

Voluntary Report – Voluntary - Public Distribution

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Report Name: Brazilian Ministry of Agriculture Publishes Updated Plant Registration Procedures for Animal Food and Feed Plant Registration

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Report Highlights:

This report outlines updated plant and label registration guidance for U.S. animal food and feed product exporters to Brazil. The USDA Foreign Agricultural Service Office of Agricultural Affairs (OAA) Brasília will provide assistance for U.S. plant registration in Brazil; however, U.S. animal food and feed products exporters are responsible for product label registration in Brazil. Please note that products cannot be shipped until confirmation of both plant and label registration is received from the Government of Brazil.

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Legislation Changes

To export to Brazil, the U.S. exporter of animal food and feed products must meet eligibility requirements from the United States Department of Agriculture, from the U.S. Food and Drug Administration (FDA), as well as from the Brazilian Ministry of Agriculture and Livestock (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](#)¹.

On May 28, 2024, Brazilian President Luiz Inácio Lula da Silva published [Decree 12031](#)², which modernized inspection and mandatory oversight of products intended for animal food and feed from production to commercialization. The decree introduces changes to the registration processes for products intended for animal food and feed as well as animal food and feed plant registration.

On July 7, 2025, the Department of Animal-Origin Products Inspection of the Ministry of Agriculture and Livestock (DIPOA MAPA) published Circular Letter 12/2025 DIPOA/MAPA that notified the procedures for animal food and feed imports into Brazil. The circular went into effect the following day and provided updated guidance for animal food and feed establishments registration in Brazil. Later on December 1st, the circular was updated, and can be found [here](#)³ – this is the current implementation regulation in place at the moment of publication of this report.

Prior to the circulars, animal food and feed establishments exporting to Brazil relied on local importers to register the plant and products. This model posed challenges for exporters, including restrictions on using the same importers for sales and concerns over the handling of intellectual property related to their products.

Under this circular, animal food and feed exporters will follow the same registration procedures as exporters of animal-origin products for human consumption: plant registration will occur on a government-to-government basis, while producers will handle their own product registrations.

The main points outlined in the Circular Letter 21/2025 include:

- Foreign establishment plant registration
- Access to the PGA-SIGSIF platform
- Product registration
- Cargo arrival procedures
- Interim procedures

¹ <https://gain.fas.usda.gov/#/home>

² <https://www.in.gov.br/en/web/dou/-/decreto-n-12.031-de-28-de-maio-de-2024-562744387>

³ https://www.gov.br/agricultura/pt-br/assuntos/insumos-agropecuarios/insumos-pecuarios/alimentacao-animal/arquivos-alimentacao-animal/SEI_48632586_Oficio_Circular_21.pdf

Foreign establishment plant registration

Foreign animal food and feed establishments seeking to export to Brazil must obtain a simplified registration with MAPA. A foreign establishment manufacturer is defined as an establishment engaged in one or more of the following activities: cultivation, creation, extraction, synthesis or receipt of substance from animal, plant, mineral or some other nature, and performs the manipulation, fractioning, grouping, preparation or storage to obtain products intended for animal food and feed, with the possibility of commercialization.

Foreign storage establishments are exempted from registration, as long as no manipulation, fractioning, grouping, preparation or packing takes place.

Brazilian legislation requires that all requests be sent with documents that attest plant registration by the U.S. competent authority, as well as a Good Manufacturing Practices declaration by the U.S. competent authority.

Requesting plant registration

Plant Registration - U.S. portion

For plants under the Food and Drug Administration authority, the procedure is the following:

The U.S. animal food and feed plant will apply online for the Center for Veterinary Medicine (CVM) export certificates and request the following certificates:

1 - Certificate of Free Sale for Animal Food (COFS)

2 – Current Good Manufacturing Practice Certificate (CGMP).

The US plant must be under a government regulatory inspection program.

