

Registered at the Russian Ministry of Justice on 16 December 2011 N 22652

MINISTRY OF AGRICULTURE OF THE RUSSIAN FEDERATION

ORDER  
of November 7, 2011 N 404

**APPROVAL OF ADMINISTRATIVE REGULATION OF THE FEDERAL SERVICE FOR VETERINARY AND PHYTOSANITARY SURVEILLANCE ON THE PROVISION OF PUBLIC SERVICE FOR THE ISSUANCE OF PERMITS TO IMPORT INTO, EXPORT FROM AND TRANSIT THROUGH THE TERRITORY OF THE RUSSIAN FEDERATION OF ANIMALS, PRODUCTS OF ANIMAL ORIGIN, VETERINARY MEDICINES, FEED AND FEED ADDITIVES FOR ANIMALS**

In order to bring the regulations of the Ministry of Agriculture of the Russian Federation in accordance with the Russian law and in accordance with the Government Decree of the Russian Federation of 16 May 2011 N 373 "On the development and approval of administrative rules of execution of public functions and administrative regulations for the provision of public services" (Code of Russian Federation Law , 2011, N 22, Art. 3169; N 35, Art. 5092), I hereby order:

1. To approve the attached herein Administrative Regulation of the Federal Service for Veterinary and Phytosanitary Surveillance of the provision of public (state) services for issuing permits to import into, export from and also to transit through the territory of the Russian Federation animals, products of animal origin, veterinary medicines , feed and feed additives for animals.

2. Abrogate:

Order of the Russian Ministry of Agriculture of 9 January 2008 N 1 "On approval of the Administrative Regulations of execution Federal Service for Veterinary and Phytosanitary Surveillance of the state function of issuing permits for importation into the Russian Federation and exportation from the Russian Federation, as well as for transit through its territory of animals, products Animal drugs, feeds and feed additives for animals, quarantine products" (registered by Ministry of Justice of Russia on February 11, 2008 N 11136);

Order of Russian Ministry of Agriculture of 26 June 2008 N 272 "On Amendments to the Order of the Russian Ministry of Agriculture, January 9, 2008 N 1" (registered by Ministry of Justice of Russia on July 18, 2008 N 12 008).

Minister  
E. Skrynnik

Appendix to Order of the Ministry  
of Agriculture of the Russian  
Federation N 404 of 7 November  
2011

**ADMINISTRATIVE REGULATION**

**Federal Service for Veterinary and Phytosanitary Surveillance of the provision of public**

**(state) services for issuing permits to import into, export from and also to transit through the territory of the Russian Federation animals, products of animal origin, veterinary medicines , feed and feed additives for animals**

**I. General Provisions**

**Subject of the administrative regulations**

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

**Applicants (Range of applicants)**

2. The applicants (by granting by Service of the public service) can be:

Individuals (including sole proprietorship) and legal entities, and also embassies, consulates and other representations of the foreign states.

On behalf of applicants–Individuals, representatives can operate based on the power of attorney or the contract

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

**Requirements for order of information on the provision of public services**

3.1. Location (address) of the Service: Orlikov alley, 1 / 11, Moscow 107139.

Operating schedule: Monday - Thursday from 09:00 to 18:00 Friday from 09:00 until 16:45. Lunch Break: 12:00 - 12:45. Saturday, Sunday and public holidays - closed.

3.2. Information about the location and operating schedule of the Service, its structural units can be obtained by Inquiry phone (phones), the official website in the Internet, e-mail, on the stand in place of providing public services, and other ways.

3.3. Contact telephone (telephones) of the Services: +7 (495) 607-51-11, +7 (499) 975-43-47.

3.4. Information about addresses and telephone numbers for information of the Service is available on the official website at: <http://www.fsvps.ru>.

The official e-mail of the Service: [info@svfk.mcx.ru](mailto:info@svfk.mcx.ru).

Block diagram of the provision of state services provided in Annex № 3 to the present AR.

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

3.6. Information about the location, operating schedule, addresses, official websites, e-

mail addresses, phone numbers and phone numbers of references – informants who involved in the provision of public services, is located:

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

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

the official stand in the placement of the Service, in the place of providing public services at Orlikov., 1 / 11, Moscow, 107139.

## **II. Standards of providing of public services**

### **Name of public service**

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

4.1 Import permits are issued on controlled goods in accordance with the Common list of goods subject to veterinary control, approved by the Customs Union Commission Decision №317 of 18 June, 2010, and nonregistered medicinal (pharmaceutical) products for veterinary use, except for:

controlled goods from the Member States of the Customs Union;

feed additives for dogs and cats, as well as fodder for cats and dogs which have had heat-treated (the temperature is not below plus 70 degrees Celsius, for at least 20 minutes) in consumer packaging (packed for retail);

all kinds of stuffed animals and fish, or their fragments, the last complete taxidermy treatment, subject to the submission of documents confirming their purchase at retail;

hunting trophies from regions free from diseases specified in paragraph 3 of the chapter 38 of the United veterinary (veterinary-sanitary) requirements to the goods subject to veterinary control (surveillance), approved by the Decision of the Customs Union Commission as of 18 June 2010 No. 317), as well as originating from regions with an unsafe situation in respect of mentioned diseases, but which have been processed (disinfected) in accordance with the rules adopted in the country of origin of trophies, which is confirmed by a veterinary certificate;

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

dogs and cats transported by the owners for the personal use of not more than two pets in the accompanied by the international passport, issued in accordance with agreement and legal acts of the Customs Union (decisions of the Customs Union), provided that it marks the competent authority of a clinical control for five days before dispatch;

finished products of animal origin in their original packaging, marked by the manufacturer, imported by individuals for personal use up to 5 kg per person, subject to being in the epizootic of the state of manufacture and export of the state of these products.

4.2. Transit permits are issued on animals and animal raw materials in accordance with the Common list of goods subject to veterinary control, approved by the Customs Union Commission Decision of 18 June, 2010.

4.3. Export permits are issued on controlled goods, except for:

controlled goods in the Member States of the Customs Union;

dogs and cats, transported by their owners for private use in the quantity of not more than two animals with the international passport, issued in accordance with agreement legal acts of the Customs Union (decisions of the Customs Union), upon the condition of the mark in the passport of clinical examination within five days prior to departure;

feed additives for dogs and cats, as well as fodder for cats and dogs which have had heat-treated (the temperature is not below plus 70 degrees Celsius, for at least 20 minutes) in consumer packaging (packed for retail sale);

hunting trophies, stuffed animals of all kinds of animals and fish, or their fragments, the last complete taxidermy treatment, subject to the submission of documents confirming their purchase at retail;

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

food of plant origin;

**fish and seafood** of Russian-made goods exported without landing on the territory of the Russian Federation;

finished food products of animal origin in their original packaging.

