

Public manual: Application for Permission of a product and correction of permitted items: for food other than specific controlled food, food supplements, royal jelly and its products, cow's milk, flavored milk, fermented milk, dairy products, ice-cream, beverages in sealed containers, food in sealed containers and food for special purpose.

Service agency: Food and Drug Administration, Ministry of Public Health.

Criteria, Procedure, Conditions (if any) for application and consideration of permission

Criteria

1. Products shall be the following food categories:

1.1 Food prescribed qualities and standards and required food registration include 100% coffee (Coffee that not mixed with other ingredients)*, edible salt, vitamin fortified rice, alkalized egg, cream, chocolate, tea, herbal tea, some kinds of sauces, ice, soya milk in sealed containers**, drinking water in sealed containers, fish sauce, honey**, peanut oil, butter oil, palm oil, coconut oil, fat and oil, mineral water, vinegar, butter, cheese, ghee, food seasoning derived from hydrolysis or fermentation of soybean protein, jam, jelly and marmalade, semi-processed food, brine for cooking, margarine, blends, fat spread and blended fat spreads.

1.2 Food required label includes bread, sauces in sealed containers, husked rice flour, meat products, flavoring agents, premixed gelatin and jelly dessert, chewing gum and candy, ready to cook food and ready to eat food.

1.3 General food ***includes meat and meat products, plant and products, flour and its products, seasonings, sugar, spices, not ready to eat products for cooking.

Note:

* exclude mixed coffee, instant mixed coffee, ready-to-drink coffee

** In case not recognized as a factory, application for a number of food production premise (SorBor.1 Form) and food registration (SorBor.5 Form) are not required, but the premise shall be followed Notification of Ministry of Public Health (No.342) B.E.2555 (2012) Re: Production Processes, Production Equipment, and Storage of processed food contained in ready-to-sell containers. If producer not recognized as a factory intends to receive a food serial number, the application forms for receiving a number of production premise (SorBor.1 Form) and Food Registration (SorBor.7 Form) may also be submitted.

*** General food which production premise has passed inspection according to Notification of Ministry of Public Health regarding Production Processes, Production Equipment, and Storage of a particular food and intend to present a food serial number.

2. Applying product

2.1 Shall previously have permission for production or import premise of the applying product and its license still valid. The food production premise shall also be complied with Good Manufacturing Practice according to the relevant Notifications of Ministry of Public Health.

2.2 Shall not be recognized as a food for special purpose according to Notification of Ministry of Public Health regarding food for special purpose (see additional details in Public Manual regarding

application for permission of a product and correction of permitted items: for food for special purpose).

2.3 Shall not be in a scope of novel food and food contained novel ingredients (see details in Public Manual regarding Application for safety assessment).

2.4 Shall have quality or standards according to a particular Notification of Ministry of Public Health and other relevant Notifications of Ministry of Public Health. The product shall have details of 100% ingredients of its recipe and its production process shall be complied with the recipe and a particular Notification of Ministry of Public Health together with qualities or standards of raw materials (if any) as data kept at a premise.

2.5 Qualities and standards prescribed Food as in (1) shall have data of analysis result of quality or standards which complied with a particular Notifications of Ministry of Public Health performed by internationally recognized official or private testing laboratory at least equal to ISO 17025 to be kept at the premise.

2.6 In case use of food additives shall be as follows:

2.6.1 Notification of Ministry of Public Health regarding a particular food such as use of food additive in jam jelly and marmalade in sealed containers, criteria of food additive prescribed in an annex of the Notification regarding jam jelly and marmalade in sealed containers shall be implemented.

2.6.2 Notification of Ministry of Public Health regarding food additives for products which their annexes of Notification relevant to use of food additives are not listed, such as use of food additives in cheese, semi-processed food, etc.

2.7 No use of prohibited substances to use in food and/or food prohibited to produce, import or sell according to relevant Notifications of Ministry of Public Health.

3. A product with health claim shall be assessed according to Public Manual regarding Application for Health claim assessment.

