FOOD IMPORT REGISTRATION ONLINE APPLICATION: USER INFORMATION & GUIDE

FOOD SAFETY & QUALITY CONTROL DIVISION
Department of Health Services, Ministry of Health
Brunei Darussalam

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1. **INTRODUCTION**

This user guide aims to assist any individual or company who intends to import processed food products into Brunei Darussalam to use the online Food Import Registration (FIR) application form. The system is a service provided by the E-Government National Centre (EGNC), Prime Ministers Officer and is currently owned by the Food Safety & Quality Control Division, Public Health Services, Ministry of Health in an effort to enforce the Public Health (Food) Act (Chapter 182) and its Regulations (R1, Chapter 182). This is one time registration until any other changes on the product example change in ingredient.

1.1. **Purpose and audience**

1.1.1 This user guide is for users of the online Food Import Registration which is available as a service in the e-darussalam portal.

Services in this portal are only applicable for:

- Brunei Citizen (Yellow Identification Card);
- Permanent Resident (Red Identification Card); and
- Expatriates that have employment pass and work permit holders (Green Identification Card).


1.1.2 This user guide provides assistance for users to:

- Register food products that a company intends to import into Brunei Darussalam;
- Filling in the details within the Food Import Registration application form;
- Payment of the processing fee upon submission of the application form; and
- Understanding tasks and requirements within the application.

1.1.3 Any person or business intending to import food into Brunei is advised to apply for the Food Import Registration prior to ordering the food product.

1.1.4 Ideally, users should at least have a company or business name registered with the Registry of Companies and Business Names (ROCBN) system (previously known as the e-Registry system) under the Ministry of Finance.

1.1.5 The online FIR is for food products intended to be registered after 6th October 2016 (launch date of the online system). It is not necessary to register any food that has been previously approved or registered via the manual system.

Any applications that were previously applied via the manual system will be phased out. Where possible, any queried applications from the manual system are advised to be submitted online in order to streamline the process.

1.2. **Document guides**

This section offers a guide to the visual aids and terms used throughout the user guide.

<table>
<thead>
<tr>
<th>Buttons, fields, and other system elements</th>
<th>Indicates the navigation path to the intended page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All system elements will be highlighted in bold text</td>
<td></td>
</tr>
</tbody>
</table>

1.3. **Recommendations**

1.3.1 Users are advised to use Google Chrome or Mozilla Browsers when using the system.
2. WHERE TO FIND THE ONLINE FIR

2.1 Users can access the system two ways:

a) Via [https://www.brunei.gov.bn](https://www.brunei.gov.bn)

Go to:
Kesihatan >> Borang elektronik dan e-Perkhidmatan >> *Pendaftaran Import Makanan* (In Malay Language Option)

OR

Health >> Online Forms and e-Services >> *Food Import Registration* (In English Language)

The language for the website may be changed by clicking on the Language Icon on the top right corner of the page.

From the main MOH web page, scroll down until you see the link for Business on the right side of the web page.

Then go to:
Business >> Importing Food & Drinks >> Food Importation >> How to import food for commercial purposes >> Applying for Food Import Registration >> Food Import Registration >> Click here to apply for Food Import Registration (Step 2)
3. LOGGING INTO THE SYSTEM

3.1 The above links direct users to this page where users will be asked to sign-in to your e-darussalam account.

3.2 Sign in using your Identity Card (I.C.) Number and your designated password.

3.3 By clicking **Submit**, you will be automatically directed to the online Food Import Registration application.

3.4 If you have not yet signed up for an e-darussalam account, please register and verify your account at selected activation counters.

Further information can be found in the website.
4. FILLING IN THE ONLINE FIR FORM

4.1. Introduction page: User Information

4.1.1 Once logged in, users will be directed to the e-government platform which contains the “User Information” page.

Users are advised to read this page carefully before proceeding to the application.

GUIDANCE NOTE 1:

An example on how to fill in the form can be found in ANNEX 1 of this user guide.
4.2. **Requirements for Food Importation**

4.2.1 Users will then be directed to the “Requirements for Food Import Registration” page which also contains Importer Declaration.

Users are expected to read and understand all particulars within this page before proceeding with the application. This declaration pertains:

- Legal responsibilities of the importer as per the Public Health (Food) Act (chapter 182) and its Regulations (R1, Chapter 182);
- Acknowledgement of the powers of Food Officers;
- Responsibility of the importer to notify any updates on any food product information; and
- Information on the general requirements of food labelling and advertisement.

