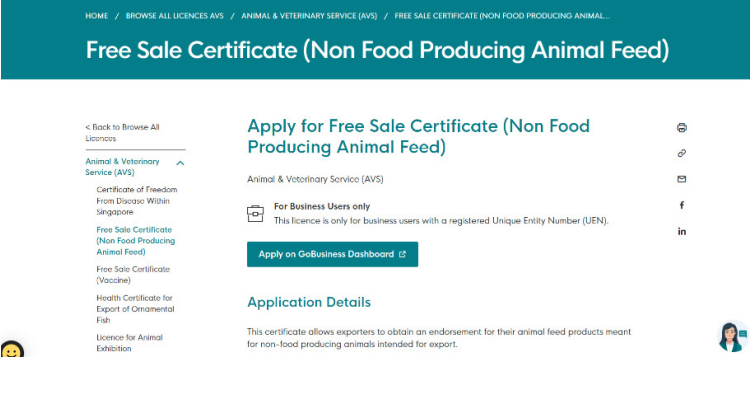
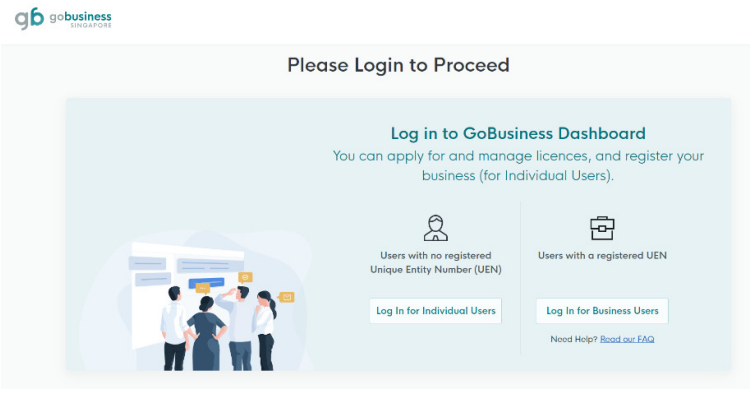
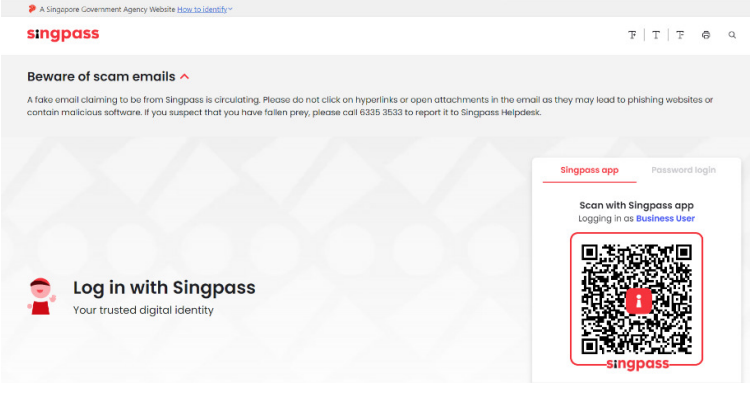
