



AGRICULTURE IMPORT APPLICATION

User Manual



Contents

Import Permit Service.....	2
Overview.....	2
How to register as a new user/ customer?	2
How to apply for a new permit?.....	3
How to track applications after submitting the permit request?	4
How to update a document submitted for permit requests?	5
How to pay import permit fees?	6
How to apply for extension of permit period?	7
How to recreate a permit?	8
How to print a permit?	9

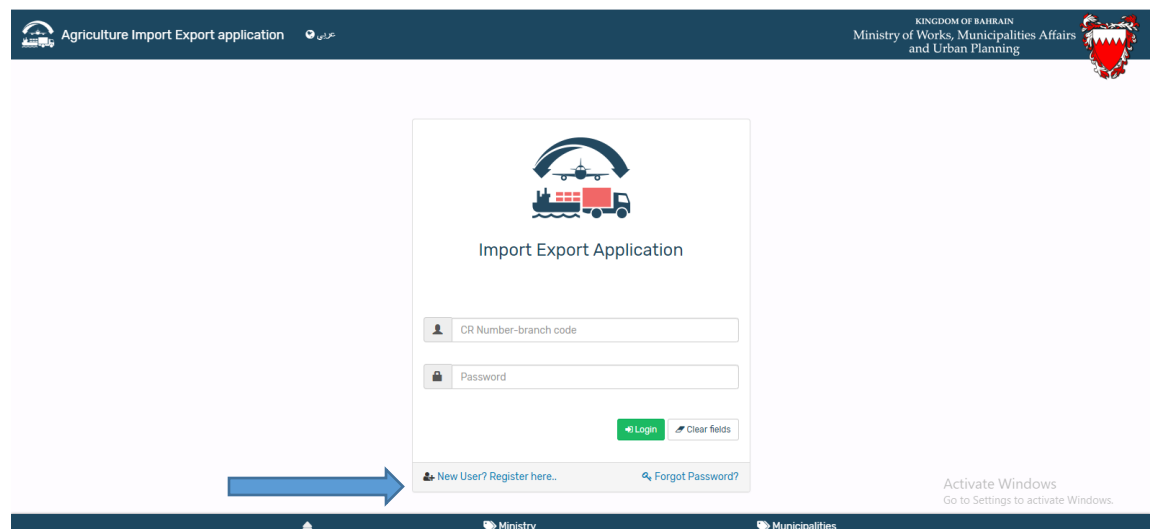
Import Permit Service

Overview

Import permit application is a completely atomized system to issue import permits for agricultural consignments. To get the authentication to use the system customer must register.

How to register as a new user/ customer?

Please refer below fig (1). Click on new user link to do the registration.



