GoBusiness
Export Licences
New Application User Guide

Version: 1.0

CONTENTS

Chapter 1: About this Guide

Background

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

- 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**.
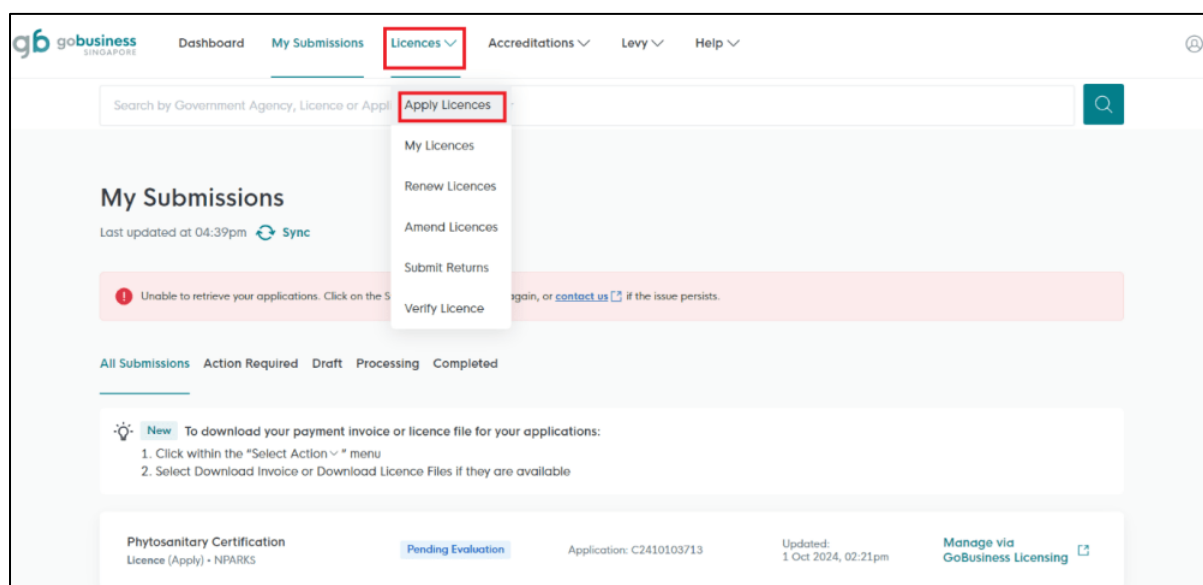
Application screen

- 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
SingPass	• Personal	• Authorisation is done through SingPass. For more details on SingPass, visit **https://www.singpass.gov.sg**. • 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.
CorpPass	• Corporate	• Authorisation is done through CorpPass. For more details on CorpPass, visit **https://www.corppass.gov.sg**. • User can be anyone authorised by the company through CorpPass. • An authorized filer can apply for the licence on behalf of the company. • User will be entering the UEN of the company and CorpPass ID of the individual user.

Individual User Login

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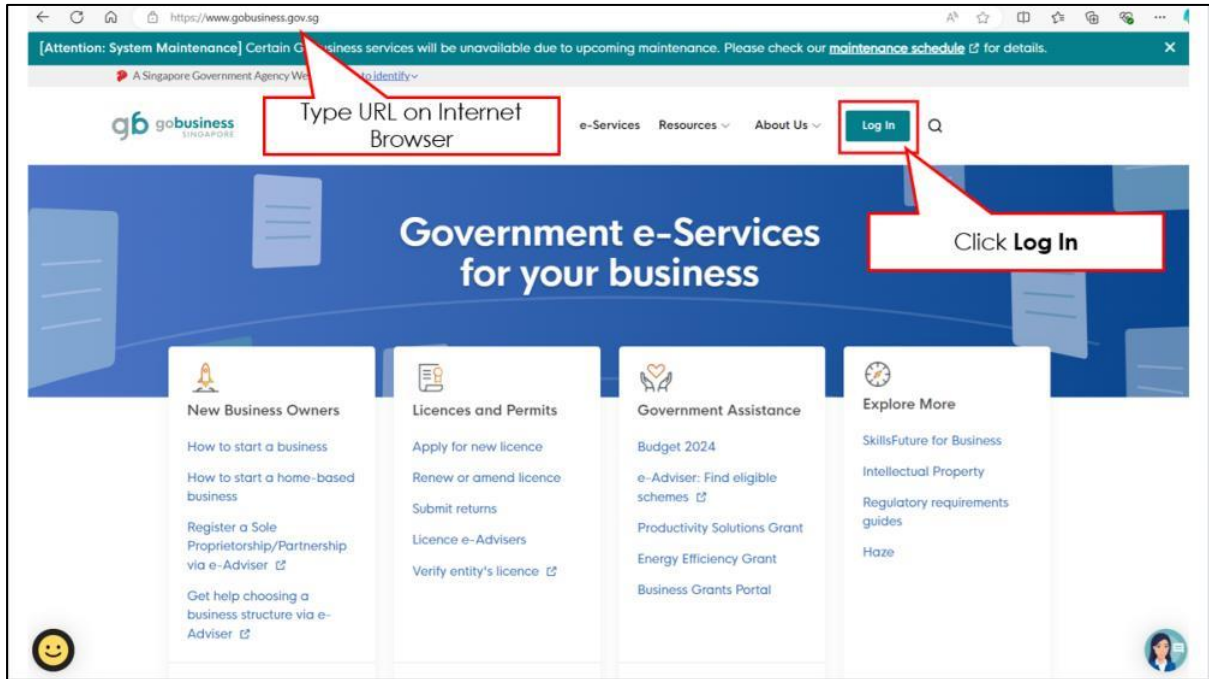
Home Page

