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POLICY

Voluntary Public

Date: 4/29/2016

GAIN Report Number: RS1620

Russian Federation

Post: Moscow

Draft SPS Measure on Import Permits Notified to WTO

Report Categories:

WTO Notifications

Sanitary/Phytosanitary/Food Safety

FAIRS Subject Report

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Report Highlights:

On April 18, 2016, Russia notified the World Trade Organization (WTO) of draft amendments to the Russian regulation on the issuance of import, export, and transit permits for goods that are under veterinary control via G/SPS/N/RUS/121. According to the notification, the amendments specify the list of products that should be accompanied by an import or export permit while importing to or exporting from Russia. The 60-day public comment period for the draft will close on June 17, 2016. Interested U.S. parties are encouraged to share their comments and/or concerns with USDA's enquiry point (us.spsenquiry@fas.usda.gov). For potential inclusion in the U.S. official position, please send your comments by June 3, 2016.

General Information

On April 18, 2016, Russia notified the World Trade Organization (WTO) of the following draft amendments to the Russian regulation on the issuance of import, export, and transit permits for goods that are under veterinary control via [G/SPS/N/RUS/121](#):

- [Amendments to the Administrative Regulation of the Federal Service for Veterinary and Phytosanitary Supervision to provide the public service for issuing permits to import into, export from and also transit through the territory of the Russian Federation animals, products of animal origin, medicines for veterinary use, feed and feed additives for animals, approved by Order of the Ministry of Agriculture of the Russian Federation No. 404 of November 7, 2011](#)

According to the notification, the amendments specify the list of products that should be accompanied by an import or export permit while importing to or exporting from Russia.

An unofficial English translation of the original measure, Order of the Ministry of Agriculture of the Russian Federation No. 404 of November 7, 2011, as it currently stands, with changes proposed by the above document, tracked therein, can be found below. In particular, the proposed amendments are on pages 4, 5, 8, 9, 10, 11, 12, 13, 27, 28, 29, 39, 40, 41, and 42 below.

The 60-day public comment period for the draft will close on June 17, 2016. Interested U.S. parties are encouraged to share their comments and/or concerns with USDA's enquiry point (us.spsenquiry@fas.usda.gov). For potential inclusion in the U.S. official position, please send your comments by June 3, 2016.

BEGIN UNOFFICIAL TRANSLATION:

Attachment to order of
the Russian Ministry of Agriculture No. 404
of November 7, 2011

ADMINISTRATIVE REGULATION

of the Federal Service for Veterinary and Phytosanitary Supervision to provide the public service for issuing permits to import into, export from and also transit through the territory of the Russian Federation animals, products of animal origin, medicines for veterinary use, feed and feed additives for animals

(as amended by order of the Ministry of Agriculture No. 268 of July 8, 2013)

I. General Provisions

Regulatory subject of the Administrative regulation

1. Administrative Regulation of the Federal Service for Veterinary and Phytosanitary Supervision (hereinafter – the Service) to provide the public service for issuing permits to import into, export from and also transit through the territory of the Russian Federation animals, products of animal origin, medicines for veterinary use, feed and feed additives for animals (hereinafter – the Administrative regulation, public service), sets deadlines and sequence of administrative procedures (activities) carried out at the request of an applicant, and sets the procedure for interaction between structural units of the Service, its officials, interaction of the Service with applicants, authorized veterinary authorities of constituent entities of the Russian Federation, Federal Customs Service in the field of reference, veterinary services of foreign states in the provision of the public service.

Range of Applicants

2. For the purposes of provision of the public service by the Service, the applicants can be: Individuals (including individual entrepreneurs) and legal entities, as well as embassies, consulates, and other representations of the foreign states.

Representatives can operate on behalf of applicants – individuals based on the power of attorney or a contract.

Persons according to constituent documents of legal persons without the power of attorney, as well as representatives based on the power of attorney or the contract can operate on behalf of applicants - legal entities. In statutory cases participants of legal entities can operate on behalf of the entity.

Requirements for providing information on the provision of the public service

3.1. Location of the Service: 1 / 11, Orlikov per., Moscow, 107139.

Working hours: Monday - Thursday from 09:00 to 18:00, Friday from 09:00 until 16:45. Lunch break: 12:00 - 12:45. Saturday, Sunday and public holidays - closed.

3.2. Information about the location and working hours of the Service, its structural units can be obtained by enquiry phone (phones), on the official website in Internet, by e-mail, on the stand at the location of providing the public service, and other ways.

3.3. Contact phone (phones) of the Service: +7 (495) 607-51-11, +7 (499) 975-43-47.

3.4. Information about addresses and enquiry phone numbers of the Service is available on the official website at: <http://www.fsvps.ru>. The e-mail of the Service is info@svfk.mcx.ru.

Block diagram of the provision of the public service is provided in Annex No. 1 to the present Regulation.

3.5. Information to applicants about the fulfillment of the public service, and information on the status of providing the said services is provided by authorized government employees of the Service and its units.

3.6. Information about the location, working hours, official websites, e-mail addresses, enquiry phone numbers and information phone numbers involved in the provision of the public service, is located:

on the official website of the Service in the Internet at: <http://www.fsvps.ru>.

in the Federal Public Information System "Single portal of public and municipal services (functions)": www.gosuslugi.ru.

official stand in the location of the Service, in the place of providing the public service at 1 / 11, Orlikov per., Moscow, 107139.

II. Standard of providing public service

Name of the public service

4. The public service of issuing permits to import into, export from and also transit through the territory of the Russian Federation animals, products of animal origin, medicines for veterinary use, feed and feed additives for animals (hereinafter - controlled goods).

4.1 Import permits are issued for controlled goods in accordance with the List of regulatory measures applied by the authorized bodies of the Eurasian Economic Union Member States, which is attachment No. 1 to the Unified list of goods subject to veterinary (veterinary and sanitary) requirements to goods that are subject to veterinary control (surveillance), approved by the Customs Union Commission Decision No. 317 of June 18, 2010, and nonregistered medicines for veterinary use, except for the following as well as:

~~controlled goods from the Customs Union Member States;~~

~~feed additives for cats and dogs, as well as prepared feeds for cats and dogs which have been heat-treated (at the temperature of at least plus 70 degrees Celsius, for at least 20 minutes) in consumer packaging (packed for retail);~~

~~all kinds of stuffed animals and fish, or their fragments that undergone complete taxidermy treatment, subject to presenting documents confirming their purchase at retail;~~

~~hunting trophies from regions free from diseases specified in paragraph 3 of chapter 38 of the Unified veterinary (veterinary-sanitary) requirements to goods subject to veterinary control (surveillance), approved by Decision of the Customs Union Commission No. 317 of June 18, 2010, as well as originating from regions with an unsafe situation in respect of the mentioned diseases, but which~~

~~have been treated (disinfected) in accordance with the rules adopted in the country of origin of the trophies, which is confirmed by a veterinary certificate;~~

imported aquatic biological resources of Russian origin, except those temporarily stored in third countries;

~~dogs and cats transported by owners for personal use in the quantity of not more than two pets, accompanied by an international passport, issued in accordance with the legal framework of the Customs Union (decisions of the Customs Union), provided that there is a note of the competent authority on their clinical examination within five days before departure;~~

finished products of animal origin in their original packaging, marked by the manufacturer, imported by individuals for personal use up to 5 kg per person, provided that the manufacturing state and the state from where the said products are exported are favorable in terms of their epizootic situation.

4.2. Transit permits are issued for animals and animal raw materials in accordance with the Unified list of goods subject to veterinary control, approved by the Customs Union Commission Decision No. 317 of June 18, 2010.

4.3. Export permits are issued for controlled goods, except for the following:
controlled goods of the Customs Union Member States;

~~animals (dogs, and cats, ferrets, polecat-mink hybrid, rabbits, squirrels, chinchillas, rats, mice, hamsters, guinea pigs, parrots, canaries, pigeons, reptiles, amphibians, aquatic organisms, arthropods (spiders), crustaceans), moved for the purposes other than entrepreneurial, for keeping, temporary export with further reverse export, for participation in international competitions and exhibitions, and leisure of the person exporting the animal(s) transported by owners for personal use in the quantity of not more than two pets, accompanied by an international passport, issued in accordance with the legal framework of the Customs Union (decisions of the Customs Union), provided that there is a note of the competent authority on their clinical examination within five days before departure~~ the veterinary requirements of the importing country are met and the necessary accompanying veterinary documents are available;

~~feed additives for cats and dogs, as well as prepared feeds for cats and dogs which have been heat-treated (at the temperature of at least plus 70 degrees Celsius, for at least 20 minutes) in factory consumer packaging (packed for retail);~~

~~hunting trophies, and stuffed animals of all kinds of animals and fish, or their fragments, that undergone complete taxidermy treatment, subject to presenting documents confirming their purchase at retail;~~

medicines for veterinary use, except for immuno-pharmaceuticals for veterinary use;

feeds and feed additives not containing components of ~~plant~~ animal origin;

aquatic biological resources of Russian manufacture exported without unloading on the territory of the Russian Federation;

finished food products of animal origin in factory packaging, honey and table eggs.

Name of the federal executive authority providing the public service

5. The authority of providing the public service is carried out by the Service, its structural divisions, and its officials.

6. In order to obtain information and documents which are necessary for the provision of the public service, including verification of information provided by applicants, there is interaction with: the veterinary executive authorities of the constituent entities of the Russian Federation;

other bodies and organizations with information, which is necessary for the provision of the public service, including veterinary services of foreign states.

7. It is prohibited to require from the applicant to carry out actions, including acquiring approvals, which are necessary in order to obtain the public service and are associated with going to other state agencies and organizations.

Description of the result of providing the public service

8. The result of the provision of the public service is:
issuance of a permit for import into the Russian Federation, for export from the Russian Federation, for transit of controlled goods (hereinafter - permit) or a notice of refusal to issue the permit;
issuance of a document on amendments to a permit or notice of refusal to amend the permit;
issuance of a document on suspension of a permit;
issuance of a document on the cancellation of a permit or notice of refusal to cancel a permit.

8.1. Permits are issued for a calendar year.

Permits for next year are issued since December 1 of the year preceding the year of validity of the permit.

Controlled goods (except animals), dispatched (sent) from the exporting country in the next year after the year of validity of the permit may be imported into the Russian Federation under accompanying veterinary documents, issued by 31 December of the year of validity of the permit, with the permit for the past year.

Animals may be imported to the Russian Federation from January 1 of the year, following the year of validity of the permit, provided they were placed into quarantine in the exporting country before or on December 31 of the year of validity of the permit.

8.2. Permits are issued by the Service in the form of electronic documents with the use of the automated information system (hereinafter - the AIS) that ensures analysis of the documents and information provided by the applicant. Permits can also be issued in hard copies.

The timing of provision of the public service, timing for issuing (forwarding) documents, which are the results of the provision of the public service

9. The deadline for providing the public service does not exceed 15 calendar days from the date of registration of the application in the Service, unless otherwise provided by paragraph 38 of this Regulation.

10. The public service can be suspended for not more than 30 days.

11. The deadline for issuing (forwarding) documents which are the results of the provision of the public services is during the day of taking the decision.

Documents, which are the results of the provision of the public service and are published in the AIS, shall be published on the official web-site of the Service in the information and communication network Internet. The applicants can be also notified via mail, fax, and e-mail.

