

LAST UPDATE: 17/01/2017

GENERAL TERMS AND CONDITIONS NO. B2

PURCHASE OF **PASTEURIZED UNSALTED LACTIC BUTTER** ON CFR LINER OUT BY REFRIGERATOR CONTAINER ONE SOUTH IRANIAN PORT BY GOVERNMENT TRADING CORPORATION OF IRAN, NO.12 JAHAD SQUARE, TEHRAN, ISLAMIC REPUBLIC OF IRAN, TELEPHONE NOS.88957471-76, AND FAX NO. 88305333 HEREINAFTER CALLED THE BUYER, WILL BE BASED ON GENERAL TERMS AND CONDITIONS AS FOLLOWS:

1- QUALITY / SPECIFICATIONS:

PHYSICAL SPECIFICATIONS:

APPEARANCE:

HOMOGENOUS PRODUCT, FREE FROM VISIBLE WATER AND OIL DROPLETS

COLOUR:

CREAM TO YELLOWISH COLOURD

TASTE AND FLAVOUR:

NEUTRAL ODOR AND TASTE

CHEMICAL SPECIFICATIONS:

ITEM	SPECIFICATION	ACCEPTANCE LIMIT
1	MOISTURE	MAX 16 WT%
2	FAT	MIN 82 (UNSALTED BUTTER) MIN 80 (SALTED BUTTER)
3	NON FAT DRY MATTER (W%)	MAX 2 WT%
4	SALT INDEX	MAX 2% (FOR SALTED BUTTER) LOD (FOR UNSALTED BUTTER
5	LODINE INDEX	26-40
6	FFA% (OLEIC ACID)	MAX 0.3 WT%
7	SOAPONIC INDEX	225-235
8	PEROXIDE	MAX 1 MEQ GR/KG
9	MELTING POINT	MAX 28-34 CILSIOUS
10	PH	6.1- 6.4

FATTY ACIDS COMPONENT

1	C4:0	BETWEEN 1-5
2	C6:0	BETWEEN 0.8-3.6
3	C8:0	BETWEEN 0.5-1.8
4	C10:0	BETWEEN 1.7-3.9
5	C12:0	BETWEEN 2.2-4.5
6	C14:0	BETWEEN 5.4-14.6
7	C14:1	BETWEEN 0.5-1.85
8	C16:0	BETWEEN 22-41
9	C16:1	BETWEEN 0.7-6
10	C18:0	BETWEEN 6-15
11	C18:1	BETWEEN 18.26-38.2
12	C18:2	BETWEEN 0.68-5.5
13	C20:0	BETWEEN 0.05-1

PLANT STEROLS

ITEM	SPECIFICATION	ACCEPTANCE LIMIT
1	PLANT STEROLS EXCEPT COLESTROL	MAX 5 %

CONTAMINANTS

ITEM	SPECIFICATION	ACCEPTANCE LIMIT
1	PB	MAX 0.05 MG/KG
2	AFLATOXIN M1	MAX 0.02 (NG/G)

MICROBIOLOGICAL SPECIFICATION (ISIRI 2406)

ITEM	SPECIFICATION	ACCEPTANCE LIMIT
1	COLIFORMS BACTERIA	NEGATIVE
2	ESCHERICHIA COLI	-
3	STAPHYLOCOCCUS COAGULAS POSITIVE	NEGATIVE
4	PSYCROTROP BACTERIA	10 ⁴ MAX
5	MOLD & YEAST	LESS THAN 10 PER GRAM

2- SOURCE REGISTRATION

SELLER IS RESPONSIBLE TO PROVIDE ALL REQUIRED DOCUMENTS (AS PER ATTACHED) ENABLING GTC TO APPLY FOR IMPORT HEALTH PERMIT NUMBER NEEDED FOR CUSTOM CLEARANCE AS PER INSTRUCTION OF THE IRANIAN MINISTRY OF HEALTH IN DUE COURSE.

3- PACKING:

BIG PACKAGE (IN BULK) (25 KG CARTONS)

IT SHOULD BE PACKAGED IN ALLOWED POLYETHYLENE OR WAX PAPER AT FIRST, THEN, PUT IN THICK AND DURABLE CARDBOARD NEW CARTONS. ALL THE BUTTER PACKAGES SHOULD BE FROM FOOD GRADE TYPE AND SUITABLE FOR EXPORT.

4- MARKING

CARTONS ARE TO BE MARKED WITH THE BUYER'S LOGO, PRODUCTION AND EXPIRY DATE (WHICH SHOULD BE 2 YEARS AFTER PRODUCTION DATE), BRAND OF BUTTER (GTC), TYPE OF BUTTER, TRACKING CODE OF PRODUCT, COUNTRY OF ORIGIN, PRODUCTION SERIES, IMPORTS HEALTH PERMIT NO. (WHICH SHOULD BE OBTAINED FROM IRAN MINISTRY OF HEALTH) NAME AND ADDRESS AND TEL. OF GTC, NET WEIGHT OF 25 KGS, NAME OF PERMITTED APPLIED ADDITIVES , WRITTEN STATEMENTS OF "IMPORTED BUTTER".AND "PRODUCT SHOULD BE KEPT IN FROZEN CONDITIONS". ON BOTH SIDES IN PERSIAN AND ENGLISH LANGUAGES.

5- ORIGIN:

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6- LOADING PORT:

ANY SAFE AND SUITABLE PORTS

7- SHIPPING TERMS:

- PURCHASING ON THE BASIS OF CFR BANDAR ABBAS LINER OUT , THC EXCLUDED BY REFRIGERATED CONTAINER.
- THE BLOCKS SHOULD BE LOADED IN 20 OR 40 FEET REFRIGERATED CONTAINERS & WEIGHT OF EACH CARGO IN EACH CONTAINER SHOULD NOT EXCEED 22 MTS.
- THE CONTAINERS MUST BE SOUND, IN GOOD CONDITION AND WITH REQUIRED EQUIPMENT TO KEEP THE CARGO FREEZED DURING WHOLE

VOYAGE.

-THE CARGO LOADED IN EACH INDIVIDUAL CONTAINER MUST BE COMPLY WITH CONTRACTUAL QUALITY SPECIFICATION.

-FROM THE DATE OF LANDING AT DISCHARGING PORT , 10 DAYS FREE WILL BE CONSIDERED.

- a. THE SELLER/CARRIER SHALL ADVISE THE BUYER OF VESSEL'S ETA 5 DAYS AND 48 HOURS PRIOR TO ARRIVAL AT DISCHARGE PORT.
- b. WRITTEN NOTICE OF READINESS (N.O.R.) AT DISCHARGING PORT SHOULD BE GIVEN IN ORDINARY OFFICE HOURS ON A WORKING DAY (SATURDAY TO WEDNESDAY:07:30 TO 14:00 HOURS AND THURSDAY: 07:30 TO 13:00 HOURS), ALWAYS WHETHER IN PORT OR NOT/ WHETHER IN FREE PRATIQUE OR NOT/ WHETHER CUSTOM CLEARED OR NOT/WHETHER IN BERTH OR NOT. IF N.O.R. IS RECEIVED BEFORE NOON (12:00 HOURS INCLUDED), THEN LAY TIME IS TO COMMENCE AT 17:00 HOURS OF THE SAME DAY. IF N.O.R. IS RECEIVED AFTERNOON, THEN LAY TIME IS TO COMMERCE AT 08.00 HOURS OF THE FOLLOWING WORKING DAY PROVIDED THAT THE VESSEL IS PROPERLY READY FOR DISCHARGING.

DISCHARGING PORT: ONE IRANIAN SAFE PORT, ONE OR TWO BERTH(S).