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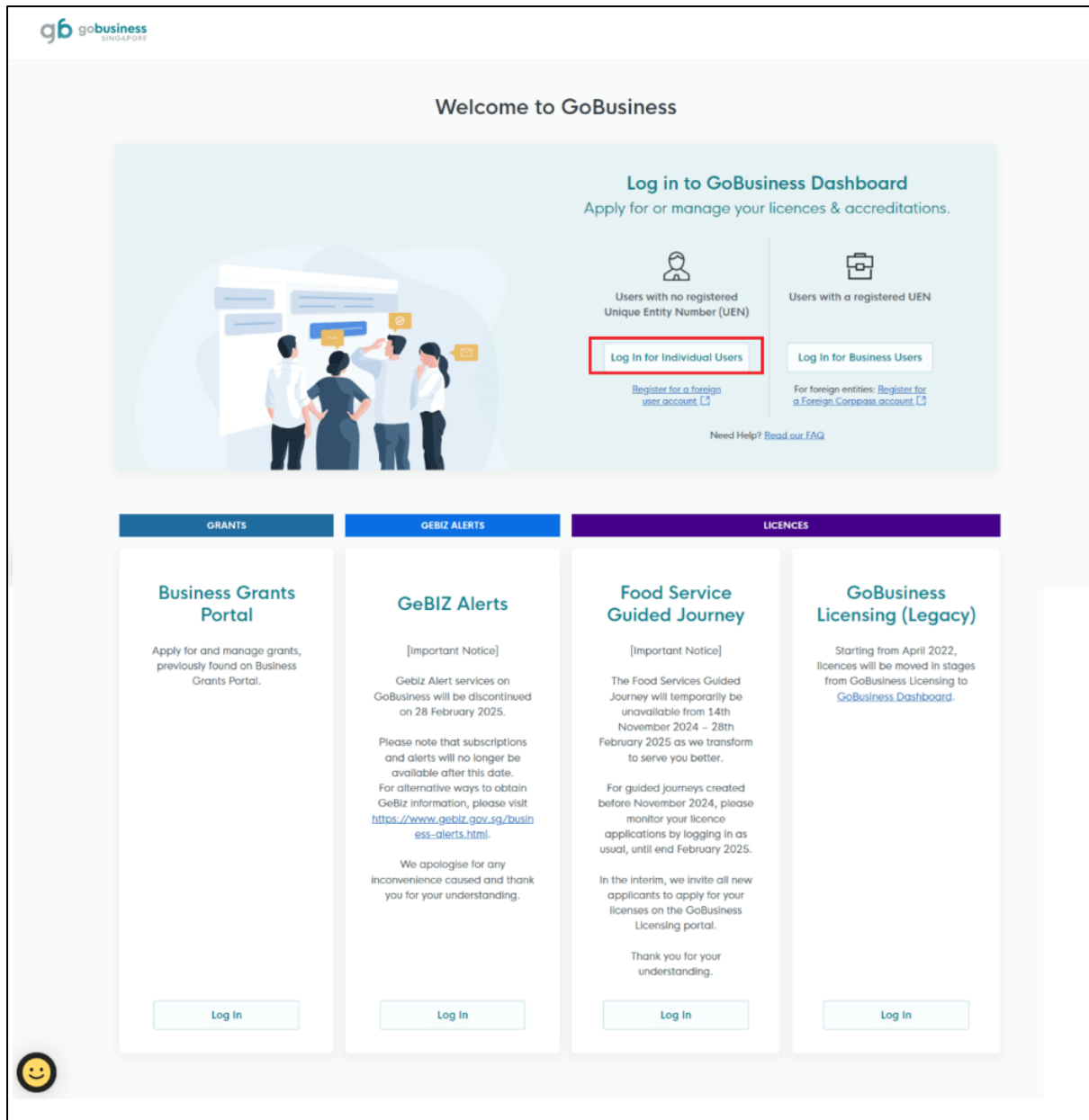
Log In For Individual Users