Applications for all CVM export certificates may be submitted through the [FDA Industry Systems web page](#)⁴. If the company is unable to use CVM eCATS, it may contact FDA for assistance at CVMExportCertification@fda.hhs.gov.

The company can access CVM eCATS through the FDA Industry Systems web page linked above. Enter the FDA's 4 out of 8 Unified Registration and Listing System (FURLS) Account ID and

⁴ <https://www.access.fda.gov/oaa/logonFlow.htm?execution=e2s1>

password, click the “**I understand**” radio-button, and then **Login**. For questions, the company may click on the “Help Desk” link on the same web page.

There are multiple certificates available to apply. The two certificates required and agreed upon with the Brazilian sanitary authorities are the COFS and the CGMP.

Plant Registration – Brazil Portion

The U.S. animal food and feed plants seeking to export to Brazil are required to submit a “Letter of Request for Plant Approval” (Appendix 2) to the USDA FAS/Brasília (OAA) to request plant registration.

The letter should be signed by a company representative and can include one or more plants from the same company.

The Letter of Request for Approval should have the following information for each plant that registration is requested:

a. Establishment Control Number: The unique number provided by the U.S. Competent Authority to that specific plant. Different plants can not share the same plant number;

b. Establishment Corporate Name: The establishment corporate name the official U.S. Competent Authority database;

c. Address, Zip Code, State: Describe full address, indicating avenue, street, district, number, etc.;

d. Purpose: Intended for Animal Food (type “Destinado à Alimentação Animal”)

e. Area: Animal Food and Feed (type “Alimentação Animal”)

f. Category(ies): Include just the number(s) of the category. Options are:

1 – Additive;

2 – Ingredient;

3 – Feed;

4 – Food;

5 – Supplement;

6 – Premix;

7 – Nucleus;

8 – Concentrate;

9 – Chewable.

Attention: The determination of which category to apply for must follow the definitions of the categories available in Appendix 1. MAPA will not accept product that is not categorized properly, and for which the plant does not have approval.

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

Example:

PLANT REGISTRATION REQUEST									
List of establishments	Control Number (1)	Establishment Corporate Name (2)	Complete Address of Manufacturer (3)	Zip Code (4)	City (5)	State/Province (6)	Purpose (7)	Area (8)	Category (9)
1	ABC123	Feed Company	Example Street, 123	1234567	Example City	Example State (ES)	Destinado à alimentação animal	Alimentação animal	1, 3, 9

In the request to FAS, the company will provide a packet containing the following documents for each plant:

- a) Letter of Request for Approval;
 - If submitting a request for multiple plants at the same time, one letter with all information for each plant suffices.
- b) FDA Certificate of Free Sale showing the importing country as Brazil, and with the attestation informing plant registration;
- c) FDA Current Good Manufacturing Practice Certificate (CGMP);
- d) Translation of the documents; and,
 - MAPA will only accept documents evaluated and sent by the foreign authorities – and not directly by the exporters. A simple informal translation is acceptable in those cases.
 - The Letter of Request for Approval does not need to be translated.
- e) Apostille is required if the certificates do not have a mechanism which MAPA can use to verify their authenticity online, such as a QR Code.

The OAA will liaise with MAPA on behalf of the FDA and the company. FAS will review the packet, prepare a cover letter and officially submit the request to MAPA. Upon receiving a request for plant

registration, MAPA will review it for compliance. If approved, the plant will be added to MAPA's database of plants authorized to export to Brazil. The database is available at the following [link](#)⁵.

Once MAPA completes the registration process, they will notify the OAA, which will then confirm the registration with the company. Once the plant is registered with MAPA, the company will be able to register users and labels in MAPA's online system, request Import Licenses, and begin exporting to Brazil. Please note that products manufactured prior to the registration date will not be accepted into Brazil and could lead to official notifications against the company and stuck shipment(s). For plants that were already exporting to Brazil prior to the change in legislation, products may continue to be produced under the importer's name and exported to Brazil until July 7, 2030.

