

**PROCEDURE TO APPLY FOR VETERINARY HEALTH CERTIFICATE FOR EXPORT PRODUCT FROM
MALAYSIA**

1. All application for approval to export of animal based products that require Veterinary Health Certificate (VHC) from DVS must be made by writing directly to:
Head of Quarantine and Import/Export Section
Biosecurity Management and SPS Division
Department of Veterinary Services
Ministry of Agriculture & Agro-Based Industry Malaysia
Wisma Tani, Block Podium, Lot 4G1, Precint 4
Federal Government Administrative Center, 62624 Putrajaya
Tel: 03-88702000/2010 Fax: 03-88886472
2. In the application letter, please attach informations as below:
 - i. *Company profile*
 - ii. *List of item/product to be exports*
 - iii. *Ingredient detail of the item/product*
 - iv. *Process Flow chart of the item/product*
 - v. *Requirement from the country of import (ie; import permit, import regulation/import protocol)*
 - vi. *Contact person and contact number*
 - vii. *Implementation and Certification of GMP, HACCP, MeSTI, JAKIM or Etc.*
 - viii. *Source of raw material*
 - ix. *Certificate of analysis*
3. Approval to export will be given based on audit documents and on-site inspection (subjected to products and import requirement).
4. Approval letter will be issued when the exporter/company has fulfilled the requirement from the importing country.
5. Before shipment, exporter is responsible to apply the VHC and export permit through the online e-Permit 1 Dagangnet system.
6. Wait for the application status in the e-Permit 1 system to be "Acknowledge by Custom".
7. After 3 days from the status "Acknowledge by Custom", exporter can come and collect the VHC from Import Export Counter DVS Putrajaya and the export permit from MAQIS (can be print by the exporter as no official signature required).
 - *This will usually takes about 3 working days after the status of the application in the system has been "Acknowledge by Custom".*
 - *It is advisable to apply the export permit and VHC online at least 1 week prior to the export date as the permit is valid for 30 days.*