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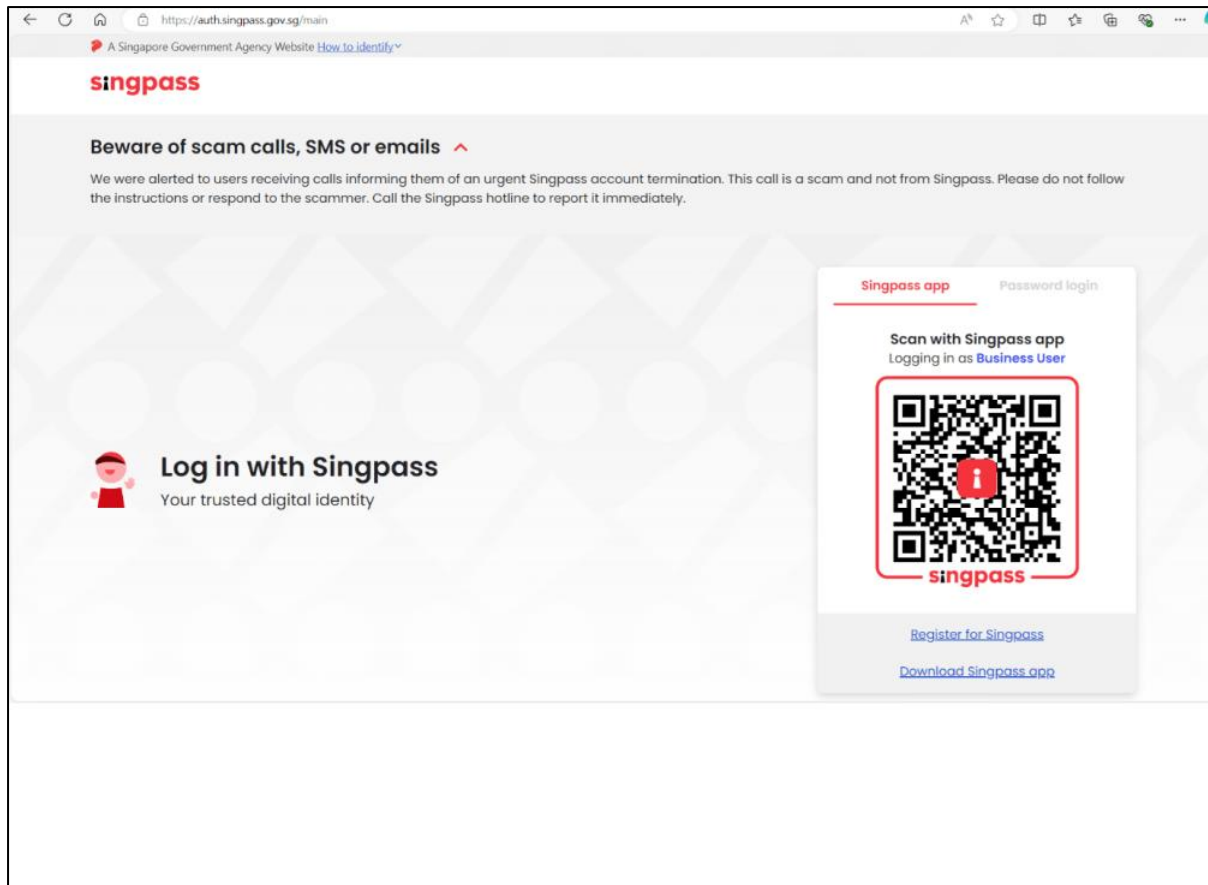
SingPass Login for Individual Users

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.
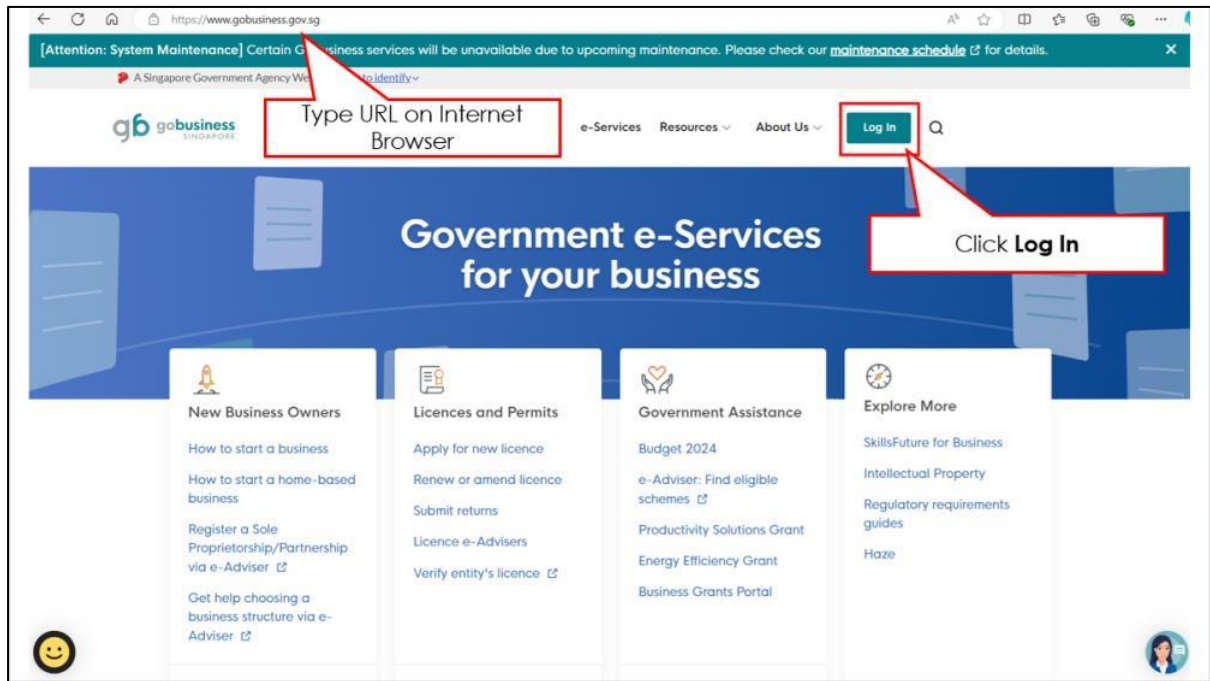
Home Page