Agriculture Import Export application

KINGDOM OF BAHRAIN
Ministry of Works, Municipalities Affairs
and Urban Planning

Import Export Application

CR Number-branch code

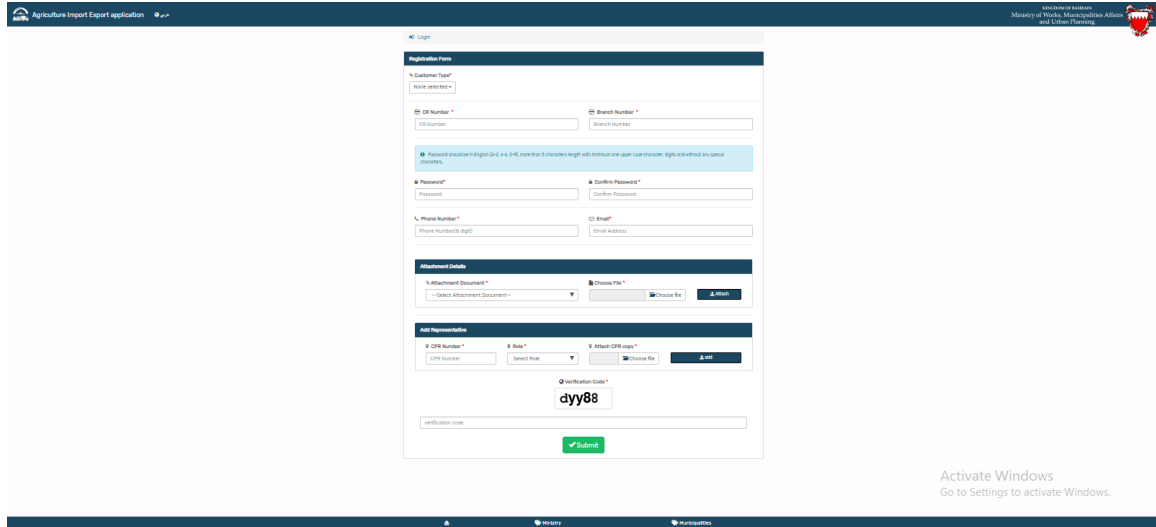
Password

Login Clear fields

New User? Register here.. Forgot Password?

Ministry Municipalities

Fig (1)



The screenshot shows a web application for registration. The header includes the logo and name of the Ministry of Municipalities Affairs and Agriculture. The main content area is a registration form with the following sections:

- Registration Form:**
 - Customer Type: dropdown menu
 - CR Number: input field
 - Branch Number: input field
 - Registration Details: dropdown menu
 - Document Details: dropdown menu
 - Attach Documents: dropdown menu
 - Phone Number: input field
 - Email: input field
 - Verification Code: input field
 - Submit button

At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows."

Fig (2)

Fill the information, attach the documents required and submit the request.

How to apply for a new permit?

Login using your username and password.

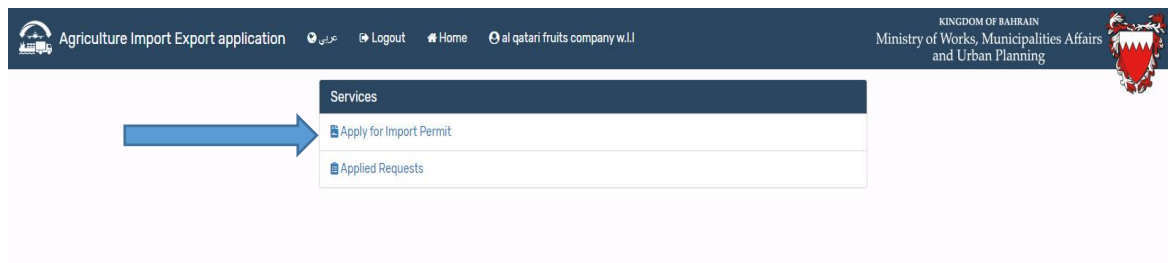


Fig (3)

To apply for a new permit, click on 'Apply for Import Permit'. Enter the details requested Attach document and submit request.

Home / Import Permit

Request For Import Permit

Exporter Details

Exporter Country*	Number Of Exporters*
-- Select --	-- Select --
Company Name*	Company Address*
Company Name	Company Address

Permit Specification

Type Of Consignment*	Other Type Of Consignment	Registration Number
-- Select --	Specify Other Type Of Consignm	Fertilizer Imp. Certificate Registe
Clearing Agencies *	Modes Of Transport (Please Select - Multiple Selection Allowed) *	
-- Select --	None selected -	
Import Purposes *	Proposed End Use (Please Select - Multiple Selection Allowed) *	
-- Select --	None selected -	
Other Import Purposes	Other End Uses	
Specify Other Import Purposes e.g. purpose/purpose	Specify Other Proposed End Uses e.g. End Use 1,En	
Remarks		

Consignment Details

Multiple Consignment details can be added below using the add Consignment button.

Country Of Origin*	HS Code*	
-- Select --	-- Select --	View HS Codes Manual Download HS Codes
Product Name*	Specific Type	Package Type*
Product Name	Specific Type	-- Select --
Number Of Items*	Weight(In Kilograms)*	
Number	Weight	

[Add Consignment Details](#)

Attachment Details

Attachments specified in the Dropdown list below is mandatory.

