

File No. L-110111/1/2022-Trade (E-21390)

भारतसरकार

Government of India

मत्स्यपालन, पशुपालनऔरडेयरीमंत्रालय

Ministry of Fisheries, Animal Husbandry and Dairying

पशुपालनऔरडेयरीविभाग

Department of Animal Husbandry and Dairying

कृषि भवन, नईदिल्ली 110 001 ,

Krishi Bhawan, New Delhi-110 001,

दिनांक / Date 19<sup>th</sup> September, 2024.

**OFFICE MEMORANDUM**

**Subject: Clarifications regarding documents required for examination of SIP applications- reg.**

The undersigned is directed to refer to the subject cited above and to suggest to provide the following documents at the time of filling up of online application for issuance of Sanitary Import Permits (SIPs);

**1. List of Products** (in excel sheet format): Name of the products to be imported including brand name, trade name (especially in case of cheese), list of ingredients that constitute the product, whether contain vegetable fat/oil, type of rennet used and status of fortification. The information should be given in following format;

| S. No. | Name of the product | Brand Name / Trade Name | Name of the Active ingredients with % (meat, fat, milk, collage, ossein, gelatine, chondroitin, glucosamine, marine/aqua etc) | Animal species of origin the raw material with common name. | Weight |
|--------|---------------------|-------------------------|---|---|--------|
|        |                     |                         |   |   |        |
|        |                     |                         |   |   |        |

For Dairy Products, the following format should be used;

| S. No. | Name of the product | List of ingredients that constitute the product. | Whether the product contains vegetable Fat/Oil | Type of Rennet used | Status of fortification | Weight |
|--------|---------------------|--|--|---------------------|-------------------------|--------|
|        |                     |  |  |                     |                         |        |
|        |                     |  |  |                     |                         |        |

**2. Detailed literature of Products / Product catalogue:** The documents owned by manufacturing unit to be submitted in reference to list of products (not by consignor, if the consignor and manufacturer are different). For

import of dairy products, the copy of original manufacturing registration certificate with copy of English translation, if applicable where the product has been produced, should be submitted, clearly reflecting the name, location, registration number and issuing authority (issued by authority under Government like Veterinary /Animal Husbandry / Dairy / Agriculture / Food safety Department).

**3. Process Chart of Products:** The process flow chart document needs to be owned by manufacturing unit (not by consignor if the consignor and manufacturer are different).

**4. Detailed Chemical and Microbiological data sheet including Certificate of Analysis of the products:**

(i) Certificate of Analysis must contain actual testing result against the parameters as per the domestic regulation of importing country i.e. India. The testing report should reflect the name of the product (trade name in case of cheese along with brand name).

(iii) The test report needs to be issued by lab. owned by manufacturing unit or certified lab. of exporting country or NABL lab. The frequency of submitting the testing report should be according to shelf life of product i.e. the product having shelf life of a year or more. CoA issued in last one year only needs to be submitted.

The name and details in test report should match with products and manufacturer details to be mentioned in Veterinary Health Certificate to be issued by exporting country along with consignments.

**5. Detail use of end product:** The undertaking of end use of products should be on letter head of importer bearing fresh date and signature.

**6. Utilization Certificate of previous SIPs:** The information should be given in the following format;

| S. No. | Name of the importer | Application number and Permit number of the previous SIP issued along with Date | Quantity permitted | Quantity imported/ Consumed | Balance | Date of import | Bill of Entry details | Remarks, if any |
|--------|----------------------|---|--------------------|-----------------------------|---------|----------------|-----------------------|-----------------|
|        |                      |   |                    |                             |         |                |                       |                 |
|        |                      |   |                    |                             |         |                |                       |                 |
|        |                      |   |                    |                             |         |                |                       |                 |

**7. Importer/exporter declaration:**

- a. The product namely-----is being imported as per Indian requirements including the Veterinary Health protocols and other requirements related to product safety and processing.
- b. Product do not contain beef or beef product in any form (for animal or human food chain products).
- c. Product do not contain the ingredients from wild animal species (for animal or human food chain products).

In case approved under wild life norms/CITES, the same should be mentioned for products which are not entering in food chain.

- d. The raw materials for the product (for animal or human food chain products) is obtained from domestic animal species like sheep, goat, pig, bovine (only milk, not beef), poultry, marine/aquatic.
- e. In case the raw material is obtained from different countries, than the certificates from the exporter and importer that the raw material of animal species used in the product is fulfilling the Indian requirements as per Indian Veterinary Health protocols.

**8. Any other documents** - Affidavit, FSSAI license and any other documents, if applicable.

  
19-09-2024

(डॉ गगन गर्ग)

(Dr. Gagan Garg)

उप-आयुक्त (व्यापार)

Deputy Commissioner (Trade)

**Distribution:**

- All stakeholders.