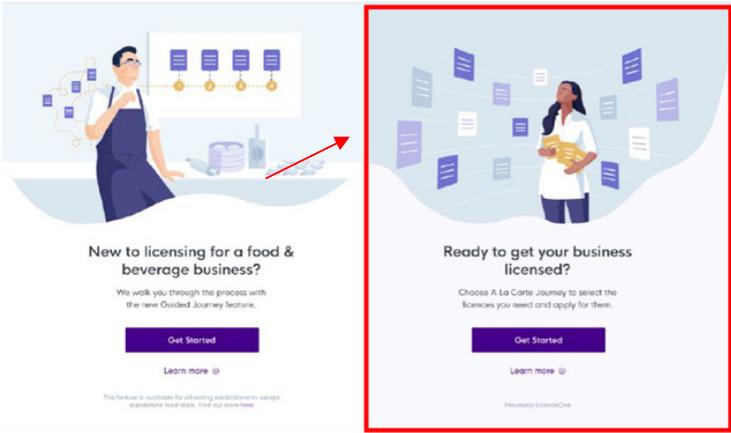
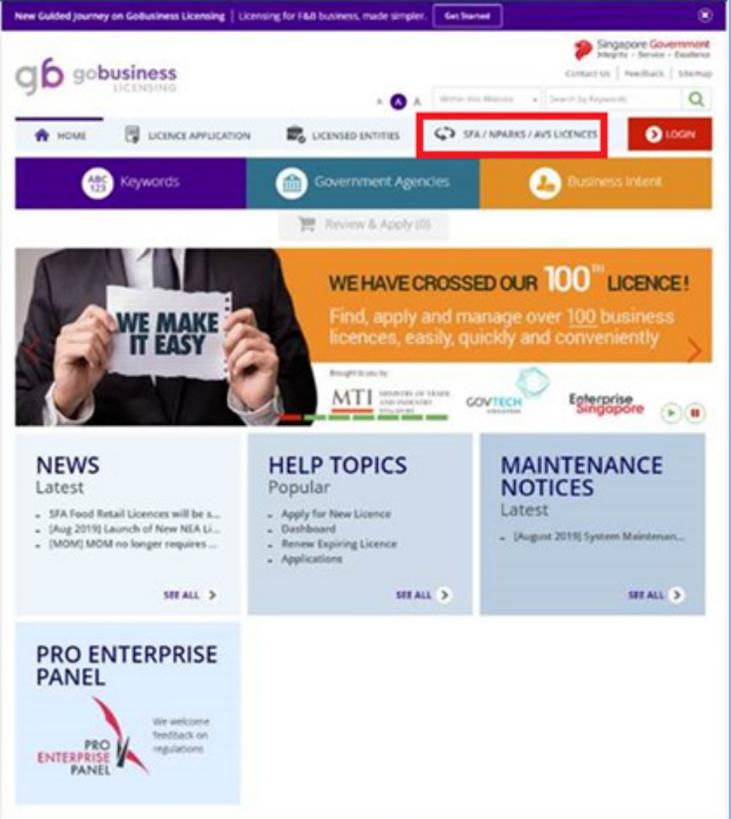
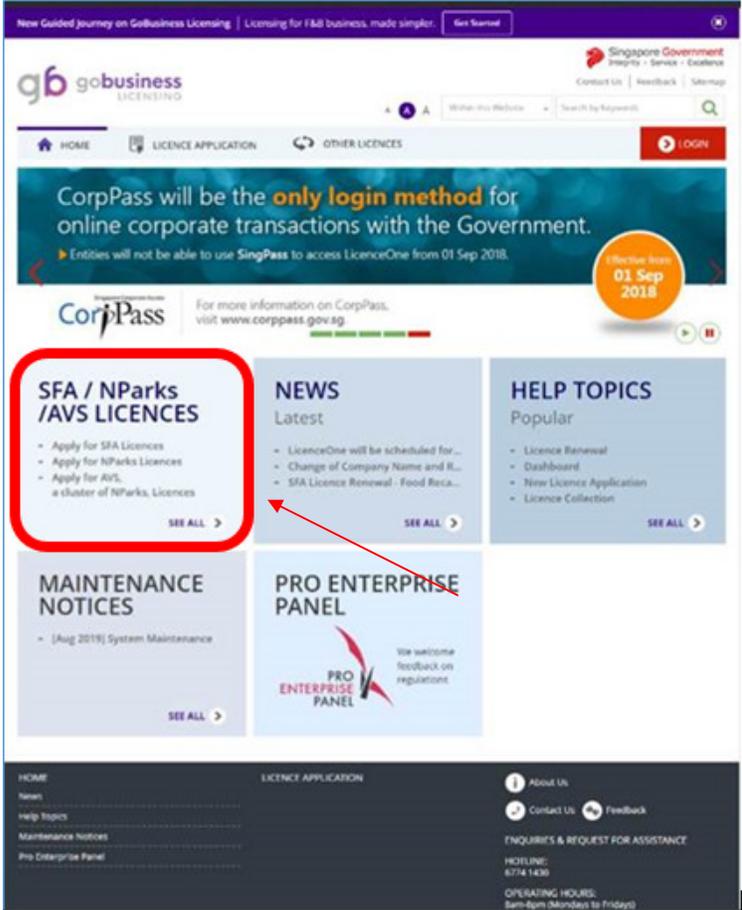
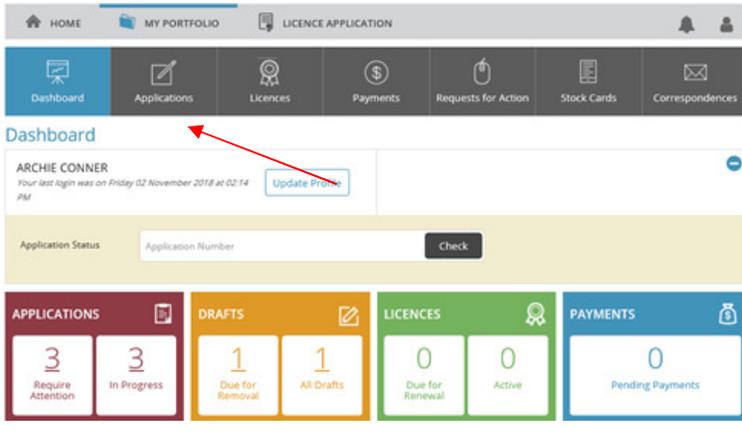
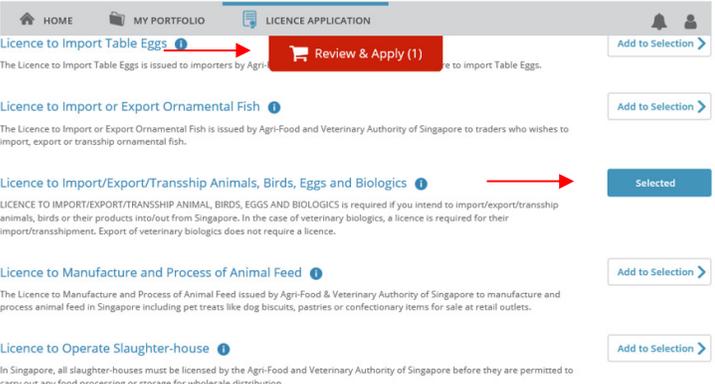
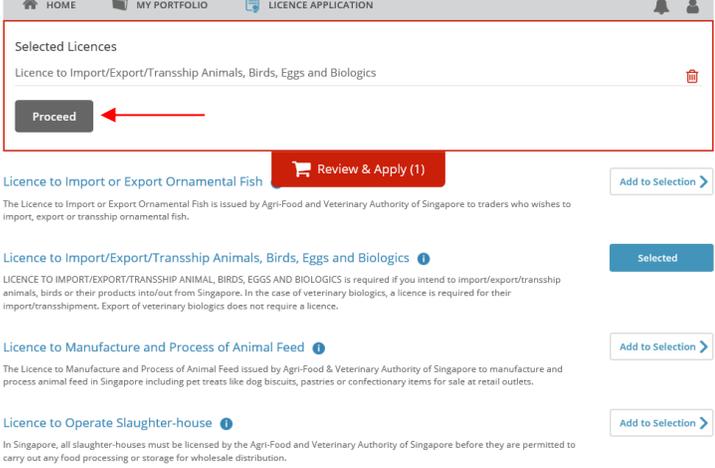
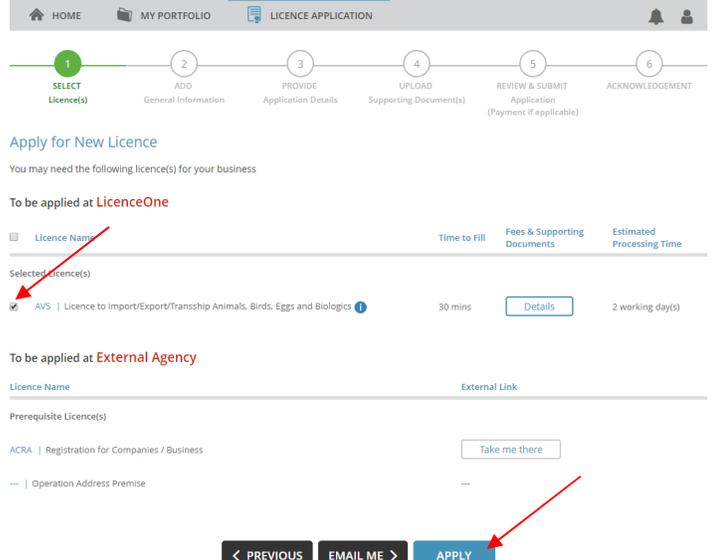


