

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

I. Submission Protocol:

- 1) **Endorsement by the Competent Authority is a pre-requisite.** The completed application form must be submitted to the District/Provincial Competent Authority of the exporting country for verification and endorsement; followed by submission to the Central Competent Authority (CCA) for their recommendation before submission to SFA. Applications that are not endorsed accordingly will not be processed.
- 2) **Each establishment with a unique establishment code must submit an individual application.** For example, establishments belonging to the same parent company or establishments located within the same premise are still required to submit individual applications.
- 3) **The application must be submitted in English. The compatible formats accepted are Microsoft Office compatible formats (doc, ppt, xls), jpeg and pdf.** It is critical that information be provided in English to enable our officers to evaluate the application. It is especially important for layout plans to be of clear resolution and labelled in English. In the case of documents that serve as supporting evidence (e.g. laboratory results, SOP checklists), at least the headers should be translated.
- 4) **Completed and endorsed applications can be submitted by the following means. Soft copy submission is preferred and will facilitate the processing time.**
 - **Postal transmission:** Please post soft copy submissions (in CD / DVD / USB drive) to
Food Regulatory Management Division
Singapore Food Agency (SFA)
52 Jurong Gateway Road #14-01 Singapore 608550
 - **Electronic transmission:** Please email soft copy submissions to
accreditation_applications@sfa.gov.sg

II. Upon submission of application:

- 1) **Acknowledgement and confidentiality.** We will provide an acknowledgement via email when we have received your information. The submitted information will be treated in confidence.
- 2) **Processing time.** We aim to process your application in a timely manner. Our response time is generally 12 weeks from our date of receipt. Actual processing times are dependent on a number of factors, as follows.
 - Completeness of application, i.e. all required documents are provided and retrievable;
 - Clarity of the submitted information;
 - Transaction volume received by the department.
- 3) **Outcome of processing.** The outcome of the evaluation will be sent to the Competent Authority. In the event further assessment is required to complete the evaluation, the enquiries will be likewise communicated.

Date of Application	
Country	

Check box where applicable

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

(A) PARTICULARS OF ESTABLISHMENT

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

(B) PROCESSING DETAILS

(1) Source of shell eggs:		
Province/District of Origin	Farm name	Company/Contract Farm
(2) Processing procedure:		
(i) List of ingredients used in the processing of <u>salted</u> eggs:		
(ii) List of ingredients used in the processing of <u>preserved</u> eggs:		
(iii) Brief description on the processing procedure of salted and/or preserved eggs:		
(iv) Process flow chart of each type of egg product for export to Singapore	<input type="checkbox"/> Attach and label as “Annex – B2(iv)”	

(C) PRODUCT TESTING

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

(D) VIDEOS / PHOTOGRAPHS OF ESTABLISHMENT

Provide the following video / photographs	
(1) <u>Labelled</u> photographs or video of processing facilities showing the various stages of production, starting from receipt of raw materials, processing to packaging and storage of finished products, <i>in operation</i> .	<input type="checkbox"/> Attach and label as "Annex – D1"
(2) The external view of the establishment (front, sides and back) and its surroundings.	<input type="checkbox"/> Attach and label as "Annex – D2"
(3) Every product intended for export to Singapore, with and without its final packaging.	<input type="checkbox"/> Attach and label as "Annex – D3"

(E) SINGAPORE IMPORTER INFORMATION

Indicate if contact with Singapore importers has been established	
<input type="checkbox"/> Yes, please provide the following information. <input type="checkbox"/> No	
Name of importing company in Singapore	
Name and designation of correspondent	
Business Address	
Telephone / Mobile	
Email address	

(F) SALES CONTACT INFORMATION

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

(G) DECLARATION BY ESTABLISHMENT

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

(H) VERIFICATION BY COMPETENT VETERINARY AUTHORITY

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

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

Name of Establishment and Establishment No: _____

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