8- DEMURRAGE / DESPATCH:

-DEMURRAGE RATE WILL BE APPLIED AS PER "SHIPPING ASSOCIATION OF IRAN" DECLARED FEES.

9- INSPECTION:

INSPECTION OF QUALITY, QUANTITY, WEIGHT AND PACKING CONDITION OF THE GOODS TO BE CARRIED OUT BEFORE AND DURING PACKING AND ALSO AT LOADING POINT AND AT LOADING TIME AND THE RELEVANT CERTIFICATE(S) INCLUDING TEST REPORT (T.R.) IS TO BE ISSUED BY AN INSPECTION COMPANY NOMINATED BY THE BUYER . FURTHERMORE, THE BUYER SHALL HAVE THE RIGHT TO SEND ITS REPRESENTATIVE(S) TO THE LOADING PORT(S) TO SURVEY THE QUALITY AND QUANTITY OF THE GOODS AND TO COUNTER-SIGN THE INSPECTION CERTIFICATE(S). IN THIS CASE THE SELLER MUST PROVIDE FACILITIES FOR THE SAID REPRESENTATIVE(S) TO VISIT AND INSPECT ALL PHASES I.E. PRODUCTION, STORAGE, TRANSPORTATION, AND LOADING.

* INSPECTION FEES ARE TO BE PAID BY THE SELLER.

10- PERFORMANCE BOND GUARANTEE:

SELLER WILL HAVE TO SUBMIT WITHIN SEVEN WORKING DAYS AFTER CONCLUSION OF THE PURCHASE CONTRACT AN UNCONDITIONAL PERFORMANCE BOND GUARANTEE (P.B.G.) EQUAL TO FIVE PCT OF TOTAL VALUE OF THE CONTRACT, TO BE ISSUED BY AN IRANIAN COMMERCIAL BANK THE SAID P. B. G TO REMAIN VALID UNTIL THREE MONTHS AFTER COMPLETION OF SHIPMENT (TO BE ADVISED TO ISSUING BANK BY THE BUYER) AND BE EXTENSIBLE FOR ADDITIONAL PERIODS OF THREE MONTH(S), IF REQUIRED BY THE BUYER.

IF INCURRED LOSSES EXCEED THE AMOUNT OF PBG, IT WILL BE SETTLED BETWEEN SELLER AND GTC DIRECTLY.

11- PAYMENT:

PAYMENT TO BE EFFECTED THROUGH ONE OF THE FOLLOWING ROUTE:

- A. AFTER RECEIPT OF THE SELLER'S U.P.B.G, GTC WILL OPEN AN

UNCONFIRMED, IRREVOCABLE, AND NONTRANSFERABLE L/C IN THE SELLER'S FAVOR TO COVER THE VALUE OF THE CONTRACT, PAYABLE AGAINST PRESENTATION OF THE CLEAN SHIPPING DOCUMENTS AS FOLLOWS;

B. TELEGRAPHIC TRANSFER (T.T) PAYMENT WILL BE EFFECTED AGAINST PRESENTATION OF ACCEPTABLE NON-NEGOTIABLE COPY OF THE BELOW SHIPPING DOCUMENTS SUBJECT TO REGISTRATION OF THE VESSEL BY IRAN PORT MARITIME ORGANIZATION (P.M.O)

1. COMMERCIAL INVOICE (MENTIONING ALSO THE FREIGHT RATE) ISSUED BY THE SELLER AND THE ORIGINAL TO BE CERTIFIED OR LEGALIZED OR VISAED BY CHAMBER OF COMMERCE IN BENEFICIARY'S COUNTRY /COUNTRY OF ORIGIN /COUNTRY OF LOADING.
2. CERTIFICATE OF ORIGIN ISSUED BY CHAMBER OF COMMERCE IN BENEFICIARY'S COUNTRY/ COUNTRY OF ORIGIN /COUNTRY OF LOADING.
3. CERTIFICATE OF INSPECTION (C.O.I.) OF QUALITY, QUANTITY AND PACKING CONDITION ISSUED UNDER INSPECTION PROVISIONS OF THIS TEXT. THE ORIGINAL SHOULD BE LEGALIZED OR CERTIFIED OR VISAED BY CHAMBER OF COMMERCE IN COUNTRY OF ORIGIN OR BENEFICIARY'S COUNTRY. MEANWHILE PRODUCTION DATE AND EXPIRY DATE SHOULD BE MENTIONED ON THE SAID DOCUMENTS.
4. 4-1) TEST REPORT (T.R) SHOULD BE ISSUED BY THE INSPECTION COMPANY AT THE SELLER'S ACCOUNT, THE SAID CERTIFICATE IS TO BE ENCLOSED WITH CERTIFICATE OF INSPECTION (C.O.I).
4-2) IN CASE IRANIAN INSPECTION COMPANY IS NOMINATED, LEGALIZATION OF THE INSPECTION CERTIFICATE(S) BY THE CHAMBER OF COMMERCE WILL NOT BE REQUIRED.
5. FULL SET OF CLEAN ON BOARD BILL(S) OF LADING MARKED "FREIGHT PREPAID". THE SAID B(S)/L SHOULD BE SIGNED BY MASTER OF THE VESSEL OR HIS AUTHORIZED REPRESENTATIVE IN THE COUNTRY OF ORIGIN.
6. HEALTH CERTIFICATE, ISSUED BY COMPETENT OFFICIAL AUTHORITIES IN COUNTRY OF ORIGIN, CERTIFYING THAT:
THE BUTTER IS FIT FOR HUMAN CONSUMPTION.

CONTAMINANTS

ITEM	SPECIFICATION	ACCEPTANCE LIMIT
1	PB	MAX 0.05 MG/KG
2	AFLATOXIN M1	MAX 0.02 (NG/G)

MICROBIOLOGICAL SPECIFICATION (ISIRI 2406)

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1	COLIFORMS BACTERIA	NEGATIVE
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4	PSYCROTROP BACTERIA	10 ⁴ MAX
5	MOLD & YEAST	LESS THAN 10 PER GRAM

THE DEFINIT RESULT SHOULD BE MENTIONED IN THE HEALTH CERTIFICATES.

THE ORIGINAL TO BE CERTIFIED BY CHAMBER OF COMMERCE AND EMBASSY/
COUNSULATE OF ISLAMIC REPUBLIC OF IRAN IN BENEFICIARY'S COUNTRY/
COUNTRY OF LOADING / COUNTRY OF ORIGIN.

7.- BOVINE SPONGIFORM ENCEPHALO PATHY (BSE) CERTIFICATE, ISSUED BY
COMPETENT OFFICIAL AUTHORITIES IN COUNTRY OF ORIGIN, CERTIFYING THAT:

THE BUTTER IS FREE FROM BOVINE SPONGIFORM ENCEPHALOPATHY AND FIT FOR
HUMAN CONSUMPTION.

8- FOOT AND MOUTH DISEASE (FMD)CERTIFICATE, ISSUED BY COMPETENT OFFICIAL
AUTHORITIES IN COUNTRY OF ORIGIN, CERTIFYING THAT:

THE BUTTER IS FREE FROM FOOT AND MOUTH DISEASE AND FIT FOR HUMAN
CONSUMPTION.

9 - DECLARATION LETTER, ISSUED BY PRODUCER ON ITS LETTERHEAD AND
CONFIRMED BY INSPECTION COMPANY.

10 - ANALYSIS CERTIFICATE, ISSUED BY PRODUCER ON ITS LETTERHEAD
AND CONFIRMED BY INSPECTION COMPANY.

11- HERBICIDES RESIDUE CERTIFICATE ISSUED BY COMPETENT OFFICIAL
AUTHORITIES IN COUNTRY OF ORIGIN.