### **Name of the federal executive authority, public service providers**

5. The authority to provide public services are carried out (realized) by the Service, its structural divisions, its officials.

6. In order to obtain information and documents which are necessary for the provision of public services, including verification of information provided by applicants, interact with:

executive authorities of the Russian Federation, authorized in the veterinary field;

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

7. Requiring from the applicant to carry out the actions, including approvals which are required to obtain public services and associated with going to other state agencies and organizations are prohibited.

### **Description of the result of providing public services**

8. The result of the provision of public services is:

issuance of permit for import into the Russian Federation, for export from the Russian Federation, for transit (hereinafter - permit) of controlled goods or a notice of refusal to issue the permit;

issuance of a document on amendments to the permit or notice of refusal to amend the permit;

issuance of a document on suspension of the permit;

issuance of a document on the abolition of a previously issued permit or notice of refusal to abolish previously issued permit.

8.1. Permits are issued on a calendar year.

Permits for next year are issued since December 1 of the year which is previous to the year of action of permit.

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

Animals may be imported to the Russian Federation from January 1 next year for obtaining a permit on a year, if they are putting on quarantine in the exporting country prior to December 31 of registration permits year inclusively .

8.2. Permits are issued by the Service in the electronic form through an automated information system (hereinafter - the AIS) that provides the analysis of the documents and

information of the applicant. Issues can also be issued on hard copies.

**The period of provision of public services, period (the directions) of issuing the documents, which are the results of the provision of public services.**

9. The deadline for submitting public service does not exceed 20 working days from the date of the registration of the application in the Service, if otherwise is not provided by p. 38 of this Regulation.

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

11. After making a decision the documents resulting from the provision of public services should be issued (sent) within one day after the decision.

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

**List of normative and legal acts regulating the relations arising in connection with the provision of public services**

12. The provision of public services in accordance with:

- Customs Union agreement on veterinary and sanitary measures, ratified by Federal Law of 19.05.2010 № 93-FZ (Code of laws of the Russian Federation, 2010, #21, art. 2531)

- Agreement on Cooperation in the veterinary field (Bulletin of Treaties, 1993, № 3);

- The CU Commission's decision of 18.06.2010 № 317

- Law of the Russian Federation of 14.05.1993 № 4979-1 «On Veterinary" (Vedomosty of the Congress of national deputies and the Supreme Council of the Russian Federation , 1993, № 24, art. 857; Code of laws of the Russian Federation, 2002, № 1, art. 2; 2004, № 27, art. 2711, № 35, art. 3607; 2005, № 19, art. 1752; 2006, № 1, art. 10; № 52, art. 5498; 2007, № 1, art. 29; № 30, art. 3805; 2009 № 1 art. 17; art. 21; 2010, №50, art. 6614; 2011, № 1, art. 6)

- Federal Law of 02.05.2006 № 59-FZ "On the order of consideration of application of citizens of the Russian Federation" (Code of laws of the Russian Federation, 2006, #19, art. 2060; 2010, #27, art. 3410; # 31, art. 4196);

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

- Federal Law of 26.12.2008 № 294-FZ "On Protection of Rights of Legal Entities and Individual Entrepreneurs within carrying out of state control (supervision), and municipal control" (Code of laws of the Russian Federation, 2008, #52, art. 6249; 2009, #18, art. 2140; #29, art. 3601; # 48, art. 5711; # 52, art. 644; 2010, #17, art. 1988; # 18, art. 2142; # 31, art. 4160; art. 4196; # 32, art. 4298; 2011, # 1, art. 20; Rossiyskaya Gazeta, 2011, # 29);

- Federal Law of 12.04.2010 № 61-FZ "On circulation of drugs" (Code of laws of the Russian Federation, 2010, #16, art. 1815; # 31, art. 416; #42, art. 5293; # 49, art. 6409);

- Federal Law of July 27, 2006 № 152-FZ "On Personal Data"(Code of laws of the Russian Federation, 2009, #48, art. 5716, # 52 (part 1), art. 6439; 2010, #27, art. 3407; # 31, art. 4173; # 31, art. 4196, # 49, art. 6409, # 52 (part 1), art. 6974, 2011, # 23, art. 3263);

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

- Government Resolution of the Russian Federation of December 25, 1998 № 1539 "On the import into the Russian Federation and export from the Russian Federation of medicinal and

pharmaceutical substances" (Code of laws of the Russian Federation, 1999, # 1, art. 190; 2000, # 9, art. 1036; 2001, # 50, art. 4735; 2002, # 22, art. 2005, # 30, art. 3172; 2006, # 50, art. 5341; 2009, # 9, art. 1101; 2010, # 52, art. 7080);

- Government Resolution of the Russian Federation of June 30, 2004 № 327 "On approval of the Regulation on the Federal Service for Veterinary and Phytosanitary Supervision" (Rosiysskaya gazeta, 2004, # 150; Code of laws of the Russian Federation, 2005, # 33, art. 3421; 2006, # 22, art. 2337; # 26, art. 2846; # 48, art. 5035; # 52, art. 5587; 2007, # 46, art. 5576; 2008, # 5, art.400; # 25, art.2980; # 46, art. 5337; 2009, # 6, art. 738; 2010, #5, art.538; # 16, art. 1917; № 26, art. 3350; # 40, art. 5068);

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

- OIE Terrestrial Animal Health Code.

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

13. To grant permit (except permit without indication of the volume of goods, indication of participant of foreign economic activity and indication of destination) the applicant send an application containing information in accordance with Annex 2 of this Regulations:

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

The Service requests the position of the competent veterinary authority of the region of the Russian Federation, to the territory of which import of the goods is planned, when the application for import permit to the Russian Federation (hereinafter - import) receives: animals, except pets and decorative animals, birds, reptiles, amphibians and aquatic organisms, that are circulated not for business purposes; feed and feed additives for animals, with the exception of feed and feed additives referred to in paragraph 2 of paragraph 4.1. of these Regulation.

2) via the veterinary services of foreign states to issue permits for the transit of controlled goods;

3) to the Service on hard copy:

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

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

Resolution without the volume of controlled goods, participant of foreign economic activity and indication of destination (hereinafter - resolution of the form № 1) is placed in the Internet website of the Service. The acting of permit of the form №1 applies to indeterminate circle of applicants without their prior submission to the Service.

