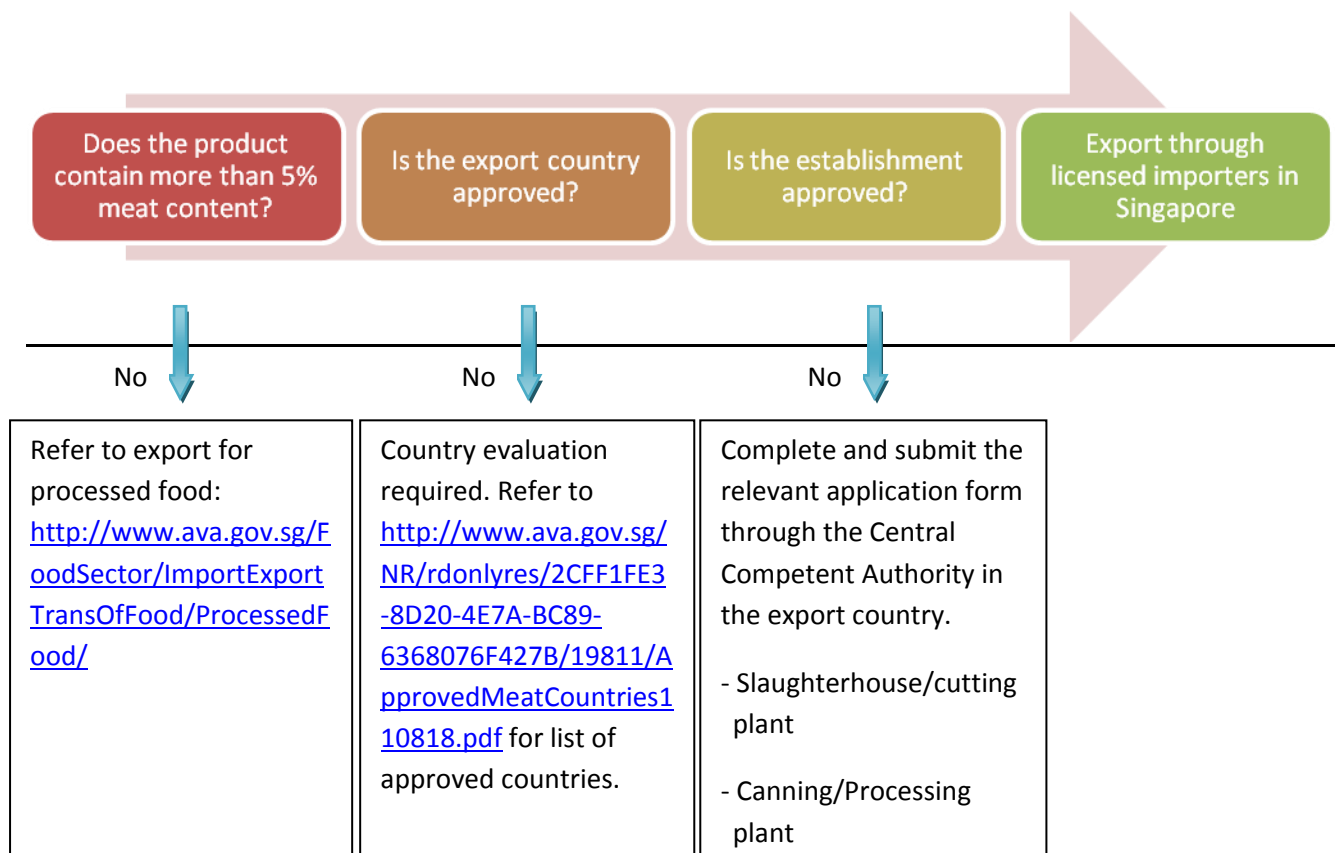