12- MYCOTOXINS CERTIFICATE ISSUED BY COMPETENT OFFICIAL AUTHORITIES IN
COUNTRY OF ORIGIN .

13-PACKING LIST.

14- A) PHOTO COPY OF AN INTERNATIONAL AIR COURIER INDICATING THAT THE
NON- NEGOTIABLE COPIES OF THE SHIPPING DOCUMENTS HAVE BEEN
RECEIVED BY THEM FOR PROMPT DELIVERY TO THE BUYER.

B) LETTER OF COMMITMENT INDICATING THAT THE ORIGINAL SHIPPING
DOCUMENTS WILL BE SUBMITTED TO GTC UPON RECEIPT OF THE VALUE OF
THE RELEVANT SHIPPING DOCUMENTS.

NOTES:

1. ALL THE REQUIRED DOCUMENTS TO BE PREPARED IN ONE ORIGINAL AND
THREE COPIES EXCEPT B/L WHICH SHOULD BE IN THREE ORIGINALS AND
THREE NON-NEGOTIABLE COPIES AND PHOTOCOPY OF RECEIPT OF AN
INTERNATIONAL AIR COURIER WHICH SHOULD BE IN ONE COPY.
2. A) L/C NUMBER, REGISTRATION CODE NUMBER (CB NO.) AND THE NAME OF
GOVERNMENT TRADING CORPORATION OF IRAN AS NOTIFY PARTY
SHOULD BE MENTIONED ON ALL DOCUMENTS.
3. B) REGISTRATION CODE NUMBER (CB NO.) AND THE NAME OF GOVERNMENT
TRADING CORPORATION OF IRAN AS NOTIFY PARTY SHOULD BE
MENTIONED ON ALL DOCUMENTS.

14-INSURANCE:

CARGO INSURANCE TO BE ARRANGED BY THE BUYER AND ON ITS OWN ACCOUNT.
UNDERWRITER'S NAME& POLICY NUMBER TO BE MENTIONED ON ALL DOCUMENTS.

15-FORCE MAJEURE:

FORCE MAJEURE IS DEFINED AS
FOLLOWS: WAR
STRIKE
ACT OF GOD BEYOND THE CONTROL OF HUMAN BEING.

16- DISPUTE SETTLEMENTS:

DISPUTES WILL BE SOLVED AMICABLY; OTHERWISE, MUST BE FINALLY AND EXCLUSIVELY SETTLED IN IRANIAN COURTS AND IN ACCORDANCE WITH THE IRANIAN LAW AND REGULATIONS.

17- OTHER TERMS:

1. CARGO LOADED IN EACH INDIVIDUAL HOLD/CONTAINER MUST COMPLY WITH CONTRACTUAL QUALITY SPECIFICATIONS.
 2. PRESENTATION OF THIRD PARTY DOCUMENTS EXCEPT SELLER'S COMMERCIAL INVOICE, FOR NEGOTIATION, IS ACCEPTABLE.
 3. THE SELLER MUST INFORM THE BUYER OF THE NEEDED AMENDMENTS (IF ANY) WITHIN MAX TWO WORKING DAYS AFTER RECEIPT OF THE L/C FOR THE BUYER'S CONSIDERATION.
 4. THE SELLER SHALL NOT PAY ANY COMMISSION TO ANY PERSON OR COMPANY.
 5. PARTIAL NEGOTIATION OF DOCUMENTS AND TRANSSHIPMENT NOT ALLOWED.
 6. ALL BANKING EXPENSES/CHARGES OUTSIDE IRAN WILL BE AT SELLER'S ACCOUNT.
- THE CARGO MUST BE STORED AT MINUS 18 DEGREE CENTIGRADE TO MINUS 20 DEGREE CENTIGRADE UNTIL SHIPMENT. THE TEMPERATURE OF THE CARGO MUST BE MINUS 18 DEGREE CENTIGRADE DURING TRANSPORTATION AND LOADING ON BOARD.
 - THE NON-NEGOTIABLE SHIPPING DOCUMENTS TO BE RECEIVED BY GTC. OTHERWISE SELLER IS RESPONSIBLE FOR ALL ARISEN COSTS DUE TO DELAY IN DISCHARGING OPERATION.
 - BUYER WILL DECLARE DISCHARGE PORT UPON RECEIPT OF THE FIRST 10 DAYS NOTICE OF VESSEL ARRIVAL AT DISCHARGE PORT.
 - THE NAME OF GOVERNMENT TRADING CORPORATION OF IRAN AS NOTIFY PARTY SHOULD APPEAR ON ALL DOCUMENTS.
 - PARTIAL SHIPMENT **ALLOWED**.
 - TRANS SHIPMENT NOT **ALLOWED**.
 - IRANIAN CUSTOMS TARIFF NO. **04051020** SHOULD APPEAR ON ALL DOCUMENTS.
 - UNDERWRITER'S NAME **WILL BE ADVISED BY BUYER** SHOULD APPEAR ON ALL DOCUMENTS.
 - FINAL DESTINATION MUST BE QUOTED IN RELEVANT DOCUMENTS

THIS TEXT NO. B2 IS AN INTEGRAL PART OF THE CONTRACT. IN CASE OF ANY CONTRADICTION BETWEEN CONTENT OF THIS TEXT AND THE CONTRACT, THE

CONTENT OF THE CONTRACT SHALL PREVAIL.
THE SELLER SHOULD SUBMIT THE ORIGINAL TEXTS OF CORRESPONDENCE TO THE BUYER WITHIN SEVEN DAYS.

FOR AND ON BEHALF OF GTC

FOOD AND DRUG ADMINISTRATION FOOD PRODUCTS AND BEVERAGES ASSESSMENT	EXECUTIVE INSTRUCTIONS SOURCES REGISTRATION METHOD, ISSUE	CODE: FB-PR-1392-0002 DATE OF ISSUE: DEC. 18, 2013 REVISION NO.: - REVISION DATE: -
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1-OBJECTIVE

THIS INSTRUCTIONS HAS BEEN FORMULATED ON THE STRENGTH OF ARTICLES 17 AND 18 OF THE EXECUTIVE INSTRUCTIONS OF PRODUCTION AND IMPORT OF FOODSTUFF, BEVERAGES, COSMETICS AND SANITARY PRODUCTS, AND DIETARY SUPPLEMENTS REGISTERED UNDER NUMBER 8038/D DATED FEB. 07, 2009, SUBJECT MATTER OF ARTICLE 16 OF FOOD AND BEVERAGE LAW, TO MONITOR, FOLLOW-UP, AND INSPECT HEALTH AND SAFETY OF THE IMPORTED RICE AND COORDINATE THE RELATED AFFAIRS OF SOURCE REGISTRATION OF THE IMPORTED RICE.

2-SCOPE OF APPLICATION

THIS INSTRUCTION IS USED TO EXAMINE THE TECHNICAL AND HEALTH CONDITIONS, SPECIFY THE REQUIREMENTS OF OVERSEAS RICE PROCESSING AND PACKAGING UNITS, ISSUE HEALTH PERMIT FOR IMPORTS AND PERFORM THE REQUIRED LEGAL REQUIREMENTS FOR ISSUANCE OF IMPORT AND DISCHARGE PERMIT OF THE SOURCE REGISTERED RICE.

3-EXECUTIVE RESPONSIBILITY

THIS INSTRUCTION SHALL COME INTO FORCE BY THE EXPERTS OF FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL/EXPERTS OF FOOD ADMINISTRATION DEPARTMENTS OF SHAHID BEHESHTI UNIVERSITY OF MEDICAL SCIENCES AND FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL/FOOD AND DRUG DEPUTIES OF THE CONCERNED MEDICAL SCIENCES UNIVERSITIES ARE RESPONSIBLE FOR PROPER ENFORCEMENT OF THIS INSTRUCTION.