4.2.2 Once users have read through all particulars in this section, you are required to agree to the terms and conditions.

**Tick the box under Declaration of Conformity and click Next.**

4.2.3 An alert will pop-up if the user clicked **Next** without ticking box under the Declaration of Conformity.
4.3. **Selecting type of business / importation**

4.3.1 Users will be directed to the first page of the application form:

![Application Form](image)

4.3.2 First, select your mode of business:

**Individual** is for users that intends to conduct a business but is still pending Registration of Business Names via the ROCBN System (Registration of Companies and Business Names) at the Ministry of Finance. **Business** is for users who have already registered their company or business name via ROCBN or e-Registry.

If you have selected **Business**, a section for **Business Details** will appear and you are required to provide your Company Name and Company Registration Number.

![Business Details](image)

**GUIDANCE NOTE 2**

the red star (★) indicates mandatory fields. Users will not be able to proceed to the next page if these information are not provided.
4.4. **Filing in the Product Description**

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Brand Name</td>
<td></td>
</tr>
<tr>
<td>1.2 Trade name</td>
<td></td>
</tr>
<tr>
<td>1.3 Flavour</td>
<td></td>
</tr>
<tr>
<td>1.4 Product Description</td>
<td></td>
</tr>
<tr>
<td>1.5 Total net weight / volume</td>
<td></td>
</tr>
<tr>
<td>1.6 S.I. Unit</td>
<td>Gram (g)</td>
</tr>
<tr>
<td></td>
<td>Kilograms (kg)</td>
</tr>
<tr>
<td></td>
<td>Millilitre (ml)</td>
</tr>
<tr>
<td></td>
<td>Litre (L)</td>
</tr>
<tr>
<td></td>
<td>Others</td>
</tr>
<tr>
<td>1.7 Type of Packing</td>
<td>Individual</td>
</tr>
<tr>
<td></td>
<td>Multipack (Amount inside pack)</td>
</tr>
<tr>
<td></td>
<td>Others</td>
</tr>
<tr>
<td>1.8 Packaging material</td>
<td>Glass based</td>
</tr>
<tr>
<td></td>
<td>Plastic based</td>
</tr>
<tr>
<td></td>
<td>Paper based</td>
</tr>
<tr>
<td></td>
<td>Linen based</td>
</tr>
<tr>
<td></td>
<td>Others</td>
</tr>
</tbody>
</table>

4.4.1 Users are advised to fill in the form with the actual product packaging as reference.

4.4.2 A guide will appear on the left side of the box when you click to enter the information.

4.4.3 If the brand name, flavor or product description is not specified or provided, it is not necessary to input these information.

4.4.4 **S.I. Unit** (i.e. International System of Unit) is the unit for the net weight / volume of the product.

4.4.5 If the product is in **Multipack** please provide the amount inside the pack e.g. for product with 30g x 15 sachets, please put 15 sachets.

4.4.6 Indicate the **packaging material**. Users will be able to select more than one option.

4.4.7 By selecting **Other** on either the S.I. Unit, type of packing and Packaging material, a new field will appear where users can provide further information.

4.4.8 Click **Next** to proceed to the next page.

**GUIDANCE NOTE 3**

Users are able to save their information by clicking **Save Draft** on the bottom right corner of the form. This will save the document to their e-darussalam inbox and users can continue to fill in the form another time.

For further information on saving drafts, please see **Section 8. Saving forms as draft**.
### 4.5. Filling in the Manufacturer Detail

4.5.1 Users will be directed to page 2 containing the “Manufacturer Details” form.

![Manufacturer Details Form](image)

**4.5.2** Users are required to input the **Company name, address** and **county of origin** of the food product being imported.

**4.5.3** If the product is manufactured in several locations (however, this is with the condition that the product ingredients, packaging and weight is still the same), then this should also be indicated.

By selecting **yes** next to the question **Do you have more than one Manufacturer Details?**, more fields for the manufacturing address details will appear. Users can only submit a maximum of four manufacturers details.

![Additional Manufacturer Details](image)

**4.5.4** If the product is packed in another facility (other than the place of manufacture), then this should also be indicated.

By selecting **yes** next to the question **Is the product packed in a different facility?**, a field to input the name and address of the facility will appear. Users can only submit a maximum of four manufacturers details.

