

Seed Business Procedures

(1) Application for Recommendation Letter of Importation of New Plant Variety to Perform Adaptability Test

Recommendation Letter of importation of New Plant Variety to perform Adaptability test issued Department	Department of Agriculture
Objective	To be able to by conduct the test to know adaptability of new plant variety in ecosystem of Myanmar
Necessary Documents*	According to Regulation relating to the Seed Law 2016, form(1), - fill application on mairs.doa.gov.mm - Invoice (attachment) -Non-GMO or GMO test result certificate from imported country (attachment)
Procedures	The application via MAIRS is available.
Service Fee	No charges
Time	Within 24 hours
Place for Submission	mairs.doa.gov.mm
Online System	mairs.doa.gov.mm
The Signing Status/ Rank	Director (Seed Division), For Secretary, Co-secretary of National Seed-related Committee

Name of Law/by-laws and reference section/sub-section	Regulations Relating to the Seed Law, clause 3
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***if the applicant has done account registration on mairs.doa.gov.mm**

(2) Application for Conducting Adaptability Test of New Plant Variety to obtain the Recognition Certificate

Adaptability test of new plant variety to obtain the recognition certificate issued Department	Department of Agriculture
Objectives	<ul style="list-style-type: none"> -To know whether or not adaptable to cultivate in Myanmar -To know whether or not the new plant variety is better than the existing plant variety and it has distinct quality -To know whether or not the new plant variety may affect the natural environment and biodiversity
Necessary Documents*	<p>According to Regulations relating to the Seed Law (2016), Form 2(a),</p> <ul style="list-style-type: none"> -fill application on mairs.doa.gov.mm <p>Attachments are-</p> <ul style="list-style-type: none"> - verification of parental line for applied variety (from source country) - Original Characters of the variety (from source country) - Non-GMO or GMO test result certificate

	-Photo records of the variety -Seed sample (if it is allowed for conducting adaptability test)
Procedures	The application via MAIRS is available.
Service Fee	No charges
Adaptability Test Fees	It depends on crop, location to be tested and times of adaptability tests.
Time	1 week for office work and time taken for testing depends on growing crop and variety.
Place for Submission	mairs.doa.gov.mm
Online system	mairs.doa.gov.mm
The Signing Status/ Rank	Director (Seed Division), Secretary of Technical Seed Committee
Name of Law/by-laws and reference section/sub-section	Regulations Relating to the Seed Law, clause 7, 8(a)

***if the applicant has done account registration on mairs.doa.gov.mm**

(3) Application for Recognition Certificate of New Plant Variety

Recognition certificate issued Department	Department of Agriculture, Ministry of Agriculture, Livestock and Irrigation
Objective	To be able to do seed business commercially for a variety and to protect the recognition certificate holders by law and regulations.

Necessary Documents*	According to Regulation relating to the Seed Law 2016, form 3, - fill application on mairs.doa.gov.mm - Prescribed report to be submitted to Technical Seed Committee for respective crops: crops have to be done adaptability test (or) crops are exempted from adaptability test (or) parental line. Report is to be attached.
Procedures	The application via MAIRS is available.
Service Fee	No charges
Fees for Recognition Certificate of New Plant Variety	300,000 MMK per 10 years (for vegetable and parental line) 500,000 MMK per 10 years (others)
Time	The meetings of Technical Seed Committee and National Seed-related Committee are held quarterly (one time per three months). If the crops being allowed to be free from adaptability test are applied in the nearest Technical Seed Committee meeting, it takes from 3 to 4 months. For those which have to be carried out adaptability test; it takes from 3 to 10 months. In other words, paddy which has to be tested for two seasons may take about 10 months.
Place for Submission	mairs.doa.gov.mm
Online system	mairs.doa.gov.mm
The Signing Status/ Rank	Deputy Minister (Chairman, National Seed-related Committee),

	Director General (Secretary, National Seed-related Committee)
Name of Law/by-laws and reference section/sub-section	Seed Law, Section 9, sub-section (a)

***if the applicant has done account registration on mairs.doa.gov.mm**

(4) Application for Seed Business License

Seed Business License issued Department	Department of Agriculture
Objective	-To manage the seed business systematically for the development of seed business and to protect the license holders by law and regulations.
Necessary Documents *	According to Regulations Relating to the Seed Law (2016), Form 8, -fill application on mairs.doa.gov.mm Attachments are- -Photo record of the variety -Remark of breeder/recognition certificate holder/ organization -Packaging (front/back view)
Procedures	The application via MAIRS is available.
Service Fee	No charges
Seeds Business License Fee	300,000 MMK per 5 years
Time	From 4 to 5 working days

Place for Submission	mairs.doa.gov.mm
Online system	mairs.doa.gov.mm
The Signing Status/ Rank	Director General (Chairman, Technical Seed Committee)
Name of Law/by-laws and reference section/sub-section	Seed Law, Section 16, sub-section (a)

***if the applicant has done account registration on mairs.doa.gov.mm**

(5) Application for Seed Quality Testing Laboratory Registration

Seed quality testing laboratory registration issued Department	Department of Agriculture, Ministry of Agriculture, Livestock and Irrigation
Objective	To be able to test the seed and distribute the quality seed in accordance with prescribed seed standards according to seed classes
Necessary Documents *	According to Regulations relating to the Seed Law (2016), Form 5, -fill application on mairs.doa.gov.mm Attachments are- -photo of building (measurement, compartmentalization of room with photo and ground plan) -the apparatus and equipment for seed testing laboratory

	-number of skillful staff for seed testing (CV with qualification)
Procedures	The application via MAIRS is available.
Service Fee	No charges
Registration Fee	300,000 MMK per 3 years
Time	From 3 to 4 working days
Place for Submission	mairs.doa.gov.mm
Online system	mairs.doa.gov.mm
The Signing Status/ Rank	Deputy Minister (Chairman, National Seed-related Committee)
Name of Law/by-laws and reference section/sub-section	Seed Law, Section 12

***if the applicant has done account registration on mairs.doa.gov.mm**

(6) Application for Recommendation Letter for Seed Import and Export

Recommendation letter for seed import and export issued Department	Department of Agriculture
Objective	To be able to use the seed of good variety which has been issued recognition certificate in time and to be more job

	opportunity, to acquire technology and increase income of the country by production and exporting of the seed
Necessary Documents	According to Regulations relating to the Seed Law (2016), Form 11 and 12, -fill application on mairs.doa.gov.mm For importation -Invoice or invoice and Seed Business Licence (attachment) For export -Invoice (attachment)
Procedures	The application via MAIRS is available.
Service Fee	No charges
Time	Within 24 hours
Place for Submission	mairs.doa.gov.mm
Online system	mairs.doa.gov.mm
The Signing Status/ Rank	Director (Seed Division) Secretary of Technical Seed Committee
Name of Law/by-laws and reference section/sub-section	Regulations Relating to the Seed Law, Clause 31

Standard Operation Procedure for Fertilizer Business

(7) Application for Registration Certificate of Fertilizer Production

License / Permit Issued Department	Department of Agriculture
Objective	According to the Fertilizer Law, It is to enable supervision and control the fertilizer business systematically.