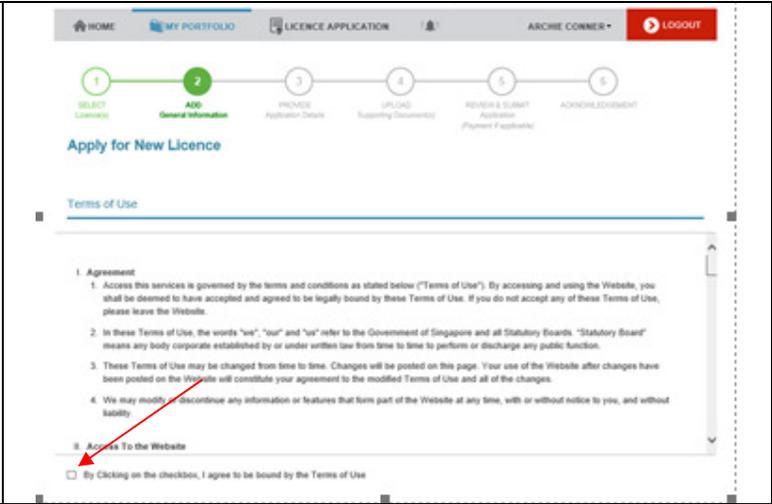
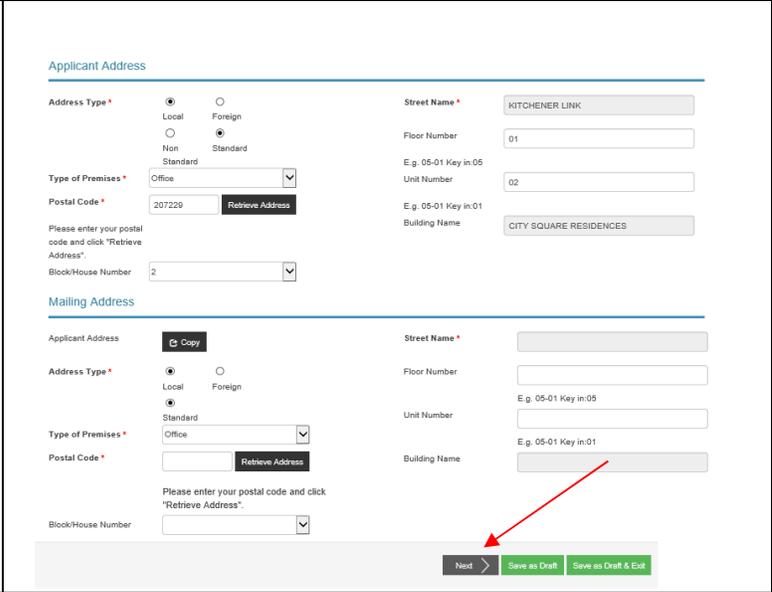
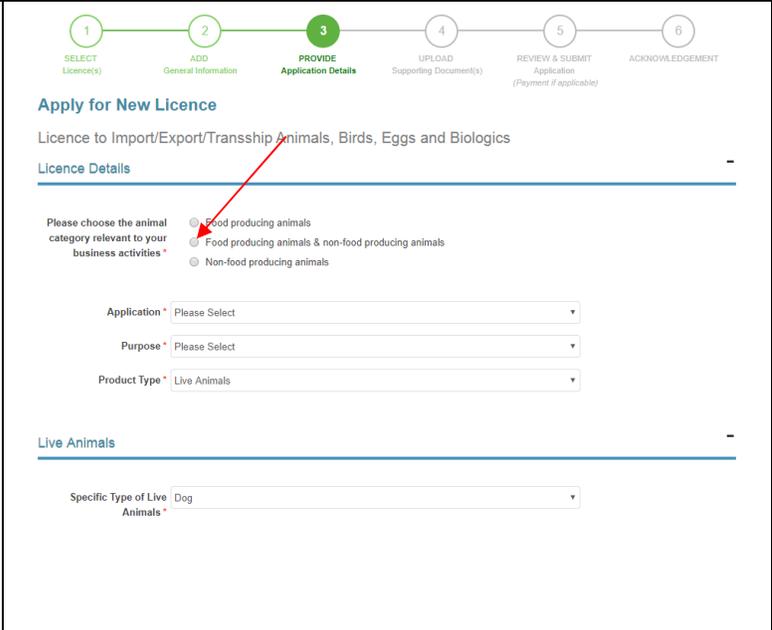
# Guide to application for Import/Export/Transship of Animals/Birds/Eggs/Biologics

