



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

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## Procedures for the import authorisation of samples of food and food 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.*

## **1. Procedures for the import authorisation of samples of food and food products into Thailand for trade fairs and exhibitions**

**Responsible agency:** Import and Export Control Division, Food and Drug Administration (FDA) Tel: +662 590-7364

**Scope of products:** All processed food products<sup>1</sup> which have never been granted an import authorisation or assigned a FDA number (i.e. canned food, biscuit, cheese, butter, milk, bread, beverages in sealed containers, tea, coffee, chocolates, candies, jam and marmalade in sealed containers, ice cream, etc.) (HS16 to 22)

**Prohibited products:** ready-to-eat gelatin and jelly, puffer fish meat and food containing puffer fish meat, genetically modified food containing Cry9C DNA Sequence, food products containing partially hydrogenated oil, food containing Brominated vegetable oil, Salicylic acid, Boric acid, Borax, Potassium chlorate, Coumarin, Dihydrocoumalin, Potassium bromate, Formaldehyde, Melamine, Dulcin, AF-2, Furyfuramide, as well as expired infant food, supplement food/modified food for infants and children.

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

	<b>Description</b>	<b>est. duration</b>	<b>Fee</b>
<b>Pre-import procedures</b>			
1. <i>A Thai importing company (importer)</i> applies for an access to the FDA application system via <a href="http://www.egov.go.th">www.egov.go.th</a> . The system is used for the on-line application for the import of food and food products into Thailand.	An importer, as declared in the customs declaration form, bill of lading or health certificate, must submit an application for the use of the FDA application system in person at the Import and Export Control Division, 5 <sup>th</sup> floor, building No. 5, the Food and Drug Administration (FDA)		No
2. <i>The importer</i> obtains username and password to access the FDA application system.	Apply via <a href="http://www.egov.go.th">www.egov.go.th</a>	Within 1 day after submitting an application.	
3. <i>The importer</i> submits an on-line application via the FDA application system ( <a href="http://privus.fda.moph.go.th/">http://privus.fda.moph.go.th/</a> ) by filling in form Aor 12 (an application for the authorisation for the temporary import of food and food products into Thailand)	One invoice/list of sample products per application (Aor 12 form). With the following supporting documents: <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> </ul>		

<sup>1</sup> Kindly note that some processed animal and animal products (i.e. sausages, Chinese sausage, sour pork sausages, salami, ham, bacon, smoked animal products, pickled animal products, cured animal products, burgers, honey, honeycomb, royal jelly, salted eggs and preserved eggs) are also under the competence of the Department of Livestock Development (DLD). Please refer to the authorisation process of the samples of animal and animal products into Thailand for trade fairs and exhibitions by the DLD.

	<b>Description</b>	<b>est. duration</b>	<b>Fee</b>
	<ul style="list-style-type: none"> <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 foods as well as certifying the quality and safety of the products (free format).</li> <li>- Health Certificate or Certificate of Free Sale issued by a competent authority of the exporting country (in EN only).</li> <li>- Information of the trade fairs/ exhibitions including the venue of the event.</li> <li>- A letter from the organiser of the trade fair confirming the participation of the importer in the fair.</li> </ul>		
4.	<i>The importer</i> pays for the application fee.		THB 500 (e-payment)
5.	<i>The FDA</i> authorizes the imports and issues import permit (electronically).	Within 1 working days if all the documents are completed.	
6.	<i>The Importer</i> pays the import permit fee		THB 2,000 (e-payment)
7.	<i>The importer</i> prints the import permit and the list of authorised products from the FDA application system.		
<b>Procedures on importing day</b>			
8.	<i>The Importer</i> presents the sample products together with the import permit, the list of authorised products and other documents for customs clearance to the Customs.	Other documents include bill of lading/ airway bill, customs declaration, invoice.	
9.	<i>The Customs</i> inspect the products and release the products	Please see a separate note on the customs clearance procedure.	
<b>After the trade fairs</b>			
10.	<i>The Importer</i> must submit a stock balance report of the imported products to the Import and Export Control Division, FDA	All the leftover products must be either sent back or destroyed after the fair.	within 30 days after the end of the fair.

## **2. Procedures for the import authorisation of samples of food and food products into Thailand for other purposes**

All kinds of food products samples must be authorised by the FDA before import into Thailand.

However, the FDA applies different schemes for the import of sample products, **depending on the purpose of the import<sup>2</sup>**.

If the import of samples takes place:

- **as a product prototype for further production or for laboratory tests:** there is no import limit. However, the actual quantity being authorised is under full discretion of FDA officials, based on the statement of import purpose;
- **for further food registration or commercial purposes<sup>3</sup>,** the limit varies from one product to another, for example:

<b>Products</b>	<b>Limit</b>
Chocolate	120 g x 12
Bread	500g x 4
Milk	
- pasteurized/UHT/sterilized	250l x 12
- powdered milk	300g x 6
- condensed milk	200g x 12
- filled milk	200g x 18
Yoghurt	100g x 12
Honey	20 ml x 6
Butter	300g x 6
Cheese	300g x 6
Chewing gums/confectionaries	500g
Herbal tea	200g x 6
Soy milk	
- in hermetically sealed container	250ml x 12
- powdered	300g x 6
Jam, jelly or marmalade in hermetically sealed container	250g x 16
Royal jelly	150g x 6
Coffee	
- Bean, mixed, decaffeinated	250g x 2
- Ready to drink coffee	250ml x 2
- Instant coffee	300g x 6
Infant food	1-2kg x 6
Oil and fat	1l x 4
Mineral water	- Less than 500 ml x 18 - 500-999 ml x 10 - 1-2l x 6 - 3-6l x 4
GMO products	2kgs
Food flavorings	500g
Food additives	100g x 5
Fish sauce	750ml x 4
Ready to eat food	50g x 20
Ice cream	16 units

<sup>2</sup> Please note that import of food **for diplomatic use** requires application through form F-I8-1, supported by: (1) a letter issued by the concerned embassy declaring the import purpose, (2) invoice, airway bill/ bill of lading, a notification to collect international postal items (3) a proxy letter issued by the embassy.

<sup>3</sup> In this case, the application form is Aor. 16 (E-submission)

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*Samples FDA*

**Note:**

- (1) FDA may authorize the import of samples in quantities going beyond the above specified amounts. In that case, the importer must prepare a letter mentioning the reason in order to justify the imports (free format letter).
- (2) Due to unclear division of authority, the import of samples of honey and royal jelly must be authorized by both the DLD and the FDA.

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