

# **GoBusiness Export Licences New Application User Guide**

Version: 1.0

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# Chapter 1: About this Guide

## Background

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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

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- Applicants of Export 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.



This symbol indicates that it is a tip.

A tip provides good-to-know information that helps users to understand the functionality better.

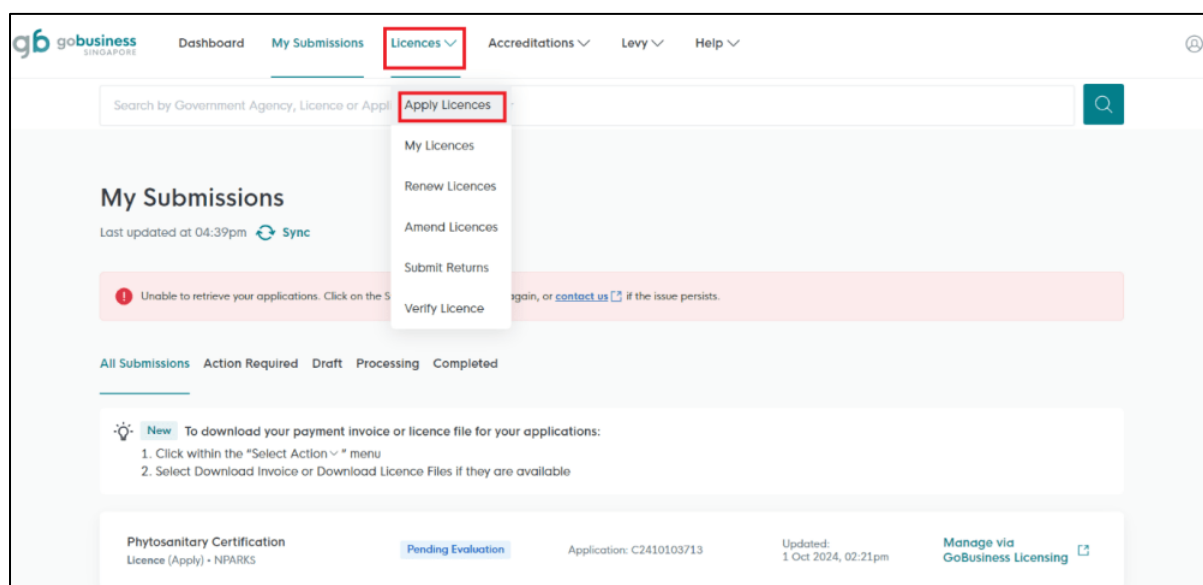


This is a warning.

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**.



### 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.

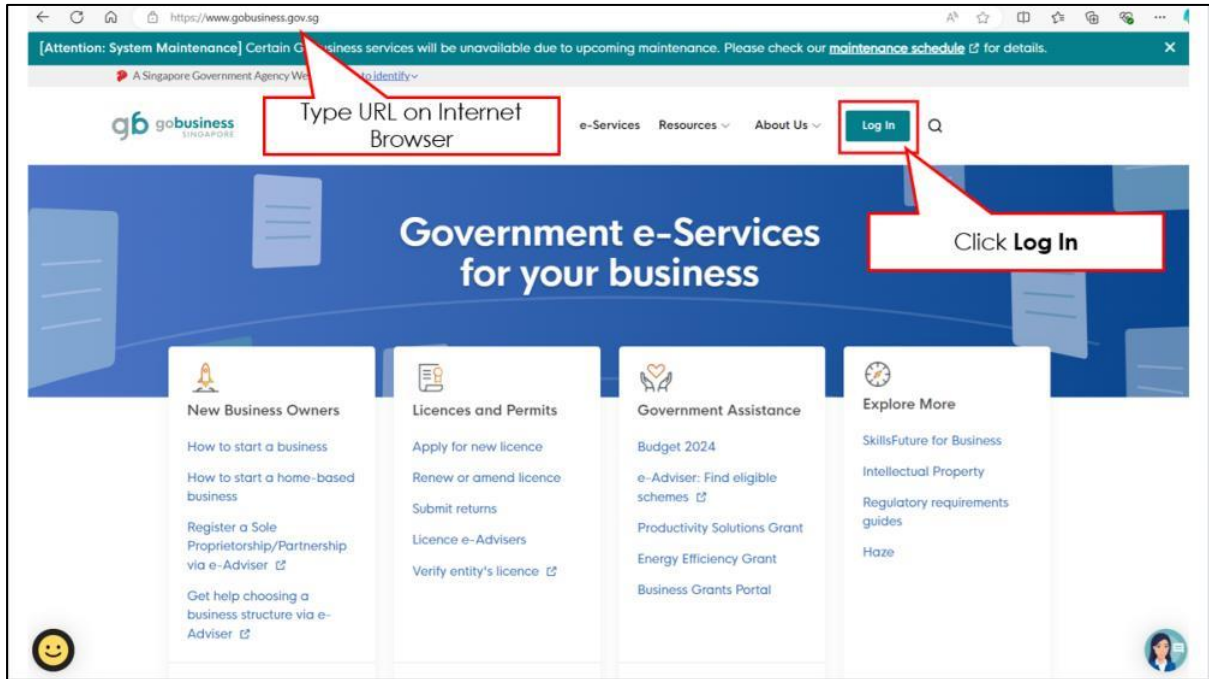
## Chapter 2: Logging in to GoBusiness

There are two different ways to log in to **GoBusiness**.

Login type	Transaction Type	Description
<b>SingPass</b>	<ul style="list-style-type: none"><li>Personal</li></ul>	<ul style="list-style-type: none"><li>Authorisation is done through SingPass. For more details on SingPass, visit <a href="https://www.singpass.gov.sg">https://www.singpass.gov.sg</a>.</li><li>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.</li></ul>
<b>CorpPass</b>	<ul style="list-style-type: none"><li>Corporate</li></ul>	<ul style="list-style-type: none"><li>Authorisation is done through CorpPass. For more details on CorpPass, visit <a href="https://www.corppass.gov.sg">https://www.corppass.gov.sg</a>.</li><li>User can be anyone authorised by the company through CorpPass.</li><li>An authorized filer can apply for the licence on behalf of the company.</li><li>User will be entering the UEN of the company and CorpPass ID of the individual user.</li></ul>

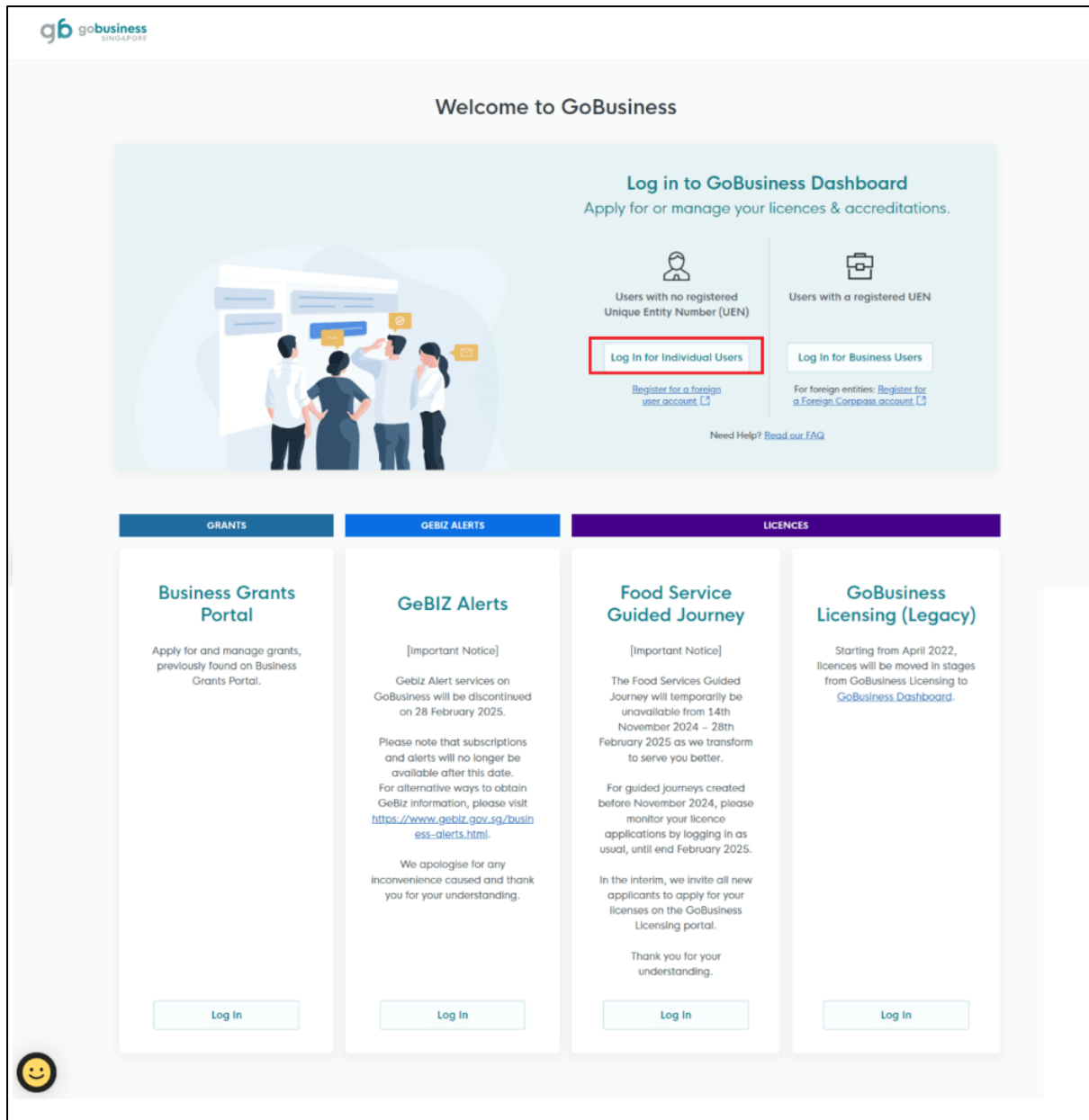
## Individual User Login

1. Go to <https://dashboard.gobusiness.gov.sg/login> on the Internet Browser. The Home Page will be displayed.



Home Page

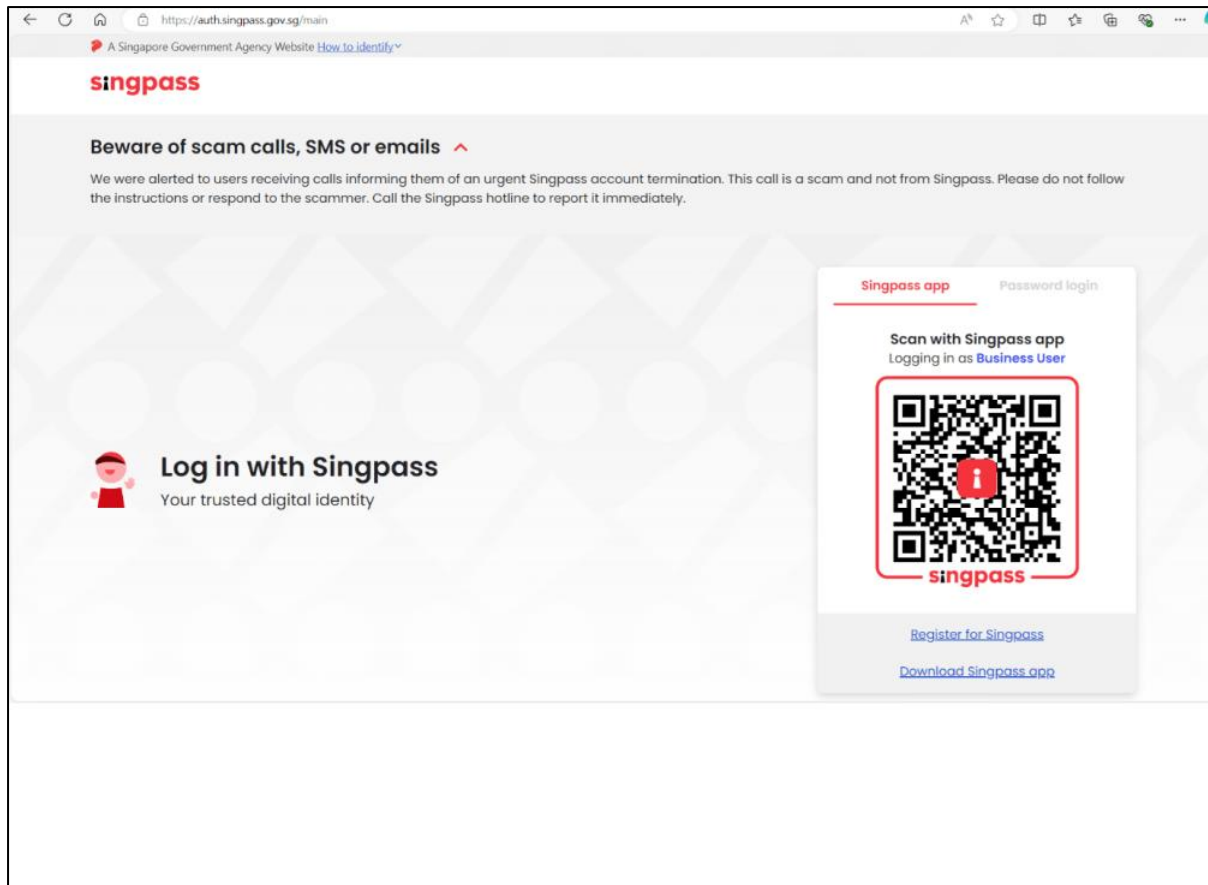
2. Click **Log In**. The Login Page will be displayed.



