National Single Window System in Nepal

Functional User Specification

LPCO – Department of Livestock Service (DLS)

Components Name	Department of Livestock Services (DLS)
Components	LPCO Process, Inspection, Risk Management
General Description	This document includes LPCO process and inspection process for Import and Export of live animals, raw and unprocessed meat, eggs, vaccine, animal feeds, semen, and embryo.

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0. DOCUMENT CONTROL

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0.5. Table of Contents

0. DOCUMENT CONTROL 2
0.1. Document Summary 2
0.2. Change Control Summary 2
0.3. Review and Approval 3
0.5. Table of Contents 4
0.6. Table of Figures 7
0.7. Terms, Definitions and Acronyms 10
0.7.1. Terms and Definitions 10
0.7.2. Acronyms 11
1. PURPOSE AND INTRODUCTION 13
1.1. Introduction and Objective 13
1.2. Import LPCO Application Processing Workflow 15
1.2.1. Permit for DLS (IM): 15
1.3. Export LPCO Application Workflow 16
1.3.1. Health Certificate: 17
1.3.2. Sanitary Certificate: 17
2. COMMON FUNCTIONALITY 19
2.1. Operations & Status 19
2.2. Users 24
2.3. Finders (Search) 25
2.3.1. Search for LPCO 26
2.3.2. Sample output of search result for Trader 29
2.3.3. Finder output and stages of application processing (IM) 32
2.3.4. Finder output and stages of application processing (EX) 41
3. FUNCTIONAL SPECIFICATIONS 47
3.1. Data Elements – Input Screen Explanation 47
3.2. License, Permit, Certificate and Other (LPCO) Application 48
3.2.1. Make Application by Trader - Header Tab Screen 48
3.2.1.1. Make Application - Header Tab Details 50
3.2.2. Make Application Names and Parties Tab Screen 53
3.2.3. Make Application Names and Parties Tab Details 55

3.2.4. Make Application List of Items Screen 56
3.2.4.1. List of Items Details 61
3.2.5. Make Application Attached Documents 63
3.2.5.1. Attached Documents Details 65
3.2.6. Make Application Fees Tab 67
3.2.6.1. Fees Tab Details 67
3.2.7. Process Application by Department of Livestock Services 69
3.2.8. Risk Info Tab Details 73
3.3. Quota Management 73
3.1.1. Quota types 73
3.3.1.1. Unit of Measurement 74
3.3.1.2. Value in Nepalese Rupees (NPR) 74
3.3.1.3. Net Mass KGM: 75
3.3.1.4. Gross Mass KGM: 76
3.3.1.5. Unlimited: 76
3.4. Payments (e-payment) 77
3.5. Inspection 79
3.5.1. Introduction and Objective 79
3.5.2. Inspection Workflow 80
3.5.3. Inspection Operations & Status 80
3.5.4. Inspection Users 81
3.5.5. Examiners Management 81
3.5.5.1. Active Examiners Screen Data Elements 82
3.5.5.2. Inactive Examiners Screen Data Elements 84
Inactive examiners data elements are the same as active examiners without availability (availability checkbox) (View only). 84
3.5.6. Search Inspection (Finders) 84
3.5.6.1. Search Inspection (Input) 84
3.5.6.2. Search Inspection Data Elements (Input) 85
3.5.6.3. Search Inspection (Output) 87
3.5.7. Re-assign examiner 88
3.5.8. General Information and Inspection Act Tab 89
The layout of the Inspection document contains 2 levels of tabs. 89

3.5.8.1. The second level of tab 90
3.5.8.2. The second level of tab 91
3.6. Risk Info 96
3.6.1. Risk Info Tab Details 98
4. ATTACHED DOCUMENTS 99
4.1. List of Attached Documents 99
4.2. Attached Documents Schedule wise Detail 101
4.2.1. Required Attached Documents for Schedule 2: 101
Import/Export of Live chicks of parent, grand parent, animals, animal producing products, fish etc. 101
4.2.2. Required Attached Documents for Schedule 3: 102
Import/Export of Organic Products 102
4.2.3. Required Attached Documents for Schedule 5: 103
Import/Export of Animal feed and feed supplements, raw materials of feed supplement. 103
4.2.4. Required Attached Documents for Schedule 6: 104
Import/Export of chemicals, disinfectants and related products thereof. 104
5. PRINT OUT 105
5.1. Import License Print Out Sample 105
5.2. Health / Sanitary Certificate Print Out Sample 106
6. TARGET PRODUCTS, IMPORTS/EXPORTS – HS Code 107
6.1. Target Products for Permit 902 (Import) 107
6.2. Target Products for Permit 905 & 906 (Export) 123
7. ANNEXES 124
7.1. Annex 1 – Tariff Unit of Measurement 124
7.2. Annex 2 – Customs Office Code List 126
7.3. Annex 3 – Country List 127
7.4. Annex 4 – List of DLS Offices 133

0.6. Table of Figures

Figure 1: TYPE OF LICENSE CONFIGURATION – IMPORT 15
Figure 2: TYPE OF LICENSE CONFIGURATION – EXPORT 16
Figure 3:SEARCH FOR E-LICENSE 25
Figure 4:SEARCH RESULT FOR TRADER 30
Figure 5:OPTION FOR CANCELLATION OF APPLICATION REQUEST 32
Figure 6:MANUAL PAYMENT – FEES AND CHARGES 32
Figure 7:SCREEN FOR RECOMMENDATION COMMITTEE 33
Figure 8:OPTIONS AVAILABLE FOR RECOMMENDATION COMMITTEE 34
Figure 9:OPTIONS AVAILABLE FOR ASSIGN FIELD 35
Figure 10:SCREEN FOR SUBCOMMITTEE 36
Figure 11:OPTIONS AVAILABLE FOR SUBCOMMITTEE 36
Figure 12:SCREEN FOR APPROVAL LEVEL 37
Figure 13: APPROVAL SCREEN 37
Figure 14:LIST OF QUERIED APPLICATION FOR TRADER 37
Figure 15:OPTIONS AVAILABLE FOR QUERIED APPLICATION 38
Figure 16:SAMPLE APPLICATIONS AVAILABLE FOR VIEW OPTION 38
Figure 17:MESSAGE DISPLAYED AFTER RECOMMENDATION AND APPROVAL ACTION 39
Figure 18:NORMAL APPLICATTION PROCESS – WITH RELATED MESSAGE 39
Figure 19:QUERIED APPLICAITON - WITH RELATED MESSAGES 40
Figure 20:REJECTED APPLICATION - WITH MESSAGES 40
Figure 21:RETURNED APPLICATION - WITH MESSAGES. 41
Figure 22:OPTION FOR CANCELLATION OF APPLICATION REQUEST 41
Figure 23:SCREEN FOR RECOMMENDATION COMMITTEE 42
Figure 24:OPTIONS AVAILABLE FOR RECOMMENDATION COMMITTEE 42
Figure 25:OPTIONS AVAILABLE FOR ASSIGN FIELD 43
Figure 26:SCREEN FOR EXPORT TECHNICAL COMMITTEE 43
Figure 27:OPTIONS AVAILABLE FOR EXPORT TECHNICAL COMMITTEE 44
Figure 28:LIST OF QUERIED APPLICATION FOR TRADER 44
Figure 29:OPTIONS AVAILABLE FOR QUERIED APPLICATION 44
Figure 30:APPLICATIONS AVAILABLE FOR VIEW OPTION 45
Figure 31:NORMAL APPLICATION PROCESS 45
Figure 32:QUERIED APPLICAITON - WITH RELATED MESSAGES – At Recommendation Level 46
Figure 33:QUERIED APPLICAITON - WITH RELATED MESSAGES – At Export Technical Committee Level 46
Figure 34:REJECTED APPLICATION - WITH MESSAGES – At Export Committee Level (Ad Hoc) 46
Figure 35:LANDING PAGE 48
Figure 36:HEADER TAB INITIAL PHASE 48
Figure 37:HEADER TAB – WITH TYPE OF LICENSE 49
Figure 38:NAMES AND PARTIES TAB 53
Figure 39:NAMES AND PARTIES TAB - COMPANY FINDER (CODE) 53
Figure 40:NAMES AND PARTIES TAB - COMPANY FINDER (DESCRIPTION) 54

Figure 41:NAMES AND PARTIES TAB - COMPANY FINDER (ACTIVE)) 54
Figure 42:NAMES AND PARTIES TAB - COMPANY FINDER - EXAMPLE OF OUTPUT 55
Figure 43:ITEMS TAB 56
Figure 44:ITEMS TAB - ADD ITEM 57
Figure 45:ITEMS TAB - COMMODITY CODE FINDER (HS6) 57
Figure 46:ITEMS TAB - COMMODITY CODE FINDER (PR1) 58
Figure 47:ITEMS TAB - COMMODITY CODE FINDER (PR2) 58
Figure 48:ITEMS TAB - COMMODITY CODE FINDER (DESCRIPTION) 59
Figure 49:ITEMS TAB - COMMODITY FINDER - EXAMPLE OF OUTPUT 60
Figure 50:LIST OF ITEMS – ADD, VIEW, UPDATE AND CANCEL 63
Figure 51:ATTACHED DOCUMENTS TAB - LIST OF ATTACHEMENTS 64
Figure 52:ADD ATTACHED DOCUMENT - INPUT SCREEN 64
Figure 53:ATTACHED DOCUMENT TAB - SCREEN FOR SELECTION OF FILE TO UPLOAD 65
Figure 54:FEES TAB - LIST OF FEES AND CHARGES 67
Figure 55:DEPARTMENTAL PROCESSING SCREEN - Recommended 69
Figure 56:OPTIONS AVAILABLE FOR RECOMMENDATION COMMITTEE 70
Figure 57:APPLICATION REQUEST WITH NO RISK ASSOCIATED 71
Figure 58:APPLICATION REQUEST WITH SINGLE ASSOCIATED RISK 71
Figure 59:SAMPLE OF APPLICATION REQUEST WITH DIFFERENT TYPE OF RISKS ASSIOCIATED 72
Figure 60:UNIT OF MEASUREMENT - SINGLE UOM 74
Figure 61:UNIT OF MEASUREMENT - MULTIPLE UOM 74
Figure 62:VALUE BASED QUOTA 75
Figure 63:NET MASS KILOGRAM 75
Figure 64:GROSS MASS KILOGRAM 76
Figure 65:UNLIMITED QUOTA 76
Figure 66:SEARCH ON e-PAYMENT 77
Figure 67:MANUAL PAYMENT PROCESS 77
Figure 68:SAMPLE OF MANUAL RECEIPT 78
Figure 69:INSPECTION WORKFLOW 80
Figure 70:ACTIVE EXAMINERS 82
Figure 71:INACTIVE EXAMINERS 84
Figure 72:SEARCH INSPECTION LAYOUT 84
Figure 73:INSPECTION SEARCH RESULT 87
Figure 74:REASSIGN EXAMINER 88
Figure 75:REASSIGN EXAMINER 89
Figure 76:HISTORY SHOWING INSPECTION REASSIGNED TO ANOTHER EXAMINER 89
Figure 77:FIRST LEVEL OF TAB OF INSPECTION 90
Figure 78:SECOND LEVEL OF TAB OF INSPECTION 92
Figure 79:INSPECTION ACT TAB – UPDATE MODE 92
Figure 80:ADD NEW ATTACHMENT IN INSPECTION ACT TAB 93
Figure 81:ADD NEW ATTACHMENT – INPUT SECTION TAB IN INSPECTION 94
Figure 82:LIST OF ADDED DOCUMENTS IN INSPECTION ACT TAB 94

Figure 83:DOWNLOAD OPTION AVAILABLE IN LPCO- ATTACHED DOCUMENTS TAB 95
Figure 84:MESSAGE DISPLAYED AFTER DOWNLOAD COMPLETION 95
Figure 85:Sample of APPLICATION REQUEST WITHOUT ANY ASSOCIATED RISK 96
Figure 86:SAMPLE OF APPLICATION REQUEST WITH SINGLE ASSOCIATED RISK 96
Figure 87:SAMPLE OF APPLICATION REQUEST WITH DIFFERENT TYPE OF RISKS ASSIOCIATED 97
Figure 88:SAMPLE LIST OF ATTACHED DOCUMENTS 100
Figure 89:SAMPLE OF LIST OF CODES AND DESCRIPTION 100
Figure 90:SAMPLE OF IMPORT PERMIT 105
Figure 91:SAMPLE OF SANITARY CERTIFICATE 106
Figure 92:EMAIL REFERENCE FOR HS CODE BY DOC 107

0.7. Terms, Definitions and Acronyms

0.7.1. Terms and Definitions

#	Terms	Description
1	Agency	Government Agency.
2	Commodity Code	International nomenclature for the classification of products based on the Harmonized System code - World Customs Organization (WCO).
3	Company	Entity with Limited Liability Company Partnership, Sole Trader, Private Individual, Government / Semi-Government Agency, Non-Governmental Organization, International Non-Governmental Organization, Diplomatic Agency, International Projects. The Company Code is the EXIM code issued by the Department of Customs
4	Company Warehouse / Warehouse	A private place for storing goods licensed by Customs for that purpose.
5	Declarant	A declarant can be a trader undertaking transactions in their own name, or, An authorized person or party appointed by the Trader to act on their behalf for making formal declaration, for processing of application request, and to represent the Trader at the Inspection of goods and clearance of goods.
6	Department	Specialized functional area within an Agency.
7	Trader	Entity involved in foreign trade – Importer/Exporter.

0.7.2. Acronyms

#	Acronyms	Description
1	AB	Abroad
2	BS	Bikram Sambat (Nepali Date)
3	CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
4	DA	Department of Archaeology
5	DDA	Department of Drug Administration
6	DG	Director General
7	DLS	Department of Livestock Services
8	DoC	Department of Customs
9	EX	Export
10	GoN	Government of Nepal
11	HS	Harmonized System
12	IM	Import
13	INC	Inch
14	IRD	Inland Revenue Department
15	KGM	Kilogram
16	LC	Local
17	LPCO	License Permit Certificates and Other
18	M	Mandatory
19	MoALD	Ministry of Agriculture and Livestock Development
20	MoHA	Ministry of Home Affairs
21	MP	Mode of Payment
22	N/A	Not Applicable
23	NECAS	Nepal Customs Automated System
24	NNSW	Nepal National Single Window
25	NPR	Nepalese Rupees
26	O	Optional
27	OCR	Office of Company Registrar

#	Acronyms	Description
28	OGA	Other Government Agency
29	PAN	Permanent Account Number
30	UI	User Interface
31	UNT	Unit
32	UOM	Unit of Measurement
33	WCO	World Customs Organization
34	WIP	Work in Progress
35	XML	Extensible Markup Language

1. PURPOSE AND INTRODUCTION

1.1. Introduction and Objective

Department of Livestock Services (DLS), under the Ministry of Agriculture and Livestock Development (MoALD), the agency responsible for controlling the License for import / export of live animals, raw and unprocessed meat, biological animals, eggs, vaccines, animal feeds, semen and embryo. They are also responsible for the implementation of existing laws and by-laws to prevent the entry of exotic diseases through importation of livestock, livestock products and livestock production materials.

To date, the agency is using a paper-based license application process. Trader submits set of attached documents, and for import only, a payment of three hundred Nepalese Rupees (300) is required to process applications. For export, traders need to submit applications along with all the required documents. A fee is charged for processing of Nepalese Rupees three hundred (300). Currently, with the view to promote exports, DLS is making plans for the facilitation of exporters by subsiding the fee for export, and even providing service free of cost for export.

Every month, the agency receives approximately 100 import license applications. With the volume of applications that they receive, the agency forms 3 technical subcommittees to expedite the process for studying application for Import License.

Each technical subcommittee is assigned to review applications for a specific product group depending on their expertise: -

1. ***Technical subcommittee 1:*** Live Animal, Wild Animal, Pet Animal, Birds, Eggs, Aquatics animals, Animal Semen/Embryo, Raw meat, Wool/hair/Feather/Hide, Bones and offal's, Butter/Ghee, Cheese/Chhurpi, Honey.
2. ***Technical subcommittee 2:*** Biologicals, Vaccine, Hormones, Fish Fingerlings, Aquarium Fish.
3. ***Technical subcommittee 3:*** Animal Feed, Feed Ingredients, Feed supplements, Vitamins Micro and Macro, Minerals.
4. For the processing of export licenses, the department forms only ***one technical subcommittee*** which submits report for approval / rejection by the Director General (DG) after studying the documents submitted.

For both Export and Import, there are certain mandatory documents which need to be submitted by the declarant along with the application form. In some specific cases in respect of any new case which has not been recorded by the department in the past, the declarant may need to submit more documents. These documents will be requested by DLS according to the prevailing act / law, regulations, instructions, and ad-hoc decision from higher level which apply at the time.

Each technical sub-committee (SC) is headed by the DG of DLS. The sub-committee holds a bi-monthly meeting to review and issue a recommendation/rejection for all applications registered for processing. Once a recommendation has been made, only the DG can approve the license application. In some specific cases where product needs to be recommended by another agency then the application will be on-hold until such recommendation is received from the concerned agency. The process is systemized.

The E-License application will replace the current manual process of the agency. The Nepal National Single Window (NNSW) E-License application will facilitate the electronic capture, validation and storage of License, Permits, Certificates and Other (LPCO) applications. The facility will be configured to the agency's needs and secured to limit access to information and processes to authorized users only.

This LPCO application is web-based and architecture to provide full functionality for all types of browsers that run on any computer or handheld devices, whether it be Desktop, Laptop, Tablet, Cell phones and the like. The flexibility provided by the dynamically designed web-based application is such that not only can the User use any device, most standard operating systems are also supported. All the client / service seeker will need is an internet connection, and a browser, on their device to receive services provided by NNSW E-License application.

The single window system facilitates international trade by enabling submission of regulatory documents to a single entity known as "Agency". This system provides facilities that allow stakeholders such as traders to submit homogenous official papers and information to a single point of entry, which can be accessed by agency involved in providing services for facilitating trade supply chain by providing LPCO for national and international trade.

Single Window solutions interconnect all stakeholders involved in foreign trade and allows them to perform trade procedures on a single platform by simplifying and speeding up Customs and trade processes for both traders and Government agencies, through automated, smoother processes, enabling reduction of clearance time. It also secures Government revenue and improves the country's performance which is recorded in international trade indicators such as the World Bank Doing Business index.

Users can access the platform via a web interface, where a public portal provides a range of up-to-date information including trade formalities, import and export procedures, latest tariff codes and rates, as well as a fees simulation feature.

Once logged in, users can fill in and manage applications for pre-arrival Customs declarations, electronic licenses, certificates or permits, foreign exchange applications to banks, manifests and Customs declarations, etc. All duties, taxes and related trade fees can be paid using electronic payment facilities.
Documents can be scanned and attached for online submission meaning no physical visit to administrations is required.

Where practical, data submitted by one entity can be used to auto-populate other related online submissions avoiding duplication of effort and chances of error due to manual inputs while providing data integrity. Credentials are cross-checked for consistency and traceability, reducing errors and fraud. The system supports advanced security features such as biometric authentication.
The status of on-going document processing can be viewed at any time, including mobile / handheld devices. Traders receive real time notifications for work in progress (WIP) on desktop or mobile/handheld devices when their transactions are progressing in the clearance path.

1.2. Import LPCO Application Processing Workflow

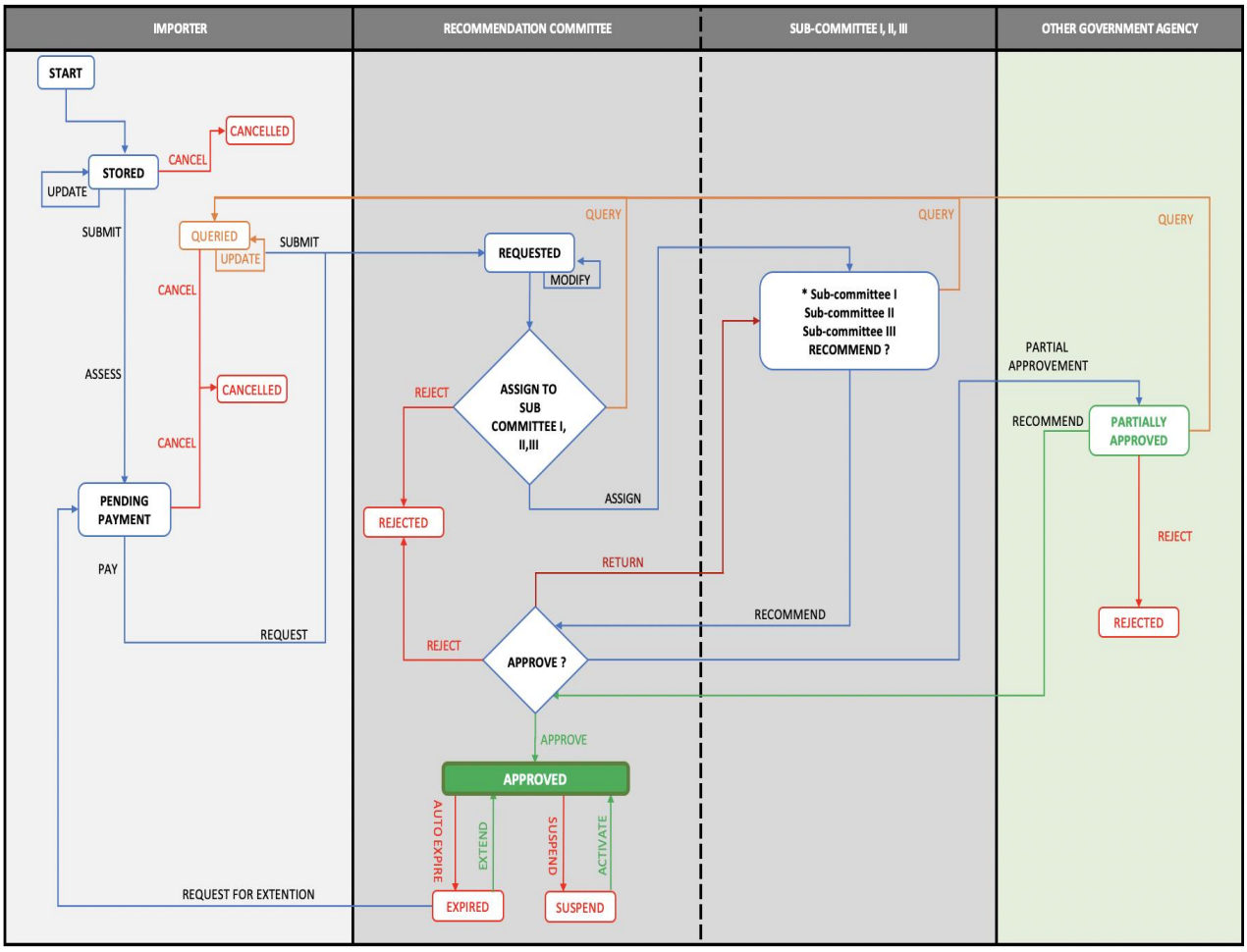


Figure 1: TYPE OF LICENSE CONFIGURATION – IMPORT

1.2.1. Permit for DLS (IM):

License Type Code	(902)
License Type Name	DLS:1- Permit to Import Livestock Animals. DLS:2- Permit to Import Biological Animals DLS:3- Permit to Import Animal Production Materials
License Validity	90 days for Permit to Import Animal Production Materials and Permit to Import Biological Animals. 120 days for Permit to Import Animal Production Materials
Fees	300 NPR.

Quota Type	UOM (Unit of Measurement). Value in NPR. Net Mass. Gross Mass. Unlimited.
Required Attached Documents	As listed in "Section 4, List or Attached Documents"
Controlled Products	Live Animal, Wild Animal, Pet Animal, Birds, Eggs, Aquatics animals, Animal Semen/Embryo, Raw meat, Wool/hair/Feather/Hide, Bones and offal's, Butter/Ghee, Cheese/Chhurpi, Honey, Biological, Vaccine, Hormones, Fish Fingerlings, Aquarium Fish, Animal Feed, Feed Ingredients, Feed supplements, Vitamins Micro and Macro, Minerals
Commodity Codes / H.S. Codes	Attached
Type of Use	Single Use

1.3. Export LPCO Application Workflow

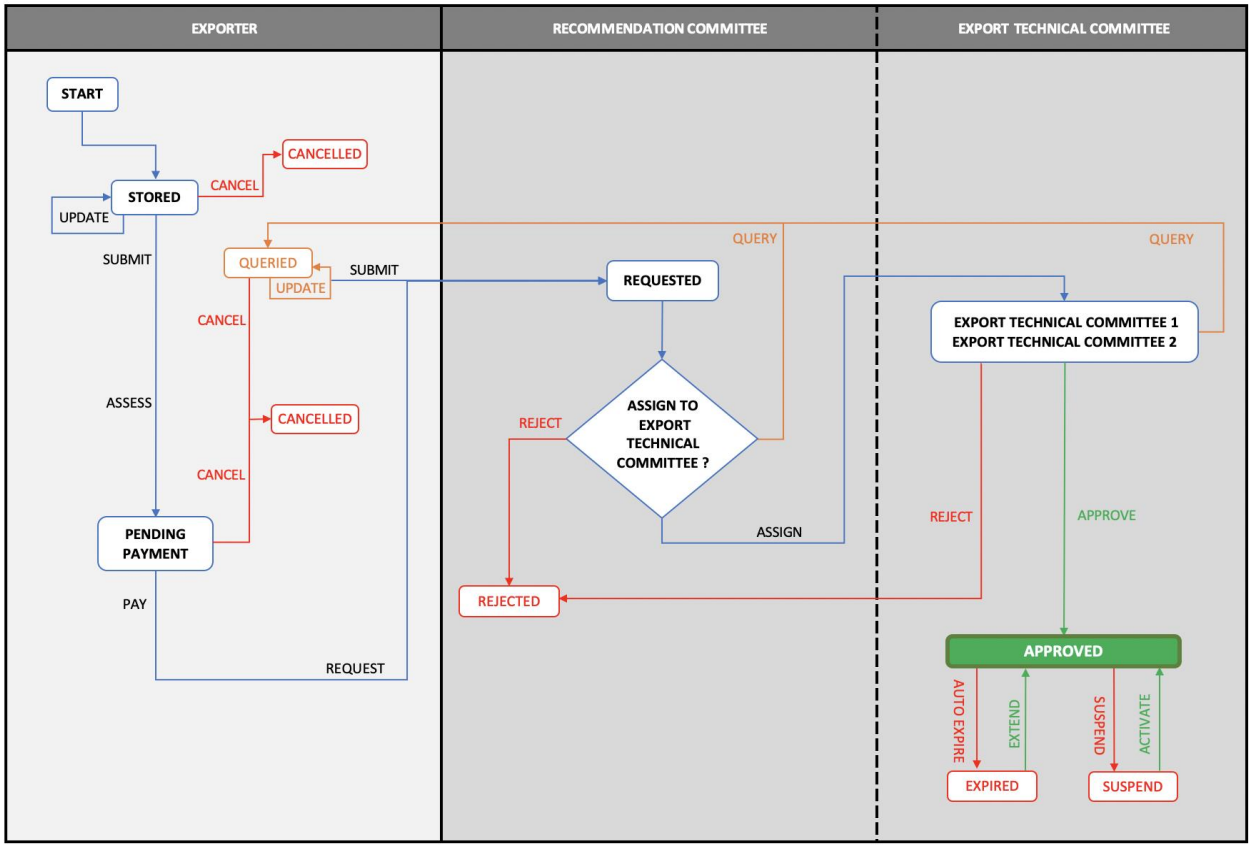


Figure 2: TYPE OF LICENSE CONFIGURATION – EXPORT

1.3.1. Health Certificate:

License Type Code	(905)
License Type Name	DLS: Health Certificate
License Validity	10 days
Fees	300 NPR is applicable, but in practice, DLS is providing license free of charge for export.
Quota Type	UOM (Unit of Measurement). Value in NPR. Net Mass. Gross Mass. Unlimited.
Required Attached Documents	As listed in "Section 4, List or Attached Documents"
Controlled Products	All items listed under “Target Products for Export” except prohibited for trading by Nepal and United Nations Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
Commodity Codes H.S. Codes	Attached
Validity	Single Use

1.3.2. Sanitary Certificate:

License Type Code	(906)
License Type Name	DLS: Sanitary Certificate
License Validity	10 days
Fees	300 NPR is applicable, but in practice, DLS is providing license free of charge for export.
Quota Type	UOM (Unit of Measurement). Value in NPR. Net Mass. Gross Mass. Unlimited.
Required Attached Documents	As listed in "Section 4, List or Attached Documents"

Controlled Products	All items listed under "Target Products for Export" except prohibited for trading by Nepal and United Nations Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
Commodity Codes H.S. Codes	Attached
Validity	Single Use

2. COMMON FUNCTIONALITY

Operations that can be performed by different users at different levels are presented below, once the action is taken by user operation will take place and status of application request is updated accordingly.

2.1. Operations & Status

#	Operation	Comments	User	Status
1	Capture Operation	This is the process used to complete the form of a new permit request by the user in the system. As the captured data are stored in virtual memory, the license in this case takes the intermediate status *"New"*.	Trader	New
2	Store Operation	This is possible only on a new license with the status *"New"* and allows the user to keep a draft of it in the system.	Trader	Stored
3	Import XML	This feature enables Trader to import XML format files to populate data to a new form. This facilitates the upload of frequently entered data from XML file and saves time and effort. the license in this case takes the intermediate status *"New"*.	Trader	New
4	Export XML	This feature enables Traders to export XML format files to save frequently used data in their system so that this data can be used at a later date to upload and populate fields of similar forms instead of reentering the same data manually. This facility can be used by committee members to export data to XML file for further processing and analysis.	Users at all level of processing	Saved in local system
5	Update Operation	This operation can only be done by a user on a request which has *"Stored"* or *"Queried"* status. It allows the user to update an application they are creating in their system or at the time when the application is queried. After completion of the update activity the license does not change its status and remains in *"Stored"* or *"Queried"* status.	Trader	Stored OR Queried

#	Operation	Comments	User	Status
6	Submit Operation	This will submit a license request. This operation can only be done on a *"New"* license captured by a user, or a draft *"Stored"* license after the user has amended it, or on a *"Queried"* license. After performing this action, status of application will be *"Pending Payment"* if application is new as request is subject to payment, and the status will be *"Requested"* if application has gone through query process and is re-submitted by trader.	Trader	Pending Payment / Requested
7	Cancel Operation	This operation is used only by the user to end a license request which is in *"Pending Payment", or "Queried"* status. After performing this action, the system will put the request on *"Cancelled"* status and it will only be available for view. When the request has *"New"* status, this operation is used to discard it.	Trader	Cancelled
8	Pay Operation	Pay operation is available only on *"Pending Payment"* application request. After performing that operation, the license is paid and reaches *"Requested"* status.	Cashier	Requested
9	Modify Operation	This operation is only available to the recommendation committee while the application is being processed and is in *"Requested"* status. This could be either at the time of initial request or after going through the query process.	User of DLS at Recommendation Level	Requested

#	Operation	Comments	User	Status
10	Query Operation	This operation is only performed when a request for authorization has *"Requested"* or *"Recommended"* status. After analyzing the request, the officer may suspend the application and request additional information and put it to the status *"Queried"*. This action can be performed by primary agency at recommendation level & approval level, and also by secondary agency if there is a need of partial approval from another agency. The system will notify the Agency that the query has not been resolved after 15 days.	User at recommendation level and approval level of DLS as primary agency. (and) User at recommendation level of secondary agency.	Queried
11	Assign Operation	This operation is only performed when a request for authorization has *"Requested"* status. This operation will be available only to the Recommendation Committee headed by the DG. Requested application request will be scrutinized by RC and assignment to either one of the sub-committees (SC-I, SC-II, SC-III) will be done on the basis of analysis. In case of Export the assign operation can be performed by the Recommendation Committee and an Authorized Officer will be assigned the application request. This operation will bring the application request to "Assigned" status	User at recommendation level of DLS.	
12	Recommend Operation	This operation is only performed when a request for authorization has *"Assigned"* status. This operation may also bring the application request to "Partially Approved" status in case of involvement of two or more than two Agencies.	User at Sub-Committee level of DLS as primary agency. (and) User at recommendation level of secondary agency.	Recommended

#	Operation	Comments	User	Status
13	Return Operation	This operation is only performed when a request for authorization has *"Recommended"* status. After analyzing the request, the member at Recommendation Committee for approval may return the application to previous level. Status of application at this stage will be *"Assigned"*.	User at recommendation committee (DG) of DLS and Sub Committee (Import)	Assigned
14	Partially Approve	This operation is only performed when a request for authorization has *"Recommended"* status. This operation will be available to the concerned recommendation / approval level only when there are two or more than two agencies involved.	User at recommendation level of secondary Agency	Recommended
15	Approve Operation	This is done by the user when authorization application is "*Recommended*". After reviewing the application, the user can either approve the request which will bring it to *"Approved"* status or reject the request which will bring it to "Rejected" status. This operation may also bring the application request to "Partially Approved" status in case of involvement of two or more than two agencies. In case of Export the assign operation can be performed by the Authorized Officer.	User at recommendation committee of primary agency (DG) of (DLS) and User at recommendation level of secondary Agency	Approved / Partially Approved
16	Reject Operation	This operation is used only by authorized users (Technical Subcommittee and DG) in charge of processing the application for authorization, or authorized users of another agency in case of requirement of "Partial Approval" from another agency, this action puts the license in *"Rejected"* status and it's then only available for simple consultation in the system. In case of Export the Reject operation can be performed by both Recommendation Committee and Authorized Officer.	User at recommendation committee (DG) of DLS (and) User at recommendation level of secondary Agency	Rejected

#	Operation	Comments	User	Status
17	Auto-Expire Operation	This is done by the system only on requests which were approved or those that have been partially cleared whose expiration date has arrived. This is an automated process which places the request in the *"Expired"* status.	Automated system process	Expired
18	Extend Operation	This is done only on *"Expired"* licenses. It gives a further period of validity. After completing the operation, the license reaches *"Approved"* status if it has never been cleared or status *"Used"* if it has been written-off at least once by a Customs Declaration.	User at recommendation committee (DG) of DLS	Approved - Used
19	Suspend Operation	This operation is used only by authorized user (DG), or personnel authorized by the DG. After this operation the request will have *"Suspended"* status.	User at recommendation committee (DG) of DLS	Suspended
20	Activate Operation	This operation is used only by authorized user (DG), or personnel authorized by the DG. Only the suspended application can be activated. Performing this operation will bring request to *"Approved"* status.	User at recommendation committee (DG) of DLS	Approved

2.2. Users

#	User	Function	Note
1.	Trader	Search View New Store Cancel Store Update Store Submit Update query Cancel query Reset	User will be provided with the listed functions. Other tabs are "Import XML", "Export XML", "Store", Submit" and "Close". Trader can import required information in the new form from previously exported and saved file using option "Export XML".
2.	Cashier	Search View Manual Payment Print Reset	Cashier will be provided with the listed functions. Other tabs are "Export XML", "Print view", "Close". Using "Export XML" current application can be exported to XML format, "Print view" – saves the current selected application with details in pdf format, and "Close" tab closes the current window and returns the control back to "search for E-License" window. Only *"Pending Payment"* applications will be available for further processing for cashier.
3.	Recommendation Committee (IM)	Search View Modify Assign Query Reject Suspend Activate Print Reset	Recommendation Committee Member will be provided with the listed functions. Only *"Assigned"* applications will be available for further processing. The committee must manually assign applications to either SC-I - subcommittee one {Animal Quarantine Division (AQD) }, SC-II - subcommittee two { National Animal Feed and Livestock Quality Management Laboratory (NAFLQML) }, or SC-III - subcommittee three { Veterinary Standard and Drug Regulation Laboratory (VSDRL)} of the department for the type of license 902.
4.	Recommendation Committee (EX)	Search View Assign Query Reject Suspend Activate Print Reset	Recommendation Committee Member will be provided with the listed functions. Only *"Assigned"* applications will be available for further processing. The committee must manually assign applications to the Authorized Officer of the department for the type of license 905, 906.

#	User	Function	Note
5.	Sub Committee	Search View Recommend Query Print Reset	Sub-Committee will be provided with the listed functions for the type of license 902. The Recommendation Committee will manually assign the application to either SC-I - subcommittee one {Animal Quarantine Division (AQD) }, SC-II - subcommittee two { National Animal Feed and Livestock Quality Management Laboratory (NAFLQML) }, or SC-III - subcommittee three { Veterinary Standard and Drug Regulation Laboratory (VSDRL)} in the department.
6.	Recommendation Committee (Director General)	Search View Approve Return Query Reject Suspend Activate Print Reset	Director General or Authorized member of Recommendation Committee will be provided with the listed functions. Applications with *"Recommended", "Queried", "Partially Approved", or "Suspended"* status will be available for viewing and further processing. The application and user function are associated with the type of license 902 and according to the corresponding recommendation from the sub-committee SC-I, SC-II, SC-III the Director general in Recommendation Committee will proceed with the provided functions.
7.	Authorized Officer	Search View Approve Query Reject Suspend Activate	The Authorized Officer assigned with delegated responsibilities will be provided with the listed functions for the type of license 905 & 906.

2.3. Finders (Search)

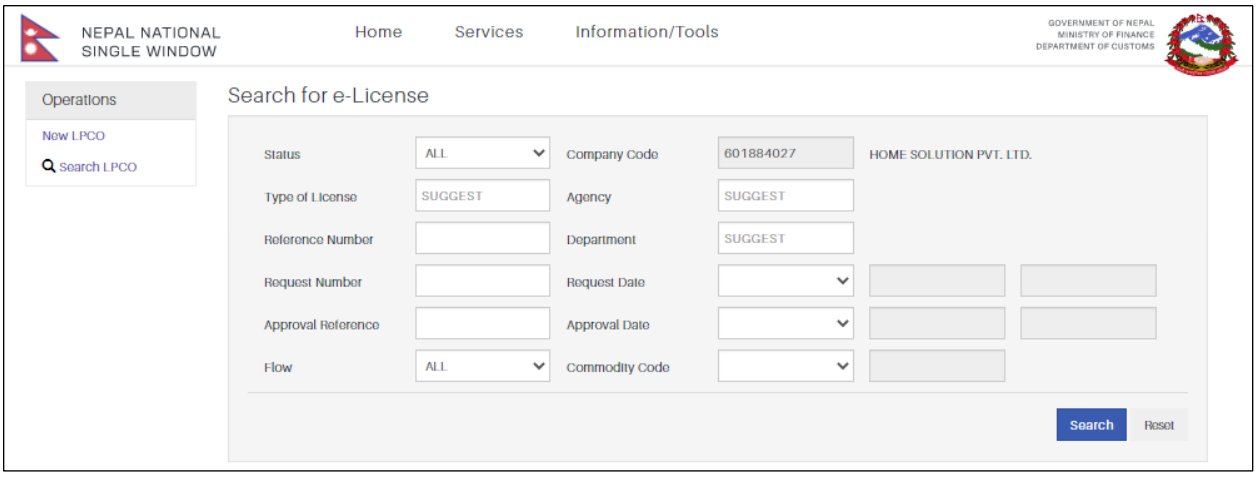


Figure 3:SEARCH FOR E-LICENSE

2.3.1. Search for LPCO

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
1	Status	Drop Down	Alphabetic	Search Criteria through which users narrow down the search results. List of options will be provided to filter applications by - ALL - Stored - Queried - Pending Payment - Requested - Assigned - Partially Approved - Recommended - Approved - Partially used - Used - Suspended - Expired - Rejected - Canceled	Place holder for *"Status"*
2	Type of LPCO	Suggest / User Entry	Numeric	Search Criteria through which users narrow down search results: List of options will be provided to filter applications 902: DLS- - Permit to import Livestock Animals - Permit to Import Biological Animals - Permit to Import Animal Production Materials 905 DLS: Health Certificate 906 DLS: Sanitary Certificate	Place holder for *"Type of LPCO"*
3	Reference Number	User Entry	Alphanumeric	Search Criteria through which users narrow down search results: Application with given *"reference number"* will be filtered with combination of other search criteria.	Place holder for "*Reference Number*"

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
4	Request Number	User Entry	Alphanumeric	Search Criteria through which users narrow down search results: Application with given *"request number"* will be filtered with combination of other search criteria.	Place holder for *"Request Number"*
5	Approval Reference	User Entry	Alphanumeric	Search Criteria through which users narrow down search results: Application with given *"approval reference"* will be filtered with combination of other search criteria.	Place holder for *"Approval Reference"*
6	Flow	Drop Down	Alphabetic	Search Criteria through which users narrow down search results: List of options will be provided to filter applications: - All - Import - Export	Place holder for *"Flow"*
7	Company Code	User Entry	Numeric	Search Criteria through which users narrow down search results:	Place holder for *"Company Code"*
8	Agency	Suggest/ User Entry	Alphabetic	Search Criteria through which users narrow down search results: List of options will be provided to filter applications for users (The list of departments will be long, so only few are shown here) - DA - Department of Archaeology - DDA - Department of Drug Administration - DLS - Department of Livestock Services	Place holder for *"Agency"*

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
9	Department	Suggest/ User Entry	Alphabetic	Search Criteria through which users narrow down search results: List of options will be provided to filter applications (Only few are shown here) - AQD Animal Quarantine Division - DDA Department of Drug Administration - DFTQC Department of Food Technology and Quality Control - (EXC) Export Technical Committee For Agency users corresponding department will be shown automatically which are associated with the member.	Placeholder for *"Department"*
10	Request Date	Calendar	Date	Search Criteria through which users narrow down search results: List of options will be provided to filter application - Equal - less than - Greater than - Between Adjoining related field(s) will be enabled automatically for option selected.	Place holder for *"Request Date"*

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
11	Approval Date	Calendar	Date	Search Criteria through which users narrow down search results: List of options will be provided to filter application - Equal - less than - Greater than - Between Adjoining related field(s) will be enabled automatically for option selected.	Place holder for *"Approval Date"*
12	Commodity Code	User Entry	Numeric	Search Criteria through which users narrow down search results: List of options will be provided to filter applications - Equals - like Adjoining related field will be enabled automatically for option selected.	Place holder for *"Commodity Code"*
13	Search	Action Button	N/A	Action Button through which users *"Search"* for *"E-License"* records through the selected criteria.	N/A
14	Reset	Action Button	N/A	Action Button through which users *"Reset"* the already assigned search criteria.	N/A

2.3.2. Sample output of search result for Trader

Applications can be submitted to a number of different organizations by Trader and to keep track of all applications submitted regardless of organization and type of application Trader as an owner of application will have privilege to view all the applications for tracking the status of application and take necessary action as required.

