



APPLICATION FOR IMPORTATION OF PET FOOD INTO SABAH, MALAYSIA

1. The application must be completed by the manufacturing company of the product which intends to export to Malaysia for **FIRST TIME**.
2. A separate form must be used for different manufacturer.
3. All the questions in the application form must be completed or mark as not applicable. Incomplete form will not be processed.
4. Application form shall be submitted by the manufacturer or the importer to the following address for adequacy audit:

**Department of Veterinary Service
Level 3, Block B
Wisma pertanian Sabah
Jalan Tasik, Luyang (Off Jln Maktab Gaya),
Locked Bag 2051,
88999 Kota Kinabalu.**

5. Approval letter will be issued if the manufacturing company passes the adequacy audit.
6. For any queries, kindly contact:

Tel: 6-088-287400, 287422, 287428

1. MANUFACTURER'S DETAIL

Company Name:

Address:

City/ State:

Contact Name/ Title:

Contact Number (Tel): (Fax):

Email:

2. EXPORTER'S DETAIL

Company Name:

Address:

City/ State:

Contact Name/ Title:

Contact Number (Tel): (Fax):

Email:

3. IMPORTER'S DETAIL

Company Name:

Address:

City/ State:

Contact Name/ Title:

Contact Number (Tel): (Fax):

Email:

4. TYPE OF PRODUCT

a. Animal Source(s):

Beef

Mutton/lamb

Poultry

Pork

Others (Please specify): _____

b. Pet Food / Animal Feed:

Wet hermetically sealed

Dried (kibble) / Mash / Crumble

Soft moist

Others (Please specify): _____

c. Pet Treat / Snack:

Semi moist

Dried (jerky)

Chew

Others (Please specify): _____

5. EXPORT RECORD

List the countries where the products manufactured in the manufacturing premise have been exported:

6. DETAILS OF THE PRODUCT INTEND TO IMPORT

- a. List the name of the products, how the product is packaged, contained, labelled and sealed:
(Please attach a list with the same format if the space provided is insufficient)

No.	Name of Product	Type of Packaging
i.		
ii.		
iii.		
iv.		
v.		

- b. List the raw materials/ ingredients in each product listed in point 6(a). a separate table is required for each product.
(Please list all raw ingredient below or attach a list if the space is insufficient – please include percentages adding up to 100%)

Product Name:

Raw Materials/ Ingredients (eg. Beef, chicken meat, mutton, pork, meat and bone meal, gelatine, milk powder, egg,heart, kidney, lard etc)	Composition in product (%)	Animal, plant, microbial, synthetic or chemical origin	Species of origin (eg. Bovine, caprine, avian, cervidae)	Country of origin

7. MANUFACTURING PROCESS OF THE PRODUCT

- a. Processing flow chart
(Please provide a flowchart with the details on processing of raw material into finished product for each product)

- b. Details on heat treatment/ pressure treatment
 (If the product has undergone heat/ pressure treatment, please provide the details as below):

Temperature (° Celcius)		Duration (minutes or hours)	
Pressure (bars or Kilopascal)		Duration (seconds or minutes)	

- c. Details on other treatment

If there are any other treatments done during the processing of the product, please state the type of the treatment, the relevant parameters and the duration of the treatment.
 (Please attach a list with the same format if the space provided is insufficient)

Type of treatment <i>(eg. filtration, acid or alkali treatment, irradiation, long term maturation etc)</i>	Parameters <i>(eg. Relevant parameters -pH level, radiation dose)</i>	Durations maintained at these level <i>(minutes or hours)</i>

- d. Packaging

In what type of packaging the product is packaged? (i.e. packed in sterile bags, cans or retail bags)
 (briefly describe the details below. Additional attachment can be attached if there sample/ photos of the packaging material)

- e. Storage and segregation of animal protein

If animal proteins are stored or used on site, how are they segregated from other materials?
 (Briefly describe the details below. Additional attachment can be attached if there are standard procedures/diagrams/photos)

f. Transportation of raw materials

How the raw materials are transported to the manufacturing premise
(Briefly describe the details below. Additional attachment can be attached if there are standard procedures/diagrams/photos)

g. Transportation of finished/ packaged products

How is the finished packaged product transported from the manufacturing premise to the place of export?
(Briefly describe the details below. Additional attachment can be attached if there are standard procedures/diagrams/photos)

h. Prevention from contamination

Is a system in place to protect the product, during and post-production from contamination?
(Briefly describe the details below. Additional attachment can be attached if there are standard procedures/diagrams/photos)

8. QUALITY ASSURANCES AND ACCREDITATION

a. Quality Assurances

List of Quality Assurance Programmes which the manufacturing premise operates (eg. GMP, HACCP, ISO)
(Please attach a list with the same format if the space provided is insufficient and attach a copy of the certificates)

No.	List of Quality Assurance Programmes
i.	
ii.	
iii.	

b. Accreditation

List of accreditation which the manufacturing premise has been awarded at national or international level

(Please attach a list with the same format if the space provided is insufficient and attach a copy of the certificates)

No.	List of Accreditation

9. APPROVAL BY COMPETENT VETERINARY AUTHORITY

Is the manufacturing premise has been inspected and approved by the relevant competent authority?

(if yes, please attach a copy of such approval)

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10. ADDITIONAL ATTACHMENTS

(Please attach the following)

- a. The product label or package sample
- b. Veterinary Health Certificate from the competent authority of the exporting country

MANUFACTURER/DISTRIBUTOR DECLARATION:

I declare that the information above is true and accurate to the best of my knowledge;

Name		
Company Name		
Date		
Signature:	Company Name:	