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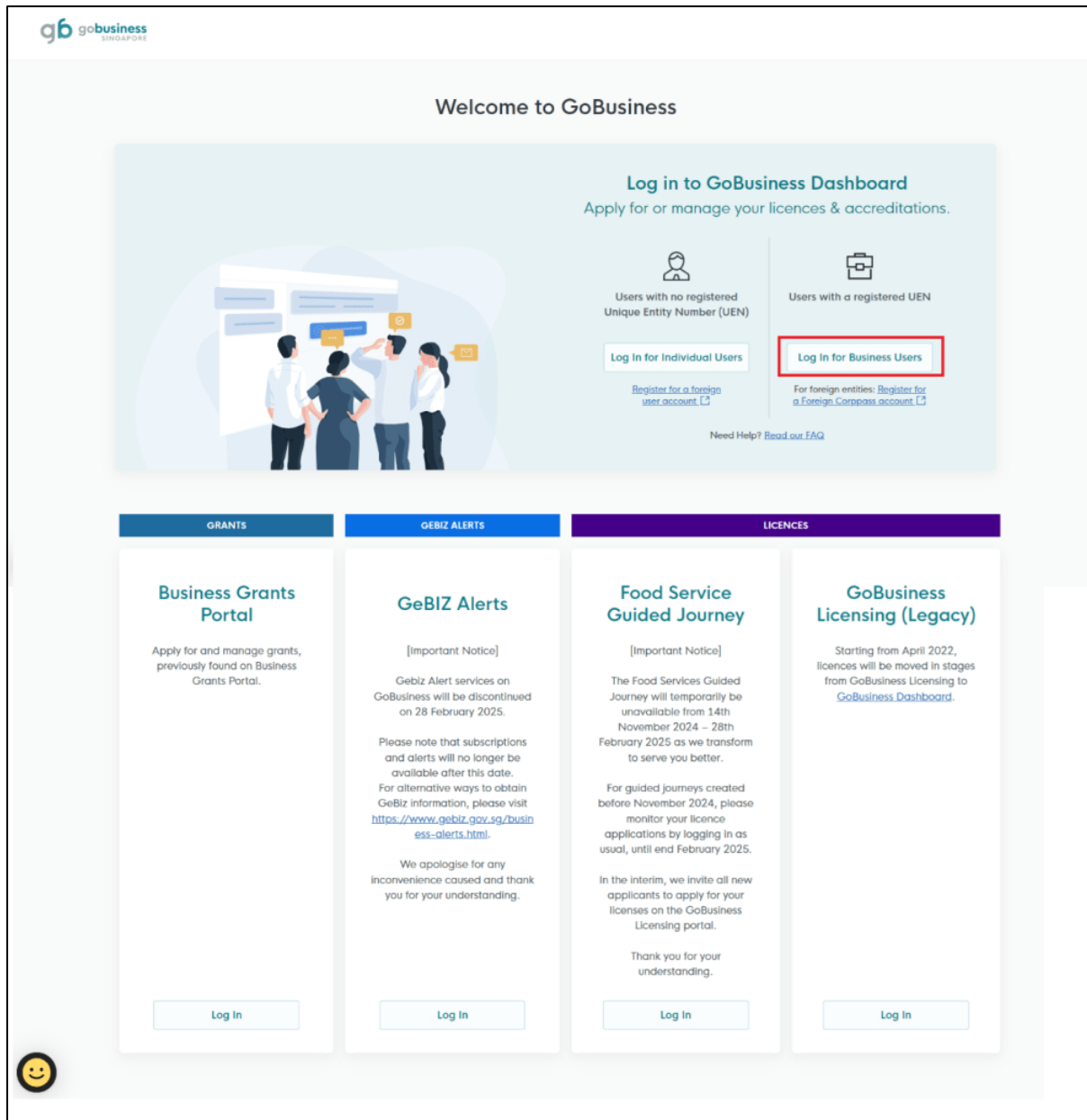
Log In For Business Users

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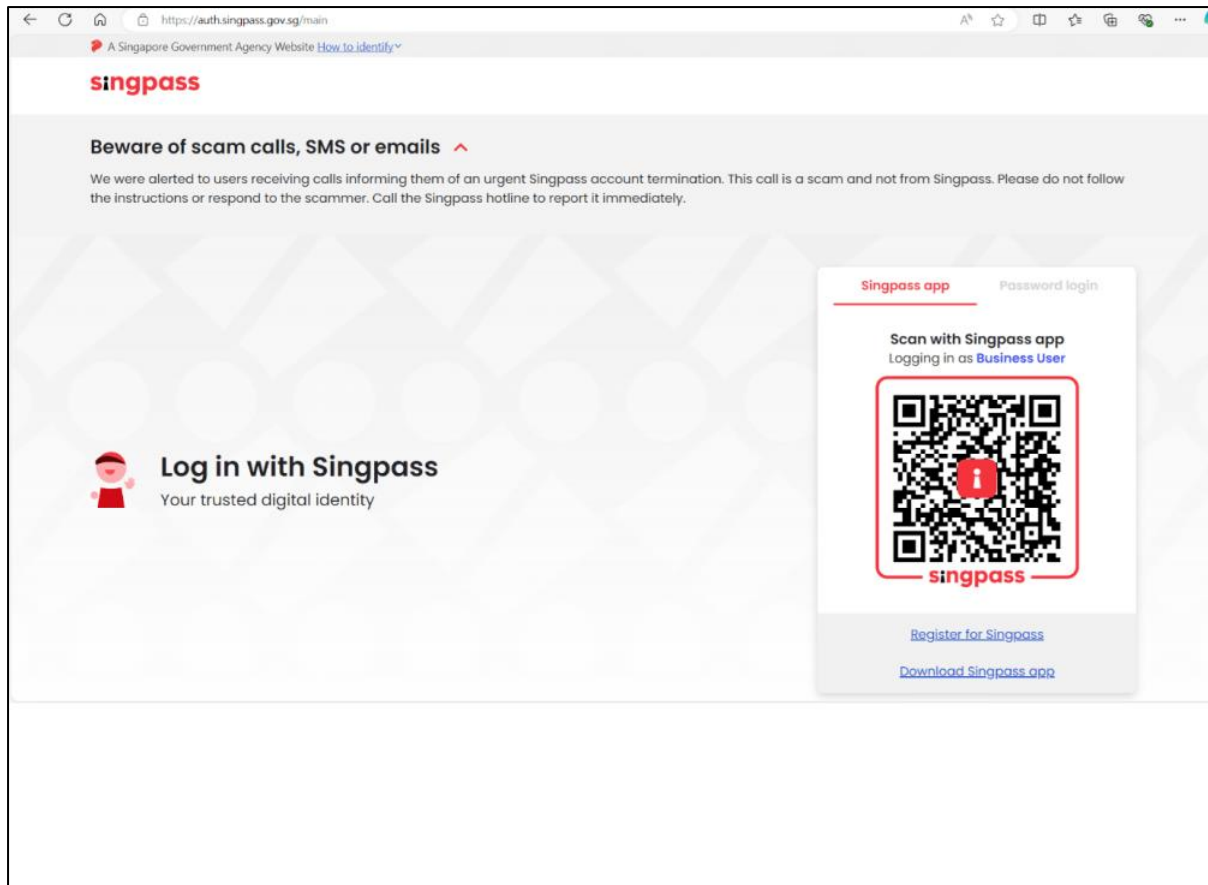
SingPass Login for Business Users

