BAHA

License and Permit System

User Manual

- General Public User -

Version 2.1

INDEX

1 Introduction

1.1 Purpose

This document is made to assist the user when using the module of the BAHA Licenses and Permits System. Here we will describe how to use the system step by step. By learning and practice those functionalities, you will have a clear mind on how to apply for an import/export license online. The approval status (process) of applications can be tracked online; in addition, you will be benefiting from a secure, user-friendly web interface. No longer will there be a need for multiple forms and repeated trips to several agencies. Transactions will be conducted online simultaneously, smoothly and securely.

1.2 User Roles

This manual is for the person with the following purposes:

- ■ To register a user account of BELAPS

- ■ To search commodities for import/export

- ■ To apply for a BAHA import/export license

- ■ To read latest news from BAHA

- ■ To connect to a broker/client for his business

1.3 Client Specifications

Before getting started, you have to prepare your device and system environment in fulfilling with the following software and hardware criteria.

- ■ Web browser

Browser	Version	Language
MS Internet Explorer	9.0 or above	English
Mozilla Firefox	30.0 or above	English

Google Chrome	36.0 or above	English

Although the system is designed to be compatible with all browser versions, there might be some functionalities that may fail or not work fully due to technical constraints in older versions. Therefore, we recommend above browser specifications for optimal user experience. If you could not get proper functionality or layout of the system, please install or upgrade your browser.

■ Hardware

Device	Screen Resolution
Desktop	1024 X 768 or above
Laptop	1024 X 768 or above
Pad	not support yet
Mobile	not support yet

BELAPS user interface is designed to the specifications of most default screen resolution. Should any issues arise while viewing the system, the above screen resolutions are recommended.

■ Operating System

Operating System	Version
Windows	Windows XP, Windows Vista, Windows 7, Windows 8
Apple Mac OS	OS 8.x, OS 9.x
Linux	Native Linux with X-Window, Fedora, CentOS, Ubuntu

As described above, BELAPS client application is compatible with most popular browsers which are on different operation systems. The following table is the specification of operation systems for the client application.

■ Networking

The device must have proper connectivity to BELAPS system including from the LAN and the WAN.

Before getting started, you have to prepare your device and system environment in fulfilling with the following software and hardware criteria.

2 System Information

2.1 Overview

- BAHA Licenses and Permits System

This is the sub-system of the BELAPS and is used for the application of BAHA licenses and permits. A registered user can apply for BAHA import/export license on the public site of the system. The administrative processes of verifying and approving user registration request, licenses and permits application are done via the administration site of the system.

- BELAPS Portal System

It is the portal of the Belize Electronic Licenses and Permits system, the platform for other sub-systems with other agencies involved in the import/export process. The public users can register a user account, log in the system and do a commodity search to select the licenses/permits they need for import/export. Once the user account is registered, users can apply for the licenses/permits required for import/export via the commodity search, and check the current status of their applications at any time.

2.2 Website URL

- BAHA License and Permit System

  http://belaps.ict.gov.bz/BAHA (Training Site)

- BELAPS Portal

  http://belaps.ict.gov.bz/BELAPS (Training Site)

- Forest License and Permit System

  http://belaps.ict.gov.bz/FOREST (Training Site)

- Fisheries License and Permit System

  http://belaps.ict.gov.bz/FISHERIES (Training Site)

- SCU License and Permit System

  http://belaps.ict.gov.bz/SCU (Training Site)

2.3 Contact Information

- Central Information Technology Office (CITO)

  - Website: http://cito.gov.bz/

  - Address: Corner Dry Creek Street & Mountain View Blvd, City of Belmopan, Belize

  - Telephone: 822-4822 / 2478, 802-0601

  - Fax: 822-3724

3 Getting Start

Before getting start, you have make sure that your device is connected to the internet via WIFI or networking cable. You can open a browser, type the URL of Google Search (http://www.google.com) in your browser, to test if you could see the landing page of Google Search. If you could connect to the internet, congratulations, you can start to have a trip on BELAPS.

