

Voluntary Report – Voluntary - Public Distribution

Date: April 11, 2022

Report Number: BR2022-0023

Report Name: Plant Registration and Updated Procedures for Dairy Products in Brazil

Country: Brazil

Post: Brasilia

Report Category: Dairy and Products, Food and Agricultural Import Regulations and Standards - Certification

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Approved By: Evgenia Ustinova

Report Highlights:

This report outlines updated plant and label registration guidance for U.S. dairy product exporters to Brazil. The USDA Foreign Agricultural Service Office of Agricultural Affairs (OAA) Brasília will continue to provide assistance for U.S. plant registration in Brazil, however, U.S. dairy product exporters will be responsible for product label registration in Brazil. Please note that products cannot be shipped until confirmation of both establishment and label registration is received from the Government of Brazil. This report supersedes the previous instructions contained in GAIN Report Number BR 1704, dated 5/17/2017.

To export to Brazil, the U.S. exporter of animal-origin products must meet eligibility requirements from the United States Department of Agriculture, Agricultural Marketing Service (AMS) Dairy Program, as well as from the Brazilian Ministry of Agriculture, Livestock, and Food Supply (MAPA). General information on import requirements is available in the USDA Food and Agricultural Import Regulations and Standards Report (FAIRS) Annual Country Report and the Annual FAIRS Export Certificate Report, as well as other reports prepared on a voluntary basis. These reports are available in the [FAS GAIN reports database](#). For the most current information on dairy products export eligibility and policies, always consult the [AMS` Dairy Exports](#) webpage.

Establishment Registration – U.S. portion:

Establishments wishing to export to Brazil are required to submit a “Letter of Request for Approval” to the AMS office at dairyexportsquestions@usda.gov, with a copy to USDA FAS Brasília at agbrasilia@usda.gov, to be forwarded by AMS for registration in the Brazilian Approved list.

The Letter of Request for Approval should have the following information:

- a. Establishment Control Number:** The unique number provided by the U.S. Competent Authority to that specific plant. The establishment number must come from one of the approved facility lists found on the [AMS` Dairy Exports](#) webpage;
- b. Establishment Corporate Name:** The establishment corporate name as in the official U.S. Competent Authority database;
- c. Address, Zip Code, State:** Describe full address, indicating avenue, street, district, number, etc.;
- d. Type(s) of Operation:** Options are:
 - Processing (PC), and/or Storage (ES);
- e. Purpose:** Edible (type “Comestível”)
- f. Area:** Dairy (LAC)
- g. Category(ies):** Include just the number of the category. Options are:
 - 1 – Caseins;
 - 2 – Caseinates;
 - 3 – Farine Lactée;
 - 4 – Butter Oil;
 - 5 – Lactose;
 - 6 – Buttermilk;
 - 7 – Butter;
 - 8 – Dairy Mix;
 - 9 – Dairy Sauce;
 - 10 – Permeates;
 - 11 – Cheese Snacks;
 - 12 – Products in different categories of cheeses with or without other added ingredients;
 - 13 – Raw dairy products;
 - 14 – Powdered dairy products;

- 15 – Sterilized dairy products;
- 16 – Fermented dairy products;
- 17 – Processed dairy products;
- 18 – Partially dried dairy products;
- 19 – Pasteurized dairy products;
- 20 – Protein dairy products;
- 21 – UHT dairy products;
- 22 – Maturated cheese;
- 23 – Moldy cheese;
- 24 – Non-maturated cheese;
- 25 – Grated cheese;
- 26 – Ultrafiltered cheese;
- 27 – Ricotta; and,
- 28 – Dairy dessert.

For a full definition of the categories, see Appendix 1.

h. Species: Please include all species that may apply. Options are:

- Bovine (BOV)
- Buffalo (BUB)
- Caprine (CAP)
- Ovine (OVI)

i. Contact information of the establishment representative: Please include name, title, telephone number, and fax number.

The AMS Dairy Program will review and verify the letters and then forward them to the U.S. Embassy in Brazil. The US processing facility must be under a government regulatory inspection program.

Establishment Registration – Brazil portion:

AMS will notify FAS/Brasilia (OAA) of the company's request for authorization to export to Brazil. The OAA will liaise with MAPA on behalf of AMS. Once MAPA receives the AMS request for establishment registration, it will include the plant in its database of plants authorized to export to Brazil. The database is available at the following [link](#). MAPA will inform the OAA once this action is completed. The OAA will then forward the registration notification to AMS. AMS will notify the company. At this point, the company will be able to register labels in the MAPA online system, request Import Licenses, and start exports to Brazil.

Establishment Update in the MAPA System:

If a U.S. exporter requires modification for a plant that is already registered with MAPA (such as changes to the name of the establishment, or to the categories of goods to be exported), please reach out to Mrs. Camila Aquino (Agricultural Specialist, FAS/Brasilia) at camila.aquino@usda.gov, with a copy

to agbrasil@state.gov to receive the latest guidance on what is required by the Brazilian sanitary authorities to perform this task.

