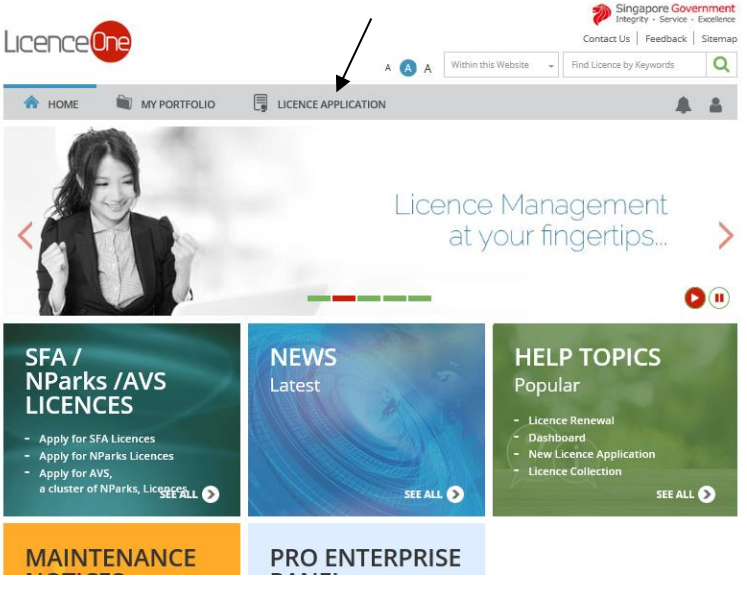
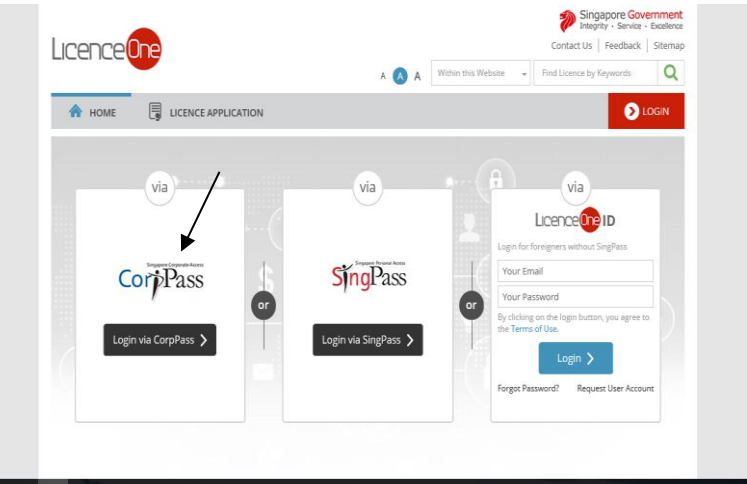


## Guide on Application of Food Export Certificate

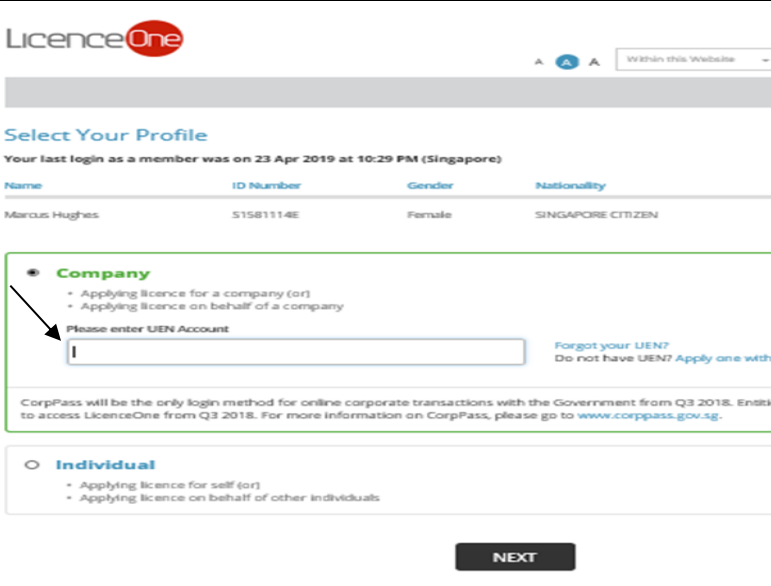
S/No.	Step	Screenshot
1	<p>Go to SFA e-licensing website :  <a href="https://licence1.business.gov.sg/licence1/authentication/showLogin.action">https://licence1.business.gov.sg/licence1/authentication/showLogin.action</a></p>	
2	<p>Log in to the system via CorpPass.</p>	

