

Public Manual : Application for being Manufacturer, Exporter, or Importer of Agricultural Commodity under Mandatory Standards, Application for Extension of License, Application for Duplicate License, Application for moving workplace, and Application for Closing Business

Service Agency : Division of Standard Control, National Bureau of Agricultural Commodity and Food Standards (ACFS), Ministry of Agriculture and Cooperatives

Rules, Procedures and Conditions (If any) on Applying and Considering for License

๑. Requirement on License (Section ๒๐)

Any person desiring to be a manufacturer, exporter or importer under Mandatory Standards shall file an application as “TAS Form ๑” for Manufacturer License, “TAS Form ๓” for Exporter License, and “TAS Form ๕” for Importer License along with document or evidence required at the National Bureau of Agricultural Commodity and Food Standards (ACFS), Office of Provincial Agriculture and Cooperatives, or Thailand Agriculture Quarantine and Inspection Service Stations specified in the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards, or filing on <http://tas.acfs.go.th> according to the Notification of the ACFS on Rules and Procedures for License Application to be a manufacturer, exporter or importer, and Notifying for Exporting or Importing agricultural commodity under Mandatory Standards through computer network system of the ACFS.

- Any person being both as manufacturer and exporter shall apply for manufacturer license and another exporter license, or if being importer at the same time, such person shall apply for importer license also.

- After receiving a license, an exporter or importer shall notify exporting or importing agricultural commodity prior to export following TAS Form ๓, or import following TAS Form ๕ along with document or evidence required in such Forms at the ACFS or Thailand Agriculture Quarantine and Inspection Service Stations specified in the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards, or filing on <http://tas.acfs.go.th> according to the Notification of the ACFS on Rules and Procedures for

License Application to be a manufacturer, exporter or importer, and Notifying for Exporting or Importing agricultural commodity under Mandatory Standards through computer network system of the ACFS.

๒ A manufacturer, exporter, or importer filing application for license shall have the qualifications and shall not be under any prohibited conditions as follows: (Section ๒๑)

- (๑) not younger than ๒๐ years of age
- (๒) not a bankrupt
- (๓) not an incompetent or quasi-incompetent person
- (๔) not in the middle of license suspension period
- (๕) not being revoked a license, or revoked not less than ๒ years

- In the case an applicant is a Juristic person, or a Representative, a Managing Director of Juristic person, or other persons acting for that juristic person shall have the qualifications and shall not be under any prohibited conditions as specified in the first Paragraph, and shall have never been a Representative, a Managing Director of Juristic person, or other persons acting on behalf of the juristic person being revoked a license under (๕)

๓ A license shall valid for ๓ years after the date of issuance (Section ๒๒)

๔ A manufacturer, exporter or importer shall apply for Extension of license not less than ๔๕ days before an expiry date (Section ๒๓) by filing TAS Form ๑๑ along with document or evidence required in such Forms at the ACFS or Thailand Agriculture Quarantine and Inspection Service Stations specified in the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards, or filing on <http://tas.acfs.go.th> according to the Notification of the ACFS on Rules and Procedures for License Application to be a manufacturer, exporter or importer, and Notifying for Exporting or Importing agricultural commodity under Mandatory Standards through computer network system of the ACFS.

- After receiving a new license, an expired license shall be sent back to the ACFS within specified period of time.

๕. A licensed manufacturer, exporter or importer shall display the license at conspicuous and easily visible place in workplace of the licensee as specified therein (Section ๒๓).

๖. In the case a license is lost or substantially damaged, a manufacturer, exporter or importer shall apply for a Duplicate License within ๓๐ days after the date of acknowledgement (Section ๒๔) by filing TAS Form ๑๒ along with document or evidence required in such Forms at the ACFS or Thailand Agriculture Quarantine and Inspection Service Stations specified in the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards, or filing on <http://tas.acfs.go.th> according to the Notification of the ACFS on Rules and Procedures for License Application to be a manufacturer, exporter or importer, and Notifying for Exporting or Importing agricultural commodity under Mandatory Standards through computer network system of the ACFS.

