

## **Public Guideline : Amendment of A Certificate of Registration of Especially Controlled Animal Feed (Aquatic Animal Feed)**

**Service Office :** Aquatic Animal Feed Research and Development Division, Department of Fisheries, Ministry of Agriculture and Cooperatives

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### **Criteria, Procedure and Condition (if any) for submission of request and approval**

1. A person who request for amendment of a certificate of registration shall follow the Animal Feed Quality Control ACT B.E. 2558
2. Licensees to produce or import especially controlled animal feed who wish to produce or import any especially controlled animal feed shall take those feed to register with competent officials. They could be proceeded when the registration is completed.
3. After the certificate of registration was signed by an authorized official, an official will issue the license number and a fee invoice. The official will inform the applicant to get a certificate of registration and pay the fee. Fee payment shall be submitted before 14.30 hrs.
4. In case of any clarification is needed, the official will inform the applicant to provide additional information.
5. In case of application form or relevant documents are not completed during submission, the official and the applicant shall agree upon in the lists of needed additional documents and time limit for submission of those documents. If the applicant could not provide documents or correction in time. The application will be canceled.
6. Timing according to procedures described in the Guideline will be counted when the relevant documents are submitted. (Total duration : 30 working days)
7. Aquatic Animal Feed Research and Development Division will accept application form 10 forms per day. Additional application forms will be processed on the next day due to the carefully consideration in accordance with regulation is performed. More than 10 application forms per day are overloaded and could not complete in the time frame.
8. Aquatic Animal Feed Research and Development Division will accept the last application form on 16.00 hrs. due to carefully consideration in accordance with regulation is performed as well as there are procedures to be carried out. Receiving an application after this time, may lead to incomplete work within the time frame.
9. A certificate of registration of especially controlled animal feed shall be valid for an indefinite period of time unless it has been terminated or revoked.

### **Service Location**

<b>Service office</b> Aquatic Animal Feed Standard Regulation Group Aquatic Animal Feed Research and Development Division Prodprasob building, 4 <sup>th</sup> floor Department of Fisheries, Ladyao, Chatujak, Bangkok 10900 Tel. 0-2562-0600-15 ext 4403 Tel./ Fax.0-2940-6149 Website : <a href="http://www4.fisheries.go.th/afr/">http://www4.fisheries.go.th/afr/</a> Email : ifri_fisheries@hotmail.com	<b>Service hour</b> Monday-Friday (except official holiday) 08:30 - 16:30 hrs. (closed for lunch 12.00 – 13.00 hrs)
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**Process, Timing and Responsible Authority****Total duration :** 30 working days

<b>No.</b>	<b>Process</b>	<b>Duration (working day)</b>	<b>Responsible authority</b>
1)	<b>Document checking</b>  1. An applicant submit application form with identified documents. 2. An official checks for correction of application form and identified documents. ( <i>Remark:</i> in case of correction of application form or additional documents are requested, the applicant shall complete this process within 7 working days.)	1	Aquatic Animal Feed Research and Development Division
2)	<b>Assessment</b>  The official considers the application form and documents according to technical criterias and prepares for comittee meeting.	9	Aquatic Feed Animal Research and Development Division
3)	<b>Assessment</b>  The official makes appointment for committee meeting and call for the meeting.	10	Aquatic Animal Feed Research and Development Division
4)	<b>Assessment</b>  The committee meeting  <i>Remark :</i> 1. In case of the committee requests for clarification on the application form and documents, the committee shall inform the applicant to provide information. The applicant shall follow the 2 <sup>nd</sup> and 3 <sup>rd</sup> process to take the issue to the committee meeting. If the applicant does not provide information within the time frame. The application will be terminated. ( Timing will be counted when the committee receives additional information) 2. In case of the request is deny, the official will inform the applicant and gives submitted documents back.	1	Aquatic Animal Feed Research and Development Division
5)	<b>Assessment</b>  1. The official summarizes the meeting report with approved application documents to the official who will review the meeting report. 2. The official prepares amendment of a certificate of registration of especially controlled animal feed and submits to the chief of Aquatic Animal Feed Standard Regulation Group for signing on certified on label and statement thereon. 3. The chief signs to certified on label and statement thereon and submits to an authorized to sign the certification of registration of especially controlled animal feed	7	Aquatic Animal Feed Research and Development Division

No.	Process	Duration (working day)	Responsible authority
6)	<b>Signing and Committee Resolution</b>  An authorized official signs the certification of registration of especially controlled animal feed.	2	Aquatic Animal Feed Research and Development Division

