

GoBusiness Import Licence New Application User Guide

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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 SFA Import 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.

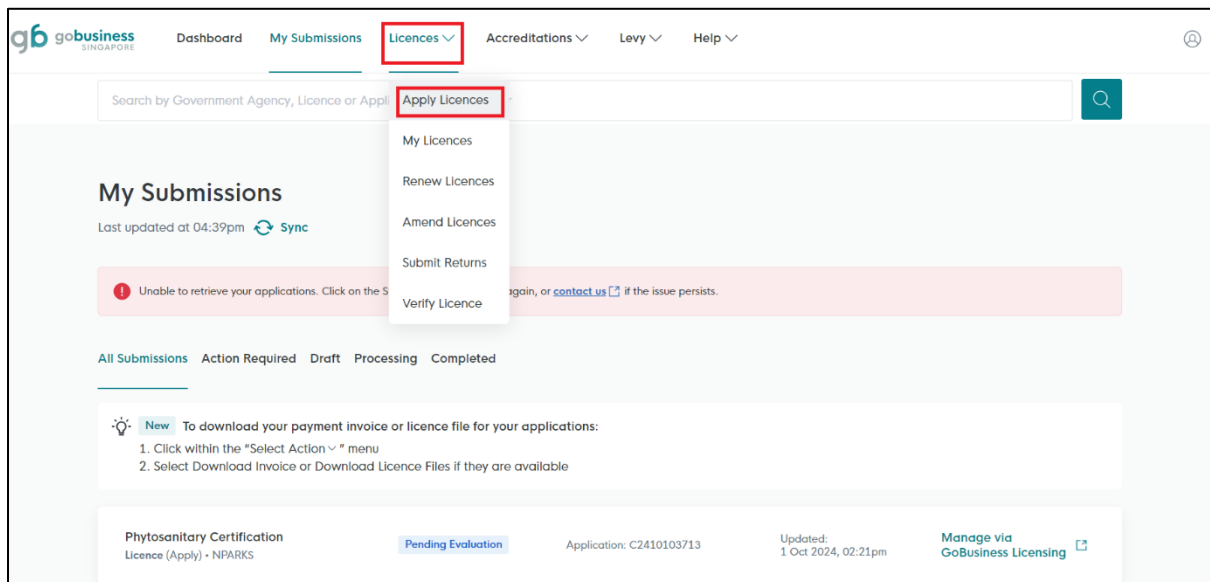


This is a warning.

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.

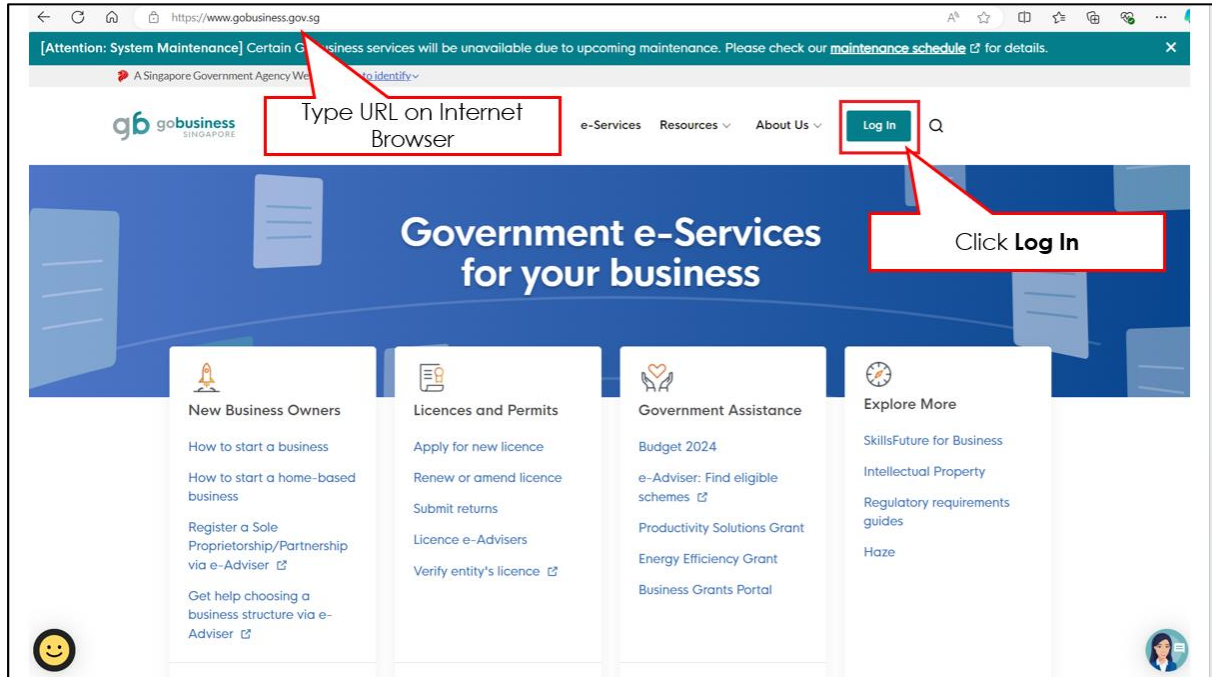
Chapter 2: Logging in to GoBusiness

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.

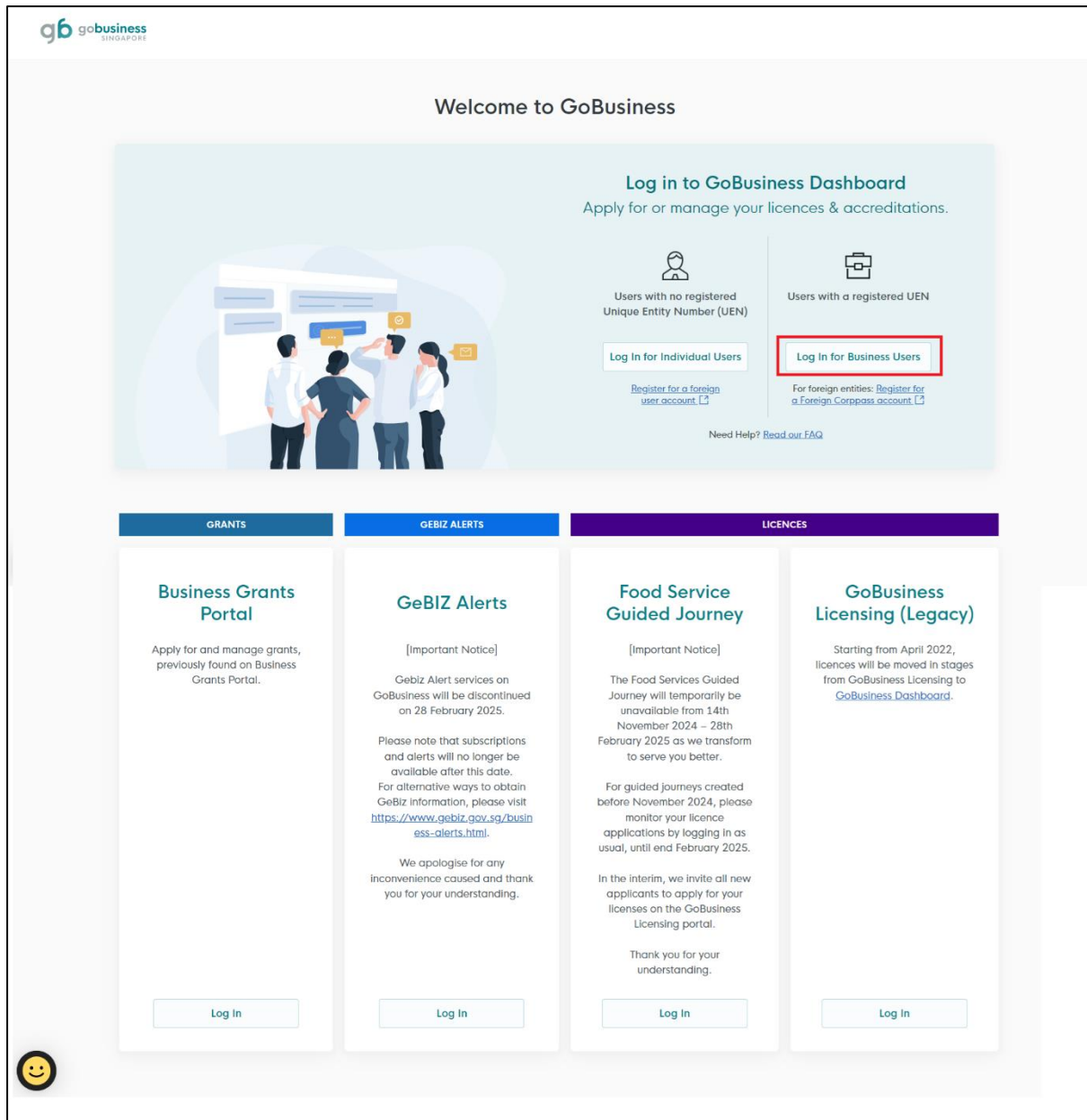
Business User Login

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



Home Page

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

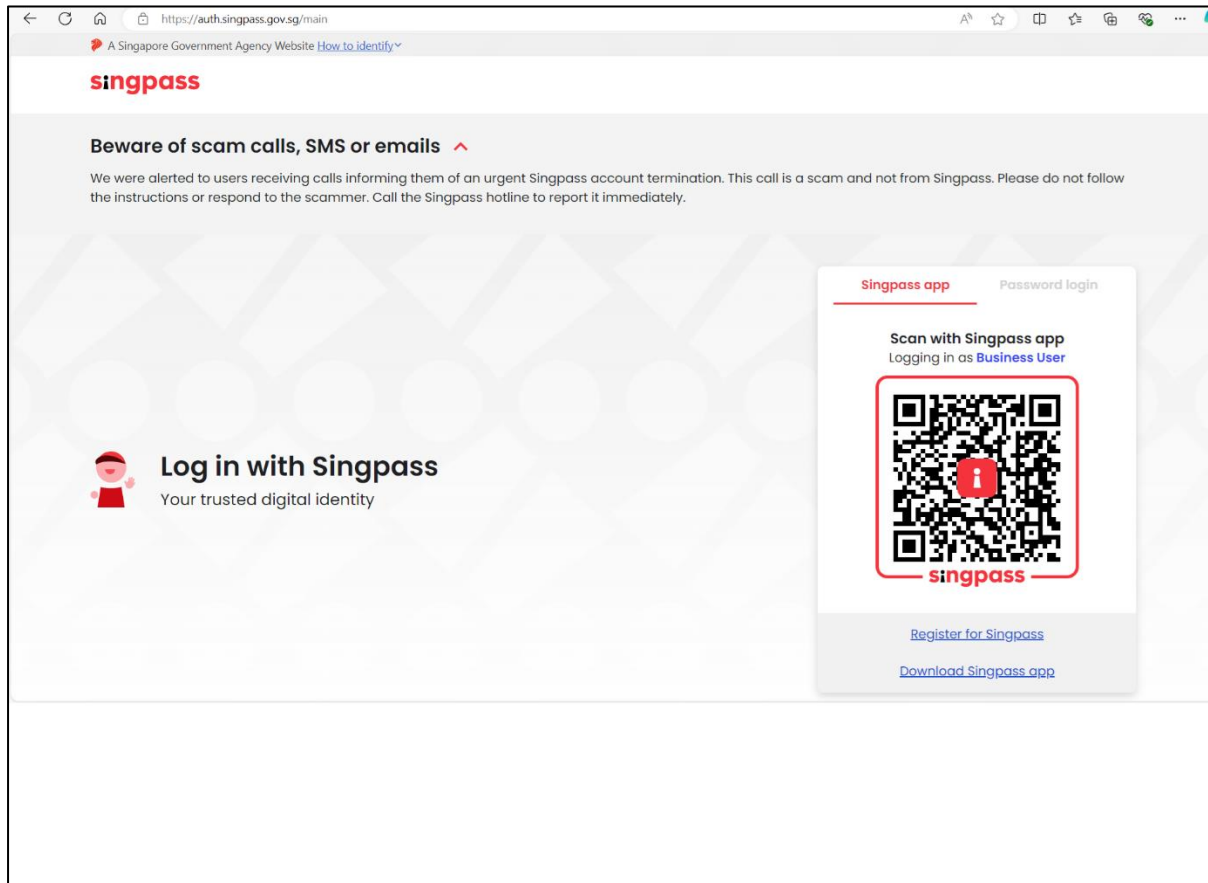


Log In For Business Users

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

GoBusiness New Application User Guide

Chapter 2: Logging in to GoBusiness



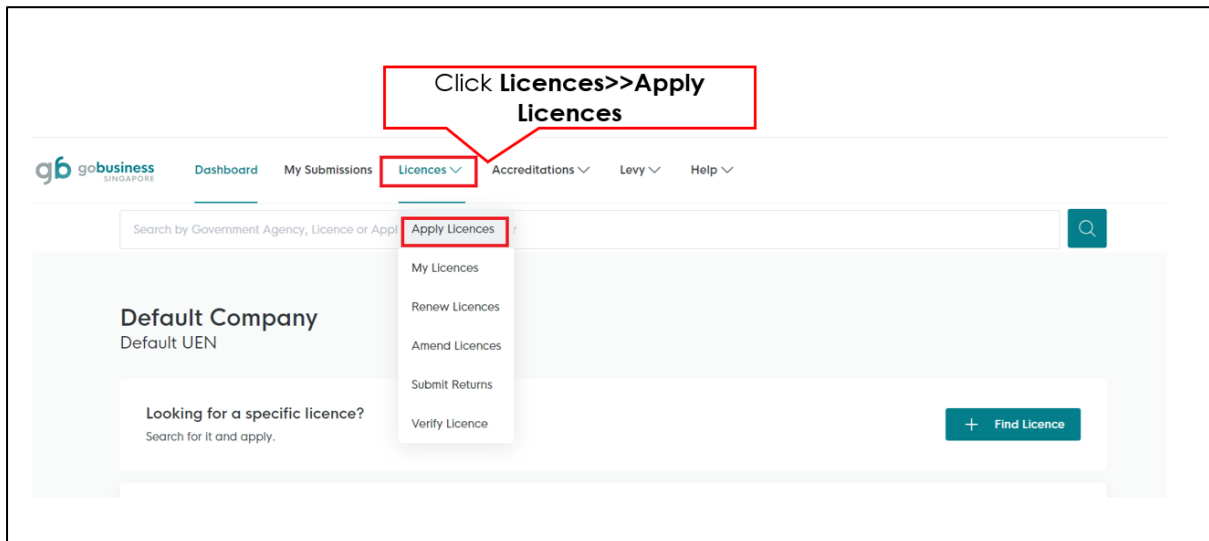
SingPass Login for Business Users

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

Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products

Apply New Licence Application (Company)

Choose Agency



Licences

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

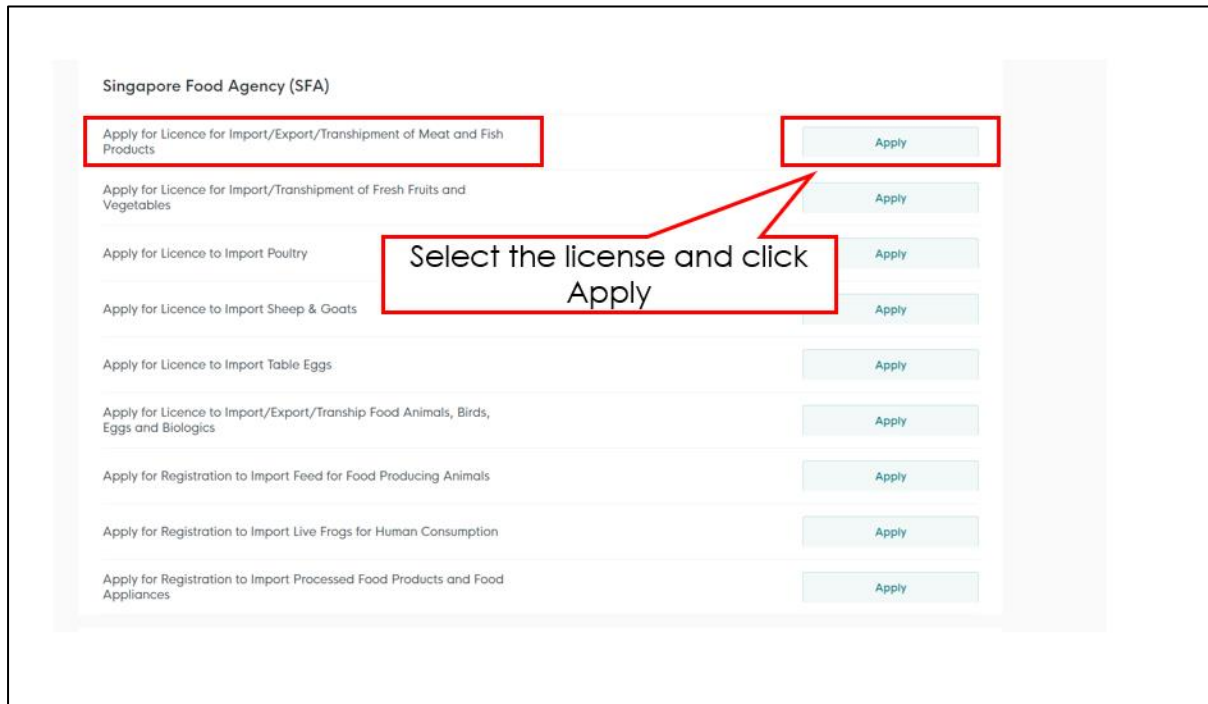


Select Singapore Food Agency Licence

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

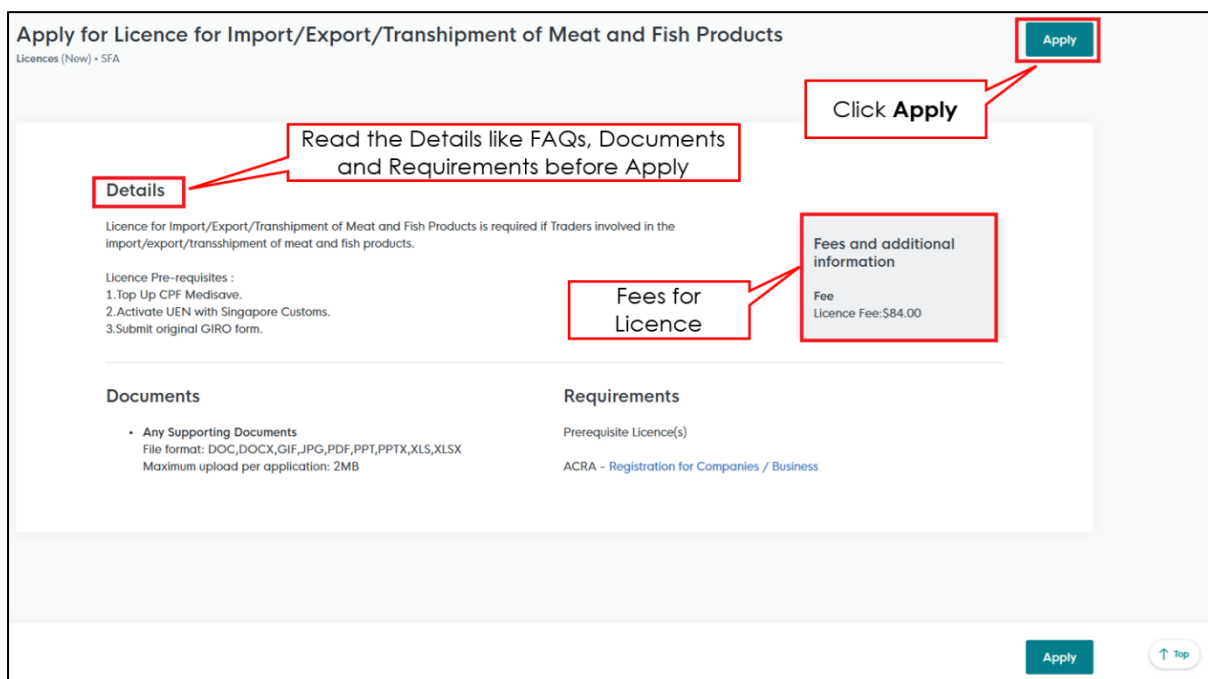
GoBusiness New Application User Guide

Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products



Select Licence and Apply

3. Select the **Apply for Licence for Import/Export/Transhipment of Meat and Fish Products**.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



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

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

General Information

As an Applicant

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
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

Fill the Applicant Detail

Applicant Details

7. Fill the Applicant Details.

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

- 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 instructions:

- A box pointing to the 'Company Detail' header and the 'Company Name' field with the text: 'Fill the Company Detail'.
- A box pointing to the 'Save Draft' and 'Application Details' buttons with the text: 'Click **Save Draft**
Click **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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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

- Fill the Company Details.
- Click **Retrieve Address** to retrieve the address if you know the postal code.
- Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: Salutation (dropdown), Name (text), ID Type (dropdown), ID No. (text), Email (text), and Contact Number (dropdown and text). Annotations include a red box around the 'Filer Detail' title with a callout 'Fill the Filer Detail', and another red box around the 'Save Draft' and 'Application Details' buttons with a callout 'Click Save Draft' and 'Click Application Details'.

