Guide to application for Free Sale Certificate (Non Food Producing Animal Feed)

## A. To submit applications online

SN	Step	Screenshot				
1	GoBusiness Licensing Portal (https://www.gobusiness.go	HOME / BROWSE ALL LICENCES ANS / ANIMALE VIETBRAARY SERVICE (ANS) / THE SALE CERTIFICATE (NON FOOD PRODUCING ANIMAL. Free Sale Certificate (Non Food Producing Animal Feed)				
	v.sg/browse-all- licences/animal-&- veterinary-service- (avs)/free-sale-certificate- (non-food-producing- animal-feed))	<ul> <li>▲ Indict to throwse All Lenvise</li> <li>▲ Standa &amp; Vestrikery ▲ Lenvise</li> <li>▲ Stand</li></ul>				
2	Log in into the system.					
	For Company: Login via CorpPass	Please Login to Proceed   Log in to CoBusiness Dashboard Dusciness (for Individual Users)   Description     Users with no registered   Users				
3	Login using SingPass	A staggoore Covernment Agency Website How Subjective  P T T  Q  P T T  Q  P T T  Q  P T T  Q  P T T  Q  P T T  Q  P T T  Q  P T T  Q  P T  Q P T  Q P T  Q P				

4	Apply for Free Sale	A Singapore Covernment Agency Website <u>How to identify</u>				
-	Certificate (Non Food	gobusiness Dashboard My Submissions Licences V Accreditations V Recommendations Help V				
	Producing Animal Feed)	Search by Government Agency, Licence or Submission name/number				
	, , , , , , , , , , , , , , , , , , ,					
		Apply for Free Sale Certificate (Non Food Producing Animal Feed) Usences (New) - AVS				
		Apply				
5	Complete Mailing Address					
	and Business Operating Address	Mailing Address				
		Is the mailing address different from the applicant address?				
		○ Yes [Y]				
		Business Operating Address				
		Select V				
6	Complete Consignment and Feedmill Details	Consignment				
		Country/ Region of Destination				
		Select V				
		Date of Export (Optional)				
		DD/MM/YYYY 📋				
		Feedmill Details				
		Feedmill Licence number				
		0/50				

7	Tick the appropriate Consignment Product Declarations and complete Consignment Product Details	Consignment Product Declarations Consignment Product Declarations I confirm that the following products are manufactured in my Feedmill licensed by Animal & Veterinary Service. [AVS] I confirm that the following products are manufactured by a 3rd party manufacturer. [TPM] Consignment Product Details				
		Name/ Description of Product				
		0/200				
8	Tick Administrative Details in this section <u>ONLY</u> if you require separate Free Sale Certificate for individual product	Administrative Details Check, if Free Sale Certificate is required separately for individual product. (Optional) Yes [Y]				
9	Fill in Emergency Contact	Emergency Contact				
		Salutation				
		Select 🗸				
		Name				
		0/66 Designation (Optional)				
		0/100 Email Address				
		Content Number				
		Contact Number +65 V 8123 4567				
10	Select the Type of Service	Type of Service				
	Fee rate is S\$21 per	Type of Service				
	certificate (for normal	○ Normal				
	service) or S\$42 per certificate (for express service).	C Express				

11	Attach any appropriate documents.	Supporting Documents			
	Click "Next".	Product Details     (1)       Only 1 file at 2 MB or less.     (1)       Specifications of the product     (1)       Drop a file here or click to upload     (1)			
		Letter of Declaration (Optional) Only 1 lile at 2 MB or less. A copy of the Letter of Declaration Drop a file here or click to upload			
		Ingredient List (Optional) Only 1 file at 7 MB or less. Drop a file here or click to upload			
12	Select Payment Mode and click on Review Form to check that the information you have keyed in the application form are correct	Payment Mode         Payment Mode         Online payment refers to credit card payment via stripe. If you have an existing CIRO arrangement and wish to pay for this application via CIRO, please select "Offline Payment". The licence/certificate will only be issued upon successful payment (via ciRO or online payment).         Online Payment         Online Payment			
	Note: Upfront payment is required for successful submission of this application and there is strictly no refund.	← General Information Save Draft Review Form →			

## Other information

- Generally, a complete application will be processed in 2 working days. Any incomplete or incorrect submission may result in a delay in the processing time.
- The cost of each certificate is S\$21 (normal) or S\$42 (express).

## B. After the application has been approved – PRINTING YOUR LICENCE

13	Check the status of your application by keying in the application number	Development Developed My Submasion Search by Owennest Agency, Loande	_	✓ Recommendations Heip ✓		۵
14	You may find the status of all your applications and licences under Dashboard	My Submissions (previously My Tasks)			View All	
		3 Action Required	<b>34</b> Draft	14 Processing		<b>9</b> Completed
		My Licences				View All
			<b>D</b> ue for renewal	5 Active		
15	Click Download Licence for printing.	Free Sale Certificate(Non Food Producing Animo Feed) Licences (Now) • NPARKS	Approved	Application: FC234028384 Licence: FI23000250FP	Updated on 21 Sep 2023, 04:37pm	Select Action View Form
		Free Sale Certificate(Non Food Producing Anima Feed) Licences (Now) - NPARKS	Approved	Application: FC234028717 Licence: FI23000255PP	Updated on 21 Sep 2023, 04:37pm	Download Invoice Download Licence