Products Eligible to Export to Brazil:

According to the equivalence system established with Brazil, the United States can only export the following animal-origin dairy products to Brazil:

1. Milk, powdered milk;
2. Whey, whey protein concentrate, whey protein isolate;
3. Milk protein concentrate, milk protein isolate;
4. Casein;
5. Lactose;
6. Cheese; and
7. Other dairy ingredients.

Label Registration Process:

According to Brazilian legislation, all animal-origin products, whether domestic or imported, must have their product labels registered in the MAPA system called “Agricultural Management Platform of the Federal Inspection Service Information Management System” (PGA-SIGSIF). To complete product label registration, the company must enroll at least one representative (user) in PGA-SIGSIF.

Note that the electronic PGA-SIGSIF was introduced in 2017, replacing the previous paper-based registration system. Companies that already have labels registered in either system before the publication of this report do not need to resubmit them. Going forward, Post will not register users and labels in the system on behalf of companies.

Once the U.S. plant is registered in the system, a plant representative will need to create a login account in the PGA-SIGSIF system, and then link their profile to the company’s plant(s). Please note that Brazilian law requires evidence that the person designated as a user for the company is a legal representative of the company. The recommended practice is to select a well-established staff member at the exporting company as the user with the highest level of access, also known as the External Access Manager. The External Access Manager in PGA-SIGSIF will have the ability to deny any future access requests to plant files and labels, as well as access to add, modify and delete existing labels. A more detailed explanation of the levels of user access and the steps to create an External Access Manager profile are outlined in Appendix 2, section 4: “Link user account to your company’s plants in the system”.

In Appendix 2 of this report you will find step-by-step guidance on how to:

- 1 – Log in to your PGA-SIGSIF account;
- 2 – Verify the users authorized for your company;
- 3 – Create a new user account;
- 4 – Link user account to your company’s plants in the system;
- 5 – Manage/Inactivate current users authorized for your company;
- 6 – Request a change of status of a new user in the system.

Please note that all product labels need to comply with Brazilian legislation, and the company is responsible for being aware of any pertinent rules or regulations. It is highly recommended that U.S. exporters verify the full set of import requirements with their Brazilian customers before any goods are shipped, as they are normally best equipped to research such matters with local authorities. Final import approval of products is subject to the importing country's rules and regulations as interpreted by border officials at the time of the product entry.

If you have any questions, please do not hesitate to reach out to Mrs. Camila Aquino, Agricultural Specialist, FAS/Brasilia at camila.aquino@usda.gov, with a copy to agbrasil@state.gov.

APPENDIX 1

MILK AND DAIRY PRODUCTS DEFINITIONS:

1. CASEINS

Caseins are products resulting from the spontaneous precipitation of skimmed milk or caused by curd or by mineral and organic acids.

2. CASEINATES

Caseinates are dairy products obtained by the reaction of food casein or fresh curd from food casein with solutions of hydroxides or alkaline salts or alkaline-earth or food-grade ammonium, then washed and dried using appropriate technological processes.

3. FARINE LACTÉE

Farine lactée is the product resulting from desiccation, in appropriate conditions, of the mix of milk and flour of cereals and pulses, whose starches have been made soluble by the appropriate technique.

4. BUTTER OIL

Butter oil is the fatty dairy product obtained from cream or butter by almost eliminating water and non-fat solids using appropriate technological processes.

5. LACTOSE

Lactose is the product obtained from the separation and crystallization of milk sugar.

6. BUTTERMILK

Buttermilk is the liquid resulting from whipping cream to produce butter, with added skimmed milk or otherwise, and biologically acidified by selected yeasts, with the partial unfolding of lactose, and which is rich in lactic acid, protein and mineral salts.

7. BUTTER

Butter is the fatty product obtained from cream using technologically appropriate processes.

8. DAIRY MIX

Dairy mixes include the dairy products obtained by mixing the dairy ingredients with or without non-dairy ingredients.

9. DAIRY SAUCE

Dairy sauces are dairy products subjected to the appropriate technological processing, with other added dairy products, spices, and other approved food substances to be used in culinary preparations.

10. WHEY PERMEATES

Whey permeates are liquid products obtained by removing the dairy protein and the dairy fat of the milk (whole, skimmed, or semi-skimmed milk) or whey using the membrane-filtering process.

11. CHEESE SNACKS

Cheese snacks include the fractioned cheeses presented in the form of a cheese platter, dehydrated cheese, and breaded cheeses.

12. PRODUCTS IN DIFFERENT CATEGORIES OF MEAT PRODUCTS WITH OR WITHOUT ADDED INGREDIENTS Are those products obtained from the association of products in different categories, with or without other added ingredients.

13. RAW DAIRY PRODUCTS

Raw dairy products are the raw materials that still need to undergo thermal treatment before being used to prepare the products for consumption.

14. POWDERED DAIRY PRODUCTS

In addition to the products obtained by drying, this category includes the products formulated from the mixing of other already dried dairy products. Considering its diversity of formulations, manufacturing processes, and presentations, the powdered dairy mixes are not part of this category, given that they will be included in the Dairy Mix category.

15. STERILIZED DAIRY PRODUCTS

Sterilized dairy products are the dairy products previously bottled and subjected to the sterilization process by moist heat, followed by immediate chilling, respecting the specificity of each product.