### Log In For Individual Users

3. Click **Log In** for Individual Users.



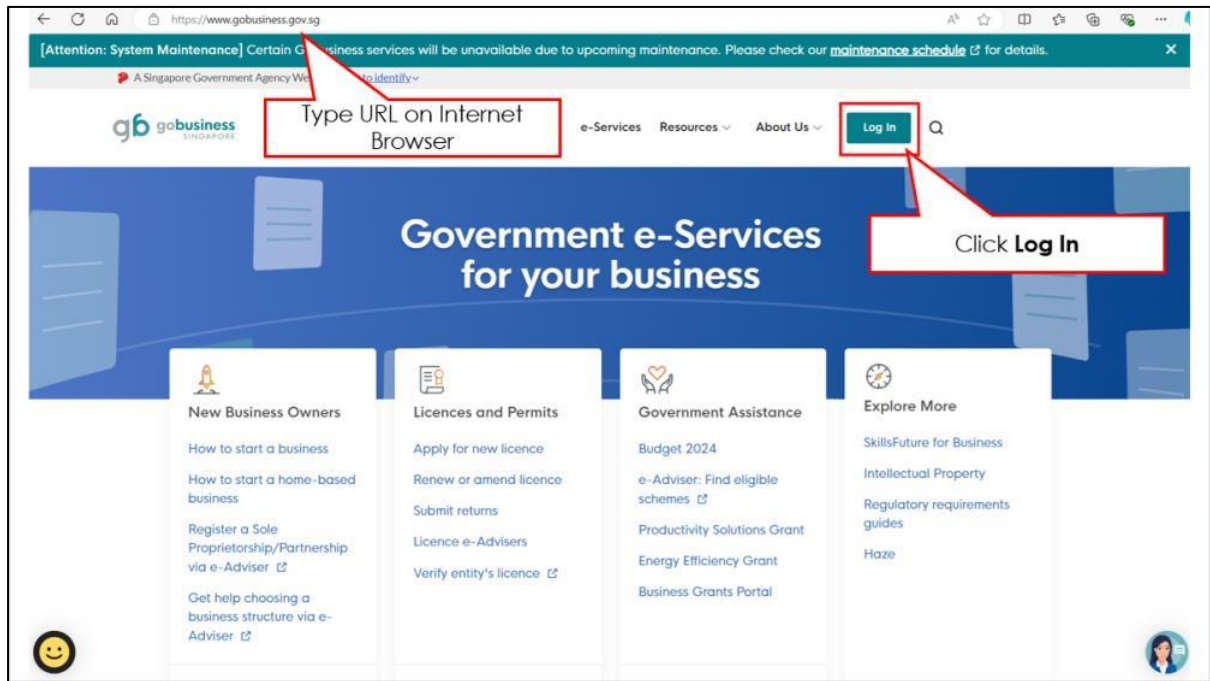


#### SingPass Login for Individual Users

4. Use SingPass to login to the portal.

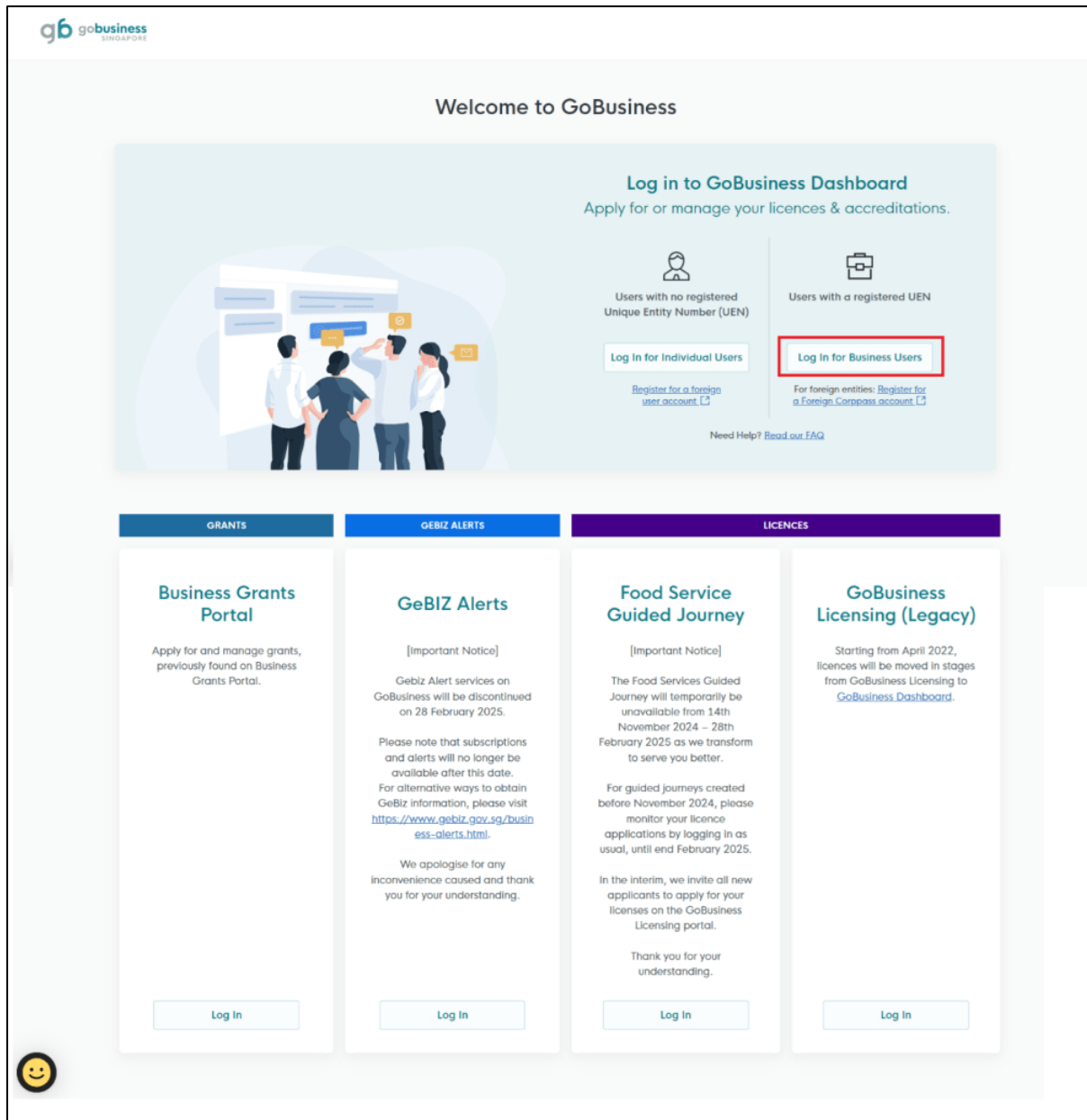
## Business User Login

1. Go to <https://dashboard.gobusiness.gov.sg/login> on the Internet Browser. The Home Page will be displayed.



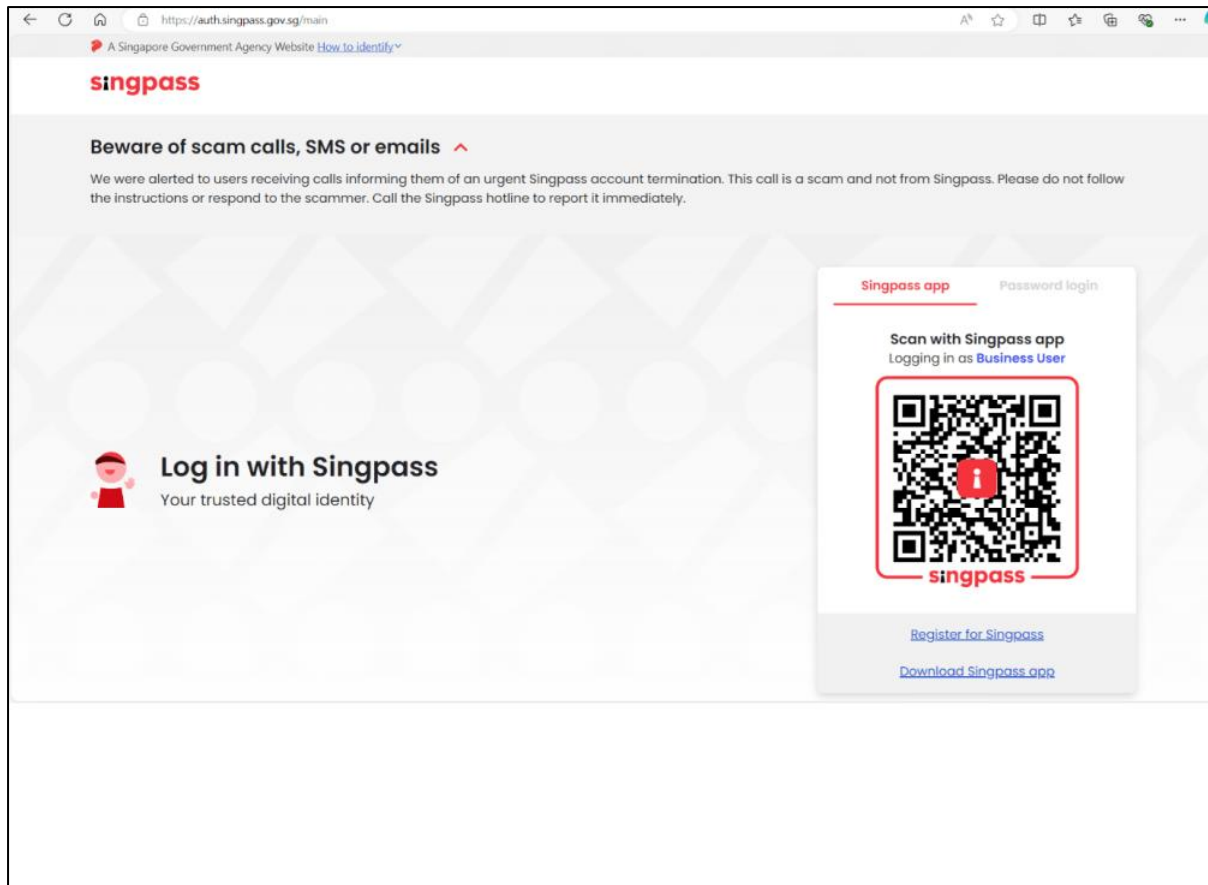
Home Page

2. Click **Log In**. The Login Page will be displayed.



### Log In For Business Users

3. Click **Log In** for Business Users.



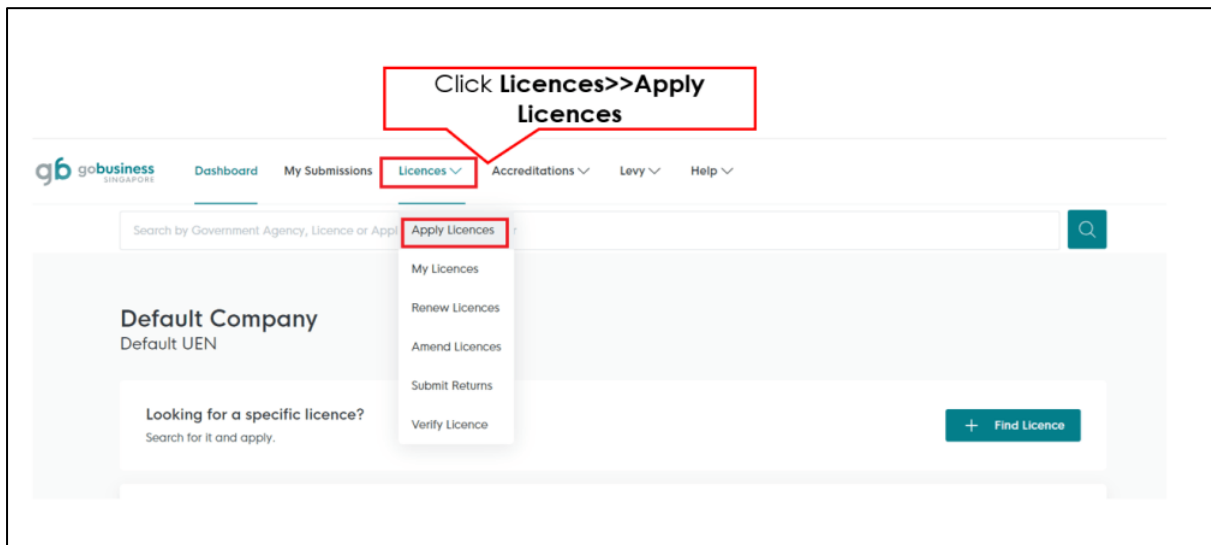
#### SingPass Login for Business Users

4. Use SingPass and UEN to login to the portal.

# Chapter 3: Apply For Free Sale Certificate (Food)

## Apply New Licence Application (Company)

### Choose Agency



### Licences

1. Click Licences>>Apply Licences.



### Select Singapore Food Agency

2. Select **Singapore Food Agency (SFA)**.

S

Singapore Civil Defence Force (SCDF) ▾

Singapore Food Agency (SFA) ▴

Apply for Export Health Certificate	Apply
Apply for Food Shop Licence	View Details
Apply for Food Shop Licence	Apply
Apply for Food Stall Licence	Apply
Apply for Free Sale Certificate (Animal Feed) for Food Producing Animals	Apply
Apply for Free Sale Certificate (Food)	Apply
Apply for Health Certificate for Export of Live Foodfish for Breeding	Apply
Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply

↑ Top

### Select Licence and Apply

3. Select the Apply for Free Sale Certificate (Food).
4. Click **Apply** to continue application. Note the fees and read the details before applying.

### Apply for Free Sale Certificate (Food)

Licences (New) • SFA

Apply

Click **Apply**

**Details**

Read the Details like FAQs, Documents and Requirements before Apply

The Free Sale Certificate (Food) allows exporters to get Singapore Food Agency endorsement for their

- Meat and Fish products intended for export.
- Locally processed meat and fish products intended for export
- Processed food products intended for export

**FAQs**

1. Where can I get more information for Free Sale Certificate (Food)?  
You can find more information on [SFA website](#).

**Fees for License**

**Fees and additional information**

Fee  
Certificate Fee: \$17.11 per certificate

Apply

### Apply for Free Sale Certificate (Food)

5. Read the **Details** section for Documents and Requirements and note the fees for licence. Then click **Apply**.

## General Information

### As an Applicant

The screenshot shows the 'General Information' step of the application process. At the top, it says 'You are applying for Free Sale Certificate (Food) (SFA)' and 'All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.' Below this, it indicates 'Estimated 30 minutes to complete'. The main heading is 'STEP 1 General Information' with the instruction 'Review and fill the following details for application.' Under the 'Profile' section, there is a sub-heading 'I am applying' followed by two radio button options: 'As an applicant' (which is selected and highlighted with a red box) and 'On behalf of applicant'. A red callout box points to the 'As an applicant' option with the text 'Choose As an applicant'.

### General Information – As an Applicant

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

**Applicant Detail**

Salutation  
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.  
136

Street Name  
Bedok North Avenue 3

Floor/Level (Optional)  
12

Unit (Optional)  
111

Building Name  
Bedok Tower

Retrieve Address

Reset Address

Fill the Applicant Detail

### Applicant Details

7. Fill the Applicant Details.



The screenshot shows a 'Company Detail' form with the following fields and controls:

- Company Name:** Text input field containing 'MANAGEMENT PTE'.
- UEN:** Text input field containing '197101238G'.
- Entity Type:** Dropdown menu with 'Local Company' selected.
- Registered Address:**
  - Postal Code:** Text input field containing '117438'.
  - Retrieve Address:** Button with a magnifying glass icon.
  - Block/House No.:** Dropdown menu with '10' selected.
  - Street Name:** Text input field containing 'Pasir Panjang Road'.
  - Floor/Level (Optional):** Text input field containing '10'.
  - Unit (Optional):** Text input field containing '01'.
  - Building Name:** Text input field containing 'Mapletree Business City'.
  - Reset Address:** Button with a circular arrow icon.
- Buttons:** 'Save Draft' and 'Application Details →' buttons at the bottom right.

Red callout boxes highlight the following actions:

- A box labeled 'Fill the Company Detail' points to the 'Company Name' field.
- A box labeled 'Click **Save Draft** Click **Application Details**' points to the 'Save Draft' and 'Application Details' buttons.

#### 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

**You are applying for Free Sale Certificate (Food) (SFA)**

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 minutes to complete

**STEP 1**

**General Information**

Review and fill the following details for application.

**Profile**

I am applying

☐ As an applicant

☒ 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

**Name**

Tim Tom

**ID Type**

NRIC

**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 Retrieve Address

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. Enter the postal code and click **Retrieve Address** to retrieve the address details.

**Filer Detail** Fill the Filer Detail

Salutation  
Select

Name  
Tim Tom

ID Type  
NRIC

ID No.  
\*\*\*\*2356G

Email  
tintom@abc.com

Contact Number  
+65 9876 5432

Click **Save Draft**  
Click **Application Details**

Save Draft Application Details →

### Filer Details

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

## Application Details

**STEP 2**  
**Application Details for Free Sale Certificate (Food) (SFA)**  
Fill in the following details.

**Owner Organisation Details**  
Please click on the retrieve button to get the details and select the appropriate Applicant Type

**Retrieve**

**Applicant Type**  
Organisation [Organisation]

**Owner Organisation Name [UEN/ NRIC]**  
123456789 - ABC COMPANY PTE LTD

### Owner Organisation Details

18. Click **Retrieve** to get the details. Select appropriate Applicant Type from the dropdown list. Note: Based on the UEN type, the Applicant Type will be Individual or Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated for selection.

**Applicant's Details**

Citizenship  
Select

Sex  
☐ Male [M]  
☐ Female [F]

Date of Birth  
DD/MM/YYYY

Designation (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.  
☐ Home Tel 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)  
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)  
☐ Yes [Y]

**Fill the Applicant's Details**

**Applicant's Details**

19. Fill the Applicant's Details.

**Applicant's Address Details**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Mailing Address**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Fill the Applicant's Address Details**

**Fill the Mailing Address**

**Applicant's Address and Mailing Address**

20. Fill in the Applicant's Address.

21. Please fill in the details of a Singapore Local Address.

**Applicant's Address Details**

Address Type  
☒ Local [LOCAL] Select **Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises  
Select

Local Address

Postal Code  
 Retrieve 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 Click **Reset Address** button to reset the address details.

**Applicants Address Type Local**

22. Fill the **Mailing Address** details.

23. Please fill in the details of a **Singapore Local Address**.

**Mailing Address**

Address Type  
☒ Local [LOCAL] Select **Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises  
Select

Mailing Address

Postal Code  
 Retrieve 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 Click **Reset Address** button to reset the address details.

**Mailing Address Type Local**

24. Fill the Address fields.

25. Enter the postal code and click **Retrieve Address** to retrieve the address details.
26. Click **Reset Address** to reset the address details.
27. Continue filling Organisation Operating Address and Contact Details next.

### **Organisation Operating Address and Contact Details**

**Organisation Operating Address**

Address Type

☐ Local [LOCAL]

☐ Foreign [FOREIGN]

**Organisation Contact Details**

Telephone Number

+65  E.g. 8123 4567

Fax Number (Optional)

+65  E.g. 8123 4567

Business Email

UEN of Former Company (Optional)

0/20

### **Organisation Address and Contact Details**

28. 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 Operating Address**

Address Type

☒ Local [LOCAL] Select **Local**

☐ Foreign [FOREIGN]

Local Address Format

☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select

Address

Postal Code

Click **Retrieve Address**

Block/House No.

Street Name

Floor/Level  (Optional) Eg: 01, B1, 01M

Unit (Optional)  Eg: #05-01, use 01

Building Name (Optional)

**Local Address**

29. Fill the Address fields.
30. Enter the postal code and click **Retrieve Address** to retrieve the address details.
31. Click **Reset Address** to reset the address details.
32. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.



**Organisation Operating Address**

Address type

☐ Local [LOCAL]

☒ Foreign [FOREIGN]

Type of Premises

Select

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)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

#### Foreign Address

33. Fill the Address fields.
34. Continue filling Consignment next.

#### Consignment

**Consignment**

Country/Region of Destination

Select

Date of Export

DD/MM/YYYY

#### Consignment

35. Select the **Country/Region of Destination** from the dropdown menu.
36. Enter the **Date of Export** of the consignment.

## Certificate Type

### Certificate Type

Trade Type

☒ Locally Processed [LPD]

☐ Imported [IMP]

Type of Processed Food

☐ I have products manufactured in my own factory [MFGP]

☐ I have processed products procured from another local factory [LPDP]

Please fill in required field.

Type of Product

When Country of Destination = "East Timor", you may only either select: 1. "Meat" or 2. "Fish" and/or "Processed Food"

☐ Meat [M]

☐ Fish [F]

☐ Processed Food [Z]

Please fill in required field.

### Certificate Types

37. Select the applicable **Trade Type** as Locally Processed or Imported.
38. If Locally Processed trade type is selected, select the appropriate option under Type of Processed Food.
39. Select the **Type of Product** as Meat or Fish or Processed Food.

## Consignment Product Details

The screenshot shows the 'Consignment Product Details' form. At the top, there is a note: 'Note: If you are applying for more than 12 items, more than one payable certificate may be generated.' The form contains several fields: 'Trade Type' (dropdown), 'Product Type' (dropdown), 'Retrieve SFA Product Code' (button), 'SFA Product Code' (dropdown), 'Name/Description of Product' (text input, 6/255), 'Country/Region of Origin' (dropdown), 'Packaging' (text input), 'Packaging Unit of Measure' (dropdown), 'Quantity' (text input), 'Quantity Unit of Measure' (dropdown), 'Invoice No. (Optional)' (text input, 6/15), 'Import Permit No. (Optional)' (text input, 6/15), 'Ingredients (Optional)' (text input, 6/15), 'Import Health Certificate No. (Optional)' (text input, 6/15), 'Export Container No. (Optional)' (text input, 6/15), and 'Remarks (Optional)' (text input). At the bottom left is an 'Add' button. Two red callout boxes are present: one pointing to the 'Retrieve SFA Product Code' button with the text 'Click **Retrieve SFA Product Code**' and another pointing to the 'Add' button with the text 'Click **Add** button to add the product details'.

### Consignment Product Details

40. Select the **Trade Type** and **Product Type** from the dropdown menu. The selection made here should correspond to the selection made in the above Certificate Type section.
41. Click **Retrieve SFA Product Code** button to retrieve the SFA product code details.
42. Click **Add** button to add the product details. The applicant can add, edit or delete the consignment product details.

## Administrative Details

### Administrative Details

Check, if Free Sale Certificate is required separately for individual product. (Optional)

☐ Yes [Y]

Enter the No. of copies of certificates required

0/3

State where the products are sold in Singapore [i.e. name of retail outlets] (Optional)

0/150

### Administrative Details

43. [Optional] Select the check box Yes for the question If Free Sale Certificate is required separately for every individual product.
44. Enter the Number of copies of certificate required.
45. [Optional] State whether the products are sold in Singapore.

## Emergency Contact

### Emergency Contact

Fill the Emergency Contact Details

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65

E.g. 8123 4567

Email

Click **Add** button to add emergency contact details.

+ Add

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

### Emergency Contact

46. Fill the **Emergency Contact** details. A minimum of one contact is mandatory.

**Emergency Contact**

Salutation  
Select

Name  
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	

#### Emergency Contact Details Added

The applicant can add, edit, or delete the contact details.

## Payment

**Payment Mode**

Payment Mode

☐ Online Payment

☐ Offline Payment

Select the Payment Mode

#### Payment Mode

47. Select **Online Payment** mode for paying the fees online via Gobusiness. [You will be prompted to make payment online via GoBusiness when your application is approved. You may wish to check for application with pending payment status on your Gobusiness dashboard after application is submitted and approved.]

48. Select **Offline Payment** mode for paying the fees offline via Giro [only applicable if you have **existing Giro arrangement with SFA.**]

**Payment Mode**

Payment Mode

☐ Online Payment

☒ Offline Payment

Get GIRO Reference Number

Existing GIRO Reference Number  
Select

Click **Get GIRO Reference Number** to retrieve the GIRO Reference Number

#### Offline Payment

49. 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

Following are the list of supporting documents

- a) Others
- b) Product Details - Note: You may select this supporting document type when Trade Type selected above is "Imported" or both "Locally Processed" and "Imported" and Product type selected is "Meat" or "Fish" was selected.

The screenshot shows the 'Supporting Documents' section of a web application. It includes a 'File Type' dropdown menu, an 'Attachment' upload area with instructions, an 'Add' button, and a table for the uploaded documents. At the bottom are navigation buttons: 'General Information', 'Save Draft', and 'Review Form'.

Annotations in the image:

- A red box around the 'File Type' dropdown with a callout: "Select the **File Type**, upload the file and click Add. The supporting document will be uploaded."
- A red box around the 'Add' button with a callout: "Click **Add** button to upload supporting document details."

### Upload Supporting Documents

Others [FREESALECERTFOODANYOTHERSUPPORTINGDOC]
Product Details [FREESALECERTIFICATEPRODUCTDETAILS]

### Supporting Documents List

50. Select the **File Type** and click on Attachment to upload the supporting document. Click **Add** after the file has been successfully uploaded. The document is added successfully.

**Supporting Documents**

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 hyphens (-) are allowed.  
Drop a file here or click to upload

+ Add

File Type	Attachment	Actions
Product Details [FREESALECERTIFICATEPRODUCTDETAILS]	<a href="#">test2.pdf</a>	<span>✎</span> <span>🗑</span>

#### Uploaded Document

51. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.
52. Click **Review Form** to proceed and continue the application.

## Review Form

### Review and Declare

**Review Form**  
Please review the following details carefully. You will be able to edit the details.

**General Information**

**Profile**  
I am applying  
As an applicant

**Applicant Detail**  
Identification  
Male  
Name  
Tan, Tan  
ID Type & ID Number  
NRIC: \*\*\*\*S123E

**Application Details for Free Sale Certificate (Food) (SFA)**

**Owner Organisation Details**  
Please click on the retrieve button before filling in the form.  
Applicant Type  
Organisation [Organisation]  
Owner Organisation Name [Sole/Partnership]  
F000000000 - OVERSEA-CHINESE BANKING CORPORATION LIMITED

**Applicant's Details**  
Citizenship  
ALBANIAN [A]  
Sex  
Male [M]  
Date of birth  
05/10/2000  
Registration

**Payment Mode**  
Payment Mode  
1. Select the "Online Payment" option if you wish to make payment using credit card or debit payment mode. 2. Select the "Offline Payment" option if you have existing bank account with SFA and use the online "Pay with Bank Account" to transfer the details.  
Online Payment

**Supporting Documents**

**Attachment**  
[test2.pdf](#)

Back to Edit Declaration

#### Review Form

53. Click **Back to Edit** to continue editing the application.

54. Scroll down for all the sections to review the filled details and click **Declare** to submit the application.

**STEP 4**

### Declaration

Please 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.

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 application.

**Free Sale Certificate (Food) (SFA)**

I agree that Singapore Food Agency (SFA) would only be able to process applications when all relevant supporting documents are received and are in proper order.

The Singapore Food Agency (SFA) collects personal information to carry out its various functions and duties under the Singapore Food Agency Act 2019 in Singapore and any other related purposes.

I hereby consent to SFA's use of the information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application for such purposes.

I hereby further consent to SFA sharing the information in such application with other Government agencies, or non-government entities authorized to carry out specific government services, unless prohibited by legislation.

☒ I hereby declare that all of the above is true.