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)**.

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)

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

General Information

As an Applicant

General Information – As an Applicant

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

Applicant Details

7. Fill the Applicant 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 (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 Details

13. Fill the Company Details.

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

Filer Details

15. Fill the Filer Details.

16. Click **Save Draft** to save the details.

17. Click **Application Details** to continue.

Application Details

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

19. Fill the Applicant's Details.

Applicant's Address and Mailing Address

20. Fill in the Applicant's Address.

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

Applicants Address Type Local

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

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

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.

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Foreign Address

33. Fill the Address fields.

34. Continue filling Consignment next.

Consignment

Consignment

35. Select the **Country/Region of Destination** from the dropdown menu.

36. Enter the **Date of Export** of the consignment.

Certificate Type

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

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

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

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

Emergency Contact Details Added

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

Payment

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**.]

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.

Upload Supporting Documents

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.

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

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.

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

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.

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).**

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

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

General Information

As an Applicant

General Information – As an Applicant

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

Applicant Details

7. Fill the Applicant 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

timtom@abc.com

Contact Number

+65   9876 5432

Applicant Details

12. Fill the Applicant Details.

Company Details

13. Fill the Company Details.

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

Filer Details

15. Fill the Filer Details.

16. Click **Save Draft** to save the details.

17. Click **Application Details** to continue.

Application Details

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

19. Fill the Applicant's Details.

Applicant's Address and Mailing Address

20. Fill in the Applicant's Address.

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

Applicants Address Type Local

22. Fill the Mailing Address details.

23. Please fill in the details of a Singapore Local 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

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.

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Foreign Address

33. Fill the Address fields.

34. Continue filling Feed Mill Details next.

Feed Mill Details

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

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

41. Select the appropriate Consignment Product Declaration.

Consignment Product Details

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.

Address Type

◉ Local [LOCAL]

◯ Foreign [FOREIGN]

Address of Manufacturer

Postal Code

[   ]   ⊚ **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**

⊕ **Add**

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

[   ]
                                                    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

[   ]
                                                    0/12
Country/Region

[Select   ⌄]

⊕ Add

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

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

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

Emergency Contact Details Added

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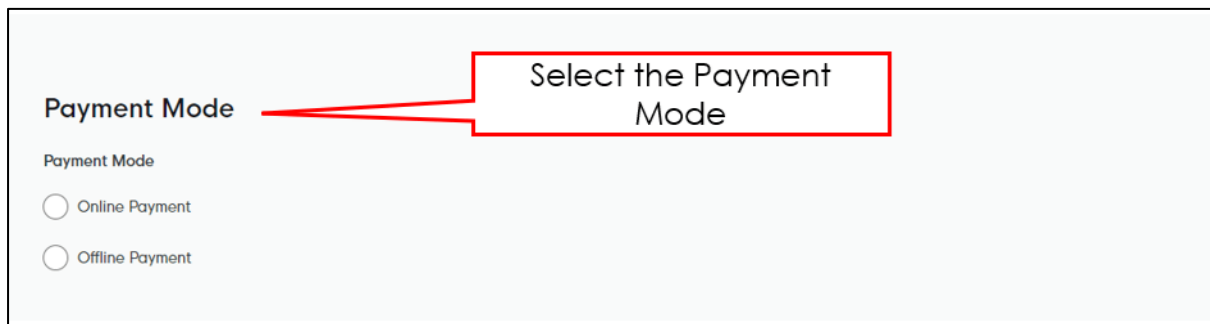
Type of Service

Type of Service

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

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**.]

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

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.

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

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.

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.

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)**.

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

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

General Information

As an Applicant

General Information – As an Applicant

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

Applicant Details

7. Fill the Applicant 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

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant.**

Applicant Details

12. Fill the Applicant Details.

Company Details

13. Fill the Company Details.

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

Filer Details

15. Fill the Filer Details.

16. Click **Save Draft** to save the details.

17. Click **Application Details** to continue.

Application Details

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

20. Fill the Applicant's Details.

Applicant's Address and Mailing Address

21. Fill in the Applicant's Address.

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

Applicants Address Type Local

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

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

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

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.