3

Select Your Profile

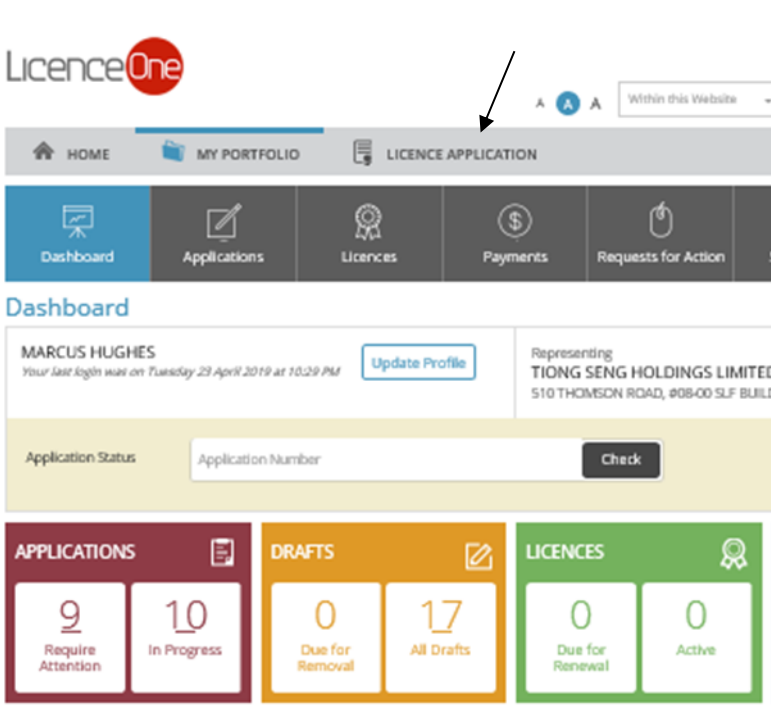
- Company
- Enter Unique Entity Number (UEN)

Click "NEXT"



4.

Select "Licence Application"



5

## Select Licence

- Food Export Certificate
- Review & Apply

Click "Proceed"

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HOME MY PORTFOLIO LICENCE APPLICATION

Find Licence by Keywords  
*e.g. CITES Permit, Certificate of Freedom From Disease Within Singapore, Food Export Certificate...*

**Selected Licences**  
Food Export Certificate  
Proceed

**Review & Apply (1)**

**Singapore Food Agency**

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

**Food Shop Licence**  
For the operation of a food shop where there is retail sale of food and/or beverage. **Take Me There**

**Food Stall Licence**  
For the operation of a foodstall where there is retail sale of food and/or beverage in a foodshop. **Take Me There**

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

**Free Sale Certificate (Food)**  
The Free Sale Certificate (Food) allows exporters to get Singapore Food Agency endorsement for their - Meat and Fish products intended for export. **Add to Selection**

6

### Select Licence

- Food Export Certificate

Click "APPLY"

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HOME MY PORTFOLIO LICENCE APPLICATION

1 SELECT Licence(s) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(s) 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

### Apply for New Licence

You may need the following licence(s) for your business

To be applied at **LicenceOne**

<input type="checkbox"/>	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
<input checked="" type="checkbox"/>	SFA   Food Export Certificate	30 mins	<a href="#">Details</a>	3 working day(s)

To be applied at **External Agency**

Licence Name	External Link
ACRA   Registration for Companies / Business	<a href="#">Take me there</a>
—   Operation Address Premise	

[< PREVIOUS](#) [EMAIL ME >](#) [APPLY](#)

7

Click on the checkbox to agree to the terms of use

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HOME MY PORTFOLIO LICENCE APPLICATION MARCUS HUG... 2018272254 LOGOUT

1 SELECT Licence(s) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(s) 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

### Apply for New Licence

#### Terms of Use

**I. Agreement**

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

**II. Access To the Website**

By Clicking on the checkbox, I agree to be bound by the Terms of Use

8

### Complete application form

- Application/Licensee Information
- Tick the check box if you prefer to receive status updates of Licence application via SMS
- Other mode of notification will be via email.

Click "Next"

9

### Complete Organisation Contact Details

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### Complete the Consignment Product Details

#### Consignment Product Details

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

Batch / Lot Number

Product Code

SFA Product Code

Product Description

Country of Destination

Packaging

Packaging Level 2

Packaging Level 3

Net Weight

Gross Weight

Grand

Lab Analytic Required?  No  Yes

Type of Analytic

Production Date

Expiry Date

Remarks

Note: Please include the formulation of the food (batch), including the FEMA/IFDA No., ingredients and percentage of the ingredients used as supporting document.