[← Review Form](#) [Make Payment →](#)

#### Declare Form

55. Scroll to read the declaration and check the box for declaration.

56. Click **Review Form** to review the form again.



57. For Online Payment mode, click **Make Payment** and the Payment page will be displayed.




**Payment**  
Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Free Sale Certificate (Food)		
Application Fee	\$2.83	\$31.39
	Subtotal	\$31.39
	9% GST	\$2.83
	<b>Amount Payable</b> Incl. of GST	<b>\$34.22</b>

**Payment**  
Please choose...

We Accept  

Add Card Details  
4242 05 / 27 1788  Save with link

What is a CVC?  
☐ Save as my new default card

**Make Payment** →

← **Back to Form**

Enter the Card Details

Click **Make Payment**

Click **Back to Form**

**Payment**

58. For Online Payment, enter card details.

59. Click **Make Payment** to make the payment and the acknowledgement page will be displayed.

60. 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	GST	AMOUNT
Free Sale Certificate (Food)		
Application Fee	\$2.83	\$31.39
	Subtotal	\$31.39
	9% GST	\$2.83
	Total Paid Incl. of GST	\$34.22

**Click Download Tax Invoice**

[Download Tax Invoice](#) Receipt No. TN250228000012

**Next Steps**  
We will send you an email notification when there are changes to your application status. Alternatively, you may log in to track your status via the dashboard below.  
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

[Return to Dashboard →](#)

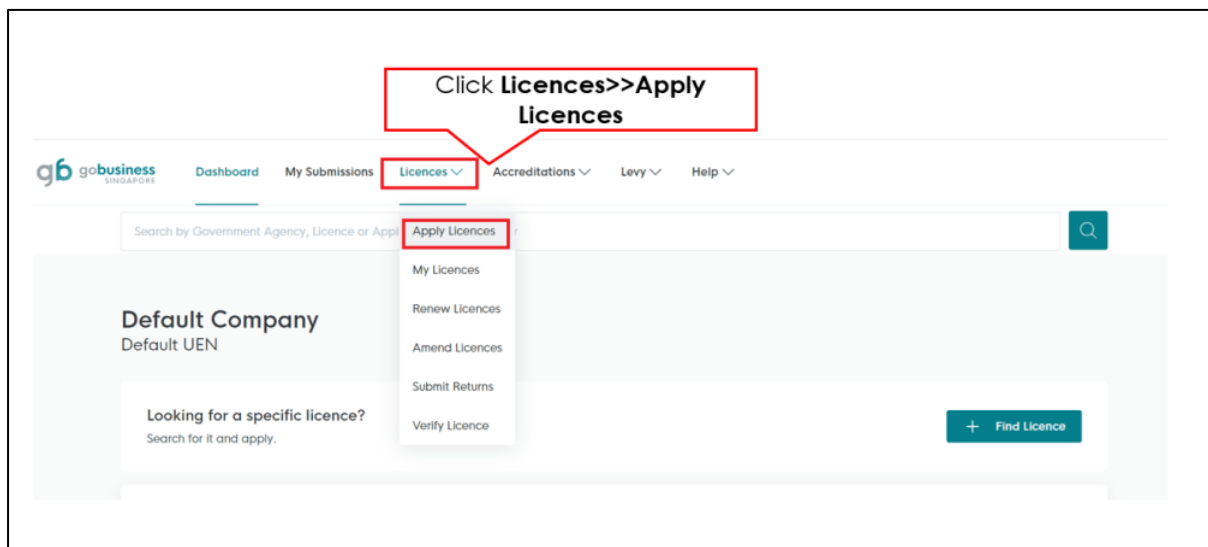
### Acknowledgement

61. The acknowledgement mail will be sent to your registered email.
62. For Online Payment, click **Download Invoice** to download the invoice details.
63. Click **Return to Dashboard** to exit.

# Chapter 4: Apply For Free Sale Certificate (Animal Feed) For Food Producing Animals

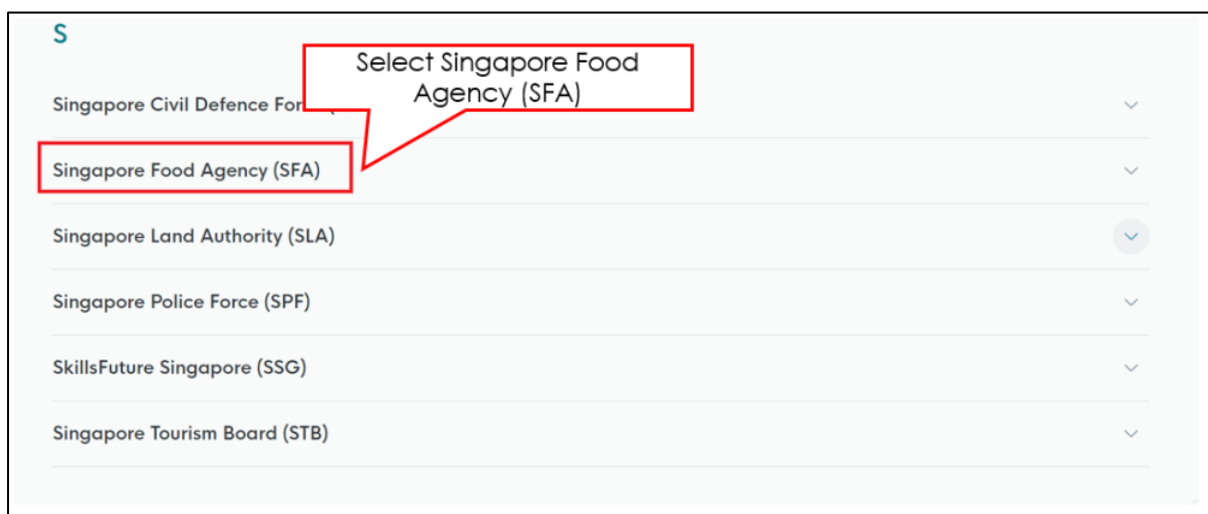
## Apply New Licence Application (Company)

### Choose Agency



### Licences

1. Click **Licences>>Apply Licences**.



### Select Singapore Food Agency

2. Select **Singapore Food Agency (SFA)**.

S

Singapore Civil Defence Force (SCDF) ▾

Singapore Food Agency (SFA) ▴

Apply for Export Health Certificate Apply

Apply for Food Shop Licence View Details

Apply for Food Shop Licence Apply

Apply for Food Stall Licence Apply

**Apply for Free Sale Certificate (Animal Feed) for Food Producing Animals** **Apply**

Apply for Free Sale Certificate (Food) Apply

Apply for Health Certificate for Export of Live Foodfish for Breeding Apply

Apply for Licence for Import/Export/Transshipment of Meat and Fish Products Apply ↑ Top

Select the licence and click Apply

**Select Licence and Apply**

3. Select the **Apply For Free Sale Certificate (Animal Feed) For Food Producing Animals**.
4. Click **Apply** to continue application. Note the fees and read the details before applying.

**Apply for Free Sale Certificate (Animal Feed) for Food Producing Animals**  
Licences (New) • SFA

Click Apply **Apply**

**Details** Read the Details like FAQs, Documents and Requirements before Apply

The Free Sale Certificate for Animal Feed may be issued by either Animal & Veterinary Service, a cluster of National Parks Board or Singapore Food Agency. This certificate allows exporters to get endorsement for this animal feed products intended for export.

**FAQs**

1. Where can I get more information for Free Sale Certificate for Animal Feed?  
You can find more information on [SFA website](#).

**Fees for License**

**Fees and additional information**

Fee  
Certificate Fee: \$21.40  
Express Fee: \$42.80

**Documents** **Requirements**

Apply

**Apply For Free Sale Certificate (Animal Feed) For Food Producing Animals**

5. Read the **Details** section for Documents and Requirements and note the fees for licence. Then click **Apply**.

## General Information

### As an Applicant

### You are applying for Free Sale Certificate (Animal Feed) for Food Producing Animals (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 minutes to complete

STEP 1

### General Information

Review and fill the following details for application.

Profile

I am applying

☒ As an applicant

☐ On behalf of applicant

Choose **As an applicant**

#### General Information – As an Applicant

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

**Applicant Detail**

Salutation  
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.  
136

Street Name  
Bedok North Avenue 3

Floor/Level (Optional)  
12

Unit (Optional)  
111

Building Name  
Bedok Tower

Retrieve Address

Reset Address

Fill the Applicant Detail

### Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and annotations:

- Company Name:** MANAGEMENT PTE
- UEN:** 197101238G
- Entity Type:** Local Company (dropdown)
- Registered Address:**
  - Postal Code:** 117438
  - Block/House No.:** 10 (dropdown)
  - Street Name:** Pasir Panjang Road (dropdown)
  - Floor/Level (Optional):** 10
  - Unit (Optional):** 01
  - Building Name:** Mapletree Business City (dropdown)

Callout boxes and arrows:

- A box labeled "Fill the Company Detail" points to the "Company Name" field.
- A box labeled "Click **Save Draft**  
Click **Application Details**" points to the "Save Draft" and "Application Details" buttons at the bottom right.

Buttons at the bottom right: "Save Draft" and "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

### You are applying for Free Sale Certificate (Animal Feed) for Food Producing Animals (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 minutes to complete

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

Name

Tim Tom

ID Type

NRIC

ID No.

\*\*\*\*2356G

Email

timmtom@abc.com

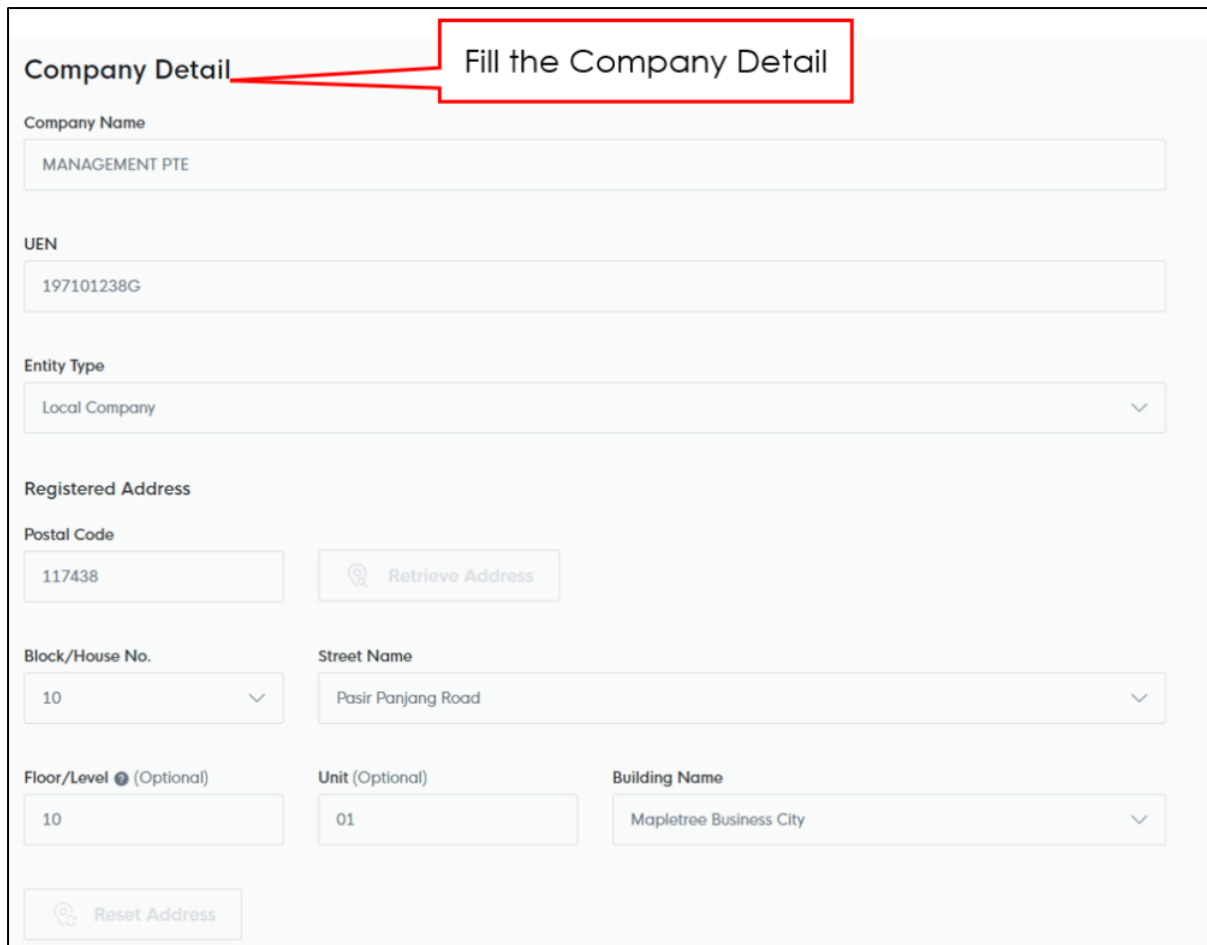
Contact Number

+65 9876 5432

### Applicant Details



12. Fill the Applicant Details.



The screenshot shows a web form titled "Company Detail". A red rectangular box highlights the title, with a red arrow pointing to it from the text "Fill the Company Detail". The form contains the following fields and buttons:

- Company Name:** Text input field containing "MANAGEMENT PTE".
- UEN:** Text input field containing "197101238G".
- Entity Type:** Dropdown menu showing "Local Company".
- Registered Address:**
  - Postal Code:** Text input field containing "117438".
  - Retrieve Address:** Button with a location pin icon.
  - Block/House No.:** Dropdown menu showing "10".
  - Street Name:** Dropdown menu showing "Pasir Panjang Road".
  - Floor/Level (Optional):** Text input field containing "10".
  - Unit (Optional):** Text input field containing "01".
  - Building Name:** Dropdown menu showing "Mapletree Business City".
  - Reset Address:** Button with a circular arrow icon.

#### Company Details

13. Fill the Company Details.

14. Click **Retrieve Address** to retrieve the address after entering the postal code.

The screenshot shows the 'Filer Detail' form. A red box labeled 'Fill the Filer Detail' points to the form fields. The fields include: Salutation (dropdown menu), Name (text input with 'Tim Tom'), ID Type (dropdown menu with 'NRIC'), ID No. (text input with '\*\*\*\*2356G'), Email (text input with 'timtom@abc.com'), and Contact Number (text input with '+65' and '9876 5432'). At the bottom right, two buttons are highlighted with red boxes: 'Save Draft' and 'Application Details →'. A red callout box points to these buttons with the text 'Click Save Draft' and 'Click Application Details'.

#### Filer Details

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

## Application Details

The screenshot shows the 'Application Details' form for 'STEP 2'. The title is 'Application Details for Free Sale Certificate (Animal Feed) for Food Producing Animals (SFA)'. Below the title, it says 'Fill in the following details.' The form has a section titled 'Owner Organisation Details' with a sub-instruction 'Please click on the retrieve button to get the details and select the appropriate Applicant Type'. A red box highlights the 'Retrieve' button, and a red callout box points to it with the text 'Click Retrieve to get the details and select the appropriate Applicant Type'. Below the button, there are two dropdown menus: 'Applicant Type' (with 'Organisation [Organisation]') and 'Owner Organisation Name [UEN/ NRIC]' (with '123456789 - ABC COMPANY PTE LTD').

#### Owner Organisation Details

18. Click **Retrieve** to get the details. Select appropriate Applicant Type from the dropdown list. Note: Based on the UEN type, the Applicant Type will be Individual or Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated for selection.

**Applicant's Details**

Citizenship  
Select

Sex  
☐ Male [M]  
☐ Female [F]

Date of Birth  
DD/MM/YYYY

Designation (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.  
☐ Home Tel 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)  
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)  
☐ Yes [Y]

**Fill the Applicant's Details**

**Applicant's Details**

19. Fill the Applicant's Details.

**Applicant's Address Details**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Mailing Address**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Fill the Applicant's Address Details**

**Fill the Mailing Address**

**Applicant's Address and Mailing Address**

20. Fill in the Applicant's Address.

21. Please fill in the details of a Singapore Local Address.

The screenshot shows the 'Applicant's Address Details' form. It includes sections for 'Address Type' (Local [LOCAL] selected, Foreign [FOREIGN]), 'Applicant Local Address Format' (Standard [STANDARD] selected), 'Type of Premises' (dropdown), 'Local Address' (Postal Code, Block/House No., Street Name, Floor/Level, Unit, Building Name), and buttons for 'Retrieve Address' and 'Reset Address'. Red boxes and arrows highlight the 'Local' radio button, the 'Standard' radio button, the 'Retrieve Address' button, and the 'Reset Address' button, with callout boxes providing instructions.

**Applicant's Address Details**

Address Type  
☒ Local [LOCAL] **Select Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] **Select Standard and fill the address**

Type of Premises  
Select

Local Address

Postal Code **Retrieve 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 **Click Reset Address button to reset the address details.**

**Reset Address**

#### Applicants Address Type Local

22. Fill the Mailing Address details.

23. Please fill in the details of a Singapore Local Address.

The screenshot shows the 'Mailing Address' form, which is identical in structure to the 'Applicant's Address Details' form. It includes sections for 'Address Type' (Local [LOCAL] selected, Foreign [FOREIGN]), 'Applicant Local Address Format' (Standard [STANDARD] selected), 'Type of Premises' (dropdown), 'Mailing Address' (Postal Code, Block/House No., Street Name, Floor/Level, Unit, Building Name), and buttons for 'Retrieve Address' and 'Reset Address'. Red boxes and arrows highlight the 'Local' radio button, the 'Standard' radio button, the 'Retrieve Address' button, and the 'Reset Address' button, with callout boxes providing instructions.

**Mailing Address**

Address Type  
☒ Local [LOCAL] **Select Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] **Select Standard and fill the address**

Type of Premises  
Select

Mailing Address

Postal Code **Retrieve 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 **Click Reset Address button to reset the address details.**

**Reset Address**

#### Mailing Address Type Local

24. Fill the Address fields.
25. Enter the postal code and click **Retrieve Address** to retrieve the address details.
26. Click **Reset Address** to reset the address details.
27. Continue filling Organisation Operating Address and Contact Details next.

### Organisation Operating Address and Contact Details

The screenshot shows a web form titled "Organisation Operating Address and Contact Details". The form is divided into two main sections. The top section, "Organisation Operating Address", includes a label "Address Type" with two radio button options: "Local [LOCAL]" and "Foreign [FOREIGN]". A red callout box with the text "Fill the Organisation Operating Address" points to this section. The bottom section, "Organisation Contact Details", includes fields for "Telephone Number" and "Fax Number (Optional)", each with a dropdown menu for country codes (showing "+65") and a text input field with a placeholder "E.g. 8123 4567". Below these are fields for "Business Email" and "UEN of Former Company (Optional)". A red callout box with the text "Fill the Organisation Contact Details" points to this section. The bottom right corner of the form area shows "0/20".

### **Organisation Address and Contact Details**

28. 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 Operating Address**

Address Type

☒ Local [LOCAL] Select **Local**

☐ Foreign [FOREIGN]

Local Address Format

☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address Click **Retrieve Address**

Block/House No.

Street Name

Floor/Level  (Optional) Eg: 01, B1, 01M

Unit (Optional)  Eg: #05-01, use 01

Building Name (Optional)

Reset Address

**Local Address**

29. Fill the Address fields.
30. Enter the postal code and click **Retrieve Address** to retrieve the address details.
31. Click **Reset Address** to reset the address details.
32. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

**Organisation Operating Address**

Address type  
☐ Local [LOCAL]  
☒ Foreign [FOREIGN]

Type of Premises  
Select

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)  
0/60

State (Optional)  
0/60

Postal Code (Optional)  
0/12

Country/Region  
Select

Select **Foreign** and fill the address details in the populated fields

### Foreign Address

33. Fill the Address fields.

34. Continue filling Feed Mill Details next.

### Feed Mill Details

**Feedmill Details**

Feedmill Licence number  
0/50

Feedmill Name  
0/150

Type of Premises  
Select

Feedmill Address

Postal Code  
Retrieve Address

Block/House No.  
Street Name

Floor/Level @ (Optional)  
Eg: 01, B1, 01M

Unit (Optional)  
Eg: #05-01, use 01

Building Name (Optional)

Reset Address

### Feedmill Details

35. Enter the Feedmill Licence Number, Feedmill Name.
36. Select the **Type of Premises** from the dropdown menu.
37. Enter the postal code and click **Retrieve Address** to retrieve the address details.
38. Click **Reset Address** button to reset the address.

### **Consignment**

**Consignment**  
**Country/Region of Destination**  

Select

  
**Date of Export (Optional)**  

DD/MM/YYYY

### **Consignment**

39. Select the **Country/Region of Destination** from the dropdown menu.
40. [Optional] Enter the **Date of Export** of the consignment.

### **Consignment Product Declarations**

**Consignment Product Declarations**  
**Consignment Product Declarations**  

☐ I confirm that the following products are manufactured in my Feedmill licensed by Singapore Food Agency. [AVA]

☐ I confirm that the following products are manufactured by a 3rd party manufacturer. [TPM]

### **Consignment Product Declarations**

41. Select the appropriate Consignment Product Declaration.



## Consignment Product Details

The screenshot shows a web form titled "Consignment Product Details". It contains several input fields and dropdown menus, each with a character count on the right. The fields are: "Name/Description of Product" (0/200), "Ingredients" (0/100), "Country/Region of Origin" (0/100) with a "Select" dropdown, "Unit of Packing @", "Product Quantity" (0/50), "Units - Qty" (0/50) with a "Select" dropdown, "Total Weight" (0/50), "Units - Total weight" (0/50) with a "Select" dropdown, "Name of Manufacturer" (0/50), and "Type of Premises" (0/50) with a "Select" dropdown. Below these is the "Address Type" section with two radio buttons: "Local [LOCAL]" and "Foreign [FOREIGN]". At the bottom left, there is a blue "Add" button with a plus icon. A red rectangular box highlights the "Add" button, and a red callout bubble points to it with the text "Click **Add** button to add the consignment product details". Below the form is a table with columns: "Name/Description of Product", "Ingredients", "Country/Region of Origin", "Unit of Packing", "Product Quantity", "Units - Qty", "Total Weight", and "Actions". The table is currently empty, showing "No data available in table".