Please open your browser and type the URL of the BAHA Licenses and Permits System (http://belaps.ict.gov.bz/BAHA) in your browser. Then you will see the landing page of the system as the following:
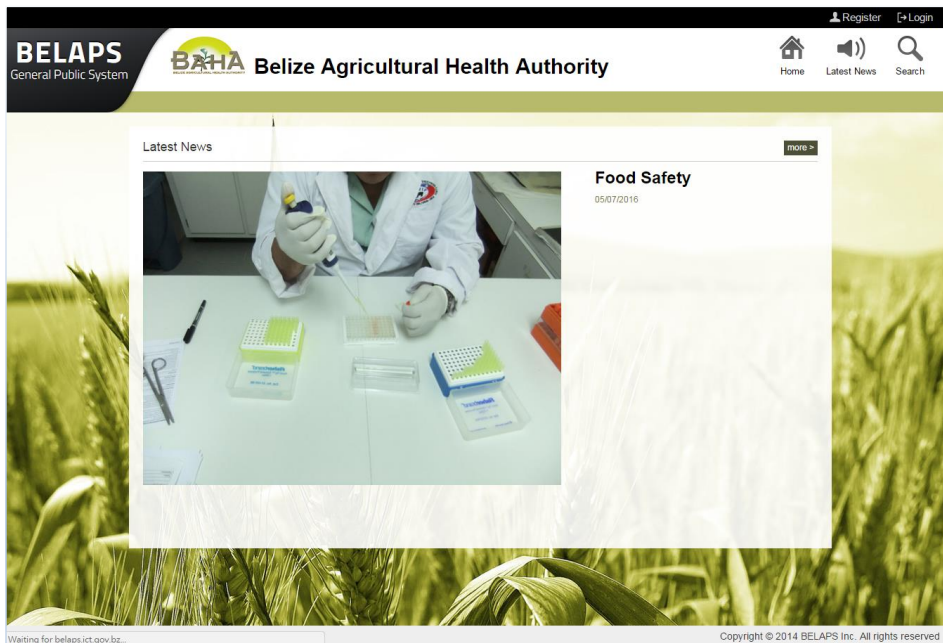
There are three major sections on landing page:

1) Register / Login

2) Main Menu

3) Latest News
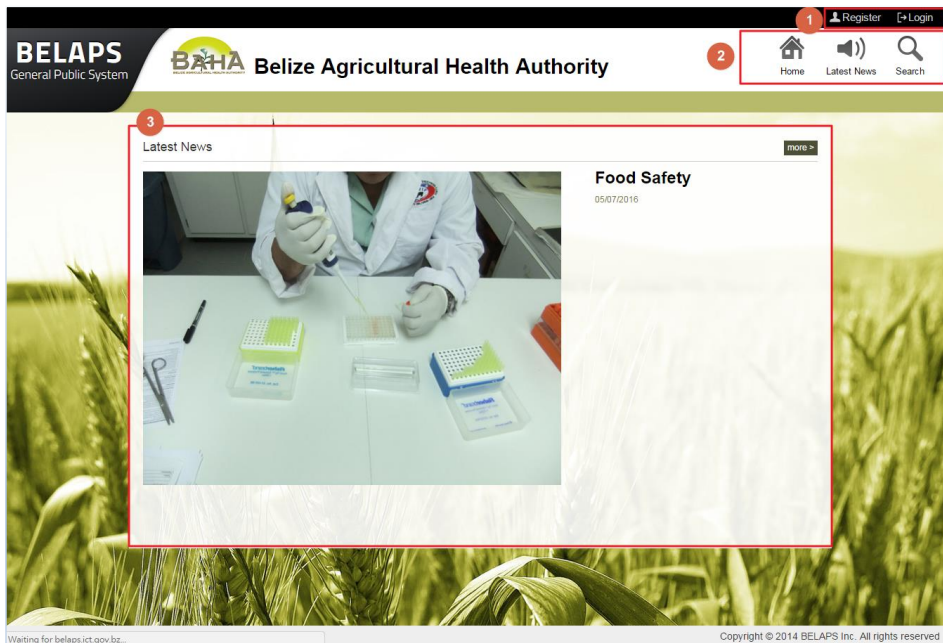
3.1 Register / Login

If you are first here and will apply licenses and permits, you could click on "Register" to start the process of user registration. You can find more details in the document of "General Public User – BELAPS Portal". If you have a user account already, you could click on "Login" to go to the login page. If you want to know how to log in to the system, please have your reference on the session "6.1 Log in to BAHA Licenses and Permits System".
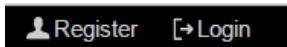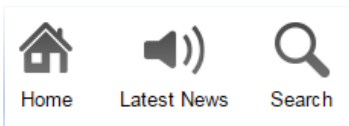

After logging in to the system, there will be "your username" and "Logout" showing in this section.
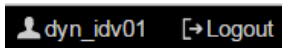
3.2 Main Menu

This is the section for you to access main functions in the system. You can find three icons with different functionalities on Main Menu. They are "Home", "Latest News" and "Search".