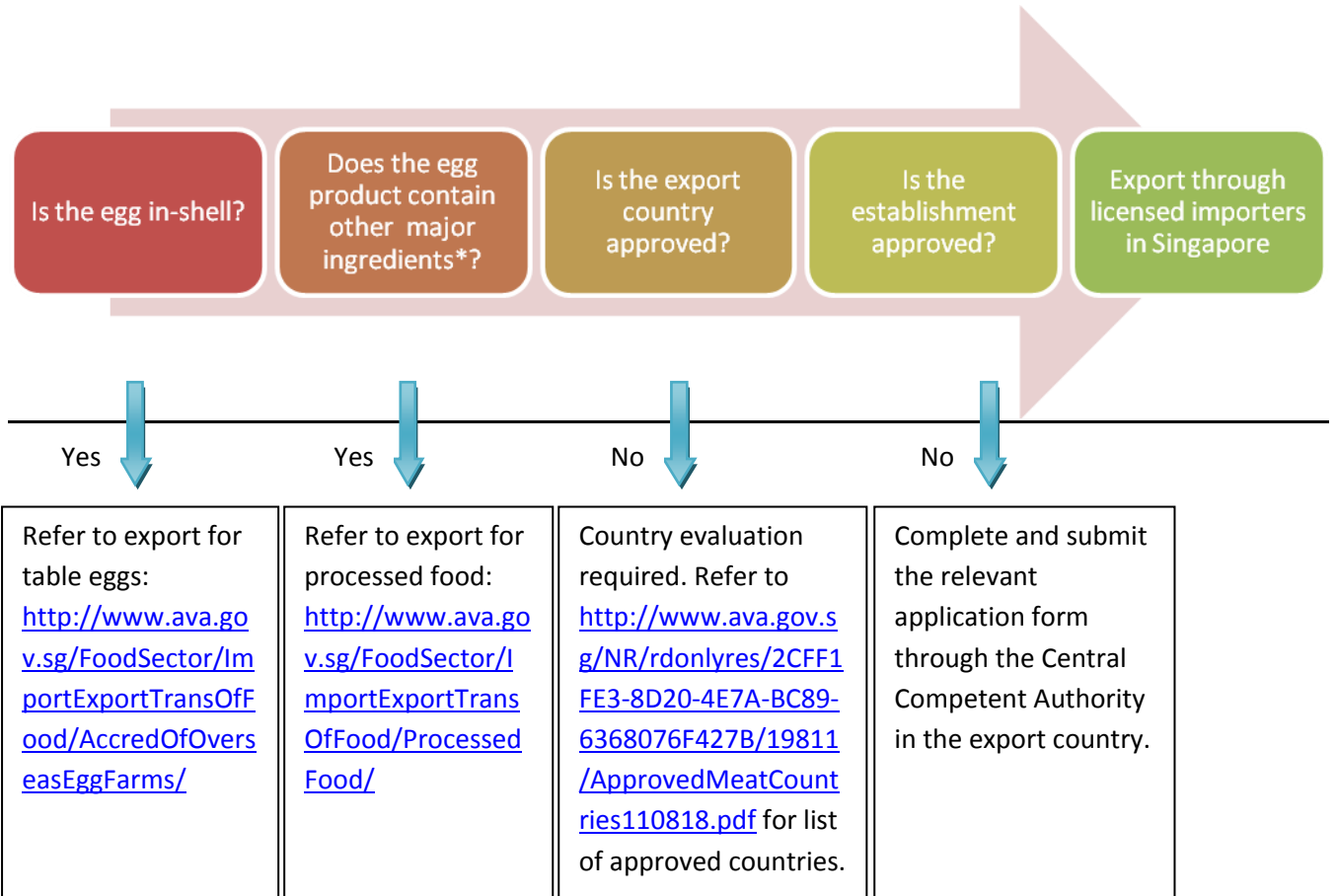