## Consignment Product Details

42. Enter the **Name/Description of Product** of the consignment.
43. Enter the Ingredients and Select the Country/Region of Origin from the dropdown menu.
44. Enter the Unit of Packing, Product Quantity, Units-Qty, Total Weight, Units-Total Weight, Name of Manufacturer.
45. Select the **Type of Premises** from the dropdown menu and select the **Address Type** as Local or Foreign.
46. Click **Add** button to add the consignment product details. The applicant can add, edit, or delete the consignment product details.

**GoBusiness New Application User Guide**

**Chapter 4: Apply For Free Sale Certificate (Animal Feed) For Food Producing Animals**

**Address Type**

☒ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Address of Manufacturer**

**Postal Code**

**Block/House No.** 
**Street Name**

**Floor/Level**  (Optional)  
 Eg: 01, B1, 01M

**Unit**  (Optional)  
 Eg: #05-01, use 01

**Building Name**  (Optional)

Name/Description of Product	Ingredients	Country/Region of Origin	Unit of Packing	Actions
No data available in table				

**Address Type - Local**

**Address type**

☐ Local [LOCAL]  
☒ Foreign [FOREIGN]

**Address Line 1**

**Address Line 2**

**Address Line 3 (Optional)**

**Address Line 4 (Optional)**

**Address Line 5 (Optional)**

**City (Optional)**

**State (Optional)**

**Postal Code**

**Country/Region**

Name/Description of Product	Ingredients	Country/Region of Origin	Unit of Packing	Product Quantity	Units - Qty	Total Weight	Actions
No data available in table							

**Address Type - Foreign**

## Administrative Details

### Administrative Details

Check, if Free Sale Certificate is required separately for individual product. (Optional)

☐ Yes [Y]

Enter the No. of copies of certificates required

0/3

### Administrative Details

47. [Optional]Select the check box Yes for the question If Free Sale Certificate is required separately for individual product.

48. Enter the Number of copies of certificate required.

## Emergency Contact

### Emergency Contact

Fill the Emergency Contact Details

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65

E.g. 8123 4567

Email

Click **Add** button to add emergency contact details.

+ Add

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

### Emergency Contact

49. Fill the **Emergency Contact** details. A minimum of one contact is mandatory.

### Emergency Contact

Salutation  
Select

Name  

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	<div></div>

#### Emergency Contact Details Added

The applicant can add, edit, or delete the contact details.

#### Type of Service

### Type of Service

Type of Service

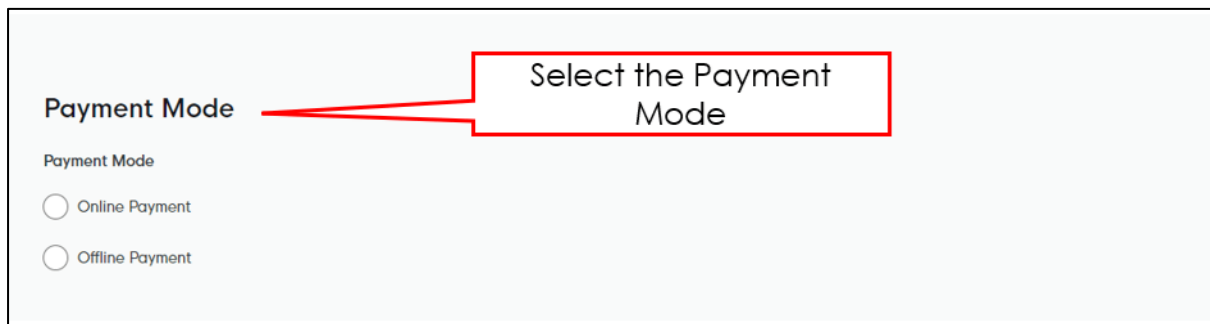
☐ Normal [NORMAL]

☐ Express [EXPRESS]

#### Type of Service

50. Select the **Type of Service** as Normal or Express.

## Payment



Payment Mode


Payment Mode

☐ Online Payment

☐ Offline Payment

### Payment Mode

51. Select **Online Payment** mode for paying the fees online via Gobusiness. [You will be prompted to make payment online via GoBusiness when your application is approved. You may wish to check for application with pending payment status on your Gobusiness dashboard after application is submitted and approved.]
52. Select **Offline Payment** mode for paying the fees offline via Giro [only applicable if you have **existing Giro arrangement with SFA.**]



Payment Mode

Payment Mode

☐ Online Payment

☒ Offline Payment

Get GIRO Reference Number

Existing GIRO Reference Number

Select

### Offline Payment

53. 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

Following are the list of supporting documents

- a) Certificate of Analysis
- b) Letter of Declarations
- c) Others
- d) Product Details

The screenshot shows the 'Supporting Documents' section of a web application. It includes a 'File Type' dropdown menu, an 'Attachment' upload area with instructions, an 'Add' button, and a table for the uploaded documents. Callouts provide instructions: 'Select the **File Type**, upload the file and click Add. The supporting document will be uploaded.' and 'Click **Add** button to upload supporting document details.'

**Supporting Documents**

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 hyphens (-) are allowed.  
Drop a file here or click to upload

+ Add

File Type	Attachment	Actions
No data available in table		

General Information Save Draft Review Form

### Upload Supporting Documents

54. Select the **File Type** and click on Attachment to upload the supporting document. Click **Add** after the file has been successfully uploaded. The document is added successfully.

The screenshot shows the 'Supporting Documents' section after a document has been uploaded. A green success message is displayed. The 'Attachment' area is empty. The table now contains one document: 'Certificate of Analysis [CERTIFICATEOFANALYSIS\_\_001]' with a link to 'test2.pdf' and edit/delete icons.

**Supporting Documents**

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 hyphens (-) are allowed.  
Drop a file here or click to upload

+ Add

File Type	Attachment	Actions
Certificate of Analysis [CERTIFICATEOFANALYSIS__001]	<a href="#">test2.pdf</a>	

### Uploaded Document

Certificate of Analysis [CERTIFICATEOFANALYSIS\_\_001]  
Letter of Declaration [FREESALECERTIFICATEANIMALFEEDLETTEROFDECLARATION]  
Others [FREESALECERTANIMALFEEDSUPPORTINGDOCS]  
Product Details [FREESALECERTIFICATEANIMALFEEDSD]

### Supporting Document List

55. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.

56. Click **Review Form** to proceed and submit the application.

## Review Form

### Review and Declare

The screenshot shows the 'Review Form' page with the following sections: General Information, Profile, Applicant Detail, Company Detail, Application Details for Free Sale Certificate (Animal Feed) for Food Producing Animals (SFA), Owner Organisation Details, Applicant's Details, and Emergency Contact. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Red callout boxes provide instructions: 'Scroll down for all the sections and review the filled form.' points to the top of the form; 'Click **Back to Edit** for editing the application.' points to the 'Back to Edit' button; and 'Click **Declaration** to declare and submit the application.' points to the 'Declaration' button.

### Review Form

57. Click **Back to Edit** to continue editing the application.

58. Scroll down to review the filled details and click Declare to submit the application.

**STEP 4 Declaration**  
Please 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.  
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 application.

**Free Sale Certificate (Animal Feed) for Food Producing Animals (SFA)**  
I agree that Singapore Food Agency (SFA) would only be able to process applications when all relevant supporting documents are received and are in proper order.  
The Singapore Food Agency (SFA) collects personal information to carry out its various functions and duties under the Singapore Food Agency Act 2019 in Singapore and any other related purposes.  
I hereby consent to SFA's use of the information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application for such purposes.  
I hereby further consent to SFA sharing the information in such application with other Government agencies, or non-government entities authorized to carry out specific government services, unless prohibited by legislation.

☒ I hereby declare that all of the above is true.

Click **Review Form** to review the form again.

Click **Submit**.

Check the box for declaration.

← Review Form Submit →

### Declare Form

59. Scroll to read the declaration and check the box for declaration.
60. Click **Review Form** to review the form again.

## Acknowledgement

An Acknowledgement for this application will be displayed.

**We have received your application**  
A confirmation email has been sent to you.

**Application Status**

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Free Sale Certificate (Animal Feed) for Food Producing Animals	FC254821831	Normal: 3 working days, Express: 1 working day	Submitted

**Next Steps**  
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.  
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsanlogic.com.sg.

Click **Return to Dashboard**

Return to Dashboard →

### Acknowledgement

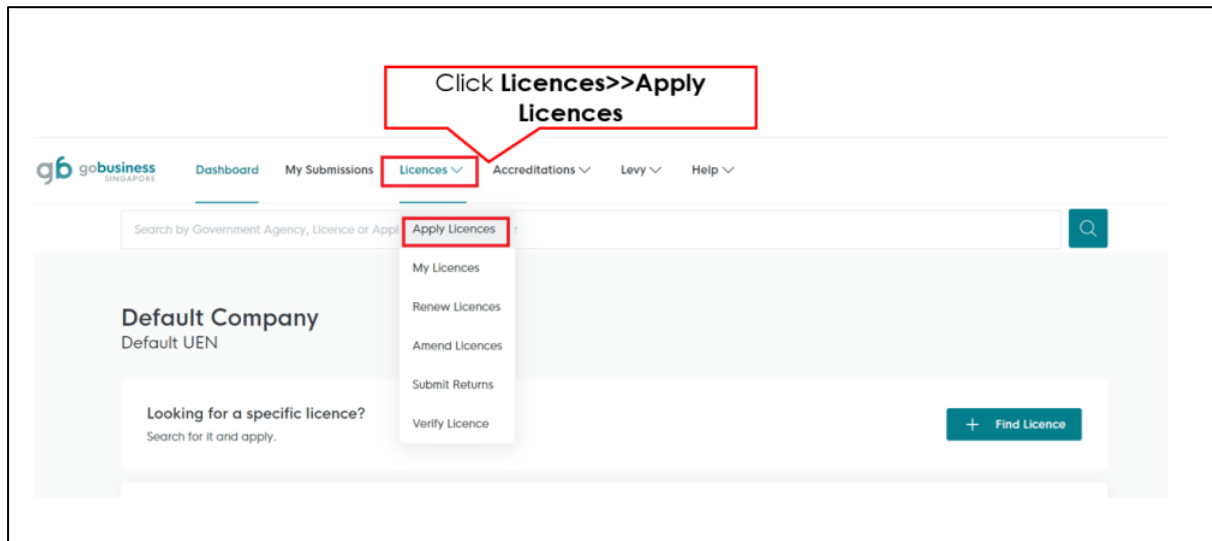
61. The acknowledgement mail will be sent to your registered email.
62. Click **Return to Dashboard** to exit.



# Chapter 5: Apply For Health Certificate For Export of Live Foodfish For Breeding

## Apply New Licence Application (Company)

### Choose Agency



### Licences

1. Click **Licences>>Apply Licences**.



### Select Singapore Food Agency

2. Select **Singapore Food Agency (SFA)**.

S

Singapore Civil Defence Force (SCDF) ▾

Singapore Food Agency (SFA) ▴

Apply for Export Health Certificate	Apply
Apply for Food Shop Licence	View Details
Apply for Food Shop Licence	Apply
Apply for Food Stall Licence	Apply
Apply for Free Sale Certificate (Animal Feed) for Food Producing Animals	Apply
Apply for Free Sale Certificate (Food)	Apply
<b>Apply for Health Certificate for Export of Live Foodfish for Breeding</b>	<b>Apply</b>
Apply for Licence for Import/Export/Transshipment of Meat and Fish Products	Apply

↑ Top

Select the licence and click Apply

**Select Licence and Apply**

3. Select the **Apply For Health Certificate For Export of Live Foodfish For Breeding**.
4. Click **Apply** to continue application. Note the fees and read the details before applying.

**Apply for Health Certificate for Export of Live Foodfish for Breeding**  
Licences (New) • SFA

**Details**

The Health Certificate for Export of Live Foodfish is issued by Singapore Food Agency that allows exporters to export live food fish for farming.

**FAQs**

Not available!

**Documents**

**Requirements**

**Fees and additional information**

Fee  
Certificate Fee: \$16.80  
Express Fee: \$33.60

Note: Pre-export inspection charges may also apply. Please contact SFA for clarifications.

**Apply**

↑ Top

Click Apply

Read the Details like FAQs, Documents and Requirements before Apply

Fees for License

**Apply For Health Certificate For Export of Live Foodfish For Breeding**

5. Read the **Details** section for Documents and Requirements and note the fees for licence. Then click **Apply**.

## General Information

### As an Applicant

You are applying for Health Certificate for Export of Live Foodfish for Breeding (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 mins to complete

**STEP 1**

### General Information

Review and fill the following details for application.

**Profile**

I am applying

☒ As an applicant

☐ On behalf of applicant

Choose **As an applicant**

### General Information – As an Applicant

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

**Applicant Detail**

Fill the Applicant Detail

Salutation  
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.  
136

Street Name  
Bedok North Avenue 3

Floor/Level (Optional)  
12

Unit (Optional)  
111

Building Name  
Bedok Tower

Retrieve Address

Reset Address

### Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and annotations:

- Company Name:** A text input field containing 'MANAGEMENT PTE'. A red box labeled 'Fill the Company Detail' points to this field.
- UEN:** A text input field containing '197101238G'.
- Entity Type:** A dropdown menu with 'Local Company' selected.
- Registered Address:**
  - Postal Code:** A text input field containing '117438'. A red box labeled 'Click Save Draft' and 'Click Application Details' points to the bottom right of the form, specifically to the 'Save Draft' and 'Application Details' buttons.
  - Retrieve Address:** A button with a magnifying glass icon.
  - Block/House No.:** A dropdown menu with '10' selected.
  - Street Name:** A text input field containing 'Pasir Panjang Road'.
  - Floor/Level (Optional):** A text input field containing '10'.
  - Unit (Optional):** A text input field containing '01'.
  - Building Name:** A dropdown menu with 'Mapletree Business City' selected.
  - Reset Address:** A button with a circular arrow icon.
- Buttons:** At the bottom right, there are two buttons: 'Save Draft' and 'Application Details' with a right arrow. Both are highlighted with red boxes.

**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

You are applying for Health Certificate for Export of Live Foodfish for Breeding (SFA)  
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.  
⌚ Estimated 30 mins to complete

**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

Name  
Tim Tom

ID Type  
NRIC

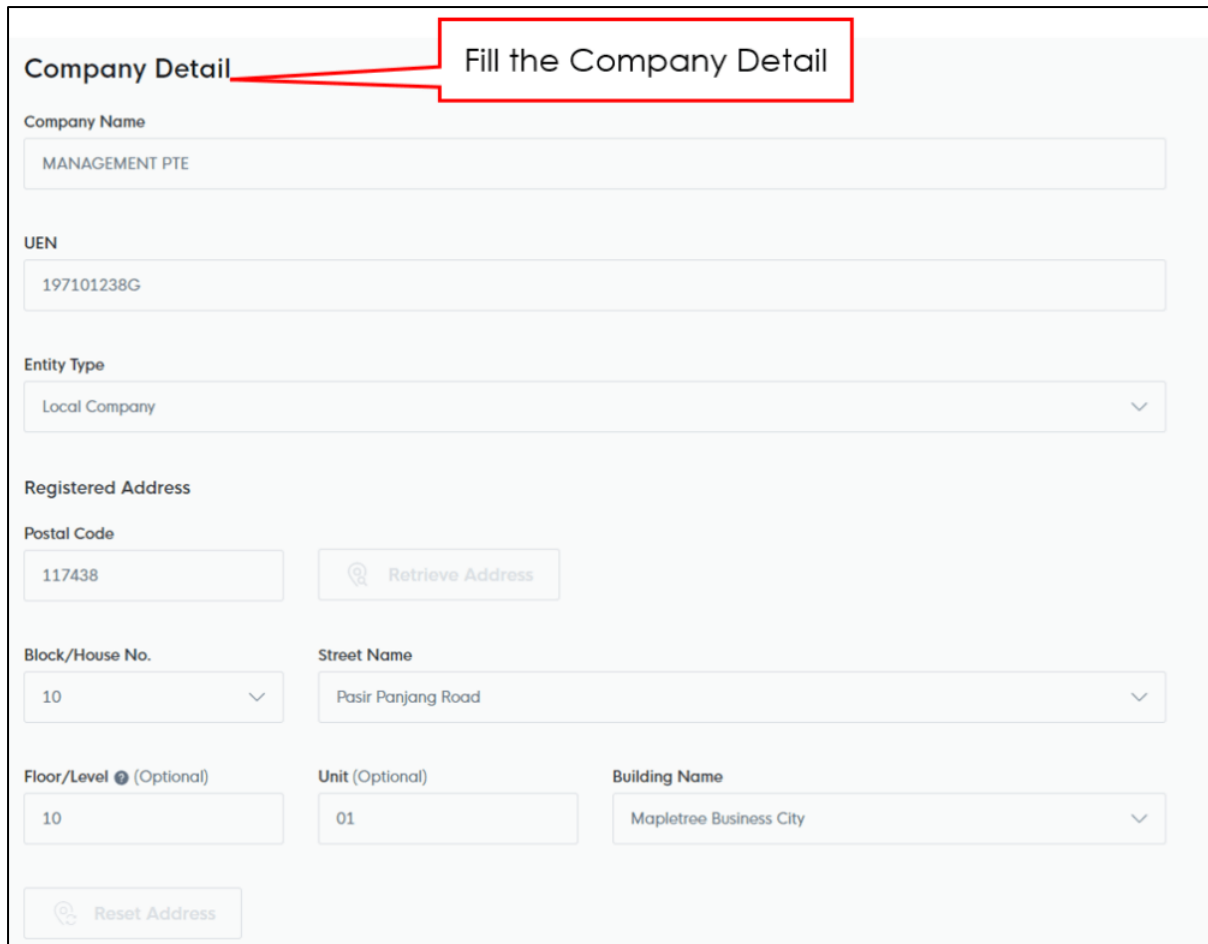
ID No.  
\*\*\*\*2356G

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

Retrieve Address

Block/House No.  
10

Street Name  
Pasir Panjang Road

Floor/Level (Optional)  
10

Unit (Optional)  
01

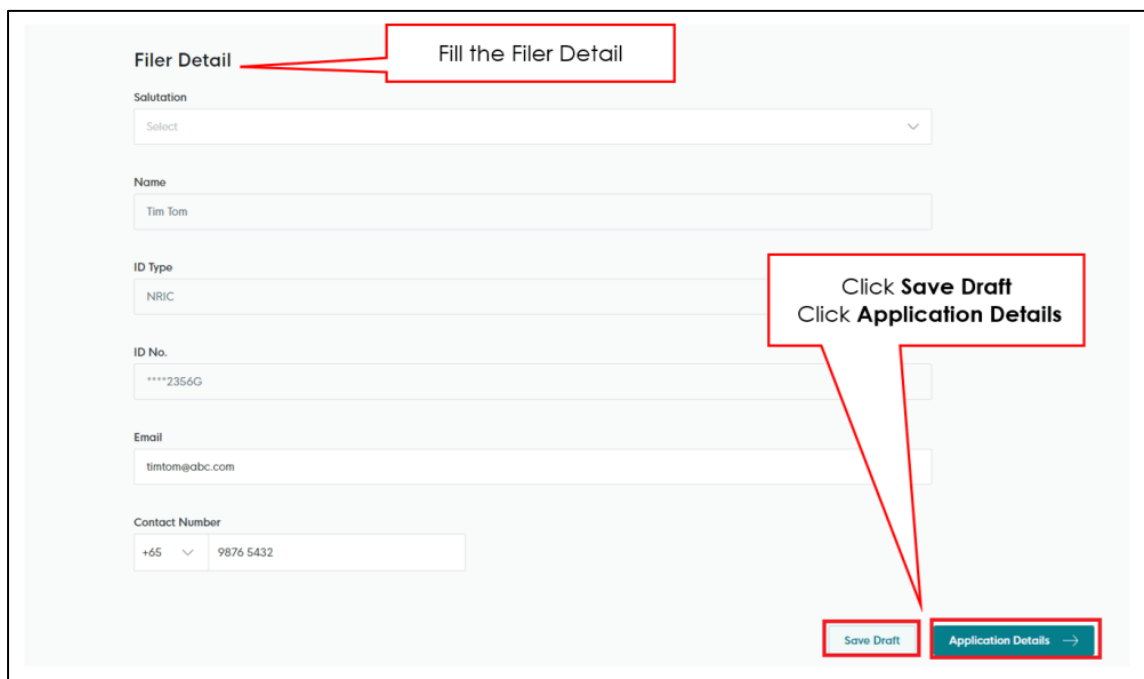
Building Name  
Mapletree Business City

Reset Address

#### Company Details

13. Fill the Company Details.

14. Enter the postal code and click **Retrieve Address** to retrieve the address details.



**Filer Detail** Fill the Filer Detail

Salutation  
Select

Name  
Tim Tom

ID Type  
NRIC

ID No.  
\*\*\*\*2356G

Email  
timtom@abc.com

Contact Number  
+65 9876 5432

Click **Save Draft**  
Click **Application Details**

Save Draft Application Details →

#### Filer Details

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

## Application Details

**STEP 2**  
**Application Details for Health Certificate for Export of Live Foodfish for Breeding (SFA)**  
Fill in the following details.

