

Approved by the
Order of the Ministry of
Agriculture of the Russian
Federation of
9 January 2008
No. # 1

ADMINISTRATIVE REGULATIONS GOVERNING THE FULFILLMENT BY THE FEDERAL VETERINARY AND PHYTOSANITARY MONITORING SERVICE OF THE STATE FUNCTION OF ISSUING PERMITS TO IMPORT INTO, EXPORT FROM, AND TRANSIT THROUGH THE RUSSIAN FEDERATION ANIMALS, PRODUCTS OF ANIMAL ORIGIN, PHARMACEUTICAL PRODUCTS, FEED AND FEED ADDITIVES FOR ANIMALS, AS WELL AS PRODUCTS SUBJECT TO QUARANTINE

I. General guidelines

1.1. The state function of issuing permits to import into the Russian Federation and export from the Russian Federation, as well as to transit through its territory animals, products of animal origin, pharmaceutical products, feeds and feed additives for animals (hereafter, regulated cargo) and products subject to quarantine is carried out by the Federal Veterinary And Phytosanitary Monitoring Service (hereafter, Rosselkhoznadzor or RSN) and its territorial agencies (hereafter, the territorial offices).

1.2. The administrative regulations for the fulfillment by the Federal Service for Veterinary and Phytosanitary Monitoring of the state function of issuing permits to import into the Russian Federation and export from the Russian Federation, as well as to transit through its territory animals, products of animal origin, pharmaceutical products, feed and feed additives for animals, products subject to quarantine (hereafter, the Regulations) determine the time frames and sequence of the administrative procedures, the administrative actions of RSN, its territorial offices, their structural divisions, the procedure of interaction between the structural divisions of RSN, between RSN and its territorial offices, as well as the procedures for interaction between the structural divisions of RSN and territorial offices with individuals or legal entities, other state agencies, state institutions and other organizations in the issuance of permits to import into the Russian Federation and export from the Russian Federation, as well as to transit regulated cargo and products subject to quarantine through its territory.

1.3. The fulfillment of the state function of issuing permits to import into the Russian Federation and export from the Russian Federation, as well as transit animals, products of animal origin, pharmaceutical products for animals, feeds and

feed additives for animals and products subject to quarantine through its territory (hereafter, the state function) is fulfilled in accordance with:

The Convention on Biodiversity, Rio de Janeiro, 5 June 1992, ratified 05.04.1995 by Federal Law of 17.02.1995 N 16-FZ (hereafter, the CBD) (Bulletin of International Agreements. 1996. N 9. pp. 3-28. of the Consolidated Statutes of the Russian Federation. 6 May 1996 No. 19. art. 2254);

The Accord "On Cooperation in the Field of Plant Quarantine," Moscow, 13 November 1992 (Bulletin of International Agreements. 1994. N 4. pp. 17-22. Sodruzhestvo (Commonwealth). The Information Bulletin of the Council of Heads of State and the Council of the Commonwealth of Independent States (CIS). 1992. N 8. pp. 6-11);

The Accord "On Cooperation in the Field of Veterinary Medicine," Moscow, 12 March 1993 (Bulletin of International Agreements), N 3, 1993; Information Bulletin of the Council of Heads of States and the Council of Heads of Governments of the CIS Sodruzhestvo, N 2, 1993);

The International Plant Protection Convention, 1997. FAO, Rome (hereafter, the IPPC);

The Convention on the Creation of the European and Mediterranean Plant Protection Organization, Paris 18.04.1951, with changes of 27.04.1955 (hereafter, EPPO) (Compilation of current agreements, accords and conventions concluded between the USSR and foreign states, issue XIX, Moscow, 1960. pp. 313-321);

The Unified Rules of State Veterinary Monitoring with regard to international and inter-state transport of livestock cargo approved by the Decision of the Intergovernmental Council on Cooperation in the field of veterinary medicine of the states of the CIS of 5 November 2003. (Kiev);

Federal Law of 14 May 1993 No. 4979-1 "On Veterinary Medicine" (Bulletin of the Congress of People's Deputies and Supreme Council of the Russian Federation, 1993, Rossyskaya Gazeta), N 256, 31.12.2001, N 138, 01.07.2004, N 188, 31.08.2004, N 100, 13.05.2005, N 297, 31.12.2005, N 290, 23.12.2006, N 297, 31.12.2006, and N 159, 25.07.2007);

Federal Law of the Russian Federation of 17 December 1997 No. 149-FZ "On Seed Breeding" (Consolidated Statutes of the Russian Federation, 22.12.1997, No. 51, art. 5715);

Federal Law of 22 June 1998 No. 86-FZ "On Pharmaceutical Products" (Consolidated Statutes of the Russian Federation, 1998, No. 26, art. 3006; 2000, No. 2, art. 126; 2002, (part I), No. 1, art. 2; 2003, No. 2, art. 167; 2003, No. 27 (part I), art. 2700; 2004, No. 35, art. 3607);

Federal Law of 2 January 2000 No. 29-FZ "On the Quality and Safety of Food Products" (Consolidated Statutes of the Russian Federation, 2000, No. 2, art. 150, 2002, No. 1 (part 1), art. 2, 2003, No. 2, art. 167, No. 27 (part 1) art. 2700, 2004, No. 35, art. 3607, 2005, No. 19, art. 1752, No. 50, art. 5242.2006, No. 1, art. Yu, No. 14, art. 1458);

Federal Law of 15 July 2000 No. 99-FZ "On Plant Quarantine" (Consolidated Statutes of the Russian Federation, 17.07.2000, No. 29, art. 3008);

Federal Law of 8 August 2001 No. 134-FZ “On Protecting the Rights of Legal Entities and Individual Business Owners When Carrying Out State Control (Monitoring)” (Consolidated Statutes of the Russian Federation, 13.08.2001, No. 33 (part I), art. 3436);

The Administrative Violations Code of the Russian Federation of 30 December 2001 No. 195-FZ (Consolidated Statutes of the Russian Federation, 07.01.2002, No. 1 (part 1), art. 1);

Federal Law of 2 May 2007 No. 59-FZ “On the Procedure of Considering the Appeals of Citizens of the Russian Federation” (Consolidated Statutes of the Russian Federation, 08.05.2006, No. 19, art. 2060);

Decree of the Government of the Russian Federation of 24.03.2006 No. 159 “On Applying Veterinary Standards When Importing Live Animals and Products of Animal Origin into the Customs Territory of the Russian Federation” (Consolidated Statutes of the Russian Federation, 2006, No. 13, art. 1410; No. 50, art. 5341);

Decree of the Government of the Russian Federation of 29 October 1992 No. 830 “On the State Veterinary Service of the Russian Federation for Protecting the Territory of Russia from the Spread of Infectious Animal Diseases from Foreign Countries” (Consolidated Acts of the President and Government of the Russian Federation, 02.11.1992, No. 18, art. 1467);

Decree of the Government of the Russian Federation of 19.06.1994 No. 706 “On Confirming the Statute on State Veterinary Monitoring in the Russian Federation” (Consolidated Statutes of the Russian Federation, 1994, art. 1007);

Decree of the Government of the Russian Federation of 25 December 1998 No. 1539 “On the Import into the Russian Federation and Export from it of Pharmaceutical Products and Pharmaceutical Substances” (Consolidated Statutes of the Russian Federation, 04.01.1999, No. 1, art. 190);

Decree of the Government of the Russian Federation of 18 December 2001 No. 874 “On the Adoption by the Russian Federation of the Revised Text of the International Plant Protection Convention” (Consolidated Statutes of the Russian Federation, 24.12.2001, No. 52 (part II), art. 4977);

Decree of the Government of the Russian Federation of 18 January 2002 No. 26 “On State Registration of Feeds Obtained from Genetically-Modified Organisms” (Consolidated Statutes of the Russian Federation, 28.01.2002, No. 4, art. 323);

Decree of the Government of the Russian Federation of 8 April 2004 No. 201 “Issues of the Federal Service for Veterinary and Phytosanitary Monitoring” (Consolidated Statutes of the Russian Federation, 12.04.2004, No. 15, art. 1493);

Decree of the Government of the Russian Federation of 30 June 2004 No. 327 “On the Confirmation of the Statute on the Federal Service for Veterinary and Phytosanitary Monitoring” (“Rossiyskaya Gazeta,” No. 150, 15.07.2004);

The “Instruction on the Import into the Russian Federation and Export from the Russian Federation Seeds of Plant Varieties and the Breeding Materials of Animal Species” (approved by the Ministry of Agriculture and Food of the Russian Federation No. 12-04/5, the State Customs Committee of the Russian Federation No.

