



**FOOD SAFETY AND QUALITY DIVISION**

**MINISTRY OF HEALTH MALAYSIA**

# **PROTOCOL FOR ISSUANCE OF HEALTH CERTIFICATE FOR THE EXPORT OF MILK AND DAIRY PRODUCTS TO CHINA**

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Date:	11 August 2014

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NO.	DATE OF AMENDMENT	REVISION NO.	AMENDMENT REFERENCE
1	11 AUGUST 2014	1	The format of the Health Certificate for export of milk and dairy products to China has been amended as in <b>Appendix 5</b> .

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## 1. INTRODUCTION :

It is the responsibility of the exporter to apply for Health Certificate for export of milk and dairy products based on the requirements of the importing countries. The exporter shall ensure that the milk and dairy products to be exported comply with the requirements of the importing countries.

The Designated Officer of the Health Office in the district where the product to be exported is stored shall be responsible for the issuance of Health Certificates to facilitate the export of milk and dairy products.

## 2. SCOPE

This protocol establishes the mechanism for the issuance of health certificate for the export of milk and dairy products to China.

## 3. PROCEDURE

### 3.1 Application for Health Certificate

- i. The processing establishment that wish to apply for Health Certificate for the purpose of export of milk and dairy products shall comply with para no. 3. of the Protocol for Registration of Processing Establishment of Milk and Dairy Products Export to China.
- ii. A separate application shall be submitted by the exporter to the Designated Officer for each consignment of milk and dairy products to be exported.
- iii. The application for Health Certificate shall be made to the Designated Officer of the Health Office in the district where product to be exported is stored.
- iv. Exporter shall ensure that the requirements for issuance of Health Certificate for export of milk and dairy products to China are being fulfilled before applying the Health Certificate. The requirements for export of milk and dairy products to China are as in **Appendix 1**.

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- v. A completed Application Form for Issuance of Health Certificate for Export of Milk and Dairy Products to China, HC/CND-2014 as in **Appendix 2** shall be attached with the application for Health Certificate.
- vi. The exporter is responsible to ensure that all the information provided in the application form is accurate before it is submitted to the Designated Officer. Any inaccurate information may result in the shipment of the consignment being delayed or the affected consignment may be recalled.
- vii. Random verification on the information provided by export establishment for the application of Health Certificate shall be carried out by State Health Department regularly.
- viii. Fees for the issuance of Health Certificates are as prescribed by the Ministry of Health as in **Appendix 3**.

## 5.2 Preparation and Issuance of Health Certificates

- i. Sampling shall be carried out by the officer at the District Health Office where the product is stored prior to the issuance of Health Certificate and sent to the laboratories which are recognized by Ministry of Health. The updated list of laboratories can be downloaded via website <http://fsq.moh.gov.my>.
- ii. The list of parameters of analysis is as in **Appendix 4**.
- iii. The inspection of processing establishment shall be conducted by the officer at the District Health Office where the processing establishment is located. However at the discretion of the officer the previous inspection report may be used if the inspection of the processing establishment has been carried out not longer than six (6) months from the date of application of Health Certificate.
- iv. If the processing establishment is located not within the area of the officer at the District Health Office, the officer at the District Health Office shall request for the inspection report of the processing establishment conducted by the relevant District Health Office in which the processing establishment is located.

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- v. The issuance of Health Certificate is subjected to the compliance status of the processing establishment including the sampling result and the requirements for export of milk and dairy products to China as stated in **Appendix 1**.
- vi. Completed Health Certificates shall be signed by the Designated Officer.
- vii. It is the responsibility of the exporter to ensure that a complete application for a Health Certificate is made on time so that the certificate can be issued within three (3) working days from the date of receipt of the application if the processing establishment is Hazard Analysis and Critical Control Point (HACCP) certified by *MOH*. In the case where processing establishment is not HACCP certified by *MOH*, the health certificate will be issued within 19 days.
- viii. The format of the Health Certificate for export of milk and dairy products to China shall be as in **Appendix 5**.
- ix. The Health Certificate shall only be issued for consignments to which it relates before it leaves the control of the District Health Office.
- x. The Health Certificate, once issued shall not be modified in any way. The Designated Officer shall keep file copies of all issued Health Certificates for 2 years.

### **5.3 Amendment / Replacement of Health Certificate**

- i. Any request for an amendment or replacement of a Health Certificate shall be made to the District Health Office. The Designated Officer may approve the request for an amendment or replacement of a Health Certificate on a case-by-case basis.
- ii. In cases of a lost Health Certificate, the exporter shall make a written request for a new certificate to the District Health Office providing explanation for the loss of the Health Certificate. A copy of a police report shall be provided once request for a replacement of the Health Certificate is being made.

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- iii. If satisfied with the given explanation, the Designated Officer shall issue a replacement Health Certificate with the following declaration included in the new Certificate at the top of the front page:  
“Replacement of Certificate No. .... Dated ..... that has been lost.”
- iv. Replacement Health Certificates shall be issued with a new identification number.
- v. The Designated Officer shall record on the file copy of the original Health Certificate that it has been cancelled and the reference number and date of the replacement Health Certificate added. A file copy of the original amended Health Certificate shall be kept.
- vi. Fee shall be imposed for replacement / amendment of Health Certificates.

#### **5.4 Suspension and Reinstatement of Issuance of Health Certificates**

If the level of compliance in a registered processing establishment is unacceptable, the issuance of Health Certificates for the export of milk and dairy products to China shall be suspended until a satisfactory level of compliance has been attained within an agreed timeframe.

Notification of suspension and reinstatement of issuance of Health Certificates shall be given in writing to the processing establishment with a copy sent to the Food Safety and Quality Division, State Health Department.