**Owner Organisation Details**  
Please click on the retrieve button to get the details and select the appropriate Applicant Type

**Retrieve**

**Applicant Type**  
Organisation [Organisation]

**Owner Organisation Name [UEN/NRIC]**  
123456789 - ABC COMPANY PTE LTD

### Owner Organisation Detail

18. Enter the postal code and click **Retrieve Address** to retrieve the address details  
Click **Retrieve** to get the details.
19. Select appropriate Applicant Type from the dropdown list. Note: Based on the UEN type, the Applicant Type will be Individual or Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated for selection.

**Applicant's Details**

Citizenship  
Select

Sex  
☐ Male [M]  
☐ Female [F]

Date of Birth  
DD/MM/YYYY

Designation (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.  
☐ Home Tel 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)  
+65 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**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Mailing Address**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Applicant's Address and Mailing Address**

21. Fill in the Applicant's Address.

22. Please fill in the details of a Singapore Local Address.



**Applicant's Address Details**

Address Type  
☒ Local [LOCAL] Select **Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises  
Select

Local Address

Postal Code  
 Retrieve 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 Click **Reset Address** button to reset the address details.

**Applicants Address Type Local**

23. Fill the **Mailing Address** details.

24. Please fill in the details of a **Singapore Local Address**.

**Mailing Address**

Address Type  
☒ Local [LOCAL] Select **Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises  
Select

Mailing Address

Postal Code  
 Retrieve 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 Click **Reset Address** button to reset the address details.

**Mailing Address Type Local**

25. Fill the Address fields.

26. Enter the postal code and click **Retrieve Address** to retrieve the address details
27. Click **Reset Address** to reset the address details.
28. Continue filling Organisation Operating Address and Contact Details next.

### **Organisation Operating Address and Contact Details**

The screenshot shows a web form titled "Organisation Operating Address and Contact Details". The form is divided into two main sections. The top section, "Organisation Operating Address", contains a label "Address Type" and two radio button options: "Local [LOCAL]" and "Foreign [FOREIGN]". A red callout box with the text "Fill the Organisation Operating Address" points to this section. The bottom section, "Organisation Contact Details", contains several input fields: "Telephone Number" (with a dropdown for "+65" and a placeholder "E.g. 8123 4567"), "Fax Number (Optional)" (with a dropdown for "+65" and a placeholder "E.g. 8123 4567"), "Business Email" (a large text input field), and "UEN of Former Company (Optional)" (a text input field). A red callout box with the text "Fill the Organisation Contact Details" points to this section. In the bottom right corner of the form, there is a small text "0/20".

### **Organisation Address and Contact Details**

29. 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 Operating Address**

Address Type

☒ Local [LOCAL] Select **Local**

☐ Foreign [FOREIGN]

Local Address Format

☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address Click **Retrieve Address**

Block/House No.

Street Name

Floor/Level  (Optional) Eg: 01, B1, 01M

Unit (Optional)  Eg: #05-01, use 01

Building Name (Optional)

Reset Address

#### Local Address

30. Fill the Address fields.
31. Enter the postal code and click **Retrieve Address** to retrieve the address details.
32. Click **Reset Address** to reset the address details.
33. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

**Organisation Operating Address**

Address type

☐ Local [LOCAL]

☒ Foreign [FOREIGN]

Type of Premises

Select

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)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

**Foreign Address**

34. Fill the Address fields.
35. Continue filling Consignment Details next.

## Consignment Details

<b>Consignment Details</b>	
Country/Region of Destination	<input type="text" value="Select"/>
Date of Shipment	<input type="text" value="DD/MM/YYYY"/>
Estimated Time of Departure	<input type="text" value="Select Time"/>
Collection Date	<input type="text" value="DD/MM/YYYY"/>
Flight No./Vehicle No./Vessel No.	<input type="text"/>
Total Value (\$\$)	<input type="text"/>
Total No (PCS)	<input type="text"/>
Airway Bill No. (Optional)	<input type="text"/>
Print the airway bill number on certificate (Optional)	<input type="checkbox"/> Yes [Y]

## **Consignment Details**

36. Select the **Country/Region of Destination** from the dropdown menu.
37. Enter **Date of Shipment** of consignment.
38. Enter the Estimated Time of Departure.
39. Enter the **Collection Date** of consignment.
40. Enter the Flight No/Vehicle No/Vessel No.
41. [Optional]Enter the Total Value, Total No, Airway Bill No.
42. [Optional]Select **Yes** to Print the airway bill number on the Certificate

## Consignor Details

The screenshot shows the 'Consignor Details' form. It includes fields for 'Name of the Consignor', 'Same as Operating Address (Optional)' with a 'Yes [Y]' checkbox, 'Type of Premises' dropdown, 'Address' section with 'Postal Code' and a 'Retrieve Address' button, 'Block/House No.' and 'Street Name' dropdowns, 'Floor/Level (Optional)', 'Unit (Optional)', and 'Building Name (Optional)' dropdowns, and 'Exact Address to Reflect on the Certificate' with 'Same as Consignor Address?' radio buttons. Two red callout boxes highlight the 'Retrieve Address' and 'Reset Address' buttons with instructions.

**Consignor Details**

Name of the Consignor 0/56

Same as Operating Address (Optional)

☐ Yes [Y]

Type of Premises

Select

Address

Postal Code

Retrieve Address

Click **Retrieve Address** button to retrieve the consignor address

Block/House No.

Street Name

Floor/Level (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: 205-01, 100A 01

Building Name (Optional)

Reset Address

Click **Reset Address** button to reset the address details

Exact Address to Reflect on the Certificate

Same as Consignor Address?

☐ Yes [Y]

☐ No [N]

### Consignor Details

43. Enter the Name of the Consignor.
44. [Optional] Select **Yes** if the address is same as operating address.
45. Select the **Type or Premises** from the dropdown menu.
46. Enter the postal code and click **Retrieve Address** to retrieve the address details.
47. Click **Reset Address** button to reset the address details
48. Enter the Address, City, State and County of the consignor.

## **Consignee Details**

Consignee Details	
Name of the Consignee	
	0/100
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)	
	0/100
State (Optional)	
	0/100
Postal Code	
	0/12
Country/Region	
Select	▼

## **Consignee Details**

49. Enter the Name of the Consignee.

50. Enter the Address, City, State and Country of the consignee.

### Consignment (Packing List)

The screenshot shows the 'Consignment (Packing List)' form. It includes several input fields and buttons. Two red boxes with callout arrows highlight specific features:

- A red box around the 'Retrieve Product Detail' button has a callout that says: "Click **Retrieve Product Detail** button to retrieve the product details (Common Name, Product Code)".
- A red box around the 'Add' button (with a plus icon) has a callout that says: "Click **Add** button to add the consignment packing list details".

The form fields include: HS Code (dropdown), Common Name(Scientific Name), Product Code (dropdown), Name /Description of Product to reflect on the Certificate (text area), Quantity (Pcs) (text area), Estimated Values (\$\$) (text area), Country/Region of Export/Origin (dropdown), and Country/Region (Optional) (dropdown). At the bottom, there is a table with columns: No., HS Code, Common Name(Scientific Name), Product Code, Name /Description of Product to reflect on the Certificate, Quantity (Pcs), Estimated Values (\$\$), and Actions. The table currently shows 'No data available in table'.

### **Consignment (Packing List)**

51. Select the **HS Code** of the product from the dropdown menu.
52. Click **Retrieve Product Detail** to retrieve the product details. .
53. Enter the Name/ Description of products to reflect on the Certificate, Quantity (Pcs), Estimated Value (\$\$) and Country/Region of Export/Origin"
54. Click **Add** button to add the consignment details. The applicant can add, edit, or delete the consignment product details.

### [Optional]CITES Permit

The screenshot shows the 'CITES Permit' form. It includes a text input field for 'CITES Permit No (Optional)' and an 'Add' button (with a plus icon). A red box with a callout arrow highlights the 'Add' button with the text: "Click **Add** button to add the CITES details". Below the input field is a table with columns: No., CITES Permit No, and Actions. The table currently shows 'No data available in table'.

### **CITES Permit**

55. [Optional] Enter the CITES Permit No.
56. Click **Add** button to add the CITES Permit number.



### **[Optional] Other Consignment Details**

**Other Consignment details**  

Customer Code (Optional)  

0/10

Remarks 1  

0/200

Remarks 2 (Optional)  

0/200

#### **Consignment Details**

57. [Optional] Enter the fields like Customer Code, Remarks 1 and Remarks.

### **Inspection Details**

**Inspection Details**  

Note: Inspection charges apply. Please contact SFA for clarifications.

Place of Inspection  
(Inspection address)  

0/240

Date of Inspection  

DD/MM/YYYY

Appointed Time (Optional)  

☐ Yes [Y]

Contact Person  

0/30

Contact No.  

+65  E.g. 8123 4567

#### **Inspection Details**

58. Enter the Place of Inspection, Date of Inspection, Appointed Time, Contact Person and Contact No.

## Application

### Application

Type of Export

☐ For Export of hatchery products, seed supplies and brooders of foodfish [EXPFRLL]

☐ For Export of live foodfish for farming [EXPFFLL]

Export Licence No. (Optional)

0/12

Accredited Member Status

☐ Yes [Y]

☐ No [N]

Accreditation number (Optional)

0/12

Certified True Copies (Optional)

☐ Yes [Y]

Number of Certified True Copies (Optional)

0/5

## Application

59. Select the Type of Export.
60. [Optional] Enter Export Licence No.
61. Select the **Accredited Member Status** as Yes or No.
62. Enter the Accredited Number if you have selected "Yes" for Accredited Member Status field.
63. [Optional]Select Yes to get the Certified True Copies.
64. [Optional]Enter the Number of Certified True Copies.

## Emergency Contact

The screenshot shows the 'Emergency Contact' form. A red box highlights the 'Add' button with the text 'Click **Add** button to add emergency contact details.' Another red box highlights the form fields with the text 'Fill the Emergency Contact Details'.

**Emergency Contact**

Salutation: Select

Name:

Designation (Optional):

Contact No.: +65  E.g. 8123 4567

Email:

**Add**

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

### Emergency Contact

65. Fill the **Emergency Contact** details. A minimum of one contact is mandatory.

The screenshot shows the 'Emergency Contact' form after a contact has been added. A green success message is displayed: 'Added successfully Your new information has been added.' The 'Add' button is still visible.

**Emergency Contact**

Salutation: Select

Name:

Designation (Optional):

Contact No.: +65  E.g. 8123 4567

Email:

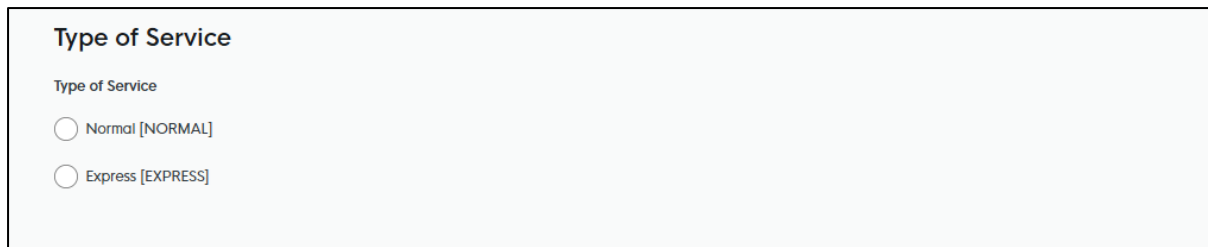
**Add**

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

### Emergency Contact Details Added

The applicant can add, edit, or delete the contact details.

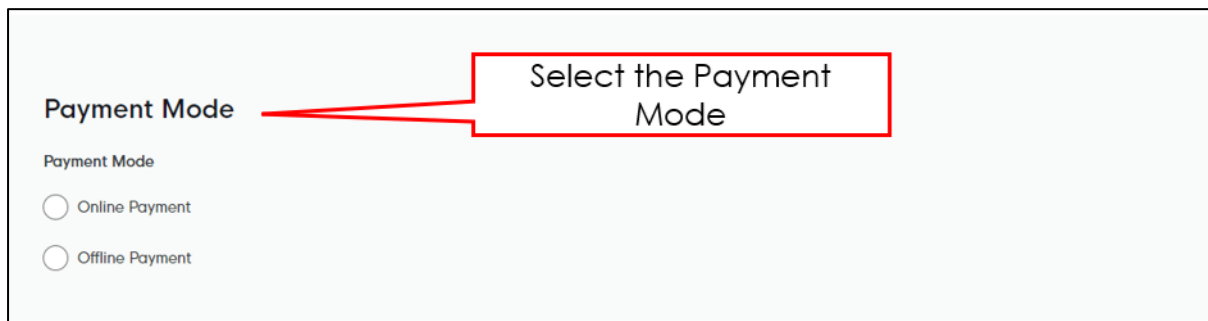
## Type of Service



### Type of Service

66. Select the **Type of Service** as Normal or Express.

## Payment



### Payment Mode

67. Select **Online Payment** mode for paying the fees online via Gobusiness. [You will be prompted to make payment online via GoBusiness when your application is approved. You may wish to check for application with pending payment status on your Gobusiness dashboard after application is submitted and approved.]

68. Select **Offline Payment** mode for paying the fees offline via Giro [only applicable if you have **existing Giro arrangement with SFA**.]



### Offline Payment

69. 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

Following are the list of supporting documents

- a) Any Supporting Documents
- b) Documents for Watermarking

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the annotation: "Select the **File Type**, upload the file and click Add. The supporting document will be uploaded." Another red box highlights the 'Add' button with the annotation: "Click **Add** button to upload supporting document details." The form includes an 'Attachment' section with upload instructions and a table with columns 'File Type', 'Attachment', and 'Actions'. At the bottom, there are navigation buttons: 'General Information', 'Save Draft', and 'Review Form'.

### Upload Supporting Documents

Any supporting document [ANYSUPPORTINGDOCUMENT\_\_002]  
Documents for Watermarking [DOCUMENTSFORWATERMARKING\_\_001]

### Supporting Documents List

70. Select the **File Type** and click Attachment to upload the supporting document. Click **Add** after the file has been successfully uploaded. The document is added successfully.

The screenshot shows the 'Supporting Documents' form after a document has been uploaded. A green success message at the top right states: "Added successfully Your new information has been added." The 'Attachment' section now shows the uploaded file 'test2.pdf' under the 'Documents for Watermarking' category. The table below shows the document details.

File Type	Attachment	Actions
Documents for Watermarking [DOCUMENTSFORWATERMARKING__001]	<a href="#">test2.pdf</a>	

### Uploaded Document

71. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.
72. Click **Review Form** to proceed and submit the application.

## Review Form

### Review and Declare

**STEP 5**  
**Review Form**  
Please review the following details carefully. You can click on the left menu to go back to the previous page.

**General Information**

**Profile**  
I am applying  
As an applicant

**Applicant Detail**  
Name  
Name  
Date Born  
ID Type & ID Number  
EMIC \*\*\*\*\*2296  
Email  
seam@agbi.com

**Application Details for Health Certificate for Export of Live Foodfish for Breeding (SFA)**

**Owner Organisation Details**  
Please click on the retrieve button before filling in the form.  
Applicant Type  
Organisation (Organisation)  
Owner Organisation Name (English)  
183300052W - OVERSEA-CHINESE BANKING CORPORATION LIMITED

**Applicant's Details**  
Country  
AMERICAN [x]  
Sex  
Male [x]  
Date of Birth  
05/10/1990  
Registration

**Type of Service**  
Type of Service  
Normal [NORMAL]

**Payment Mode**  
Payment Mode  
1. Select the "Offline Payment" option if you wish to make payment using credit card or A/C payment mode. 2. Select the "Online Payment" option if you have existing CMBI arrangement with CMB and click the button "Post CMBI Reference Number" to retrieve the details.  
Online Payment

**Attachment**  
img2.jpg

**Buttons:**  
Back to Edit  
Declaration

### Review Form

73. Click **Back to Edit** to continue editing the application.
74. Scroll down to review the filled details and click **Declare** to submit the application.

**STEP 4**

### Declaration

Please 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.

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 application.

**Health Certificate for Export of Live Foodfish for Breeding (SFA)**

I agree that Singapore Food Agency (SFA) would only be able to process applications when all relevant supporting documents are received and are in proper order.

The Singapore Food Agency (SFA) collects personal information to carry out its various functions and duties under the Singapore Food Agency Act 2019 in Singapore and any other related purposes.

I hereby consent to SFA's use of the information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application for such purposes.

I hereby further consent to SFA sharing the information in such application with other Government agencies, or non-government entities authorized to carry out specific government services, unless prohibited by legislation.

☒ I hereby declare that all of the above is true.

[← Review Form](#)

[Submit →](#)

Check the box for declaration.

Click **Review Form** to review the form again.

Click **Submit**.

#### Declare Form

75. Scroll to read the declaration and check the box for declaration.
76. Click **Review Form** to review the form again.
77. 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.

---

**Application Status**

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Health Certificate for Export of Live Foodfish for Breeding	FC254821817	Normal: 3 working days, Express: 1 working day	Submitted

---

**Next Steps**

Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

[Return to Dashboard →](#)

Click **Return to Dashboard**

#### Acknowledgement

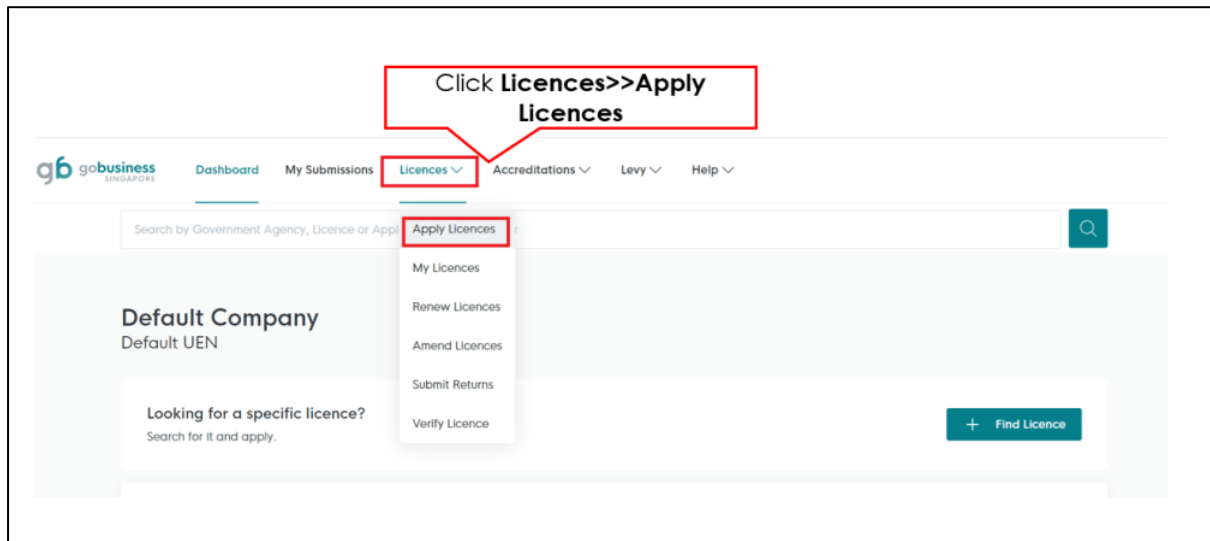
- 78. The acknowledgement mail will be sent to your registered email.
- 79. Click **Return to Dashboard** to exit.



# Chapter 6: Apply for Export Health Certificate

## Apply New Licence Application (Company)

### Choose Agency



### Licences

1. Click **Licences>>Apply Licences**.



### Select Singapore Food Agency

2. Select **Singapore Food Agency (SFA)**.

S

Singapore Civil Defence Force (SCDF) ▾

Singapore Food Agency (SFA) ▴

Apply for Export Health Certificate

Apply

Apply for Food Shop Licence

View Details

Apply for Food Shop Licence

Apply

Apply for Food Stall Licence

Apply

Apply for Free Sale Certificate (Animal Feed) for Food Producing Animals

Apply

Apply for Free Sale Certificate (Food)

Apply

Apply for Health Certificate for Export of Live Foodfish for Breeding

Apply

Apply for Licence for Import/Export/Transshipment of Meat and Fish Products

Apply

↑ Top

### Select Licence and Apply

3. Select the **Apply for Export Health Certificate**.
4. Click **Apply** to continue application. Note the fees and read the details before applying.

Apply for Export Health Certificate

Licences (New) • SFA

Apply

Click **Apply**

**Details**

Read the Details like FAQs, Documents and Requirements before Apply

The Export Health Certificate is issued to traders, to certify a food consignment as fit for human consumption, and meeting safety standards or other required criteria to facilitate the export of this food consignment. This certificate is only issued for food consignments manufactured or processed or packed in a food processing establishment licensed by Singapore Food Agency.

**FAQs**

1. Where can I get more information for Export Health Certificate?  
You can find more information on [SFA website](#).

**Documents**

- Product Details
- File format: DOC, DOCX, GIF, JPG, PDF, PPT, PPTX, XLS, XLSX

**Requirements**

Prerequisite Licence(s)

**Fees and additional information**

Fee  
Licence Fee: \$20.00

**Fees for License**

Apply

↑ Top

### Apply for Export Health Certificate

5. Read the **Details** section for Documents and Requirements and note the fees for licence. Then click **Apply**.

## General Information

### As an Applicant

You are applying for Export Health Certificate (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 minutes to complete

---

**STEP 1**

### General Information

Review and fill the following details for application.