- After receiving a duplicate license, an original license shall be sent back to the ACFS within specified period of time (for damage case).

๗. In the case a licensed manufacturer, exporter or importer desiring to move a workplace, there shall be permitted from the ACFS (Section ๒๕) by filing TAS Form ๑๓ along with document or evidence required in such Forms at the ACFS or Thailand Agriculture Quarantine and Inspection Service Stations specified in the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards, or filing on <http://tas.acfs.go.th> according to the Notification of the ACFS on Rules and Procedures for License Application to be a manufacturer, exporter or importer, and Notifying for Exporting or Importing agricultural commodity under Mandatory Standards through computer network system of the ACFS.

- After receiving the Letter of Permission, there shall send an original license to be edited by the ACFS within specified period of time.

၄. A licensed manufacturer, exporter or importer desiring to close a business shall notify the ACFS in writing prior to close down not less than ၃၀ days, and a license shall be sent back to the ACFS within ၈၀ days after the date of closing business (Section ၂၅).

၄. In the case a licensed manufacturer, exporter or importer violates or fails to comply with the Agricultural Standards Act B.E. ၂၅၆၆ and its amendment, the Ministerial Regulations or Notifications in virtue of such Act, the ACFS shall have the authority to suspend a license for not over ၈ months per suspension. A suspended licensee shall not be legally allowed to run business in the middle of suspension period (Section ၃၀).

၅၀. The ACFS shall have the authority to revoke a license when the following cases occur (Section ၃၅)

၁. A licensed manufacturer, exporter or importer does not meet qualification or contains any prohibited conditions provided in item ၂. or Section ၂၅.

၂. A licensed manufacturer, exporter or importer, whose license was suspended, commits any offence again within five years.

၃. A licensed manufacturer, exporter or importer commits any offence under this Act causing severe injury to economy or public interests.

၄. A licensed manufacturer, exporter or importer commits any offence under this Act as follows:

(၁) does not file an application for Certification to the conformity assessment service provider (Section ၃၀)

(၂) does not recall an agricultural commodity pursuant to the order of the ACFS (Section ၃၈)

(၃) imitates a certification mark displaying upon an agricultural commodity to mislead others (Section ၃၄)

(၄) uses a certification mark without receiving certification (Section ၃၄)

(၅) gives, offers or agrees to give money, asset or any other benefits to conformity assessment service provider for issuing the unlawful result of standard inspection and certification (first paragraph of Section ၈၅)

(b) makes counterfeit standard certificate or report of standard inspection wholly or partly, addition, erasure or alteration of the content of such certificate or report in order to make others believe that is a genuine certificate or report (first paragraph of Section 76)

(c) uses a counterfeit standard certificate or report of standard inspection with knowing its false (Section 77)

(d) takes out, causes damage, destroys or renders to no avail of seal or mark stamped or signed upon any article by an Officer in the performance of duties for using it as evidence of seizure, attachment or holding of such article (Section 78)

(e) advertises, sells or holds for sale of agricultural commodity under mandatory standards, or displays a standard certification mark by knowing or reasonably knowing that such agricultural commodity has not been inspected and certified (Section 79)

A revoked licensee shall not be able to apply for a new license within 2 years after the date of acknowledgment of the revocation order.

88. A manufacturer, exporter or importer has the right to appeal against an order of the ACFS to the Agricultural Standards Committee by submitting a written appeal to the ACFS within

30 days after the date of receiving the order (Section 81).

- The appeal shall not be a reason to ask for leniency under the order of the ACFS, unless the Agricultural Standards Committee has an earlier order of leniency.

89. In the case an application or perusal evidential document is not complete or accurate, and cannot be corrected at that time, an officer received the application and an applicant shall jointly sign a record of incompleteness and list of evidential document, along with setting the period of time for 7 days allowing an applicant to correct and complete the application. If the applicant cannot proceed completely and correctly within 7 days, the officer shall cancel such application without notifying.

90. Copy of all documents shall be signed and certified true copy at all pages.

၈၃ An officer shall notify an applicant to make a fee payment through specified channels and then submit a license after receiving evidence of payment.