Filer Details

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

Application Details

The screenshot shows the 'Application Details' form for 'Licence for Import/Export/Transhipment of Meat and Fish Products (SFA)'. It includes a 'Retrieve' button under 'Owner Organisation Details', an 'Applicant Type' dropdown, and an 'Owner Organisation Name' dropdown. An annotation points to the 'Retrieve' button with the text 'Click Retrieve button to get the Owner Organisation Details'.

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.
- Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

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

20. 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

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

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. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the **Mailing Address** details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ Standard [STANDARD]

Type of Premises
Select

Mailing Address
Postal Code
Block/House No.
Street Name
Floor/Level @ (Optional)
Unit (Optional)
Building Name (Optional)

Click **Retrieve Address**

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

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows a 'Mailing Address' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' button is selected and highlighted with a red box. A red callout box points to this button with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', 'Postal Code (Optional)', and 'Country/Region'. Each field has a character count on the right (e.g., 0/50 for Address Lines 1-5, 0/50 for City, State, and Postal Code, and 0/12 for Country/Region). The 'Country/Region' field is a dropdown menu.

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

☐ Local [LOCAL]

☐ Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click to **reset** the address details.
35. 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

36. Fill the Address fields.

37. Continue filling Product Type next.

Product Type

Product Type

☒ Meat [MEA]

☐ Fish [FIS]

☐ Meat and Fish [MEAFIS]

Select the Product Type

Product Type

38. Select the Product Type as Meat, Fish or Meat and Fish to be imported.

The screenshot shows a web form titled "Establishment Address". It includes several input fields: "Type of Premises" (a dropdown menu), "Operating/ Establishment Address" (a section header), "Postal Code" (a text input), "Block/House No." (a dropdown menu), "Street Name" (a text input), "Floor/Level (Optional)" (a text input with an example "Eg: 01, B1, 01M"), "Unit (Optional)" (a text input with an example "Eg: #05-01, usa"), and "Building Name (Optional)" (a dropdown menu). There are three callout boxes with red borders and arrows pointing to specific buttons: the first points to the "Retrieve Address" button (with a magnifying glass icon) and says "Click **Retrieve Address** button to reset the address details."; the second points to the "Reset Address" button (with a circular arrow icon) and says "Click **Reset Address** button to reset the address details."; the third points to the "Add" button (with a plus icon) and says "Click **Add** button to add establishment address details.". Below the form is a table with columns: "No.", "Type of Premises", "Operating/ Establishment Address", "Licence/Registration Number eg. WH12A0001 (if any)", and "Actions". The table currently shows "No data available in table".

Establishment Address

Type of Premises
Select

Operating/ Establishment Address

Postal Code

Block/House No.

Street Name

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

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

Building Name (Optional)

Licence/Registration Number eg. WH12A0001 (if any) (Optional)

0/65

Retrieve Address

Reset Address

Add

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
No data available in table				

Establishment Address

39. Fill the Establishment Address.
40. Click **Retrieve** to get the postal code.
41. Click **Retrieve Address** to retrieve the address details.
42. Click **Reset Address** to reset the address details.
43. Click **Add** to add the establishment address details.

GoBusiness New Application User Guide

Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products

Establishment Address

Type of Premises

Select

Operating/ Establishment 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

Licence/Registration Number eg. WH12A0001 (if any) (Optional)

0/65

Add

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
1	Cold Room [CR]	117 HO CHING ROAD, NIL, Singapore 610117	11	

Establishment Address Details Added

The user can add more and can edit or delete the address details.

Emergency Contact

Emergency Contact

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65

E.g. 8123 4567

Email

Add

Fill the Emergency Contact Details

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

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

Emergency Contact

44. Fill the **Emergency Contact** details. One contact is mandatory.

GoBusiness New Application User Guide

Chapter 3: Licence to Import, Export & Tranship Meat Products & Fish Products

Emergency Contact

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65

E.g. 8123 4567

Email

+

 Add

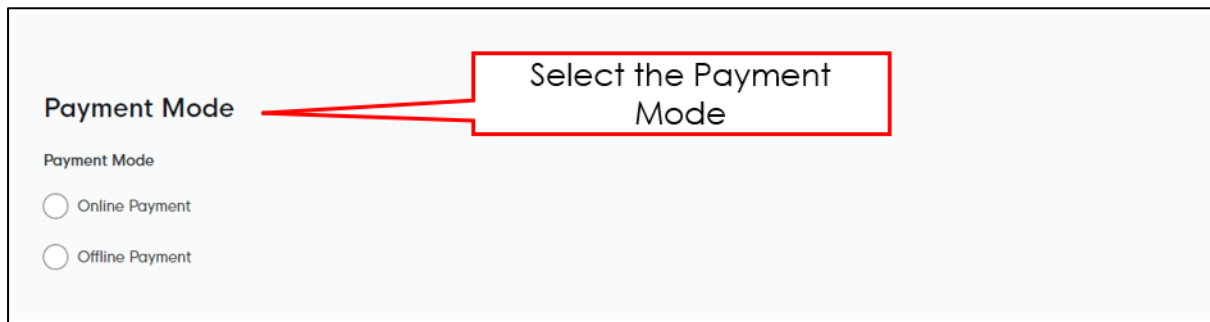
No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

Added successfully
Your new information has been added.

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Payment



Payment Mode

Payment Mode

☐ Online Payment

☐ Offline Payment

Payment Mode

45. Select **Online Payment** mode for paying the fees via Gobusiness.
46. Select **Offline Payment** mode for paying the fees 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

47. 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

The supporting documents are listed below:

- Any Supporting Documents

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red box highlights the 'Add' button with the text: 'Click Add button to supporting document details'. Below the form, there is a table with columns 'File Type', 'Attachment', and 'Actions'. The table is currently empty, showing 'No data available in table'. At the bottom right, there are three buttons: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Any Supporting Documents [IMPORTEXPORTRANSHIPMEATFISHAPPANYSUPPORTINGDOCS]

Supporting Document List

48. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a successful upload. A green notification box at the top right says 'Added successfully Your new information has been added.' The 'File Type' dropdown is still set to 'Select'. The 'Attachment' section shows a file named 'test2.pdf' with a download icon. The table below now contains one row with the file name and a download icon. The 'Add' button is still visible.

Uploaded Document

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

50. Click **Review Form** to proceed and continue 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

51. Click **Back to Edit** to continue editing the application.
52. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

The screenshot shows the 'Declaration' section of the SFA application form. It includes a 'General Declaration' box with several paragraphs of text. Below this box is a checkbox labeled 'I hereby declare that all of the above is true.' which is checked. To the right of the declaration box are two buttons: 'Review Form' and 'Make Payment'. Red callout boxes with arrows point to these elements: one points to the checkbox with the text 'Check the box for declaration.', another points to the 'Review Form' button with the text 'Click Review Form to review the form again.', and a third points to the 'Make Payment' button with the text 'Click Make Payment.'.

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.

Licence for Import/Export/Transshipment of Meat and Fish Products (SFA)

I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.

I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorized to process my application(s) for the purposes permitted by the SFA.

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

[Review Form](#)

[Make Payment](#)

Declare Form

53. Check the declaration.
54. Click **Review Form** to review the form again.
55. Click **Make Payment** and the Payment page will be displayed.

Payment
Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	-	\$84.00
	Subtotal	\$84.00
	Amount Payable	\$84.00

Payment method
Please choose a payment method.

We Accept 

Add Card Details
4242 02 / 26 1234 [Save with link](#)

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

[Make Payment](#) →

← [Back to Form](#)

Enter card details.

Click **Make Payment**.

Click **Back to Form**.

Payment

56. Enter card details.

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

58. 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
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	-	\$84.00
	Subtotal	\$84.00
	Total Paid	\$84.00

Download Tax Invoice

Receipt No.
TN241219000069

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@crimsontlogic.com.sg.

Click **Return to Dashboard.**

Return to Dashboard →

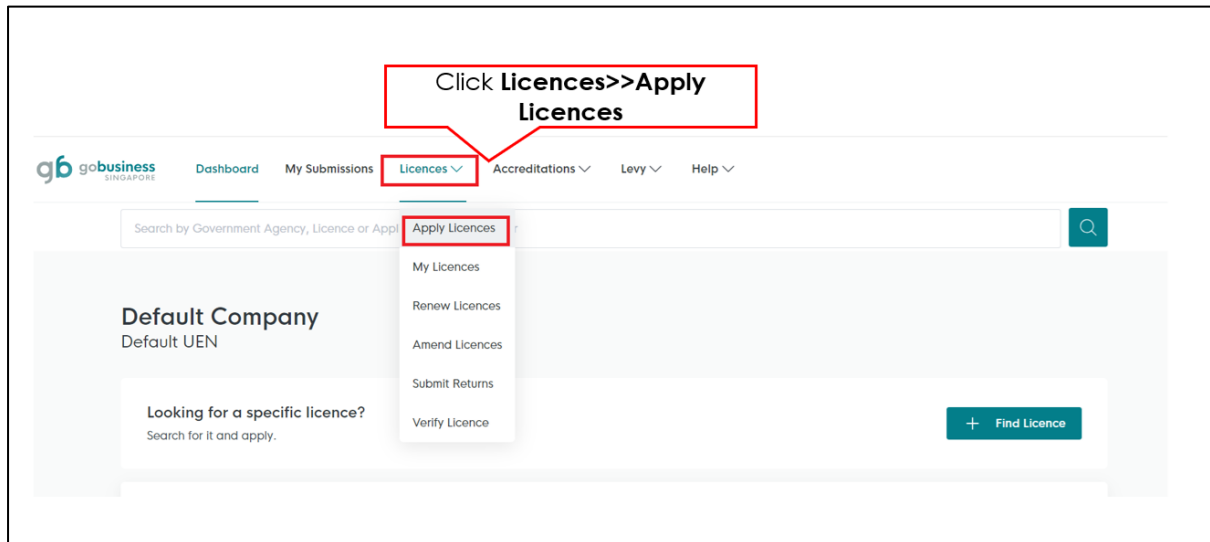
Acknowledgement

59. The acknowledgement mail will be sent to your registered email.
60. Click **Download Tax Invoice** to download the invoice details.
61. Click Return to Dashboard to exit.

Chapter 4: Licence to Import, and Tranship Fresh Fruits and Vegetables

Apply New Licence Application (Company)

Choose Agency



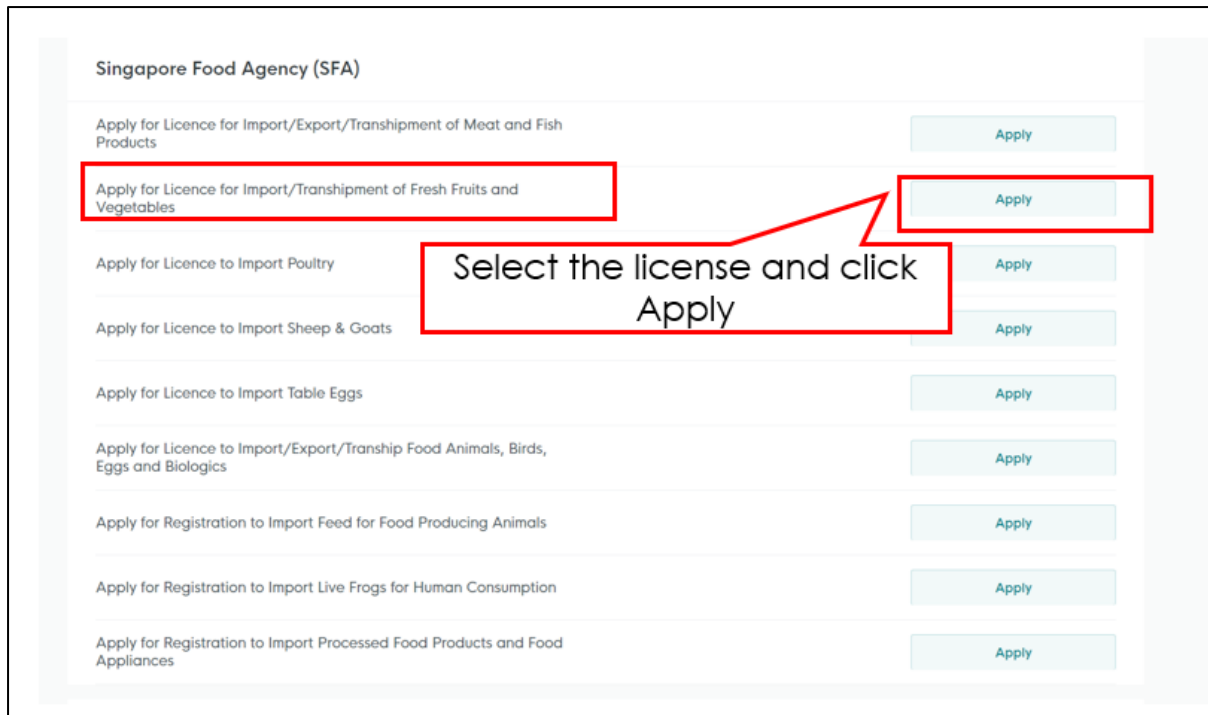
Licences

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



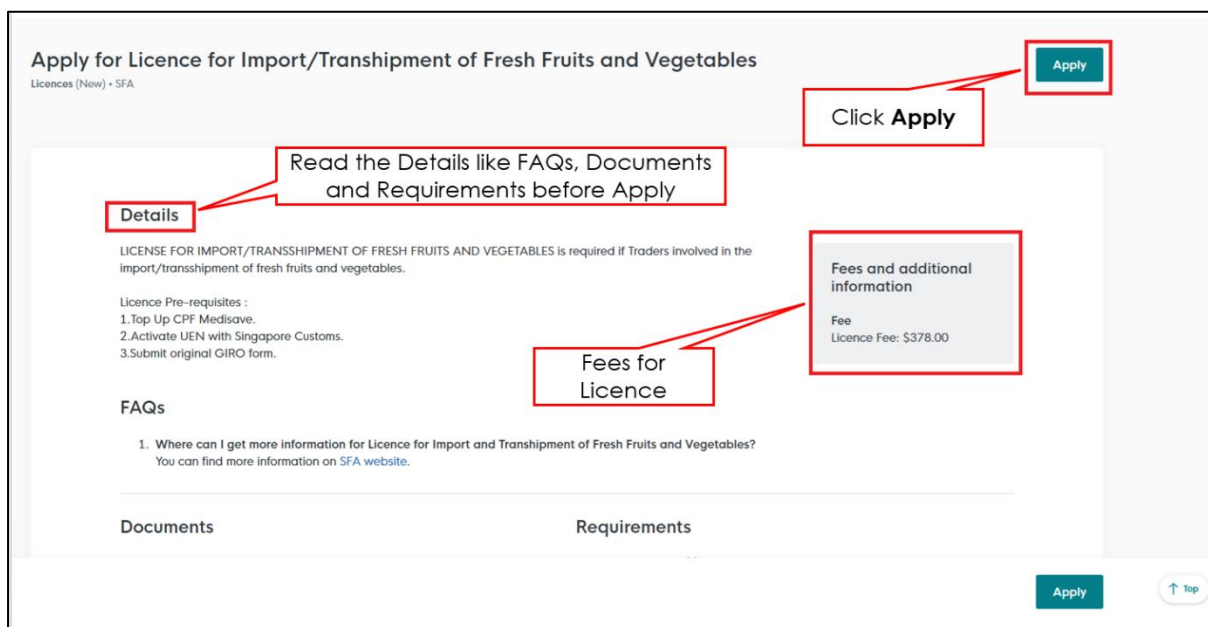
Select Singapore Food Agency Licence

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



Select Licence and Apply

3. Select the **Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables

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

General Information

As an Applicant

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 – 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

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 text input field containing 'Mapletree Business City'.
 - Reset Address:** A button with a magnifying glass 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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a '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** Click **Application Details**'.

Filer Details

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

Application Details

The screenshot shows the 'STEP 2 Application Details for Licence for Import/Transhipment of Fresh Fruits and Vegetables (SFA)' form. A red box labeled 'Click **Retrieve** button to get the Owner Organisation Details' points to the 'Retrieve' button under the 'Owner Organisation Details' section. Below this, the 'Applicant Type' dropdown is set to 'Organisation [Organisation]'. The 'Owner Organisation Name [UEN/ NRIC]' dropdown is populated with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'.

Owner Organisation Details

19. Click Retrieve to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

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 the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

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) Eg: 01, B1, 01M Unit (Optional) Eg: #05-01, use 01 Building Name (Optional) ▼

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, there is a 'Type of Premises' dropdown menu. Further down, there are five 'Address Line' input fields (Address Line 1 to Address Line 5), each with a character count (0/90). Below these are 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)' input fields, each with a character count (0/90). At the bottom is a 'Country/Region' dropdown menu with a character count (0/12).

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Local [LOCAL]' button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Local**'. Below this, under 'Applicant Local Address Format', there are two radio buttons: 'Standard [STANDARD]' and another one that is not visible. The 'Standard [STANDARD]' button is selected and highlighted with a red box. A red callout box points to it with the text: 'Select **Standard** and fill the address'. Below this, there is a 'Type of Premises' dropdown menu. Further down, there is a 'Mailing Address' section with a 'Postal Code' input field (0/90). To the right of the 'Postal Code' field is a 'Retrieve Address' button, highlighted with a red box. A red callout box points to it with the text: 'Click **Retrieve Address**'. Below the 'Postal Code' field are 'Block/House No.' and 'Street Name' dropdown menus. Below these are 'Floor/Level @ (Optional)' (0/90), 'Unit (Optional)' (0/90), and 'Building Name (Optional)' (0/90) input fields. At the bottom left is a 'Reset Address' button, highlighted with a red box. A red callout box points to it with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. At the top, under 'Address Type', the 'Foreign [FOREGN]' radio button is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character count (0/60 or 0/12). At the bottom, the 'Country/Region' dropdown is also set to 'Select'.

Mailing Address Type Foreign

30. Fill the Address fields.

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

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

36. Fill the Address fields.

37. Continue filling Product Types next.

Product Type

Product Type

Product Type

☒ Fresh Fruits [FRU]

☐ Fresh Vegetables [VEG]

☐ Fresh Fruits and Vegetables [FRUVEG]

Select the Product Type

Product Type

38. Select the Product Type as Fresh Fruits, Fresh Vegetables, Fresh Fruits and Vegetables to be imported.

The screenshot shows a web form titled "Establishment Address". It includes several input fields and buttons. Red callout boxes with arrows point to specific elements:

- A callout box points to the "Establishment Address" header.
- A callout box points to the "Retrieve Address" button, with text: "Click **Retrieve Address** button to reset the address details."
- A callout box points to the "Reset Address" button, with text: "Click **Reset Address** button to reset the address details."
- A callout box points to the "Add" button, with text: "Click **Add** button to add establishment address details."

The form fields include:

- Type of Premises (dropdown menu)
- Operating/ Establishment Address
- Postal Code (input field)
- Block/House No. (dropdown menu)
- Street Name (dropdown menu)
- Floor/Level (Optional) (input field, example: Eg: 01, B1, 01M)
- Unit (Optional) (input field, example: Eg: #05-01, use)
- Building Name (Optional) (dropdown menu)
- Licence/Registration Number eg. WH12A0001 (if any) (Optional) (input field, character count 0/65)

At the bottom, there is a table with the following structure:

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
No data available in table				

Establishment Address

39. Fill the Establishment Address.
40. Click **Retrieve** to get the postal code.
41. Click **Retrieve Address** to retrieve the address details.
42. Click **Reset Address** to reset the address details.
43. Click **Add** to add the establishment address details.

Establishment Address

Type of Premises
Select

Operating/ Establishment Address

Postal Code

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name (Optional)

Licence/Registration Number eg. WH12A0001 (if any) (Optional)

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
1	Cold Room [CR]	117 HO CHING ROAD, NIL, Singapore 610117	11	Edit Delete

Added successfully
Your new information has been added.

Establishment Address Details Added

The user can add more and can edit or delete the address details.

Emergency Contact

Salutation
Select

Name

Designation (Optional)

Contact No.

Email

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

Fill the Emergency Contact Details

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

Emergency Contact

44. Fill the **Emergency Contact** details. One contact is mandatory.

GoBusiness New Application User Guide

Chapter 4: Licence to Import, and Tranship Fresh Fruits and Vegetables

Emergency Contact

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65

▼

 E.g. 8123 4567

Email

+

 Add

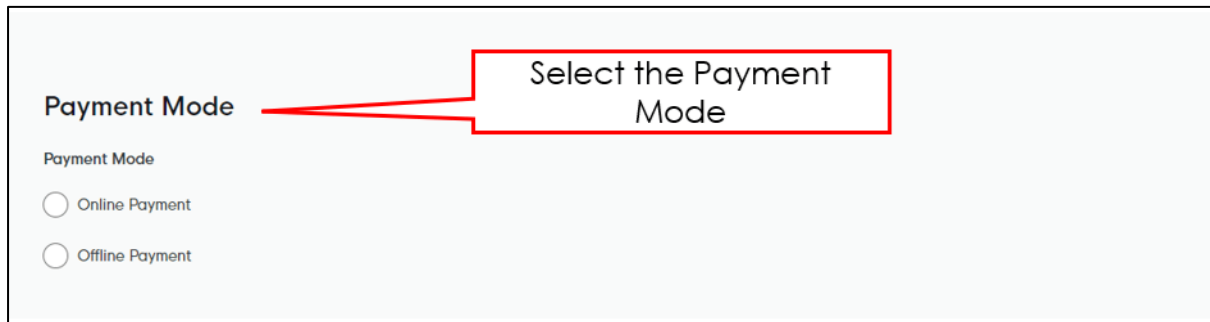
No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

Added successfully
Your new information has been added.

