I is sharing my information in such application(s) with other Government agencies, and/or non-of-	Covernment entities outprotective the proceeding of solar application of the protection of the protect
SFA's collection and use of all information provided by me in the course of any application I is sharing my information in such application(s) with other Government agencies, and/or non-of a linereby declare that all of the above is true.	Covernment entities outprotective reproducting to scill application of the reproduction of the science of the s
SFA's collection and use of all information provided by me in the course of any application I is sharing my information in such application(s) with other Government agencies, and/or non-of I hereby declare that all of the above is true.	Constructed to the or the output of the production of the output of the

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.

We have A confirmation	e received your application				Successfully submitted You have successfully submitted.
	Application Status				
	APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
	Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics	FC244795732	1 working day	Submitted	
	Next Steps Your application is being processed. We will send you an email when your applicat For application enquines, you may contact CoBusiness Helpdesk at 633.63373 or e	ion status changes. You can also to mail As&GoBizecrimionlogic.com s	g ih below to check its status on your dashboon g.	Click Return to Dashboard.	

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

	Click Licences>>Apply Licences	
gobusiness SINGAPORE Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or	Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	\sim
Singapore Police Force (SPF)	~
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

GoBusiness New Application User Guide Chapter 10: Registration to Import Live Frogs for Human Consumption

Apply for Licence for Import/Export/Tranship Products	ment of Meat and Fish	Apply
Apply for Licence for Import/Transhipment of Vegetables	Fresh Fruits and	Apply
Apply for Licence to Import Poultry		Apply
Apply for Licence to Import Sheep & Goats		Apply
Apply for Licence to Import Table Eggs	Select the license and click	Apply
Apply for Licence to Import/Export/Tranship Eggs and Biologics		Apply
Apply for Registration to Import Feed for Foo	d Producing Animals	Apply
Apply for Registration to Import Live Frogs for	Human Consumption	Apply
Apply for Registration to Import Processed Fo	od Products and Food	Apply

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 Consu cences (New) - SFA	mption Apply
	Click Apply
Read the Details like FAQs, Documents and Requirements before Apply	
The Registration to Import Live Frogs for Human Consumption is issued by Singapore Food Agency. This registration is issued to importers to import live frogs intended for human consumption.	Fees and additional information
FAQs Fees for License	N.A.
 What licence do I need to import live frogs for human consumption? You will require the Registration to Import live frogs for human consumption issued by Singapore Food Agency. 	
2. What licence do I need to import live frogs for ornamental fish feeding on commercial basis? You will require the 'Registration to Import Live Frogs for Ornamental Fish Feeding only' issued by Animal & Veterinary Service, a cluster of National Parks Board.	
	Apply

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

General Information – As an Applicant

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

Salutation		Fill the Applicant Detail	
Select			~
Name			
Default User			
ID Type			
NRIC			~
ID No.			
****2356G			
Email			
Contact Number +65 ∨ 9771 1234			
Address			
Postal Code			
460136			
Postal Code 460136 Block/House No.	Retrieve Address Street Name		
Postal Code 460136 Block/House No. 136 ~	Retrieve Address Street Name Bedok North Avenue 3		~
Postal Code 460136 Block/House No. 136 ~	Retrieve Address Street Name Bedok North Avenue 3 Heit (Opcingen)	Delation Name	~
Postal Code 460136 Block/House No. 136 ~ Floor/Level @ (Optional) 12	Retrieve Address Street Name Bedok North Avenue 3 Unit (Optional) 111	Building Name Bedak Tower	~

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill th	e Company Detail		
Company Name				
MANAGEMENT PTE				
UEN				
197101238G				
Entity Type				
Local Company			\checkmark	
Registered Address			Click Serve Draft	
Postal Code			Click Application Det	ails
117438				GIIS
Block/House No.	Street Name			
	r asir r anjong houd			
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	\sim	
			Save Draft Application Det	tails $ ightarrow$

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 ap	pplication.	
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		\sim
Name		
Tim Tom		
ID Туре		
NRIC		\sim
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 ∨ 9876 5432		