၈၄ Duration of working procedures as specified in the Manual shall start counting after all documents examined by an officer completely.

Service Channels:

<p>Address: Division of Standard Control, the National Bureau of Agricultural Commodity and Food Standards (ACFS), Building ၆, ၆th Floor of No. ၆၀ Phaholyothin Road, Ladyao Sub-district, Chatuchak District, Bangkok ၁၀၂၀၀, Tel: ၀၂၆၁၀၉၅၈၈၈ ext. ၈၀၁၁, Fax: ၀၂၆၁၈၆၃၆၈၈၈, email: permitacfs@gmail.com / contact in-person at the ACFS</p> <p><i>(Remark: (Place applying for being a manufacturer, exporter, or importer, and notifying for export and import according to the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards dated on ၁ April B.E. ၂၅၆၅))</i></p>	<p>Office Hours : Monday – Friday (except: Official Holidays) ၀၉:၀၀ - ၁၆:၀၀ hours (Lunch break)</p>
<p>Address: Office of Provincial Agriculture and Cooperative / contact in-person at the Office</p>	<p>Office Hours : Monday – Friday (except: Official Holidays) ၀၉:၀၀ - ၁၆:၀၀ hours (Lunch break)</p>

<p>(Remark: (Place applying for being a manufacturer, exporter, or importer, and notifying for export and import according to the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards dated on ๑ April B.E. ๒๕๕๗))</p>	
<p>Address: Thailand Agriculture Quarantine and Inspection Service Stations specified in the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards / contact in-person at the Station</p> <p>(Remark: (Place applying for being a manufacturer, exporter, or importer, and notifying for export and import according to the Notification of the ACFS on Place applying for Manufacturer, Exporter, or Importer License, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards dated on ๑ April B.E. ๒๕๕๗))</p>	<p>Office Hours : Monday – Friday (except: Official Holidays) ๐๘.๓๐ - ๑๖.๓๐ hours (Lunch break)</p>
<p>Website http://tas.acfs.go.th/website and online channel (Remark: -)</p>	<p>Opening Hours : ๒๔ hours</p>

Procedure, Duration, and Responsibility

Duration of working: ६ office days

No.	Procedure	Duration	Responsibility
७)	<p>Document checking</p> <p>७. Applicant files application with relevant evidences</p> <p>८. Officer checks correctness and completeness of document and relevant evidences</p> <p>(Remark: -)</p>	७ office day	Division of Standard Control
८)	<p>Consideration</p> <p>७. Officer considers qualifications of applicant</p> <p>८. Officer issues a license and then proposes to authority for signing</p> <p>(Remark: (If necessary to take consideration over ७ office day, officer may make an appointment to check correctness of some business places in compliance with law, or may consider relevant evidential documents based on technical theory or consider the legitimacy under other laws (necessary case). Duration can be extended for not over २० Office days))</p>	७ office day	Division of Standard Control
९)	<p>Signing / Vote of the Committee</p> <p>Authority in signing a license</p> <p>(Remark: -)</p>	३ office days	Division of Standard Control

Document and Evidence List

No.	Document Type, Quantity, and additional detail (if any)	Issuer of Government Agency
၈)	<p>Identification Card (ID Card)</p> <ul style="list-style-type: none"> ၈ Original ၈ Copy <p>Remark:</p> <ul style="list-style-type: none"> (- Original card shall be shown for officer's checking - Natural Person shall use ၈ copy - For legal entity, Authorized Signatory shall use ၈ copy - For empowerment, Grantor shall use ၈ copy - Every document shall be certified true copy) 	<p>Department of Provincial Administration</p>
၉)	<p>Certificate of Legal Entity</p> <ul style="list-style-type: none"> ၈ Original ၈ Copy <p>Remark: (- shall be issued not over than ၆ months</p> <ul style="list-style-type: none"> - Every document shall be certified true copy) 	<p>Department of Business Development</p>
၁၀)	<p>Letter of Authorization (Power of Attorney)</p> <ul style="list-style-type: none"> ၈ Original ၈ Copy <p>Remark: (For only empowerment,</p> <ul style="list-style-type: none"> - Every document shall be certified true copy) 	<p>-</p>
၁၁)	<p>Map and Layout of office and manufacturing place</p> <ul style="list-style-type: none"> ၈ Original ၈ Copy <p>Remark:(For only Manufacturer,</p> <ul style="list-style-type: none"> - in case office and manufacturing place/warehouse are located differently, maps and layout of all places shall be required in attachment. - Manufacturer can draw location allowing officer travelling 	<p>-</p>