**The closed list of documents which are required in accordance with the legal acts for the provision of public service and services, and which are required and obligatory for the provision of public service, and which are in a possession of authorities and municipal**

**government and other organization, and which can be provided by the applicant; and methods of their receiving by the applicant, including in electronic form; order of their granting**

14. For the provision of public services the applicant send personally, by mail, in electronic form via AIS all documents and information which are listed in the Annex № 2 to this Regulation.

15. It is prohibited to require from applicant to:

provide documents and information or the implementation of the action, granting or exercise of which is not stipulated by legal acts regulating the relations which arising in connection with the provision of public services;

provide information and documents that are related to Rosselkhoznadzor, other state agencies, public authorities of the Russian Federation and other organizations, in accordance with legal acts of the Russian Federation.

**Closed list of reasons for refusal of the documents, which are necessary for the provision of public service**

16. The reason for refusal of the documents which are necessary for the provision of public services is the absence in the application of the information, specified in Annex № 1 to this Regulation.

**Closed list of reasons for suspension or refusal for the provision of public service**

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

18. Reasons for refusal to provide public service are:

a) The application is signed by an unauthorized person (as provided in p.2 of this Regulation);

b) providing in the application of false data by the applicant;

18.1. Reasons for refusal to issue permits for imports of controlled goods are also:

a) absence of organization-exporter in the Unified Register of organizations and individuals, which engaged in the production, processing, and (or) storage of supervised goods imported into the customs territory of the Customs Union (hereinafter - the Register of third countries' enterprises), but only in case such a Unified Register has already been functioning considering the paragraph 11.3 of the Statement on the Common order of veterinary control the Regulation on Veterinary Controls at the Customs Border of the Customs Union, adopted in CU Commission Decision No 317 , and if there is required to include such enterprises to the Registry of the enterprises of the third countries.

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

c) imposition of temporary measures against the individual exporter (group of exporters) indicated in the application;

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

18.2. reasons for refusal to issue permit to export controlled goods are also:

a) obtaining information from the Veterinary Service of the importing country that the producing company is not entitled to import controlled goods;

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

18.3. The reasons for refusal to issue a permit for transit of controlled goods is also imposition of restrictive measures against the exporting countries (regions of exporting countries) or countries through which the route passes of controlled goods (for which they were overloaded), on relevant specific controlled goods.

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

a) the permit to which the proposed amendment has been repealed;

b) presence of reasons in presented information for refusal under sub 18.1, 18.2 of these Regulation.

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

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

**The order, volume and bases of levy duty or other fee for the provision of public services**

20. The provision of public services shall be carried out without paying state or other fees.

**The order, volume and bases of levy of fee for services that are necessary and required for provision of public services, including information on methods of calculating the amount of such fee**

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

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

22. The waiting time in queue for the applicant requesting the provision of public services should not exceed 20 minutes.

23. The waiting period for the applicant in the queue for receiving the result of the service should not exceed 20 minutes.

**Period and the order of registration of the request of the applicant to provide public services, including in electronic form**

24. The application received by the Service in hard copy should be registered in the determinate order by the Service within 2 working days.

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

**Requirements for room, where the public services is providing, for the waiting area and area of reception of applicants, placement and design of visual, textual and multimedia information about order of provision of these services**

25. The rooms for reception of applicants should meet the comfort conditions for applicants (including for handicapped person) and optimum working conditions of government employee with applicants.

26. Providing public services is carried out in areas of reception and issue of documents.

It should be provided comfort location of room in respect with walking from stop of public transport (not more than 10 minutes)

27. In the area of provision of public services it is provided possibility of public facilities (toilets) and storing citizen outerwear..

The rooms should be equipped by ramps, special fences and railings, it should be provided free movement and turn of wheelchair, placement of tables for disable persons aside from entrance taking into account free access and turn of wheelchair.

The rooms for reception of applicants is equipped by fire-prevention system and facilities for firefighting, warning system for cases of appearance of emergency situation. Entrance and exit is equipped by corresponding signs.

28. On the building front near the entrance it should be placed sign with information about name of Service, address and legal address, working hours, telephone numbers for consultation, Internet site of the Service.

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

29. Rooms intended to familiarize applicants with information, are equipped with information boards (stands).

Information stands in the rooms of provision of public services and the Internet site of the Service contain the following information:

- extracts from the legal acts regulating activity of provision of public services;
- text of this AR with annexes;
- address, working hours, telephone numbers, Internet sites and e-mails for consultation of applicants;
- order of receiving information about rules of provision of public service;
- order of consultation;
- order and time limits for appeal of decisions, actions or inaction of officials providing public service.

30. For citizens who are waiting for appointment and filling all needed for the providing of public service documents are assigned seats, equipped with chairs, tables (racks) to allow processing of documents, which are provided writing paper and stationery, as well as telephone, computer with the ability to print and access to Internet.

31. Rooms of consulting point are marked by corresponding signs with indicating the room number, last name, first name, patronymic, position of advising official.

Every workplace of official should be equipped by personal computer with access to necessary information databases, Internet, printing and scanning devices. When organizing of workplace it is provided the opportunity of free entry and exit from the room if it is necessary.

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

**Indicators of accessibility and quality of public services, including the number of interactions with officials and the applicant within the providing of public services and their duration, the possibility to receive the service in the multifunctional center of provision of public services, providing information about process of the provision of public services, including the use of information and communication Technologies**

32.1. The quality of the public services is defined as the ratio of the number of applications received for the correction of technical errors to the total number of applications for public services within the reporting period.

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

32.3. Timeliness of public services is determined by:

as the number of applications for public services made with the violation of the time frames of the total number of applications processed within the reporting period;

32.4. Complaints of citizens regarding the providing of public services defined as the number of sufficient complaints of citizens on the quality and accessibility of public services received by the service within the reporting period.

Appellation of actions on the rendering of the public service defined as the number of successful court claims (claims, applications) on appeal of the Service and its territorial bodies of the total number of operations carried out within the reporting period.

32.5 Citizens' satisfaction with the quality and accessibility of public service determined by assigning a rating under public monitoring.

32.6. Completeness, relevance and accessibility of information on the procedure for providing public services is determined by assigning a rating under public monitoring.

### **Other requirements, taking into account the specificity of provision of public service in the multifunctional centers of provisions of public service**

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

Public service is not provided in multifunctional centers.

### **Requirements taking into account the specificity of provision of public service in the electronic form**

34. The public Service is provided in electronic form at the basis of application, made using AIS, in the following cases:

a) import/ transit permit issuance for:

domestic and decorative animals, birds, reptiles, amphibians and hydrobionts, transported for purposes other than commercial (entrepreneurial);

for import - controlled goods excluding feed and feed additives for animals,

for transit - raw materials of animal origin;

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

35. In order to get the public service in an electronic form, application can be made using the Federal state information system - Unified portal of state and municipal services (functions) or the official Rosselkhoznadzor web-site.

