

Public Manual :Notification of Export and Import

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

Any person desiring to export or import agricultural commodity under Mandatory Standards shall only be an exporter or importer under Mandatory Standards. A licensed export or import shall notify an export or import of such agricultural commodity prior to every export or import by using these forms as follows: Letter of Export (TAS Form 7) or Letter of Import (TAS Form 8) and filing to 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 dated on 1 April B.E. 2557, or filing on <http://tas.acfs.go.th>

In case of Sampling for analysis, or outside inspection, an importer shall pay expenses.

An exporter or importer shall pay expenses for correction, reconditioning, destruction, returning or awaiting for certificate of mandatory standards.

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.

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

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

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

Service Channel

<p>Address: Division of Standard Control, the National Bureau of Agricultural Commodity and Food Standards (ACFS), Building 5, 2nd Floor of No. 50 Phaholyothin Road, Ladyao Sub-district, Chatuchak District, Bangkok 10900, Tel: 025612277 ext. 1701, Fax: 025794139, email: permitacfs@gmail.com / contact in-person at the ACFS <i>(Remark: -)</i></p>	<p>Office Hours : Monday – Friday (except: Official Holidays) 08:30 - 16:30 hours (Lunch break)</p>
<p>Address: <i>Thailand Agriculture Quarantine and Inspection Service Stations/</i> contact in-person at the Station <i>(Remark: (Place notifying for Exporting or Importing agricultural commodity under Mandatory Standards according to item 2. of 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 1 April B.E. 2557))</i></p>	<p>Office Hours : Monday – Friday (except: Official Holidays) 08:30 - 16:30 hours (Lunch break)</p>

Website http://tas.acfs.go.th/website and online channel (Remark: -)	Opening Hours : 24 hours
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Procedure, Duration, and Responsibility

Duration of working: 5 office days

No.	Procedure	Duration	Responsibility
1)	<p>Document checking</p> <p>1. Applicant files application with relevant evidences</p> <p>2. Officer checks correctness and completeness of document and relevant evidences</p> <p>(Remark: -)</p>	1 office day	Division of Standard Control
2)	<p>Consideration</p> <p>Officer considers conditions of document checking following the requirement/guidance of Mandatory Standards. In case of non-inspection/non-sampling, officer shall issue Number of declaration by notifying Thailand Agriculture Quarantine and Inspection Service Stations to inform operator for customs proceeding</p> <p><i>(Remark:(In case of inspection/sampling, there shall meet officer of Thailand Agriculture Quarantine and Inspection Service Stations before customs proceeding. Duration of consideration depends on rules of inspection under Mandatory Standards))</i></p>	1 office day	Division of Standard Control
3)	<p>Signing / Vote of the Committee</p> <p>Authority in signing a license</p>	3 office days	

No.	Procedure	Duration	Responsibility
	<i>(Remark:Officer at Thailand Agriculture Quarantine and Inspection Service Stations is the Officer under the Agricultural Standards Act))</i>		

Document and Evidence List

No.	Document Type, Quantity, and additional detail (if any)	Issuer of Government Agency
1)	<p>Identification Card (ID Card)</p> <p>1 Original</p> <p>0 Copy</p> <p>Remark: (Only notification at the Place for notifyingExport or Import</p> <ul style="list-style-type: none"> - Natural Person shall use 1 original - For legal entity, Authorized Signatory shall use 1 original - For empowerment, Grantor shall use 1 copy - Every document shall be certified true copy) 	Department of Provincial Administration
2)	<p>Certificate of Standard</p> <p>0 Original</p> <p>1 Copy</p> <p>Remark: (- apply for a standard certification at governmental certification authorities, i.e., Department of Agriculture, Department of Fisheries, Department of Livestock Development, or Conformity Assessment Service Provider</p> <ul style="list-style-type: none"> - Every document shall be certified true copy - If received more than 1 Certificate of Standard, there shall show every certificate 	

No.	Document Type, Quantity, and additional detail (if any)	Issuer of Government Agency
	- Every document shall be certified true copy	
3)	List of Products Price 1 Original 0 Copy Remark: (for filling in information)	-
4)	Map and Layout of Warehouse 0 Original 1 Copy Remark: (- In case of having more than 1 warehouse, every warehouse's map shall be required - Every document shall be certified true copy)	-
5)	Document required by trader (If any), for example; test report, health certificate 0 Original 1 Copy Remark: (Every document shall be certified true copy)	-
6)	Documents relating to Customs Clearance, for example; Declaration, Packing list, Bill of Lading 0 Original 1 Copy Remark: (shall show documents relating to Customs Clearance, for example; Declaration, Packing list, Bill of Lading at Discharge station - Every document shall be certified true copy)	-
7)	Change of Lastname Certificate 0 Original	Department of Provincial Administration

No.	Document Type, Quantity, and additional detail (if any)	Issuer of Government Agency
	1 Copy Remark: (- in case of different lastname with specified in license)	

Fee:

No.	Description	Fee (Baht / Percentage)
1)	No fee (Remark:-)	-

Channel of Complaint & Service suggestion

No.	Channel of Complaint / Service suggestion
1)	Division of Standard Control, Building 5, 2nd Floor of the National Bureau of Agricultural Commodity and Food Standards (ACFS) <i>(Remark: No. 50 Phaholyothin Road, Ladyao Sub-district, Chatuchak District, Bangkok 10900 Tel: 025612277 ext. 1701, Fax: 025794139, email: permitacfs@gmail.com / contact in-person at the ACFS)</i>
2)	Center of Public Service Office of the Permanent Secretary, Prime Minister Office <i>(Remark: No. 1 Phitsanulok Road, Dusit District, Bangkok 10300 / Hotline 1111 / www.1111.go.th / PO Box 1111No. 1 Phitsanulok Road, Dusit District, Bangkok 10300))</i>

No.	Application Form
1)	Notification Form (Remark: In case of receiving notification via online, signature of officer shall be unnecessary)

For Officer

Remark:

Procedure: Notification of Export and Import

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:

1) Ministerial Regulation on Rules, Procedures and Conditions of Application for Manufacturer, Exporter or Importer of Agricultural Commodity under Mandatory Standards B.E.2553 (2010) Agricultural Standards Act B.E. 2551 and its amendment

2) 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 7 March B.E. 2557

3) 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 1 April B.E. 2557

4) Agricultural Standards Act B.E. 2551 and its amendment

Impact Level: Influential service in Economy/Society

Service Area: Central part

Law & Regulation/Agreement specifying period of time: -

Legal duration / Requirement etc.:

Statistical data of Procedure:

Average number per month: 0

Highest number of Application: 0

Lowest number of Application: 0

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