1) Home

The "Home" icon is a shortcut leading you back to the landing page. You could get back to the landing page in anywhere of the system via clicking on it.

2) Latest News

The "Latest News" icon is a shortcut leading you to the listing page of "Latest News". You will find more details in the following sessions.

3) Search

The "Search" icon is a shortcut leading you to the search page of the commodities which you want to apply for import or export. You could find more detailed information in the following sessions.

After logging in to the system, there will be an additional icon "Inbox" on Main Menu.
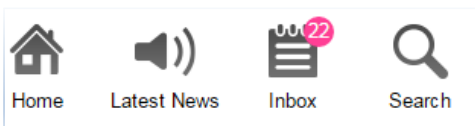
1) Inbox

The Inbox keeps all records of your applications, licenses and permits. The number on it tells you how many applications in there waiting for to be processed.

3.3 Latest News

This is the section to display top five articles of "Latest News". It displays the title, date of modification and the image of an article. You can click on the "more" button to see more articles.

4 User Registration

Although you can surf websites of BELAPS to get some information without signing in the system, we strongly recommend to register a user account for yourself. It's free now and your user account has the ability use to log in every system of BELAPS now and in the future. As the purpose of BELAPS project, we are going to build a system which you could apply most kinds of license and permits in Belize online. The earlier you have a use account, the earlier you can benefit from using the system to conduct your business or save your time on traveling many agencies around the country. The system will keep your application status and records online, you could check them anytime. The most important is, if you don't have a user account, you can not apply any license and permits on BELAPS.

Let's start registration process.

4.1 Start Register

You could click on "Register" in section 1 or [Start Register] in section 2 of landing page.

of agencies joined in BELAPS, which are
Forest, Fisheries, SCU and BAHA.

Start Register
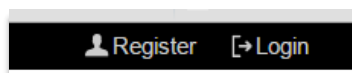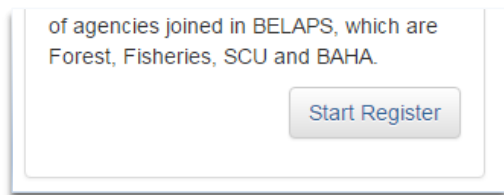
4.2 Select the Type of User

There are four types of user you could register:

Individual: A person that requires to use the system for his/her own personal trading (importing/exporting) needs. The licenses and permits will be issued in the person's name.

Business: A company that is involved in the trading (importing/exporting) of goods and is registered with the Belize Companies and Corporate Affairs Registry. The licenses and permits will be issued in the company's name.

Broker - Individual: An individual customs broker who prepares import and/or export documents on behalf of a person or company. This broker is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.

Broker - Business: A customs brokerage firm that prepares import and/or export documents on behalf of a person or company. This firm is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.

The system also provides the functionality for you to build the relationship of brokers and clients. This will be described in other chapter.

4.3 Fill out the Registration Form

Please fill in the registration form. All fields with "*" in red are required. If any required field you miss to input, the system will show warning message in read beside the field and stop you from submitting the application.

1) ID

It is the user identification for the system. It can be any combination of letters and numbers; however, it cannot be more than 10 characters long. And also, the system will check automatically if it's duplicated with other user accounts.

2) Email Address

It is the email address you will be receiving notifications from BELAPS. It's very important for you using the service online of BELAPS. Please make sure you have proper access to the email address and input it correctly.

3) Type of Trade

It is the role you are to have your business. If you are an import, you have click on the box ahead of "Import". Please note that if you are an importer only, the system will not allow you to apply export licenses and permits.

4) Register to Use

It is the permission setting for you to log in other system of agencies. If the products you import or export need licenses and permits from agencies other than Supply Control Unit, you have to click on the box ahead of the agency.

Individual Type Registration

* ID [   ]

Applicant's Information

* First Name	[ ]	*** Street Address**	[ ]
Middle Name	[ ]	*** District**	---Please Select--- ▼
* Last Name	[ ]	*** Country**	---Please Select--- ▼
* Date of Birth	[ ]	**Telephone No.**	501 [ ]
* Social Security Number	[ ]	*** Email Address**	[ ]
* SS Card Image	Choose File No file chosen		

Type of Trade
pick at least one
☐ Import
☐ Export

Register to use
pick at least one
☐ Forest Department
☐ Fisheries Department
☑ Supplies Control Unit
☐ Belize Agricultural Health Authority

Emergency Contact's Information

* First Name	[ ]	*** Email Address**	[ ]
Middle Name	[ ]	**Telephone No.**	501 [ ]
* Last Name	[ ]	*** Social Security Number**	[ ]
* Date of Birth	[ ]	*** SS Card Image**	Choose File No file chosen

Submit   Cancel

4.4 Submit Your Registration

If your registration form is submitted successfully, you will see the message page. Your application will be verified by BELAPS administrators.