Necessary Documents	No documents.
Procedure	Applicant can apply for the fertilizer registration online via Myanmar Agricultural Inputs Registration System (MAIRS), mairs.doa.gov.mm .
Fee	- Fertilizer Production Registration Fee – 60,000 MMK (Valid 3 years)
Time Taken	- 36 days for Solid fertilizer (Local producer) - 36 days + one season for crops for Foliar Fertilizer (Local producer)
Place of Submission	Myanmar Agricultural Inputs Registration System (MAIRS) mairs.doa.gov.mm .
Apply on Online System	Myanmar Agricultural Inputs Registration System (MAIRS) mairs.doa.gov.mm .
The Singing Staus	Secretary of Fertilizer Committee
Name of Law/ Regulation and No. of Subject /Paragraph	The Fertilizer Law and The Law Amending the Fertilizer Law, Section(7)

(8) Application for Fertilizer Importation & Exportation Registration Certificate

License / Permit Issued Department	Department of Agriculture
Objective	According to the Fertilizer Law, It is to enable supervision and control the fertilizer business systematically.
Necessary Documents	No documents.
Procedure	Applicant can apply for the fertilizer registration online via Myanmar Agricultural Inputs Registration System (MAIRS),

	mairs.doa.gov.mm .
Fee	- Fertilizer Importation/ Exportation Registration Fee – 90,000 MMK (Valid 3 years)
Time Taken	- 20 days for Solid fertilizer (Import/ Export) - 20 days + one season for crops for Foliar Fertilizer (Import/ Export)
Place of Submission	Myanmar Agricultural Inputs Registration System (MAIRS) mairs.doa.gov.mm .
Apply on Online System	Myanmar Agricultural Inputs Registration System (MAIRS) mairs.doa.gov.mm .
The Singing Staus	Secretary of Fertilizer Committee
Name of Law/ Regulation and No. of Subject /Paragraph	The Fertilizer Law and The Law Amending the Fertilizer Law, Section(7)

(9) Application for Recommendation Letter of Fertilizer Importation Registration

License / Permit Issued Department	Department of Agriculture
Objective	According to the Fertilizer Law, It is to enable supervision and control the fertilizer business systematically.
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter of fertilizer importation registration (Form 8) 2. Copy of Fertilizer Importation Registration Certificate 3. Packing/Invoice/Sale Contract

	4. Company Registration Certificate
Producer	The documents submitted are scrutinized and the recommendation letter is issued manually within One Day. And then this is submitted to Commence Department with Myanmar Trade Net 2.0. myanmartradenet.com
Fee	No charges.
Time Taken	Within One Working Day.
Place of Submission	Land Use Division, Department of Agriculture
Apply on Online System	Myanmar Agricultural Inputs Registration System (MAIRS) mairs.doa.gov.mm . (Can be apply very soon)
The Singing Staus	Director General, Department of Agriculture.
Name of Law/ Regulation and No. of Subject /Paragraph	The Fertilizer Law and The Law Amending the Fertilizer Law, Section(44)

(10) Application for Fertilizer Storage License and Application for Storage License Renewal

License / Permit Issued Department	Department of Agriculture
Objective	According to the Fertilizer Law, It is to enable supervision and control the fertilizer business systematically.
Necessary Documents	No documents.
Procedure	Applicant can apply for the fertilizer registration online via Myanmar Agricultural Inputs Registration System (MAIRS), mairs.doa.gov.mm .

Fees	1 Lakh MMK for small business of below 1600 ft ² (Valid 2 year) 3 Lakh MMK for large business of above 1600 ft ² (Valid 2 year)
Time	7 days
Place for Submission	Myanmar Agricultural Inputs Registration System (MAIRS) mairs.doa.gov.mm .
The Signing Status	Director General, Department of Agriculture
Name of Law/ Regulation and No. of Subject /Paragraph	The Fertilizer Law and The Law Amending the Fertilizer Law, Section(13), Section(5)

(11) Application for Fertilizer Distribution and Sale Business License

License / Permit Issued Department	Department of Agriculture
Objective	According to the Fertilizer Law, It is to enable supervision and control the fertilizer business systematically.
Necessary Documents	(1)Application Form for Fertilizer Distribution and Sale Business License (Form 15) (2) Copy of Fertilizer Registration Certificate
Producer	1. The applicant shall submit documents needed for fertilizer distribution and sale business license application. 2. When all submitted documents are complete and confirmed, Director from State/Regional Office of Department of Agriculture (DOA) issues Fertilizer Distribution and Sale Business License (Form 16).
Fee	License Fee Rates 1. Fertilizer Distribution and Sale Business License (For the first time of application from a shop) 50,000 MMK per 2 years

	<p>Rates on License Extension</p> <p>50,000 MMK per 2 years</p> <p>2. Fertilizer Distribution and Sale Business License (For the second time of application from a shop without license extension)</p> <p>80,000 MMK per 2 years</p>
Time	Within One Working Day
Remarks	<ul style="list-style-type: none"> - The detailed facts can be asked for at Land Use Division, Department of Agriculture. - Director from State/Region Office of Department of Agriculture issues the license. - The applicants who distribute and sell 5 tons of fertilizer (200 liters and above of fertilizer liquid and 400 kg and above of fertilizer powder) have to apply for the license.
Place for Submission	Respective State/Region Office of Department of Agriculture
The Signing Status	Head of State/Region Office of Department of Agriculture
Name of Law/ Regulation and No. of Subject /Paragraph	The Fertilizer Law and The Law Amending the Fertilizer Law, Section(14)

Pesticide Business Procedures

(12) Application For Registration of Pesticide before importing and distribution into the Myanmar domestically

Necessary Documents	<p>(a) Application form and the agreement letter of pesticide manufacturer on registration, importation and distribution in Myanmar</p> <p>(b) License of the original pesticide manufacturer,</p>
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	<p>documents of registration and production certificates, contact person to the manufacturer, his/her address, email and web page</p> <p>(c) List of reference countries that the products registered before and License/ Certificate from this Reference countries</p> <p>(d) Dossier on technical data of the pesticide (General Information, Properties of the Active Ingredient, Properties of the Formulated Product, Intended uses and methods of application, Assessment of Efficacy of Pesticide, Toxicology, Residue Data, Environmental Data, Disposal of surplus pesticide and pesticide containers, Label, GAP Table)</p> <p>(e) Proposed label with English and Myanmar translation</p> <p>(f) Sample in sufficient amount for carrying out quality control of the product (State the submitted quantity) as follows:</p> <ol style="list-style-type: none"> 1) Formulated product Pesticide 250 CC (or) 250 gm 2) Analytical Standard 2 ×1 gm with attachment of Certificate of Analysis (Chromatograph), if pesticide contains more than one active ingredient, Standards packed separately (OECD GLP) 3) Capillary separation columns used in Gas Liquid Chromatography (GC) and High Performance Liquid Chromatography (HPLC) column(s)
<p>Procedures</p>	<p>(a) The application forms and attached documents will be scrutinized.</p> <p>(b) If completed, the applicant has to pay the prescribed pesticide registration fees and the laboratory/ analytical fees for one product to bank account no. MD-013156, Myanmar Economic Bank.(If registration fee and</p>