4-DEFINITIONS

4-1 SOURCE REGISTRATION

ON THE STRENGTH OF ARTICLE 18 OF THE EXECUTIVE INSTRUCTION OF PRODUCTION AND IMPORT OF THE FOODSTUFF, BEVERAGES, COSMETICS AND SANITARY PRODUCTS, AND DIETARY SUPPLEMENTS REGISTERED UNDER NUMBER 8038/D DATED FEB. 07, 2009, SUBJECT MATTER OF ARTICLE 16 OF FOOD AND BEVERAGE LAW, SOURCE REGISTRATION IS A PROCESS THROUGH WHICH MINISTRY OF HEALTH AND MEDICAL EDUCATION APPROVES THE HEALTH AND TECHNICAL CONDITIONS OF OVERSEAS PRODUCTION UNITS

ACCORDING TO THE EVIDENCE PRESENTED AND/OR THROUGH VISITING BY THE EXPERTS OF THE SAID MINISTRY AND/OR THE REPORT SUBMITTED BY THE AUTHORIZED COMPETENT INTERNATIONAL INSPECTION COMPANIES BASED ON THE REQUIREMENTS OF FOOD AND DRUG ADMINISTRATION.

4-2 FOOD SAFETY MANAGEMENT SYSTEM CERTIFICATION

THIS CERTIFICATE IS ISSUED BY INSPECTION AND INTERNATIONAL CERTIFICATION ISSUANCE COMPANIES IN ACCORDANCE WITH CONFORMITY OF SUITABLE PRODUCTION CONDITIONS WITH THE APPROVED INTERNATIONAL STANDARDS (GMP, HACCP, ISO22000,...) BASED ON ASSESSMENT AND INSPECTION MADE BY PRODUCTION CENTERS AND FACTORIES OF FOOD PRODUCTS AND BEVERAGES.

4-3 CERTIFICATION BODY (CB)

INDEPENDENT, AUTHENTIC ORGANIZATIONS WHO ASSESS, INSPECT, AND ISSUE FOOD SAFETY MANAGEMENT SYSTEMS CERTIFICATIONS (GMP, HACCP, ISO22000,...) AS WELL AS PRODUCTS CERTIFICATIONS IN FOOD PRODUCTS AND BEVERAGES FACTORIES BY OBSERVING THE INTERNATIONAL REQUIREMENTS AND STANDARDS.

4-4 ACCREDITATION BODY (AB)

ORGANIZATIONS WHO ACCREDIT QUALITY SAFETY CERTIFICATIONS BASED ON AN AUTHENTIC PERMIT ISSUED BY THE INTERNATIONAL ACCREDITING ASSOCIATION AND/OR THE COMPETENT PUBLIC ORGANIZATIONS.

4-5 ACCREDITED LABORATORIES

LABORATORIES GRANTED THE AUTHENTIC CERTIFICATION OF ISO17025 FOR PERFORMING THE REQUIRED TESTS FOR PRODUCTS QUALITY AND HEALTH CONTROL WHICH ARE MEMBER OF INTERNATIONAL LABORATORY ACCREDITATION COUNCIL (ILAC) AND/OR THE LABORATORIES OF THE STATES WHOSE GOVERNMENTS UNDERTAKE THE ENTIRE RESPONSIBILITY IN THIS REGARD.

5-PROCEDURE

FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL TAKES THE REQUIRED MEASURES FOR ASSESSMENT OF THE FOREIGN FACTORIES OF RICE PROCESSING AND PACKAGING RELYING ON THE FOLLOWING DOCUMENTS AND EVIDENCE AS WELL AS THE SOIL CONTAMINATION MAP IN THE COUNTRY OF ORIGIN SO THAT IT ENSURES THE IMPORTED RICE IS PRODUCED BY THE IMPROVED AGRICULTURAL METHODS IN THE FARMS WHERE THE SOIL CONTAINS THE LEAST POLLUTANTS, PARTICULARLY, HEAVY METALS AND IS PROCESSED AND PACKAGED IN THE HYGIENIC UNITS WHICH OBSERVE TECHNICAL AND HEALTH REQUIREMENTS.

THE IMPORT APPLICANTS SHALL PROVIDE THE FOLLOWING DOCUMENTS FOR THE SOURCE REGISTRATION OF FOREIGN RICE PROCESSING AND PACKAGING FACTORIES:

5-1 WRITTEN APPLICATION OF THE APPLICANT COMPANY (ATTACHMENT I)

5-2 COMPLETED CHECKLIST OF APPLICATION FOR ISSUANCE OF IMPORT HEALTH PERMIT (ATTACHMENT II) 5-3 ARTICLES OF ASSOCIATION OF THE COMPANY

5-4 DOCUMENTS OF PLANT AND PRODUCT MASTER FILE (PMF) IN THE LETTERHEAD PAPER OF THE PRODUCTION FACTORY WHICH APPROVED BY THE MANAGING DIRECTOR OR QA AND/OR QC DIRECTOR (ATTACHMENT III)

5-5 CERTIFICATE ISSUED BY THE LEGAL COMPETENT AUTHORITIES OF THE COUNTRY OF ORIGIN INDICATING:

A) CONFIRMING HEALTH AND SAFETY OF RICE

B) CONFIRMING THE HEALTH AND TECHNICAL CONDITIONS OF PROCESSING AND PACKAGING FACTORY

C) PERMISSION FOR EXPORTS TO THE OTHER COUNTRIES FROM THE COUNTRY OF ORIGIN

5-6 ONE OF THE FOOD SAFETY CERTIFICATIONS APPROVED BY AN AUTHENTIC ACCREDITATION BODY WHICH IS SEALED BY THE EMBASSY OF THE ISLAMIC REPUBLIC OF IRAN INCLUDING:

5-6-1 FOOD SAFETY MANAGEMENT STANDARD CERTIFICATION (ISO 22000:2005)

5-6-2 HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP)

STANDARD OF FOOD CODEX 5-6-3 INTERNATIONAL FOOD STANDARD (IFS)

5-6-4 BRITISH RETAIL CONSORTIUM (BRC) STANDARD

NOTE 1: THE ACCREDITED INTERNATIONAL INSPECTION COMPANIES OR THE INSPECTION TEAM OF FOOD AND DRUG ADMINISTRATION MAY INSPECT AND CONFIRM THE HEALTH AND TECHNICAL CONDITIONS AT THE SOLE DISCRETION OF THE EXPERT COMMITTEE AND TECHNICAL AND LEGAL COMMITTEE OF FOOD AND DRUG ADMINISTRATION.

NOTE 2: IN CASE FOOD SAFETY CERTIFICATIONS, SUBJECT MATTER OF PARAGRAPH 5-6, ARE NOT PRESENTED, TECHNICAL AND HEALTH CONDITIONS OF FOREIGN RICE PROCESSING AND PACKAGING FACTORIES WILL BE INSPECTED AND CONFIRMED BY THE ACCREDITED INTERNATIONAL INSPECTION COMPANIES OR INSPECTION TEAM OF FOOD AND DRUG ADMINISTRATION.

5-7 FREE SALE ORIGINAL CERTIFICATE ISSUED BY THE COMPETENT PUBLIC ORGANIZATIONS CONTAINING NAME OF THE FACTORY AND COUNTRY OF PRODUCTION, TYPE OF PRODUCT, AND A SENTENCE INDICATING FREE SALE OF PRODUCTS IN THE COUNTRY OF ORIGIN SEALED BY EMBASSY OF THE ISLAMIC REPUBLIC OF IRAN

NOTE 3: BESIDES THE EXPORTING PUBLIC ORGANIZATIONS, THE SAID CERTIFICATION MAY BE ISSUED BY THE PRODUCTION FACTORY, APPROVED BY THE COMPETENT PUBLIC AUTHORITIES AND SEALED BY EMBASSY OF THE ISLAMIC REPUBLIC OF IRAN.