![Packing Facility](image)

**4.5.5** Click **Next** to proceed to the next page.
4.6. **Filling in the Ingredient List**

4.6.1 Users will be directed to page 3 containing the “Product Ingredients” form.

4.6.2 Users are advised to fill in the form with the actual product packaging or any documentation from the manufacturer that verifies the ingredients (e.g. product specification etc.) as reference.

4.6.3 Users are advised to list ALL ingredients in one column e.g.

- Flour,
- Salt,
- Sugar.

4.6.4 Declaration letter (s) need to be attached at the end of this application if the product contains any:

   a. food additive(s)
      - The name or e-number must be indicated in both the packaging and the declaration letter;
      - The source of the food additive should be indicated in the letter (e.g. if they are of plant, synthetic, natural or animal origin);

   b. any fats / oils / shortening
      - The origin of the fats / oils / shortening should be indicated in the letter (e.g. if they are from palm, canola etc.)

Please note that any declaration letter should be from the manufacturing company and contain the company letterhead as well as the name, signature and designation of the responsible personnel.

4.6.5 If the ingredient contains substances that is not generally recognized by national or international standards (e.g. medicinal herbs, trademark ingredients (e.g. XXX™) without specifying their content etc.), their specification should also be submitted.

4.6.6 Click **Next** to proceed to the next page.

**GUIDANCE NOTE 4**

If you are unsure if the product requires any declaration letter or specification, you can inquire as such to the following e-mail: **fir.notification@moh.gov.bn**.
4.7. General Product Labelling and Ingredient Declaration

4.7.1 Users will be directed to page 4 containing the “General Product Labelling & Ingredient Declaration” page.

You are advised to read and understand all particulars within this section as this highlights your responsibility as the importer of the food product. The contents of this declaration pertains:

- Compliance to the general labelling requirements within the Public Health (Food) Regulations (R1, Chapter 182); and
- Compliance of the ingredients to the Public Health (Food) Act (Chapter 182) and other relevant International Standard.

4.7.2 Once you have read through and agreed to the terms and conditions as stated in this page, please tick the box under Declaration (I have read and understood all particulars in this declaration section and will comply with all the requirements where relevant).

This is a mandatory field and your will not be able to proceed without ticking the declaration.

4.7.3 Click Next to proceed to the next page.
4.8. **Product applicability to licenses**

4.8.1 Users will be directed to page 5 containing the “Licenses” page.

4.8.2 If User select **Yes**, this pop-up will appear.

Users need to attach the license(s) at the end of the application.

4.8.3 These licenses may be applied at the Food Safety and Quality Control Division.

Further information can be found at the following link: [http://www.moh.gov.bn/SitePages/License.aspx](http://www.moh.gov.bn/SitePages/License.aspx)

4.8.4 **Click Submit** to proceed to the next page.
4.9. **Uploading required documentation**

4.9.1 Users will be directed to a page containing the list of documents that are required to be uploaded for a successful registration.

4.9.2 Users are required to attach ALL documents relevant to their application. The documents could be in the .PDF, .JPG, .Docx or .Doc file formats.

4.9.3 Click the **Browse Files** to attach the document.

Only one document can be uploaded for each attachment request.

4.9.4 Click **Upload All** to proceed with uploading all attached documents.

4.9.5 The **full color pictures of the product packaging** and the **evidence for pre-production inspection of the manufacturing company** are mandatory fields (first and sixth document requested in the page marked with a “*”). Your application will not proceed successfully if these documents are not uploaded.

4.9.5 The **evidence for pre-production inspection of the manufacturing company** includes documents such as:
- Manufacturing Licenses issued by the relevant authority in the exporting country; OR
- certification of compliance to:
  - Good Manufacturing Practice (GMP); or
  - Hazard Analysis Critical Control Point (HACCP); or
  - ISO 22000;
  - International Food Safety (IFS);
  - Etc.

**GUIDANCE NOTE 5**

For details on the declaration letters are required, see **section 4.6.4**.

For the multiple documents of one request (e.g. product picture, factory licenses etc.), users can save all as pictures into Microsoft Word and upload all in one .PDF, .Docx or .Doc file.
4.10. **Reviewing and submitting the form**

4.10.1 Users will be directed to a page containing a summary of the application.

4.10.2 Users are advised to review the application before proceeding.

If any changes are required, select **Back** to go to the previous page and change / update any information.