4. Food products contained other things or other objects that are not food in the packaging or container shall be followed the Notification of Ministry of Public Health regarding prescribed prohibited food packed with other things or objects which are in the food packages to be produced, imported or sold.

5. Use of food containers shall be complied with Notification of Ministry of Public Health regarding prescription of quality or standard for food containers, use of food containers and prohibition of use of things as food containers and use of plastic containers/colored plastic covers contacted with liquid or semi-solid food (excluding use of colored plastic for water contained in sealed containers) shall also have data of analysis report of colored plastic kept at the premise according to Notification of Ministry of Public Health regarding qualities or standard for container made from plastic.

6. Entitling of food name or brand or trademark or registered trademark shall be followed Notification of Ministry of Public Health regarding Labeling of prepackaged food and other specific relevant Notifications of Ministry of Public Health. See details at Bureau of Food web site

http://food.fda.moph.go.th/data/news/255/590621_auto_e/3_TheNaming.pdf

7. Food labeling shall be complied with Notification of Ministry of Public Health regarding labeling of prepackaged food and other specific relevant Notifications of Ministry of Public Health.
8. Nutrition labeling shall be complied with Notification of Ministry of Public Health regarding nutrition labeling and shall have data of analysis report kept at the premise.
9. Displaying of nutrition symbol on label shall be complied with Notification of Ministry of Public Health regarding the display of nutrition symbol on food label.

Conditions

(If applying at the Provincial Health Office, its Public Manual shall be applied.)

An applicant shall be a business operator or an authorized director of a legal entity or an authorized person (in case of applying via internet (E-Submission), he or she shall apply for Open ID from the Digital Government Development Agency (Public organization) (DGA), study procedure in Manual of User account at Open ID website and having permission to access a food system from the Food and Drug Administration or Provincial Public Health Office. See these details in Manual for E- submission) http://food.fda.moph.go.th/59004_AutoE-Sub.php

An applicant shall evaluate his/her product for compliance with law by own self and be able to give details relevant to applying products by answering screening questions related to the product via E-submission system

In case of applying for a new food serial number, data shall be filled in Form for Registration/Notification of food (SorBor.7 Form) via E-submission system at <http://food.fda.moph.go.th/esubmission/>

In case of applying for correction of details of food already received a food serial number by Form for Registration/Notification of food (SorBor.5 Form), an applicant shall arrange a Correction Form of details of registered/notified food (SorBor.6 Form) and supplementary documents, check details as in checklist, type accurate and complete data including other supplementary documents and sign by a licensee of permitted premise as indicated in a license or authorized director of a legal entity or an authorized person as in the Commercial Registration.

In case of applying for correction of details of food already received a food serial number by Form for Registration/Notification of food (SorBor.7 Form), an applicant shall submit document via internet system by filling in the correction form of details of registered food/notified food (SorBor.8 Form) at http://food.fda.moph.go.th/data/news/2559/590621_auto_e/7_ManualAutoE-Sub_N.pdf

In case of product details are not clear or not consistent with data specified in an application form, product samples or evidenced document relevant to the product such as food recipe, production method, purpose of use, method of consumption or use, dose for consumption or limit of use, container, storage, food label, etc. shall be provided for additional explanation when considering the application.

In case of complicated product or overlapping with relevant regulations, it shall be considered by working group/committee/or experts; therefore, its duration will be increased from the specified duration in this manual about 15 - 45 working days as the case maybe.

In case of the application form or documents are not complete and/or having noncompliance leading to unable to consider, an officer will notify the applicant about noncompliance of documents or additional evidences to be submitted. The applicant shall correct or submit the additional documents within a specified duration, otherwise it will be deemed as the applicant discard the application.

the submitted application form order from 1 to 200 will be considered by the Bureau of Food for duration of 1 working day. Other orders will be proceeded on the next working day.