Plant Update and Exclusion in the MAPA System:

If a U.S. exporter needs to modify the registration of a plant already listed with MAPA (such as changes to the name of the plant, or to the categories of goods to be exported, for instance), the process is the same as for plant registration with the exception of using a different letter format. Please use the Letter of Request for Plant Update (Appendix 3). In the letter, the exporter must specify the information as presently listed in the MAPA system under the "previous" section and indicate the desired modifications under the "current" section.

Please note that the "current" line should list all fields, regardless of modifications not being requested for some fields. If there is no modification on a specific field, please repeat the information as listed in the "previous" line. If categories are being added, please keep the original information and add the new categories. Example:

PLANT UPDATE REQUEST										
List of establishments	Situation	Control Number (1)	Establishment Corporate Name (2)	Complete Address of Manufacturer (3)	Zip Code (4)	City (5)	State/Province (6)	Purpose (7)	Area (8)	Category (9)
1	Previous	ABC123	Feed Company	Example Street, 123	1234567	Example City	Example State (ES)	Destinado à alimentação animal	Alimentação animal	1, 3, 9
1	Current	ABC123	Feed Company of the USA	Example Street, 123	1234567	Example City	Example State (ES)	Destinado à alimentação animal	Alimentação animal	1, 3, 4, 9

If an approved category is no longer listed on the "current" line, the information will be updated to remove that category, and the company will no longer be allowed to export products under that category to Brazil.

If a company wishes to be removed from the list of plants authorized to export to Brazil, the process follows the same steps as plant registration but requires the Letter of Request for Plant Exclusion (Appendix 4). This letter only needs to include the plant's control number and corporate name.

⁵

https://sistemas.agricultura.gov.br/pgs_sigsif/pages/view/sigsif/consultahabilitacaoestrang/indexEstabelecimentoEstrangeiro.xhtml

Example:

PLANT EXCLUSION REQUEST		
List of Establishments	Control Number (1)	Establishment Corporate Name (2)
1	ABC123	Feed Company of the USA
2		
3		
4		
5		

Should you need assistance in this process, please reach out to agbrasil@state.gov.

Access to the PGA-SIGSIF platform

According to the updated Brazilian legislation, all animal feed and food 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 replaces the previous registration system called SIPEAGRO. Companies that already have labels registered in the old system prior to the publication of this report do not need to resubmit them. Post does not register users and labels in the system on behalf of companies.

Registering Plant representatives in the platform

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 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 plants files and labels, as well as access to add, modify and delete existing labels. Consultants and other representatives can be added as representatives, if designated by the company.

A more detailed explanation of the levels of user access and the steps to create an External Access Manager profile are outlined in Appendix 5, section 4: “Link user account to your company’s plants in the system”.

In the Appendix 5 of this report you will find step-by-step guidance on how to:

- 1 – Log-in to your PGA-SIGSIG 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 change of status of a new user in the system.

Product registration and enrollment

Once the plant is confirmed as registered and at least one user has been linked to the plant in the system, animal feed and food product registration will be possible. The system used for it will be the same – the PGA-SIGSIF. Please note that all product labels need to be in compliance 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.

Imported product will be automatically enrolled if they are analogous to Brazilian products that are exempted from registration. Products that are exempted from registration are established in specific Animal Origin Product Identity and Quality Technical Regulations (RTIQ, in its Portuguese acronym) or complementary norms, as foreseen in article 23 of the [Law 14515 of 2022](#).

Product registration and enrollment will be valid for a deadline of ten years and be granted per producing plant.

Cargo arrival procedures

From July 8, 2025 to July 8, 2030, in order for animal food and feed to enter Brazil for commercialization purposes, the following will need to be presented:

- a) Importing plant registration (SIPEAGRO) or foreign plant registration (PGA-SIGSIF)
- b) Product registration or enrollment performed by the importer (SIPEAGRO) or by the foreign producer plant in PGA-SIGSIF.
- c) The remanding documents foreseen in article 26 of the [Normative Instruction 29](#) of September 14, 2010 or any other norm that supersedes it.

