

# GUIDELINES FOR THE APPLICATION OF PERSONAL IMPORT APPROVAL OF PROCESSED FOOD PRODUCTS

Published July 2023

The purpose of this document is to guide the general public on the application process for Personal Import Approval (PIA) of processed food products by individual(s) bringing in food products into the country for personal consumption. This guideline may also be used by courier services and forwarding companies who will be declaring the imported food products on behalf of their customer(s).



## What is Personal Import?

An individual, courier service or forwarding company may apply for PIA if they are, or assisting a client to, bring in processed food products that are for personal consumption and is **not** intended to be sold or distributed for sale.

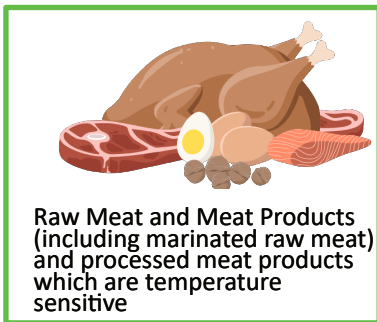
Food products that are imported in large quantities for sale must comply to the existing rules and regulations and apply for Food Import Registration at the [GOV.BN](http://GOV.BN) Portal.

## What types of food cannot be imported into Brunei Darussalam as personal import?

Before bringing in food into the country, ensure that the food product does not fall into any of the categories listed below:

Food Safety concerns

Halal concerns



Raw Meat and Meat Products (including marinated raw meat) and processed meat products which are temperature sensitive



Raw Fish and Fish Products (including marinated seafood e.g. fish fillet with herbs) and processed fish products which are temperature sensitive



Food products which are perishable or temperature sensitive that does not have proper packaging that maintain temperature

Under the jurisdiction of the Department of Pharmaceutical Services, Ministry of Health



Food products that contain any species of narcotic drugs such as Hemp and Poppy seeds or any substances under the purview of the Poisons Act (Chapter 114).



Any traditional Medicine and Health Supplement are products under the provision of Medicine Order, 2007 including vitamin, minerals, probiotics & other bioactive substances and botanical materials in the forms of extracts, isolates, concentrates, metabolites.



The Food Product is listed in the Customs Order 2006 as prohibited or restricted goods or subsidized goods under the Ministry of Finance & Economy.

Under the jurisdiction of the Royal Customs & Excise Department, Ministry of Finance & Economy

## Do I have to apply for a Personal Import Approval (PIA)?

Not all food products that is imported for personal use need to obtain a PIA.

In some cases, the Royal Customs & Excise Department (RCED) may release your item(s) at the control post or they may refer your product for approval from a different, more relevant agency.

However, this is dependent on the quantity conditions for personal import of processed food product.

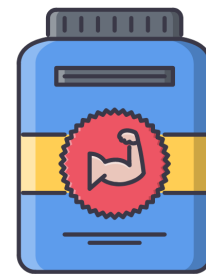
It also depends on the type of food product that is being imported.



Importers should note that any food product intended for import is subject to current national and international **food alert or advisories** that has been issued due to **safety concerns** will not be released. This is based on existing reports and will be conveyed to the importer by the BDFA or RCED during the importation process.

## What food product MUST apply for PIA regardless of the quantity being

The category of items that **MUST** apply for Personal Import Approval regardless of the quantity are **food supplements** including dietary supplements for exercise and athletic performance.



## What are the quantity conditions for personal import of processed food product?

You may not need to apply for PIA if your food product are within the quantity conditions as listed below. In this case, the RCED may, upon their judgement, immediately release your product to you at the entry point, therefore you are exempted from PIA application. In cases where the RCED have any uncertainties, they may contact the BDFA for further clarification. This exemption from PIA is only if:

**INVOICE**

- Choc Premix powder drink (100gx15) x 3
- Baby milk powder x 3
- Candy x 5
- Potato crisp x 5
- Clothes
- Shoes

Total weight: 6kg  
Total Cost: \$200

FOOD ITEMS

Wt: 4.5 kg  
Cost: \$95

NON-FOOD ITEMS

Wt: 1.5 kg  
Cost: \$105

**1** Each item of food imported is **less or equal to 5 pieces each**. ✓

**2** The total weight of all your food items during that one particular import is **less or equal to 5kg**. ✓

**3** The total declared value of all your food items during that one particular import is **less or equal to BND100**. ✓

## My food items is more that the quantity conditions and / or I am importing a food supplement. How do I apply for PIA?

For any personal import that are brought in via forwarding agent / registered runners through any customs control posts or the shipment that falls outside the conditions or is a food supplement, the package or consignment need to be declared through Brunei Darussalam National Single Window (BDNSW). Further information can be found at their website: <https://bdnsw.mofe.gov.bn/>

The importer must also apply for PIA with the BDFA by submitting the relevant documents, including a copy of the customs declaration as stated above. When applying for the Customs Declaration, ensure that the following information is available and clearly stated:

- the name of the food product including the brand (if available);
- the net weight of the food product;
- the quantity of each item being imported;
- the total declared value of the whole package or consignment;
- the total weight of the package or consignment; and
- the full name of the applicant which corresponds with the identity card / passport of the proprietor of the food product.