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Payment



Payment Mode

Payment Mode

☐ Online Payment

☐ Offline Payment

Payment Mode

45. Select **Online Payment** mode for paying the fees via Gobusiness.
46. Select **Offline Payment** mode for paying the fees 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

47. 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

The supporting documents are listed below:

- Any Supporting Documents

The screenshot shows the 'Supporting Documents' form. A red callout points to the 'File Type' dropdown menu, stating: 'Select the File Type, upload the file and click Add. The details will be added.' Another red callout points to the '+ Add' button, stating: 'Click Add button to supporting document details'. At the bottom of the form, three buttons are highlighted with red boxes: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Any supporting documents [LICENCEFORIMPORTTRANSHIPMENTOFFRESHFRUITSANDVEGETABLESSD__001]

Supporting Document List

48. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents

The screenshot shows the 'Supporting Documents' form after a successful upload. A green notification box in the top right corner says: 'Added successfully Your new information has been added.' The 'File Type' dropdown is set to 'Select'. The 'Attachment' section shows a file named 'test2.pdf' with a download icon. The '+ Add' button is still visible. Below the form, a table lists the uploaded document:

File Type	Attachment	Actions
Any Supporting Documents [IMPORTEXPORTRANSHIPMEATFISHAPPANYSUPPORTINGDOCS]	test2.pdf	

Uploaded Document

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

50. Click Review Form to proceed and continue 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

51. Click **Back to Edit** to continue editing the application.
52. Scroll down for all the sections to review the filled details and click **Declaration** 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.

Licence for Import/Transshipment of Fresh Fruits and Vegetables (SFA)

I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.

I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorised 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 **Make Payment**.

Declare Form

53. Check the declaration.
54. Click **Review Form** to review the form again.
55. Click **Make Payment** and the Payment page will be displayed.

Payment
Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Licence for Import/Transshipment of Fresh Fruits and Vegetables		
Application Fee	-	\$378.00
	Subtotal	\$378.00
	Amount Payable	\$378.00

Payment method
Please choose a payment method.

We Accept
VISA

Add Card Details
4242 02 / 26 123 Save with link

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

Make Payment →

← Back to Form

Enter card details.

Click **Make Payment**.

Click **Back to Form**.

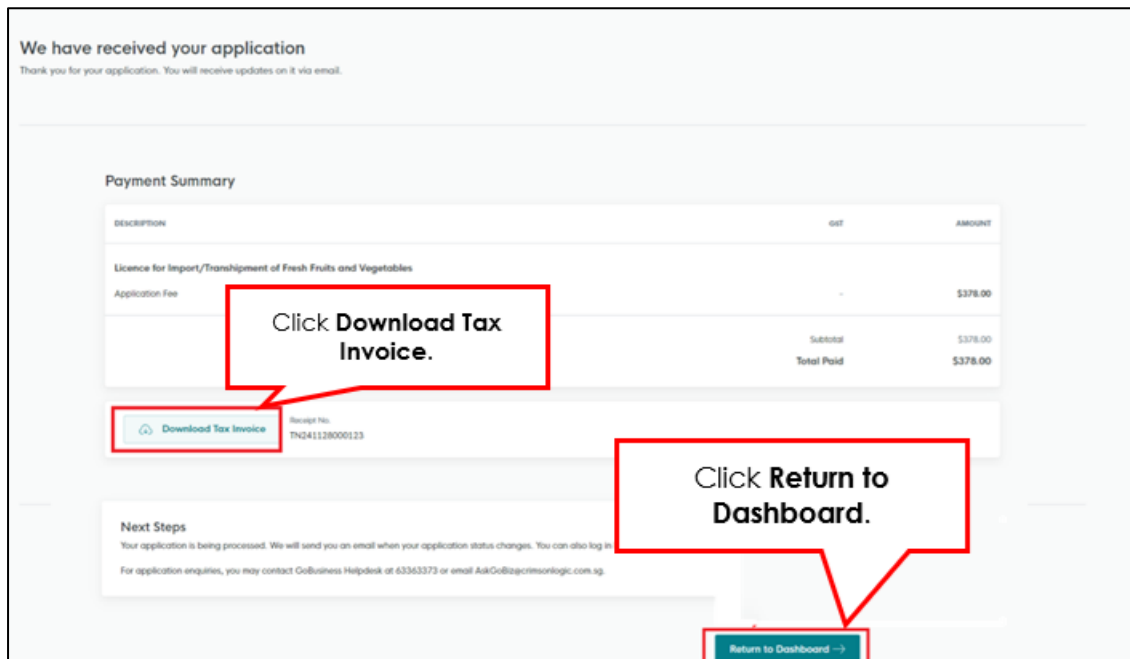
(Ctrl)

Payment

56. Enter card details.
57. Click **Make Payment** to make the payment and the acknowledgement page will be displayed.
58. Click **Back to Form** to go back to form page.

Acknowledgement

An Acknowledgement for this application will be displayed.



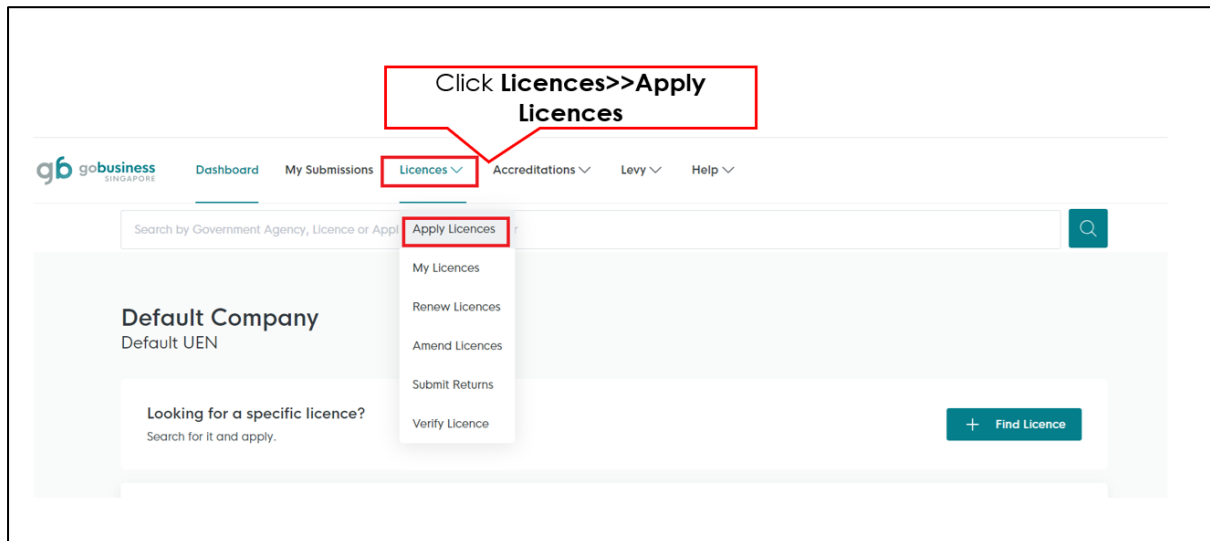
Acknowledgement

59. The acknowledgement mail will be sent to your registered email.
60. Click **Download Tax Invoice** to download the invoice details.
61. Click Return to Dashboard to exit.

Chapter 5: Licence to Import Table Eggs

Apply New Licence Application (Company)

Choose Agency



Licences

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



Select Singapore Food Agency Licence

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

Singapore Food Agency (SFA)

Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics	Apply
Apply for Registration to Import Feed for Food Producing Animals	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food Appliances	Apply

Select Licence and Apply

3. Select the **Apply for Licence to Import Table of Eggs**.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

Apply for Licence to Import Table Eggs

Licences (New) • SFA

Apply

Click **Apply**

Details

Read the Details like FAQs, Documents and Requirements before Apply

The Licence to Import Table Eggs is issued to importers by Singapore Food Agency to import Table Eggs.

FAQs

1. Where can I get more information for Licence to Import Table Eggs?
You can find more information on [SFA website](#).

Fees for License

Fees and additional information
N.A.

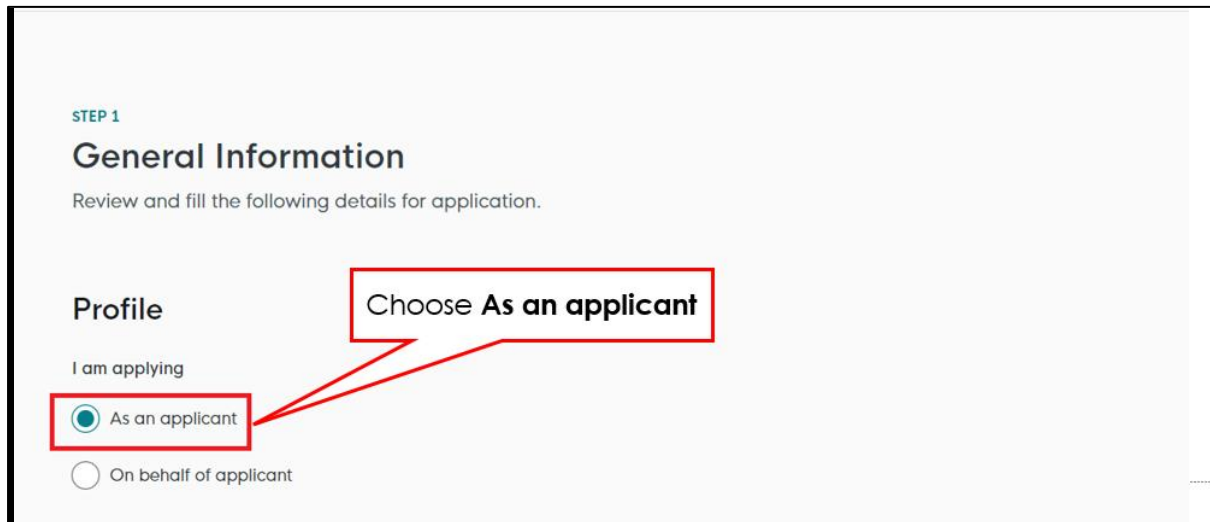
Apply

Apply for Licence to Import Table of Eggs

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

General Information

As an Applicant



STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

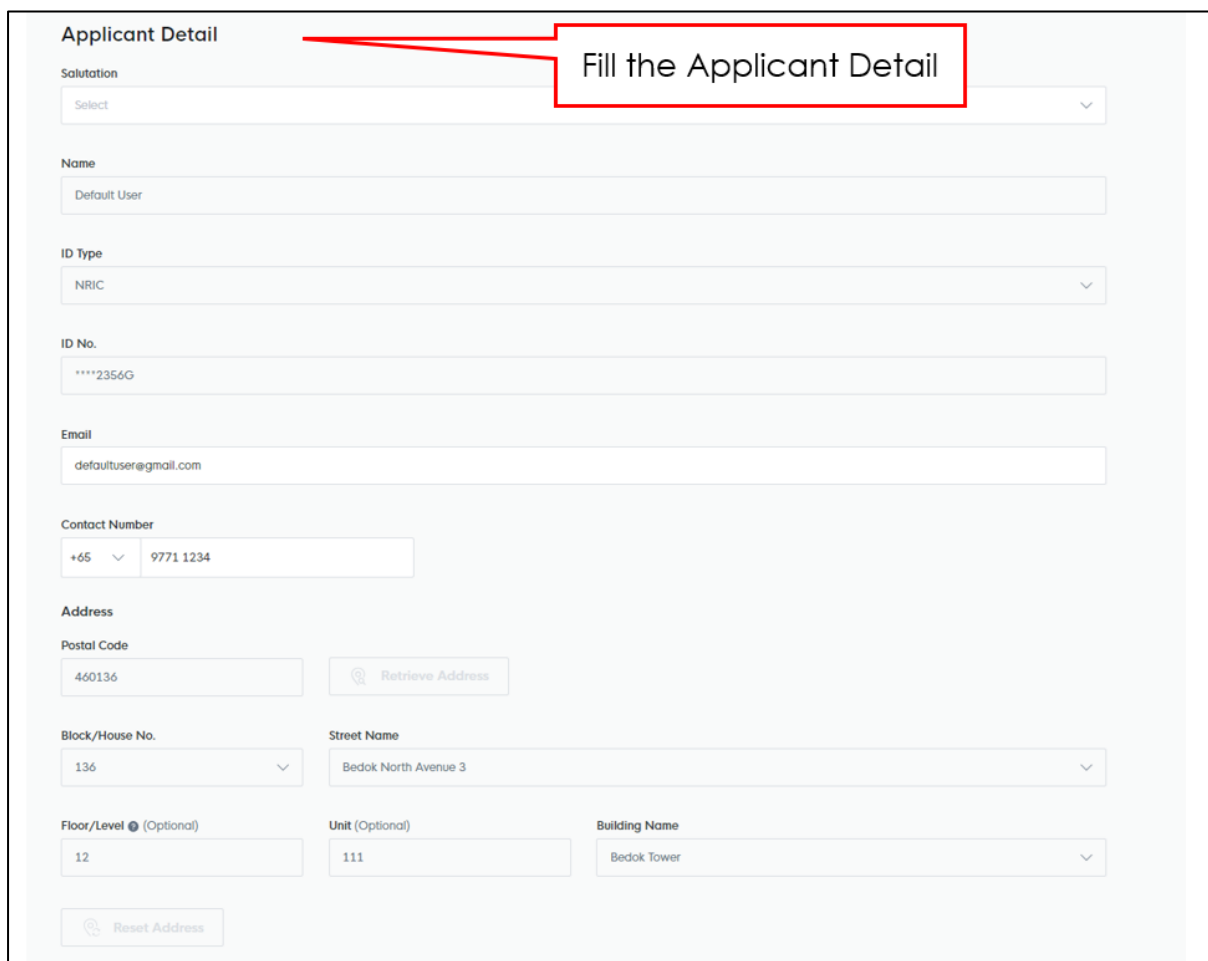
☒ As an applicant

☐ 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

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

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 Detail**: A red box highlights the title, with a callout pointing to it that says "Fill the Company Detail".
- Company Name**: Text input field containing "MANAGEMENT PTE".
- UEN**: Text input field containing "197101238G".
- Entity Type**: Dropdown menu showing "Local Company".
- Registered Address**: Section containing:
 - Postal Code**: Text input field containing "117438".
 - Retrieve Address**: Button with a magnifying glass icon.
 - Block/House No.**: Dropdown menu showing "10".
 - 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 magnifying glass icon.
- Save Draft**: Button at the bottom right, highlighted with a red box.
- Application Details**: Button at the bottom right, highlighted with a red box, with a right-pointing arrow.
- Callout Box**: A red box containing the text "Click **Save Draft**
Click **Application Details**", with red lines pointing to the respective 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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

The screenshot shows a 'Filer Detail' form with the following fields: 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'). Annotations include a red box around the 'Filer Detail' header with the text 'Fill the Filer Detail', and another red box around the 'Save Draft' and 'Application Details' buttons with the text 'Click Save Draft' and 'Click Application Details'.

Filer Details

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

Application Details

The screenshot shows the 'Application Details for Licence to Import Table Eggs (SFA)' form. It includes a 'Retrieve' button under 'Owner Organisation Details', an 'Applicant Type' dropdown menu (set to 'Organisation'), and an 'Owner Organisation Name' dropdown menu (set to '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'). An annotation points to the 'Retrieve' button with the text 'Click Retrieve button to get the Owner Organisation Details'.

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. .If Organisation is selected, then Owner Organisation Name will be auto populated.
- Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

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

20. 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

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. It includes sections for 'Address Type' (with 'Local [LOCAL]' selected), 'Applicant Local Address Format' (with 'Standard [STANDARD]' selected), 'Type of Premises' (a dropdown menu), 'Local Address' (with a 'Postal Code' field and a 'Retrieve Address' button), and 'Block/House No.' and 'Street Name' (both dropdown menus). Below these are 'Floor/Level (Optional)', 'Unit (Optional)', and 'Building Name (Optional)' fields. A 'Reset Address' button is located at the bottom left. Red boxes and callout lines highlight the 'Local [LOCAL]' radio button, the 'Standard [STANDARD]' radio button, the 'Retrieve Address' button, and the 'Reset Address' button, with corresponding text 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)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the **Mailing Address** details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ Standard [STANDARD]

Type of Premises
Select

Mailing Address
Postal Code
Block/House No.
Street Name
Floor/Level @ (Optional)
Unit (Optional)
Building Name (Optional)

Click **Retrieve Address**

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

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under the 'Address Type' section, the 'Foreign [FOREIGN]' radio button is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character limit (0/50 or 0/12). At the bottom, the 'Country/Region' dropdown is also set to 'Select'.

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

☐ Local [LOCAL]

☐ Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

36. Fill the Address fields.

37. Continue filling Egg Storage Details next.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

☒ I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Egg Storage Establishment

Egg Storage Establishment

Warehouse Registration Number.

Enter the Warehouse Registration Number

0/15

+

 Add

Click **Add**

No.	Warehouse Registration Number.	Actions
No data available in table		

Egg Storage Establishment

39. Enter the Warehouse Registration Number or Coldstore Licence Number.
40. Click **Add** to add the details. The details will be added successfully.

Egg Storage Establishment

Warehouse Registration Number.

Added successfully
Your new information has been added.

0/15

+

 Add

No.	Warehouse Registration Number.	Actions
1	11	

Egg Storage Establishment

The user can add more details and edit or delete the details also.

Emergency Contact

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.	Actions
No data available in table					

Fill the Emergency Contact Details

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

Emergency Contact

41. Fill the Emergency Contact details. 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	

Added successfully

Your new information has been added.

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Authorisation for Management Staff
- BCP Form
- Others

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red box highlights the '+ Add' button with the text: 'Click Add button to supporting document details'. At the bottom, three buttons are highlighted with red boxes: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

A list of supporting documents is shown:

- Authorisation for Management Staff [IMPORTTABLEEGGSAUTHORISATIONFORMANAGEMENTSTAFF]
- BCP Form [BCPF0RM_01]
- Others [TABLEEGGSSUPPORTINGDOCS]

Supporting Document List

42. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a successful upload. A green notification box in the top right corner says: 'Added successfully Your new information has been added.' The 'File Type' dropdown is set to 'Select'. The 'Attachment' section shows a file named 'test2.pdf' with a download icon. The '+ Add' button is visible. Below the table, the 'File Type' is 'Authorisation for Management Staff [IMPORTTABLEEGGSAUTHORISATIONFORMANAGEMENTSTAFF]' and the 'Attachment' is 'test2.pdf'.

Uploaded Document

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

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Company Detail, Application Details for Licence to Import Table Eggs (SFA), and Emergency Contact. Callouts indicate: 'scroll down for all the sections and review the filled form.' pointing to the top of the form; 'Click **Back to Edit** for editing the application.' pointing to the 'Back to Edit' button; and 'Click **Declaration** to declare and submit the application.' pointing to the 'Declaration' button.

Review Form

45. Click **Back to Edit** to continue editing the application.
46. Scroll down for all the sections to review the filled details and click **Submit** to submit the application.

The screenshot shows the 'Declaration' page (STEP 4) with a 'General Declaration' section. Callouts indicate: 'Check the box for declaration.' pointing to the checkbox 'I hereby declare that all of the above is true.'; 'Click **Review Form** to review the form again.' pointing to the 'Review Form' button; and 'Click **Submit**.' pointing to the 'Submit' button.

Declare Form

47. Check the declaration.
48. Click **Review Form** to review the form again.
49. 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
Licence to Import Table Eggs	FC244786788	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 AskGo@izacrimsonlogic.com.sg.

Click Return to Dashboard.

[Return to Dashboard →](#)

Acknowledgement

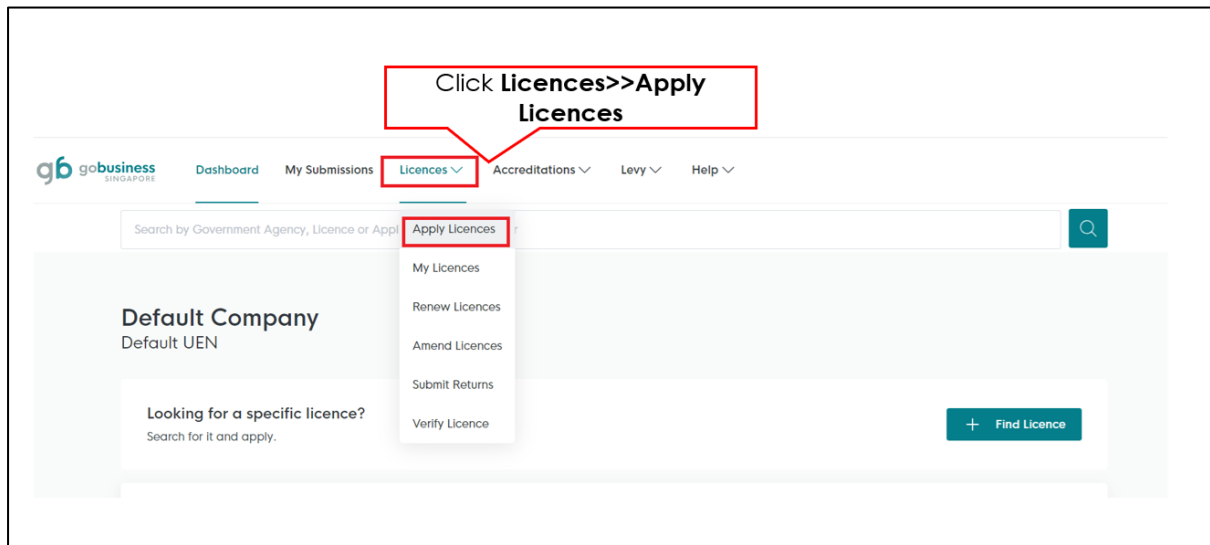
50. The acknowledgement mail will be sent to your registered email.