36. For the providing of public services in electronic form to the applicant or a person representing his interests, is necessary to register in AIS, by making the following data:

a) for legal person:

full name, address (location) of the permanent executive body of the legal person, and in its absence - of a body or person authorized to act on behalf of the legal person without a power of attorney (hereinafter - the legal address),

address of the actual location of the legal person (hereinafter - the actual address),

personal tax reference number (TIN)

last name, first name, patronymic and e-mails of the responsible official (responsible officials if they are more than one).

b) for physical person:

last name, first name, patronymic,

address where the physical person is registered by place of residence (hereinafter - the address of registration), fully

full actual address,

personal tax reference number (if any)

c) for veterinary authorities of regions of the Russian Federation:

full name,

legal address,

region of the Russian Federation,

last name, first name, patronymic and e-mails of the responsible official (responsible officials if they are more than one);

d) for the veterinary service of a foreign state:

country,

full name,

legal address,

last name, first name, patronymic and e-mails of the responsible official (responsible officials if they are more than one).

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

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

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

37. It is provided opportunities for applicants to:

receive information about providing public service on the official website of the Service and the federal state information system - Unified portal of the state and municipal services (functions);

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

provide documents in electronic form using the official website of the Service and federal state information systems Unified portal of the state and municipal services (functions) for the purpose to obtain the public service;

provide monitoring of processes of providing public service using the official website of the Service and the federal state information systems Unified portal of the state and municipal services (functions);

provide electronic document confirmed consideration of application (if application is sent in electronic form);

receive the results of providing of public services in electronic form in the federal state information system Unified portal of the state and municipal services (functions), unless it is not prohibited by Federal law.

38. The decision of an application provided in an electronic form is to be taken at the basis of the AIS data analysis in terms, not exceeding three working days.

39. If there is no possibility to take the decision at the basis of AIS data, the state service is provided in order described in the section Administrative procedure on Issuing of permits at the basis of applications, provided in an electronic form in AIS.

40. Documents, that are the results of state service provision, are placed in AIS and

published on the official web-site of the Service, and in the member area on the Federal state information system Unified portal of state and municipal services (functions).

### **III. Composition, sequence and timing of implementation of administrative procedures, requirements to the order of their performance, including features of administrative procedures in electronic form**

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

- Issue permit under Form 1;
- Issue permit on the basis of applications on hard copy;
- Issue permit on the basis of electronic applications via AIS;
- Amend previously issued permit;
- Suspend previously issued permit;
- Cancel previously issued permit.

#### **Administrative procedure "Issue permit under form N 1"**

42. Permit under form of № 1 is issued to import or export of following controlled goods:

- products of animal origin, ready for use in human consumption, industrial manufacturing, in consumer packaging, marked by enterprise - producer;
- food additives of animal origin, that are subject of veterinary control;
- objects of paleontology, entomology, and collections, processed to ensure destruction of pathogens of infectious animal diseases;
- small pets importer faces and decorative animals, birds, reptiles, amphibians and aquatic life in an amount up to 5 animals / pc (dogs and cats - 2-5 pets) moved for non-business purposes. In this case the female mammal - a cat with a litter of kittens, litter of puppies from a bitch before the end of suckling period in young, female breeding birds with chicks before the end of feeding, etc. – are considered as one animal.

Availability of the permit under form N 1 is not a reason for refusing the applicant to obtain an individual permit.

43. Permits under form N 1 are issued no later than November, 10 of the current year for the next calendar year.

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

45. The administrative procedure "Issue of permit under form N 1" consists of the following administrative actions:

- making decision to issue a permit under form N 1;
- informing stakeholders about the results of providing of public service.

46. Administrative action "Making decision to issue a permit under form N 1"

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

46.2. Chief of the authorized department of the Service or his deputy, not later than October 21 of the current year nominates the responsible person from the staff of unit for the preparation of the permit under form N 1 for the next year.

46.3. Responsible person within 10 working days from the moment indicated in the point 46.2 of the Regulation of analyzes the opportunity to issue corresponding permits under form 1 for controlled goods referred to in paragraph 42 of this AR.

46.4. According to the results of the analysis responsible person prepares a draft permit under form N 1, which is indicated controlled good, exporting country, without the reference to

foreign trade entity, volume of goods and destination of the controlled goods.

46.5. Responsible person within 2 working days after completion of the draft permit under form N 1 endorses this document in due manner and transmits it to the authorized person.

46.6. The authorized person considers the draft decision within 2 working days from the moment of transmission of the draft decision under form No.1 by the responsible executive.

46.7. If there is any comments on the draft permit under form N 1 or disagreement with it, the authorized person returns the draft permit under form N 1 with the comments to the responsible person, who within 1 working day from the moment of the return of the draft permit under form No. 1 removes comments and retransmits the draft permit under form N 1 on the signature of an authorized person .

46.8. In the absence of comments on the draft permit under form N 1 authorized person signs it.

47. The criteria for making decision to issue the permit under form N 1 is the absence of reasons for refusal indicated in paragraphs "b", "d" of paragraph 18.1 of these AR.

48. Administrative action "Informing stakeholders about the providing of public service".

48.1 The legal fact which is the basis to start the administrative action, is signed permit under form N 1 by an authorized person.

48.2. Permit under form N 1 is published on the official website of the Service not later than November, 10 of the year, preceding the year of the permit under form No.1 in action and is available to physical persons and legal entities, and also interested officials of the federal executive bodies.

#### **Administrative procedure “Issuance of the permits on the basis of applications on a hard copy (paper form)”**

49. Issuance of the permits exclusively on the basis of the applications on a hard copy (paper form) is done for the following controlled goods:

1) goods containing hazardous biological agents,

2) for the needs of embassies, consulates and other missions of foreign states in the Russian Federation,

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

51. The application, that is received by the Service on a hard copy is registered in the order, approved by the Service, not more than in 2 working days.

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

52. The authority responsible for this administrative procedure is the authorized person of the Service.

53. Administrative procedure “Issuance of the permits on the basis of applications on a hard copy (paper form)” consists of the following administrative actions:

considering the application to issue a permit;

taking the decision to issue a permit;

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

54. Administrative action “Considering the application to issue a permit”

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

54.2. The head of competent division of the Service or his deputy during 1 day determines and assigns responsible person to consider the application from the staff of the relevant subdivision;

54.3. Responsible person during 1 working day from the moment, indicated in p. 54.2. of this Regulation checks the information in the application, that is indicated in Annex 1 to this Regulations.