Channel for service

<p>Venue for service (Note: http://food.fda.moph.go.th/esubmission/ for submission of SorBor.7 Form and correction of SorBor.8 Form) <i>At website of Bureau of Food /website and online channel)</i></p>	<p>Working hour 24 hrs.</p>
<p>Venue for service (Note: in case of submission for correction of SorBor.6 Form) At One Stop Service Center (OSSC) on the 5th floor of the Building 6 88/24 Ministry of Public Health, Tiwanon road, Nonthaburi 11000 <i>or at a Provincial Health Office/ Contact by yourself at the agency</i></p>	<p>Working hour open on Monday through Friday (except for official holiday) from 8.30 am to 4.30 pm (break at lunch time)</p>

Step, Duration and Responsible section

Total duration of proceeding: 1 to 2 working days

No.	Step	Duration	Responsible section
1)	- 1. An applicant shall prepare documents and information. (Note: -)	0 min	-
2)	- 2. An applicant pay for application fee. (note: a receipt is issued via internet or at the counter of an agency)	0 min	-
3)	- 3. Submit an application (note: -)	0 min	-
4)	Checking of documents Preliminary check documents and information via E-submission (Note: (in case of submission of SorBor.6 Form, an applicant shall contact at responsible agency as an indicated channel of submission (take 5 mins.)))	1 min	Bureau of Food
5)	Checking of documents Verification of accuracy and completeness of the application and evidenced documents via E-submission (Note: (in case of submission of SorBor.6 Form, an applicant shall contact at responsible agency as an indicated channel of submission (take 5 mins.)))	15 mins	Bureau of Food
6)	Signature/Having solution from a committee Consider to sign via E-submission (Note: (result of consideration is informed and the applicant immediately receive evidence via the system))	7 mins	Food and Drug Administration
7)	Checking of documents Consider to sign (Note: (in case of submission for correction SorBor.6 Form and supplementary document by yourself (contact an agency as a channel submitted)))	5 mins	Bureau of Food
8.	- Record data	5 mins	Bureau of Food

No.	Step	Duration	Responsible section
	(Note: (in case of submission for correction SorBor.6 Form and supplementary document by yourself (contact an agency as a channel submitted)))		

Items of documents and supplementary evidences

No.	Name and a number of documents and additional details (if any)	Government agency issued the documents
1)	In case of applying for new Food Serial Number by SorBor. 7 Form, the following documents are required Original document 0 Copy of document 0 Note (in case of submission at a province, the Public Manual of a Provincial Health Office shall be applied)	
	1. Certificate of Organic from government agency or agencies certified by government agency or international certification bodies such as IFOAM (The International Federation of Organic Agriculture Movements) National Bureau of Agricultural Commodity and Food Standards Original document 0 Copy of document 1 Note (if use word of “Organic” “Organic farming” “Natural agriculture” or other words with similar meanings with name of food is associated, and the copy of the document shall be “truly certified by signing”)	
	2. Documents or evidence in accordance with the Notification of Ministry of Public Health (No.365) B.E. 2556 Re: Premium Labeling Original document 0 Copy of document 1 Note (if use word of “Premium” with name of food is associated and the copy of the document shall be “truly certified by signing”)	
2)	In case of Correction details of food which has been registered/notified as in SorBor.5 Form, the following documents are required Original document 0 Copy of document 0 Note (in case of submission at a province, Public Manual of	

