

Government of Pakistan
Ministry of National Food Security & Research
Animal Quarantine Department, Karachi

Ease of Doing Business

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1. Animal Quarantine Department – An Introduction

The Animal Quarantine Department (AQD) is an attached department of Ministry of National Food Security and Research with its headquarter at Karachi.

Legislative Basis

The legislative basis of the AQD is as follows:

- i. Pakistan Animal Quarantine (Import and export of animals and animal products) Act, 1979 and Amendment Act, 1985.
- ii. Pakistan Animal Quarantine (Import and export of animals and animal products) Rules, 1980.

2. Services Catered by AQD

The AQD provides following services to its clients (importers and exporters of animals and animal products).

- I. Health Certificate for export of animals of all kinds.
- II. Health Certificate for export of animal products of all kinds
- III. Health Certificate for import of animals of all kinds.
- IV. Health Certificate for import of animal products of all kinds
- V. Registration of export oriented animal products processing units/plants/ establishments like slaughter houses, animal casing units, bone processing units, poultry/poultry products processing units etc.
- VI. Inspection and management of quarantine facilities for animals.

The brief of services provided by Animal Quarantine Department, along with steps, processing time are given below.

S. No	Services of AQD	No of Steps	Time line (Working days)	Flow Chart
1.	Health certification for export of animal products	5-7	6-10	Appendix I
2.	Health certification for export of live animal	7-10	5-9	Appendix II
3.	Health certification for Import of Live Animals	6-8	9-16	Appendix III
4.	Health certification for Import of Animal Products	5-7	3-10	Appendix IV
5.	Registration of Processing Plants/Establishments	5-9	21-28	Appendix V
6.	Declaration of Temporary Quarantine Premises	5-9	19-25	Appendix VI

The flow chart depicting the steps, timelines and documentation requirements are given in appendices I to VI.

3. Procedure for Issuance of Health Certificates for Import/Export of Animals/Animal Products

The process of issuance of health certificate starts with submission of application along with relevant documents by the exporters/importers of animals and animal products on their letterhead. The detailed procedure/flow chart is depicted in appendices I to IV.

- i. The department performs scrutiny of the application/documents.
- ii. If there are any deficiencies in the application/documents it is returned back to the exporter/importer with **CHECK LIST** stating remarks to rectify the deficiency and resubmit the application.
- iii. The department performs physical inspection, sample collection, laboratory testing etc.
 - a. Quarantine of live animals for the period as determined by the Quarantine Officer.
 - b. Laboratory test and reports as mentioned in schedule I of diseases mentioned in schedule II of Pakistan Animal Quarantine Rule, 1980.
 - c. Any other condition imposed by importing country
- iv. If the results of inspection and/or laboratory test are unsatisfactory the issuance of health certificate is refused in writing stating the reasons for refusal.
- v. If the documents are complete and results of inspection and laboratory test are satisfactory the exporter/importer is asked to submit prescribed fee through bank challan in the National Bank of Pakistan.
- vi. After completion of above mentioned step the Health certificate is issued.

4. Procedure for Registration of Processing Facility/Unit/Temporary Quarantine House

The process of registration of processing facility, unit and temporary quarantine house meant for export/import starts with submission of application along with relevant documents by the exporters/importers of animals and animal products to the Animal Husbandry Commissioner (AHC) Office. The salient steps in the process of registration are as follows:

- i. The AHC office scrutinizes the application and forwards the request to the Director AQD for inspection of facility.
- ii. The department performs scrutiny of the application/documents.
- iii. If there are any deficiencies in the application/documents it is returned back to the exporter/importer with **CHECK LIST** stating remarks to rectify the deficiency and resubmit the application.
- iv. The relevant Quarantine Officer performs physical inspection of the premises and submits the inspection report with recommendations for the approval/disapproval of request along with stating reasons in writing.
- v. If the results of inspection are unsatisfactory the request along with **CHECK LIST** stating remarks to rectify the deficiencies to the owner and resubmit the application.
- vi. If the documents are complete and results of inspection are satisfactory the relevant Quarantine Officer submit recommendations to the Director AQD for registration of firm with AQD.
- vii. The Director AQD, on the findings of Quarantine Officer concerned, issues a Registration No and issues a registration certificate in this regard.
- viii. The Director AQD communicates the Registration No to the party concerned, relevant Quarantine Officer and AHC office for record.
- ix. In case of temporary quarantine facility, the Director AQD, on the findings of Quarantine Officer concerned forward his comments in writing to the AHC office for declaring the temporary quarantine house facility.
- x. The AHC office then notifies the temporary quarantine house facility.