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Foreign Address

34. Fill the Address fields.

35. Continue filling Consignment Details next.

Consignment Details

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

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

49. Enter the Name of the Consignee.

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

Consignment (Packing List)

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 (S$) 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

CITES Permit

55. [Optional] Enter the CITES Permit No.

56. Click **Add** button to add the CITES Permit number.

[Optional] Other Consignment Details

Consignment Details

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

Inspection Details

Inspection Details

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

Application

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

Emergency Contact

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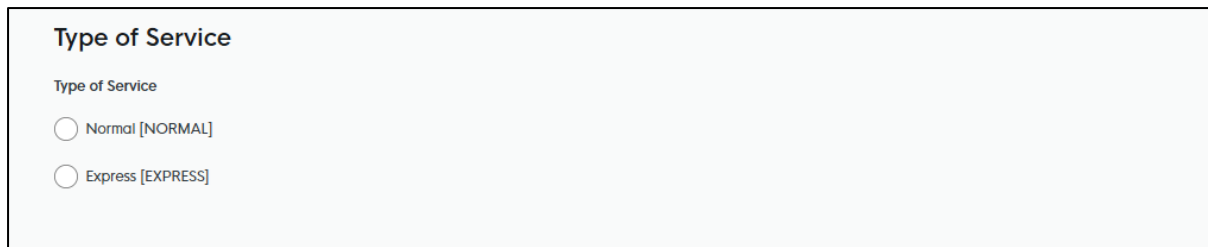
Emergency Contact Details Added

The applicant can add, edit, or delete the contact details.
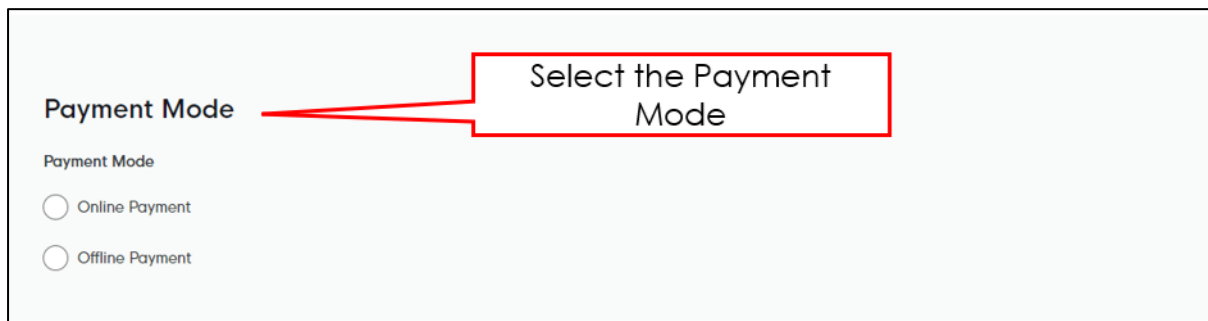
<u>Type of Service</u>

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

Upload Supporting Documents

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.

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

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.

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.

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)**.

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

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

General Information

As an Applicant

General Information – As an Applicant

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

Applicant Details

7. Fill the Applicant 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

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant.**

Applicant Details

12. Fill the Applicant Details.

Company Details

13. Fill the Company Details.

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

Filer Details

15. Fill the Filer Details.

16. Click **Save Draft** to save the details.

17. Click **Application Details** to continue.

Application Details

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

19. Fill the Applicant's Details.

Applicant's Address and Mailing Address

20. Fill in the Applicant's Address.

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

Applicants Address Type Local

22. Fill the Mailing Address details.

23. Please fill in the details of a Singapore Local 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

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.

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Foreign Address

33. Fill the Address fields.

34. Continue filling Type of Health Certificate next.

Type of Health Certificate

Type o Health Certificate

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

Consignment Details

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

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.

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

Inspection

51. [Optional] Enter the Request Date of Inspection.

52. [Optional]Enter Inspection Address details.

Consignor Details

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

Consignee Details

57. Enter the Name of Consignee/Buyer of the Importing Country.

58. Enter the address details in the respective fields.

Administrative Details

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

Emergency Contact

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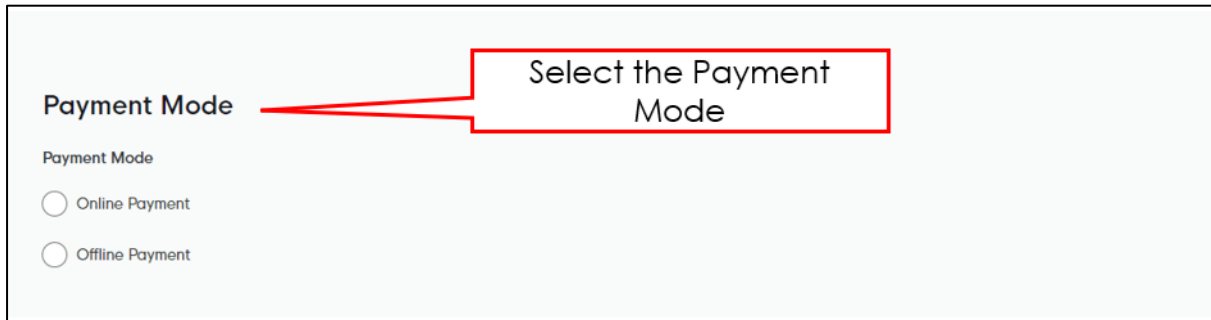
Emergency Contact Details Added

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

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**.]