16. FERMENTED DAIRY PRODUCTS

Fermented dairy products are dairy products obtained using coagulation and a decrease in the pH by lactic fermentation by the action of cultures of specific microorganisms.

17. MELTED DAIRY PRODUCTS

Melted dairy products are dairy products obtained by the mixing, fusion, and emulsion of the mix with thermal Treatment and emulsifying agents.

18. PARTIALLY DRIED DAIRY PRODUCTS

Partially dried dairy products are dairy products obtained by partial drying of the milk or milk products.

19. PASTEURIZED DAIRY PRODUCTS

Pasteurized dairy products are dairy products subjected to the pasteurization process.

20. PROTEIN DAIRY PRODUCTS

Protein dairy products are dairy products obtained from the physical separation of the caseins and whey protein using a membrane technology or another technological process whose equivalence is recognized by the Department of Inspection of Animal Products of the Ministry of Agriculture, Livestock and Food Supply.

21. UHT DAIRY PRODUCTS

UHT dairy products are dairy products subjected to the ultra-high temperature process.

22. MATURATED CHEESE

Matured cheeses are cheeses that have undergone the necessary biochemical and physical exchanges and characteristics of the variety.

23. BLUE CHEESES

Moldy cheese are the cheeses matured by fungi.

24. NON-MATURED CHEESE

Non-matured cheeses are ready-to-eat cheeses right after manufacturing.

25. GRATED CHEESE

Grated cheeses are products obtained by crumbling or grating the emulsion of one or up to four varieties of low- and/or medium-moisture cheese.

26. ULTRAFILTERED CHEESE

Ultrafiltered cheeses are cheeses obtained by membrane-technology processes.

27. RICOTTA

Ricotta is the product obtained from the albumin of cheese whey with up to 20% (twenty percent) its volume of added milk.

28. DAIRY DESSERT

Dairy dessert is the ready-to-eat dairy product usually served after meals.

It does not include dulce de leche and condensed milk, given that they fit the category of Partially Dried Dairy Products.

APPENDIX 2

REGISTRATION IN BRAZIL'S MINISTRY OF AGRICULTURE, LIVESTOCK, AND FOOD SUPPLY (MAPA) PGA-SIGSIF SYSTEM

STEP-BY-STEP GUIDANCE

This guidance provides detailed information on how to:

- 1 – Log in to your PGA-SIGSIF account
- 2 – Verify the users authorized for your company
- 3 – Create a new user account
- 4 – Link the user account to your company's plants in the system
- 5 – Manage/Inactivate current users authorized for your company
- 6 – Request a change of status of a current user in the system

1. LOG IN TO YOUR PGA-SIGSIF ACCOUNT

a) Click on this link: <https://sistemasweb.agricultura.gov.br/pages/PGA-SIGSIF.html>

b) Click on this option: [Para usuários já cadastrados, clique aqui](#) and on the page that pops up, please insert your login and password. Click “[Acessar](#)” (Access).

Note that the login information was sent to your registered email account when it was created. The title of the login email is [\[SEGAUT\] - Dados para acesso](#), sent by “Portal Sistemas” from the email address portalsistemas@agricultura.gov.br.

b.1) If you have forgotten your login information, you can click on “[Esqueci a senha](#)” (Forgot password). You will need to fill out a form to retrieve your password. The red arrows in the screenshot below indicate the tab/ field you need to select and fill out to reset the password.

- Select the tab “[Estrangeiro](#)”
- In the field **Documento**, enter the document number used during registration. (Typically this is either a passport or a driver's license number)
- In the field **Pais** select “[Estados Unidos](#)”
- At the bottom, click “[Recuperar Senha](#)” (Recover password)

- Monitor your email for MAPA's response. Check your spam inbox as well.

Foreigner

Brasileiro Estrangeiro

* Documento: DOCUMENT NUMBER

* Pais: United States (ESTADOS UNIDOS)

* E-mail: TYPE THE REGISTERED EMAIL ADDRESS

Informe um e-mail válido

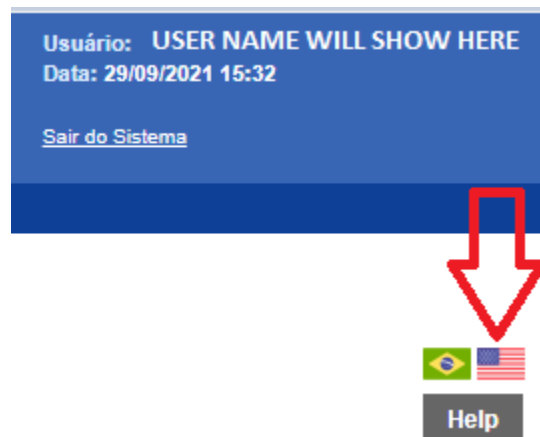
Recuperar Senha Voltar

c) If the website shows you a page with different systems, please select “PGA-SIGSIF”. You can verify that you are in the correct system by looking at the top left corner of your screen.