Applicant Details

12. Fill the Applicant Details.

Company Detail	Fil	I the Company Detail	
Company Name			
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			\sim
Registered Address Postal Code 117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		\sim
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim
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.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		~
Namo		
Tim Tom		
		Click Save Draft
NILL		Click Application Details
ID No.		
****2356G		
timtomeabs.com		
antonigabeteon		
Contact Number		
+65 🗸 9876 5432		
		Save Draft 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

Application Details for Registration	n to Import Live Frogs for Human Consumption (SFA)
Owner Organisation Details	Click Retrieve button to get the Owner Organisation Details
Applicant Type Organisation [Organisation]	o ~
Owner Organisation Name [UEN/ NBIC] 193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED	• ~

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	Fill the Applicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	
Designation (Optional)	
Select	×
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there a Home Tel Number [HME] Mobile Number [MBL] Office Number [OFF] Home Number (Optional)	e ary changes.
•65 V E.g. 8123 4567	
Mobile Number (Optional)	
+65 V 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) Ves [Y]	

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details	Fill the Applican Address Detail	nt's Is
Address lype		
Foreign [FOREIGN]		
Mailing Address	Fill the Mailing Address	
Address Type		

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.

S	elect Standard and t the address	Fill	
			~
		Click Retrieve	Address
Retrieve Address			
street Name			
			\sim
	Pullidan Manag (Ontional)		
Init (Optional)	Building Name (Optional)	2	~
	Retrieve Address Street Name	Retrieve Address	Select Standard and fill the address Click Retrieve

Applicants Address Type Local

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

ddress Type		
Cocal [LOCAL] Foreign [FOREIGN]	Select Foreign and fill the	
ype of Premises Select	populated fields	~
ddress Line 1		
		0/60
ddress Line 2		
		0/60
ddress Line 3 (Optional)		
		0/40
ddress Line 4 (Optional)		
		0/60
ddress Line 5 (Optional)		
		9/49
ity (Optional)		
		2/40
tate (Optional)		agrav.
ostal Code (Optional)		0/80
country/Region		9/12
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.

Mailing Address Address Type	Select Local
Applicant Local Address Format Standard (STANDARD)	Select Standard and fill the address
Type of Premises Select	v
Mailing Address Postal Code	Retrieve Address
Block/House No.	Street Name
Floor/Level (Optional) Eg: 01, 81, 01M	Unit (Optional) Building Name (Optional)
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		
kddres Type bcot [LOCAL] foreign [FORBON] foreign [FORBON] ype of Premises Select	Select Foreign and fill the address details in the populated fields	
Address Line 1		
ddress Line 2		
Addeen Use 3 (Outline)		
Address Line 3 (Optional)		
Address Line 4 (Optional)		
Address Line 5 (Optional)		
City (Optional)		
State (Optional)		
Postal Code (Optional)		
Country/Region		
Select		

Mailing Address Type Foreign

30. Fill the Address fields.

Address Type	Fill the Organisation Operating Address
Foreign [FOREIGN]	
Organisation Contact Details Telephone Number +65 V E.g. 8123 4567	Fill the Organisation Contact Details
Fax Number (Optional)	
+65 ∨ E.g. 8123 4567	
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 Oper	ating Address				
Address Type			Select Local		
Local [LOCAL]					
Foreign [FOREIGN]					
Local Address Format		Sele	ct Standard c	and fill	
Standard [STANDARD]		1	the address		
Type of Premises (Optional)					
Address			F		~
Select Address Postal Code Block/House No.	Retrieve A Street Name	ddress	[Click Retr	ieve Address
Select Address Postal Code Block/House No.	Retrieve A Street Name	lddress	 	Click Retr	ieve Address
Select Address Postal Code Block/House No. Floor/Level (Optional)	Retrieve A Street Name Unit (Optional)	Address	Building Name (Optional)	Click Retr	ieve Address
Select Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve A Street Name Unit (Optional) Eg: #05-01, use 01	lddress	Building Name (Optional)	Click Retr	ieve Address
Select Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve A Street Name Unit (Optional) Eg: #05-01, use 03	Address	Building Name (Optional)	Click Ret r	ieve 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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

GoBusiness New Application User Guide Chapter 10: Registration to Import Live Frogs for Human Consumption