01-23/8667 of 8 May 1997) (Bulletin of Regulatory Acts of Federal Executive Branch Agencies, No. 12, 1997);

Order of the Ministry of Agriculture and Food of the Russian Federation of 13 February 2007 No. 84 “On the Organization of Operations in the Issuance of Import Quarantine Permits” (Bulletin of the Regulatory Acts of Federal Executive Branch Agencies, No. 15, 09.04.2007);

The veterinary and sanitary rules governing the use and processing of imported meat and meat products approved by the acting Chief State Veterinary Inspector of the Russian Federation of 13.07.1994 No. 13-7-2/129 (registered at the Russian Ministry of Justice 25.08.1994 No. 668);

The International Veterinary and Sanitary Rules (2005), recommended by the International Epizootic Bureau;

The International Standards for Phytosanitary Measures (ISPMs):

1.4. Applicants for the purpose of the present regulations as it concerns the fulfillment of the state function in the field of plant quarantine are:

- 1) citizens of the Russian Federation (including individual business owners)
- 2) legal entities registered in the Russian Federation

Representatives may act on behalf of individual applicants on the basis of a power of attorney or by contract.

Parties acting in accordance with the charter documents of legal entities without power of attorney and representatives with authorization based on a power of attorney or contract may act on behalf of legal entities. Participants in a legal entity may act on its behalf in cases stipulated by law.

Concerning the fulfillment of the state function in the field of veterinary medicine, the applicants are:

- 1) executive state agencies of constituent entities of the Russian Federation in the field of veterinary medicine
- 2) legal entities registered in the Russian Federation (concerning permits to export pharmaceutical products for animals).

1.5. The completion of administrative procedures within the framework of fulfilling of the state function is provided at no cost to the applicants.

II Requirements for the procedures of fulfilling the state function

The procedures for providing information about the state function

2.1. Location of RSN: 107139, Moscow, 1/11 Orlikov per.

Postal address for documents and communications: 107139, Moscow, 1/11 Orlikov per. Rosselkhoznadzor.

Electronic address for communications: info@svfk.mcx.ru

Location of the RSN dispatch office: Moscow, 1/11 Orlikov per., first floor.

Dispatch office hours of operation: Monday-Friday 9:00 to 16:45, without interruption.

Telephone numbers for inquiries: +7(495) 607-51-11; +7(495) 975-43-47

2.2. Information about the addresses and telephone information services of the territorial offices can be found on the official website of the information portal of the Russian Ministry of Agriculture at: <http://www.mcx.ru> and are given in appendix No. 1 to the present Regulations).

RSN and its territorial offices accept applications in person according to the following schedule:

Monday 09:00-17:00.

Tuesday 09:00-17:00.

Wednesday 09:00-17:00.

Thursday 09:00-17:00.

Friday 09:00-16:00.

Saturday: closed.

Sunday: closed.

The lunch break is established according to the internal regulation of RSN (in territorial offices).

2.3 The necessary forms are given in the appendix to the present Regulations.

Interested parties may obtain forms from the official website of the information portal of the Russian Ministry of Agriculture at: <http://www.mcx.ru> or at the territorial offices.

2.4. Information to applicants about the fulfillment of the state function is provided by authorized RSN officials and at territorial offices, by telephone, by means of public domain information and telecommunications networks (including the Internet), publication in the mass media and printing of informational materials.

2.5. At any time from the moment the documents are received, the applicant has the right to obtain information about the state of the application process via telephone or by a personal visit to RSN (or its territorial offices) by appointment during regular office hours.

2.6. When informing applicants by telephone, the employees of RSN (its territorial offices) will provide information about the following questions:

- about the access numbers under which the applications and accompanying materials are registered in the records management system

- information about the regulatory acts that serve as the basis for the fulfillment of the state function

- requirements regarding the authentication of documents and information

- about the requirements to present additional documents and information

Information on other issues or questions is provided only in response to written requests.

2.7. When answering telephone calls and responding to verbal questions of applicants, the specialists must provide answers politely and in detail.

The length of the conversation must not exceed 10 minutes.

If the specialist who receives a call is unable to independently answer the questions posed to him or her, the telephone call must be transferred to another official or the applicant must be given a telephone number to call in order to obtain the necessary information.

2.8. When providing information to applicants in writing, the reply must be sent by mail to the applicant within 30 days after the written request was received.

2.9. Information is provided in person to applicants, citizens and organizations by officials by appointment during regular working hours of officials of RSN (its territorial offices).

The office hours of RSN officials is established by administrative orders of RSN and official regulations.

The length of consultations must not exceed 30 minutes.

2.10. The following information is available on information stands in the offices designated for receiving documentation from applicants and on the RSN website:

1) extracts from legislative and other regulatory acts containing the norms regulating the activities associated with the fulfillment of the state function

2) the text of the Administrative Regulations with appendices (on the RSN website)

3) lists of required documents in order to obtain permits to import into the Russian Federation and export from the Russian Federation, as well as to transit regulated cargo and products subject to quarantine through its territory, and the requirements that these documents must meet

4) samples of completed documents necessary for the fulfillment of the state function

5) a table of time frames for the fulfillment of the function as a whole and the maximum time allowed for the fulfillment of separate administrative procedures, including wait times, time for document acceptance, etc.

6) the reasons for suspension of permits to import into the Russian Federation and export from the Russian Federation, as well as to transit regulated cargo and products subject to quarantine through its territory

7) the reasons for refusal to issue a permit to import into the Russian Federation and export from the Russian Federation, as well as to transit regulated cargo and products subject to quarantine through its territory

8) the rules for appealing a decision or lodging a complaint about the actions or inactions of the officials fulfilling the state function.

2.11. Information about the procedures for fulfilling the state function is provided at no cost.

III. Administrative procedures

3.1. The following administrative procedures are completed in connection with the fulfillment of the state function.

In the field of plant quarantine :

1) Review of an application for an import quarantine permit (hereafter, IQP) and the decision of whether or not to issue an IQP

A completed IQP is required to import into the Russian Federation products subject to quarantine except for cases stipulated in international agreements signed by the Russian Federation in the field of plant quarantine and the laws of the Russian Federation in this area.

In the field of veterinary medicine:

1) Review of documentation for importing regulated cargo into the Russian Federation and the decision-making on whether or not to issue a permit to import regulated cargo into the Russian Federation;

2) Review of documentation for transiting regulated cargo through the Russian Federation and the decision-making on whether or not to issue a permit to transit regulated cargo through the Russian Federation;

3) Review of documentation for exporting regulated cargo from the Russian Federation, and the decision-making of whether or not to issue a permit to export regulated cargo from the Russian Federation.

Administrative procedures in the field of plant quarantine

The consideration of documents for the issuance of an IQP and the decision-making on whether or not to issue an IQP

3.2. The legal circumstance that serves as grounds for starting this administrative procedure is the receipt by RSN (or a territorial office) of a properly completed application for an IQP (appendix 2 to the present Regulations) with the set of documents stipulated in clause 3.3.

3.3. The application for an IQP must be accompanied by the following documents:

1) a duly authenticated copy of the certificate of entry into the Unified State Registry of Legal Entities or the Unified State Registry of Individual Business Owners (for legal entities and individual business owners respectively);

2) a duly authenticated copy of the certificate of tax registration (for legal entities and individual business owners respectively);

3) a document confirming the completion of preventive phytosanitary decontamination of warehouse space designated for the storage of the imported products subject to quarantine in accordance with the rules and norms of plant quarantine;

4) an extract from the agreement (contract) about the rental of warehouse space designated for the storage of imported products subject to quarantine unless the rules and norms of plant quarantine stipulate the necessity of completing a phytosanitary

decontamination of the warehouse space designated for the storage of imported products subject to quarantine;

5) an extract from the State Registry of Selective Breeding Results allowed for use in the Russian Federation (for seeds and planting materials), except for batches of seeds and planting materials intended for scientific research, state testing and production of seeds for export from the Russian Federation;

6) the citizen's identification (passport) or other identifying document, or a duly authenticated copy;

3.4. An application for an IQP may be submitted:

- by mail
- in person.