From July 8, 2030 onwards, only plant and product registrations done in the PGA-SIGSIF system will be acceptable for animal feed and food products imported into Brazil. All prior registrations in SIPEAGRO will no longer be valid.

All import documents will be evaluated by the International Agricultural Surveillance body of MAPA (VIGIAGRO) prior to being accepted into the Brazilian market for commercialization. Any divergence in plant name, address, registration number, as well as importer registration status in comparison to the import license or equivalent document can result in product detainment. Products not destined for commercialization, such as for laboratory analysis and research fall under article 16, 17, and 18 of the Normative Instruction 29 or any other norm that supersedes it.

Prior to shipping goods to Brazil, companies are responsible for verifying if there is a bilateral agreement between U.S. authorities and the Brazilian Ministry of Agriculture and Livestock for the export to Brazil of the intended product. In some cases, only FDA-issued documents apply for exports into Brazil, and in some others, a health certificate from APHIS is also requested – see guidance below on products under APHIS authority. Please also note that to export to Brazil, the U.S. export of animal-origin products must obtain prior authorization from U.S. and Brazilian authorities.

Guidance for Exporters on Health Certificates for Animal-Origin Products

To determine whether an exported product requires a health certificate issued by APHIS (Animal and Plant Health Inspection Service), companies should first identify if the product contains animal-origin ingredients in its composition.

APHIS provides the International Regulations (IREgs) system, which outlines known Brazil-specific import requirements for animal-origin products. Exporters should note that importing countries may change their requirements without prior notice. Therefore, it is the exporter's responsibility to ensure

their importer confirms the certification requirements on animal health with MAPA before shipping. Visit the IRegs system [here](#)⁶.

Exporters must obtain any required certificates prior to shipping, as Brazil will not accept certificates issued after consignments have been shipped. If the IRegs database for Brazil does not list the destination country or product, exporters should contact the **VS Field Operations Veterinary Export Trade Services** (VS Service Centers). These centers can provide guidance on whether APHIS can issue the required certificate or if another agency is responsible.

Companies that need access to the PGA-SIGSIF system or want to register/update plants for exports to Brazil should follow the guidance presented in this report.

More information on exporting animal feed and food to Brazil are available at [MAPA's Animal Feed and Food website](#)⁷.

Interim procedures

Importing plant registration as well as product registration and enrollment currently done at the SIPEAGRO platform will be extended for five years starting on July 8, 2025. MAPA strongly suggests in Circular Letter 21 that, although the five-year transition period is granted, companies and importers proceed with moving registrations from the old SIPEAGRO system to PGA-SIGSIF as soon as possible, to avoid any future problems with stuck shipments.

⁶ <https://www.aphis.usda.gov/animal-product-export/export-animal-products-brazil>

⁷ <https://www.gov.br/agricultura/pt-br/assuntos/insumos-agropecuarios/insumos-pecuarios/alimentacao-animal/importacao-e-exportacao-1>

Appendixes:

Appendix 1 – List of Product Categories

Appendix 2 – Letter of Request for Plant Approval

Appendix 3 – Letter of Request for Plant Update

Appendix 4 – Letter of Request for Plant Exclusion

Appendix 5 – Registration in Brazil's Ministry of Agriculture and Livestock (MAPA) PGA-SIGSIF System: Step-by-step guidance

Appendix 6 – English version - Example Declaration Foreign Establishment Representative Designation to the Brazilian Sanitary Authority

Appendix 7 – Portuguese version - Example Declaration Foreign Establishment Representative Designation to the Brazilian Sanitary Authority