2. VERIFY THE USERS AUTHORIZED FOR YOUR COMPANY

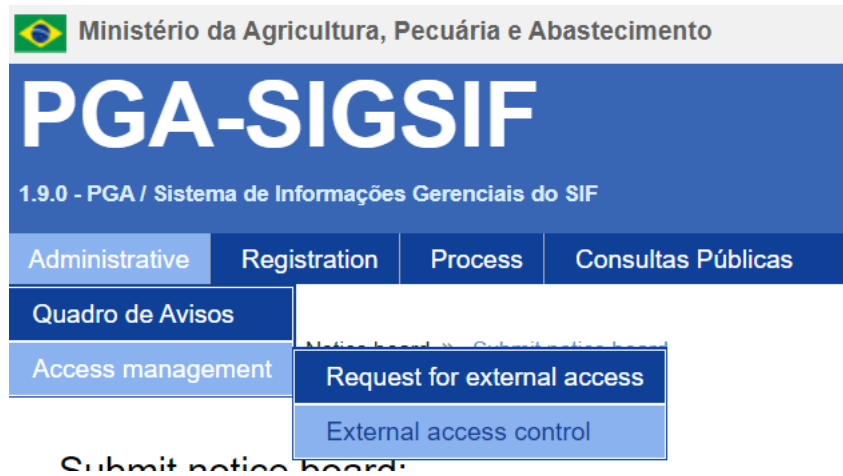
a) Log in to the system (follow Section 1 guidance). On the right side of your screen, near the top, you will see two flags. Click on the U.S. flag to change the system to English.



IMPORTANT! Please note that although the system will translate the field titles into English, the actual form must be filled out in **Portuguese**.

b) At the top of the page mouse over the field “[Administrative](#)”.

c) Scroll down and mouse over “[Access Management](#)” and select “[External Access Control](#)”.



d) The system will display the following screen: “[Search for external access release request](#)”. You will now be able to search the PGA-SIGSIF system for registered users affiliated with your company.

d) In the field “[Nationality](#)” (Nationality), please click on “[Brazilian](#)” or “[Foreign](#)” to indicate the nationality of the user you seek information about. Click on “[Search](#)”. If searching for American users, please select “[Estados Unidos](#)” from the dropdown option in the field “[Country](#)”.

e) The users associated with the login you input in Section 1 of this guidance will come up under “[Result](#)”.

Note that if you have more than one plant associated with a user account, the user name will show up and the plant number will vary in the column “[Scope/Number](#)”.

Result

<div><div><div><div></div></div></div><div><div>Export XLS</div><div>Export CSV</div></div></div>									
Select	Full name	Document no.	Scope / Number	Establishment country	State of establishment	Trade name / Name	Request submission period	Status	Status
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<div><div>[Página: 1/4]</div><div><div></div><div></div><div>1</div><div>2</div><div>3</div><div>4</div><div></div><div></div></div></div>									

- Enter your address in the “Endereço” field.
- Click on “Confirmar” (Confirm).

SOLICITA

1.5.0 - Sistema de Solicitação de Acesso

Novo Cadastro
Entrar no Sistema

* Pais
ESTADOS UNIDOS

Sistema

* Sigla
PGA-SIGSIF

* Perfil
Solicitante Form Complementar
This will be filled out automatically

Informações Pessoais

* Nome Completo
TYPE FULL NAME

* Login
type.name.ex
This will be filled out automatically

Data de Nascimento
Date of birth
DAY/MONTH/YEAR

* Gênero
Gender
Masculino
Male
Feminino
Female

* Tipo do Documento de Identificação
Passaporte

* Nº do Documento de Identificação
PASSPORT NUMBER

Tipo do E-mail
Comercial
Pessoal
Commercial
Personal

* E-mail para contato
EMAIL ADDRESS
Informe um e-mail válido

Endereço

* ZIP Code/Postal Code

* Endereço
ADDRESS

fmutde
C

Digite os caracteres acima

* Campo(s) de preenchimento obrigatório

Confirmar
Limpar

After completing this form, an automatic email will be sent to the email address you registered with your login and password. Please monitor your email account for an email from the email user “Portal Sistemas”, email address “portalsistemas@agricultura.gov.br”, entitled: **[SEGAUT] - Dados para acesso**. It will resemble this:

PS

Portal Sistemas <portalsistemas@agricultura.gov.br>
DATE AND TIME EMAIL WAS SENT
To: EMAIL REGISTERED AT LOGIN REQUEST AT "SOLICITA PORTAL"
Prezado(a) FULL NAME

Seja bem vindo ao Portal de Sistemas do MAPA. O Portal de Sistemas é um espaço centralizador de acesso aos sistemas do MAPA. Após efetuar o login, você terá acesso aos sistemas disponíveis de acordo com os seus grupos de acesso.

Seguem informações necessárias para o acesso:
login: YOUR LOGIN
senha: AUTOMATIC PASSWORD CREATED BY THE SYSTEM

Para acessar, clique no link LINK TO THE SYSTEM.

Para alterar a senha, acesse o menu 'Alterar Senha'. Lembre-se que a senha é pessoal e intransferível. PASSWORDS ARE PERSONAL AND SHOULD NOT BE SHARED. PASSWORD CAN BE CHANGED AFTER.