3.5. The IQP is created using a standard form, subject to strict accountability with the required degree of protection.

3.6. The IQP is valid for 12 months after the date of issue.

3.7. The decision on whether or not to issue an IQP is made within 30 days after the application is received along with the necessary documentation at the RSN territorial or main offices.

The RSN main or territorial office may require additional time to consider the application for an IQP, but not more than 30 additional days, provided that it informs the applicant about the extension.

Grounds for extending the application consideration period may be one or more changes in the phytosanitary situation in the exporting country or in the event that an IQP registration is suspended.

3.8. The official responsible for fulfilling this administrative procedure is the official of the territorial office authorized by an order of the territorial office having jurisdiction over the place where the customs clearance is performed for the products subject to quarantine, and in the cases established in clause 3.9 of the present Regulations is the RSN official authorized by an order of RSN.

3.9. By decision of RSN, the fulfillment of this administrative procedure on separate types of products subject to quarantine may be performed directly by RSN.

3.10. The administrative procedure "Consideration of an application for an IQP and the decision-making on whether or not to issue an IQP" consists of the following administrative actions:

- 1) Acceptance and registration of the application with the accompanying documentation about the IQP issuance;
- 2) Verification of the completeness of the documentation and information presented;
- 3) Issuance of an IQP or a decision to refuse to issue an IQP;
- 4) Suspension of an IQP.

3.11. The outcome of this administrative procedure is the issuance of an IQP or the notification of a refusal to issue an IQP.

3.12. Acceptance and registration of an application for an IQP

3.12.1. The application for an IQP is received and registered by a specialist of the territorial office of RSN responsible for receiving and registering documentation (hereafter, the specialist) on the day the application is received.

3.12.2. The specialist enters onto the incoming document a notation recording the receipt of the application for an IQP, which contains:

- the sequential record number
- the date
- the total number of pages in the application
- information about the applicant

The maximum duration of this administrative activity is 5 minutes.

The subsequent processing of the application is performed in accordance with the internal instructions on records management.

3.13. Checking the documents and information presented for completeness

3.13.1. The legal circumstance that serves as grounds for starting the verification of the completeness of the presented documentation and information is the receipt of the application by the official responsible for fulfilling this administrative procedure.

3.13.2. The official on the same day of receiving an application for an IQP shall appoint one of the employees of the territorial office of RSN as the executor responsible for verification of the presented information.

3.13.3. The responsible executor within 1 day verifies:

1) the presence of all the documentation stipulated in clause 3.3 of the present Regulations

2) ensures the documentation is properly completed.

3.13.4. While checking the applications and documentation, the responsible executor ensures that:

- the applications and documents are duly stamped and have the proper signatures, including the signatures of all appropriate officials;
- the texts of the application and documentation are in legible written form;
- the last names, first names and patronymics (middle names) of the individuals as well as their home addresses are written in full;
- the application and documents contain no erasures, additional writing, crossed-out words or other corrections that were not agreed upon;
- the application and documents were not completed in pencil;
- the application and documents do not have serious damage that would call into question their content;

3.13.5. If it is discovered that necessary documents stipulated in clause 3.4 of the present Regulations are missing or incorrectly completed, the responsible

executor must within 2 working days notify the applicant and recommend the steps required to correct this.

The administrative procedures are suspended by the responsible executor until the deficiency in the presented documentation is remedied, but not for more than 30 days.

If the requested information is not presented by the end of the review period for the application, the responsible executor prepares a draft refusal to issue an IQP.

3.13.6. The responsible executor within 22 days verifies the information presented in the documentation to ensure that:

- the information provided in the separate documents of the set of documents is consistent;
- the documentation and the information contained therein is accurate;
- that temporary phytosanitary measures to limit the import of products subject to quarantine into the Russian Federation from the exporting country indicated in the application were duly introduced.

3.13.7. After verifying the information contained in the presented documents, the responsible executor within 2 days duly prepares an IQP or a draft decision to refuse to issue an IQP indicating the reasons for the refusal.

3.13.8. A refusal decision may be handed down if:

- the full package of documents is not presented on time;
- contradictions are found in the presented documents;
- it is determined that the documents and/or the information contained therein is/are inaccurate;
- temporary phytosanitary measures to limit the import of products subject to quarantine into the Russian Federation from the indicated exporting country are duly introduced.

3.13.9. Within 1 day, the responsible executor sends the prepared IQP with a registration number or a decision to refuse to issue an IQP for review to the official responsible for fulfilling this administrative procedure.

3.13 Decision-making on whether or not to issue an IQP

3.14.1. The legal circumstance that serves as grounds for starting this administrative action is the receipt by the official responsible for fulfilling this administrative procedure from the responsible executor of the draft IQP or draft decision to refuse to issue an IQP, indicating the reasons for the refusal.

3.14.2. The official responsible for fulfilling this administrative procedure within 1 day reviews the documentation sent by the responsible executor and, if no modifications are necessary, signs the IQP or the decision to refuse to issue an IQP indicating the reasons for the refusal.

3.14.3. If the IQP or decision to refuse to issue an IQP requires modification or the decision contained in it is disputed, the official responsible for fulfilling this

administrative procedure transfers these with comments to the responsible executor, who within 1 day makes the necessary changes and again sends the draft IQP or draft decision to refuse to issue an IQP for review to the official responsible for fulfilling this administrative procedure.

3.14.4. The signed decision to refuse to issue an IQP indicating the reasons for refusal or the IQP is sent within 1 day to the responsible executor for the creation of the dossier and is then sent to the applicant.

3.14.5. The responsible executor within 1 day places a copy of the IQP or the decision to refuse to issue an IQP into the file in accordance with the classification of the cases, and the originals are sent to the applicant.

3.14.6. The IQP or the decision to refuse to issue an IQP indicating the reasons for the refusal may be obtained by the applicant:

- in person at RSN territorial or main office, or
- by mail.

3.14. Suspending an IQP

3.15.1. The legal circumstance that serves as grounds for starting this administrative action is the decision of RSN or its territorial office to suspend an IQP.

3.15.2. RSN decides to suspend an IQP if temporary phytosanitary measures to limit the import of products subject to quarantine into the Russian Federation from the intended exporting country are duly introduced.

A decision made by RSN to suspend an IQP remains in effect until RSN decides to cancel the temporary phytosanitary measures.

3.15.3 The territorial office that issued the IQP decides to suspend an IQP if the applicant who received the IQP fails to complete the phytosanitary measures prescribed in the IQP.

A decision to suspend an IQP made by the territorial office that issued the IQP remains in effect until the completion of the quarantine phytosanitary measures prescribed in the IQP.

3.15.4. RSN within 1 day after adopting a decision to introduce phytosanitary measures sends an information letter to the territorial offices about the decision.

3.15.5. The territorial office within 2 days after the day it receives the information from RSN or the territorial office about the decision to suspend the IQP:

- 1) informs the applicant by mail and by fax about the suspension of the IQP
- 2) sends an information letter (by mail and by fax) to the territorial office having jurisdiction over the border crossing point of the Russian Federation indicated in the application to obtain the IQP.

3.15.6. The actions listed in clause 3.15.5 are carried out by the responsible executor appointed by the official responsible for fulfilling this administrative procedure.

Administrative procedures in the field of veterinary medicine

Review of the documentation for importing regulated cargo into the Russian Federation and the decision-making on whether or not to issue a permit to import regulated cargo into the Russian Federation

3.16. The legal circumstance that serves as grounds for stating this administrative procedure is the receipt by RSN of the petition of the Chief State Veterinary Inspector of the constituent entity of the Russian Federation to issue a permit to import the regulated cargo into the Russian Federation (hereafter, the import petition).

The time frame for completing the review process for a petition to import and the decision-making to permit the importation into the Russian Federation of the regulated cargo (hereafter, the import permit) or to refuse to issue an import permit is not to exceed 30 working days.

Regulated cargo is imported into the Russian Federation from enterprises (ships) of the exporting country that are inspected by the State Veterinary Service of the Russian Federation and listed as enterprises that export into the Russian Federation.