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

Upload Supporting Documents

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.

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

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.

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.

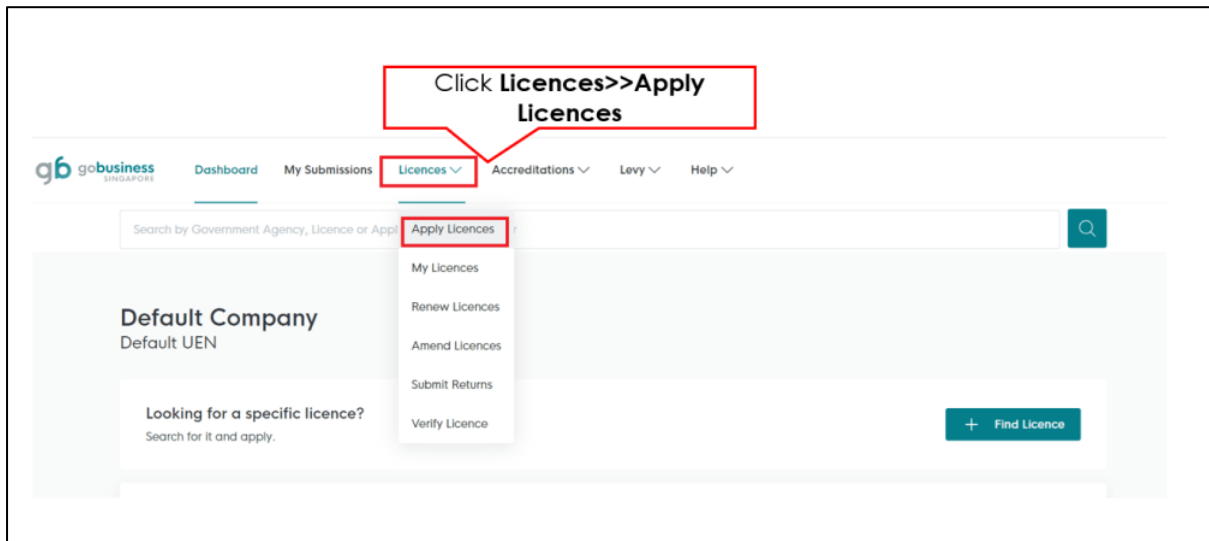**Acknowledgement**

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

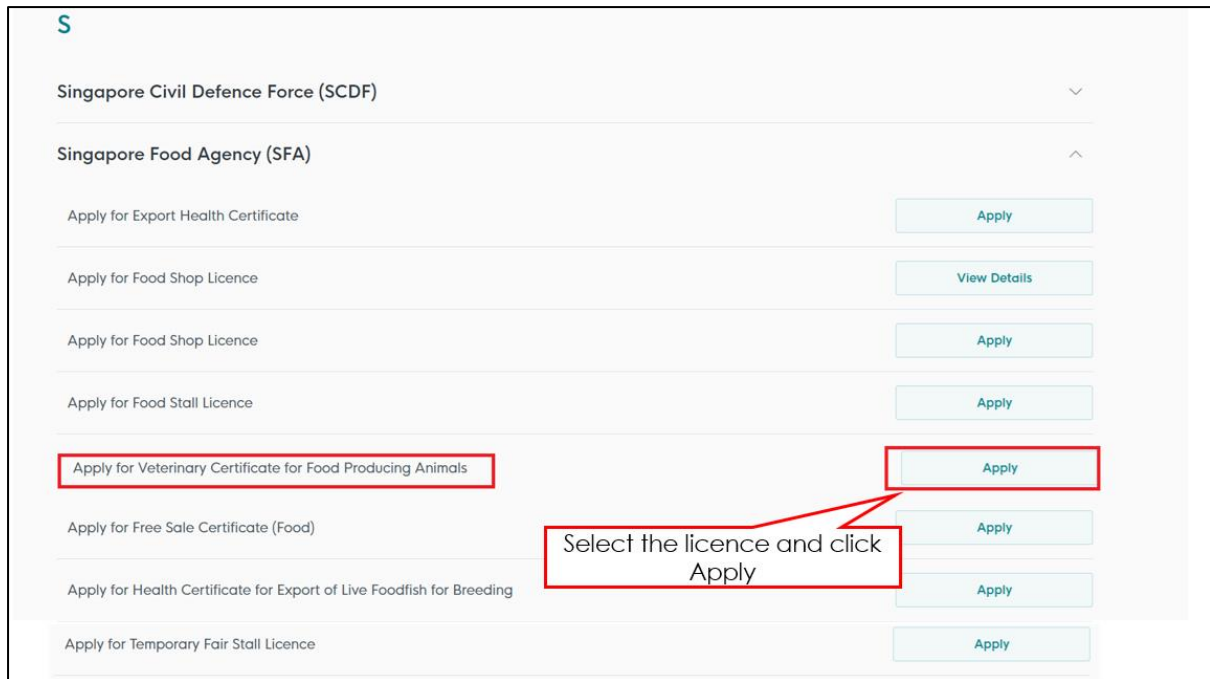## Apply New Licence Application (Company)

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

General Information – As an Applicant

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

Applicant Details

7. Fill the Applicant 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

General Information – On behalf of Applicant

11. In Profile, choose I am applying **On behalf of applicant.**

Applicant Details

12. Fill the Applicant Details.

Company Details

13. Fill the Company Details.

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

Filer Details

15. Fill the Filer Details.

16. Click **Save Draft** to save the details.

17. Click **Application Details** to continue.

Application Details

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

19. Fill the Applicant's Details.

Applicant's Address and Mailing Address

20. Fill in the Applicant's Address.

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

Applicants Address Type Local

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

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

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.