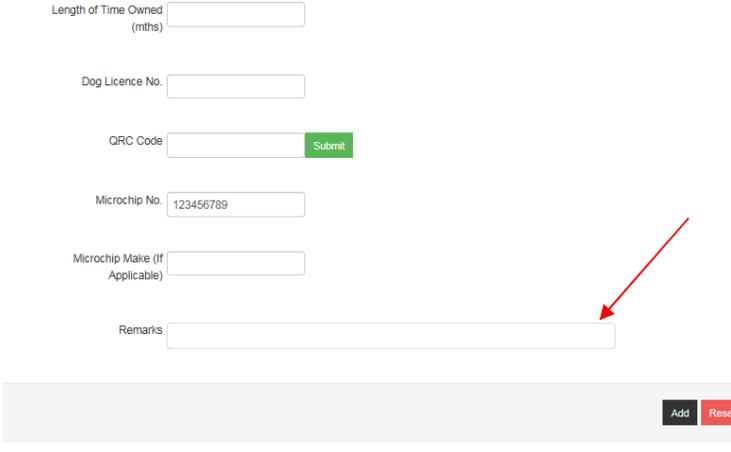
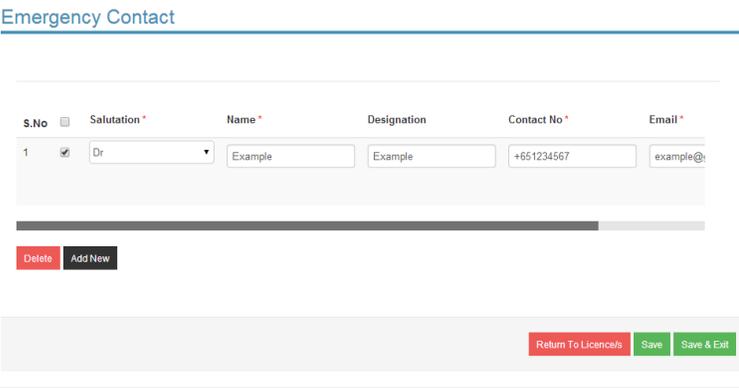
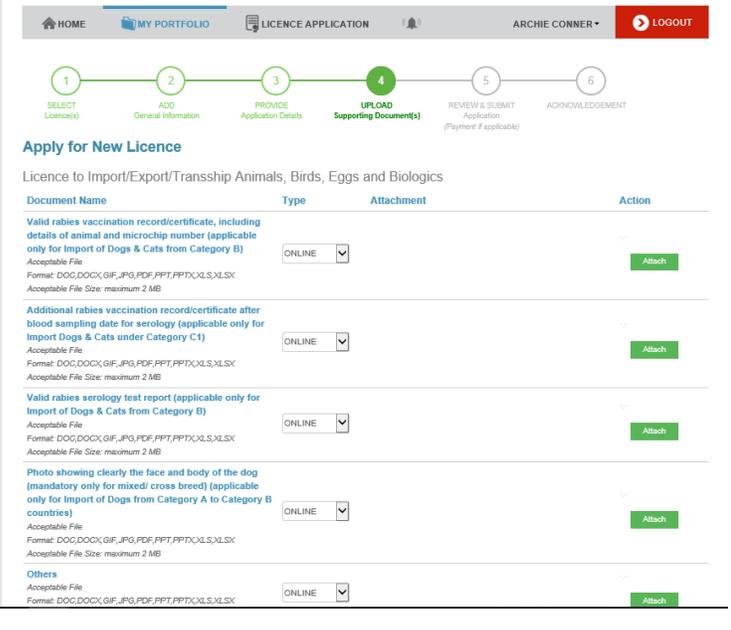
## A. To submit applications online