The petition to import must indicate the following information:

- 1) the name, legal address and INN (taxpayer identification number) of the applicant;
- 2) the name of the regulated cargo and its code (first 4 characters) according to the Russian TN VED (Foreign Economic Activity Commodity Classification);
- 3) the quantity of the regulated cargo and units in which it is measured;
- 4) the exporting country and place of origin of the regulated cargo;
- 5) the types of transportation that will be used to import the regulated cargo;
- 6) the border crossing points through which the regulated cargo is to be imported into the Russian Federation and cleared through customs;
- 7) the purpose of the importation (for live animals: breeding, raising, sale, slaughter for meat; for feed and feed additives: the types of animals for which the feed and feed additives, etc. are intended);
- 8) the destination in the Russian Federation indicating the organization;¹
- 9) the number of the CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) permit when importing live animals, hunting trophies or easily-recognizable parts of these, or derivatives thereof, including those which, according to the documentation, packing labels, markings, or other features are or may be parts or derivatives of endangered animals and regulated by the CITES Convention;

¹The organizations must be listed as economic entities of the Russian Federation having the necessary conditions for storage and/or processing of imported raw meats.

10) the registration number of the pharmaceutical product and feed additive, the series number and validity period of the state registration certificate for pharmaceutical products for animals and feed additives (when importing pharmaceutical products for animals and feed additives);

11) the list of ingredients (when importing feed and feed additives)

12) the producer and country of origin (when importing feeds, feed additives and pharmaceutical products for animals);

13) the number assigned by the State Registry of Feeds containing genetically modified organisms (hereafter, GMO), the number of the registration certificate for feeds containing GMO (when importing feed and feed additives containing GMO);

14) where the biological water resources were caught (harvested) (for biological water resources and products made from these);

15) other necessary information requested by the Chief State Veterinary Inspector of the Russian Federation.

3.17. The petition to import may be:

- sent to RSN by mail,

- sent to RSN by telegram authenticated according to the established procedure of the telecoms operator,

- delivered to the RSN dispatch office.

3.18. The petition to import must be signed by the Chief State Veterinary Inspector of the constituent entity of the Russian Federation (or acting inspector) where the regulated cargo is planned to be imported.

3.19. The petition to import must be accompanied by the following documents:

1) when importing live animals and genetic materials: a legalized copy of the deed of the commission inspection performed by the agencies of the executive branch of the constituent entities of the Russian Federation in the field of veterinary medicine of production facilities (livestock farms, zoological bases, other places), where placement (quarantine) of imported live animals and genetic material is planned;

2) when importing pharmaceutical products for animals and feed additives: a copy of the state registration certificate for the pharmaceutical product for animals or feed additives;

3) when importing feeds containing GMO: a copy of the state registration certificate for feeds containing GMO.

3.20. The import permit is issued within the declared time period of one calendar year.

Applications for permits for the following year are considered starting on 1 December of the current year.

3.21. When importing raw meat into the Russian Federation under license from the Ministry of Economic Development of the Russian Federation, the administrative procedure is completed within 5 days.

3.22. The official responsible for fulfilling this administrative procedure is the Chief State Veterinary Inspector of the Russian Federation (Deputy Director of RSN).

3.23. The administrative procedure “The consideration of a petition to import regulated cargo into the Russian Federation and the decision-making on whether or not to issue a permit to import regulated cargo into the Russian Federation” consists of the following administrative actions:

- 1) Registration of the import petition
- 2) Review of the import petition
- 3) Decision-making on the import petition

3.24. The outcome of the administrative procedure is the issuance of an import permit or a refusal to issue an import permit in the form of an RSN letter or telephone message (hereafter, RSN letter) signed by the Chief State Veterinary Inspector of the Russian Federation.

3.25. An import permit must be obtained before importing animals, products of animal origin, pharmaceutical products, feed and feed additives for animals into the Russian Federation.

An import permit is not required for:

- small domestic animals belonging to citizens (not more than 2 animals);
- industrially-produced products of animal origin that have undergone thermal treatment, prepared products made from raw materials of animal origin, factory-processed, prepared in conformity with the requirements of the standards and regulations when they are imported from countries that are safe from infectious animal diseases, included in the list of animal diseases that are subject to obligatory declaration by the World Animal Health Organization (hereafter, infectious animal diseases), and on which no limits have been placed. Permits to import them are issued by the Chief State Veterinary Inspector of the constituent entity of the Russian Federation to which the indicated regulated cargo is to be imported.

3.26. Registration of the petition to import

3.26.1. The petition to import is registered in the log of incoming petitions on the day it arrives.

3.26.2. An employee of the Secretariat of the Chief State Veterinary Inspector of the Russian Federation registers the petition to import, assigning to it an incoming number and indicating the day it arrived, and transfers the petition to import with the set of documents to the appropriate RSN division.

3.27. Review of the petition to import

3.27.1. The legal circumstance that serves as grounds for starting this administrative action is the receipt of the petition to import with the set of documents by the appropriate RSN division.

3.27.2. The head of the appropriate RSN division (or his or her deputy) within 1 day appoints from among the employees of the division a responsible executor to review the petition to import and to verify the information contained in the documents.

3.27.3. The responsible executor within 1 day checks the presence of documentation necessary for review of the petition to import.

3.27.4. If it is determined that the package lacks the necessary documents or data stipulated in clauses 3.16 and 3.19 of the present Regulations, the responsible executor within 5 days notifies the person who signed the petition to import and recommends the steps to be taken to present the missing documentation and data.

The administrative procedure is suspended by the responsible executor until the missing documentation arrives, but not more than 30 days.

3.27.5. The responsible executor within 20 days reviews the petition to import and analyzes the information contained in it.

3.27.6. After completing the review process for the petition to import, the responsible executor prepares a draft RSN letter containing one of two decisions:

- to issue an import permit, or
- to refuse to issue an import permit, indicating the reasons for the refusal.

3.27.7. Reasons for refusal to issue an import permit are:

1) the introduction of limits with regard to separate countries (regions of countries), including:

- due to their being unsafe with regard to infectious animal diseases;
- due to the discovery of chemical or biological substances in the regulated cargo from these countries (regions of countries);

2) submission by the applicant of incomplete or inaccurate data;

3) the organization indicated as the destination in the Russian Federation is not listed as an economic entity of the Russian Federation having the necessary conditions for storage and/or processing of the imported raw meats;

4) an investigation is conducted in response to complaints lodged against the importer and exporter concerning the quality and safety of the imported regulated cargo or due to a violation of the laws of the Russian Federation in the field of veterinary medicine;

5) the documents contain materials showing that it would be impossible to fulfill the norms and rules established in the laws of the Russian Federation in the field of veterinary medicine.

3.27.8. Within 2 days after completing the review process of the petition to import and analyzing the information contained in it, the responsible executor duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.28. Decision-making on the petition to import

3.28.1. The legal circumstance that serves as grounds for starting this administrative action is the receipt by the Chief State Veterinary Inspector of the Russian Federation of the draft RSN letter containing the draft decision on the petition to import.

3.28.2. The Chief State Veterinary Inspector of the Russian Federation within 2 days considers the draft RSN letter with the decision about the petition to import and ensures it is drawn up correctly.

3.28.3. If the draft RSN letter requires modification or the draft decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation returns the draft letter with comments to the responsible executor, who within 1 day makes the necessary changes and again sends it to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.28.4. If the draft RSN letter requires no modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor.

3.28.5. The responsible executor within 3 days faxes the RSN letter containing the decision on the petition to import to the territorial office having jurisdiction over the place where the regulated cargo is planned to be imported, as well as to the territorial office having jurisdiction over the area through which the regulated cargo is planned to be transported.

3.28.6. Within 2 days, the territorial office having jurisdiction over the territory to which the regulated cargo is planned to be imported informs the Chief State Veterinary Inspector of the constituent entity of the Russian Federation (or the acting inspector) where the regulated cargo is planned to be imported about the issuance of the import permit or the refusal to issue an import permit.

3.28.7. Within 2 days, the territorial office having jurisdiction over the territory through which the regulated cargo is planned to be imported informs the officials of the territorial office that carries out state veterinary monitoring at the border crossing points through which the regulated cargo is planned to be imported about the issuance of the import permit.

3.28.8. The notification is done by telephone, fax and electronic mail.

3.28.9. The original of the RSN letter, within 2 days, is archived in accordance with the Instruction on RSN Records Management.