Attachment Document *	Choose File *	
-- Select --	Choose file	Attach

[Submit](#)

Fig (4)

How to track applications after submitting the permit request?

Please refer fig (5). Click on 'Applied Requests'

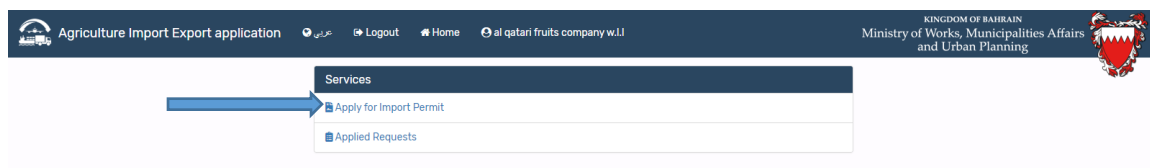
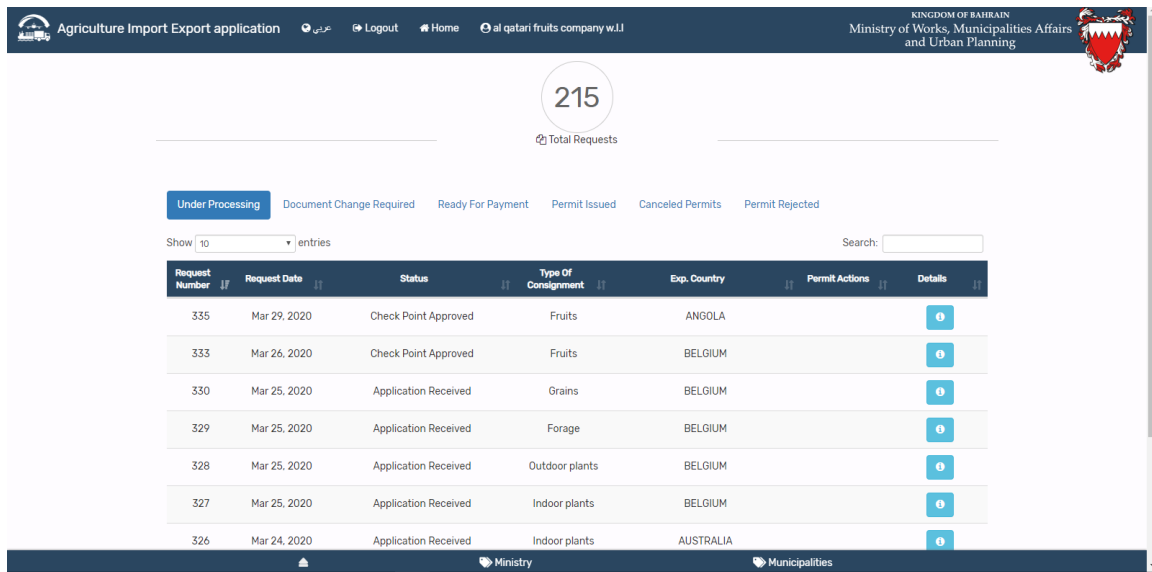


Fig (5)

Refer fig (6). Each tab will help you to track the applications status. Click on details button to view the application details.