## What documents to I need to apply for PIA at the BDFA?

To apply for PIA, the following documents must be submitted to the BDFA:



- A copy of the Customs Declaration as stated above;
- Completely filled in **FORM C: APPLICATION FOR IMPORTATION OF PROCESSED FOOD FOR NON-COMMERCIAL USE**. Please note that the Form C must also be accompanied with the following additional documentation:
  - A copy of the identity card or passport of the applicant and if there are multiple applicants, then each of them will need to provide the same;
  - A copy of the invoice and if available, packing list;
  - A full color, printed copy of the product label / packaging artwork or pictures of all sides of the food packaging; and
  - Any other documentation that BDFA might require (if

The documents may be submitted at the BDFA receiving counter or the scanned documents can be e-mailed to [import@bdfa.gov.bn](mailto:import@bdfa.gov.bn).

## How long will I need to wait to get information on my PIA

It usually takes **seven (7) working days** for BDFA to assess the application. If there are no enquiries, the BDFA will contact you to obtain your approval from the BDFA counter to bring to RCED for release of your product.

## Where can I send my PIA Application?

For submission of applications or for any enquiries, the public can contact, email or visit the Brunei Darussalam Food Authority at :



Unit 2G:2:01, Level 2, Block 2G,  
Ong Sum Ping Condominium,  
Bandar Seri Begawan BA1311,  
Brunei Darussalam



+673 223 7403/5/9 (Operator)  
+673 223 7417 (Direct No)

+673 2237467 (Fax No)



Email : [import@bdfa.gov.bn](mailto:import@bdfa.gov.bn)

Website : <http://bdfa.gov.bn>

## What does the BDFA assess during their PIA application?

The assessment process takes 7 working days from the day of submission with the condition that all required documents are submitted. The BDFA may contact you if there are any missing documents, queries or uncertainties. Be sure to provide a contactable number in Form C.

During the assessment, the BDFA will assess if the food product is within the criteria for Personal Import and that the food product does not have any related food safety issues and are not a notified food product that is under alert in other countries.



If the quantity of the product exceeds the expected amount for personal consumption or it was found that the product are to be sold in Brunei, the PIA may be rejected and the importer will have to submit a Food Import Registration in the GOV.BN portal and comply to its conditions and requirements.

