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

## A. To submit applications online

SN	Step	Screenshot
1	GoBusiness Licensing	GB gobusiness
	Portal ( <u>https://www.gobusiness.g</u> <u>ov.sg/licences</u> ) Select: <u>"Ready to get your</u> <u>business licensed?</u> "	<image/> <section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header>
2	From the GoBusiness homepage, click on <u>"SFA/</u> <u>NPARKS / AVS</u> <u>LICENCES</u> " on the top navigation.	<complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block>



6	Select "Licence to											
	Animals, Birds, Eggs and	A HOME     MY PORTFOLIO     IJCENCE APPLICATION Licence to Import Table Eggs     Portew & Apply (1)	Add to Selection >									
	Biologics" and click "Review and & Apply".	The Leence to Import Table Eggs is issued to importers by Agri-4	Add to Selection >									
		Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics  LICENCE TO IMPORT/EXPORT/TRANSSHIP ANIMAL, BIRDS, EGGS AND BIOLOGICS is required if you intend to import/export/transship animals, birds or their products into/out from Singapore. In the case of veterinary biologics, a licence is required for their import/mashipment. Export of veterinary biologics does not require a licence.	Selected									
		Licence to Manufacture and Process of Animal Feed  The Licence to Manufacture and Process of Animal Feed issued by Agri-Food & Veterinary Authority of Singapore to manufacture and process animal feed in Singapore including pet treats like dog biscuts, pastries or confectionary items for sale at retail outlets.	Add to Selection >									
		Licence to Operate Slaughter-house ① In Singapore, all slaughter-houses must be licensed by the Agri-Food and Vecerinary Authority of Singapore before they are permitted to carry out any food processing or storage for wholesale distribution.	Add to Selection >									
7	Click on "Proceed".	A HOME NY PORTFOLIO	<b>A A</b>									
		Selected Licences Licence to Import/Transship Animals, Birds, Eggs and Biologics Proceed										
		Licence to Import or Export Ornamental Fish The Licence to Import or Export Ornamental Fish is used by Agri-Food and Veterinary Authority of Singapore to traders who wishes to import, export or tranship ornamental fish.	Add to Selection >									
		Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics LICENCE TO IMPORT/EXPORT/TRANSSHIP ANIMAL, BIRDS, EGGS AND BIOLOGICS is required if you intend to import/export/ransship 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.	Selected									
		Licence to Manufacture and Process of Animal Feed ① The Licence to Manufacture and Process of Animal Feed ssued by AgriFood & Veterinary Authority of Singapore to manufacture and process animal feed in Singapore including pet treats like dog biscuits, pastries or confectionary items for sale at retail outlets.	Add to Selection >									
		Licence to Operate Slaughter-house ① In Singapore, all slaughter-houses must be licensed by the Agri-Food and Veterinary Authority of Singapore before they are permitted to carry out any food processing or storage for wholesale distribution.	Add to Selection >									
8	Ensure that the check box	A HOME in My PORTFOLIO										
	is ticked and click "apply"	2     3     4     5	6 ACKNOWLEDGEMENT									
		(Peyment if applicable) Apply for New Licence You may need the following licence(s) for your business										
		To be applied at LicenceOne										
		Licence Name Time to Fill Fees & Supporting Documents	Estimated Processing Time									
		Selector dence(s)  AVS   Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics  30 mins Details	2 working day(s)									
		To be applied at External Agency Licence Name External Link										
		Prerequisite Licence(s) ACRA   Registration for Companies / Business Take me there										
		-   Operation Address Premise										
		<pre></pre>										