Address type		
O Local [LOCAL]	Select Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises	populated fields	
Select		~
Address Line 1		
Address Line 2		0/60
		0/60
Address Line 3 (Optional)		
		0/60
Address Line 4 (Optional)		
		0//0
Address Line 5 (Optional)		0/80
City (Onlines)		0/60
and followings		
		0/60
State (Optional)		
		0/60
Postal Code (Optional)		
		0/12

Foreign Address

36. Fill the Address fields.

37. Continue filling Registration details next.

Terms and Conditions



Terms and Conditions of Licence

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

Registration of Live Frogs
GoBusiness New Application User Guide Chapter 10: Registration to Import Live Frogs for Human Consumption

Registration To Import Live Frogs	
Species of frogs (Non-CITES listed) to be imported American bullfrog (Rana Catesbeiana) - Human Consumption [Select the Species of Frogs
Chinese bullfrog (Rana Rugulosa) - Human Consumption [VAP06 East Asian bullfrog (Hoplobatrachus Rugulosus) - Human Consu	FGRARU] mption [VAP0FGRAHRU]

Registration to Import Live Frogs

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

Country/Region from which frog would be imported

countries/Regions from which the frog would be imported Select	Select the Country/Regi	ion	
Add No. Countries/Regions from which the frog would be i	Click Add		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	Added successfully × Your new information has been added.	
Countries/Regions from which the frog would be imported		
Select V		
Add		
No. Countries/Regions from which the frog would be imported	Actions	
1 ALBANIA [AL]	EZ II	

Country/Region Added

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

Emergency Contact

Emergency Contact	Fill	I the Emergency		
Salutation		Loniaci Detalis		
Select			~	
Name				
			0/66	
Designation (Optional)				
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add by emergend det	utton to add cy contact rails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				
4				•

Emergency Contact

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

Emergency Contact					
Salutation					
Select				~ Q Ac	ided successfully
Name				Yo	ur new information has been added.
Designation (Ontional)				0/66	
posgrador (optional)					
				0/100	
Contact No.					
+65 V E.g. 8123 4567					
Email					
Add +					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	e i
•					

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

Г

ile Type	click Add. Th	ne details will be added.
Select		~
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 chan	acters and no spaces. Only letters (a-z), numbers (0-9), underscores (), and hyphens (-)	-) are allowed.
Add	Click Add button to supporting document details	
File Type	Attachment	Actions
No data available in table		
	\leftarrow o	General Information Save Draft Review Form $ ightarrow$

	Any Supporting Document [LIVEFROGSSUPPORTINGDOCS]
Г	

Supporting Document List

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

e Type			Your new information	has been
Select		~		
Attachment Only 1 file at 2 MB or less.			A	
File name must have no more than 130 characters and no spaces. Only letters (a-z), n Drop a file here or click to upload	umbers (0-9), underscores (_), and hyphens (-) are allowed.			
File name must have no more than 130 characters and no spaces. Only letters (a-2), n Drop a file here or click to upload	umbers (09), undencores (_), and hyphons (-) are allowed.			