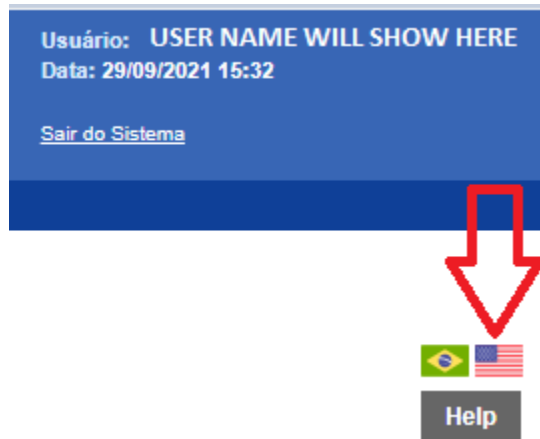
Em caso de dúvidas, por favor, entre em contato com o suporte técnico pelos telefones: 0800 704 1995(Brasil) ou ramais 2554/2770 (Sede)

Esta é uma mensagem automática. Favor não respondê-la. THIS IS AN AUTOMATIC EMAIL AND SHOULD NOT BE REPLIED TO.

4. LINK USER ACCOUNT TO YOUR COMPANY’S PLANTS IN THE SYSTEM

After receiving the email with your login and password information, you will need to request that your user registration is linked to your company’s plant data in the system. To do so, please follow these steps.

- a) Log in to the system (follow Section 1 guidance)
- b) On the right side of your screen, near the top, you will see two flags. Click on the U.S. flag to change the system to English.



IMPORTANT! Please note that although the system will translate the field titles into English, the actual form must be filled out in **Portuguese**.

- b) At the top of the page mouse over the field “[Administrative](#)”.
- c) Scroll down and mouse over “[Access Management](#)” and select “[Request for External Access](#)”.



- d) You should see the page “[Search for external access release request](#)”. Here, you can verify whether there is an existing user registration request already in the system. Follow the steps in “Section 2” of

this guide to search for existing requests. If this is a completely new request, click on “+ Fill out the additional form” at the bottom of the search page.

Search for external access release request Help

Search

Nationality ☒ Brazilian ☐ Foreign

Document type

Abbrev.

Establishment type

Establishment country

Insurance no. / Corporate id. no.

Request submission period In a To

Full name

Document no.

Access profile

Establishment state / province

Trade name / Name

Status

Country

Inspection area

Control no. / Establishment registration

Status

Search + Fill out the additional form Clean

d) You should see the page “Insert external access release request”. The first part of the form “Registration data associated with the Solicita portal” will be automatically filled with the data provided when the login was created.

Insert external access release request Help

Registration data associated with the Solicita portal This entire section will be automatically filled out with the data provided when the login was created

Full name

Nationality ☐ Brazilian ☐ Foreign

Document type

Country

Are you a resident of Brazil?

Neighborhood

Number

Persona e-mail informed on Solicita portal

Log-in

Other document

Document no.

Date of birth

Gender ☐ Female ☐ Male

ZIP code

Thoroughfare

Complement

State / Province

Personal e-mail entered at Solicita (Optional)

e) You will need to fill out the second part of the form “External access release”:

- In the **Abbrev.** field select “PGA-SIGSIF” from the dropdown menu
- In the “Modality” box, double-click on “PGA-SIGSIF/Registro de produto” (PGA-SIGSIF/Product Registration), to move it to the “Selected modalities” box.

External access release

* Abbrev.

* Modality

PGA-SIGSIF/Registro de produto

PGA-SIGSIF/Mapas Estatísticos

* Selected modalities

f) You will need to fill out the third part of the form “[Establishment info](#)”:

» Establishment info

* Establishment type		Inspection area	
<input type="text"/>		<input type="text"/>	
Country		Control no. / Establishment registration	
<input type="text"/>		<input type="text"/>	
Insurance no. / Corporate id. no.	Trade name / Name	Trade name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Company email to Contact		Company e-mail to Contact (complementary)	
<input type="text"/>		<input type="text"/>	

- In the “[Establishment type](#)” field, click on the magnifying glass symbol to search for your plant.

The search form will pop up.

- Select “[Estrangeiro](#)” (Foreign) under “[Establishment type](#)”.
- Select “[Estados Unidos](#)” (United States) under “[Country](#)”
- Insert the plant number as registered in MAPA/DIPOA under “[Control no./ Establishment registration](#)” – example below.
- Click on search. The results of your search will show up below.
- Click on “Select” to choose the plant.
- Click on “[Insert](#)”.

Search establishment

* Establishment type		
Estrangeiro		
* Inspection area	* Country	
EE	ESTADOS UNIDOS	
Control no. / Establishment registration		
Insert plant number as registered in MAPA/DIPOA		
*Required field		
<input type="button" value="Search"/> <input type="button" value="Clean"/>		
The results of your search will show up below:		
Select	Number of control	Trade name / Name
<input type="radio"/>	PLANT NUMBER	COMPANY NAME
[Página: 1/1]		
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>		

g) The system will insert the plant information on the “Establishment Info” page. Please fill out the field “[Company email to Contact](#)”.

h) The next sections of the form are “[Access profile](#)” and “[Permissions](#)”. This is where you will be able to select the level of access you want the user to have for that specific plant.

Level 1 access: “[Consulta Produto-Nac/Estrang](#)” (National or Foreign Product Consultation)

With this level of access, a user can search/request product registration; Standardized Product; Product Ingredient; See Board of Notices. The user can see labels linked to the company as well as products’ composition.