4.5 Check Your Email Box

Once your application is approved by BEALPS administrators, you will receive an email with your authentication. You can find the password of your user account in the email and use it to log in the system. The email might take a while to be in your mail box depending on different mailing system. If you still not get the email after several days, please contact with BELAPS service center.

5 Login

Now you have your user account and use it to log in to BAHA Licenses and Permits System. After login, you could use more functions from landing page. Please click on "Login" in the section 1 and go to login page.
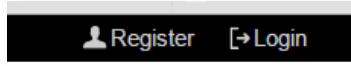
5.1 Log in to BAHA License and Permit System

Please input your user name, password and verification code on login page.
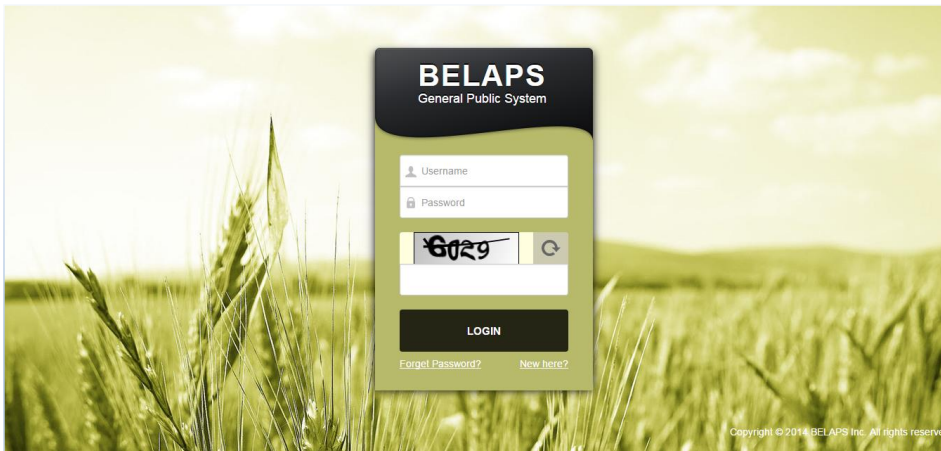
1) Username

   "Username" is the ID you input in your registration form.

2) Password

   "Password" is the password you set for your user account. If you are logging in to BAHA Licenses and Permits System for the first time, you have to find your password in the email sent by BEALPS for user registration.

3) Verification Code

The verification code is a type of challenge-response test used in computing to determine whether or not the user is human. It also called CAPTCHA (a backronym for "Completely Automated Public Turing test to tell Computers and Humans Apart"). You have input the number you see in the picture to this field. If the number in the picture is too fuzzy to identify, you could click on to change another one.

4) Forget Password

If you forget your password, you could click on "Forget Password". You'll go to forget-password page and submit for re-generating your password.

5.2 Username / Logout

After you log in successfully, you will be redirect to landing page with different information in section 1.
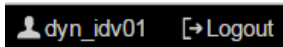
1) Username

"Username" is the ID you input in your registration form. You could click on it to view/modify your personal information

2) Logout

If you want to leave the system or you find that the username is not yours, you can click on [Logout] button to log out the system. Then you will be redirect to the login page.

When you have to leave your laptop for a while, we suggest you better not leave the system with logged in user account on the screen. You

should log out the system because that will prevent someone from operating the system via your user account.

5.3 View / Modify Personal Information

After logging in the system, you could click on your username in the section 1 of landing page to view/modify your personal information. In this page, you can change your password if the password gave by the system is too hard to remember.

Please note that, for security reason, some fields there are not allowed to change by yourself (e.g. "Social Security Number", "Register to Use"…). You need to contact with the administrators of the CITO if you want to modify those fields.

