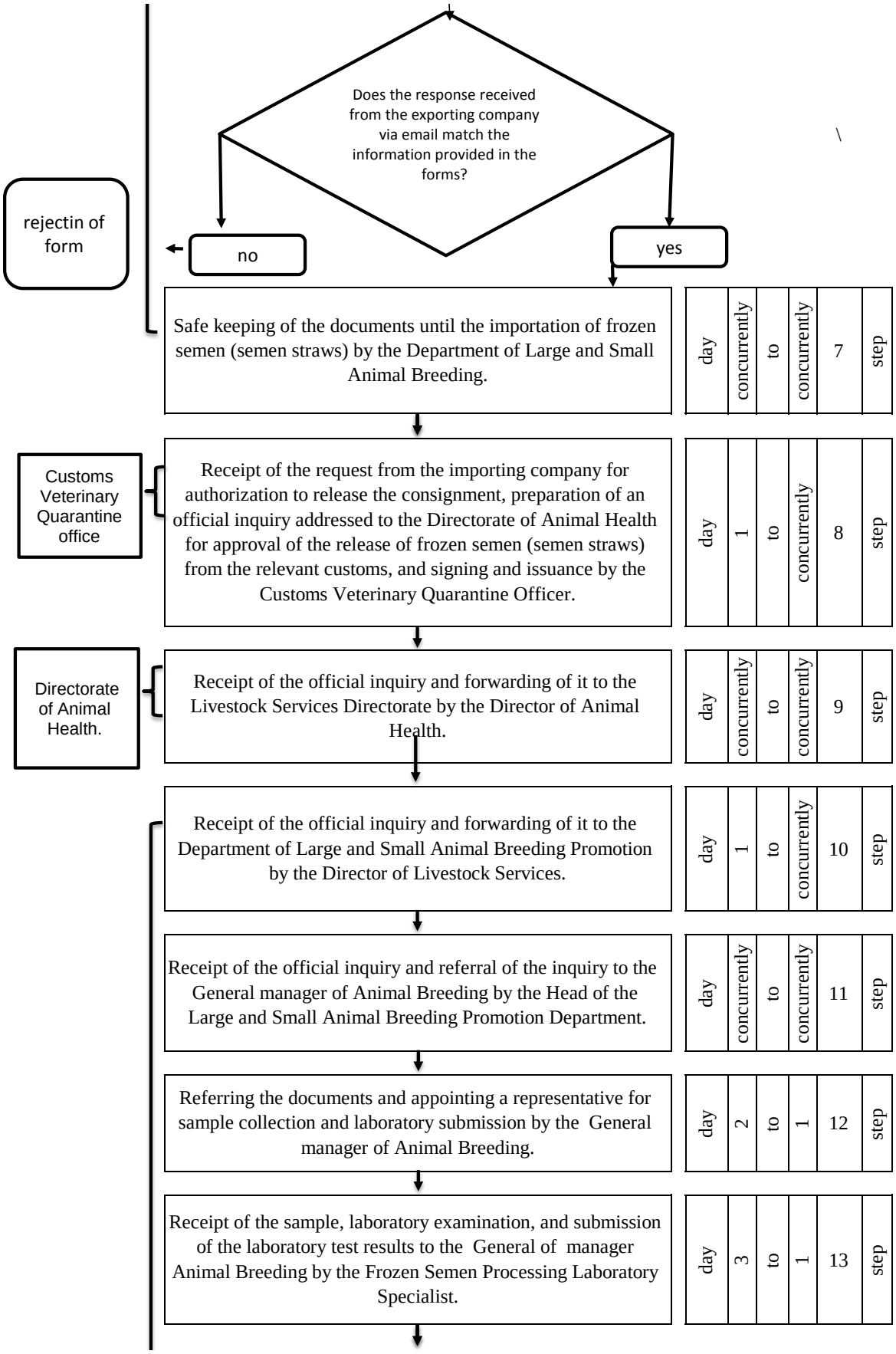
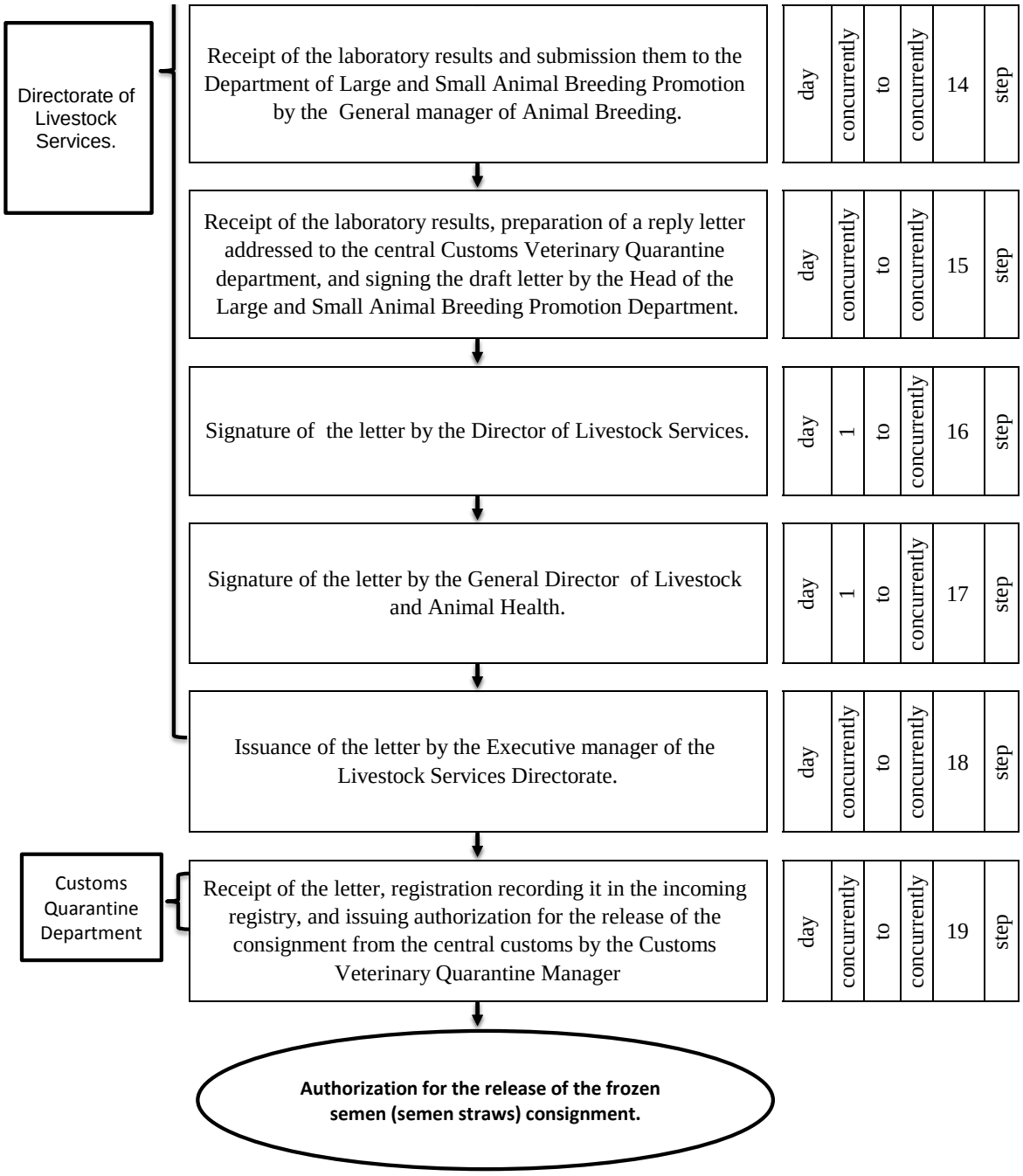
Procedure for Processing the Import Documentation of Frozen Semen (Semen Straws) Based on an Official Application