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

Scroll down for all the sections and re- the filled form.	Review Form		Vor ten ha bar send		
Overce Caponancian Details for Registration to Import Uve Fregs for Human Consumption (SFA) The Tilled Torm. Application Details for Registration to Import Uve Fregs for Human Consumption (SFA) The Tilled Torm. Owner Opposition Details for Registration to Import Uve Fregs for Human Consumption (SFA) The Tilled Torm. Owner Opposition Details for Registration to Import Uve Fregs for Human Consumption (SFA) The Tilled Torm. Owner Opposition Details for Registration to Import Uve Fregs for Human Consumption (SFA) The Tilled Torm. Owner Opposition Details for Registration to Import Uve Fregs for Human Consumption (SFA) The Tilled Torm.	Please noise the following datation	controlly. You will not be oble to exit these defore a new	scroll down f	or all the sections a	nd review
Overa Application Details for Registration to Import Live Frogs for Human Consumption (SFA) Overa Application Details for Registration to Import Live Frogs for Human Consumption (SFA) Overa Operation Details for Registration to Import Live Frogs for Human Consumption (SFA) Overa Operation Details for Registration to Import Live Frogs for Human Consumption (SFA) Overa Operation Details for Registration to Import Live Frogs for Human Consumption (SFA) Overa Operation Details for Registration to Import Live Frogs for Human Consumption (SFA)	General In	nformation		the filled form.	
Application Details for Registration to Import Uwe Frags for Human Consumption (SFA) Consumption Consu	Profile Internet Accessed				
Application Details for Registration to Import Live Frogs for Human Consumption (SFA) Owner Organization Details Proved and prevention the International Int	Applicant D	Setal			
Instantion of the Constantial Constantia	Applicati Owner On Presents an Automatication	tion Details for Registration to Import Live Frogs for Human Con Ingenisation Details and waters latter before they a feature.	nsumption (SFA)		
Applicant's Details international anternational The State	Application Application memory is memory is me	ontense connect annexes connectancements It's Details			
in a strem schelaris inspector Entergenory Contact In Andania Kana Kana Kanasa Kanasa Kanasa	in our date in (), constant in provide Encourage of () in a state	r y Contact unu Name Bengudan C	and No. Eng		
Click Back to Edit for editing the application.	Click Back to Edit for e application	editing the	Click D	eclaration to decla bmit the applicatio	ire and in.
			C Balliter Dawne 1		

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.

is select to read and administrating the read and added	
eneral Declaration	
declare that all the information given in this application form is true and correct.	
am aware that legal action may be taken against me if I had knowingly provided false informa	ration.
agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any state	stements, confirmations, records, acknowledgements, information recorded in or produced in this application.
am aware that the Singapore Food Agency (SFA) would only be able to process my application markets that the SFA is required to collect personal information from time to time to carry out A's collection and use of all information provided by me in the course of any application I hav aring my information in such application(s) with other Government agencies, and/or non-Gov hereby declare that all of the above is true.	an(s) when all relevant supporting documents are received and are in proper order. It is various functions and duties under the Singapore Food Agency Act 2019 and I hereby conserve made to the SFA to facilitate the processing of such application(s). Thereby further consert to be such verment entities outbodies to us social coordinates to the SFA to facilitate the processing of such applications. Click Review Form to review the form again.

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.

Application Status				
APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
Registration to Import Live Frogs for Human Consumption	FC244795723	1 working day	Submitted	
Next Steps Your application is being processed. We will send you an email when you For application enquiries, you may contact CoBusiness Heipdesk at 633	ir application status changes. You can also log 53373 or email AskGoBizecrimsonlogic.com.sg	I in below to check its status on your dashboard.	Click Return to Dashboard.	1
			Return to Dashboard →	-

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

	Click Licences>>Apply Licences	
gobusiness Dashboard My Submission:	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or	Appl Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	~
Singapore Police Force (SPF)	~
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	~

Select Singapore Food Agency Licence

2. Select Singapore Food Agency (SFA).

Singapore Food Agency (SFA)	
Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry Select the license and click	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics	Apply
Apply for Registration to Import Feed for Food Producing Animals	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food Appliances	Apply

Select Licence and Apply

Г

- 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.

Gobusiness Dashboard My Submissions Licences V Accreditations V Levy V Help V	0
Search by Government Agency, Licence or Application name/number	
Apply for Registration to Import Feed for Food Producing Animals	
Read the Details like FAQs, Documents and Requirements before Apply Details The Registration to Import Feed for Food Producing Animals is issued by Singapore Food	
Agency. This registration is issued to importers to import animal feed. Fees and additional information N.A. N.A.	
1. What licence do I need to import animal feed for both food producing a producing animals on commercial basis? Apply	1 Тор

Apply for Registration to Import Feed for Food Producing Animals

٦

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 Info	rmation	
Review and fill the foll	owing details for application.	
Profile	Choose As an applicant	
l am applying		
As an applicant		
On behalf of applica	nt	

- General Information As an Applicant
- 6. In Profile, choose I am applying **As an applicant**.