Level 2 access: “[Solicitante de Reg. Produto](#)” (Product Registration Requester)

With this level of access, a user can search/request product registration; Standardized Product; Product Ingredients; Control External Access. The user can request product registration from MAPA via the system.

Level 3 access: “[Controlador de Acesso Externo](#)” (External Access Manager)

With this level of access, a user can evaluate external access requests; Control external access and perform all other tasks in the previous levels. The user can deny/approve another user to be affiliated with the plant in the system.

Note: It is imperative that the External Access Manager be a well-established staff at the company, as this person can deny any future access requests. More than one person can have this level of access to the system.

h.1) If the plant does not have an External Access Manager user in the system, the system will automatically select “Yes” in the field “External access controller”.

* External access controller

☒ Yes ☐ Not

Access profiles		*Selected profiles
	>	Consulta Produto-Nac/Estrang
	>>	Solicitante de Reg. Produto
	<	Controlador de Acesso Externo
	<<	

h.2) If the plant already has a registered External Access Manager user in the system, the system will automatically select “Not” in the field “External access controller”, and select level 2 access, as shown below.

To grant the new user External Access Manager user level, click on “Yes” in the field “External access controller”.

* External access controller

☐ Yes ☒ Not

Access profiles		*Selected profiles
Controlador de Acesso Externo	> >> < <<	Consulta Produto-Nac/Estrang Solicitante de Reg. Produto

i) The next section of the form is Miscellaneous files. The user must attach required documents proving affiliation with the company, and a copy of personal ID.

Please note that the system will only allow files in the following formats: .DOC, .DOCX, .PDF, .XLS, .XLSX, .OPF, .JPG, .PNG with maximum size limit of 5 MB.

- From the dropdown menu entitled “File name”, select the option “Documento autenticado da empresa indicando os usuários como seus representantes no sistema” (Notarized document from the company indicating the representative in the system), and attach the scanned version of that document. The document example is available in Appendix 3. An informal translation of this document to Portuguese is needed. It does not need to be notarized. If the company chooses to use the document example in Appendix 3, it may use the informal translation template available in Appendix 4 to upload to the system. Please scan both documents together to upload them to the system.
- Click on “Documento de identificação civil do usuário” (Personal Identification Document), please upload your ID document scan. The personal document may be a passport or your driver’s license. After uploading the appropriate documents, please click on “enter and submit”.

► Miscellaneous files

* File name	Mandatory shipping
Select	Não
Select	
Documento de comprovação de vínculo com o estabelecimento. Exemplo: Contrato Social.	
Documento autenticado da empresa indicando os usuários como seus representantes no sistema	Notarized document from the company indicating the representative in the system
Documento de identificação civil do usuário	Personal Identification Document

File name	Attachment name	Nature of the request	Mandatory shipping	Insertion date	Actions
No records found					

[Página: 1/1]

*Required field

j) Your request will be submitted to the system for evaluation. To check the status of your request, you can follow the guidance from Sections 4 a, b, and c of this guide.

Result

Export XLS Export CSV									
Select	Full name	Document no.	Scope / Number	Establishment country	State of establishment	Trade name / Name	Request submission period	Status	Status
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
<input type="radio"/>	Full Name of the User	Doc. #	EE / Plant #	ESTADOS UNIDOS		Company Name	DD/MM/YYYY	Aprovada	Ativo
[Página: 1/4] 1 2 3 4									
View View occurrence Change Delete									

The user verification is done manually by the PGA-SIGSIF staff, who check that all of the submitted documents and information meets the requirements.

- Once your request for user registration is processed, in the “[Situation](#)” (Situação) field, the status will change to “[Solicitação Aprovada](#)” (Request Approved).
- If the submitted documentation does not meet Brazilian requirements, the user registration request will be denied, and you will receive an email notification from the email account “Portal Sistemas”, email “portalsistemas@agricultura.gov.br”
- If registration is denied, the user may file a new registration request.

5. MANAGE/INACTIVATE CURRENT USERS AUTHORIZED FOR YOUR COMPANY

To manage users associated with your company, you must have the highest level of access, labeled as “External Access Manager.” If you have that level of access, proceed as below. If you do not have the highest level of access, follow the guidance in section 6.

a) To select the user whose access you wish to inactivate, follow the steps in Sections 1 and 2. Then, click on the left column “[Select](#)”. Please make sure you check the user name on the column “[Full Name](#)” and the plant number in the column “[Scope/Number](#)”.

The plant number will be displayed as “EE/Plant Number”. “EE” stands for “Foreign Company”.