3.29. Revocation of an import permit

3.29.1. The legal circumstance that serves as grounds for starting this administrative procedure is a discovery of systematic violations, by the importer of the regulated cargo, of the laws of the Russian Federation in the field of veterinary medicine (including the presentation of forged veterinary documents or a discovery of non-conformity between the presented documents and the regulated cargo).

3.29.2. The letter of the territorial office containing information on the discovery of systematic violations, by the importer of the regulated cargo, of the laws of the Russian Federation in the field of veterinary medicine is registered on the day it arrives according to the procedure established by the Instruction on RSN Records Management and is sent to the appropriate RSN division.

3.29.3. The Head (or Deputy Head) of the appropriate RSN division appoints from among the employees a responsible executor to review the letter.

3.29.4. The responsible executor verifies the accuracy of the assertions and information contained in the letter and then prepares a draft RSN letter containing:

- a reasoned conclusion on the insufficiency of evidence to reach a decision to revoke the import permit, or
- a decision to revoke the import permit.

3.29.5. Within 2 days after completing the review process of the draft RSN letter and analyzing the information contained within it, the responsible executor duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.29.6. The Chief State Veterinary Inspector of the Russian Federation reviews the draft RSN letter and ensures it is drawn up correctly.

3.29.7. If the draft RSN letter requires modification or the decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation returns it with comments to the responsible executor, who within 1 day makes the necessary changes and again sends the draft RSN letter to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.29.8. If the draft RSN letter requires no modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor for dispatch.

3.29.9. The responsible executor within 3 days sends:

- the RSN letter containing the decision to revoke the import permit to all the territorial offices for subsequent notification of interested agencies and the importer of the regulated cargo, and
- a letter containing a reasoned conclusion on the insufficiency of facts to reach a decision to revoke the import permit to the territorial office from which the letter was received.

3.29.10. the maximum duration of this administrative action is 15 days.

3.30. Suspension of import permits

3.30.1. The legal circumstance that serves as grounds for starting this administrative procedure is:

receipt by RSN of a letter from a territorial office containing assertions that legal entities or individuals involved in the movement of the regulated cargo violated laws of the Russian Federation in the field of veterinary medicine

receipt by RSN of information about the unsafe conditions in the exporting country with regard to infectious animal diseases.

3.30.2. The letter of the territorial office is duly registered on the day it arrives in accordance with the Instruction on RSN Records Management and sent to the appropriate RSN division.

3.30.3. The head of the appropriate RSN division (or his or her deputy) appoints from among the employees a responsible executor to review the letter or information.

3.30.4. The responsible executor verifies the accuracy of the assertions and information and then prepares a draft RSN letter containing:

- a reasoned conclusion on the decision to suspend the import permits indicating for how long the import permits are suspended
- a reasoned conclusion on the insufficiency of facts to reach a decision to suspend the import permits.

3.30.5. The responsible executor within 2 days after completing the review process of the received information duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.30.6. The Chief State Veterinary Inspector of the Russian Federation reviews the draft RSN letter and ensures it is drawn up correctly.

3.30.7. If the draft RSN letter requires modification or the decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation returns the draft RSN letter with comments to the responsible executor, who within 1 day makes the necessary changes and again sends the draft RSN letter to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.30.8. If the draft RSN letter requires no modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor for dispatch.

3.30.9. The responsible executor within 3 days assigns a number to the letter and faxes the RSN letter on the suspension of the issued import permit to the concerned territorial offices.

3.31. Review of the documentation for transiting regulated cargo through the Russian Federation and the decision-making on whether to issue a permit to transit the regulated cargo through the Russian Federation

3.31.1. The legal circumstance that serves as grounds for starting the administrative procedure is receipt by RSN of:

a request from the central veterinary agency of the importing country to issue a permit to transit live animals through the Russian Federation

a request from the central veterinary agency of the exporting country (in the case of export) or importing country (in the case of import) from the member country of the CIS in conformity with the requirements of the Unified Rules of State Veterinary Monitoring in International and Inter-state Transport of Livestock Cargo approved by the Decision of the Inter-Departmental Council on cooperation in the Field of Veterinary Medicine of the CIS of 05.11.2003 (Kiev).

When transiting through the Russian Federation (except for live animals) regulated cargo that originates from a country that is not a member of the CIS and is intended for a country that is not a member of the CIS, there is no need for a permit to transit regulated cargo through the Russian Federation (hereafter, transit permit) as long as it is accompanied by the original copy of the veterinary certificate issued by the state veterinary service of the regulated cargo's country of origin.

The time frame for completing the review process for a request to transit and reaching a decision on whether or not to issue a transit permit is 30 days.

3.31.2. The request from the central veterinary agency of the importing country (exporting country) to issue a permit to transit the regulated cargo through the Russian Federation (hereafter, the transit request) may be sent to the RSN:

- by mail,
- by telegram, authenticated according to the established procedure of the telecoms operator,
- delivered to the RSN dispatch office.

3.31.3. The request to transit must contain the following information:

- 1) the name of the applicant
- 2) the name of the regulated cargo
- 3) the quantity of the regulated cargo and units of measurement
- 4) the exporting country, importing country and country of origin of the regulated cargo
- 5) the types of transportation to be used to transit the regulated cargo
- 6) a list of border crossing points through which the regulated cargo will enter into the Russian Federation and exit from the Russian Federation
- 7) When transiting live animals through the Russian Federation:
the route to be followed, stops, transshipments, feeding (watering) places for animals, conditions of transports (haulage), approved by the chief state veterinary inspectors of the constituent entities of the Russian Federation in which the transit route lies.
- 8) other necessary information requested by the Chief State Veterinary Inspector of the Russian Federation.

3.31.31. A request to transit agricultural animals must be accompanied by copies of the approvals from the chief state veterinary inspectors of the constituent entities of the Russian Federation.

3.31.4. Transit permits are issued within the declared period of one calendar year.

RSN starts to consider applications for transit permits for the following year on 1 December of the current year.

3.31.5. If it is necessary to obtain permits to transit through third countries, the application and approval processes are carried out by the owner of the regulated cargo.

3.31.6. The official responsible for fulfilling this administrative procedure is the Chief State Veterinary Inspector of the Russian Federation (Deputy Director of RSN).

3.31.7. The administrative procedure “Review of a request to transit regulated cargo through the Russian Federation and the decision-making on whether or not to issue a permit to transit the regulated cargo through the Russian Federation” consists of the following administrative actions:

- 1) Registration of the transit request
- 2) Review of the transit request
- 3) Decision-making on the transit request.

3.31.8. The outcome of the administrative procedure is the issuance of a permit to transit or refusal to issue a permit to transit, which are produced in the form of a letter of the RSN signed by the Chief State Veterinary Inspector of the Russian Federation..

3.32. Registration of the request to transit

3.32.1. The request to transit is registered in the incoming requests register on the day it is received.

3.32.2. An employee of the secretariat of the Chief State Veterinary Inspector of the Russian Federation registers the request to transit by assigning an incoming number to it and indicating the date it was received, and passes the request to transit to the appropriate division of the RSN.

3.33. Review of the transit request

3.33.1. The legal circumstance serving as the basis for starting this administrative action is the receipt of the request to transit by the appropriate division of the RSN.

3.33.2. The head of the appropriate division of the RSN (or his or her deputy) within 1 day appoints from among the employees of the division a responsible executive to review the request to transit.

3.33.3. The responsible executive within 20 days reviews the request to transit and analyzes the information contained in the request.

3.33.4. After completing the review process for the request to transit, the responsible executive prepares a draft letter of the RSN containing one of two decisions:

- to issue a permit to transit
- to refuse to issue a permit to transit indicating the reasons for the refusal.

3.33.5. Reasons for refusing to issue a transit permit are:

- 1) the transit request was signed by an unauthorized party
- 2) the transit request lacks information listed in clause 3.31.3. of the present Regulations
- 3) the telegram was not authenticated by the telecoms operator

4) restrictive measures were introduced against particular countries (regions of countries), including:

due to an unhealthy situation there with regard to infectious animal diseases

due to the discovery of prohibited chemical or biological substances in regulated cargoes from these countries (regions of the countries).

3.33.6. The responsible executor within 2 days after completing the review process of the letter and analyzing the information contained in it duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.34. Decision-making on the transit request

3.34.1. The legal circumstance serving as the grounds for starting this administrative action is the receipt by the Chief State Veterinary Inspector of the Russian Federation of the draft RSN letter containing the decision about the transit request.