	<p>analytical fee are paid but data in sample and dossier are incomplete, the process of registration will be cancelled.)</p> <p>(c) The manufacture profile have to be checked detail.</p> <p>(d) If these are correct and completed, the technical committee members will evaluate the technical data.</p> <p>(e) If the technical data are correct and completed, the pesticide sample will be sent to the Pesticide Analytical Laboratory and be analysed.</p> <p>(f) The products with the pesticide analytical results and the review on the technical documents shall be submitted to the Technical Committee Meeting and the Pesticide Registration Board Meeting.</p> <p>(g) The registration certificate is issued after the Pesticide Registration Board makes decision with respective application for the type of registration.</p>
<p>Service Fee</p>	<p>Analytical Fee for pesticide registration</p> <ul style="list-style-type: none"> - 300,000 MMK per sample <p>Experimental Registration (before starting of commercial operation regarding pesticide/ conducting the bio-efficacy trials)</p> <ul style="list-style-type: none"> - 1,000,000 MMK per 2 years <p>Provisional Registration</p> <ul style="list-style-type: none"> - 2,000,000 MMK per 5 years <p>Full Registration</p> <ul style="list-style-type: none"> - 5,000,000 MMK per 10 years <p>Special Use Permit for Pesticide</p> <ul style="list-style-type: none"> - 1,000,000 MMK per 1 year
<p>Time</p>	<p>It depends on the completeness of the documents submitted. If all necessary ones are complete, it takes 8 working weeks</p>

	<p>and the complete set is reported to the Pesticide Registration Board Meeting.</p> <p>The Pesticide Registration Board Meeting is held once in 6 months.</p>
Remark	<p>The Pesticide Law (2016) is cited as a reference in order to be clear about the detailed procedures of registration or application for correction.</p> <p>(If registration fee and analytical fee are paid but incomplete data in sample and dossier and absence of specified samples will end in rejection.)</p>
Place for Submission	Myanmar Agricultural Inputs Registration System (MAIRS)
The Signing Status/ Remarks	Co-Secretary of the Pesticide Registration Board

(13) Application for License of Formulation of Pesticide

Necessary Documents	<ul style="list-style-type: none"> (a) Brief description of technological production process including decontamination of waste and other discharge of the plant (b) Pesticide Registration Certificate that issued by Pesticide Registration Board (c) Written consent of the patent owner of pesticide or manufacturer of the active ingredient (d) Copy of Certified Pesticide Applicator Certificate of the persons who involved in production (e) List of pesticide to be formulated and pesticide sample for quality control test (f) Packaging size and production amount per year (g) Packaging Type Sample and Labels of Pesticides (h) Implementation of instruments used for formulation
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	<ul style="list-style-type: none"> (i) Medical instruction for workplace and workers (j) Systematic disposal of waste and other discharge of the plant (k) Installation of fire safeguard equipments (l) Neutralization process of odour in the plant (m) Storage process of raw materials (n) Safety precaution of the environment (o) Storage process of pesticide being produced and wholesale and retail license for garage (p) Transportation process (q) Recommendation letter for the plant from relevant State/Region/District officers
Procedures	<ul style="list-style-type: none"> (a) The necessary documents are submitted to the Department of Agriculture. (b) Pesticide Registration Office, Plant Protection Division, Department of Agriculture will organize Technical Committee member for inspection. And Inspection team will make a field inspection to the Factory. (c) Director, Plant Protection Division, Department of Agriculture will evaluate the field inspection report and Director General, Department of Agriculture will issue the license with Form 4 after payment advice for license fees by respective company.
Service Fee	1,000,000 MMK per 3 years (for one product)
Time	It depends on whether the submitted documents are complete or not. If complete, it takes 2 weeks.
Place for Submission	Department of Agriculture
The Signing Status/ Remark	Director General of Department of Agriculture

(14) Application for License of Repacking of Pesticides

Necessary Documents	<ul style="list-style-type: none">(a) Lists of Pesticide for repackaged(b) Repackaging size and amount per year(c) Packaging Type Sample and Labels of Pesticides(d) Written consent of the holder of pesticide registration and the manufacturer(e) Copies of Certificates in Certified Pesticide Applicator and First-aid Training of the persons who involve in repacking work(f) Implementation of instruments used for repackaging(g) Medical instruction for workplace and workers(h) Systematic disposal of waste and other discharge of the plant(i) Installation of fire and health safeguard equipment(j) Neutralization process of odour in the plant(k) Storage process of raw materials(l) Safety precaution of the environment(m) Storage process of pesticide being produced and wholesale and retail license for warehouse(n) Transportation process(o) Recommendation letter for the plant from relevant State/Region/District officers
Procedures	<ul style="list-style-type: none">(a) The necessary documents are submitted to the Department of Agriculture.(b) Pesticide Registration Office, Plant Protection Division, Department of Agriculture will organize Technical Committee member for inspection. And Inspection team will make a field inspection to the Factory.(c) Director, Plant Protection Division, Department of Agriculture will evaluate the field inspection report and

	Director General, Department of Agriculture will issue the license with Form 6 after payment advice for license fees by respective company.
Service Fee	1,000,000 MMK per 3 years for one kind of pesticide
Time	It depends on whether the submitted documents are complete or not. If complete, it takes 7 working days.
Place for Submission	Department of Agriculture
The Signing Status/ Remark	Director General of Department of Agriculture

(15) Application for Pesticide Retail and Wholesale License

Necessary Documents	<ol style="list-style-type: none"> 1. Application form for pesticide retail and wholesale license 2. Certified Pesticide Applicator Certificate 3. Consent of the neighbours around the licensed place 4. Recommendation letters from headman of zone or quarter in which the licensed place is existed
Procedures	<ol style="list-style-type: none"> 1. The necessary documents are submitted to the District office of Department of Agriculture. 2. The District officer will scrutinize them and if the license is approved, the applicant will be issued the license once license fee is paid.
Service Fee	300,000 MMK per 3 years
Time	It depends on whether the submitted documents are complete or not. If complete, it takes 2 weeks.
Place for Submission	Head of District Office of Department of Agriculture
The Signing Status/	Head of District Office of Department of Agriculture

Remark	
Remarks	The Pesticide Law and Procedures (2019) can be cited as a reference to know the detailed process. The pesticides which have got registration or renewal registration must be allowed to sell.

(16) Application for Fumigation License

Necessary Documents	<ul style="list-style-type: none"> (a) Application form of fumigation license and answering the questionnaires of pesticide treatment commodities and pest control (b) Lists of materials used for fumigation (c) Occupational Health Examination Records, occupational safety management, fire-emergency preparedness plan (d) Lists of registered pesticides with labels in Myanmar Language which are applied in operation. (e) Copies of Certified Pesticide Applicator (CPA) Certificate for the persons who are involved in Operation (f) Waste disposal management (g) Pesticide storage process and retail and wholesale license for warehouse (h) Standard Operation Procedures of the whole operation for the fumigation or the pest control process (i) Business licenses (j) Systematic storage of equipments in the warehouse
Procedures	<ul style="list-style-type: none"> (a) The necessary documents are submitted to the Department of Agriculture. (b) Pesticide Registration Office, Plant Protection Division, Department of Agriculture will organized Technical Committee member for inspection. And Inspection team will make a field inspection to the Factory.