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## Complete Consignment Details

- Requested Date of Inspection
- Inspection Address
- Consignment Details
- Consignor Details
- Consignee Details
- Administrative Details
- Emergency Contact

Click "Next"

### Consignment Product Details

S.No	Batch / Lot Number	Product Code	Product Description	SFA Product Code	Country of Destination	Packaging	Gross Weight	Packaging Level 2	Packaging Level 3	Net Weight
1	dhdsvh	dddfs	bffz	ACESULFAME K	ANGOLA	333 PACKET	Please Select	333 KILOGRAM	133 BOX	14748 PACK

[Delete](#)

---

### Inspection

Requested Date of Inspection \*

Inspection Address \*

---

### Consignor Details

Name of the Consignor \*

Registered Address  [Copy](#)

Postal Code \*  [Retrieve Address](#)  
Please enter postal code and click on Retrieve Address button

Block/House Number  Please Select

Street Name \*

Floor Number   
Eg. 05-01 Key in: 05

Unit Number   
Eg. 05-01 Key in: 01

Building Name

---

### Consignee Details

Name of Consignee/Buyer of the importing country \*

Address Line 1 \*  City

Address Line 2 \*  State

Address Line 3  Country \*  Please Select

Address Line 4  Postal Code

Address Line 5

---

### Consignee Details

Name of Consignee/Buyer of the importing country \*

Address Line 1 \*  City

Address Line 2 \*  State

Address Line 3  Country \*  Please Select

Address Line 4  Postal Code

Address Line 5

---

### Administrative Details

Check, if a separate certificate is required for every individual product

Enter the additional No. of copies of certificates required

---

### Emergency Contact

S.No	Salutation *	Name *	Designation	Contact No. *	Email
1	Please Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> +91 98888 88888	<input type="text"/>

[Delete](#) [Add New](#)

[Previous](#) [Next](#) [Save as Draft](#) [Save as Draft & Exit](#)

12

Attach relevant supporting documents

Click "Next"

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HOME MY PORTFOLIO LICENCE APPLICATION

MARCUS HUG...  
20087252

LOGOUT

1 SELECT Licence(s) 2 ADD General Information 3 PROVIDE Application Details 4 **UPLOAD Supporting Document(s)** 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

### Apply for New Licence

#### Food Export Certificate

Document Name	Type	Attachment	Action
<b>Product Details</b> Acceptable File Format: DOC,DOCX,GIF,JPG,PDF,PPT,PPTX,XLS,XLSX Acceptable File Size: maximum 2 MB	ONLINE		Attach
<b>Lab Results</b> Acceptable File Format: DOC,DOCX,GIF,JPG,PDF,PPT,PPTX,XLS,XLSX Acceptable File Size: maximum 2 MB	ONLINE		Attach
<b>Others</b> <b>Additional Supporting Documents</b> Acceptable File Format: DOC,DOCX,GIF,JPG,PDF,PPT,PPTX,XLS,XLSX Acceptable File Size: maximum 2 MB	ONLINE		Attach

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Under "Information Review", check that your application details are correct. Tick the check boxes under "General" and "Food Export Certificate" to make your declarations.

Click "Proceed with Payment".

You may make payment via Giro if your company has an existing Giro account with SFA. If not, you may choose to make payment via eNETS or Credit Card.

### Fee Details

Description	Amount
<b>Food Export Certificate</b>	
Post Approval Payment	
Licence Fee 1 No Of Copies (1 x 20.00) (included GST)	\$20.00
<b>Total Amount</b>	<b>\$20.00</b>

### General

1 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.

### Food Export Certificate

1 I confirm that the consignment(s) is/are manufactured or processed or packed in a food factory licensed by the Singapore Food Agency. I undertake to pay for the cost of the analysis of the food products that are sampled on my request.

Previous Save as Draft **Proceed With Payment Mode Selection**



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Click "Continue".

The page shown Submission successfully and prompt you an application number start with C.....

You may print a copy of the acknowledgement for your reference and proceed to close the browser

The screenshot displays the 'LICENCE APPLICATION' interface. At the top, a progress bar shows six steps: 1. SELECT Licence(S), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(S), 5. REVIEW & SUBMIT Application (Payment if Applicable), and 6. ACKNOWLEDGEMENT. Step 6 is currently active. Below the progress bar, a green checkmark icon and the text 'Submitted successfully.' are displayed. A notification states: 'You will be notified of the approval of your application via SMS/Email.' The main content area shows details for a 'Singapore Food Agency' application for a 'Food Export Certificate'. An arrow points to the 'Application Number' field, which contains 'C1910025762'. Other details include: Submission Number: B1910040234; Submission Date: 24/04/2019 00:12:34; Submission Name: B1910040234; Application Status: Processing; Payment Status: STAGE1 : N/A, STAGE2 : PENDING; Estimated Processing Time: 3 working day(s). Below the details, there is a 'NOTE' section with the text: 'Application submitted successfully. You will be notified upon application approval or licence dispatch related matters through email/sms. Processing status will also be updated under Application Status column. Please note that the "Submission Name" is for your personal reference only. You can retrieve your submission and application details form Applications menu under MY PORTFOLIO.' At the bottom, there are two buttons: 'PRINT' and 'CLOSE'.

Application Number	C1910025762	Application Status	Processing
Submission Number	B1910040234	Payment Status	STAGE1 : N/A STAGE2 : PENDING
Submission Date	24/04/2019 00:12:34	Estimated Processing Time	3 working day(s)
Submission Name	B1910040234		