Agriculture Import Export application | عربي | Logout | Home | al qatari fruits company w.l.l

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215
Total Requests

Under Processing | Document Change Required | Ready For Payment | Permit Issued | Canceled Permits | Permit Rejected

Show 10 entries | Search:

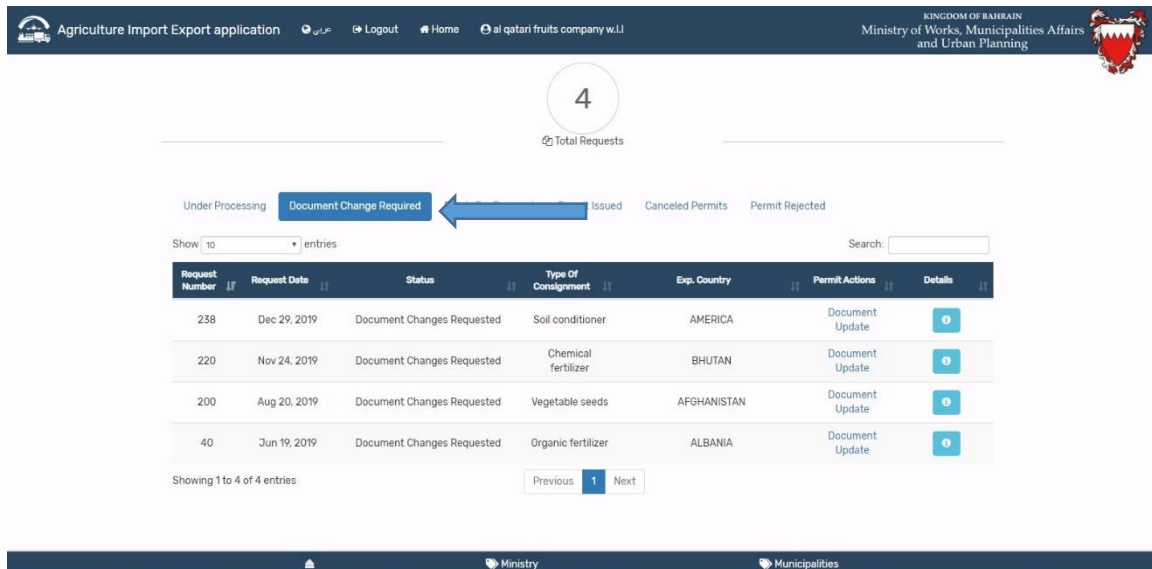
Request Number	Request Date	Status	Type Of Consignment	Exp. Country	Permit Actions	Details
335	Mar 29, 2020	Check Point Approved	Fruits	ANGOLA		
333	Mar 26, 2020	Check Point Approved	Fruits	BELGIUM		
330	Mar 25, 2020	Application Received	Grains	BELGIUM		
329	Mar 25, 2020	Application Received	Forage	BELGIUM		
328	Mar 25, 2020	Application Received	Outdoor plants	BELGIUM		
327	Mar 25, 2020	Application Received	Indoor plants	BELGIUM		
326	Mar 24, 2020	Application Received	Indoor plants	AUSTRALIA		

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Fig (6)

How to update a document submitted for permit requests?

Permit requests require document update, Ministry user will send the application back to you for updating the document. To view such request, click on 'Document Change Required' tab. Please refer fig. (7) then Click on details button. Update the document which is returned to you.



Agriculture Import Export application | عربي | Logout | Home | al qatari fruits company w.l.l

KINGDOM OF BAHRAIN
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and Urban Planning

4
Total Requests

Under Processing | Document Change Required | Issued | Canceled Permits | Permit Rejected

Show 10 entries | Search:

Request Number	Request Date	Status	Type Of Consignment	Exp. Country	Permit Actions	Details
238	Dec 29, 2019	Document Changes Requested	Soil conditioner	AMERICA	Document Update	
220	Nov 24, 2019	Document Changes Requested	Chemical fertilizer	BHUTAN	Document Update	
200	Aug 20, 2019	Document Changes Requested	Vegetable seeds	AFGHANISTAN	Document Update	
40	Jun 19, 2019	Document Changes Requested	Organic fertilizer	ALBANIA	Document Update	

Showing 1 to 4 of 4 entries | Previous 1 Next

Ministry | Municipalities

Fig (7)

Agriculture Import Export application عربي Logout Home al qatari fruits company w.l.l Ministry of Works, Municipalities Affairs and Urban Planning

No.	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	27 01 19 00	test	tssets	Box	10	100.0	ALGERIAN

Attachments needing Updation

Attachment ID	Type	Doc. Inspection Remarks	Rejection Date	Client Update Date
1	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	check the color	Dec 29, 2019	Dec 29, 2019
2	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	sfsdgdgdfgfdgd	Dec 29, 2019	Dec 29, 2019
3	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	test	Dec 29, 2019	

Attachment Details

Attachments specified in the Dropdown list below is mandatory.