5. Documentation Required

Documents required for export

- Original invoice
- Original packing list
- Vaccination card and health certificate of veterinary practitioner (for pet animals only)
- Copy of passport/ traveling documents in case of personal baggage.
- Airway bill in case of cargo booking
- NOC (CITES permit) from Ministry of Climate Change (if applicable)
- NOC (permit) from Ministry of Commerce forward through Ministry of Foreign Affairs for export of live animals
- Approval of temporary quarantine facility for live animals by AHC office.
- In case of processed animal products the processing unit should be registered with AQD (AQD Reg No.).
- Fees paid (bank challan).
- All documents must be verified by Notary Public

Documents required for import

- Request letter
- Invoice
- Packing list
- Original Health certificate issued by the exporting country
- Copy of Bill of lading/ Airway Bill
- Halal certification.
- Mortality certificate from the master of the vessel/ pilot in case of live animals only.
- Approval of temporary Quarantine House in case of live animals (if applicable)
- Vaccination card/ Pet Passport (for import of pet animals)
- NOC from Ministry of National Food Security and Research (If applicable)
- NOC (CITES permit) from Ministry of Climate Change (if applicable)
- Copy of custom GD (Goods Declaration) filed by importer in custom
- Fees paid (bank challan).

Registration of Processing Unit

- Application on the letter head of the company/ firm.
- Copy of CNIC of Owner/ Owners
- NTN (National Tax Number) of firm/ company
- Proof of Registration with Chamber of Commerce
- Copy of partnership deed (in case of >1 Partners)
- Ownership documents of land on which processing unit/plant is constructed or lease and or tenancy agreement
- Site plan and Layout of processing plant/unit
- Water testing report
- Appointment letter for the veterinarian
- Medical examination certificates of employees
- HACCP and ISO certification
- Undertaking as per requirement of importing country
- Any other document, if required
- All documents must be verified by Notary Public

Declaration of Temporary Quarantine House

- Application for declaration of temporary quarantine house.
- Copy of CNIC of Owner/ Owners
- NTN (National Tax Number) of firm/ company
- Ownership documents of land on which quarantine house is constructed or lease agreement
- Site plan and Layout of Temporary Quarantine House
- All documents must be verified by Notary Public

6. Timelines/ Processing Time

The details of processing time incurred for various services catered by the AQD are highlighted in Appendix I to VI.

7. Flow Charts

The flow charts depicting the steps and timelines are enclosed as Appendix I to VI.

8. Information for Exporters and Importers

- i. The importers/exporters or their representative can contact the concerned Quarantine Officer/Section of the AQD to get updates regarding status of his application at any time. If there are any deficiencies or additional information is required from the exporters and importers the department informed the client through Telephone, Email, Postal Service or Courier Services etc.
- ii. The decision regarding issuance of health certificate or rejection is also communicated immediately to the concerned client through Telephone, Email, Postal Service or Courier Services etc.

9. Notifications for Public Awareness

All procedures and process related to services performed by the department are displayed in the offices of AQD and if any changes or amendments are made the exporters and importers are informed accordingly through print media, or through their Association/ Bodies.

10. Redressal of Grievances of Importers and Exporters

- i. Any person aggrieved by the order/decision of the Quarantine Officer can contact to the Director, AQD for reconsideration by the department on the following contact:

Director

Animal Quarantine Department

PECHS, Block 6, Nursery,

Main Shahrah-e-Faisal, Karachi

Tel: 021-34552679 Fax: 021-34380646

Email: aqddepartment@gmail.com

- ii. Under Article-10 of Pakistan Animal Quarantine Act, 1979, a mechanism has been provided for revision of the decision of the Quarantine Officer/AQD and exporter/importer can appeal to the Federal Government for grievances.

11. Declaration of Quarantine Premises

- i. At present there is only one quarantine facility owned by the AQD i.e. present at Karachi. At other locations the quarantine premises are declared by Federal Government under relevant clauses of Pakistan Animal Quarantine Act, 1979.
- ii. Under Article-2(k) the Federal Government can approve any quarantine premises or site for the isolation and examination of animals and animal products intended for import and export.