BELAPS General Public System

Belize Agricultural Health Authority

Home | Latest News | Inbox | Search

Account Information

* ID	dyn_idv01
* Password		* Confirm Password	

Applicant's Information

* First Name	Dylan	* Street Address	Moonlight St.
Middle Name		City/Town/Village	Belmopan
* Last Name	Su.ldv01	* District	Cayo
* Date of Birth	07/07/1972	* Country	Belize
* Social Security Number	123456789	Telephone No.	501 6543210
* SS Card Image	Choose File No file chosen	* Email Address	dylan.su@gmail.com
	login_bk_down.jpg		

Type of Trade
pick at least one

☑ Import
☑ Export

Register to use
pick at least one

☑ Forest Department
☑ Fisheries Department
☑ Supplies Control Unit
☑ Belize Agricultural Health Authority

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
Su Dylan		dylan.su@gmail.c	Active	Waiting for Acceptance
Su Dylan		dylan.su@gmail.c	Active	Accepted
Su Dylan		dylan.su@gmail.c	Active	Accepted
asdf asdf		mars.huang.hywe	Active	Waiting for Acceptance

[+]

Emergency Contact's Information

* First Name	Cynthia	* Email Address	cyn.wang1228@gmail.com
Middle Name		Telephone No.	501
* Last Name	Wang	* Social Security Number	987654321
* Date of Birth	06/06/1972	* SS Card Image	Choose File No file chosen
			login_bk_top.jpg

Submit   Cancel

5.4 Forget Your Password

If you forget your password, you could click on "Forget Password" in the login page.
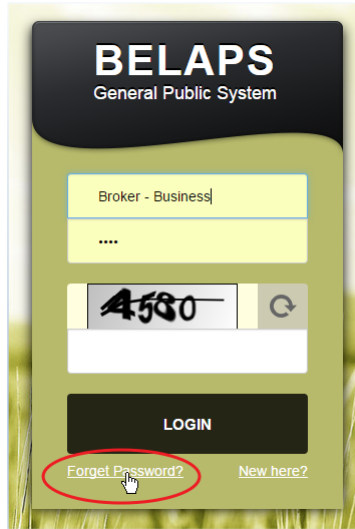
You'll go to the "Forget Password" page. Please input your username, email and verification code. Then submit it. The system will re-generate a new password and send to your email. Once you get the email, you can use new password to log in to the system. Please note that, the password is new generated. Your old password cannot be used anymore.
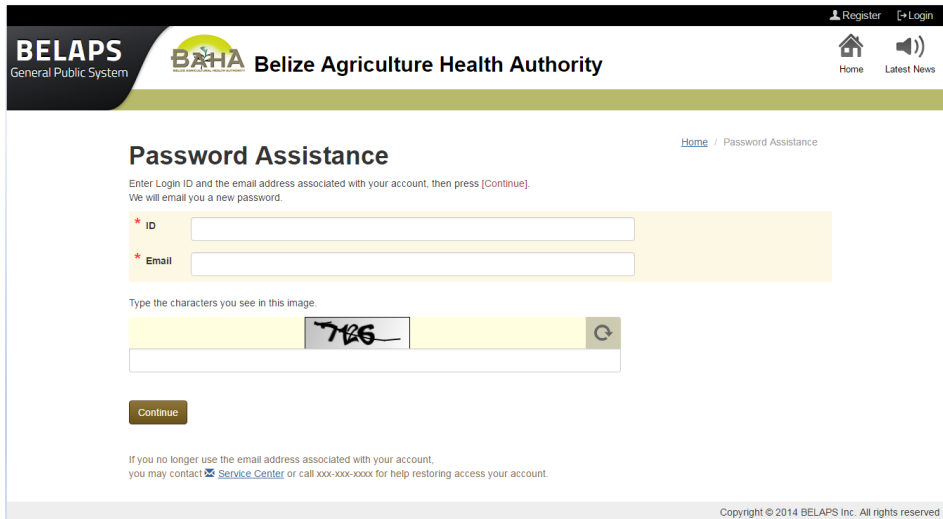
6 Latest News

You could see top five articles of Latest News on landing page. If you want to see more, you could click on "Latest News" in the section 2 of landing page, or click on "more" in the section of Latest News.
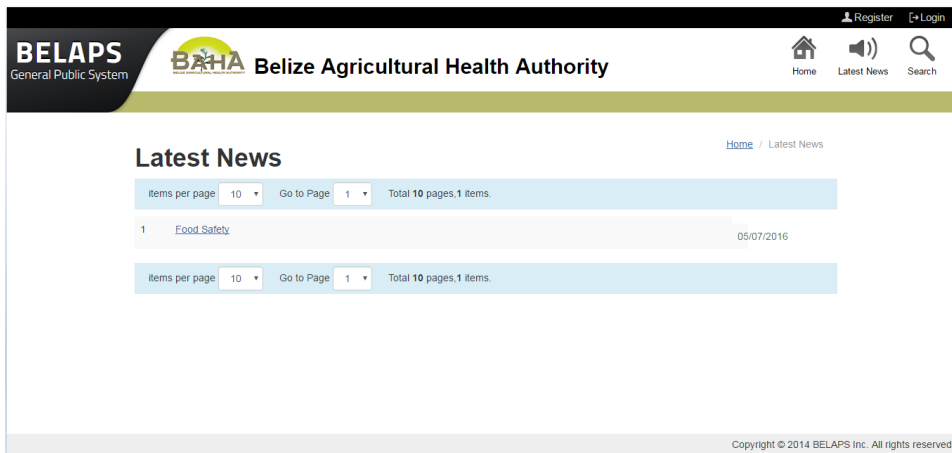
6.1 List of Latest News

If you click on "Latest News" in the section 2 of landing page or click on "more" in the section of Latest News, you will go to listing page of Latest News.