No.	Name and a number of documents and additional details (if any)	Government agency issued the documents
	the Provincial Health Office shall be applied)	
	<p>1. Form for correction details of food which has been registered/notified (SorBor. 6 Form)</p> <p>Original document 2</p> <p>Copy of documents 0</p> <p>Note (shall be typed only and signed by the operator as in the license or authorized director of a legal entity)</p>	Bureau of Food
	<p>2. Checklist of SorBor.6 Form</p> <p>Original document 1</p> <p>Copy of document 0</p> <p>Note -</p>	Bureau of Food
	<p>3. Evidence presenting current permission of a premise from the Food and Drug Administration or a Provincial Health Office as the case maybe;</p> <p>Original document 0</p> <p>Copy of document 1</p> <p>Note (make a copy of both front and back side and shall be “truly certified by signing”)</p> <p>-In case of production food premise not recognized as a factory (SorBor. 1 Form) and if having correction food production premise (SorBor. 2 Form).</p> <p>- In case of recognized as factory, food production license (Orr.2 Form).</p> <p>-In case of import, License for import or bringing into the Kingdom (Orr.7 Form))</p>	Bureau of Food
	<p>4. Copy of SorBor.5 Form and SorBor.6 Form has been permitted to correct (if any) submitted to correct</p> <p>Original document 0</p> <p>Copy of document 1</p> <p>Note (The copy shall be “truly certified by signing” from the operator as in the license or authorized director of a legal entity or authorized person)</p>	Food and Drug Administration
	<p>5. Original document indicated reason of correction of name/ location of food production premise, in case of correction of name/location of food production premise.</p> <p>Original document 1</p> <p>Copy of document 0</p> <p>Note (In case of import, if it is a copy of document, it shall</p>	

No.	Name and a number of documents and additional details (if any)	Government agency issued the documents
	be “truly certified by signing” from the operator as in a license or authorized director of a legal entity or authorized person)	
	6. Power of Attorney Original document 0 Copy of document 1 Note (If an applicant submit application at the Food and Drug Administration and he/she is not a business operator as in a license or authorized director of a legal entity, the copy has been checked and verified by an officer of Bureau of Food and shall be “truly certified by signing” from the officer).	Bureau of Food
	7. Identification card Original document 0 Copy of document 1 Note (shall be “truly certified by signing”)	Department of Provincial Administration
	8. Document relevant to applying product Original document 1 Copy of document 0 Note (In case of product details are not clear or not consistent with information indicated in an application form, product sample or evidence documents relevant to the product shall be provided such as food recipe, production method, purpose of use, method of consumption or use, dose for consumption or limit of use, container, storage, food label, etc.)	Bureau of Food
3)	In case of applying for correction of product with SorBor. 8 Form by E-submission Original document 0 Copy of document 0 Note (In case of applying for correction of a product in regional area, an applicant can contact Provincial Health Office)	Bureau of Food
	1. Attach file of document described reason of correction food name or brand or location of food production premise, if correction of name or location shall be an original document from a producer Original document 1 Copy of document 0 Note (supplement to applying SorBor. 8 Form as the case of a particular correction maybe.)	

FEE

No.	Details of Fee	Fee (Bath/percentage)
1)	<p>Fee for consideration of application for food registration /notification (SorBor.7)</p> <p><i>(Note: (Order of Head of NCPO No.77/2559, Re: Increasing the Efficiency of Health Products Approval Process (by the virtue of Article 44 under the constitution of the Kingdom of Thailand) effects to application fee for food approval shall be paid by food business operators and the Notification of Ministry of Public Health, Re: Official fees in food approval process to be paid by applicants (B.E. 2560) dated 26th July B.E.2560))</i></p>	200 Bath
2)	<p>Fee for consideration of application for correction details of registered/notified food (SorBor.6)(SorBor.8)</p> <p><i>(Note: (Order of Head of NCPO No.77/2559, Re: Increasing the Efficiency of Health Products Approval Process (by the virtue of Article 44 under the constitution of the Kingdom of Thailand) effects to application fee for food approval shall be paid by food business operators and the Notification of Ministry of Public Health, Re: Official fees in food approval process to be paid by applicants (B.E. 2560) dated 26th July B.E.2560))</i></p>	200 Baht
3)	<p>Fee for consideration of application for registration/notification of food details referred to former approved recipes and production methods (condition under Notification of Ministry of Public Health, Re: Official fees in food approval process to be paid by applicants (B.E. 2560) dated 26th July B.E.2560)</p> <p><i>(Note: (Order of Head of NCPO No.77/2559, Re: Increasing the Efficiency of Health Products Approval Process (by the virtue of Article 44 under the constitution of the Kingdom of Thailand) effects to application fee for food approval shall be paid by food business operators and the Notification of Ministry of Public Health, Re: Official fees in food approval process to be paid by applicants (B.E. 2560) dated 26th July B.E.2560))</i></p>	60 Baht