Submission of an official application for processing the import documentation of frozen semen (semen straws).

	Discription of activitys	Minimum and Maximum Duration				Number	Steps
General Directorate of Livestock and Animal Health.	Receipt of the official request with attached documents, and preparation of instructions addressed to the Livestock Services Directorate by the Executive General Manager of the General Directorate of Livestock and Animal Health.	day	concurrently	to	concurrently	1	step
	Review and signature by the General Director of Livestock and Animal Health.	day	1	to	concurrently	2	step
Directorate of Livestock Services.	Receipt of the official request with attached documents and preparation of instructions addressed to the Department of Large and Small Animal Breeding Promotion by the Executive manager of the Livestock Services Directorate.	day	concurrently	to	concurrently	3	step
	Review and signature by the Director of Livestock Services.	day	1	to	concurrently	4	step
	Distribution of the Frozen Semen (Semen Straw) Import Application Form to the applicant in both electronic (soft) and hard-copy formats, receipt of the completed form from the applicant in both electronic (soft) and hard-copy formats, and submission of the information forms via email to the exporting company by the Head of the Large and Small Animal Breeding Department.	day	5	to	3	5	step
	Receipt of information from the exporting company and comparison with the applicant's submitted documents by the Head of the Large and Small Animal Breeding Department.	day	3	to	1	6	step


Does the response received from the exporting company via email match the information provided in the forms?
no
yes
rejectin of form
Safe keeping of the documents until the importation of frozen semen (semen straws) by the Department of Large and Small Animal Breeding.
day concurrently to concurrently 7 step
Customs Veterinary Quarantine office
Receipt of the request from the importing company for authorization to release the consignment, preparation of an official inquiry addressed to the Directorate of Animal Health for approval of the release of frozen semen (semen straws) from the relevant customs, and signing and issuance by the Customs Veterinary Quarantine Officer.
day 1 to concurrently 8 step
Directorate of Animal Health.
Receipt of the official inquiry and forwarding of it to the Livestock Services Directorate by the Director of Animal Health.
day concurrently to concurrently 9 step
Receipt of the official inquiry and forwarding of it to the Department of Large and Small Animal Breeding Promotion by the Director of Livestock Services.
day 1 to concurrently 10 step
Receipt of the official inquiry and referral of the inquiry to the General manager of Animal Breeding by the Head of the Large and Small Animal Breeding Promotion Department.
day concurrently to concurrently 11 step
Referring the documents and appointing a representative for sample collection and laboratory submission by the General manager of Animal Breeding.
day 2 to 1 12 step
Receipt of the sample, laboratory examination, and submission of the laboratory test results to the General of manager Animal Breeding by the Frozen Semen Processing Laboratory Specialist.
day 3 to 1 13 step



Total minimum and maximum duration. (day)				Total steps
days	19	to	6	19