% Attachment Document *

-- Select --

Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section

Choose File *

Choose file

Attach

Submit

Fig (8)

How to pay import permit fees?

After the checkpoint approval system will enable you to pay permit fees. Please refer fig. Click on ready for payment tab

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67 Total Requests

Under Processing Document Change Required **Ready For Payment** Permit Issued Canceled Permits Permit Rejected

Show 10 entries

Request Number	Request Date	Status	Type Of Consignment	Exp. Country	Permit Actions	Details
343	Apr 22, 2020	Check Point Approved	Fruits	AUSTRIA	Pay Fees	
341	Apr 21, 2020	Check Point Approved	Vegetables	INDIA	Pay Fees	
339	Apr 6, 2020	Check Point Approved	Others	ALGERIA	Pay Fees	
338	Apr 8, 2020	Check Point Approved	Vegetables	INDIA	Pay Fees	
335	Mar 29, 2020	Check Point Approved	Fruits	ANGOLA	Pay Fees	
333	Mar 26, 2020	Check Point Approved	Fruits	BELGIUM	Pay Fees	
317	Feb 21, 2020	Check Point Approved	Vegetables	AUSTRALIA	Pay Fees	
316	Feb 21, 2020	Check Point Approved	Outdoor plants	AUSTRIA	Pay Fees	
291	Jan 13, 2020	Check Point Approved	Fruits	AUSTRALIA	Pay Fees	
283	Jan 8, 2020	Check Point Approved	Others	ALBANIA	Pay Fees	

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

Fig (9)

Click on 'Pay Fees' button and proceed with payment.

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Import Specifications

Type Of Consignment	Others
Usage Type	Multiple
Type Of Consignment	high/high
Modes Of Transport	
Purpose of Import	Sale Personal Use Other
Others Purpose Of Import	41526321
Proposed End Uses	Processing Cultivation Feedstuff
Permit Expiry Date	Jun 21, 2020
Current Status	Check Point Approved

Consignment Details

NL	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	06 02 10 10	kygkukshuh		Box	4152	4521411.0	AMERICAN SAMOAN

Attachments needing Update

Attachment ID	Type	Doc. Inspection Remarks	Rejection Date	Client Update Date
1	Consignment supporting document	not valid others list	Jan 8, 2020	Jan 9, 2020

[Pay Fees](#)

Fig (10)

How to apply for extension of permit period?

Click on permit issued tab and then click extend permit link. Refer fig (11)

Agriculture Import Export application | Login | Home | al qatari fruits company w.l.l

Ministry of Works, Municipalities Affairs and Urban Planning

Under Processing | Document Change Required | Ready For Payment | **Permit Issued** | Canceled Permits | Permit Rejected