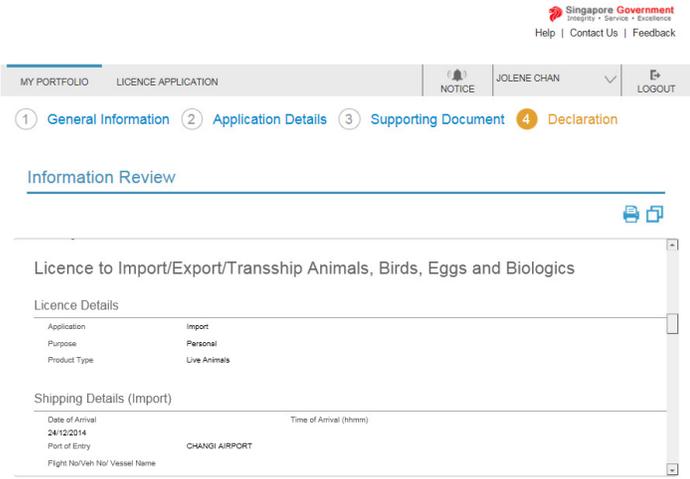
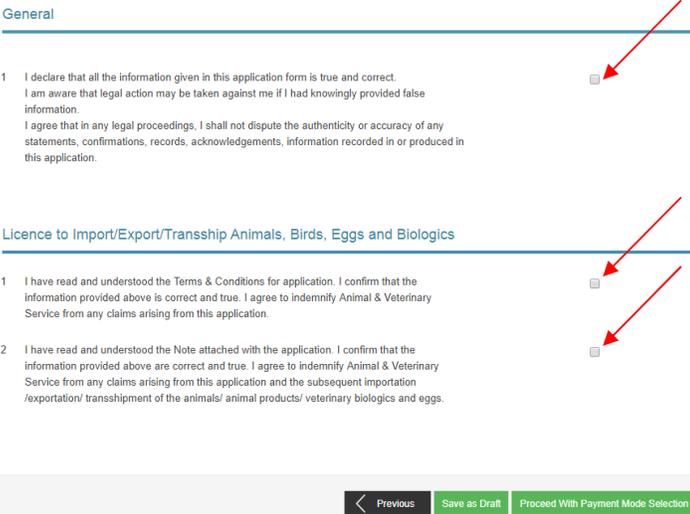
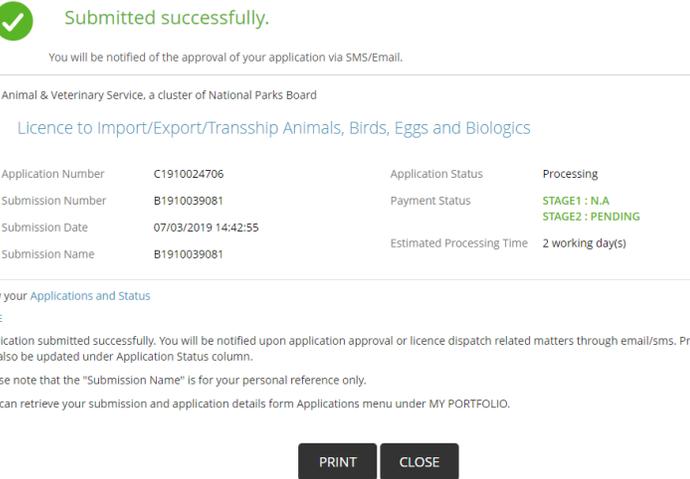
SN	Step	Screenshot
1	<p>GoBusiness Licensing Portal  <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a></p> <p>Select: <u>“Ready to get your business licensed?”</u></p>	
2	<p>From the GoBusiness homepage, click on <u>“SFA / NPARKS / AVS LICENCES”</u> on the top navigation.</p>	