Exect with one D fore with one ID Type with one NRC with one 10 No. with one ****23560 with one Exact with one defaultseregenal.com with one Context Number with one +65 v 9771 1234 Address Exact Street Name 12 Default (Optional) Bedx North Avenue 3 v Exact/Level (Optional) Building Name 12 11 Bedak Tower	Applicant Detail		Fill the Applicant Detail	
Nome Default User ID Type NRIC ~ ID No. ****2386G Formation default/sorregmail.com default/sorregmail.com fortact Number ************************************	Select			
D Type NRC NRC 10 No. arrenda Saco defoultuseregenall.com contact Number +65 9771 1234 Address Bock_House No. Street Name 136 Street Name 136 Unit (Optional) Bidding Name Bock_House Address Floor_Level @ (Optional) Unit (Optional) Bidding Name 12 111 Bedok Tower	Name			
ID Type NRC ID No. ****2356G femal defoultuseregmail.com contact Number *65 9771 1234 Address Postal Code 460136 @ Retrieve Address Block/House No. Street Name 136 Witt (Optional) Building Name 12 111 Building Name	Default User			
NRC ID No.	ID Туре			
D No. ***23565 Email defoult/seregmail.com Address Postal Code 460136	NRIC		×	-
Image: Street Name Block/House No. Street Name 136 V Block/House No. Street Name 136 V Block/House No. Street Name 136 V Block/House No. Street Name 136 V Block/House No. Street Name 136 V Block/House No. Street Name 136 V Block North Avenue 3 V	ID No.			
Email defoultuseregmail.com Contact Number +65 v 97711234 Address Postal Code 460136 Block/House No. Street Name 136 v Bdok North Avenue 3 Floor/Level @ (Optional) 12 Building Name 12	****2356G			
Enoil defoultuseregmail.com				
Contact Number +05 v 9771 1234 Address Postal Code 460136 Block/House No. 136 Street Name Bedok North Avenue 3 v	Email			
Address Postal Code 4d0136 Block/House No. Street Name Bedok North Avenue 3 Floor/Level (Optional) Unit (Optional) Building Name 12 Reset Address	Contact Number +65 ∨ 9771 1234			
460136 Retrieve Address Block/House No. Street Name 136 Bedok North Avenue 3 Floor/Level (Optional) Unit (Optional) 12 111	Address			
Block/House No. Street Name 136 > Bedok North Avenue 3 > Floor/Level (Optional) Unit (Optional) 12 111 Bedok Tower	460136			
136 V Bedok North Avenue 3 V Floor/Level (Optional) Unit (Optional) 12 111 Bedok Tower V	Block/House No.	Street Name		
Floor/Level (Optional) Unit (Optional) Building Name 12 111 Bedok Tower ✓	136 ~	Bedok North Avenue 3	· · · · · · · · · · · · · · · · · · ·	-
Incomplete (Copional) Unit (Opional) Building Name 12 111 Bedok Tower	Floor (Level & (Optional)	Helt (Optional)	Duilding Manag	
	12	111	Bedok Tower	-

Applicant Details

7. Fill the Applicant Details.

Company Detail	Fill th	e Company Detail	
Company Name			1
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Registered Address Postal Code			Click Save Draft
117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		\sim
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim
			Save Draft Application Details $ ightarrow$

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 ap	pplication.	
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		\sim
Name		
Tim Tom		
ID Туре		
NRIC		\sim
ID No.		
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		

Applicant Details

12. Fill the Applicant Details.

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

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.

Filer Detail	I Fill the Filer Detail	
Salutation		
Select		~
Name		
Tim Tom		
ID Туре		
NRIC		Click Save Draft
ID No.		
****2356G		
Email		
untoingebe.com		
Contact Number		
+65 ∨ 9876 5432		
		N

Filer Details

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

Application Details

	Click Retrieve button to ge
Owner Organisation Details	the Owner Organisation Details
Applicant Type	

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	Fill the Applicant's Details
Sex	
Male [M]	
C Ferraie III	
0.0000	
Date of Birth	
DD/MM/YYYY	•
Designation (Optional)	
Select	~
Alternative Email Address (Optional)	
Primary Mode of Contact The distance contacts will be used for communication with SEA. Blocks under a second at the	
Lionna Tal Number (UNE)	no any any changes.
Home is 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)	
46 Sec. E. 8 8123.4647	
100 A. Editoreadon	
Tick if you prefer to receive status updates of licence application via SMS (Optional	0
Yes [Y]	

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details	Fill the Applican Address Detail	nt's Is
Address lype		
Foreign [FOREIGN]		
Mailing Address	Fill the Mailing Address	
Address Type		

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.