Channel for complaint and service suggestion

No.	Channel for complaint/ service suggestion
1)	Complaint and Enforcement Management Center

No.	Channel for complaint/ service suggestion
	<i>(Note: (Food and Drug Administration, 1st floor Building 1 Tiwanon Road, Talardkwan Subdistrict, Muang District, Nonthaburi Province, 11000 Tel. 025907354-55))</i>
2)	Bureau of Food <i>(Note: (Bureau of Food, Food and Drug Administration 88/24 Tiwanon Road, Muang District Nonthaburi Province 11000 E-mail: food@fda.moph.go.th/Tel. 02590 7195))</i>
3)	Provincial Health Office where food premise located <i>(Note: (if the food premise is located in a province, see details in Public Manual of the particular Provincial Health Office))</i>
4)	Hot line 1556 <i>(Note: (E-mail: 1556@fda.moph.go.th))</i>
5)	Public Service Center, The Office of the Permanent Secretary, the Prime Minister Office <i>(Note: (No.1 Pitsanuloke Road, Dusit District, Bangkok 10300/hotline 1111/www.1111.go.th/ P.O.box 1111 No.1 Pitsanuloke Road, Dusit District, Bangkok 10300))</i>
6)	PACC Call Center <i>(Note: (Office of Public Sector Anti-Corruption Commission (PACC office) - 99 Moo 4 Software Park Building 2nd floor Changwattana Road, Klongkluer Subdistrict, Pakkred District, Nonthaburi Province 11120 - Hotline 1206/Tel. 0 2502 6670-80 ext 1900, 1904-7/Fax 0 2502 6132 - www.pacc.go.th/www.facebook.com/PACC.GO.TH For foreign investor at The Anti-Corruption Operation Center Tel: +66 92 668 0777/ Line: Fad.pacc /Facebook: The Anti-Corruption Operation Center/ E-mail :Fad.pacc@gmail.com))</i>

Form, example and manual of filling in

No.	Name of Form
1)	Example 1 Filling in SorBor. 6 Form <i>(Note:-)</i>
2)	Example 2 Filling in SorBor. 6 Form <i>(Note:-)</i>
3)	Example 3 Filling in SorBor. 6 Form <i>(Note:-)</i>
4)	Criteria of food naming <i>(Note:-)</i>
5)	Criteria for consideration of certification of production premise (import) <i>(Note:-)</i>
6)	Checklist of application and record of noncompliance for collection of registration and notification of food

No.	Name of Form
	<i>(Note:-)</i>
7)	Manual for permission via E-submission (SorBor.7) <i>(Note: (should verify updated information in the manual at website of Bureau of Food))</i>
8)	Manual for permission via E-submission (SorBor.8) <i>(Note: (should verify updated information in the manual at website of Bureau of Food))</i>

Note

In case of applying for correction of details of food already received a food serial number by Form for Registration/Notification of food (SorBor.5 Form), an applicant shall arrange a Correction Form of details of registered/notified food (SorBor.6 Form) which is being constructed for E-submission system.

Supporting documents for consideration: Application for Permission of a product and correction of permitted items: for food other than specific controlled food, food supplements, royal jelly and its products, cow's milk, flavored milk, fermented milk, dairy products, ice-cream, beverages in sealed containers, food in sealed containers and food for special purpose.

Service agency: Food and Drug Administration, Ministry of Public Health.