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## APPENDIX 1

### Requirements for Issuance of Health Certificate for Export of Milk and Dairy Products to China

1. Sources of raw milk shall be obtained from sources approved by Department of Veterinary Services.
2. Milk and dairy products shall be processed by processing establishments which have been listed in the Registration List for Export of Milk and Dairy Products to China by the Ministry of Health (MOH) and approved by the Certification and Accreditation Administration of China (CNCA).
  - 2.1 Processing establishment shall comply with para no. 3. of the Protocol for Registration of Processing Establishment of Milk and Dairy Products Export to China.
  - 2.2 Application for registration of processing establishment shall be made by using the Application Form for Listing of Processing Establishment of Milk and Dairy Products for Export to China-Form CND/E/1-2013.
3. Exporter shall submit Application Form for Issuance of Health Certificate for Export of Milk and Dairy Products to China - HC/CND-2014 to the relevant District Health Office. Exporter shall declare the sources of raw milk as required in the form.



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**APPENDIX 2**

Form HC/CND-2014



**MINISTRY OF HEALTH  
APPLICATION FORM FOR ISSUANCE OF HEALTH CERTIFICATE FOR EXPORT OF  
MILK AND DAIRY PRODUCTS TO CHINA**

Instruction:

These form shall be submitted for each application of Health Certificate

**1.0 Particulars of Applicant**

1.1 Name of Applicant: .....

1.2 NRIC Number: .....

1.3 Name and Address of Company: .....

.....

1.4 Tel. No.: ..... 1.5 Fax No.: ..... 1.6 H/P No. ....

1.7 E-mail address: .....

1.8 Registration number of food premises with Ministry of Health: :.....  
(as required under the Regulation 3, Food Hygiene Regulations 2009)

1.9 Company Registration Number (ROC): .....  
(Please attach copy of the certificate)

1.10 Correspondence Address (if different from para 1.3):.....

.....

.....

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**2.0 Information on Products To Be Exported To China**

2.1 Name of product :.....

2.2 Quantity of product (in Kg) :.....

2.3 Trade mark :.....

2.4 Consignment number :.....

2.5 Code and Serial Number :.....

2.6 Name of processing establishment that produced the above products :  
 .....

2.7 Address of the above mentioned processing establishment:  
 .....  
 .....  
 .....

2.8 China National Certification and Accreditation Administration (CNCA) Registration No. of Processing Establishment:  
 .....

2.9 Name of Consignor :.....

2.10 Address of Consignor :.....  
 .....  
 .....

2.11 Name of Consignee :.....

2.12 Address of Consignee :.....  
 .....  
 .....

2.13 Date of Departure :.....

2.14 Port of Shipment :.....

2.15 Destination :.....

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2.16 Means of transport : Flight  Vessel  Other   
please specify .....

2.16.1 Name of Vessel : .....

2.16.2 Flight number : .....

2.17 Location of the products to be exported : .....

.....

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### 3.0 Information on Sources of Raw Milk:

No	Name of processing establishment	Address of processing establishment	Country of processing establishment	Name of Raw Milk	Type or raw milk (v where applicable)		Import Approval No. by DVS
					Powder	Liquid	

\*Please use separate sheet if required

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### 4.0 Declaration

I hereby, based on my knowledge and the information gathered to this date, certify that the above statements are all correct without prejudice.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company stamp : \_\_\_\_\_

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### APPENDIX 3

## Fees for the Issuance of Health Certificates for Export of Milk and Dairy Products to China

### Schedule A – Fees for Health Certificate for Export Purpose for each consignment

No. of Health Certificate applied	Fee / certificate
1 – 3	RM80.00
4 – 6	RM60.00
7 – 9	RM40.00
10	RM30.00

### Schedule B – Fees for Health Certificate for Exhibition Purpose

Type of Exhibition	Fee / certificate
Encouraged by Government Agency	RM 30
Individual	RM50

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## APPENDIX 4

### List of Parameter of Analysis for Export of Milk and Dairy Products to China

Parameter of Analysis	Tolerance Level
Pesticides Residue	} Refer Food Act 1983/ Food Regulations 1985
Pathogenic Microorganisms	
Antibiotic Residue	
Heavy Metal	

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**APPENDIX 5**

FSQD 0195606

**KEMENTERIAN KESIHATAN  
MALAYSIA**



**MINISTRY OF HEALTH  
MALAYSIA**

No. Rujukan: .....  
Reference No.:

**SIJIL KESIHATAN (HEALTH CERTIFICATE)**  
(Susu dan Hasilan Tenusu ke China) (Milk and Dairy Product to People's Republic of China)

PerihalKonsainmen:  
Description of Consignment:

Kuantiti:  
Quantity:

TandaPerdagangan:  
Trade Mark:

No. Konsainmen:  
Consignment No.:

No. Kelulusan CNCA:  
CNCA Approval No.:

No. Koddan Siri:  
Code and Serial No.:

Pembungkus:  
Packer:

Pengeksport:  
Exporter:

PelabuhanPengeksportan:  
Port of Shipment:

Destinasi:  
Destination:

NamaKapal:  
Name of Vessel:

TempatPensampelan:  
Sampling Point:

Dengan ini adalah disahkan bahawa konsainmen di atas telah diperiksa seperti berikut:  
This is to certify that the above mentioned product has been duly inspected as specified:

**CONTOH**

TarikhKeluaran:.....  
Date of Issue:

Tandatangan:.....  
Signature:  
Jawatan:.....  
Designation:  
Cop Rasmi:.....  
Official Stamp:

Sijil ini adalah sah untuk ..... dari tarikh keluarnya. Pengeluaran sijil ini bukanlah bermaksud bagi pameran atau pengiklanan.  
This certificate is valid for ..... from the date of issue. This certificate is not meant for display or use as an advertisement.