QUICK GUIDE TO AVA ACCREDITATION PROCESS

A. EXPORTING MEAT AND MEAT PRODUCTS TO SINGAPORE

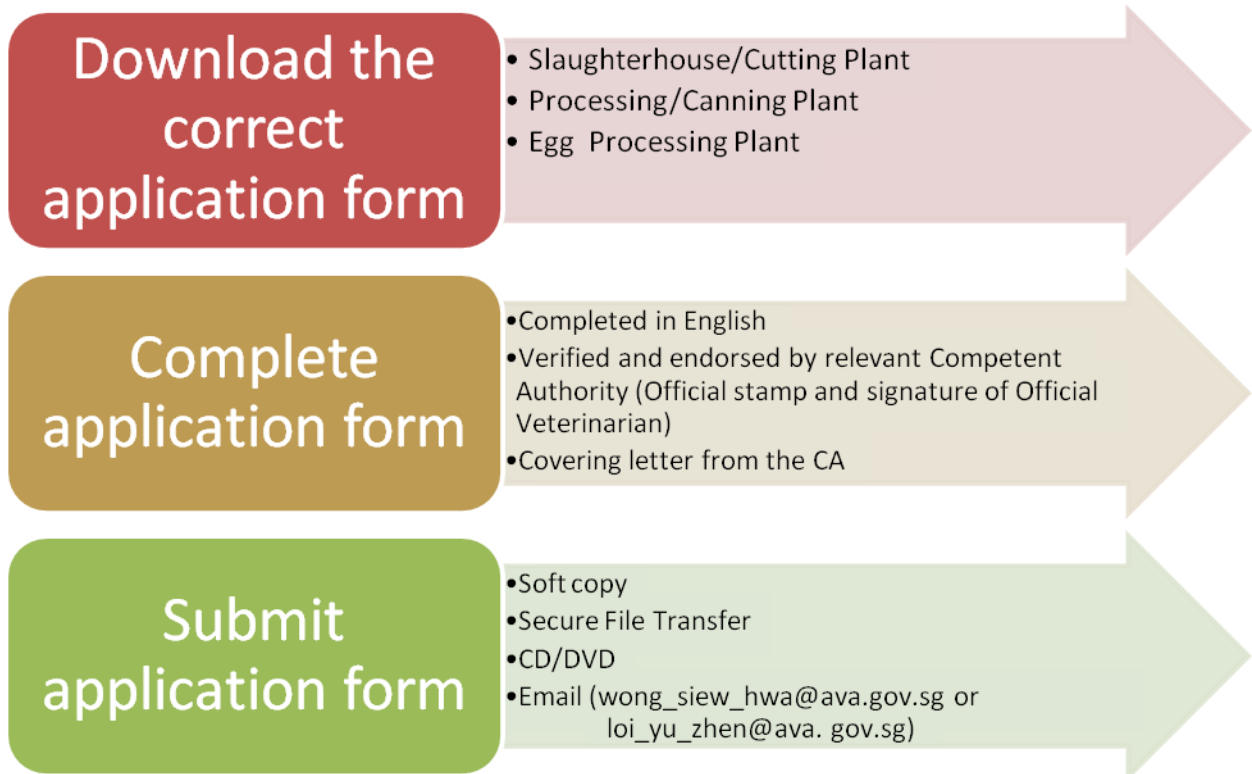


B. EXPORTING PROCESSED EGG PRODUCTS TO SINGAPORE



* Only powdered and pasteurised liquid eggs (including whole eggs, whites, yolks and their blends) and whole egg products like hard boiled eggs and whole egg omelettes require accreditation. For import of other processed products containing eggs, like noodles and cakes; please refer to export of processed food: <http://www.ava.gov.sg/FoodSector/ImportExportTransOfFood/ProcessedFood/>.

C. OVERVIEW FOR SUBMITTING AVA APPLICATION FORMS



D. GUIDELINES ON COMPLETING AVA APPLICATION FORMS

- 1) You are only required to complete an AVA application form if you are:
 - i. Exporting meat and meat products containing more than 5% meat content
 - ii. Exporting processed egg products (refer to section B above)

- 2) Do **not** use these application forms if you are:
 - i. Exporting processed foods (Refer to:
<http://www.ava.gov.sg/FoodSector/ImportExportTransOfFood/ProcessedFood/>)
 - ii. Exporting table shell eggs (Refer to:
<http://www.ava.gov.sg/FoodSector/ImportExportTransOfFood/AccredOfOverseasEggFarms/>)

- 3) There are three different applications forms:
 - i. Slaughterhouse/Cutting Plant
 - ii. Canning/Processing Plant (further processing plant)
 - iii. Egg Processing Plant (processed egg products)

[Please use the correct application form to avoid delays.]

- 4) There are two formats of the application form:
 - i. Microsoft Word (complete soft copy document and submit with a scanned copy of page 12 with official endorsement) **[Preferred]**
 - ii. PDF (print for manual completion then scan completed application form)

- 5) Raw meat used for further processing **MUST** be sourced from AVA-approved slaughterhouses within the **SAME EXPORT** country (the slaughterhouse is required to submit a separate application form if it has not been approved for export to Singapore)

- 6) Export of beef and beef products are only permitted from certain countries due to concerns with Bovine Spongiform Encephalopathy (BSE) (refer to: <http://www.ava.gov.sg/NR/rdonlyres/2CFF1FE3-8D20-4E7A-BC89-6368076F427B/19811/ApprovedMeatCountries110818.pdf>)

- 7) Ensure that every question in the application form is completed and attachments provided as indicated (incomplete application forms would result in delays). Refer to the sample application form for an example of how to complete the form.

- 8) Ensure that the application form is completed in **English**.

- 9) Ensure that the completed application form is accompanied by a covering letter from the relevant Competent Authority in the country with its verification and endorsement, before submission.

- 10) Soft copy submissions are encouraged. There are 3 modes of submitting the application form:
 - i. Secure File Transfer **[Preferred]**
 - ii. CD/DVD
 - iii. Email wong_siew_hwa@ava.gov.sg or loi_yu_zhen@ava.gov.sg (file sizes above 5 MB cannot be sent via email)