

Public Guideline : Issuance of a certificate of registration of the especially controlled animal feed (Aquatic animal feed)

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

Criteria, Procedure and condition (if any) for license application and approval

1. A person who request for approval 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. When the certification of registration was granted, a competent officials will issue the registration number. The official will inform the applicant to get the certification of registration. The fee payment should be submitted before 14.30 hrs.
4. In case of clarification are needed, the official will inform the applicant to provide additional information.
5. In case of application forms 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 summition 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 carefully consideration in accordance with regulation is performed. More than 10 application form 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. Receiving an application form after this time , may lead to incomplete within the time frame.
9. A certificate of registration of the especially controlled animal feed shall be valid for an indefinite period of time unless it has been terminated or revoked.

Service Location

Service office Aquatic Animal Feed Standard Regulation Group Aquatic Animal Feed Research and Development Division Prodrasob building, 4 th floor Department of Fisheries, Lad yao, 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 or walk in at the office	Service hour <i>Monday-Friday</i> <i>(except government day off)</i> <i>08:30 - 16:30 hrs.</i> <i>(closed for lunch 12.00 – 13.00 hrs)</i>
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Process Timing and Responsible Authority

Total duration :30 working days

No.	Process	Duration (working day)	Responsible authority
1)	<p>Document checking</p> <p>1. An applicant submit application form with identify documents. 2. An official checks for correction of application form and identify 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 applicataion form and documents according to technical criterias and prepares for comittee meeting.</p>	9	Aquatic Animal Feed Research and Development Division
3)	<p>Assessment</p> <p>The official makes appointment for committee meeting date and call for the meeting.</p>	10	Aquatic Animal Feed Research and Development Division
4)	<p>Assessment</p> <p>The committee meeting</p> <p><i>Remark :</i></p> <p>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 2nd and 3rd process to take the issue to the committee meeting. If the applicant does not provide information within the time frame. The application process will be terminated. (Timing will be counted when the committee receives additional information)</p> <p>2. In case of the application is deny, the official will inform the applicant and gives submitted documents back.</p>	1	Aquatic Animal Feed Research and Development Division
5)	<p>Assessment</p> <p>1. The official summarizes the meeting report with approved application documents to the official who will review the meeting report. 2. The official prepares the certification 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 on the certified label and statement thereon and submits to authorized official to sign the certification of registration of especially controlled animal feed.</p>	7	Aquatic Animal Feed Research and Development Division

No.	Process	Duration (working day)	Responsible authority
6)	Signing and Committee Resolution An authorized official signs the certification of registration of specific control 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)	The application form for the certification of registration of especially controlled animal feed Original 1 copy Copy 2 copy	Department of Livestock
2)	A license to produce the especially controlled animal feed Original - Copy 3 copy Remark: 1. A license to produce the especially controlled animal feed shall indicate the same type of especially controlled animal feed request for registration 2. A license to produce the especially controlled animal feed production issued by Department of Live stock can be used. 3. Certified copy in every page is requested.	Department of Fisheries
3)	Certificate of analytical result of especially controlled animal feed and analytical method Original 1 set Copy 2 set Remark (Certified copy in every page is requested)	-
4)	Experimental document of especially controlled animal feed application Original 1 set Copy 2 set Remark: 1. For any feed formula does not comply with the criterias 2. Certified copy in every page is requested	-
5)	Trade mark registration document Original – Copy 3 Remark: 1.If request for trade mark identification 2. Certified copy in every page is requested	Department of Interlectual Property Right

No.	Title of Documents, No. and details (if any)	Issued authority
Complementary feed or concentrate feed attached required documents No.1-8		
6)	Declaration form of type and quantity feed raw material Original 1 set Copy 2 set Remark: 1. For complementary feed and concentrated feed 2. Certified copy in every page is requested	
7)	Thai language in label and statement thereon (in complying with Feed Quality Control Act B.E.2558) Original 3 set Copy 2 set Remark: Certified copy in every page is requested	-
8)	Sample of especially controlled animal feed Original 1 set Copy - Sample (feed 500 g.)	-
Feed additive and premix production attached required documents No.1-5 and 9-13		
9)	Document of raw material specification Original 1 set Copy 2 set Remark: 1. For feed additive and premix production 2. Certified copy in every page is requested	-
10)	Certificate of feed formula Original 1 set Copy 2 set Remark: 1. For importation of especially controlled animal feed 2. For feed additive and premix production 3. Certified copy in every page is requested	-
11)	Table of raw materials of feed Original 1 Copy 2 Remark 1. For feed additives and premix 2. Certified copy in every page is requested	-
12)	Sample or photo of package Original 1 Copy 2 Remark: 1. For feed additive production and premix 2. Certified copy in every page is requested	-
13)	Sample of especially controlled animal feed Original 1 set Copy - Sample (feed 200 g.)	-
Only importation of especially controlled animal feed attached these required documents		
1)	A license to import the especially controlled animal feed Original - Copy 3	Department of Fisheries

No.	Title of Documents, No. and details (if any)	Issued authority
	Remark: 1. A license to import the especially controlled animal feed shall indicate the same type of especially controlled animal feed request for registration 2. A 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.	
2)	Product information Original 1 set Copy 2 set Remark: Certified copy in every page is requested	-
3)	Certificate of feed formula Original 1 set Copy 2 set Remark: Certified copy in every page is requested	-
4)	Sample of label and statement thereon in foreign language label Original 1 Copy 2 Remark: Certified copy in every page is requested	-
5)	Sample or photo of package with words in foreign language label Original 1 Copy 2 Remark: Certified copy in every page is requested	-
6)	Certificate of free sale from original production company Original 1 set Copy 2 set Remark: 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	-

Fee

No.	Fee	Fee (Baht / Percentage)
1)	Registraition of specific control feed <i>Remark: (The fee as identify in Feed Quality Control Act B.E. 2525 when the new fee according to Feed Quality Control Act B.E. 2558 is annouced the new fee shall be applied)</i>	fee 1,000 baht

Compliant and Recommendation

No.	Compliant and Recommendation
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, Office of the Permanent Secretary, the Prime Minister's Office No. 1 Pissanulok road, Dusit, Bangkok 10300 / Hot line: 1111 / www.1111.go.th / P.O. box .1111 No. 1 Pissanulok road, Dusit, Bangkok 10300 10300