List of normative legal acts regulating the relations arising in connection with the provision of the public service

12. The public service is provided in accordance with the following:

Customs Union agreement on veterinary and sanitary measures, signed on December 11, 2009 and ratified by Federal Law of May 19, 2010, No. 93-FZ (Code of laws of the Russian Federation, 2010, No.21, art. 2531);

Agreement on Cooperation in the veterinary field of March 12, 1993 (Bulletin of International Treaties, 1993, No. 3);

The Customs Union Commission's decision of June 18, 2010, No. 317 "About the implementation of veterinary-sanitary measures in the Customs Union" published on the official website of the Customs Union Commission on June 30, 2010;

Law of the Russian Federation of May 14, 1993, No. 4979-1 "On Veterinary Medicine" (Vedomosty of the Congress of national deputies and the Supreme Council of the Russian Federation, 1993, No. 24, art. 857; Code of laws of the Russian Federation, 2002, No. 1, art. 2; 2004, No. 27, art. 2711, No. 35, art. 3607; 2005, No. 19, art. 1752; 2006, No. 1, art. 10; No. 52, art. 5498; 2007, No. 1, art. 29; No. 30, art. 3805; 2008, No. 24, art. 2801; 2009, No. 1 art. 17; art. 21; 2010, No.50, art. 6614; 2011, No. 1, art. 6; No. 30, art. 4590);

Federal Law of May 2, 2006, No. 59-FZ "On the order of consideration of application of citizens of the Russian Federation" (Code of laws of the Russian Federation, 2006, No.19, art. 2060; 2010, No.27, art. 3410; No. 31, art. 4196);

Federal Law of July 27, 2010 No. 210-FZ "On the organization of providing of public and municipal services" (Code of laws of the Russian Federation, 2010, No.31, art. 4179; 2011, No.15, art. 2038; No. 27, art. 3873, 3880; No. 29, art. 4291; No. 30, art. 4587);

Federal Law of December 26, 2008, No. 294-FZ "On Protection of Rights of Legal Entities and Individual Entrepreneurs within carrying out of state control (supervision), and municipal control" (Code of laws of the Russian Federation, 2008, No.52, art. 6249; 2009, No.18, art. 2140; No.29, art. 3601; No. 48, art. 5711; No. 52, art. 6441; 2010, No.17, art. 1988; No. 18, art. 2142; No. 31, art. 4160; art. 4196; No. 32, art. 4298; 2011, No. 1, art. 20; No. 17, art. 2310; No. 23, art. 3263; No. 27, art. 3880; No. 30, art. 4590);

Federal Law of April 12, 2010, No. 61-FZ "On circulation of drugs" (Code of laws of the Russian Federation, 2010, No.16, art. 1815; No. 31, art. 416; No.42, art. 5293; No. 49, art. 6409);

Federal Law of July 27, 2006, No. 152-FZ "On Personal Data" (Code of laws of the Russian Federation, 2006, No. 31, art. 3451; 2009, No.48, art. 5716, No. 52 , art. 6439; 2010, No.27, art. 3407; No. 31, art. 4173, art 4196; No. 49, art. 6409, No. 52 , art. 6974, 2011, No. 23, art. 3263; No. 31, art. 4701);

Government Resolution of the Russian Federation of May 16, 2011, No. 373 "On the development and approval of administrative regulations on the performance of state functions and administrative regulations for providing public services" (Code of laws of the Russian Federation, 2011, No.22, art. 3169; No. 35, art. 5092);

Government Resolution of the Russian Federation of December 25, 1998, No. 1539 "On the import into the Russian Federation and export from the Russian Federation of medicinal and pharmaceutical substances" (Code of laws of the Russian Federation, 1999, No. 1, art. 190; 2000, No. 9, art. 1036; 2001, No. 50, art. 4735; 2002, No. 22, art. 2005, No. 30, art. 3172; 2006, No. 50, art. 5341; 2009, No. 9, art. 1101; 2010, No. 52, art. 7080);

Government Resolution of the Russian Federation of June 30, 2004, No. 327 "On approval of the Regulation on the Federal Service for Veterinary and Phytosanitary Supervision" (Rosiyskaya gazeta, 2004, July 15; Code of laws of the Russian Federation, 2005, No. 33, art. 3421; 2006, No. 22, art. 2337; No. 26, art. 2846; No. 48, art. 5035; No. 52, art. 5587; 2007, No. 46, art. 5576; 2008, No. 5, art.400; No. 25, art.2980; No. 46, art. 5337; 2009, No. 6, art. 738; 2010, No.5, art.538; No. 16, art. 1917;

No. 26, art. 3350; No. 40, art. 5068; 2011, No. 14, art. 1935; No. 18, art. 2649; No. 22, art. 3179; No. 43, art. 6079);

Government Resolution of the Russian Federation of March 24, 2006, No. 159 "On the application of veterinary measures on import of live animals and goods of animal origin into the customs territory of the Russian Federation" (Code of laws of the Russian Federation, 2006, No. 13, art.1410; No. 50, art. 5341; 2010, No. 52, art. 7080);

Aquatic Animal Health Code of the World Organization for Animal Health.

Exhaustive list of documents which are required in accordance with the legal acts for the provision of the public service and services, which are necessary and obligatory for the provision of the public service, and which are required to be provided by the applicant; methods of their receiving by the applicant, including in electronic form; procedure of their granting

13. In order to receive a permit (except for permits without indication of the volume of controlled goods, indication of participant of foreign economic activity and indication of destination), the applicant shall send an application containing information in accordance with Annex 2 of this Regulation:

1) to the Service - in hard copy or in electronic form via AIS for the controlled goods except for controlled goods listed in subparagraphs 2, 3 of the current paragraph.

The Service requests the opinion of the authorized veterinary authority of the constituent entity of the Russian Federation, to whose territory it is planned to import the goods, when an application for import permit to the Russian Federation (hereinafter - import) is received:

animals, except pets and decorative animals, birds, reptiles, amphibians and aquatic organisms, that are moved for purposes other than entrepreneurial;

feed and feed additives for animals, whose products are used for human consumption;

The authorized veterinary authority of the constituent entity of the Russian Federation shall send its opinion within a period not exceeding 10 working days.

2) via veterinary services of foreign states in order to receive a permit for transit of controlled goods;

3) to the Service in hard copy:

a) by legal entities carrying out activities which is related to the circulation of controlled goods containing (potentially containing) viruses, bacteria, parasites, prions, bio-toxins, that constitute hazard for animal health (hereinafter – controlled goods, containing hazardous biologic agents), with respect to the issue of permits for import (export) of the specified controlled goods;

b) by the embassies, consulates and other representative offices of foreign states in the Russian Federation - with respect to the issue of permits for the import (export) of specified controlled goods for the needs of these organizations.

Permits without indication of the volume of controlled goods, indication of participant of foreign economic activity and indication of destination, prepared in accordance with Annex 3 to this Regulation (hereinafter – permit according to form No. 1) is published on the official website of the Service.

Permits according to form No.1 are valid for an unidentified circle of applicants without their prior application to the Service.

Exhaustive list of documents which are required in accordance with the legal acts for the provision of the public service and services, which are required and obligatory for the provision of the public service, and which are in a possession of the government bodies, municipal government,

and other organizations, and which can be provided by the applicant; as well as methods of their receiving by the applicant, including in electronic form; procedure of their granting

14. In order to receive the public service the applicant shall send personally, by mail, in electronic form via AIS all documents and information which are listed in Annex No. 2 to this Regulation.

15. It is prohibited to require the following from the applicant:

Provision of documents and information or implementation of actions, granting or exercise of which is not stipulated by legal acts regulating relations which arise in connection with the provision of the public service;

Provision of information and documents that are in the possession of the Service, other government agencies, executive bodies of the constituent entities of the Russian Federation and other organizations in accordance with legal acts of the Russian Federation.

Exhaustive list of reasons for refusal to accept documents, which are necessary for the provision of the public service

16. The reason for refusal to accept documents which are necessary for the provision of the public services is the absence in the application of the information, specified in Annex No. 2 to this Regulation.

Exhaustive list of reasons for suspension or refusal to provide the public service

17. The reason for suspension of the provision of the public service is the need for the Service to communicate with other government agencies and organizations to obtain information, which is necessary for issuing the permit, or providing information by the applicant which is absent in the application.

18. Reasons for refusal to provide the public service are:

a) the application was signed by an unauthorized person in accordance with paragraph 2 of this Regulation;

b) false or incomplete data was provided by the applicant in the application;

c) absence in the application of data specified by Annex No. 2 to this Regulation.

18.1. Reasons for refusal to issue permits for imports of controlled goods also include the following:

a) absence of exporting establishment in the Unified Register of establishments and individuals, engaged in the production, processing, and (or) storage of controlled goods imported into the customs territory of the Customs Union (hereinafter - the Register of third countries' establishments), but only in case when such Register has been established in accordance with paragraph 11.3 of the Regulation on the unified procedure of veterinary control at the customs border of the Customs Union and in the customs territory of the Customs Union, approved by the Customs Union Commission Decision No. 317 of June 18, 2010, and if it is required to include such establishments in the Register of establishments of third countries.

b) imposition of restrictive measures against certain countries (regions or compartments of countries) for specific types of controlled goods;

c) imposition of temporary restrictions against an individual exporting establishment (group of exporting establishments), indicated in the application;

d) imposition of restrictive measures (quarantine) in the territory of the Russian Federation, to which the import is planned or through which the route of controlled goods passes (in case if relevant controlled goods can be carriers (transmitters) of a disease, in respect of which restrictive measures (quarantine) have been introduced);

e) lack of confirmation by the veterinary service of the exporting country of the information provided by the applicant;

f) receipt from the authorized veterinary authority of the constituent entity of the Russian Federation of a refusal to agree on the import permit.

18.2. Reasons for refusal to issue permit to export controlled goods also include the following:

a) receipt of information from the veterinary service of the importing country that the producing company is not entitled to import controlled goods;

b) repeated violations of veterinary requirements of the importing country by the exporter.

18.3. Reasons for refusal to issue a permit for transit of controlled goods also include imposition of restrictive measures against exporting countries (regions of exporting countries) or countries through which the route of controlled goods passes (where they were reloaded), for the relevant types of controlled goods.

18.4. Reasons for refusal to amend a permit are as follows:

a) the permit which is to be amendment has been cancelled;

b) presence of reasons for refusal in the presented information in accordance with sub-paragraphs 18.1, 18.2 of this Regulation.

The list of services that are necessary and required for the provision of the public service, including information about the document (s) which is (are) issued by organizations involved in the provision of the public service

19. Services that are necessary and required for the provision of the public service, including information about the document (documents), issued by organizations involved in the provision of the public service, are not available.

The procedure, volume and bases for levying a state duty or other fee for the provision of the public service

20. The provision of the public service shall be carried out without levying a duty or other fees.

The procedure, volume and bases for of a fee for services that are necessary and required for the provision of the public service, including information on methods of calculating the amount of such fee

21. There is no need to provide services that are necessary and obligatory for the rendering of the public service.

The maximum waiting time in queue for filing a request for provision of the public service and for receiving a result of such a service

22. The waiting time in queue for the applicant requesting the provision of the public service should not exceed 2015 minutes.

23. The waiting period for the applicant in queue for receiving a result of the public service should not exceed 2015 minutes.

Timing and procedure of registration of a request of the applicant to provide the public service, including in electronic form

24. An application received by the Service in hard copy should be registered in accordance with the established procedure by the Service within 2 working days.

An application received by the Service in electronic form via the AIS, is automatically registered at the time of its receipt in the AIS.

Requirements for rooms, where the public service is provided, for the waiting area and area of reception of applicants, placement and design of visual, textual and multimedia information about the procedure of provision of this service

25. The rooms for reception of applicants should meet the comfort conditions for applicants (including for handicapped persons) and optimal working conditions of government employees ~~with applicants.~~

~~26.~~ The provision of the public services is carried out in areas of reception and issue of documents.

~~The location of the facility should be comfortable in terms of being~~ Facilities for the provision of the public service shall be located of the facility should be comfortable in terms of being within walking distance from public transport stops (within ~~10~~ten minutes)

~~27.~~ In the areas of provision of the public service accessible public facilities (toilets) and facilities for storing citizen's outerwear should be envisaged.

~~Rooms should be equipped with ramps, special fences and railings, unhindered movement and turn of wheelchairs should be ensured, placement of tables for disabled persons away from the entrance taking into account free access and turn of a wheelchair.~~

Facilities for the provision of the public service for disabled people (including those using wheelchairs and guide dogs) shall be provided with the following:

1) Conditions for unhindered access to facilities where the public service is provided, as well as unhindered use of means of communication and information;

2) Possibility of independent movement in the territory where the facilities are located, in which the public service is provided, entry to such facilities and exit therefrom, including with the use of a wheelchair;

3) Support for disabled people with persistent disorders of the visual function and individual movement, and assistance to them at the facilities where the public service is provided;

4) Proper location of equipment and media required to ensure unhindered access for disabled people to the facilities where the public service is provided, and to the public service taking into account their disability;

5) Duplication of the audio and visual information, as well as labels, signs and other text or graphic information, required for the disabled people, with signs embossed in Braille script, access for sign language interpreter and deaf-blind interpreter;

6) Access to the facilities where the public service is provided for guide dogs provided that there is a document confirming its special training, issued in accordance with the form and procedure as

established by the federal executive body developing and implementing the state policy regulation in the sphere of social security of the population;

7) Provision by Rosselkhoznadzor officials of assistance to disabled with overcoming barriers for them to obtain their services on an equal basis with other people.

