**IMPORTANT – Please read this information carefully before you complete your application.**

**I. Submission Protocol:**

1. **Endorsement by the Competent Authority is a pre-requisite.** The completed application form must be submitted to the District/Provincial Competent Authority of the exporting country for verification and endorsement; followed by submission to the Central Competent Authority (CCA) for their recommendation before submission to AVA. Applications that are not endorsed accordingly will not be processed.
2. **Each establishment with a unique establishment code must submit an individual application.** For example, establishments belonging to the same parent company or establishments located within the same premise are still required to submit individual applications.
3. **The application must be submitted in English. The compatible formats accepted are Microsoft Office compatible formats (doc, ppt, xls), jpeg and pdf.** It is critical that information be provided in English to enable our officers to evaluate the application. It is especially important for layout plans to be of clear resolution and labelled in English. In the case of documents that serve as supporting evidence (e.g. laboratory results, SOP checklists), at least the headers should be translated.
4. **Completed and endorsed applications can be submitted by the following means. Soft copy submission is preferred and will facilitate the processing time.**

* **Postal transmission:** Please post soft copy submissions (in CD / DVD / USB drive) to

Accreditation Department, Regulatory Administration Group

Agri-Food & Veterinary Authority (AVA)

52 Jurong Gateway Road #14-01 Singapore 608550

* **Electronic transmission:** Please email soft copy submissions to

[AVA\_AD\_Applications@ava.gov.sg](mailto:AVA_AD_Applications@ava.gov.sg)

**II. Upon submission of application:**

1. **Acknowledgement and confidentiality.** We will provide an acknowledgement via email when we have received your information. The submitted information will be treated in confidence.
2. **Processing time.** We aim to process your application in a timely manner. Our response time is generally 4-8 weeks from our date of receipt. Actual processing times are dependent on a number of factors, as follows.

* Completeness of application, i.e. all required documents are provided and retrievable;
* Clarity of the submitted information;
* Transaction volume received by the department.

1. **Outcome of processing.** The outcome of the evaluation will be sent to the Competent Authority and the establishment contact will be copied to. In the event further assessment is required to complete the evaluation, the enquiries will be likewise communicated.

|  |  |
| --- | --- |
| **Date of Application** |  |
| **Country** |  |

**Check box where applicable**

**Please use English and ensure all sections (A – K) are completed**

**(A) PARTICULARS OF ESTABLISHMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Name of Establishment** | |  | | | | | | | | | | | |
| **(2) Establishment Number** | |  | | | | | | | | | | | |
| **(3) Address of Establishment** | | | | | | | | | | | | | |
| Unit No. | |  | | | | | | | | | | | |
| Street Name | |  | | | | | | | | | | | |
| Post Code | |  | | | | | | | | | | | |
| District/City | |  | | | | | | | | | | | |
| State/Province | |  | | | | | | | | | | | |
| GPS Coordinates | | Longitude | | E  W | | |  | | ° |  | ′ |  | ″ |
| Latitude | | N  S | | |  | | ° |  | ′ |  | ″ |
| **(4) Website address** | |  | | | | | | | | | | | |
| **(5) Year Constructed** | | | | | |  | | | | | | | |
| **(6) Year Renovated / Upgraded (if relevant)** | | | | | |  | | | | | | | |
| **(7) Total Land Area (m2)** | | | | | |  | | | | | | | |
| **(8) Total Built-up Area (m2)** | | | | | |  | | | | | | | |
| **(9) All Types of Processed Egg Products Manufactured by the Establishment:** | | | | | | | | | | | | | |
| Raw salted eggs | Boiled salted eggs | | | | | | |  | | | | | |
| Preserved eggs | Others (please specify): | | | | | | | | | | | | |
| **(10) Products intended for export to Singapore** | | | | | | | | | | | | | |
| **Product name** | | | **Species** | | **State (Ambient/Chilled/Frozen)** | | | | | | | | |
| *e.g. Preserved egg* | | | *Duck* | | *Ambient* | | | | | | | | |
| *e.g. Salted egg yolk* | | | *Duck* | | *Vacuum-packed; frozen* | | | | | | | | |
|  | | |  | |  | | | | | | | | |
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**(B) PROCESSING DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **(1) Source of shell eggs:** | | | |
| Province/District of Origin | Farm name | | Company/Contract Farm |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| 1. **Processing procedure:** | | | |
| 1. List of ingredients used in the processing of salted eggs: | |  | |
| 1. List of ingredients used in the processing of preserved eggs: | |  | |
| 1. Brief description on the processing procedure of salted and/or preserved eggs: | | | |
|  | | | |
| (iv) Process flow chart of each type of egg product for export to Singapore | | Attach and label as “Annex – B2(iv)” | |