**Profile**

I am applying

☒ As an applicant Choose **As an applicant**

☐ On behalf of applicant

### General Information – As an Applicant

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

**Applicant Detail** Fill the Applicant Detail

**Salutation**

Select

**Name**

Default User

**ID Type**

NRIC

**ID No.**

\*\*\*\*2356G

**Email**

defaultuser@gmail.com

**Contact Number**

+65 9771 1234

**Address**

**Postal Code**

460136 Retrieve Address

**Block/House No.**

136

**Street Name**

Bedok North Avenue 3

**Floor/Level** (Optional)

12

**Unit** (Optional)

111

**Building Name**

Bedok Tower

Reset Address

### Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and annotations:

- Company Name:** A text input field containing 'MANAGEMENT PTE'. A red box labeled 'Fill the Company Detail' points to this field.
- UEN:** A text input field containing '197101238G'.
- Entity Type:** A dropdown menu with 'Local Company' selected.
- Registered Address:**
  - Postal Code:** A text input field containing '117438'.
  - Retrieve Address:** A button with a magnifying glass icon.
  - Block/House No.:** A dropdown menu with '10' selected.
  - Street Name:** A text input field containing 'Pasir Panjang Road'.
  - Floor/Level (Optional):** A text input field containing '10'.
  - Unit (Optional):** A text input field containing '01'.
  - Building Name:** A dropdown menu with 'Mapletree Business City' selected.
  - Reset Address:** A button with a circular arrow icon.
- Buttons:** At the bottom right, there are two buttons: 'Save Draft' and 'Application Details →'. A red box labeled 'Click Save Draft' and 'Click Application Details' points to these buttons.

**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

**You are applying for Export Health Certificate (SFA)**  
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.  
⌚ Estimated 30 minutes to complete

---

**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

Name  
Tim Tom

ID Type  
NRIC

ID No.  
\*\*\*\*2356G

Email  
tintom@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

Retrieve Address

Block/House No.  
10

Street Name  
Pasir Panjang Road

Floor/Level (Optional)  
10

Unit (Optional)  
01

Building Name  
Mapletree Business City

Reset Address

### Company Details

13. Fill the Company Details.

14. Enter the postal code and click **Retrieve Address** to retrieve the address details.

**Filer Detail** Fill the Filer Detail

Salutation  
Select

Name  
Tim Tom

ID Type  
NRIC

ID No.  
\*\*\*\*2356G

Email  
tmtom@abc.com

Contact Number  
+65 9876 5432

Click **Save Draft**  
Click **Application Details**

Save Draft Application Details →

### Filer Details

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

## Application Details

STEP 2

### Application Details for Export Health Certificate (SFA)

Fill in the following details.

#### Owner Organisation Details

Please click on the retrieve button

Click **Retrieve** to get the details and select the appropriate Applicant Type

Retrieve

Applicant Type

Organisation [Organisation]

Owner Organisation Name [UEN/ NRIC]

123456789 - ABC COMPANY PTE LTD

### Owner Organisation Details

18. Click **Retrieve** to get the details. Select appropriate Applicant Type from the dropdown list. Note: Based on the UEN type, the Applicant Type will be Individual or Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated for selection.

**Applicant's Details**

Citizenship  
Select

Sex  
☐ Male [M]  
☐ Female [F]

Date of Birth  
DD/MM/YYYY

Designation (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.  
☐ Home Tel 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)  
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)  
☐ Yes [Y]

**Fill the Applicant's Details**

**Applicant's Details**

19. Fill the Applicant's Details.

**Applicant's Address Details**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Mailing Address**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Fill the Applicant's Address Details**

**Fill the Mailing Address**

**Applicant's Address and Mailing Address**

20. Fill in the Applicant's Address.

21. Please fill in the details of a Singapore Local Address.



**Applicant's Address Details**

Address Type  
☒ Local [LOCAL] **Select Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] **Select Standard and fill the address**

Type of Premises  
Select

Local Address

Postal Code  
 **Retrieve 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** **Click Reset Address button to reset the address details.**

**Applicants Address Type Local**

22. Fill the Mailing Address details.

23. Please fill in the details of a Singapore Local Address.

**Mailing Address**

Address Type  
☒ Local [LOCAL] **Select Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] **Select Standard and fill the address**

Type of Premises  
Select

Mailing Address

Postal Code  
 **Retrieve 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** **Click Reset Address button to reset the address details.**

**Mailing Address Type Local**

24. Fill the Address fields.

25. Enter the postal code and click **Retrieve Address** to retrieve the address details
26. Click **Reset Address** to reset the address details.
27. Continue filling Organisation Operating Address and Contact Details next.

### **Organisation Operating Address and Contact Details**

The screenshot shows a web form titled "Organisation Operating Address and Contact Details". The form is divided into two main sections. The top section, "Organisation Operating Address", includes a label "Address Type" with two radio button options: "Local [LOCAL]" and "Foreign [FOREIGN]". A red callout box with the text "Fill the Organisation Operating Address" points to this section. The bottom section, "Organisation Contact Details", contains several input fields: "Telephone Number" (with a dropdown for country code, currently showing "+65" and a text field with "E.g. 8123 4567"), "Fax Number (Optional)" (with a similar dropdown and text field), "Business Email" (a single-line text input), and "UEN of Former Company (Optional)" (a single-line text input). A red callout box with the text "Fill the Organisation Contact Details" points to this section. In the bottom right corner of the form, there is a small text "0/20".

### **Organisation Address and Contact Details**

28. 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 Operating Address**

Address Type

☒ Local [LOCAL] Select **Local**

☐ Foreign [FOREIGN]

Local Address Format

☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address Click **Retrieve Address**

Block/House No.

Street Name

Floor/Level ☒ (Optional)  Eg: 01, B1, 01M

Unit (Optional)  Eg: #05-01, use 01

Building Name (Optional)

Reset Address

#### Local Address

29. Fill the Address fields.
30. Enter the postal code and click **Retrieve Address** to retrieve the address details.
31. Click **Reset Address** to reset the address details.
32. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

**Organisation Operating Address**

Address type

☐ Local [LOCAL]

☒ Foreign [FOREIGN]

Type of Premises

Select

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)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

**Foreign Address**

33. Fill the Address fields.

34. Continue filling Type of Health Certificate next.

**Type of Health Certificate**

**Type of Health Certificate**

Health Certificate Type

Select

CCAMLR export certificate [CCAMLR]

Export of food products [EXPORT]

ICCAT export certificate [ICCAT]

Re-export of food products [REEXPORT]

Select the **Health Certificate Type** from the dropdown list

**Type o Health Certificate**

35. Select the **Health Certificate Type** from the dropdown menu.

### Consignment Details

The screenshot shows the 'Consignment Details' form. It includes several input fields and dropdown menus. Two red callout boxes highlight specific buttons: 'Retrieve Discharge Port' and 'Retrieve Manufacturer'. The first callout points to the 'Retrieve Discharge Port' button and contains the text: 'Click **Retrieve Discharge Port** to retrieve the discharge port details.' The second callout points to the 'Retrieve Manufacturer' button and contains the text: 'Click **Retrieve Manufacturer** to retrieve the manufacturer details.'

**Consignment Details**

Overseas Import Permit Number (Optional) 0/100

Country/Region of Destination Select 0/50

**Retrieve Discharge Port** Click **Retrieve Discharge Port** to retrieve the discharge port details.

Discharge Port Select 0/50

Processing Premise Licence No. 0/50

**Retrieve Manufacturer** Click **Retrieve Manufacturer** to retrieve the manufacturer details.

Name of Manufacturer 0/50

Address of Manufacturer 0/200

Shipping Marks (Optional) 0/50

Estimated Departure Date (Optional) DD/MM/YYYY 0/50

Means of Transport (Optional) Select 0/50

Vessel Name/Flight No. (Optional) 0/50

Container No (Optional) 0/50

Seal No. (Optional) 0/50

Do you require official endorsement on the manufacture declaration?

☐ Yes [Y]

☐ No [N]

Do you require official endorsement on the catch certificate?

☐ Yes [Y]

☐ No [N]

### **Consignment Details**

36. [Optional]Enter the Overseas Import Permit Number and select the Country/Region of Destination from the dropdown menu.
37. Select the Country/ Region of Destination and click **Retrieve Discharge Port** button to retrieve the discharge port details.
38. Enter the processing premise licence number and click **Retrieve Manufacturer** button to retrieve the manufacturer details.
39. Select Yes or No for the endorsement of **Manufacturer declaration**.
40. Select Yes or No for the endorsement of **catch certificate**.

## Consignment Product Details

The screenshot shows the 'Consignment Product Details' form. It includes fields for 'Batch / Lot Number', 'Product Code', 'SFA Product Category', 'SFA Product Code', 'Product Description', and packaging details. Three callout boxes with red borders and arrows point to specific buttons: 'Retrieve SFA Product Category', 'Retrieve Product Description', and 'Calculate Net Weight'. The form also includes a note at the top: 'Note: If you are applying for more than 12 items, more than one payable certificate may be generated.' and a 'Brand' field at the bottom.

Consignment Product Details

Note: If you are applying for more than 12 items, more than one payable certificate may be generated.

Batch / Lot Number

Product Code

Retrieve SFA Product Category

SFA Product Category

SFA Product Code

Retrieve Product Description

Product Description

Packaging Level 1

Packaging Level 1 Unit Of Measure

Packaging Level 2 (Optional)

Packaging Level 2 Unit Of Measure (Optional)

Packaging Level 3 (Optional)

Packaging Level 3 Unit Of Measure (Optional)

Calculate Net Weight

Net Weight

Net Weight Unit Of Measure

Gross Weight (Optional)

Gross Weight Unit Of Measure (Optional)

Brand

Click **Retrieve SFA Product Category** button to retrieve the SFA product category.

Click **Retrieve Product Description** button to retrieve the product description

Click **Calculate Net Weight** button to calculate the net weight of the product

### Consignment Product Details -1

41. Enter the **Batch/Lot Number** for the product code.
42. Click **Retrieve SFA Product Category** button to retrieve the SFA product category details.
43. Select SFA Product code, then click **Retrieve Product Description** button to retrieve the product description.
44. Enter and select packaging levels and packaging unit of measure, then click **Calculate Net Weight** button to calculate the net weight of the product. The net weight will be populated.

The screenshot displays the 'Required Lab Analysis' and 'Additional Lab Analysis' sections of the application. The 'Required Lab Analysis' section includes a 'Retrieve Lab Analysis' button, an 'Add' button, and a table with columns 'No.' and 'Test Category'. The 'Additional Lab Analysis' section includes a 'Retrieve Test Name Listing' button, an 'Add' button, and a table with columns 'No.' and 'Test Category'. Below these sections are fields for 'Production Date' and 'Expiry Date', a 'Remarks' field, and an 'Add' button. At the bottom, there is a table with columns 'No.', 'Batch / Lot Number', 'Product Code', 'SFA Product Category', 'SFA Product Code', and 'Actions'. Red boxes and callout lines highlight the 'Retrieve Lab Analysis', 'Add', 'Retrieve Test Name Listing', and 'Add' buttons, with callout boxes providing instructions for each.

Click **Retrieve Lab Analysis** button to retrieve the lab analysis details.

Click **Add** button to add the lab analysis details.

Click **Retrieve Test Name Listing** button to retrieve the test name details.

Click **Add** button to add the test name details.

Click **Add** button to add consignment product details.

#### Consignment Product Details -2

45. Click **Retrieve Lab Analysis** button to retrieve the Required Lab Analysis details.
46. [Optional] Click **Add** button to add the required lab analysis details.
47. [Optional] Click **Retrieve Test Name Listing** button to retrieve the test name.
48. [Optional] Click **Add** button to add the test name listing details.
49. Enter the Production Date and Expiry Date.
50. Click **Add** button to add the product details. The applicant can add, edit, or delete the consignment product details.

## Inspection

The screenshot shows the 'Inspection' section of a form. It contains two optional fields: 'Requested Date of Inspection' and 'Inspection Address'. A red callout box points to the 'Inspection' header with the text 'Enter the Requested Date of Inspection and Inspection Address'. The 'Requested Date of Inspection' field has a placeholder 'DD/MM/YYYY' and a calendar icon. The 'Inspection Address' field is a large text area with a '0/300' character count at the bottom right.

### Inspection

51. [Optional] Enter the Request Date of Inspection.
52. [Optional] Enter Inspection Address details.

## Consignor Details

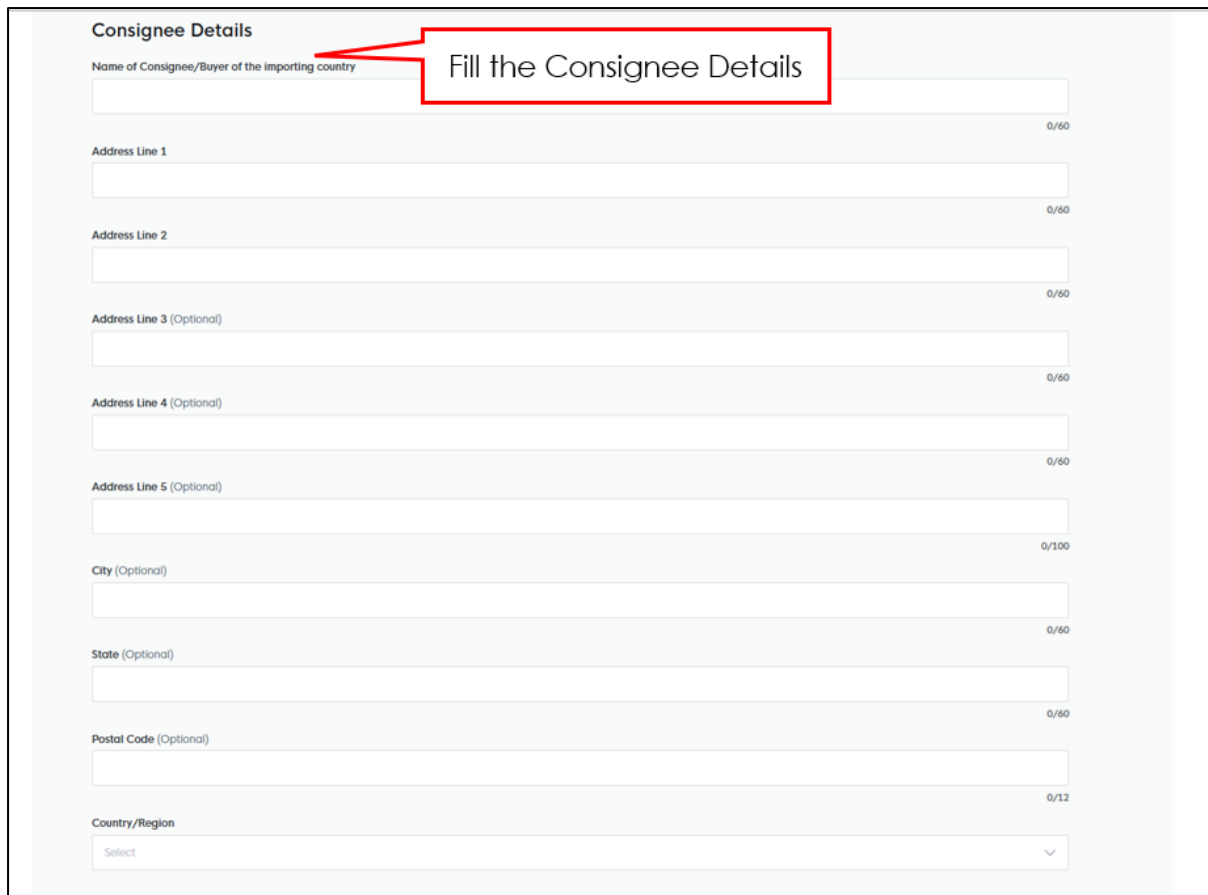
The screenshot shows the 'Consignor Details' section of a form. It includes fields for 'UEN of the Consignor', 'Name of the Consignor', 'Address' (with a 'Postal Code' sub-field), 'Block/House No.', 'Street Name', 'Floor/Level', 'Unit', and 'Building Name'. There are three buttons: 'Retrieve Consignor Details', 'Retrieve Address', and 'Reset Address'. Red callout boxes provide instructions: 'Enter the UEN of the Consignor' points to the UEN field; 'Click **Retrieve Consignor Details** to retrieve the consignor details' points to the 'Retrieve Consignor Details' button; 'Click **Retrieve Address** to retrieve the consignor address details' points to the 'Retrieve Address' button; and 'Click **Reset Address** to reset the address details.' points to the 'Reset Address' button. Character counts '0/20', '0/66', and '0/66' are visible next to the UEN, Name, and Address fields respectively.

### Consignor Details

53. Enter the UEN of the Consignor.
54. Click **Retrieve Consignor Details** button to retrieve the consignor details.
55. Enter the **Postal Code** and click **Retrieve Address** button to retrieve the consignor address.
56. Click **Reset Address** button to reset the address details.



## **Consignee Details**



The screenshot shows the 'Consignee Details' form. A red callout box with the text 'Fill the Consignee Details' points to the first input field. The form contains the following fields:

- Name of Consignee/Buyer of the importing country (0/60)
- 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) (0/100)
- City (Optional) (0/60)
- State (Optional) (0/60)
- Postal Code (Optional) (0/12)
- Country/Region (Select)

### **Consignee Details**

57. Enter the Name of Consignee/Buyer of the Importing Country.
58. Enter the address details in the respective fields.

## **Administrative Details**



The screenshot shows the 'Administrative Details' form with the following fields:

- Is a separate certificate required for every individual product? (Optional)  
☐ Yes [Y]
- Enter the additional No. of copies of certificates required (Optional) (0/3)

### **Administrative Details**

59. [Optional] Select the check box Yes for the question Is a separate certificate required for every individual product?
60. [Optional] Enter the Additional Number of copies of certificate required.

## Emergency Contact

The screenshot shows the 'Emergency Contact' form. It includes fields for Salutation (a dropdown menu), Name, Designation (Optional), Contact No. (with a country code dropdown and a text input), and Email. Below these fields is a table with columns: No., Salutation, Name, Designation, Contact No., and Actions. The table currently shows 'No data available in table'. A red box highlights the 'Add' button (a blue circle with a plus sign followed by the text 'Add'). A red callout box points to the 'Add' button with the text 'Click Add button to add emergency contact details.' Another red callout box points to the 'Salutation' dropdown with the text 'Fill the Emergency Contact Details'.

Emergency Contact

Salutation  
Select

Name

Designation (Optional)

Contact No.  
+65 E.g. 8123 4567

Email

+ Add

Click **Add** button to add emergency contact details.

Fill the Emergency Contact Details

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

## Emergency Contact

61. Fill the **Emergency Contact** details. A minimum of one contact is mandatory.

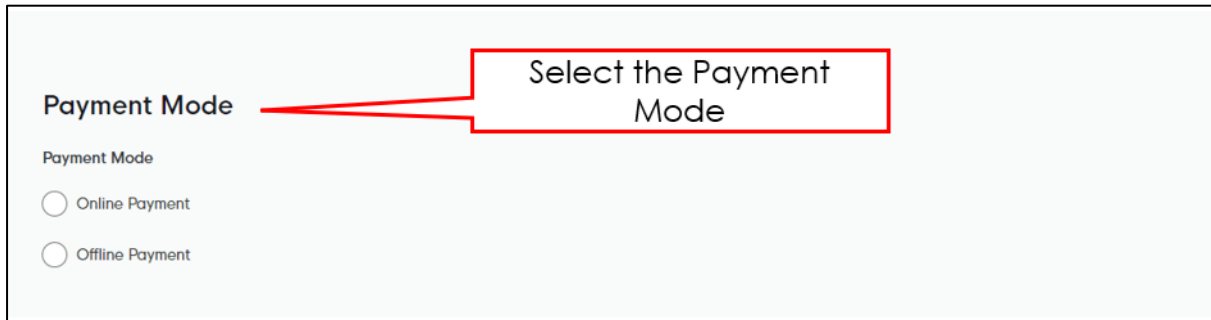
The screenshot shows the 'Emergency Contact' form after a contact has been added. A green success message 'Added successfully Your new information has been added.' is displayed in the top right corner. The 'Add' button is now disabled. The table below the form now contains one row of data:

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

## Emergency Contact Details Added

The applicant can add, edit, or delete the contact details.