12. Status of Application and Checklists

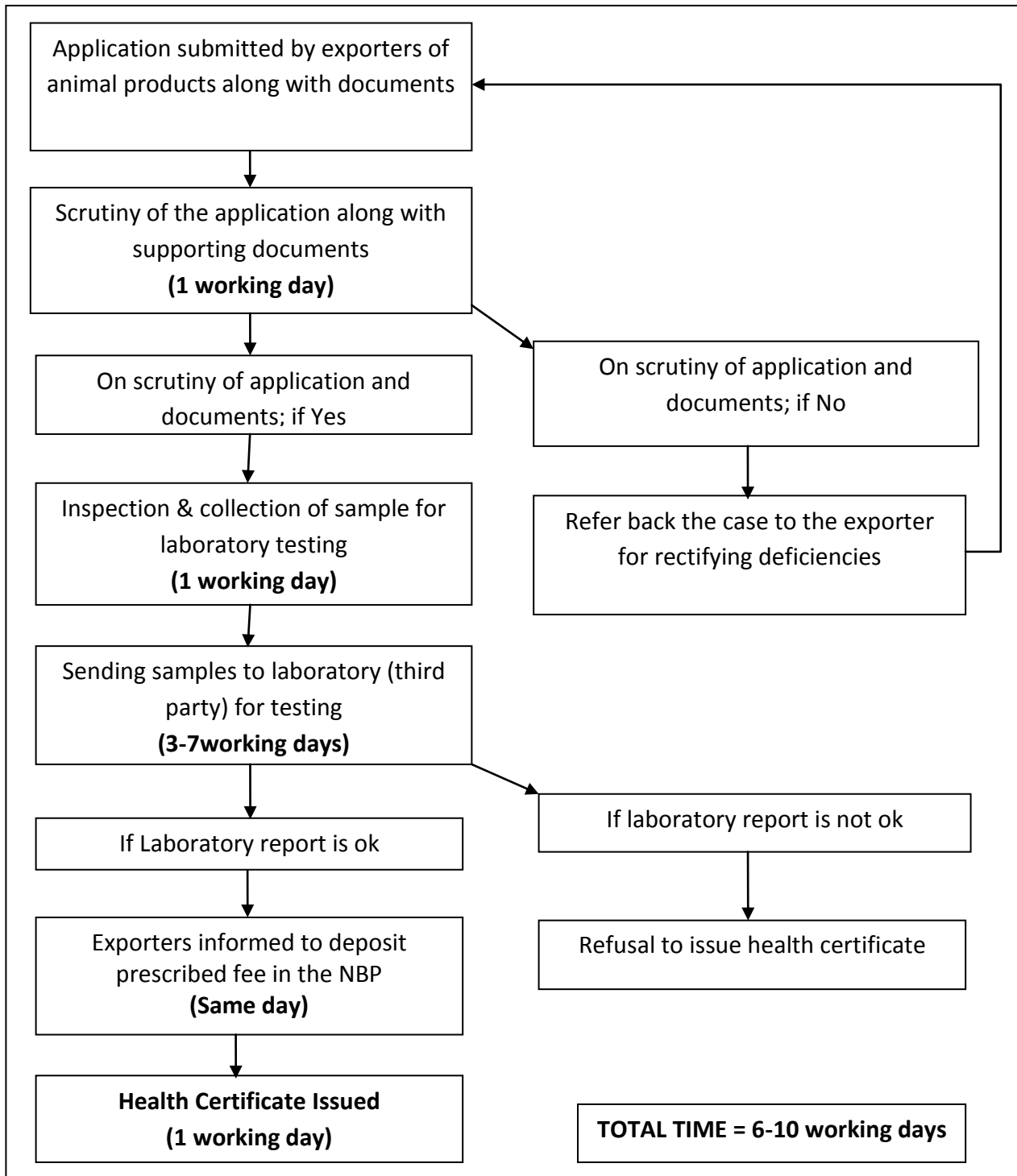
All applicants shall be acknowledged the receipt of application and informed about its acceptance for further process or return of application with a **checklist** of observations and deficiencies on the postal address or a phone call on the number as provided in the application.