Show 10 entries

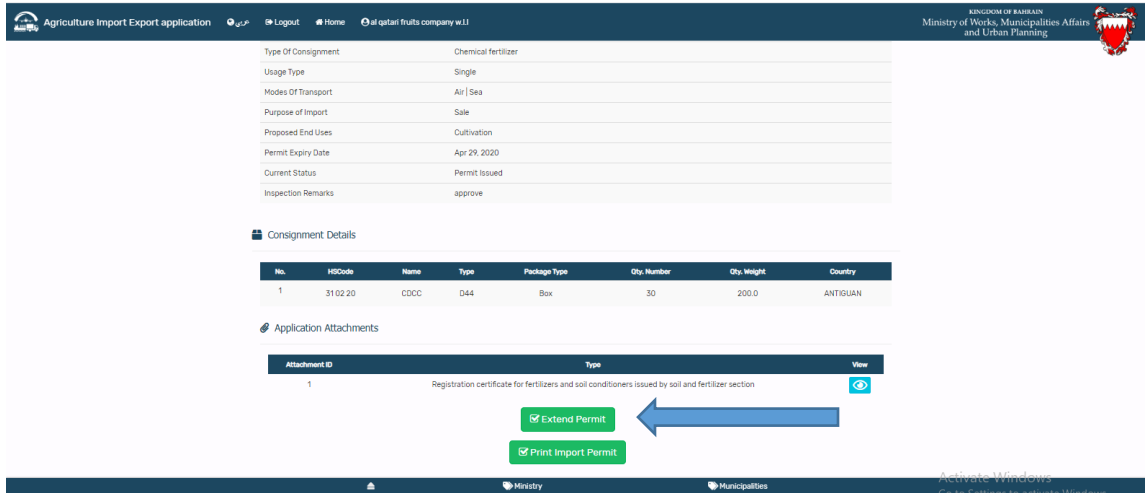
Request Number	Request Date	Status	Expiry Date	Type Of Consignment	Exp. Country	Permit Actions	Details
345	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	CANADA	Extend Permit	
344	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	AUSTRIA	Extend Permit	
342	Apr 21, 2020	Permit Issued	Apr 30, 2020	Soil conditioner	AUSTRALIA	Extend Permit	
321	Mar 18, 2020	Permit Issued	Mar 22, 2020	Chemical fertilizer	ARMENIA	Recreate Permit	
305	Feb 16, 2020	Permit Issued	Jul 15, 2020	Cut flowers	AUSTRALIA	Extend Permit	
172	Jul 31, 2019	Permit Issued	Dec 31, 2019	Wood products	AFGHANISTAN	Extend Permit	
127	Jul 6, 2019	Permit Issued	Sep 30, 2019	Wood products	AFGHANISTAN	Extend Permit	
120	Jul 6, 2019	Permit Issued	Jul 7, 2019	Wood products	ALBANIA	Extend Permit	
82	Jun 27, 2019	Permit Issued	Dec 12, 2019	Chemical fertilizer	AFGHANISTAN	Extend Permit	
77	Jun 27, 2019	Permit Issued	Mar 31, 2020	Others	ALBANIA	Recreate Permit	

Showing 1 to 10 of 15 entries

Previous 1 2 Next

Fig (11)

This will lead to following view (refer fig 12) and click on extend permit button and permit validity extension requests will be created and application will be processed by team.



No.	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	310220	CCCC	D44	Box	30	200.0	ANTIGUAN

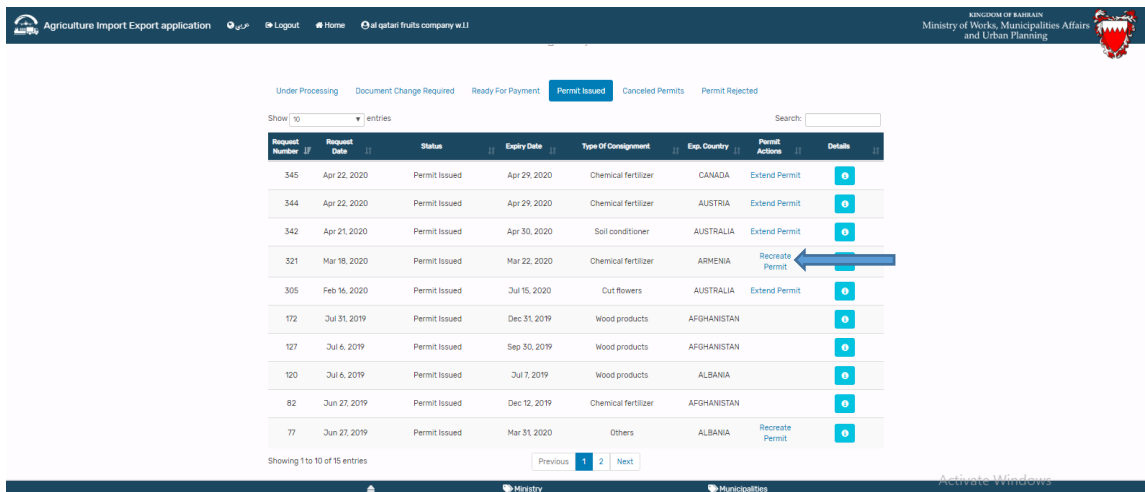
Attachment ID	Type	View
1	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	View