	(c) Director, Plant Protection Division, Department of Agriculture will evaluate the field inspection report and Director General, Department of Agriculture will issue the license with Form 8 after payment advice for license fees by respective company.
Service Fee	300,000 MMK per 3 years
Time	It depends on whether the submitted documents are complete or not. If complete, it takes 1 week.
Place for Submission	Department of Agriculture
The Signing Status/ Rank	Director General of Department of Agriculture

(17) Import Endorsement for Registered Pesticides

Necessary Documents	<p>The applicant submits the application form for importation attached the following:</p> <ul style="list-style-type: none"> (a) Copy of pesticide registration certificate (b) The names of the pesticide or active ingredient applicators, their copy of Certified Pesticide Applicator (CPA) Certificate and issued dates (c) Label in Myanmar language (d) Performa Invoice (e) Copy of license for repacking and sale of pesticides for repackaged sizes. (f) Agreement of the patent manufacturer on importation and forward importation (g) Copy of retail and wholesale license (h) Receipt of Pesticide Analytical Fee
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	<ul style="list-style-type: none"> (i) Copy of Formulation License for technical grade (j) Power of attorney and copy of NRC if applying on behalf of importer (k) Copy of company registration of the import company (l) Copy of Exporter and Importer Registration from the Department of Trade (m) Package sample of firmly attached pamphlet or clearly visible label if the package is smaller than 100 CC/ gram
Procedures	<ul style="list-style-type: none"> (a) The Plant Protection Division, Department of Agriculture scrutinizes the documents and attached files submitted by the applicant. (b) The Plant Protection Division issues deposit form to the applicant and the applicant pays the pesticide analytical fee to bank account MD.013156 of the Plant Protection Division of Myanmar Economic Bank. (c) The applicant submits the receipt to the Plant Protection Division. (d) The approval for pesticide importation is issued via Myanmar Tradenet 2.0 Online of the Department of Trade which was launched in 5th January 2021.
Service Fee	Analytical fee – 300,000 MMK per 20 metric tons of imported pesticides
Time	From 3 to 4 working days
Place for Submission	Co-secretary of Pesticide Registration Board, Department of Agriculture, Plant Protection Division, Bayinnaung Road, Yangon
The Signing Status/ Rank	Deputy Director on behalf of Co-secretary

(18) Approval for Imported Pesticides by being examined via Myanmar Automated Cargo Clearance System (MACCS) of the Customs Department

<p>Necessary Documents</p>	<p>The following are submitted when the pesticides getting approval for importation arrive:</p> <ul style="list-style-type: none"> (a) OGA application form (b) Custom Declaration form (c) Bill of Lading (d) Packaging list and Performa Invoice (e) Import Endorsement (f) Import license of the Department of Trade (g) Photos (Container, Packaging) (h) Representative sample to be analyzed (i) License of retail and wholesale of pesticides
<p>Procedures</p>	<ul style="list-style-type: none"> (a) Before taking out the imported pesticides from harbor, the importer informs the Plant Protection Division, Department of Agriculture in advance to be tested. (b) The Plant Protection Division, Department of Agriculture replies about the sample to be submitted. (c) The Plant Protection Division, Department of Agriculture assesses whether the submitted documents and the sample are in accordance with the Import endorsement. (d) Quality of the sample is analyzed. (e) If it is allowed to be imported, the OGA Approval is issued via After Released Order of Myanmar Automated Cargo Clearance System of the Customs Department since 9th October 2020.
<p>Service Fee</p>	<p>No charges</p>
<p>Time</p>	<p>During 3 to 5 working days</p>
<p>Place for Submission</p>	<p>Co-secretary of Pesticide Registration Board, Department of Agriculture, Plant Protection Division, Bayinnaung Road,</p>

	Yangon
The Signing Status/ Rank	Deputy Director on behalf of Director

(19) Application for Certificate of Analysis (COA)

Necessary Documents	<p>(a) The applicant submits the application form for Certificate of Analysis (COA) and company letter head, including which experiment will be conducted, to the Director of Plant Protection Division (Yangon).</p> <p>(b) The sample of the crop products to be exported is also attached with the form.</p> <p>(c) The applicant must know about standards and requirement of importation in the country to be exported. The Certificate of Analysis (COA) is applied for with regard to such standards and requirements. The applicant needs to follow the following.</p>
Procedures	<p>(a) The applicant must get the analysis permit.</p> <p>(b) The analytical fee is paid to Bank Account MD-013156, Myanmar Economic Bank.</p> <p>(c) The bank receipt and the sample of crop products to be exported are submitted to the laboratory.</p> <p>(d) The sample must be 1 kilogram per 50 metric tons and 2 kilogram per above 50 metric tons.</p> <p>(e) The applicant himself/herself has to fill the sample application form correctly.</p> <p>(f) The Plant Protection Division scrutinizes the submitted documents and keeps on carrying out the analysis based on the needs of the country to be exported.</p>
Service Fee	Analytical fee of pesticide residues (for 40 kinds of such residues) is 30,000 MMK.

	Analytical fee of mushroom poisoning is 30,000 MMK. Analytical fee of toxic elements (for Ni, Cu, Cd, Pb each) is 15,000 MMK.
Time	The Certificate of Analysis is issued during 5 days.
Remarks	The applicant will be informed of getting the Certificate of Analysis.
Place for Submission	Director, Plant Protection Division, Department of Agriculture
The Signing Status/ Rank	Director, Plant Protection Division, Department of Agriculture

(20) Issue of Import Certificate for Plants and Plant Products

Necessary Documents	<p>(a) The application form of Import Certificate (IC) and the payment receipt of bank are submitted.</p> <p>(b) If company assigns representative for application, the power of attorney with company letter head is also submitted.</p> <p>(c) For the purpose of plantation, the following are included:</p> <ol style="list-style-type: none"> 1) Recommendation letter of the Sugar Crops Division for sugarcane 2) Recommendation letter of the Perennial Crops Division for perennials 3) Recommendation letter of the Seeds Division for seeds and plants 4) Recommendation letter of the Department of Forestry for forestry plants
Procedures	If the submitted documents are complete, registration, approval of Import Certificate up to 3 months, issue of Import

	Certificate Number and entering data into computer, printing, sticking stamps and wording, and signing of the in-charge officer are carried out respectively.
Service Fee	30,000 MMK for each Import Certificate
Time	3 working days after submitting application form
Remarks	Not include weekends
Place for Submission	Plant Protection Division (Headquarter), Crop Disease Control Unit/ Border Checkpoints, Department of Agriculture
The Signing Status/ Rank	Plant Protection Division (Headquarter), Crop Disease Control Unit (in-charge) / Border Checkpoints (in-charge), Department of Agriculture

(21) Issue of Phytosanitary Certificate (PC)

Necessary Documents	The application form of Phytosanitary Certificate (PC) and the payment receipt of bank are submitted.
Procedures	<p>(a) The Phytosanitary Certificate (PC) has to be applied for before exportation (before cargo via ship, aircraft, motor vehicle).</p> <p>(b) It is necessary for the applicant to know about standards and requirements of importation in the country to be exported. The Phytosanitary Certificate (PC) is applied for with regards to such standards and requirements.</p> <p>(c) The Fumigation Certificate (original) issued by the Department of Agriculture is also attached.</p> <p>(d) For forestry products, the recommendation letter of the Department of Forestry and list of wood measurements are attached too.</p> <p>(e) According to the requirements of the country to be imported, it takes 5 days in total for pest analysis,</p>

	including 2 days of testing duration and 3 days of normal duration. For disease analysis, it takes 10 days in total, including 7 days of testing duration and 3 days of normal duration.
Service Fee	30,000 MMK for each Phytosanitary Certificate
Time	3 working days after submission of the application form
Place for Submission	Plant Protection Division (Headquarter), Plant Quarantine Section/ Border Checkpoints, Department of Agriculture
The Signing Status/ Rank	Plant Protection Division (Headquarter), Plant Quarantine Section/ Border Checkpoints, Department of Agriculture

