

**BHUTAN AGRICULTURE AND FOOD REGULATORY AUTHORITY,
MINISTRY OF AGRICULTURE & FOREST**

**SERVICE: BHUTAN BIOSECURITY SYSTEM SERVICE (IMPORT/SANITARY
CERTIFICATE AND IN-COUNTRY MOVEMENT OF LIVESTOCK AND THEIR
PRODUCTS)**

SERVICE ACCESS POINTS:

- Online, accessible at <http://202.144.151.60/bbss/home.do?typeFlag=home>

PROCEDURES TO AVAIL THE SERVICES

A. IMPORT of Livestock and their products

The applicant can submit the duly filled import application form (Commercial/Personal) at the nearest BAFRA office. The officials on duty will check the document for completeness and verification. The application is then processed online for final decision at the BAFRA, Head office (HQ). The focal at the HQ, carry out some risk assessment and make decision. The decision of the HQ, is passed by the BAFRA field offices to the applicant. The applicant can also track the progress of the application online by visiting the Biosecurity web portal.

Documents requirement: Valid CID for Personal Purpose and Valid trade License for Commercial purpose]

B. In-country Movement Permit (Commercial & Personal)

For the movement/shipment of livestock and their products, the applicant can submit duly filled application form and submit to the nearest BAFRA office. The officials on duty carry out some risk assessment by verifying the documents and filling in the biosecurity information checklist. The RISK is categorized at the end of the application process by the system. The official on duty makes decision based on the risk assessment result. The decision is given on the spot to the applicant.

Documents Required: Personal: CID, Authentication letter from local authority, medical certificate for live animals, Commercial: Valid Trade License, Authentication letter, Medical certificate from livestock for live animals.

Import permit application form available at
<http://www.bafra.gov.bt/application-forms-for-permits/>)

TURN AROUND TIME:

Minimum One Day & Maximum two days

FEES & PAYMENT PROCEDURE:

Personal: Nu. 100/permit,

Commercial: Nu.300/permit

The mode of payment is OFFLINE and at respective BAFRA offices

CONTACT/FOCAL PERSON:

Mr. Prakash Tamang,

Sr. Regulatory & Quarantine Inspector,

Official contact: 17685848, email: ptamang@moaf.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

- BAFRA Head Office, Near Tashichodzong, Thimphu
- BAFRA Dzongkhag Offices
- BAFRA Entry Point Offices (Phuntsholing, Lhamoizingkha, Nanglam, Gelephu)
- BAFRA Branch Offices (Gedu, Dagapela, Gyelpoizhing, Gomtu, Samdrup Choling, Jomotshangkha, Wamrong, Panbang)

**BHUTAN AGRICULTURE AND FOOD REGULATORY AUTHORITY,
MINISTRY OF AGRICULTURE & FOREST**

SERVICE: CERTIFICATION OF SEEDS AND PLANTING MATERIALS

SERVICE ACCESS POINTS

- BAFRA Head Office, Thimphu
- BAFRA Dzongkhag Offices
- BAFRA Entry Point Offices (Phuntsholing, Lhamoizingkha, Nganglam, Gelephu)
- BAFRA Branch Offices (Gedu, Dagapela, Gyelpoizhing, Gomtu, Samdrup Choling, Jomotshangkha, Wamrong, Panbang)

PROCEDURES TO AVAIL THE SERVICES:

- a) An application shall be submitted to the Bhutan Agriculture and Food Regulatory Authority in the format prescribed in Annexure III for registration along with a copy of trade license; and
- b) Upon acceptance of the application, Bhutan Agriculture and Food Regulatory Authority shall provide a registration number in a standard format as provided in Annexure IV to the proprietor of the nursery or enterprise or the company.
- c) Import of seeds or planting materials of forestry and ornamental plant species listed in Annexure VII and Annexure VIII of Seed Rule, shall be allowed provided it meets all the requirements specified under this Rule;
- d) Import of Agriculture, Horticulture, Fodder, Forestry and Ornamental species not listed in Annexure V, VII and VIII shall be considered case by case in consultation with the Department.
- e) The National Seed Centre (NSC), Paro, under the Department of Agriculture will be the authorized agency for import and distribution of hybrid seeds.
- f) Competent Private Seed companies or enterprises will also be allowed to import hybrid seeds based on the terms and conditions set by the Ministry of Agriculture and Forests.
- g) The types or varieties of hybrid seeds to be imported shall be based on the recommendations of the Departments and approved by the National Seed Board. The VRC in consultation with relevant agencies shall develop proper guidelines and procedures for import of the hybrid seeds.
- h) All export of seed shall require a valid export license issued by the Department of Trade, Ministry of Economic Affairs.
- i) All varieties shall be allowed to be exported, provided it meets the minimum seed standards of the importing country and comply with the requirement prescribed herein under

Procedure for Seed Certification

- a) The application for grant of certificate for sale of seeds shall be submitted to Bhutan Agriculture and Food Regulatory Authority in the format provided in Annexure IX.

- b) Bhutan Agriculture and Food Regulatory Authority shall conduct field visits to ensure and verify that the prescribed seed standards are met and maintain inspection report as per the Annexure X.
- c) Bhutan Agriculture and Food Regulatory Authority shall conduct sample testing to examine if the minimum seed standard is met.
- d) Bhutan Agriculture and Food Regulatory Authority shall monitor and evaluate the quality of certified seeds and share the monitoring and evaluation report with the respective Departments.
- e) The Seed Inspectors shall be responsible to ensure and report on any business pertaining to seed of notified kind or variety that are certified, is in compliance with the certification procedures
- f) Bhutan Agriculture and Food Regulatory Authority shall grant Seed Certificate as per Annexure XI for sale of seeds upon meeting the Minimum Standards for Seed and Planting Materials.

Forms and relevant information are accessible at <http://www.bafra.gov.bt/application-forms-for-permits/>

TURN AROUND TIME:

TAT depends upon the cropping calendar of that particular crop and varies according to it.
(example from 2 months to 12 months)

FEES & PAYMENT PROCEDURE:

Inspection fee of seed for import/export: Nu. 20/- per sample.
Payment by cash at respective BAFRA offices.

CONTACT/FOCAL PERSON:

Yeshi Lhamo
Sr. Regulatory and Quarantine Officer
Plant Section, BAFRA, HQ, Thimphu
Email :ylhamo96@gmail.com
Contact: +9752327031 (O)

Sonam Yonten
Sr. Regulatory and Quarantine Officer
Plant Section, BAFRA, HQ, Thimphu
Email :syonten@moaf.gov.bt
Contact: +9752327031 (O)

LOCATION/ADDRESS OF THE OFFICE:

- BAFRA Head Office, Near Tashichodzong, Thimphu
- BAFRA Dzongkhag Offices
- BAFRA Entry Point Offices (Phuntsholing, Lhamoizingkha, Nanglam, Gelephu)
- BAFRA Branch Offices (Gedu, Dagapela, Gyelpoizhing, Gomtu, Samdrup Choling, Jomotshangkha, Wamrong, Panbang)

**BHUTAN AGRICULTURE AND FOOD REGULATORY AUTHORITY,
MINISTRY OF AGRICULTURE & FOREST**

SERVICE: EXPORT CERTIFICATION OF PLANT AND PLANT MATERIALS

SERVICE ACCESS POINTS

- BAFRA Head Office, Thimphu
- BAFRA Dzongkhag Offices
- BAFRA Entry Point Offices (Phuntsholing, Lhamoizingkha, Nganglam, Gelephu)
- BAFRA Branch Offices (Gedu, Dagapela, Gyelpoizhing, Gomtu, Samdrup Choling, Jomotshangkha, Wamrong, Panbang)