3.34.2. The Chief State Veterinary Inspector of the Russian Federation within 2 days considers the draft RSN letter with the decision about the transit request and ensures it is drawn up correctly.

3.34.3. If the draft RSN letter requires modification or the decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation returns the draft RSN letter with remarks to the responsible executor, who within 1 day makes the necessary changes and again sends the draft RSN letter to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.34.4. If the draft RSN letter requires no modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor for dispatch.

3.34.5. The responsible executor within 3 days faxes the RSN letter regarding the issuance of a transit permit or the refusal to issue a transit permit:

1) to the central veterinary agency of the importing (exporting) country

2) to the territorial offices having jurisdiction over the territories through which entry and exit points are planned for the regulated cargo, as well as to the territorial offices having jurisdiction over the territories through which transit will occur. The territorial offices having jurisdiction over the territories through which entry and exit points are planned for the regulated cargo within 2 days inform the officials of the territorial offices that carry out state veterinary control at the check points of the State Border of the Russian Federation through which entry and exit points are planned for the regulated cargo about the issuance of the transit permit.

3.34.6. The original of the RSN letter within 2 days is archived in accordance with the Instruction on RSN Records Management.

3.35. Temporary suspension of the transit permit

3.35.1. The legal circumstance serving as the grounds for starting this administrative procedure is:

the receipt by the RSN of a letter from a territorial office containing incidents of violation of the laws of the Russian Federation pertaining to veterinary medicine by legal entities or individuals that handle the regulated cargo.

the receipt by the RSN of information suggesting that the situation with regard to infectious animal diseases in the exporting country is unfavorable.

3.35.2. The letter from the territorial office is registered on the date it is received in accordance with the Instruction on RSN Records Management and it is transferred to the appropriate RSN division.

3.35.3. The head of the appropriate division of the RSN (or his or her deputy) appoints from among the employees of the division a responsible executor to review the incoming letter or information.

3.35.4. The responsible executor verifies the accuracy of the facts and information and after verification prepares a draft RSN letter containing:

a reasoned conclusion regarding the absence of facts to reach a decision on a temporary suspension of the transit permit

a decision to temporarily suspend the transit permit indicating the time period during which the transit permit is suspended.

3.35.5. The responsible executor within 2 days after completing the review process of the letter and analyzing the information contained within and duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.35.6. The Chief State Veterinary Inspector of the Russian Federation considers the draft RSN letter and ensures it is drawn up correctly.

3.35.7. If modification of the draft RSN letter is required or the decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation returns the draft RSN letter with remarks to the responsible executor, who within 1 day modifies it accordingly and once again sends the draft RSN letter to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.35.8. If the draft RSN letter does not require modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor for dispatch.

3.35.9. The responsible executor within 3 days faxes the RSN letter regarding the temporary suspension of the transit permit:

1) to the central veterinary agency of the importing (exporting) country

2) to the territorial offices having jurisdiction over the territories through which entry and exit points are planned for the regulated cargo, as well as to the territorial offices having jurisdiction over the territories through which transit will occur. The territorial offices having jurisdiction over the territories through which entry and exit points are planned for the regulated cargo and within 2 days inform the officials of the territorial offices that carry out state veterinary control at the border crossing points of the Russian Federation through which entry and exit points are planned for the regulated cargo about the issuance of the transit permit.

3.36. Review of the documentation for export from the Russian Federation of the regulated cargo, and decision-making on whether or not to issue the permit to export the regulated cargo from the Russian Federation (except for export of pharmaceutical products for animals)

3.36.1. The legal circumstance serving as the grounds for starting this administrative procedure is the receipt by the RSN of a petition from the Chief State Veterinary Inspector of the constituent entity of the Russian Federation to issue a permit to export animals, products of animal origin, feed and feed additives from the Russian Federation (hereafter, the export petition).

The time period for consideration of the export petition and decision-making on whether or not to issue the permit to export animals, products of animal origin, feed and feed additives from the Russian Federation (hereafter, the export permit) shall not exceed 30 working days.

The export petition should contain the following information in the following sequence:

1) the company name, the legal address and the INN (Taxpayer Identification Number) of the applicant

2) the designation of the regulated cargo and the code (first 4 characters) according to the Russian TN VED (Foreign Economic Activity Commodity Classification)

3) the quantity of the regulated cargo and the units of measurement

4) the importing country

5) the types of transportation

6) confirmation of the safety of the area where the exported herd of the regulated cargo was collected (obtained) – in exporting biological water resources and products of hunting

7) the border crossing points of the Russian Federation and the CIS, through which the regulated cargo is to be exported.

8) the CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) permit number when exporting live animals, hunting trophies, or easily recognizable parts or derivatives of (derived from) these, including those according to the documentation, the packing labels or marks, or any other indications are or might be parts or derivatives of (derived from) animals that are under threat of extinction and fall under the CITES sanctions.

9) when exporting biological water resources and products made from these:

- the species and area of collection (obtainment) of the biological water resources

- the document number confirming the good epizootic condition of the area of collection (obtainment) of the biological water resources

10) when exporting feed additives - the number of the state registration certificate of the feed additive

11) any other necessary information in accordance with the request of the Chief State Veterinary Inspector of the Russian Federation.

3.36.2. The export petition may be sent to the RSN:

- by mail,
- by a telegram duly authenticated by the telecoms operator,
- delivered to the dispatch office of the RSN.

3.36.3. The export petition must be signed by the Chief State Veterinary Inspector of the constituent entity of the Russian Federation (or the acting inspector), from which territory it is planned to export the regulated cargo.

3.36.4. The official responsible for fulfilling this administrative procedure is the Chief State Veterinary Inspector of the Russian Federation (the Deputy head of the RSN).

3.36.5. The administrative procedure “Review of documentation for export from the Russian Federation of the regulated cargo, and decision-making on whether or not to issue the permit to export from the Russian Federation of the regulated cargo (except for export of pharmaceutical products for animals)” consists of the following administrative actions:

- 1) the registration of the export petition
- 2) the review of the export petition
- 3) the decision-making on the export petition

3.36.6. The outcome of the administrative procedure is the issuance of the export permit or a refusal to issue the export permit, which are produced in the form of an RSN letter signed by the Chief State Veterinary Inspector of the Russian Federation.

3.36.7. It is required to obtain the export permit when exporting animals, products of animal origin, feed and feed additives from the Russian Federation.

It is not required to obtain the export permit when exporting:

- industrially manufactured finished products of animal origin which were thermally processed, factory processed finished goods that were made out of raw materials of animal origin in conformity with the requirements of the standards and normative regulations

- small pets belonging to citizens (not more than 2 animals).

Permits to export the indicated types of regulated cargo are issued by the Chief State Veterinary Inspector of the constituent entity of the Russian Federation from which they are exported.

3.37. Registration of the export petition

3.37.1. The export petition is registered in the log of incoming petitions on the day it arrives.

3.37.2. An employee of the secretariat of the Chief State Veterinary Inspector of the Russian Federation registers the petition to export, assigning it an incoming number and indicating the day it arrived, and sends the export petition with the set of documents to the appropriate RSN division.

3.38. Review of an export petition

3.38.1. The head of the appropriate RSN division (or his or her deputy) within 1 day appoints from among the employees of the division a responsible executor to consider the export petition and verify the information contained in the documents.

3.38.2. The responsible executor within 1 day verifies the presence of the documents that are necessary for consideration of the export petition.

3.38.3. If it is determined that necessary data stipulated in clause 3.36.1. is missing, the responsible executor within 5 days notifies the party that signed the export petition, and recommends steps required to submit the absent data.

The responsible executor suspends the administrative procedure until the missing data is received, but not for more than 30 days.

3.38.4. The responsible executor within 20 days reviews the export petition and analyzes the information contained in it.

3.38.5. After completing the review process for the export petition the responsible executor prepares a draft RSN letter containing one of two decisions:

- to issue an export permit
- to refuse to issue an export permit indicating the reasons for the refusal.

3.38.6. Reasons for refusal to issue an export permit are:

- 1) the applicant submitted incorrect information
- 2) there is evidence that the applicants or exporting organizations have violated the requirements of the veterinary legislation of the Russian Federation;
- 3) it is impossible to fulfill the veterinary requirements of the importing country.