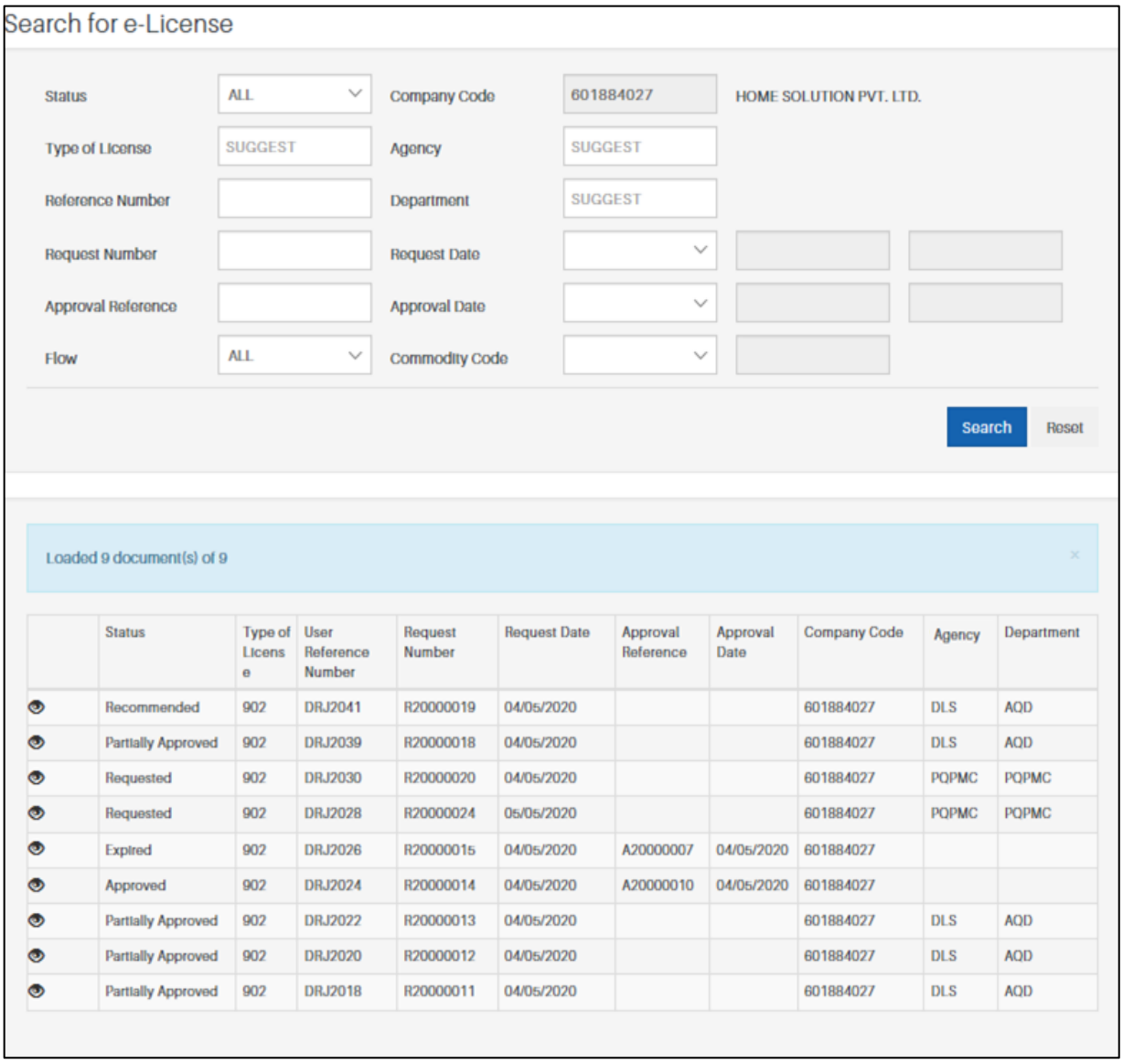


Figure 4:SEARCH RESULT FOR TRADER

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
1	View	Action Icon	N/A	Action Icon through which users *"View"* the information of a specific *"LPCO"* Fields are disabled during this operation	N/A
2	Edit	Action Icon	N/A	Action Icon through which users *"Edit"* the information of a specific *"LPCO"*	N/A
3	Status	View Mode/ Table Column	Alphabetic	Table column that displays the *"Status"* of records	Place holder for "Status"

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
4	Type of License	View Mode/ Table Column	Alphabetic	Table column that displays the *"Type of License"* of records	Place holder for "Type of License"
5	User Reference Number	View Mode/ Table Column	Alphanumeric	Table column that displays the *"User Reference Number"* of records	Place holder for User Reference Number
6	Request Number	View Mode/ Table Column	Alphanumeric	Table column that displays the *"Request Number"* of records	Place holder for Request Number
7	Request Date	View Mode/ Table Column	Date	Table column that displays the *"Request Date"* of records	Place holder for Request Date
8	Approval Reference	View Mode/ Table Column	Alphanumeric	Table column that displays the *"Approval Reference"* of records	Place holder for Approval Reference
9	Approval Date	View Mode/ Table Column	Date	Table column that displays the *"Approval Date"* of records	Place holder for Approval Date
10	Company Code	View Mode/ Table Column	Numeric	Table column that displays the *"Company Code"* of records	Place holder for Company Code
11	Agency (Change needed form OGA to Agency)	View Mode/ Table Column	Text	Table column that displays the *"Agency"* of records	Place holder for Agency
12	Department	View Mode/ Table Column	Text	Table column that displays the *"Department"* of records	Place holder for Department
13	Page Browsing	Action Button(s)	N/A	Action Button through which users flip pages to display the remaining records in a table Page browsing action buttons will not be available in case there is only one page of records	N/A

Similarly, actions are required from cashier for payment of applicable fees, recommendation committee for making recommendations and DG or Chief of Organization for approval. Finder output and stages of application processing is provided below for different stages and for different user level viz. trader/declarant, Cashier, Recommendation Committee, and finally for Officiating Chief or DG.

2.3.3. Finder output and stages of application processing (IM)

Search result returned for trader in the first stage after submission. Application will have status *"Pending Payment"* and in this stage user can only *"Cancel".*

By clicking the edit option user can cancel the license by choosing cancel button.

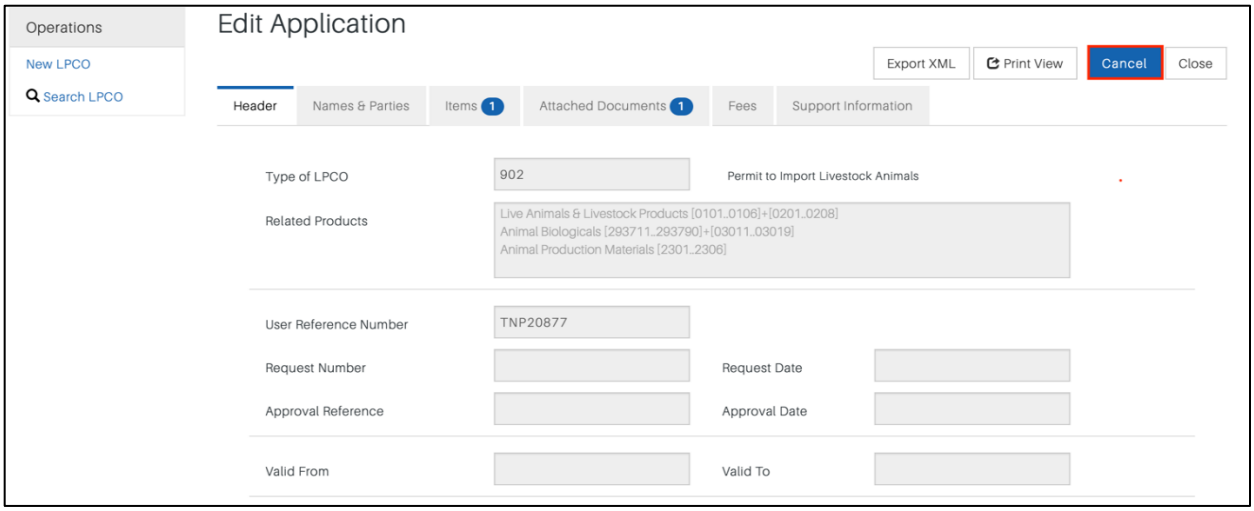


Figure 5:OPTION FOR CANCELLATION OF APPLICATION REQUEST

When the application is submitted by trader it will have status "Pending Payment" and will be available for cashier for further processing where cashier makes a payment through *"Manual Payment"* process.

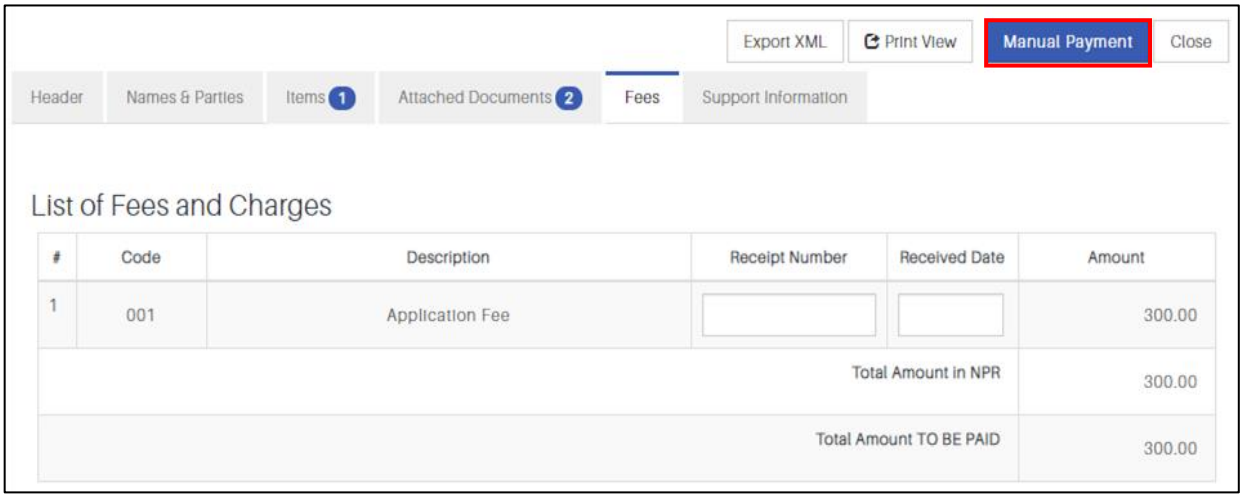


Figure 6:MANUAL PAYMENT – FEES AND CHARGES

After cashier processes by making the payment through *"Manual Payment"* this application will have status *"Requested"*. Requested applications will be available for the Recommendation committee according to application request for the type of license.

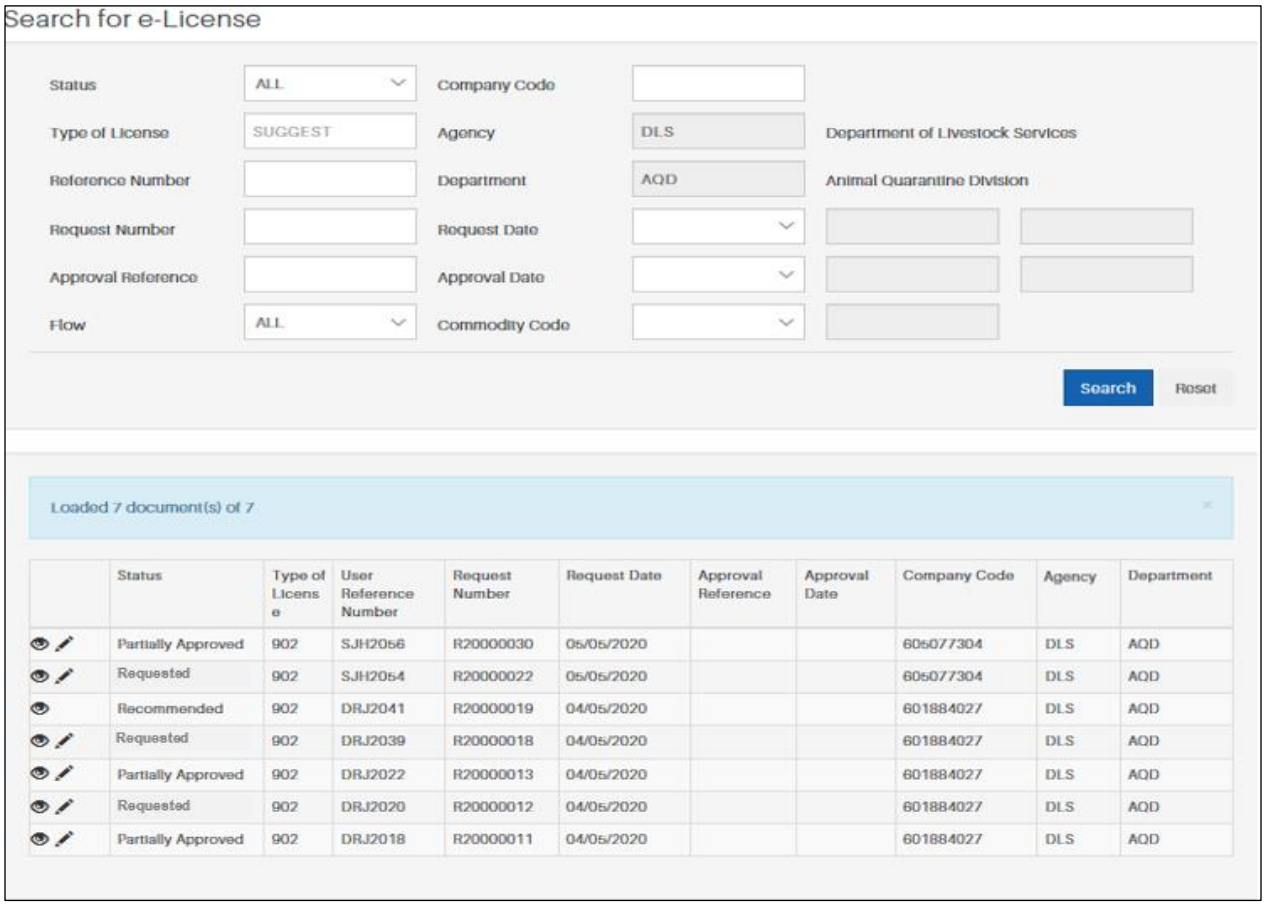


Figure 7:SCREEN FOR RECOMMENDATION COMMITTEE

By clicking on edit button (pencil icon) recommendation committee will be presented with the screen below for further actions.

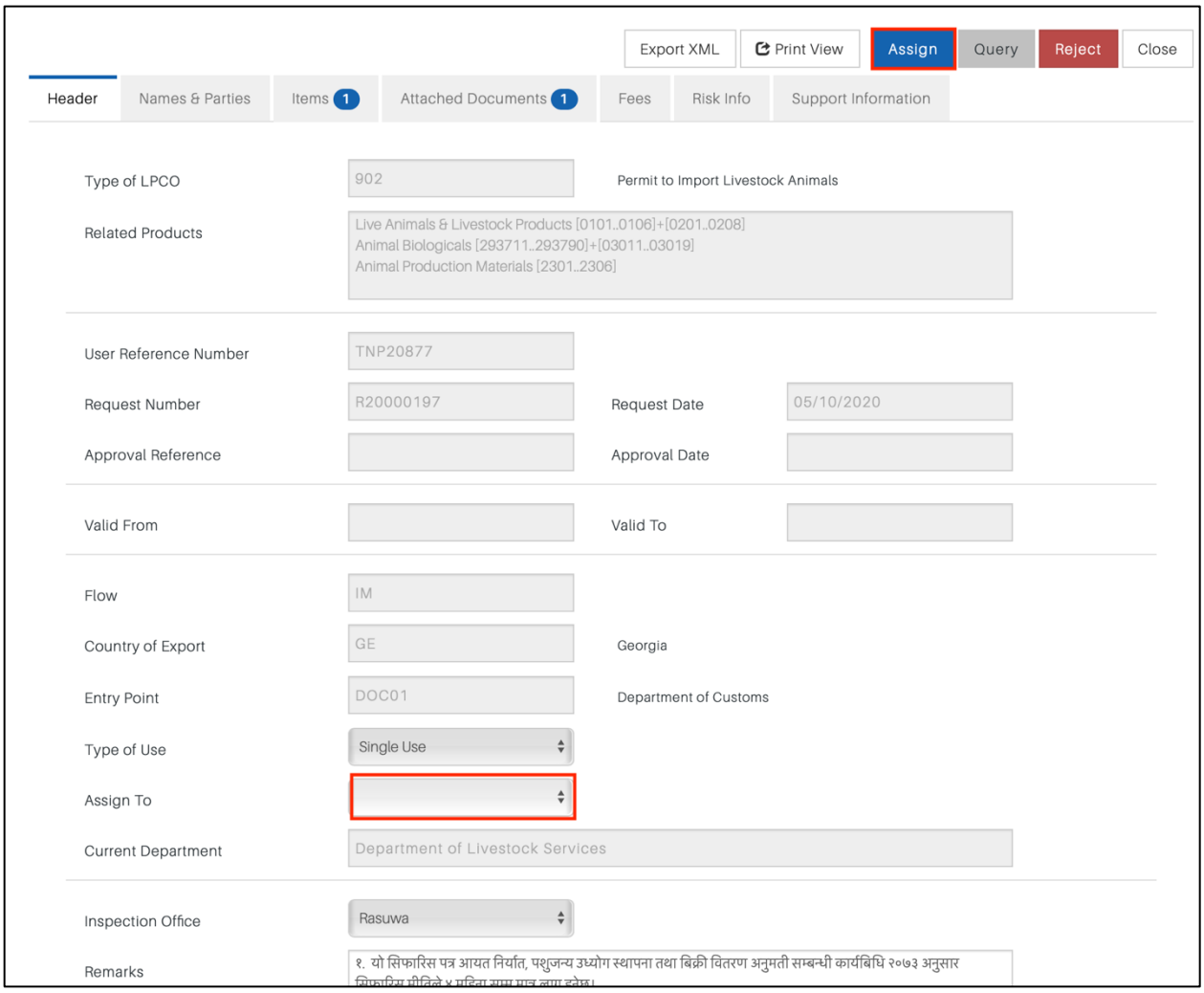


Figure 8:OPTIONS AVAILABLE FOR RECOMMENDATION COMMITTEE

At this stage recommendation committee will have three major options "Assign", "Query" or "Reject" for processing application further and other non-processing options are "Export XML", "Print View" and "Close". The Recommendation committee can also edit application and modify in accordance to the feasible requirements also along is provided with a drop-down option where the committee needs to assign the application to the respective department associated.

- When the application is assigned by the committee it will have status "Assigned"
- When the application is queried by the committee it will have status "Queried"
- When the application is rejected by the committee it will have status "Rejected"

After the application request is assigned by user at the recommendation level it will be available to the subcommittee. Either SC-I - subcommittee one {Animal Quarantine Division (AQD)}, SC-II - subcommittee two {National Animal Feed and Livestock Quality Management Laboratory (NAFLQML)}, or SC-III - subcommittee three {Veterinary Standard and Drug Regulation Laboratory (VSDRL)} in the department. for the license type 902.

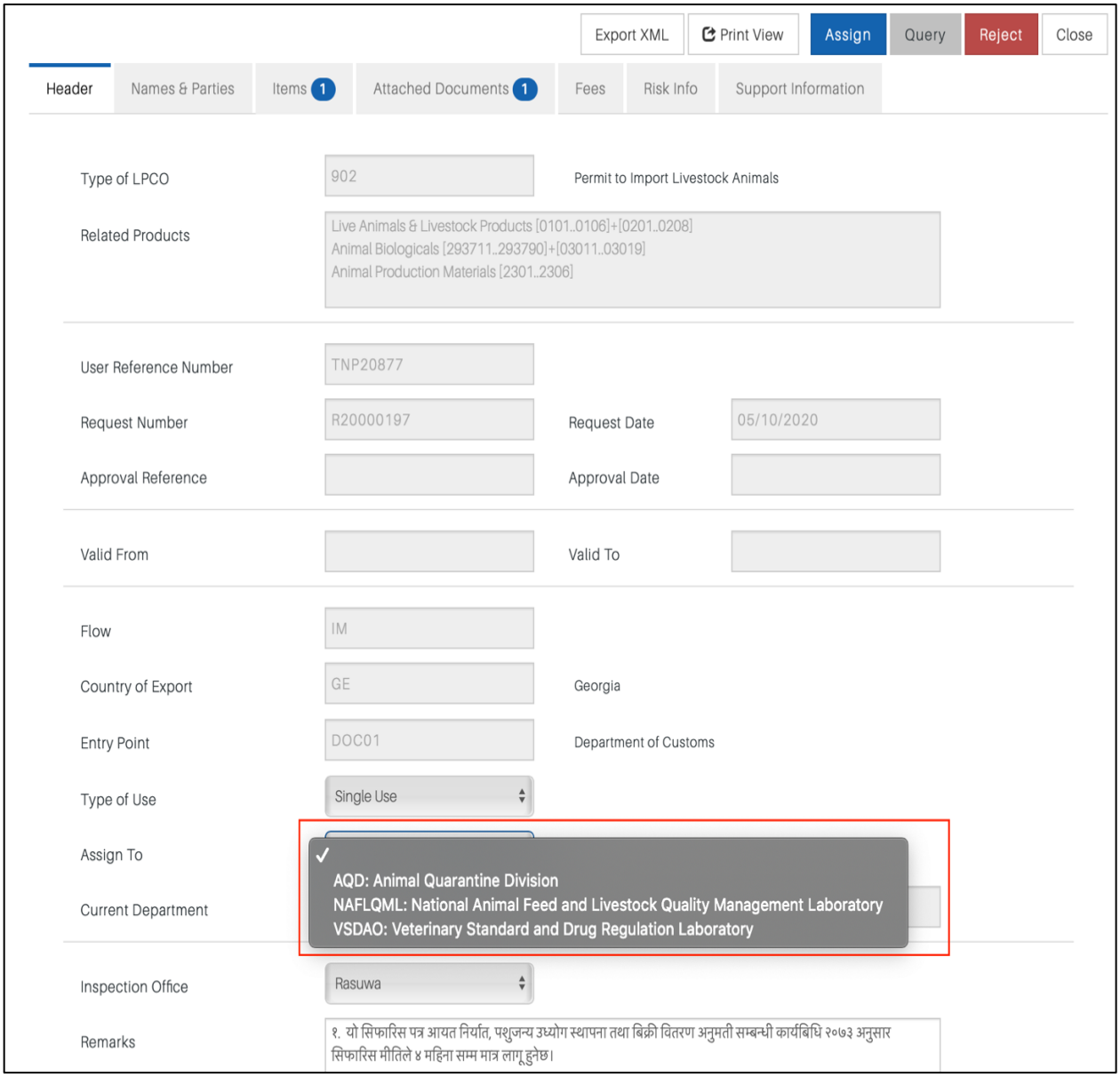


Figure 9:OPTIONS AVAILABLE FOR ASSIGN FIELD

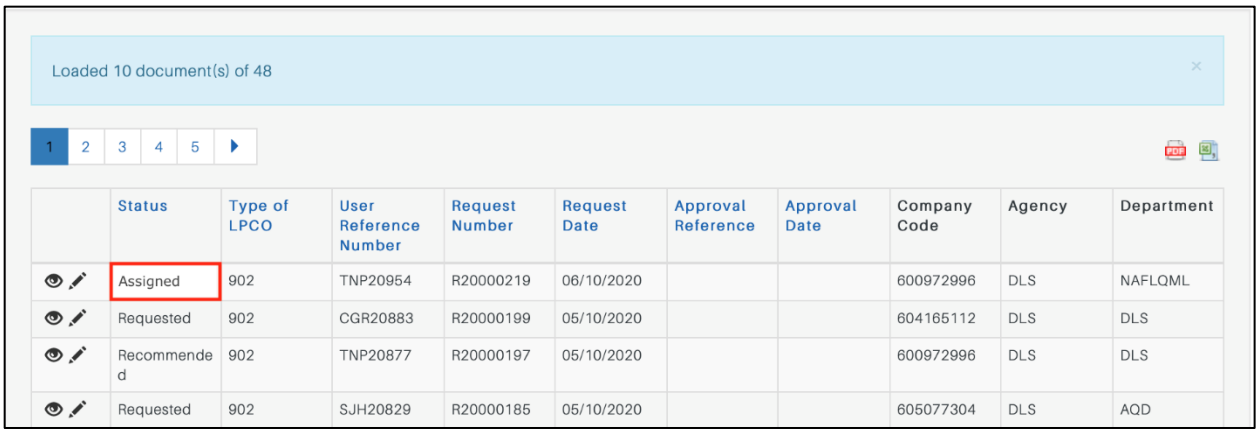


Figure 10:SCREEN FOR SUBCOMMITTEE

The status of the application after assigning to specific subcommittee will appear as "Assigned" status. By clicking on edit button (pencil icon) the subcommittee will be presented with the screen below for further actions.

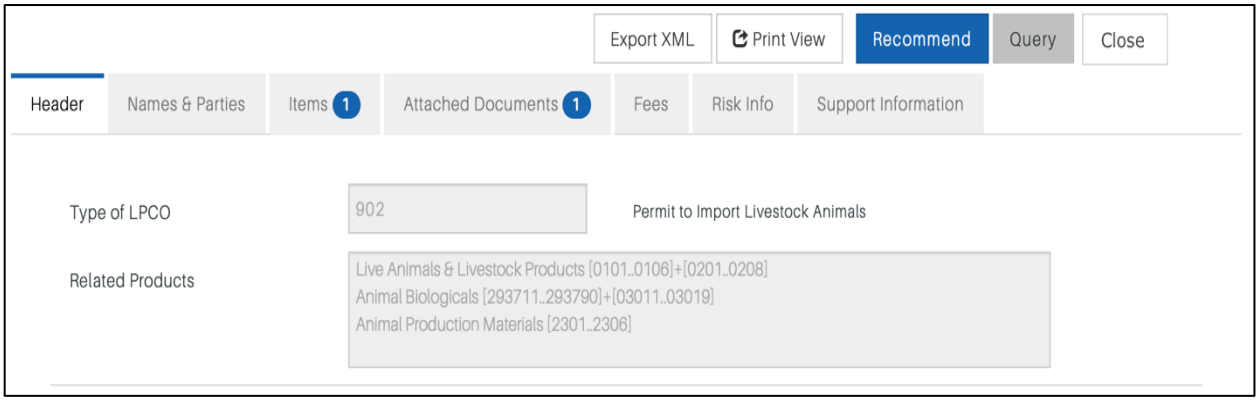


Figure 11:OPTIONS AVAILABLE FOR SUBCOMMITTEE

The application can be accessed at the subcommittee level where two options are provided "Recommended" or "Query" for processing application further and other non-processing options are "Export XML", "Print View" and "Close". The Application can even be accessed by the recommendation committee as its members could be also the one who are involved at the sub- committee level. The status of the application can be seen in the support Information section along with historic message from predecessors while filling the "Message" box is mandatory at this level.

When recommended by the respective committee the application is automatically assigned to the recommendation committee again with the status "Recommended" to be approved by Officiating Chief or the DG at approval level for further actions.

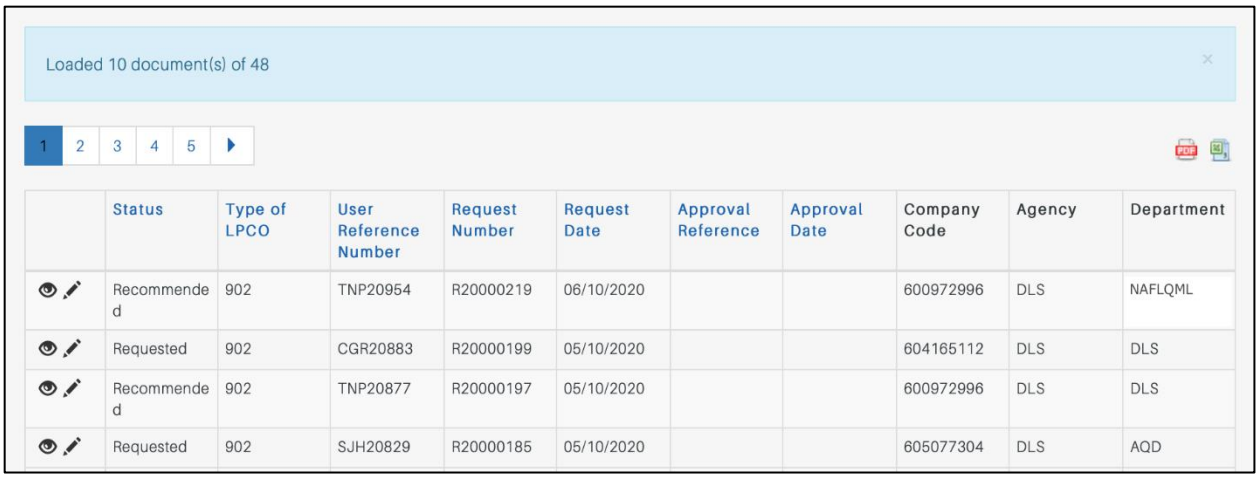


Figure 12:SCREEN FOR APPROVAL LEVEL

By clicking on edit button (pencil icon) director at approval level will be presented with the screen below for further actions.

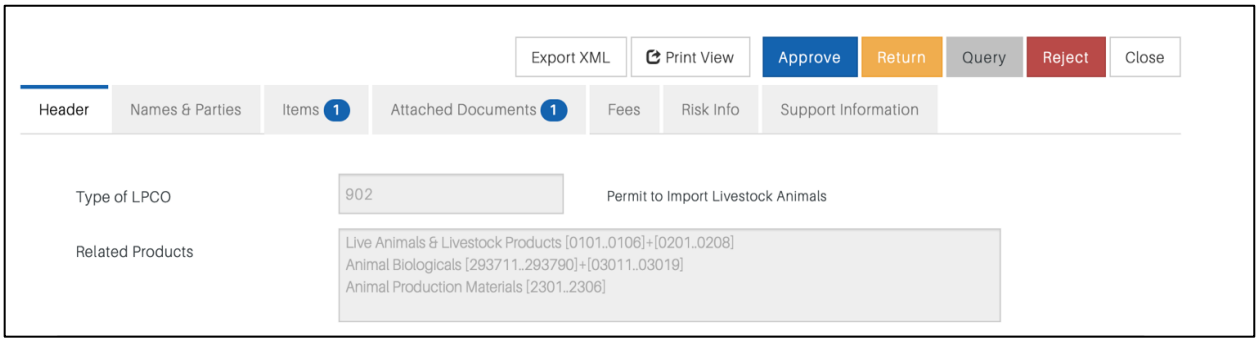


Figure 13: APPROVAL SCREEN

If the requested application is queried either by recommendation committee or by DG, then application will have status *"Queried"* and will be available for declarant for update and re-submission.

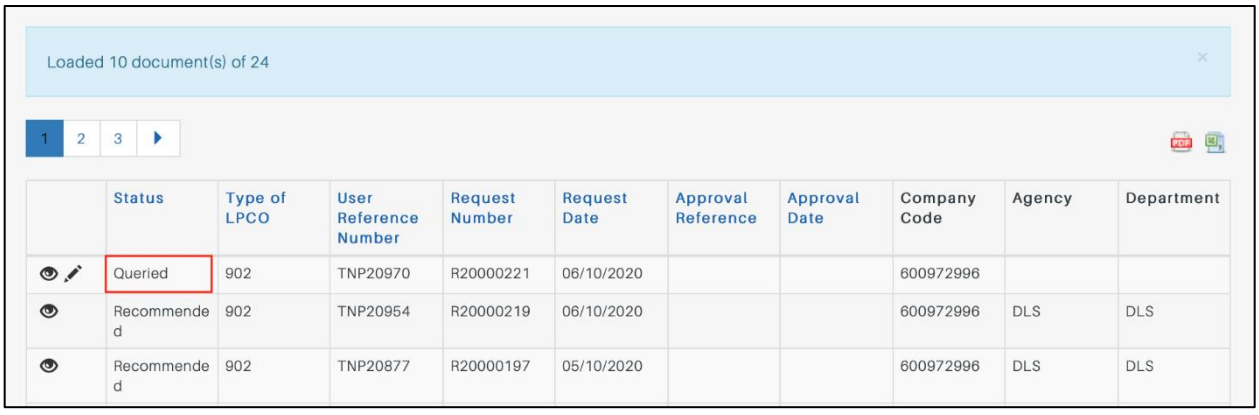


Figure 14:LIST OF QUERIED APPLICATION FOR TRADER

In this stage declarant can do one of the following actions as necessary: *"Update", "Submit", or "Cancel".*

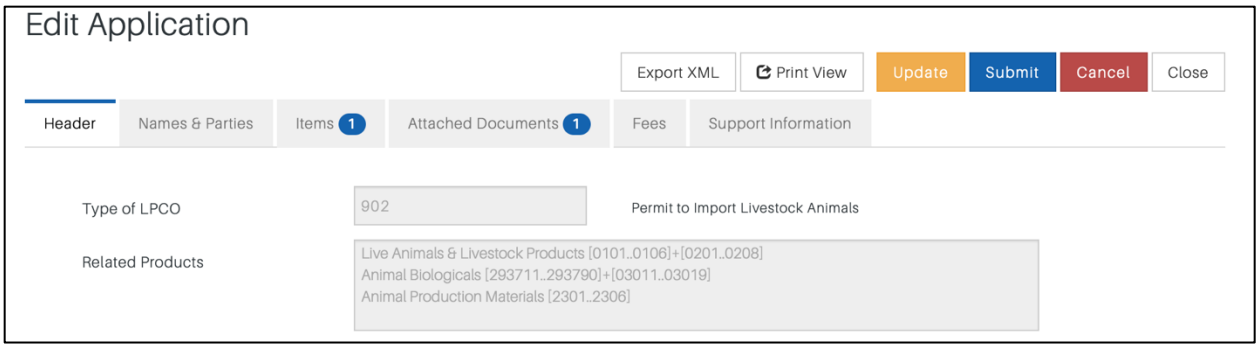
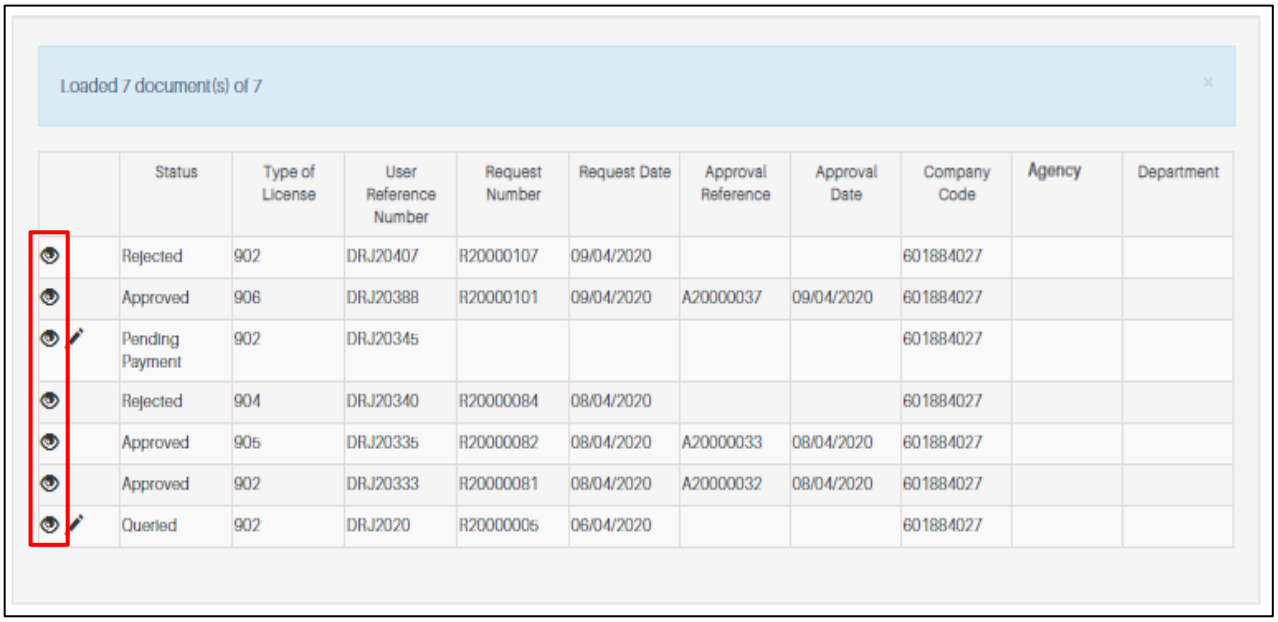


Figure 15:OPTIONS AVAILABLE FOR QUERIED APPLICATION

If the *"Queried"* application is updated and re-submitted by trader, then it will have status as *"Requested"* and will be available for recommendation committee for further processing. User at this level can either recommend the request, or again send it back to the trader for query or reject the request as deemed necessary.

User can view the status of application with historical information regarding application processing. At any stage available application can be viewed by user by selecting view option.



	Status	Type of License	User Reference Number	Request Number	Request Date	Approval Reference	Approval Date	Company Code	Agency	Department
	Rejected	902	DRJ20407	R20000107	09/04/2020			601884027		
	Approved	906	DRJ20388	R20000101	09/04/2020	A20000037	09/04/2020	601884027		
	Pending Payment	902	DRJ20345					601884027		
	Rejected	904	DRJ20340	R20000084	08/04/2020			601884027		
	Approved	905	DRJ20335	R20000082	08/04/2020	A20000033	08/04/2020	601884027		
	Approved	902	DRJ20333	R20000081	08/04/2020	A20000032	08/04/2020	601884027		
	Queried	902	DRJ2020	R2000000 5	06/04/2020			601884027		

Figure 16:SAMPLE APPLICATIONS AVAILABLE FOR VIEW OPTION

After each action taken by the user at all level a related message with the action taken will be displayed providing information on current application request like message given below:

Figure 17:MESSAGE DISPLAYED AFTER RECOMMENDATION AND APPROVAL ACTION

Examples of stages of application processing with history tracking:

In the example below application is processed through normal process where trader/declarant first created new application and stored it, then submitted an application for further processing. Cashier collected the applicable fees and paid through manual payment. The request application was then available to the concerned Recommendation Committee for verification of submitted application was then assigned. User of Sub-committee recommended the application which was then available to the director related with the subcommittee or the DG for further actions. Director then approved the application request.

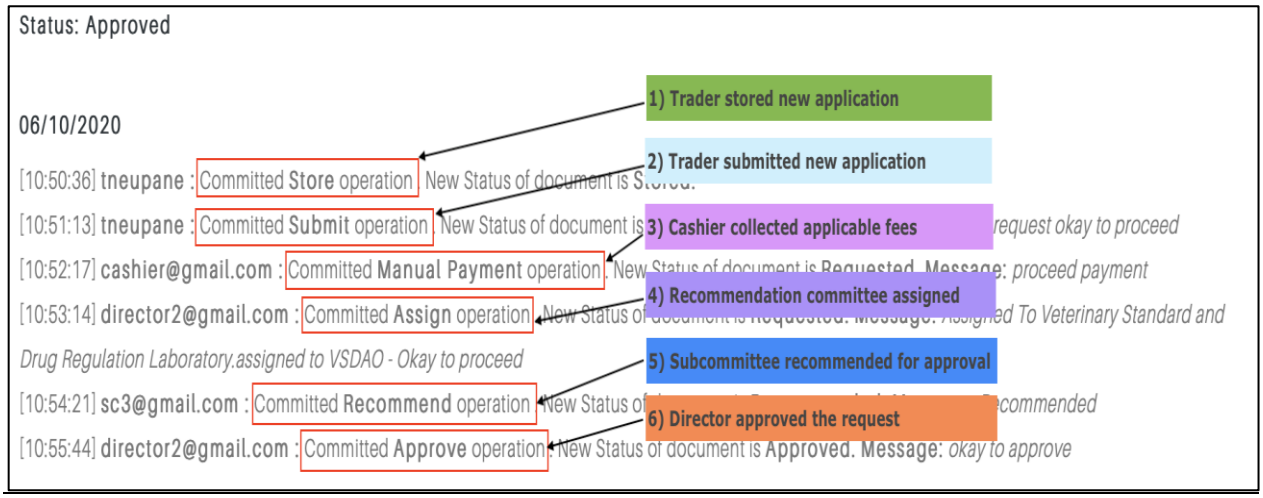


Figure 18:NORMAL APPLICATTION PROCESS – WITH RELATED MESSAGE

Similarly, in the next example declarant submitted the application which went through the query process by sub-committee before recommendation, declarant updated application request by providing required information and got recommendation form sub-committee. Finally, the request is approved by the DG.

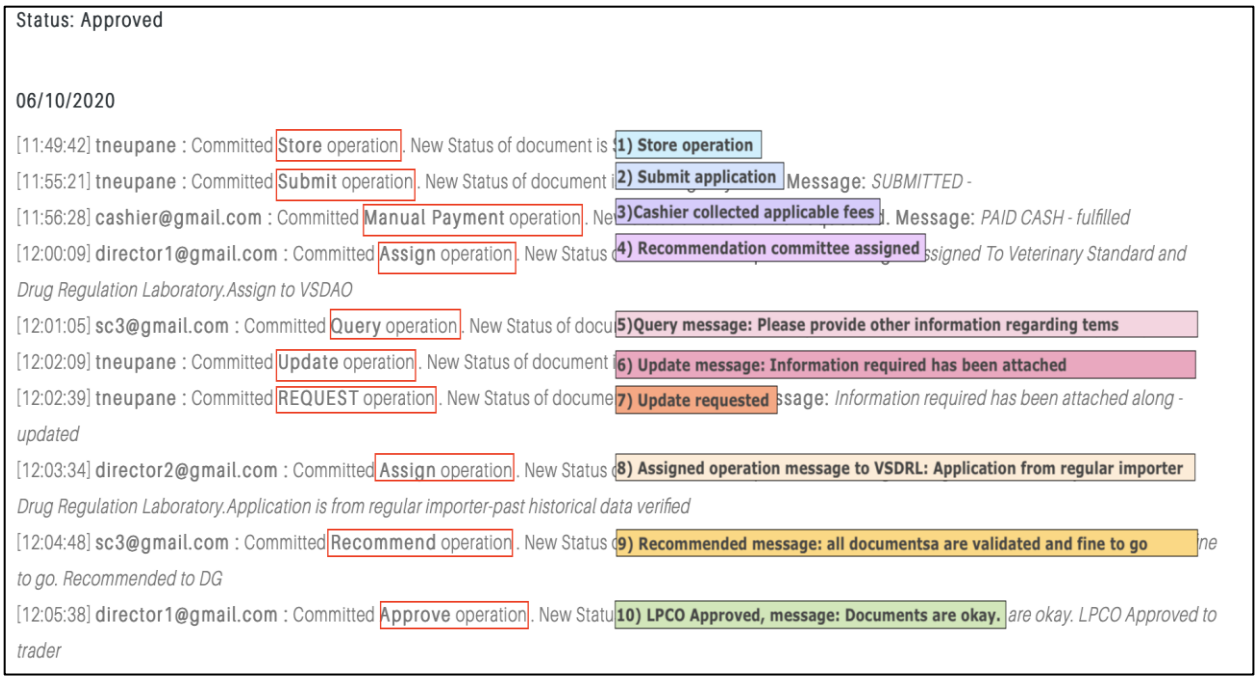


Figure 19:QUERIED APPLICAITON - WITH RELATED MESSAGES

Another example can be taken for rejection of license application because of ad-hoc decision made by higher level while the application was being processed.

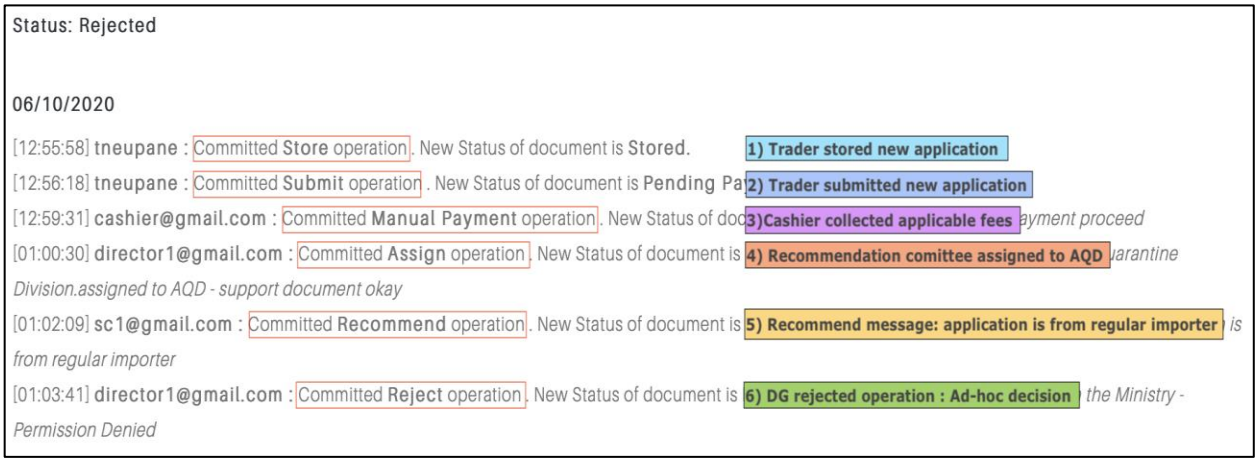


Figure 20:REJECTED APPLICATION - WITH MESSAGES

Example below shows that director sending back (Returning) application request to recommendation sub-committee from approval level for additional information or justification as deemed necessary.

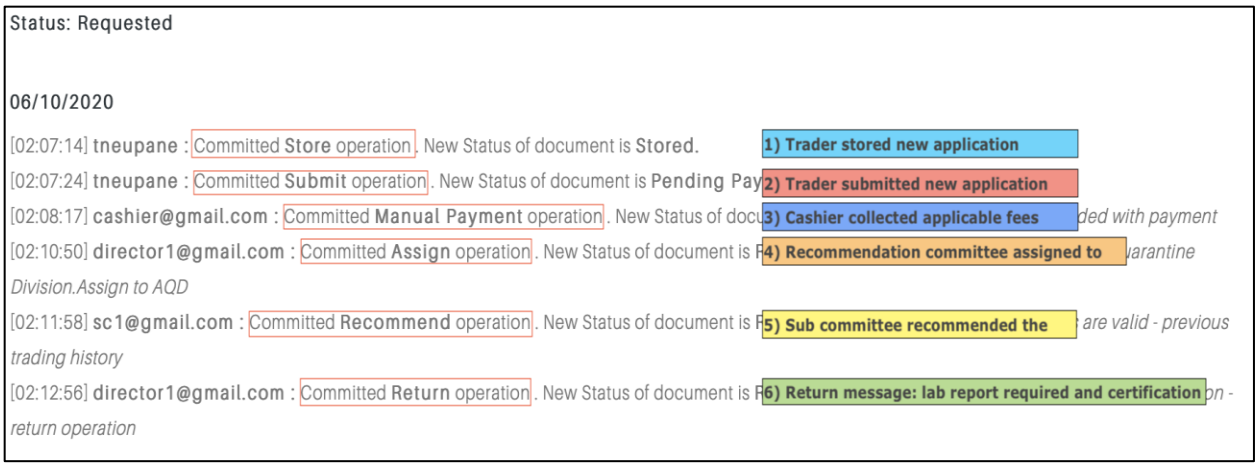


Figure 21:RETURNED APPLICATION - WITH MESSAGES.

2.3.4. Finder output and stages of application processing (EX)

Application will have status "Pending Payment" and at this stage users can only "Cancel" this application before it is processed by the cashier and have the status as "Requested". By clicking the edit option, the user can cancel the LPCO by choosing cancel button. Search result returned for trader in the first stage after submission.