**(C) PRODUCT TESTING**

|  |  |  |  |
| --- | --- | --- | --- |
| **(1) Laboratory analysis** | | | |
| (i) For sampling and testing procedures of raw materials, finished products and processing premise, indicate in the table below the type of tests performed and the frequency tested. | | | |
| **Purpose** | **Test performed** | | **Frequency** |
| *E.g. Salted egg* | *E.g. Sudan red and microbiology* | | *E.g. every batch* |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| (ii) Laboratory testing is performed by: | In house laboratory  External laboratory accredited by the competent authority of your country  Others *(please specify)*: | | |
| (iii) Copies of recent laboratory test reports certified by a laboratory microbiologist. | | Attach and label as “Annex – C1(iii)” | |

**(D) VIDEOS / PHOTOGRAPHS OF ESTABLISHMENT**

|  |  |
| --- | --- |
| **Provide the following video / photographs** | |
| 1. Labelled photographs or video of processing facilities showing the various stages of production, starting from receipt of raw materials, processing to packaging and storage of finished products, *in operation*. | Attach and label as “Annex – D1” |
| 1. The external view of the establishment (front, sides and back) and its surroundings. | Attach and label as “Annex – D2” |
| 1. Every product intended for export to Singapore, with and without its final packaging. | Attach and label as “Annex – D3” |

1. **SINGAPORE IMPORTER INFORMATION**

|  |  |
| --- | --- |
| **Indicate if contact with Singapore importers has been established** | |
| Yes, please provide the following information.  No | |
| Name of importing company in Singapore |  |
| Name and designation of correspondent |  |
| Business Address |  |
| Telephone / Mobile |  |
| Email address |  |

**(F) SALES CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Please provide the contact details of the Sales Department. This contact point would be provided to interested Singapore importers.** | |
| Name and designation of sales contact person |  |
| Office address (if different from the establishment address) |  |
| E-mail address |  |
| Telephone / Mobile |  |

**(G) DECLARATION BY ESTABLISHMENT**

|  |  |
| --- | --- |
| **I declare that the information given above is true and correct.** | |
| Name and designation of person who submitted the above information |  |
| Office address |  |
| E-mail address |  |
| Telephone / Mobile |  |
| Signature and Company Stamp |  |
| Date |  |

**(H) VERIFICATION BY COMPETENT VETERINARY AUTHORITY**

|  |  |
| --- | --- |
| **I have verified the above information given by the company and certified that they are true and correct.** | |
| Name and designation of veterinarian who verified the above information |  |
| Office address |  |
| E-mail address |  |
| Telephone / Mobile |  |
| Signature and Official Stamp of Veterinary Service: |  |
| Date |  |

**You are reminded to check your application against this checklist before submission. Inadequate/incomplete submission may result in delays in processing.**

**Name of Establishment and Establishment No:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INFORMATION REQUIRED BY AVA FOR ACCREDITATION (Tick ✓ if information or Annex provided)** | | | | | | |
| **All information must be submitted in English** | | | | | |  |
| **(A) PARTICULARS OF ESTABLISHMENT** | | | | | | |
| 1. Name of establishment |  | 7. Total land area | | | |  |
| 2. Establishment number |  | 8. Total built-up area | | | |  |
| 3. Address of establishment |  | 9. All types of egg products manufactured by the establishment | | | |  |
| 4. Website |  |
| 5. Year constructed |  | 10. Egg products intended for export | | | |  |
| 6. Year Renovated/Upgraded |  |  | | | |  |
|  | | | | | | |
| **(B) PROCESSING/CANNING PREMISES** | | | | | | |
| * + - 1. Source of shell eggs | | |  | 2(iii). Brief description of processing procedure | |  |
| 2(i) (ii). List of ingredients | | |  | 2(iv). Annex – B2(iv) – Process flow chart | |  |
|  | | | | | | |
| **(C) PRODUCT TESTING** | | | | | | |
| 1. Lab analysis, including Annex C1 (iii) – recent laboratory test reports | | | | |  | |
|  | | | | | | |
| **(D) VIDEOS/PHOTOGRAPHS OF ESTABLISHMENT** | | | | | | |
| Annex D1-3 - Labelled photographs or video of processing facilities, products photographs | | | | | |  |
|  | | | | | | |
| **(E) SINGAPORE IMPORTER INFORMATION** | | | | | |  |
| **(F) SALES CONTACT INFORMATION** | | | | | |  |
| **(G) DECLARATION BY ESTABLISHMENT** | | | | | |  |
| **(H) VERIFICATION BY COMPETENT VETERINARY AUTHORITY** | | | | | |  |