<p>3</p> <p>Click on “SFA / NPARKS / AVS LICENCES”</p>	
<p>4</p> <p>Log in into the system.</p> <p>For Singaporeans: Login via SingPass</p> <p>For non-Singaporeans: Login via LicenceOne ID “Login for foreigners without SingPass”</p> <p>For Company: Login via CorpPass</p>	
<p>5</p> <p>Select “Licence Application”</p>	

6	<p>Select “Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics” and click “Review and &amp; Apply”.</p>	 <p>The screenshot shows the 'Licence Application' page with a navigation bar at the top containing 'HOME', 'MY PORTFOLIO', and 'LICENCE APPLICATION'. Below the navigation bar, there are four licence categories listed. The third category, 'Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics', is highlighted with a blue bar and a 'Selected' button. A red arrow points from this category to the 'Review &amp; Apply (1)' button at the top right of the page.</p>
7	<p>Click on “Proceed”.</p>	 <p>The screenshot shows the 'Selected Licences' section. A red box highlights the 'Proceed' button. A red arrow points to the 'Proceed' button. Below this section, the same four licence categories are listed, with the 'Review &amp; Apply (1)' button visible at the top right.</p>
8	<p>Ensure that the check box is ticked and click “apply”</p>	 <p>The screenshot shows the 'Apply for New Licence' page. At the top, there is a progress bar with six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW &amp; SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. Below the progress bar, there is a section titled 'Apply for New Licence' with the text 'You may need the following licence(s) for your business'. Underneath, there are two sections: 'To be applied at LicenceOne' and 'To be applied at External Agency'. In the 'To be applied at LicenceOne' section, there is a table with columns: Licence Name, Time to Fill, Fees &amp; Supporting Documents, and Estimated Processing Time. The first row in this table is 'AVS   Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics', which has a checked checkbox in the 'Licence Name' column. A red arrow points to this checked checkbox. At the bottom of the page, there are three buttons: 'PREVIOUS', 'EMAIL ME', and 'APPLY'. A red arrow points to the 'APPLY' button.</p>

9	<p>Agree to the terms of use</p>	 <p>The screenshot shows the 'Apply for New Licence' page with a progress bar at the top. Step 2, 'ADD - General Information', is highlighted. Below the progress bar is the 'Terms of Use' section. A red arrow points to the checkbox labeled 'By clicking on the checkbox, I agree to be bound by the Terms of Use'.</p>
10	<p>Check the “Applicant’s information” and complete the “Applicant information”, “Applicant address”, and “Mailing address”.</p> <p>Click “next”.</p>	 <p>The screenshot shows two address forms. The 'Applicant Address' form has fields for Address Type (Local/Foreign), Type of Premises (Office), Postal Code (207220), Block/House Number (2), Street Name (KITCHENER LINK), Floor Number (01), Unit Number (02), and Building Name (CITY SQUARE RESIDENCES). The 'Mailing Address' form has similar fields. A red arrow points to the 'Next' button at the bottom right of the Mailing Address form.</p>
11	<p>Select the relevant radio button at the “Animal Category” and “Type of Application”, “Purpose” and “Product Type” from the Licence Details.</p>	 <p>The screenshot shows the 'Apply for New Licence' page with a progress bar at the top. Step 3, 'PROVIDE - Application Details', is highlighted. Below the progress bar is the 'Licence Details' section. A red arrow points to the radio button labeled 'Food producing animals' under the heading 'Please choose the animal category relevant to your business activities'.</p>
12	<p>Filled in all the information as required in the application form.</p>	