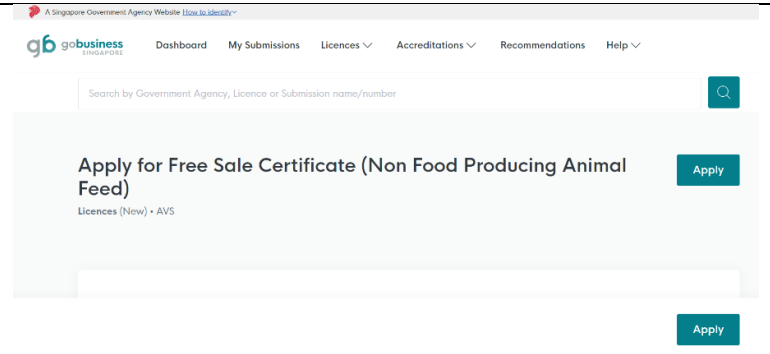
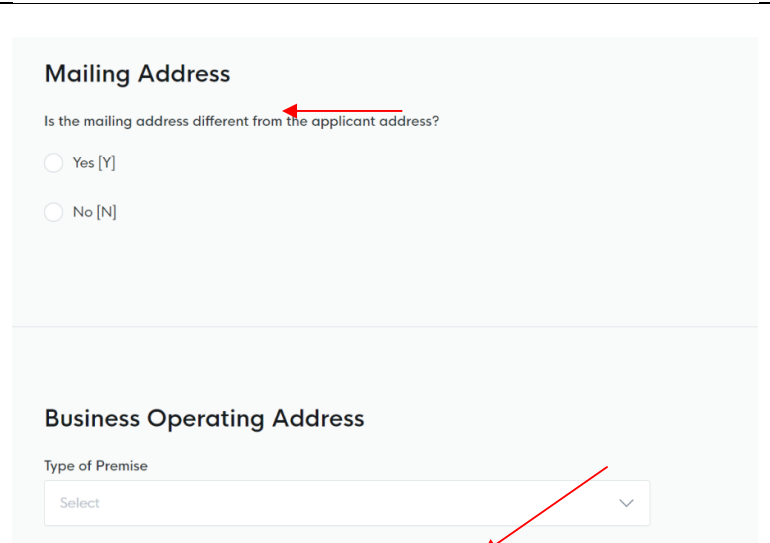
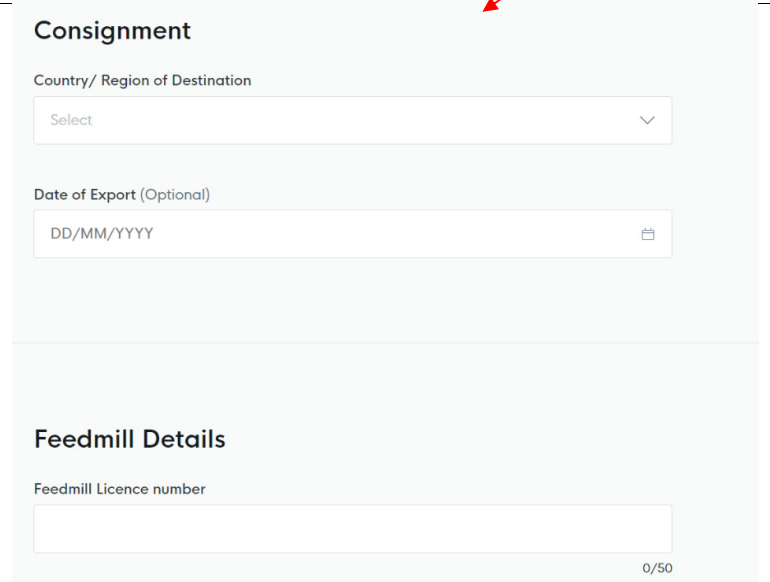