#### List of required documents

No.	Title of Documents, No. and details (if any)	Issued authority
1)	<b>The application form for the amendment of the certificate of registration of especially controlled animal feed</b> <b>Original 1</b> <b>Copy 2</b>	Department of Livestock
2)	<b>The certificate of registration of especially controlled animal feed and labels and the statement thereon.</b> <b>Original 1</b> <b>Copy 2</b> Remark: Certified copy in every page is requested	Department of Fisheries
3)	<b>A license to produce the especially controlled animal feed</b> <b>Original -</b> <b>Copy 3</b> <b>Remark:</b> 1. If request for amendment of information in license to produce the especially controlled animal feed for example; name and address of the especially controlled animal feed manufacturing , name of the operator 2. A license to produce the especially controlled animal feed issued by Department of Live stock can be used. 3. Certified copy in every page is requested.	Department of Fisheries
4)	<b>A license to sell the especially controlled animal feed</b> <b>Original -</b> <b>Copy 3</b> <b>Remark:</b> 1. If request for amendment of name and sale place 2. If license to sell the especially controlled animal feed issued by Department of Live stock can be used. 3. Certified copy in every page is requested.	Department of Fisheries
5)	<b>Amendment of the labels and the statement thereon (in Thai)</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. In case of the requested amendment effect on statement thereon. 2. Certified copy in every page is requested	-
6)	<b>Certificate of analytical result of especially controlled animal feed and analytical method</b> <b>Original 1</b> <b>Copy 2</b>	-

	<b>Remark</b> 1. In case of the amendment effect on changes of animal feed quality such as feed formula, chemical quality 2. Certified copy in every page is requested	
7)	<b>Result of product stability test</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. The test of product stability should be carried out as approved by the committee 2. If request for amendment of product's expire date	Department of Fisheries
8)	<b>Experimental document of especially controlled animal feed application</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. For any feed formula which does not comply with criterias Certified copy in every page is requested	-
9)	<b>Trade mark registration document</b> <b>Original -</b> <b>Copy 3</b> <b>Remark:</b> 1. If request for amendment of trade mark 2. Certified copy in every page is requested	Department of Interlectual Property Right
10)	<b>Sample of especially controlled animal feed</b> <b>Original 1 set</b> <b>Copy -</b> <b>Remark:</b> 1. animal feed 500 g 2. In case of the amendment effect on changes of animal feed such as feed formula, form of feed, production process	-
<b>Complementary feed or concentrate feed attached required documents No.1-10</b>		
11)	<b>Declaration form of type and quantity feed raw material</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. In case of change of type and quantity of raw materials for complementary feed and concentrate feed 2. Certified copy in every page is requested	-
<b>Feed additive and premix production attached required documents No.1-10 and 12-14</b>		
12)	<b>Sample or photo of package</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. For requested for amendment of package 2. Certified copy in every page is requested	-
13)	<b>Table of raw materials of animal feed</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark</b> 1. For request for amendment of raw materials 2. Certified copy in every page is requested	-

14)	<b>Document of raw material specification</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1.For request for amendment of raw materials 2. Certified copy in every page is requested.	-
<b>Only importation of especially controlled animal feed attached these required documents</b>		
15)	<b>A license to import the especially controlled animal feed</b> <b>Original -</b> <b>Copy 3</b> <b>Remark:</b> 1. If request for amendment of information in license to import the especially controlled animal feed for example; name and address of the place for importation of the especially controlled animal feed , name of the operator 2. If license to import the especially controlled animal feed issued by Department of Live stock can be used. 3. Certified copy in every page is requested.	Department of Fisheries
16)	<b>Sample of label and statement thereon in foreign language</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. Certified copy in every page is requested.	-
17)	<b>Sample or photo of package with label and statement thereon in foreign language</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. For request for amendment of label and statement thereon. 2. Certified copy in every page is requested	-
18)	<b>Product information</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. For request for amendment of product information. 2. Certified copy in every page is requested	-
19)	<b>Certificate of feed formula</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. For request for amendment of feed formula 2. Certified copy in every page is requested	-
20)	<b>Certificate of free sale from original production company</b> <b>Original 1</b> <b>Copy 2</b> <b>Remark:</b> 1. The certificate should be issued by authorized government office in original production country and be certified by Thai embassy in those country or by the concerned embassy in Thailand 2. Certified copy in every page is requested	-

**Fee**

<b>No.</b>	<b>Fee</b>	<b>Fee (Baht / Percentage)</b>
1)	<b>Request for amendment of information related with feed formula in a certificate of registration of especially controlled feed</b> <i>Remark: -</i>	<b>fee 500 baht</b>
2)	<b>Request for amendment of information which is not related with feed formula in a certificate of registration of especially controlled feed</b> <i>Remark: -</i>	<b>fee 200 baht</b>

**Compliant and Recommendation**

<b>No.</b>	<b>Compliant and Recommendation</b>
1)	Aquatic Animal Feed Research and Development Division Department of Fisheries, Ladyao, Chatujak, Bangkok 10900 Tel. 0 2579 2151 Fax. 0 2940 5622
2)	Fisheries Problem's Solving Center Department of Fisheries, Ladyao, Chatujak, Bangkok 10900 Tel./Fax 0 2579 3079
3)	Public Service Center, The Office of the Permanent Secretary, Priminister Office <i>No. 1 Pissanulok road, Dusit, Bangkok 10300 / Hot line: 1111 / www.1111.go.th / P.O. box .1111</i> <i>No. 1 Pissanulok road, Dusit, Bangkok 10300</i>