## Payment



Payment Mode

Payment Mode

☐ Online Payment

☐ Offline Payment

### Payment Mode

62. Select **Online Payment** mode for paying the fees online via Gobusiness. [You will be prompted to make payment online via GoBusiness when your application is approved. You may wish to check for application with pending payment status on your Gobusiness dashboard after application is submitted and approved.]
63. Select **Offline Payment** mode for paying the fees offline via Giro [only applicable if you have **existing Giro arrangement with SFA.**]



Payment Mode

Payment Mode

☐ Online Payment

☒ Offline Payment

[Get GIRO Reference Number](#)

Existing GIRO Reference Number

Select

### Offline Payment

64. 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

Following are the list of supporting documents

- a) Catch Certificate - This supporting document type is applicable if "Yes" is selected for "Do you require official endorsement on the catch certificate?" field under Consignment Details section."
- b) Lab Results
- c) Manufacturer Declaration - This supporting document type is applicable if "Yes" is selected for "Do you require official endorsement on the manufacture declaration?" field under Consignment Details section.
- d) Others
- e) Product Details

The screenshot shows the 'Supporting Documents' section of a web application. It includes a 'File Type' dropdown menu, an 'Attachment' upload area with a file size limit of 2 MB and a character limit of 130, and an 'Add' button. Below these is a table with columns for 'File Type', 'Attachment', and 'Actions'. At the bottom are navigation buttons: 'General Information', 'Save Draft', and 'Review Form'. Red callout boxes provide instructions: one points to the 'File Type' dropdown with the text 'Select the **File Type**, upload the file and click Add. The supporting document will be uploaded.', and another points to the 'Add' button with the text 'Click **Add** button to upload supporting document details.'

### Upload Supporting Documents

Catch Certificate [CATCHCERTIFICATE]
Lab Results [FOODEXPORTCERTIFICATEPROCESSEDFOODLABRESULTS]
Manufacturer Declaration [MANUFACTURERDECLARATION]
Others [OTHERSUPPORTDOCS]
Product Details [FOODEXPORTCERTIFICATEPRODUCTDETAILS]

### Supporting Documents List

65. Select the **File Type** and click on Attachment to upload the supporting document. Click **Add** after the file has been successfully uploaded. The document is added successfully.

### Supporting Documents

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 hyphens (-) are allowed.

Drop a file here or click to upload

+

Add

File Type	Attachment	Actions
Lab Results [FOODEXPORTCERTIFICATEPROCESSEDFOODLABRESULTS]	<a href="#">test2.pdf</a>	<div><div></div><div></div></div>

Added successfully

Your new information has been added.

#### Uploaded Document

66. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.
67. Click **Review Form** to proceed and submit the application.

## Review Form

### Review and Declare

The screenshot shows the 'Review Form' page. It contains sections for General Information, Profile, Applicant Detail, Company Detail, and Application Details for Export Health Certificate (SFA). The Application Details section includes Owner Organisation Details and Applicant's Details. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Callouts point to these buttons and a scroll bar on the right.

Scroll down for all the sections and review the filled form.

Click **Back to Edit** for editing the application.

Click **Declaration** to declare and submit the application.

### Review Form

68. Click **Back to Edit** to continue editing the application.

69. Scroll down to review the filled details and click Declare to submit the application.

The screenshot shows the 'Declaration' page. It contains a 'General Declaration' section with a checkbox for 'I hereby declare that all of the above is true.' and an 'Export Health Certificate (SFA)' section. At the bottom, there are two buttons: 'Review Form' and 'Submit'. Callouts point to the checkbox and these buttons.

Click **Submit**.

Click **Review Form** to review the form again.

Check the box for declaration.

### Declare Form

70. Scroll to read the declaration and Check the box for declaration.

71. Click **Review Form** to review the form again.
72. Click **Submit** to submit the declaration and continue to acknowledgment page.

## Acknowledgement

An Acknowledgement for this application will be displayed.

The screenshot displays the 'Acknowledgement' page. At the top left, it says 'We have received your application' with a sub-note 'A confirmation email has been sent to you.' In the top right corner, there is a green success message: 'Successfully submitted. You have successfully submitted.' Below this, the 'Application Status' section contains a table with the following data:

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Export Health Certificate	FC254821823	3 working days	<a href="#">Submitted</a>

Below the table, the 'Next Steps' section states: 'Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard. For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.' A red callout box with the text 'Click Return to Dashboard' points to a button labeled 'Return to Dashboard →'.

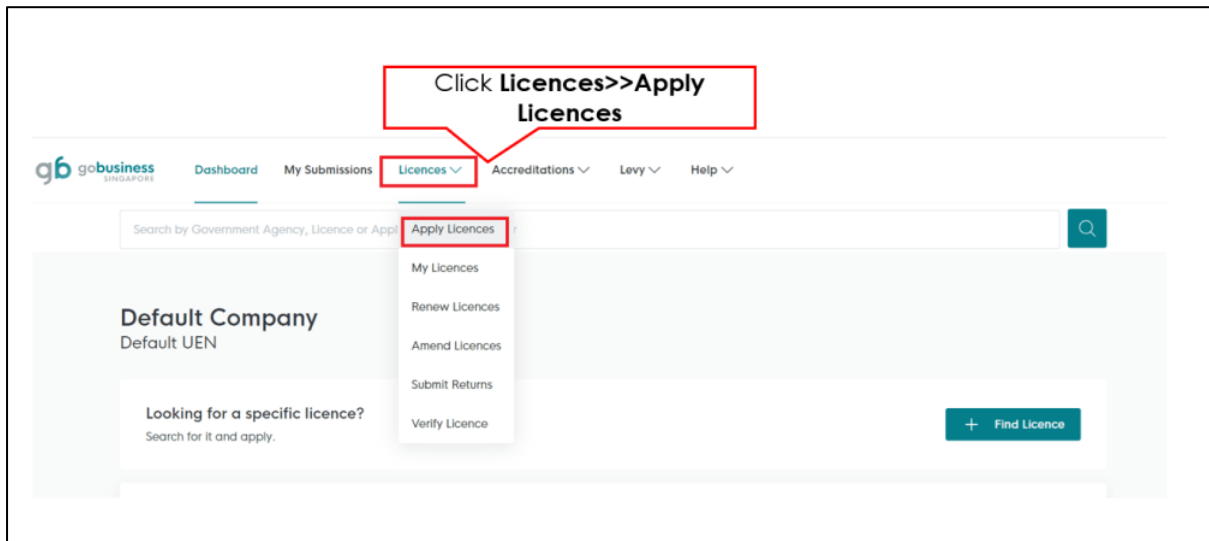
### Acknowledgement

73. The acknowledgement mail will be sent to your registered email.
74. Click **Return to Dashboard** to exit.

# Chapter 7: Apply for Veterinary Certificate for Food Producing Animals

## Apply New Licence Application (Company)

### Choose Agency



### Licences

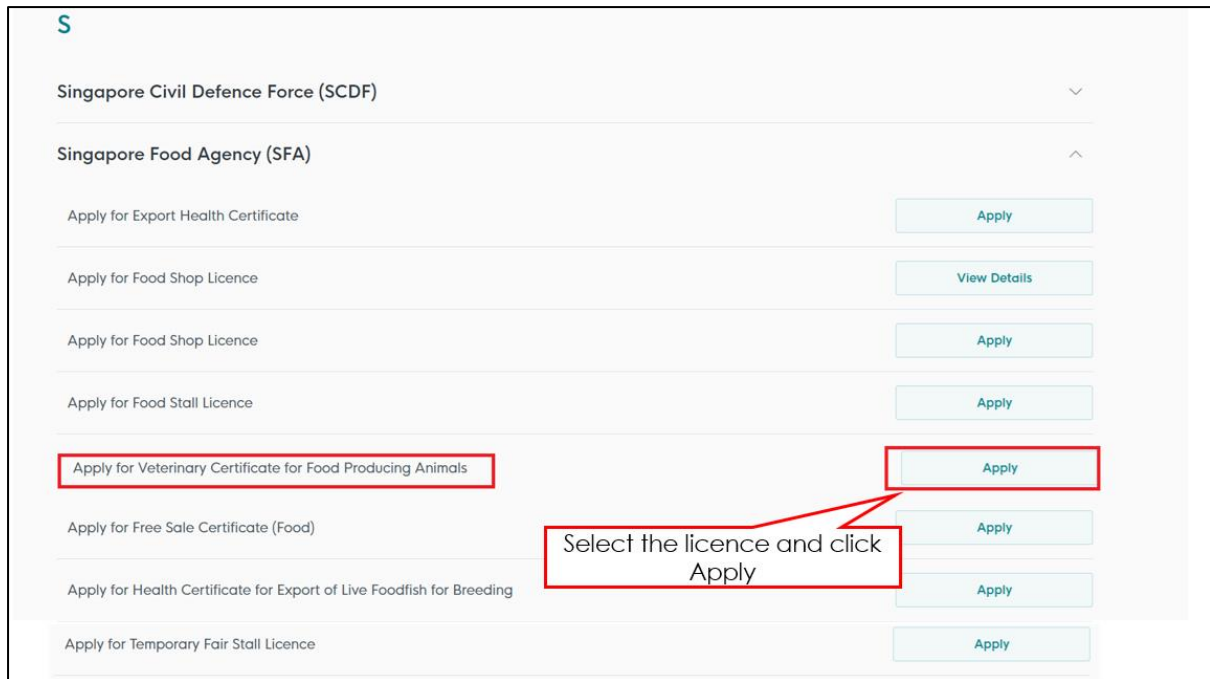
1. Click **Licences>>Apply Licences**.



### Select Singapore Food Agency

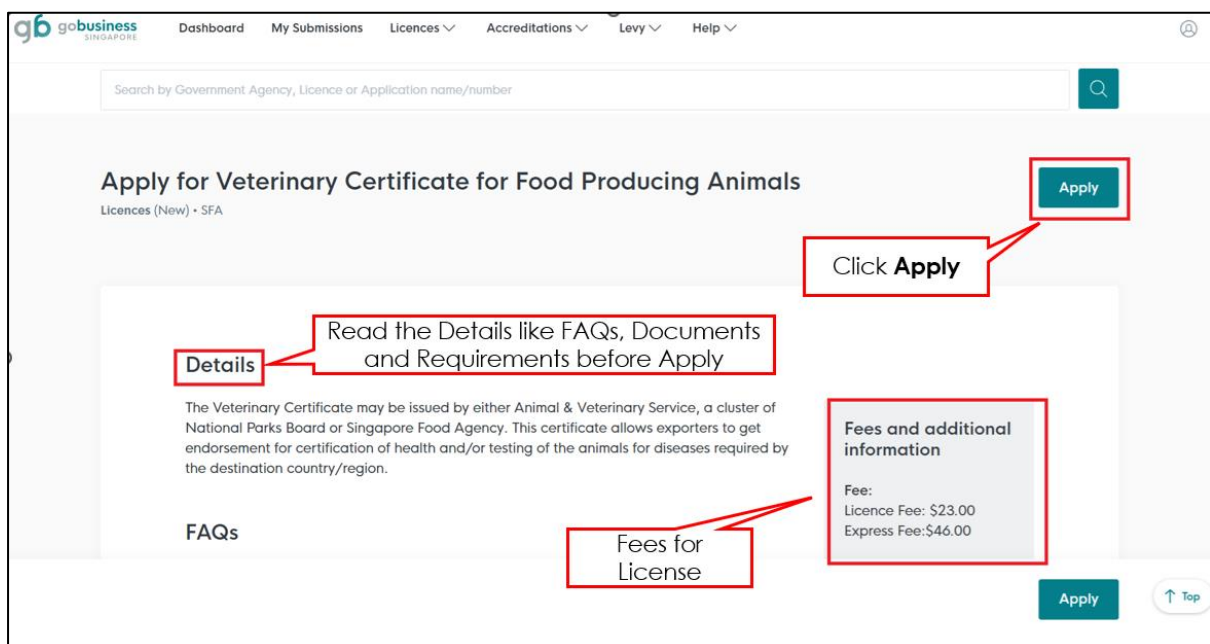
2. Select **Singapore Food Agency (SFA)**.





#### Select Licence and Apply

3. Select the **Apply for Veterinary Certificate for Food Producing Animals**.
4. Click **Apply** to continue application. Note the fees and read the details before applying.



#### Apply for Veterinary Certificate for Food Producing Animals


5. Read the **Details** section for Documents and Requirements and note the fees for licence. Then click **Apply**.

## General Information

### As an Applicant

**You are applying for Veterinary Certificate for Food Producing Animals (SFA)**

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

 Estimated 30 mins to complete

**STEP 1**

**General Information**

Review and fill the following details for application.

**Profile**

I am applying

☒ As an applicant

☐ On behalf of applicant

Choose **As an applicant**

#### General Information – As an Applicant

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

**Applicant Detail**

Salutation  
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.  
136

Street Name  
Bedok North Avenue 3

Floor/Level (Optional)  
12

Unit (Optional)  
111

Building Name  
Bedok Tower

Retrieve Address

Reset Address

Fill the Applicant Detail

### Applicant Details

7. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and controls:

- Company Name:** Text input field containing 'MANAGEMENT PTE'.
- UEN:** Text input field containing '197101238G'.
- Entity Type:** Dropdown menu with 'Local Company' selected.
- Registered Address:**
  - Postal Code:** Text input field containing '117438'.
  - Retrieve Address:** Button with a magnifying glass icon.
  - Block/House No.:** Dropdown menu with '10' selected.
  - Street Name:** Text input field containing 'Pasir Panjang Road'.
  - Floor/Level (Optional):** Text input field containing '10'.
  - Unit (Optional):** Text input field containing '01'.
  - Building Name:** Text input field containing 'Mapletree Business City'.
  - Reset Address:** Button with a circular arrow icon.
- Buttons:** 'Save Draft' and 'Application Details →' buttons at the bottom right.

Red callout boxes highlight the following actions:

- A box labeled 'Fill the Company Detail' points to the 'Company Name' field.
- A box labeled 'Click **Save Draft** Click **Application Details**' points to the 'Save Draft' and 'Application Details' buttons.

#### 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

### You are applying for Veterinary Certificate for Food Producing Animals (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 mins to complete

**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

Name  
Tim Tom

ID Type  
NRIC

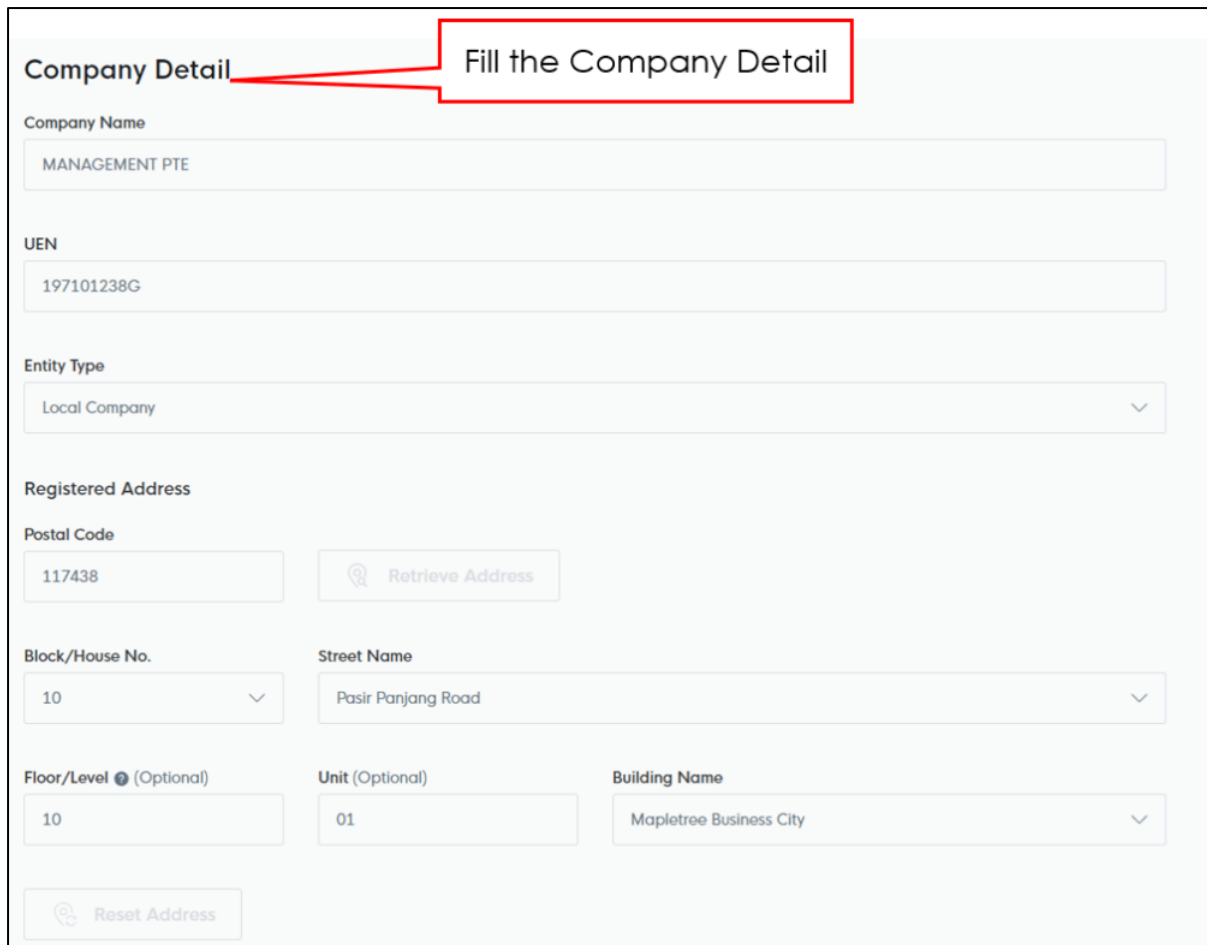
ID No.  
\*\*\*\*2356G

Email  
tintom@abc.com

Contact Number  
+65 9876 5432

### Applicant Details

12. Fill the Applicant Details.



The screenshot shows a web form titled "Company Detail". A red rectangular box highlights the title, and a red arrow points from it to the text "Fill the Company Detail". The form contains the following fields and buttons:

- Company Name:** Text input field containing "MANAGEMENT PTE".
- UEN:** Text input field containing "197101238G".
- Entity Type:** Dropdown menu showing "Local Company".
- Registered Address:**
  - Postal Code:** Text input field containing "117438".
  - Retrieve Address:** Button with a location pin icon.
  - Block/House No.:** Dropdown menu showing "10".
  - Street Name:** Dropdown menu showing "Pasir Panjang Road".
  - Floor/Level (Optional):** Text input field containing "10".
  - Unit (Optional):** Text input field containing "01".
  - Building Name:** Dropdown menu showing "Mapletree Business City".
  - Reset Address:** Button with a circular arrow icon.

#### Company Details

13. Fill the Company Details.

14. Click **Retrieve Address** to retrieve the address after entering the postal code.

The screenshot shows the 'Filer Detail' form. A red box labeled 'Fill the Filer Detail' points to the form fields. The fields include: Salutation (dropdown menu), Name (text input with 'Tim Tom'), ID Type (text input with 'NRIC'), ID No. (text input with '\*\*\*\*2356G'), Email (text input with 'tintom@abc.com'), and Contact Number (text input with '+65' and '9876 5432'). At the bottom right, there are two buttons: 'Save Draft' and 'Application Details' with a right arrow. A red box labeled 'Click Save Draft' and 'Click Application Details' points to these buttons.

#### Filer Details

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

## Application Details

The screenshot shows the 'Application Details for Veterinary Certificate for Food Producing Animals (SFA)' form. It is labeled 'STEP 2' and says 'Fill in the following details.' The section is titled 'Owner Organisation Details'. Below the title, it says 'Please click on the re' and 'Click **Retrieve** to get the details and select the appropriate Applicant Type'. A red box labeled 'Retrieve' points to a button. Below this, there are two dropdown menus: 'Applicant Type' with the selected value 'Organisation [Organisation]' and 'Owner Organisation Name [UEN/ NRIC]' with the selected value '123456789 - ABC COMPANY PTE LTD'.

#### Owner Organisation Details

18. Click **Retrieve** to get the details. Select appropriate Applicant Type from the dropdown list. Note: Based on the UEN type, the Applicant Type will be Individual or Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated for selection.

**Applicant's Details**

Citizenship  
Select

Sex  
☐ Male [M]  
☐ Female [F]

Date of Birth  
DD/MM/YYYY

Designation (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.  
☐ Home Tel 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)  
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)  
☐ Yes [Y]

**Fill the Applicant's Details**

**Applicant's Details**

19. Fill the Applicant's Details.

**Applicant's Address Details**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Mailing Address**

Address Type  
☐ Local [LOCAL]  
☐ Foreign [FOREIGN]

**Fill the Applicant's Address Details**

**Fill the Mailing Address**

**Applicant's Address and Mailing Address**



20. Fill in the Applicant's Address.

21. Please fill in the details of a Singapore Local Address.

**Applicant's Address Details**

Address Type  
☒ Local [LOCAL] Select **Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises  
Select

Local Address

Postal Code  
 Retrieve 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 Click **Reset Address** button to reset the address details.

**Applicants Address Type Local**

22. Fill the **Mailing Address** details.

23. Please fill in the details of a **Singapore Local Address**.

**Mailing Address**

Address Type  
☒ Local [LOCAL] Select **Local**  
☐ Foreign [FOREIGN]

Applicant Local Address Format  
☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises  
Select

Mailing Address

Postal Code  
 Retrieve 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 Click **Reset Address** button to reset the address details.

**Mailing Address Type Local**

24. Fill the Address fields.
25. Enter the postal code and click **Retrieve Address** to retrieve the address details.
26. Click **Reset Address** to reset the address details.
27. Continue filling Organisation Operating Address and Contact Details next.

