



18 June 2024

All Exporters of Food Products

Dear Sir/Madam

**DECLARATION FORM FOR EXPORT CONSIGNMENTS OF FOOD PRODUCTS BY QUALIFIED PERSON (QP)**

1 The Singapore Food Agency (SFA) has revised the Qualified Person (QP) declaration form for export consignments of food products (Annex A).

2 The revised declaration form will be implemented from 1 July 2024. Please note that all fields in the declaration form are mandatory.

3 Exporters are reminded to verify the destination country's prevailing requirements of the Competent Authority and put in place a system to ensure that the consignments comply with the standards and regulations of the destination country/region.

4 A copy of the revised QP form is also available on the SFA website. If you require any clarification, please email to <https://csp.sfa.gov.sg/feedback>.

Yours faithfully

Food Trade Department  
Licensing Division  
Singapore Food Agency

*This is a computer-generated letter and no signature is required*



## Annex A

To use Co's Letterhead

### DECLARATION FORM FOR EXPORT CONSIGNMENTS OF FOOD PRODUCTS BY QUALIFIED PERSON (QP) (WITH EFFECT FROM 1 JULY 2024)

<b>1</b>	<b>Details of Exporter/Consignor</b>		
1.1	Name of Company		
1.2	Name of Contact Person		
1.3	Address		
1.4	SFA Food Establishment Licence Number		
1.5	Email Address		
1.6	Contact Number		

<b>2</b>	<b>Details of Manufacturer (if exporter/consignor is not the manufacturer)</b>		
2.1	Name of Company		
2.2	Name of Contact Person		
2.3	Address		
2.4	SFA Food Establishment Licence Number		
2.5	Email Address		
2.6	Contact Number		

<b>3</b>	<b>Details of Export Consignment</b>		
3.1	Product Description		
3.2	Production Date		
3.3	Expiry Date		
3.4	Lot/batch Number		

(\*) to attach sample submission form, process flow chart, photograph (of product packaging, product and export consignment) and test report (if applicable)

<b>4</b>	<b>Details of Raw Materials (of animal origin)</b>			
4.1	Product Name			
4.2	Production Date			
4.3	Expiry Date			
4.4	Batch/lot Number			
4.5	Country of import			
4.6	Health Certificate from Country of Origin (Health Number & Date (@))			

(@) – to attach document if applicable

<b>5</b>	<b>Details of heat treatment</b>	
5.1	Heat Processing Parameters (#)	

(#) - to attach heat treatment records if applicable

<b>6</b>	<b>Company's Declaration</b>	
6.1	Name of Qualified Person (QP) (as in NRIC)	
6.2	Declaration by QP	<p>I, _____ declare the following statements to be true.</p> <ul style="list-style-type: none"> <li>• My company is allowed to export this product to the importing country</li> <li>• The food product and its raw materials are approved for export into the importing country</li> <li>• The food product is manufactured in the abovementioned SFA-licensed food establishment</li> <li>• The product and test results of the sample comply with the requirements of importing country (please delete if not applicable)</li> <li>• The export consignment meets requirements of importing country</li> </ul>
6.3	Signature by QP	
6.4	Date of Submission	
6.5	Company Stamp	