(21-1) Application for Re-Exportation or Transit of Plants and Plant Products

Necessary Documents	<p>Re-exportation</p> <p>(a) The application form and the payment receipt of bank are submitted.</p> <p>(b) Phytosanitary Certificate (PC) (original) from the origin of country is also attached.</p> <p>(c) The applicant needs to know standards and requirements of the country to be re-exported and applies for the approval with regards to such standards and requirements.</p>
Procedures	<p>(a) Re-exportation</p> <p>1) The applicant shall receive the inspection from Plant Quarantine Section/ Border Checkpoint, Plant Protection Division, Department of Agriculture before exportation.</p> <p>2) Disinfection is carried out if pests, repackaging or tears are found after being verified in accordance with the Phytosanitary Certificate (PC).</p>

	<p>(b) Transit</p> <ol style="list-style-type: none"> 1) The applicant shall receive the inspection from Plant Quarantine Section/ Border Checkpoint, Plant Protection Division, Department of Agriculture while temporary transit at the border gate. 2) The Phytosanitary Certificate (PC) (Original) from the exported country is submitted. 3) Disinfection is carried out if pests, repackaging or tears are found after being verified in accordance with Phytosanitary Certificate (PC). Then, Phytosanitary Certificate (PC) is applied for.
Service Fee	30,000 MMK for each Phytosanitary Certificate (PC)
Time	3 working days after submission of the application form (Not include weekends)
Place for Submission	Plant Protection Division (Headquarter), Plant Quarantine Section/ Border Checkpoints, Department of Agriculture
The Signing Status/ Rank	Plant Protection Division (Headquarter), Plant Quarantine Section (in-charge)/ Border Checkpoints (in-charge), Department of Agriculture

(22) Carrying out the Process of Importation of Plants and Plant Products Via Myanmar Automated Cargo Clearance System (MACCS) of the Customs Department

Necessary Documents	<ol style="list-style-type: none"> (a) The Phytosanitary Certificate (original) from the origin of country is submitted. (b) The Import Certificate (original) is also attached. (c) OGA test application (d) Bill of Lading (BL) (e) Soft copies of the documents mentioned above are submitted via MACCS and their hard copies are submitted to the Plant Protection Division.
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Procedures	At the arrival of plants and plant products, the following are abided by: (a) The applicant informs the Plant Protection Division, Department of Agriculture of the arrival of plants and plant products to be examined. (b) The inspector examines plants and plant products in accordance with the Import Certificate and the Phytosanitary Certificate; tests from 0.005% to 0.01% of the sample; if necessary, the sample is delivered to the laboratory and analysed.
Service Fee	No charges
Time	If pests are not found, the applicant shall receive approval via MACCS within a day.
Remarks	Only in working days
Place for Submission	Plant Protection Division (Headquarter), Myawaddy Plant Quarantine Checkpoint, Department of Agriculture
The Signing Status/ Rank	Plant Protection Division (Headquarter), Plant Quarantine Section (in-charge), Myawaddy Plant Quarantine Checkpoint (in-charge), Department of Agriculture

Application form for License for Manufacture/ Formulation Sale of Pesticides (Form 4)

GOVERNMENT OF THE UNION OF MYANMAR

MINISTRY OF AGRICULTURE

LICENSE FOR MANUFACTURE/ FORMULATION SALE OF PESTICIDES

Date: -----

1. License Number:

2. U/Daw ----- National Identity Card/ National Registration /
Foreigner Registration No.: ----- of -----

enterprise/ company is hereby granted license to manufacture/ formulate and sell the pesticides hereunder on the premises situated at ----- under the supervision of the following expert staff;

Name: ----- Qualification: -----

Name of product	Active Ingredient	Concentration (g/kg)
-----	-----	-----
-----	-----	-----
-----	-----	-----

Conditions:

- (a) The licensee shall have obtained Registration on Approved with respect to the pesticide to be manufactured or formulated.
- (b) The quality specification of the pesticide produced shall be in conformity with the specification given in the Registration Certificate or amended Registration Certificate;
- (c) The licensee shall notify the issuing authority in advance about the change in the personnel responsible for supervision in the manufacture/formulation;
- (d) If the licensee desires to undertake the manufacture/formulation of an additional pesticide, a new application shall be submitted for extending the list of licensed pesticides;

- (e) Label and instruction (Myanmar Language) approved by Registration Board shall be mentioned;
- (f) The sale of restricted pesticide shall be made only to the certified pesticide applicator;
- (g) The names and address of pesticide buyers shall be recorded and sale shall be made on vouchers;
- (h) If the renewal of licence is late, penalty fee shall be payable. If the renewal if licence is late after (6) months of expire date, the licence shall be repealed.

SEAL

Director General

Department of Agriculture

Licence for Re-packing and Sale of Pesticides (Form 6)

**THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF AGRICULTURE, LIVESTOCK AND IRRIGATION
DEPARTMENT OF AGRICULTURE**

LICENCE FOR RE-PACKING AND SALE OF PESTICIDES

Date:.....

1. Licence Number:

2. U/ Daw..... National Identity Card/ National Registration/ Foreigner's Registration No..... is hereby granted licence for re-packing the pesticides specified hereunder at the premises situated at..... under the supervision of the following expert staff:

Name: Qualification:

Name of pesticide	Active ingredient and concentration	Package size
.....
.....
.....

Conditions:

- (a) The quality specification of the pesticide re-packed shall be in conformity with the specification given in the Registration Certificate;
- (b) The enclosed label (in Myanmar language) shall be affixed to each pesticide container/ package, and instructions forms (in Myanmar language) shall be attached to each packing unit;
- (c) The licensee shall notify the issuing authority in advance about the change in the personnel responsible;
- (d) If the licensee desires to undertake the re-packing of an additional pesticide, a new application shall be submitted for extending the list of licensed pesticides;

- (e) Label and instruction (Myanmar Language) approved by Registration Board shall be mentioned;
- (f) No sale of restricted pesticide shall be made without the purchase permit of the District Officer;
- (g) The damaged packing shall be re-packed securely before sale;
- (h) The names and address of pesticide buyers shall be recorded and sale shall be made on vouchers;
- (i) If the renewal of licence is late, penalty fee shall be payable. If the renewal if licence is late after (6) months of expire date, the licence shall be repealed.

SEAL

Director General
Department of Agriculture

LicenceFor Fumigation Form (8)

THE REPUBLIC OF THE UNION OF MYANMAR
MINISTRY OF AGRICULTURE, LIVESTOCK AND IRRIGATION
DEPARTMENT OF AGRICULTURE
LICENCE FOR FUMIGATION

Date:.....

1. Name of organization:

2. Company registration number registered at Ministry of Commerce (If private company):

3. The address of the applied organization:

4. Name of responsible applicant:

5. National Identity Card/ National Registration/ Foreigner Registration No:

6. The address of the responsible applicant:

7. Desire pesticide treatment works: (a)

8. Names of supervisors, qualifications and Certificate numbers of Certified Pesticide Applicator involved in fumigation work:

Sr. No.	Name	Qualification	Certified Pesticide Applicator Identity Card No.
....
....
....

9. Date of issuing licence for fumigation:.....

10. Expiry date of licence:.....

Conditions:

(a) Wholesale/ retail licence shall be separately applied if pesticides are stored.

- (b) The Pesticide Registration Board shall be informed in advance about the change of the particulars of supervisors;
- (c) The person involved in operation shall be attached the copy of certified pesticide applicator certificate and certificate in first-aid.
- (d) Renew licence before expire date, if not, penalty fee shall be payable. If the renew of registration exceeds over six months, shall be withdrawn.