Address Type Local [LOCAL]		Select Local			
Foreign [FOREIGN]					
Applicant Local Address Format Standard [STANDARD]		Select Standard and the address	fill		
Type of Premises					
Select				~	
Select				~	
Select Local Address Postal Code			lick Retr	ieve Address	
Select Local Address Postal Code	Retrieve Add	iress	Olick Retr	ieve Address	s
Select Local Address Postal Code	Retrieve Add	tress	Click Retr	ieve Address	5
Select Local Address Postal Code Block/House No.	Retrieve Add	tress	Click Retr	ieve Addres	s
Solect Local Address Postal Code Block/House No.	থি Retrieve Add	fress	Olick Retr	ieve Addres:	s
Solect Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Q Retrieve Add Street Name Unit (Optional)	dress Building Name (Optional)	Click Retr	ieve Addres	s
Select Local Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Add Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional) Click Reset Addres button to reset the	Click Retr	ieve Addres	S

Applicants Address Type Local

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

ddress Type		
Local [LOCAL]	Select Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises Select	populated fields	~
Address Line 1		
Address Line 2		dian.
		0/60
Address Line 3 (Optional)		
		0,60
Address Line 4 (Optional)		
		9/60
Address Line 5 (Optional)		
City (Optional)		0/60
State (Optional)		0/80
		040
Postal Code (Optional)		dian.
		0/12
Country/Region		
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.

Mailing Address Address Type	Select Local
Applicant Local Address Format Standard (STANDARD)	Select Standard and fill the address
Type of Premises Select	v
Mailing Address Postal Code	Retrieve Address
Block/House No.	Street Name
Floor/Level (Optional) Eg: 01, 81, 01M	Unit (Optional) Building Name (Optional)
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 [FOREION] Type of Premises Select	Select Foreign and fill the address details in the populated fields	
Address Line 1		
Address Line 2		Q
		٩
Address Line a (Upbional)		۵/
Address Line 4 (Optional)		
Address Line 5 (Optional)		0/
City (Optional)		0/
Charle (Charling and		0/4
ature (Optionial)		0/
Postol Code (Optional)		
Country/Region		07
Select		~

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address	Fill the Organisation Operating Address
Local [LOCAL]	
Foreign [FOREIGN]	
Organisation Contact Details Telephone Number +65 E.g. 8123 4567 Fax Number (Optional) +65 E.g. 8123 4567	Fill the Organisation Contact Details
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 Oper	ating Address		
Address Type		Select Local	
Foreign [FOREIGN]			
Local Address Format Standard [STANDARD]	S	elect Standard and the address	l fill
Type of Premises (Optional)			~
Address Postal Code Block/House No.	Retrieve Address Street Name	c	lick Retrieve Address
~			~
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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

GoBusiness New Application User Guide Chapter 11: Registration to Import Feed for Food Producing Animals

Address type		
O Local [LOCAL]	Select Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises	populated fields	
Select		~
Address Line 1		
		2//2
Address Line 2		6780
		0/60
Address Line 3 (Optional)		
		0/60
Address Line 4 (Optional)		
		0/40
Address Line 5 (Optional)		6,00
City (Onlined)		0/60
and following		
		0/60
State (Optional)		
		0/60
Postal Code (Optional)		
		0/12

Foreign Address

36. Fill the Address fields.

37. Continue filling Registration details.

Terms and Conditions



Terms and Conditions of Licence

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

Registration of Import Animal Feed



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 🔕	Select the Animal Feed Type		
Select		~	
Product Info			
Select		~	
(+) Add		1	
	Click Add		
No Animal Food Type			Act

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.

			Added successfully Your new information has been added.
Animal Feed Type			
Animal Feed Type 🔘			
Select		~	
Product Info			
Select		~	
🕞 Add			
No. Animal Feed Type	If Others	Product Info	Actions
1 Goat [VBA0BG]		Does Not Contain Product Of Animal Origin [DCPA]	er i

Animal Feed Type Added

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

Country/Region of Origin

country/Region of Origin Select	Select the Country/Region of Origin	
+ Add	Click Add	
No. Country/Region of Origin		Action



- 44. Select the Country/Region of Origin from the dropdown menu.
- 45. Click Add to add the details. The details will be added successfully.