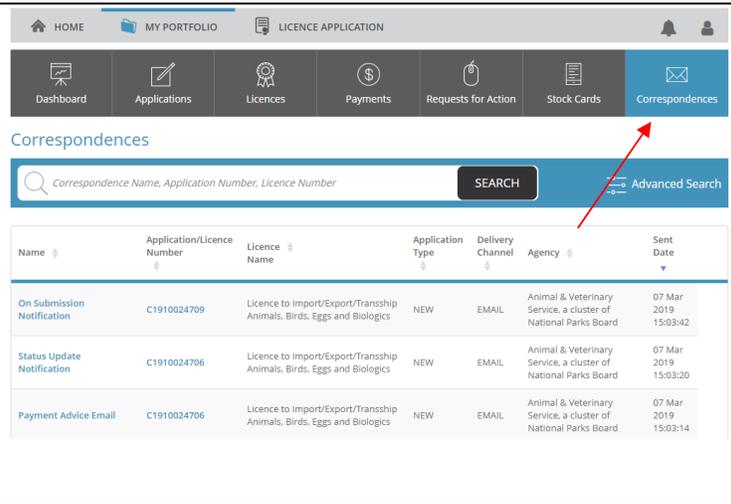
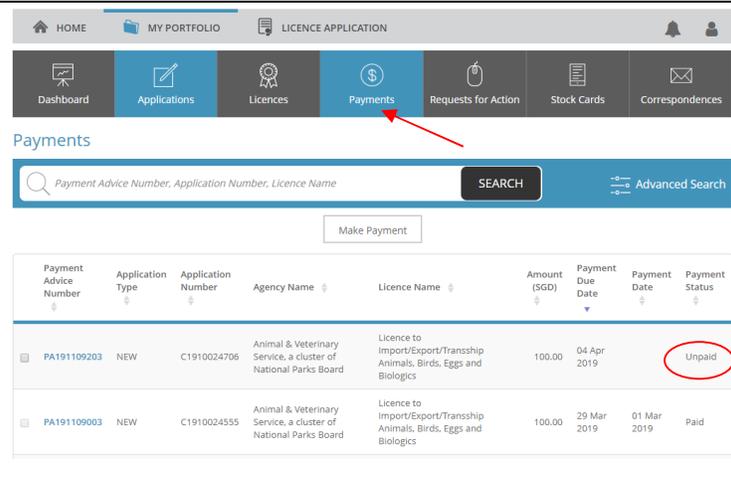
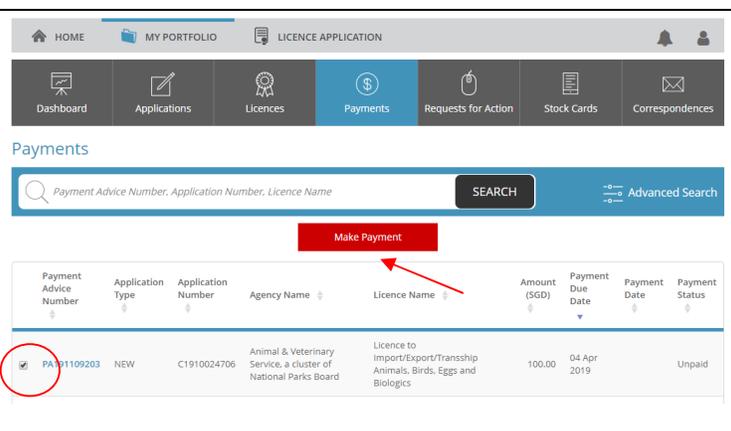
	<p>Click "Add".</p>																									
<p>13</p>	<p>Complete "Emergency Contact".</p> <p>Click "Save" and "Return to Licences".</p>																									
<p>14</p>	<p>Attach any appropriate documents.</p> <p>Click "Next".</p>	 <table border="1" data-bbox="690 1417 1388 1837"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Attachment</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Valid rabies vaccination record/certificate, including details of animal and microchip number (applicable only for Import of Dogs &amp; Cats from Category B)</td> <td>ONLINE</td> <td><input type="checkbox"/></td> <td>Attach</td> </tr> <tr> <td>Additional rabies vaccination record/certificate after blood sampling date for serology (applicable only for Import Dogs &amp; Cats under Category C1)</td> <td>ONLINE</td> <td><input type="checkbox"/></td> <td>Attach</td> </tr> <tr> <td>Valid rabies serology test report (applicable only for Import of Dogs &amp; Cats from Category B)</td> <td>ONLINE</td> <td><input type="checkbox"/></td> <td>Attach</td> </tr> <tr> <td>Photo showing clearly the face and body of the dog (mandatory only for mixed/ cross breed) (applicable only for Import of Dogs from Category A to Category B countries)</td> <td>ONLINE</td> <td><input type="checkbox"/></td> <td>Attach</td> </tr> <tr> <td>Others</td> <td>ONLINE</td> <td><input type="checkbox"/></td> <td>Attach</td> </tr> </tbody> </table>	Document Name	Type	Attachment	Action	Valid rabies vaccination record/certificate, including details of animal and microchip number (applicable only for Import of Dogs & Cats from Category B)	ONLINE	<input type="checkbox"/>	Attach	Additional rabies vaccination record/certificate after blood sampling date for serology (applicable only for Import Dogs & Cats under Category C1)	ONLINE	<input type="checkbox"/>	Attach	Valid rabies serology test report (applicable only for Import of Dogs & Cats from Category B)	ONLINE	<input type="checkbox"/>	Attach	Photo showing clearly the face and body of the dog (mandatory only for mixed/ cross breed) (applicable only for Import of Dogs from Category A to Category B countries)	ONLINE	<input type="checkbox"/>	Attach	Others	ONLINE	<input type="checkbox"/>	Attach
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Others	ONLINE	<input type="checkbox"/>	Attach																							
<p>15</p>	<p>Under "Information Review", check that your application details are</p>																									

	correct.	
16	<p>Click on the declaration under “General” and “Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics”.</p> <p>Click “Submit”.</p>	
17	An acknowledgement will be received after your application is submitted successfully.	

**Other information**

- The certificate would be issued within 1-2 working days.
- The cost of each licence is S\$50 (normal) or S\$100 (express).
- You can only make a payment after the application is approved.