The following critical checkpoints have been identified for processing of the application and will be furnished to the applicants:

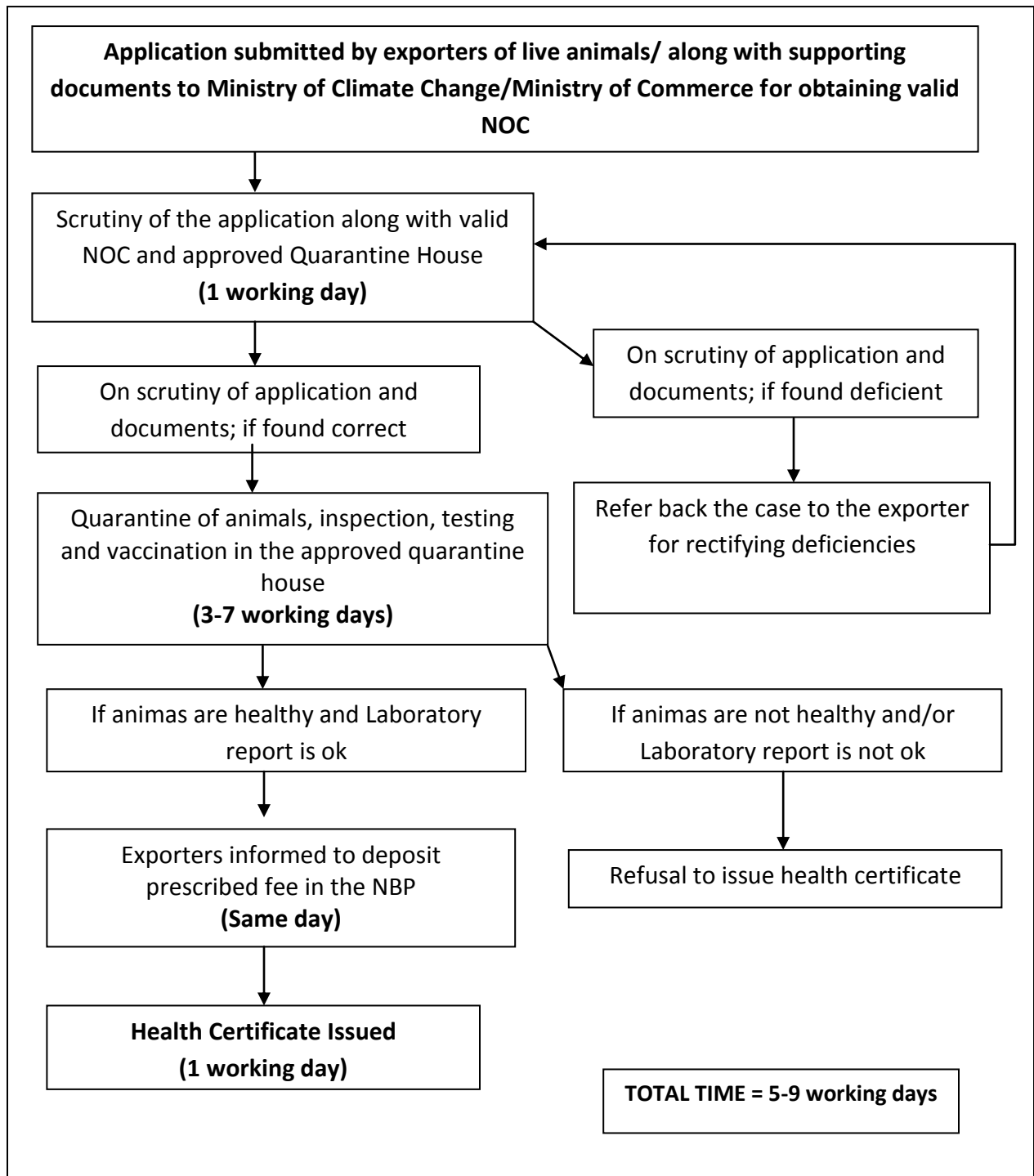
S. No	Services of AQD	Checklist Activities
1.	Health certification for export of animal products	1.1 Scrutiny of the application along with supporting documents
		1.2 Inspection of products
		1.3 Collection of sample for laboratory testing
		1.4 Payment of dues
2.	Health certification for export of live animals	2.1 NOC from concerned authority, if required
		2.2 Scrutiny of the application along with supporting documents
		2.3 Temporary Quarantine House approval
		2.4 Inspection & vaccination of live animals
		2.5 Payment of dues
3.	Health certification for Import of Live Animals	3.1 NOC from concerned authority, if required
		3.2 Scrutiny of the application along with supporting documents
		3.3 Temporary Quarantine House approval
		3.4 Inspection & vaccination of live animals
		3.5 Payment of dues
4.	Health certification for Import of Animal Products	4.1 Scrutiny of the application along with supporting documents
		4.2 Inspection of animal products