Supporting documents for permission

	List of documents	Original	Copy	Condition	
1	In case of applying for new food serial number by SorBor. 7 Form, the following documents are required	0	0	(in case of submission at a province, the Public Manual of a Provincial Health Office shall be applied)	<input type="checkbox"/>
	1. Certificate of Organic from government agency or agencies certified by government agency or international certification bodies such as IFOAM (The International Federation of Organic Agriculture Movements) National Bureau of Agricultural Commodity and Food Standards	0	1	(if use word of "Organic" "Organic farming" "Natural agriculture" or other words with similar meanings associated with name of food is associated, and "the copy of the document shall be "truly certified by signing")	<input type="checkbox"/>
	2. Documents or evidence in accordance with the Notification of Ministry of Public Health (No.365) B.E. 2556 Re: Premium Labeling	0	1	(if use word of "Premium" with name of food is associated and the copy of the document shall be "truly certified by signing")	<input type="checkbox"/>
2.	In case of Correction details of food which has been registered/notified as in SorBor.5 Form, the following documents are required	0	0	(in case of submission at a province, Public Manual of the Provincial Health Office shall be applied)	<input type="checkbox"/>
	1. Form for correction details of food which has been registered/notified (SorBor. 6 Form)	2	0	(shall be typed only and signed by the operator as in the license or authorized director of a legal entity)	<input type="checkbox"/>
	2. Checklist of SorBor.6 Form	1	0	-	<input type="checkbox"/>
	3. Evidence presenting current permission of a premise from the Food and Drug Administration or a Provincial Health Office as the case maybe;	0	1	(make a copy of both front and back side and shall be "truly certified by signing") -In case of production food premise not recognized as a factory (SorBor. 1 Form) and if having correction food production premise (SorBor. 2 Form). - In case of recognized as factory, food production license (Orr 7. Form))	<input type="checkbox"/>
	4. Copy of SorBor.5 Form and SorBor.6 Form has been permitted to correct (if any) submitted to correct	0	1	(The copy shall be "truly certified by signing" from the operator as in the license or authorized director of a legal entity or authorized person)	<input type="checkbox"/>

	List of documents	Original	Copy	Condition	
	5. Original document indicated reason of correction of name/ location of food production premise, in case of correction of name/location of food production premise.	1	0	(In case of import, if it is a copy of document, it shall be “truly certified by signing” from the operator as in a license or authorized director of a legal entity or authorized person)	<input type="checkbox"/>
	6. Power of Attorney	0	1	(If an applicant submit application at the Food and Drug Administration and he/she is not a business operator as in a license or authorized director of a legal entity, the copy has been checked and verified by an officer of Bureau of Food and shall be “truly certified by signing” from the officer).	<input type="checkbox"/>
	7. Identification card	0	1	(shall be “truly certified by signing”)	<input type="checkbox"/>
	8. Document relevant to applying product	1	0	(In case of product details are not clear or not consistent with information indicated in an application form, product sample or evidence documents relevant to the product shall be provided such as food recipe, production method, purpose of use, method of consumption or use, dose for consumption or limit of use, container, storage, food label, etc.)	<input type="checkbox"/>
3.	In case of applying for correction of product with SorBor. 8 Form by E-submission	0	0	(In case of applying for correction of a product in regional area, an applicant can contact Provincial Health Office)	<input type="checkbox"/>
	1. Attach file of document described reason of correction food name or brand or location of food production premise, if correction of name or location shall be an original document from a producer	1	0	(supplement to applying SorBor. 8 Form as the case of a particular correction maybe.)	<input type="checkbox"/>

Application form for permission

	List of documents	Condition	
1.	Example 1 Filling SorBor.6 Form	-	<input type="checkbox"/>
2.	Example 2 Filling SorBor. 6 Form	-	<input type="checkbox"/>
3.	Example 3 Filling SorBor. 6 Form	-	<input type="checkbox"/>
4.	Criteria for food naming	-	<input type="checkbox"/>

5.	Criteria for consideration of certificate of production premise (in case of import)	-	<input type="checkbox"/>
6.	Checklist of Application form for correction of Registered food/Notified food	-	<input type="checkbox"/>
7.	Manual for application for permission by E-submission (SorBor.7)	(should verify updated information in the manual at website of Bureau of Food)	<input type="checkbox"/>
8.	Manual for application for permission by E-submission (SorBor.8)	(should verify updated information in the manual at website of Bureau of Food)	<input type="checkbox"/>

CANONICAL