4.10.3 Click **Next** to proceed with payment of the processing fee.

**GUIDANCE NOTE 6**

After this stage, users are unable to save the draft form.

If Users wish to make the payment at another time, click **Back** to Page 5 (Licenses) and click **Save Draft**.
5. PAYING THE PROCESSING FEE

5.1 Users will be directed to the “Food Import Registration Processing Fee” page.

5.2 The processing fee for each application is BND30.

5.3 Tick the Declaration box before clicking the Proceed or Cancel button.

5.4 If users are not ready or wish to terminate the application, clicking Cancel will direct users to the Cancel Application page.

5.5 If users choose to continue, click Proceed Payment. Users should ensure that all items required for the payment is ready (i.e. debit or credit card).

5.6 Users will be directed to the payment page hosted by Baiduri Bank.

5.7 Users will be asked to select the preferred payment method (either Visa, American Express or Master Card)
5.8 Once the user selects their preferred payment method, you will be directed to a page which requests for you to enter your card details.

5.9 Click **Pay** to proceed.

5.10 Importer will be directed to the “Transaction Results”.
5.1. Successful payment

5.1.1 Users will then be directed to the “Payment Transaction Status” page which will indicate success in the Payment Status table.

<table>
<thead>
<tr>
<th>Application Reference No:</th>
<th>FSQA.2016.0000051</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Date</td>
<td>15/Aug/2016 04:32:36</td>
</tr>
<tr>
<td>Payment Status:</td>
<td>SUCCESS</td>
</tr>
</tbody>
</table>

5.1.2 Click on the Show Payment Receipt button to show and print payment receipt.

This will direct users to this page:

<table>
<thead>
<tr>
<th>Receipt No:</th>
<th>RM.054000000014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Date:</td>
<td>15/Aug/2016 04:32:36</td>
</tr>
<tr>
<td>Application Name:</td>
<td>FSQA 2016.0000051</td>
</tr>
<tr>
<td>Company Name:</td>
<td>ABC Company</td>
</tr>
<tr>
<td>Payment Type:</td>
<td>RS6 (state permit)</td>
</tr>
<tr>
<td>Payment ID:</td>
<td>3013802</td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>RS 35.0</td>
</tr>
<tr>
<td>Payment For:</td>
<td>MOTOR, REG. ONLINE PAYMENTS</td>
</tr>
</tbody>
</table>

For Office Use Only

<table>
<thead>
<tr>
<th>Receipt No.</th>
<th>RS 35.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>TA095A</td>
</tr>
<tr>
<td>Activity ID:</td>
<td>TA095A</td>
</tr>
<tr>
<td>Transaction Reference:</td>
<td>3013802</td>
</tr>
<tr>
<td>Transaction Number:</td>
<td>TS00000001</td>
</tr>
</tbody>
</table>

Thank you for registering your food product with Food Safety and Quality Control, Ministry of Health. Please check your Citizen Center Inbox for your current status of your application.

Click here to go to your citizen center inbox.

If you have another food product that you want to register please click here.

This is a computational-generated document; no signature is required.

5.1.3 Click Print to print the payment receipt.
5.1.4 Importer will be prompted to the “Print Page Preview” page and they can click Print to print the receipt.

5.2. Unsuccessful Payment

5.2.1 If the payment is unsuccessful, the user will be directed to the “Payment Transaction Status” page that will state the Payment Status as failed.

5.2.2 Users have the option of either cancelling or retrying the payment.
5.2.1. Cancelling payment
5.2.1.1 By clicking **Cancel Payment**, Users will be directed to this page:

![Image of Cancel Payment Page]

5.2.1.2 By doing this, the whole application has not been submitted and users will have to fill in a new application if attempting to register again.

5.2.2. Retrying payment
5.2.2.1 By clicking **Retry Payment**, Users will be redirected to the payment page as mentioned in section 5.6.

![Image of Payment Page]

5.2.2.2 User may try to make the payment again and repeat the steps from section 5.6 onwards.
6. SUCCESSFUL SUBMISSION OF APPLICATION

6.1 Users will be notified via their Citizen Centre >> My Messages once they have successfully submitted any Food Import Registration Application.