54.4. In case of absence in the application of the data, indicated in the Annex 1 to this Regulations, the responsible person during 3 working days send to the applicant a notification to provide lacking data, and suspends the administrative procedure until the applicant provides necessary data, but for the period not exceeding 20 working days,

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

54.5. Responsible person reviews the application and analyzes the data contained therein for 10 working days.

54.6. According to the results of the application responsible person prepares a draft decision to issue the permit or draft notification on the refusal to issue such a permit specifying the reasons for the refusal.

54.7. Responsible person endorses the draft permit or notices in the prescribed manner and transfers the signature to the authorized person within 2 working days after the completion of the application.

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

56. Administrative action, "Taking the decision under the application to issue a permit."

56.1. Legal fact, which is the basis for the initiation of the administrative action is to receive by the authorized person from responsible person the draft decision on the permit or notification of the refusal to issue a permit (hereinafter - the decision).

56.2. The authorized person considers the draft decision within 2 working days from the moment of getting it from the responsible executive.

56.3. If there are comments on the draft decision, or disagreement with it, the authorized person sends the draft decision with comments to the responsible person.

56.4. Responsible person removes within 1 working day from the moment of the return of the decision comments and re-transmits a draft decision to the authorized person for the signature.

56.5. If there is appeared recurring comments to the draft decision the actions stipulated in paragraphs 56.3-56.4 of this Regulation shall be made before final removal of the critical comments.

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

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

57.1. Legal fact, which is the ground for the commencement of this administrative action is the signing of the decision by an authorized person.

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

applicant;

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

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

authorized officials of the territorial bodies of the Service, that control the territory through which the controlled good is imported/exported/transited;

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

authorized officials of the Service at the places of final Customs Clearance of an imported/exported controlled good;

authorized officials of the competent veterinary executive authorities of the territorial units (regions) of the Russian Federation, that control the territory into which (or through which) of from which that is planned the import/export/transit of a controlled good;

chief state veterinary inspectors of the foreign states (or persons authorized by the chief state veterinary inspectors), through which the controlled goods are transited.

Informing these listed persons may also be provided via mail, e-mail, or if requested by the applicant- via fax..

### **The administrative procedure "Issue of permit on the basis of application, which is issued in electronic form in the AIS"**

58. On the basis of applications issued in electronic form at the AIS it can be carried out issuing of the permits for the controlled goods, except goods containing hazardous biological agents, and goods for the needs of embassies, consulates and other missions of foreign states in the Russian Federation.

59. Legal fact, which starting point of the administrative procedure, is filling in the AIS an application for issuing of the permit for controlled goods, which are specified in paragraph 58 of this Regulation.

60. In the case referred to p. 18 of this Regulation a refusal to consider the application is formed .

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

62. The administrative procedure "Issuing of the permits on the basis of applications, which are issued in electronic form in the AIS" consists of the following administrative actions:

consideration of an application for a permit;

taking the decision on the application for a permit;

informing the applicant of the outcome of the provision of public services.

63. Administrative action "Consideration of the application for a permit."

63.1. Legal fact, which is the basis to start of the administrative action, is the registration of application for a permit in AIS.

63.2. Head of authorized division of the authorized Service or his deputy determines within 1 working day and assigns from the members of the respective division the person, who will be responsible for consideration of the application for a permit (executor).

63.3. The Executor within 1 working day from the moment indicated in p. 63.2. of this Regulation checks in an application the information specified in Annex № 2 to this Regulation.

63.4. In case of absence of the information specified in Annex № 2 to this Regulation, the executor within three working days sends to the applicant a notification on the missing information, and suspends the implementation of administrative procedures prior to their submission by the applicant, but not more than for 20 working days.

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

63.5. The Executor shall consider the application and analyzes the data contained therein within 10 working days.

63.6. According to the results of the application the executor prepares a draft decision. 63.7. The Executor shall approve the draft permit or notification in the prescribed manner and transfers for signature to the authorized person not later than 2 working days after the completion of consideration of the application.

64. The criteria for taking the decision on issuing of the permit are the absence of grounds for refusal provided for in paragraphs 18.1-18.3 of this Regulation.

65. Administrative action "Taking the Decision on the application for a permit."

65.1. Legal fact, which is the basis for the initiation of the administrative action, is receipt by the authorized person from executor of the draft decision on the permit or draft notification on the refusal to issue a permit (hereinafter - the decision).

65.2. The authorized person shall consider it within 2 working days from the moment of the receipt of the document from the executor.

65.3. If there are comments on the draft decision or disagreement with it, the authorized person shall transmit the draft decision with the comments to the executor.

65.4. Executor shall improve the draft within one working day from the moment of the return of the decision and re-transmits a draft decision to the authorized person for the signature.

65.5. If there are additional comments to the draft decision the actions stipulated in paragraphs 65.3-65.4 shall be made before final removal of comments.

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

66. Administrative action "Informing of the applicant and other persons on the results of the provision of public service."

66.1. Legal fact, which is the ground for the commencement of this administrative action, is the signing of the decision by an authorized person.

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

Notification of the applicant may also be by e-mail if the applicant has so requested.

### **Administrative procedure "Amendments to permits"**

67. Legal fact, which is the basis to initiate the administrative procedure, is the receipt and registration of an application by the Service in order to amend a permit containing the information specified in Annex 1 hereto.

68. Official responsible for implementation of this administrative procedure is an authorized person.

69. The administrative procedure "Amendments to permits" consists of the following administrative actions: consideration of the application to amend a permit; taking the decision on the application to amend the previously issued permit; informing the applicant of the results of the fulfillment of public services.

70. Administrative action "Application consideration to amend a permit."

70.1. Legal fact, which is the basis for the initiation of the administrative action, is the receipt an application to amend a permit.

70.2. Administrative action shall be carried out according to procedure and within the time limits stipulated by paragraphs 54.2-54.7 of this Regulation.

71. The criteria for the decision to amend the permit are the absence of grounds for refusal stipulated by paragraph 18.4 of this Regulation.

72. Administrative action "Taking the decision on the application to amend the previously issued permit."

72.1 Legal fact, which is the basis for the initiation of the administrative action, is to obtain from the authorized person by responsible person the draft decision on amendments to previously issued permit or to refuse to amend.

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

73. Administrative action "Informing the complainant of the results to provide a public service"

73.1. Legal fact, which is the basis for the initiation of the administrative action, is the signing of the decision by the authorized person.

73.2. The permit is published in AIS automatically with the signing of the decision by the authorized person and is available to those people, whom the information on the amendments to permit was available before, as stipulated in 57.2 of the current Regulation.

Notification of the applicant may also be done by e-mail if the applicant has so requested.