51. Click Return to Dashboard to exit.

Chapter 6: Licence to Import Sheep & Goats

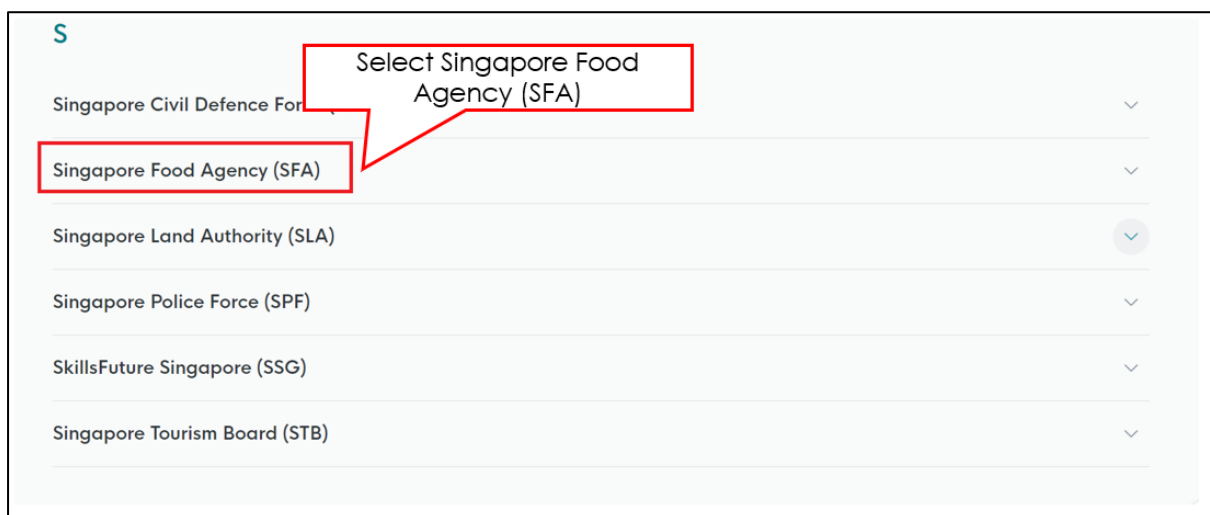
Apply New Licence Application (Company)

Choose Agency



Licences

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



Select Singapore Food Agency Licence

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

Singapore Food Agency (SFA)

Apply for Licence for Import/Export/Transshipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transshipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Transship Food Eggs and Biologics	Apply
Apply for Registration to Import Feed for Food Producing Animals	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food Appliances	Apply

Select Licence and Apply

3. Select the **Apply for Licence to Import Sheep & Goats** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

Apply for Licence to Import Sheep & Goats

Licences (New) • SFA

Details

Read the Details like FAQs, Documents and Requirements before Apply

The Licence to Import Sheep and Goats is issued to importers by Singapore Food Agency to import Sheep and Goats.

FAQs

1. Where can I get more information for Licence to Import Sheep & Goats
You can find more information on [SFA website](#).

Documents

N.A.

Requirements

Prerequisite Licence(s)

ACRA - [Registration for Companies / Business](#)

Fees and additional information

N.A.

Fees for License

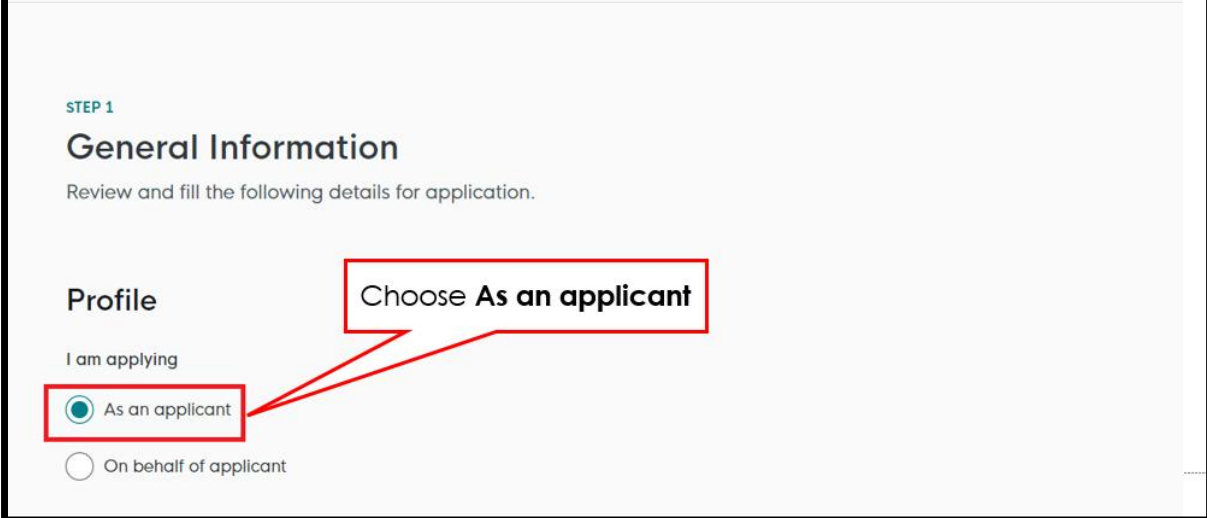
Apply

Apply for Licence to Import Sheep & Goats

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

General Information

As an Applicant



The screenshot shows a web interface for 'STEP 1 General Information'. Below the title, it says 'Review and fill the following details for application.' Under the 'Profile' heading, there is a section 'I am applying' with 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 with the text 'Choose As an applicant' has two lines pointing to the selected radio button and the text '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.
- Save Draft:** Button at the bottom right.
- Application Details →:** Button at the bottom right with a right-pointing arrow.

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' and 'Click Application Details' points to the 'Save Draft' and 'Application Details' buttons respectively.

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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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

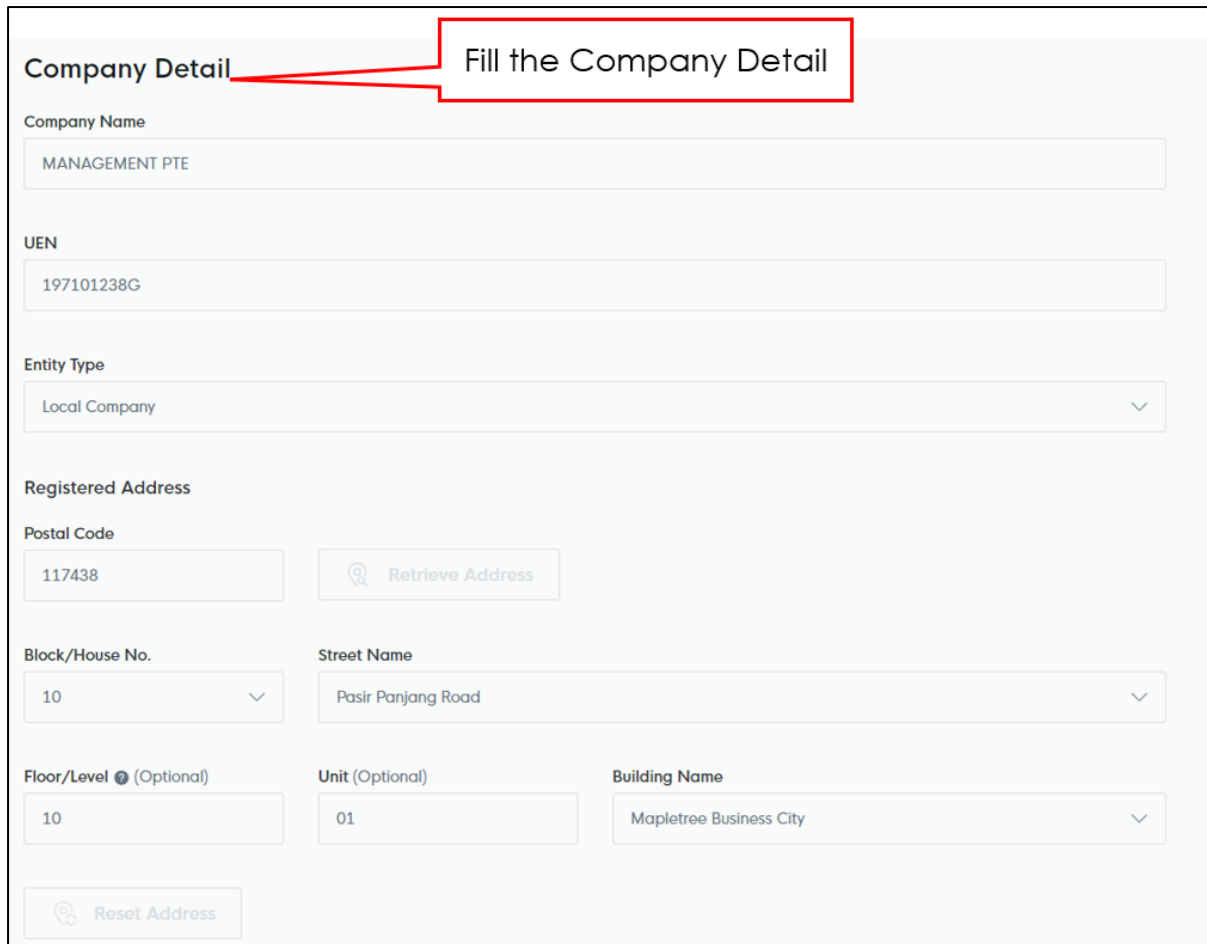
timtom@abc.com

Contact Number

+65 9876 5432

Applicant Details

12. Fill the Applicant Details.



The screenshot shows a web form titled "Company Detail". A red rectangular callout box with the text "Fill the Company Detail" has two red lines pointing to the title. The form contains several input fields and buttons:

- Company Name:** A text input field containing "MANAGEMENT PTE".
- UEN:** A text input field containing "197101238G".
- Entity Type:** A dropdown menu showing "Local Company".
- 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 showing "10".
 - Street Name:** A dropdown menu showing "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 showing "Mapletree Business City".
 - Reset Address:** A button with a circular arrow icon.

Company Details

13. Fill the Company Details.
14. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

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, there are two buttons: 'Save Draft' and 'Application Details →'. A red box labeled 'Click Save Draft' and 'Click Application Details' points to these buttons.

Filer Details

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

Application Details

The screenshot shows the 'Application Details for Licence to Import Sheep & Goats (SFA)' form. A red box labeled 'Click Retrieve button to get the Owner Organisation Details' points to the 'Retrieve' button. The form includes: 'Owner Organisation Details' section with a 'Retrieve' button, 'Applicant Type' dropdown menu (showing 'Organisation [Organisation]'), and 'Owner Organisation Name [UEN/ NRIC]' dropdown menu (showing '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED').

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

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

20. Fill the Applicant's Details.

Applicant's Address Details

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

Fill the Applicant's Address Details

Mailing Address

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

Fill the Mailing Address

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

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) Eg: 01, B1, 01M Unit (Optional) Eg: #05-01, use 01 Building Name (Optional) ▼

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ Standard [STANDARD]

Type of Premises
Select

Mailing Address
Postal Code
Block/House No.
Street Name
Floor/Level @ (Optional)
Unit (Optional)
Building Name (Optional)

Retrieve Address
Reset Address

Select **Local**

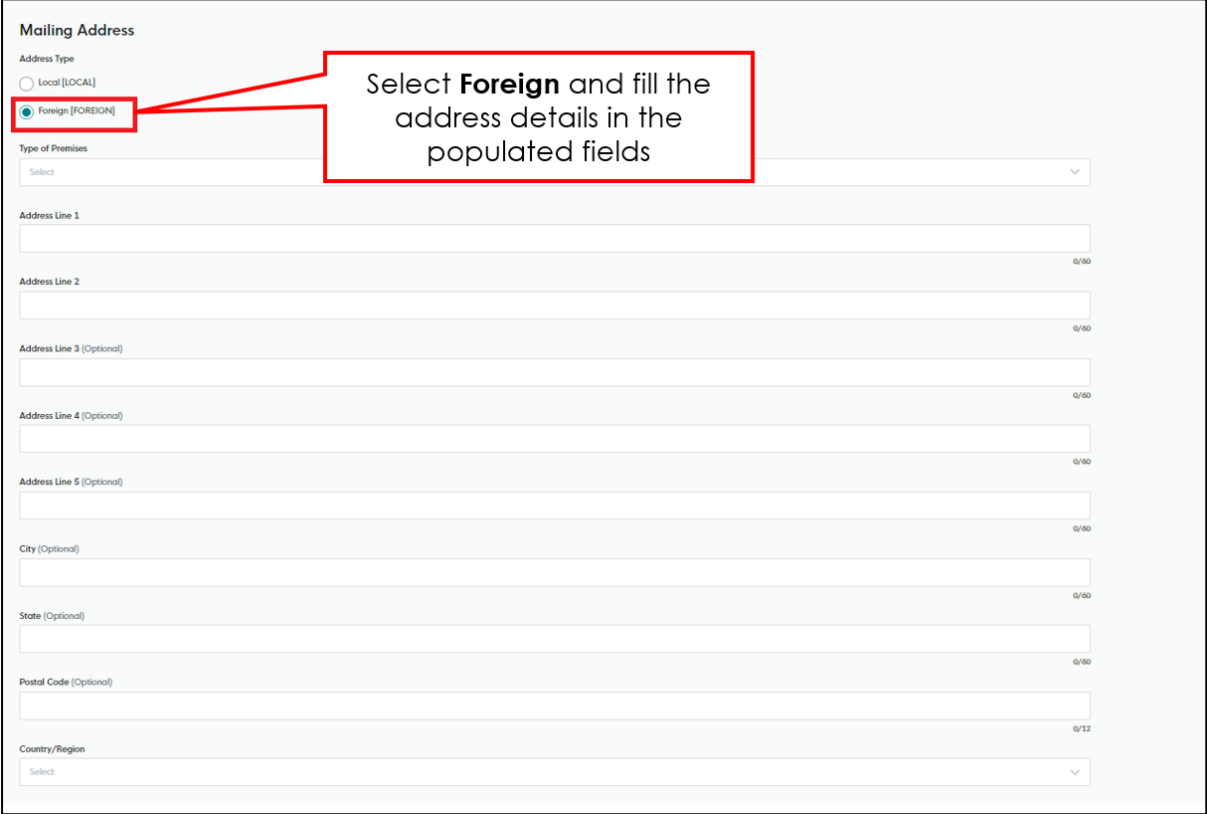
Select **Standard** and fill the address

Click **Retrieve Address**

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

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.



The screenshot shows the 'Mailing Address' form. At the top, under 'Address Type', the 'Foreign [FOREGN]' radio button is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character count (0/50 or 0/12). At the bottom, the 'Country/Region' dropdown is also set to 'Select'.

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

☐ Local [LOCAL]

☐ Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

36. Fill the Address fields.

37. Continue filling Import details next.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

☐ I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Purpose of Import

The screenshot shows the 'Purpose of Import' form. A dropdown menu is set to 'Transshipment [TRAN]'. A red box highlights the 'Add' button with the text 'Click **Add** to add the import details.' Another red box highlights the dropdown menu with the text 'Select the **Purpose of Import**.' Below the dropdown, a red error message states: 'A minimum of 1 entry is required for Purpose of Import.' Below this is a table with columns 'No.', 'Purpose of Import', 'Others', and 'Actions'. The table is currently empty, showing 'No data available in table'.

Purpose of Import

39. Select the **Purpose of Import** as Festivals, Transshipment and Others.

40. Click **Add** to add the import details. The details added successfully.

The screenshot shows the 'Purpose of Import' form after a successful addition. A green success message at the top right says: 'Added successfully Your new information has been added.' The dropdown menu now shows 'Select'. The 'Add' button is still present. The table below now contains one entry:

No.	Purpose of Import	Others	Actions
1	Transshipment [TRAN]	-	

Import Details Added

The user can add more and can edit or delete the import details.

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

+ Add

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

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

Emergency Contact

41. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Added successfully
Your new information has been added.

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 user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Authorisation for Management Staff
- Others

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red box highlights the 'Add' button with the text: 'Click Add button to supporting document details'. The form includes an 'Attachment' section with instructions: '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.' Below this is a table with columns 'File Type', 'Attachment', and 'Actions'. The table currently shows 'No data available in table'. At the bottom, there are three buttons: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Authorisation for Management Staff [IMPORTSHEEPGOATAUTHORISATIONFORMANAGEMENTSTAFF]

Others [IMPORTSHEEPANDGOATSSUPPORTINGDOCS]

Supporting Document List

42. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a document has been added. A green success message at the top right states: 'Added successfully. Your new information has been added.' The 'Attachment' section now shows a file named 'test2.pdf' under the 'File Type' 'Authorisation for Management Staff [IMPORTABLEEGGSAUTHORISATIONFORMANAGEMENTSTAFF]'. The table below has columns 'File Type', 'Attachment', and 'Actions'. The table now contains one row with the file name and a link to the file. The 'Add' button is still visible.

Uploaded Document

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

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Company Detail, and Application Details for Licence to Import Sheep & Goats (SFA). Callouts indicate: 'scroll down for all the sections and review the filled form.' pointing to the top of the form, 'Click **Back to Edit** for editing the application.' pointing to the 'Back to Edit' button, and 'Click **Declaration** to declare and submit the application.' pointing to the 'Declaration' button.

Review Form

45. Click **Back to Edit** to continue editing the application.
46. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

The screenshot shows the 'Declaration' page (STEP 4) with the following text: 'Please scroll to read and acknowledge the following clauses.' Below this are sections for 'General Declaration' and 'Licence to Import Sheep & Goats (SFA)'. Callouts indicate: 'Check the box for declaration.' pointing to the checkbox 'I hereby declare that all of the above is true.', 'Click **Review Form** to review the form again.' pointing to the 'Review Form' button, and 'Click **Submit**.' pointing to the 'Submit' button.

Declare Form

47. Check the declaration.
48. Click **Review Form** to review the form again.
49. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

The screenshot shows a web interface for application acknowledgement. At the top right, a green notification box states 'Successfully submitted' with a close button. The main heading is 'We have received your application', followed by a sub-note 'A confirmation email has been sent to you.' Below this is a section titled 'Application Status' containing a table with application details. At the bottom, a 'Next Steps' section provides instructions and contact information. A red callout box points to a 'Return to Dashboard' button with the text 'Click Return to Dashboard.'

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import Sheep & Goats	FC244786899	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@crimsontologic.com.sg.

[Return to Dashboard](#) →

Acknowledgement

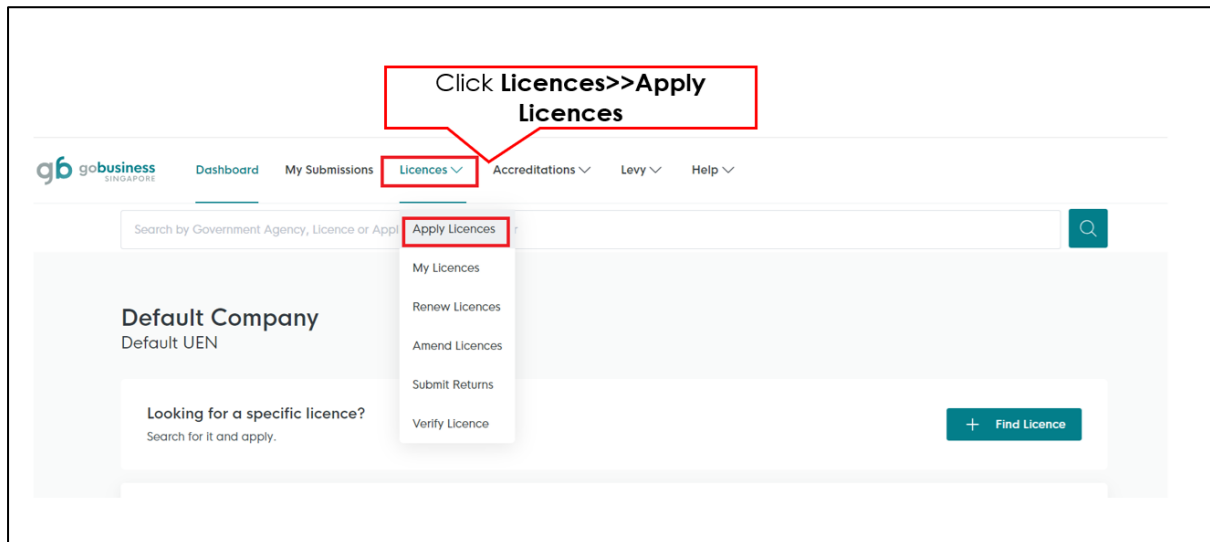
50. The acknowledgement mail will be sent to your registered email.