Notifications received in the Citizen Centre Inbox (My Messages)

Example of the Food Import Registration Application Reference Details:

Example of the Online Payment Receipt:

6.2 A copy of the Food Import Registration Application Reference Details and the Online Payment Receipt will be sent to your Citizen Centre Inbox (My Messages) and your personal email (i.e. the email used to register their e-daruussalam account).
Notification received in your personal email (i.e. the email used to register their e-darussalam account)

Example of the Food Import Registration Application Reference Details:

Example of the Online Payment Receipt:
7. SAVING FORMS AS DRAFT

7.1. How to save forms as draft

7.1.1 Users will be able to save the draft of an application form by clicking Save Draft on the bottom right corner of the form.

This button can only be found from Page 1 to Page 5 of the application form.

7.1.2 Users will then be redirected to this page:

7.1.3 The draft will be saved in your Citizen Centre Inbox. Users can select the application and continue to fill in the application at any time.
7.2. Retrieving and submitting forms that were saved as draft

7.2.1 Users can to open the application that has been saved as draft from their Citizen Inbox.

7.2.2 Click on the Edit Application on to top right corner.

7.2.3 Users will be directed to the application form and can continue filling at any time.
8. RECEIVING NOTIFICATION OF RESPONSE

8.1 Once an application has been successfully submitted, it will be assessed by the Authorized Food Officer for specific compliance to the Public Health (Food) Act (Chapter 182) and its Regulations (R1, Chapter 182).

8.2 This assessment may take up to a maximum of 7 working days.

8.3 Once the Authorized Food Officer has assessed the application, a notification will be sent to your Citizen Centre Inbox (My Messages) and your personal email (i.e. the email used to register their e-darussalam account) on the status of the application.

8.1. Types of notification

8.1.1 There are five types of application status that the user may see in their Citizen Centre inbox.

<table>
<thead>
<tr>
<th>#</th>
<th>Status Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pending Approval</td>
<td>Once the user submits their application form, the status for the form in their Citizen Inbox will be marked as <strong>Pending Approval</strong>. This means that the application is still pending assessment by the Authorized Food Officer.</td>
</tr>
<tr>
<td>2</td>
<td>Rejected</td>
<td>The application was rejected by the Authorized Food Officer.</td>
</tr>
<tr>
<td>3</td>
<td>Approved</td>
<td>The application was successfully registered. Users will receive message in their inbox which contains the Food Import Registration reference number which can then be used for Declaration purposes in the Brunei Darussalam National Single Window (BDNSW) System at the Royal Customs &amp; Excise Department, Ministry of Finance.</td>
</tr>
<tr>
<td>4</td>
<td>Pending Amendment</td>
<td>Users are required to amend their application. Applications with this status will have a message attached which will guide the user on the parts of the form which requires amendment. Further information is listed in Section 8.2 below.</td>
</tr>
<tr>
<td>5</td>
<td>Save Draft</td>
<td>These are application that the user has <strong>saved as draft</strong>.</td>
</tr>
</tbody>
</table>
8.2. **Receiving Pending Amendment Notification**

8.2.1 Users may receive *Pending Amendment* status for their application.

8.2.2 This means that the Authorized Food Officer has assessed the application but require the user to edit the contents of the form before it can be registered.

8.2.3 In this case, users will be advised to make the changes by open the application with the *Pending Amendment* status and editing the application as per requested by the Authorized Food Officer (similar to section 7.2).

8.2.4 Once the user resubmits the application, the status will change to *Pending Approval* and will be re-assessed by the Authorized Food Officer.

9. **Logging out of the System**

9.1 Users must be sure to log out of *e-darussalam* after using the system for security reasons, especially when using a public or office computer.
ANNEX 1

Food Product Example

![Yogurt & Strawberries Snacks](image)

**INFORMATION**

- **Flavor**: Made with real Strawberries & Creamy Yogurt
- **Serving Size**: 22.7g (1 pouch)
- **Best Before**: 23 March 2018

**Ingredients**

- Fruit Centre: Fruit Purée (Strawberries), Corn Syrup, Modified Corn Starch, Ascorbic Acid (E300), Texturizer (E450), Tri-Calcium Phosphate (E516), Citric Acid (E330), Sugar, Citrate (E331), Natural & Artificial Strawberry Flavor, Allum Red (E120)