26. The rooms for reception of applicants shall be equipped with the fire-prevention system and facilities for firefighting, warning system for emergency situations. Entrance and exit shall be equipped with corresponding signs.

278. An information place (sign) should be placed on the building front near the entrance with information about the name of Rosselkhoznadzor~~the Service~~, its address and legal address, working hours, enquiry telephone numbers, and official internet site of Rosselkhoznadzor~~the Service~~.

The building front should be equipped with lighting devices allowing applicants to familiarize themselves with the information signs.

289. Facilities intended for familiarization of applicants with information materials shall be equipped with information stands.

Information stands in the facilities where the public service is provided and the official site of ~~the Service~~Rosselkhoznadzor in Internet shall contain the following information:

extracts from the legal acts regulating activity on the provision of the public service;

text of ~~the~~ Regulation with annexes;

samples of filled in applications and documents, which are submitted for the state registration;

bank payment details for payment of a state duty;

address, working hours, telephone numbers, Internet sites and e-mails ~~of the Service~~ so that applicants and rights holders can obtain the necessary information;

procedure for providing information about the rules of provision of the public service;

procedure for receiving consultations;

procedure and timing for appealing decisions, actions or inaction of officials providing the public service.

2930. For citizens who are waiting for appointment and filling out documents that are needed for the provision of the public service shall be provided with seats, equipped with chairs, tables (racks) to allow processing of documents, with writing paper and stationery, as well as a telephone, a computer with the ability to print and access to Internet.

~~31.~~ The rooms of the consulting point for reception of applicants are marked by corresponding signs with an indication of a room number, last name, first name, patronymic (if available), and position of advising officials.

Every workplace of public officials should be equipped with personal computer with access to necessary information databases, Internet, printing and scanning devices. When organizing the workplace free entry and exit from the facility should be ensured if necessary.

For the applicant who is at the meeting space to put documents should be provided.

Indicators of accessibility and quality of the public service, including the number of interactions by the applicant with officials during the provision of the public service and their duration, the possibility to receive the public service in the multifunctional center for the provision of public services, receive information about the status of the provision of the public service, including with the use of information and communication technologies

32.1. The quality of the public services is defined as the ratio of the number of applications received for the correction of technical errors made by officials of the Service to the total number of applications for the provision of the public service within a reporting period.

32.2. Availability of the public service in electronic form is defined as the ratio of the processed number of applications to provide the public service, provided with the use of the AIS in the form of an electronic document, to the total number of applications processed within a reporting period.

32.3. Timeliness of the public service is determined as the ratio of the average time frames for the provision of the public service to the normative time frames of its provision.

32.4. Number of complaints of citizens regarding the provision of the public service is defined as the number of substantiated complaints of citizens on the quality and accessibility of the public service received by the Service within a reporting period.

Appealing actions on the provision of the public service is defined as the number of successful court claims (claims, applications) to appeal the actions of the Service to the total number of actions carried out within a reporting period.

32.5 Citizens' satisfaction with the quality and accessibility of the public service is determined by way of rating as part of public monitoring.

32.6. Completeness, relevance and accessibility of information on the procedure for provision of the public service is determined by way of rating as part of public monitoring.

Other requirements, including those taking into account the peculiarities of providing the public service in multifunctional centers for provision of public services

33. At any time after submission of the application the applicant has the right to receive information on status of implementation of the public service by phone, e-mail with the use of information resources of the Service, the Internet, as well as from the official gazette or during a personal meeting.

The public service is not provided in multifunctional centers.

Requirements taking into account the peculiarities of providing the public service in electronic form

34. The public service is provided in electronic form on the basis of an application, filed with the use of the AIS, in the following cases:

a) issuance of import/transit permits for:

domestic and decorative animals, birds, reptiles, amphibians and aquatic organisms, transported for purposes other than entrepreneurial;

import of controlled goods, excluding feed and feed additives for animals, transit of raw materials of animal origin;

b) export permits in order to export from the Russian Federation domestic and decorative animals, birds, reptiles, amphibians and aquatic organisms, transported for purposes other than entrepreneurial.

35. In order to receive the public service in electronic form, an application can be filed with the use of the Federal state information system "Unified portal of state and municipal services (functions)" or the official web-site of the Service.

36. For the provision of the public service in electronic form, the applicant or a person representing his interests shall register in the AIS, by entering the following data:

- a) for a legal person:
full name,
address (location) of the standing executive office of the legal entity, in case it is absent – of other entity or person who has rights to act on behalf of the legal entity without the power of attorney (hereinafter – the legal address),
address of the actual location of the legal entity (hereinafter – the actual address),
personal tax reference number (INN)
last name, first name, patronymic and e-mails of the responsible official (there may be more than one responsible officials).
- b) for a natural person:
last name, first name, patronymic,
address of the person’s registration in his residence (hereinafter – the registration address),
full address of the actual residence,
personal tax reference number (if any)
- c) for veterinary authorities of the constituent entities of the Russian Federation:
full name,
legal address,
constituent entity of the Russian Federation,
last name, first name, patronymic and e-mails of the responsible official (there may be more than one responsible officials);
- d) for the veterinary service of a foreign state:
country,
full name,
legal address
last name, first name, patronymic and e-mails of the responsible official (there may be more than one responsible officials).

After entering the data into the AIS the applicant or the person representing his interests is provided with the data to access the AIS (login, password), and also access to the e-mail system of the Service (e-mail address).

Address for access to the AIS subsystems, as well as instructions for connecting to the e-mail system of the Service are available on the official website of the Service.

Registration in the AIS, obtaining data for access to the AIS, creation of e-mail addresses within the e-mail system of the Service and further use of this e-mail system are free of charge.

37. The following opportunities are provided for applicants:

to receive information about the provision of the public service on the official website of the Service and the federal state information system “Unified portal of state and municipal services (functions)”;

to receive and copy application forms and other documents required to obtain the public service in electronic form on the official website of the Service and the federal state information system “Unified portal of state and municipal services (functions)”;

to receive documents in electronic form using the official website of the Service and the federal state information system “Unified portal of state and municipal services (functions)” for the purpose of obtaining the public service;

to monitor the processes of providing the public service using the official website of the Service and the federal state information system “Unified portal of state and municipal services (functions)”;

to receive an electronic document confirming that a complaint was accepted for consideration (if the request was sent in electronic form);

to receive the results of the provision of the public service in electronic form in the federal state information system “Unified portal of state and municipal services (functions)”, unless it is prohibited by federal law.

38. The decision on an application processed in electronic form is to be taken on the basis of the AIS data analysis within three working days.

39. If there is no possibility to take a decision on the basis of the AIS data, the state service is provided in accordance with the procedure described in section “Administrative procedure on Issuing of permits on the basis of applications processed in electronic form in the AIS.”

40. Documents, that are the results of the state service provision, are published in the AIS and on the official web-site of the Service, in the personal account on the federal state information system “Unified portal of state and municipal services (functions).”

III. Composition, sequence and timing of implementation of administrative procedures, requirements to procedure of their performance, including peculiarities of administrative procedures in electronic form

41. When providing the public service, the following administrative procedures are carried out:

Issuance of permits according to Form No. 1;

Issuance of permits on the basis of applications received in hard copy;

Issuance of permits on the basis of applications processed electronically in the AIS;

Amendments to a permit;

Suspension of a permit;

Cancellation of a permit.

Administrative procedure “Issuance of permits according to Form No. 1”

42. Permits according to Form No. 1 are issued for the import of the following controlled goods: products of animal origin, ready for use as food for human consumption, of industrial manufacturing, in consumer packaging, labeled by the producing establishment; food additives of animal origin, that are subject to veterinary control (surveillance); objects of paleontology, entomology, and collections, treated to ensure destruction of pathogens of infectious animal diseases;

small pets and decorative animals, birds, reptiles, amphibians and aquatic organisms in the amount of up to 5 animals/pieces (dogs and cats – in the amount of 2-5 pets) moved for purposes other than entrepreneurial to be kept by the importing person. In this case the female mammal - a cat with a litter of kittens, a bitch with a litter of puppies until the end of the suckling period in young, female breeding birds with chicks until the end of feeding by parents, etc. – are considered as one animal; medicines for veterinary use registered according to the established procedure.

Availability of a according to Form No. 1 is not a reason for refusing the applicant to obtain an individual permit.

43. Permits according to Form No. 1 are issued no later than November 10 of the current year for the next calendar year.

44. Official who is responsible for the implementation of each administrative action of the administrative procedure, is Deputy Head of the Service - Chief State Veterinary Inspector of the Russian Federation (hereinafter - the authorized official).

45. The administrative procedure “Issuance of permits according to Form No. 1” consists of the following administrative actions:

making a decision to issue a permit according to Form No. 1;

informing stakeholders about the results of providing the public service.

46. Administrative action “Making a decision to issue a permit according to Form No. 1”

46.1. The basis for the start of the action is the term defined in paragraph 46.2 of this Administrative Regulation.

46.2. Chief of the authorized department of the Service or Deputy Chief, not later than by October 21 of the current year nominates a responsible official from the staff of the unit for the preparation of the permit according to Form No. 1 for next year.

46.3. The responsible official shall within 10 working days from the moment indicated in paragraph 46.2 of the Regulation analyze the possibility to issue corresponding permits according to Form No. 1 for controlled goods referred to in paragraph 42 of this Regulation.

46.4. Base on the results of the analysis the responsible official prepares a draft permit according to Form No. 1, in which the controlled good and exporting country are indicated without reference to the foreign trade entity, volume of goods or destination of the controlled goods.

46.5. The responsible official shall within 2 working days after completion of the draft permit according to Form No. 1 endorse this document in due manner and transmit it to the authorized official.

46.6. The authorized official shall consider the draft decision within 2 working days from the moment of transmission of the draft decision according to Form No. 1 by the responsible official.

46.7. If there are comments on the draft permit according to Form No. 1 or disagreement with it, the authorized official returns the draft permit according to Form No. 1 with the comments to the responsible official, who shall within 1 working day from the moment of the return of the draft permit under form No. 1 address the comments and resubmit the draft permit under form N 1 for signature of the authorized official.

46.8. In the absence of comments on the draft permit according to Form No. 1 the authorized official signs it.

47. The criteria for making a decision to issue a permit according to Form No. 1 is the absence of reasons for refusal indicated in paragraphs “b”, “d” of paragraph 18.1 of this Regulation.

48. Administrative action “Informing stakeholders about the results of providing the public service”.

48.1 The legal fact which is the basis for the start of the administrative action is signing of a permit according to Form No. 1 by the authorized official.

48.2. Permits according to Form No. 1 are published on the official website of the Service no later than November 10 of the year preceding the year of validity of the permit according to Form No. 1 and is available to natural persons, legal entities, as well as interested officials of the federal executive bodies.

Administrative procedure “Issuance of permits on the basis of applications received in hard copy”

49. Issuance of permits exclusively on the basis of applications received in hard copy is done for the following controlled goods:

1) goods containing hazardous biological agents,
2) for the needs of embassies, consulates and other missions of foreign states in the Russian Federation,

50. The legal fact that is the basis for the start of the administrative procedure is the receipt of application to provide a permit.

51. The application that is received by the Service in hard copy shall be registered in accordance with the procedure, established by the Service, within 2 working days.

In the case stipulated in paragraph 18 of this Regulation, a refusal to consider the application is issued.

52. The official responsible for this administrative procedure is the authorized person.

53. The administrative procedure “Issuance of permits on the basis of applications received in hard copy” consists of the following administrative actions:

Consideration of the application to issue a permit;

Taking a decision on the application to issue a permit;

Informing the applicant on the results of the provision of the public service.

54. The administrative action “Consideration of the application to issue a permit”

54.1. The legal fact to start the administrative action is the receipt of application to issue a permit;

54.2. Head of the competent division of the Service or Deputy Head shall during 1 day determine and assign a responsible official from the staff of the relevant subdivision to consider the application;

54.3. The responsible official shall during 1 working day from the moment, indicated in paragraph 54.2. of this Regulation check the information in the application that is indicated in Annex 2 to this Regulation.

54.4. In case of absence in the application of the data, specified in Annex 2 to this Regulation, the responsible official shall during 3 working days send to the applicant a notification to provide the missing data, and suspend the administrative procedure until the applicant provides the necessary data, but for the period not exceeding 15 working days.

In case of failure by the applicant to provide the missing data and / or documents within the specified period a notice shall be issued on refusal to consider the documents which are necessary for the provision of the public service.