SEAL

Director General
Department of Agriculture

(23) Standard Operating Procedure of Recommendation for Exporting Rubber Wood

Recommendation department	Department of Agriculture
Purpose	<p>-To create income for rubber wood exporters & rubber planters by exporting of value added products which are rubber wood assorted Size, rubber wood sawn timber, rubber wood finger Joint, rubber core veneer sheet, rubber core veneer sheet for mix plywood and fuel stick of rubber byproduct which are produced from cutting old rubber trees in country.</p>
Necessary Documents	<p>The following documents are needed to be attached for applying recommendation for exporting Rubber Core Veneer Sheet.</p> <ul style="list-style-type: none"> (a) Application for exporting of Rubber wood from applied Company. (exported country, port, exported amount M³ / CBM. (b) Admitted Document of Company that there is no other wood except exported Rubber wood. (c) Permission of cutting old Rubber wood from Director of Division/State of Agriculture Department. (d) Commercial invoice (e) Sale Contract (f) Company License
Processing Details	<ul style="list-style-type: none"> (a) The exported company shall apply with permission of cutting old Rubber wood from the Director of Division/State of Agriculture Department and other necessary documentation to the Department of Agriculture by e-mail. (b) Perennial Crops Division shall request the approval

	to the Director General after checking applications which have been applied by e-mail from Company.
	(c) The permitted document of Department of Agriculture will be sent to the Department of Commerce by Trade Net 2.0. (d) The reference number from Trade Net 2.0 and the recommendation of Department of Agriculture will be sent by e-mail to the company which are permitted.
Cost for application process	The cost of application process for printing applied documents from company side is expensed from Department of Agriculture.
Period	Government Office hours(2-3 days)
Online Operation System	Department of Agriculture is operating with online system using email and contacting IT technicians for fully online services.
Authorized Person for Permission	Deputy Director General, Director
Law ,Rules and Regulations and references	Progressed on Rubber law acting
Section of the act	Progressed on Rubber law acting

(24) Licence grant for carrying out aquaculture

Licence/Permit issued Department	Department of Fisheries
Objective	<u>To carry out the aquaculture activities by holding aquaculture licence in line with existing law and regulation.</u>
Required documents	- Application form b for aquaculture licence - Land Use Form-105

	<ul style="list-style-type: none"> - Location, Area and Sketch to carry out aquaculture
<p>Procedures</p>	<ul style="list-style-type: none"> - The applicant should apply the permission of drawing the location of land map for carrying out aquaculture to the Department of Agricultural Land Management and Statistics. - The applicant have to apply the permission of land use application of aquaculture from the Township level of the Department of Agricultural Land Management and Statistics (DALMS) to Region and State level DALMS. - After getting the permission of drawing the location of land map for carrying out aquaculture, the application should apply for drawing of Land Use Form-105. - After getting the Land Use Form-105, the applicant has to develop the dossier. - After developed the land use application dossier, the applicant should receive the recommendations of on-site survey information from the group including township level DALMS, DoF and DoA. - The township DALMS have to submit the land use application dossier to District DALMS. - The District DALMS have to submit the case to Region/State DALMS by the recommendations of District DoF and District DoA. - The Region/State DALMS should issued the Laya-30 after getting the permission of Region/State Governments. - The Applicant have to apply the Licence permitting to carry out aquaculture at Region/State DoF by the filled up form (b)

	<p>at the Department of Fisheries together with the land use form-105.</p>
<p>Cost</p>	<ul style="list-style-type: none"> - The applicant has to pay the licence fee to allocated Bank. <p>Different licence fee for carrying out fish farming for different regions and states</p> <ul style="list-style-type: none"> - 3000 Kyats for one acre fish culture area at Yangon region and Ayeyarwady region. - 1500 Kyats for one acre fish culture area at Sagaing region, Bago region, Mandalay region and Mon State. - 900 Kyats for one acre fish culture area at Kachin State, Kayah State, Kayin State, Chin State, Shan State, Rakhine State and Tanintharyi State. <p>Different Licence Fee for different culture system of shrimp.</p> <ul style="list-style-type: none"> - 300 Kyats for one acre culture area with extensive culture system for shrimp. - 300 Kyats for one acre culture area with extensive plus culture system for shrimp. - 1000 Kyats for one acre culture area with Semi-intensive culture system for shrimp. <p>Licence fee for Cage culture system at freshwater and marine water area</p> <ul style="list-style-type: none"> - 200 Kyats for cuture area of 10 feet × 10 feet × 10 feet (1000 Cubit Feet)
<p>Time</p>	<p>(1) day</p>

Place to apply the licence for aquaculture	Township level office of the Department of Fisheries
Applicable by the online system	<u>Ongoing process period.</u>
Rank or position of authorized signed person	Director, Region/State DoF
No, Paragraph, Chapter of Law/ Act and Name of the Law and Act	<u>Section-3 of The Law relating to Aquaculture</u>

(25) Offshore Fishing Licence

Licence/Permit issued Department	Department of Fisheries
Objective	To implement the provisions of the law
Required documents	<ol style="list-style-type: none"> 1. FORM_ Application Form for Offshore Fishing Licence 2. Specifications of Fishing Vessel 3. Fishing Vessel Licence (Copy) 4. Photos of Fishing Vessel 5. Vessel Monitoring System and ship station Licence
Procedures	<ol style="list-style-type: none"> 1. An applicant submits the necessary documents for applying Offshore Fishing Licence to the State or Region Office of the Department of Fisheries. 2. The State or Region Office of the Department of Fisheries checks the submitted documents and if the documents are completed, Offshore Fishing Licence.

Cost	- The Myanmar Marine Fisheries Law 1990, the license fee are collected on Fishing Gear, registration, vessel.
Time	(1) day
Place to apply the licence for aquaculture	The State or Region Office of the Department of Fisheries
Applicable by the online system	<u>Ongoing process period.</u>
Rank or position of authorized signed person	Director, The State or Region Office of the Department of Fisheries
No, Paragraph, Chapter of Law/ Act and Name of the Law and Act	<u>Section-4 of</u> The Myanmar Marine Fisheries Law

(26) Inshore Fishing Licence

Licence/Permit issued Department	Department of Fisheries
Objective	To implement the provisions of the law
Required documents	<ol style="list-style-type: none"> 1. Application Form for Inshore Fishing Licence 2. Specifications of Fishing Vessel 3. Fishing Vessel Licence (Copy) 4. Photos of Fishing Vessel 5. Provisional certificate

Procedures	<ol style="list-style-type: none"> 1. An applicant submits the necessary documents for applying Inshore Fishing Licence to the Township Office of the Department of Fisheries. 2. The Township Office of the Department of Fisheries checks the submitted documents and if the documents are completed, Inshore Fishing Licence shall be issued.
Cost	- The Myanmar Marine Fisheries Law 1990, the license fee are collected on Fishing Gear, registration, vessel.
Time	(1) day
Place to apply the licenceforaquaculture	Township Office of the Department of Fisheries
Applicable by the online system	<u>Ongoing process period.</u>
Rank or position of authorized signed person	Township Office of the Department of Fisheries
No, Paragraph, Chapter of Law/ Act and Name of the Law and Act	<u>Section-3 of</u> The Myanmar Marine Fisheries Law

(27) Inshore Fish Carrier Licence

Licence/Permit issued Department	Department of Fisheries
Objective	To implement the provisions of the law
Required documents	<ol style="list-style-type: none"> 1. Application Form for Fish Carrier Licence 2. Specifications of Fishing Vessel 3. Photos of Fishing Vessel 4. Vessel Monitoring System and ship station licence