5-8 "ORIGINAL CERTIFICATE OR THE CERTIFIED COPY OF THE OPERATION OF AGENCY ISSUED BY MINISTRY OF COMMERCE" OR "CERTIFIED COPY OF COMMERCIAL REGISTRATION OF THE PRODUCTS TO BE SUPPLIED IN IRAN BY THE IMPORTING COMPANY"

5-9 PRODUCT ANALYSIS CERTIFICATE PRINTED IN THE LETTERHEAD PAPER SIGNED AND SEALED BY THE PRODUCER CONTAINING TYPE OF RICE, PHYSICAL, CHEMICAL, AND MICROBIAL PROPERTIES, THE POLLUTANTS RATE INCLUDING HEAVY METALS AND MYCOTOXINS AS PER THE LATEST REVISION OF THE REQUIREMENTS OF RICE QUALITY AND HEALTH SPECIFICATIONS APPROVED BY FOOD AND DRUG ADMINISTRATION, AND THE RESULTS OF THE AGRICULTURAL PESTICIDES RESIDUES IN COMPLIANCE WITH THE NATIONAL STANDARDS OF IRAN UNDER NO. 13120

5-10

5-11 NOTARIZED UNDERTAKING FOR ENSURING HEALTH OF THE IMPORTED RICE. THE IMPORTED RICE SHALL BE SUPPLIED FROM THE FARMS IN THE COUNTRY OF ORIGIN WHERE THE SOIL CONTAINS THE LEAST POLLUTANTS AND THE RICE PROPERTIES ARE IN ACCORDANCE WITH THE REQUIREMENTS OF RICE QUALITY

AND HEALTH SPECIFICATIONS AS SPECIFIED BY FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL; IN CASE OF ANY CONTRADICTION, THE APPLICANT UNDERTAKES TO COLLECT THE PRODUCT FROM THE SUPPLY LEVEL WITHIN 15 DAYS (ATTACHMENT IV)

5-12 TWO COPIES OF THE PERSIAN LABEL

5-13 COPIES OF RECEIPT FOR PRODUCT AND SOURCE REGISTRATION PAID AS PER THE LATEST APPROVAL OF THE CABINET AND THE RELEVANT EXECUTIVE BYLAWS AS CONFIRMED BY THE FINANCIAL AFFAIRS OF FOOD AND DRUG ADMINISTRATION.

NOTE 4: IN THE EVENT THAT A SOURCE IS REGISTERED BY FOOD AND DRUG ADMINISTRATION AND ANOTHER COMPANY APPLIES FOR REGISTRATION OF THE PRODUCT IN A DIFFERENT BRAND FROM THE SAME FACTORY, IT IS REQUIRED, BESIDES SUBMISSION OF THE ABOVE DOCUMENTS EXCEPT FOR THE PARAGRAPHS 5-4, 5-5, 5-6, TO PROVIDE A LETTER INDICATING PRODUCTION OF THE PRODUCT IN THE REQUESTED BRAND BY THE SAME PROCESSING AND PACKAGING FACTORY WHICH APPROVED BY THE PUBLIC COMPETENT AUTHORITIES AND SEALED BY EMBASSY OF THE ISLAMIC REPUBLIC OF IRAN AND A COPY OF THE RECEIPT OF PRODUCT REGISTRATION AS PER THE LATEST APPROVAL OF THE CABINET AND THE RELEVANT EXECUTIVE BYLAWS AS CONFIRMED BY THE FINANCIAL AFFAIRS OF FOOD AND DRUG ADMINISTRATION.

6-METHODS

DOCUMENTS SUBMITTED SHALL BE EXAMINED BY THE EXPERT OF FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL AND ANY INCOMPLETE DOCUMENTS WILL BE DECLARED TO THE APPLICANT AND PROPOSED IN THE EXPERT COMMITTEE UPON APPROVAL AND WILL BE, THEN, PROPOSED IN TECHNICAL AND LEGAL COMMITTEE OF FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL OF FOOD AND DRUG ADMINISTRATION. THE CIRCUMSTANCES WILL BE NOTIFIED TO THE APPLICANT IF NOT APPROVED BY THE TECHNICAL AND LEGAL COMMITTEE; BUT IN CASE OF APPROVAL, REGISTRATION SOURCE AND IMPORT HEALTH PERMIT FOR THE PRODUCT WILL BE ISSUED BY INDICATING NAME OF COUNTRY, NAME OF THE PACKAGING FACTORY WHERE THE SOURCE REGISTERED, TYPE OF RICE, RICE BRAND, NAME OF IMPORTER, PERMITTED WEIGHTS UP TO 20 KG, IMPORT HEALTH PERMIT NUMBER, TRACKING CODE INCLUDING COUNTRY CODE, PACKAGING PROVINCE CODE, PACKAGING FACTORY CODE, IMPORTING COMPANY CODE, AND RICE TYPE CODE. WHENEVER, AT THE SOLE DISCRETION OF FOOD AND DRUG ADMINISTRATION FOR REQUIREMENT OF INSPECTION FROM THE PRODUCTION COMPANY, THE APPLICANT SHALL TAKE THE NECESSARY ACTIONS FOR INSPECTION BY THE ACCREDITED INTERNATIONAL INSPECTION COMPANIES AND/OR THE EXPERTS OF MINISTRY OF HEALTH.

NOTE 5: IMPORT AND SUPPLY OF RICE IS PERMITTED IN THE PACKAGES UP TO 20 KG AND THE PACKAGING COMPANIES HOLDING PRODUCTION LICENSE AND/OR IMPORTING COMPANIES CONCLUDED AN AUTHENTIC CONTRACT WITH THE PACKAGING UNITS HOLDING PRODUCTION LICENSE ARE AUTHORIZED TO IMPORT RICE AT HIGHER WEIGHTS IN ORDER TO BE PACKAGED AT HOME.

NOTE 6: RICE IMPORTING COMPANIES MAY VOLUNTARILY RECRUIT A

TECHNICAL DIRECTOR. **7-REQUIRED DOCUMENTS FOR ISSUE OF**

IMPORT AND CLEARANCE PERMIT

IN ADDITION TO THE ITEMS MENTIONED ABOVE AND RECEIVING THE DOCUMENTS SPECIFIED IN THE GUIDELINE OF ISSUE OF IMPORT AND

CLEARANCE PERMIT FOR THE RAW MATERIALS OF FOODSTUFF, BEVERAGES, COSMETICS AND SANITARY PRODUCTS REGISTERED UNDER CODE PEI/P-010 IN NOVEMBER 2009, SUBMISSION OF THE BELOW CERTIFICATIONS ARE REQUIRED WHEN CLEARING:

7-1 HEALTH CERTIFICATION

7-2 PHYTOSANITARY CERTIFICATION

7-3 GMO-FREE CERTIFICATION

7-4 PHENOL RESIDUAL-FREE CERTIFICATION

7-5 ADAPTATION OF HEAVY METALS AND MYCOTOXINS CERTIFICATION ACCOMPANIED BY DETAILS OF THE TEST RESULTS IN ACCORDANCE WITH THE LATEST REVISION OF NATIONAL STANDARDS OF IRAN UNDER NO. 13120

NOTE 7: CERTIFICATES 7-1, 7-2, 7-3, 7-4, 7-5, 7-6 MAY BE ISSUED EITHER JOINTLY IN ONE CERTIFICATION OR SEVERALLY AS APPROVED BY THE COMPETENT PUBLIC AUTHORITIES AND ORGANIZATIONS AND EMBASSY OF THE ISLAMIC REPUBLIC OF IRAN.