54.5. Responsible official reviews the application and analyzes the data contained therein within 5 working days.

54.6. Based on the results of the consideration of the application the responsible official prepares a draft decision to issue a permit or a draft notification on refusal to issue such a permit specifying the reasons for the refusal (hereinafter – decision).

54.7. The responsible official shall endorse the draft permit in accordance with the established procedure and submit for signature to the authorized official within 2 working days after completion of the application’s consideration.

55. The criteria for taking a decision to issue a permit is the absence of reasons for refusal specified in paragraphs 18.1-18.3 of this Regulation.

56. The administrative action “Taking a decision on the application to issue a permit.”

56.1. The legal fact, which is the basis for the initiation of the administrative action, is receipt of the draft decision by the authorized official from the responsible official.

56.2. The authorized official shall consider the draft decision within 2 working days from the moment of receiving it from the responsible official.

56.3. If there are comments on the draft decision, or disagreement with it, the authorized official shall send the draft decision with comments to the responsible official.

56.4. The responsible official shall address the comments within 1 working day from the moment of the decision's return and re-submit the draft decision to the authorized official for signature.

56.5. If there are additional comments to the draft decision, the actions stipulated in paragraphs 53.3-53.4 of this Regulation shall be repeated until comments are resolved.

In the absence of comments to the draft decision the authorized official signs it.

57. The administrative action "Informing the applicant on the results of the provision of the public service."

57.1. The legal fact, which is the ground for the commencement of this administrative action, is the signing of the decision by the authorized official.

57.2. The decision is published in the AIS automatically at the moment of signing by the authorized official and from that moment it becomes available to the following persons registered in the AIS:

the applicant;

authorized officials of the territorial bodies of the Service, which control the territory where the controlled good is exported to, or imported from;

authorized officials of the territorial bodies of Federal Customs Service of the Russian Federation, which are responsible for the territory where the controlled good is exported to;

authorized officials of the territorial bodies of the Service that control the territory through which it is planned to import/export/transit the controlled good;

authorized officials of the Service at the border veterinary control points, through which it is planned to import/export/transit;

authorized officials of the Service at the places of final customs clearance of an imported/exported controlled good;

authorized officials of the veterinary authorities of the constituent entities of the Russian Federation that control the territory into which (or through which) or from which it is planned to import/export/transit the controlled good;

Chief state veterinary inspectors of the foreign state (and officials authorized by the chief state veterinary inspector) through which the controlled goods are transited.

Notification of the applicant shall also be made via mail or e-mail, or upon request of the applicant - via fax.

Administrative procedure "Issuance of permits on the basis of application processed electronically in the AIS"

58. It is possible to issue permits for controlled goods on the basis of applications processed electronically in the AIS, except for goods containing hazardous biological agents, and goods for the needs of embassies, consulates and other missions of foreign states in the Russian Federation.

59. The legal fact, which is the basis for the start of the administrative procedure, is filling in an application in the AIS for a permit for controlled goods, which are specified in paragraph 58 of this Regulation.

60. In the case specified in paragraph 18 of this Regulation a refusal to consider the application is issued.

61. The official responsible for implementation of this administrative procedure is an authorized official.

62. The administrative procedure “Issuance of permits on the basis of application processed electronically in the AIS” consists of the following administrative actions:

consideration of an application for a permit;
taking a decision on the application for a permit;
informing the applicant of the outcome of the provision of the public service.

63. The administrative action “Consideration of an application for a permit.”

63.1. The legal fact, which is the basis for the start of the administrative action, is registration of an application for a permit in the AIS.

63.2. Head of the authorized division of the Service or Deputy Head shall determine within 1 working day and assign a responsible official for consideration of the application for a permit from the members of the respective division.

63.3. The responsible official shall within 1 working day from the moment specified in paragraph 63.2. of this Regulation check the availability of information specified in Annex No. 2 to this Regulation in the application.

63.4. In case of absence of the information specified in Annex No. 2 to this Regulation in the application, the responsible official shall within three working days send to the applicant a notification on the missing data, and suspend the implementation of the administrative action until their submission by the applicant, but not more than for 15 working days.

In case of failure by the applicant to submit the missing data and / or documents within the specified period a notification on refusal to consider the documents which are necessary for the provision of the public service is issued

63.5. The responsible official shall consider the application and analyze the data contained therein within 5 working days.

63.6. Based on the results of the application’s consideration the responsible official shall prepare a draft decision.

63.7. The responsible official shall approve the draft decision in accordance with the established procedure and submit it for signature to the authorized official no later than 2 working days after completion of the application’s consideration.

64. The criteria for taking a decision to issue a permit are the absence of grounds for refusal specified in paragraphs 18.1-18.3 of this Regulation.

65. The administrative action “taking a decision on the application for a permit.”

65.1. The legal fact, which is the basis for the start of the administrative action, is receipt of the draft decision by the authorized official from responsible official.

65.2. The authorized official shall consider the draft decision within 2 working days from the moment of its receipt from the responsible official.

65.3. If there are comments on the draft decision or disagreement with it, the authorized official shall return the draft decision with the comments to the responsible official.

65.4. The responsible official shall address the comments within one working day from the moment of the draft decision’s return and re-submit the draft decision to the authorized official for signature.

65.5. If there are additional comments to the draft decision, the actions specified in paragraphs 65.3-65.4 shall be taken until the comments are resolved.

In the absence of comments to the draft decision the authorized official shall sign it.

66. The administrative action “informing the applicant of the outcome of the provision of the public service.”

66.1. The legal fact, which is the ground for the start of this administrative action, is the signing of a decision by the authorized official.

66.2. The decision is published in the AIS automatically from the moment of signing by the authorized official and from that moment it becomes available to the persons registered in the AIS, mentioned in paragraph 57.2 of this Regulation.

Notification of the applicant may also be provided via e-mail in case of the respective request from the applicant.

Administrative procedure “Amendments to a permit”

67. The legal fact, which is the basis to initiate the administrative procedure, is the receipt and registration of an application by the Service in order to amend a permit containing the information listed in Annex 2 to this Regulation.

68. The official responsible for implementation of this administrative procedure is an authorized official.

69. The administrative procedure “Amendments to a permit” consists of the following administrative actions:

consideration of the application to amend a permit;

taking a decision on the application to amend a permit;

informing the applicant on the results of the fulfillment of the public service.

70. The administrative action “Consideration of the application to amend a permit.”

70.1. The legal fact, which is the basis for the start of the administrative action, is the receipt of an application to amend a permit.

70.2. The administrative action shall be carried out according to procedure and within the time limits specified in paragraphs 54.2-54.7 of this Regulation.

71. The criteria for taking a decision to amend a permit are the absence of grounds for refusal specified in paragraph 18.4 of this Regulation.

72. The administrative action “taking a decision on the application to amend a permit.”

72.1 The legal fact, which is the basis for the start of the administrative action, is the receipt by the authorized official from the responsible official of a draft decision to amend a permit or refuse to amend a permit.

72.2 The administrative action shall be carried out according to procedure and within the time limits specified in paragraphs 56.2. - 56.5. of this Regulation.

73. The administrative action “informing the applicant on the results of the fulfillment of the public service.”

73.1. The legal fact, which is the basis for the start of the administrative action, is the signing of a decision by the authorized official.

73.2. The decision is published in the AIS automatically from the moment of signing of the decision by the authorized official in such a way that it becomes available to persons, for whom the information on the permit being amended was available, from those listed in paragraph 57.2 of this Regulation.

The applicant may be also notified via e-mail in case the applicant submits the appropriate request.

Administrative procedure “Suspension of a permit”

74. The legal facts, which are the basis for the start of the administrative action “Suspension of a permit,” are facts established by the Service, which are the basis for a decision-making in accordance with paragraph 76 of this Regulation.

75. The official responsible for implementation of this administrative procedure is an authorized official.

76. The criteria for taking a decision on suspension of a permit are as follows:

76.1. detection of violations by the applicants of the legislation of the Russian Federation and the Customs Union in the field of veterinary medicine based on the results of inspections held by the Service on the territory of the Customs Union during the import / export / transit of controlled goods;

76.2. repeated detection of inconsistencies based on the results of laboratory analysis in certain types of controlled goods owned by the applicant with the Unified Veterinary (Veterinary-Sanitary) Requirements, to Goods that are Subject to Veterinary Control (Surveillance), approved by the Customs Union Commission Decision No. 317 of 18 June, 2010, or detection of violations of the requirements of the Customs Union or the Russian Federation during an inspection on the territory of a third country that were not corrected since the previous inspection, unless otherwise provided by the Regulation on a common system of joint inspections of facilities and sampling of goods (products), subject to veterinary control (supervision), approved by Decision of the Customs Union Commission No.834 of October 18, 2011, does not prescribe other actions (e.g. warning of the competent authorities of third countries).

76.3. presence of the following information received by the Service:

a) from the World Organization for Animal Health about outbreaks of a serious disease in a particular exporting country or several exporting countries;

b) from the central veterinary authority of the exporting country concerning an unfavorable situation with infectious animal diseases or failure to meet the requirements and standards of the Russian Federation and the Customs Union;

c) from the central veterinary authority of the importing country concerning a failure by the exporting country to meet requirements of the importing country (for transit permits);

d) on the imposition of quarantine on the territory of the constituent entity of the Russian Federation, from which it is planned to export the controlled goods;

e) from the authorized body of a foreign state through whose territory it is planned that the transit of the controlled goods will take place, on the introduction of restrictions for the movement of this type of controlled goods on its territory;

f) from the regional offices of the Service, veterinary bodies of the constituent entities of Russian Federation and other authorized bodies of executive power, on the systematic involvement of the applicant to account for violations of the legislation of the Russian Federation and the Customs Union in the field of veterinary medicine during the import / transit / export of the controlled goods.

77. The administrative procedure “Suspension of a permit” consists of the following administrative actions:

consideration of information on suspension of a permit or inspection results;

taking a decision to suspend a permit;

informing on the suspension of a permit.

78. The administrative action “Consideration of information on suspension of a permit or inspection results.”

78.1. Head of the competent division of the Service (or Deputy Head of the division) shall appoint within 1 working day (or determine in advance) a responsible official from the staff for the consideration of the received letter or information.

78.2. The responsible official shall examine within 10 working days the validity of the received facts and information and prepare a draft decision according to the results of the examination, containing the following:

a substantiated conclusion on the presence of violations, specified in paragraphs 76.1. and 76.2. of this Regulation and on taking a decision to suspend a permit, along with a draft notification to the competent veterinary authority of the exporting country if the violations were detected during the import into the Russian Federation (or the importing country if the violations were detected during the export from the Russian Federation) containing the information that the product of the corresponding exporting establishment (importing establishment) cannot be imported (exported) without enhanced laboratory control for 3 months for the product. The enhanced laboratory control may be provided at a request of the exporting establishment or the importer. The request shall contain a commitment on the voluntary sampling and testing for the indicator, the violation of which was revealed, with sampling of every incoming batch of the controlled goods from the exporting establishment (importing establishment) for three months, but not more than 10 batches, including payment of expenses for such laboratory control;

in case of a receipt of information, specified in paragraph 76.3. of this Regulation, - a substantiated conclusion to take a decision to suspend the previously issued permit with the indication of the period, for which the permit is suspended;

a substantiated conclusion on the lack of data for taking a decision to suspend a permit.

78.3. Following completion of consideration of the received information, the responsible official shall approve a draft decision in accordance with the established procedure and submit it to the authorized official within 2 working days.

79. The administrative action “Taking a decision to suspend a permit.”

79.1 The legal fact, which is the basis for the start of the administrative action, is the receipt of a draft decision by the authorized official.

79.2. The administrative action shall be carried out in accordance with the requirements and within the time limits specified in paragraphs 56.2. - 56.5. of this Regulation.

80. The administrative action “informing on the suspension of a permit.”

80.1. The legal fact, which is the basis for the start of the administrative action, is the signing of a decision by the authorized official.

80.2. The decision is published in the AIS automatically from the moment of its approval and it is available for public authorities and individuals, for whom the information about the permit being suspended was available.

Administrative procedure “Cancellation of a permit”

81. The legal facts which are the basis for the start of the administrative action “Cancellation of a permit” are the receipt by the Service of a request of the applicant to cancel a permit or revealing by the Service of the facts, which are the basis for taking a decision in accordance with paragraph 83 of this Regulation.