1) Title of a news

You could click on the title of a news to read the details of it.
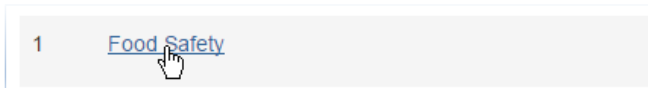
2) Items Per Page

You can select in the drop-down after "Items per Page" to set how many items you prefer to display per page of this list.

3) Go to Page

You can select in the drop-down after "Go to Page" to go to the page of this list. Pages will differs from "Items per Page" you set.
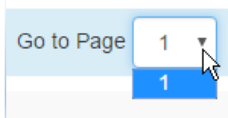
6.2 Detail of Latest News

You could click on the title of top five news on the landing page or listing page to go to detail page of a news.

7 Inbox

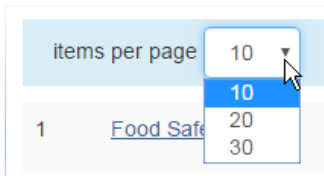The Inbox module in BELAPS provides the functionality for you to 1) check application status 2) review/continue your applications, and 3) print out your licenses/permits. The applications listed in the Inbox are not only from the system you are logging in to, but also from other systems in BELAPS. That is to say, you can find all your application records in one Inbox module of every

system for each government agent in BLEAPS, without logging in to each one to find them one by one. We have to say that, the centralized data is the key feature of BELAPS, and that is to make your management of applications much easier. One account, one Inbox module, with all records in BELAPS.

The screen-shot below shows the Inbox module. There is a number displayed in red to remind you how many application records in your Inbox now. Below that is the list of application records with some color bars on top of it for describing the application status.

The first field of the list in Inbox is "License/Permit No.".

17/BAHA/PIMP/000004

The second field is "Type of Trade" (e.g. Import, Export).

Import

The third field is "Application Date".

08/11/2017

The following fields after it are the name of government agents. Each field stands for a station in the process of the application.

| Forestry 📰 | Fisheries | SCU 📰 | BAHA📰 |

7.1   Check Application Status

There are several status of the application presented in different colors. You can check the status of all your application here. The status are defined as the table below.

Process initiated 📰	The status in gray white means the application is waiting for your editing and submission. It comes from three cases: 1) You have started a new application form and saved it as draft. You can click on the 📰 button of the application to review and continue it anytime. 2) You have completed the process in prior government agency and get approval to start the application process in next agency. You can click on the 📰 button of the application to start it. 3) Your application is rejected from the administrators. The status of the application will turned from yellow (Being Processed) to white (No process initiated at the time). In this case, you will receive an email from the administrators for the rejection of your application. You need to log in to the system and click on the 📰 button of the application in Inbox to modify some fields or provide more supporting documents.
Being processed	The status in yellow means the application is being processed. Administrators of the department are reviewing your application. You can still click on the 📰 button of the application to review it.
Waiting for your payment	The status in red means the application is waiting for your payment. Your application is passed first review and sent

	back with payment information by administrators. You can click on the 🗒 button of the application to start your payment process via credit card or Treasury office.
Completed and approved	The status in green means the process of the application is completed. Your application is approved by administrators. You can click on the 🗒 button of the application to review it or print out the licenses/permits.
No process initiated	The status in white means there is no application required or initiated from this government agency for now. Please noted that some products required licenses/permits from multiple agencies for import and export. In this case, after you get your approval from an agency, the status of another one will turn in gray to remind that you are required to apply for a license/permit from them. If you want to figure out what kind of license/permit are required from different government agencies for your product to import/export, please use Search Product function described in later session.
Expired	The status in orange means the license/permit is approved but expired. You can't use the license/permit anymore but can click on the 🗒 button of the application to review it. The expiration of a license/permit is based on the expiry date of it, which is defined by each government agency.
Recalled	The status in blue means the license/permit is approved but recalled. BAHA and SCU has the right to recall any approved import/export license for the emergency (e.g. Phytosanitary reason). Once a license has been recalled, you can't use it anymore but can click on the 🗒 button of the application to review it.
Completed but disapproved	The status in pink means the application is disapproved. That means the administrators disapprove your application for some reasons. You will get an email with the reason from the administrators if they disapprove your application. Once a license has been disapproved, you can't use it anymore but can click on the 🗒 button of the application to review it.