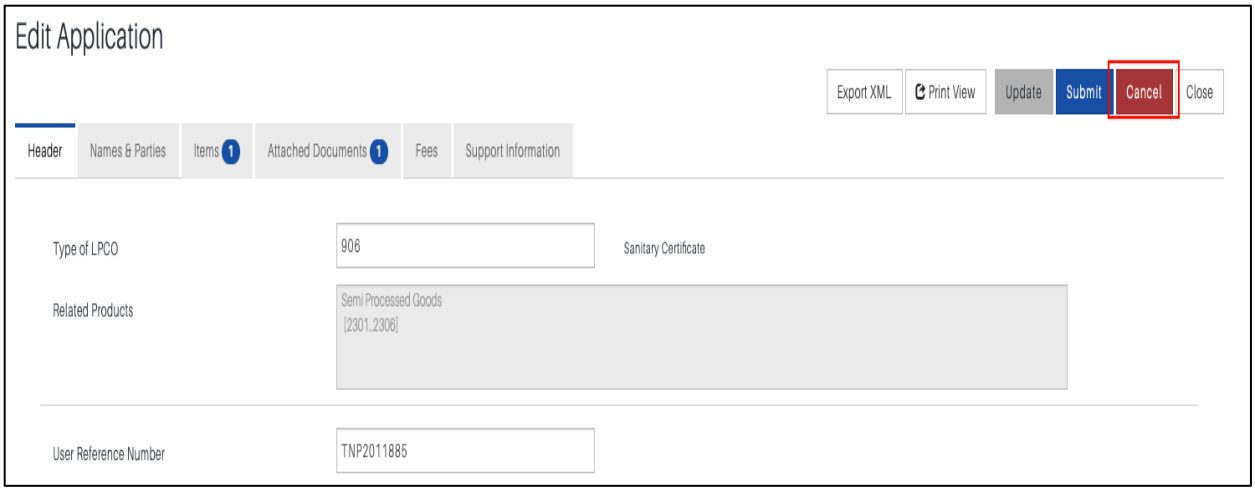


Figure 22:OPTION FOR CANCELLATION OF APPLICATION REQUEST

When the application is submitted by trader it will have status "Requested" status as the export (EX) flow transaction does not require any fees and charges amount to be paid which omits the "Cashier" directly forwarding the application request to the Recommendation Committee. Requested applications will be available for the Recommendation committee according to application request for the type of license.

For the type of LPCO 905 and 906 an amount of 300 NPR is applicable, but in practice, DLS is providing license free of charge for export.

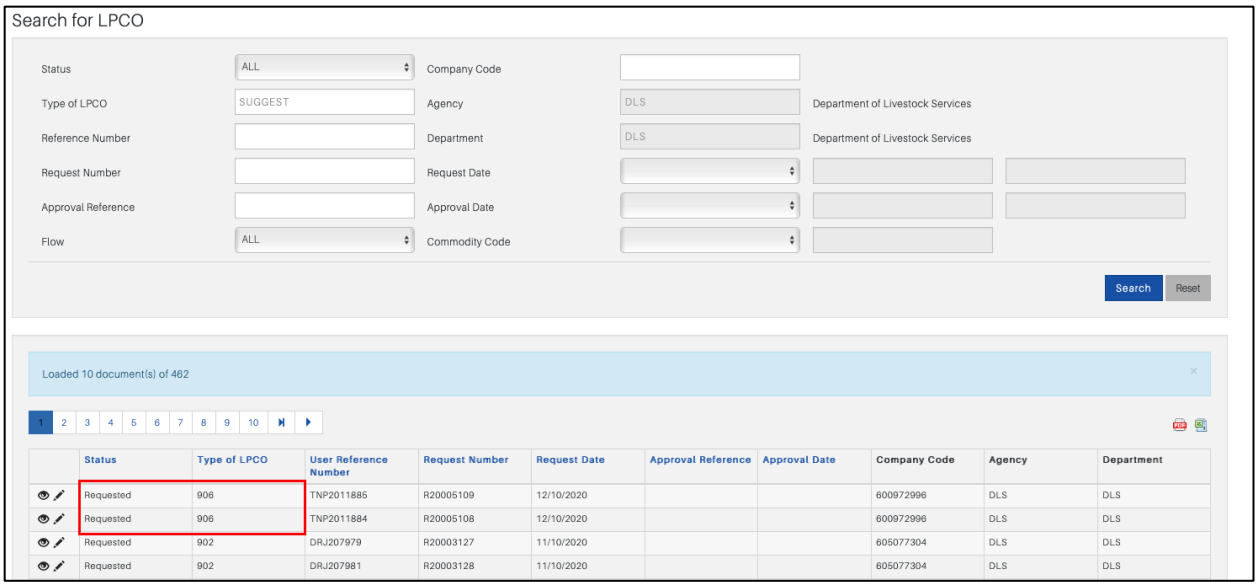


Figure 23:SCREEN FOR RECOMMENDATION COMMITTEE

By clicking on edit button (pencil icon) recommendation committee will be presented with the screen below for further actions.

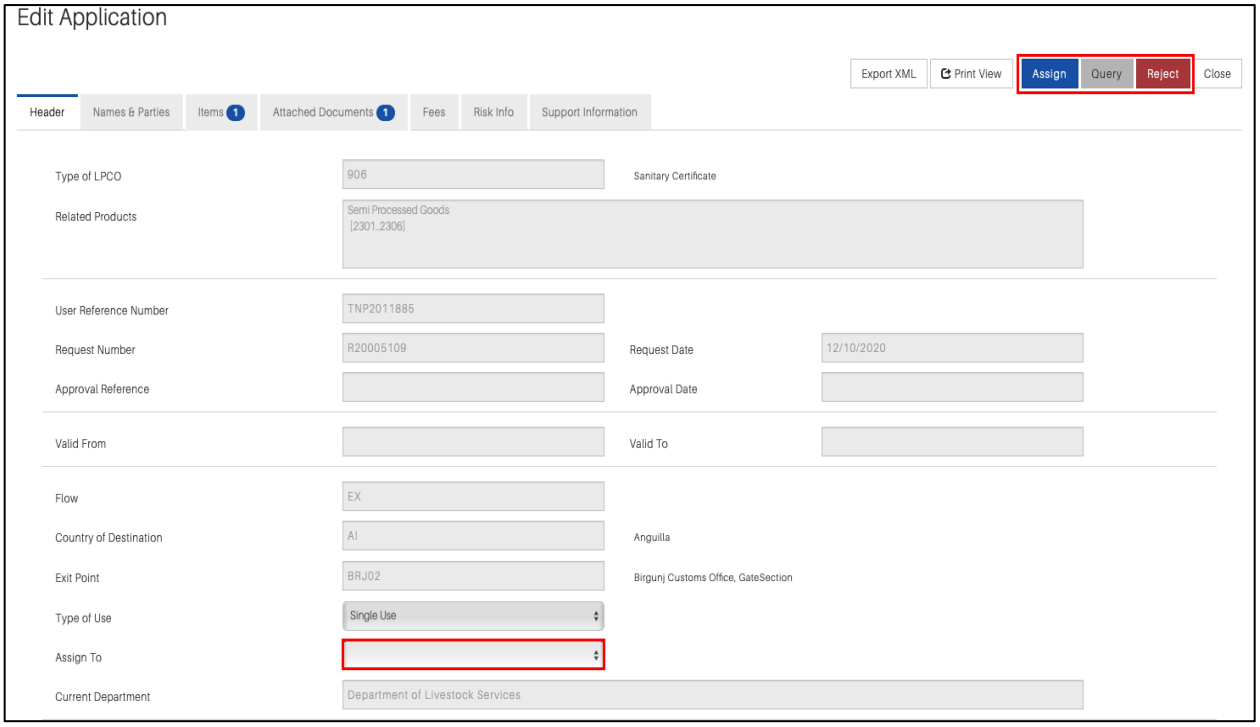


Figure 24:OPTIONS AVAILABLE FOR RECOMMENDATION COMMITTEE

At this stage recommendation committee will have three major options "Assign", "Query" or "Reject" for processing application further and other non-processing options are "Export XML", "Print View" and "Close".

- When the application is assigned by the committee it will have status "Assigned"
- When the application is queried by the committee it will have status "Queried"
- When the application is rejected by the committee it will have status "Rejected"

The user at the recommendation level then needs to assign the application to the Authorized Officer of either EXC 1 – Export Technical Committee One or EXC 2 – Export Technical Committee Two depending upon the authorized OGA representative for the license type 905 and 906.

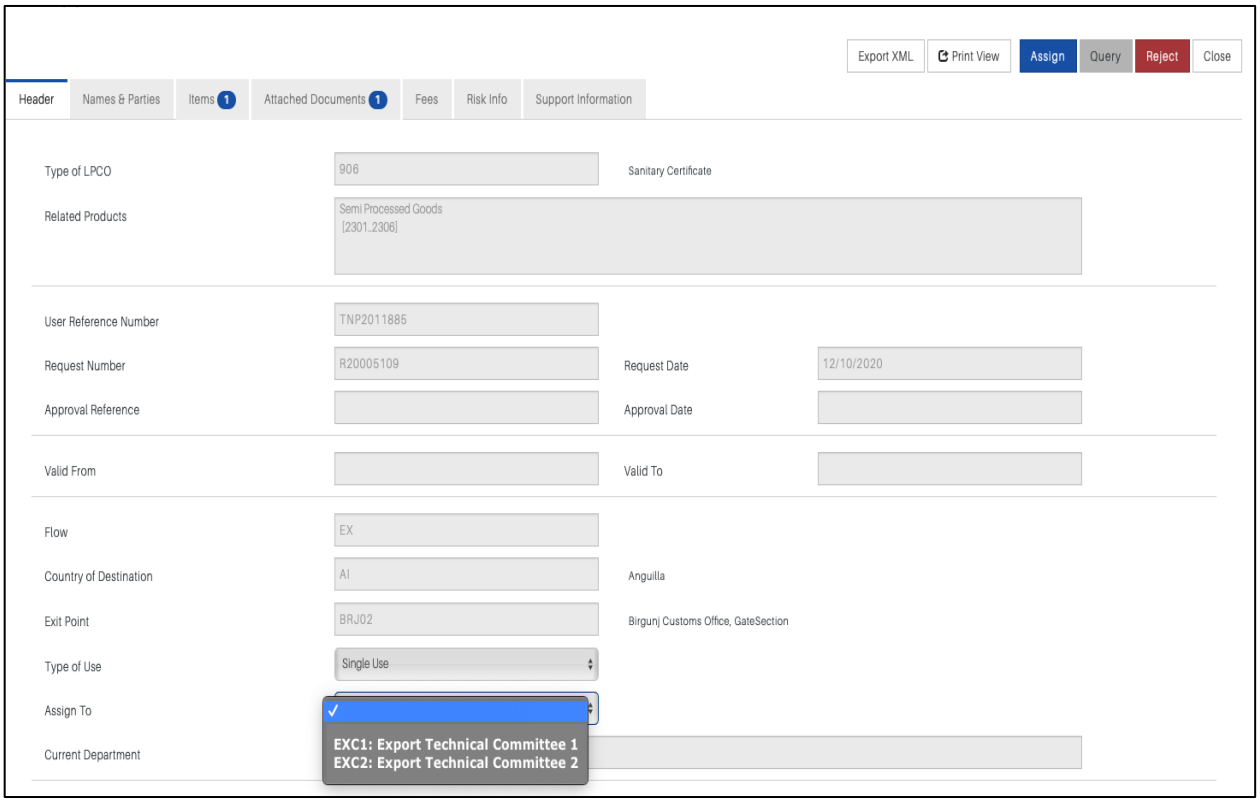


Figure 25:OPTIONS AVAILABLE FOR ASSIGN FIELD

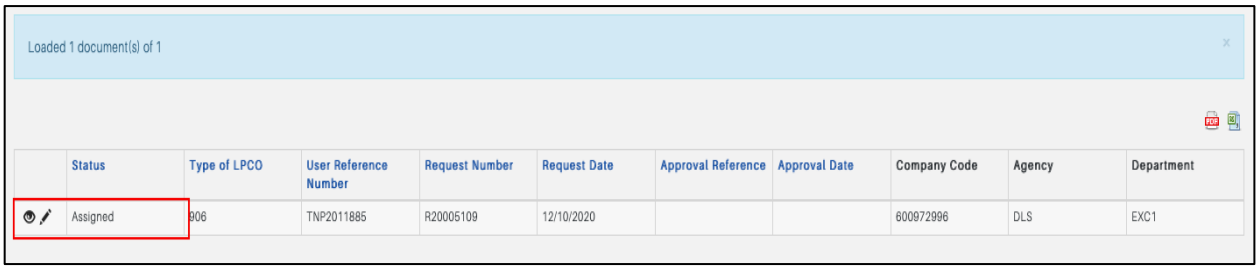


Figure 26:SCREEN FOR EXPORT TECHNICAL COMMITTEE

By clicking on edit button (pencil icon) recommendation committee will be presented with the screen below for further actions.

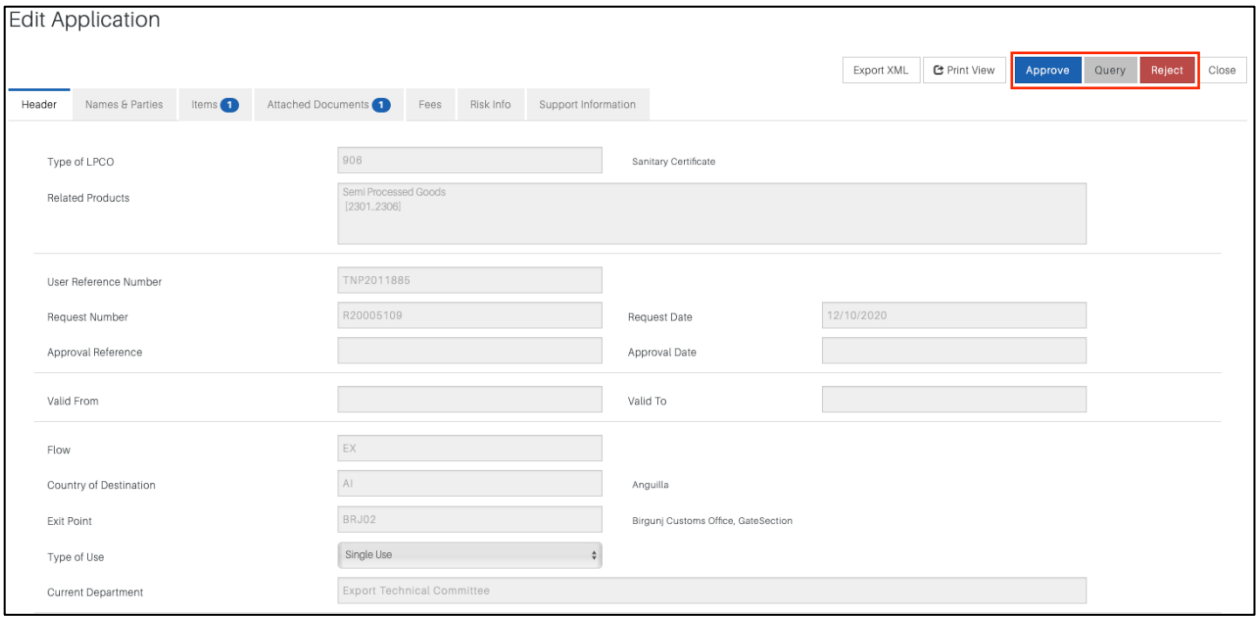


Figure 27:OPTIONS AVAILABLE FOR EXPORT TECHNICAL COMMITTEE

At this stage the Authorized Officer will have three major options "Approve", "Reject" or "Query" for processing application further and other non-processing options are "Export XML", "Print View" and "Close".

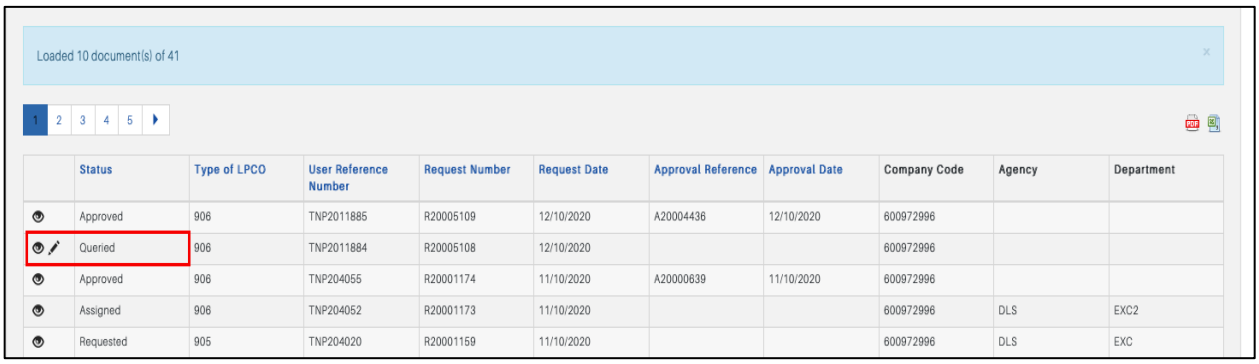


Figure 28:LIST OF QUERIED APPLICATION FOR TRADER

In this stage declarant can do one of the following actions as necessary: *"Update", "Submit", or "Cancel".*

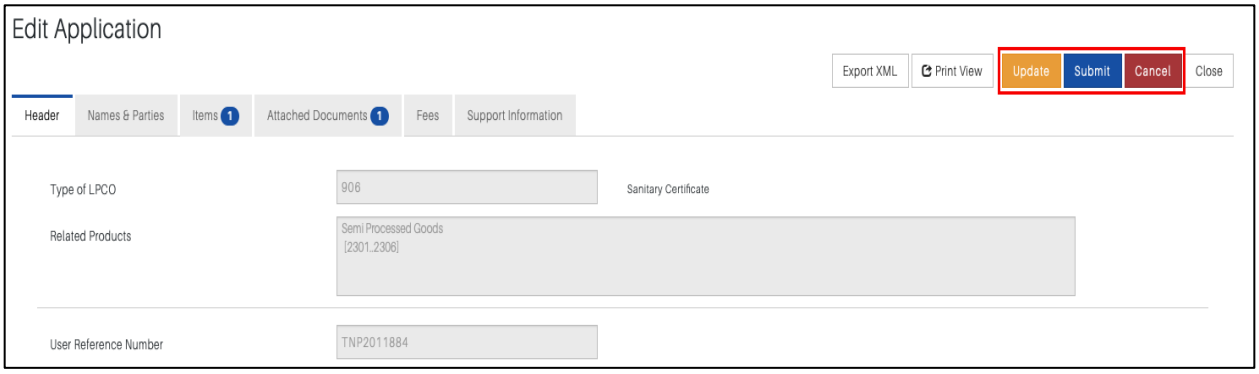


Figure 29:OPTIONS AVAILABLE FOR QUERIED APPLICATION

If the *"Queried"* application is updated and re-submitted by the trader, then it will have status as *"Requested"* and will be available for recommendation committee for further processing. User at this level can either "Recommend" the request, or again send it back to trader for query or reject the request as deemed necessary.

User can view the status of application with historical information regarding application processing. At any stage available application can be viewed by user by selecting view option.

	Status	Type of LPCO	User Reference Number	Request Number	Request Date	Approval Reference	Approval Date	Company Code	Agency	Department
	Approved	906	TNP2011885	R20005109	12/10/2020	A20004436	12/10/2020	600972996		
	Requested	906	TNP2011884	R20005108	12/10/2020			600972996	DLS	DLS
	Approved	906	TNP204055	R20001174	11/10/2020	A20000639	11/10/2020	600972996		
	Assigned	906	TNP204052	R20001173	11/10/2020			600972996	DLS	EXC2
	Requested	905	TNP204020	R20001159	11/10/2020			600972996	DLS	EXC
	Assigned	906	TNP204014	R20001155	11/10/2020			600972996	DLS	DLS
	Approved	906	TNP204005	R20001154	11/10/2020	A20000630	11/10/2020	600972996		
	Recommended	902	RBY201333	R20000270	09/10/2020			600972996	DLS	DLS
	Requested	920	TRD201325	R20000266	09/10/2020			600972996	FHA	FHA
	Pending Payment	902	RBY201295					600972996		

Figure 30:APPLICATIONS AVAILABLE FOR VIEW OPTION

Examples of stages of application processing with history tracking:
In the example below application is processed through normal process where trader/declarant first created new application and stored it, then submitted an application for further processing. The request application was then available to the Recommendation Committee for verification of submitted application and the application is assigned to the respective Authorized Officer. Finally, the request is approved by the assigned Authorized Officer.

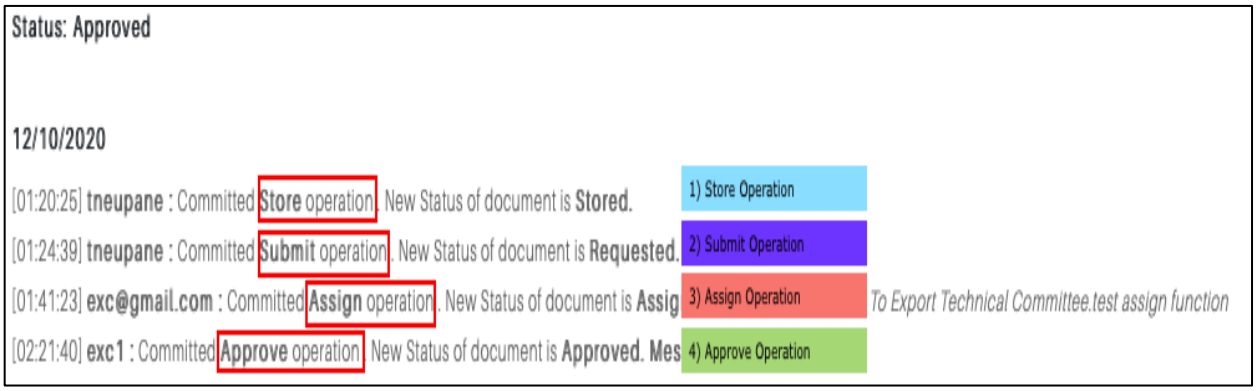


Figure 31:NORMAL APPLICATION PROCESS

Similarly, in the next example trader/declarant submitted the application which went through the query process by the recommendation committee, declarant updated application request by providing required information and got recommendation form the recommendation committee. Finally, the request is approved by the Authorized Officer of Export Technical Committee.

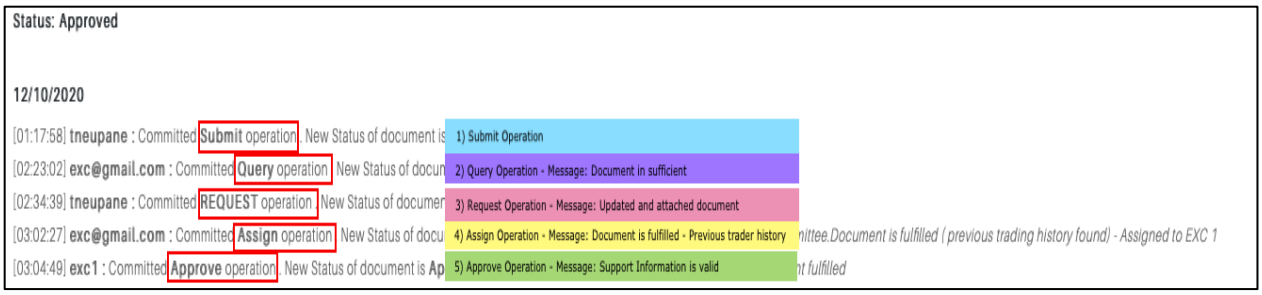


Figure 32:QUERIED APPLICAITON - WITH RELATED MESSAGES – At Recommendation Level

Similarly, in the next example trader/declarant submitted the application which went through the query process by the Authorized Officer, declarant updated application request by providing required information and got approved by the Authorized Officer of Export Technical Committee.

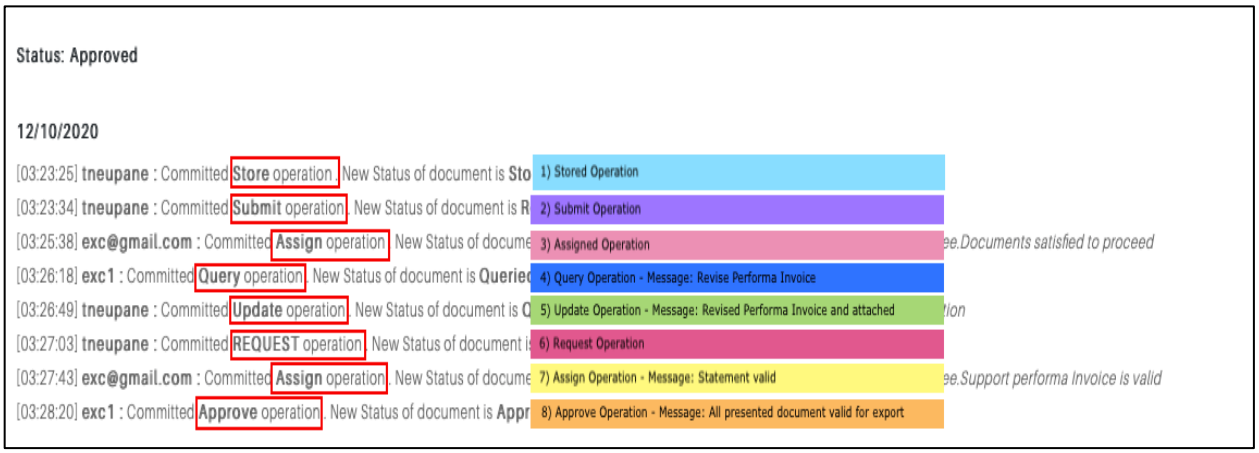


Figure 33:QUERIED APPLICAITON - WITH RELATED MESSAGES – At Export Technical Committee Level

Another example can be taken for rejection of license application because of ad-hoc decision made by higher level while the application was being processed.

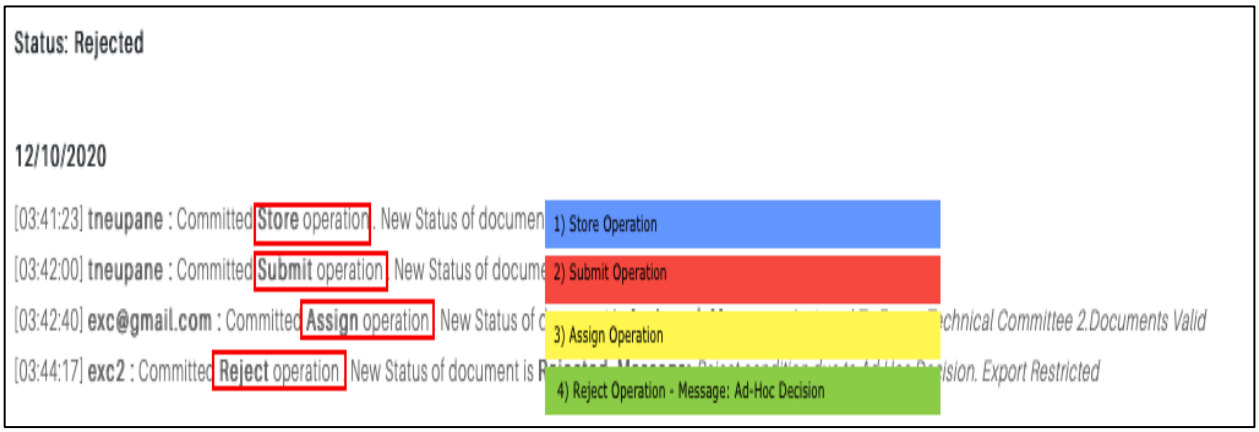


Figure 34:REJECTED APPLICATION - WITH MESSAGES – At Export Committee Level (Ad Hoc)

3. FUNCTIONAL SPECIFICATIONS

3.1. Data Elements – Input Screen Explanation

The data elements define what are the available fields and how it is used, Basic components are:

1 Data Element : Describes what the field is about.
2 Description : Description of the field/data element and the values the particular field is assigned for.
3 Configuration : This describes how the field is configured by default in the system and what they mean.
4 Sample Value : Example from System.

The configuration can be Mandatory, Prohibited, System Generated, Conditional, and Optional:

Mandatory	Fields cannot be blank, there needs to have some value which are filled in by user input.
Prohibited	Field cannot be changed and prohibited.
System Generated	Generally, these kinds of fields are automatically updated reflecting values according to the changes made in previous input fields.
Conditional	Fields will be activated for input or populated depending upon previous action
Optional	Fields are open for input which may and may not be filled in by the user, this field has no significant role and may not be required by the system processing the application further.

3.2. License, Permit, Certificate and Other (LPCO) Application

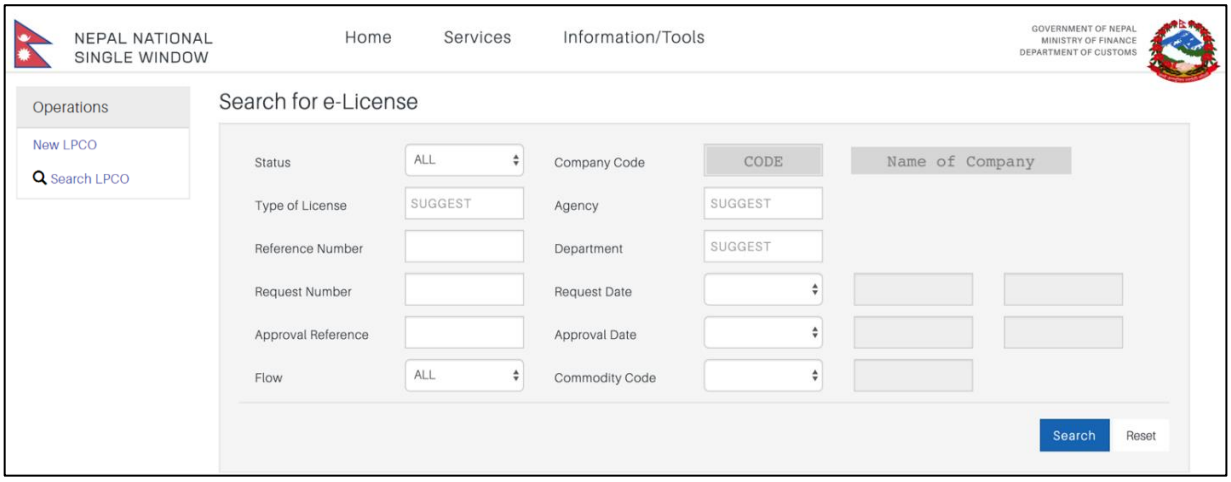


Figure 35:LANDING PAGE

This is the page displayed when trader first login to the NNSW – License, Permit & Certificate. It provides user with Operations as New and Search. When trader clicks "New" it is redirected to the "Fill Application" page where they can provide information as required for the license they are applying for.

3.2.1. Make Application by Trader - Header Tab Screen

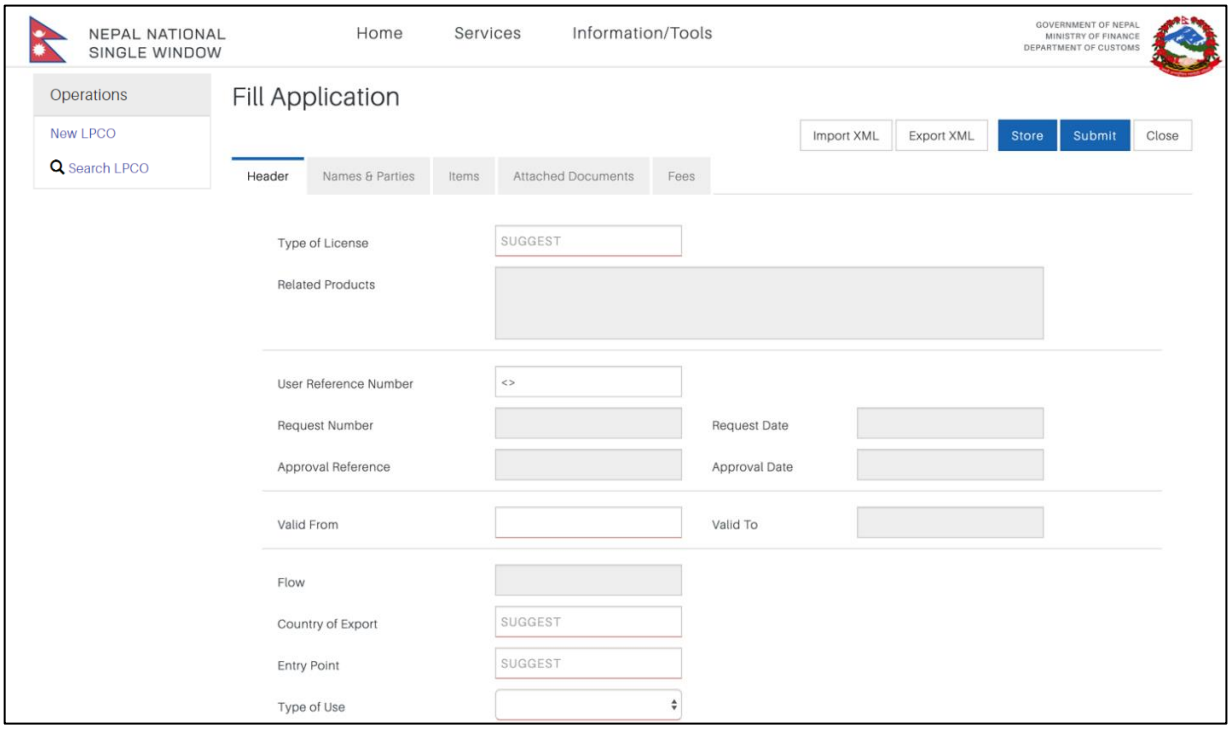


Figure 36:HEADER TAB INITIAL PHASE

This is initial screen for "Fill Application" page, once the user selects type of license code then associated description will be displayed as well as other fields will be activated automatically. There are some fields

which are mandatory, and which are optional. Mandatory fields are underlined with color to indicate that these fields cannot be left blank.

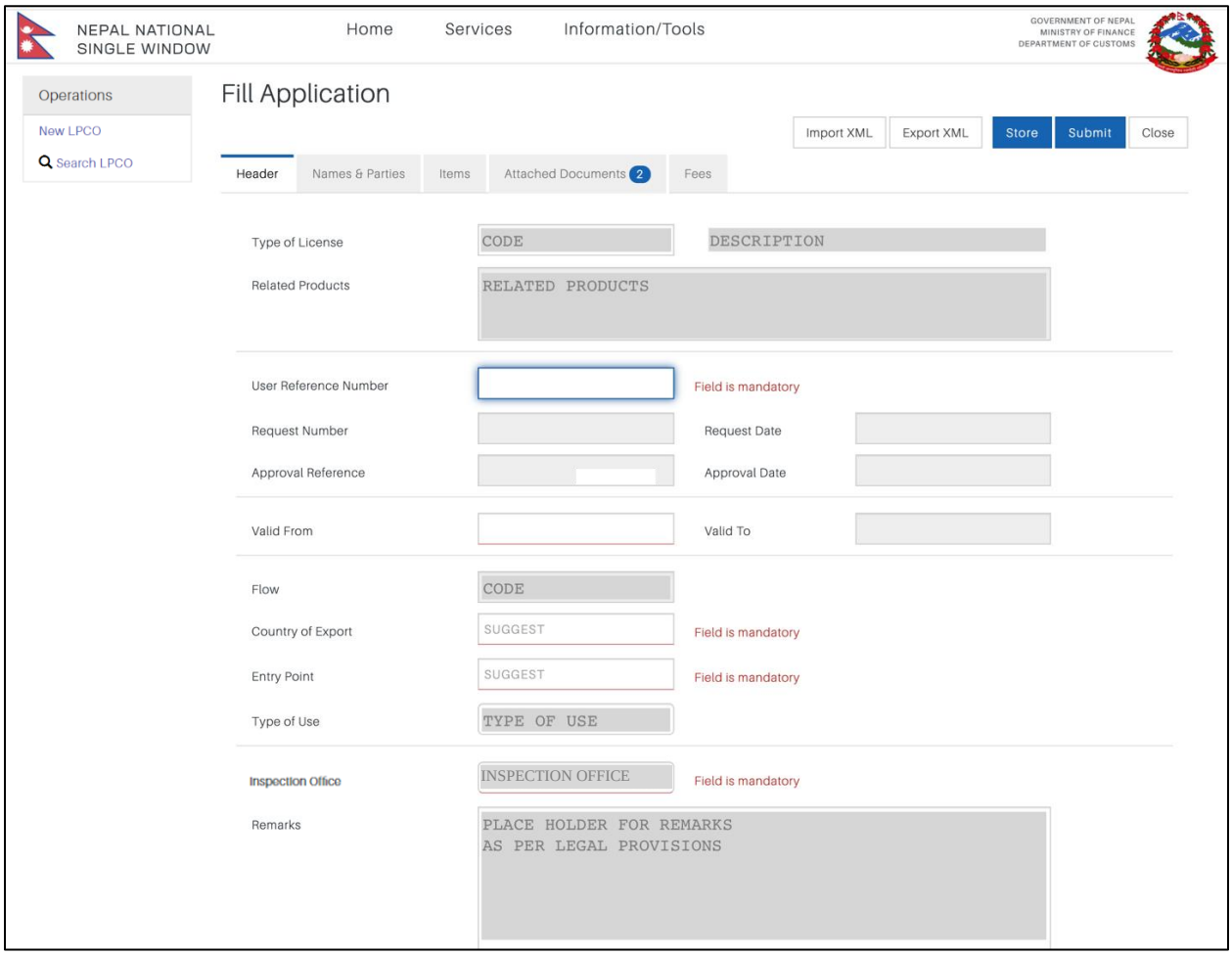


Figure 37:HEADER TAB – WITH TYPE OF LICENSE

3.2.1.1. Make Application - Header Tab Details

Header Tab				
#	Data Element	Description	Configuration	Sample Value
	Type of License	Value from Reference Data: List of applicable options will be provided by the system. Available types for DLS are: 902: DLS- - Permit to import Livestock Animals - Permit to Import Biological Animals - Permit to Import Animal Production Materials 905: DLS Health Certificate 906: DLS Sanitary Certificate	Mandatory: This field cannot be left blank.	Value selected from reference data Placeholder for *"Type of License"*
	Related Products	HS codes related with the type of license being applied for which provides information about the products that are allowed for import/export by DLS.	Prohibited: This field is for viewing purpose only.	System provided value: *Placeholder for* *"Related Products"*
	User Reference Number	Free text Input for user: System assigns value by default for current application which can be used "***as it is***" or user may edit, and input reference number as required for future use to identify application.	System Generated, Mandatory: Field is editable, and this field cannot be left blank.	*User input value:* *Placeholder for* *"User Reference Number"*
	Request Number	System assigns Request Number automatically to the application which is assessed and paid.	System Generated and Prohibited	System assigned value Placeholder for *"Request Number"*
	Request Date	Request date is assigned by the system automatically after the application is processed by cashier and applicable fee is paid. Request date will always be the current date that application is paid on.	System Generated and Prohibited	System assigned value Placeholder for *"Request Date"*
	Approval Reference	Approval reference is assigned by the system automatically after the application is processed and approved by authorized personnel, Director 1, Director 2, or Director 3 or DG.	System Generated and Prohibited	System assigned value Placeholder for *"Approval Reference"*

#	Data Element	Description	Configuration	Sample Value
	Approval Date	System Generated Approval date is assigned by the system automatically after the application is processed and approved by authorized personnel Director 1, Director 2, or Director 3 or DG	System Generated and Prohibited	System assigned value Placeholder for *"Approval Date"*
	Valid From	User input: Start Date of Validity - user is allowed to input the date of validity as per estimated arrival date. If the application is processed and approved after the date provided by the user, then the system takes precedence and assigns date as required automatically.	Mandatory: This field cannot be left blank	User input value: Placeholder for *"Valid From"*
	Valid To	System calculated value: The valid period is pre-defined by DLS for different types of license / permit, system calculates the validity period and automatically assigns end date according to the type of license.	System Generated and Prohibited	System assigned value Placeholder for *"Valid To"*
	Flow	System assigns the value automatically according to the "Type of License" selected. IM = Import, EX = Export	System Assigned and Prohibited	System assigned value Placeholder for *"Flow"*
11 (a)	Country of Export	Value from Reference Data: List with Country Names will be provided to applicants for selecting a Country from the list from where commodity will be imported.	Mandatory: This field cannot be left blank.	System assigned default value for import Placeholder for *"Country of Export"*
11 (b)	Country of Destination	Value from Reference Data: List with Country Names will be provided to applicants for selecting a Destination Country from the list to where commodity will be exported.	Mandatory: This field cannot be left blank.	System assigned default value for import Placeholder for *"Country of Destination"*

#	Data Element	Description	Configuration	Sample Value
12 (a)	Entry Point	Value from Reference Data: Customs office as entry point. List of customs offices will be provided to applicant for selecting one of customs offices as a point of entry from where commodity will enter into Nepal.	Mandatory: This field cannot be left Blank.	User selected value Placeholder for *"Entry Point"*
12 (b)	Exit Point	Value from Reference Data: Customs office as exit point. List of customs offices will be provided to applicant for selecting one of customs offices as a point of exit from where commodity will exit from Nepal.	Mandatory: This field cannot be left Blank.	User selected value Placeholder for *"Exit Point"*
13	Type of Use	List of options will be provided for the type of license applicable for this application. Users can request a license for single or multiple use. In some cases, one license may and can be used for importing product multiple times.	Mandatory: This field cannot be left blank.	User selected value Placeholder for *"Type of Use"*
14	Inspection Office	List of options will be provided for the user to select one of Quarantine offices from the list of available quarantine offices. Bharahawa Biratnagar Birgunj Gaddachowiki Janakpur Kakarvitta Kathmandu Nepalgunj Tatopani Timmure	Mandatory: This field cannot be left blank.	User selected value Placeholder for *"Inspection Office"*
15	Remarks	System assigns the default value automatically which is editable as per requirement of DLS. Purpose of this field is to display and print the legal provisions in the printout for type of license application being processed. This is done at recommendation level.	Mandatory: This field cannot be left blank.	Place holder for: *"Remarks"* Normally contains: *"Legal provisions as per act, law, ad-hoc decisions etc."*

3.2.2. Make Application Names and Parties Tab Screen

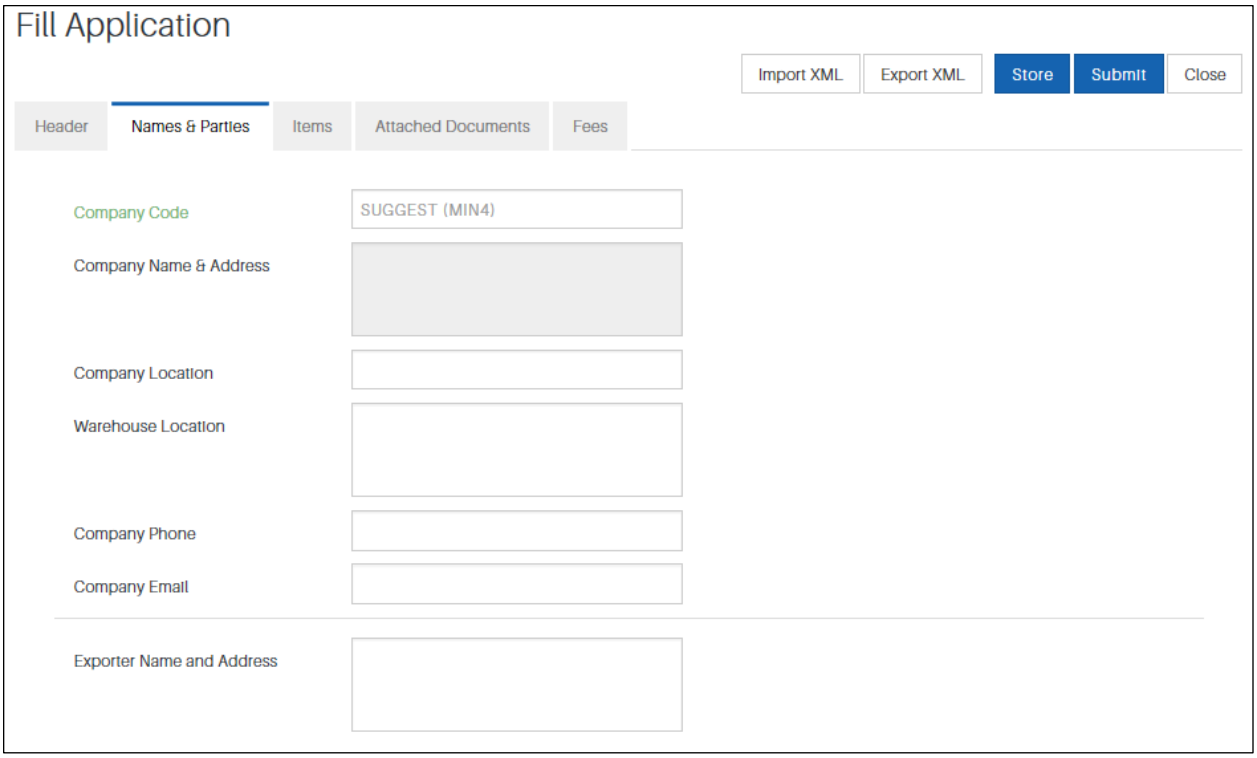


Figure 38:NAMES AND PARTIES TAB

Under the Names & Parties Tab user can search for company by clicking the label *"Company Code"* provided as a link which then shows additional screen for search options like below.