51. Click Return to Dashboard to exit.

Chapter 7: Licence to Import Poultry

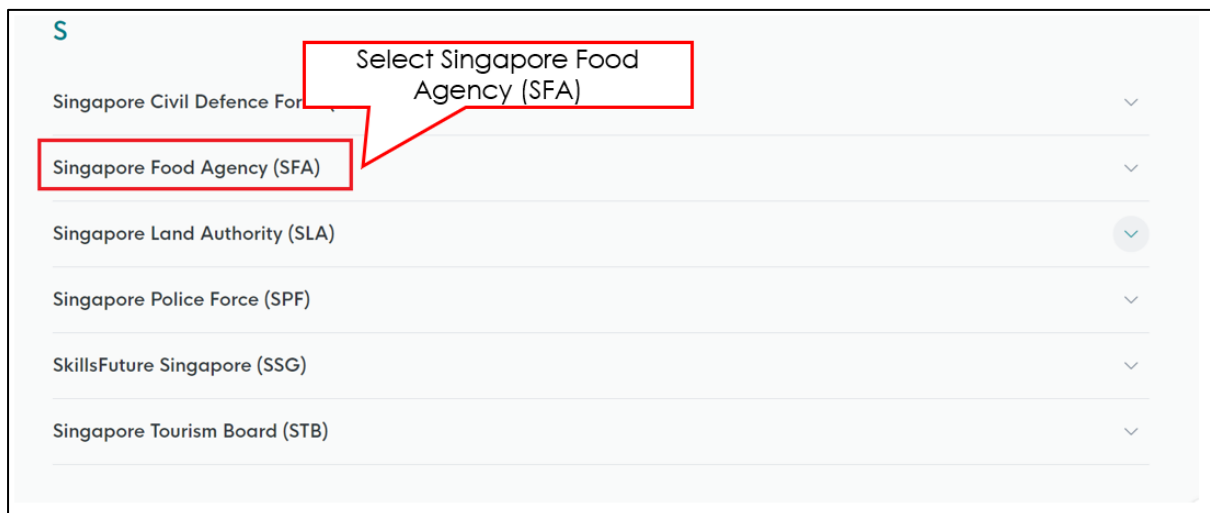
Apply New Licence Application (Company)

Choose Agency



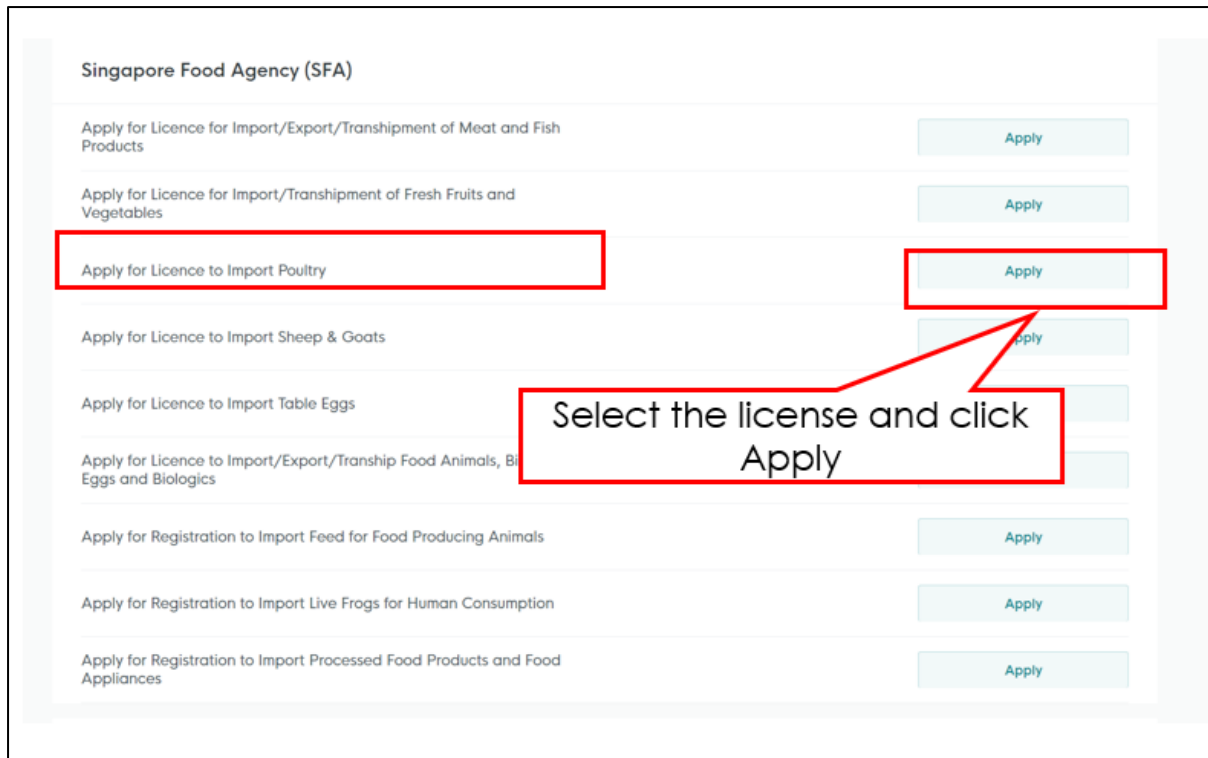
Licences

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



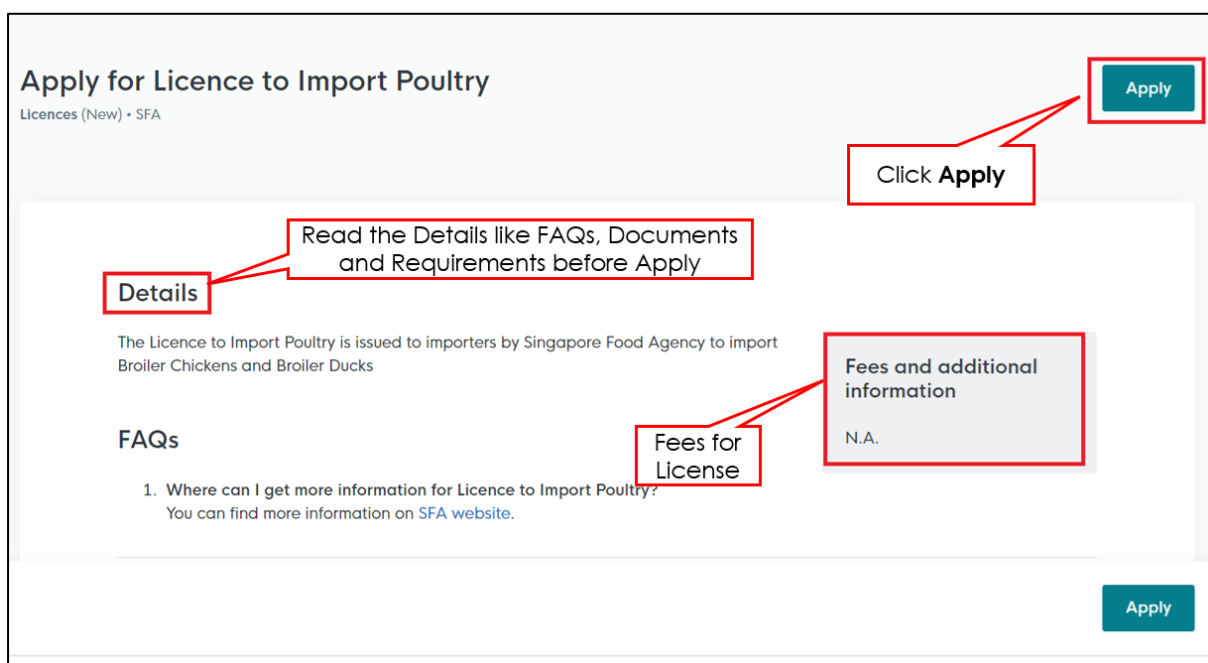
Select Singapore Food Agency Licence

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



Select Licence and Apply

3. Select the **Apply for Licence to Import Poultry**.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.



Apply for Licence to Import Poultry

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

General Information

As an Applicant

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'.
 - 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 text input field containing 'Mapletree Business City'.
 - Reset Address:** A button with a magnifying glass 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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

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** Click **Application Details**'.

Filer Details

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

Application Details

The screenshot shows the 'Application Details for Licence to Import Poultry (SFA)' form. A red box labeled 'Click **Retrieve** button to get the Owner Organisation Details' points to the 'Retrieve' button. The form includes: 'Owner Organisation Details' section with a 'Retrieve' button; 'Applicant Type' dropdown menu with 'Organisation [Organisation]'; and 'Owner Organisation Name [UEN/ NRIC]' dropdown menu with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED'.

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

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 the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

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

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)

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ Standard [STANDARD]

Type of Premises
Select

Mailing Address

Postal Code
Retrieve Address

Block/House No.
Street Name

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

Unit (Optional)
Building Name (Optional)

Click **Retrieve Address**

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

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. At the top, under 'Address Type', the 'Foreign [FOREGN]' radio button is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character count (0/60 or 0/12). At the bottom, the 'Country/Region' dropdown is also set to 'Select'.

Mailing Address Type Foreign

30. Fill the Address fields.

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

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

36. Fill the Address fields.

37. Continue filling Product Details next.

Notes & Terms and Conditions

Notes:

Please note that you must furnish a valid SFA's licence number of the local poultry slaughterhouse where the poultry is going to be slaughtered during the licence application.

Terms and Conditions of Licence

Terms and Conditions of Licence

☒ I have read and understood the terms & conditions of this licence, and agree to comply with them.

Notes & Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Product Details

The screenshot shows the 'Product Details' section of the application. It features a title 'Product Details' and a label 'Product Type'. Below this, there are two radio button options: 'Broiler Chickens [C]' and 'Broiler Ducks [D]'. A red callout box with the text 'Select the Product Type' points to the 'Product Type' label. Another red callout box points to the radio button options.

Product Details

39. Select the **Product Type** as Broiler Chickens or Broiler Ducks.

Poultry Slaughter House Address

The screenshot shows the 'Poultry Slaughter House Address' form. It includes a title 'Poultry Slaughter House Address' and a label 'Enter the Poultry Slaughter House Address details'. Below this, there are several input fields: 'Slaughterhouse Licence Number' (0/50), 'UEN Number (Optional)' (0/10), 'Company Name (Optional)' (0/100), and 'Address (Optional)' (0/66). A red callout box with the text 'Click Retrieve Company Detail' points to a button labeled 'Retrieve Company Detail'. Another red callout box with the text 'Click Add' points to a button labeled 'Add'. At the bottom, there is a table with columns: 'No.', 'Slaughterhouse Licence Number', 'UEN Number', 'Company Name', 'Address', and 'Actions'. The table currently shows 'No data available in table'.

Poultry Slaughter House Address

40. Enter the Poultry Slaughter House Address.

41. Enter the Slaughterhouse Licence Number to retrieve the company details.

42. Click **Retrieve Company Details** to retrieve the company details.

43. Click **Add** to add the details. The details will be added successfully.

Poultry Slaughter House Address

Added successfully
Your new information has been added.

Slaughterhouse Licence Number

0/50

Retrieve Company Detail

UEN Number (Optional)

0/10

Company Name (Optional)

0/100

Address (Optional)

0/66

+ Add

No.	Slaughterhouse Licence Number	UEN Number	Company Name	Address	Actions
1	SP24F0053	533366548	MANAGEMENT PTE	31 SCIENCE PARK ROAD, #123, THE CRIMSON, SINGAPORE 117611	

Poultry Slaughter House Address Added

The user can add more details and edit or delete the details also.

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

+ Add

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

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

Emergency Contact

44. Fill the Emergency Contact details. 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	

Added successfully
Your new information has been added.

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Authorisation for Management Staff
- Authorisation for Slaughter House
- Others

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red box highlights the '+ Add' button with the text: 'Click Add button to supporting document details'. At the bottom, three buttons are highlighted: 'General Information', 'Save Draft', and 'Review Form'.

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 supporting document details

File Type	Attachment	Actions
No data available in table		

← General Information Save Draft Review Form →

Upload Supporting Documents

A list of supporting documents with their respective IDs:

- Authorisation for Management Staff [IMPORTPOULTRYAUTHORISATIONFORMANAGEMENTSTAFF]
- Authorisation for Slaughter House [SLAUGHTERHOUSELICENSEEACKNOWLEDGEMENT]
- Others [IMPORTPOULTRYSUPPORTINGDOCS]

Supporting Document List

45. Select the **File Type** and upload the supporting document. Click Add. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a successful upload. A green success message is displayed: 'Added successfully Your new information has been added.' The 'File Type' dropdown is set to 'Select'. The 'Attachment' section shows the uploaded file: 'Authorisation for Management Staff [IMPORTTABLEEGGSAUTHORISATIONFORMANAGEMENTSTAFF]' with a file icon and the name 'test2.pdf'. The '+ Add' button is visible. The table below shows the uploaded document.

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

Added successfully
Your new information has been added.

File Type	Attachment	Actions
Authorisation for Management Staff [IMPORTTABLEEGGSAUTHORISATIONFORMANAGEMENTSTAFF]	test2.pdf	

Uploaded Document

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

Review Form

Review and Declare

The screenshot shows the 'Review Form' page. At the top, it says 'STEP 3 Review Form' and 'Please review the following details carefully. You will not be able to add these details when you proceed to the next step.' The form is divided into sections: 'General Information' (Profile, Applicant Detail), 'Application Details for Licence to Import Poultry' (Owner Organisation Details, Applicant's Details), and 'Declaration'. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Red callout boxes point to these buttons and the form content.

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

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

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

The screenshot shows the 'Declaration' page. At the top, it says 'STEP 4 Declaration' and 'Please scroll to read and acknowledge the following clauses.' The page contains several paragraphs of text under the heading 'General Declaration' and 'Licence to Import Poultry (SFA)'. At the bottom, there is a checkbox labeled 'I hereby declare that all of the above is true.' and two buttons: 'Review Form' and 'Submit'. Red callout boxes point to these elements.

Click **Submit**.

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

Check the box for declaration.

Declare Form

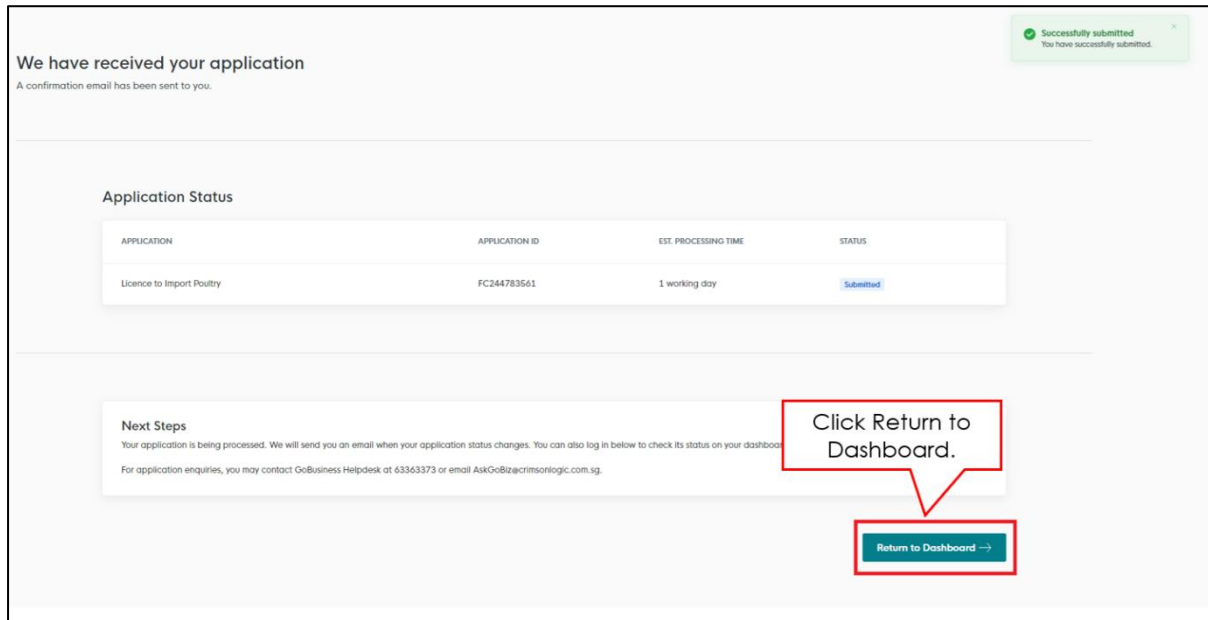
50. Check the declaration.

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

52. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.



Acknowledgement

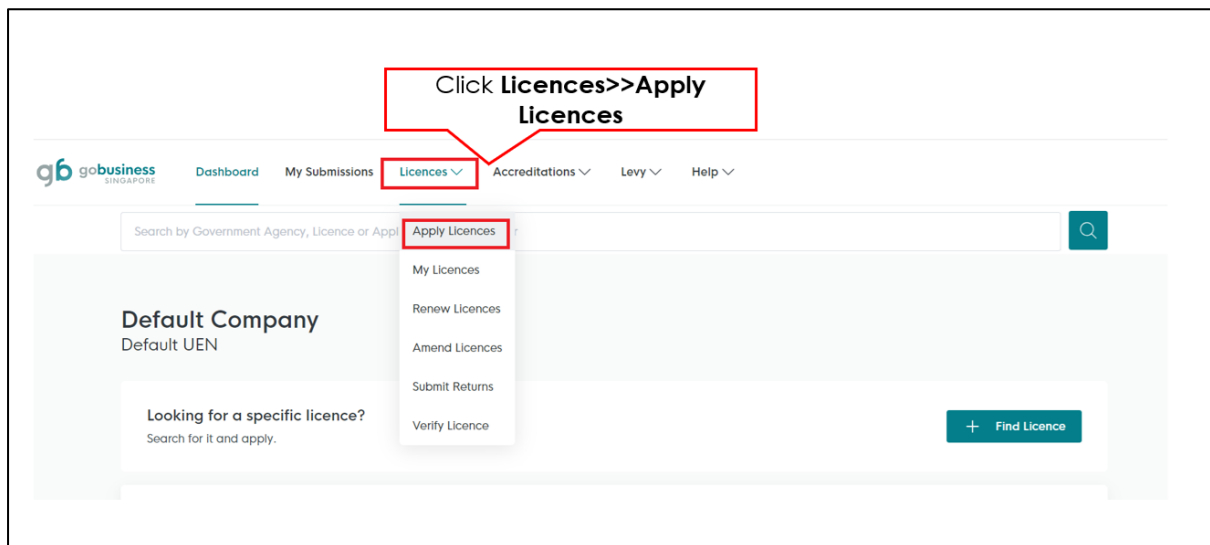
53. The acknowledgement mail will be sent to your registered email.

54. Click Return to Dashboard to exit.

Chapter 8: Registration to Import Processed Food Products and Food Appliances

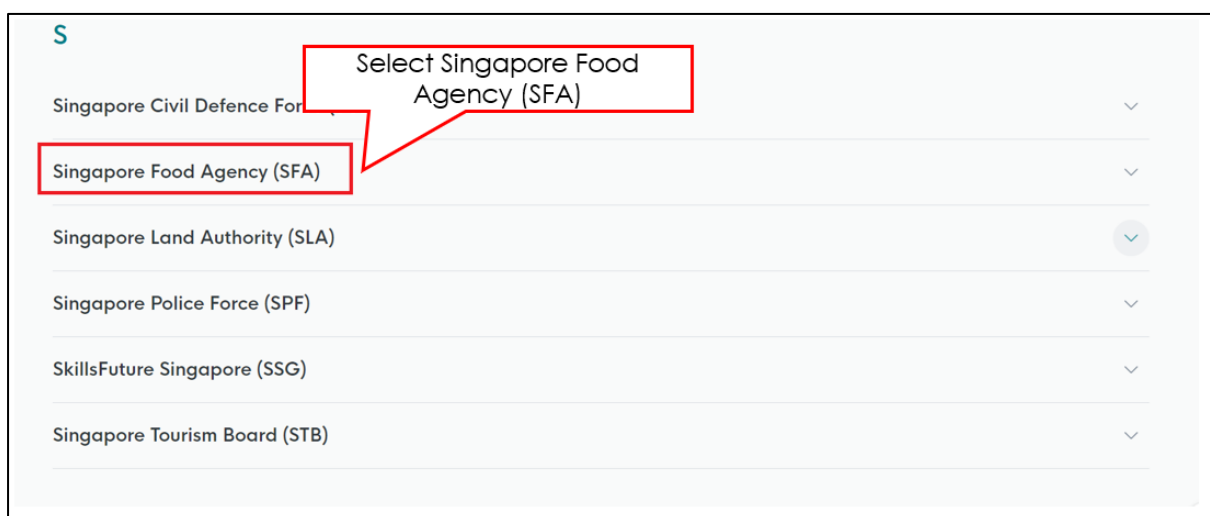
Apply New Licence Application (Company)

Choose Agency



Licences

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



Select Singapore Food Agency Licence

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

GoBusiness New Application User Guide

Chapter 8: Registration to Import Processed Food Products and Food Appliances

Singapore Food Agency (SFA)

Apply for Licence for Import/Export/Transhipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Tranship Food Eggs and Biologics	Apply
Apply for Registration to Import Feed for Food Producing Animals	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food Appliances	Apply

Select Licence and Apply

3. Select the **Apply for Registration to Import Processed Food Products and Food Appliances** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

Apply for Registration to Import Processed Food Products and Food Appliances

Licences (New) - SFA

Details

Registration to Import Processed Food Products and Food Appliances is required if Traders involve in the import of processed food (not containing meat and fish products, fresh fruits and vegetables) and food appliances.