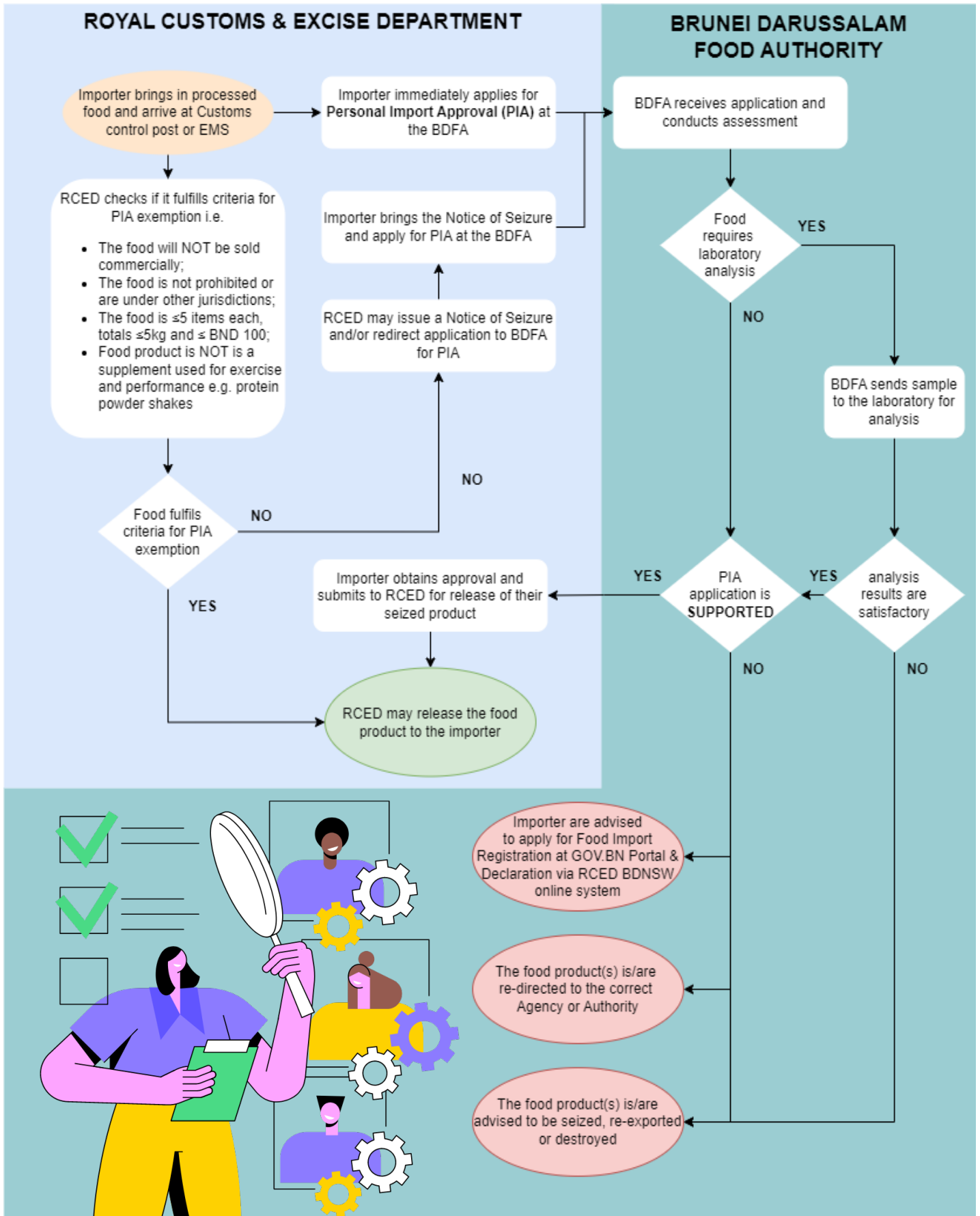
The ingredients of the food product will also be assessed as sometime it could fall under the jurisdiction of a different agency or authority (e.g. a product may contain ingredients that has a Food-Drug Interactions and may need to be referred to the Department of Pharmaceutical Services).

In some cases, the BDFA may request a sample from the importer to be sent for analysis if an ingredient or product and release will be dependant on the results of the analysis.

If a food product is found to be adulterated, contains ingredients that may be harmful or is a food product that has an alert issued by another country due to food safety concerns, the BDFA may not issue an approval and the product will either need to be seized, destroyed or re-exported.

**It is important to read the terms and conditions as laid out in Form C before signing to understand your responsibilities if an approval for PIA is granted.**

## Process summary for PIA application of processed



## ADMINISTRATIVE NOTE

The RCED may immediately release the food product to the importer at the entry point according to their judgement especially for items that are imported via:

- imported through the Mail and Parcel Processing Centre Berakas, via express air courier services or Express Mail Services (EMS) under the *DeMinimis* scheme; and
- for individuals who bring in the products themselves via any control post.

The table below is intended to guide the RCED when assessing any personal imports for processed food products:

	Within BDFA's Guidelines		Beyond BDFA's Guidelines	
	MPC or De Minimis or Passengers	Agent or Registered Runner	MPC or De Minimis or Passengers	Agent or Registered Runner
<b>BDFA Approval</b>	X	/	/	/
<b>Customs Declaration</b>	X	/	X*	/

*\*RCED will issue Notice of Seizure to be further assessed by BDFA if the importer does not apply earlier.  
X - Not required                      / - Required*

In cases where the RCED or importer have any uncertainties, they may contact the BDFA for further clarification.

## Glossary of terms

- Customs Declaration** Customs Declarations is a form that lists the details of goods that are being imported or exported when a citizen or visitor enters a customs territory (country's borders). In Brunei, importers must declare the product via the online Brunei Darussalam National Single Window (BDNSW) system.
- Entry point** Locations where persons or goods can lawfully enter a country from land, air or sea. This includes immigration control posts, mail processing centres, airport cargoes and sea ports.
- Food Import Registration (FIR)** Processed, pre-packaged food products that are imported into Brunei Darussalam must first be assessed by the BDFA to ensure its safety and compliance to the national food legislations. The FIR is an online system that can be accessed from the GOV.BN portal.
- Importer** An individual, group of individual or company that brings in items obtained from another country into Brunei Darussalam for their personal use or for sale. This includes passengers, runners and courier service companies.
- Processed food** Food that has been altered from its natural or raw state involving one or more processing action or procedure e.g. washing, chopping, pasteurising, freezing, fermenting, packaging, heating, milling, extruding, or adding ingredients to foods. This includes pre-packaged food, fermented food, margarine, flours and beverages.