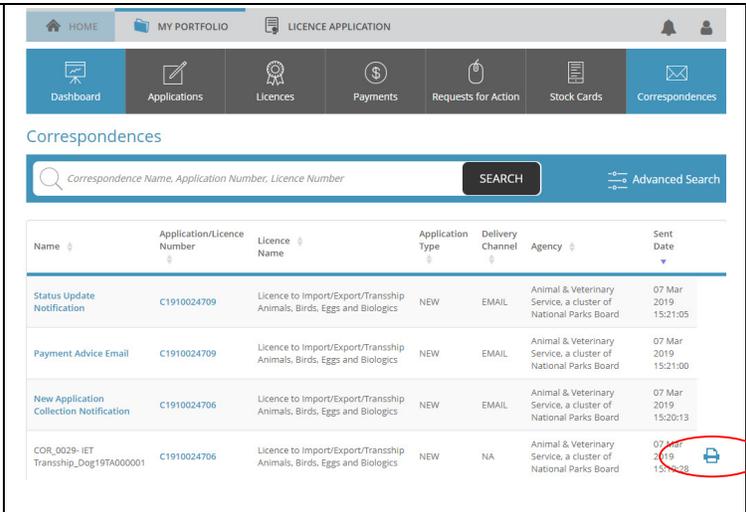
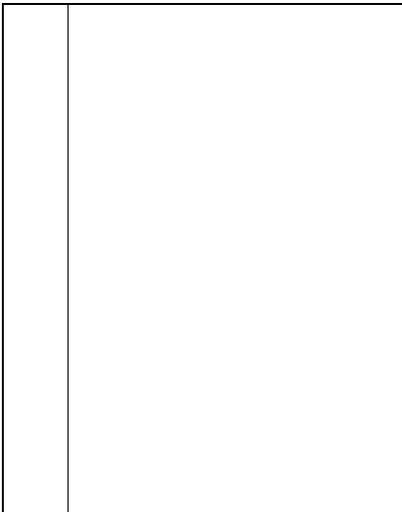
**B. After the application has been approved - PAYMENT**

<p>18</p> <p>An email will be sent to your email address after your application has been approved.</p> <p>Click “Correspondences” tab on the email notifications.</p>	 <p>Correspondences</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Application/Licence Number</th> <th>Licence Name</th> <th>Application Type</th> <th>Delivery Channel</th> <th>Agency</th> <th>Sent Date</th> </tr> </thead> <tbody> <tr> <td>On Submission Notification</td> <td>C1910024709</td> <td>Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>NEW</td> <td>EMAIL</td> <td>Animal &amp; Veterinary Service, a cluster of National Parks Board</td> <td>07 Mar 2019 15:03:42</td> </tr> <tr> <td>Status Update Notification</td> <td>C1910024706</td> <td>Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>NEW</td> <td>EMAIL</td> <td>Animal &amp; Veterinary Service, a cluster of National Parks Board</td> <td>07 Mar 2019 15:03:20</td> </tr> <tr> <td>Payment Advice Email</td> <td>C1910024706</td> <td>Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>NEW</td> <td>EMAIL</td> <td>Animal &amp; Veterinary Service, a cluster of National Parks Board</td> <td>07 Mar 2019 15:03:14</td> </tr> </tbody> </table>	Name	Application/Licence Number	Licence Name	Application Type	Delivery Channel	Agency	Sent Date	On Submission Notification	C1910024709	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	NEW	EMAIL	Animal & Veterinary Service, a cluster of National Parks Board	07 Mar 2019 15:03:42	Status Update Notification	C1910024706	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	NEW	EMAIL	Animal & Veterinary Service, a cluster of National Parks Board	07 Mar 2019 15:03:20	Payment Advice Email	C1910024706	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	NEW	EMAIL	Animal & Veterinary Service, a cluster of National Parks Board	07 Mar 2019 15:03:14
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<p>19</p> <p>Click “Payment” tab.</p> <p>Payment status will show “Unpaid”.</p>	 <p>Payments</p> <p>Make Payment</p> <table border="1"> <thead> <tr> <th>Payment Advice Number</th> <th>Application Type</th> <th>Application Number</th> <th>Agency Name</th> <th>Licence Name</th> <th>Amount (SGD)</th> <th>Payment Due Date</th> <th>Payment Date</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td>PA191109203</td> <td>NEW</td> <td>C1910024706</td> <td>Animal &amp; Veterinary Service, a cluster of National Parks Board</td> <td>Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>100.00</td> <td>04 Apr 2019</td> <td></td> <td>Unpaid</td> </tr> <tr> <td>PA191109003</td> <td>NEW</td> <td>C1910024555</td> <td>Animal &amp; Veterinary Service, a cluster of National Parks Board</td> <td>Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>100.00</td> <td>29 Mar 2019</td> <td>01 Mar 2019</td> <td>Paid</td> </tr> </tbody> </table>	Payment Advice Number	Application Type	Application Number	Agency Name	Licence Name	Amount (SGD)	Payment Due Date	Payment Date	Payment Status	PA191109203	NEW	C1910024706	Animal & Veterinary Service, a cluster of National Parks Board	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	100.00	04 Apr 2019		Unpaid	PA191109003	NEW	C1910024555	Animal & Veterinary Service, a cluster of National Parks Board	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	100.00	29 Mar 2019	01 Mar 2019	Paid	
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<p>20</p> <p>Select the checkbox of the application which you wish to make payment for.</p> <p>Click “Make Payment”.</p>	 <p>Payments</p> <p>Make Payment</p> <table border="1"> <thead> <tr> <th>Payment Advice Number</th> <th>Application Type</th> <th>Application Number</th> <th>Agency Name</th> <th>Licence Name</th> <th>Amount (SGD)</th> <th>Payment Due Date</th> <th>Payment Date</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> PA191109203</td> <td>NEW</td> <td>C1910024706</td> <td>Animal &amp; Veterinary Service, a cluster of National Parks Board</td> <td>Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>100.00</td> <td>04 Apr 2019</td> <td></td> <td>Unpaid</td> </tr> </tbody> </table>	Payment Advice Number	Application Type	Application Number	Agency Name	Licence Name	Amount (SGD)	Payment Due Date	Payment Date	Payment Status	<input checked="" type="checkbox"/> PA191109203	NEW	C1910024706	Animal & Veterinary Service, a cluster of National Parks Board	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	100.00	04 Apr 2019		Unpaid										
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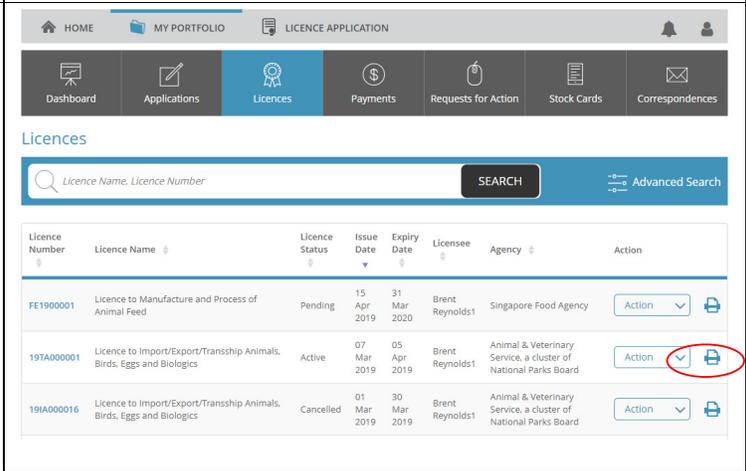
<p>21</p> <p>Click "Continue" to make payment.</p>	<p>HOME MY PORTFOLIO LICENCE APPLICATION</p> <p>1 SELECT Licence(S) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(S) 5 REVIEW &amp; SUBMIT Application (Payment If Applicable) 6 ACKNOWLEDGE</p> <p>AVS - Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics C1910024706</p> <p>Pay with e-Payment</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Fee Type</th> <th>Fee</th> <th>GST</th> <th>Sub Total</th> </tr> </thead> <tbody> <tr> <td>PA191109203 AVS - Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>Licence Fee</td> <td>Express Fee</td> <td>\$5100.00</td> <td>GST is not applicable.</td> </tr> <tr> <td>C1910024706</td> <td></td> <td></td> <td></td> <td>\$550.00</td> </tr> <tr> <td colspan="4">Grand Total</td> <td>\$100.00</td> </tr> </tbody> </table> <p>BACK CONTINUE</p>	Description	Fee Type	Fee	GST	Sub Total	PA191109203 AVS - Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	Licence Fee	Express Fee	\$5100.00	GST is not applicable.	C1910024706				\$550.00	Grand Total				\$100.00
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<p>22</p> <p>After successful payment, you may click on "view receipt" to see the receipt or click "next" to exit the page.</p>	<p>HOME MY PORTFOLIO LICENCE APPLICATION</p> <p>Dashboard Applications Licences Payments Requests for Action Stock Cards Correspondences</p> <p>1 SELECT Licence(S) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(S) 5 REVIEW &amp; SUBMIT Application (Payment If Applicable) 6 ACKNOWLEDGE</p> <p>e-Payment</p> <p>Payment is successful and the receipt is generating.</p> <p>If the receipt does not appear, please click on the View Receipt button below</p> <p>VIEW RECEIPT NEXT</p>																				