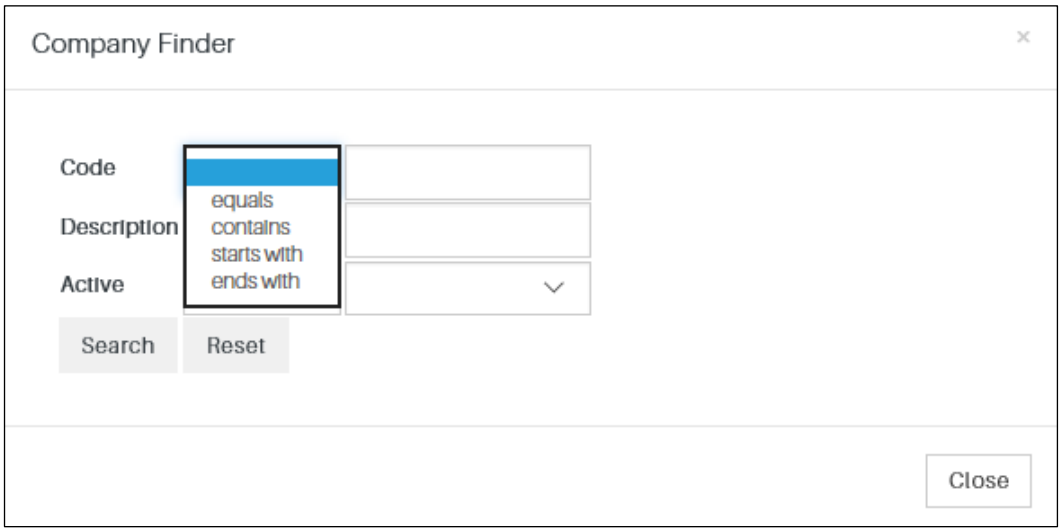


Figure 39:NAMES AND PARTIES TAB - COMPANY FINDER (CODE)

User can search company by Code, Description and Activation status in combination or just search with the single label selected as Code or Description or Active. For example user can search "Code" by "NNNN" which

could be "equals" meaning the entered search value should match with the actual code, or "contains" meaning company code must contain the search value within the actual company code, or "starts with" meaning company code should start with the value passed, and "ends with" meaning company code must end with the value passed.

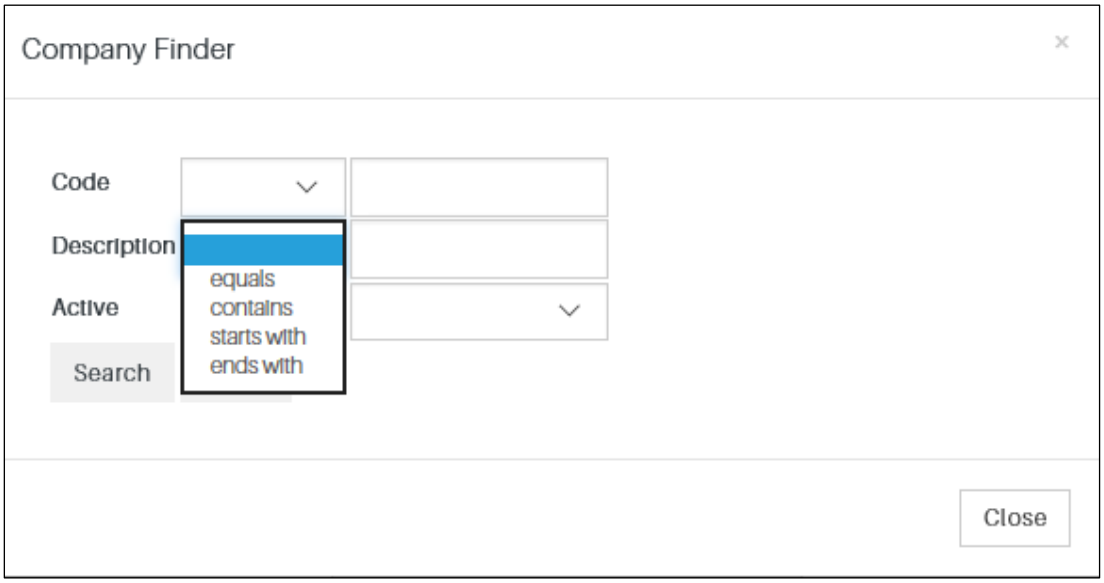


Figure 40:NAMES AND PARTIES TAB - COMPANY FINDER (DESCRIPTION)

Similarly, user can search by passing value to the "Description" label as "equals", "contains", "starts with" and "ends with" combined all together or using single criteria as "equals" or "contains" or "starts with" or "ends with".

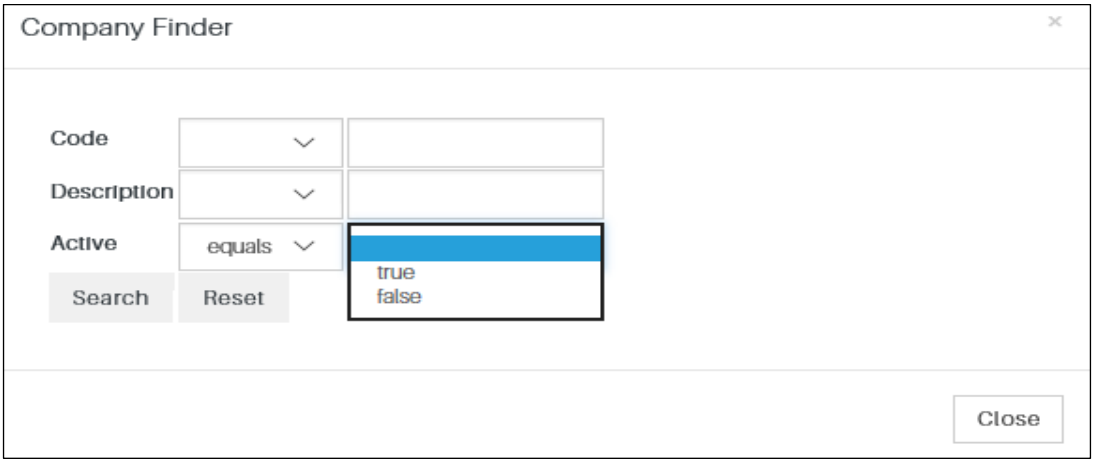


Figure 41:NAMES AND PARTIES TAB - COMPANY FINDER (ACTIVE))

Lastly user can search by the status of the company whether it is currently active or inactive where options for search criteria will be "true" or "false".

Example output is given below for Company searched by using search criteria "300" as "contains" within company Code. Company code can be selected by user by pressing the down arrow at starting of each row corresponding to the company.

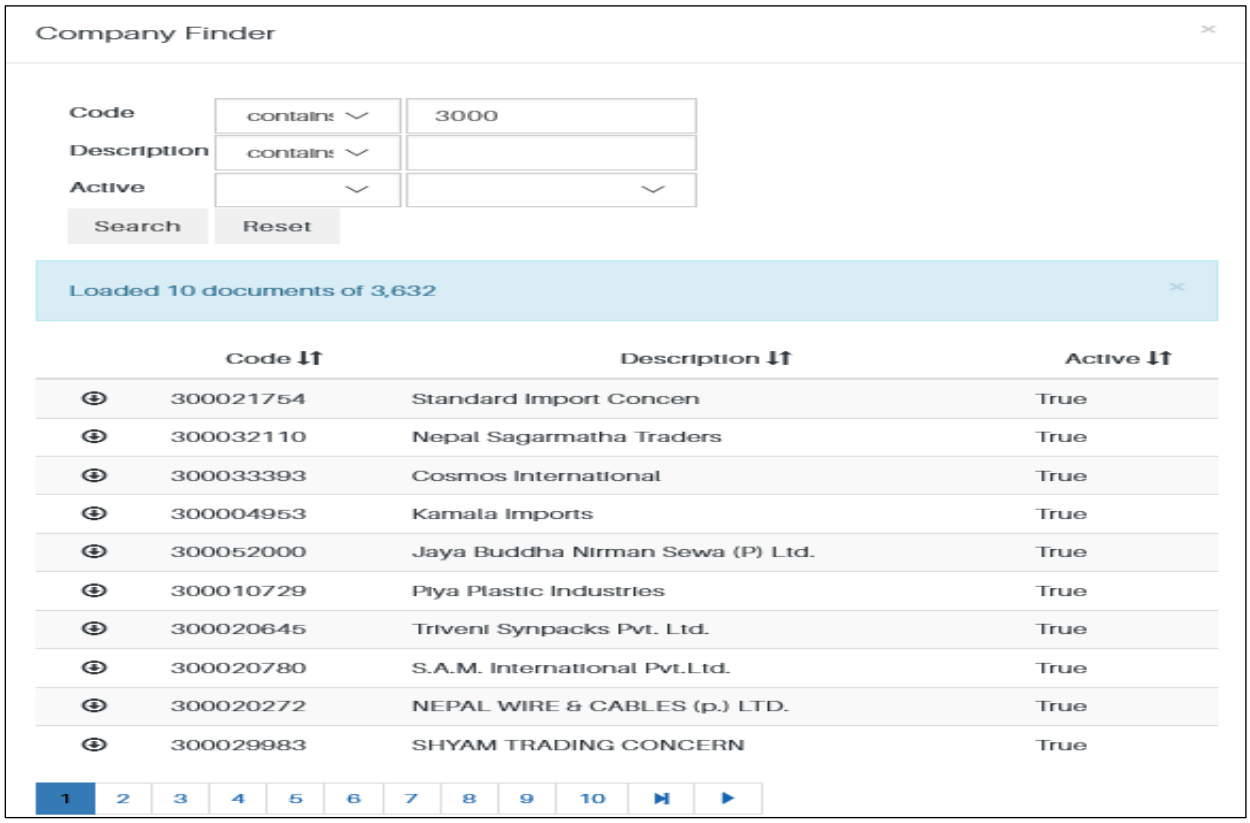


Figure 42:NAMES AND PARTIES TAB - COMPANY FINDER - EXAMPLE OF OUTPUT

3.2.3. Make Application Names and Parties Tab Details

Names and Parties Tab				
#	**Data Element**	**Description**	**Configuration**	**Sample Value**
	Company Code	Value from Reference Data: Automatically populated by the system for current Trader. This code is provided by the user at the time of registration and which is validated by NNSW LPCO application.	Prohibited: By default, this field is only for viewing purpose.	Value selected from reference data Placeholder for *"Company Code"*
1	Company Name & Address	Value from Reference Data: Company name and address is associated with the "Company Code" which is automatically populated by the system and user cannot change the value.	Prohibited By default, this field is only for viewing purpose.	Associated value with the company code from the reference data. Placeholder for *"Company Name, Company Address"*

#	Data Element	Description	Configuration	Sample Value
2	Company Location	Company Location: This field provides details regarding the location of the company. The company may have branches in different geographical locations.	Optional: User may input value as required or leave the field blank.	User input value Placeholder for *"Company Location"*
3	Warehouse Location	Warehouse Location - This field provides details regarding the location of warehouses. Company may have warehouses in different geographical locations.	Optional: User may input value as required or leave the field blank.	User input value Placeholder for *"Warehouse Location"*
4	Company Phone	Telephone number of the company. User may enter contact telephone number of the company.	Optional: User may input value as required or leave the field blank.	User input value Placeholder for *"Telephone Number"*
5	Company Email	Email address of the company User may enter email address of the company.	Optional: User may input value as required or leave the field blank.	User input value Placeholder for *"Company Email"*
7 (a)	Exporter Name and Address	Name and address of Exporter (as per proforma invoice)	Mandatory: This field cannot be left blank.	User input value Placeholder for *"Exporter Name and Address"*
7 (b)	Importer Name and Address	Name and address of Exporter (as per proforma invoice)	Mandatory: This field cannot be left blank.	User input value Placeholder for *"Importer Name and Address"*

3.2.4. Make Application List of Items Screen

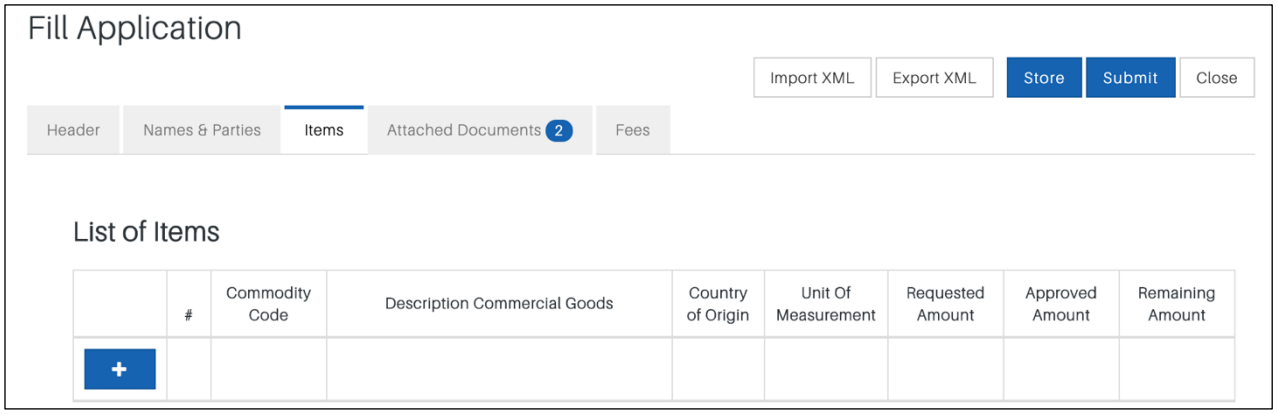


Figure 43:ITEMS TAB

After clicking "Plus" sign, item entry form will be presented to the user as below.

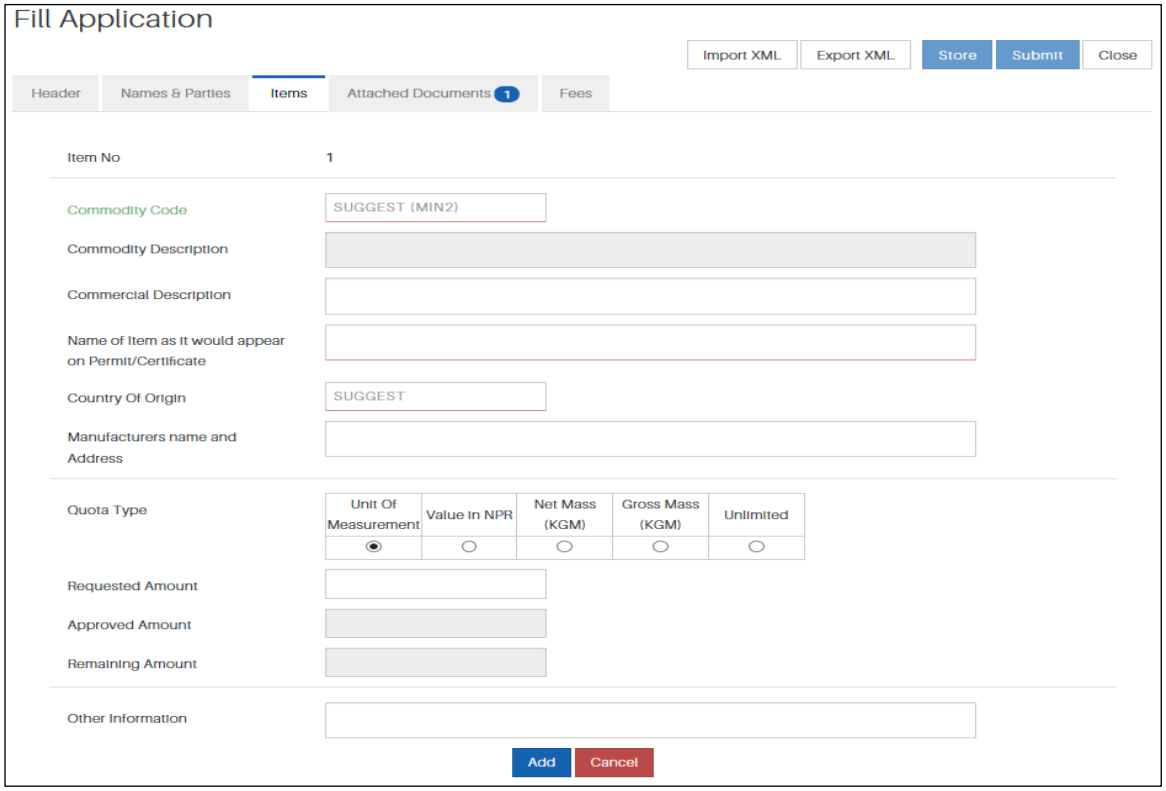


Figure 44:ITEMS TAB - ADD ITEM

Under the Items Tab user can search for Commodity by clicking the label "*Commodity Code*" provided as a link which then shows additional screen for search options like below.

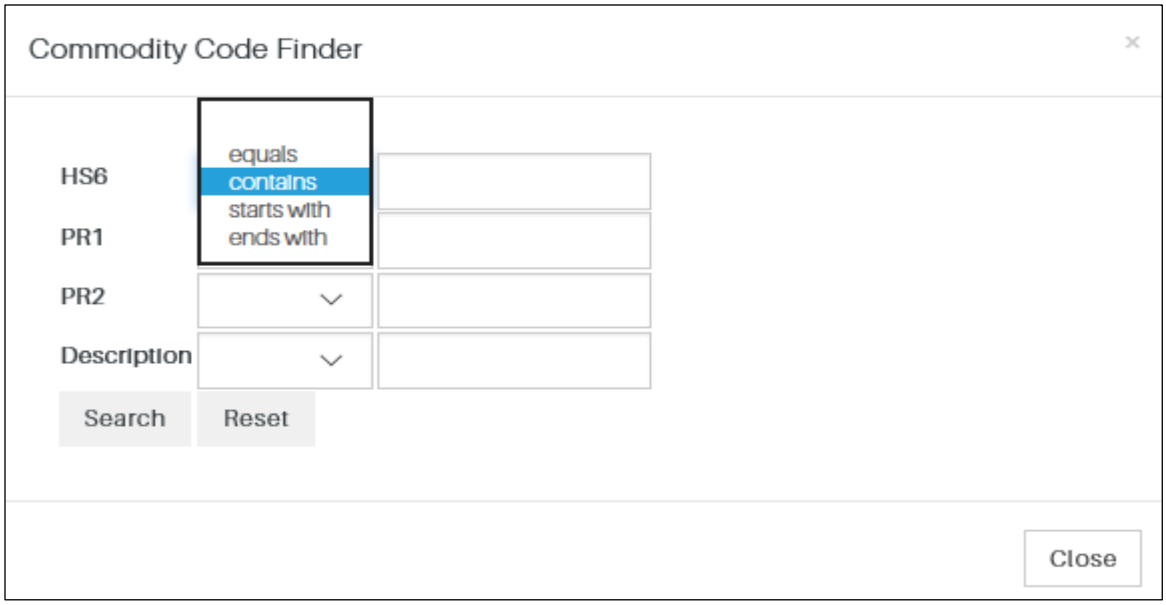


Figure 45:ITEMS TAB - COMMODITY CODE FINDER (HS6)

User can search commodity by HS6, PR1, PR2 and Description in combination or just search with the single label selected as HS6 or PR1 or PR2 or Description. For example user can search Harmonized System Code referred to as "HS6" by "NNNNNN" which could be "equals" meaning the entered search value should match with the actual HS6, or "contains" meaning HS6 must contain the search value within the actual HS6, or "starts with" meaning HS6 should start with the value passed, and lastly "ends with" meaning HS6 must end with the value passed.

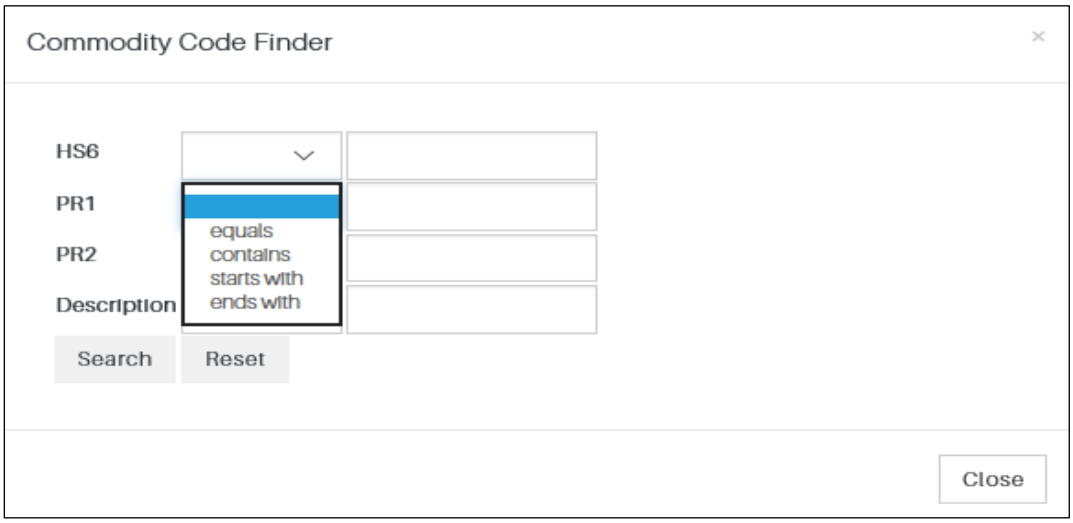


Figure 46:ITEMS TAB - COMMODITY CODE FINDER (PR1)

Similarly, user can search by passing value to the 2-digit additional classification code referred to as "PR1" as "equals", "contains", "starts with" and "ends with" combined all together or using single criteria as "equals" or "contains" or "starts with" or "ends with".

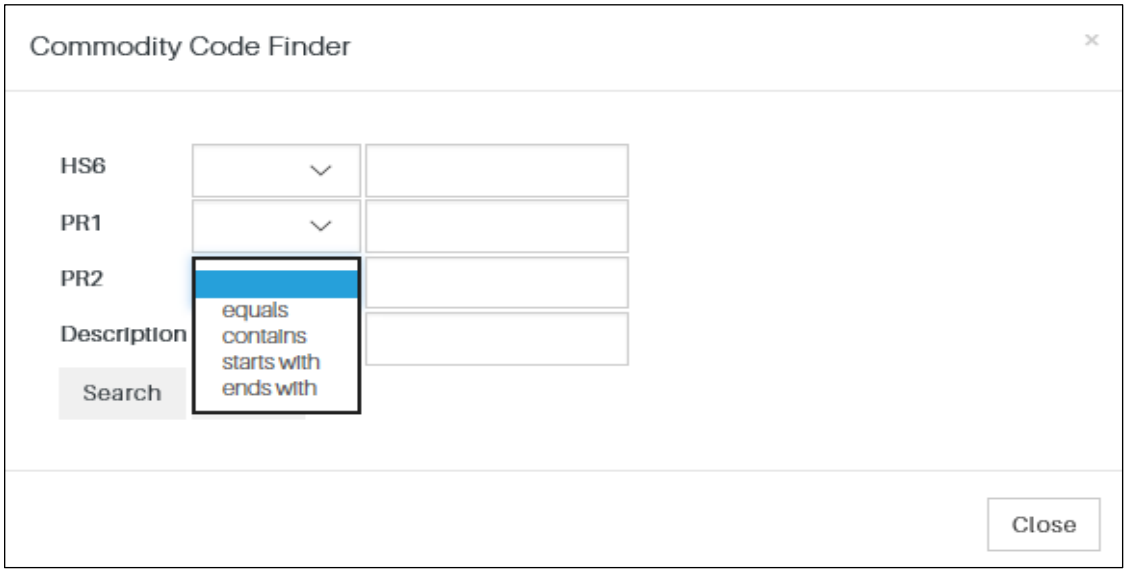


Figure 47:ITEMS TAB - COMMODITY CODE FINDER (PR2)

Similarly, user can search by passing value to the 3-digit additional classification code referred to as "PR1" as "equals", "contains", "starts with" and "ends with" combined all together or using single criteria as "equals" or "contains" or "starts with" or "ends with".

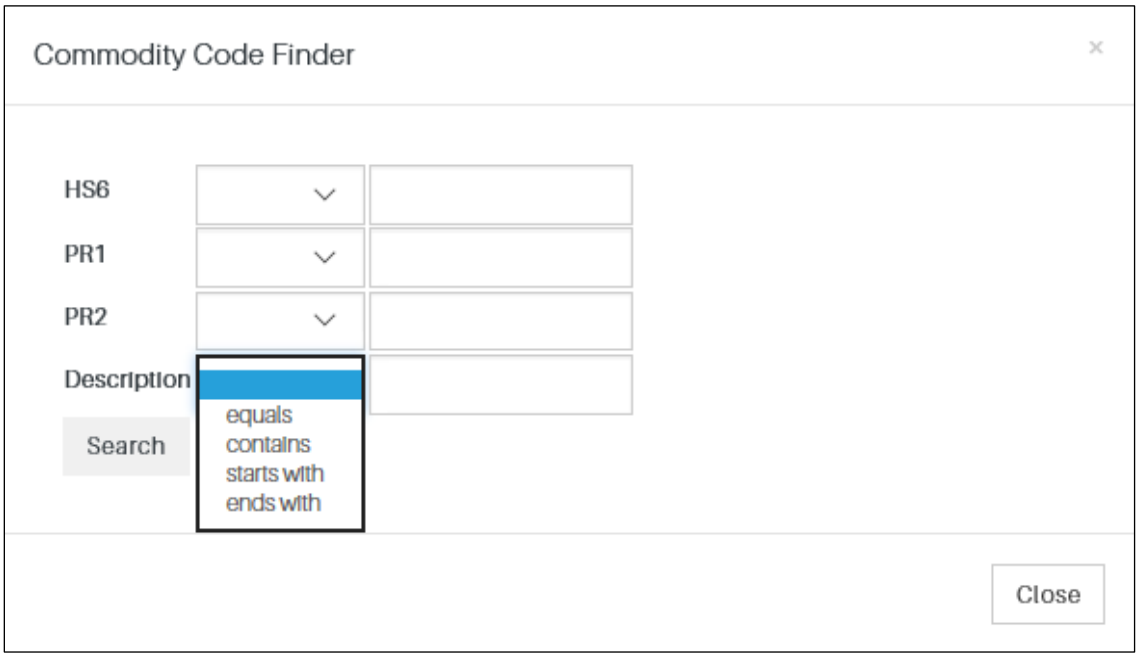


Figure 48:ITEMS TAB - COMMODITY CODE FINDER (DESCRIPTION)

Similarly, user can search by passing value to the "Description" label as "equals", "contains", "starts with" and "ends with" combined all together or using single criteria as "equals" or "contains" or "starts with" or "ends with".

Example output is given below for Commodity searched by using search criteria that contains "Horses" within "Description", this provides the details with HS6, PR1, PR2 and Description of the commodity that can be selected by user by pressing the down arrow at the starting of each row.

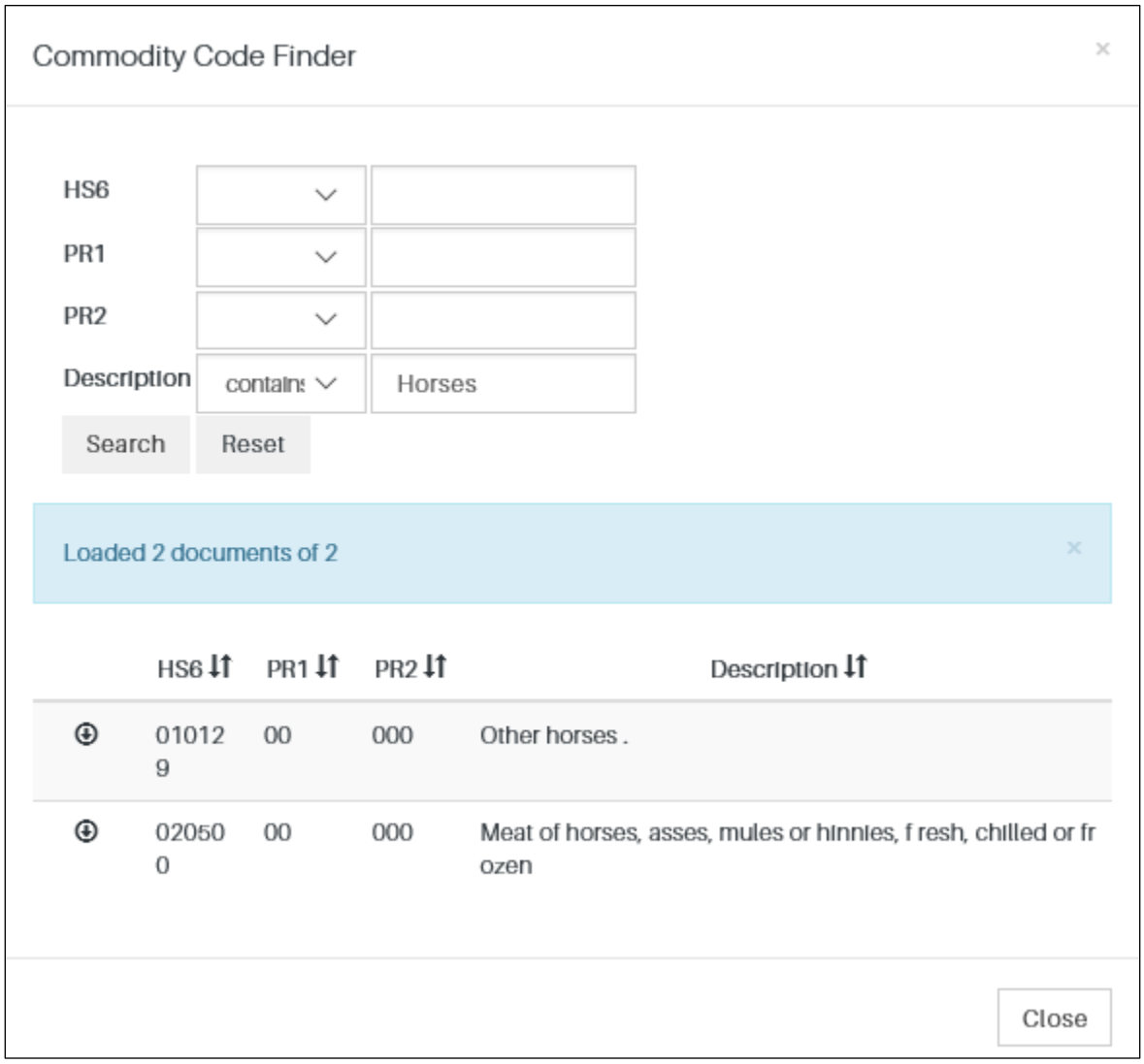


Figure 49:ITEMS TAB - COMMODITY FINDER - EXAMPLE OF OUTPUT

3.2.4.1. List of Items Details

Items Tab				
#	Data Element	Description	Configuration	Sample Value
1	#	Serial Number This is for displaying the serial number assigned to the Items added.	The serial number is automatically generated and assigned for the Items added	Placeholder for Serial Number *"#"*
2	Commodity Code	Value from Reference Data: This field provides list of Commodity Code (Harmonized System Code: internationally standardized system of names and numbers to classify traded products) of the product for the user. User may select commodity as required.	Mandatory: This field cannot be left blank	Placeholder for commodity code *"Commodity Code"*
3	Commodity Description	Value from Reference Data: The description of the commodity is associated with the Commodity / HS Code which is automatically displayed with the selected corresponding code.	Prohibited: This field displays a detailed description of the product.	Placeholder for Commodity Description *"Commodity Description"*
4	Commercial Description	Commercial description of the product - This field is provided for entering commercial description of the product, in general commercial descriptions are provided by manufacturing company for products to identify one from the other, brand name, model name, etc.	Optional: User may input value as required or leave the field blank.	Placeholder for Commercial Description *"Commercial Description"*
5	Name of Item as it would appear on Permit/ Certificate	Commodity/HS description and/or commercial description may be different than that needed to be printed exactly on the Permit/Certificate. This facilitates declarants for further processing with customs at the time of clearance of goods.	Mandatory: User input is required, and this field cannot be left blank.	Placeholder for Name of Item as it would appear on Permit/Certificate *"Name of item as it would appear on Permit / Certificate"*

#	Data Element	Description	Configuration	Sample Value
6	Country of Origin	Value from Reference Data: List of country codes alongside the country name will be provided by the system. This field is for providing country of origin of the product where it was produced, manufactured, or processed as final product, etc.,	Mandatory: User selection is required, and this field cannot be left blank.	Placeholder for Country of Origin *"Country of Origin"*
7	Manufacturers name and Address	This field is for providing Manufacturers name and Address.	Optional:	Placeholder for Manufacturers name and Address *"Manufacturers name and Address"*
8	Quota Type	This field provides information regarding the type of measurement used to give the basis on which quota is allocated if it is applicable to the product being imported. Options are provided to the user for selection. UOM (Unit of Measurement), Value in NPR, Net Mass, Gross Mass, Unlimited	Mandatory: User input is required, and this field cannot be left blank.	Placeholder for Quota Type *"Quota Type"*
9	Requested Amount	Amount requested by declarant to be imported by this permit if the quota type is other than unlimited	Mandatory: User input is required, and this field cannot be left blank.	Placeholder for *"Requested Amount"*
10	Approved Amount	Amount approved to be imported by this permit (if the quota type is other than unlimited). This can be edited either by recommendation sub-committee or by DG.	Mandatory: User input is required, and this field cannot be left blank.	Placeholder for *"Approved Amount"*
11	Remaining Amount	System automatically calculates the remaining amount by deducting the value of imported amount from the value of "Approved Amount". This field is not editable.	Prohibited: System calculated value, not editable by user.	Placeholder for *"Approved amount minus previously imported amount."*

#	Data Element	Description	Configuration	Sample Value
12	Other Information	In this field user may provide any other related information about the item in general.	Optional: User may input value as required or leave the field blank.	Placeholder for *"Other Information"*

After adding item declarant will be presented with this screen for viewing, editing, deleting items that were previously added or for adding new items as required.

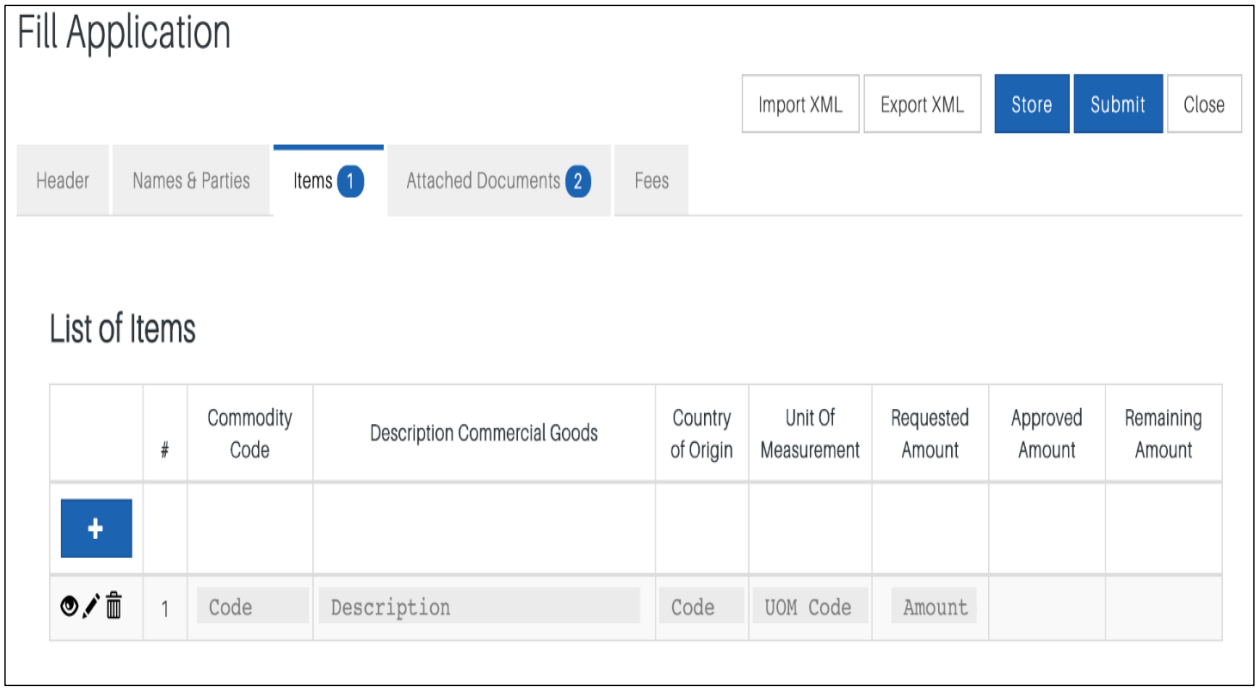


Figure 50:LIST OF ITEMS – ADD, VIEW, UPDATE AND CANCEL

3.2.5. Make Application Attached Documents

User is allowed to attach as many documents as required or to edit or delete the attached documents.

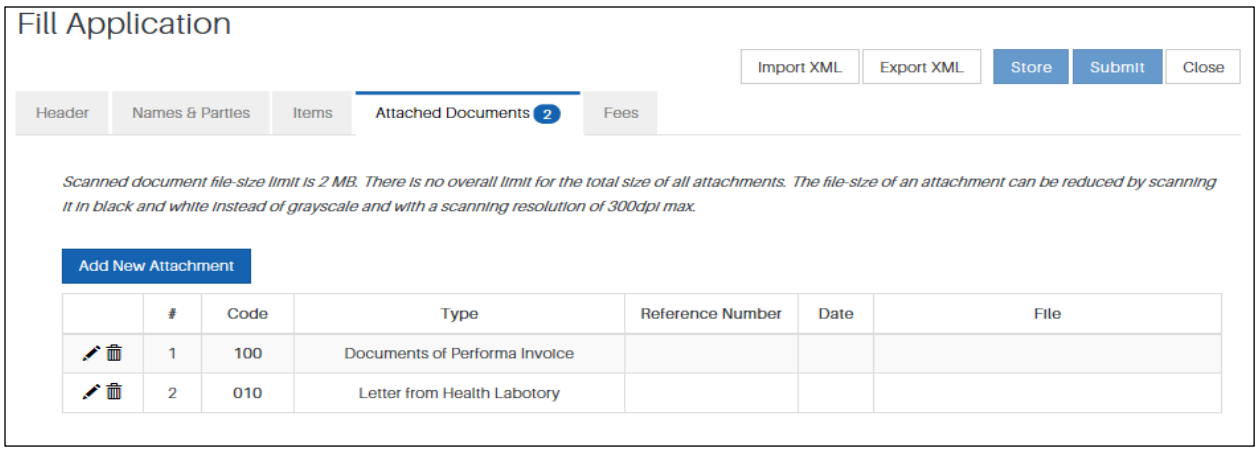


Figure 51:ATTACHED DOCUMENTS TAB - LIST OF ATTACHEMENTS

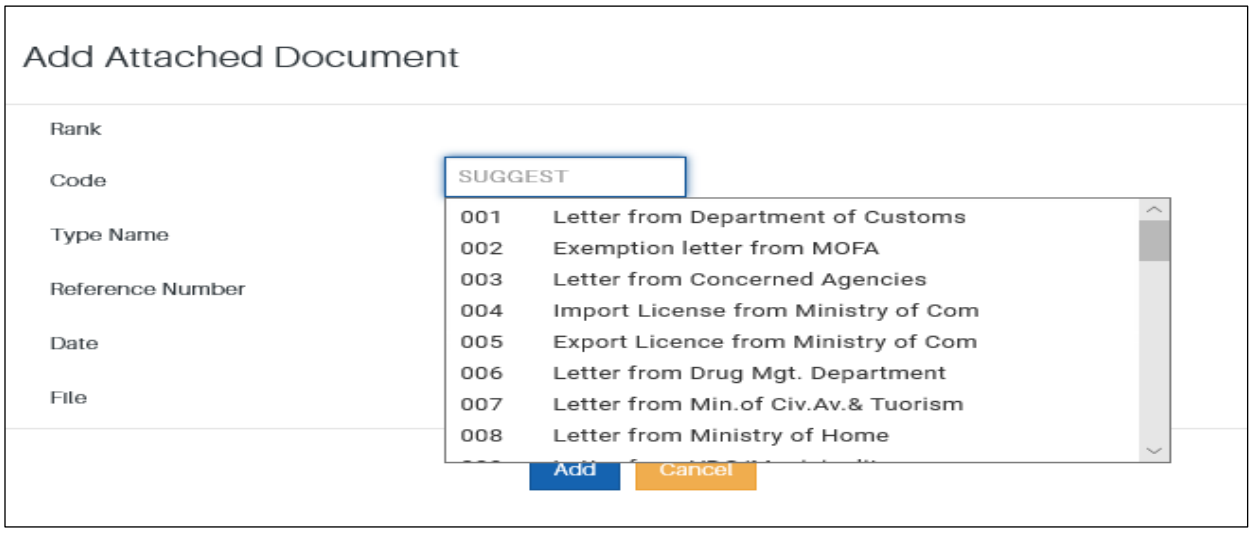


Figure 52:ADD ATTACHED DOCUMENT - INPUT SCREEN

User may select required document code from the list, after selecting one of the codes and clicking on the "File" field, system will provide screen for the user to upload the required document form storage of local machine or network storage. If user wants to attach any additional document which is not listed in the table then user can select a row with "***999 Others***" and attach document. By selecting "*999 Others*" user can attach as many documents as needed as a supporting document which are not already on the list.

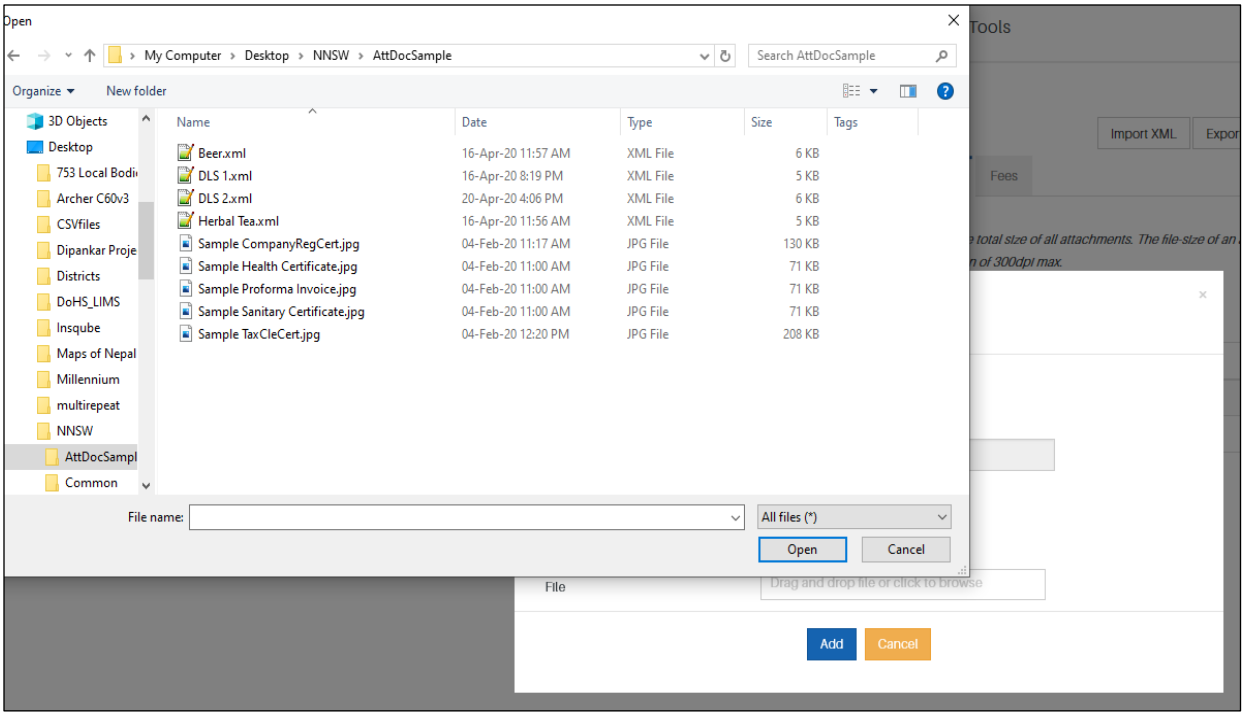


Figure 53:ATTACHED DOCUMENT TAB - SCREEN FOR SELECTION OF FILE TO UPLOAD

3.2.5.1. Attached Documents Details

Attached Tab				
#	Data Element	Description	Configuration	Sample Value
1	#	Serial Number: This is for displaying the serial number assigned to the Items added.	The serial number is automatically generated and assigned for the Items added	Placeholder for Serial Number *"#"*
2	Code	Value from Reference Data: The attached document codes are the same as the ones used by Nepal Customs Automated System (NECAS) for customs declaration. List of codes alongside the description of documents to be attached with the application will be provided to the user. User may attach a "N" number of mandatory documents as necessary.	Mandatory: User must select documents to be attached, and this field cannot be left blank.	Placeholder for Attached document Code *"Code"*

#	Data Element	Description	Configuration	Sample Value
3	Type	Value from Reference Data: This field is associated with the document code and automatically displayed by the system.	Prohibited: System displayed value, not editable by user.	Placeholder for Associated value with corresponding attached document codes: *"Type"*
4	Reference Number	Reference Number given to document: User may provide reference number to the document attached for future use.	Optional: User may input value as required or leave the field blank.	Placeholder for *"Reference Number"*
5	Date	Document upload date: This field is for providing the date at which the corresponding document is uploaded.	Optional: User may input value as required or leave the field blank.	Placeholder for *"Date"*
6	File	The option available for this field is "upload" the document. User may upload document with maximum file size of 2MB.	Mandatory: User must select documents to be attached, and this field cannot be left blank.	Placeholder for *"File"*

3.2.6. Make Application Fees Tab

This tab is for display purpose to let the declarant view chargeable fees for processing application request by DLS.