Licence Pre-requisites :

- 1.Top Up CPF Medisave.
- 2.Activate UEN with Singapore Customs.
- 3.Submit original GIRO form.

FAQs

1. Where can I get more information for registration to import processed food and food appliances (Excluding meat and fish products, fresh fruits and vegetables)?
You can find more information on [SFA website](#).

Fees for License

Fees and additional information
N.A.

Apply

Apply for Registration to Import Processed Food Products and Food Appliances

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

General Information

As an Applicant

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 buttons:

- 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)
- Buttons:** Retrieve Address, Reset Address, Save Draft, Application Details →

Red callout boxes and arrows highlight the following instructions:

- A box labeled "Fill the Company Detail" points to the "Company Detail" title.
- 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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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

- Fill the Company Details.
- Click **Retrieve Address** to retrieve the address if you know the postal code.
- Click **Reset Address** to reset the entered address.

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 'timtom@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

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

Application Details

The screenshot shows the 'Application Details' form, labeled 'STEP 2'. The title is 'Application Details for Registration to Import Processed Food Products and Food Appliances (SFA)'. Below the title, it says 'Fill in the following details.' The form has a section 'Owner Organisation Details' with a 'Retrieve' button. A red box labeled 'Click Retrieve button to get the Owner Organisation Details' points to this button. Below the 'Retrieve' button, there are two dropdown menus: 'Applicant Type' (with 'Organisation' selected) and 'Owner Organisation Name [UEN/ NRIC]' (with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED' selected).

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

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 the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

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) Eg: 01, B1, 01M Unit (Optional) Eg: #05-01, use 01 Building Name (Optional) ▼

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ Standard [STANDARD]

Type of Premises
Select

Mailing Address

Postal Code
Retrieve Address

Block/House No.
Street Name

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

Unit (Optional)
Building Name (Optional)

Click **Retrieve Address**

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

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Foreign [FOREGN]' radio button is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character count (0/60 or 0/12). At the bottom, the 'Country/Region' dropdown is also set to 'Select'.

Mailing Address Type Foreign

30. Fill the Address fields.

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

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

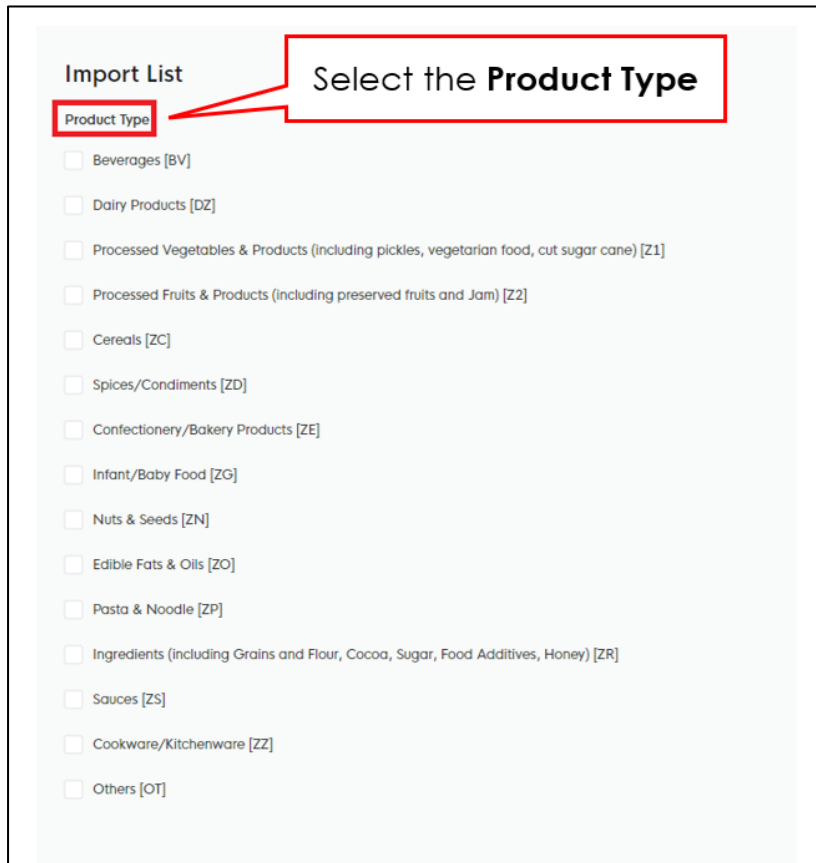
Country/Region

Select

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

Foreign Address

36. Fill the Address fields.
37. Continue filling product details next.



The screenshot shows a web form titled "Import List". At the top left of the form is a label "Product Type" which is enclosed in a red rectangular box. A red callout bubble originates from this box and points to a larger red rectangular box on the right side of the form. This larger box contains the text "Select the **Product Type**". Below the "Product Type" label, there is a vertical list of 17 product categories, each preceded by an unchecked checkbox. The categories are: Beverages [BV], Dairy Products [DZ], Processed Vegetables & Products (including pickles, vegetarian food, cut sugar cane) [Z1], Processed Fruits & Products (including preserved fruits and Jam) [Z2], Cereals [ZC], Spices/Condiments [ZD], Confectionery/Bakery Products [ZE], Infant/Baby Food [ZG], Nuts & Seeds [ZN], Edible Fats & Oils [ZO], Pasta & Noodle [ZP], Ingredients (including Grains and Flour, Cocoa, Sugar, Food Additives, Honey) [ZR], Sauces [ZS], Cookware/Kitchenware [ZZ], and Others [OT].

Product Type

38. Select the **Product Type** from the Import list.

Establishment Address

Establishment Address

Fill the Establishment Address

Type of Premises
Select

Operating/ Establishment Address

Postal Code
Retrieve Address

Click **Retrieve Address** button to reset the address details.

Block/House No.
Street Name

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

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

Building Name (Optional)

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

Reset Address

Licence/Registration Number eg. WH12A0001 (if any) (Optional)
0/65

Click **Add** button to add establishment address details.

Add

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
No data available in table				

Establishment Address

39. Fill the Establishment Address.
40. Click **Retrieve** to get the postal code.
41. Click **Retrieve Address** to retrieve the address details.
42. Click **Reset Address** to reset the address details.
43. Click **Add** to add the establishment address details.

Establishment Address

Type of Premises
Select

Operating/ Establishment 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

Licence/Registration Number eg. WH12A0001 (if any) (Optional)
0/65

Add

Added successfully
Your new information has been added.

No.	Type of Premises	Operating/ Establishment Address	Licence/Registration Number eg. WH12A0001 (if any)	Actions
1	Cold Room [CR]	117 HO CHING ROAD, NIL, Singapore 610117	11	

Establishment Address Details Added

The user can add more and can edit or delete the address details.

Emergency Contact

The screenshot shows the 'Emergency Contact' form. A red box highlights the 'Salutation' dropdown menu with the text 'Fill the Emergency Contact Details'. Another red box highlights the '+ Add' button with the text 'Click Add button to add emergency contact details.' Below the form is a table with columns: No., Salutation, Name, Designation, Contact No., and Actions. The table is currently empty, showing 'No data available in table'.

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.	Actions
No data available in table					

Emergency Contact

44. Fill the Emergency Contact details. 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 still visible. The table now contains one entry with the following details:

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

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Any Supporting Documents

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red box highlights the 'Add' button with the text: 'Click Add button to supporting document details'. The form includes an 'Attachment' section with a file upload area and a table with columns 'File Type', 'Attachment', and 'Actions'. The table currently shows 'No data available in table'. At the bottom, there are three buttons: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

Any supporting documents [IMPORTPROCESSEDFOODPRODUCTSANDAPPLIANCESRNWANYSUPPORTINGDOCU]

Supporting Document List

45. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a document has been added. A green notification box at the top right says 'Added successfully Your new information has been added.' The 'Attachment' section now shows a file named 'test2.pdf' with a download icon. The table below has one row with the file name and a link to 'test2.pdf'. The 'Add' button is still visible.

Uploaded Document

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

47. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Application Details for Registration to Import Processed Food Products and Food Appliances (SFA), Owner Organisation Details, Applicant's Details, Import List, and Establishment Address. Callouts indicate: 'scroll down for all the sections and review the filled form.' pointing to the form content, 'Click **Back to Edit** for editing the application.' pointing to the 'Back to Edit' button, and 'Click **Declaration** to declare and submit the application.' pointing to the 'Declaration' button.

Review Form

48. Click **Back to Edit** to continue editing the application.
49. Scroll down for all the sections to review the filled details and click **Submit** to submit the application.

The screenshot shows the 'Declaration' page with a 'General Declaration' section. It contains a checkbox for 'I hereby declare that all of the above is true.' and a 'Review Form' button. Callouts indicate: 'Check the box for declaration.' pointing to the checkbox, 'Click **Review Form** to review the form again.' pointing to the 'Review Form' button, and 'Click **Submit**.' pointing to the 'Submit' button.

Declare Form

50. Check the declaration.
51. Click **Review Form** to review the form again.
52. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

The screenshot shows a web interface with a confirmation message at the top: "We have received your application" with a sub-note "A confirmation email has been sent to you." In the top right corner, a green notification box states "Successfully submitted" and "You have successfully submitted." Below this is a section titled "Application Status" containing a table with the following data:

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Registration to Import Processed Food Products and Food Appliances	FC244795906	1 working day	Submitted

Below the table is a "Next Steps" section with the text: "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." To the right of this section, a red callout box contains the text "Click Return to Dashboard." pointing to a button labeled "Return to Dashboard →".

Acknowledgement

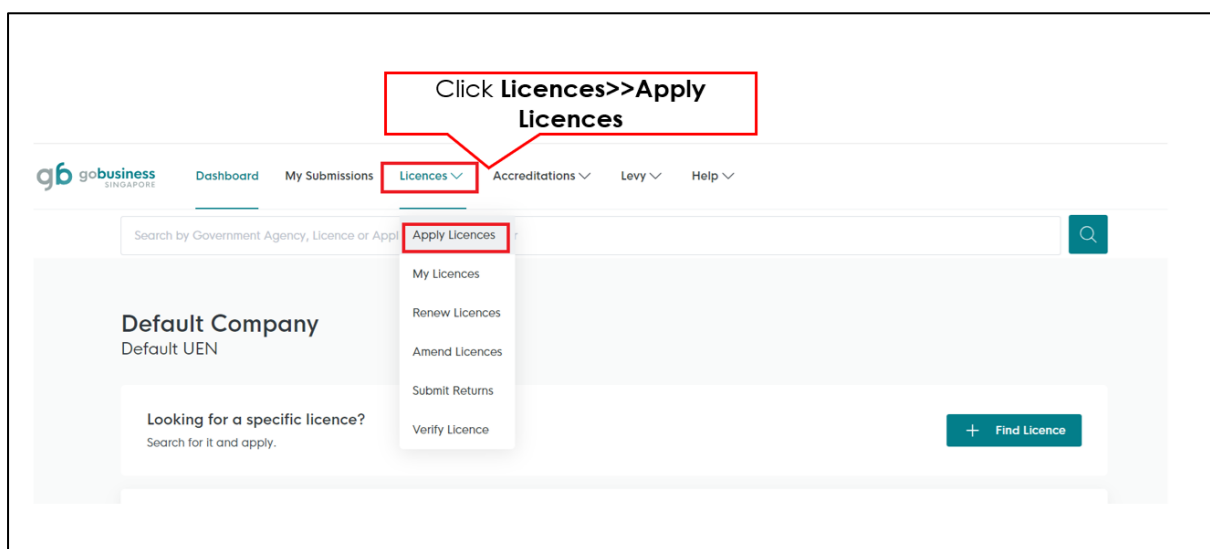
53. The acknowledgement mail will be sent to your registered email.

54. Click Return to Dashboard to exit.

Chapter 9: Licence to Import, Export, Tranship Animals, Birds, Eggs and Biologics

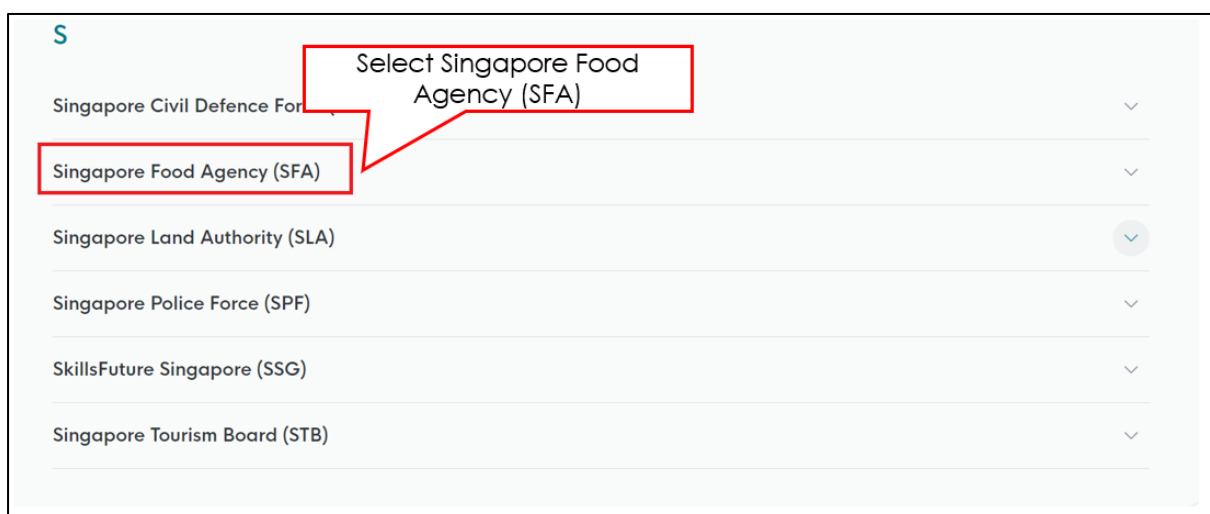
Apply New Licence Application (Company)

Choose Agency



Licences

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



Select Singapore Food Agency Licence

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

Singapore Food Agency (SFA)

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

Apply for Licence for Import/Transhipment of Fresh Fruits and Vegetables Apply

Apply for Licence to Import Poultry Apply

Apply for Licence to Import Sheep & Goats Apply

Apply for Licence to Import Table Eggs Apply

Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics Apply

Apply for Registration to Import Feed for Food Producing Animals Apply

Apply for Registration to Import Live Frogs for Human Consumption Apply

Apply for Registration to Import Processed Food Products and Food Appliances Apply

Select Licence and Apply

3. Select the **Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics Apply

Licences (New) • SFA

Details

The Licence to Import/Export/Tranship Animals, Birds, Eggs and Biologics may be issued by either Animal & Veterinary Service, a cluster of National Parks Board or Singapore Food Agency. This licence is required if you intend to import/export/tranship animals, birds or their products into/out from Singapore. In the case of veterinary biologics, a licence is required for their import/transshipment. Export of veterinary biologics does not require a licence.

FAQs

1. Where can I get the FAQ for import of animals/birds/eggs/biologics?
You can get the FAQ on this link: [SFA FAQ website](#)

Fees and additional information

Fee
Commercial Birds: \$62
Animal Product / Reproduction Material: \$22
Commercial (Livestock): \$87

Fees for License

Click Apply

Apply

Apply for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics

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

General Information

As an Applicant

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 Detail** (Section Header)
- Company Name**: Text input field containing 'MANAGEMENT PTE'.
- UEN**: Text input field containing '197101238G'.
- Entity Type**: Dropdown menu showing 'Local Company'.
- Registered Address** (Section Header)
- Postal Code**: Text input field containing '117438'. Next to it is a 'Retrieve Address' button.
- Block/House No.**: Dropdown menu showing '10'.
- 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 at the bottom left of the address section.
- Save Draft**: Button at the bottom right, highlighted with a red box.
- Application Details**: Button at the bottom right, highlighted with a red box, with a right arrow.

Two red callout boxes provide instructions:

- A box pointing to the 'Company Detail' header says: **Fill the Company Detail**.
- A box pointing to the 'Save Draft' and 'Application Details' buttons says: **Click Save Draft**
Click 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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

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** Click **Application Details**'.

Filer Details

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

Application Details

The screenshot shows the 'Application Details' form, titled 'STEP 2 Application Details for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)'. It instructs the user to 'Fill in the following details.' The form includes a section for 'Owner Organisation Details' with a 'Retrieve' button highlighted by a red box. A red callout box points to this button with the text 'Click **Retrieve** button to get the Owner Organisation Details'. Below this, there are dropdown menus for 'Applicant Type' (showing 'Organisation [Organisation]') and 'Owner Organisation Name [UEN/ NRIC]' (showing '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED').

Owner Organisation Details

19. Click Retrieve to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

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

20. 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

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. It includes sections for 'Address Type' (with 'Local [LOCAL]' selected), 'Applicant Local Address Format' (with 'Standard [STANDARD]' selected), 'Type of Premises' (a dropdown menu), 'Local Address' (with a 'Postal Code' field and a 'Retrieve Address' button), 'Block/House No.' (a dropdown menu), 'Street Name' (a text field), 'Floor/Level (Optional)' (a text field with example '01, B1, 01M'), 'Unit (Optional)' (a text field with example '#05-01, use 01'), and 'Building Name (Optional)' (a dropdown menu). A 'Reset Address' button is also present. Red boxes and arrows highlight the 'Local [LOCAL]' option, the 'Standard [STANDARD]' option, the 'Retrieve Address' button, and the 'Reset Address' button, with corresponding text 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)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ **Standard [STANDARD]**

Type of Premises
Select

Mailing Address
Postal Code
Block/House No.
Street Name
Floor/Level @ (Optional)
Unit (Optional)
Building Name (Optional)

Click **Retrieve Address**

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

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. At the top, under 'Address Type', there are two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' button is selected and highlighted with a red box. A red callout box points to this button with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3 (Optional)', 'Address Line 4 (Optional)', 'Address Line 5 (Optional)', 'City (Optional)', 'State (Optional)', 'Postal Code (Optional)', and 'Country/Region'. Each field has a character limit indicator on the right (e.g., 0/50, 0/12). The 'Country/Region' field is a dropdown menu.

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

☐ Local [LOCAL]

☐ Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

36. Fill the Address fields.

37. Continue filling Details of Licence next.

Details of Licence

Details of Licence

Application

Select

Purpose

Select

Product Type

Select

Fill the Details of Licence

Details of Licence

38. Select the **Application** as Export, Import or Transhipment from the dropdown menu. Based on the selection, the Shipping Details and Consignee/Consignor Details will be populated.

The screenshot displays a web form with two main sections: "Shipping Details (Export)" and "Consignee/Consignor Details (Export)".

Shipping Details (Export) section includes:

- Date of Departure (DD/MM/YYYY)
- Time of Departure (Optional) (Select Time)
- Port of Exit (Select)
- Flight No./ Vch No./ Vessel Name (Optional) (0/80)
- Country/Region of Destination (Select)

Consignee/Consignor Details (Export) section includes:

- Consignor (Exporter) Name
- Address Type (Local [LOCAL] or Foreign [FOREIGN])
- Consignee (Importer) Name
- Consignee Address Line 1 (0/80)
- Consignee Address Line 2 (0/80)
- Consignee Address Line 3 (Optional) (0/80)
- Consignee Address Line 4 (Optional) (0/80)
- Consignee Address Line 5 (Optional) (0/80)
- Consignee City (Optional) (0/50)
- Consignee State (Optional) (0/60)
- Consignee Postal Code (Optional) (0/10)
- Importing Country/Region (Select)

Red callout boxes with arrows point to the "Shipping Details (Export)" and "Consignee/Consignor Details (Export)" sections, with the text "Fill the Shipping Details (Export)." and "Fill the Consignee/Consignor Details (Export)." respectively.

Export

39. Fill the Shipping Details (Export) and Consignee/Consignor Details (Export).

Shipping Details (Import)

Date of Arrival
DD/MM/YYYY

Time of Arrival (Optional)
Select Time

Port of Entry
Select

Flight No./ Vch No./ Vessel Name (Optional)

Consignee/Consignor Details (Import)

Consignor (Exporter) Name

Consignor (Exporter) Address Line 1

Consignor (Exporter) Address Line 2

Consignor (Exporter) Address Line 3 (Optional)

Consignor (Exporter) Address Line 4 (Optional)

Consignor (Exporter) Address Line 5 (Optional)

Consignor City (Optional)

Consignor State (Optional)

Consignor Postal Code (Optional)

Exporting Country/ Region
Select

Consignee (Importer) Name

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

Fill the Shipping Details (Import).

Fill the Consignee/Consignor Details (Import).

