



Food Safety and Quality Control Division

Public Health Services, Ministry of Health

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GUIDELINE FOR THE APPLICATION FOR EXPORT CERTIFICATE

Export certificates are issued to verify that the food product(s) are safe for human consumption and complies to national legislations, particularly the Public Health (food) Act (Chapter 182) and its Regulations as well as international standards. The certificate may be requested from the Food Safety & Quality Control Division by any local food manufacturers, trader or company.

The issuance of the certificate may be subject to recommendations from other relevant government agencies who may be involved in the evaluation of the application.

However, when exporting, the food products will be subjected to the conditions of the importing country and must also comply with their legislations and standards. Therefore, prior to requesting for an Export Certificate, your company is advised to firstly find out the eligibility for entry of your food product and their latest import requirements as some countries may need additional or different documentation.

Please contact the Division if you have further enquiries on the requirements.

1 APPLICATION PROCESS

Before the issuance of the export certificate, the food products must first be tested to ensure that they are safe for consumption.

An inspection and/or sampling will be conducted to ensure that the processing facility meets regulatory standards and sanitary practices. This includes the examination of food or systems for control of food, raw materials, processing, and distribution including in-process and finished product testing, in order to verify that they conform to requirements. Applicant(s) should first make arrangements with Food Safety and Quality Control Division for inspection at least **one month** prior to the estimated date of exportation.

The applicant should prepare the following documents:

- A. a letter requesting for the issuance of an Export Certificate and for premise inspection;
- B. a valid laboratory analysis relevant to food safety (valid for 1 year from date of report until date at time of application);
- C. a full color, printed copy of the product label / packaging artwork or pictures of all sides of the food packaging;
- D. a copy of the company's business license;

The Certificates may be valid for **one year** from the date of its issuance or by **consignment basis** depending on the food risk.

At this moment, there is **no fee** charged for application and issuance.

2 LABORATORY ANALYSIS

The food to be exported should be analyzed by an accredited laboratory or a laboratory under a relevant government agency to ensure that they conform to food safety requirements.

If the applicant has not yet obtained a valid laboratory analysis, they may request for the products to be analyzed by the Department of Scientific Services, Ministry of Health.

Department of Scientific Services
Commonwealth Drive, Jalan Menteri Besar
Bandar Seri Begawan BB3910
Brunei Darussalam
Tel: +673-2382424
Fax No: +673-2381946
Email: dss@moh.gov.bn

The applicant will need to submit samples of the products to be exported along with a letter which indicates that the food is to be tested for the purpose of exportation and the type of analysis required.

The cost of the analysis will be borne by the applicant.

Depending on food type, it is typically recommended for the food to be tested for microbiological contaminants as well as heavy metals and trace elements. Applicants may seek technical assistance and advice from the Food Safety and Quality Control Division on the type of analysis and results.

It should be noted that the laboratory report should be dated **at most within one year** prior to the date of application.

The export certificate will only be issued if the analysis results satisfies the Public Health (Food) Act (chapter 182) and its Regulations (R1, chapter 182). However, samples may be taken during premise inspection for further validation.

3 FOOD INGREDIENTS AND LABELLING

Food ingredients must be sourced from reliable suppliers and stored properly.

False labelling is prohibited in Brunei Darussalam as per the Public Health (Food) Regulations (R1, Chapter 182). Health claims are subject to the conditions of the importing country. Importers should be aware that the importing country may have additional requirements specific to the content and proportion of the ingredients.

It is advisable for applicants to check with their overseas counterparts in advance in preparation of any exportation.

4 FLOW CHART FOR EXPORT CERTIFICATE APPLICATION (EC) ISSUED BY THE MINISTRY OF HEALTH, BRUNEI DARUSSALAM