- Yogurt Coating: Sugar, Vegetable Oil (Olive, Canola, Coconut), Whey Powder, Monoglycerides, Soy Powder, Powdered Honey and Honey Milk, Vitamin A Palmitate, Ascorbic Acid (Vitamin C), Vitamin D3, Soy Lecithin (E322), Vanilla, Carrageenan (E403)

- Additional ingredients: are derived from plant and synthetic origin

- Contains the artificial sweetening substance Aspartame

**Nutrition Information**

- Serving per package: 22.7g (1 pouch)

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Value (mg)</th>
<th>% Daily Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy</td>
<td>110 kcal</td>
<td></td>
</tr>
<tr>
<td>Protein</td>
<td>8g</td>
<td></td>
</tr>
<tr>
<td>Total Fat</td>
<td>1.5g</td>
<td>2%</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>1.5g</td>
<td>3%</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>0mg</td>
<td></td>
</tr>
<tr>
<td>Sodium</td>
<td>64mg</td>
<td>3%</td>
</tr>
<tr>
<td>Total Carbohydrates</td>
<td>15g</td>
<td>5%</td>
</tr>
<tr>
<td>Dietary Fiber</td>
<td>4g</td>
<td>1%</td>
</tr>
<tr>
<td>Sugars</td>
<td>14g</td>
<td></td>
</tr>
</tbody>
</table>

**Additives**

Contains as artifical sweetening substance Aspartame

Contains the artificial sweetening substance Aspartame

**Allergens**

Contains: lactic acid, milk, and egg products

**Manufactured**

By Rumah Company Sdn Bhd, Jalan Kepala Tinggi, 81050, Gombak, Selangor, Malaysia

**Imported**

By Sriwalk Berhad, Sdn Bhd, Jalan Dato, Gombak, Selangor, Malaysia

**Storage**

Keep refrigerated at 4°C

**Net WT 22.7g**
Example of the filled online application form

### Page 1

#### Business Details

- **Company Name**: Sunlight Importing Sdn Bhd
- **Company Registration**: 

#### Contact Person

- **Name**:
- **Phone No.**: 

**Do you have more than one Contact Person?**
- Yes
- No

#### 1. Product Description

1.1 **Brand Name**: Runshi Brand

1.2 **Name of Food**: Yogurt & Strawberry Tracks

1.3 **Flavor**: Strawberries

1.4 **Product Description**: Made with real strawberries, Low fat, contain Vitamin A & D

1.5 **Net Weight / Volume**: 277 ml

**Unit**:
- Gram (g)
- Kilogram (kg)
- Milliliter (ml)
- Liter (l)
- Others

### Page 2

#### Manufacturer Details

- **Company Name**: Runshi Company Sdn Bhd
- **Address**:
- **Country of Origin**:

**Do you have more than one Manufacturer Details?**
- Yes
- No

#### Packing Facility

- Is the product packed in a different facility?
- Yes
- No

### Page 3

#### 3. Product Ingredients

- **Ingredients**:
  - Fruit Pure (strawberries),
  - Corn syrup,
  - Modified corn starch,
  - Aspartame (E950),
  - Fucolin (E401),
  - Tri-Calcium Phosphate (E341(ii)),
  - Citric Acid (E330),
  - Sodium Citrate (E331),

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## Upload Page

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<tr>
<th>Description</th>
<th>File Type</th>
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<tbody>
<tr>
<td>Full Color, printed copy of the Food packaging artwork or pictures of all sides of the food packaging to be submitted. All labels and information on the packaging should be clear and legible.</td>
<td>Browse Files (Only support file type: PDF, JPG, DOCX, DOC)</td>
</tr>
<tr>
<td>Pictures of Product X.docx (11 kb)</td>
<td>X</td>
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<td>Declaration Letter from the Manufacturer (Date Marking) - If Applicable</td>
<td>Browse Files (Only support file type: PDF, JPG, DOCX, DOC)</td>
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<td>Declaration for edible fat/shelling oil - If applicable</td>
<td>Browse Files (Only support file type: PDF, JPG, DOCX, DOC)</td>
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<tr>
<td>Declaration Letters entailing Food additive - If applicable</td>
<td>Browse Files (Only support file type: PDF, JPG, DOCX, DOC)</td>
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<tr>
<td>Evidence or documentation which verifies the location of manufacture</td>
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<tr>
<td>Evidence of pre-production inspection or any documentation that verify that the products are manufactured in hygienic and sanitary conditions - HACCP cert of factory.pdf (146 kb)</td>
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