7-7 PRODUCT ANALYSIS SHEET

7-8 COPY OF IMPORT HEALTH PERMIT

NOTE 8: IT IS REQUIRED TO INSERT THE SPECIFICATIONS MENTIONED IN PARAGRAPH 5-11, TRACKING CODE OF THE PRODUCT, AND PRODUCTION SERIES ON THE PACKAGES FROM THE COUNTRY OF ORIGIN AND THE CARGOS WITHOUT SPECIFICATIONS MAY NOT BE CLEARED FROM THE CUSTOMS.

IT IS WORTH MENTIONING THAT IMPORT AND CLEARANCE PERMIT WILL BE ONLY ISSUED TO THE COMPANIES HOLDING IMPORT HEALTH PERMIT (IN THE NAME OF THE IMPORTING COMPANY) BY THIS GENERAL DEPARTMENT.

NOTES:

1-THE IMPORTED CARGOS SHALL BE SAMPLED WHILE CLEARING OR ISSUING CONSUMPTION CERTIFICATION AS PER THE LATEST REVISION OF NATIONAL STANDARDS OF IRAN UNDER NO. 13535 AND 12004 AND SHALL BE TESTED REGARDING THE MICROBIAL CHARACTERISTICS, HEAVY METALS, AND MYCOTOXINS AS PER THE LATEST REVISION OF THE REQUIREMENTS OF RICE QUALITY AND HEALTH SPECIFICATIONS APPROVED BY FOOD AND DRUG ADMINISTRATION, AND CONCERNING THE AGRICULTURAL PESTICIDES RESIDUES IN COMPLIANCE WITH STANDARD NO. 13120.

2. SAMPLING IS PERFORMED FOR EVERY IMPORTED CONSIGNMENT. THE SAMPLE WILL BE, THEN, FORWARDED TO THE LABORATORY AND CLEARANCE AND CONSUMPTION PERMIT WILL BE ISSUED IN CASE OF ADAPTATION.

3. CONSUMPTION HEALTH CERTIFICATION IN THE COUNTRY OF ORIGIN IS ISSUED AND APPROVED BY THE COMPETENT AUTHORITY OF THE COUNTRY OF PRODUCTION AND CERTIFYING THE IMPORT HEALTH PERMIT WITHIN THE VALIDITY PERIOD IS NOT REQUIRED FOR THE SECOND IMPORTED CONSIGNMENT BY EMBASSY OF THE ISLAMIC REPUBLIC OF IRAN IN THE COUNTRY OF ORIGIN.

4. IN CASE OF INTRODUCING AN AUTHORIZED WAREHOUSE APPROVED BY MINISTRY OF HEALTH, CLEARANCE PERMIT WILL BE ISSUED BY THE MEDICAL SCIENCES UNIVERSITY WHO MONITORS THE CUSTOMS THROUGH OBTAINING "NO CONSUMPTION COMMITMENT" (ATTACHMENT VI) AND, UPON TRANSFERRING THE CONSIGNMENT TO THE WAREHOUSE, SAMPLING WILL BE CONDUCTED BY THE MEDICAL SCIENCES UNIVERSITY WHO MONITORS THE WAREHOUSE AS PER THE LATEST REVISION OF NATIONAL STANDARDS OF IRAN UNDER NO. 13535 AND 12004 AND CONSUMPTION PERMIT WILL BE ISSUED BY THE MEDICAL SCIENCES UNIVERSITY MONITORING THE WAREHOUSE UPON RECEIVING THE RESULT OF LABORATORY INDICATING THE CARGO ADAPTATION.

5. FOR THE PURPOSE OF RE-MONITORING THE DISCHARGED SAMPLES, THE MEDICAL SCIENCES UNIVERSITY MONITORING THE WAREHOUSE SHALL FORWARD ONE SAMPLE OUT OF 20 CONSIGNMENTS TO THE REFERENCE LABORATORY CENTER

FOR FOOD AND DRUG CONTROL BY INDICATING CODE, WITHOUT MENTIONING THE TITLE, ACCOMPANIED BY THE TESTS RESULTS AND THE RESULTS CONFORMITY WILL BE DECLARED TO FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL.

ATTACHMENTS:

1. ATTACHMENT I: WRITTEN APPLICATION OF THE COMPANY FOR SOURCE REGISTRATION
2. ATTACHMENT II: COMPLETED CHECKLIST OF APPLICATION FOR ISSUANCE OF IMPORT HEALTH PERMIT
3. ATTACHMENT III: PLANT AND PRODUCT MASTER FILE (PMF)
4. ATTACHMENT IV: NOTARIZED UNDERTAKING FOR ASSUMING RESPONSIBILITY OF THE IMPORTED PRODUCT
5. ATTACHMENT V: PERSIAN LABEL
6. ATTACHMENT VI: NO CONSUMPTION COMMITMENT

Attachment I: Written application of the company applying for importing rice Code: FB-Fo-1392-0003

KIND ATTN.: DIRECTOR GENERAL OF FOODSTUFF, BEVERAGES, COSMETICS AND SANITARY PRODUCTS CONTROL

RESPECTFULLY, I, _____, MANAGING DIRECTOR OF _____ COMPANY, HEREBY APPLY AS THE AUTHORIZED AGENT OF RICE IMPORT AND SALE UNDER _____ BRAND, PRODUCED BY _____ FACTORY, _____ (COUNTRY), _____ (PROVINCE), FOR THE ABOVE PRODUCT AND SOURCE REGISTRATION IN ORDER TO BENEFIT FROM THE RELEVANT FACILITIES OF ISSUING IMPORT AND CLEARANCE PERMITS.
PLEASE TAKE THE REQUIRED MEASURES IN REGARD TO MY APPLICATION.

SIGNED AND SEALED:
MANAGING DIRECTOR

“THE ABOVE INFORMATION IS REQUIRED TO BE PRINTED IN THE ADDRESS-CONTAINING LETTERHEAD OF THE COMPANY.”

Attachment II: Checklist of application for examination of <u>health and technical conditions</u> of rice processing and packaging factories (imports) Code: FB-CL-1392-0001

THIS SECTION SHALL BE COMPLETED BY THE IMPORTER ACCORDING TO THE PAMPHLET OF SOURCE REGISTRATION AND HEALTH PERMIT FOR RICE IMPORT.

1) APPLICANT PARTICULARS		COMPANY/FULL NAME:		TEL.:	
FAX:		TRADING CO.: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/>		REPRESENTATIVE/TECHNICAL DIRECTOR:	
MAIL ADDRESS:				REPRESENTATIVE/TECHNICAL	
2) PRODUCT		MANUFACTURIN		PRODUCING COUNTRY: PRODUCING	
TYPE OF IMPORTED RICE:		NET WEIGHT:		BRAND:	
3) ATTACHED DOCUMENTS		APPLIC	RECEIV	EXPERT	COMMENTS
3-1 SOURCE REGISTRATION APPLICATION. SOURCE		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-2 THE ORIGINAL OR CERTIFIED COPY OF THE AUTHENTIC AGENCY REGISTRATION CERTIFICATE ISSUED BY MINISTRY OF		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-3 PROVIDING CERTIFICATION FROM THE LEGAL COMPETENT AUTHORITIES OF COUNTRY OF ORIGIN INDICATING: CONFIRMING SAFETY AND HEALTH OF RICE/CONFIRMING HEALTH AND		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-4 QUALITY AND SAFETY CERTIFICATIONS BY AN AUTHENTIC AB/APPLICATION FOR VISITING THE MANIEACTURING		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	STAMPED BY EMBASSY OF THE
3-5 PMF (ATTACHMENT III)		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-6 COMPLETE ANALYSIS OF PRODUCT AND DECLARING HEAVY METALS MYCOTOXINS AND		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-7 FREE SALE BY MENTIONING NAME OF THE FACTORY		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	ISSUED/APP ROVED BY T HE COMPETENT AUTHORITIE S
3-8 INTRODUCING TECHNICAL DIRECTOR/COPY OF TECHNICAL		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-9 ORIGINAL NOTARIZED UNDERTAKING (ATTACHMENT IV)		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-10 GENERAL LABEL DESIGN		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3-11 ARTICLES OF ASSOCIATION OF		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
ALL THE ABOVE-MENTIONED ITEMS HAVE BEEN SUBMITTED IN PAGES AND CONFIRMED BY ME, , MANAGING DIRECTOR/TECHNICAL DIRECTOR OF COMPANY AND I HEREBY UNDERTAKE THE ENTIRE RESPONSIBILITY AND LEGAL CONSEQUENCES OF INCOMPLETE AND					