Country/Region of Origin	Added successfully Your new information has b	× been added.
Country/Region of Origin		
Select v		
+ Add		
No. Country/Region of Origin	Actions	
1 ANDORRA [AD]	2	

Country/Region of Origin Added

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

Animal Feed Brand

Animal Feed Brand	Enter the Animal Feed Brand	
+ Add	Click Add	0/66
No. Animal Feed Brand		Actions

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	Addied successfully Your new information has been	x added.
① Add	0/66	
No. Animal Feed Brand	Actions	

Animal Feed Brand Details Added

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

Emergency Contact

Emergency Contact	Fil	I the Emergency		
Salutation	(Loniaci Deialis		
Select			~	
Name				
			0/66	
Designation (Optional)				
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add b emergend det	utton to add cy contact rails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				
4				+

Emergency Contact

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

Emergency Contact					
Salutation					
Select				~ A	dded successfully
Name				Yo	ur new information has been added.
				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	e i
•					

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

upporting Documents	Select t	ne File Type, upload [.]	the file and	
ile Type	click A	dd. The details will b	e added.	
Select			~	
Attachment			G	e)
File name must have no more than 130 characte	ers and no spaces. Only letters (a-z), numbers (0-9), underscores (_),	and hyphens (-) are allowed.		
Drop a file here or click to upload		_		
	Click Add button to			
(+) Add	supporting document			
	details			
File Type	Attachment		Acti	ions
No data available in table				
		- General Information S	ave Draft Review Form	\rightarrow

l	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.

		Your new information has been
Іе Туре		
Select	× .	
Attachment Attachment Attachment Attach and a second se	2), numbers (09), underscores (_), and hyphens (-) are allowed.	ß
⊕ Add		

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

Review Form Press environ Herbitary distants counting. You will not be called to edit these distants ways proceed to	the word step.
General Information	scroll down for all the sections and review
Profile transmu An explorer	ine nied form.
Applicant Detail	
Application Details for Registration to Import Feed Owner Organisation Details Para due to entropy the function of the function measurement of the function of the function of the function measurement of the function of the function of the function of the function of the function of the function of the function function of the function of the function of the function of the function function of the function of the function of the function of the function function of the function of the func	I for Food Producing Animals (SFA)
Applicant's Details	
Click Back to Edit for editing the application.	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.

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, ackno Registration to Import Feed for Food Producing Animats (SFA) I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting doc. Lam aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under	wiedgements, information recorded in or produced in this application.
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, ackno Registration to Import Feed for Food Producing Animals (SFA) I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting doc. Lam aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under	wiedgements, information recorded in or produced in this application.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, ackno Registration to Import Feed for Food Producing Animals (SFA) I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting doc. 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	wledgements, information recorded in or produced in this application.
Registration to Import Feed for Food Producing Animals (SFA) I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting doc. 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	
I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting doct 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	
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	uments are received and are in proper order.
APAL B B	the Singapore Food Agency Act 2019 and I hereby cons
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 pro- sharing my information in such application(s) with other Government agencies, and/or non-Government entities autho	accessing of such application(s). I hereby further consent to the SFA d by legislation.
Clic	k Review Form to
I hereby declare that all of the above is true.	w the form again.
Check the box for	
declaration.	

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.

We have received you A confirmation email has been sent	our application to you.				Successfully submitted You have successfully submitted
Application) Status				
APPLICATION		APPLICATION ID	EST. PROCESSING TIME	STATUS	
Registration to	Import Feed for Food Producing Animals	FC244795670	1 working day	Submitted	
Next Step Your applicatio For application	S In is being processed. We will send you an email when your application enquities, you may contact GoBusiness Helpdesk at 63363373 or ema	status changes. You can also log in below to	check its status on your dashboard.	Click Return to Dashboard.]

Acknowledgement

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

58. Click Return to Dashboard to exit.