### **Administrative procedure "The suspension of a previously issued permit"**

74. Legal facts, which are the basis for the initiation of the administrative action "Suspension of a previously issued permit", is to establish the facts by the Service, which are the basis for a decision-making in accordance with paragraph 76 of this Regulation.

75. Official responsible for implementation of this administrative procedure is an authorized person.

76. The criteria for taking the decision on suspension of the permit are:

76.1. Violating by the applicants the legislation of the Russian Federation and the Customs Union in the veterinary field of during import / export / transit of controlled goods revealed as the result of surveillance on the CU territory conducted by the Service;

76.2. Repeated inconsistencies in accordance with the results of laboratory analysis provided by the Common CU veterinary (veterinary-sanitary) requirements, approved by the Customs Union Commission Decision of 18 June, 2010 # 317, maintained for specific types of controlled goods or non-corrected violations of the CU or Russian Federation requirements detected during previous surveillance in the territory of a third country if the Regulation of a common system of joint inspections of sites and sampling goods (products), subjected to veterinary control (supervision) of 18 October 2011 №834 does not prescribe other actions (e.g. warning of competent authority of the third country).

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

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

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

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

d) on the quarantine introduction at the territory of the subject of the Russian Federation from which controlled goods are supposed to be exported;

e) from the authorized body of a foreign state on the territory of which the supposed transit of controlled goods, the restrictions introduction for the movement of this type of controlled goods on its territory;

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

77. The administrative procedure "Suspension of permit" consists of the following administrative actions:

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

taking the decision to suspend a permit;

informing on the suspension of the permit.

78. Administrative action "Considering the information on the suspension of a permit or inspection results."

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

78.2. Responsible person shall examine during 10 working days received facts and information and shall prepare a draft decision according the results of examination including:

justified conclusion on presence of violations, encompassed in paragraphs 76.1. and 76.2. of this Regulation and on taking of the decision to suspend the permit; along with the draft notification to the competent veterinary authority of the exporting country when it concerns import into the Russian Federation (or importing country when it concerns export from the Russian Federation) containing the information that the product of corresponded exporting company (importing company) can not be imported (exported) without enforced laboratory control during 3 months for the production. The enforced laboratory control may be provided by a request of a importer or the exporting establishment. The request shall contain an obligation on the voluntary sampling and testing for the normative indicator, the violation of which was revealed, sampling from every incoming batch of the controlled goods from the exporter (importer) during three months, but not more that 10 batches , including paying the expenses for laboratory control;

whereas the information, described in paragraph 76.3. of this Regulation is received by the Service, the Service makes a justified conclusion to take the decision to suspend the permit with the indication of timeframe, for which the permit is suspended;

a justified conclusion on lack of the data to take a decision to suspend the permit.

78.3. Responsible person after the completion of the information received shall approve the draft decision in the prescribed manner and transmit the authorized person within 2 working days.

79. Administrative action "The decision to suspend the permit."

79.1 Legal fact, which are the basis to initiate the administrative action, is the receipt the draft decision of the authorized person.

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

80. Administrative action "Informing on suspension of the permit."

80.1. Legal fact, which is the basis to initiate the administrative action, is the signing of the decision by an authorized person.

80.2. The decision is published in the AIS automatically with its approval and it is available for public authorities and individuals for whom information about suspending the permit was available.

### **Administrative procedure "Cancellation of a previously issued permit"**

81. Legal facts which are the basis for the initiation of the administrative action "Cancellation of the previously issued permit" are the receipt by the Service a request of the applicant to cancel permit or revealing by the Service the facts, which are the basis for a decision according to the paragraph 83 of this Regulation.

82. Official responsible for implementation of this administrative procedure is an authorized person.

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

83.1. Violating by the applicants the legislation of the Russian Federation and the Customs Union in the veterinary field during import / export / transit of controlled goods revealed as the result of surveillance on the CU territory conducted by the Service;

83.2. Repeated inconsistencies in accordance with the results of laboratory analysis provided by the Common Customs Union veterinary (veterinary-sanitary) requirements, approved by the Customs Union Commission Decision of 18 June, 2010 # 317, maintained for specific types of products under surveillance or non-corrected violation of the CU or Russian Federation requirements detected during previous surveillance in the territory of a third country if the Regulation of a common system of joint inspections of sites and sampling goods (products), subjected to veterinary control (supervision) of 18 October 2011 №834 does not prescribe other actions (e.g. warning of competent authority of the third country).

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

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

b) from the central veterinary authority of the exporting country of troubles for infectious animal diseases or the inability to meet the requirements and standards of the Russian Federation and the Customs Union;

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

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

e) on the introduction of quarantine on the territory of the subject of the Russian Federation, from which the export of controlled goods is planned;

f) from the state authorities (other than veterinary services) – on violation of the legislation of the Customs Union or the Russian Federation on import/export/transit of controlled goods related to non-correspondence of information contained in the veterinary documents with goods that are being imported/transported in the regime of transit/export of controlled goods).

84. Administrative action "Cancellation of the permit." consists from the following administrative actions:

consideration of the information or application stipulated in p. 81 of this Regulation:

taking a decision on cancellation of the permit;

informing on the cancellation of the permit.

85. Administrative action, "Consideration of information or an application referred to in paragraph 81 hereof".

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

85.2. Responsible officer shall in 10 working days examine facts and information and shall prepare a draft decision according the results of examination including:

justified conclusion on presence of violations, encompassed in paragraphs 83.1. and 83.2. of this Regulation and on taking of the decision to cancel the permit; along with the draft notification to the competent veterinary authority of the exporting country when it concerns import into the Russian Federation (or importing country when it concerns export from the Russian Federation) containing the information that the product of corresponded exporting company (importing company) can not be imported (exported) without enforced laboratory control during 3 months for the product. The enforced laboratory control may be provided by a request of a importer or the exporting establishment. The request shall contain an obligation on the voluntary sampling and testing for the normative indicator, the violation of which was revealed, sampling from every incoming batch of the controlled goods from the exporter (importer) during three months, but not more that 10 batches , including paying the expenses for laboratory control;

whereas the information, described in paragraph 83.3. of this Regulation is received by the Service, the Service makes a justified conclusion to take the decision to cancel the permit with the indication of timeframe, for which the permit is suspended;

a justified conclusion on lack of the data to take a decision to suspend the permit.

85.3. Executive officer after the completion of consideration of the information received approves the draft decision in the prescribed manner and transmits it to the authorized person.

86. Administrative action "The decision to abolish the permit."

85.1 Legal fact to initiate the administrative action is the obtaining by an authorized person of the draft decision.

85.2. Administrative action is provided in a manner and timing, stipulated in p. 56.2. - 56.5. of this Regulation.

87. Administrative action "Informing on the cancellation of the permit."

87.1. Legal fact, basis for the start of the administrative action, is the signing of the decision by an authorized person.

