



**Department of Fisheries
Ministry of Primary Resources and Tourism
Brunei Darussalam**

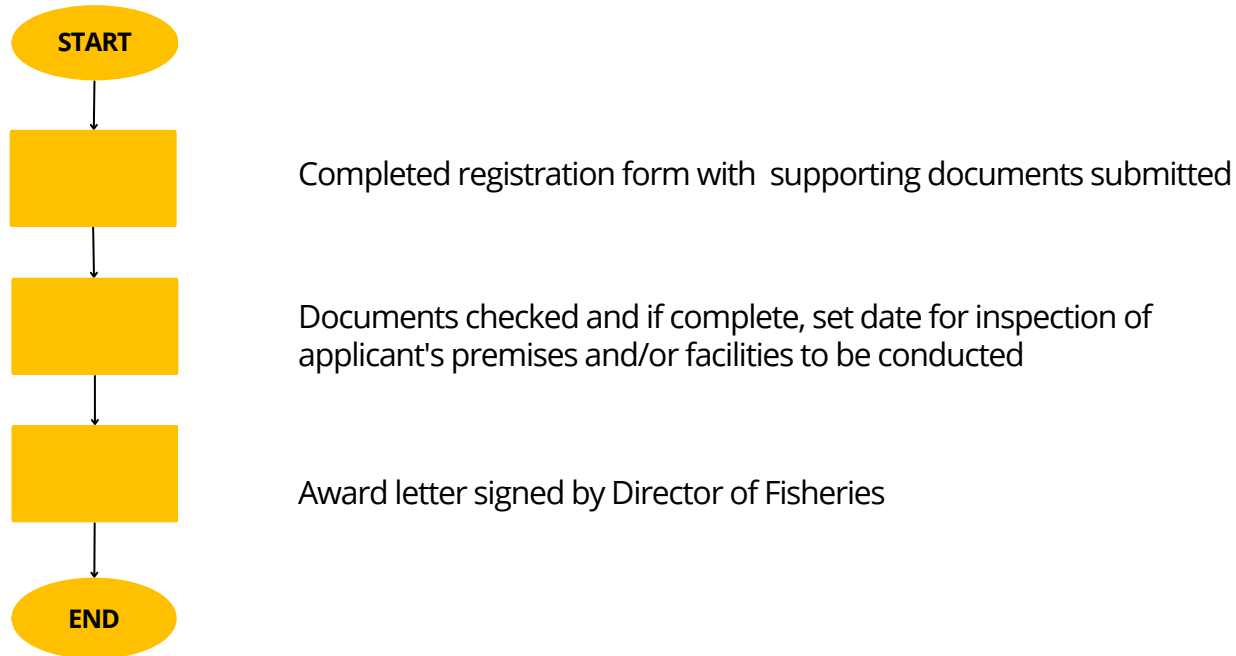
Procedure on Registration (Manual Process) and Importation of Fish and Fisheries Products using Brunei Darussalam National Single Window (BDNSW) Online System

Registration Procedure

(Manual Process)

PROCEDURE		RESPONSIBLE AGENCY
1	<p>Register as an importer/exporter of fish at DOF Fill in form that can be downloaded from Fisheries official website www.fisheries.gov.bn and printed out. Documents Required to be attached:- 1.1 Copy of ROCBN Certificate OR Section 16/17 OR Form X; 1.2 Copy of Applicant's IC</p> <p>Completed Application Form and documents can be submitted to Fisheries Licensing Counter at Block C, Fisheries Headquarters, Jalan Peranginan Pantai Serasa.</p>	Applicant
2	<p>Evaluation of Application Form and attached documents will be conducted. If complete, date of inspection of applicant's premises and/or facilities to be conducted will be set.</p> <p>Report of Inspection will be produced by the Fisheries Licensing Officer.</p>	DOF
3	<p>If the documents and inspection comply with the requirements, award letter will be prepared and signed by Director of Fisheries.</p> <p>Applicant will be required to sign import/export license conditions (1 working day)</p>	DOF & Applicant