7.2 Review/Continue/Start Your Application Process

If you have completed the application of import/export from SCU, the system will lead you here for your application of import/export from BAHA. The status of these applications will be "No process initiated" with the 🗒 icon. You can click on the 🗒 icon of the application that you want to start editing.

If your application is saved as a draft, it will be in the status of "Process initialed". You may want to continue editing the application and then submit it. You can click on the ▤ icon of the application that you want to continue editing.

CuttingPermit	19/09/2017	CITES	Forestry▤	SCU
CuttingPermit	19/09/2017	CITES	Forestry▤	SCU

Step 3: Click on the "Submit" button

* If you want to leave for a while and come back to the application later, you can click on the "Save as Draft" button to keep all changes you made on this application.
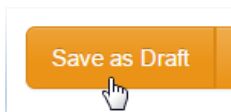
7.3 Read the Payment Information and Pay Your Fees

If you receive an email notice that the department requests you to pay some fees for the application, you need to know about the payment information and print out the pay slip for your payment. You can click on the ⊞ icon of the application that you want to see its payment information. The status of the application will be "Waiting for your payment" (background color in red).

Step 1: Click on the ⊞ icon of the application in the status of "Waiting for your payment" (box in read)

Step 2: Read fields in the section of "Payment Information" (ex: Cutting Permit)

Payment Information ⓘ

License Fee   `100`

License/Permit Fee ⓘ

○ Pay with Credit Card

step 1: Prepare your VISA/MASTER credit card
step 2: Click on Proceed Payment button to start a secured payment process
step 3: Login in to BELAPS Portal system
step 4: Input your credit card information
step 5: Send and wait for the response from the bank
step 6: Submit your application if the payment is successful
(* If the payment is failed, you can try it again or choose other payment method.)

Transaction Information ⓘ

7.3.1 Pay with Credit Card

If you want to pay the fee with Credit Card, please take following steps.

Step 1: Click on "Pay with Credit Card"

◉ **Pay with Credit Card**   Proceed Payment

Step 2: Click on "Proceed Payment"

○ **Pay with Credit Card**   Proceed Payment

Step 3: Log in to BELAPS Payment Portal
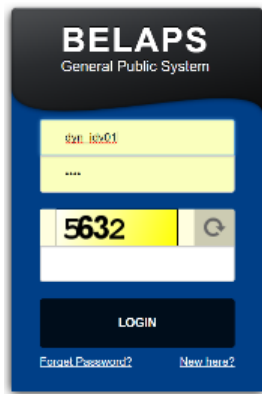
Step 3: Input required information on your credit card

Step 4: Click on "Authorize Payment"

Step 5: Click on "Continue"

Your payment is successful !!

Please click [Continue] to back to the application

Continue
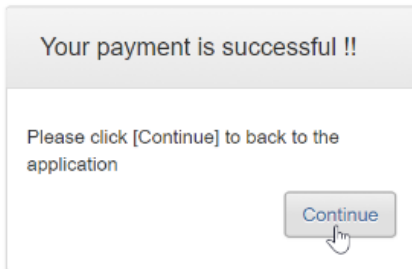
Step 6: Click on "Submit"
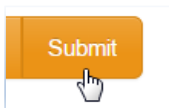
Submit

* If you want to leave for a while and come back to the application later, you can click on the "Save as Draft" button to keep all changes you made on this application.

Save as Draft
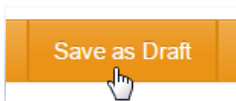
7.4 Print out Your Licenses/Permits

The licenses/permits are allowed to be printed out only if their applications have been approved, i.e. the status of the applications must be in green. If you want to print out a license/permit in Inbox, please click on the ▤ button of the application with the status in green and then you will see the form of your application. You can click on the [print] button in the bottom of the application form to print out an official document of the license. As similar as above, if you want to print out a license/permit not in the system you are in now, you will be redirected to that system and needed to log in for security reason. After login, you will be redirected to the page of the application that you click on. Then you can proceed to print out the license/permit.

8 Apply for an Import/Export Permit

Before starting to apply an Import/Export Permit from BAHA, you have to follow the process of application on BELAPS.