[Extend Permit](#) [Print Import Permit](#)

Fig (12)

How to recreate a permit?

If permit is expired and if you wish to submit a new permit with the same permit details, you can recreate the permit request with already issued permit.



Request Number	Request Date	Status	Expiry Date	Type of Consignment	Exp. Country	Permit Actions	Details
345	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	CANADA	Extend Permit	
344	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	AUSTRIA	Extend Permit	
342	Apr 21, 2020	Permit Issued	Apr 30, 2020	Soil conditioner	AUSTRALIA	Extend Permit	
321	Mar 18, 2020	Permit Issued	Mar 22, 2020	Chemical fertilizer	ARMENIA	Recreate Permit	
305	Feb 16, 2020	Permit Issued	Jul 15, 2020	Cut flowers	AUSTRALIA	Extend Permit	
172	Jul 31, 2019	Permit Issued	Dec 31, 2019	Wood products	AFGHANISTAN		
127	Jul 6, 2019	Permit Issued	Sep 30, 2019	Wood products	AFGHANISTAN		
120	Jul 6, 2019	Permit Issued	Jul 7, 2019	Wood products	ALBANIA		
82	Jun 27, 2019	Permit Issued	Dec 12, 2019	Chemical fertilizer	AFGHANISTAN		
77	Jun 27, 2019	Permit Issued	Mar 31, 2020	Others	ALBANIA	Recreate Permit	

Fig (13)

Click on recreate permit link and it will lead to below view (fig 14). Click on apply from current permit .This will create a new permit requests with new reference number .

Import Specifications

Type Of Consignment	Chemical fertilizer
Usage Type	Single
Modes Of Transport	Air
Purpose of Import	Special Project
Proposed End Uses	Cultivation
Remarks	eflymty
Permit Expiry Date	Mar 22, 2020
Current Status	Permit Issued
Inspection Remarks	بريد ارقام مستخدم

Consignment Details

No.	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	31 01 00 00	fert	gdfg	Box	10	100.0	NEW ZEALAND

Application Attachments

Attachment ID	Type	View
1	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	

[Apply From Current Permit](#)

Fig (14)

How to print a permit?

Click on Permit Issued tab. Click on correspond details button of the permit you wish to print.

Permit Issued

Under Processing | Document Change Required | Ready For Payment | **Permit Issued** | Canceled Permits | Permit Rejected