PROCEDURES TO AVAIL THE SERVICES:

1. A duly filed application form prescribed in Schedule XI at least one week in advance to the any BAFRA field office along with the following documents:
 - a) A copy of valid business license for commercial purpose; or
 - b) A copy of citizenship identity card for personal use;
 - c) A letter of recommendation signed by head of the organization, if the export is to made by government institutions or agencies;
2. All consignment which is intended for export shall require field inspection and physical verification and may also conduct sampling for further examination or test, and carry out treatment, if necessary, by the inspector.
3. Upon completion of inspection as provided in Schedule XII shall prepare and seal the consignment for export and issue PSC as per Schedule X or export certificate after realization of fee prescribed in Schedule XVI.
4. Any export of plant and plant products under the ABS regime and NWPFs shall be inspected and issued PSC upon the recommendation from concerned Department/Agency

Forms and relevant information are accessible at <http://www.bafra.gov.bt/application-forms-for-permits/>

TURN AROUND TIME:

TAT is as reflected above in section 1 under PROCEDURES TO AVAIL THE SERVICES

FEES & PAYMENT PROCEDURE:

Export permit/ phytosanitary certificate fee: Nu. 300/ for commercial and Nu.100 for personal.
Payment by Cash at respective BAFRA offices.

CONTACT/FOCAL PERSON:**Yeshi Lhamo****Sr. Regulatory and Quarantine Officer****Plant Section, BAFRA, HQ, Thimphu****Email:** ylhamo96@gmail.com**Contact:** +9752327031 (O)**Sonam Yonten****Sr. Regulatory and Quarantine Officer****Plant Section, BAFRA, HQ, Thimphu****Email:** syonten@moaf.gov.bt**Contact:** +9752327031 (O)**LOCATION/ADDRESS OF THE OFFICE:**

- BAFRA Head Office, Near Tashichodzong, Thimphu
- BAFRA Dzongkhag Offices
- BAFRA Entry Point Offices (Phuntsholing, Lhamoizingkha, Nanglam, Gelephu)
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**BHUTAN AGRICULTURE AND FOOD REGULATORY AUTHORITY,
MINISTRY OF AGRICULTURE & FOREST**

SERVICE: FOOD SAFETY LICENSING OF FOOD BUSINESS

SERVICE ACCESS POINTS:

- BAFRA Head Office, Thimphu
- BAFRA Dzongkhag Offices (20 Dzongkhags)
- BAFRA Entry Point Offices (Phuntsholing, Lhamoizingkha, Nanglam, Gelephu)
- BAFRA Branch Offices (Gedu, Dagapela, Gyelpoizing, Gomtu, Samdrup Choling, Jomotshangkha, Wamrong, Panbang)

PROCEDURES TO AVAIL THE SERVICES

1. GHP/GMP Criteria for Licensing of Food Business
(<http://www.bafra.gov.bt/guideliense-standards/>)
2. Food Safety Licensing of Food Business- Licensing Process
(<http://www.bafra.gov.bt/guideliense-standards/>)
3. Application form (<http://www.bafra.gov.bt/application-forms-for-permits/>)
4. Food Safety Licensing Flow Chart (<http://www.bafra.gov.bt/guideliense-standards/>)

TURN AROUND TIME:

1. Conditional Food Safety Clearance – One month (dependent on the test results)
2. Food Safety License - one year (depends upon fulfillment of licensing criteria by the Food Business)

FEES & PAYMENT PROCEDURE: (OFFLINE)

1. Application Registration Fee - Nu. 100 (Payment at respective BAFRA offices)
2. Food Safety License Fee - Nu. 500 (Payment at respective BAFRA offices)

CONTACT/FOCAL PERSON:

Kubir N. Bhattarai

Sr. Regulatory and Quarantine Officer

Bhutan Agriculture and Food Regulatory Authority

Contact: +9752327031 (O) Email: knathbhattarai@moaf.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