3.38.7. The responsible executor within 2 days after completing the review process of the letter and analyzing the information contained in it duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.39. Decision-making on the export petition

3.39.1. The legal circumstance serving as the grounds for starting this administrative procedure is the receipt by the Chief State Veterinary Inspector of the Russian Federation of the draft RSN letter containing the draft decision about the export petition.

3.39.2. The Chief State Veterinary Inspector of the Russian Federation within 2 days reviews the draft RSN letter with the decision about the export petition and ensures it is drawn up correctly.

3.39.3. If modification of the draft RSN letter is required or the decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation returns the draft RSN letter with remarks to the responsible executor, who within 1 day modifies it accordingly and once again sends the draft RSN letter to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.39.4. If the draft RSN letter does not require modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor for dispatching.

3.39.5. The responsible executor within 3 days assigns an outgoing number to the RSN letter and faxes it to the territorial office having jurisdiction over the territory from which it is planned to export the regulated cargo, as well as to the territorial office through which export occurs.

3.39.6. The territorial office having jurisdiction over the territory through which it is planned to export the regulated cargo, within 2 days, informs the Chief State Veterinary Inspector of the constituent entity of the Russian Federation (or the acting inspector) having jurisdiction over the territory through which it is planned to export the regulated cargo whether or not the export permit was issued.

3.39.7. The territorial office having jurisdiction over the territory through which it is planned to export the regulated cargo, within 2 days, informs the officials of the territorial office that carry out veterinary control at the state border crossing points of the Russian Federation about the issuance of the export permit.

3.39.8. The notification is done by phone, fax and/or e-mail. A copy of the letter may be delivered to the applicant.

3.39.9. The original of the RSN letter, within 2 days, is sent for archiving in accordance with the Instruction on RSN Records Management.

3.40. Suspension of the export permit

3.40.1. The legal circumstance serving as the grounds for starting this administrative procedure is:

the receipt by the RSN of a letter from the territorial office containing incidents of violation of the legislation of the Russian Federation pertaining to veterinary medicine by legal entities or individuals that handle the regulated cargo (except for export of pharmaceutical products for animals)

- deterioration of the epizootic situation with regard to infectious animal diseases in the Russian Federation

- the receipt of information from the importing country regarding introduction of restrictions on import of the regulated cargos (except for pharmaceutical products for animals).

3.40.2. The letter of the territorial office is registered on the day it is received in accordance with the Instruction on RSN Records Management and it is sent to the appropriate RSN division.

3.40.3. The head of the appropriate RSN division (or his or her deputy) within 1 day appoints from among the employees of the division a responsible executor to review the incoming letter or information.

3.40.4. The responsible executor verifies the accuracy of the facts and information and after verification prepares a draft RSN letter containing:

- a reasoned conclusion regarding the absence of facts for reaching a decision to temporarily suspend the export permit

- a decision to temporarily suspend the export permit indicating the time period during which the export permit is suspended.

3.40.5. The responsible executor, within 2 days after completing the review process of the letter and analyzing the information contained in it, duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.40.6. The Chief State Veterinary Inspector of the Russian Federation reviews the draft RSN letter and ensures it is drawn up correctly.

3.40.7. If modification of the draft RSN letter is required or a decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation returns the draft RSN letter with remarks to the responsible executor, who within 1 day modifies it accordingly and once again sends the draft RSN letter to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.40.8. If the draft RSN letter does not require modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor for dispatching.

3.40.9. The responsible executor, within 3 days, assigns an outgoing number to the RSN letter and faxes it to the appropriate territorial offices of the RSN.

3.41. Review of the documentation for export from the Russian Federation of the pharmaceutical products for animals, and decision-making on whether or not to issue a permit to export pharmaceutical products for animals from the Russian Federation

3.41.1. The legal circumstance that serves as grounds for starting this administrative procedure is receipt by RSN of an application from a legal entity registered in the Russian Federation for a permit to export pharmaceutical products for animals from the Russian Federation (hereafter, export application).

The time frame for completing the review process of an export application and decision-making on whether or not to issue a permit to export pharmaceutical products for animals from the Russian Federation (hereafter, permit to export pharmaceutical products for animals) is not more than 30 working days.

The application must indicate the following information in the following sequence:

1) the name, legal address and INN (Individual Taxation Number) of the applicant

2) the name of the pharmaceutical products for animals and their code (first 4 characters) according to the Russian TN VED (Foreign Economic Activity Commodity Classification)

3) the quantity of pharmaceutical products for animals and units of measurement

4) the producer of the pharmaceutical products for animals

5) types of transportation

6) the border crossing points of the Russian Federation and the CIS through which the regulated cargo is to be exported.

7) the number of the license to engage in pharmaceutical activities in the sphere of handling pharmaceutical products intended for animals

8) the registration numbers of the pharmaceutical products for animals, series number and validity period of the state registration certificates of the pharmaceutical products for animals

9) other necessary information requested by the Chief State Veterinary Inspector of the Russian Federation.

3.41.2. The export application may be sent to the RSN:

- by mail,

- delivered to the RSN dispatch office.

3.41.3. The export application must be signed by the director of the organization and authenticated with the organization's stamp.

3.41.4. The following documents must be presented:

- a copy of the license to engage in pharmaceutical activities in the sphere of handling pharmaceutical products intended for animals

- copies of state registration certificates of the pharmaceutical products for animals

- a copy of the sales agreement.

3.41.5. The official responsible for fulfilling this administrative procedure is the Chief State Veterinary Inspector of the Russian Federation (Deputy Director of the RSN).

3.41.6. The administrative procedure "Consideration of documents to export pharmaceutical products for animals from the Russian Federation, and the decision-making on whether or not to issue a permit for export of pharmaceutical products for animals from the Russian Federation" consists of the following administrative actions:

1) Registration of the export application

2) Review of the export application

3) Decision-making on the export application

3.41.7. The outcome of this administrative procedure is the issuance of a permit to export pharmaceutical products for animals or a refusal to issue a permit to export pharmaceutical products for animals executed in the form of an RSN letter signed by the Chief State Veterinary Inspector of the Russian Federation.

3.42. Registration of the export application

3.42.1. The export application is registered in the log of incoming applications on the day it arrives.

3.42.2. An employee of the secretariat of the Chief State Veterinary Inspector of the Russian Federation registers the export application, assigning it an incoming number and indicating the day it arrived, and transfers the export application with the set of documents to the appropriate RSN division.

3.43. Review of the export application

3.43.1. The head of the appropriate RSN division (or his or her deputy), within 1 day, appoints from among the employees of the division a responsible executor to review the export application and verify the information contained in the documents.

3.43.2. The responsible executor, within 1 day, verifies the presence of the documents and data necessary for the consideration of the export application.

3.43.3. If it is determined that the package lacks necessary documents or data stipulated in clauses 3.41.1 and 3.41.4 of the present Regulations, the responsible executor, within 5 days, notifies the person who signed the export application about this and recommends the necessary steps to present the missing documents and data.

The notification is done by telephone, fax or electronic mail.

The administrative procedures are suspended by the responsible executor until the missing documents and data are received.

3.43.4. The responsible executor, within 20 days, reviews the export application and analyzes the information contained in it.

3.43.5. After completing the review process of the export application, the responsible executor prepares a draft RSN letter containing one of two decisions:

- to issue a permit to export pharmaceutical products for animals
- to refuse to issue a permit to export pharmaceutical products for animals.

3.43.6. Reasons for refusal to issue a permit to export pharmaceutical products for animals are:

- 1) the applicant provided incomplete or inaccurate data
- 2) there is evidence that the applicant violated the requirements of the veterinary laws of the Russian Federation;
- 3) it is impossible to fulfill the veterinary requirements of the importing country.

3.43.7. The responsible executor, within 2 days after completing the review process of the letter and analyzing the information contained within it, duly sends a draft RSN letter, for final decision, to the Chief State Veterinary Inspector of the Russian Federation.

3.44. Decision-making on a petition to export

3.44.1. The legal circumstance that serves as grounds for starting this administrative action is the receipt by the Chief State Veterinary Inspector of the Russian Federation of the draft RSN letter containing the draft decision about the export application.

3.44.2. The Chief State Veterinary Inspector of the Russian Federation, within 2 days, reviews the draft RSN letter with the decision about the export application and ensures it is drawn up correctly.