87.2 The decision is published in the AIS automatically from the moment of signing by the authorized person and is available to government bodies and officials, for whom information about the permit being revoked was available.

#### **IV. Forms of control over the implementation of the Regulation**

##### **The procedure for current control of compliance with and implementation of responsible officials of the provisions of the Administrative Regulations and other regulations that set requirements for provision of public services, as well as making their decisions**

88. The current control of action sequences and dates of performance of administrative procedures for providing public services shall be performed continuously by state officials responsible for performing administrative operations included in the administrative procedures, and also the Head of the Service shall carry out inspections on implementation by state officials of the provisions of the Administrative Regulations, other legal acts of the Russian Federation.

89. The information available in an electronic database, official correspondence, oral and written information of state officials engaged in the performance of administrative actions that make up the administrative procedures, books and other relevant documents are used for current control.

##### **Procedure and frequency of scheduled and unscheduled inspections of completeness and quality of public services, including procedures and controls over the completeness and quality of public services**

90. Control of completeness and quality of public services includes inspections, detection and elimination of violations of rights of the applicants, review, decision making and preparation of responses to the treatment of applicants, containing complaints about decisions, actions (inaction) of state employees (officers) of the Service.

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

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

Unscheduled inspections are conducted in the following cases:

in order to eliminate violations of control as a result of previously conducted monitoring activities;

handling individuals or legal persons with complaints of violations of their rights and lawful interests of the actions (or inaction) Services in the provision of public services;

a threat of harm to life or health of citizens, harm animals, plants, environment, national security, and the threat of contingencies of natural and anthropogenic character.

Depending on the agenda inspections can be complex and thematic.

For completeness and quality of public services a commission may be create. State officials are included into this commission.

Inspection results are drawn in the act, which highlights the deficiencies and proposals for their elimination.

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

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

the legislation of the Russian Federation.

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

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

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

#### **V. Pretrial (extrajudicial) the procedure for appealing the decisions and actions (or inaction) of the body, providing the public service, as well as officials**

95. Applicants have the right to appeal against decisions, actions (inaction) of the Service, its officials in pre-trial (court) order.

96. The subject of pretrial (extrajudicial) appeal are decisions, actions (inaction) of the Service, its officers, which in the opinion of the applicant violated his rights and legitimate interests;

97. Grounds for suspension of the appeal (claims) are absent.

98. Cases in which the response to the complaint should not be given:

1) if a written request there are no citizen name, who sent the appeal, and postal address to which the reply should be sent.

2) in case of receiving of a written request that contains obscene or abusive language, threats to life, health and property of the official, and members of his family (the citizen, who submitted the appeal, is informed on non acceptance of abusive use of the right);

3) if the text of the address can not be read (a citizen who submitted the appeal within seven days from the date of registration of the request is informed about it, if his last name and mailing can be read.)

4) If the request of the applicant contains a question to which he repeatedly was provided written answers to the point in connection with the previously guided appeals, and thus there are no new arguments or facts (authorized Deputy Minister has the right to decide on the groundlessness of the next request and cessation of correspondence with a citizen on the issue, provided that this request and earlier request directed towards the same official. The applicant who sent an appeal shall be notified about this decision);

5) If the answer can not be given without disclosure of any state secret or other information protected by federal law (the applicant who submitted the appeal, it is reported that it is impossible to give an answer due to non acceptance of disclosure of specified information .)

98.1. The applicant has the right to send the request to the Service once again in case the reasons, due to which the answer had not given, have been removed.

99. The grounds for the commencement of the pre-trial (extrajudicial) appeal are: appeal (complaint) of the applicant in writing of the applicant or a message on violation of their rights and legitimate interests in the official website of the Service or the request by e-mail to the Service.

100. The applicant has the right to obtain information and documents necessary to substantiate and consider the complaint (claim).

101. The applicant has the right to appeal on the decision and action (or inaction) of state employees of the Service, participating in the provision of public services, to the head of the Service.

102. The time frame for the consideration of the complaint is 30 days from the date of its registration by the Service.

In exceptional cases, as well as in the case of the request submitted under paragraph 2 of Article 10 of the Federal Law of May 2, 2006 № 59-FZ "On the Procedure for the treatment of citizens of the Russian Federation", the responsible official has the right to prolong the period for consideration of the complaint for not more than 30 days and shall notify the citizen who sent the request about it.

103. The result of pretrial (extrajudicial) appeal is a written response containing the results of consideration of the appeal (complaint) to all the outstanding (the complaint) questions.

If the complaints justified, steps shall be taken to address the violations that led to the complaint and to prosecute officials who have committed in the course of providing public service violations, which resulted in a complaint.

Appendix N 1  
to the Administrative regulation of  
the Federal Service for Veterinary  
and Phytosanitary Surveillance on  
the provision of public service of  
issuing permits to import into,  
export from and transit through the  
territory of the Russian Federation  
of animals, products of animal  
origin, veterinary medicines, feed  
and feed additives for animals, as  
approved  
by Order of the Russian Ministry  
of Agriculture on November 7,  
2011 N 404

## BLOCK DIAGRAM OF PUBLIC SERVICE

*(The diagram represents the described in this Administrative regulation procedure to obtain a public service)*



Attachment to Administrative Regulations Federal Service for Veterinary and Phytosanitary Supervision of the provision of public services by issuing permits to import into, export from and transit through the territory of the Russian Federation animals, products of animal origin, medicinal products for veterinary use, feed and feed additives for animals

## **LIST of information, indicated in the application**

### **I. To issue permits for importation of animals and animal genetic material**

1. Last name, first name and (if available) patronymic of an individual importer or the full name of importing legal person;

2. Last name, first name and (if available) patronymic of an individual consignee or the full name of legal person, which is consignee of the controlled goods on the territory of the Russian Federation, address, and TIN;

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

3. Name of supervised product (species) and its code (first 4 digits) of the HS.

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

4. Number of supervised product and its unit of measurement for each item;

5. Exporting country.

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

6. The origin of the controlled goods:

taken from the wild;

derived or grown under artificial conditions.

It is not allowed to specify in same application information about the animals of different origin;

7. Exporter.

a) Last name, first name and (if available) patronymic of an individual exporter or

the full name of exporting legal person

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

9. Places of change of transport vehicles (if provided), watering, feeding and rest (if provided), which are planned to be used when importing animals.

