

Federative Republic of Brazil
Ministry of Agriculture, Livestock and Food Supply (MAPA)
Secretariat of Animal and Plant Health and Inspection (SDA)
Department of Inspection of Animal Origin Products (DIPOA)

Circular DIPOA/SDA No. 42/2010

Brasilia, November 30, 2010.

From: Director of Department of Inspection of Animal Origin Products (DIPOA)

Subject: Instructions for the filling out of IMPORTED LABELS AND ANIMAL ORIGIN PRODUCTS REGISTRATION FORM

Due to the provisions from Normative Instruction MAPA No. 22 of November 24, 2005 (IN 22/05), which approved the TECHNICAL REGULATION TO PACKED ANIMAL ORIGIN PRODUCT LABELLING, and considering the need to control registration procedures regarding animal origin imported products, establishing requirements that are equivalent to those adopted for the registration of animal origin products that are produced locally (subject to the supervision of the Federal Inspection Service – SIF, from the Department of Inspection of Animal Origin Products - DIPOA), this Department has elaborated guidelines on the fulfillment of the IMPORTED LABELS FOR ANIMAL ORIGIN PRODUCTS REGISTRATION FORM, attached, and additional information on the subject.

After the evaluation of the comments received in response to Brazilian notice G/SPS/N/BRA/654 regarding the Circular Letter DIPOA/SDA No. 14/2010, the document was revised.

The form was modified to adjust to IN 22/05.

Only the foreign institutions licensed by the DEPARTMENT OF INSPECTION OF ANIMAL ORIGIN PRODUCTS can request the registration of their labels and products.

All foreign establishments that are licensed to export to Brazil must, before requiring the Importation Licence, obtain the registration of their products together with DIPOA, according to what is established in this document.

As from **April 01, 2011**, all requests for registration of animal origin imported products will only be approved if they follow the provisions of the present instruction.

Those establishments that already have registered products will have until **April 01, 2012** to adjust all their registrations. After that date, all registrations will be automatically cancelled. Those labels that do not follow Brazilian legislation shall be immediately adjusted.

The registrations that are approved according to Circular Letter DIPOA/SDA No. 14/2010 expire in 10 years, and do not need a new evaluation.

The approved labels will have a validation of 10 (ten) years from the date of approval. This validation will be checked at the moment the Importation Licence (LI) is requested. In case of changes or new legislation that come into force during this period and that require adjustments in the labels, this shall be done immediately, and the labels shall be submitted to evaluation from the DIPOA.

- 1- Documents to be submitted for the registration of animal origin imported products:
 - a. Form: 2 (two) originals, delivered in the following address, informing the returning address of the analyzed process.

Department of Inspection of Animal Origin Products
Ministry of Agriculture, Livestock and Food Supply
Esplanada dos Ministérios, Bloco D, Anexo A
70.043-900 Brasília, DF – Brazil
<http://www.agricultura.gov.br>

- b. The sketches for the packages labels that will be displayed for final consumers must be attached in their original format and colors. These labels must show all mandatory information (according to the legislation from MAPA and the other supervision agencies).
- c. Secondary and tertiary packages, that will not be displayed for final consumers, used only to stocking and transportation, will not be registered, provided that the packed product present label with all the mandatory information and is duly approved.
 - However, all these packages should present, at least:
 - Designation of sale;
 - Data from producer (name, registration number of the institution in the official government agency and address);
 - Stamp from the Official Service, if required;
 - Product conservation;
 - Production and expiration dates.
- d. In case it is impossible to attach the labels sketches in their original size, their real dimensions should be specified.
- e. When the mandatory information is indicated through the use of stickers, (IN 22/05), the sketch of the original label/package should be attached, indicating the position where the stickers will be put.

2- Instructions for the fulfillment:

The LABEL REGISTRATION FORM must be completed in Portuguese or in Spanish.

Each page shall be completed as mentioned below:

Field 1.1 – Insert the number of the veterinary/ sanitary registration or control for the producer. This is equivalent to the registration in the GOVERNMENT INDUSTRIAL AND SANITARY INSPECTION AGENCY FOR ANIMAL ORIGIN PRODUCTS FROM THE EXPORTING COUNTRY;

Field 1.2 – Insert complete name and address from the agency mentioned in field 1.1. In case there is an official hallmark (stamp from the official inspection agency), it should be placed on the label;

Field 1.3 – Insert the sequential number, in ascending order, followed by a slash and the producer veterinary/ sanitary registration number in the agency mentioned in field 1.1 above;

Field 1.4 – Date of entry of the form, to be completed by DIPOA, at the moment of acceptance of the document;

Field 1.5 – Insert the producer's company name. This should be the same from the label;

Field 1.6 – Insert the producer's complete address (City, State and Country), including telephone and fax numbers, e-mail and website.

Field 3.1.1 – Applicable in requiring the registration of a product.