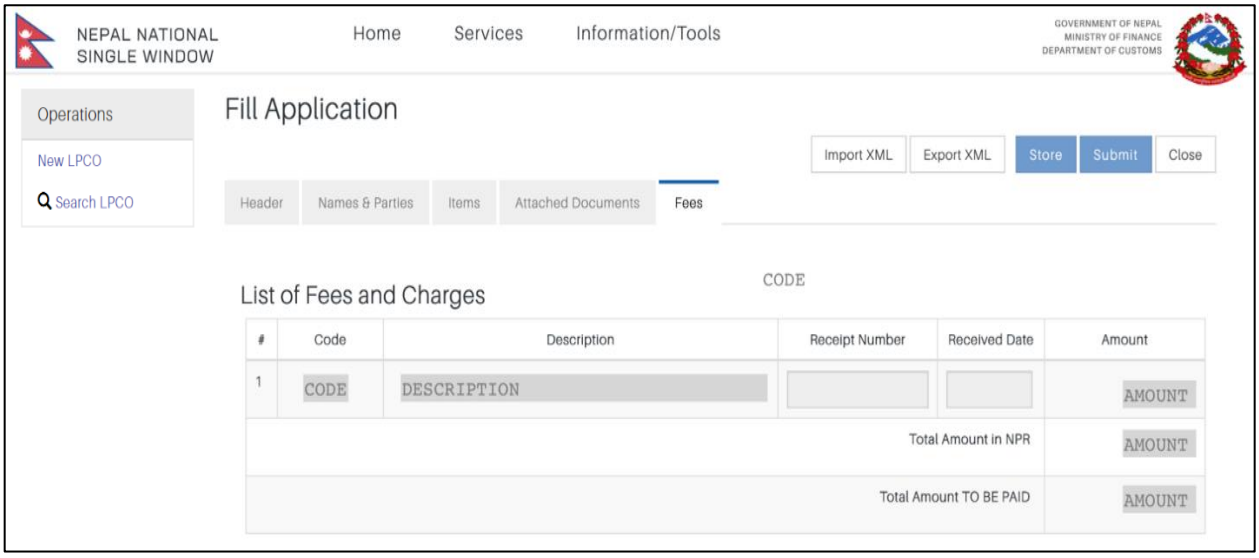


Figure 54:FEES TAB - LIST OF FEES AND CHARGES

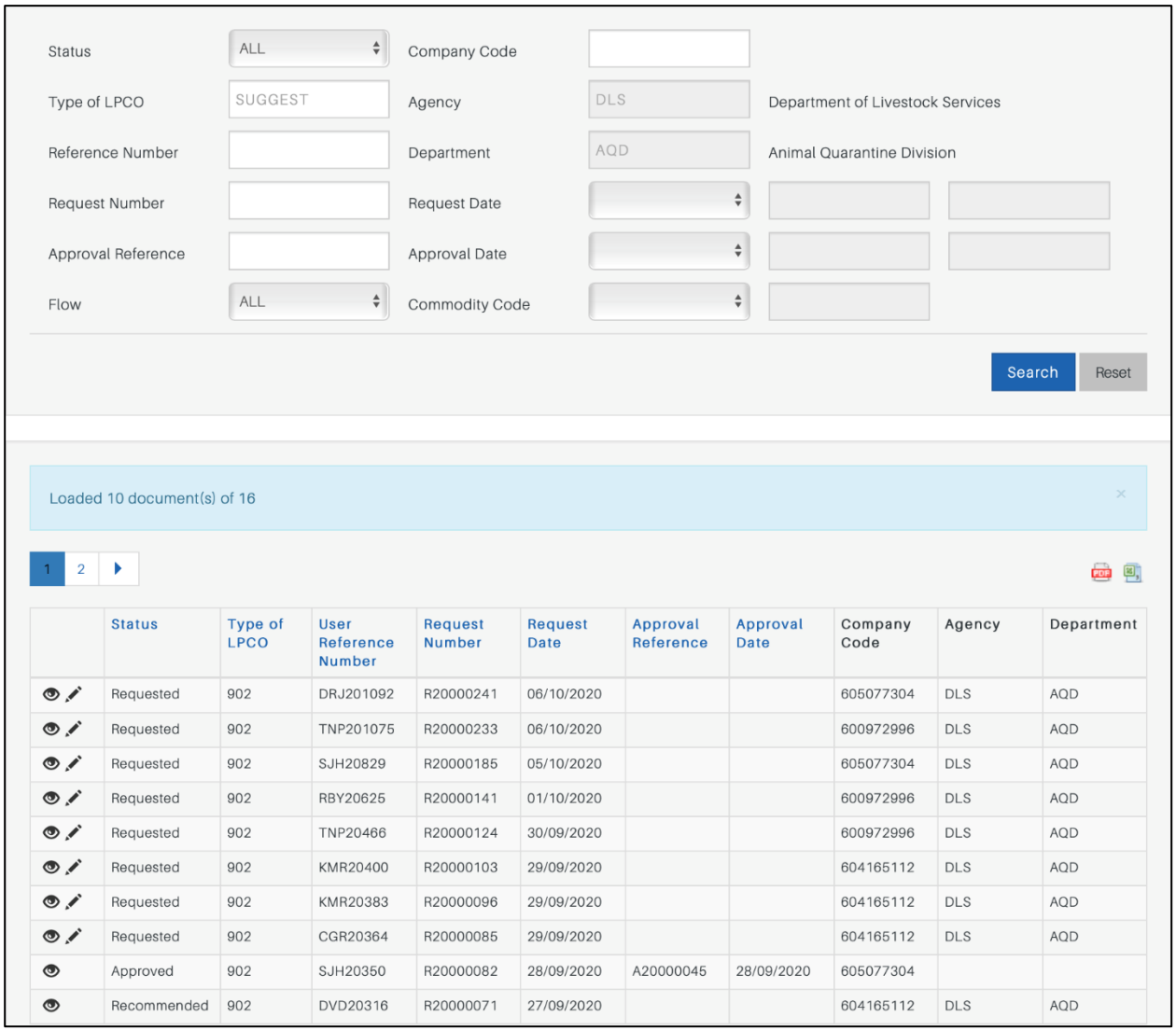
3.2.6.1. Fees Tab Details

Fees tab				
#	**Data Element**	**Description**	**Configuration**	**Sample Value**
1	#	Serial Number This is for displaying the serial number assigned to the Items added.	The serial number is automatically generated and assigned for the Items added	Placeholder for Serial Number *"#"*
2	Code	Value from Reference Data – System automatically assigns the code related to the payment system.	Prohibited: This field is for display purpose only.	Placeholder for Code *"Code"*
3	Description	Description associated with the "Code". Description will be displayed automatically by the system for corresponding code.	Prohibited: This field is for display purpose only.	Placeholder for Description *"Description"*

#	Data Element	Description	Configuration	Sample Value
4	Receipt Number (Manual Payment)	This field is for user input for cashier. After collecting the applicable fee and issuing the manual receipt, cashier enters the serial number of manual receipts in this field. The receipt is approved by the Financial Comptroller General's Office as Schedule 10.1 Form No. 11.	Mandatory: User must enter serial number of manual receipt and this field cannot be left blank.	Placeholder for Receipt Number *"Receipt Number"*
5	Received Date	This field is for user input for cashier. Normally the received date is the current date when the payment is made. System automatically assigns the current date.	Mandatory: This field is only for display purpose.	Placeholder for Received Date *"Received Date"*
6	Amount	System provided: The amount is automatically populated and displayed by the system according to the type of license applied for.	Prohibited: This field is only for display purpose	Placeholder for Amount *"Amount"*
7	Total Amount in NPR	System configured: Fee structure is predefined by DLS according to the license type. Amount of fee can be configured as per the need of DLS. Currently the fee chargeable to process one license is NPR 300.	System assigned and Prohibited	Placeholder for Total Amount in NPR *"Total Amount in NPR"*
8	Total Amount TO BE PAID	System Generated: Total Amount Payable to process license. This will be displayed for applications that are assessed but yet to be processed further by cashier.	System assigned and Prohibited	Placeholder for Total Amount TO BE PAID *"Total Amount To be Paid"*

After cashier processes by making the payment through *"Manual Payment"* this application will have status *"Requested"*. Requested applications will be available for Recommendation committee 1 or Recommendation committee 2 or Recommendation committee 3 according to the type of license.

3.2.7. Process Application by Department of Livestock Services



	Status	Type of LPCO	User Reference Number	Request Number	Request Date	Approval Reference	Approval Date	Company Code	Agency	Department
	Requested	902	DRJ201092	R20000241	06/10/2020			605077304	DLS	AQD
	Requested	902	TNP201075	R20000233	06/10/2020			600972996	DLS	AQD
	Requested	902	SJH20829	R20000185	05/10/2020			605077304	DLS	AQD
	Requested	902	RBY20625	R20000141	01/10/2020			600972996	DLS	AQD
	Requested	902	TNP20466	R20000124	30/09/2020			600972996	DLS	AQD
	Requested	902	KMR20400	R20000103	29/09/2020			604165112	DLS	AQD
	Requested	902	KMR20383	R20000096	29/09/2020			604165112	DLS	AQD
	Requested	902	CGR20364	R20000085	29/09/2020			604165112	DLS	AQD
	Approved	902	SJH20350	R20000082	28/09/2020	A20000045	28/09/2020	605077304		
	Recommended	902	DVD20316	R20000071	27/09/2020			604165112	DLS	AQD

Figure 55:DEPARTMENTAL PROCESSING SCREEN - Recommended

Recommendation committee can view details of the application request by going through each tab listed as "Header", "Names and Parties", "Items", "Attached Documents", "Fees", "Risk Info" and "Support Information". While going through each tab recommendation committee can also attach any document that may have felt necessary which is then related with the application request that is being processed.

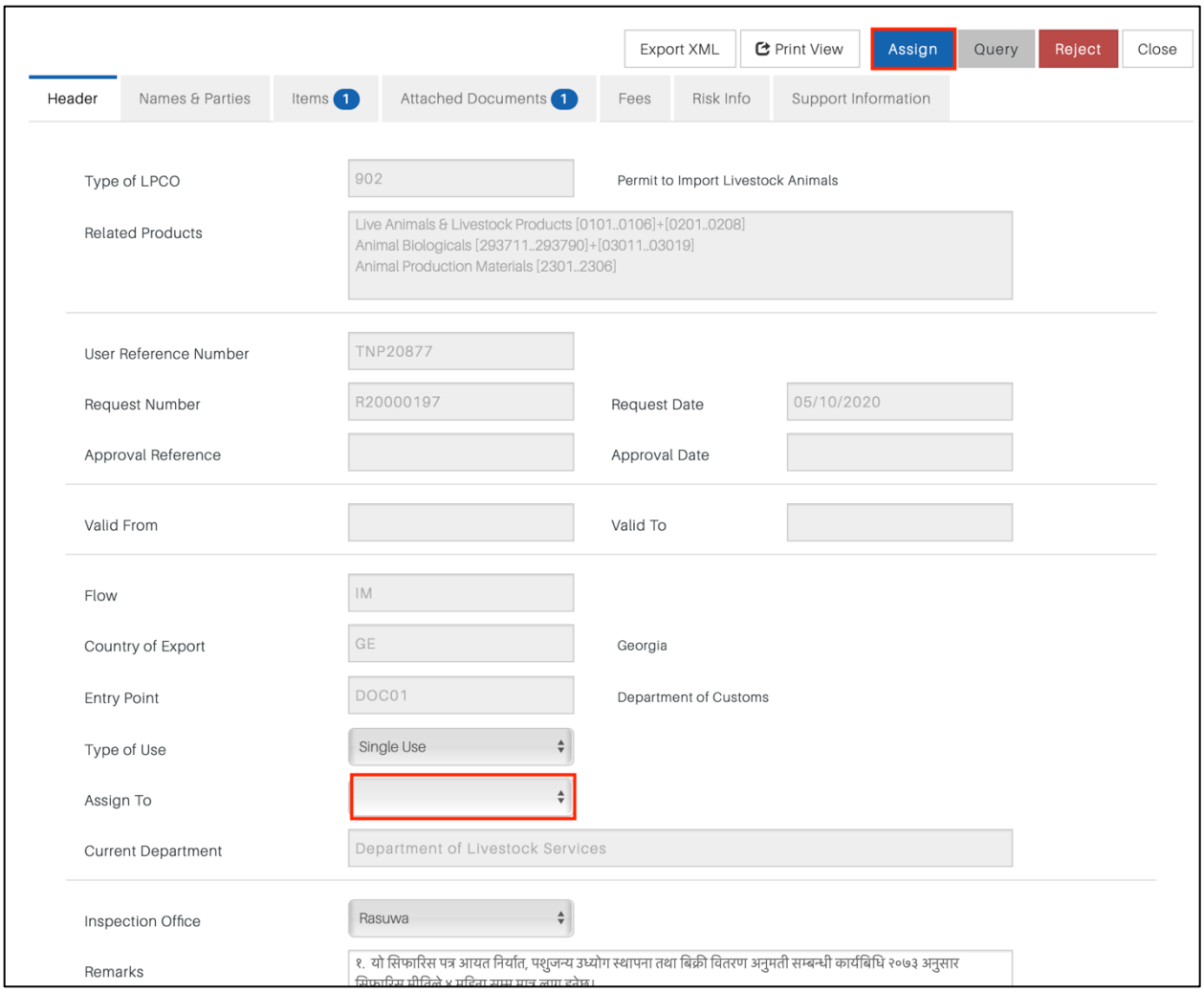


Figure 56:OPTIONS AVAILABLE FOR RECOMMENDATION COMMITTEE

At this stage recommendation committee will have three major options "Assign", "Query" or "Reject" for processing application further and other non-processing options are "Export XML", "Print View" and "Close". The Recommendation committee can also edit application and modify in accordance to the feasible requirements also along is provided with a drop-down option where the committee needs to assign the application to the respective department associated.

- When the application is assigned by the committee it will have status "Assigned"
- When the application is queried by the committee it will have status "Queried"
- When the application is rejected by the committee it will have status "Rejected"

After the application request is assigned by user at the recommendation level it will be available to the subcommittee. Either SC-I - subcommittee one {Animal Quarantine Division (AQD)}, SC-II - subcommittee two {National Animal Feed and Livestock Quality Management Laboratory (NAFLQML)}, or SC-III - subcommittee three {Veterinary Standard and Drug Regulation Laboratory (VSDRL)} in the department.

for the license type 902. Before taking a final decision, user can view the details on the risk factors associated with the application request. User at recommendation committee will have option to view the risk information through "Risk Info" tab related with the LPCO that is currently being processed. Process Application by Department of Livestock Services presented is for the LPCO type 902 for Import and the processing structure for LPCO type 905 and 906 for Export is similar.

Once the user clicks on the "Risk Info" tab the screen will be presented with the details on the risk information associated with the LPCO application in progress. If there is no risk associated with the application request for LPCO then screen will be like shown below:

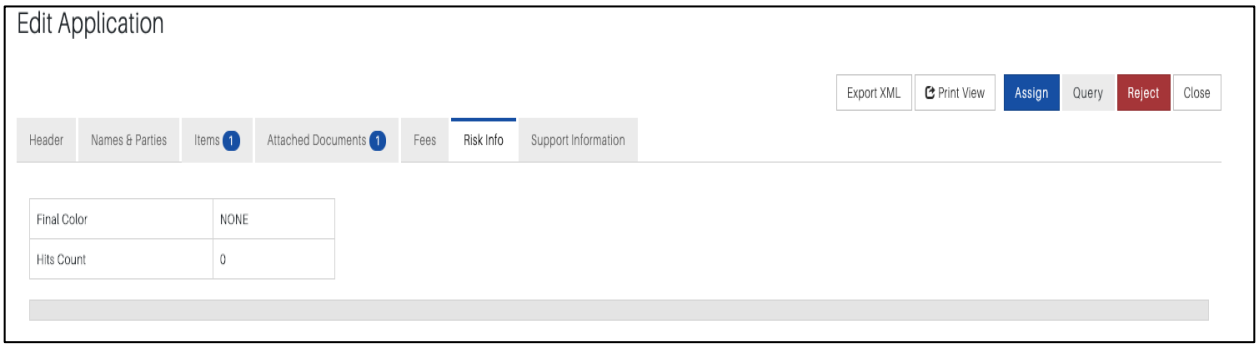


Figure 57:APPLICATION REQUEST WITH NO RISK ASSOCIATED

If there is single risk associated with the application request, then screen will look similar to one shown below.

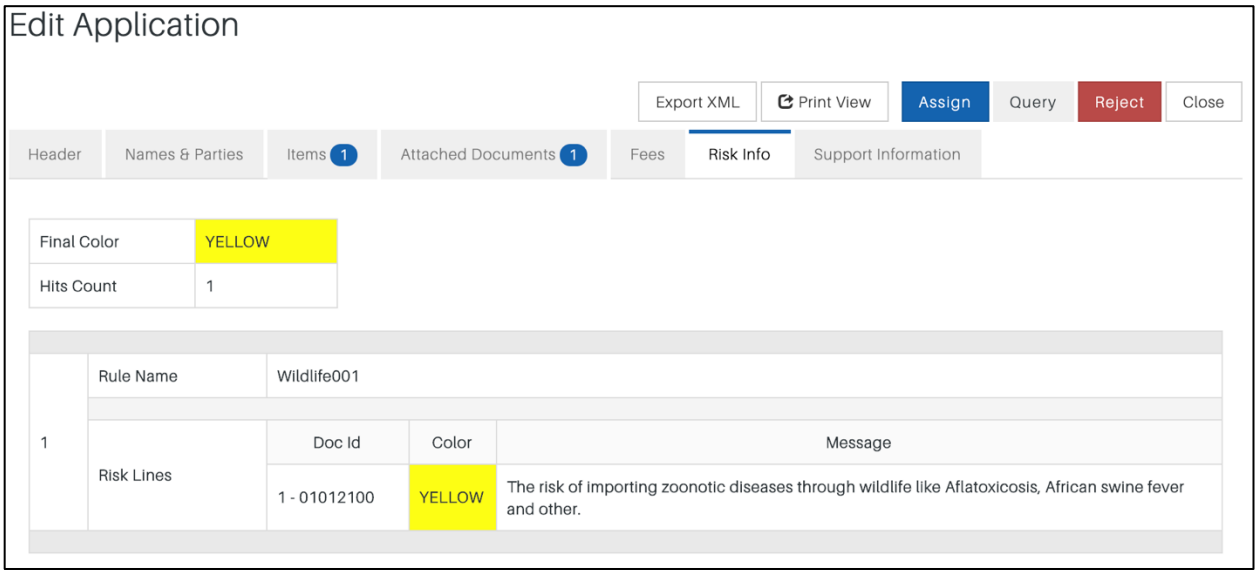


Figure 58:APPLICATION REQUEST WITH SINGLE ASSOCIATED RISK

As application requests can be submitted with multiple number of similar items by trader, associated risk factors could also be multiple and hence can be hit multiple times by different risk criteria. So, for the application requests with more than one associated risk, the screen will look like the one presented below.

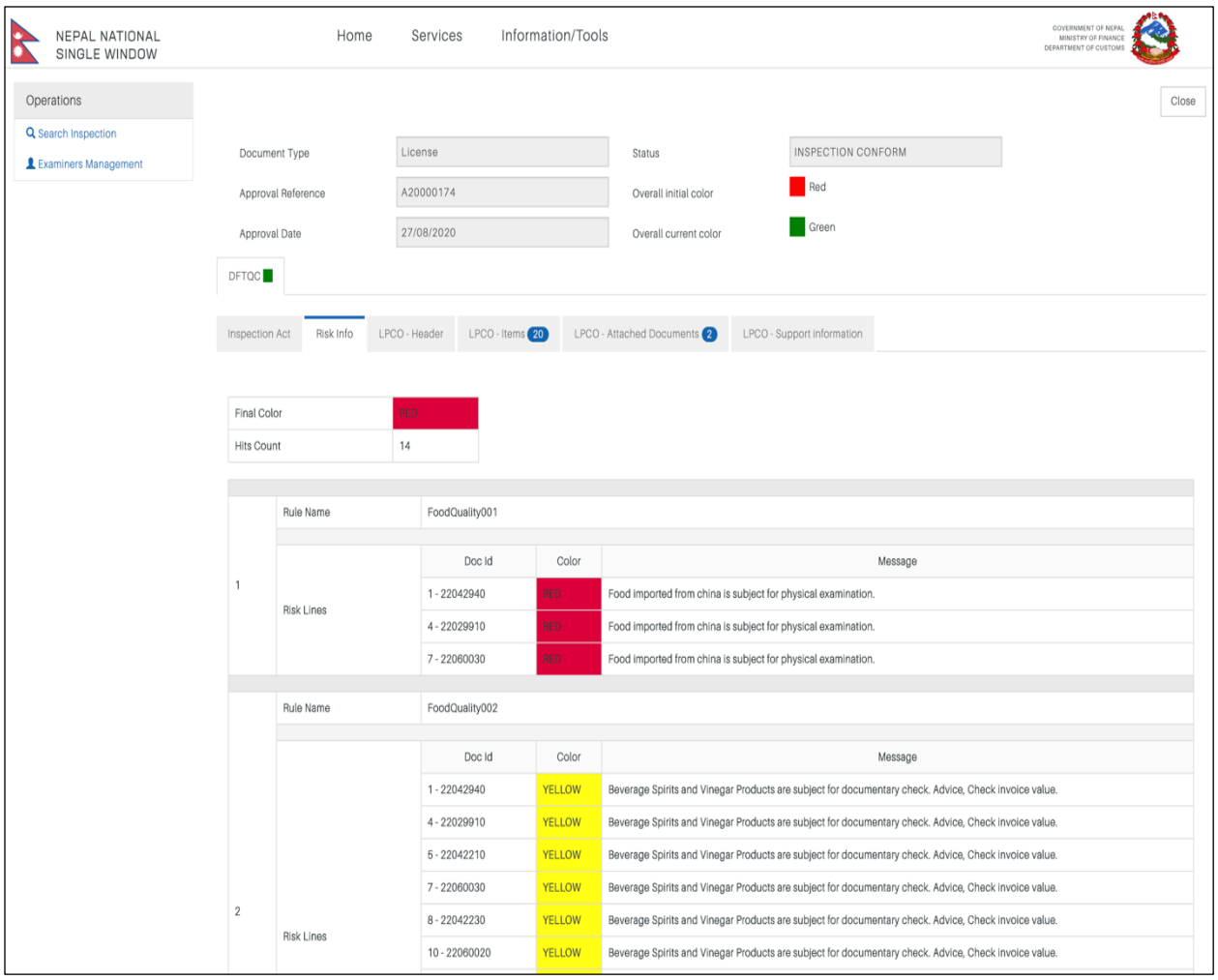


Figure 59:SAMPLE OF APPLICATION REQUEST WITH DIFFERENT TYPE OF RISKS ASSIOCIATED

The screen above provides detail information regarding the different level of risk associated with the application request, the risk lines like YELLOW or RED, where YELLOW lane meaning only the documentary verification is needed for the items requested for importation and RED lane meaning physical verification/physical inspection of the items must be carried out at the entry point at the time of import for conforming to the rules and regulations. Number of hits meaning how many items are hit by the criteria, in the above example there are 20 items

(in LPCO-Items tab) requested by the importer but only 14 hits are counted meaning 6 of the items requested are not associated with the risk criterion set by DLS, and final color meaning final and calculated overall risk level for this application request, suppose if for any reason even if only one item out of **N** number of items is hit by the criteria with RED color then overall final color will be calculated as RED.

By going through this risk information detail user at recommendation level can take proper decision on whether to send it back to trader for query or reject the application request or recommend the application request and send it to approval level for further action.

3.2.8. Risk Info Tab Details

Risk Info Tab			
#	Data Element	Description	Sample Value
1	Final Color	Final color of risk level calculated on the basis of the risk criteria set for the application request.	"YELLOW"
2	Hits Count	Total number of hits counted for the application request by risk criteria set by the DLS.	*"1"*
3	Serial Number	Serial Number / Rank	*"1"*
3	Rule Name	Name of the Rule for Risk criteria	*"Wildlife001"*
4	Risk Lines	Line of Risk, in which line the risk is associated with	*"Risk Lines"*
5	Doc ID	Serial number and commodity code of the item requested.	*"1 – 01012100"*
6	Color	Color of the risk lines There are different colors for the risk lines like Red, Yellow and Green	"YELLOW"
7	Message	Message associated with the risk lines and criteria for providing more information to the user.	"The risk of importing zoonotic diseases through wildlife like Aflatoxicosis, African swine fever and other"

3.3. Quota Management

An import / export quota is a type of trade restriction that sets a physical limit on the quantity or value of goods imported / exported in a given period of time and allowed from specific country (country of origin or country of export). Quota if applied by DLS will be applicable in item level.

3.1.1. Quota types

There are generally five types of quota and 1 out of 5 can be applicable to the item for import or export according to the rules set by DFTQC.

1. Unit of Measurement (UOM)
2. Value in Nepalese Rupees (NPR)
3. Net Mass Kilogram (KGM)

4. Gross Mass Kilogram (KGM)
5. Unlimited

3.3.1.1. Unit of Measurement

(UOM Control item Harmonized System (HS) code unit of measurement (UOM), if this is applicable to the item then item cannot exceed the allowed amount of stated UOM.) Some items have single unit of measurement like in the example above and some items have more than one unit of measurement depending upon the type of item for different reasons such as level of concentration of some specific content in the item like beverage or power/displacement in vehicles, or unit and inch for television etc.

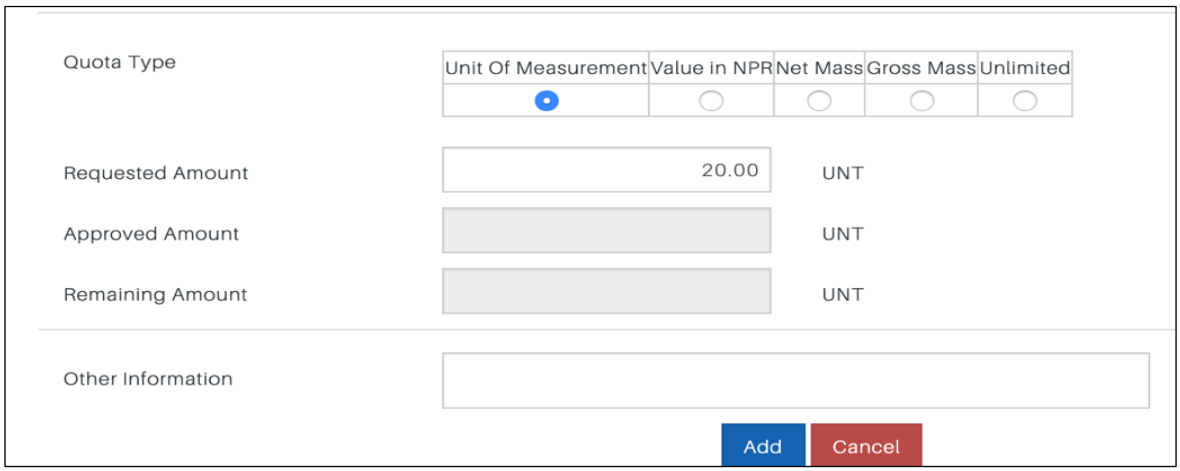


Figure 60:UNIT OF MEASUREMENT - SINGLE UOM

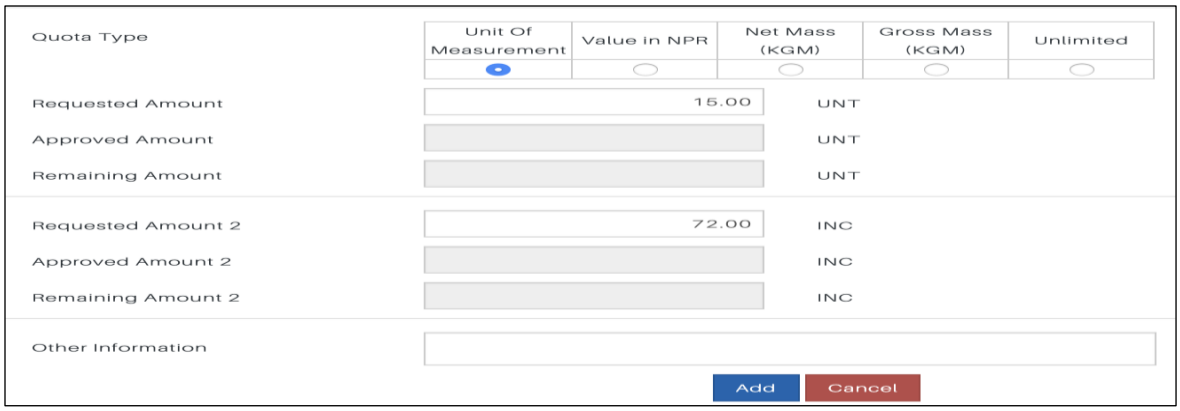


Figure 61:UNIT OF MEASUREMENT - MULTIPLE UOM

3.3.1.2. Value in Nepalese Rupees (NPR)

Control item value of measurement in Nepalese Rupee (NPR), if this type of quota is applicable for the item then Imported/Exported item value cannot exceed the allowed amount stated in NPR.

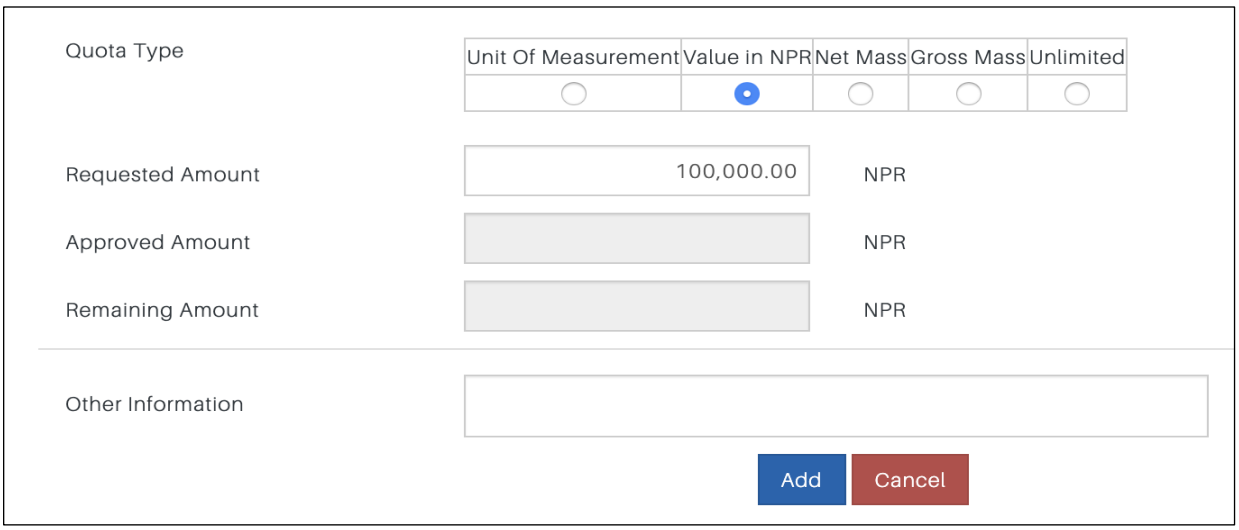


Figure 62:VALUE BASED QUOTA

3.3.1.3. Net Mass KGM:

Control item net mass in kilograms (Kg), if this type of quota is applicable to the item then net mass of the item cannot exceed the allowed amount in KGM.

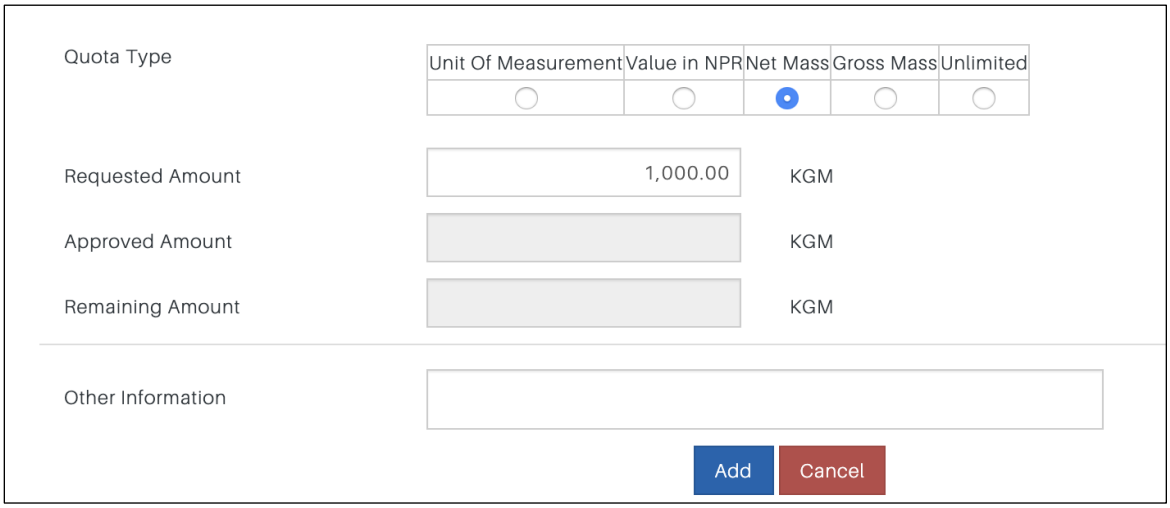


Figure 63:NET MASS KILOGRAM

3.3.1.4. Gross Mass KGM:

Control item Gross mass in kilograms (Kg), if this type of quota is applicable to the item then gross mass of the item cannot exceed the allowed amount in KGM.

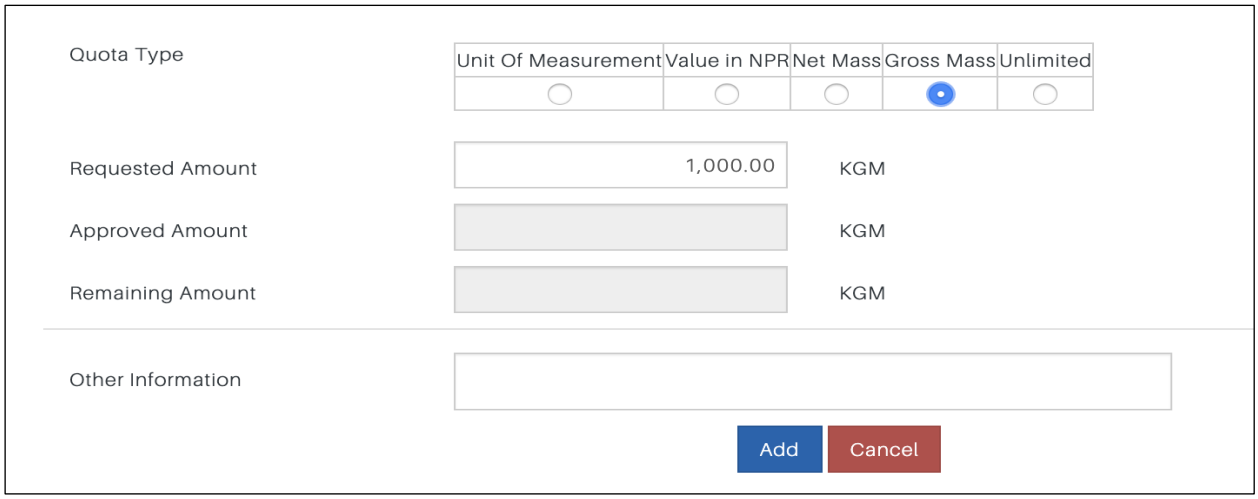


Figure 64:GROSS MASS KILOGRAM

3.3.1.5. Unlimited:

No control on quantity or value. If there is no restriction or limitation for items for import/export or no quota is applicable, then one can bring items of any value in any quantity. There will be no need to specify either quantity or value.

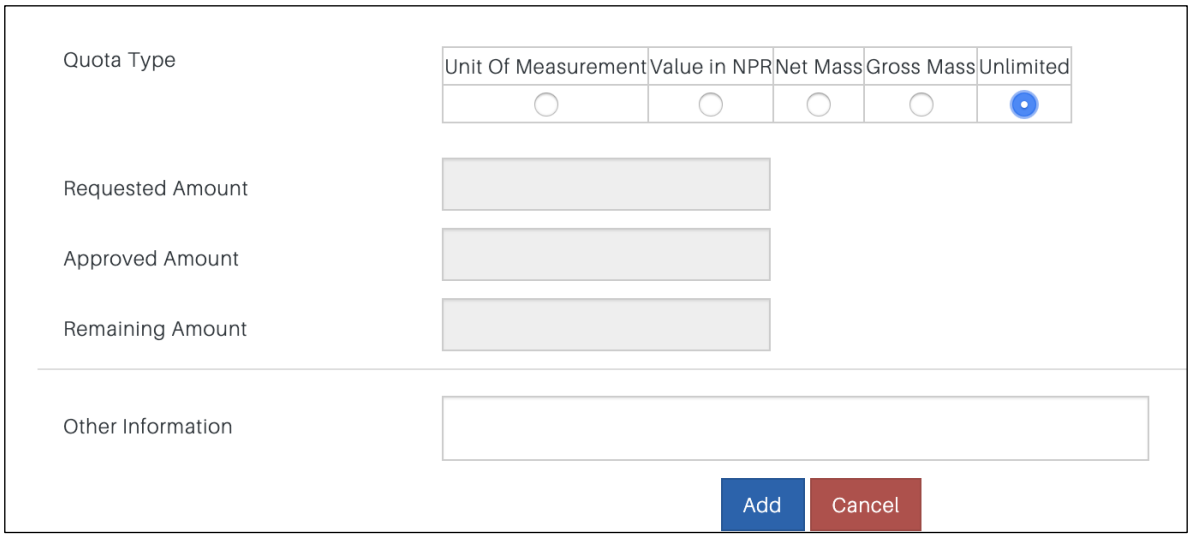


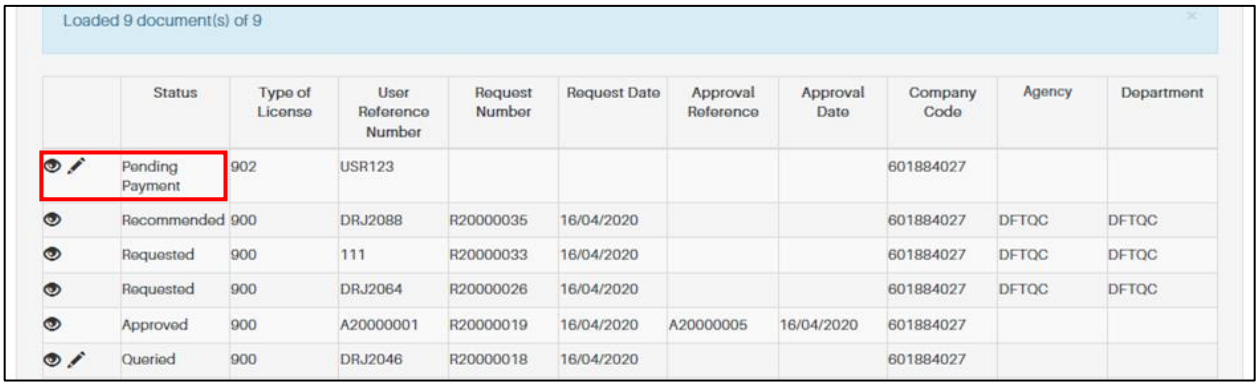
Figure 65:UNLIMITED QUOTA

3.4. Payments (e-payment)

According to DLS regulations importer is required to pay prescribed amount as a fee for import license to be processed, currently applicable fee is Nepalese Rupees Three Hundred (NPR 300). Similarly, for processing export license the applicable fee is Nepalese Rupees Three Hundred (NPR 300). Once the documents are verified (Assessed) payment will have to be made. Same amount is applicable at the time of renewal.

- E-Payment: NNSW will provide e payment solution
- Manual Payment

NNSW providing a manual payment collection process where declarant will have to pay either in cash or bank deposit voucher of commercial bank(s) authorized and approved by GoN for collection of government revenue to the assigned cashier of account section.



	Status	Type of License	User Reference Number	Request Number	Request Date	Approval Reference	Approval Date	Company Code	Agency	Department
	Pending Payment	902	USR123					601884027		
	Recommended	900	DRJ2088	R20000035	16/04/2020			601884027	DFTQC	DFTQC
	Requested	900	111	R20000033	16/04/2020			601884027	DFTQC	DFTQC
	Requested	900	DRJ2064	R20000026	16/04/2020			601884027	DFTQC	DFTQC
	Approved	900	A20000001	R20000019	16/04/2020	A20000005	16/04/2020	601884027		
	Queried	900	DRJ2046	R20000018	16/04/2020			601884027		

Figure 66:SEARCH ON e-PAYMENT

Cashier searches for the application request with "Pending Payment" status using E-License finder and then clicks edit. Then makes payment by selecting "Manual Payment" option tab.

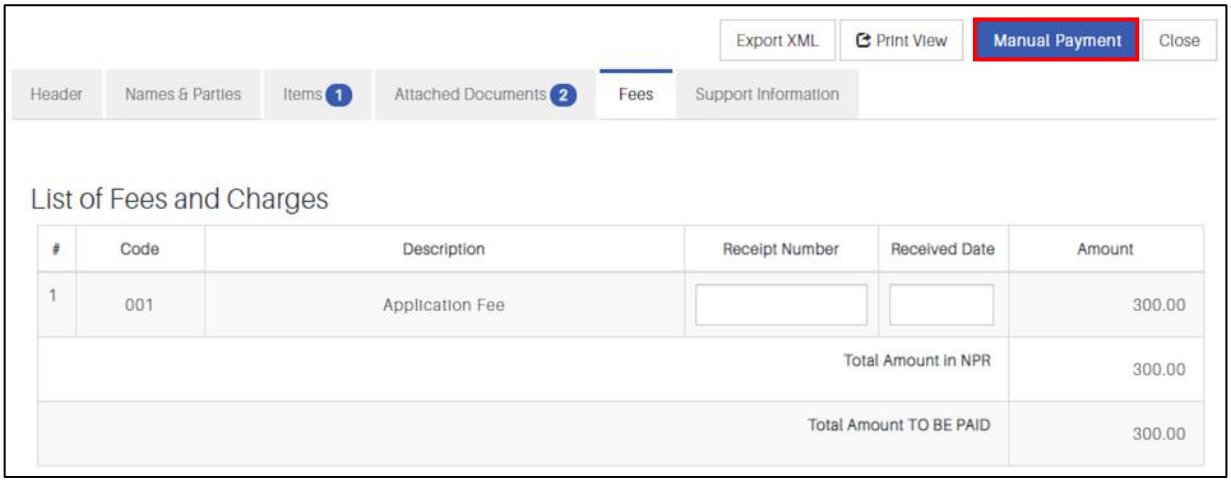
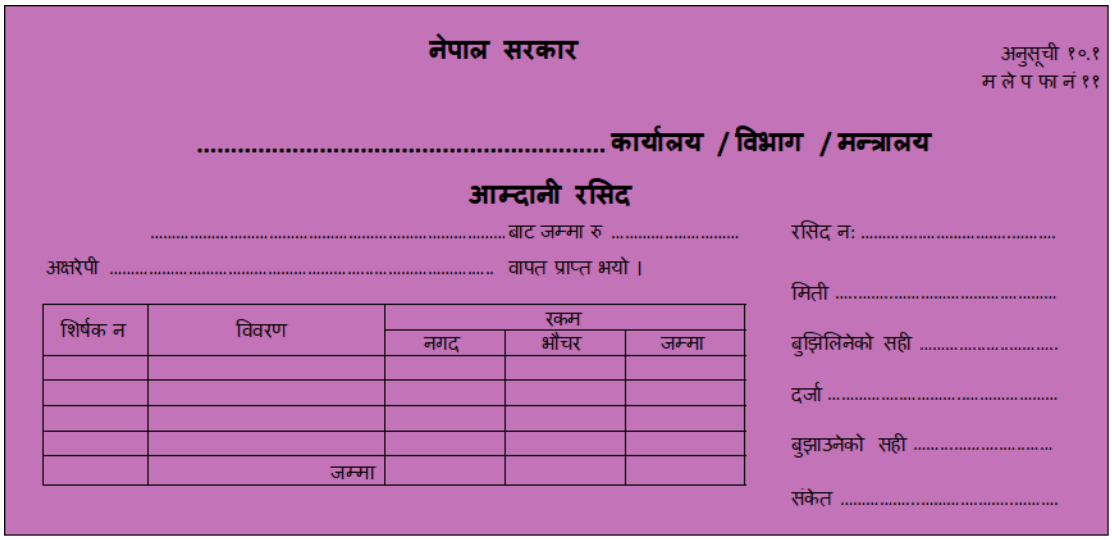


Figure 67:MANUAL PAYMENT PROCESS

Cashier collects applicable fees according to the product and type of license requested for and provides receipt to the declarant. Serial number printed on the receipt will be entered into the system by cashier along with payment date.

The receipt provided by DLS to declarant is of current approved version in line with Schedule 10.1 Form No. 11 issued by the Office of the Comptroller General. Sample of receipt currently in use is provided below.



नेपाल सरकार

अनुसूची १०.१
म ले प फा नं ११

.....कार्यालय / विभाग / मन्त्रालय

आम्दानी रसिद

.....बाट जम्मा रु .....

अक्षरेपी ..... वापत प्राप्त भयो ।

रसिद नः .....

मिती .....

बुझिलिनेको सही .....

दर्जा .....

बुझाउनेको सही .....

संकेत .....