Appendix 1 - List of Product Categories

Code	Product Category	Definition
1	Additive	A substance, microorganism or formulated product, intentionally added to products, that is not normally used as an ingredient, whether it has nutritional value or not, and that improves the characteristics of the products intended for animal feed or products for animals, improves performance of healthy animals, or meets nutritional needs.
2	Ingredient	Component or constituent of any combination or mixture used in animal feed, whether or not it has nutritional value, and may be of plant, animal or mineral origin, as well as other organic and inorganic substances.
3	Feed	A mixture composed of ingredients and additives, intended for feeding production animals, constituting a ready-to-use product capable of meeting the nutritional needs of the animals for which it is intended.
4	Food	Product composed of ingredients or raw materials and additives intended exclusively for feeding companion animals, capable of fully meeting their nutritional requirements, and may possess specific or functional properties.
5	Supplement	A mixture composed of ingredients or additives, which may contain a carrier or excipient, that should be provided directly to animals to improve their nutritional balance.
6	Premix	Premix of additives and vehicle or excipient, which facilitates dispersion in large mixtures, which cannot be fed directly to animals.
7	Nucleus	A premix composed of additives and macrominerals, with or without a carrier or excipient, that facilitates dispersion in large mixtures, which cannot be fed directly to animals.
8	Concentrate	A mixture composed of ingredients or additives that, when combined with other ingredients in appropriate proportions, constitutes a feed or food.
9	Chewable	Product made from animal by-products, which may contain ingredients of plant origin, intended exclusively for companion animals for amusement or pleasure, with negligible nutritional value.

Appendix 2 – Letter of Request for Plant Approval

Please insert company letterhead

US Department of Agriculture – USDA
Foreign Agricultural Service
Agricultural Counselor
Embassy of the United States of America
SES – Quadra 801, lote 3
70403-900 Brasília, DF - Brazil

Dear Sir,

We kindly ask you to request the registration of the following U.S. animal feed plant with the Brazilian Minister of Agriculture and Livestock:

Plant Registration:

Control Number (1)	Establishment Corporate Name (2)	Complete Address of Manufacturer (3)	Zip Code (4)	City (5)	State (6)	Purpose (7)	Area (8)	Category (9)

[Insert the name and signature of the plant manager or someone responsible for the plant]

Appendix 3 – Letter of Request for Plant Update

Please insert company letterhead

US Department of Agriculture – USDA
Foreign Agricultural Service
Agricultural Counselor
Embassy of the United States of America
SES – Quadra 801, lote 3
70403-900 Brasília, DF - Brazil

Dear Sir,

We kindly ask you to request the update of the registration of the following U.S. animal feed plant with the Brazilian Minister of Agriculture and Livestock:

Plant Registration Update

Current information:

Control Number (1)	Establishment Corporate Name (2)	Complete Address of Manufacturer (3)	Zip Code (4)	City (5)	State (6)	Purpose (7)	Area (8)	Category (9)

Please modify for this new information:

Control Number (1)	Establishment Corporate Name (2)	Complete Address of Manufacturer (3)	Zip Code (4)	City (5)	State (6)	Purpose (7)	Area (8)	Category (9)

[Insert the name and signature of the plant manager or someone responsible for the plant]

Appendix 4 – Letter of Request for Plant Exclusion

Please insert company letterhead

US Department of Agriculture – USDA
Foreign Agricultural Service
Agricultural Counselor
Embassy of the United States of America
SES – Quadra 801, lote 3
70403-900 Brasília, DF - Brazil

Dear Sir,

We kindly ask you to request the exclusion of the registration of the following U.S. animal feed plant with the Brazilian Minister of Agriculture and Livestock:

Plant Registration Exclusion

Control Number (1)	Establishment Corporate Name (2)

[Insert the name and signature of the plant manager or someone responsible for the plant]

Appendix 5 – Registration in Brazil’s Ministry of Agriculture and Livestock (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 **País** 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 ESTADOS UNIDOS United States