Field 3.1.2 – Applicable in case of changes in the product production process and/or composition of a product that is already registered. In this case, the original number is kept.

Field 3.1.3 – Applicable exclusively for changes in the label sketch. In this case, the original number is kept.

Field 3.1.4 – Applicable in the interested company request the cancelling of the product registration.

Field 4.1 – Indicate the product's name in a clear and understandable way for the consumer.

Field 4.2 – Indicate the product's commercial brand.

Field 5.1.1 – Applicable in cases of labels that are printed in paper or plastic.

Field 5.1.2 – Applicable when the product's identification is made through a sticker, in substitution of the traditional label, containing all information related to the product and its origin. This label must be waterproof, indelible and inviolable.

Field 5.1.3 – Applicable when the drawings and words in the label are printed directly in the container.

Field 5.1.4 – Applicable in case the product is packed in a wooden package.

Field 5.1.5 – In the case the product is packed in a container in which the label was printed directly through lithography.

Field 5.1.6 – Indicate the way that was not provided in the form.

Fields 5.2.1 through 5.2.5 – Self-explanatory.

Field 6.1 – Indicate units of weight or volume of the product, according to its presentation. In the case of products that are bottled and commercialized in liquid means, also indicate the drained net weight. For products that have variable weight, the label must follow the specific Brazilian rule and, according to each case, the package weight must be expressed in the label.

Field 6.2 – This information must be displayed in the label, following Brazilian specific legislation.

Field 7 – The producer establishment must be considered.

Field 8 – Self explanatory

Field 9.1 – According to item 1.1

Field 9.2 – According to item 1.3

Field 10.1 – The product ingredients must be expressed in descending order of initial weight or volume, including additives and their corresponding INS numbers. The total percentage of ingredients must total 100%.

When a mix of ingredients and/or additives is used in the formulation of the product to which the registration is requested, the description of each component and its percentage should be described.

Field 11 – The description of the production process of the product must be presented in order, since the obtaining or reception of the raw material until the processing and expedition of the final product to the Brazilian market.

Inform the parameters of the process and the product that are responsible for granting the quality characteristics of the final product (time, temperature, humidity, etc)

Field 12 – Describe how the product is made, within the production flow, the primary and secondary packages or any other package the product might have.

Field 13 – Describe where the product is stored, specifying the temperature, in case the product requires to be kept refrigerated.

Field 14 – Describe with details the procedures for QUALITY CONTROL used by the industry during all stages of the industrialization process.

Field 15 – All stages and caution with the product transportation until its final destination must be described.

Field 16 – Inform the place where the label with the information of the importer will be affixed.

The information about the importer (company name, registration number at the National Registry of Legal Entities (CNPJ), address, telephone number, etc) must be displayed on the label for the access of the consumer.

Field 17 – Attach, if needed or required, control registry forms, graphs (sterilization process control of canned products, for example), products factsheet, technical-scientific literature that subsidize the requirement, etc. This information must be presented in Portuguese or Spanish.

Field 18 – It should be considered the establishment of the producer.

Field 19 – Self-explanatory.

**FORM FOR THE EXCLUSIVE COMPLETION BY THE VETERINARY/ SANITARY
AUTHORITY RESPONSIBLE FOR THE HIGIENIC-SANITARY CONTROL OF THE
ESTABLISHMENT**

Field 2 – The responsible sanitary authority must verify if the establishment meets all items.

Field 3 – This field is reserved to complimentary clarifications by the responsible for the Veterinary/ Sanitary service.

Field 4 – The place and date of the technical report must be considered.

Field 5 – Self-explanatory

3- Label Sketch

- a. The labels must follow IN 22/05 and the legislation from other fiscalization agencies.
- b. The companies must preferably use labels printed with the mandatory information in Portuguese.
- c. According to item 3.4 from the regulation approved by Normative Instruction MAPA No. 22/05, “the labelling of animal origin products must be done exclusively by the processing establishments, licenced for elaboration or fractionation by the official authority of the origin country, When the label is not in the destination country language, a complimentary sticker must be affixed, containing the mandatory information in the corresponding language, using a font with adequate size, highlight and visibility. This sticker can be affixed in the origin or in the destination. In the last case, the affixation must be done before commercialization.

The complimentary sticker referred in this item is the label approved by DIPOA at the registration process of imported products, the original sketch/label packaging shall be sent and must indicate the local of affixation of the label.

- d. According to the provisions on IN 22/05, the denomination for sale must be highlighted on the main panel of the label, with equal fonts and color, and with no intercalation with drawings or other words.

- e. Expressions such as traditional, original, special, premium, more, better quality, healthy, etc will not be accepted unless they are duly justified and submitted to the DIPOA evaluation and, when accepted, they have an explanation of the difference in the label.