9	Agree to the terms of use	
		1 C C C C C C C C C C C C C C C C C C C
		Appy for New Licence
		Terms of Use
10	Chaok the "Applicant's	Agreement     Access the services to governed by the terms and conditions as stated below ("Terms of Use", if you do not accept any of these Terms of Use, places to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, places to be the Vehicle', "our and "us" refer to the Government of Singapore and all Statutory Board" means any body corporate established by or under writes law too these to be board by the terms of Use.     These Terms of Use may be changed from time to time to time to time to time to time of advances.     These Terms of Use may be changed from time to time. Changes will be poted on this page. Your use of the Visible after changes have been poded on the Visible after changes to the Societ to be too the Visible after changes to the solution of teatres that them part of the Visible after changes have been poded on the Visible after changes to the solution of teatres that them part of the Website at any tent, with or without notice to prov, and without teations to the teatres that them part of the Visible after changes to the solution to the test.     These Terms of Use may be changed too the test test.
10	information" and complete	
	the "Applicant information", "Applicant address", and "Mailing address". Click "next".	Address Type *
		Mailing Address       C Corp       Street Name *         Address Type *
		"Retrieve Address". Block/House Number
11	Select the relevant radio button at the "Animal Category" and "Type of Application", "Purpose" and "Product Type" from the Licence Details.	1     2     3     4     5     6       SELECT     ADD     PROVE     UFLOAD     EVENUE & DUBUT     Application       Licence(t)     General Information     PROVE     UFLOAD     EVENUE & DUBUT     Application       Apply for New Licence     Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics     Licence Details     -     -
		Please choose the animal category relevant to your business activities * Pool producing animals & non-food producing animals Non-food producing animals Non-food producing animals
		Application* Please Select
		Purpose* Please Select   Product Type* Live Animals
		Live Animals
		Specific Type of Live Animals *
12	Filled in all the information as required in the application form.	

	Click "Add".	Length of Time Owned (mths)
		Dog Licence No.
		QRC Code Submit
		Microchip No. 123456789
		Microchip Make (If
		Remarks
		Add Reset
13	Complete "Emergency Contact".	
	Click "Save" and "Return	Emergency Contact
	to Licences".	
		S.No     Salutation*     Name*     Designation     Contact No*     Email*       1     Ø     Dr       Example     +651234567     example@t
		Delete Add New
		Return To Licencels Save & Exit
1/	Attach any appropriato	
14	documents.	
	Click "Next".	
		Apply for New Licence
		Licence to import/Export/Transsnip Animals, birds, Eggs and biologics 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) Acceptable File Formet: DOC/DOCK (6F, PE/PFF) (21.5) / LSX Acceptable File Size: maximum 2 MB
		Additional rables vaccination record/certificate after blood sampling date for serology (applicable only for Import Dogs & Cats under Category C1) Acceptable File Formet DOC/DC/CK/6F.#CR/PT/PT/VALS/ALSX Acceptable File Size maximum 2 MB
		Valid rabies serology test report (applicable only for Import of Dogs & Cats from Category (B) Acceptable File Forme: CooCDCCC(67: pc8/PEF/PF7/253/253/253/ Acceptable File Size maximum 2 MB
		Photo showing clearly the face and body of the dog (mandatory only for mixed: cross breed) logplicable only for Import of Dogs from Category A to Category B Countries) Acceptable File Format: DOG,DOCX,GIF,JPG,PDF,PPT/XLS,XLSX Acceptable File Size maximum 2/M6
		Others         Oneutralie File           Acceptable File         ONLINE           Format: DOC,DOCX,GIF,JPG,PDF,PPT/VLS,XLSX         ONLINE
15	Under "Information Review", check that your	
	application details are	

	correct	[	Singapore Government							
			Help   Contact Us   Feedback							
		MY PORTFOLIO LICENCE APPLICATION (1) JOLENE	E CHAN V E+ LOGOUT							
		1 General Information 2 Application Details 3 Supporting Document	Declaration							
		Information Review								
		· · · · · · · · · · · · · · · · · · ·	e 🗗							
		Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics								
		Licence Details								
		Purpose Personal Product Type Live Animals								
		Shinning Datails (Import)								
		Date of Arrival (http://								
		Port of Entry CHANGI AIRPORT Flight No/Ven No/ Vessel Name	-							
16	Click on the declaration									
	under "General" and	General								
	"Licence to	<ol> <li>I declare that all the information given in this application form is true and correct.</li> </ol>	×							
	Animals Birds Eags and	I am aware that legal action may be taken against me if I had knowingly provided false information.								
	Biologics"	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 the application								
		and approximit.								
	Click "Submit".	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics								
		I have read and understood the Terms & Conditions for application. Lonfirm that the								
		information provided above is correct and true. I agree to indemnify Animal & Veterinary Service from any claims arising from this application.								
		2 I have read and understood the Note attached with the application. I confirm that the information provided above are correct and true. I agree to indemnify Animal & Veterinary Service from any claims arising from this application and the subsequent Importation (severalized trans-deviced value) cancel control control value value values are applied as a set of the subsequent of the animal claimed activity understare).								
		-опротивлять вистемпричить от оте вистими рассвоеми и элементу вистурии или одди.								
	A	Previous Save as Draft Pr	roceed With Payment Mode Selection							
1/	An acknowledgement will be received after your	Submitted successfully.								
	application is submitted	You will be notified of the approval of your application via SMS/Email.								
	successfully.	Animal & Veterinary Service, a cluster of National Parks Board								
		Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	5							
		Application Number C1910024706 Application Status	Processing							
		Submission Number B1910039081 Payment Status	STAGE1 : N.A STAGE2 : PENDING							
		Submission Parter 07/03/2019 14:42:55 Estimated Processing Time Submission Name B1910039081	2 working day(s)							
		View your Applications and Status								
		NOTE Application submitted successfully. You will be notified upon application approval or licence dispatch related	matters through email/sms. Processin							
		will also be updated under Application Status column								
		You can retrieve your submission and application details form Applications menu under MY PORTFOLIO.								
		PRINT CLOSE								