3.44.3. If the draft RSN letter requires modification or the decision contained within it is disputed, the Chief State Veterinary Inspector of the Russian Federation sends the draft letter with comments to the responsible executor, who within 1 day modifies it accordingly and once again sends it to the Chief State Veterinary Inspector of the Russian Federation for signature.

3.44.4. If the RSN letter requires no modification, the Chief State Veterinary Inspector of the Russian Federation signs it and sends it to the responsible executor for dispatching.

3.44.5. The responsible executor, within 3 days, assigns a number to the RSN letter and sends it to the applicant and to the territorial office having jurisdiction over the territory through which the pharmaceutical products for animals are to be exported.

3.44.6. The territorial office having jurisdiction over the territory through which the pharmaceutical products for animals are to be exported, within 2 days, informs the officials of the territorial office that carries out veterinary monitoring at border crossing points about the issuance of the permit to export pharmaceutical products for animals.

3.44.7. Notification is done by telephone, fax and/or electronic mail.

3.44.8. The original RSN letter, within 2 days, is archived in accordance with the Instruction on RSN Records Management.

IV. Monitoring the completion of actions in connection with the fulfillment by RSN of the state function of issuing permits to import into the Russian Federation and export from the Russian Federation, as well as to transit through its territory animals, products of animal origin, pharmaceutical products, feed and feed additives for animals and products subject to quarantine

4.1. RSN organizes and carries out monitoring of fulfillment of the state function.

Ensuring the state function is properly fulfilled includes performing verifications, identifying and eliminating violations of applicants' rights, completing the review process for complaints, making decisions and preparing answers to applicants' communications, and making decisions on the actions (inactions) of RSN officials and territorial offices.

The forms of monitoring fulfillment of the state function are:

- duly conducting verification tests
- completing the review process for reports and briefing notes about the fulfillment of the state function.

4.2. Verifications may be planned (on the basis of semi-annual or annual operating plans of RSN) and unplanned. All questions associated with the fulfillment of the state function (integrated verifications), or about specific communications of an applicant may be considered when performing a verification.

4.3. Verification of the fullness and quality of fulfillment of the state function are carried out on the basis of individual legal acts (orders) of the RSN.

4.4. To ensure monitoring of the fulfillment of the state function and making of decisions, briefing notes about the results of the state function fulfillment are submitted to the Head of RSN (person authorized by him/her) or the head of the territorial office (person authorized by him/her).

4.5. The list of the officials that perform the monitoring is determined by the individual legal acts (orders) of the RSN and the territorial offices.

4.6. The Head of RSN and head of the territorial office decide how frequently routine monitoring is performed.

4.7. Monitoring of the observance of the sequence of actions determined by the administrative procedure with regard to the state function fulfillment and adoption of the decisions by the executor and the head of the responsible division is carried out by the Deputy Head of RSN in accordance with delineation of authority.

4.8. Monitoring over adoption of the decisions by the Deputy Head of RSN is carried out by the Head of RSN.

4.9. If violation of the rights of applicants is revealed during the monitoring, the individuals responsible for these violations are accountable in accordance with the legislation of the Russian Federation.

V. The procedure for appealing the actions (inactions) and the decisions being carried out (adopted) during the realization of the state function of issuing permits to import into the Russian Federation and to export from the Russian Federation, as well as transit through its territory animals, products of animal origin, pharmaceutical products, feed and feed additives, and products subject to quarantine

5.1. The actions or inactions of RSN with regard to fulfillment of the state function of issuing permits to import into the Russian Federation and export from the Russian Federation, as well as transit through its territory animals, products of animal origin, pharmaceutical products, feed and feed additives for animals, and products subject to quarantine may be subject to appeal in accordance with the established procedure.

5.2. If an applicant does not agree with the reached decision he/she may appeal, during a period determined by the legislation of the Russian Federation, to higher officials (organizations) and/or to the courts.

5.3. The applicants have the right to appeal the actions (inactions) of the RSN officials in court or out-of-court.

Applicants can appeal the actions (inactions) of:

- officials of the territorial offices to the RSN
- officials of the RSN to the Ministry of Agriculture of the Russian Federation
- the Head of RSN, even if he/she does not take measures based on the legislation of the Russian Federation against the actions (inactions) of the RSN officials and its territorial offices to the Ministry of Agriculture of the Russian Federation

5.4. The Minister of Agriculture of the Russian Federation may annul the decisions of the RSN that conflict with federal legislation, unless another procedure for annulment is established by federal law.

5.5. The applicants realize their rights freely and voluntarily. Realization by applicants of the right to appeal must not infringe on the rights and freedoms of other individuals.

5.6. Applicants have the right to send a written proposal, statement or complaint (hereafter, written appeal).

The time period for review of a written appeal must not exceed 30 days from the moment it is registered.

In exceptional cases (including when making a decision to perform a verification, sending a request to the appropriate territorial office to provide additional documents and materials), and if a request is sent to other state agencies, local government agencies and other officials in order to obtain the documents and materials necessary for consideration of the communication, the Director of RSN or an individual authorized by him/her has the right to extend the review period by not more than 30 calendar days after notifying the applicant about the extension of the review period.

5.7. The procedure for extending the review period and considering communications, depending on their nature, is established by the laws of the Russian Federation.

The applicant in his/her written communication must indicate the name of the agency to which he/she is sending the written communication, or the last name, first name, and patronymic of the appropriate official, or the position of appropriate person, as well as his/her last name, first name and patronymic (if applicable), the full name for the legal entity, postal address to which the reply must be sent, notification of forwarding, and explaining the essence of the proposal, statements or complaint, and signing and dating it.

Additionally, the written communication may indicate:

- the name of the position, last name, first name and patronymic of the specialist whose decision, action or inaction prompted the complaint (if the information is available)

- the essence (circumstances) of the actions (inactions) that prompted the complaint, the grounds on which the applicant considers that his/her rights, freedoms or legal interests were violated, or their realization was impeded, or an obligation was illegally placed, along with other information that the applicant considers necessary to report.

For the purpose of supporting his/her statements, the applicant may include documentation and materials or copies thereof in the written communication.

5.8. After considering the communication, the RSN official makes the decision on whether or not to satisfy the applicant's demands.

A written answer containing the results of the review of the written communication is sent to the applicant.

If the written communication does not indicate the last name of the applicant who sent the communication and the postal address to which the reply must be sent, no reply to the communication will be sent.

5.9. If RSN receives a written communication containing obscene or offensive language, death threats, threats against the health and property of the official, or members of his/her family, he/she has the right to ignore the essence of the communication and notify the applicant who sent the communication that it is unacceptable to abuse one's rights.

If the text of the written communication is not completely legible, no reply to the communication will be sent other than notification of this fact, assuming that the last name and postal address are legible.

If the applicant's written communication contains a question that has been in essence repeatedly answered in writing, in connection with previously sent communications, with no new arguments or circumstances, the Head of RSN or person authorized by him/her has the right to deem the communication groundless and cease correspondence with the applicant on this matter provided that the indicated communication and previously sent communications were sent to RSN or one and the same official. The applicant who sent the communication is notified about this decision.

5.10. If a reply concerning the essence of a question in the communication cannot be given without disclosing state secrets or other information protected by federal law, a reasoned refusal to disclose the information is sent to the applicant.

5.11. If the justification for not replying to questions included in a communication no longer applies, the applicant has the right to once again send the communication to RSN or a territorial agency.

5.12. A communication from an applicant contesting a court decision is returned to him/her along with an explanation of the procedure for contesting the court decision.

5.13. Applicants have the right to contest decisions made during the fulfillment of the state function, as well as actions or inactions of RSN officials, in court.

5.14. Applicants may report violations of their rights and legal interests, illegal decisions, actions or inactions of RSN officials, violations of the provisions of the present Regulations, incorrect behavior or violation of work ethics on the website or by electronic mail.

Messages must contain the following information:

- the last name, first name, and patronymic (name of the legal entity) of the author of the message along with the place of residence or habitation.

- the name of the agency, position, last name, first name and patronymic of the specialist (if the information is available) whose decision, action (inaction) violated the applicant's rights and legal interests

- the essence of the violation of rights and legal interests, wrongful decision, or action (inaction)

- information about how to notify the applicant about measures taken pursuant to his/her message.