**DEPARTMENT OF FISHERIES
STANDARD OPERATING PROCEDURE
PROCESS FLOW OF APPLICATION TO REGISTER AS
IMPORTER/EXPORTER OF FISH**

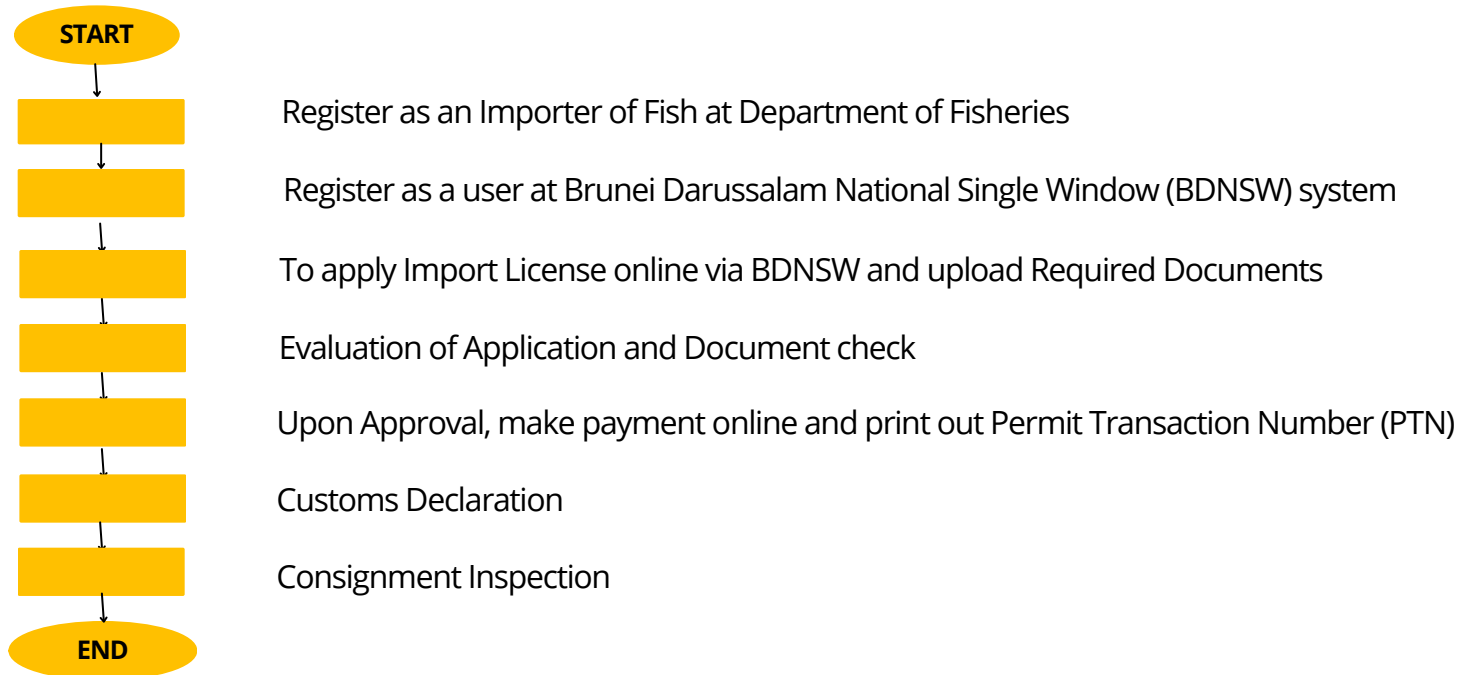


Note :
Registration Process : 6 working days

Import Procedure

PROCEDURE		RESPONSIBLE AGENCY/ PERSON -IN-CHARGE (PIC)
1	Register as an importer of fish at DOF Documents Required to be attached:- 1.1 Copy of ROCBN Certificate OR Section 16/17 OR Form X; 1.2 Copy of Applicant's IC	Department of Fisheries (DOF)
2	Register as a user once only with Brunei Darussalam National Single Window (BDNSW) www.bdnsw.gov.bn (if not yet registered) Documents Required to be attached:- 2.1 Copy of ROCBN Certificate OR Section 16/17 OR Form X; 2.2 Copy of DOF award letter (registered importer of fish) Applicants are advised to use services provided by Authorised Forwarder Agents approved by the Royal Customs and Excise Department	Royal Customs and Excise Department (RCED)
3	Apply import license via BDNSW , www.bdnsw.gov.bn Documents Required to be attached:- 3.1 Health Certificate for all live/frozen fish and fresh (cultured fish) issued by Competent Authority of exporting country; 3.2 CITES import and export permit for fish listed under CITES issued by importing and exporting countries respectively. (Brunei CITES Management Authority : Department of Agriculture and Agrifood – DOAA)	Applicant
4	Application will be evaluated and approved online via BDNSW if comply with all requirements with complete documents.	DOF
5	Once Import License Application has been approved, applicant to make payment for Import License Fee of \$20.00 per consignment via online. Payment receipt and Permit Transaction Number (PTN) to be printed out for declaration	Applicant
6	Apply Customs Declaration at BDNSW Documents Required to be attached:- 6.1 Commercial Invoice; 6.2 Air Waybill or Bill of Lading	Applicant
7	Declare your goods at RCED checkpoints and print out all relevant documents before consignment inspection is conducted.	Applicant RCED DOF