82. The official responsible for implementation of this administrative procedure is an authorized official.

83. The criteria for taking a decision on the cancellation of a permit are:

83.1. detection of violations by the applicants of the legislation of the Russian Federation and the Customs Union in the field of veterinary medicine based on the results of inspections held by the Service on the territory of the Customs Union during the import / export / transit of controlled goods;

83.2. repeated detection of inconsistencies based on the results of laboratory analysis in certain types of controlled goods owned by the applicant with the Unified Veterinary (Veterinary-Sanitary) Requirements, to Goods that are Subject to Veterinary Control (Surveillance), approved by the Customs Union Commission Decision No. 317 of 18 June, 2010, or detection of violations of the requirements of the Customs Union or the Russian Federation during an inspection on the territory of a third country that were not corrected since the previous inspection, unless otherwise provided by the Regulation on a common system of joint inspections of facilities and sampling of goods (products), subject to veterinary control (supervision), approved by Decision of the Customs Union Commission No.834 of October 18, 2011, does not prescribe other actions (e.g. warning of the competent authorities of third countries).

83.3. presence of the following information received by the Service:

a) from the World Organization for Animal Health about outbreaks of a serious disease in a particular exporting country or several countries;

b) from the central veterinary authority of the exporting country concerning an unfavorable situation with infectious animal diseases or failure to meet the requirements and standards of the Russian Federation and the Customs Union;

c) from the central veterinary authority of the importing country concerning a failure by the exporting country to meet requirements of the importing country (for transit permits);

d) from the public authorities of the Russian Federation on the facts of systematic violations by the applicants of the legislation of the Russian Federation and the Customs Union in the field of veterinary medicine during the import, transit or export of the controlled goods;

e) on the imposition of quarantine on the territory of the constituent entity of the Russian Federation, from which it is planned to export the controlled goods;

f) from other public authorities – on the violations of the legislation of the Customs Union or the Russian Federation during the import/export/transit of the controlled goods related to the inconsistency of the information in the veterinary accompanying documents with the controlled goods that are being imported/exported or transited.

84. The administrative action “Cancellation of a permit” consists from the following administrative actions:

consideration of information or applications specified in paragraph 81 of this Regulation;

taking a decision to cancel a permit;

informing on the cancellation of a permit.

85. The administrative action “consideration of information or applications specified in paragraph 81 of this Regulation.”

85.1. Head of the competent division of the Service (or Deputy Head of the division) appoints (or determines in advance) a responsible official from the staff for the consideration of the received letter, application, or information.

85.2. The responsible official shall examine within 10 working days the validity of the received facts and information and prepare a draft decision according to the results of the examination, containing the following:

a substantiated conclusion on the presence of violations, specified in paragraphs 83.1. and 83.2. of this Regulation and on taking a decision to cancel a permit, along with a draft notification to the competent veterinary authority of the exporting country if the violations were detected during the import into the Russian Federation (or the importing country if the violations were detected during the export from the Russian Federation) containing the information that the product of the corresponding exporting establishment (importing establishment) cannot be imported (exported) without enhanced laboratory control for 3 months for the product. The enhanced laboratory control may be provided at a request of

the exporting establishment or the importer. The request shall contain a commitment on the voluntary sampling and testing for the indicator, the violation of which was revealed, with sampling of every incoming batch of the controlled goods from the exporting establishment (importing establishment) for three months, but not more than 10 batches, including payment of expenses for such laboratory control;

in case of a receipt of information, specified in paragraph 83.3. of this Regulation, a substantiated conclusion to take a decision to cancel the permit;

a substantiated conclusion on the lack of data for taking a decision to cancel a permit.

85.3. Following completion of consideration of the received information, the responsible official shall approve a draft decision in accordance with the established procedure and submit it to the authorized official.

86. The administrative action “Taking a decision to cancel a permit.”

86.1 The legal fact, which is the basis for the start of the administrative action, is the receipt of a draft decision by the authorized official.

86.2. The administrative action shall be carried out in accordance with the requirements and within the time limits specified in paragraphs 56.2. - 56.5. of this Regulation.

87. The administrative action “Informing on the cancellation of a permit.”

87.1. The legal fact, which is the basis for the start of the administrative action, is the signing of a decision by the authorized official.

87.2 The decision is published in the AIS automatically from the moment of its signing by the authorized official and it is available for public authorities and individuals, for whom the information about the permit being cancelled was available.

IV. Forms of control over implementation of the Regulation

The procedure for routine control of compliance with and implementation by responsible officials of the provisions of the Administrative Regulation and other regulations that set requirements for the provision of the public service, as well as their decision making

88. The routine control of compliance with the sequence of actions and deadlines for performance of administrative procedures for providing the public service shall be performed continuously by state officials responsible for performing administrative actions within the administrative procedures, as well as by the Head of the Service, Deputy Head or Head of the structural division for inspections of implementation by state officials of the provisions of the Administrative Regulation, and other legal acts of the Russian Federation.

89. The information available in the electronic database, official correspondence, oral and written information of the state officials engaged in the performance of the administrative actions within the administrative procedures, accounting records and other relevant documents shall be used for routine control.

Procedure and frequency of scheduled and unscheduled inspections of completeness and quality of provision of the public service, including the procedure and controls over the completeness and quality of provision of the public service

90. The control of completeness and quality of provision of the public service includes inspections, detection and elimination of violations of applicants' rights, consideration, decision making

and preparation of responses to applicants' requests, containing complaints about decisions, actions (inaction) of state employees (officials) of the Service.

In order to perform control, information on the results of the provision of the public service is submitted to the authorized deputy head of the Service on a quarterly basis.

91. Inspections can be scheduled (performed on the basis of semi-annual or annual work plans of the Service), and unscheduled.

Unscheduled inspections are conducted in the following cases:

in order to control elimination of violations detected at a previously conducted control activity;

in case there are requests from natural or legal persons with complaints at violations of their rights and lawful interests due to the actions (or inaction) of the Service in the course of provision of the public services

in case of a threat of harm to life or health of citizens, harm to animals, plants, environment, national security, as well as a threat of emergencies of natural or anthropogenic character.

Depending on the agenda, inspections can be complex and thematic.

For completeness and quality of the provision of the public service, a commission may be created to include state officials of the Service.

Inspection results shall be recorded in an act, which should highlight the detected deficiencies and contain proposals for their elimination.

Responsibility of officials of the Service for decisions and actions (inaction) taken (carried out) by them in the course of providing the public service

92. The responsibility of state officials for the performance of administrative actions that are part of the administrative procedures shall be specified in their official regulations in accordance with the legislation of the Russian Federation.

93. As a result of inspections in case of violations guilty persons should be held responsible in accordance with the legislation of the Russian Federation.

Requirements for the procedure and forms of control over the provision of the public service, including on the part of citizens, their associations and organizations

94. Control over the provision of the public service by citizens shall be carried out by obtaining information on the availability of violations of the provisions of this Regulation and other regulations that set requirements for the provision of the public service in the actions (inaction) of the responsible officials of the Service, as well as in their decisions.

V. Pretrial (extrajudicial) procedure for appealing decisions and actions (or inaction) of the Service, as well as officials of the Service

Information for the applicant about his/her right for pretrial (extrajudicial) appeal of actions (inaction) and decisions taken (carried out) in the course of provision of the public service

95. Applicants have the right for pretrial (extrajudicial) appeal of actions (inaction) and decisions taken (carried out) in the course of provision of the public service.

Subject of pretrial (extrajudicial) appeal

96. Actions (inaction) and decisions taken (carried out) by an official of the Service, its territorial bodies and their structural divisions in the course of provision of the public service on the basis of the Administrative Regulation can be the subject of pretrial (extrajudicial) appeal.

State bodies and officials authorized to consider complaints, to whom a complaint can be submitted

97. In the course of a pretrial procedure, applicants have the right to appeal the actions (inaction) of the officials in the course of provision of the public service as follows:
of the structural divisions of the territorial bodies – in the territorial bodies and the Service (to the respective Deputy Head or Head);
of the territorial bodies – in the Service;
of the Service – to the respective Deputy Head or Head of the Service, in the Ministry of Agriculture of the Russian Federation.

98. The Minister of Agriculture of the Russian Federation shall cancel decisions of the Service contradicting federal legislation, unless a different procedure for cancelling decisions is established by a federal law.

Procedure of filing and consideration of a complaint

99. The grounds for the start of the pretrial (extrajudicial) procedure of appeal are as follows: a written complaint from an applicant in hard copy or a statement from an applicant on the violation of his/her rights and lawful interests on the official website of the Service in the information and telecommunication network Internet or receipt of a complaint to the electronic e-mail address of the Service.

100. Appeals of administrative rulings shall be considered in accordance with the procedure as established by the legislation on the administrative violations.

101. Applicants have the right to file a complaint orally or in writing.

102. Applicants may inform about violations of their rights and lawful interests, unlawful decisions, actions or inaction of the officials of the Service (territorial bodies), violations of provisions of the Administrative Regulation, inappropriate behavior or violations of the public servant's ethics.

103. A complaint should contain the following:

a) name of the body providing the public service, of the official of the body providing the public service, or the federal official, whose decisions or actions (inaction) are being appealed;

b) last name, name, patronymic (if available), information about residence if the applicant is a natural person, or name, information about the location if the applicant is a legal person, as well as the number (number) of contact phone, e-mail address (addresses) (if available) and mailing address to which a response can be sent to the applicant (except when the complaint is forwarded using the method specified in subparagraph (c) of paragraph 105 of the Regulation);

c) information about decisions and actions (inaction) of the body providing the public service, its official or a federal official, which are being appealed;

d) reasoning for the applicant's disagreement with the decision or action (inaction) of the body providing the public service, its official or a federal official. The applicant may provide documents (if available) confirming the applicant's reasoning, or their copies.

e) information about the method of informing the applicant on the measures taken upon the results of consideration of his/her complaint.

104. Applicants must indicate in their complaint either the name of the Service or the last name, first name, and patronymic of the corresponding official, or the title of the corresponding person, respectively, as well as the name of the legal person filing the complaint, its location address, contact phone number, as well as number (s) of contact phones, e-mail address(es) (if available), or the last name, first name, and patronymic (the latter if available) (in case of filing a complaint on behalf of a natural person), mailing address to which a response to the complaint, notification of reassignment of the complaint should be sent, state the essence of the complaint, sign and date it.

If necessary, applicants have the right to attach documents and materials to the complaint or their copies to prove their reasoning.

105. A complaint may be filed by the applicant in electronic form with the help of the following:

a) Official website of Rosselkhoznadzor;

b) Federal Public Information System “Single portal of public and municipal services (functions)”;

c) Portal of the federal public information system ensuring the process of pretrial (extrajudicial) appealing of decisions and actions (inaction), carried out in the course of provision of the state and municipal services by the bodies providing the state and municipal services, their officials, state and municipal employees with the use of the information and communication network Internet (hereinafter – system of pretrial appealing).

106. When filing a complaint in electronic form, the document specified in paragraph 67 of the Regulation may be provided in the form of an electronic document signed with an electronic signature, as established by the legislation of the Russian Federation, while the personal identity document of the applicant is not required.

107. A complaint may be submitted by the applicant through a multifunctional center of provision of the state and municipal services.

Period for consideration of complaints

105. Complaints shall be considered by an official with the powers to consider complaints within fifteen working days from the date of their registration, and in case of complaints against refusal to accept documents from the applicant or to correct misprints or errors, or if the violation of the period established for such corrections is being appealed – within five working days from the date of their registration, unless other shortened periods are established by the Government of the Russian Federation.