S. No	Services of AQD	Checklist Activities
		4.3 Payment of dues
5.	Registration of Processing Plants/Establishments	5.1 Scrutiny of the application along with supporting documents
		5.2 Inspection of processing plant/unit in the light of guidelines provided by AHC office
6.	Declaration of Temporary Quarantine Premises	6.1 Scrutiny of the application along with supporting documents
		6.2 Inspection of quarantine house in the light of guidelines provided by AHC office

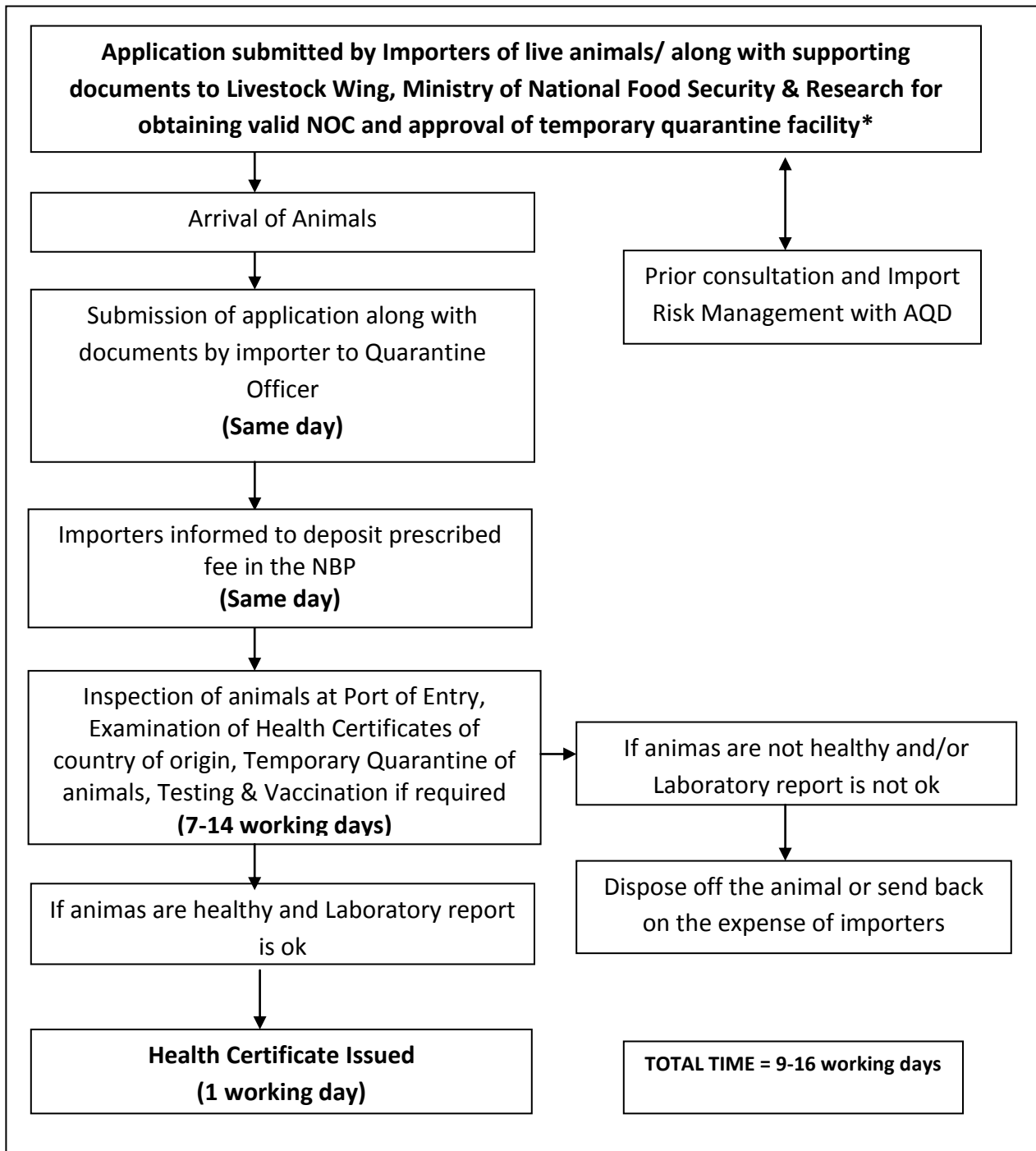
Appendix- I: Procedures for Export of Animal Products