Procedures	<ol style="list-style-type: none"> 1. An applicant submits the necessary documents for applying Inshore Fishing Licence to the State or Region of the Department of Fisheries. 2. The State or Region of the Department of Fisheries checks the submitted documents and if the documents are completed, Inshore Fish Carrier Licence shall be issued.
Cost	- The Myanmar Marine Fisheries Law 1990, the license fee are collected on Fishing Gear, registration, vessel.
Time	(1) day
Place to apply the licence for aquaculture	The State or Region of the Department of Fisheries
Applicable by the online system	<u>Ongoing process period.</u>
Rank or position of authorized signed person	Director, The State or Region of the Department of Fisheries
No, Paragraph, Chapter of Law/ Act and Name of the Law and Act	<u>Section-4 of</u> The Myanmar Marine Fisheries Law

(28) Licence for selling and collecting of fisheries products

Licence/Permit issued Department	Department of Fisheries
Objective	<ol style="list-style-type: none"> 1. To develop and operate fisheries systematically 2. Accurate flow data statistics
Required documents	<ol style="list-style-type: none"> 1. Application Letter with Company Letter Head 2. National Registration Card (NRC) of Business Owner

	(Copy)
Procedures	<ol style="list-style-type: none"> 1. An applicant submits the necessary documents for applying Licence for Selling and Collecting of Fisheries Products to the State or Region Office of the Department of Fisheries. 2. The State or Region Office of the Department of Fisheries checks the submitted documents and if the documents are completed, licence for Selling and Collecting of Fisheries Products shall be issued.
Cost	- See Annex 1
Time	(1) day
Place to apply the licence for aquaculture	The State or Region of the Department of Fisheries
Applicable by the online system	<u>Ongoing process period.</u>
Rank or position of authorized signed person	Director, The State or Region of the Department of Fisheries
No, Paragraph, Chapter of Law/ Act and Name of the Law and Act	<u>Section-6 of</u> The Myanmar Marine Fisheries Law

(29) License of Processing Establishments of Fishery Products

License/ Permit Issuing Department	Department of Fisheries (DOF)
Objective	A valid license of processing establishment annually issued by Department of Fisheries will allow for conducting of Monitoring, Control and Surveillance - MCS Activities in

	compliance with food hygiene and safety criteria.
Application Document	<p>(1) Copy of Business License from Regional City Development Committee</p> <p>(2) Copy of Company Registration by Ministry of Commerce</p> <p>(3) Form No VI/ XXVI</p> <p>(4) Approval Letter from related industrial zone/Organization</p> <p>(5) Previous year's production by metric tonnes and product groups</p> <p>(6) Clearance for government revenues from the Ministry of National Planning and Finance</p> <p>(7) Photo (Passport size) of owner and Photo of processing establishment from outside</p>
Flow Diagram	<p>(1) Application documents from the applicant will be submitted to Quality Control and Research Section, Research and Development Division, Yangon.</p> <p>(2) Inspection teams conduct on-site assessment to verify compliance with food safety criteria and issue license of processing establishment of fishery products if processing establishment comply food safety criteria.</p>
Cost	<p>(1) Fish – 100 Kyats/ MT</p> <p>(2) Others including Value Added Products – 75 Kyats/MT</p>
Duration	1 week (if application document complete and comply with food safety criteria)
Where	Quality Control and Research Section, Research and Development Division, Yangon
Online Activities	Ongoing to implement

Legal Person's Position	Director of Research and Development Division on behalf of Director General
Legal References	Directive of Department of Fisheries (1/2010)

No.	Content
1	Certification For Cattle and buffalo exportation
2	Certification For Sheep and goat exportation
3	Certification For Frozen Meat , animal product , Feed exportation
4	Certification For breeder and commercial egg , day old Chick and Duckling importation
5	Certification For Animal Feed importation
6	Certification For Veterinary Medicine importation
7	Certification For Animal equipment , Laboratory equipment importation
8	Certification For Duck down , Goose down importation (For CMP)
9	Certification For Breeder (Buffalo , Cow , Sheep, Goat , Horse ,Bee) importation
10	Certification For Breeder (straw , embryo) importation
11	Certification For Frozen Meat By transit trade
12	Certification For Collection of Cattle and Buffalo to slaughter , breed and export
13	Certification For Animal Feed Producer Registration
14	Certification For Veterinary Medicine Producer Registration
15	Certification For Meat Proccession Producer Registration
16	Certification For Apiculture Registration

1. Certification for Cattle and buffalo exportation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form KT -1 2. Cattle Farm Plan (Private (or) Contract) 3. Application form KT -2 (a) 4. Application form KT -4 5. Registration of collection farm(AHD/PC-7)
Procedures	<ol style="list-style-type: none"> 1. Acceptation and Checking the Application form 2. Checking and confirmation the breeding data of cattle 3. Inspection the health and confirmation of export animal 4. Management Committee Confirmation 5. Issuing animal health recommendation 6. Issuing departure form
Fees	10000 MMK per head
Time	16 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system except for export animal health inspection
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

2. Certification for Sheep and goat exportation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Registration of collection farm(AHD/PC-7) 4. Township Officer recommendation for collected animal 5. Pro forma invoice 6. Sale Contract
Procedures	<ol style="list-style-type: none"> 1. Acceptation and inspection for application form 2. Inspection of animal health, vaccination, put with microchip, issuing of AHD/PC-3, reporting data 3. Management Committee Confirmation 4. Issuing for animal health recommendation 5. Issuing for departure form
Fees	2000 MMK per head
Time	14 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system except for export animal health inspection
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

3. Certification for Frozen Meat , animal product, Feed exportation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Collecting Storage data for export materials 4. Meat processing Registration Card 5. Veterinary Health Certificate from import Country 6. Pro forma invoice 7. Sale Contract 8. Export Declaration (ED) 9. Certificates of Collecting Storage export materials
Procedures	<ol style="list-style-type: none"> 1. Acceptation and Checking the Application form 2. Survey, sample collection, laboratory testing 3. Management Committee Confirmation 4. Issuing Veterinary health certificate
Fees	Frozen Meat(1500/MT) Biltong (4000/MT)
Time	16 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system except for export materials inspection
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

4. Certification for breeder and commercial egg, day old chick and duckling importation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Vaccination program from import country 4. AHD/PC-7 for livestock farm 5. Veterinary Health Certificate from import country 6. Pro forma invoice 7. Sale Contract 8. GMP Certificate 9. Farm Certificate 10. Pedigree / Breed Registration Certificate
Procedures	<ol style="list-style-type: none"> 1. Acceptation and checking the application form 2. Management Committee Confirmation 3. Issuing Veterinary health certificate
Fees	<p>50 MMK/ Chicken</p> <p>4 MMK/ DOC, duckling</p> <p>2 MMK/ egg</p>
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

5. Certification for Animal feed importation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Recommendation of quality control (COA) 4. Detail for items(catalogue) 5. Free Sales Certificate 6. Pro forma invoice 7. Sale Contract 8. GMP Certificate 9. Traceability document 10. Unexpired laboratory test result 11. Veterinary Health Certificate
Procedures	<ol style="list-style-type: none"> 1. Acceptation and checking for application form 2. Management Committee Confirmation 3. Issuing Veterinary health certificate
Fees	650 MMK/ MT
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

6. Certification for Veterinary Medicine Importation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Recommendation of quality control (COA) 4. Detail for items(catalogue) 5. Free Sales Certificate 6. Pro forma invoice 7. Sale Contract 8. GMP Certificate 9. Traceability document 10. Unexpired laboratory test result 11. Veterinary Health Certificate
Procedures	<ol style="list-style-type: none"> 1. Acceptation and checking the application form 2. Management Committee Confirmation 3. Issuing Veterinary health certificate
Fees	No fees expect laboratory charges
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