~~List of grounds to suspend consideration of a complaint if the option to suspend consideration is established by the legislation of the Russian Federation~~

~~106. Grounds to suspend consideration of a complaint and cases when no response to the complaint should be provided:~~

~~1) if the complaint does not contain the last name of the citizen who submitted the complaint, or mailing address to which a response should be sent, no response to the complaint should be provided. If the complaint contains information on the preparation, commitment of an illegal action or the one that has been committed, as well as about the person who is preparing, committing or has committed it, the complaint shall be forwarded to the state body in accordance with its competence;~~

- ~~2) the appeal of a court decision shall within seven days from its registration be returned to the applicant who sent the appeal, with an explanation of the procedure for appealing the court decision;~~
- ~~3) in case of receiving a complaint that contains obscene or abusive language, threats to life, health and property of the official, as well as members of his/her family, no response should be provided for the complaint on the essence of the issues raised therein and the Service (territorial bodies) shall inform the applicant who sent the complaint of the inadmissibility of the abuse of the right;~~
- ~~4) if the text of the complaint cannot be read, no response is provided to the complaint and the complaint shall not be forwarded for consideration to the state body, local administration body or officials in accordance with their competence; and the applicant who sent the complaint shall be informed about it within seven days from the date of registration of the complaint, if his/her last name and mailing address can be read;~~
- ~~5) if the complaint of the applicant contains a question to which he repeatedly was provided written substantive responses in connection with the previously filed appeals, and at that the appeal does not contain new arguments or facts, the Service (territorial bodies) shall have the right to take a decision to deem the repeated complaint groundless and stop communicating with the applicant on the issue provided that the complaint and previous complaints were forwarded to the Service (territorial bodies). The applicant who sent the complaint shall be notified about this decision;~~
- ~~6) if no response could be provided to the complaint without disclosure of a state secret or other information protected by federal law, the applicant who submitted the complaint shall be informed that it is impossible to give provide a substantive response to the issue raised in the complaint due to inadmissibility of disclosure of the specified information;~~
- ~~7) if the reasons for which no response could be provided on the essence of the issues raised in the complaint have been later removed, the applicant shall have the right to resubmit the complaint to the Service (territorial bodies).~~

Result of consideration of complaints

107. Based on the results of consideration of a complaint by an official of the Service (territorial body), a decision is taken to either satisfy the requirements of the applicant or refuse to satisfy the claim.

If following the consideration the complaint is considered justified, measures shall be taken to eliminate the violations that caused the complaint and call to account the officials who committed the violations in the course of provision of the public service, which led to the complaint.

Procedure for informing applicants on the results of consideration of complaints

108. A substantiated response on the results of consideration of complaints shall be sent to applicants in writing or upon applicant's request in electronic form no later than the day after the day when a decision was taken to satisfy or refuse the claim.

If the complaint was submitted with the help of the method specified in subparagraph (c) of paragraph 105 of the Regulation, a response to the applicant shall be sent with the help of the system of pretrial appealing.

Procedure for appealing decisions on complaints

109. Applicants shall have the right to appeal decisions and actions (inaction) of the public officials of the Service to the Head of the Service or Deputy Head.

110. Applicants shall have the right to appeal decisions taken in the course of provision of the public service, actions (inaction) of officials of the Service (territorial bodies) in court in accordance with the procedure and within the timeframes established by the legislation of the Russian Federation.

Procedure for appealing decisions on complaints

111. Applicants shall have the right to obtain information and documents necessary to substantiate and consider the complaint, unless otherwise provided by law.

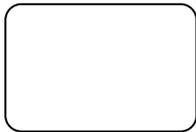
Methods of informing applicants on the procedure of filing and consideration of complaints

112. Information about the procedure of filing and consideration of complaints shall be placed on information stands in locations where the public service is provided, on the official website of the Service and its structural divisions, it can also be communicated to the applicant orally and/or in writing with the use of information and telecommunication network Internet, by mail, phone, and e-mail.

Annex No. 1
to the Administrative Regulation of the
Federal Service for Veterinary and
Phytosanitary Supervision to provide the
public service for issuing permits to import
into, export from and also transit through the
territory of the Russian Federation animals,
products of animal origin, medicines for
veterinary use, feed and feed additives for
animals, approved by Order of the Ministry
of Agriculture of the Russian Federation No.
404 of November 7, 2011