Nationality
☐ Brazilian ☐ Foreign

Document type
 Document no. Country
 Select

Abbrev. Access profile Permissions

Establishment type
 Estrangeiro Inspection area
 EE

Establishment country
 ESTADOS UNIDOS Establishment state / province Control no. / Establishment registration
 Approval Number

Insurance no. / Corporate id. no. Trade name / Name

Request submission period
 In To Status Status

Search Clean

Result

Export XLS Export CSV

Select	Full name	Document no.	Scope / Number	Establishment country	State of establishment	Trade name / Name	Request submission period	Status	Status
<input type="radio"/>	PAULINO GONCALVES BARREIRA GROBA		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Aprovada	Ativo
<input checked="" type="radio"/>	WALSER VIANA BARBOSA JUNIOR		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Aprovada	Ativo

[Página: 1/1] 1 2 3

New View View occurrence Change Inactivate Enable Delete

b) Click on “Inactivate” at the bottom.

c) The system will show a confirmation screen, in which you need to state the reason why you wish to inactivate that user, as below. After completing the reason, please click on “Yes”.

Search

Nationality
☐ Brazilian ☐ Foreign

Document type
 Document no. Country
 Select

Abbrev. Access profile Permissions

Establishment type
 Estrangeiro Inspection area
 EE

Establishment country
 ESTADOS UNIDOS Establishment state / province Control no. / Establishment registration
 Approval Number

Insurance no. / Corporate id. no. Trade name / Name

Request submission period
 In To Status Status

Confirmation

* Reason
 dismissed from the company

*Required field

Yes No

Search Clean

Export XLS Export CSV

Select	Full name	Document no.	Scope / Number	Establishment country	State of establishment	Trade name / Name	Request submission period	Status	Status
<input type="radio"/>	PAULINO GONCALVES BARREIRA GROBA		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Aprovada	Ativo
<input checked="" type="radio"/>	WALSER VIANA BARBOSA JUNIOR		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Aprovada	Ativo

After that, the system will show a message stating that “**Registro inativado com sucesso**” (Registration successfully inactivated). From this point onwards, the user will no longer be able to perform any tasks in the PGA-SIGSIF system on behalf of the company until you activate their account again (reauthorize), shall you want to do that. You can do this at any time.

PGA-SIGSIF
1420523 - PGA / Sistema de Informações Gerenciais do SIF
Administrative Process Consultas Públicas

Unidade: Paulo Ivo Gonçalves Barreira Groba
Data: 07/10/2021 16:23
Sist. de Sistema

Registro inativado com sucesso.

Administrative Process Management Request for external access Search for external access release request

Search for external access release request

Search

Nationality
☐ Brazilian ☐ Foreign

Document type

Full name

Document no.

Country

Abbrev.

Access profile

Permissions

Establishment type

Inspection area

Establishment country

Establishment state / province

Control no. / Establishment registration

Insurance no. / Corporate id. no.

Trade name / Name

Approval Number

Request submission period

Status

Status

Search Clean

To confirm that the user is inactivated, you can double-check by following the steps in Section 2 of this guidance. The inactivated user will show as “**Inativo**” (Inactive), as below:

Search for external access release request

Search

Nationality
☐ Brazilian ☐ Foreign

Document type

Full name

Document no.

Country

Abbrev.

Access profile

Permissions

Establishment type

Inspection area

Establishment country

Establishment state / province

Control no. / Establishment registration

Insurance no. / Corporate id. no.

Trade name / Name

Approval Number

Request submission period

Status

Status

Search Clean

Result

Export XLS Export CSV

Select	Full name	Document no.	Scope / Number	Establishment country	State of establishment	Trade name / Name	Request submission period	Status	Status
<input type="radio"/>	PAULO IVO GONCALVES BARREIRA GROBA		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Approvada	Ativo
<input type="radio"/>	WALSER VIANA BARBOSA JUNIOR		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Approvada	Inativo

[Página: 1/1]

6. REQUEST A CHANGE OF STATUS OF A CURRENT USER IN THE SYSTEM

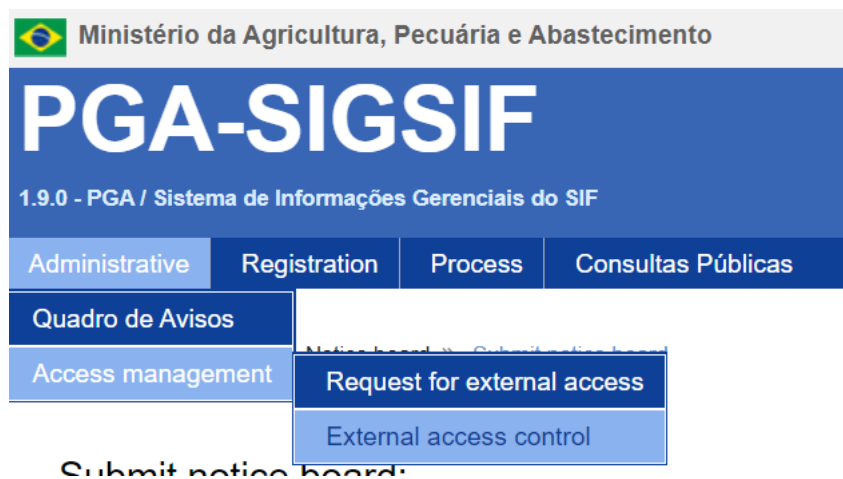
Any user associated with the company is eligible to have the highest level of access, or the External Access Manager user status. The user can request an upgrade. Before being granted, the user eligibility must be verified either by an already existing company’s External Access Manager and/or by MAPA SIGSIF staff.