7. Certification for Animal equipment, laboratory equipment importation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Detail for items(catalogue) 4. Free Sales Certificate 5. Pro forma invoice 6. Sale Contract
Procedures	<ol style="list-style-type: none"> 1. Acceptation and checking the application form 2. Management Committee Confirmation 3. Issuing Veterinary health certificate
Fees	0.1 % of import value
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

8. Certification for Duck down, Goose down importation (for CMP)

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Veterinary Health Certificate issuing by the Veterinary authority of export country and Certificate of Origin(COO) 4. Laboratory test result of the duck down, goose down, turkey feather, rabbit fur, raccoon fur issued by Livestock Breeding and Veterinary Department 5. Pro forma Invoice & Sale Contract 6. Packing List 7. Copy of import license issued by Department of Trade 8. Certificate of Exporter/Importer Registration (Copy) 9. Copy of Certificate of Incorporation issued by Directorate of Investment and Company Administration
Procedures	<ol style="list-style-type: none"> 1. The applicant or importer must have already obtained the import license from Department of Trade for the importation of Duck down, Goose down, Turkey feather, Rabbit fur and Raccoon fur. 2. By using MACCS, the applicant or importer submits the necessary documents to the Livestock Breeding and Veterinary Department to issue the Veterinary Health Certificate for the importation of Duck Down, Goose Down, Turkey Feather, Rabbit fur and Raccoon fur into Myanmar. 3. The applicant or importer submits sample of imported Duck down, Goose down, Turkey feather, Rabbit fur, and Raccoon fur for laboratory test. (The samples should be imported from

	<p>International Transportation Service like DHL)</p> <p>4. The Livestock Breeding and Veterinary Department checks the submitted documents and samples.</p> <p>5. If the submitted documents are completed and there are no infectious diseases on the submitted samples, the applicant or importer receives the Veterinary Health Certificate (FORM_ Sample of Veterinary Health Certificate) through MACCS.</p>
Fees	<p>15,000 MMK per Metric Ton (MT)</p> <p>15 MMK per Kg</p>
Time	7 working days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	MACCS
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

9. Certification for Breeder(Buffalo , Cow, Sheep, Goat , Horse, Bee) importation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Original of Veterinary Health Certificate issuing by the Veterinary authority of import country 4. Farm Registration Certificate for breeder farm/ bee station from import country 5. Pro forma Invoice Sale Contract 6. Farm Certificate (AHD PC-7)/bee station Certificate 7. Pedigree Certificate, Breed Registration Certificate and genetic recommendation from import country 8. Sale Contract 9. Vaccination record
Procedures	<ol style="list-style-type: none"> 1. Acceptation and Checking the application form 2. Management Committee Confirmation 3. Issuing Veterinary health certificate
Fees	<p>10000 MMK / head for Buffalo , Cow, Horse</p> <p>2000 MMK/ head for Sheep & Goat</p>
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

10. Certification for Breeder (straw, embryo) importation

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Original of Veterinary Health Certificate issuing by the Veterinary authority of import country 4. Farm Certificate of breeder farm from import country 5. Pro forma Invoice 6. Certification of Government, relevant department from import country. 7. Pedigree Certificate and Breed Registration Certificate from import country 8. Sale Contract 9. Vaccination record
Procedures	<ol style="list-style-type: none"> 1. Acceptation and Checking the application form 2. Management Committee Confirmation 3. Issuing Veterinary health certificate
Fees	0.1% of import value
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

11. Certification for frozen meat by transit trade

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Application letter with Company letter head signed by company's director and undertaking 3. Original of Veterinary Health Certificate issuing by the Veterinary authority of product selling country 4. Pro forma Invoice 5. Packing list 6. Sale Contract 7. Document for Service Contract 8. Import and export license/permit from products selling country 9. Copy of foreign currency account for transit trade and prepaid document 10. HACCP/GMP document 11. Traceability document
Procedures	<ol style="list-style-type: none"> 1. Acceptation and inspection for request form 2. Committee of inspection from department 3. Issuing Veterinary health certificate
Fees	1500MMK /MT
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

12. Certification for collection of cattle and buffalo to slaughter, breed and export

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<p><u>Collection of cattle and buffalo for slaughter</u></p> <ol style="list-style-type: none"> 1. License for slaughter and number of monthly permitted amount 2. Recommendation issued by arrival Township Veterinary officer 3. Under taking Letter 4. AHD/PC- 3 <p><u>Collection of cattle and buffalo for commercial breeding</u></p> <ol style="list-style-type: none"> 1. Registration of livestock farm 2. Recommendation issued by arrival Township Veterinary officer 3. Under taking Letter 4. AHD/PC- 3 <p><u>Collection of cattle and buffalo for exportation</u></p> <ol style="list-style-type: none"> 1. Smart Card 2. Registration of arrival collection farm 3. Company Registration 4. Under taking Letter 5. Recommendation issued by arrival Township Veterinary officer 6. Confirmed Export Data
Procedures	<ol style="list-style-type: none"> 1. Acceptation and checking the application form 2. Requesting pre permission 3. Inspection and wearing Ear Tag/Microchip 4. Submitting to DVO 5. Issuing the Permission letter, AHD/PC-3
Fees	10000 MMK /head
Time	7 Days
Place for submission	Livestock Breeding and Veterinary Department, OSS Office

Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 11, Section 26

13. Certification for Animal Feed Producer Registration

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Layout Plan 3. Company Registration Certificate 4. Under taking Letter
Procedures	<ol style="list-style-type: none"> 1. application to Director General 2. Field Inspection by authorized member 3. Issuing certificate
Fees	No fees
Time	10 Days
Place for submission	Concern Township Livestock Breeding and Veterinary Department Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 10, Section 23

14. Certification for Veterinary Medicine Producer Registration

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Layout Plan 3. Company Registration Certificate 4. Under taking Letter
Procedures	<ol style="list-style-type: none"> 1. application to Director General 2. Field Inspection by authorized member 3. Issuing certificate
Fees	No fees
Time	10 Days
Place for submission	Concern Township Livestock Breeding and Veterinary Department Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 10, Section 23

15. Certification for Meat Processing Producer Registration

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Application form for recommendation letter 2. Company Registration Certificate 3. Layout Plan 4. Licence 5. Project 4. Under taking Letter
Procedures	<ol style="list-style-type: none"> 4. application to Director General 5. Field Inspection by authorized member 6. Issuing certificate
Fees	No fees
Time	10 Days
Place for submission	Concern Township Livestock Breeding and Veterinary Department Office
Online system	Steps are performed by online system
Signing Status	Deputy Director General or Director
Law/ Rule	Animal Health and Livestock Development Law, Chapter 10, Section 23

16. Certification for Apiculture Registration

Issuing Department for license / permit	Livestock Breeding and Veterinary Department
Necessary Documents	<ol style="list-style-type: none"> 1. Applicant Registration card 2. Form 66 3. Apiculture Training Certificate
Procedures	<ol style="list-style-type: none"> 1. application to Director General 2. Field Inspection by authorized member 3. Issuing certificate
Fees	10000 kyat
Time	5 Days
Place for submission	Concern Township Apiculture Department Office
Online system	No online system
Signing Status	Charge of State or Division Apiculture Department
Law/ Rule	Animal Health and Livestock Development Law, Chapter 9, Section 19