Flow chart of provision of the public service

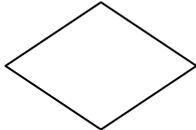
1. Legend



Start or end of administrative procedure



Operation, action, measure

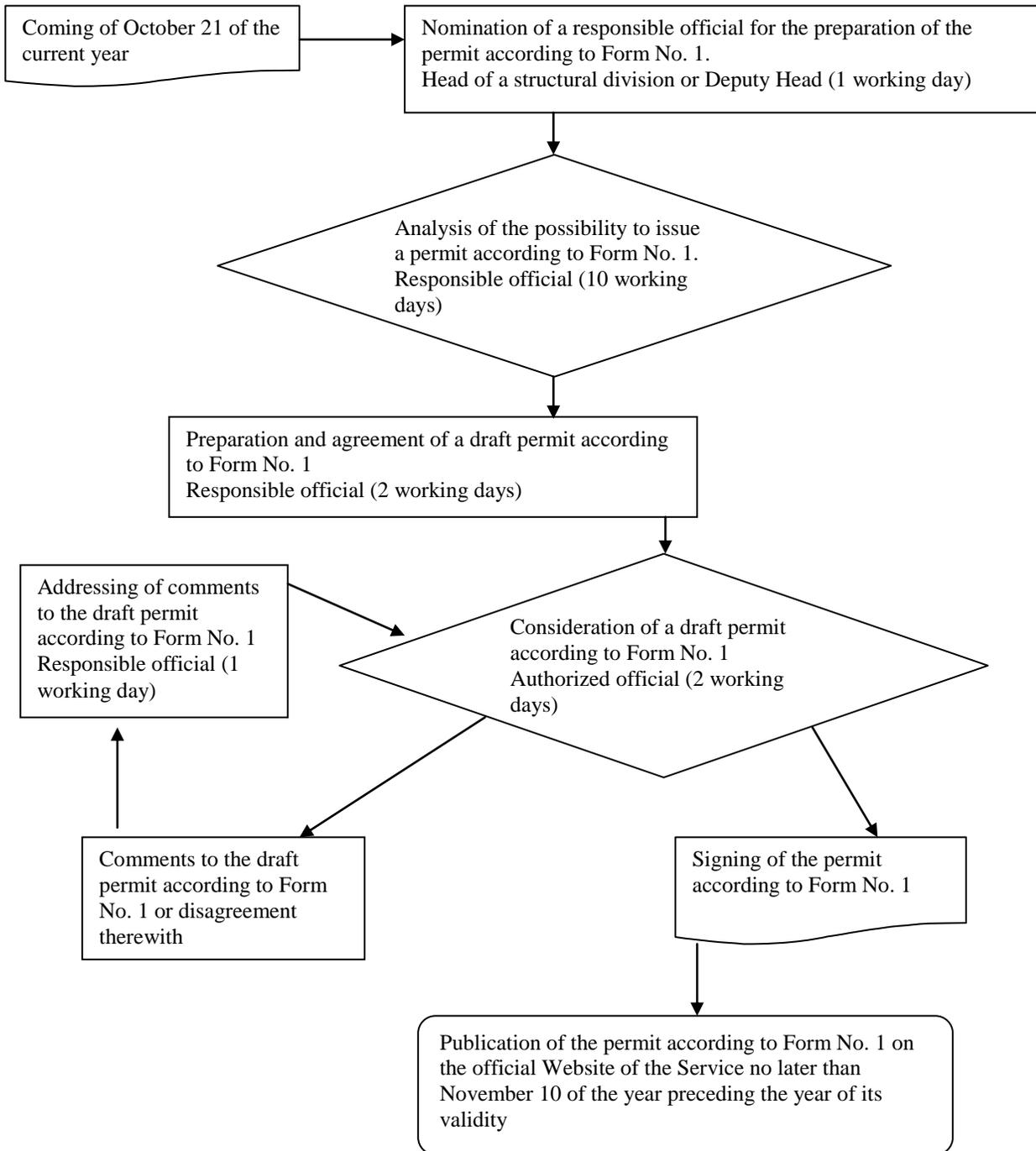


Situation of a choice, decision making

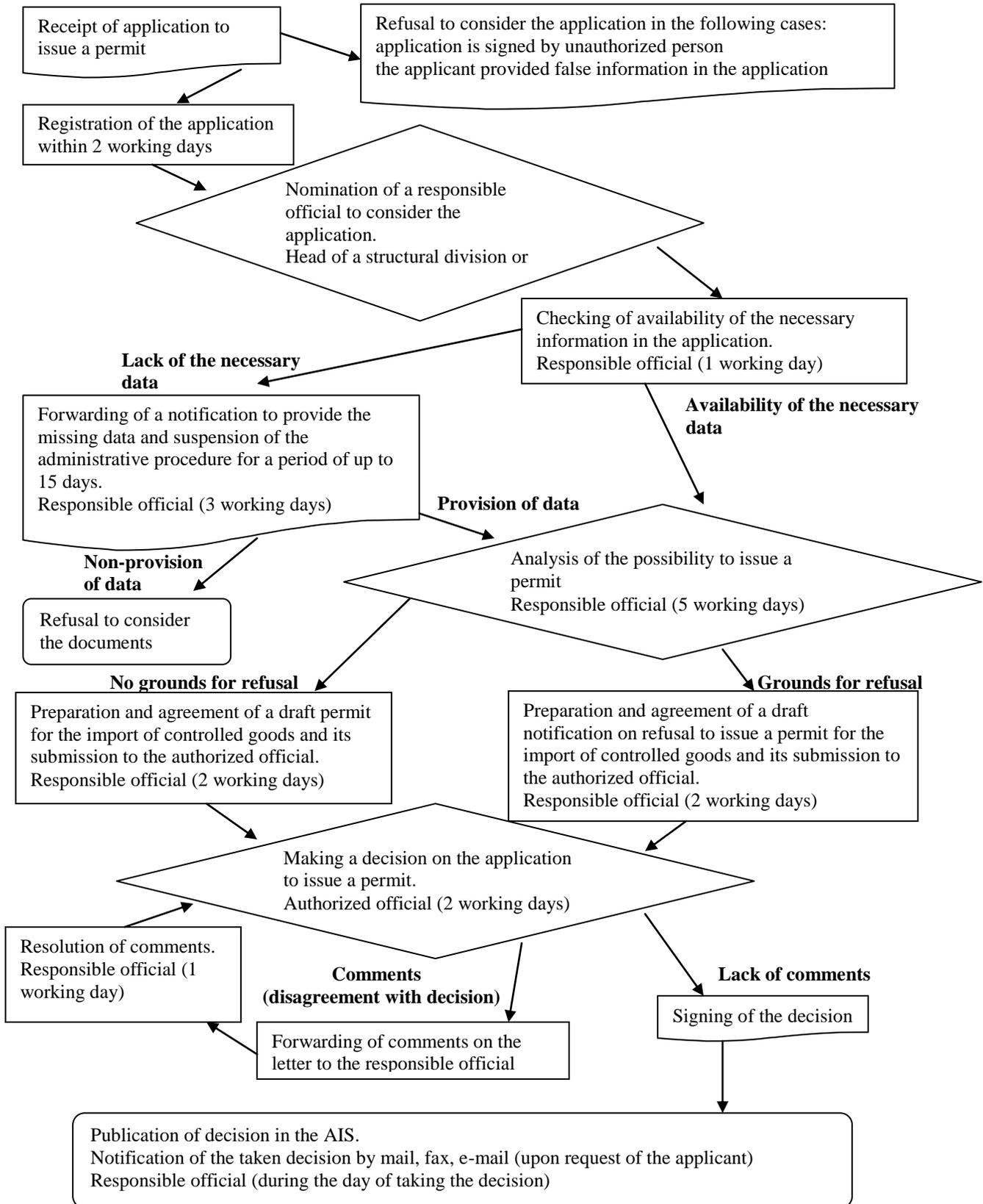


External document

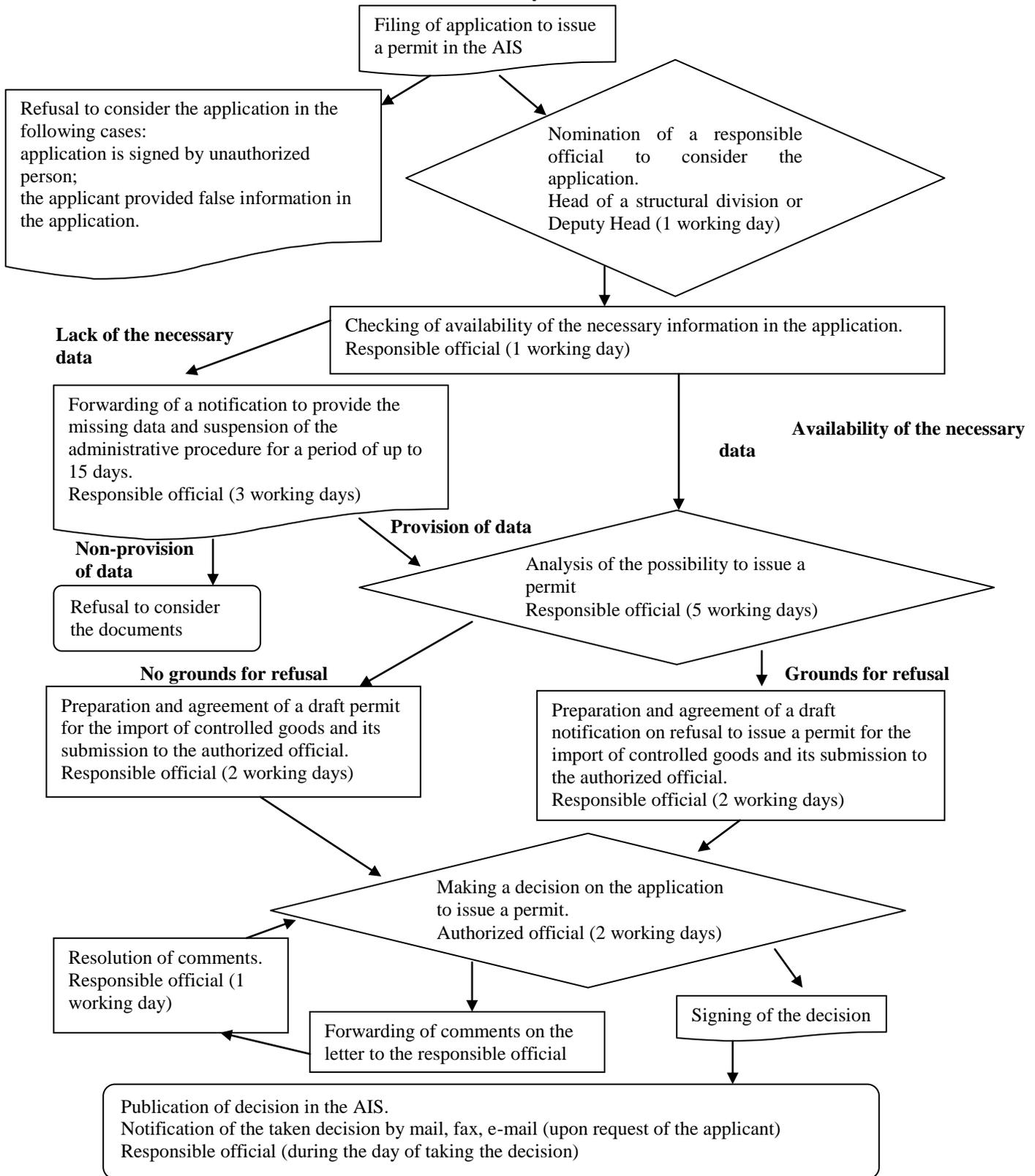
Flow chart of administrative procedure “Issuance of permits according to Form No. 1”



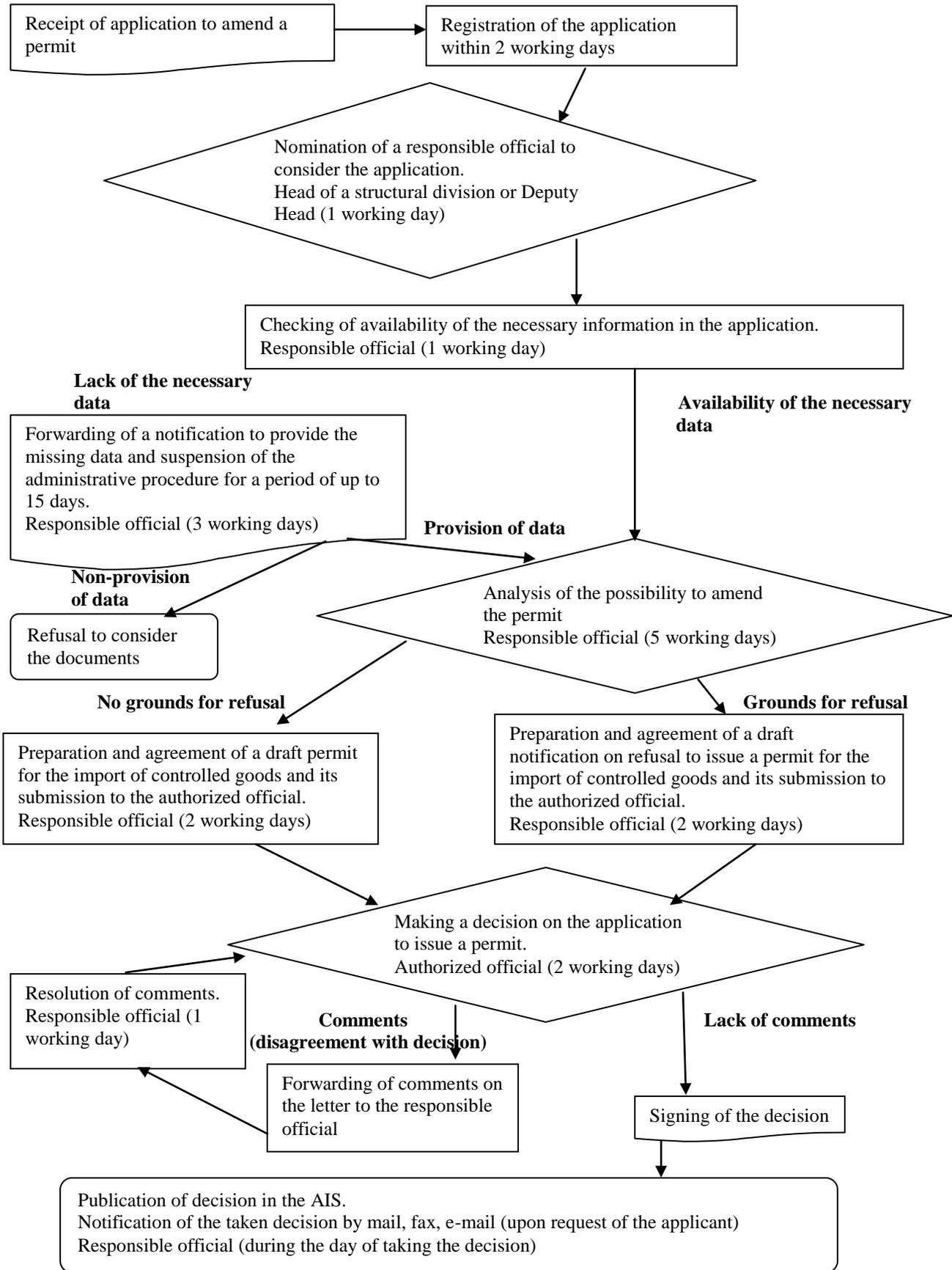
Flow chart of administrative procedure “Issuance of permits on the basis of applications received in hard copy”



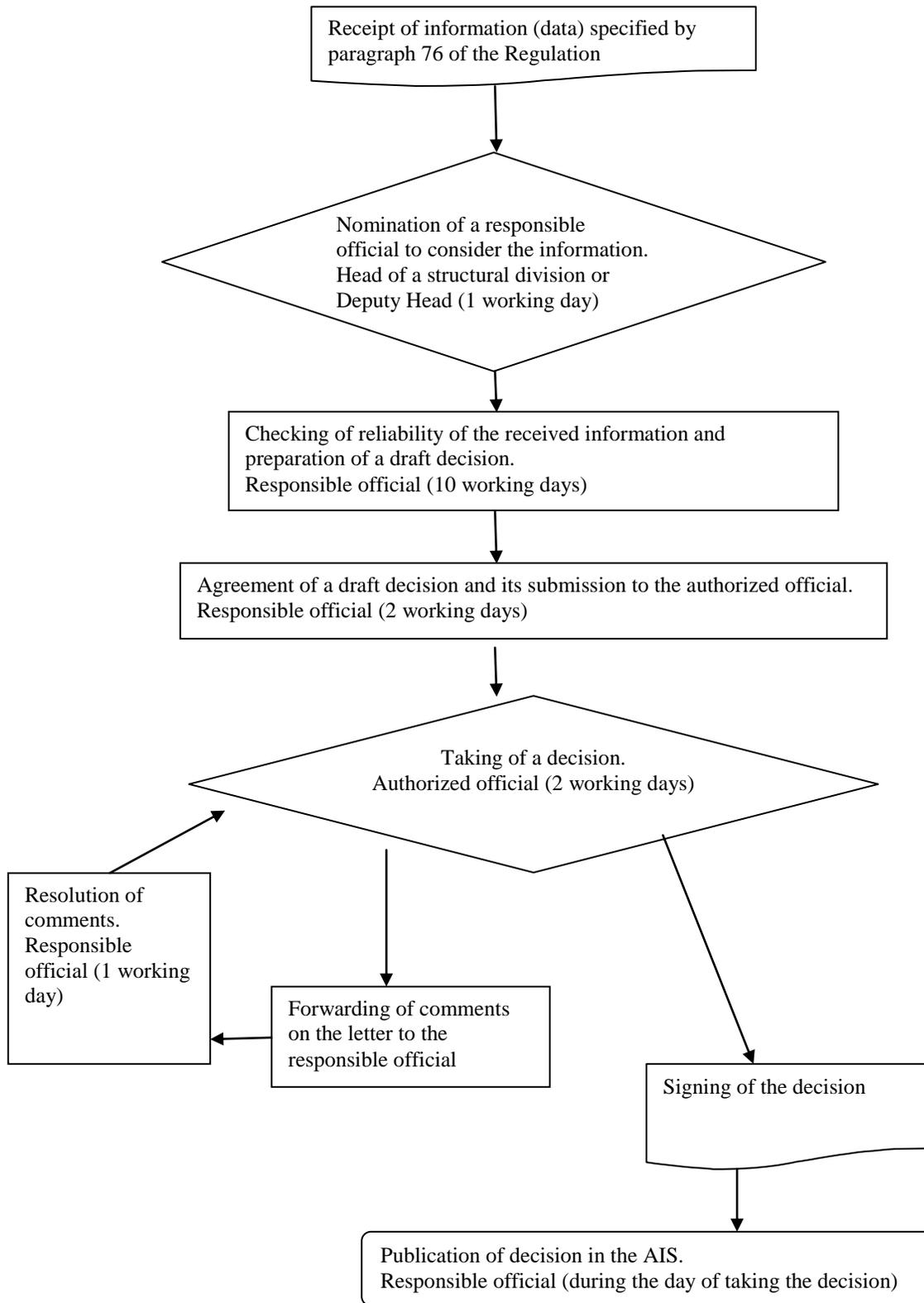
Flow chart of administrative procedure “Issuance of permits on the basis of application processed electronically in the AIS”



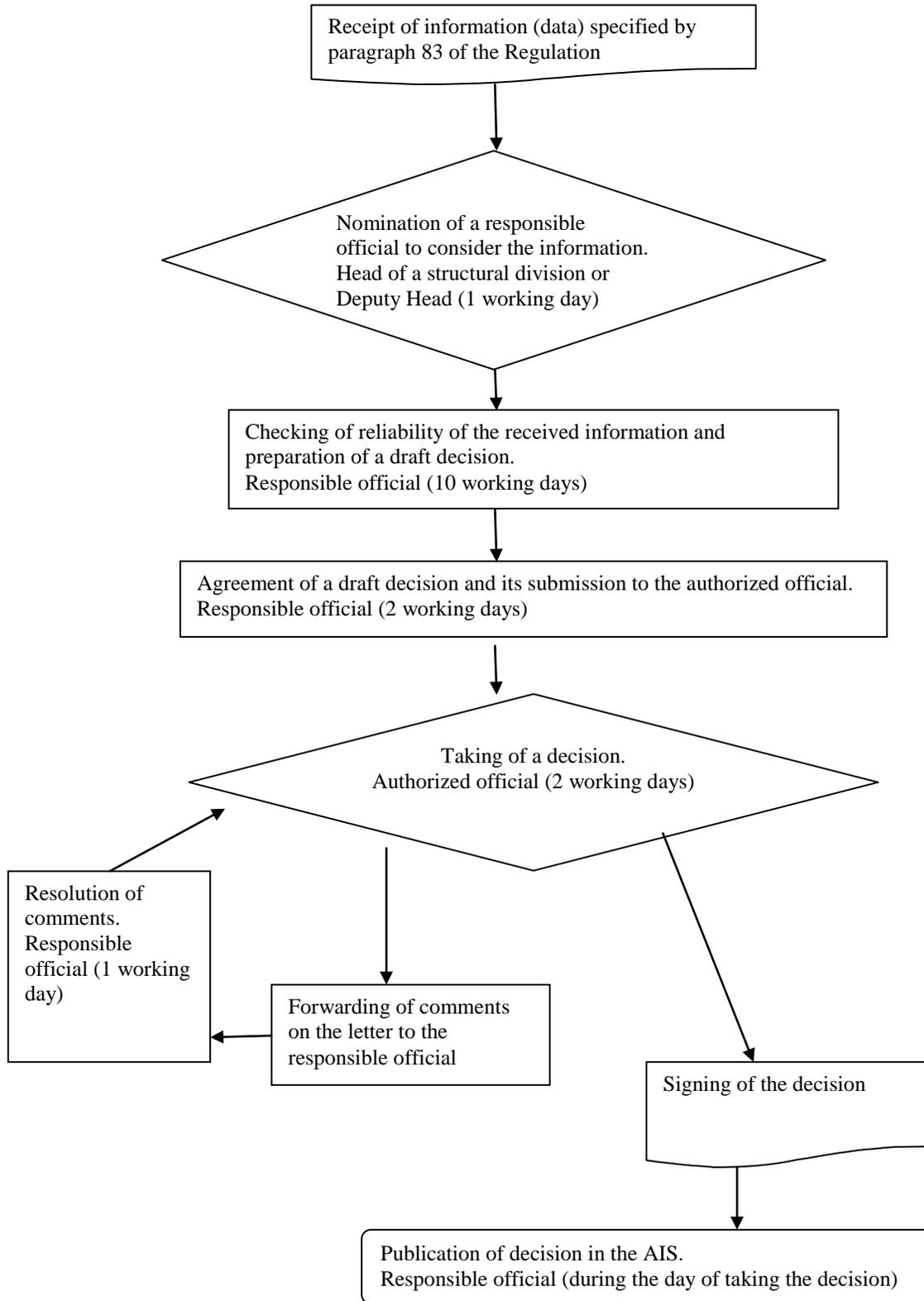
Flow chart of administrative procedure “Amendments to a permit”