4- DIPOA Evaluation

After the analysis of the form and the sketch, the official agencies CGI/DIPOA will emit a report according to the attached template. The label may be:

- a. **Disapproved:** In this case, all the pages must be stamped with the term Disapproved or Dismissed by the agency;
- b. **Approved with restrictions:** the label can only be used after meeting all requirements;
- c. **Approved.**

After the request analysis, the Federal Inspector (FFA) responsible for the report might stamp the attached labels according to the stamp template below:

DIPOA/SDA/MAPA
<input type="checkbox"/> Disapproved
<input type="checkbox"/> Approved
<input type="checkbox"/> Approved with restrictions
Brasilia, ___/___/____ _____

The box corresponding to the report must be checked, and it should be signed and stamped below the date.

The moment the importer/ company requests the importation license (LI), it should present also the approved and stamped label, in accordance with what was described before.

The present document and its annexes shall be disseminated to all interested (importing companies, licensed foreign companies, Embassies from countries that export to Brazil, SIPOAS/ SISAS/ SIFISAS, VIGIAGRO).

This Circular Letter revokes Circular Letter DCI No. 125/98 and Circular Letter DIPOA/SDA No. 14/10.

Annex I – FORM TO BE SENT TO ANALYSIS

Annex II – FORM TO BE COMPLETED EXCLUSIVELY BY DIPOA

Annex III – MINIMUM MANDATORY INFORMATION FOR THE LABEL

ANNEX I

Federative Republic of Brazil
Ministry of Agriculture, Livestock and Food Supply (MAPA)
Secretariat of Animal and Plant Health and Inspection (SDA)
Department of Inspection of Animal Origin Products (DIPOA)
International Commerce Control Division (DCI)

LABELS AND ANIMAL ORIGIN IMPORTED PRODUCTS REGISTRATION FORM

1 – IDENTIFICATION

- 1.1 Number of veterinary/ sanitary control of the producing establishment in the origin country:
- 1.2 Name and address of the central agency responsible for the veterinary/ sanitary control of the producing establishment:
- 1.3 Product registration number in the Brazilian Ministry of Agriculture:*
- 1.4 Date of entry in the DIPOA:
- 1.5 Name of the producing establishment:
- 1.6 Producing establishment address:

2 – REQUEST

Dear Director of the DIPOA,
The above mentioned company, through its legal representative and its technical responsible, request from this Department what is described in item 3 of this document.

3 – NATURE OF THE REQUEST

- 3.1 Request
 - 3.1.1 Registration
 - 3.1.2 Change in the composition/ process/ production
 - 3.1.3 Change in the label
 - 3.1.4 Cancellation

4 – PRODUCT IDENTIFICATION

- 4.1 Product name (commercial denomination). Original and in Portuguese.
- 4.2 Trademark

5 – LABEL AND PACKAGE CHARACTERISTICS

- 5.1 Label:
 - 5.1.1 Printed
 - 5.1.2 Sticker
 - 5.1.3 Embossed
 - 5.1.4 Hot stamped
 - 5.1.5 Lithographed
 - 5.1.6 Other (_____)

- 5.2 Package:
 - 5.2.1 Can
 - 5.2.2 Paper
 - 5.2.3 Plastic
 - 5.2.4 Natural package
 - 5.2.5 Other (_____)

6 – QUANTITY AND IDENTIFICATION

- 6.1 Quantity of product packed in each unit of measure
- 6.2 Date of production or packaging and expiration date (place and means of identification)

7 – PLACE AND DATE

8 – AUTHENTICATION

Signature and stamp of the legal representative of the producing establishment
Signature and stamp of the technician responsible for the producing establishment

* Sequential number, followed by slash and number of official establishment registry in the Veterinary/ Sanitary Inspection Service. The registration number must be indicated in the label and in the body of the international sanitary certification of products that are exported to Brazil. The template is defined in Circular Letter DIPOA No. 14/2010.

9 – IDENTIFICATION

9.1 Number of veterinary/ sanitary control of the producing establishment

9.2 Product registration number in the Brazilian Ministry of Agriculture

10 – COMPOSITION

10.1 Ingredients – KG or L – percentage (%) – TOTAL – 100%

11 – PRODUCTION PROCESS

Description

12 – PACKAGING SYSTEM

Description

13 – STORAGE

Description

14 – QUALITY CONTROL/ PRODUCT CONSERVATION

Description

15 – PRODUCT TRANSPORTATION

Description

16 – INFORMATIONS ABOUT THE IMPORTER

Indicate the local and way of affixation of the importer information

17 – ATTACHED DOCUMENTS

List:

18 – PLACE AND DATE

19 – AUTHENTICATION

Signature and stamp of the legal representative of the producing establishment

Signature and stamp of the technician responsible for the producing establishment