No.	Document Type, Quantity, and additional detail (if any)	Issuer of Government Agency
	to check that place)	
ငံ)	Map and Layout of Warehouse ● Original ○ Copy Remark: (For Exporter & Importer, - in case office and manufacturing place/warehouse are located differently, maps and layout of all places shall be required in attachment. - Exporter & Importer can draw location allowing officer travelling to check that place)	-
ဃ)	Diagram showing Procedure of Manufacture, Quality control and inspection ● Original ○ Copy Remark: (For only Manufacturer, - Manufacturer can draw or show photo of Procedure	-
ဇ)	Picture or Explanation showing features of agricultural commodity ● Original ○ Copy Remark: (- can use photo or write a description to show features of agricultural commodity)	-
ဈ)	Current Valid License ● Original ● Copy Remark: (-For only application for Extending license / Duplicate License / Moving workplace specified in license - Every document shall be certified true copy)	National Bureau of Agricultural Commodity and Food Standards (ACFS)

No.	Document Type, Quantity, and additional detail (if any)	Issuer of Government Agency
କ)	<p>Certificate of Standard</p> <ul style="list-style-type: none"> o Original o Copy <p>Remark:(-For only application for Extending license, - can receive a standard certification from governmental certification agency, i.e., Department of Agriculture, Department of Fisheries, Department of Livestock Development, or Conformity Assessment Service Provider - Every document shall be certified true copy)</p>	-
ଈ)	<p>Map of New Office/Manufacturing place/Warehouse(as the case may be)</p> <ul style="list-style-type: none"> o Original o Copy <p>Remark:(-For only application for Moving workplace specified in license - Every document shall be certified true copy)</p>	-
ୈ)	<p>Diagram showing Procedure of Manufacture, Quality control and inspection</p> <ul style="list-style-type: none"> o Original o Copy <p>Remark: (-For only application for Moving Workplace specified in license, - Every document shall be certified true copy)</p>	-
୧)	<p>Internal Layout of Warehouse, including Storage information and measure</p> <ul style="list-style-type: none"> o Original o Copy <p>Remark: (-For only application for Moving Warehouse, - Every document shall be certified true copy)</p>	-
୧)	<p>Internal Layout of Exporting/Importing product</p>	-

No.	Document Type, Quantity, and additional detail (if any)	Issuer of Government Agency
	Warehouse, including Storage information and measure <ul style="list-style-type: none"> ๑ Original ๐ Copy Remark: (-For only Exporter / Importer, - can draw or show photo of Procedure)	
๑๔)	GLR ๑๑ Form (Group of Licensing and Registration-GLR) <ul style="list-style-type: none"> ๑ Original ๐ Copy Remark: (- For only the case allowing officer filing application representatively and keeping as evidence)	National Bureau of Agricultural Commodity and Food Standards (ACFS)
๑๕)	Permission documents of other agencies in case features of business and/or business owner shall be permitted by other laws <ul style="list-style-type: none"> ๐ Original ๑ Copy Remark: (for example: Foreign Business License, Factory Business License, Land Procession Document issued by the Agricultural Land Reform Office, Acknowledgement of Customs Clearance Registration for exporter/importer or agent)	-

Fee:

No.	Description	Fee (Baht / Percentage)
๑)	License for Manufacturer / License for Exporter / License for Importer (as Natural Person) (<i>Remark: (Fee per one license)</i>)	Fee: ๑๐๐ Baht
๒)	License for Manufacturer / License for Exporter / License for Importer (as Legal Entity) (<i>Remark: (Fee per one license)</i>)	Fee: ๑,๐๐๐ Baht
๓)	Duplicate License for Manufacturer / Duplicate License	Fee: ๕๐ Baht

