

APPLICATION FOR IMPORTATION OF PROCESSED FOOD FOR NON-COMMERCIAL USE (FORM C)

Applicants are advised to read and understand all particulars within this form prior to submission.

Please complete this form in **BLOCK CAPITAL LETTERS**, with either black or blue ink; and tick (✓) where applicable.

Please also attach with this form the following document:

- 1) *A copy of the applicants Identity Card (IC) or passport;
 - 2) *A copy of the notice of seizure issued by the Royal Customs & Excise Department (RCED), Ministry of Finance and Economy (MOFE) (if relevant);
 - 3) *The invoice or receipt, and /or the purchased item(s) list from the supplier or manufacturer or retailer; and
 - 4) *A full **coloured** printed copy of the product packaging artwork or pictures of all sides of the food packaging, or if possible, submit a sample of the product.
 - 5) If the imported product is a gift (e.g. door gift), please provide evidence of such an event (e.g. event invitation);
- * mandatory fields

NOTE:

Please ensure that all information provided must be true and correct. Any person(s) found making any false declarations are liable to related violations pursuant to Section 9 of the Public Health (Food) Act (Chapter 182).

SECTION 1 – APPLICANT INFORMATION

1.1 Full Name

1.3 Purpose for importation:

My own consumption only for _____(day(s) / month(s))

1.2 Applicant's Identity card (IC) or passport number

For myself & my family's consumption only, for _____(day(s) / month(s))

For myself and friends only, for _____(day(s) / month(s))

1.4 Applicant's Residential Address

Gifts. Please elaborate:

Others:

1.5 Applicant's Contact Information: (Mandatory)

Contact 2: (if different from applicant)

Phone Number:

Name:

Phone Number:

Email Address:

Email Address:

1.6 Other relevant individuals (mandatory if applicable)

Is the product ordered / bought collectively by more than one individual? Yes No

If yes, to provide name(s), IC / passport number and relationship (e.g. spouse, parent, son, daughter, friend etc.) of all to the applicant in **ANNEX 1**. Copies of their IC / passport shall also be required for submission.

1.7 Details of food products imported (mandatory)

Provide details of the product(s) Brand, Name, Net weight, quantity, and estimated value (in Brunei \$) in **ANNEX 2**

SECTION 2 – DECLARATION

The applicant (being the person named on the shipping address) and all individuals (if applicable) listed in **ANNEX 1** should read the particulars below and fully understand the obligations with this import.

The applicant shall be referred to as the '**declarant**' henceforth for the purpose of this section; and shall be declaring on behalf of all listed individuals in Annex 1, if applicable.

I, the declarant of this form:

1. Have read and understood the contents of this document and acknowledge that I am wholly liable and responsible for the proper storage of the food products listed in ANNEX 2 so as to maintain its quality and / or safety.
2. Will be wholly liable and responsible if the food(s) is / are found to have caused harm to any individual whom had been gifted this food; or found to be unsafe for human consumption; or found to had been sold for public consumption.
3. Have imported the food(s) listed in **ANNEX 2** for **PERSONAL CONSUMPTION** only (as per item 1.3 above) and such foods are not intended for sale or advertisement / or as tester / or a commercial sample.
4. Acknowledge and fully understand that in order to sell or advertise any imported food products, all requirements in the Public Health (Food) Act (Chapter 182) and its Regulations must be complied with; and this shall include submission to the Brunei Darussalam Food Authority (BDFA) for registration of the said food product and its subsequent registration approval. Existing national requirements by the Royal Excise and Customs Department to declare all commercial imports will also need to be adhered to.
5. Will apply for registration of a food product at the BDFA, should I decide to import the food product for sale to the public, for reasons other than for personal use.
6. Acknowledge the authority of Food Officers as gazetted under the Public Health Food Act (Chapter 182) and its regulations, and will not intervene or obstruct a Food Officer in the course or execution of their duties; which includes:
 - 6.1. Select, demand or take samples of any imported food for analysis without any payment;
 - 6.2. The right to stop, search or detain any vehicle or conveyance of food and take samples, should the imported consignment be inspected at any point(s) of entry into Brunei Darussalam;
 - 6.3. Examine, make copies or take any books, documents or other records which contains any information relevant to the enforcement of the Public Food Act (Chapter 182) and its Regulations;
 - 6.4. Seize or detain any food or appliance which may contravene any provisions contained therein the Public Food Act (Chapter 182) and its Regulations;
 - 6.5. Demand any proof of identity or any other relevant documents;
7. Understand and acknowledge that if I do anything in contravention of the Terms & Conditions as stated in this form, I may be liable to be prosecuted under the Public Health (Food) Act (Chapter 182) which may result in punishment of imprisonment, or a fine, or both.

I, _____ (*Declarant's Full Name*) *[and on behalf of individuals listed in Annex 1], am the importer of the food products described in **ANNEX 2**, hereby declare that the information provided by me is complete, correct, true, and accurately describes the food products that is being imported, and my purpose for this importation. And by signing this declaration, I affirm that I have read & understood all the particulars within this section and agree to the terms & conditions set forth for the release of the items listed.

Signature

Date

* *strike off if not applicable*

ANNEX 1

Please fill in all particulars with this form, as per the example (mock item) on first row.

No.	Name	IC / Passport Number	Relationship	Name of Product & Quantity Imported
<i>e.g.</i>	<i>Kitty Kat</i>	<i>IC 0012345</i>	<i>Friend</i>	<i>2 boxes (item 2 in Annex 2)</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

ANNEX 2

Please fill in all particulars with this form, as per the example (mock item) on first row.

No.	Brand of Product	Name of Product	Net weight per product (A)	Number of container / box (B)	Total Weight (A x B)	Estimated value in Brunei \$
e.g.	Flower	Chocolate Biscuits	400g	6 boxes	2.4kg	\$18
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

FOR OFFICIAL USE

EVALUATION BY BRUNEI DARUSSALAM FOOD AUTHORITY (BDFA)

The application has been reviewed and concluded the following:

No objection for the release
(for one importation only)

Release not granted.
Importers are advised to register
product at BDFA (intended for sale)

Release not granted for all / some items
due to:

All / some items referred to another
relevant agency for release:

Others:

Date assessed:

Authorized officer

(signature)