**TEMPLATE FOR EGG IMPORTERS’ PROPOSED BUSINESS CONTINUITY PLANS**

1. Your proposed Business Continuity Plan (BCP) must ensure continued supply of hen shell eggs to Singapore in event of any hen shell egg supply disruption. This is crucial as food security is a national security issue that impacts human life and health. Having a BCP will also benefit you as it will improve your business continuity during a supply disruption.
2. You may consider diversification of import sources, signing retainer contracts, holding a buffer stock, and/or other strategies as part of your BCP. If your proposed BCP does not cover any particular part, please indicate “Nil” in the template.
3. If your proposed BCP is approved, you must adhere to the approved BCP throughout the import licence period.

|  |  |
| --- | --- |
| **Applicant Name:** |  |
| **Company Name:** |  |
| **Licence No (if applicable):** |  |
| **Date submitted:** |  |
| **Company Stamp and Signature**  |  |

|  |
| --- |
| **Part A: Import Source Diversification**  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Supplier** | **Expected no. of eggs imported per quarter** | **Imports from the country as a percentage of importer’s total imports (e.g. 80%)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |
| **Part B: Retainer Contracts**  |
|

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

 |
| **Part C: Buffer Stocks in Singapore**  |
|

|  |  |  |
| --- | --- | --- |
| **Storage location**  | **No. of eggs in buffer stock at any one time** | **Duration that the buffer stock can last**  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| **Part D: Others**  |
| *Please detail other methods to maintain business continuity in a disruption, if any.*  |