- 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.

18	An email will be sent to your email address after		4				
	your application has	· · · · · · · · · · · · · · · · · · ·	lences				
		Correspondences					
	Click "Correspondences" tab on the email	Correspondence Name. Application Number, Licence Number	RCH Advanced Search				
	notifications.	Application/Licence         Licence         Application         Sent           Name         Type         Channel         Agency         Date           Varie         Varie         Varie         Varie         Varie					
		On Submission C1910024709 Licence to Import/Export/Transship NEW EMAIL Service a cluster of 2019 Notification Animals. Birds. Eggs and Biologics NEW EMAIL Service a cluster of 2019 National Parks Board 15/03/42					
		Status Update Notification         C1910024706         Licence to Import/Export/Transibip Animals, Birds, Eggs and Biologics         NEW         Animal & Veterinary EMAIL         Service, a cluster of National Parks Board         07 Mar					
		Payment Advice Email         C1910024706         Licence to Import/Export/Transship         Animal & Veterinary         07 Mar           Animals, Birds, Eggs and Biologics         NEW         EMAIL         Service, a cluster of         2019           Animals, Birds, Eggs and Biologics         NEW         EMAIL         Service, a cluster of         2019					
19	Click "Payment" tab.						
	Payment status will show	Requests for Action         State         State         Comparison         Comparis	] dences				
	"Unpaid".	Payments					
		Rayment Advice Number, Application Number, Licence Name SEARCH	Search				
		Make Payment					
		Payment Advice Application Application Application Number Type Number Agency Name ⊕ Licence Name ⊕ (SGD) Due Date St ⊕ ⊕ ⊕ ♥	ayment itatus \$				
		PA191109203 NEW C1910024706 Service, a cluster of Animal & Veterinary Service, a cluster of Animal & Service, a cluster of Animals, Birds, Eggs and 100.00 04 Apr 2019 Biologics	Inpaid				
		PA19100003 NEW C1910024555 Animal & Veterinary Licence to Import/Export/Tranship 100.00 29 Mar 01 Mar Provided Animals, Birds, Eggs and Biologics 2019 2019 2019 2019	'aid				
20	Select the checkbox of		_				
20	the application which you		-				
	wish to make payment for.	Image: Constraint of the second sec	ences				
	Click "Make Payment"	Payments					
	Cher Mare rayment.	Rayment Advice Number, Application Number, Licence Name SEARCH	earch				
		Payment Application Application Application Advice Type Number Agency Name Licence Name (SGD) Date Date Sta	yment atus				
		Animal & Veterinary     Import/Export/Transship     Animal & Veterinary     Service, a cluster of     National Parks Board     Biologics     Licence to     Animals, Brds, Eggs and     100.00     04 Apr     Unit     Biologics	paid				

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

21	Click "Continue" to make	A HOME MY PORTFOLIO
	payment.	1     2     3     4     5     6       SELECT     ADD     PROVIDE     UPLOAD     REVIEW & SUBMIT     ACKNOWLEDG       Licence(S)     General Information     Application Details     Supporting Document(S)     Review & SubMit     ACKNOWLEDG
		AVS - Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics C1910024706 Pay with e-Payment Description
		PA191109203       AVS - Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics       C1910024706       Pay with e-Payment
		Grand Total \$100.00 BACK CONTINUE
22	After successful payment, you may click on "view receipt" to see the receipt or click "next" to exit the page.	Image: Normal background
		e-Payment  Payment is successful and the receipt is generating.
		If the receipt does not appear, please click on the View Receipt button below           Image: Next Control         NEXT