Flow chart of administrative procedure “Suspension of a permit”



Flow chart of administrative procedure “Cancellation of a permit”



Annex No. 2
to the Administrative Regulation of the Federal
Service for Veterinary and Phytosanitary
Supervision to provide the public service for
issuing permits to import into, export from and
also transit through the territory of the Russian
Federation animals, products of animal origin,
medicines for veterinary use, feed and feed
additives for animals, approved by Order of the
Ministry of Agriculture of the Russian
Federation No. 404 of November 7, 2011

List of information to be indicated in the application

I. For a permit to import animals and animal genetic material

1. Last name, first name and (if available) patronymic of a natural person - importer or full name of a legal entity - importer;

2. Last name, first name and (if available) patronymic of a natural person – consignee, or full name of a legal entity - consignee of the controlled goods on the territory of the Russian Federation, its registration or legal address, and INN (individual taxpayer number);

It is not allowed to include multiple consignees in a single application.

3. Name of controlled good (specie) and its code (first 4 digits) of the HS.

In one application it is allowed to indicate several species of the same class of mammals, birds or other animals;

4. Quantity of controlled good and its unit of measurement for each item;

5. Exporting country.

It is not allowed to specify several exporting countries in a single application;

6. The origin of the controlled goods:

taken from the environment;

bred or raised under artificial conditions.

It is not allowed to include information about animals of different origin in a single application;

7. Last name, first name and (if available) patronymic of a natural person - supplier or full name of a legal entity - supplier;

8. Means of transport, which will be used for importation of controlled goods;

9. Places of changing of transport means (if it takes place), watering, feeding and rest (if provided), which are planned to be used when importing animals.

It is allowed to specify several alternate routes;

10. Checkpoints, in which veterinary control is carried out and through which entry into the Russian Federation is planned, place of customs clearance and route (in case of import of controlled goods via transit through the Member State of the CIS or the Customs Union, the checkpoint of crossing the border of the CIS or Customs Union Member State is specified).

It is allowed to specify several checkpoints;

11. The purpose of importation: breeding, keeping, feeding, slaughter, free movement of breeding materials (hatching eggs, roe, semen of breeding animals, embryos, etc.), import for sports and entertainment.

It is not recommended to include information about animals imported for different purposes in a single application;

12. Information, confirming compliance with the conditions for quarantine and further handling of animals in the recipient entity;

13. Production capacity of the consignee organization – in case of importation of animals for slaughter;

14. Location of quarantine (administrative territory and location address) in the exporting country;

15. It is not allowed to include several constituent entities of the Russian Federation, to whose territory it is planned to import, in a single application.

II. For a permit to import feed and feed additives

1. The information referred to in paragraphs 1, 2, 4, 5, 7, 8, and 10 of Section 1 of this Annex to the Regulation;

2. Name of controlled good and its code (first 4 digits) of the HS.

3. Country of origin of controlled goods (to be indicated for products of plant and animal origin), name, number of manufacturer, administrative territory and location address;

4. Country, region of origin of raw materials of plant and animal origin, used the production (not to be specified for components of a different origin);

5. Registration number of the feed additive, accounting series (for feed additives);

6. Registration number of the feed in the state register of feeds containing genetically modified organisms (for feeds containing genetically modified organisms);

7. The main manufacturing process (for non-registered feeds and feed additives):

microbiological synthesis;

chemical synthesis;

grinding;

extrusion;

extraction.

8. Heat treatment regime (if performed);

9. Component structure as percentage ratio (for feeds and non-registered ~~feeds and~~ feed additives);

10. The purpose of import, including animal species, for which the feed and feed additives are destined (to be specified for each item of controlled goods).

III. For a permit to import aquatic biological resources and products thereof

1. The information referred to in paragraphs 1, 2, 4, 5, 7, 8, and 10 of Section I, as well as paragraph 2 of section II of this Annex to the Regulation;

2. Areas of catch (harvesting) of aquatic biological resources;

3. Purpose of import:

for sale,

for processing,

for storage.

It is not allowed to include information on controlled goods imported for different purposes in a single application;

4. Place of temporary storage on the territory of a foreign state (to be indicated in case of import of controlled goods of Russian origin with the temporary storage on the territory of a foreign state).

5. Information about the contract concluded between the exporting establishment and importing establishment (with an indication of its number, date and term).

IV. For a permit to import controlled goods containing hazardous biological agents

1. The information referred to in paragraphs 1, 2, 4, 5, 8, and 10 of Section I of this Annex to the Regulation;

2. Name of controlled good and its code (first 4 digits) of the HS.

It is not allowed to include information about the different items of controlled goods containing hazardous biological agents or chemicals in a single application;

3. Last name, first name and (if available) patronymic of a natural person – consignor or name of a legal entity – consignor, administrative territory, location address.

It is not allowed to include information about multiple consignors in a single application;

4. Detailed description of controlled goods with a list of microorganisms - agents of animal diseases, that it (potentially) contains;

5. Last name, first name and patronymic of the person accompanying the controlled goods;

6. Description of the package corresponding to the level of biological hazards of the controlled goods;

7. Purpose of import: for laboratory diagnosis, for scientific purposes, use in biotechnology, testing for registration;

8. Details of the documents, giving the consignee the right to handle the controlled goods.

V. For a permit to import controlled goods, not specified in sections I-IV of this Regulation

1. The information referred to in paragraphs 1, 2, 4, 5, 8, and 10 of Section I, paragraph 2 of Section II, ~~as well as paragraph 5 of Section III of this Annex to the Regulation~~;

2. Country of origin of controlled goods (to be specified, if the exporting country is not the country of origin).

It is not allowed to include information on several countries of origin of controlled goods in a single application;

3. Name, number, administrative territory, location address of the manufacturer.

Information on several manufacturers, located in one country can be included in a single application (except for fur and lambskin materials);

4. The administrative territory of origin of the controlled goods (to be specified separately for each manufacturer);

5. Intended use (application) of the imported good;

6. Organization, in which the medicine will be used.

VI. For a permit on transit of controlled goods

1. Name of applicant;

2. The information referred to in paragraphs 4, 5, 8, and 10 of Section I, paragraph 2 of Section II, as well as paragraph 2 of section V of this Annex to the Regulation;

3. The importing country of the controlled goods;

It is not allowed to include information on several importing countries in a single application;

4. When animals are in transit - route, stops, reloading points, places of feeding (watering) of animals, conditions of carriage (drive), agreed with the veterinary authorities of the constituent entities of the Russian Federation, through the territories of which the route of transit of animals passes (with an indication of details of the corresponding letters, with copies of the letters to be attached);
5. Country of reloading (if necessary);

VII. For a permit to export animals and genetic material

1. The information referred to in paragraphs 1, 3, 4, and 6 of Section I, paragraph 4 of Section VI of this Annex to the Regulation;
2. Last name, first name and patronymic (if available) of the natural person or name of the legal entity - producer of the goods in the territory of the Russian Federation, his registration address or legal address and INN.

It is not recommended to indicate the information on several places of origin in a single application;

3. The purpose of export: re-export, exports for sporting events, entertainment;
4. Place of quarantine on the territory of the Russian Federation with an indication of the organization (if it takes place);

It is not allowed to include information on multiple places quarantine in a single application;

5. Types of transport to be used when exporting the controlled goods;
6. Checkpoints through which it is planned to export the controlled goods from the territory of the Russian Federation, the place of customs clearance and route;
7. Information on guarantees of implementation of veterinary requirements of the importing country;
8. Checkpoint through the border of the Member State of the CIS or the Customs Union (to be indicated in case of transit of the controlled goods through Member State of the CIS or the Customs Union).

VIII. For a permit to export feeds and feed additives

1. The information referred to in paragraphs 1 and 4 of Section I, paragraphs 2, ~~5~~, and 6 of Section II, paragraph 4 of Section VI, paragraphs 5, 6, 8 of Section VII of this Annex to the Regulation;
2. Name of the legal entity - producer, his legal address;
3. Last name, first name and patronymic (if available) of the natural person - consignee or name of the legal entity - consignee of the controlled goods, number, administrative territory and location address;
4. The purpose of export;

IX. For a permit to export aquatic biological resources and products thereof

1. The information referred to in paragraphs 1 and 4 of Section I, paragraph 2 of Section II, paragraph 4 of Section VI, paragraphs 5, 6, 7, and 8 of Section VII, paragraph 3 of Section VIII of this Annex to the Regulation;
2. Name of the manufacturer (ship), export number, as well as its legal address or registration address (for coastal establishments);

3. Areas of catch (harvesting).

X. For a permit to export controlled goods containing hazardous biological agents

1. The information referred to in paragraphs 1 and 4 of Section I, paragraphs 2, 4, 5, 6, and 9 of Section IV, paragraph 4 of Section VI, paragraphs 5, 6, 7, and 8 of Section VII, paragraph 3 of Section VIII of this Annex to the Regulation;

2. The purpose of export: for laboratory diagnostics, for scientific purposes, for use in biotechnology, testing for registration;

3. Details of the documents, giving the sender the right to handle the controlled goods.

XI. For a permit to export other controlled goods not specified in Sections VII - X of this Regulation

1. The information referred to in paragraphs 1 and 4 of Section I, paragraph 2 of Section II, paragraph 4 of Section VI, paragraphs 5, 6, and 7 of Section VII, paragraph 2 and 3 of Section VIII of this Annex to the Regulation;

2. Registration number, accounting series and term of issuance of a document of state registration (when exporting medicines for veterinary use).

XII. To amend a permit

1. The reason for amendment;

2. Text of amendment;

3. The application may be accompanied with explanations and documents in hard copy confirming the need and possibility of amendment.

XIII. To cancel a permit

1. The reason for cancellation;

2. The application may be accompanied by explanations and documents in hard copy confirming the need and possibility of cancellation.

Annex No. 3
to the Administrative Regulation of the
Federal Service for Veterinary and
Phytosanitary Supervision to provide the
public service for issuing permits to import
into, export from and also transit through the
territory of the Russian Federation animals,
products of animal origin, medicines for
veterinary use, feed and feed additives for
animals, approved by Order of the Ministry
of Agriculture of the Russian Federation No.
404 of November 7, 2011

Sample
of a permit to import controlled goods
according to form No. 1

Date
No.

The Federal Service for Veterinary and Phytosanitary Supervision reports that taking into account the analysis of the epizootic situation in the following countries
_____ (list of countries) it is allowed to import in the year of 20____
_____ (list of controlled goods with an indication of HS
codes of the Customs Union from the Unified list of goods subject to veterinary control (supervision)
from establishments included in the Register of establishments of third countries.

Import is carried out through the checkpoints where subdivisions of the Federal Service for Veterinary and Phytosanitary Supervision have been established.

Title and signature of the authorized official.

END UNOFFICIAL TRANSLATION.