Attachment III: Plant and Product Master File (PMF)
Code : **FB-Fo-1392-0005**

NAME:	
ADDRESS:	
DATE OF VISIT:	DATE OF LAST VISIT (IF THE SITE HAS BEEN VISITED BEFORE BY MOH):
SCOPE OF ASSESSMENT:	
NAME OF ASSESSORS:	
NAME AND KIND OF PRODUCTS(FLOW DIAGRAM OF IDENTIFIED PRODUCTS MUST BE ATTACHED):	
NUMBER OF BRANCHES WITH THEIR ADDRESSES:	
LIST OF COUNTRIES THAT PRODUCTS ARE EXPORTED (DOCUMENTS MUST BE ATTACHED IF THE PRODUCTS EXPORT TO ENAJA COUNTRIES):	
TYPE OF PACKAGING:	
CERTIFICATES & APPROVAL(COPY OF VALID CERTIFICATIONS MUST BE ATTACHED): ISO14000 ISO17025 HACCP SYSTEM ISO22000:2005 IFS BRC CFS(FREE SALE) FDA OTHERS	

2. FACILITY, INCLUDING:

- **DESCRIPTION OF ITS SIZE AND NATURE OF CONSTRUCTION**
- **NUMBER OF STAFF**
- **AMOUNT AND TYPE OF PRODUCTS MADE**
- **THE COMPANY'S QUALITY POLICY**

3. THE MANUFACTURING FACILITY:

- **FLOOR PLAN, NATURE OF CONSTRUCTION, (I.E. TYPE OF BUILDING, IS IT OPEN OR CLOSED CONSTRUCTION, TYPE OF WALLS), AIR QUALITY AND TYPE OF AIR FILTRATION SYSTEM IF RELEVANT.**
- **METHOD OF CLEANING RELEVANT TO THE TYPE OF PRODUCT, PEST CONTROL PROGRAM (IF RELEVANT).**
- **DETAILS OF ANY OTHER MANUFACTURING ACTIVITY CARRIED OUT ON SITE.**

- **GOOD QUALITY PHOTOGRAPHS CAN BE USED TO ILLUSTRATE FEATURES, WHERE APPROPRIATE.**

4. STORAGE FACILITIES:

- **BRIEF DESCRIPTION OF THE STORAGE FACILITY.**
- **PROCEDURES AND FACILITIES FOR QUARANTINING INCOMING MATERIALS (BOTH RAW MATERIALS AND FINISHED PRODUCT) UNTIL APPROVED FOR RELEASE.**
- **PROCEDURES FOR QUARANTINING AND DISPOSAL OF REJECT MATERIAL.**
- **QA PROCEDURES FOR RELEASING BOTH RAW MATERIALS AND FINISHED PRODUCT FROM STORAGE AND QUARANTINE.**

5. SANITATION:

- **DESCRIPTION OF CLEANING AND GENERAL HYGIENE PROCEDURES.**
- **EVIDENCE OF DOCUMENTED CLEANING PROCEDURES, E.G. A COPY OF AN SOP FOR CLEANING.**

6. PERSONNEL ISSUES:

- **QUALIFICATIONS/EXPERIENCE OF PRODUCTION MANAGER AND QC MANAGER**
- **STAFF TRAINING NEEDS AND WHAT IS DONE TO ADDRESS THEM.**
- **PERSONAL HYGIENE AND PROTECTIVE CLOTHING NEEDS RELATIVE TO NEEDS OF THE PRODUCT AND WHAT IS DONE TO ADDRESS THEM.**

7. PROCESS WATER:

- **QUALITY REQUIRED AND STEPS TAKEN TO ENSURE THAT WATER QUALITY MEETS THOSE REQUIREMENTS.**
- **IF THE REQUIRED STANDARD IS WATER DRAWN FROM THE DOMESTIC WATER SUPPLY, THEN THAT SHOULD BE STATED IN THE SPECIFICATION FOR PROCESS WATER.**
- **TYPE OF TESTING REQUIRED IF RELEVANT, HOW OFTEN, EVIDENCE THAT IT IS DONE.**
- **PROCEDURES FOR WASTE WATER FILTRATION SYSTEM**

8. EQUIPMENT:

- **TYPE OF EQUIPMENT USED.**
- **WHAT STEPS ARE TAKEN TO ENSURE THAT IT IS CORRECTLY INSTALLED, REGULARLY CALIBRATED, MAINTAINED AND ADEQUATELY CLEANED.**
- **DETAILS OF CLEANING PROCEDURES AND CHECKS CARRIED OUT ON CLEANING PROCEDURES TO ENSURE THAT THEY ARE ADEQUATE IF DIFFERENT PRODUCTS ARE MADE IN THE SAME EQUIPMENT.**
- **DETAILS OF PROCEDURES FOR MAKING SURE THERE IS NO CROSS CONTAMINATION FROM OTHER PARTS OF THE FACILITY.**

9. SPECIFICATIONS:

- **CONFIRMATION THAT WRITTEN SPECIFICATIONS FOR RAW MATERIALS, INTERMEDIATES AND FINISHED PRODUCTS AS WELL AS PACKAGING MATERIALS EXIST (THESE SHOULD BE CONSISTENT WITH REGISTRATION SPECIFICATIONS).**
- **EXAMPLES OF SPECIFICATIONS SHOULD BE PROVIDED (E.G. FOR REPRESENTATIVE RAW MATERIALS AND FINAL PRODUCT).**

10. PRODUCTION PROCEDURES:

- **PROCEDURES FOR CHECKING THAT RAW MATERIALS MEET SPECIFICATIONS.**
- **DETAILS OF THE PRODUCTION PROCEDURE; PACKAGING AND LABELING PROCEDURES.**
- **DESCRIPTION OF IN-PROCESS QUALITY CHECKS (E.G. FOR UNWANTED MICRO-ORGANISMS SUCH AS WILD YEASTS, MOULDS AND BACTERIA) AND**

QUALITY TESTS ON THE FINISHED PRODUCT.