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

23	An email will be sent to your email address after your licence is ready for printing.	🚖 номе Ж Dashboard Corresponden	HOME     MY PORTFOLIO     ILCENCE APPLICATION						
	Click "Correspondences" tab on the email notifications.	Correspondence	e Name, Application Num Application/Licence Number \$	Application I Type	SEARCH SEARCH Search Advanced Search Se				
		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	

		🖍 номе	MY PORTFOLIO		ICE APPLICATI	ON					
		Dashboard	Applications		Paym	6) ients	Requests	for Action	Stock Cards	Corresponde	ences
		Correspondence	es								
		Correspondence I	Name, Application Nurr	nber, Licence I	lumber			SEARCH		Advanced S	earch
		Name 🖕	Application/Licence Number	Licence 🔶 Name			Application Type	Delivery Channel	Agency 👙	Sent Date	
		Status Update Notification	C1910024709	Licence to Im Animals, Birc	port/Export/Tra Is, Eggs and Biol	nsship ogics	NEW	EMAIL	Animal & Veterinary Service, a cluster of National Parks Board	07 Mar 2019 1 15:21:05	
		Payment Advice Email	C1910024709	Licence to Im Animals, Birc	port/Export/Tra ls, Eggs and Biol	nsship ogics	NEW	EMAIL	Animal & Veterinary Service, a cluster of National Parks Board	07 Mar 2019 1 15:21:00	
		New Application Collection Notification	C1910024706	Licence to Im Animals, Birc	port/Export/Tra Is, Eggs and Biol	nsship ogics	NEW	EMAIL	Animal & Veterinary Service, a cluster of National Parks Board	07 Mar 2019 d 15:20:13	
		COR_0029- IET Transship_Dog19TA000001	C1910024706	Licence to Im Animals, Birc	port/Export/Tra is, Eggs and Biol	nsship ogics	NEW	NA	Animal & Veterinary Service, a cluster of National Parks Boarc	07 Har 2019 15:19:28	Ð
24	Click on the "Licences"	👚 номе   🗎	MY PORTFOLIO		CE APPLICATIO	DN					4
	tab and click on the "printer icon" to print	I I I I I I I I I I I I I I I I I I I		R	\$		Ć	ý			
	printer icon to print.	Dashboard A	Applications	Licences	Paym	ents	Requests 1	for Action	Stock Cards	Correspond	ences
		Licences							_		
		Licence Name, Lice	nce Number					SEARCH		Advanced S	earch
		Licence Number Licence Nam	ne 🍦	Lic	ence Issue atus Date	Expiry Date	Licensee ¢	Agency		Action	
		FE1900001 Licence to M Animal Feed	anufacture and Process	of Pe	15 nding Apr 2019	31 Mar 2020	Brent Reynolds1	Singapore	Food Agency	Action 🗸	θ
		19TA000001 Licence to Im Birds, Eggs a	nport/Export/Transship A nd Biologics	Animals, Ac	07 tive Mar 2019	05 Apr 2019	Brent Reynolds1	Animal & Service, a	Veterinary cluster of	Action 🗸	0
		19IA000016 Licence to Im Birds, Eggs a	nport/Export/Transship A nd Biologics	Animals, Ca	01 ncelled Mar 2019	30 Mar 2019	Brent Reynolds1	Animal & Service, a National F	Veterinary cluster of larks Board	Action 🗸	Ð
25	Click "Print" to generate the licence	🔶 🕘 🌠 https://stg frentier.gov.ag		🕎 Search   AVA PAL	5 🕞 Logout		🍯 Session Expired	in the second se	Ele - Licence × 💋 Workspo are Government France - Exemption	ace Submission	2. <b>■2.</b> ☆ 03
	You may print the licence						()) Notice				
	using your own printer		Atliens Ass	t Certificate				B Stock Cards			
	(black & white or colour).		The licence is appro	Document Name	Live Animal_Dog16I400	0073	Watermarked	VA.			
			Licence Details	Licensee	Status Artica	Pr	nt Cancel	it Registration			
			Back Vew Licence	e Information Ac	in 🗸						
		<ul> <li>(a)</li> <li>(b)</li> <li>(c)</li> <li>(c)</li></ul>	S. 💽 🔀	<u>w</u>	meris Constan of J	arral			EN	- P 0 9 6 10	3 PM



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