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[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Foreign Address

33. Fill the Address fields.

34. Continue filling Consignment Details next.

Consignment Details

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

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

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.
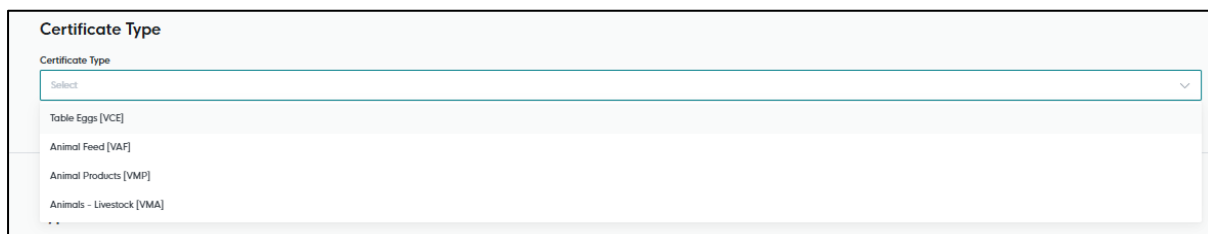
Consignee Details

Consignee Details

45. Enter the Name of the Consignee.

46. Enter the address details in the respective fields.

Certificate Type

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.

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.

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.

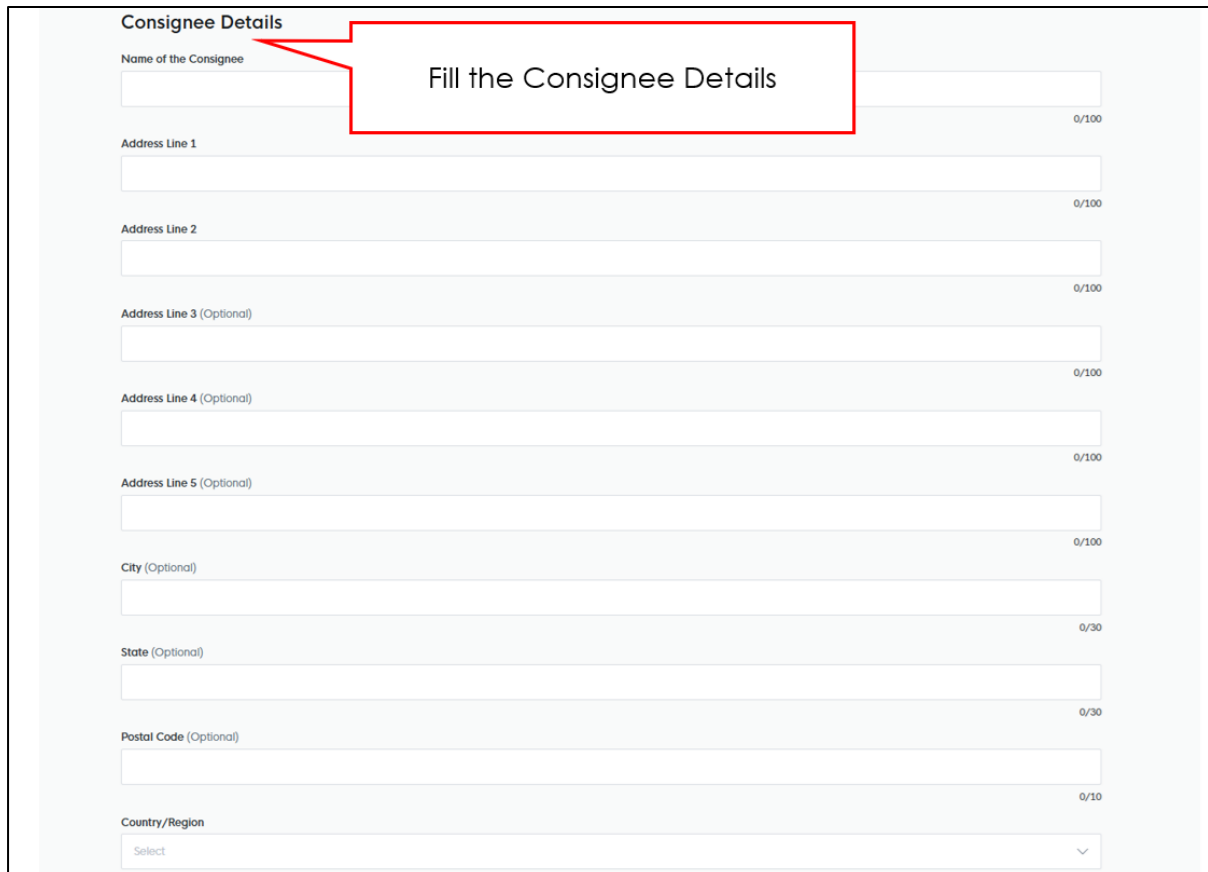59. Fill the following fields in the Description of Consignment (Animal Feed).

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.

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

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

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

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

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

Emergency Contact

Emergency Contact

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

Emergency Contact Details Added

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

Payment

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**.]

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

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.

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

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

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.

Check the box for declaration.

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

Click **Submit.**

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.

Acknowledgement

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

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