No.	Description	Fee (Baht / Percentage)
	for Exporter / Dupliacte License for Importer <i>((Remark: (Fee per one license))</i>	
๔)	Extension of License for Manufacturer / Extension of License for Exporter / Extension of License for Importer (as Natural Person) <i>((Remark: (Fee per one license))</i>	Fee:๕๐ Baht
๕)	Extension of License for Manufacturer / Extension of License for Exporter / Extension of License for Importer (as Legal Entity) <i>((Remark: (Fee per one license))</i>	Fee:๕๐๐ Baht
๖)	Application for Moving workplace <i>(Remark: (No Fee))</i>	-

Channels of Complaint & Service suggestion

No.	Channel of Complaint / Service suggestion
๑)	Division of Standard Control, Building ๕, ๒nd Floor of the National Bureau of Agricultural Commodity and Food Standards (ACFS) <i>(Remark: No. ๕๐ Phaholyothin Road, Ladyao Sub-district, Chatuchak District, Bangkok ๑๐๙๐๐ Tel: ๐๕๓๖๕๕๕๕๕๕๕ ext. ๑๒๐๑, Fax: ๐๕๓๖๕๕๕๕๕๕๕ email: permitacfs@gmail.com / contact in-person at the ACFS)</i>
๒)	Center of Public Service Office of the Permanent Secretary, Prime Minister Office <i>(Remark: No. ๑ Phitsanulok Road, Dusit District, Bangkok ๑๐๕๐๐ / Hotline ๑๑๑๑ / www.๑๑๑๑.go.th / PO Box ๑๑๑๑No. ๑ Phitsanulok Road, Dusit District, Bangkok ๑๐๕๐๐))</i>

Application Form, Example and Manual

No.	Application Form
๑)	TAS Form

No.	Application Form
	(Remark:-)

Remark:

Procedure: Application for being Manufacturer, Exporter, or Importer of Agricultural Commodity under Mandatory Standards, Application for Extension of License, Application for Duplicate License, Application for moving workplace, and Application for Closing Business

Host Agency: Division of Standard Control, the National Bureau of Agricultural Commodity and Food Standards (ACFS)

Type of Service: One stop service

Category of Service: Permit/Licensing/Certification

Legalizing Laws or relevant:

- ၁)Agricultural Standards Act B.E. ၂၀၁၆ and its amendment
- ၂)Ministerial Regulation on Rules, Procedures and Conditions of Application for Manufacturer, Exporter or Importer of Agricultural Commodity under Mandatory Standards B.E.၂၀၁၈ (၂၀၁၈)
- ၃)Notification of the Agricultural Standards Committee on Rules, Procedures and Conditions of Application for Extension of license, Duplicate License and Moving workplace as specified in License of Manufacturer, Exporter or Importer as prescribed in the Ministerial Regulation, date on ၂၄ November B.E. ၂၀၁၆
- ၄)Notification of the Agricultural Standards Committee on Rules, Procedures and Conditions of Suspension and Revocation of License for Manufacturer, Exporter or Importer, or Conformity Assessment Service Provider, dated on ၈ September B.E. ၂၀၁၆
- ၅)Notification of the National Bureau of Agricultural Commodity and Food Standards on the Application Form for Manufacturer, Exporter or Importer, Application Form for notifying Export or Import, and Receiving Form of Export or Import, dated on ၈ March B.E. ၂၀၁၈
- ၆)Notification of the National Bureau of Agricultural Commodity and Food Standards on Place filing application for Manufacturer, Exporter or Importer of agricultural commodity, and Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards, dated on ၁ April B.E. ၂၀၁၈

Impact Level: Influential service in Economy/Society

Service Area: Central part

Law & Regulation/Agreement specifying period of time: -

Legal duration / Requirement etc.: ๐.๐

Statistical data of Procedure:

Average number per month: ๐

Highest number of Application: ๐

Lowest number of Application: ๐

Reference of Public Manual: [Copy of Public Manual] Application for Manufacturer, Exporter or Importer under Mandatory Standards [๑๒/๐๗/๒๕๕๘ ๑๕๕๕](#)

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