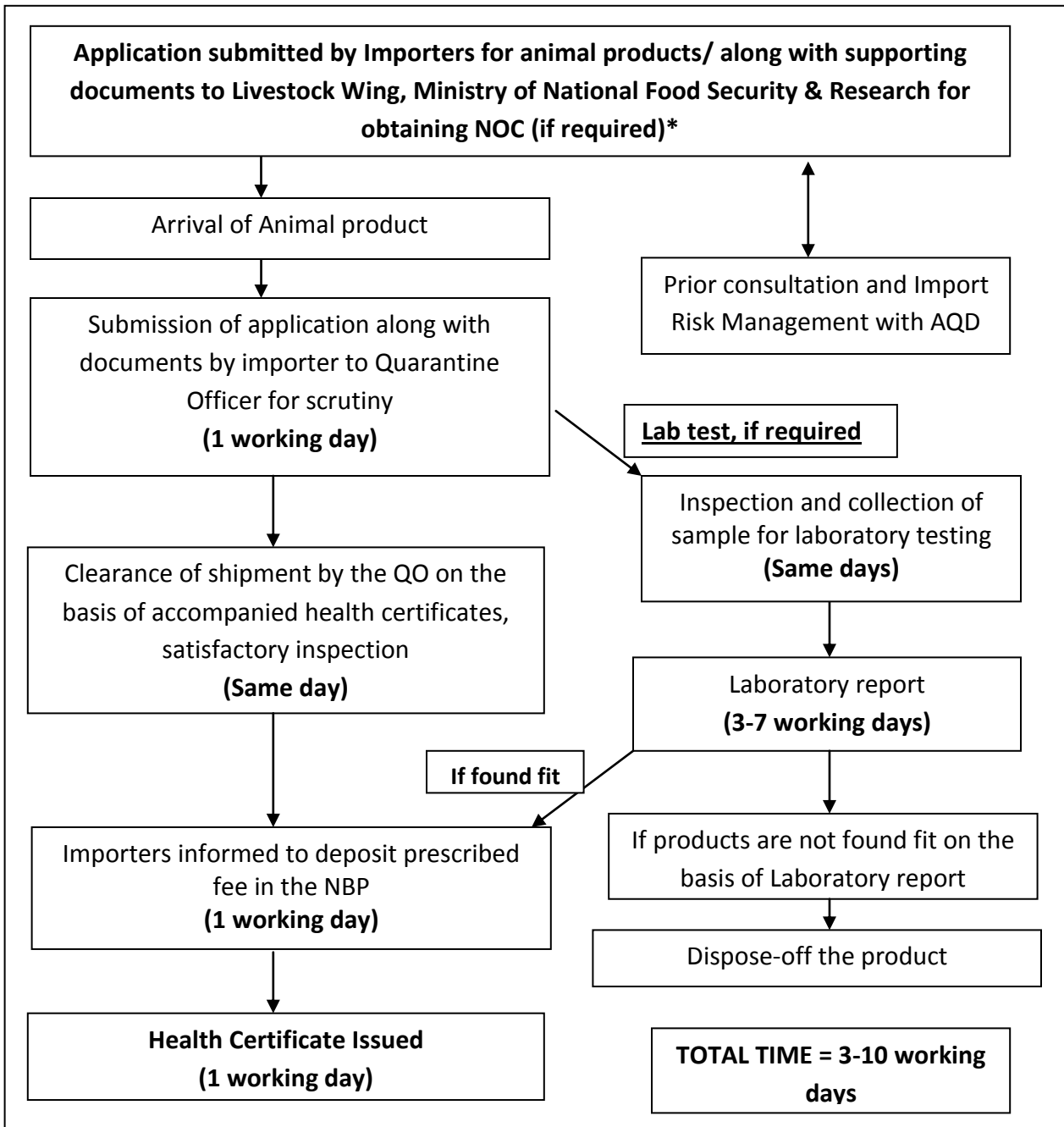
Appendix II: Procedures for Export of Live Animals



