



APPLICATION FOR IMPORTATION OF PET FOOD / ANIMAL FEED INTO 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. The application will not be processed if the application is not complete.
4. The application form may be submitted in hardcopy by the manufacturer or the importer to the address below for adequacy audit;

*Import & Export Section Section
Disease Control and Veterinary Biosecurity Division
Department of Veterinary Services Malaysia
Podium Block 1A, Lot 4G1, Presint4,
Federal Government Administration Centre,
62630 Putrajaya.*

5. Approval letter will be issued if the manufacturing company passes the adequacy audit.
6. For any queries please contact;

*Import & Export Services Section
03-88702000*



APPLICATION FOR IMPORTATION OF PET FOOD INTO MALAYSIA

1. MANUFACTURER'S DETAIL

Company Name:

Address:

City/State:

Contact Name/Title:

Contact number (Tel & Fax):

Email:

2. IMPORTER'S DETAIL

Company Name:

Address:

City/State:

Contact Name/Title:

Contact number (Tel & Fax):

Email:

3. TYPE OF PRODUCT (please kindly tick (v) the appropriate item)

PET FOOD / ANIMAL FEED

- Wet hermetically sealed
- Dried (kibble) / Mash / Crumble
- Soft moist
- Others (please specify).....



PET TREAT/SNACK

- Semi moist (soft)
- Dried (jerky)
- Chew
- Others (please specify).....

4. EXPORT RECORD

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

.....
.....

5. 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. | | |
| v. | | |
| vi. | | |



b.) List the raw materials /ingredients in each product listed in point 5 (a). A separate table is required for each product.

(Please list all raw ingredients below or attach a list if the space is insufficient– please include percentages adding up to 100%)

Product Name:

| Raw Materials/ Ingredients <i>(e.g. beef, chicken meat, meat and bone meal, blood meal, gelatine, milk powder, egg, kidney, heart)</i> | Composition in product (%) | Animal, plant, microbial, synthetic or chemical origin | Species of origin <i>(e.g. bovine, caprine, avian, cervidae, fish)</i> | Country of origin |
|--|----------------------------------|--|---|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

6. MANUFACTURING PROCESS OF THE PRODUCT

a.) Processing flow chart

(Please provide a flow chart with the details on processing of raw material into finished product for each product and supporting documents of the heat treatment)

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 kilopascals) | | 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.

e.g. of treatment; filtration, acid or alkali treatment, irradiation, long term maturation etc.

e.g. of relevant parameters; pH level, radiation dose) and the time the product is maintained at these levels.

(Please attach a list with the same format if the space provided is insufficient)

| Type of treatment | Parameters | Duration (minutes or hours) |
|-------------------|------------|-----------------------------|
| | | |
| | | |
| | | |
| | | |

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 are sample/photo's of the packaging material)

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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)

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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)

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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)

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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)

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6. QUALITY ASSURANCES AND ACCREDITATION

a.) Quality Assurances

List of quality assurance programmes which the manufacturing premise operates. (e.g. GMP, HACCP, ISO)

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

| No. | List of accreditation |
|------|-----------------------|
| i. | |
| ii. | |
| iii. | |

7. APPROVAL BY COMPETENT VETERINARY AUTHORITY

a.) 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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8. ADDITIONAL ATTACHMENTS

(Please attach the following)

- a. The products label or package sample.
- b. Sample Veterinary Health Certificate from the competent authority of the exporting country.
- c. Certificate of Analysis (COA) for each products



MANUFACTURERS DECLARATION:

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

| | | |
|---------------------|--|-----------------------|
| Name | | |
| Company Name | | |
| Date | | |
| Signature: | | Company stamp: |

VERIFICATION BY COMPETENT AUTHORITY

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

| | | |
|---|--|------------------------|
| Name of official of the competent authority | | |
| Designation of official of the competent authority | | |
| Date | | |
| Signature: | | Official stamp: |