शिर्षक न	विवरण	रकम		
		नगद	भौचर	जम्मा
	जम्मा			

Figure 68:SAMPLE OF MANUAL RECEIPT

3.5. Inspection

3.5.1. Introduction and Objective

Inspection of goods is an activity undertaken by regulatory agencies to ensure compliance with Licenses, Permits, Certificates and Other approvals issued by the Agency. The reason for inspection is to ensure that the goods being inspected match with the goods to which approval is provided.
The inspection of goods is a standard risk mitigation activity that is undertaken by regulatory agencies throughout the world.

For the purposes of the NNSW, the Inspection Module allows Agencies to manage their inspection activity in a paper free environment by allowing staff to;

a) Receive inspection instructions as a result of the risk assessment process described in section 3.6, or, as a result of a direction from officers involved in the permit approval process described in section 3.2, and,

b) Describe the actions they took during an inspection and record their findings, and,

c) Make recommendations on the next actions to be taken which can range from approving release, through to changing the risk status of the shipment, through to detention or seizure.

Clients are advised that their goods require inspection at the time the license is approved. They, or their agent, is then required to arrange a time for the actual inspection to take place when the goods are available for inspection at a place approved by the Agency.

At the time that the LPCO is approved, the system automatically assigns the examiner who is going to undertake the inspection.

3.5.2. Inspection Workflow

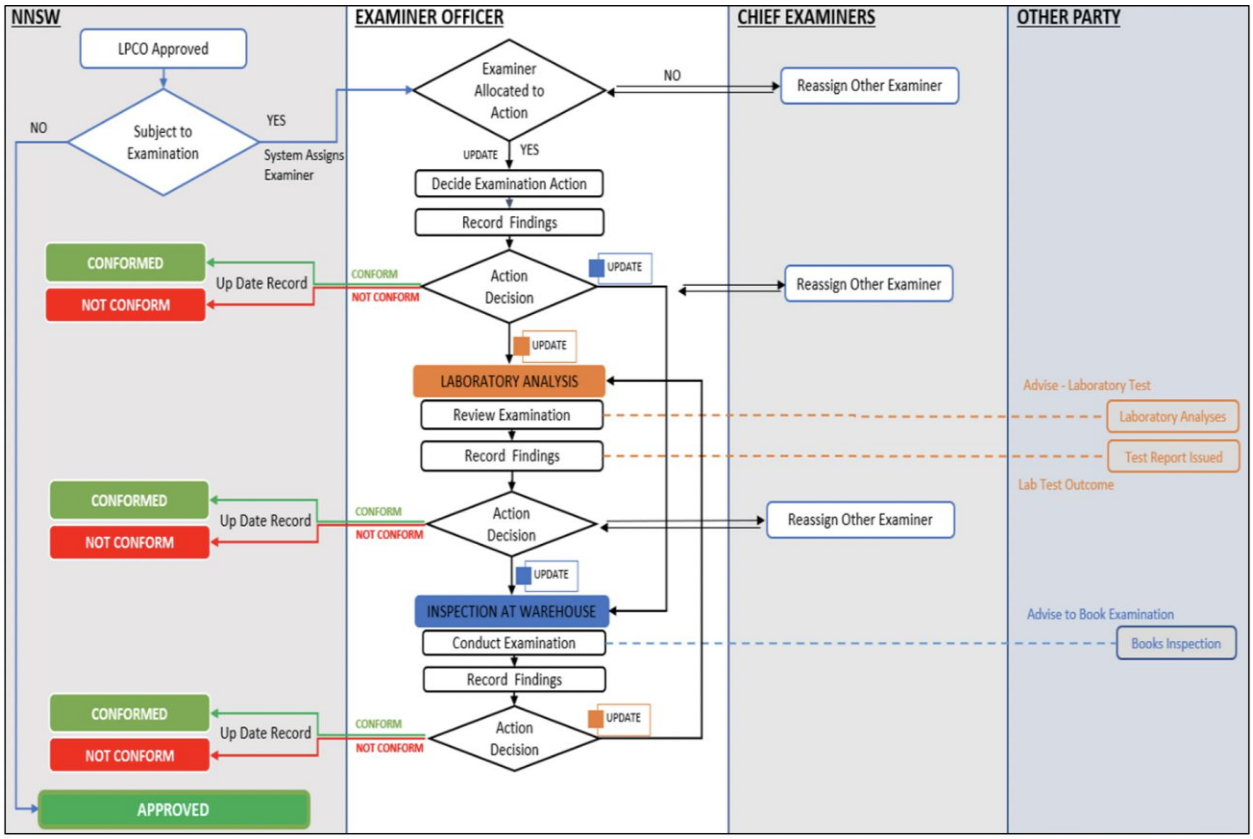


Figure 69:INSPECTION WORKFLOW

3.5.3. Inspection Operations & Status

#	Operation	Comment
1	View	This operation is done when the user (Chief Examiner / Examiner) wants to Check the details of inspection.
2	Update	This operation is done when the user (Chief Examiner / Examiner) wants to reroute the inspection activity to a specific color based on their decision.
3	Reassign	This operation is done by the user (Chief Examiner), when they want to reassign the inspection activity to another examiner.
4	Close	This is done to close recording the Inspection activity and go back to the main screen.
#	**Status**	**Comment**

1	Inspection in Progress	Inspection *"Inspection In Progress"* inspection is not finished yet and it is in progress.
2	Inspection Conform	Inspection *"Inspection Conform"* inspection is finished. *"Inspection Conform"* status of inspection is represented by Green color.
3	Inspection Not Conform	Inspection *"Inspection Not Conform"* inspection is finished. *"Inspection Not Conform"* status of inspection is represented by Red color.

3.5.4. Inspection Users

#	User	Functions	FUNCTIONS
1	Chief Examiners	- View - Manage Examiners - Reassign Examiner - Update - Add attached documents	Chief of examiners have access to both Examiners page and to the Inspection acts. In the examiners page each chief of examiners can see the list of examiners who are working under their department. The Chief of examiners can use the checkbox in the Available column to manage to whom the system can assign the inspection acts. Chief of examiners can also reassign examiners to the Inspection act from the list of available examiners.
2	Examiner	- View - Update - Add attached documents	Examiners are the users that do the inspection. These users can view all the inspection acts that are available for their Agency and they can update only the inspection acts which are assigned to them. Examiners do not have access to the Examiners page.

3.5.5. Examiners Management

The Examiners Management page shows a list of all the active and inactive examiners existing within the NNSW User Administration module, information for the specific agency / department and entry / exit point or office.

The examiners management page is accessible only for Chief of examiners.

If the availability checkbox is not selected for an examiner, the system will not assign examination tasks to the examiner.

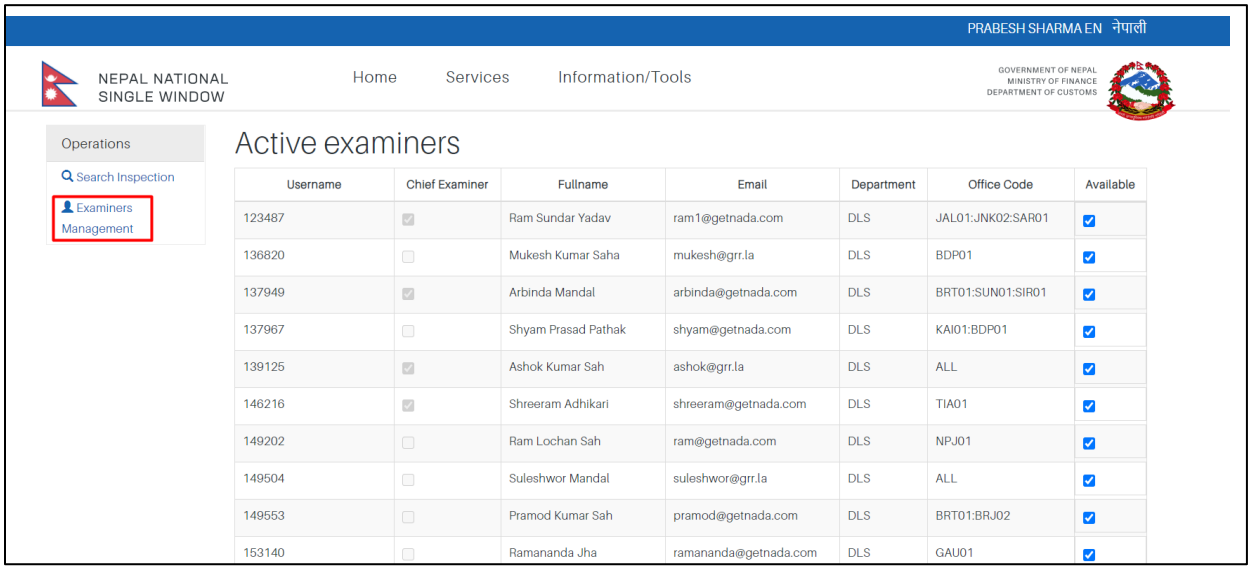


Figure 70:ACTIVE EXAMINERS

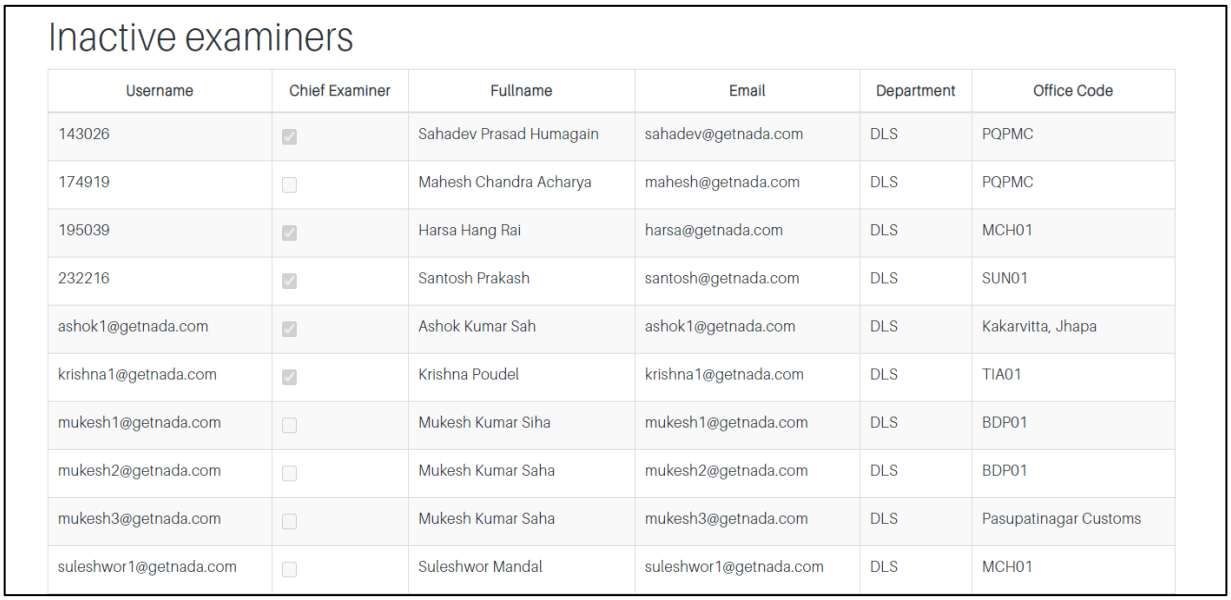
3.5.5.1. Active Examiners Screen Data Elements

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
1	Username	System Generated	· Disabled · Numeric	Displays the username of the user from the user profile	212322
2	Chief Examiner	Checkbox	Disabled	Identifies whether the user is the examiner or chief of examiner. If the checkbox is selected, the user is the chief examiner, in other cases, it is the examiner.	212322

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
3	Full Name	System Generated	· Alphabetic · Disabled	Displays the full name of the user from the user profile.	Prabesh Sharma
4	Email	System Generated	· Alphanumeric · Disabled	Displays the email of the user from the user profile.	prabesh@getnada.com
5	Department	System Generated	· Alphabetic · Disabled	Displays to which department the user belongs. Information comes from the user profile. The user can see only the inspections for this department.	DLS
6	Office Code	System Generated	· Alphanumeric · Disabled	Displays the offices for which the user operates. The user can work only with inspections of these offices.	ALL: means that all the offices under the mentioned department are available for the user.
7	Available	Checkbox	N/A	Displays whether the user is available or not. Ex. If an examiner goes on vacation, the chief examiner unselects this checkbox, so the system does not assign any inspection to him.	N/A

3.5.5.2. Inactive Examiners Screen Data Elements

Inactive examiners data elements are the same as active examiners without availability (availability checkbox) (View only).



Inactive examiners

Username	Chief Examiner	Fullname	Email	Department	Office Code
143026	☑	Sahadev Prasad Humagain	sahadev@getnada.com	DLS	PQPMC
174919	☐	Mahesh Chandra Acharya	mahesh@getnada.com	DLS	PQPMC
195039	☑	Harsa Hang Rai	harsa@getnada.com	DLS	MCH01
232216	☑	Santosh Prakash	santosh@getnada.com	DLS	SUN01
ashok1@getnada.com	☑	Ashok Kumar Sah	ashok1@getnada.com	DLS	Kakarvitta, Jhapa
krishna1@getnada.com	☑	Krishna Poudel	krishna1@getnada.com	DLS	TIA01
mukesh1@getnada.com	☐	Mukesh Kumar Siha	mukesh1@getnada.com	DLS	BDP01
mukesh2@getnada.com	☐	Mukesh Kumar Saha	mukesh2@getnada.com	DLS	BDP01
mukesh3@getnada.com	☐	Mukesh Kumar Saha	mukesh3@getnada.com	DLS	Pasupatinagar Customs
suleshwor1@getnada.com	☐	Suleshwor Mandal	suleshwor1@getnada.com	DLS	MCH01

Figure 71:INACTIVE EXAMINERS

3.5.6. Search Inspection (Finders)

3.5.6.1. Search Inspection (Input)

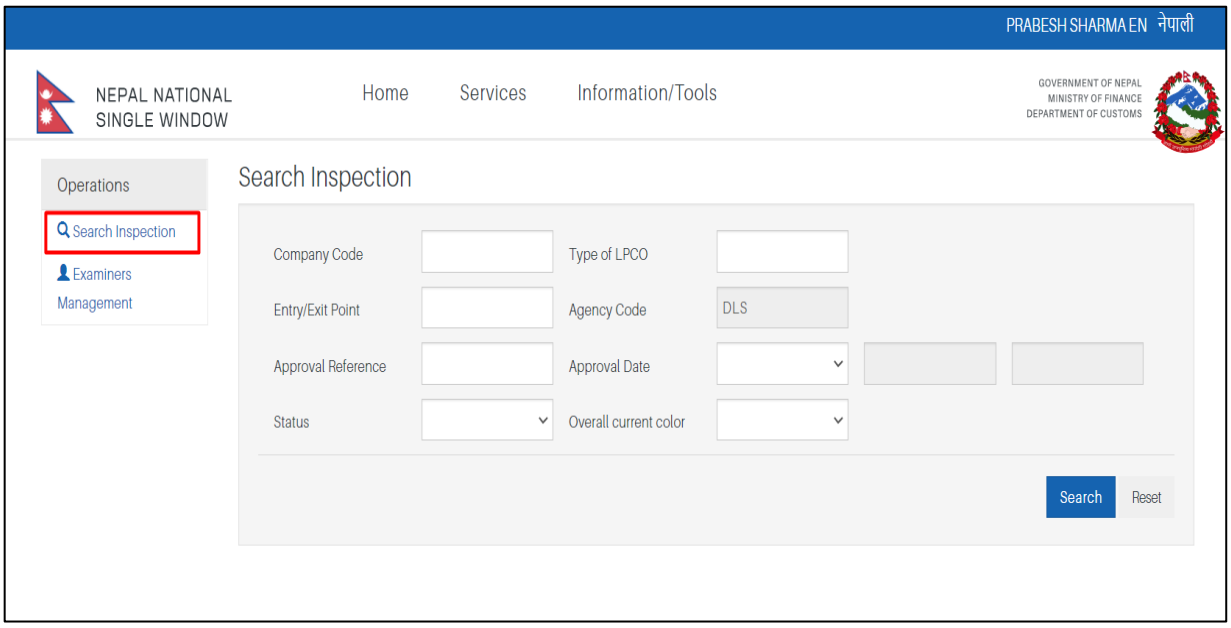


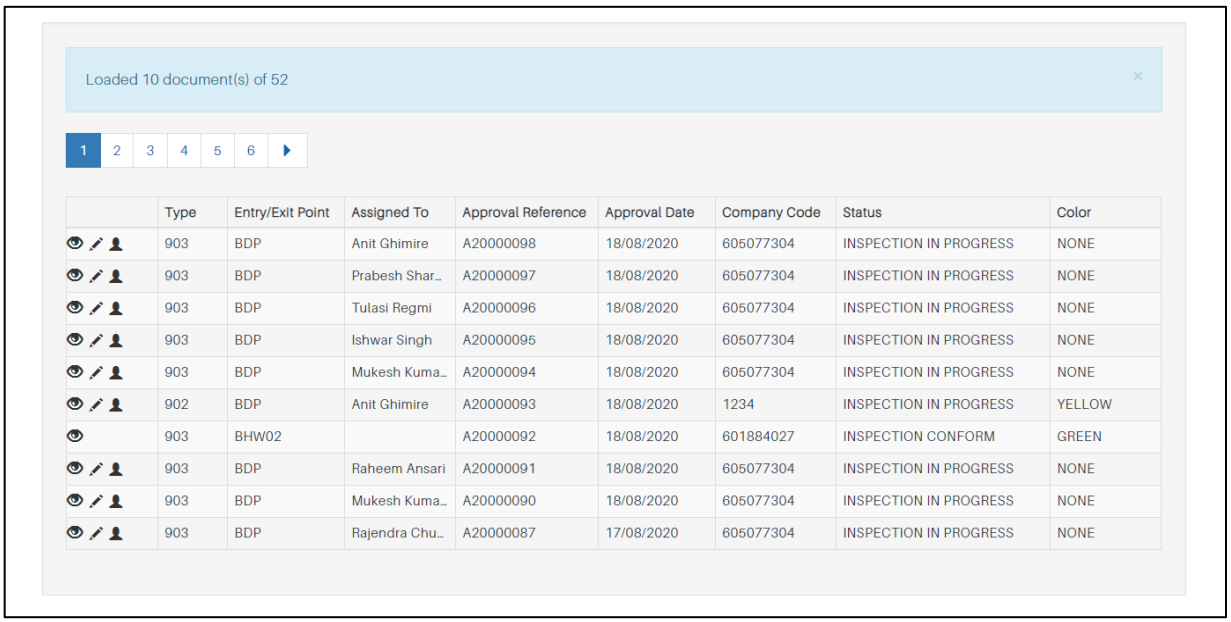
Figure 72:SEARCH INSPECTION LAYOUT

3.5.6.2. Search Inspection Data Elements (Input)

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
1	Company Code	User entry	Alphanumeric	Search criteria through which users narrow down the search results.	Placeholder for *"Company Code*
2	Entry/Exit Point Code	User Entry	Alphanumeric	Search criteria through which users narrow down search results.	Placeholder for *"Entry/Exit Point Code"*
3	Approval Reference	User entry	Alphanumeric	Search criteria through which users narrow down search results.	Placeholder for *"Approval Reference"*
4	Status	Drop-down list	Alphabetic	Search criteria through which users narrow down search results. List of options will be provided to filter applications: · In Progress · Conform · Not Conform	Placeholder for *"Status"*
5	Type of LPCO	User Entry	Numeric	Search criteria through which users narrow down search results.	Placeholder for *"Type of LPCO"*
6	Agency Code	User Entry	Alphanumeric	Search criteria through which users narrow down search results.	Placeholder for *"Agency Code"*

#	Field Label	UI Control	Data Type	Comments/Notes	Data Example
7	Approval Date	Drop-down list/ Calendar	Date	Search criteria through which users narrow down search results. List of options will be provided to filter applications: · Equals · Less than · Greater than · Between The user selects one of the options and selects a date to filter inspection acts.	User selects the value from the calendar. Placeholder for *"Approval Date"*
8	Overall Current Color	Drop-down list	Alphabetic	Search criteria through which users narrow down search results. List of options will be provided to filter applications: · Red · Yellow · Blue · Green · Brown · None	Red
9	Search	Button	N/A	When the user clicks on the Search button the Inspection acts are listed in the result table based on the selected search criteria	N/A
10	Reset	Button	N/A	When the user clicks on the Reset button all the search criteria previously entered is deleted	N/A

3.5.6.3. Search Inspection (Output)



	Type	Entry/Exit Point	Assigned To	Approval Reference	Approval Date	Company Code	Status	Color
	903	BDP	Anit Ghimire	A20000098	18/08/2020	605077304	INSPECTION IN PROGRESS	NONE
	903	BDP	Prabesh Shar..	A20000097	18/08/2020	605077304	INSPECTION IN PROGRESS	NONE
	903	BDP	Tulasi Regmi	A20000096	18/08/2020	605077304	INSPECTION IN PROGRESS	NONE
	903	BDP	Ishwar Singh	A20000095	18/08/2020	605077304	INSPECTION IN PROGRESS	NONE
	903	BDP	Mukesh Kuma..	A20000094	18/08/2020	605077304	INSPECTION IN PROGRESS	NONE
	902	BDP	Anit Ghimire	A20000093	18/08/2020	1234	INSPECTION IN PROGRESS	YELLOW
	903	BHW02		A20000092	18/08/2020	601884027	INSPECTION CONFORM	GREEN
	903	BDP	Raheem Ansari	A20000091	18/08/2020	605077304	INSPECTION IN PROGRESS	NONE
	903	BDP	Mukesh Kuma..	A20000090	18/08/2020	605077304	INSPECTION IN PROGRESS	NONE
	903	BDP	Rajendra Chu..	A20000087	17/08/2020	605077304	INSPECTION IN PROGRESS	NONE

Figure 73:INSPECTION SEARCH RESULT

#	Available Operations	UI Control	User	Comments/Notes
1	View	Action Icon	Chief Examiner	Action Icon through which users "View" the information of a specific Inspection act. All the fields of the Inspection are disabled during this operation. Each chief examiner can view only the inspections which are related to their department.
			Examiner	Each examiner can view only the inspections which are related to their department and assigned to them.
2	Update	Action Icon	Chief Examiner	Action Icon through which users "Update" the information of a specific Inspection act. Each chief examiner can update only the inspections which are related to their department.
			Examiner	Each examiner can update only the inspections which are assigned to them.

#	Available Operations	UI Control	User	Comments/Notes
3	Reassign Examiner	Action Icon	Chief Examiner	Action Icon through which users can reassign different examiners to the Inspection act from the list of available examiners
			Examiner	This action icon is not available for examiners.

3.5.7. Re-assign examiner

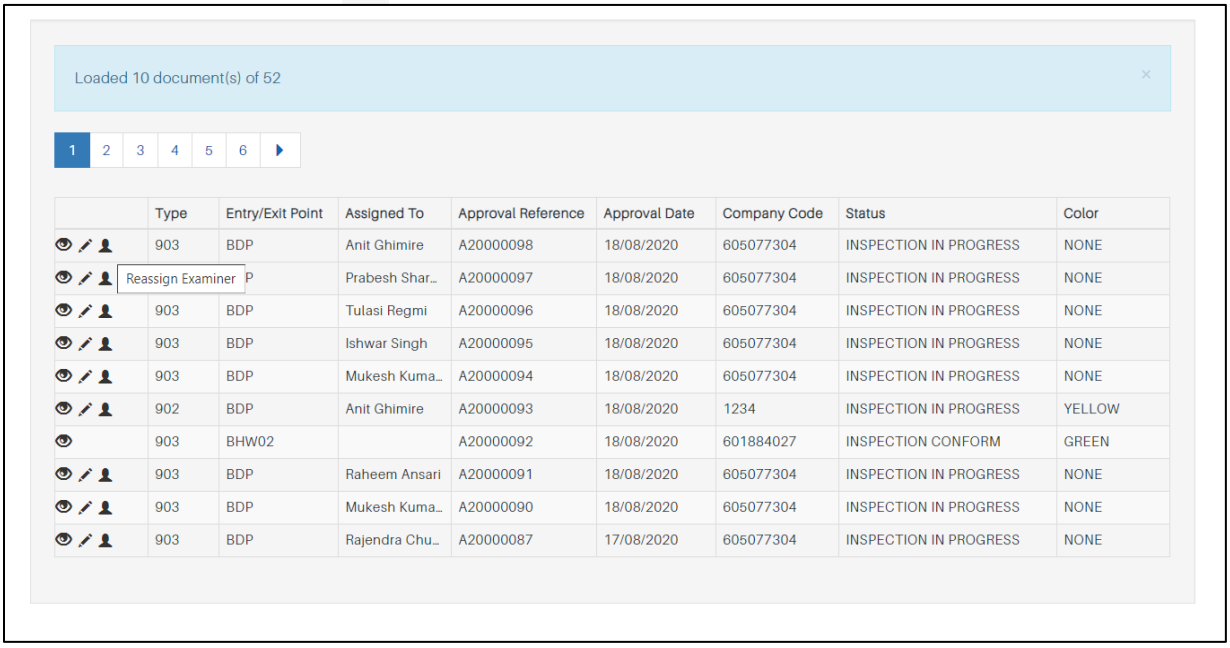


Figure 74:REASSIGN EXAMINER

#	Available Operations	UI Control	User	Comments/Notes
1	Reassign Examiner	Action Icon	Chief Examiner	Action Icon through which users can reassign different active examiners.
			Examiner	This action icon is not available for examiners.

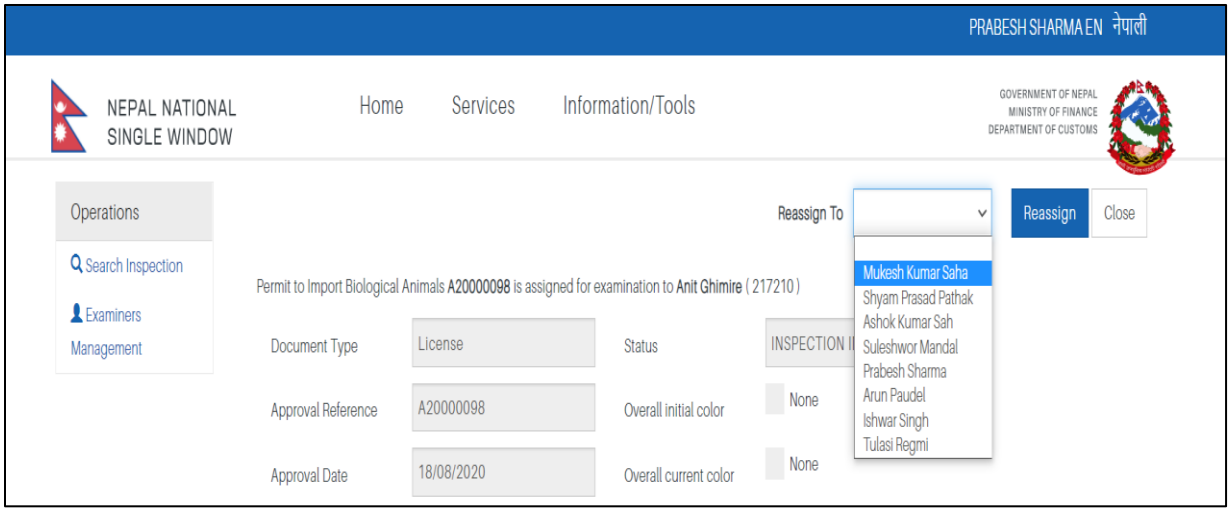


Figure 75:REASSIGN EXAMINER

#	Available Operations	UI Control	User	Comments/Notes
1	Reassign	Action Icon	Chief Examiner	Action Icon through which users can reassign different active examiners to the Inspection act from the list of available examiners.
			Examiner	This action icon is not available for examiners.

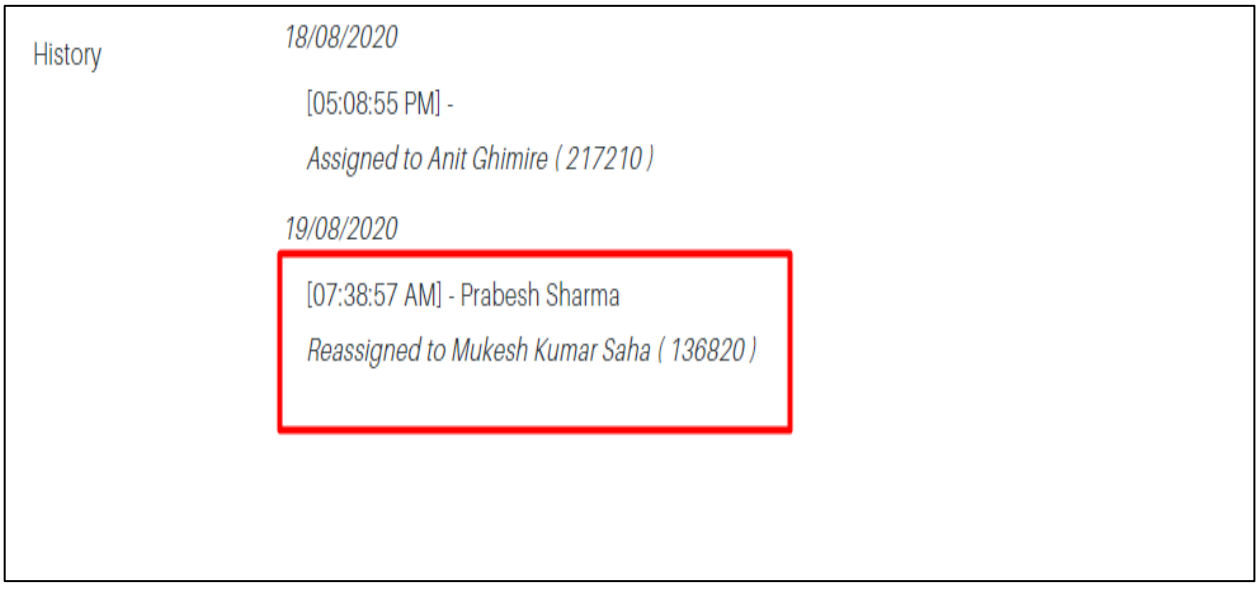


Figure 76:HISTORY SHOWING INSPECTION REASSIGNED TO ANOTHER EXAMINER

3.5.8. General Information and Inspection Act Tab

The layout of the Inspection document contains 2 levels of tabs.

3.5.8.1. The second level of tab

The first level of tabs is on the top of the document. It displays the related Agency code involved in the process of the transaction.

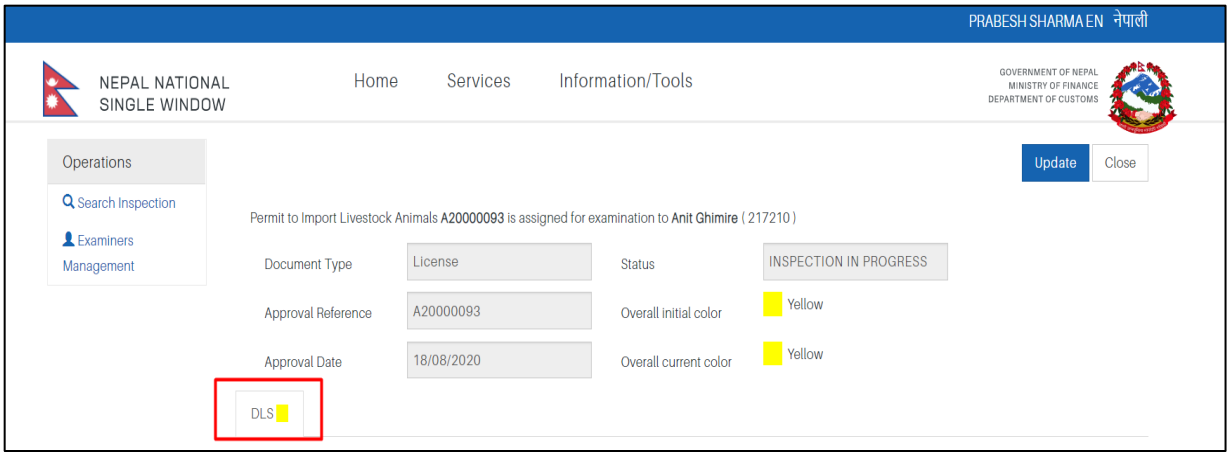


Figure 77:FIRST LEVEL OF TAB OF INSPECTION

#	Data Element	Description	Configuration	Sample Value
1	Assigned Examiner	Username assigned by system for inspection.	· System generated	Anit Ghimire (217210)
2	Document Type	The type of the document subject to inspection	· System generated	License
3	Approval Reference	This field shows the approval reference number of the selected inspection act	· System displayed value, not editable by user.	Approval Reference: A20000093
4	Approval Date	The date when the respective license application was approved	· System displayed value, not editable by user.	18/08/2020
5	Status	The status of the inspection act. It can be one of the following: · In Progress · Conform · Not Conform	· System displayed value, not editable by user.	Inspection in Progress

#	Data Element	Description	Configuration	Sample Value
6	Overall Initial Color	Depending on the Risk Criteria, the document can be given different risk colors by the system. If the License document was given different colors, the Overall Initial Color will be the one with the highest priority levels of selection lanes. The possible values based on risk criteria are: · Yellow · None	· System generated · Disabled	Ex. Yellow
7	Overall Current Color	It is possible to change the color that was initially given to the inspection act by the system based on risk criteria by re-routing it to another color. This column shows the current color of the inspection act. The possible color for Import type license is: · Red · Brown · Green · Blue	· System generated · Disabled	Ex. Yellow
8	Agency / Department	This field shows the department of the respective inspection act and its current color.	· System generated	Ex. DLS

3.5.8.2. The second level of tab

The second level of tabs is under the first level of tabs. It aims to split the information of the Inspection document to different tabs. Information of license subjected to inspection are split into following tabs: -

- Inspection Act

- Risk Info – see risk section
- LPCO - Header – See license section
- LPCO - Items - See license section
- LPCO - Inspection Attached documents
- LPCO - Support information

Figure 78:SECOND LEVEL OF TAB OF INSPECTION

- Inspection Act Tab

Examiners will use this form to write their inspection report and make their decision regarding inspection results and where needed reclassify the risk status of the inspection though applying different channels, Lane or color.

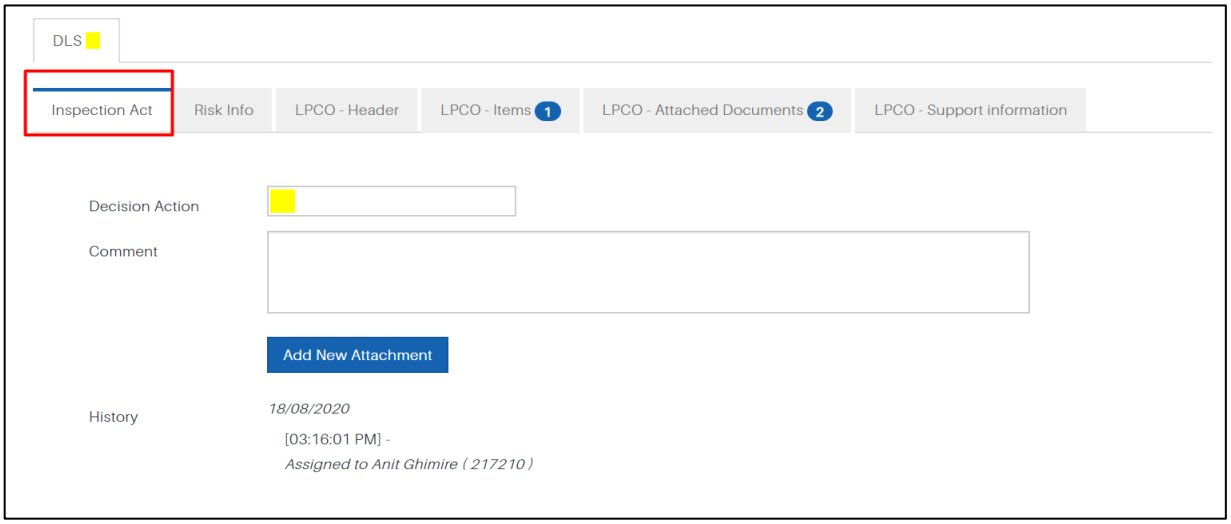


Figure 79:INSPECTION ACT TAB – UPDATE MODE

#	Data Element	Description	Configuration	Sample Value
1	Decision Action	Examiner can select any color from the drop-down option according to the result of the test of items. The possible color for Import type license is: Red Brown Green Blue	Mandatory	Ex. Yellow Color

		Note: The status of inspection will be completed only if examiner selects Conform (Green Color) or Not conform (Red Color). For rest of Colors, status of inspection remains In Progress. Examiner can attach documents by clicking **Add New Attachment**.		
2	Comment	Examiner can make comment in the comment field according to the report of inspection.	Mandatory	Placeholder for *"Comment"*
3	History	History tells the date and time of assigning of inspection to examiner and also tells whom the inspection is assigned. It also tells the date and time at which inspection was updated and what comment was made by examiner while updating the inspection.		Placeholder for *"History"*

Examiner or Chief Examiner can add new attached documents during inspection process – if needed.

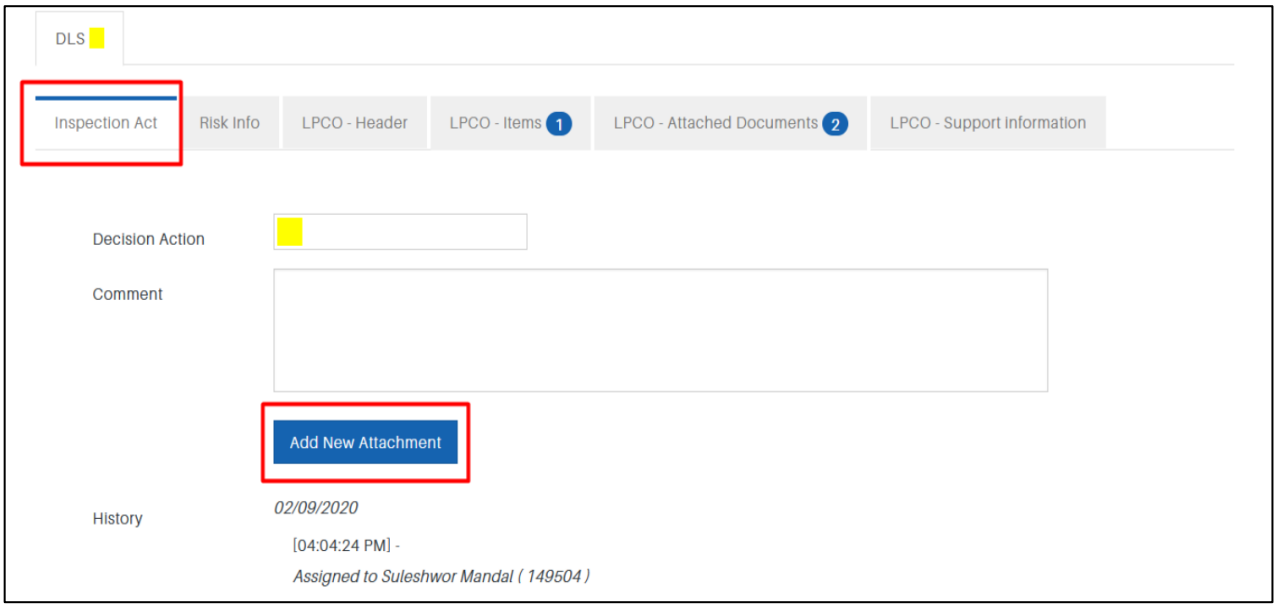


Figure 80:ADD NEW ATTACHMENT IN INSPECTION ACT TAB

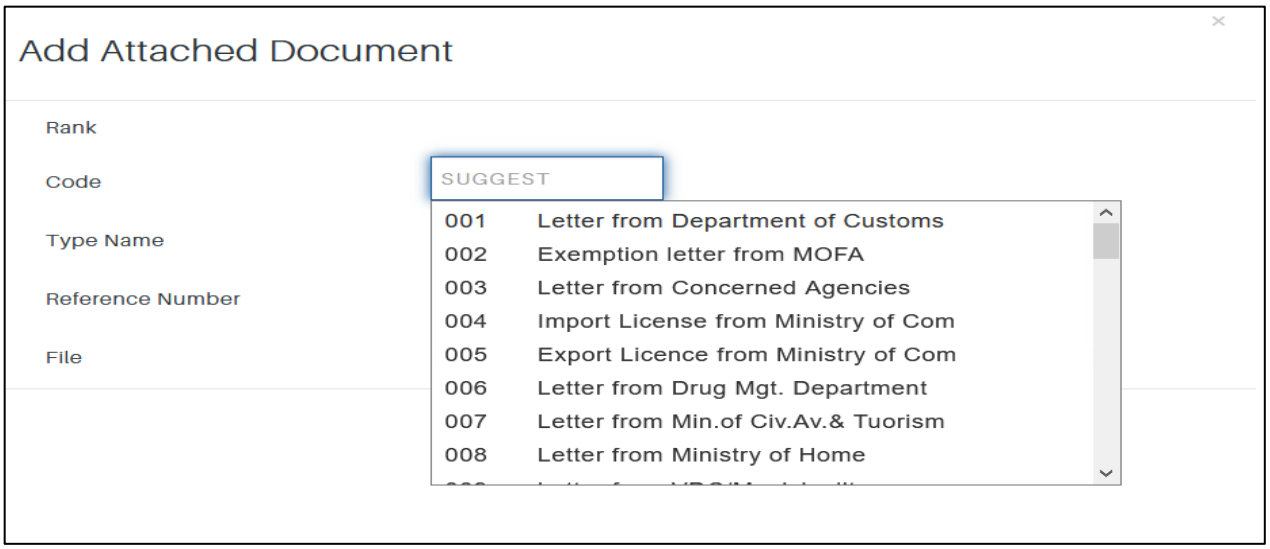


Figure 81:ADD NEW ATTACHMENT – INPUT SECTION TAB IN INSPECTION

After clicking "Add New Attachment", examiner can select required document code from the list, after selecting one of the codes and clicking on the "File" field, system will provide screen to upload the required document form local machine. If examiner wants to attach any additional document which is not listed in the table then examiner can select a row with "***999 Others***" and attach document. By selecting "*999 Others*" examiner can attach as many documents as needed as a supporting document which are not already on the list.

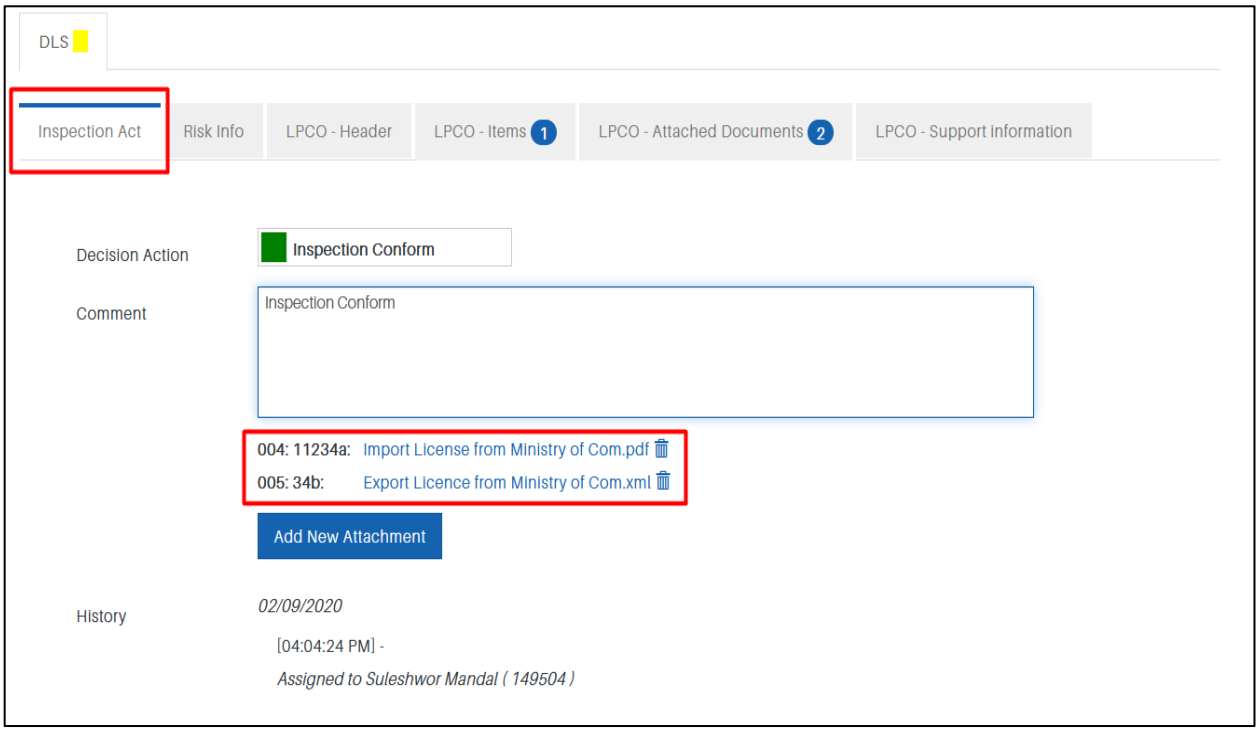


Figure 82:LIST OF ADDED DOCUMENTS IN INSPECTION ACT TAB

LPCO – Attached Documents Tab

Chief examiner or Examiner can find documents attached by trader, document checker and Director General in LPCO – Attached Documents Tab. On Clicking the Download text, documents can be downloaded.

