

## GUIDELINES FOR SUBMISSION APPLICATION

This guideline explains the basic functionalities and common elements for all application forms. These forms are available on [www.dvs.gov.my](http://www.dvs.gov.my)

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- We recommend that you read the General Procedures for Importing Meat, Poultry, Milk, and Egg Products into Malaysia as well as these guidelines before submitting your application..
  - Please download the latest copy at [www.dvs.gov.my](http://www.dvs.gov.my). Please fill out the form in all capital letters only. All sections are compulsory. No column should be blank. Tick the appropriate box where applicable. Handwriting is not allowed.
  - Any document you submit must be in English. You can also apply for an official translation if the original documents are not available in English.
  - Please submit the complete DVS and HALAL application forms (except for pork and offal applications) together with supporting documents in both electronic and physical copies as we will not be able to assess your application without supporting documents.
  - All applications will be voided if inaccurate written information or wrong or unclear supporting documents are submitted. You will need to resubmit a new application.
  - All applications will not be processed until a complete set of documents (physical and electronic copies) has been received.
  - All applications must be made through the Veterinary or Regulatory Authority of the exporting country. Applications without a letter from the authority will be rejected.
  - Sending in multiple sets of documents will not increase your chances of being accepted and will delay the processing of your application.
  - Failure to comply with these rules may result in the applications being disposed of.

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### Electronic Copy Guidelines

1. Please scan the original documents of the DVS and HALAL application forms together with supporting documents (the same information as the hard copy submitted, including all tables, figures, and pictures). Documents must be colour scans of the original size and converted to PDF format. Scans from a photocopy or faxed copy are not accepted.
2. Documents saved in the following file types **will not be accepted: jpg, jpeg, tip, bmp, png, dot, gif, ppt, or zip.**
3. Files cannot exceed 10MB. For files greater than 10MB, break the file into several files, preferably by document sections. If a single section results in a file larger than 10MB, break the file into smaller files.
4. Please ensure that no part or page of the document is missing.
5. Please save the PDF-format scanned documents on a labelled USB flash drive with the establishment name and number.



- Flash drive labelled with establishment name and number

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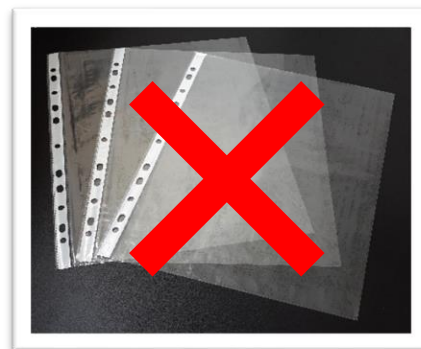
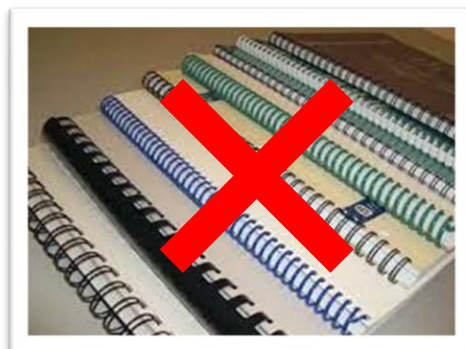
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### Physical Copies Guidelines

1. For both applications (DVS and Halal), they are to be duly filled out and properly tagged. All supporting documents must be submitted with these applications.
2. Physical copies must contain the same information as the electronic copies scanned, including all tables, figures, and pictures.
3. **Avoid using a spiral binder, wire spring binder, PVC slide binder, plastic punched pocket folder, press binder or file clips binder. Please follow the stated guidelines, or your application will be rejected.**
4. A complete original hard copy of the applications (including supporting documents) must be handed out in a ring file as below:



- Ring file type: 2D
- Colour: White
- File Size: A4
- Subject dividers are labelled according to the checklist for quick referencing



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Please submit the **physical documents along with a USB flash drive** to the address below. If you use another address, your documents will not reach us.

### **Secretariat address**

**Veterinary Inspection and Certification Section  
Veterinary Regulatory Division  
Department of Veterinary Services  
Ministry of Agriculture and Food Security Malaysia  
Wisma Tani, Podium Block 1B, Lot 4G1,  
Precinct 4, Federal Government Administration Centre  
62630 PUTRAJAYA,  
MALAYSIA**

**☎ 603-8870 2000; 📠 603-8888 5755**

Kindly notify us once you have submitted the documents (**proof of delivery**) via email at [upvln@dvs.gov.my](mailto:upvln@dvs.gov.my).