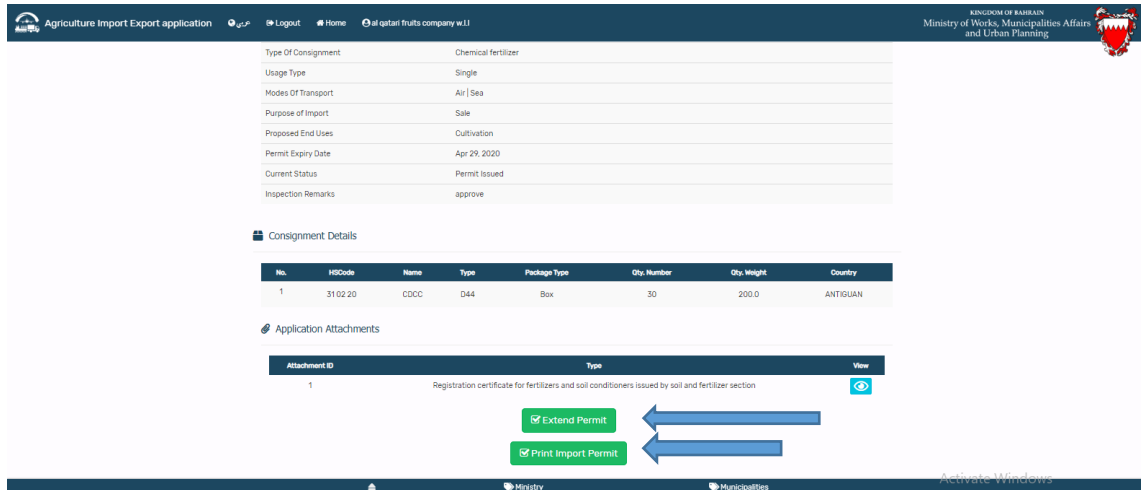
Show: 10 entries | Search:

Request Number	Request Date	Status	Expiry Date	Type Of Consignment	Exp. Country	Permit Actions	Details
345	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	CANADA	Extend Permit	
344	Apr 22, 2020	Permit Issued	Apr 29, 2020	Chemical fertilizer	AUSTRIA	Extend Permit	
342	Apr 21, 2020	Permit Issued	Apr 30, 2020	Soil conditioner	AUSTRALIA	Extend Permit	
321	Mar 18, 2020	Permit Issued	Mar 22, 2020	Chemical fertilizer	ARMENIA	Recreate Permit	
305	Feb 16, 2020	Permit Issued	Jul 15, 2020	Cut flowers	AUSTRALIA	Extend Permit	
172	Jul 31, 2019	Permit Issued	Dec 31, 2019	Wood products	AFGHANISTAN		
127	Jul 6, 2019	Permit Issued	Sep 30, 2019	Wood products	AFGHANISTAN		
120	Jul 6, 2019	Permit Issued	Jul 7, 2019	Wood products	ALBANIA		
82	Jun 27, 2019	Permit Issued	Dec 12, 2019	Chemical fertilizer	AFGHANISTAN		
77	Jun 27, 2019	Permit Issued	Mar 31, 2020	Others	ALBANIA	Recreate Permit	

Showing 1 to 10 of 15 entries | Previous | 1 | 2 | Next

Fig (15)

Print Import permit button will be enabled for valid permits. Click on the button and print generate the permit.



The screenshot displays the 'Agriculture Import Export application' interface. At the top, there is a navigation bar with 'Logout', 'Home', and 'of qatar fruits company w.ll' links. The main content area is divided into sections: 'Type Of Consignment' (Chemical fertilizer), 'Usage Type' (Single), 'Modes Of Transport' (Air / Sea), 'Purpose of Import' (Sale), 'Proposed End Uses' (Cultivation), 'Permit Expiry Date' (Apr 29, 2020), 'Current Status' (Permit Issued), and 'Inspection Remarks' (approve). Below this is the 'Consignment Details' table with columns: No., HSCode, Name, Type, Package Type, Qty. Number, Qty. Weight, and Country. The table contains one row with values: 1, 310220, CCCC, D44, Box, 50, 200.0, and ANTIGUAN. Under 'Application Attachments', there is a table with columns: Attachment ID, Type, and View. It shows one attachment with ID 1 and Type 'Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section'. At the bottom, there are two green buttons: 'Extend Permit' and 'Print Import Permit'. Two blue arrows point to these buttons, indicating they are the focus of the instruction.

No.	HSCode	Name	Type	Package Type	Qty. Number	Qty. Weight	Country
1	310220	CCCC	D44	Box	50	200.0	ANTIGUAN

Attachment ID	Type	View
1	Registration certificate for fertilizers and soil conditioners issued by soil and fertilizer section	

[Extend Permit](#) [Print Import Permit](#)

Fig (16)