* E-mail TYPE THE REGISTERED EMAIL ADDRESS

Informe um e-mail válido

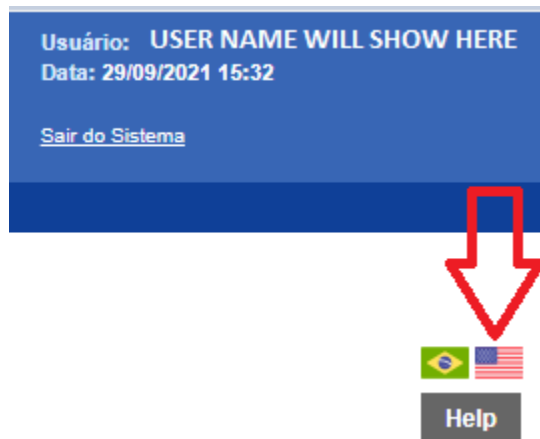
Recuperar Senha Voltar

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](#)”.

Search for external access release request Help

► Search

Nationality ☐ Brazilian ☐ Foreign

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 To

Status

Status

Search + Fill out the additional form Clean

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](#)”.

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										
<div> View View occurrence Change Delete</div>										

To enroll a new user in the system for your company, please follow these guidelines:

<https://sistemasweb.agricultura.gov.br/solicita/manterUsuarioExt.action>

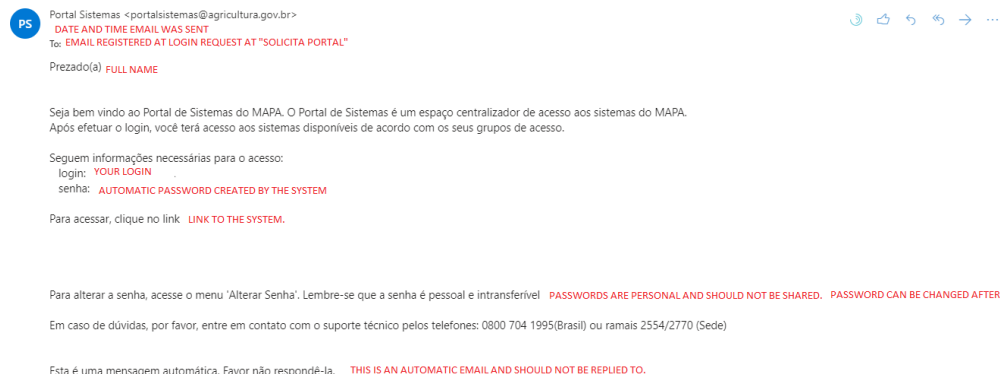
- In the field “País” (Country), select “Estados Unidos” (United States) from the dropdown menu.
- In the field “Sigla” (Acronym), select “PGA-SIGSIF” from the dropdown menu.
- The field “Perfil” (Profile) will be automatically filled out.

- Fill out your full name in the field “**Nome Completo**”. Your login will be automatically filled out.
- Fill out your Date of Birth in the field “**Data de Nascimento**”. Make sure to use the international date format: DAY/MONTH/YEAR.
- Select your gender: “**Masculino**” (Male) or “**Feminino**” (Female).
- In the field “**Tipo do Documento de Identificação**” (Type of Identification Document), then select either “**Passaporte**” to add your Passport number, or select “**Carteira de Identidade de Estrangeiro**” to add your driver’s license number. Then, in the field “**Nº do Documento de Identificação**” (Identification Document Number), add the number of either your passport or your driver’s license, according to your prior selection.
- In the field “**Tipo do E-mail**” (Type of E-mail) select either “**Comercial**” (Commercial) or “**Pessoal**” (Personal).
- Fill out your email in the field “**Email para contato**” (Email for Contact).