Import

40. Fill the Shipping Details (Import) and Consignee/Consignor Details (Import).

The screenshot displays a web form with two main sections. The first section, 'Shipping Details (Transshipment)', includes fields for Date of Arrival, Time of Arrival, Port of Entry, Flight No./Vessel Name, Date of Departure, Time of Departure, Port of Exit, Flight No./Vessel Name, and Country/Region of Destination. The second section, 'Consignee/Consignor Details (Transshipment)', contains two identical blocks of fields for Consignee and Consignor, each with Name, Address Lines 1-6, City, State, Postal Code, and Country/Region. Red callout boxes with arrows point to the first field of each section, containing the text: 'Fill the Shipping Details (Transshipment).' and 'Fill the Consignee/Consignor Details (Transshipment).'

Transshipment

41. Fill the Shipping Details (Transshipment) and Consignee/Consignor Details (Transshipment).
42. Select the **Purpose** as Commercial.
43. Select the Product Type as Live Animals, Bird, Eggs, Animal Products from the dropdown menu.

Live Animals

Live Animals

Specific Type of Live Animals
Livestock [VMA]

Livestock

Animal Species
Select

Quantity
0/10

Units
Select

Remarks (Optional)
0/150

Add

Select the Special Type of Live Animals.

Fill the Livestock details.

Click Add to add the livestock details.

A minimum of 1 entry is required for Livestock.

No.	Animal Species	Quantity	Units	Remarks	Actions
No data available in table					

Live Animals

44. Select the **Special Type of Live Animals** from the dropdown menu.
45. Fill the **Livestock** details.
46. Click **Add** to add the livestock details. The details added successfully.

Livestock

Animal Species
Select

Quantity
0/10

Units
Select

Remarks (Optional)
0/150

Add

Added successfully
Your new information has been added.

No.	Animal Species	Quantity	Units	Remarks	Actions
1	Oxen [VMAOXX]	1	Head(s) [HDS]	1	

Livestock Details Added

The user can add more and can edit or delete the details.

Birds

Declaration for Bird

Declaration: "I declare that I am the owner/exporter of the animal(s) or I am authorized to submit this application on behalf of the owner/exporter."

☐ Yes [Y]

Birds

CITES APP/Non-CITES: Select

Quantity: 0/10

Units: Select

Remarks (Optional): 0/150

Add

! A minimum of 1 entry is required for Birds.

No.	CITES APP/Non-CITES	Scientific / Common Name - Non-CITES	Scientific / Common Name - CITES I	Scientific / Common Name - CITES II	Scientific / Common Name - C	Actions
No data available in table						

Birds

47. Select **Yes** for Declaration for Bird.

48. Fill the **Birds** details.

49. Click **Add** to add the birds details. The details added successfully.

Birds

CITES APP/Non-CITES: Select

Quantity: 0/10

Units: Select

Remarks (Optional): 0/150

Add

✓ Added successfully
Your new information has been added.

No.	CITES APP/Non-CITES	Scientific / Common Name - Non-CITES	Scientific / Common Name - CITES I	Scientific / Common Name - CITES II	Scientific / Common Name - C	Actions
1	I [1]	-	ABURRIA JACUTINGA (BLACK-FRONTED PIPING GUAN) [YBDASUJAC]	-	-	

Birds Details Added

The user can add more and can edit or delete the details.

Eggs

The screenshot shows the 'Eggs' form with the following fields: 'Egg Type' (dropdown), 'Name & Address & Country of Establishment' (text), 'Quantity' (text), 'Units' (dropdown), and 'Remarks (Optional)' (text). A red box highlights the 'Add' button. Two red callout boxes point to the form fields with the text 'Fill the Eggs details.' and 'Click Add to add the Eggs details.' A red error message at the bottom states: 'A minimum of 1 entry is required for Eggs.' Below the form is a table with columns: No., Egg Type, Name & Address & Country of Establishment/ Source, Quantity, Units, Remarks, and Actions. The table is currently empty, showing 'No data available in table'.

Eggs

50. Fill the **Eggs** details.

51. Click **Add** to add the eggs details. The details added successfully.

The screenshot shows the 'Eggs' form after a successful addition. A green success message at the top right states: 'Added successfully Your new information has been added.' The 'Add' button is still visible. The table below now contains one entry:

No.	Egg Type	Name & Address & Country of Establishment/ Source	Quantity	Units	Remarks	Actions
1	CITES [VECITES]	eggrod	2	PIECE(S) [PCS]	1	

Eggs Details Added

The user can add more and can edit or delete the details.

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

52. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Salutation
 Select

Name
 0/66

Designation (Optional)
 0/100

Contact No.
 +65 E.g. 8123 4567

Email

+ Add

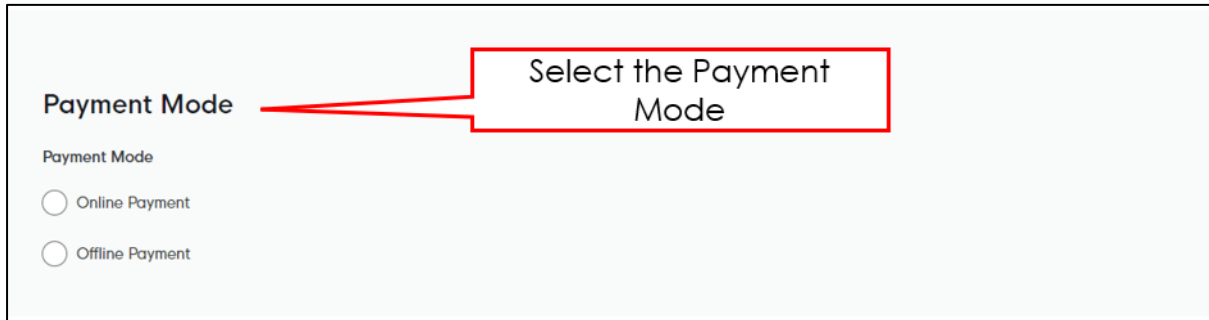
Added successfully
 Your new information has been added.

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

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Payment



Payment Mode

Payment Mode

☐ Online Payment

☐ Offline Payment

Payment Mode

53. Select **Online Payment** mode for paying the fees via Gobusiness.
54. Select **Offline Payment** mode for paying the fees 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

55. 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

The supporting documents are listed below:

- Certificate of Analysis
- Health Certificate
- Others

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red box highlights the 'Add' button with the text: 'Click Add button to supporting document details'. The form includes a file upload area with instructions: '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'. Below the upload area is a table with columns 'File Type', 'Attachment', and 'Actions'. The table currently shows 'No data available in table'. At the bottom, there are three buttons: 'General Information', 'Save Draft', and 'Review Form'.

Upload Supporting Documents

A list of supporting document types:

- Certificate of Analysis [CERTIFICATEOFANALYSIS]
- Health Certificate [HEALTHCERTIFICATE_001]
- Others [ANYSUPPORTINGDOCUMENTS]

Supporting Document List

56. Select the **File Type** and upload the supporting document. Click Add. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a document has been added. A green notification box at the top right says: 'Added successfully Your new information has been added.' The 'File Type' dropdown is still set to 'Select'. The 'Attachment' upload area is empty. The table below now contains one row:

File Type	Attachment	Actions
Certificate of Analysis [CERTIFICATEOFANALYSIS]	test2.pdf	

Uploaded Document

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

Review Form

Review and Declare

Review Form

Please review the following details carefully. You will not be able to edit the form after clicking the Declaration button.

General Information

Profile

Applicant Detail

Application Details for Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)

Owner Organisation Details

Applicant's Details

Emergency Contact

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

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

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

Click **Submit**.

Review Form

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

60. Scroll down for all the sections to review the filled details and click **Declaration** 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.

Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)

I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.

I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorised to carry out specific Government services, unless prohibited by legislation.

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

Check the box for declaration.

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

Click **Submit**.

Declare Form

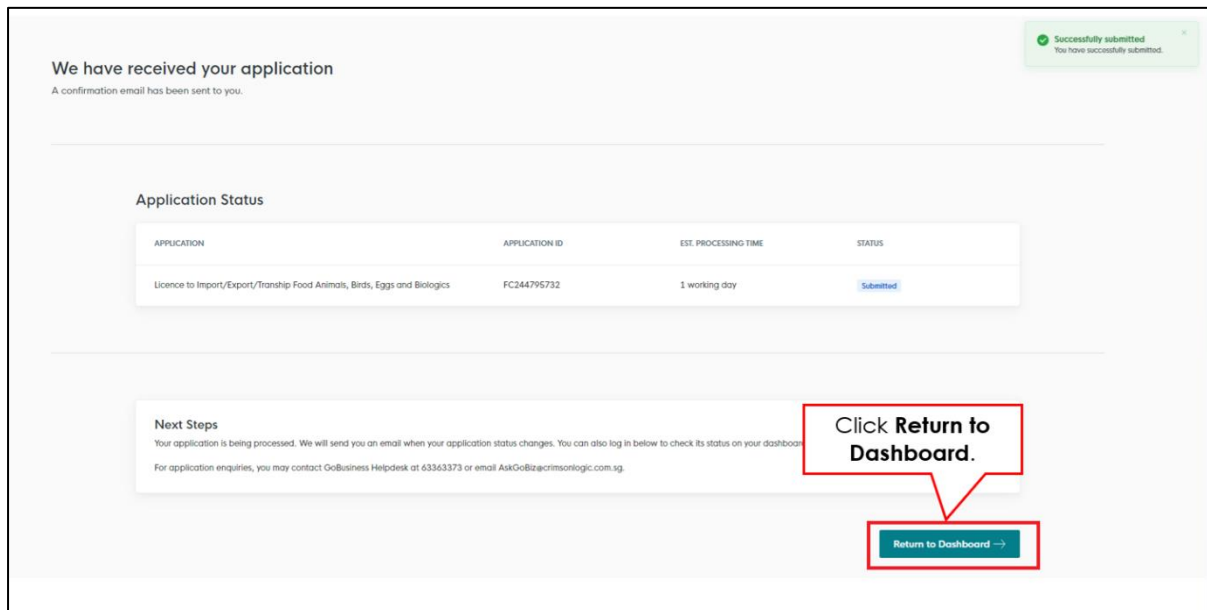
61. Check the declaration.

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

63. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.



Acknowledgement

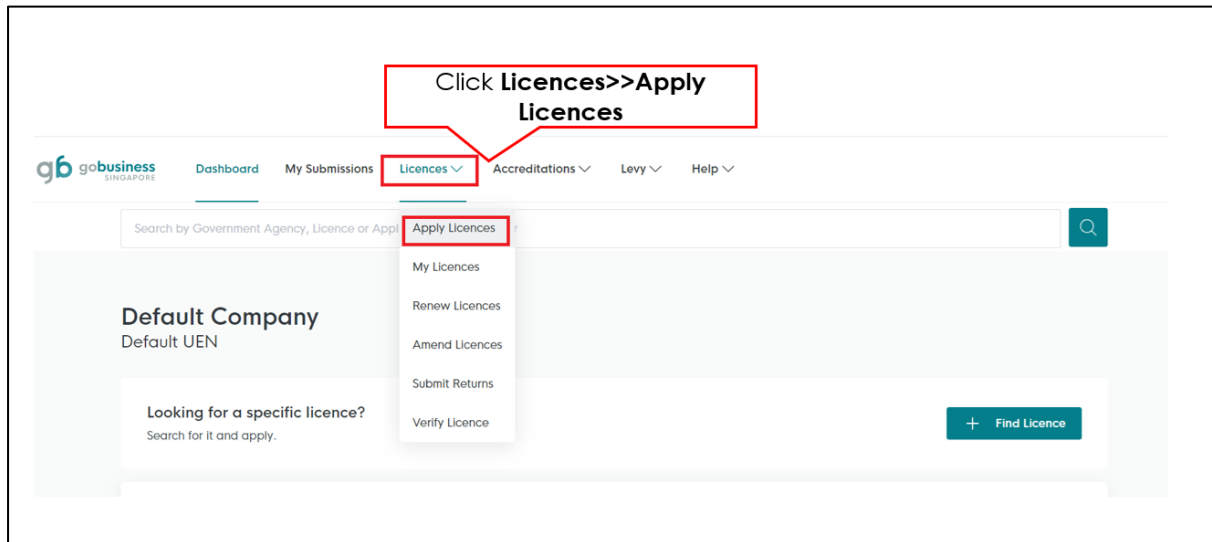
64. The acknowledgement mail will be sent to your registered email.

65. Click Return to Dashboard to exit.

Chapter 10: Registration to Import Live Frogs for Human Consumption

Apply New Licence Application (Company)

Choose Agency



Licences

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



Select Singapore Food Agency Licence

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

Singapore Food Agency (SFA)

Apply for Licence for Import/Export/Transshipment of Meat and Fish Products	Apply
Apply for Licence for Import/Transshipment of Fresh Fruits and Vegetables	Apply
Apply for Licence to Import Poultry	Apply
Apply for Licence to Import Sheep & Goats	Apply
Apply for Licence to Import Table Eggs	Apply
Apply for Licence to Import/Export/Transship Food Animals, Birds, Eggs and Biologics	Apply
Apply for Registration to Import Feed for Food Producing Animals	Apply
Apply for Registration to Import Live Frogs for Human Consumption	Apply
Apply for Registration to Import Processed Food Products and Food Appliances	Apply

Select Licence and Apply

3. Select the **Apply for Registration to Import Live Frogs for Human Consumption** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

Apply for Registration to Import Live Frogs for Human Consumption
Licences (New) - SFA

Apply

Click Apply

Details

Read the Details like FAQs, Documents and Requirements before Apply

The Registration to Import Live Frogs for Human Consumption is issued by Singapore Food Agency. This registration is issued to importers to import live frogs intended for human consumption.

FAQs

1. What licence do I need to import live frogs for human consumption?
You will require the Registration to Import live frogs for human consumption issued by Singapore Food Agency.
2. What licence do I need to import live frogs for ornamental fish feeding on commercial basis?
You will require the 'Registration to Import Live Frogs for Ornamental Fish Feeding only' issued by Animal & Veterinary Service, a cluster of National Parks Board.

Fees for License

Fees and additional information
N.A.

Apply

Apply for Registration to Import Live Frogs for Human Consumption

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

General Information

As an Applicant

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 – 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

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 text input field containing 'Mapletree Business City'.
 - Reset Address:** A button with a magnifying glass 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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

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 with 'Select'), Name (text input with 'Tim Tom'), ID Type (dropdown 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** Click **Application Details**'.

Filer Details

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

Application Details

The screenshot shows the 'Application Details' form, labeled 'STEP 2'. The title is 'Application Details for Registration to Import Live Frogs for Human Consumption (SFA)'. Below the title, it says 'Fill in the following details.' The form has a section titled 'Owner Organisation Details' with a 'Retrieve' button highlighted by a red box. A red callout box points to this button with the text 'Click **Retrieve** button to get the Owner Organisation Details'. Below this, there are two dropdown menus: 'Applicant Type' (with 'Organisation [Organisation]' selected) and 'Owner Organisation Name [UEN/ NRIC]' (with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED' selected).

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.
- Note: Based on the UEN type, the Applicant Type will be Individual or Organisation

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

20. 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

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

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) Eg: 01, B1, 01M Unit (Optional) Eg: #05-01, use 01 Building Name (Optional) ▼

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ Standard [STANDARD]

Type of Premises
Select

Mailing Address

Postal Code
Retrieve Address

Block/House No.
Street Name

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

Unit (Optional)
Building Name (Optional)

Click **Retrieve Address**

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

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. Under 'Address Type', the 'Foreign [FOREGN]' radio button is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for address details, each with a character limit: 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), and Country/Region (dropdown).

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

☐ Local [LOCAL]

☐ Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

36. Fill the Address fields.

37. Continue filling Registration details next.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

☒ I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Registration of Live Frogs

Registration To Import Live Frogs

Species of frogs (Non-CITES listed) to be imported

☐ American bullfrog (Rana Catesbeiana) - Human Consumption [VAPOFGRARU]

☐ Chinese bullfrog (Rana Rugulosa) - Human Consumption [VAPOFGRARU]

☐ East Asian bullfrog (Hoplobatrachus Rugulosus) - Human Consumption [VAPOFGRAHRU]

Registration to Import Live Frogs

39. Select the **Species of frogs** as American builtfrog, Chinese builtfrog or EastAsian builtfrog.

Country/Region from which frog would be imported

Country/ Region from which the frog would be imported

Countries/Regions from which the frog would be imported

Select

Select the **Country/Region**

+ Add

Click **Add**

No.	Countries/Regions from which the frog would be imported	Actions
No data available in table		

Country/Region of Origin

40. Select the Country/Region from which the frog would be imported.

41. Click **Add** to add the details. The details will be added successfully.

Country/ Region from which the frog would be imported

Countries/Regions from which the frog would be imported

Select

+ Add

Added successfully
Your new information has been added.

No.	Countries/Regions from which the frog would be imported	Actions
1	ALBANIA [AL]	

Country/Region Added

The user can add more details and edit or delete the details also.

Emergency Contact

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.	Actions
No data available in table					

Fill the Emergency Contact Details

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

Emergency Contact

42. Fill the Emergency Contact details. 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	

Added successfully

Your new information has been added.

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Any Supporting Documents

The screenshot shows the 'Supporting Documents' form. A callout points to the 'File Type' dropdown menu, stating: 'Select the File Type, upload the file and click Add. The details will be added.' Another callout points to the 'Add' button, stating: 'Click Add button to supporting document details'. At the bottom, three buttons are highlighted: 'General Information', 'Save Draft', and 'Review Form'.

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

Any Supporting Document [LIVEFROGSSUPPORTINGDOCS]

Supporting Document List

43. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a successful upload. A green notification box in the top right corner states: 'Added successfully Your new information has been added.' The 'File Type' dropdown is set to 'Select'. The 'Attachment' section shows the uploaded file 'test2.pdf'. The 'Add' button is visible. The table below shows the uploaded document.

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
Any supporting documents [IMPORTPROCESSEDFOODPRODUCTSANDAPPLIANCESRNWANYSUPPORTINGDOCU]	test2.pdf	

Uploaded Document

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

45. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page. At the top, a green banner says 'Review Form'. Below it, a message says 'Please review the following details carefully. You will not be able to edit the form after you click on the Declaration button.' The form is divided into several sections: 'General Information', 'Profile', 'Applicant Detail', 'Application Details for Registration to Import Live Frogs for Human Consumption (SFA)', 'Owner Organisation Details', 'Applicant's Details', and 'Emergency Contact'. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Callouts point to these buttons and the form sections.

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

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

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

The screenshot shows the 'Declaration' page. At the top, it says 'STEP 4 Declaration'. Below it, a message says 'Please scroll to read and acknowledge the following clauses.' The form contains two sections: 'General Declaration' and 'Registration to Import Live Frogs for Human Consumption (SFA)'. At the bottom, there is a checkbox labeled 'I hereby declare that all of the above is true.' and two buttons: 'Review Form' and 'Submit'. Callouts point to these elements.

Click **Submit**.

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

Check the box for declaration.

Declare Form

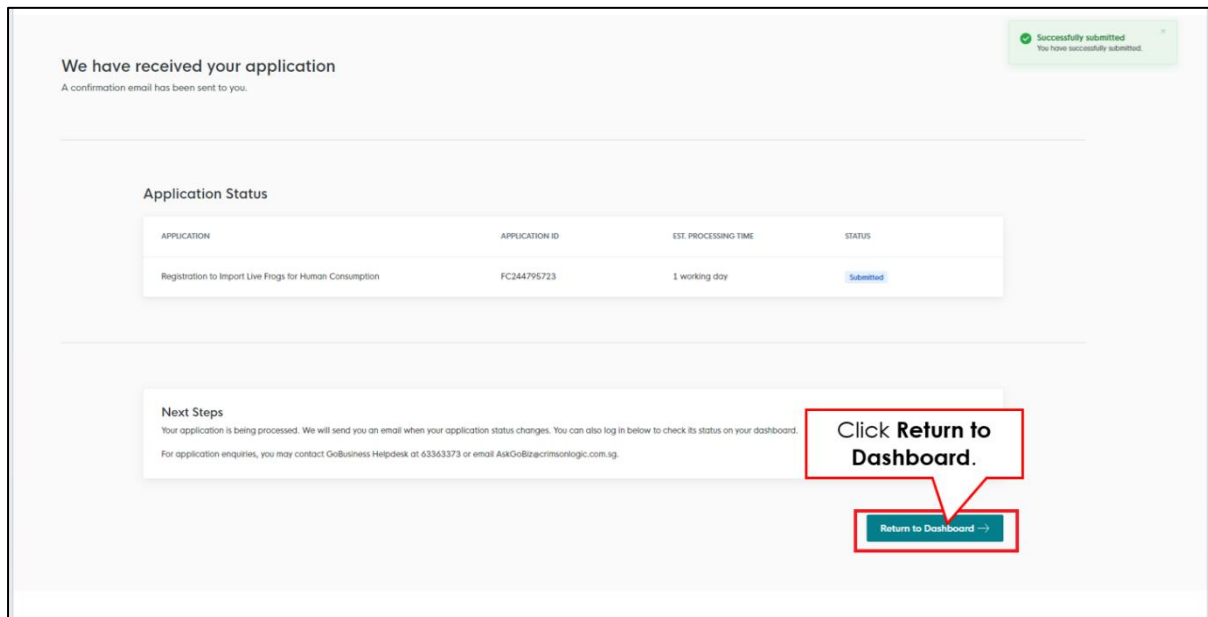
48. Check the declaration.