# Guide to application for Free Sale Certificate (Non Food Producing Animal Feed)

## A. To submit applications online

SN	Step	Screenshot
1	<p>GoBusiness Licensing Portal  <a href="https://www.gobusiness.gov.sg/browse-all-licences/animal-&amp;-veterinary-service-(avs)/free-sale-certificate-(non-food-producing-animal-feed))">https://www.gobusiness.gov.sg/browse-all-licences/animal-&amp;-veterinary-service-(avs)/free-sale-certificate-(non-food-producing-animal-feed))</a></p>	
2	<p>Log in into the system.            For Company: Login via CorpPass</p>	
3	<p>Login using SingPass</p>	

4	Apply for Free Sale Certificate (Non Food Producing Animal Feed)	
5	Complete Mailing Address and Business Operating Address	
6	Complete Consignment and Feedmill Details	

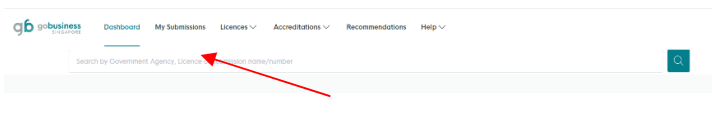
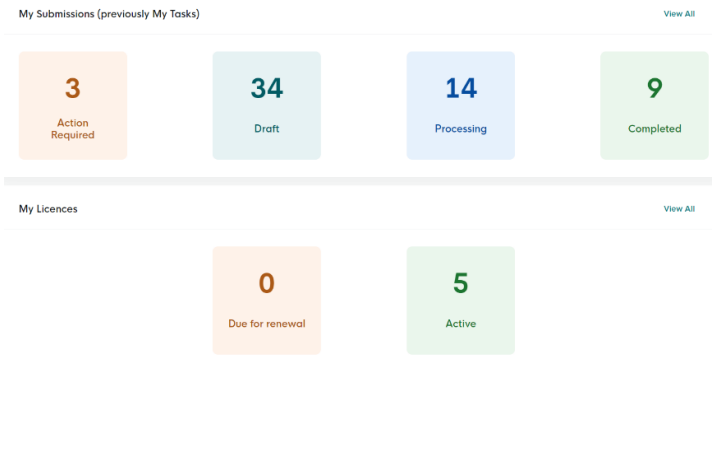
7	<p>Tick the appropriate Consignment Product Declarations and complete Consignment Product Details</p>	<p><b>Consignment Product Declarations</b></p> <p>Consignment Product Declarations</p> <p><input type="radio"/> I confirm that the following products are manufactured in my Feedmill licensed by Animal &amp; Veterinary Service. [AVS]</p> <p><input type="radio"/> I confirm that the following products are manufactured by a 3rd party manufacturer. [TPM]</p> <hr/> <p><b>Consignment Product Details</b></p> <p>Name/ Description of Product</p> <input type="text"/> <p style="text-align: right;">0/200</p>
8	<p>Tick Administrative Details in this section <b>ONLY</b> if you require separate Free Sale Certificate for individual product</p>	<p><b>Administrative Details</b></p> <p>Check, if Free Sale Certificate is required separately for individual product. (Optional)</p> <p><input type="checkbox"/> Yes [Y]</p>
9	<p>Fill in Emergency Contact</p>	<p><b>Emergency Contact</b></p> <p>Salutation</p> <input type="text" value="Select"/> <p>Name</p> <input type="text"/> <p style="text-align: right;">0/66</p> <p>Designation (Optional)</p> <input type="text"/> <p style="text-align: right;">0/100</p> <p>Email Address</p> <input type="text"/> <p>Contact Number</p> <input type="text" value="+65 8123 4567"/>
10	<p>Select the Type of Service</p> <p>Fee rate is S\$21 per certificate (for normal service) or S\$42 per certificate (for express service).</p>	<p><b>Type of Service</b></p> <p>Type of Service</p> <p><input type="radio"/> Normal</p> <p><input type="radio"/> Express</p>

11	<p>Attach any appropriate documents.</p> <p>Click “Next”.</p>	<p><b>Supporting Documents</b></p> <div data-bbox="690 226 1390 344"> <p><b>Product Details</b> Only 1 file at 2 MB or less. Specifications of the product</p> <p>Drop a file here or click to upload</p> </div> <div data-bbox="690 380 1390 497"> <p><b>Letter of Declaration (Optional)</b> Only 1 file at 2 MB or less. A copy of the Letter of Declaration</p> <p>Drop a file here or click to upload</p> </div> <div data-bbox="690 533 1390 648"> <p><b>Ingredient List (Optional)</b> Only 1 file at 7 MB or less.</p> <p>Drop a file here or click to upload</p>  </div>
12	<p>Select Payment Mode and click on Review Form to check that the information you have keyed in the application form are correct</p> <p><u>Note:</u> Upfront payment is required for successful submission of this application and there is strictly no refund.</p>	<p><b>Payment Mode</b></p> <p>Payment Mode</p> <p>Online payment refers to credit card payment via stripe. If you have an existing GIRO arrangement and wish to pay for this application via GIRO, please select 'Offline Payment'. The licence/certificate will only be issued upon successful payment (via GIRO or online payment).</p> <p><input type="radio"/> Online Payment</p> <p><input type="radio"/> Offline Payment</p> <p> <a href="#">← General Information</a> <a href="#">Save Draft</a> <a href="#">Review Form →</a> </p>

### Other information

- Generally, a complete application will be processed in 2 working days. Any incomplete or incorrect submission may result in a delay in the processing time.
- The cost of each certificate is S\$21 (normal) or S\$42 (express).

**B. After the application has been approved – PRINTING YOUR LICENCE**

13	Check the status of your application by keying in the application number	
14	You may find the status of all your applications and licences under Dashboard	
15	Click Download Licence for printing.	