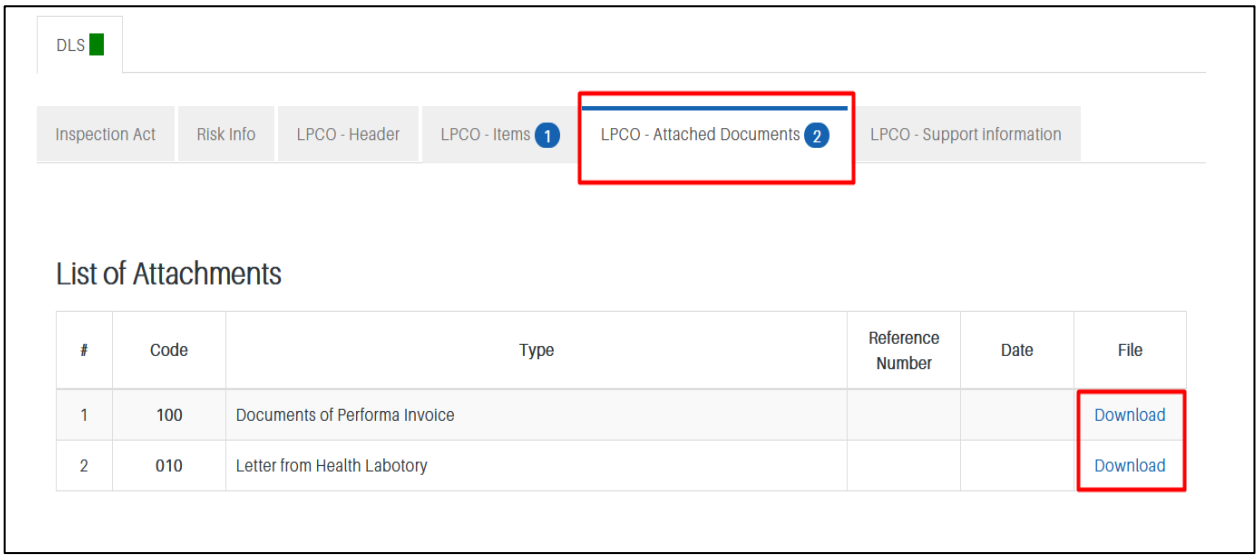


Figure 83:DOWNLOAD OPTION AVAILABLE IN LPCO- ATTACHED DOCUMENTS TAB

#	Available Operations	UI Control	User	Comments/Notes
1	Download Attached Documents	Action Text	Chief Examiner Examiner	Action Text allow examiner or chief examiner to download attached documents and check the documents.

Once the examiner clicks on the "Download" text, system will automatically download and saves the document and displays the message like below.

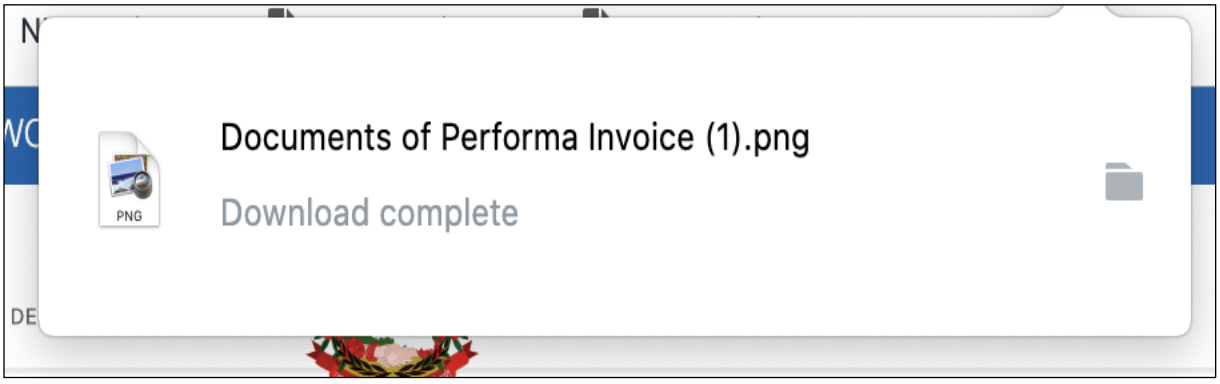


Figure 84:MESSAGE DISPLAYED AFTER DOWNLOAD COMPLETION

3.6. Risk Info

This tab provides detailed information on the *Risk* associated with the approved LPCO.

Chief Examiner/Examiner can view the details on the risk factors associated with the application request. Examiner at inspection level will have option to view the risk information through "Risk Info" tab related with the LPCO that is currently being processed. Once the user clicks on the "Risk Info" tab the screen will be presented with the details on the risk information associated with the LPCO application in progress. If there is no risk associated with the application request for LPCO then screen will be like shown below:

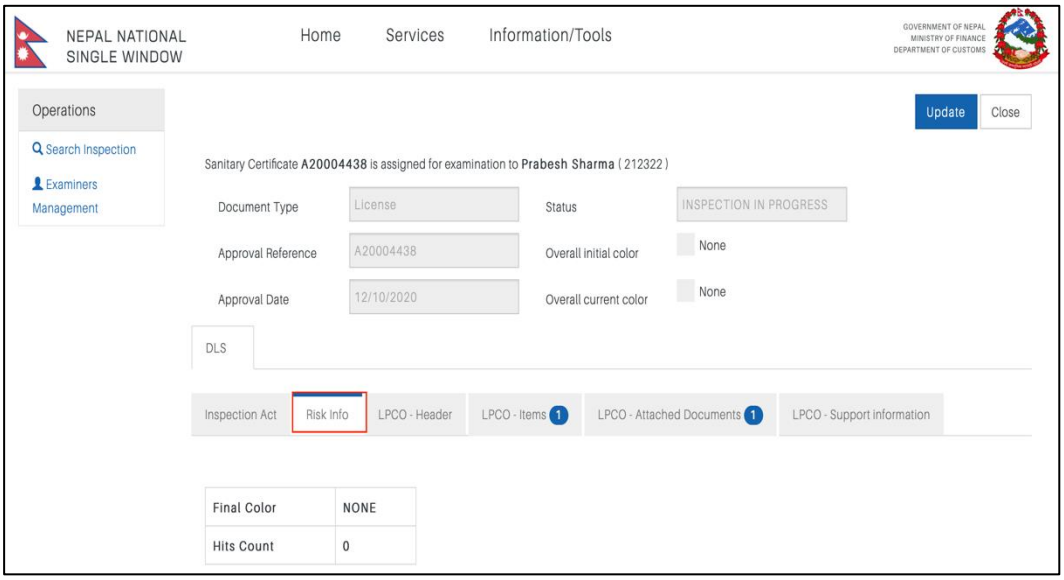


Figure 85:Sample of APPLICATION REQUEST WITHOUT ANY ASSOCIATED RISK

If there is single risk associated with the application request, then screen will look similar to one shown below.

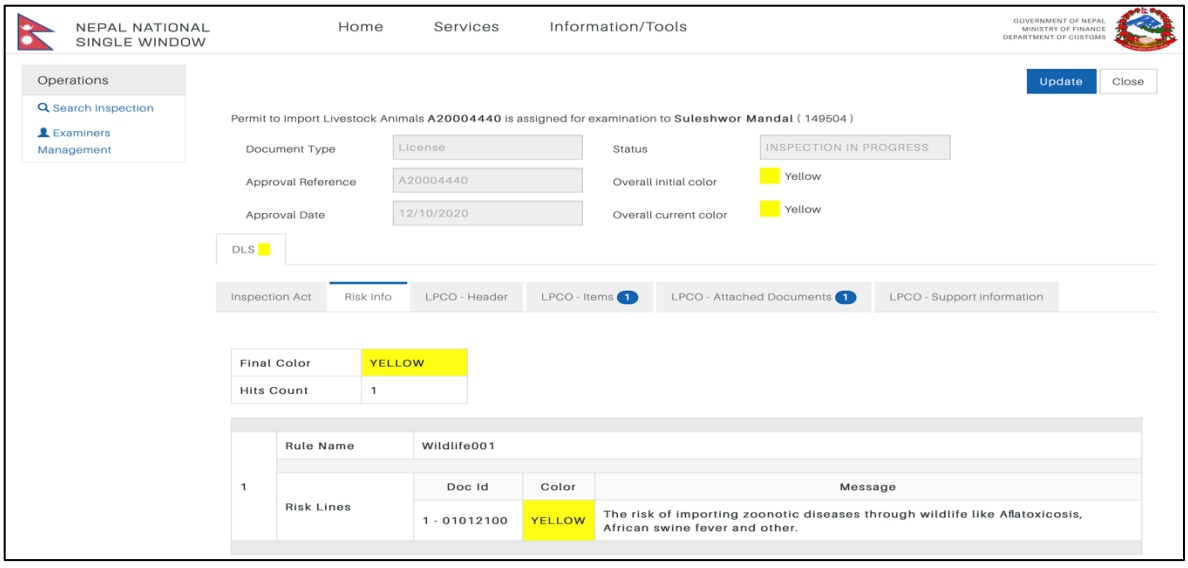


Figure 86:SAMPLE OF APPLICATION REQUEST WITH SINGLE ASSOCIATED RISK

As application requests can be submitted with multiple number of similar items by trader, associated risk factors could also be multiple and hence can be hit multiple times by different risk criteria. So, for the application requests with more than one associated risk, the screen will look like the one presented below.

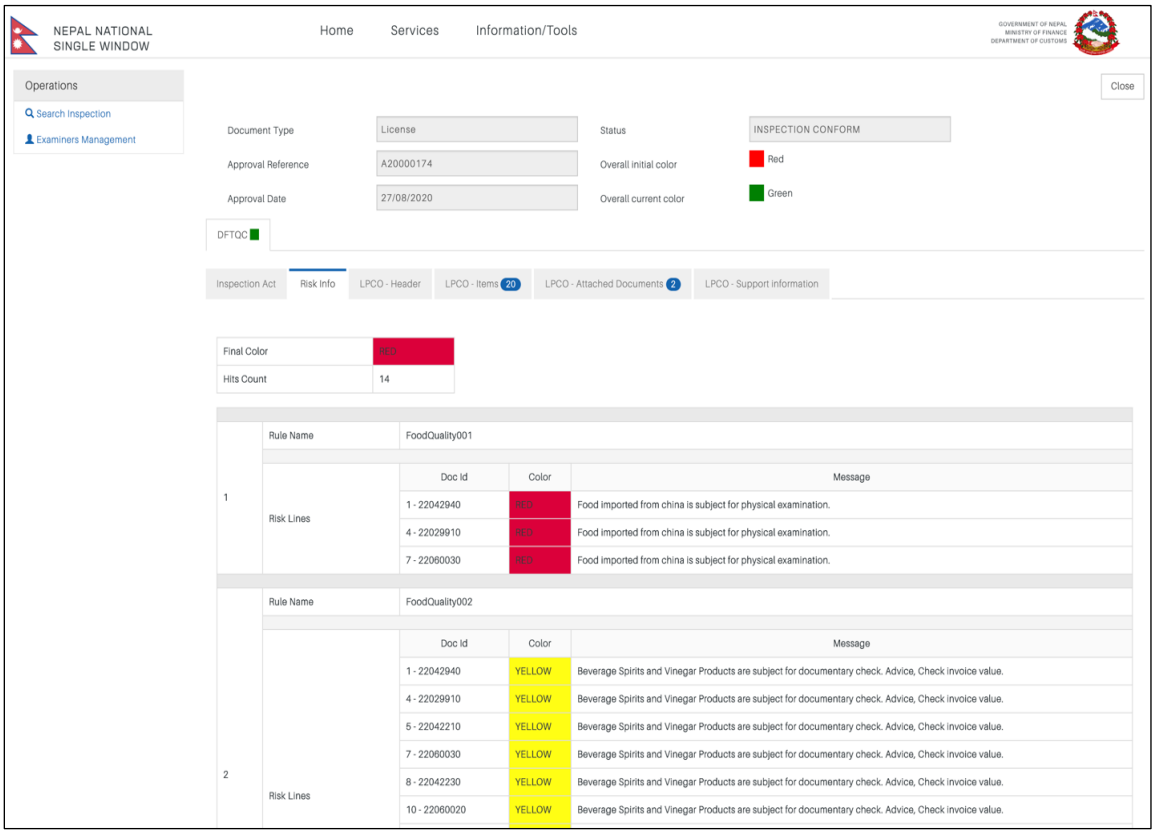


Figure 87:SAMPLE OF APPLICATION REQUEST WITH DIFFERENT TYPE OF RISKS ASSIOCIATED

The screen above provides detail information regarding the different level of risk associated with the application request, the risk lines like YELLOW or RED, where YELLOW lane meaning only the documentary verification is needed for the items requested for importation and RED lane meaning physical verification/physical inspection of the items must be carried out at the entry point at the time of import for conforming to the rules and regulations. Number of hits meaning how many items are hit by the criteria, in the above example there are 20 items

(in LPCO-Items tab) requested by the importer but only 14 hits are counted meaning 6 of the items requested are not associated with the risk criterion set by DLS, and final color meaning final and calculated overall risk level for this application request, suppose if for any reason even if only one item out of **N** number of items is hit by the criteria with RED color then overall final color will be calculated as RED.

By going through this risk information detail user at recommendation level can take proper decision on whether to send it back to trader for query or reject the application request or recommend the application request and send it to approval level for further action.

3.6.1. Risk Info Tab Details

Risk Info Tab			
#	Data Element	Description	Sample Value
1	Final Color	Final color of risk level calculated on the basis of the risk criteria set for the application request.	"YELLOW"
2	Hits Count	Total number of hits counted for the application request by risk criteria set by the DLS.	*"1"*
3	Serial Number	Serial Number / Rank	*"1"*
3	Rule Name	Name of the Rule for Risk criteria	*"Wildlife001"*
4	Risk Lines	Line of Risk, in which line the risk is associated with	*"Risk Lines"*
5	Doc ID	Serial number and commodity code of the item requested.	*"1 – 01012100"*
6	Color	Color of the risk lines There are different colors for the risk lines like Red, Yellow and Green	"YELLOW"
7	Message	Message associated with the risk lines and criteria for providing more information to the user.	"The risk of importing zoonotic diseases through wildlife like Aflatoxicosis, African swine fever and other"

4. ATTACHED DOCUMENTS

For DLS to process any application request there are some mandatory documents which need to be submitted by declarant along with application request. On the Attached Documents form of the application request for license it is possible to attach as many documents as needed, the attached document codes are the same as the ones used by NECAS for declaration processing by Department of Customs (DoC). Number of documents to be attached may vary depending upon the nature of Import or Export.

4.1. List of Attached Documents

Attached documents are prepared on the basis of "Operating Guidelines" for Recommendation for Sales and Distribution, Import/Export and Establishment of Industry for Animal/Animal Products Permit 2016 (2073 B.S.) section of the book published in "Collection of Acts related to Animal Quarantine, Rules, Regulations, Standards and Operating Guidelines", Date of publication "October 2017" (Kartik 2074 B.S.) Table below is given for schedules 2,3,5 and 6 which are related with LPCO.

List of Schedules for Attached Documents			
#	Schedule	Name	Description
1	Schedule 2	Import/Export of live animals and products thereof	This Schedule is for providing permit for Import/Export of Live chicks of parent, grand parent, animals, animal producing products, fish etc., according to Clause '5' sub-clause "2" section "B" of Operating Guideline 2016.
2	Schedule 3	Import/Export of Organic products	This Schedule is for providing permit for Import/Export of Organic Products according to Clause '5' sub-clause "2" section "C" of Operating Guideline 2016.
3	Schedule 5	Import/Export of Animal feed, raw materials and feed supplements	This Schedule is for providing permit for Import/Export of readymade food products, feed supplement, raw materials of feed supplement for livestock and fish according to Clause '5' sub-clause "2" section "E" of Operating Guideline 2016.
4	Schedule 6	Import/Export of chemicals, disinfectants and related products thereof	This Schedule is for providing permit for Import/Export of chemicals, disinfectants and related products according to Clause '5' sub-clause "2" section "F" of Operating Guideline 2016.

At the time of submission of application request it is mandatory for trader to attach required documents along with the application. For this applicant need to select the "Attached Documents" tab which will present an input screen to applicant, here applicant is allowed to attach as many documents as required or to edit or remove the attached documents.

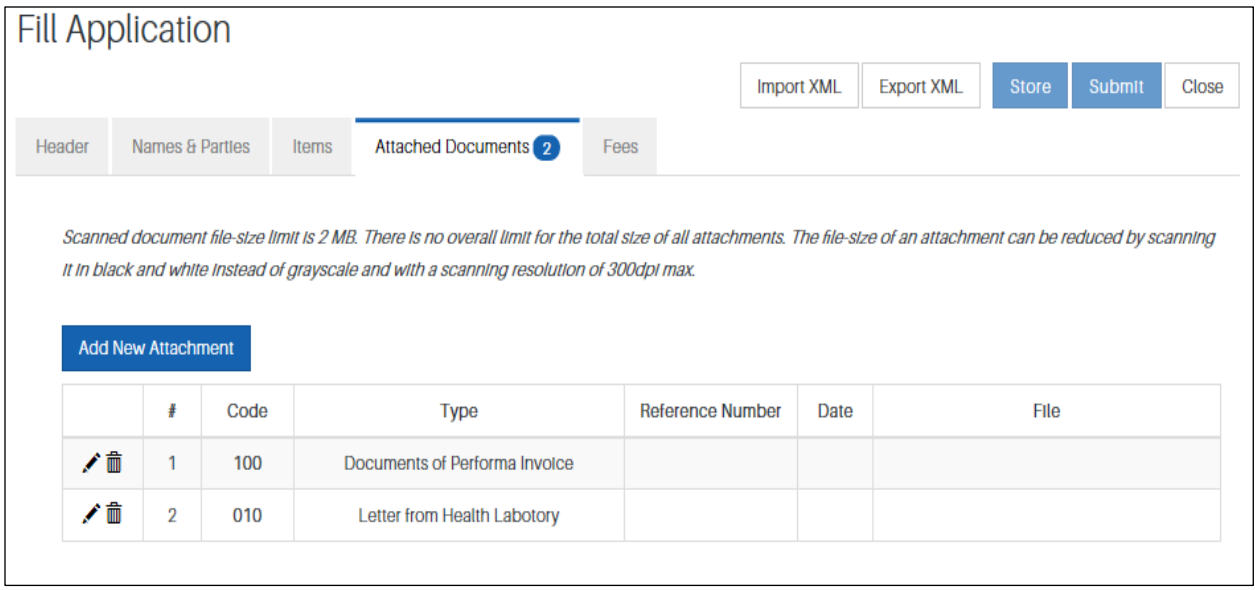


Figure 88:SAMPLE LIST OF ATTACHED DOCUMENTS

At this stage applicant can select "Add New Attachment" to add more documents to the application request, select pencil icon to edit required information and select document from the storage. A sample is given below with attached document code and description.

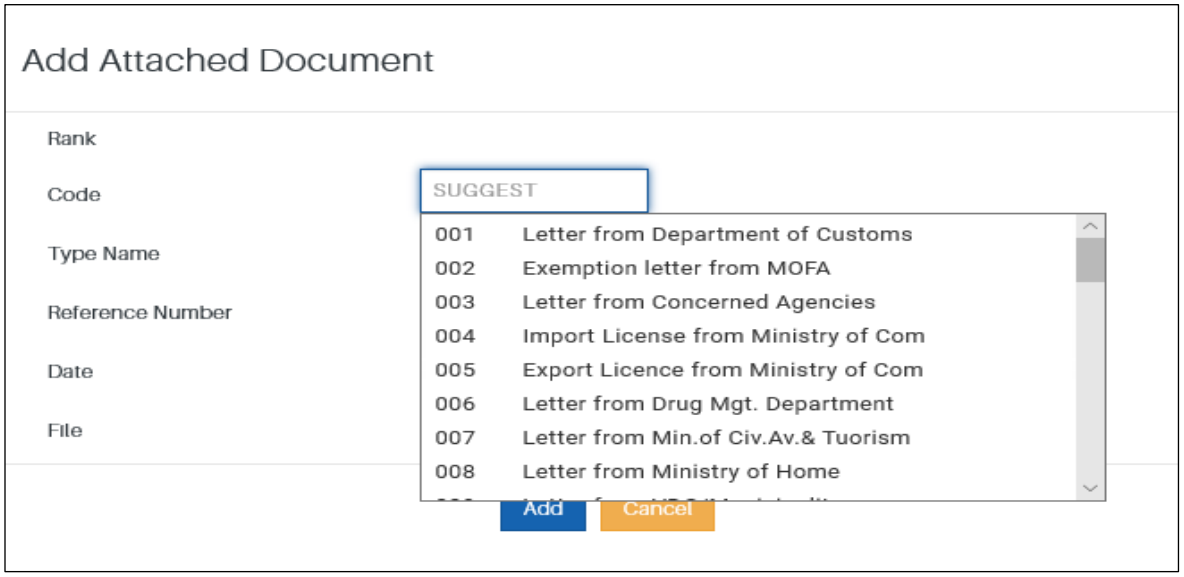


Figure 89:SAMPLE OF LIST OF CODES AND DESCRIPTION

4.2. Attached Documents Schedule wise Detail

4.2.1. Required Attached Documents for Schedule 2:

Import / Export of Live chicks of parent, grand parent, animals, animal producing products, fish etc.

#	Name	Description	M/O	Owner	Local / Abroad	Stake Holder	Priority
1	Company Certificate	Copy of Company Registration Certificate	M	OCR	LOCAL	YES	Normal
2	PAN Certificate	Copy of PAN Registration Certificate	M	IRD	LOCAL	YES	Normal
3	Tax Clearance Certificate	Copy of Tax Clearance Certificate	M	IRD	LOCAL	YES	Normal
4	Citizenship Certificate	Copy of Citizenship Certificate of Main Person	M	MOHA	LOCAL	YES	Normal
5	Proforma Invoice	Copy of Proforma Invoice	M	TRADER	LOCAL	YES	Normal
6	Other Documents	Other documents as per demand of technical sub-committee	O	MULTIPLE	AB/LC	YES	Could be any, depends upon nature of import
7	Recommendation from DLS	Recommendation from District livestock service office according to the form of operating guidelines of 2013 schedule 12.	M	DISTRICT LSO	LOCAL	YES	Normal
8	Registration record verification	District Livestock office registration record verification certificate	M	DISTRICT LSO	LOCAL	YES	Normal
9	Renewal of Certificate	Company registration renewal certificate	M	OCR	LOCAL	YES	Normal
10	Business agreement	Business agreement	M	TRADER	AB/LC	YES	Normal
11	Certificate of standard	Certificate of standard	M	TRADER	ABROAD	NO	Normal

M = Mandatory, O = Optional, AB = Abroad, LC = Local

4.2.2. Required Attached Documents for Schedule 3:

Import / Export of Organic Products

#	Name	Description	M/O	Owner	Local / Abroad	Stake Holder	Priority
1	Company Certificate	Copy of Company Registration Certificate	M	OCR	LOCAL	YES	Normal
2	PAN Certificate	Copy of PAN Registration Certificate	M	IRD	LOCAL	YES	Normal
3	Tax Clearance Certificate	Copy of Tax Clearance Certificate	M	IRD	LOCAL	YES	Normal
4	Citizenship Certificate	Copy of Citizenship Certificate of Main Person	M	MOHA	LOCAL	YES	Normal
5	Proforma Invoice	Copy of Proforma Invoice	M	TRADER	LOCAL	YES	Normal
6	Other documents	Other documents as per demand of technical sub-committee	O	MULTIPLE	AB/LC	YES	Could be any, depends upon the nature of import
7	Certificate of Department of Drug Administration	Copy of registration certificate of Department of Drug Administration	M	DDA	LOCAL	YES	Precedes other process
8	Bird-Flu free certificate	Certificate of Free of Bird-Flu, SPF egg rom concerned agency	M	DLS	LOCAL	YES	Normal
9	Proof of import	Proof of import of the past (past importation record)	M	DoC	LOCAL	YES	Normal
10	Dossier of product to be imported	Dossier of product to be imported	M	COMPANY ABROAD	ABROAD	NO	Normal
11	Authorization Letter	Authorization Letter from concerned company	M	COMPANY ABROAD	ABROAD	NO	Normal

#	Name	Description	M/O	Owner	Local / Abroad	Stake Holder	Priority
12	Compliance Authorization Certificate	Compliance Certificate/permit from government lab or lab authorized by government for producing vaccine	M	MULTIPLE	LOCAL	UNKNOWN	Normal

M = Mandatory, O = Optional, AB = Abroad, LC = Local

4.2.3. Required Attached Documents for Schedule 5:

Import/Export of Animal feed and feed supplements, raw materials of feed supplement.

#	Name	Description	M/O	Owner	Local / Abroad	Stake Holder	Priority
1	Company Certificate	Copy of Company Registration Certificate	M	OCR	LOCAL	YES	Normal
2	PAN Certificate	Copy of PAN Registration Certificate	M	IRD	LOCAL	YES	Normal
3	Tax Clearance Certificate	Copy of Tax Clearance Certificate	M	IRD	LOCAL	YES	Normal
4	Citizenship Certificate	Copy of Citizenship Certificate of Main Person	M	MOHA	LOCAL	YES	Normal
5	Proforma Invoice	Copy of Proforma Invoice	M	TRADER	LOCAL	YES	Normal
6	Other documents	Other documents as per demand of technical sub-committee	O	MULTIPLE	LOCAL	YES	Normal
7	Dossier of product to be imported	Dossier of product to be imported	M	COMPANY ABROAD	ABROAD	NO	Normal
8	Analysis report	Analysis report from authorized lab of exporting country	M	COMPANY ABROAD	ABROAD	NO	Normal

M = Mandatory, O = Optional, AB = Abroad, LC = Local

4.2.4. Required Attached Documents for Schedule 6:

Import/Export of chemicals, disinfectants and related products thereof.

#	Name	Description	M/O	Owner	Local / Abroad	Stake Holder	Priority
1	Company Certificate	Copy of Company Registration Certificate	M	OCR	LOCAL	YES	Normal
2	PAN Certificate	Copy of PAN Registration Certificate	M	IRD	LOCAL	YES	Normal
3	Tax Clearance Certificate	Copy of Tax Clearance Certificate	M	IRD	LOCAL	YES	Normal
4	Citizenship Certificate	Copy of Citizenship Certificate of Main Person	M	MOHA	LOCAL	YES	Normal
5	Proforma Invoice	Copy of Proforma Invoice	M	TRADER	LOCAL	YES	Normal
6	Certificate of Department of Drug Administration	Copy of registration certificate of Department of Drug Administration	M	DDA	LOCAL	YES	Normal
7	Dossier of product to be imported	Dossier of product to be imported	M	COMPANY ABROAD	ABROAD	NO	Normal
8	Authorization Letter	Authorization Letter from concerned company	M	COMPANY ABROAD	ABROAD	NO	Normal
9	Analysis report	Analysis report from authorized lab of exporting country	M	COMPANY ABROAD	ABROAD	NO	Normal

M = Mandatory, O = Optional, AB = Abroad, LC = Local

5. PRINT OUT

Making a printout of approved license is allowed for DG or trader/declarant only. The option for printout will be available as print view (inside red box) Export XML Print View Close which then prints the license.

5.1. Import License Print Out Sample

नेपाल सरकार
कृषि तथा पशुपन्छी वकिास मन्त्रालय
पशुसेवा वभिाग
हरहिरभवन, पुल्चोक, लालपिुर

Phone: 01-5522056
Fax: 01-5542915
फोन नं: ०१-५५२२०५६
फ्याक्स नं: ०१-५५४२९१५

Permit to Import Livestock Animals

Page 1 of 1

APPROVAL REFERENCE: अनुमोदन सन्दर्भ:	A20000129	APPROVAL DATE: अनुमोदन मितिः	06/10/2020	VALID FROM: बाट सुरु:	**06/10/2020**
REQUEST REFERENCE: अनुरोध सन्दर्भ:	R20000226	REQUEST DATE: अनुरोध मितिः	06/10/2020	VALID TO: सम्म बहाल रहने:	**04/01/2021**
RECEIPT REFERENCE: रसदि सन्दर्भ:	4862	RECEIPT DATE: रसदि मितिः	02/10/2020	PURPOSE: उद्देश्य:	

COMMITTEE RECOMMENDATION DATE: समितीको सफिरसि मतिि: 06/10/2020	LICENSE TYPE: अनुमतिको प्रकार:	Single Use	COUNTRY OF EXPORT : नरि्यात गरने देश: GE Georgia
	ENTRY POINT: प्रवेश बन्दिु:	DOC01	Department of Customs
EXPORTER: नरि्यातकर्ता: dawoud	COMPANY CODE: कम्पनी सङ्केत:	600972996	
	NAME: नाम:	Devkota Desktop	

Items

बस्तुहरु

S. N. क्र.स	H.S Code हा.प्र. सङ्केत	Commodity Description मालबस्तुको वविरण	Country of Origin उत्पत्तीको मुलुक	Quota Type कोटा प्रकार	Allowed Amount सफिारसि परीमाण
1	23040000000	Oil-cake and other solid residues, of soyabean	Gambia	KGM	100.00

१. यो सफिारसि पत्र आयत नरि्यात, पशुजन्य उध्योग स्थापना तथा बकि्री वतिरण अनुमती सम्वन्धी कार्यवधिि २०७३ अनुसार सफिारसि मीतिले ४ महनिा सम्म मात्र लागू हुनेछ।

२. यस सफिारसि पत्रका आधारमा आयात गरनि फीडसप्लमिन्टहरुको लेवलमा Batch No. Expire/Mfd Date/MRP RS र Animal Feed Supplement, Only for Veterinary Use अनविार्य लेखेको हुनुपर्छ ।

३. पैठारी गर्ने देशको आधकिारकि नकियवाट जारी गरएिको Sanitary Certificate or Health Certificate or Quality Assurance Certificate अनविार्य रुपमा सम्वन्धति पशु चेकपोस्टलाई उपलब्ध गराउनु पर्नेछ।

Figure 90:SAMPLE OF IMPORT PERMIT

5.2. Health / Sanitary Certificate Print Out Sample

नेपाल सरकार
कृषि तथा पशुपन्छी विकास मन्त्रालय
पशुसेवा विभाग
हरिहरभवन, पुल्चोक, ललितपुर

Phone: 01-5522056
Fax: 01-5542915
फोन नं: ०१-५५२२०५६
फ्याक्स नं: ०१-५५४२९१५

Sanitary Certificate

Page 1 of 1

APPROVAL REFERENCE: अनुमोदन सन्दर्भ: A20004438	APPROVAL DATE: अनुमोदन मिति: 12/10/2020	VALID FROM: बाट सुरु: **12/10/2020**
REQUEST REFERENCE: अनुरोध सन्दर्भ: R20005117	REQUEST DATE: अनुरोध मिति: 12/10/2020	VALID TO: सम्म बहाल रहने: **10/01/2021**
RECEIPT REFERENCE: रसिद सन्दर्भ:	RECEIPT DATE: रसिद मिति:	PURPOSE: उद्देश्य:

COMMITTEE RECOMMENDATION DATE: समितीको सिफिरसि मिति:	LICENSE TYPE: अनुमतिको प्रकार: Single Use	Country of Destination: नरि्यात गरने देश: SD Sudan
	Exit Point: प्रवेश बन्दि: TIA00	TIA Customs Office
IMPORTER: नरि्यातकर्ता: ahikiliya kansadra	COMPANY CODE: कम्पनी सङ्केत: 600972996 NAME: नाम: Devkota Desktop	

Items

बस्तुहरु

S. N. क्र.स	H.S Code हा.प्र. सङ्केत	Commodity Description मालबस्तुको बविरण	Country of Origin उत्पत्तीको मुलुक	Quota Type कोटा प्रकार	Allowed Amount सिफारिसि परीमाण
1	23021000000	Brans, sharps and other residues of maize	Nepal	KGM	10,000.00

१. यो सफिारसि पत्र आयत नरि्यात, पशुजन्य उध्योग स्थापना तथा बकि्री बतिरण अनुमती सम्बन्धी कार्यबधि २०७३ अनुसार सफिारसि मीतलि ४ महनिा सम्म मात्र लागू हुनेछ।

२. यस सफिारसि पत्रका आधारमा आयात गरनि फीडसप्लमिन्टहरुको लेबलमा Batch No. Expire/Mfd Date/MRP RS र Animal Feed Supplement, Only for Veterinary Use अनबिार्य लेखेको हुनुपर्छ ।

३. पैठारी गर्ने देशको आधकिारकि नकिायबाट जारी गरएिको Sanitary Certificate or Health Certificate or Quality Assurance Certificate अनबिार्य रुपमा सम्बन्धति पशु चेकपोस्टलाई उपलब्ध गराउनु पर्नेछ।

Figure 91:SAMPLE OF SANITARY CERTIFICATE

6. TARGET PRODUCTS, IMPORTS/EXPORTS – HS Code

List of HS codes are provided by Department of Customs, refer to the email below:

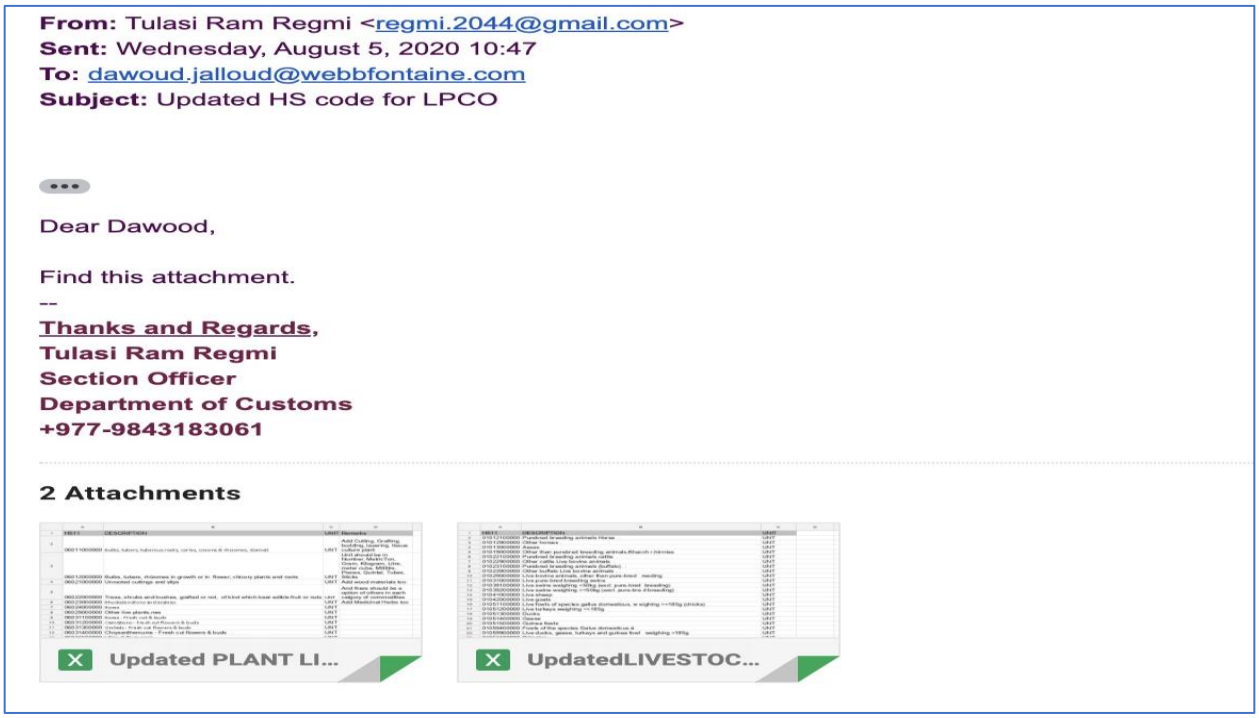


Figure 92:EMAIL REFERENCE FOR HS CODE BY DOC

6.1. Target Products for Permit 902 (Import)

S.N	HS11	DESCRIPTION	UNIT	Remarks
1	01012100000	Purebred breeding animals Horse .	UNT	
2	01012900000	Other horses .	UNT	
3	01013000000	Asses .	UNT	
4	01019000000	Other than purebred breeding animals, Kachchh ,hinnies	UNT	
5	01022100000	Purebred breeding animals cattle .	UNT	
6	01022900000	Other cattle Live bovine animals .	UNT	
7	01023100000	Purebred breeding animals (buffalo) .	UNT	
8	01023900000	Other buffalo Live bovine animals . .	UNT	
9	01029000000	Live bovine animals, other than pure-bred reeding	UNT	
10	01031000000	Live pure-bred breeding swine	UNT	
11	01039100000	Live swine weighing <50kg (excl. pure-bred breeding)	UNT	
12	01039200000	Live swine weighing >=50kg (excl. pure-bre d breeding)	UNT	
13	01041000000	Live sheep	UNT	
14	01042000000	Live goats	UNT	
15	01051100000	Live fowls of species gallus domestics, w weighing =<185g (chicks)	UNT	

