



**Ministry of Health  
Bhutan Food and Drug Authority  
CERTIFICATION SERVICES**

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***The Head  
Bhutan Food and Drug Authority  
Ministry of Health  
Thimphu, Bhutan.***

Subject: **APPLICATION FOR FOOD PRODUCT CERTIFICATION.**

Dear Sir/Madam,  
I/we hereby submit an application along with the filled questionnaire (Annex BFDA-CS-PR7.2-01-FM-02), requesting for certification under BFDA's Food Product Certification Scheme (BFDA-CS-01). I/we have been engaged in the food business, the details of which are given below:

**1. Details of the Firm**

1.1 Name of firm: \_\_\_\_\_  
\_\_\_\_\_

1.2 Location: \_\_\_\_\_  
\_\_\_\_\_

1.3 Gewog: \_\_\_\_\_  
\_\_\_\_\_

1.4 Dzongkhag: \_\_\_\_\_

1.5 Mobile No./Telephone No./ Fax No: \_\_\_\_\_  
\_\_\_\_\_

1.6 E-mail Address: \_\_\_\_\_  
\_\_\_\_\_

1.7 Business License Number (if applicable): \_\_\_\_\_  
\_\_\_\_\_

1.8 Food Safety License Number: \_\_\_\_\_  
\_\_\_\_\_

1.9 Name of the Technical In-charge (if different from the owner): \_\_\_\_\_  
\_\_\_\_\_

1.10 Name of the Management In-charge (if different from the owner): \_\_\_\_\_  
\_\_\_\_\_

**2. Factory Address (if different from above)**

2.1 Postal Address: \_\_\_\_\_



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2.2 Location: \_\_\_\_\_

2.3 Business License Number (if applicable): \_\_\_\_\_

2.4 Telephone No./ Fax No: \_\_\_\_\_

2.5 E-mail Address: \_\_\_\_\_

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**3. Commodity Details**

3.1 Name of the Commodity:

3.2 Brief Description: \_\_\_\_\_

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3.3 Trade mark(s): \_\_\_\_\_

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4. According to my/our best knowledge, the quantity of the mentioned commodity/ process and quantity of export and its price is given below:

<i>Year</i>	<i>Production</i>	<i>Unit</i>	<i>Value</i>
<b>a) For the Last Year</b> From----- to-----			
<b>b) For the Current Year</b> From----- to-----			
<i>Year</i>	<i>Export</i>	<i>Unit</i>	<i>Value</i>
<b>a) For the Last Year</b> From-----to-----			
<b>b) For the Current Year</b> From----- to-----			



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5. Standard(s) for which we wish to be certified: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Preferred language during evaluation (*Please tick*)

Dzongkha     English     Sharchop     Lhotsham

Others (Please specify) .....

7. With a view to ensure the similarity of the process of production of the mentioned commodities as per related standard, I/ We shall use the Scheme of Testing and Inspection in our manufacture. I/ We shall keep regular records and maintain all required documentation to fulfill the requirements of the identified Standard (refer point 5) and any other additional documentation required by the BFDA-CS as the Certification Body.

8. I/We are willing to change or amend our inspection and testing program as may be required from time to time to keep in line with our policy which may be directed by BFDA-CS.

9. If BFDA-CS desires to make a preliminary inspection or investigation then, I/We, agree to give all our reasonable opportunity and privileges to BFDA-CS and accordingly provide our cooperation as per certification requirements.

10. If the certificate is awarded, I/We will abide by all the terms and conditions of the certification, as updated time to time by BFDA-CS, so long as it remains valid. If the license becomes prolonged or it is cancelled, then I/We, shall ensure that any use of the Standard Mark on any commodity under the license will be stopped immediately and all related advertisement, materials will be taken back and other necessary action will be taken.

Signature :

Name :

Designation :

Location :

Phone (if any) :



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Date :

On behalf of ..... (Insert company name)