**Organisation Operating Address and Contact Details**

The screenshot shows a web form titled "Organisation Operating Address" and "Organisation Contact Details". The "Organisation Operating Address" section has a title and a red callout box pointing to it with the text "Fill the Organisation Operating Address". Below the title is the "Address Type" section with two radio buttons: "Local [LOCAL]" and "Foreign [FOREIGN]". The "Organisation Contact Details" section has a title and a red callout box pointing to it with the text "Fill the Organisation Contact Details". Below the title are four input fields: "Telephone Number" (with a dropdown for "+65" and a placeholder "E.g. 8123 4567"), "Fax Number (Optional)" (with a dropdown for "+65" and a placeholder "E.g. 8123 4567"), "Business Email" (a single-line text input), and "UEN of Former Company (Optional)" (a single-line text input). The bottom right corner of the form has a "0/20" character count.

**Organisation Address and Contact Details**

28. 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 Operating Address**

Address Type

☒ Local [LOCAL] Select **Local**

☐ Foreign [FOREIGN]

Local Address Format

☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address Click **Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional)  Eg: 01, B1, 01M

Unit (Optional)  Eg: #05-01, use 01

Building Name (Optional)

Reset Address

**Local Address**

29. Fill the Address fields.
30. Enter the postal code and click **Retrieve Address** to retrieve the address details.
31. Click **Reset Address** to reset the address details.
32. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

**Organisation Operating Address**

Address type

☐ Local [LOCAL]

☒ Foreign [FOREIGN]

Type of Premises

Select

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)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

**Foreign Address**

33. Fill the Address fields.
34. Continue filling Consignment Details next.

## Consignment Details

The screenshot shows a web form titled "Consignment Details". It contains several input fields: "Mode of Transport" (dropdown), "Date of Export" (calendar icon), "Port of Exit" (dropdown), "Country/ Region of Destination" (dropdown), "Discharge Port" (dropdown), "Estimated Time of Departure (Optional)" (time picker), and "Flight No./Vehicle No./Vessel No. (Optional)" (text field). A red box highlights the "Retrieve Discharge Port" button, which is located below the "Country/ Region of Destination" dropdown. A red callout box points to this button with the text: "Click **Retrieve Discharge Port** button to retrieve the discharge port details". The bottom right corner of the form shows "0/20".

### Consignment Details

35. Select the **Mode of Transport** from the dropdown menu. Air, Land, Mail, Passenger, Hand Carried, Rails, Road, Sea.
36. Enter the **Date of Export** and select the **Port of Exit** from the dropdown menu.
37. Select the **Country/Region of Destination** from the dropdown menu
38. Click **Retrieve Discharge Port** button to retrieve the discharge port details.

## Consignor Details

The screenshot shows the 'Consignor Details' form. It includes a text input for 'UEN of the Consignor' with a callout 'Enter the UEN of the Consignor'. Below it is a 'Retrieve Consignor Details' button with a callout 'Click **Retrieve Consignor Details** to retrieve the consignor details'. The 'Address' section has a 'Postal Code' input and a 'Retrieve Address' button with a callout 'Click **Retrieve Address** to retrieve the consignor address details'. Below the postal code are dropdowns for 'Block/House No.', 'Street Name', 'Floor/Level (Optional)', 'Unit (Optional)', and 'Building Name (Optional)'. At the bottom is a 'Reset Address' button with a callout 'Click **Reset Address** to reset the address details.'

### Consignor Details

39. Enter the UEN of the Consignor.
40. Enter the **Postal Code** and click **Retrieve Address** button to retrieve the consignor address.
41. Click **Reset Address** button to reset the address details.

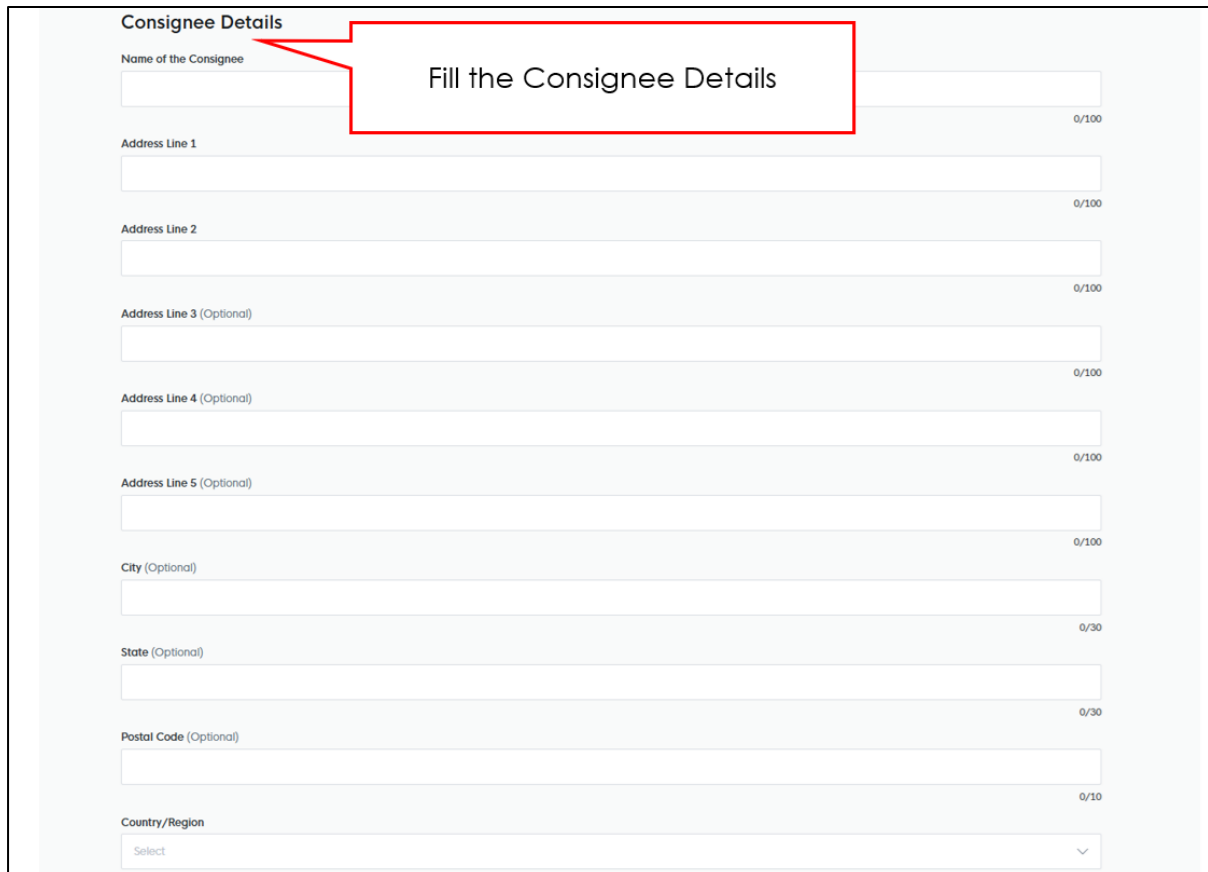
## Exact Address to Reflect on the Certificate

The screenshot shows the 'Exact Address to Reflect on the Certificate' form. It starts with a dropdown for 'Type of Premises - Certificate' with a callout 'Select the Type of Premises-Certificate'. Below is the 'Address to Reflect on the Certificate' section, which includes a 'Postal Code' input and a 'Retrieve Address' button with a callout 'Click **Retrieve Address** to retrieve the address to reflect on the certificate'. Below the postal code are dropdowns for 'Block/House No.', 'Street Name', 'Floor/Level (Optional)', 'Unit (Optional)', and 'Building Name (Optional)'. At the bottom is a 'Reset Address' button with a callout 'Click **Reset Address** to reset the address details.'

### Exact Address to Reflect on the Certificate

42. Select the **Type of Premises – Certificate** from the dropdown menu.
43. Enter the **Postal Code** and click **Retrieve Address** button to retrieve the address to reflect on the certificate.
44. Click **Reset Address** button to reset the address details.

### Consignee Details

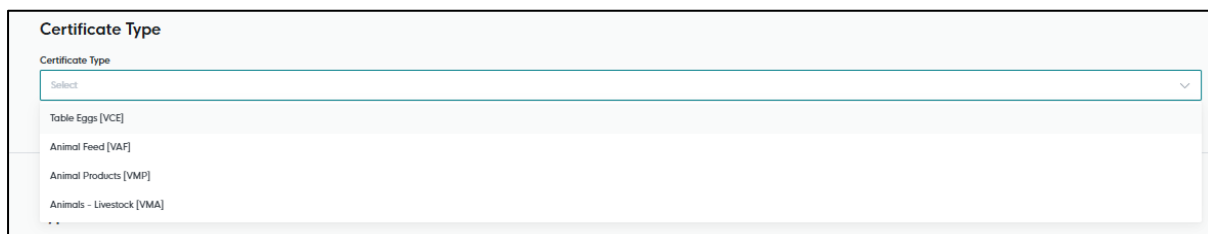


The screenshot shows the 'Consignee Details' form. A red callout box with the text 'Fill the Consignee Details' points to the 'Name of the Consignee' field. The form includes the following fields: 'Name of the Consignee' (0/100), 'Address Line 1' (0/100), 'Address Line 2' (0/100), 'Address Line 3 (Optional)' (0/100), 'Address Line 4 (Optional)' (0/100), 'Address Line 5 (Optional)' (0/100), 'City (Optional)' (0/30), 'State (Optional)' (0/30), 'Postal Code (Optional)' (0/30), and 'Country/Region' (0/10) with a dropdown menu.

### **Consignee Details**

45. Enter the Name of the Consignee.
46. Enter the address details in the respective fields.

### Certificate Type



The screenshot shows the 'Certificate Type' dropdown menu. The dropdown is open, showing the following options: 'Table Eggs [VCE]', 'Animal Feed [VAF]', 'Animal Products [VMP]', and 'Animals – Livestock [VMA]'. The 'Select' option is at the top of the dropdown.

### **Certificate Type**

47. Select the **Certificate Type** as Table Eggs, Animal Feed, Animal Products, or Animals – Livestock from the dropdown menu. The following screens will be auto populated based on the selection.

**Description of Consignment (Table Eggs)**

Description of Table Eggs 0/100

Country/ Region of Origin Select

Farm of Origin 0/66

Quantity (pieces) 0/10

UOM field for Quantity (Pieces) Select

Remarks (Optional) 0/10

**+ Add**

No.	Description of Table Eggs	Country/ Region of Origin	Farm of Origin	Quantity (pieces)	Actions
No data available in table					

**Certificate Type-Table Eggs**

48. Enter the **Description of Consignment (Table of Eggs)**.
49. Select the **Country/Region of Origin** from the dropdown list.
50. Enter the **Farm of Origin**.
51. Enter the **Quantity(pieces)**.
52. Enter the **UOM Field for Quantity(Pieces)**.
53. [Optional] Enter the **Remarks**.
54. Click **Add** button to add the description of consignment (table of eggs). The description will be added successfully. The details can be added, edited, deleted.



The screenshot shows a web form titled 'Local Manufacturer Details'. It contains several sections: 'Licenced Feedmill Name (Optional)', 'Type of Premises' (a dropdown menu), 'Address' (with fields for 'Postal Code', 'Block/House No.', and 'Street Name'), 'Floor/Level (Optional)' (with an example 'Eg. 01, 01, 01A'), 'Unit (Optional)' (with an example 'Eg. W01-01, unit 01'), and 'Building Name (Optional)'. Below these are two buttons: 'Retrieve Address' and 'Reset Address'. A callout box points to the 'Retrieve Address' button with the text 'Click **Retrieve Address** to retrieve the address details.' Another callout box points to the 'Reset Address' button with the text 'Click **Reset Address** to reset the address details.' The next section is 'Description of Consignment (Animal Feed)', which includes a 'Description of Feed' field, 'Product Code (Optional)', 'Lot No./Batch No. (Optional)', 'Quantity', 'Units - Quantity' (a dropdown), 'Weight', and 'Units - Weight' (a dropdown). Below this is a section for 'Presence of Ingredients of Animal Origin' with radio buttons for 'Yes [Y]' and 'No [N]'. There are also 'More' buttons. A callout box points to the 'Add' button at the bottom of this section with the text 'Click **Add** button to add the consignment details.' The bottom of the form features a table with columns: 'No.', 'Description of Feed', 'Product Code', 'Lot No./Batch No.', 'Quantity', and 'Units - Quantity'. The table is currently empty, and a message 'No data available in table' is displayed.

#### Certificate Type - Animal Feed

55. [Optional] Enter the **Licenced Feedmill Name**.
56. Select the **Type of Premises** from the dropdown list.
57. Enter the **Postal Code** and click **Retrieve Address** to retrieve the address details.
58. Click **Reset Address** to reset the address details.
59. Fill the following fields in the Description of Consignment (Animal Feed).
60. Enter the **Description of Feed**.
61. [Optional] Enter the **Product Code** of the Animal Feed.
62. [Optional] Enter the **Lot No./Batch No.**
63. Enter the **Quantity** of Animal Feed.

64. Select the **Unit-Quantity** from the dropdown list.
65. Enter the **Weight** in KG of the Animal Feed.
66. Select Yes or No for the Presence of Ingredients of Animal Feed Origin.
67. [Optional] Enter the Manufacturer Name, Manufacturer Address, Manufacturer Date.
68. [Optional] Enter the **Remarks**.
69. Click **Add** button to add the description of consignment (Animal Feed). The description will be added successfully. The details can be added, edited, deleted.

**Description of Consignment (Animal Products)**

Description of Animal Product 0/100

Country/ Region of Origin Select

Manufacturer (If applicable) (Optional) 0/100

Manufacturing Date (Optional) 0/10

DD/MM/YYYY

Code / Batch No. (If applicable) (Optional) 0/10

Quantity 0/10

Units - Quantity Select

Weight (Optional) 0/10

Unit of Measure: Kilograms (KG)

Units - Weight (Optional) Select

Date of Sterilization (Optional) 0/10

Please note: If your animal product is Duck Feathers, Date of Sterilization is required field

DD/MM/YYYY

Invoice No. 0/10

Remarks (Optional) 0/100

**Add**

No.	Description of Animal Product	Country/ Region of Origin	Manufacturer (if applicable)	Manufacturing Date	Code / Batch No. (If applicable)	Quantity	Units - Quantity	Actions

#### **Certificate Type - Animal Products**

70. Enter the **Description of Animal Product**.
71. Select the **Country/Region of Origin** from the dropdown list.
72. [Optional] Enter the **Manufacturer (If Applicable), Manufacturer Address**.
73. [Optional] Enter the **Code/Batch No (If Applicable)** of the Animal Product.
74. Enter the **Quantity** of Animal Product.
75. Select the **Unit-Quantity** from the dropdown list.
76. Enter the **Weight** in KG of the Animal Product.
77. [Optional] Enter the **Date of Sterilization**. Please Note: if your animal product is Duck Feathers, Date of Sterilization is required field.

78. [Optional] Enter the **Invoice** and **Remarks**.

79. Click **Add** button to add the description of consignment (Animal Product). The description will be added successfully. The details can be added, edited, deleted.

### Administrative Details

**Administrative Details**

Enter the No. of copies of certificates required (Optional)

0/3

#### **Administrative Details**

This Administrative Details section will be displayed only if Animal Product is selected.

80. [Optional] Enter the No of copies of the certificate required.

**Description of Consignment (Animals – Livestock)**

Type of Animal

Species – Livestock

Sex (Optional)

Age (Optional)  
 Please indicate age in years and months e.g. 1 Yr 2 Mths  
  
 0/10

Colour (Optional)

Quantity (heads)  
  
 0/10

UOM field for Quantity (Heads)

Remarks (Optional)  
  
 0/150

Click **Add** button to add the consignment details.

Add

No.	Type of Animal	Species - Livestock	Sex	Age	Colour	Quantity (heads)	UOM field for Quantity (Heads)	Actions
No data available in table								

#### **Certificate Type – Animals -Livestock**

81. Select the **Type of Animal** - Livestock from the dropdown list.

82. Select the Species – Livestock from the dropdown list. (Species are Oxen, Buffalo, Sheep, Goat, Poultry, Frog, Turtle, Crustacean, Fish, Cattle.

83. [Optional] Select the **Sex** from the dropdown list.

84. [Optional] Enter the **Age**. Please indicate the age in years and months.

85. [Optional] Select the **Colour** from the dropdown list.

86. Enter the **Quantity(heads)** of Animal Livestock.

87. Enter the **UOM Field for Quantity(heads)**.

88. [Optional] Enter the **Remarks**.
89. Click **Add** button to add the description of consignment (Animals-Livestock). The description will be added successfully. The details can be added, edited, deleted.

### Type of Service

Type of Service

Type of Service

☐ Normal [NORMAL]

☐ Express [EXPRESS]

## Type of Service

90. Select the **Type of Service** as Normal or Express.

### Emergency Contact

### Emergency Contact

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65

E.g. 8123 4567

Email

+

Add

Click **Add** button to add emergency contact details.

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

### Emergency Contact

91. Fill the **Emergency Contact** details. A minimum of one contact is mandatory.

The screenshot shows the 'Emergency Contact' form. It includes fields for Salutation (a dropdown menu), Name, Designation (Optional), Contact No. (with a country code dropdown and a text input), and Email. A green success message states 'Added successfully Your new information has been added.' Below the form is a table of existing contacts.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

#### Emergency Contact Details Added

The applicant can add, edit, or delete the contact details.

## Payment

The screenshot shows the 'Payment Mode' section with two radio button options: 'Online Payment' and 'Offline Payment'. A red callout box points to the 'Payment Mode' label with the text 'Select the Payment Mode'.

#### Payment Mode

92. Select **Online Payment** mode for paying the fees online via Gobusiness. [You will be prompted to make payment online via GoBusiness when your application is approved. You may wish to check for application with pending payment status on your Gobusiness dashboard after application is submitted and approved.]
93. Select **Offline Payment** mode for paying the fees offline via Giro [only applicable if you have **existing Giro arrangement with SFA.**]

**Payment Mode**

Payment Mode

☐ Online Payment

☒ Offline Payment

**Get GIRO Reference Number**

Existing GIRO Reference Number

Select

#### Offline Payment

94. 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

Following are the list of supporting documents

- a) Catch Certificate
- b) Lab Results
- c) Manufacturer Declaration
- d) Others
- e) Product Details

**Supporting Documents**

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 hyphens (-) are allowed.

Drop a file here or click to upload

**+ Add**

Click **Add** button to upload supporting document details.

File Type

Attachment

Actions

No data available in table

General Information Save Draft Review Form

#### Upload Supporting Documents

Catch Certificate [CATCHCERTIFICATE]

Lab Results [FOODEXPORTCERTIFICATEPROCESSEDFOODLABRESULTS]

Manufacturer Declaration [MANUFACTURERDECLARATION]

Others [OTHERSUPPORTDOCS]

Product Details [FOODEXPORTCERTIFICATEPRODUCTDETAILS]

### Supporting Documents List

95. Select the **File Type** and click on Attachment to upload the supporting document. Click **Add** after the file has been successfully uploaded. The document is added successfully.

#### Supporting Documents

✓ Added successfully  
 Your new information has been added.

File Type

Select

Attachment

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 hyphens (-) are allowed.

Drop a file here or click to upload

+ Add

File Type	Attachment	Actions
Lab Results [FOODEXPORTCERTIFICATEPROCESSEDFOODLABRESULTS]	<a href="#">test2.pdf</a>	<div style="display: flex; justify-content: space-around; width: 100px;"> <span>✎</span> <span>✖</span> </div>

### Uploaded Document

96. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.

97. Click **Review Form** to proceed and submit the application.

## Review Form

### Review and Declare

The screenshot shows the 'Review Form' page. It contains several sections: General Information, Profile, Applicant Detail, Application Details for Veterinary Certificate for Food Producing Animals (SFA), Owner Organisation Details, Applicant's Details, Emergency Contact, and Payment Mode. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Callouts provide instructions: 'Scroll down for all the sections and review the filled form.' points to the form content; 'Click **Back to Edit** for editing the application.' points to the 'Back to Edit' button; and 'Click **Declaration** to declare and submit the application.' points to the 'Declaration' button.

### Review Form

98. Click **Back to Edit** to continue editing the application.

99. Scroll down to review the filled details and click Declare to submit the application.

The screenshot shows the 'Declaration' page, labeled 'STEP 4'. It contains a 'General Declaration' section with a checkbox and text: 'I declare that all the information given in this application form is true and correct.' Below this is a 'Veterinary Certificate for Food Producing Animals (SFA)' section with a paragraph of text. At the bottom, there are two buttons: 'Review Form' and 'Submit'. Callouts provide instructions: 'Check the box for declaration.' points to the checkbox; 'Click **Review Form** to review the form again.' points to the 'Review Form' button; and 'Click **Submit**.' points to the 'Submit' button.

### Declare Form

100. Scroll to read the declaration and check the box for declaration.



101. Click **Review Form** to review the form again.

## 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
Veterinary Certificate for Food Producing Animals	FC254825226	Normal: 3 working days, Express: 1 working day	Submitted

**Next Steps**  
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check the status of your application.  
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

Click **Return to Dashboard**

Return to Dashboard →

## Acknowledgement

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

103. Click **Return to Dashboard** to exit.