**DEPARTMENT OF FISHERIES
STANDARD OPERATING PROCEDURE
PROCESS FLOW OF APPLICATION TO IMPORT FISH**



Note :
Approving Import License using BDNSW : 1 working day



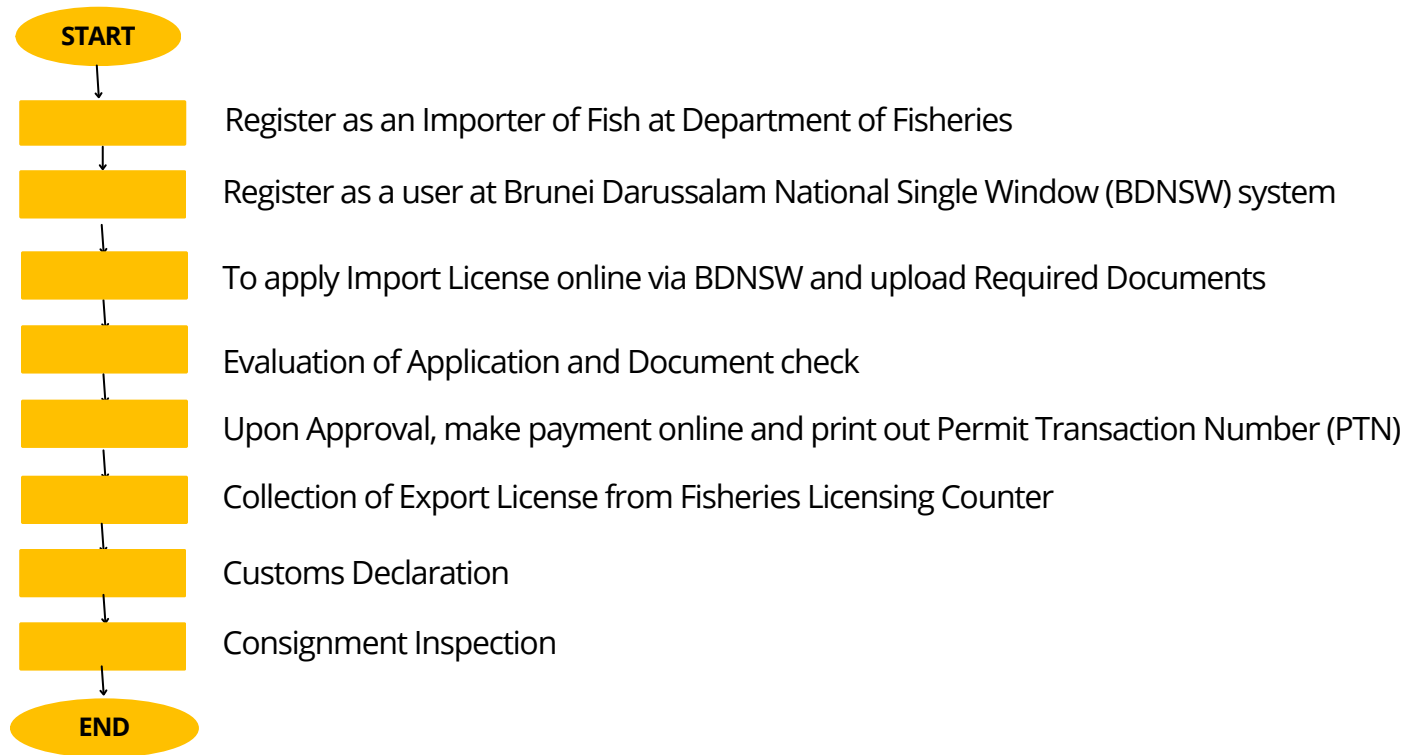
Export Procedure

PROCEDURE		RESPONSIBLE AGENCY/PERSON-IN-CHARGE (PIC)
1	<p>Register as an exporter of fish at DOFi</p> <p>Documents Required to be attached:-</p> <p>1.1 Copy of ROCBN Certificate OR Section 16/17 OR Form X;</p> <p>1.2 Copy of Applicant's IC</p>	Department of Fisheries (DOFi)
2	<p>Register as a user once only with Brunei Darussalam National Single Window (BDNSW) www.bdnsw.gov.bn (if not yet registered)</p> <p>Documents Required to be attached:-</p> <p>2.1 Copy of ROCBN Certificate OR Section 16/17 OR Form X;</p> <p>2.2 Copy of DOF award letter (registered exporter of fish)</p> <p>Applicants are advised to use services provided by Authorized Forwarder Agents approved by the Royal Customs and Excise Department</p>	Royal Customs and Excise Department (RCED)
3	<p>Apply export license via BDNSW, www.bdnsw.gov.bn</p> <p>Documents Required to be attached:-</p> <p>3.1 Health Certificate for all live/frozen fish and fresh (cultured fish) issued by Biosecurity and Market Access Division, Ministry of Primary Resources and Tourism, if required by importing countries;</p> <p>3.2 CITES import and export permit for fish listed under CITES issued by importing and exporting countries respectively. (Brunei CITES Management Authority : Department of Agriculture and Agrifood – DOAA)</p>	Applicant
4	<p>Application will be evaluated and approved online via BDNSW if comply with all requirements with complete documents.</p>	DOFi

Export Procedure

PROCEDURE		RESPONSIBLE AGENCY/PERSON-IN-CHARGE (PIC)
5	Once Export License Application has been approved, applicant is required to make payment for Export License Fee of \$20.00 per consignment via online. Applicant will receive payment receipt with verification email from RCED once payment has been made.	Applicant
6	To issue and collect Export License, Applicant is required to print out payment receipt with verification email from RCED and Permit Transaction Number (PTN) to be brought to Fisheries Licensing Counter.	Applicant DOFi
7	Apply Customs Declaration at BDNSW Documents Required to be attached:- 7.1 Commercial Invoice; 7.2 Air Waybill or Bill of Lading 7.3 Export License issued by DOFi	Applicant
8	Declare your goods at RCED checkpoints and print out all relevant documents before consignment inspection is conducted.	Applicant RCED DOFi

DEPARTMENT OF FISHERIES STANDARD OPERATING PROCEDURE PROCESS FLOW OF APPLICATION TO EXPORT FISH



Note :
Approving Export License using BDNSW : 1 working day



-END-

**THANK YOU FOR YOUR
ATTENTION**