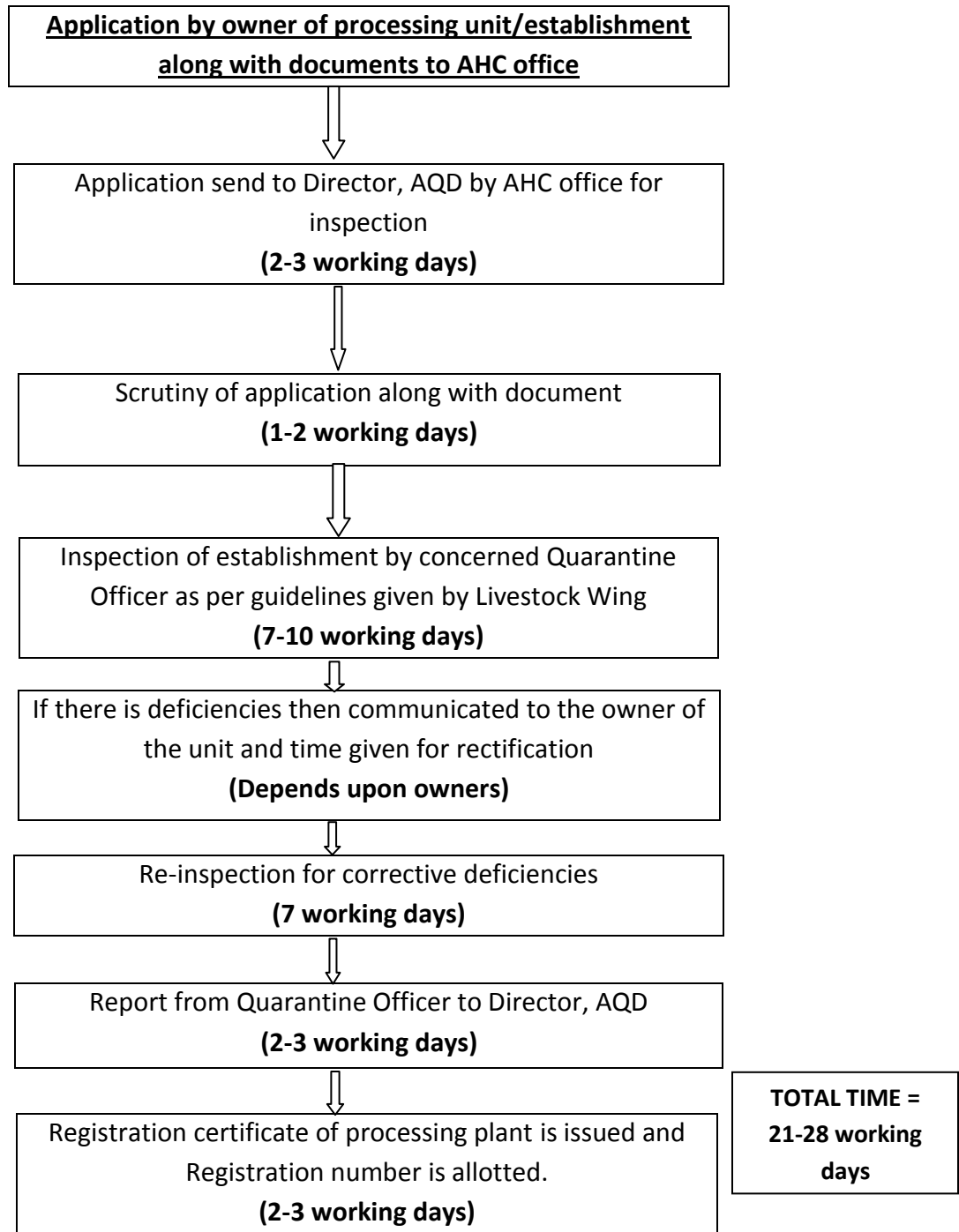
Appendix III: Procedures for Import of Live Animals



Appendix IV: Procedures for Import of Animal Products



Appendix V: Procedure of Registration of Processing Plants/Establishments



Appendix VI: Declaration of Temporary Quarantine Premises