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LABELS AND ANIMAL ORIGIN IMPORTED PRODUCTS REGISTRATION FORM

**FORM FOR THE EXCLUSIVE COMPLETION BY THE VETERINARY/ SANITARY
AUTHORITY RESPONSIBLE FOR THE HIGIENIC-SANITARY CONTROL OF THE
ESTABLISHMENT**

1 – IDENTIFICATION

- 1.1 Commercial name of the producing establishment:
- 1.2 Number of veterinary/ sanitary control of the producing establishment
- 1.3 Product registration number in the Brazilian Ministry of Agriculture

2 – CERTIFICATION BY VETERINARY/ SANITARY AUTHORITY

I, under signed, certify that:

- 1. The company applies adequately the informed quality control methods ;
- 2. The installations, equipments and production flow are adequate and approved for the elaboration of the product;
- 3. The company's production process and products composition are made according to the description;
- 4. The establishment is licensed to export this product to Brazil.

3 – NOTES

4 – PLACE AND DATE

5 – AUTHENTICATION

Complete name of the Veterinary/ Sanitary service technician responsible for the producing establishment

Signature and stamp of the Veterinary/ Sanitary service technician responsible for the producing establishment

ANNEX II

Federative Republic of Brazil
Ministry of Agriculture, Livestock and Food Supply (MAPA)
Secretariat of Animal and Plant Health and Inspection (SDA)
Department of Inspection of Animal Origin Products (DIPOA)
International Commerce Control Division (DCI)

LABELS AND ANIMAL ORIGIN IMPORTED PRODUCTS REGISTRATION FORM

FORM FOR THE EXCLUSIVE COMPLETION BY DIPOA

1 – IDENTIFICATION

- 1.1 Number of veterinary/ sanitary control of the producing establishment
- 1.3 Product registration number in the Brazilian Ministry of Agriculture
- 1.4 Date of entrance in DIPOA:
- 1.5 Commercial name (denomination) of the producing establishment
- 1.6 Address of the producing establishment

2 – NATURE OF THE REQUEST

- 2.1 Request
 - 2.1.1 Registration
 - 2.1.2 Change in the composition/ process/ production
 - 2.1.3 Cancellation
 - 2.1.4 Change in the label

3 – PRODUCT IDENTIFICATION

- 3.1 Product name (commercial denomination).
- 3.2 Trademark

4 – LABEL AND PACKAGE CHARACTERISTICS

- 4.1 Label:
 - 4.1.1 Printed
 - 4.1.2 Sticker
 - 4.1.3 Embossed
 - 4.1.4 Hot stamped
 - 4.1.5 Lithographed
 - 4.1.6 Other (_____)

5.2 Package:

- 5.2.1 Can
- 5.2.2 Paper
- 5.2.3 Plastic
- 5.2.4 Natural package
- 5.2.5 Other (_____)

5 – QUANTITY AND IDENTIFICATION

- 5.1 Quantity of product packed in each unit of measure

6 – ANALYSIS OF THE LABEL REGISTRATION REQUEST

Dear Head of Department, we propose that the request is:

- Approved
- Approved with restrictions
- Disapproved

Notes or restrictions*:

* The restrictions must be met before the production and use of the label

7 – PLACE AND DATE OF THE REQUEST ANALYSIS

BRASILIA, DF, BRAZIL _____/_____/_____

8 – AUTHENTICATION

Signature and stamp of the Veterinarian Federal Inspector from DIPOA

- Approved**
 - Approved with restrictions**
 - Disapproved, as specified in Field 6 above.
- ** Valid for 10 (ten) years.

BRASILIA, DF, BRAZIL, _____/_____/_____

Signature and stamp from the Head of Division/ CGI/ DIPOA

ANNEX III

Minimum mandatory information for the LABEL TO BE AFFIXED IN THE ORIGINAL PACKAGE, FOR IDENTIFICATION IN PORTUGUESE, OF IMPORTED PRODUCT TO BE SOLD IN BRAZILIAN MARKET, according to IN 22/05.

1. Product denomination in Portuguese
2. Ingredients: in descending order by the initial participation in the formula. Indicate additives used, if required.
3. Produced by (company name of the producer)
Indication of the place of the producing establishment (City, State, Country)
4. Est No. (Number of sanitary control registry in Veterinary/ Sanitary Inspection Service for Animal Origin Products. The stamp or official hallmark (inspection stamp) from the agency that is responsible for the sanitary control of the product must be inscribed in this sticker.
5. Lot identification
6. Date of production (day/ month/ year)
7. Expiration date (day/ month/ year)
8. Net weight
9. Registration number at the Brazilian Ministry of Agriculture SIF/DIPOA under No. 0000/000 (sequential number – 4 figures, slash, followed by sanitary control No. of the establishment) for each product.
Industry (origin Country adjective)
Note: Additional information on conservation, storage and use of product can be included in the label, besides meeting the legislation from other supervising agencies.