S.N	HS11	DESCRIPTION	UNIT	Remarks
16	01051200000	Live turkeys weighing =<185g	UNT	
17	01051300000	Ducks	UNT	
18	01051400000	Geese	UNT	
19	01051500000	Guinea fowls	UNT	
20	01059400000	Fowls of the species Gallus domestics à	UNT	
21	01059900000	Live ducks, geese, turkeys, and guinea fowl weighing >185g	UNT	
22	01061100000	Primates	UNT	
23	01061200000	Whales, dolphins and porpoises (mammals of the order Cetacea); manatees and dugon	UNT	
24	01061300000	Camels and other camelids (Camelidae)	UNT	
25	01061400000	Rabbits and hares	UNT	
26	01061900000	Other; live mammals	UNT	
27	01062000000	Reptiles (including snakes and turtles)	UNT	
28	01063100000	Birds or prey	UNT	
29	01063200000	Psittaciformes (including parrots, parakeet, macaws, and cockatoos)	UNT	
30	01063300000	Ostriches; emus (Dromaius novaehollandiae)	UNT	
31	01063900000	Other birds	UNT	
32	01064100000	Bees	UNT	
33	01064900000	Other insects	UNT	
34	01069000000	Other live animals	UNT	
35	02011000000	Fresh or chilled bovine carcasses and half carcasses	KGM	
36	02012000000	Fresh or chilled with bone bovine meat (ex cl. carcasses)	KGM	
37	02013000000	Fresh or chilled boneless bovine meat	KGM	
38	02021000000	Frozen bovine carcasses and half carcasses	KGM	
39	02022000000	Frozen with bone bovine meat (excl. carcass)	KGM	
40	02023000000	Frozen boneless bovine meat	KGM	
41	02031100000	Fresh or chilled swine carcasses and half carcasses.	KGM	
42	02031200000	Fresh or chilled with bone hams, shoulders, and cuts thereof of swine	KGM	
43	02031900000	Fresh or chilled swine meat, nes (unboned)	KGM	
44	02032100000	Frozen swine carcasses and half carcasses	KGM	
45	02032200000	Frozen unboned hams, shoulders, and cuts th ereof of swine	KGM	
46	02032900000	Frozen swine meat, nes	KGM	
47	02041000000	Fresh or chilled lamb carcasses and half c carcasses	KGM	
48	02042100000	Fresh or chilled sheep carcasses and half carcasses (excl. lamb)	KGM	
49	02042200000	Fresh or chilled unboned meat of sheep	KGM	
50	02042300000	Fresh or chilled boneless meat of sheep	KGM	
51	02043000000	Frozen lamb carcasses and half carcasses	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
52	02044100000	Frozen sheep carcasses and half carcasses excl lamb)	KGM	
53	02044200000	Frozen with bone meat of sheep	KGM	
54	02044300000	Frozen bonless meat of sheep .	KGM	
55	02045000000	Fresh, chilled or frozen goat meat	KGM	
56	02050000000	Meat of horses, asses, mules or hinnies, f resh, chilled or frozen	KGM	
57	02061000000	Fresh or chilled edible bovine offal .	KGM	
58	02062100000	Frozen bovine tongues	KGM	
59	02062200000	Frozen bovine livers .	KGM	
60	02062900000	Frozen edible bovine offal (excl. tongues and livers)	KGM	
61	02063000000	Chilled or fresh edible offal of swine	KGM	
62	02064100000	Frozen livers of swine	KGM	
63	02064900000	Frozen edible offal of swine other than li ver	KGM	
64	02068000000	Fresh or chilled edible offal of animals o ther than bovine animals & swine	KGM	
65	02069000000	Frozen edible offal of animals other than bovine animals and swine.	KGM	
66	02071100000	Fresh or chilled whole chickens	KGM	
67	02071200000	Frozen whole chickens	KGM	
68	02071300000	Fresh or chilled cuts and offal of chicken	KGM	
69	02071400000	Frozen cuts and offal of chicken .	KGM	
70	02072400000	Not Cut in pieces,fresh or chilled meat of turkeys	KGM	
71	02072500000	Frozen whole turkeys .	KGM	
72	02072600000	Fresh or chilled cuts and offal of turkeys	KGM	
73	02072700000	Frozen cuts and offal of turkeys .	KGM	
74	02074100000	Meat of ducks not cut in pieces, fresh or chilled	KGM	
75	02074200000	Meat of Ducks Not cut in pieces, frozen	KGM	
76	02074300000	Fatty livers, fresh or chilled of ducks	KGM	
77	02074400000	Other meat of ducks, fresh or chilled .	KGM	
78	02074500000	Other meat of ducks, frozen	KGM	
79	02075100000	Meat of geese not cut in pieces, fresh or c hilled	KGM	
80	02075200000	Meat of geese Not cut in pieces, frozen	KGM	
81	02075300000	Fatty livers, fresh or chilled of geese	KGM	
82	02075400000	Other meat of geese, fresh or chilled .	KGM	
83	02075500000	Other meat of geese, frozen	KGM	
84	02076000000	Meat of guinea fowls	KGM	
85	02081000000	Fresh, chilled or frozen meat and edible o ffal of rabbits or hares.	KGM	
86	02083000000	Other meat & edible meat offal, fresh, chill edor frozen of primates	KGM	
87	02084000000	Meat of whales, dolphins and porpoises of manatees Fresh & frozen	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
88	02085000000	Other meat & edible meat offals,fresh chil ledor frozen of reptiles(inc.snakes & t	KGM	
89	02086000000	Meat Of camels and other camelids (Camelida)	KGM	
90	02089000000	Fresh, chilled or frozen meat and edible o ffal, nes.	KGM	
91	02091000000	Meat Of pigs	KGM	
92	02099000000	Other animals fresh, chilled or frozen meat	KGM	
93	02101100000	Unboned swine hams, shoulders and cuts the reof, salted or smoked	KGM	
94	02101200000	Bellies and cuts thereof of swine, salted. or smoked.	KGM	
95	02101900000	Other meat of swine, salted or smoked, nes	KGM	
96	02102000000	Meat of bovine animals, salted or smoke d	KGM	
97	02109100000	Other,incl.edible flour & meals or meat of fal of primetes	KGM	
98	02109200000	Meat of whales, dolphins and porpoises of anatees ààà Not Fresh & frozen	KGM	
99	02109300000	Other inincluding edible flour&meals of me atof reptiles (including snkaes and t	KGM	
100	02109900000	Other meat & edible meat offal including edible flours & meals.	KGM	
101	03011100000	Freshwater fish	KGM	
102	03011900000	Other fish .	KGM	
103	03019100000	Live trout(Salmo trutta, Oncorhync' mykiss clarki, aguabonita,gilae,apache & ch	KGM	
104	03019200000	Live eels .	KGM	
105	03019300000	Carp (Cyprinus carpio, Carassius carassius, tenopharyngodon idellus, Hypophthalmi	KGM	
106	03019400000	Atlantic and Pacific bluefin tunas (Thunnu thynnus, Thunnus orientalis)	KGM	
107	03019500000	Live southern bluefin tunas (thunnus macco ii).	KGM	
108	03019900000	Other live fish	KGM	
109	03021100000	Fresh or chilled trout(Salmo trutta, Onc'm kiss, clarki,aguabonita,gilae,apache	KGM	
110	03021300000	Pacific salmon (Oncorhynchus nerka, Oncor ynchus gorbuscha, Oncorhynchus keta,	KGM	
111	03021400000	Atlantic salmon (Salmo salar) and Danube almon (Hucho hucho).	KGM	
112	03021900000	Fresh or chilled salmonidae (excl. 0302.11 and 0302.12)	KGM	
113	03022100000	Fresh or chilled halibut .	KGM	
114	03022200000	Fresh or chilled plaice	KGM	
115	03022300000	Fresh or chilled sole	KGM	
116	03022400000	Turbots (Psetta maxima Scophthalmidae)	KGM	
117	03022900000	Fresh or chilled flat fish (excl. halibut, plaice and sole)	KGM	
118	03023100000	Fresh or chilled albacore or longfinned tu nas	KGM	
119	03023200000	Fresh or chilled yellowfin tunas .	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
120	03023300000	Fresh or chilled skipjack or stripe-bellie d bonito	KGM	
121	03023400000	Fresh or chilled bigeye tunas (Thunnus obe sus)	KGM	
122	03023500000	Fresh or chilled bluefin tunas (Thunnus th ynnus)	KGM	
123	03023600000	Fresh or chilled southern bluefin tunas (T hunnus maccoyii).	KGM	
124	03023900000	Other fresh or chilled tunas .	KGM	
125	03024100000	Herrings (Clupea harengus, Clupea pallasii)	KGM	
126	03024200000	Anchovies (Engraulis spp) .	KGM	
127	03024300000	Sardines (Sardina pilchardus, Sardinops spp , sardinella (Sardinella spp), brisl.	KGM	
128	03024400000	Mackerel (Scomber scombrus, Scomber austral sicus, Scomber japonicus)	KGM	
129	03024500000	Jack and horse mackerel (Trachurus spp)	KGM	
130	03024600000	Cobia (Rachycentron canadum)	KGM	
131	03024700000	Swordfish (Xiphias gladius)	KGM	
132	03024900000	Other	KGM	
133	03025100000	Cod (Gadus morhua, Gadus ogac, Gadus macroc phalus).	KGM	
134	03025200000	Haddock (Melanogrammus aeglefinus)	KGM	
135	03025300000	Coalfish (Pollachius virens)	KGM	
136	03025400000	Hake (Merluccius spp, Urophycis spp)	KGM	
137	03025500000	Alaska Pollack (Theragra chalcogramma)	KGM	
138	03025600000	Blue whitings (Micromesistius poutassou, Mi romesistius australis)	KGM	
139	03025900000	Other fish fresh or chilledexcluding fish f llets & other fish meat	KGM	
140	03027100000	Tilapias (Oreochromis spp)	KGM	
141	03027200000	Catfish (Pangasius spp, Silurus spp, Claria spp, Ictalurus spp)	KGM	
142	03027300000	Carp (Cyprinus carpio, Carassius carassius, Ctenopharyngodon idellus, Hypophthalm	KGM	
143	03027400000	Eels (Anguilla spp)	KGM	
144	03027900000	Other Fish Other than tilapias,catfish,carp & eels .	KGM	
145	03028100000	Dogfish and other sharks	KGM	
146	03028200000	Rays and skates (Rajidae) .	KGM	
147	03028300000	Toothfish (Dissostichus spp) .	KGM	
148	03028400000	Seabass (Dicentrarchus spp)	KGM	
149	03028500000	Seabream (Sparidae)	KGM	
150	03028900000	Other fish fresh or chilledexcluding livers & roes	KGM	
151	03029100000	Livers, roes and milt	KGM	
152	03029200000	Sharks fins	KGM	
153	03029900000	Other	KGM	
154	03031100000	Sockeye salmon (red salmon) (Oncorhynchus n erka)	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
155	03031200000	Other Pacific salmon (Oncorhynchus gorbusch , Oncorhynchus keta, Oncorhynchus isc	KGM	
156	03031300000	Atlantic salmon (Salmo salar) and Danube sa mon (Hucho hucho)	KGM	
157	03031400000	Trout (Salmo trutta, Oncorhynchus mykiss,Onorhynchus clarki, Oncorhynchus aguabo	KGM	
158	03031900000	Others Tilapias (Oreochromis spp), catfish Pangasius spp, Silurus spp, Claria s.	KGM	
159	03032300000	Tilapias (Oreochromis spp)	KGM	
160	03032400000	Catfish (Pangasius spp, Silurus spp, Clariaspp, Ictalurus spp)	KGM	
161	03032500000	Carp (Cyprinus carpio, Carassius carassius, tenopharyngodon idellus, Hypophthalmi	KGM	
162	03032600000	Eels (Anguilla spp) fish	KGM	
163	03032900000	Frozen salmonidae (excl. pacific, atlantic, danube salmon and trout).	KGM	
164	03033100000	Frozen halibut fish	KGM	
165	03033200000	Frozen plaice	KGM	
166	03033300000	Frozen sole fish	KGM	
167	03033400000	Turbots fish (Psetta maxima Scophthalmidae)	KGM	
168	03033900000	Frozen flat fish (excl halibut, plaice an dsole)	KGM	
169	03034100000	Frozen albacore or longfinned tunas	KGM	
170	03034200000	Frozen yellowfin tunas	KGM	
171	03034300000	Frozen skipjack or stripe-bellied bonito .	KGM	
172	03034400000	Frozen bigeye tunas (Thunnus obesus) .	KGM	
173	03034500000	Atlantic and Pacific bluefin tunas fish (Th nnus thynnus, Thunnus orientalis)	KGM	
174	03034600000	Frozen southern bluefin tunas (Thunnus mac coyii)	KGM	
175	03034900000	Other frozen tunas	KGM	
176	03035100000	Herrings (Clupea harengus, Clupea pallasii	KGM	
177	03035300000	Sardines (Sardina pilchardus, Sardinops spp , sardinella (Sardinella spp), brisl.	KGM	
178	03035400000	Mackerel (Scomber scombrus, Scomber austral sicus, Scomber japonicus)	KGM	
179	03035500000	Jack and horse mackerel (Trachurus spp)	KGM	
180	03035600000	Cobia (Rachycentron canadum)	KGM	
181	03035700000	Swordfish (Xiphias gladius)	KGM	
182	03035900000	Other	KGM	
183	03036300000	Cod (Gadus morhua, Gadus ogac, Gadus macroc phalus).	KGM	
184	03036400000	Haddock (Melanogrammus aeglefinus)	KGM	
185	03036500000	Coalfish (Pollachius virens)	KGM	
186	03036600000	Hake (Merluccius spp, Urophycis spp)	KGM	
187	03036700000	Alaska Pollack (Theragra chalcogramma)	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
188	03036800000	Blue whitings (Micromesistius poutassou, Mi romesistius australis)	KGM	
189	03036900000	Other Fish Other than cod,haddock,hake,alas a pollack blue whitings fish	KGM	
190	03038100000	Dogfish and other sharks	KGM	
191	03038200000	Rays and skates (Rajidae)	KGM	
192	03038300000	Toothfish (Dissostichus spp)	KGM	
193	03038400000	Sea bass (Dicentrarchus spp)	KGM	
194	03038900000	Other fish excluding livers & roes	KGM	
195	03039100000	Liver, roes and milt	KGM	
196	03039200000	Shark fins	KGM	
197	03039900000	Others	KGM	
198	03043100000	Tilapias (Oreochromis spp)	KGM	
199	03043200000	Catfish (Pangasius spp, Silurus spp, Claria spp, Ictalurus spp)	KGM	
200	03043300000	Nile Perch (Lates niloticus)	KGM	
201	03043900000	Other fish meat fresh & chilled or frozen .	KGM	
202	03044100000	Pacific salmon (Oncorhynchus nerka,Oncorhyn hus gorbuscha, Oncorhynchus keta, Onc	KGM	
203	03044200000	Trout (Salmo trutta, Oncorhynchus mykiss, O corhynchus clarki, Oncorhynchus agua	KGM	
204	03044300000	Flat fish (Pleuronectidae, Bothidae,Cynoglo sidae, Soleidae, Scophthalmidae andCi	KGM	
205	03044400000	Fish of the families Bregmacerotidae,Euclic thyidae, Gadidae, Macrouridae, Melano	KGM	
206	03044500000	Swordfish (Xiphias gladius)	KGM	
207	03044600000	Toothfish (Dissostichus spp)	KGM	
208	03044700000	Dogfish and other sharks	KGM	
209	03044800000	Rays and skates (Rajidae)	KGM	
210	03044900000	Other fish meat fresh or chilled fillets	KGM	
211	03045100000	Tilapias (Oreochromis spp), catfish (Pangas us spp, Silurus spp, Clarias spp, I	KGM	
212	03045200000	Salmonidae .	KGM	
213	03045300000	Fish of the families Bregmacerotidae,Euclic thyidae,Gadidae, Macrouridae, Melanon	KGM	
214	03045400000	Swordfish (Xiphias gladius)	KGM	
215	03045500000	Toothfish (Dissostichus spp)	KGM	
216	03045600000	Dogfish and other sharks	KGM	
217	03045700000	Rays and skates (Rajidae)	KGM	
218	03045900000	Other fish meat fresh or chilled àà .	KGM	
219	03046100000	Tilapias (Oreochromis spp)	KGM	
220	03046200000	Catfish (Pangasius spp, Silurus spp, Claria spp, Ictalurus spp)	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
221	03046300000	Nile Perch (Lates niloticus)	KGM	
222	03046900000	Other fish meat frozen fillets àà .	KGM	
223	03047100000	Cod (Gadus morhua, Gadus ogac, Gadus macroc phalus).	KGM	
224	03047200000	Haddock (Melanogrammus aeglefinus)	KGM	
225	03047300000	Coalfish (Pollachius virens)	KGM	
226	03047400000	Hake (Merluccius spp, Urophycis spp)	KGM	
227	03047500000	Alaska Pollack (Theragra chalcogramma)	KGM	
228	03047900000	Other fozen fillets of fish	KGM	
229	03048100000	Pacific salmon (Oncorhynchus nerka, Oncorhy chus gorbuscha, Oncorhynchus keta,	KGM	
230	03048200000	Trout (Salmo trutta, Oncorhynchus mykiss,On orhynchus clarki, Oncorhynchus aguabo	KGM	
231	03048300000	Flat fish (Pleuronectidae, Bothidae, Cynog ossidae, Soleidae, Scophthalmidae and	KGM	
232	03048400000	Swordfish (Xiphias gladius)	KGM	
233	03048500000	Toothfish (Dissostichus spp)	KGM	
234	03048600000	Herrings (Clupea harengus, Clupea pallasii)	KGM	
235	03048700000	Tunas (of the genus Thunnus), skipjack or s ripebellied bonito (Euthynnus (Katsuw	KGM	
236	03048800000	Dogfish, other sharks, rays and skates (Rajidae)	KGM	
237	03048900000	Other fozen fillets of other fish	KGM	
238	03049100000	Swordfish (Xiphias gladius) - Fish, fillets except fresh, chilled & frozen	KGM	
239	03049200000	Toothfish (Dissostichus spp.) - Fish, fillets except fresh, chilled & frozen.	KGM	
240	03049300000	Tilapias (Oreochromis spp), catfish (Pangas us spp, Silurus spp, Clarias spp, I	KGM	
241	03049400000	Alaska Pollack (Theragra chalcogramma)	KGM	
242	03049500000	Fish of the families Bregmacerotidae, Eucl chthyidae, Gadidae, Macrouridae,Mela	KGM	
243	03049600000	Dogfish and other sharks	KGM	
244	03049700000	Rays and skates (Rajidae)	KGM	
245	03049900000	Other frozen fish meat	KGM	
246	03051000000	Flours meals and pellets of fish,fit for h uman consumption	KGM	
247	03052000000	Livers and roes, dried, smoked, salted or in brine	KGM	
248	03053100000	Tilapias(Oreochromis spp), catfish (Pangasi s spp, Silurus spp, Clarias spp, Ic	KGM	
249	03053200000	Fish of the families Bregmacerotidae, Euc ichthyidae, Gadidae, Macrouridae,Mel	KGM	
250	03053900000	Other fish fillets dried,salted or in brine but not smoked	KGM	
251	03054100000	Pacific salmon (Oncorhynchus nerka, Oncorhychus gorbuscha, Oncorhynchus keta,Onc	KGM	
252	03054200000	Herrings (Clupea harengus, Clupea pallasii)	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
253	03054300000	Trout (Salmo trutta, Oncorhynchus mykiss, O corhynchus clarki,Oncorhynchus aguabo	KGM	
254	03054400000	Tilapias (Oreochromis spp), catfish (Pangas us spp, Silurus spp, Clarias spp, I	KGM	
255	03054900000	Smoked fish (excl salmon and herrings)	KGM	
256	03055100000	Cod (Gadus morhua, Gadus ogac, Gadus macroc phalus).	KGM	
257	03055200000	Tilapias, Catfish, Crap, Eels, Nile Perch and Snakeheads	KGM	
258	03055300000	Fish of the families Bregmacerotidae, Euclichthyidae, Gadidae, Macrouridae, Melanon~1	KGM	
259	03055400000	Herrings (Clupea harengus, Clupea pallasii), anchovies (Engraulis spp.), sardines ~1	KGM	
260	03055900000	Other dried fish, not smoked (excl cod)	KGM	
261	03056100000	Herrings, salted or in brine but not dried or smoked	KGM	
262	03056200000	Cod, salted or in brine but not dried or smoked.	KGM	
263	03056300000	Anchovies, salted or in brine but not drie d or smoked	KGM	
264	03056400000	Tilapias (Oreochromis spp), catfish (Pangas us spp, Silurus spp, Clarias spp,Ic	KGM	
265	03056900000	Other fish salted or in brine but not drie d or smoked, nes.	KGM	
266	03057100000	Shark fish fins	KGM	
267	03057200000	Fish heads, tails and maws	KGM	
268	03057900000	Other fish fins heads,tails, maws & other edible fish offal	KGM	
269	03061100000	Frozen rock lobster and other sea crawfish	KGM	
270	03061200000	Frozen lobsters	KGM	
271	03061400000	Frozen crabs	KGM	
272	03061500000	Norway lobsters (Nephrops norvegicus) .	KGM	
273	03061600000	Coldwater shrimps and prawns (Pandalus spp, Crangon crangon)	KGM	
274	03061700000	Other shrimps and prawns	KGM	
275	03061900000	Other frozen crustaceans,(incl.flours, meals and pellets),fit for human consumption	KGM	
276	03063100000	Rock lobster and other sea crawfish (Palinurus spp., Panulirus spp., Jasus spp.)	KGM	
277	03063200000	Lobsters (Homarus spp.)	KGM	
278	03063300000	Crabs	KGM	
279	03063400000	Norway lobsters (Nephrops norvegicus)	KGM	
280	03063500000	Cold-water shrimps and prawns (Pandalus spp., Crangon crangon)	KGM	
281	03063600000	Other shrimps and prawns	KGM	
282	03063900000	Other, including flours, meals and pellets of crustaceans, fit for human consumptio	KGM	
283	03069100000	Rock lobster and other sea crawfish (Palinurus spp., Panulirus spp., Jasus spp.)	KGM	
284	03069200000	Lobsters (Homarus spp.)	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
285	03069300000	Crabs	KGM	
286	03069400000	Norway lobsters (Nephrops norvegicus)	KGM	
287	03069500000	Shrimps and Prawn	KGM	
288	03069900000	Other, including flours, meals and pellets of crustaceans, fit for human consumption	UNT	
289	03071100000	Live, fresh or chilled osters fish	KGM	
290	03071200000	Frozen	KGM	
291	03071900000	Other osters fish .	KGM	
292	03072100000	Scallops, live, fresh or chilled .	KGM	
293	03072200000	Frozen	KGM	
294	03072900000	Scallops (excl. live, fresh or chilled)	KGM	
295	03073100000	Mussels, live, fresh or chilled	KGM	
296	03073200000	Frozen	KGM	
297	03073900000	Mussels (excl. live, fresh or chilled)	KGM	
298	03074200000	Live Fresh or Chilled	KGM	
299	03074300000	Frozen	KGM	
300	03074900000	Cuttle fish and squid (excl. live, fresh o r chilled)	KGM	
301	03075100000	Octopus live, fresh or chilled	KGM	
302	03075200000	Frozen	KGM	
303	03075900000	Octopus (excl. live, fresh or chilled)	KGM	
304	03076000000	Snails other than sea snails .	KGM	
305	03077100000	Live, fresh chilled clams fish	KGM	
306	03077200000	Frozen	KGM	
307	03077900000	Other clams fish	KGM	
308	03078100000	Live, fresh chilled ablone fish	KGM	
309	03078200000	Live Fresh or Chilled Stromboid conchs(Strombus spp.)	KGM	
310	03078300000	Frozen abaline (Hailotis spp.)	KGM	
311	03078400000	Frozon stromboid conchs (Strombus spp.)	KGM	
312	03078700000	Other abalone (Haliotis spp.)	KGM	
313	03078800000	Other Stromboid conchs (Strombus spp.)	KGM	
314	03079100000	Live, fresh or chilled Meals&Pallets of fis	KGM	
315	03079200000	Frozen	KGM	
316	03079900000	Other meals & pallets of fish .	KGM	
317	03081100000	Live, fresh or chilled sea cucumbers fish .	KGM	
318	03081200000	Frozen (Sea Cucumbers)	KGM	
319	03081900000	Other sea cucumbers fish	KGM	
320	03082100000	Live, fresh or chilled sea urchins fish	KGM	
321	03082200000	Live, fresh or chilled sea urchins fish	KGM	
322	03082900000	Other sea urchins fish	KGM	
323	03083000000	Jellyfish (Rhopilema spp)	KGM	
324	03089000000	Other jellyfish	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
325	04011000000	Milk and cream of =<1% fat, not concentrat ed or sweetened	KGM	
326	04012000000	Milk and cream of >1% but =<6% fat, not co ncentrated or sweetened	KGM	
327	04014000000	Milk Of a fat content, by weight, exceeding 6 % but not exceeding 10 %	KGM	
328	04015000000	Milk Of a fat content, by weight, exceeding 10 %	KGM	
329	04021010000	Skimmed Milk	KGM	
330	04021020000	Milk food for babies	KGM	
331	04021090000	Milk and cream in powder, granules or other solid forms of =<15% fat	KGM	
332	04022100000	Milk and cream in powder, granules or other solid forms of >15% fat, unsweetened	KGM	
333	04022910000	Milk food for babies fat content exceeding 1.5%	KGM	
334	04022990000	Others- Milk Powder, Granuals or other solid form	KGM	
335	04029100000	Concentrated milk and cream, unsweetened (excl in solid form)	KGM	
336	04029900000	Sweetened milk and cream (excl in solid form)	KGM	
337	04031000000	Yogurt	KGM	
338	04039000000	Buttermilk, curdled milk and cream, etc (e xcl. yogurt).	KGM	
339	04041000000	Whey & modified whey, whether or not conce ntrated or containing sweetening matter	KGM	
340	04049000000	Products consisting of natural milk consti tuents, nes	KGM	
341	04051000000	Butter	KGM	
342	04052000000	Dairy spreads .	KGM	
343	04059010000	Ghee	KGM	
344	04059090000	Other Dairy Products	KGM	
345	04061000000	Fresh (unripened or uncured)cheese, includ ing whey cheese and curd.	KGM	
346	04062000000	Grated or powdered cheese, of all kinds	KGM	
347	04063000000	Processed cheese, not grated or powdered .	KGM	
348	04064000000	Blueveined cheese and other chese containi ng veins produced by Penicillium roquef	KGM	
349	04069000000	Cheese, nes	KGM	
350	04071100000	Bird's Eggs Of fowls of the species Gallus omesticus	UNT	
351	04071900000	Other fertilised bird's eggs for incubation .	UNT	
352	04072100000	Of fowls of the species Gallus domesticus . .	UNT	
353	04072900000	Other fresh eggs .	UNT	
354	04079000000	Other bird's eggs . .	UNT	
355	04081100000	Dried egg yolks	KGM	
356	04081900000	Egg yolks (excl dried)	KGM	
357	04089100000	Dried birds' eggs, not in shell	KGM	
358	04089900000	Birds' eggs, not in shell (excl dried)	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
359	04090010000	Processed natural honey	KGM	
360	04090090000	Processed natural honey	KGM	
361	04100000000	Edible products of animal origin, nes	KGM	
362	05010000000	Human hair and waste, unworked	KGM	
363	05021000000	Pigs', hogs', or boars' bristles or hair and waste there of	KGM	
364	05029000000	Badger and other brush making hair	KGM	
365	05040000000	Fresh,chilled,frozen,salted,dried,Guts, bladders and stomachs of animals (excl	KGM	
366	05051000000	Raw feathers for stuffing; down	KGM	
367	05059000000	Skins and parts of birds (excl. feathers f or stuffing; down)	KGM	
368	05061000000	Ossein and bones treated with acid	KGM	
369	05069000000	Bones and horn-cores (excl. ossein)	KGM	
370	05071000000	Ivory, its powder and waste, unworked	KGM	
371	05079000000	Tortoise-shell, whalebone and whalebone-hair, etc, unworked	KGM	
372	05080000000	Coral; shells of molluscs, crustaceans or echinoderms and cuttlebone, unworked	KGM	
373	05100000000	Ambergris, castoreum, civet and musk; cant harides; etc.	KGM	
374	05111000000	Bovine semen and embryo	KGM	
375	05119100100	Fish Meal	KGM	
376	05119100900	Products of fish or crustaceans, molluses, etc; dead animals of chapter 3	KGM	
377	05119910000	Eggs of Silk-worm.	KGM	
378	05119920000	Human Dead Body	UNT	
379	05119990100	Bone Meal	KGM	
380	05119990900	Other animal products of chapter 2,3 nes, unfit for human consumption	KGM	
381	15020000000	Fats of bovine animals, sheep or goats, raw or rendered, (excl. that of 1503).	KGM	
382	15021000000	Tallow	KGM	
383	15041090000	Other fish liver oil and their fractions .	KGM	
384	15042000000	Fish fats, oils and fractions (excl. fish liver oils)	KGM	
385	16010000000	Sausages and similar products; food prepar ations based on these products.	KGM	
386	16021000000	Homogenized preparations of meat, meat offal or blood	KGM	
387	16022000000	Preparations of animal liver	KGM	
388	16023100000	Prepared or preserved meat, meat offal or blood of turkey	KGM	
389	16023200000	Prepared or preserved meat,offal or blood of fowls of the species gallus domestic	KGM	
390	16023900000	Preparations of poultry (excl. turkey or o f fowls of the species gallus domesticu	KGM	
391	16024100000	Preparations of swine, hams and cuts .	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
392	16024200000	Preparations of swine, shoulders and cuts	KGM	
393	16024900000	Other preparations of swine, including mix tures, nes	KGM	
394	16025000000	Preparations of meat of bovine animals	KGM	
395	16029000000	Other preparations of meat (incl.preparati ons of blood of any animal), nes	KGM	
396	16030000000	Extracts and juices of meat, fish and aqua tic invertebrates	KGM	
397	16041100000	Prepared or preserved salmon (excl. minced).	KGM	
398	16041200000	Prepared or preserved herrings (excl. minc ed)	KGM	
399	16041300000	Prepared or preserved sardines, sardinella , brisling or sprats (excl.minced).	KGM	
400	16041400000	Prepared or preserved tuna, skipjack and b onito (sarda spp.) excl.minced.	KGM	
401	16041500000	Prepared or preserved mackerel (excl. minc ed)	KGM	
402	16041600000	Prepared or preserved anchovies (excl. min ced)	KGM	
403	16041700000	Eels	KGM	
404	16041800000	Shark fins	KGM	
405	16041900000	Prepared or preserved fish (excl. minced), nes	KGM	
406	16042000000	Other prepared or preserved fish, includin g minced, nes	KGM	
407	16043000000	Caviar and caviar substitutes	KGM	
408	16043100000	Caviar.	KGM	
409	16043200000	Caviar substitutes	KGM	
410	16051000000	Crab, prepared or preserved	KGM	
411	16052100000	Shrimps and prawns not in airtight containe	KGM	
412	16052900000	Shrimps and prawns in airtight containerà	KGM	
413	16053000000	Lobster, prepared or preserved	KGM	
414	16054000000	Crustaceans, nes, prepared or preserved	KGM	
415	16055100000	Oysters	KGM	
416	16055200000	Scallops, including queen scallops	KGM	
417	16055300000	Mussels	KGM	
418	16055400000	Cuttle fish and squid .	KGM	
419	16055500000	Octopus	KGM	
420	16055600000	Clams, cockles and arkshells	KGM	
421	16055700000	Abalone	KGM	
422	16055800000	Snails, other than sea snails .	KGM	
423	16055900000	Other moliuscs .	KGM	
424	16056100000	Sea cucumbers	KGM	
425	16056200000	Sea urchins	KGM	
426	16056300000	Jellyfish	KGM	
427	16056900000	Other aquatic invertebrates:	KGM	
428	16059000000	Molluscs and other aquatic invertebrates, prepared or preserved	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
429	23011000000	Flours, meals and pellets, of meat unfit f or human consumption; greaves	KGM	
430	23012000000	Flours, meals and pellets of fish or of crustaceans molluscs or other aquatic invertebrates	KGM	
431	23021000000	Brans, sharps and other residues of maize	KGM	
432	23023000000	Brans, sharps and other residues of wheat	KGM	
433	23024000000	Brans, sharps and other residues of other cereals	KGM	
434	23025000000	Brans, sharps and other residues of leguminous plants	KGM	
435	23031000000	Residues from manufacture of starch and similar residues	KGM	
436	23032000000	Beet pulp, bagasse and other waste of suga r manufacture	KGM	
437	23033000000	Brewing or distilling dregs and waste	KGM	
438	23040000000	Oil-cake and other solid residues, of soyabean	KGM	
439	23050000000	Oil-cake and other solid residues, of ground-nut	KGM	
440	23061000000	Oil-cake and other solid residues of cotton seeds	KGM	
441	23062000000	Oil-cake and other solid residues of lin seed	KGM	
442	23063000000	Oil-cake and other solid residues of sunflower seeds	KGM	
443	23064100000	Oil-cake of low erucic acid rape or colza seeds	KGM	
444	23064900000	Other oil-cake & other solid residues rape or colza seeds	KGM	
445	23065000000	Oil-cake and other solid residues of cocon t or copra	KGM	
446	23066000000	Oil-cake and other solid residues of palm uts and kernels.	KGM	
447	23069000000	Til Ko Pina, Oil cake	KGM	
448	23070000000	Wine lees; argol .	KGM	
449	23080000000	Vegitable materials & waste,residues,by pr oducts of kind used in animal feeding,n	KGM	
450	23091000000	Dog or cat food, put up for retail sale	KGM	
451	23099000000	Other preparations of a kind used in anima l feeding, nes	KGM	
452	29362100000	Vitamins A and their derivatives, unmixed	KGM	
453	29362200000	Vitamin B1 and its derivatives, unmixed ..	KGM	
454	29362300000	Vitamin B2 and its derivatives, unmixed ..	KGM	
455	29362400000	D- or dl- pantothenic acid (vitamin B3 or _ 5) and their derivatives	KGM	
456	29362500000	Vitamin B6 and its derivatives, unmixed ..	KGM	
457	29362600000	Vitamin B12 and its derivatives, unmixed .	KGM	
458	29362700000	Vitamin C and its derivatives, unmixed ...	KGM	
459	29362800000	Vitamin E and its derivatives, unmixed ...	KGM	
460	29362900000	Other vitamins and their derivatives, unmi _ ed, nes	KGM	
461	29369000000	Other vitamins (incl natural concentrates)_ nes.	KGM	
462	29371100000	Somatotropin,Its derivatives and structura _ anaioques..	KGM	
463	29371200000	Insulin and its salts ..	KGM	
464	29371900000	Other - Hormones (polypeptides, protein & _ lycoprotein), their derivatives nes..	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
465	29372100000	Cortisone, hydrocortisone, prednisone and _ rednisolone (dehydrohydrocortisone)..	KGM	
466	29372200000	Halogenated derivatives of adrenal cortica _ hormones...	KGM	
467	29372300000	Oestroqens and proqestoquens .	KGM	
468	29372900000	Other - Steroidal hormons, their derivativ _ s & structural analogues nes..	KGM	
469	29375000000	Prostaglandins,thromboxanes and leukotrien _ s, their derivatives and structural a	KGM	
470	29379000000	Other - Hormons, prostaglandins, thromboxa _ es & leukotrienes nes...	KGM	
471	30012000000	Extracts of glands or other organs or of t _ eir secretions....	KGM	
472	30019000000	Substances of human or animal origin,for p _ ophylactic uses, nes....	KGM	
473	30023000000	Vaccines for veterinary medicine .	KGM	
474	30045000000	Other medicaments of vitamins or other pro _ ucts of 2936 for retail sale..	KGM	
475	30066000000	Chem contraceptive prepbased on hormones o_ other prod of head 2937 or sperm....	KGM	
476	41012000000	Whole hides & skins, <=8kg when dried, 10k when dry-salted or 16kg when fresh,p [FTK]	FTK	
477	41015000000	Whole hides and skins, of a weight exceedi g 16 kgà [FTK]	FTK	
478	41019000000	Other, including butts, bends and bellies [FTK]	FTK	
479	41021000000	Raw skins of sheep or lambs, with wool on	KGM	
480	41022100000	Pickled skins of sheep or lambs, without w ol, not tanned	KGM	
481	41022900000	Skins of sheep or lambs, without wool, not pickled, not tanned.	KGM	
482	41032000000	Hides and skins of reptiles, fresh or pres rved, not tanned	KGM	
483	41033000000	Raw hides and skins of swine, fresh or pre erved, not tannedà [FTK]	FTK	
484	41039000000	Other hides and skins, fresh or preserved, not tanned, nesà [FTK]	FTK	
485	41041100000	Leather of bovine or equine in the wet st te, full grains, unsplit; grains spà. [FTK]	FTK	
486	41041900000	Other, leather of bovine or equine animals in the wet state (inclwet blue)àà[[FTK]	FTK	
487	41044100000	Leather of bovine or eqine in the dry sta e(crust) full grains, unsplit;grainà. [FTK]	FTK	
488	41044900000	Other, leather of bovine or equine animals in the dry state (crust)à [FTK]	FTK	
489	41051000000	Tanned or crust skins of sheep or lambs, w thout wool, in the wet state (inclà [FTK]	FTK	
490	41053000000	Tanned or crust skins of sheep or lambs, w thout wool on, in the dry state (crus [FTK]	FTK	

S.N	HS11	DESCRIPTION	UNIT	Remarks
491	41062100000	Tanned or crust hides and skins or goats or kids in the wet state (including wet. [FTK]	FTK	
492	41062200000	Tanned or crust hides and skins of goats o kids in the dry state (crust)à [FTK]	FTK	
493	41063100000	Tanned or crust hides and skins of swine i the wet state (including wet-blue)à. [FTK]	FTK	
494	41063200000	Tanned or crust hides and skins of swine i the dry state (crust)à [FTK]	FTK	
495	41064000000	Tanned or crust hides and skins of reptile à. [FTK]	FTK	
496	41069100000	Tanned or crust hides and skins of other a imals, in the wet state (includindà [FTK]	FTK	
497	41069200000	Tanned or crust hides and skins of other a imals, in the dry state (crust)à. [FTK]	FTK	
498	41071100000	Leather whole hides and skins, full gra in , unsplit (excl leather of heading à. [FTK]	FTK	
499	41071200000	Leather whole hides and skins, grain sp li sà [FTK]	FTK	
500	41071900000	Other, whole hides and skins (excl leathe r of heading 4114)à. [FTK]	FTK	
501	41079100000	Other, inclding sides (leather):full grain ,unsplit	KGM	
502	41079200000	Grain splits	KGM	
503	41079900000	Other, including hides (leather) nes .	KGM	
504	41120000000	Prepared leather inclparchment-dressed l ea her, of sheep or lamb, excl heading	KGM	
505	41131000000	Prepared leather of goats of kids, without wool or hair on, exclheading 4114	KGM	
506	41132000000	Prepared leather of swine, without wool or hair on, exclheading 4114	KGM	
507	41133000000	Prepared leather of repties, excluding lea her of heading 4114.	KGM	
508	41139000000	Other leather, further prepared after tann ng or crusting, exclleather of headin	KGM	
509	41141000000	chamois (including combination chamois) le ther	KGM	
510	41142000000	Patent leather and patent laminated leathe , metallised leather	KGM	
511	41151000000	Composition leather with a basis of leathe or leather fibre, in slabs, sheets o	KGM	
512	41152000000	Parings, waste of leathernot sutiable fo r anufacture of leather article; dust .	KGM	
513	51052900000	Wool tops and combed wool (excl in fragments)	KGM	
514	51061000000	Yarn of carded wool, not put up for retail sale, with >=85% weight of wool	KGM	
515	51072000000	Yarn of combed wool, not put up for retail sale, with <85% weight of wool	KGM	

S.N	HS11	DESCRIPTION	UNIT	Remarks
516	56022100000	Felt of wool or fine animal hair (excl impegnated, coated, etc)	KGM	

6.2. Target Products for Permit 905 & 906 (Export)

List of products are same for Import/Export. Please refer to the list provided in "6.1. Target Products for LPCO 902 (Import)".

7. ANNEXES

7.1. Annex 1 – Tariff Unit of Measurement

S.N.	Code	UOM Name
1	APZ	Ounce GB, US (31,10348 g)
2	BHX	Hundred boxes
3	BOB	Bobbin
4	BOX	Box
5	BTL	Bottle
6	CAL	Calendar
7	CAR	Caret
8	CC	Cylinder Capacity
9	CEN	Hundred
10	CMT	Centimeter
11	CNP	Hundred packets
12	CRT	Per cartoon
13	CTM	Metric carat (200 mg = 2.10-4 kg)
14	DPC	Dozen pieces
15	DPR	Dozen pairs
16	DRL	Dozen rolls
17	DRM	Drum
18	DZN	Dozen
19	DZP	Dozen packs
20	FOT	Foot (0,3048 m)
21	FTK	Square foot
22	FTQ	Cubic foot
23	GRM	Gram
24	GRO	Gross
25	HDZ	Per hundred dozen
26	HGM	Hundred Grams
27	HGR	Hundred Gross
28	HKG	Hundred kilograms
29	HPC	Per hundred pieces
30	HPK	Hundred pack
31	HRL	Hundred rolls
32	INC	Inch
33	INH	Inch (25,4 mm)

S.N.	Code	UOM Name
34	INK	Square inch
35	INQ	Cubic inch
36	KGM	Kilogram
37	KL	Kilo Liter
38	KWT	Kilo watt
39	LBR	Pound GB, US (0,45359237 kg)
40	LPL	L.P. Liter
41	LTR	Liter
42	M	Per Thousand Sticks
43	MGM	Milligram
44	MIL	Thousand
45	MM	Millimeter
46	MTK	Square meter
47	MTQ	Cubic meter
48	MTR	Meter
49	MVH	Vehicle
50	NMB	Number
51	NMP	Number of packs
52	NPR	Number of pairs
53	NRL	Number of rolls
54	PCE	Piece
55	PCS	Pieces
56	PKT	Packet
57	PR	Pair
58	QTL	Quintal
59	RL	Roll
60	SET	Set
61	SQM	Square Meter
62	STK	Per Stick
63	TIN	Tin
64	TNE	Metric ton (1000 kg)
65	TOL	Tola(11.68grm)
66	TPC	Per thousand pieces
67	TTP	Ten Thousand Piece
68	UNT	Unit
69	YRD	Yard (0,9144 m)

7.2. Annex 2 – Customs Office Code List

S.N.	Code	Customs Office Name
1	BDP01	Bhadrapur Customs Office
2	BDP02	Bhadrapur Customs Office, Gate
3	BHW01	Bhairahawa Customs Office
4	BHW02	Bhairahawa Customs Office, Gate
5	BRJ01	Birgunj Customs Office
6	BRJ02	Birgunj Customs Office, Gate Section
7	BRJ03	Birgunj Customs Office, ICP
8	BRJ04	Birgunj Customs Office, ICP - Gate
9	BRT01	Biratnagar Customs Office
10	BRT02	Biratnagar Customs Office, Gate
11	BRT03	Biratnagar Customs Office, ICP
12	CUO01	Customs Office Main
13	DOC01	Department of Customs
14	DPC01	Dry Port Customs
15	GAU01	Gaur Customs Office
16	GAU02	Gaur Customs Office, Gate
17	JAL01	Jaleshwar Customs Office
18	JAL02	Jaleshwar Customs Office, Gate
19	JNK01	Janakpur Customs Office
20	JNK02	Lagma Jatahi Subcustoms office
21	KAI01	Kailali Customs Office
22	KAI02	Kailali Customs Office, Gate
23	KAN01	Kanchanpur Customs Office
24	KAN02	Kanchanpur Customs Office Gate
25	KRI01	Krishna Nagar Customs Office
26	KRI02	KrishnaNagar Customs Office, Gate
27	KRI05	Suthauli Sub-Customs Office
28	MCH01	Mechi Customs Office
29	MCH02	Mechi Customs Office, Gate
30	MCH03	Mechi Customs Office, Choti
31	MHP01	Maheshpur Customs Office
32	MHP02	Maheshpur Customs Office, Gate
33	NPJ01	Nepalgunj Customs Office
34	NPJ02	Nepalgunj Customs Office, Gate
35	RJB01	Rajbiraj Customs Office
36	RSW01	Rasuwa Customs Office
37	RSW02	Rasuwa Customs Office, Gate
38	SAR01	Sarlahi Customs Office
39	SAR02	Sarlahi Customs Office, Gate Section
40	SAT01	Sati Customs Office
41	SAT02	SATI Customs gate section
42	SIR01	Siraha Customs Office

S.N.	Code	Customs Office Name
43	STL01	Suthauli Customs Office
44	STL02	Suthauli Customs Office, Gate
45	SUN01	Sunsari Customs Office
46	SUN02	Sunsari Customs Office, Gate
47	TAT01	Tatopani Customs Office
48	THD01	Thadhi Customs Office
49	TIA00	TIA Customs Office
50	TIA01	Foreign Post Customs Office
51	TIA04	TIA Customs Counter Office

7.3. Annex 3 – Country List

S.N.	Code	Country Name
1	AD	Andorra
2	AE	United Arab Emirates
3	AF	Afghanistan
4	AG	Antigua and Barbuda
5	AI	Anguilla
6	AL	Albania
7	AM	Armenia
8	AN	Netherlands Antilles
9	AO	Angola
10	AQ	Antarctica
11	AR	Argentina
12	AS	American Samoa
13	AT	Austria
14	AU	Australia
15	AW	Aruba
16	AZ	Azerbaijan
17	BA	Bosnia and Herzegovina
18	BB	Barbados
19	BD	Bangladesh
20	BE	Belgium
21	BF	Burkina Faso
22	BG	Bulgaria
23	BH	Bahrain
24	BI	Burundi
25	BJ	Benin
26	BM	Bermuda

S.N.	Code	Country Name
27	BN	Brunei Darussalam
28	BO	Bolivia
29	BR	Brazil
30	BS	Bahamas
31	BT	Bhutan
32	BV	Bouvet Island
33	BW	Botswana
34	BY	Belarus
35	BZ	Belize
36	CA	Canada
37	CB	Cambodia
38	CC	Cocos (Keeling) Islands
39	CF	Central African Republic
40	CG	Congo
41	CH	Switzerland
42	CI	Cote d'Ivoire
43	CK	Cook Islands
44	CL	Chile
45	CM	Cameroon
46	CN	China
47	CO	Colombia
48	CR	Costa Rica
49	CS	Serbia (Europe)
50	CU	Cuba
51	CV	Cape Verde
52	CX	Christmas Island [Australia]
53	CY	Cyprus
54	CZ	Czech Republic
55	DE	Germany
56	DJ	Djibouti
57	DK	Denmark
58	DM	Dominica
59	DO	Dominican Republic
60	DZ	Algeria
61	EC	Ecuador
62	EE	Estonia
63	EG	Egypt
64	EH	Western Sahara

S.N.	Code	Country Name
65	ER	Eritrea
66	ES	Spain
67	ET	Ethiopia
68	EU	European Union
69	FI	Finland
70	FJ	Fiji
71	FK	Falkland Islands (Malvinas)
72	FM	Micronesia, Federated States of
73	FO	Faeroe Islands
74	FR	France
75	GA	Gabon
76	GB	United Kingdom
77	GD	Grenada
78	GE	Georgia
79	GF	French Guiana
80	GH	Ghana
81	GI	Gibraltar
82	GL	Greenland
83	GM	Gambia
84	GN	Guinea
85	GP	Guadeloupe
86	GQ	Equatorial Guinea
87	GR	Greece
88	GT	Guatemala
89	GU	Guam
90	GW	Guinea-Bissau
91	GY	Guyana
92	HK	Hong Kong
93	HN	Honduras
94	HR	Croatia
95	HT	Haiti
96	HU	Hungary
97	ID	Indonesia
98	IE	Ireland
99	IL	Israel
100	IM	Isle of Man
101	IN	India
102	IO	British Indian Ocean Territory

S.N.	Code	Country Name
103	IQ	Iraq
104	IR	Iran, Islamic Republic of
105	IS	Iceland
106	IT	Italy
107	JM	Jamaica
108	JO	Jordan
109	JP	Japan
110	JT	Johnston Island
111	KE	Kenya
112	KG	Kyrgyzstan
113	KH	Cambodia
114	KI	Kiribati
115	KM	Comoros
116	KN	Saint Kitts and Nevis
117	KP	Korea, Democratic People's Rep. of
118	KR	Korea, Republic of
119	KV	Kosovo
120	KW	Kuwait
121	KY	Cayman Islands
122	KZ	Kazakhstan
123	LA	Lao People's Democratic Republic
124	LB	Lebanon
125	LC	Saint Lucia
126	LI	Liechtenstein
127	LK	Sri Lanka
128	LR	Liberia
129	LS	Lesotho
130	LT	Lithuania
131	LU	Luxembourg
132	LV	Latvia
133	LY	Libyan Arab Jamahiriya
134	MA	Morocco
135	MC	Monaco
136	MD	Republic of Moldova
137	ME	Montenegro
138	MG	Madagascar
139	MH	Marshall Islands
140	MI	Midway Islands

S.N.	Code	Country Name
141	MK	The former Yugoslav Rep. Macedonia
142	ML	Mali
143	MM	Myanmar
144	MN	Mongolia
145	MO	Macau
146	MP	Northern Mariana Islands
147	MQ	Martinique
148	MR	Mauritania
149	MS	Montserrat
150	MT	Malta
151	MU	Mauritius
152	MV	Maldives
153	MW	Malawi
154	MX	Mexico
155	MY	Malaysia
156	MZ	Mozambique
157	NA	Namibia
158	NC	New Caledonia
159	NE	Niger
160	NF	Norfolk Island
161	NG	Nigeria
162	NI	Nicaragua
163	NL	Netherlands
164	NM	Many Countries
165	NN	Not specified
166	NO	Norway
167	NP	Nepal
168	NR	Nauru
169	NU	Niue
170	NZ	New Zealand
171	OM	Oman
172	PA	Panama
173	PE	Peru
174	PF	French Polynesia
175	PG	Papua New Guinea
176	PH	Philippines
177	PK	Pakistan
178	PL	Poland

S.N.	Code	Country Name
179	PM	Saint Pierre and Miquelon
180	PN	Pitcairn
181	PR	Puerto Rico
182	PT	Portugal
183	PW	Palau
184	PY	Paraguay
185	QA	Qatar
186	RE	Reunion
187	RO	Romania
188	RS	Serbia
189	RU	Russian Federation
190	RW	Rwanda
191	SA	Saudi Arabia
192	SB	Solomon Islands
193	SC	Seychelles
194	SD	Sudan
195	SE	Sweden
196	SG	Singapore
197	SH	Saint Helena
198	SI	Slovenia
199	SJ	Svalbard and Jan Mayen Islands
200	SK	Slovakia
201	SL	Sierra Leone
202	SM	San Marino
203	SN	Senegal
204	SO	Somalia
205	SR	Suriname
206	ST	Sao Tome and Principe
207	SV	El Salvador
208	SY	Syrian Arab Republic
209	SZ	Swaziland
210	TC	Turks and Caicos Islands
211	TD	Chad
212	TF	French Southern Territories
213	TG	Togo
214	TH	Thailand
215	TI	Tibet (China)
216	TJ	Tajikistan

S.N.	Code	Country Name
217	TK	Tokelau
218	TM	Turkmenistan
219	TN	Tunisia
220	TO	Tonga
221	TP	East Timor
222	TR	Turkey
223	TT	Trinidad and Tobago
224	TV	Tuvalu
225	TW	Taiwan, Province of China
226	TZ	United Republic of Tanzania
227	UA	Ukraine
228	UG	Uganda
229	US	United States
230	UY	Uruguay
231	UZ	Uzbekistan
232	VA	Holy See (Vatican)
233	VC	Saint Vincent and the Grenadines
234	VE	Venezuela
235	VG	British Virgin Islands
236	VI	United States Virgin Islands
237	VN	Viet Nam
238	VU	Vanuatu
239	WF	Wallis and Futuna Islands
240	WK	Wake Island
241	WS	Samoa
242	YE	Yemen
243	YU	Yugoslavia
244	ZA	South Africa
245	ZM	Zambia
246	ZR	Zaire
247	ZW	Zimbabwe

7.4. Annex 4 – List of DLS Offices

S.N.	Quarantine Office	Office Name and Location	Animal Quarantine Check post (Covered)
1	Bhiarahawa,	Bhairahawa, Rupendehi	Belahiya, Rupandehi Maheshpur, Nawalparsi Krishnan Nagar, Kapilavastu
2	Biratnagar	Biratnagar, Morang	Rani, Morang Bhantabari, Sunsari Madar, Siraha

S.N.	Quarantine Office	Office Name and Location	Animal Quarantine Check post (Covered)
3	Birgung	Birgung, Parsa	Sirsiya, Parsa Matiawara, Bara Aurahiya, Rautahat Pathalaiya, Bara
4	Janakpur	Janakpur, Dhanusha	Vitthamod, Mahottari Jatahi, Dhanusha Malangwa, Sarlahi
5	Kakarvitta	Kakarvitta, Jhapa	Pasupatinagar, Ilam Gauriganj, Jhapa Bhadrapur, Jhapa Kakarvitta, Jhapa
6	Kathmandu	Kathmandu, Budhanilkantha	TIA, Kathmandu Tatopani, Sindhupalchowk Ramnagar, Chitwan Rasuwaghadi, Rawuwa Nagdhunga, Kathmandu
7	Nepalgunj	Nepalgunj, Banke	Jamunaha, Banke Gulariya, Bardiya Bhalubang, Dang
9	Gaddachowiki	Gaddachowiki, Kanchanpur	Gaddachowiki, Kanchanpur Dhangadi, Kailali Beluri, Kanchanpur Darchula, Darchula