- **DOCUMENTED RELEASE PROCEDURES TO ENSURE THAT FINISHED PRODUCT IS NOT RELEASED UNTIL RESULTS OF ALL REQUIRED TESTS ARE AVAILABLE AND HAVE BEEN CHECKED AGAINST RELEASE SPECIFICATIONS.**
- **DESCRIPTION OF BATCH RECORDS KEPT WHICH COVER THE PROCESS FROM STARTING MATERIALS TO FINISHED PRODUCTS.**
- **IF DIFFERENT PRODUCTS ARE MADE IN THE SAME EQUIPMENT, PROCEDURES FOR ENSURING THERE IS NO CROSS-CONTAMINATION FROM THE PREVIOUS PRODUCT OF THE PRODUCT BEING MADE.**
- **DOCUMENTED PROCEDURES FOR IMPLEMENTING PMS PROGRAM**

11. QUALITY CONTROL PROCEDURES:

- **EVIDENCE OF QUALITY CONTROL FUNCTION THAT IS RELATED TO PRODUCTION AND MARKETING.**
- **EVIDENCE THAT IT IS BEING IMPLEMENTED CORRECTLY.**
- **DOCUMENTED CHANGE CONTROL PROCEDURES.**
- **ABILITY TO CONDUCT REQUIRED QUALITY CONTROL CHECKS.**

12. BRIEF DESCRIPTION OF RECALL PROCEDURES, COMPLAINTS HANDLING PROCEDURES AND SELF- INSPECTION PROCEDURES.

13. DOCUMENTATION - ALL PROCEDURES MUST BE DOCUMENTED AND SIGNED BY THE QUALITY CONTROL MANAGER.

**NAME & SIGNATURE OF QUALITY
MANAGER: NAME & SIGNATURE OF
MANAGING DIRECTOR:**

Attachment IV: notarized undertaking for assuming responsibility of the imported rice
Code: FB-Fo-1392-0002

**NOTARIZED UNDERTAKING FOR ASSUMING RESPONSIBILITY OF THE
IMPORTED RICE**

I, _____, MANAGING DIRECTOR OF _____ COMPANY, HOLDER OF AN EXCLUSIVE/RICE SALE AGENCY BY THE PRODUCING FACTORY/BENEFICIARY AGENT _____ IN _____ (COUNTRY), _____ (PROVINCE) UNDER _____ BRAND, HEREBY UNDERTAKE THE ORIGINALITY AND ACCURACY OF ALL THE SUBMITTED DOCUMENTS AND ASSUME THE ENTIRE RESPONSIBILITY OF THE IMPORTED RICE IN THE FOLLOWING GROUNDS:

1. SUPPLYING RICE FROM THOSE REGIONS IN THE COUNTRY OF ORIGIN WHICH CONTAIN THE LEAST POLLUTANTS AND ADHERING TO THE RULES AND REGULATIONS OF DEPARTMENT GENERAL OF MONITORING FOOD AND SANITARY PRODUCTS ON IMPORTS;
2. ASSUMING RESPONSIBILITY AGAINST ORIGINALITY AND HEALTH OF THE RICE THAT IS TRADED UNDER THIS BRAND IN THE MARKET;
3. ASSUMING RESPONSIBILITY FOR RESPONDING THE COMPLAINTS OF CUSTOMERS AND INDEMNIFYING THE CUSTOMERS FOR LOSS AND DAMAGES SUSTAINED BY THE RICE COMPLAINED AGAINST PROVIDED THAT SUCH LOSS AND DAMAGES ARE APPROVED BY THE COMPETENT AUTHORITIES, AND COLLECTING THE PRODUCT FROM THE MARKET WITHIN 15 DAYS IN CASE OF ANY NON-ADAPTATION REPORT. (IN THE EVENT THAT SUPPLYING THE NON-ADAPTED PRODUCT IS NOT SUSPENDED BY THE IMPORTING COMPANY WHO OWNS THE BRAND, FOOD AND DRUG ADMINISTRATION SHALL TAKE ACTIONS FOR PUBLIC INFORMATION REGARDING THE BRAND AND PRODUCTION SERIES OF NON-ADAPTED PRODUCT);

4. CONFORMING THE PROPERTIES OF THE IMPORTED RICE WITH THE CONFIRMED ANALYSES AND THE REQUIREMENTS OF HEALTH AND QUALITY SPECIFICATIONS BY FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL;

5-INSERING THE SPECIFICATIONS IN PERSIAN APPROVED BY FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL AS PER THE REQUIREMENTS DECLARED;

6-NOTIFYING FOOD AND DRUG ADMINISTRATION CONCERNING ILLEGAL IMPORT AND/OR SUPPLY WITHOUT PRINTING THE SPECIFICATIONS OF THE ITEMS DISTRIBUTED UNDER THIS BRAND IN PERSIAN;

7-RETURN OR DESTRUCTION OF THE CONSIGNMENTS UNDER RESPONSIBILITY OF THIS AGENCY WHICH ARE NOT APPROVED BY FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL;

● OBVIOUSLY, IN CASE I ACT IN CONTRARY TO THE ABOVE COMMITMENTS, I SHALL HAVE NO RIGHT TO OBJECT TO REVOKE OF THE HEALTH PERMIT OF RICE IMPORT ISSUED TO ME BY FOOD PRODUCTS AND BEVERAGES ASSESSMENT DEPARTMENT GENERAL, PUBLIC INFORMATION, AND REFERRING THE CASE TO THE LEGAL AND JURISTIC AUTHORITIES.

SIGNED BY MANAGING DIRECTOR OR REPRESENTATIVE OF COMPANY

Attachment V: Required items in Persian label of rice
Code: FB-Fo-1392-0001

1. Brand of Rice:
2. Type of Rice:
3. Tracking Code of Product:
4. Country of Origin:
5. Date of Production:
6. Date of Expiry:
7. Net Weight:
8. Production Series:
9. Storage Conditions:
10. Imports Health Permit No.:
11. Name, Address, and Tel. of Importing Company:

● IN THE EVENT THAT DATE OF PRODUCTION AND EXPIRATION AND PRODUCTION SERIES ARE PRINTED ON THE PACKAGES, THE SENTENCE “IT IS PRINTED ON THE PACKAGE” CAN BE INSERTED IN FRONT OF EACH ITEM.

● PROVIDING THE AUTHENTIC DOCUMENTS OF PRODUCTION DATE, EXPIRATION DATE, AND PRODUCT MANUFACTURING SERIES ARE MANDATORY FOR ANY IMPORT.

● THE LABEL DESIGN HAS BEEN APPROVED BY THIS DEPARTMENT GENERAL IN TWO COPIES THAT ONE SHALL BE PROVIDED TO THE APPLICANT.

Attachment VI: No Consumption Commitment
Code: FB-Fo-1392-0004

NO CONSUMPTION COMMITMENT

I, _____, MANAGING DIRECTOR _____ COMPANY WHICH IMPORTS
BRAND _____, SITUATED IN _____,
HEREBY UNDERTAKE THAT IN CASE OF CLEARANCE OF THE IMPORTED RICE
CONSIGNMENT OF THIS COMPANY, SUBJECT MATTER OF INVOICE NO. _____,
DATED _____, WEIGHED _____, I WILL STORE
THE SAID PRODUCT AS A TRUST UNTIL CLARIFYING THE EXAMINATION
RESULTS AND ISSUANCE OF DISTRIBUTION AND CONSUMPTION PERMIT BY THE
DEPARTMENT GENERAL OF FOODSTUFF, BEVERAGES, COSMETICS AND
SANITARY PRODUCTS CONTROL AND TAKE NO OTHER ACTIONS. ANY VIOLATION
OF THIS COMMITMENT SHALL MEAN BREACH OF TRUST WITH FRAUDULENT
INTENT AND THIS DEPARTMENT GENERAL WILL BE AUTHORIZED TO PROSECUTE
ME THROUGH THE LEGAL COMPETENT AUTHORITIES. EVIDENTLY, I SHALL HAVE
NO PROTEST AND IN CASE THE SUBJECT PRODUCT IS UNUSABLE OR
INCONSISTENT WITH THE SPECIFIED CHARACTERISTICS, I SHALL BE OBLIGED
TO RETURN THE PRODUCT AND SUBMIT THE CUSTOMS RETURNED PERMIT TO
THIS DEPARTMENT GENERAL.

ADDRESS AND TELEPHONE NUMBER OF THE

AUTHORIZED WAREHOUSE: FULL NAME:
SIGNED AND SEALED BY MANAGING DIRECTOR