- Enter your **zip code** in the first field

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

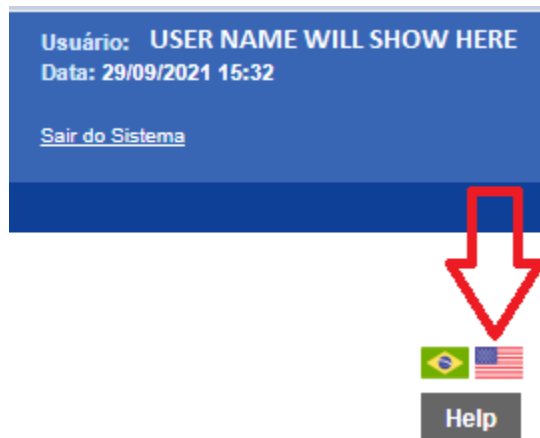
After completing this form, an automatic email will be sent to the email address you registered with your login and password. Please monitor your email account for an email from the email user “Portal Sistemas”, email address “portalsistemas@agricultura.gov.br”, entitled: **[SEGAUT] - Dados para acesso**.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



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

Full name

Document type

Document no.

Country

BRASIL

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

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

Log-in

Nationality ☐ Brazilian ☐ Foreign

Document type

Other document

Document no.

Country

Date of birth

Gender ☐ Female ☐ Male

Are you a resident of Brazil?

ZIP code

Thoroughfare

Neighborhood

Complement

Number

State / Province

Persona e-mail informed on Solicita portal

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.

PGA-SIGSIF

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

Country

Insurance no. / Corporate id. no.

Trade name / Name

* Company email to Contact

Inspection area

Control no. / Establishment registration

Trade name


Company e-mail to Contact (complementary)

- 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
 EE


* Country
 ESTADOS UNIDOS 


Control no. / Establishment registration
 Insert plant number as registered in MAPA/DIPOA

*Required field



The results of your search will show up below:

Select	Number of control	Trade name / Name
	PLANT NUMBER	COMPANY NAME

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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 6. 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 6, it may use the informal translation template available in Appendix 7 to upload 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

Select

Select

Documento de comprovação de vínculo com o estabelecimento. Exemplo: Contrato Social.

Documento autenticado da empresa indicando os usuários como seus representantes no sistema

Documento de identificação civil do usuário

Mandatory shipping

Não


Notarized document from the company indicating the representative in the system

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

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

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Export XLS Export CSV

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”.

The screenshot shows a web interface for managing users. At the top is a search form with various filters like Nationality, Document type, and Establishment type. Below the form is a table with the following columns: Select, Full name, Document no., Scope / Number, Establishment country, State of establishment, Trade name / Name, Request submission period, Status, and Status. Two users are listed in the table. Red arrows point to the 'Select' column and the 'Status' column.

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 BARRERA 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

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](#)”.

The screenshot shows the same user management interface as before, but with a confirmation modal dialog box open. The dialog box has a title “Confirmação” and a text input field labeled “Reason” with the text “dismissed from the company” entered. Below the input field are two buttons: “Yes” and “No”.

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 | Access 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
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

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
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"/>	PAULO IVO GONCALVES BARRERA GROBA		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Aprovada	Ativo
<input type="radio"/>	WALSER VIANA BARBOSA JUNIOR		EE / Approval Number	ESTADOS UNIDOS		Name of the Establishment	07/10/2021	Aprovada	Inativo

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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 6 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 6, it may use the informal translation template available in Appendix 7 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 <input type="radio"/> Brazilian <input type="radio"/> Foreign	Full name	
Document type	Document no.	Country Select
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 <input type="text"/> a To <input type="text"/>	Status	Status

Q 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 6 – Example of Declaration in English

FOREIGN ESTABLISHMENT REPRESENTATIVE DESIGNATION TO THE BRAZILIAN SANITARY AUTHORITY

COMPANY LETTERHEAD

CITY, DATE

TO:

Brazilian Ministry of Agriculture and Livestock
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 and Livestock (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 7 – Example of Declaration in Portuguese

TRADUÇÃO LIVRE

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

COMPANY LETTERHEAD

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.