It is allowed to specify several alternate routes;

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

It is allowed to specify several checkpoints;

11. The purpose of importation: breeding, maintenance, feeding, slaughter, import for sports, entertainment.

It is not recommended to specify in one application information about the animals imported for different purposes;

13. Information, confirming compliance with the conditions for quarantine and further animal welfare in the recipient economy;

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

## **II. To issue a permit to import feed and feed additives**

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

2. Name of supervised product and its code (first 4 digits) of HS.

In one application it is allowed to indicate several names of products under surveillance, referred to same HS subclass;

3. Country of origin of supervised goods (indicated for products of plant and animal origin), name, number of manufacturer, the administrative area and location address;

4. Country, region of origin of raw materials from plant and animal origin, used in the production (for components of another origin is not specified);

5. Registration number of fodder additive, accounting series;

6. Registration number of feed in a public register of feed containing genetically modified organisms (hereinafter - GMO);

7. The basic manufacturing process (for not registered feeds and feed additives):

microbial synthesis;

chemical synthesis;

grinding;

extrusion;

extraction.

8. Heat treatment (if performed);

9. Component structure (for not registered feeds and feed additives);

10. The purpose of entry, including animal species, for which fodder and fodder additives is purposed (to be specified for each item of controlled goods).

## **III. To issue permits for importation of aquatic biological resources and their derivatives**

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

2. Areas of the catch (extraction) of aquatic biological resources;

5. Purpose of entry:

for sale,

for processing,

for storage.

It is not recommended to specify in one application the information on goods imported for different purposes;

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

## **IV. To issue of permit for importation of controlled goods, containing hazardous biological agents**

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

2. Name of controlled product.

It is not allowed to specify in the same request information about the different names of products under surveillance containing hazardous biological agents and chemicals;

3. Last name, first name and (if available) patronymic of an individual – consignor or name of the legal entity – consignor, the administrative area, an address.

It is not allowed to specify in the same request information about multiple consignors;

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

5. Last name, first name and patronymic of the person accompanying the product under surveillance;

6. Description of the package corresponding to the level of biological hazards of products under surveillance;

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

8. References of the documents, providing to consignee the right to process supervised goods

#### **V. To issue a permit to import controlled goods, not specified the sections I-IV of this Regulation**

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

2. Country of origin of controlled goods (is specified, if the exporting country is not the country of origin). Information on several countries of origin of goods can not be specified in a request;

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

In one request can be given information on several manufacturers, located in one country;

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

#### **VI. To issue a permit on the transit of controlled goods**

1. Name of applicant;

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

3. The importing country of the controlled goods;

Information on several importing countries can not be specified in a request;

4. When animals are in transit -route, stops, reloading, feeding (drinking) places of the animals, the conditions of carriage (ferrying), agreed with the nominated veterinary authorities of the subjects of the Russian Federation, through the territories of which passes the route of transit of animals (numbers, dates and copies of the letters );

5. Country of reloading (if necessary);

#### **VII. To issue a permit to export animals and genetic material**

1. The information referred to in paragraphs 1, 3, 4, 6 of the Section I, paragraph 4 of the section VI of this Annex to the Regulation;

2. Last name, first name and patronymic (if available) of the natural person or name of the legal entity, the producer of the goods in the territory of the Russian Federation, address and TIN.

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

3. The purpose of exports: re-export, exports for sporting, entertainment;

4. Place of quarantine on the territory of the Russian Federation, with an indication of the organization (when effected);

Information on a few places quarantine can not be specified in a request ;

5. Modes of transport to be used when exporting the controlled goods;

6. Checkpoints through which are planned to use to export the controlled goods from the territory of the Russian Federation, the place of customs clearance and the route;

7. Information on guarantees on implementation of veterinary requirements of the importing country;

8. Checkpoint through the border of the CIS state or Customs union state (indicated in case of transit of the controlled goods through the CIS state or Customs union state).

### **VIII. To issue a permit to export of feed and feed additives**

1. The information referred to in paragraphs 1, 4 of the section I, paragraphs 2, 5, 6 of the section II, paragraph 4 of the section VI, paragraphs 5, 6, 8 of the Section VII of this Annex to the Regulation;

2. Name of legal entity-producer, legal address;

3. Family name, first name and patronymic (if available) of the natural person, recipient or name of the legal person recipient of the controlled goods, number, administrative territory and address of its location;

4. The purpose of exportation;

### **IX. To issue a permit to export aquatic biological resources and their products**

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

2. The manufacturer's name (ship), the export number and its address (for coastal enterprises);

3. Areas of the catch.

### **X. To issue a permit to export controlled goods, containing hazardous biological agents**

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

2. The purpose of exports: for diagnosis, for scientific purposes and for use in biotechnology, for the registration tests;

3. The documents references, by which the sender has the right to execute the work with the controlled goods.

### **XI. To issue a permit to export other goods, not specified in the sections VII - X of this Regulation**

1. The information referred to in paragraphs 1, 4 of the section I, paragraph 2 of the section II, paragraph 4 of the section VI, paragraphs 5, 6, 7, of the section VII, paragraph 2.3 of the section VIII of this Annex to the Regulation;

2. Registration number, accounting series and time of issuance of the document of the state registration (when exporting the medicine for veterinary use).

## **XII. To amend the permit**

1. The reason for amendment;
2. Text of the amendment;
3. The application shall be accompanied with explanations and documents on paper, confirming the need and possibility for amendment.

## **XIII. To cancel the permit**

1. The reason for cancellation;
2. The application shall be accompanied by explanations and documents on paper, confirming the need and possibility for cancellation.

Appendix № 3  
Sample  
of the permit to import controlled goods № 1

date  
№

The Federal Service for Veterinary and Phytosanitary Control reports that taking into account the analysis of the epizootic situation in the following countries \_\_\_\_\_(list of countries) it is allowed to import in the year 20\_\_\_\_( list of the controlled goods with an indication of HS codes of the Customs Union of the Common list of goods, subject to veterinary control (supervision) by the companies included in the Register of enterprises of third countries<sup>i</sup>.

Import is carried out through the checkpoints that have established subdivisions of the Federal Service for Veterinary and Phytosanitary Supervision<sup>ii</sup>.

Title and signature of the authorized person.

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<sup>i</sup> In case such a Register is made taking into account point 11.3 of the provision on the common procedure of the veterinary control on the customs border of the Customs Union, approved by the Decision of the Customs Union committee on 18.06.2010 # 317

<sup>ii</sup> After issuing by the Ministry of agriculture if the list of the specially equipped and destined to import into the territory of the Russian Federation animals, production of animal origin, fodders, fodder additives and medicines for the veterinary use – there are indicated special checkpoints, specialized for the types of imported goods under surveillance or checkpoints for imports of goods by the natural persons.