BAFRA Head Office, Near Tashichodzong, Thimphu

**BHUTAN AGRICULTURE AND FOOD REGULATORY AUTHORITY,
MINISTRY OF AGRICULTURE & FOREST**

**SERVICE: IMPORT REGULATION OF PLANTS AND PLANT MATERIALS
INCLUDING AGRO-CHEMICALS**

SERVICE ACCESS POINTS:

- BAFRA Head Office, Thimphu
- BAFRA Dzongkhag Offices (20 Dzongkhags)
- BAFRA Entry Point Offices (Phuntsholing, Lhamoizingkha, Nanglam, Gelephu)
- BAFRA Branch Offices (Gedu, Dagapela, Gyelpoizhing, Gomtu, Samdrup Choling, Jomotshangkha, Wamrong, Panbang)

PROCEDURES TO AVAIL THE SERVICES:

1. A duly filled application form prescribed in Schedule I shall be submitted at least one week in advance to any BAFRA field office along with the following documents:
 - a) A copy of valid business license for commercial purpose; or
 - b) A copy of citizenship identity card for personal use; or
 - c) A letter of recommendation signed by head of the organization for import by government institutions or agencies.
2. BAFRA for the purpose of grant of import permit, shall assess the application based on the following criteria:
 - a) Permitted list of released varieties;
 - b) List of quarantine pests and diseases as per the schedules;
 - c) List and status of pests and diseases of the exporting country; and
 - d) Any other requirements and conditions prescribed by this Rules or Seed Laws.
3. Upon fulfillment of the requirements, BAFRA field office shall process the application through online system within three working days for approval by the head office.
4. The head office shall assess the application processed for approval and convey the status of approval or rejection through online system within five working days, and where Pest Risk Analysis (PRA) is required, the decision shall be conveyed within the reasonable time frame.
5. In the event, the application is for the import of non-released varieties, the field office shall submit the application to the head office for further assessment, who shall then forward the application to the Variety Release Committee (VRC) for technical advice

within two working days and communicate the decision of the VRC to the field office or applicant at the earliest.

6. Import permit issued under this Rules shall be valid for the period of three months.
 1. Imports of planting materials for research purpose shall comply with the limit prescribed under the Seed laws.
 2. All imports shall be accompanied by a Phytosanitary Certificate (PSC) from the exporting country, with endorsements as necessary, packed free of soil in an approved packing material as provided under Schedule III. The consignment upon arrival at the point of entry shall comply with the following phytosanitary requirements:
 - a) To be inspected for regulated pest, signs and symptoms of pest and disease, or organism for which phytosanitary risks are not determined.
 - b) If necessary, a representative sample may be drawn for examination from the consignment and conduct test for post entry quarantine decision.
 - c) Affected products may be removed by sorting and reconfiguring the consignment including packaging.
 - d) Conduct treatment for required duration at the appropriate station and analysis by relevant agencies at the cost of importer.
 - e) Consignment with quarantine pest or disease or associated quarantine risk shall be detained for removal at the cost of importer upon serving detention notice.
 - f) Consignment detected with high risk pest and disease or organism presenting imminent danger of establishment and spread shall be destroyed in presence of the importer, or the consignment shall be transported back to the exporting country from the point of entry at the cost of the importer.
 - g) Consignment with risk which can be reduced to negligible level through appropriate treatment measures may be allowed for entry.

Forms and relevant information are accessible at

<http://www.bafra.gov.bt/application-forms-for-permits/>

TURN AROUND TIME:

TAT is as reflected above in section 1, 3, 4 and 5 under PROCEDURES TO AVAIL THE SERVICES

FEES & PAYMENT PROCEDURE:

Import permit fee: Nu. 300 for commercial and Nu.100 for personal. Payment by cash at respective BAFRA offices.

CONTACT/FOCAL PERSON:

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