**C. After the application has been approved – PRINTING YOUR LICENCE**

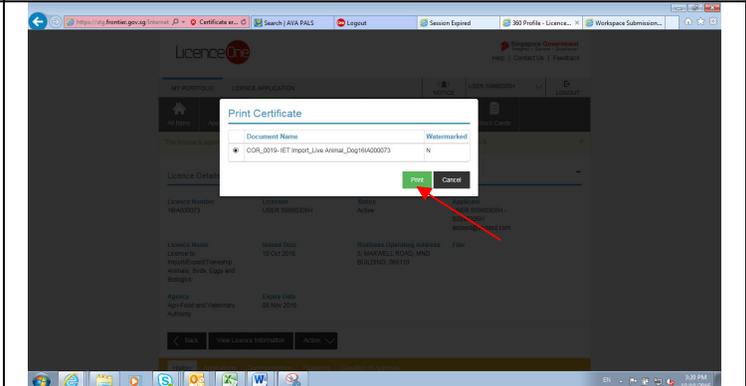
<p>23</p> <p>An email will be sent to your email address after your licence is ready for printing.</p> <p>Click "Correspondences" tab on the email notifications.</p>	<p>HOME MY PORTFOLIO LICENCE APPLICATION</p> <p>Dashboard Applications Licences Payments Requests for Action Stock Cards Correspondences</p> <p>Correspondences</p> <p>Correspondence Name, Application Number, Licence Number SEARCH Advanced Search</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Application/Licence Number</th> <th>Licence Name</th> <th>Application Type</th> <th>Delivery Channel</th> <th>Agency</th> <th>Sent Date</th> </tr> </thead> <tbody> <tr> <td>New Application Collection Notification</td> <td>C1910024706</td> <td>Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics</td> <td>NEW</td> <td>EMAIL</td> <td>Animal &amp; Veterinary Service, a cluster of National Parks Board</td> <td>07 Mar 2019 15:20:13</td> </tr> </tbody> </table>	Name	Application/Licence Number	Licence Name	Application Type	Delivery Channel	Agency	Sent Date	New Application Collection Notification	C1910024706	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	NEW	EMAIL	Animal & Veterinary Service, a cluster of National Parks Board	07 Mar 2019 15:20:13
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24 Click on the "Licences" tab and click on the "printer icon" to print.



25 Click "Print" to generate the licence  
You may print the licence using your own printer (black & white or colour).



26 You can choose to “Save” the licence as a PDF file or print it from your printer.

