

Public Guideline : Issuance of a letter to import the especially controlled animal feed to the Kingdom of Thailand (Nor Sor 4) (Aquatic Animal Feed)

Service Office : Department of Fisheries, Ministry of Agriculture and Cooperatives

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

1. A person who request for approval shall follow the Animal Feed Quality Control Act B.E. 2558.
2. Licensees to import especially controlled animal feed who wish to import the registered especially controlled animal feed to the Kingdom of Thailand shall submit the request (use Nor Sor 4 form) to the Department of Fisheries (DOF) prior to import that feed every time. DOF will issue the letter to import the especially controlled animal feed.
3. When the letter was granted, competent official will issue the letter number and the official will inform the applicant to get the license.
4. In case of any clarification is needed, the official will inform the applicant to provide additional information.
5. In case of an 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 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 : 10 working days)
7. Aquatic Animal Feed Research and Development Division will accept the last application form on 16.00 hrs. due to carefully consideration of documents in accordance with regulation is performed. Receiving an application after this time, may lead to incomplete within the time frame.

Service Location

Service office Aquatic Animal feed Standard Regulation group Aquatic Animal Feed Research and Development Division Prodprasob building, 4 th floor Department of Fisheries, Ladyao, Chatujak, Bangkok 10900 Tel. 0-2562-0600-15 ext 4403 Tel./Fax.0-2940-6149 Website : http://www4.fisheries.go.th/afr/ Email : ifri_fisheries@hotmail.com	Service hour Monday-Friday (except government day off) 08:30 - 16:30 hrs. (closed for lunch 12.00 – 13.00 hrs)
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Process, Timing and Responsible Authority

Total duration : 10 working days

No.	Process	Duration (working day)	Responsible authority
1)	<p>Document checking</p> <p>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 with 7 working days.)</p>	1	Aquatic Animal Feed Research and Development Division
2)	<p>Assessment</p> <p>The official considers the application form and documents according to technical criterias and certificate of registration database. (<i>Remark:</i> in case of the competent official requests for clarification on the application form and documents, if the applicant does not provide information within the timeframe, the application process will be terminated.)</p>	5	Aquatic Animal Feed Research and Development Division
3)	<p>Assessment</p> <p>The official prepares a letter to import the especially controlled animal feed (Nor Sor 4) and submits to the authorized official to sign.</p>	1	Aquatic Animal Feed Research and Development Division
4)	<p>Signing and Commitee Resolution</p> <p>An authorized official signs letter to import the especially controlled animal feed (Nor Sor 4).</p>	3	Aquatic Animal Feed Research and Development Division

List of required documents

No.	Title of Documents, No. and details (if any)	Issuing authority
1)	<p>The application form for letter to import the especially controlled animal feed to the Kingdom of Thailand (Nor Sor 4) Original 1 Copy 1</p>	Department of Livestock
2)	<p>Invoice Original - Copy 2 Remark: Certified copy in every page is requested</p>	-
3)	<p>Bill of loading Original 1 Copy 1</p>	-
4)	<p>Packing list Original - Copy 2 Remark: Certified copy in every page is requested</p>	-

No.	Title of Documents, No. and details (if any)	Issuing authority
5)	Certificate of Origin Original 1 Copy 1	-
6)	Certificate of Analysis Original 1 Copy 1 Remark: Certified copy in every page is requested	-
7)	Product Information Original 1 Copy 1 Remark: 1. For animal feed type: milk product for animal and meat and bone meal or feed which use meat and bone meal as raw material or other feeds as notify by Director General of Department of Livestock 2. For animal feed type: probiotics group 3. Certified copy in every page is requested	-
8)	Certificate of Formula Original 1 Copy 1 Remark: 1. For animal feed type: milk product for animal and meat and bone meal or feed which use meat and bone meal as raw material or other feeds as notify by Director General of Department of Livestock 2. For animal feed type: probiotics group 3. Certified copy in every page is requested.	-
9)	Certificate of health/ Certificate of Phytosanitary Original 1 Copy 1 Remark: 1. For animal feed type: milk product for animal and meat and bone meal or feed which use meat and bone meal as raw material or other feeds as notify by Director General of Department of Livestock 2. For animal feed type: probiotics group 3. Document of Competent authority of producing country 4. Certified copy in every page is requested	-
10)	List of buying names and their quantity's order and detail address Original 1 Copy 1 Remark: For animal feed type: milk product for animal and meat and bone meal or feed which use meat and bone meal as raw material or other feeds as notify by Director General of Department of Livestock	-
11)	A license to import the especially controlled animal feed Original - Copy 2 Remark: 1. Certified copy in every page is requested 2. A license to import the especially controlled animal feed issued by Department of Livestock can be used.	Department of Fisheries

No.	Title of Documents, No. and details (if any)	Issuing authority
12)	Certificate of registration of especially controlled animal feed with label and statement thereon Original - Copy 2 Remark: Certified copy in every page is requested	Department of Fisheries

Fee

ลำดับ	Detail of Fee	Fee (Baht/Percentage)
1)	No fee Remark : Fee collection is subject to change when Ministerial Decree or Notification of Animal Feed Quality Control Act is enforced	-

Complaint and Comment

No.	Complaint/Comment
1)	Aquatic Feed Animal Research and Development Division Department of Fisheries, Kaset Klang, Ladyao, Chatujak, Bangkok 10900 Tel. 0 2579 2151 Fax. 0 2940 5622
2)	Fisheries Problem's Solving Center Department of Fisheries, Kaset Klang, Ladyao, Chatujak, Bangkok 10900 Tel./Fax. 0 2579 3079
3)	Public Service Center, Office of the Permanent Secretary, the Prime Minister's Office 1 Phitsanulok Road, Dusit, Bangkok 10300 /Hotline 1111 /www.1111.go.th /P.O box.1111, 1 Phitsanulok Road, Dusit, Bangkok 10300

Form, Example and Guideline to fill in

No.	Name of Form
1)	Request for letter to import the especially controlled animal feed to the Kingdom of Thailand: Nor Sor 4

Remark:

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