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

50. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.



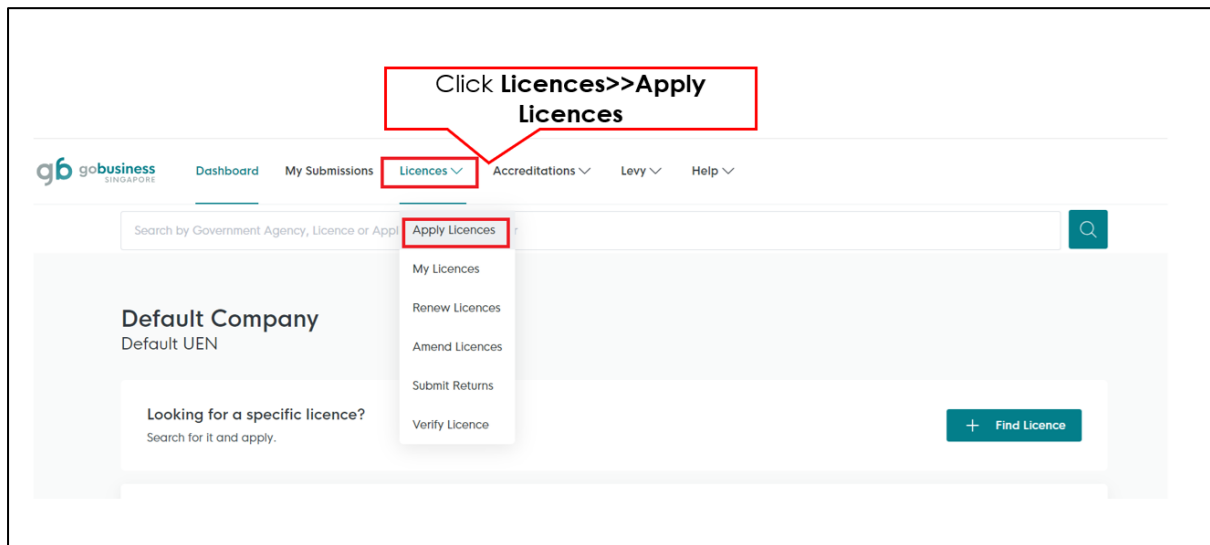
Acknowledgement

51. The acknowledgement mail will be sent to your registered email.
52. Click Return to Dashboard to exit.

Chapter 11: Registration to Import Feed for Food Producing Animals

Apply New Licence Application (Company)

Choose Agency



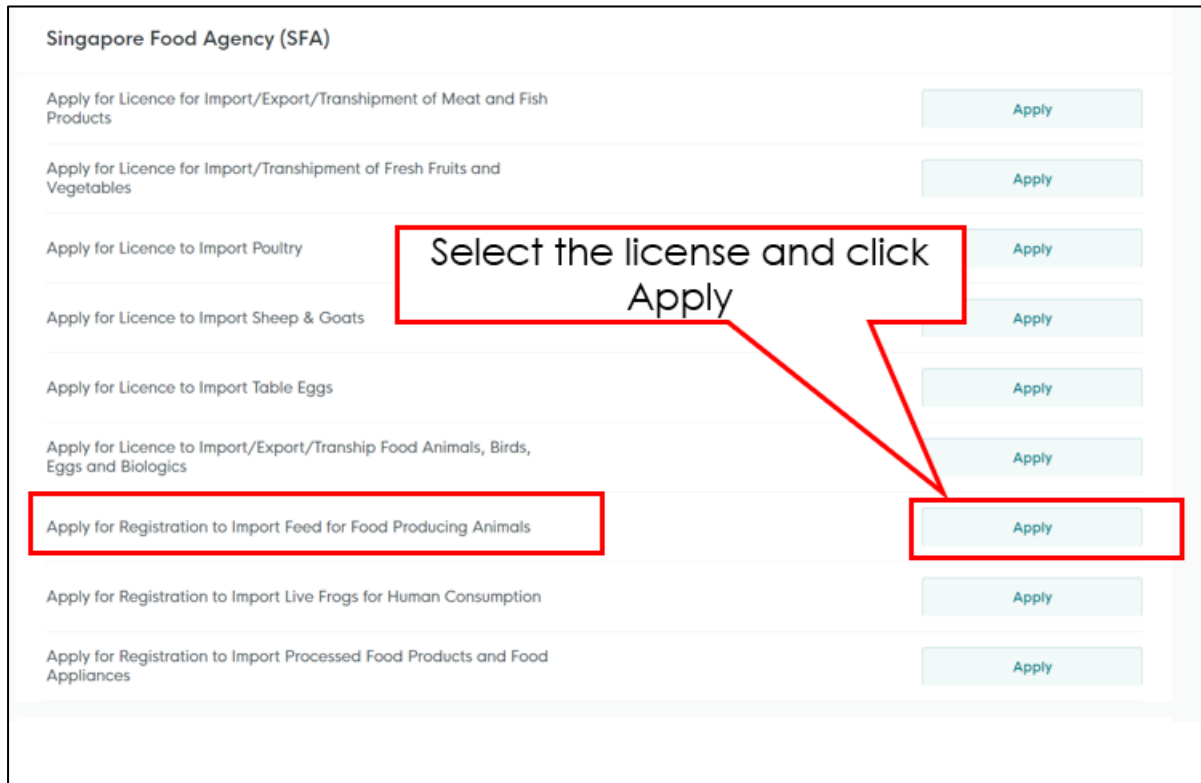
Licences

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



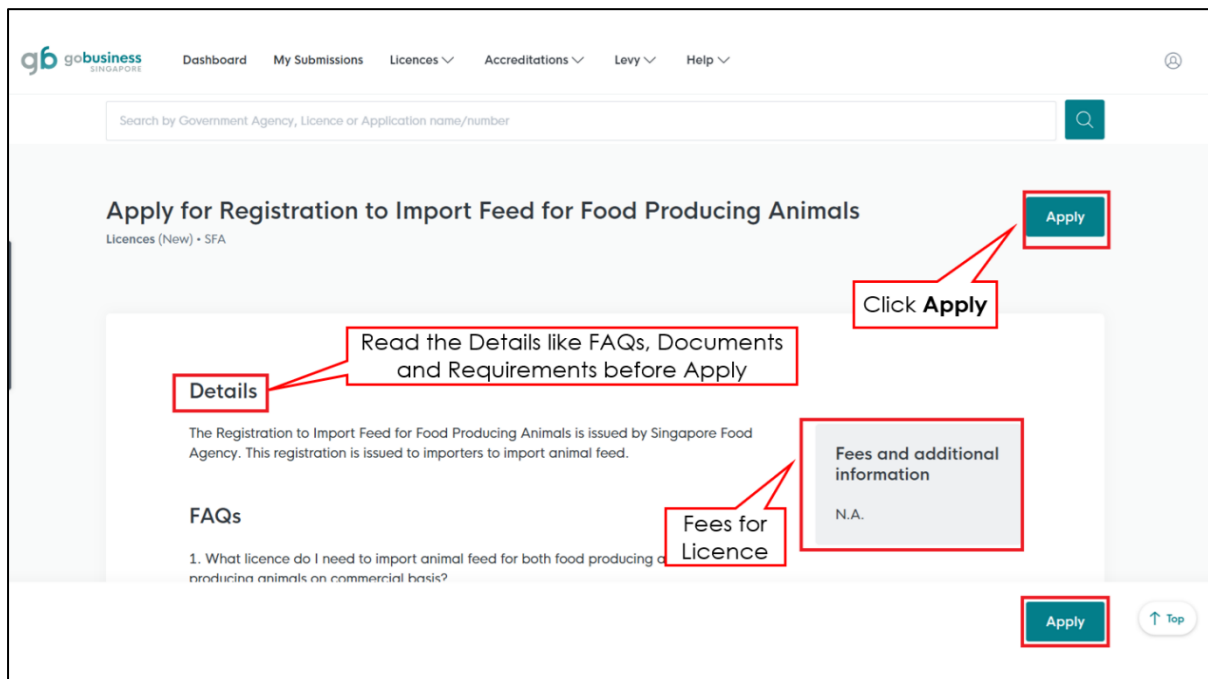
Select Singapore Food Agency Licence

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



Select Licence and Apply

3. Select the **Apply for Registration to Import Feed for Food Producing Animals** and click Apply.
4. Click **Apply** to continue application. Note the fees and scroll and read the details before applying.

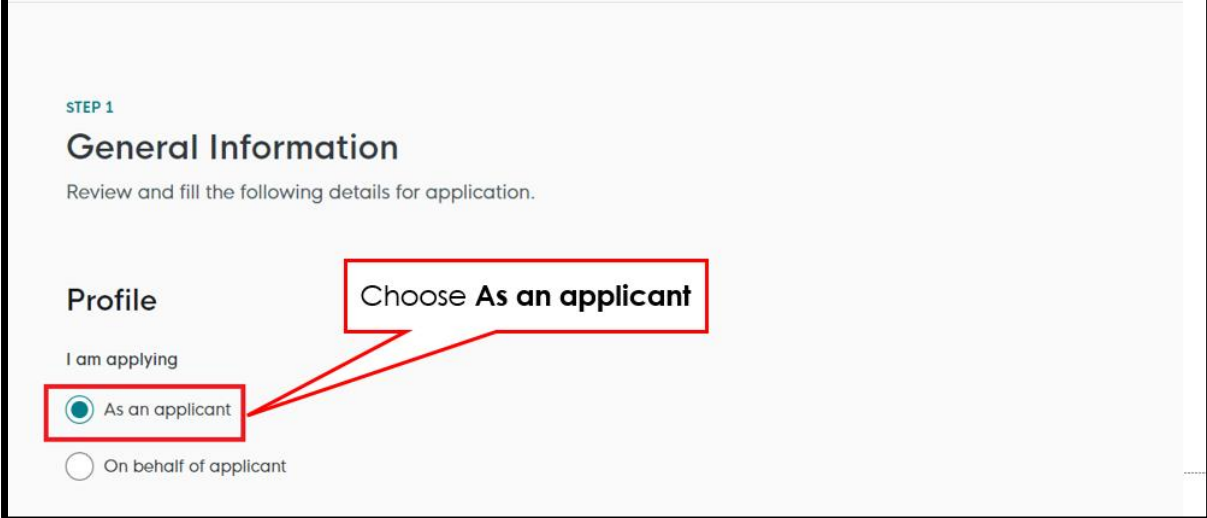


Apply for Registration to Import Feed for Food Producing Animals

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

General Information

As an Applicant



The screenshot shows a web interface for 'STEP 1 General Information'. Below the title, it says 'Review and fill the following details for application.' Under the 'Profile' heading, there is a section 'I am applying' with 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 with the text 'Choose As an applicant' has two lines pointing to the selected radio button and the text '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 (refers to filer who is authorized to submit the application on behalf of the Importer)

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. Click **Retrieve Address** to retrieve the address if you know the postal code.
15. Click **Reset Address** to reset the entered address.

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, there are two buttons: 'Save Draft' and 'Application Details →'. A red box labeled 'Click Save Draft' and 'Click Application Details' points to these buttons.

Filer Details

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

Application Details

The screenshot shows the 'Application Details' form for 'Registration to Import Feed for Food Producing Animals (SFA)'. It is labeled 'STEP 2'. The form title is 'Application Details for Registration to Import Feed for Food Producing Animals (SFA)'. Below the title, it says 'Fill in the following details.' The form has a section for 'Owner Organisation Details' with a 'Retrieve' button. A red box labeled 'Click Retrieve button to get the Owner Organisation Details' points to this button. Below the 'Retrieve' button, there are two dropdown menus: 'Applicant Type' (with 'Organisation [Organisation]' selected) and 'Owner Organisation Name [UEN/ NRIC]' (with '193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED' selected).

Owner Organisation Details

19. Click **Retrieve** to get the details. Select Applicant Type. If Organisation is selected, then Owner Organisation Name will be auto populated.
- Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

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

20. Fill the Applicant's Details.

Applicant's Address Details

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

Fill the Applicant's Address Details

Mailing Address

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

Fill the Mailing Address

Applicant's Address and Mailing Address

21. Fill the Applicant's Address.

22. If you select Local and the Local Address Format and their respective fields will be displayed.

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) Eg: 01, B1, 01M Unit (Optional) Eg: #05-01, use 01 Building Name (Optional) ▼

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

Applicants Address Type Local

23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Applicant's Address Details

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

Type of Premises
Select

Address Line 1
0/90

Address Line 2
0/90

Address Line 3 (Optional)
0/90

Address Line 4 (Optional)
0/90

Address Line 5 (Optional)
0/90

City (Optional)
0/90

State (Optional)
0/90

Postal Code (Optional)
0/12

Country/Region
Select

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

Applicants Address Type Foreign

24. Fill the Mailing Address details.

25. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address

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

Applicant Local Address Format
☒ Standard [STANDARD]

Type of Premises
Select

Mailing Address
Postal Code
Block/House No.
Street Name
Floor/Level @ (Optional)
Unit (Optional)
Building Name (Optional)

Retrieve Address

Click **Retrieve Address**

Reset Address

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

Select **Local**

Select **Standard** and fill the address

Mailing Address Type Local

26. Fill the Address fields.
27. Click **Retrieve Address** to retrieve the address details.
28. Click **Reset Address** to reset the address details.
29. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. At the top, under 'Address Type', the 'Foreign [FOREGN]' radio button is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below this, the 'Type of Premises' dropdown is set to 'Select'. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', and 'Postal Code (Optional)', each with a character count (0/50 or 0/12). At the bottom, the 'Country/Region' dropdown is also set to 'Select'.

Mailing Address Type Foreign

30. Fill the Address fields.

Organisation Operating Address

Address Type

☐ Local [LOCAL]

☐ Foreign [FOREIGN]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

Business Email

UEN of Former Company (Optional)

0/20

Organisation Address and Contact Details

31. 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

32. Fill the Address fields.
33. Click **Retrieve Address** to retrieve the address details.
34. Click **Reset Address** to reset the address details.
35. 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

36. Fill the Address fields.
37. Continue filling Registration details.

Terms and Conditions

Terms and Conditions of Licence

Terms and Conditions of Licence

☒ I have read and understood the terms & conditions of this licence, and agree to comply with them.

Terms and Conditions of Licence

38. Check the box in the terms and conditions of licence section.

Registration to Import Animal Feed

Registration to Import Animal Feed

Animal Feed Packaging

☐ Dry Feed [VAF0FD]

☐ Canned Feed [VAF0FC]

☐ Pouch Feed [VAF0FP]

Purpose Of Import

☐ Local Sale [LSALE]

☐ Re-Export [REEXP]

☐ Further Processing [FURPD]

☐ Repackaging [REPKG]

Registration to Import Animal Feed

39. Select the **Animal Feed Packaging** as Dry Feed, Canned Feed or Pouch Feed.
40. Select the **Purpose of Import** as Local Sale, Re-Export, Further Processing or Repackaging.

Animal Feed Type

Animal Feed Type

Product Info

Add

Click Add

No.	Animal Feed Type	Actions
No data available in table		

Animal Feed Type

41. Select the **Animal Feed Type** as Cattle, Fish, goat, Others or Pig from the dropdown menu.
42. Select the **Product Info** as Contains Product of Animal Origin, Does Not Contain Product of Animal Origin or Both of the above from the dropdown menu.
43. Click **Add** to add the animal feed type details. The details will be added successfully.

Animal Feed Type

Animal Feed Type
 Select

Product Info
 Select

Add

No.	Animal Feed Type	If Others	Product Info	Actions
1	Goat [VBA0BG]	-	Does Not Contain Product Of Animal Origin [DCPA]	

Added successfully
Your new information has been added.

Animal Feed Type Added

The user can add more and can edit or delete the details.

Country/Region of Origin

Country/Region of Origin

Country/Region of Origin
 Select

Add

Select the **Country/Region of Origin**

Click **Add**

No.	Country/Region of Origin	Actions
No data available in table		

Country/Region of Origin

44. Select the **Country/Region of Origin** from the dropdown menu.

45. Click **Add** to add the details. The details will be added successfully.

Country/Region of Origin

Country/Region of Origin
 Select

Add

No.	Country/Region of Origin	Actions
1	ANDORRA [AD]	

Added successfully
Your new information has been added.

Country/Region of Origin Added

The user can add more details and edit or delete the details also.

Animal Feed Brand

The screenshot shows the 'Animal Feed Brand' form. A red box highlights the 'Animal Feed Brand' input field, with a callout box pointing to it that says 'Enter the **Animal Feed Brand**'. Another red box highlights the '+ Add' button, with a callout box pointing to it that says 'Click **Add**'. Below the form is a table with the following structure:

No.	Animal Feed Brand	Actions
No data available in table		

Animal Feed Brand

The user can add more details and edit or delete the details also.

46. Select the Animal Feed Brand from the dropdown list.

47. Click **Add** button to add the details. The details will be added successfully.

The screenshot shows the 'Animal Feed Brand' form after a successful addition. A green notification box in the top right corner says 'Added successfully' and 'Your new information has been added.'. The table below the form now contains one row:

No.	Animal Feed Brand	Actions
1	IREland	

Animal Feed Brand Details Added

The user can add more details and edit or delete the details also.

Emergency Contact

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.	Actions
No data available in table					

Fill the Emergency Contact Details

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

Emergency Contact

48. Fill the Emergency Contact details. 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	

Added successfully

Your new information has been added.

Emergency Contact Details Added

The user can add more and can edit or delete the contact details.

Attach Supporting Documents

The supporting documents are listed below:

- Others

The screenshot shows the 'Supporting Documents' form. A red box highlights the 'File Type' dropdown menu with the text: 'Select the File Type, upload the file and click Add. The details will be added.' Another red box highlights the 'Add' button with the text: 'Click Add button to supporting document details'. At the bottom, three buttons are highlighted: 'General Information', 'Save Draft', and 'Review Form'.

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

Others [ADDITIONALSUPPORTINGDOCUMENT]

Supporting Document List

49. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully. Upload the mandatory documents.

The screenshot shows the 'Supporting Documents' form after a successful upload. A green notification box in the top right corner says: 'Added successfully Your new information has been added.' The 'File Type' dropdown is still set to 'Select'. The 'Attachment' section shows the uploaded file 'test2.pdf'. The 'Add' button is still visible. The table below shows the uploaded document.

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
Others [ADDITIONALSUPPORTINGDOCUMENT]	test2.pdf	📄 🗑️

Uploaded Document

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

51. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

Review Form

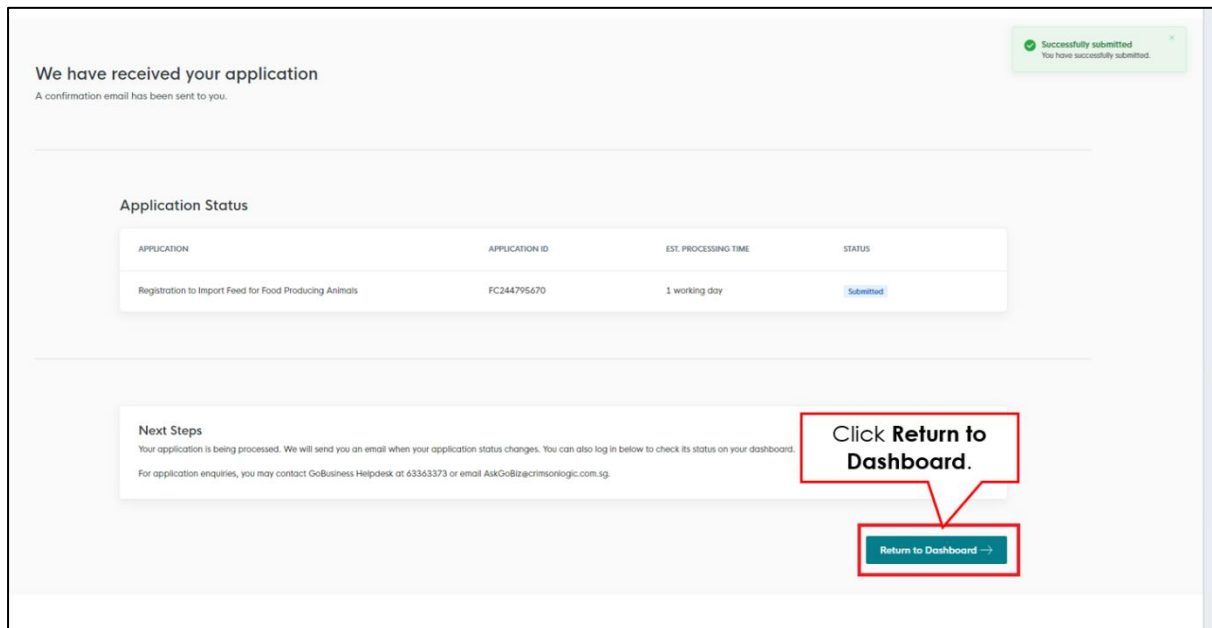
52. Click **Back to Edit** to continue editing the application.
53. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

Declare Form

54. Check the declaration.
55. Click **Review Form** to review the form again.
56. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.



Acknowledgement

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

58. Click Return to Dashboard to exit.

