

Public Guideline : Issuing A Certificate of Free Sale for Aquatic Animal Feed

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

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

1. A person who request for a certificate of free sale shall follow the Animal Feed Quality Control Act B.E. 2558
2. After a certificate of free sale 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 submit before 15.30 hrs.
3. In case of any clarification is needed, the official will inform the applicant to provide additional information.
4. 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 in time. The application will be canceled.
5. Timing according to procedures described in the Guideline will be counted when all relevant documents are submitted. (Total duration : 6 working days)
6. 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.

Service Location

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| 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.fishries.go.th/afr/ Email : ifri_fisheries@hotmail.com or walk in at the office | Service hour 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 : 6 working days

| No. | Process | Duration (working day) | Responsible authority |
|-----|--|---------------------------|---|
| 1) | <p>Document checking</p> <p>1. An applicant submits application form with identified documents. 2. An official checks for correction of application form and identified documents. (Remark: in case of correction of application form or additional documents are requested, the applicant shall complete this process within 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 a license to produce and Certificate of registration of the especially controlled animal feed. (Remark: in case of more clarification on submitted documents are requested, the applicant shall provide information within indicated timeframe if this action could not accomplish. The application would be cancelled.</p> | 2 | Aquatic Animal Feed Research and Development Division |
| 3) | <p>Assessment</p> <p>The official prepares a certificate of free sale and submits to the authorized official to sign.</p> | 1 | Aquatic Animal Feed Research and Development Division |
| 4) | <p>Signing and Committee Resolution</p> <p>An authorized official signs the certificate of free sale for especially controlled animal feed</p> | 2 | 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 the certificate of free sale of the especially controlled animal feed Original 1 Copy - Remark -</p> | Department of Livestock |
| 2) | <p>Production license of the especially controlled animal feed Original - Copy 1 Remark 1. Certified copy in every page is requested 2. Production license of especially controlled animal feed granted by Department of Livestock can be used</p> | Department of Fisheries |

| No. | Title of Documents, No. and details (if any) | Issuing authority |
|-----|---|-------------------------|
| 3) | Certificate of registration of the especially controlled animal feed Original - Copy 1 Remark : Certified copy in every page is requested | Department of Fisheries |
| 4) | A license to sell of the especially controlled animal feed Original - Copy 1 Remark: 1.If request to identify name of a dealer, a license to sell of the especially controlled animal feed must be submitted. 2. A license to sell of the especially controlled animal feed granted by Department of Livestock can be used. 3.Category of feed identified in the certificate must be the same as product requested for the certificate of free sale in Thailand 4. A license to sell of the especially controlled animal feed is still valid. 5. Certified copy in every page is requested. | Department of Fisheries |
| 5) | Certificate of dealer Original 1 Copy - Remark: 1.Certificate of dealer issuing by authorized producer 2. Indicate English name of dealer | - |

Fee

| No. | Fee | Fee (Baht / Percentage) |
|-----|---|-------------------------|
| 1) | Request for Certificate of Free Sale (1 – 10 item) Remark : - | Fee 100 Baht |
| 2) | Request for Certificate of Free Sale (11 – 20 item) Remark : - | Fee 150 Baht |
| 3) | Request for Certificate of Free Sale (21 item or more) Remark : - | Fee 200 Baht |

Compliant and Recommendation

| No. | Compliant and Recommendation |
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| 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 No. 1 Pissanulok road, Dusit, Bangkok 10300 / <i>Hot line:</i> 1111 / www.1111.go.th / <i>P.O. box .1111</i> No. 1 Pissanulok road, Dusit, Bangkok 10300 |