Note that MAPA requires that all External Access Managers – whether they are new users or users whose access is being upgraded – submit a declaration of their company affiliation **signed by a company official and notarized by a U.S. notary**. A Hague Apostille is not necessary for this document. Appendix 3 of this report has an example of the “Declaration of Foreign Establishment Representative Designation to the Brazilian Sanitary Authority.” An informal translation of this document to Portuguese is needed. It does not need to be notarized. If the company chooses to use the

document example in Appendix 3, it may use the informal translation template available in Appendix 4 to upload to the system. Please scan both documents together to upload them to the system.

To register a user as an External Access Manager, follow the steps below:

- a) Log in to the system following the steps in Section 1.
- b) At the top of the page mouse over the field “[Administrative](#)”.
- c) Scroll down and mouse over “[Access Management](#)” and select “[External Access Control](#)”.



- d) The system will display the screen “[Search for external access release request](#)”. Click on “+Fill out the additional form”.

Search for external access release request Help

» Search

Nationality
☐ Brazilian ☐ Foreign

Full name

Document type Document no. Country

Abbrev. Access profile Permissions

Establishment type Inspection area

Establishment country Establishment state / province Control no. / Establishment registration

Insurance no. / Corporate id. no. Trade name / Name

Request submission period
In a To Status Status

Search + Fill out the additional form Clean

The system will automatically populate the personal fields with the data you provided when you first registered.

- e) Follow all the steps from Section 4 e) onwards. During step 4 h) you can select the additional profile levels for the user.

APPENDIX 3

COMPANY LETTERHEAD

EXAMPLE OF DECLARATION FOREIGN ESTABLISHMENT REPRESENTATIVE DESIGNATION TO THE BRAZILIAN SANITARY AUTHORITY

CITY, DATE

TO:

Brazilian Ministry of Agriculture, Livestock, and Food Supply
Management Support Coordination – CSG/DIPOA/SDA
Department of Animal-Origin Products Inspection
Secretariat of Agricultural Defense

Dear Management Support Coordination Staff,

By this act, on this DATE (fully spelled out) of MONTH (fully spelled out) of the YEAR NUMBER, COMPANY NAME (fully spelled out, exactly as in the DIPOA System), declares that Mr./Ms. REPRESENTATIVE FULL NAME is a lawful member of the company and appoints him/her to act on its behalf in the Brazilian Ministry of Agriculture, Livestock, and Food Supply (MAPA) system called “Agricultural Management Platform of the Federal Inspection Service Information Management System (PGA-SIGSIF)” to act as LEVEL OF ACCESS [e.g., external access manager, product registration requester, national/foreign product consultation)]. The COMPANY NAME is registered with MAPA under the establishment control number CONTROL NUMBER and is located in the United States of America. This declaration will be part of Mr./Ms. LAST NAME’s documentation in the PGA-SIGSIF system.

Thank you in advance for your cooperation in registering Mr./Ms. REPRESENTATIVE FULL NAME in the PGA-SIGSIF portal as a member of COMPANY NAME.

Best regards,

SIGNATURE

Full Name

Title in the company

Contact information:

Phone number: +1 (###) ###-###

Email: Email address

Company address: ADDRESS

NOTARY STAMP

APPENDIX 4

COMPANY LETTERHEAD

TRADUÇÃO LIVRE

DECLARAÇÃO DE DESIGNAÇÃO DE REPRESENTANTE DE ESTABELECIMENTO ESTRANGEIRO PARA A AUTORIDADE SANITÁRIA BRASILEIRA

Click or tap here to enter text., Choose an item./ Choose an item./ Choose an item.

PARA:

Ministério da Agricultura, Pecuária e Abastecimento do Brasil
Coordenação de Suporte à Gestão – CSG/DIPOA/SDA
Departamento de Inspeção de Produtos de Origem Animal
Secretaria de Defesa Agropecuária

Prezada Equipe da Coordenação de Suporte à Gestão,

Neste ato, no dia Choose an item. de Choose an item. do ano de Choose an item., S declara que o(a) Sr(a). Click or tap here to enter text. é membro legal da empresa e o(a) aponta para atuar em nome desta no sistema do Ministério da Agricultura, Pecuária e Abastecimento do Brasil chamado “Plataforma de Gestão Agropecuária - Sistema de Informações Gerenciais do Serviço de Inspeção Federal (PGA-SIGSIF)” para atuar como Choose an item.. A empresa D está registrada no MAPA sob o número de controle de estabelecimento Click or tap here to enter text. e é localizada nos Estados Unidos da América. Esta declaração fará parte da documentação do(a) Sr(a). Click or tap here to enter text. no sistema PGA-SIGSIF.

Agradeço antecipadamente sua cooperação em registrar o(a) Sr(a). Click or tap here to enter text. no portal PGA-SIGSIF como membro da empresa Click or tap here to enter text..

Atenciosamente,

SIGNATURE

Click or tap here to enter text.

Click or tap here to enter text. (IN PORTUGUESE. Please use an Internet-based free translation page to translate your “Position held at the company” to Portuguese)

Informações de contato:

Número de telefone: +1 Click or tap here to enter text.

Email: Click or tap here to enter text.

Endereço da empresa: Click or tap here to enter text.

Attachments:

No Attachments.