



**EUROPEAN UNION**  
DELEGATION TO THAILAND  
Trade and Economic Section

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## Procedures for the import authorisation of samples of fish and fishery products into Thailand

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*This guidance document does not constitute a legally binding act and is of an explanatory and subsidiary nature. It is intended as a practical instrument to assist Member States Embassies and the economic operators in facilitating the compliant import of samples.*

## Procedures for the import authorization of samples of fish and fishery products into Thailand for trade fairs and exhibitions

**Responsible agency:** Division of Fish Quarantine and Inspection, Department of Fisheries (DOF)

**Scope of products:** live fish, ornamental fish and fishery products (HS 03 and 1603 to 1605)

**Quantity limit:** no quantity limit but should be in a reasonable amount for a trade fair.

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	Description	est. duration	Fee
<b>Pre-import procedure</b>			
1. <i>A Thai importing company</i> (importer) applies for an access to the Fisheries Single Window (FSW). The system is used for the on-line application for the imports of fish and fish products into Thailand.	An importer (as shown in the customs declaration form, bill of lading or health certificate) must submit an application for the use of the FSW system in person at the Division of Fish Quarantine and inspection, Department of Fisheries (DOF)		
2. <i>The importer</i> obtains username and password to access the FSW.		Within 1 day after submitting an application.	
3. <i>The importer</i> submits an on-line application for the import of sample products via the FSW.	<p>One invoice/list of sample products per application. With the following supporting documents:</p> <ul style="list-style-type: none"> <li>- A copy of company registration form of the importer.</li> <li>- A proxy letter authorizing a person to process the application on behalf of the importer and a copy of his/her ID card.</li> <li>- A copy of invoice, airway bill/ bill of lading/ Notification to collect international postal items.</li> <li>- A letter from the importer requesting the temporary imports of fish and fishery products into Thailand (free format).</li> <li>- Information of the trade fairs/ exhibitions including the venue of the event.</li> <li>- A letter from the organizer of the trade fairs confirming the participation of the importer in the fairs.</li> <li>- Catch certificate, Port Inspection Report, invoice, bill of lading/ airway bill, Customs declaration, and</li> </ul>		THB 30 stamp for the proxy letter.

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*Samples DOF*

	<b>Description</b>	<b>est. duration</b>	<b>Fee</b>
	CITES import permit (if applicable)*		
4.	<i>The DOF</i> authorizes the import and issues import permit for the temporary import of sample products.	Within 1 working days after the submission via FSW.	
5.	<i>The importer</i> submits, via FSW, to a <i>Fish Quarantine Station (FQS)</i> at the designated port of entry the following documents: an application request ( <i>Form RI/I</i> ), the import permit for temporary import of sample products (under step 4), and relevant documents to import samples of fish and fishery products into Thailand.	Relevant documents: - A copy of ID card of the importer or representative of the importer.	at least 1 working day prior to the importation
6.	<i>The FQS</i> lays down import requirements which will be included in <i>the Health Certificate</i> .	Health certificate issued by the National Fishery Authority of the exporting country must be in either TH or EN only.	Within the same day as Step 5.
7.	<i>The importer/shipping company</i> notifies to the FQS, via FSW, the exact arrival date, airline, flight, vessel no. of the imported samples of fish and fishery products and submits <b>the Health Certificate</b> , duly issued by the National Fishery Office of the exporting country.		Within the same day as Step 5.
<b>Procedures on the import day</b>			
8.	<i>The FQS</i> issues a <i>temporary import license (Form R 6)</i> shortly after the arrival of the goods for customs clearance formalities.	Form R 6 is for a temporary movement of animal products, including fishery products, for customs formalities	Within 1 day (on the import day)
9.	<i>The FQS</i> conducts <i>document checks</i> (in order to check consistency of the information in import permit for temporary imports of sample products, Form R 6, the <i>Health Certificate</i> (in English, duly signed by a competent authority of the exporting country) and other <i>relevant documents</i> (catch certificate, invoice, packing list, airway bill/bill of lading, etc.)	No physical checks required for the sample products.	Within 1 day (on the import day)
10.	FQS issues the ultimate <i>import license (Form R 7)</i> in order to release the products, pending customs clearance.		Within 1 day (on the import day)
11.	Customs clearance	Please refer to a separate note on the customs clearance procedure.	

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*Samples DOF***Note:**

For CITES aquatic species, the importer must apply for the import authorisation by submitting an application online via FSW, with supporting documents i.e. invoice, a certificate confirming species, pictures of the imported aquatic animal. The authorisation valid 90 days after the issuance date.

**Responsible agency:**

Fisheries Resources Management and Measures Determination Division

Department of Fisheries

Kaset Klang

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