If the items you want to apply for import/export are "non-agriculture" products, you should start your application process from SCU. If the items you want to apply for import/export are "agriculture" products, you should apply for Forest Import/Export License or Fisheries Export Permit prior to SCU Import/Export License. But what kinds of products are non-agriculture products? And what are agriculture products? That will be a problem if you are not familiar with the category definition of products.

With BELAPS, you don't have to worry about it! The system will tell you in the search result via the [Proceed] button to indicate which government agency you should start from to apply for the license/permit.

You can go to Forest License and Permit System, Fisheries License and Permit System or SCU License and Permit System to start your application. When you are on their system, use the "Search" function and it will let you find what kinds of licenses and permits you need for your products, which are controlled and managed by Customs according to the international Harmonized Code (HS Code), and give you the agencies you need to apply the licenses and permits from.

You can see the process as the figure below.

SCU Import/Export License System
Recommended Process

```
Start
  │
  ▼
Non-Agriculture Product ?  ──No──►  ┌─────────────┐   ┌─────────────┐
  │                                 │  Fisheries  │   │  Forestry   │
  │Yes                              │   Permit    │   │   Permit    │
  │                                 └─────────────┘   └─────────────┘
  │                                          │
  │                                          ▼
  │                                   Permits Approved ?  ──No──►
  │                                          │Yes              │
  │                        Agriculture       │                 │
  │                        ──────►  SCU License  ──No──►        │
  │                                          │                 ▼
  │                                          │                (1)
  │                                          ▼
  │                                   SCU Lic Approved ?  ──Yes──►
  │                                          │Yes
  │                                          ▼
  │                                   Needs Permit (BAHA)?
  │                                    │No        │
  ▼                                    ▼          ▼
 (1)                               CUSTOMS
  │                                    │
  └────────────────────────────────►  │
                                       ▼
                                      End
```

Submit SCU approval, Application Fee & Req For BAHA Permit
  → Permit Issued ? ──No──► Inform Officer and applicant
       │Yes
       ▼
  BAHA Permit delivered

There are four scenarios that you might meet while applying for a BAHA Import/Export Permit.

Scenario 1: If you want to import products defined in the category of plant or plant products, you have to start your application process from FOREST. Your application process will be:

Apply for a Forest Import License → Apply for a SCU import License → Apply for a BAHA Import Plant or Plant Products Permit

Scenario 2: If you want to import products defined in the category of animal, animal products, biologics, animal feed and veterinary drugs, you have to start your application process from SCU. Your application process will be:

Apply for a SCU import License → Apply for a BAHA Import Animal, Animal Products, Biologics, Animal Feed and Veterinary Drugs Permit

Scenario 3: If you want to import products defined in the category of food products, you have to start your application process from SCU. Your application process will be:

Apply for a SCU import License → Apply for a BAHA Food Product Permit

Scenario 4: If you want to export products defined in the category of live aquatic animals and processed products of aquatic origins, you have to start your application process from FISHERIES. Your application process will be:

Apply for a Fisheries Export License → Apply for a SCU import License → Apply for a BAHA Export Live Aquatic Animals and Processed Products of Aquatic Origin Permit

Once you get approved license from an agency in the process, the system will automatically initial the application for the required license from next agency.

You can find the matched scenario and follow the steps for your application. If you want to know how to apply for an import/export license from other system, you can find necessary information in "Forest License and Permit System User Manuals", "Fisheries License and Permit System User Manual" and "SCU License and Permit System User Manual". If you don't have them, please

contact with persons in their department or customer service in CITO to get those materials.

8.1 Apply for a BAHA Import Plant or Plant Products Permit

Step 1: Login in to the system. Please follow steps described in "5. Login"

Step 2: Go to Inbox and find the application.

You can see from Inbox that you have got approved license from Forestry and SCU (status in green).

Process initiated 🗒		Being processed		Waiting for your payment		Completed and approved		
No process initiated		Expired		Recalled		Completed but disapproved		
17/BAHA/AIMP/000012	Import	27/09/2017	Forestry	Fisheries		SCU 🗒	BAHA🗒
	Import	21/01/2018	Forestry	Fisheries		SCU 🗒	BAHA🗒
17/BAHA/PIMP/000004	Import	08/11/2017	Forestry 🗒	Fisheries		SCU 🗒	BAHA🗒
17/BAHA/AIMP/000014	Import	28/09/2017	Forestry	Fisheries		SCU 🗒	BAHA🗒
17/BAHA/AIMP/000013	Import	28/09/2017	Forestry	Fisheries		SCU 🗒	BAHA🗒

Step 3: Fill out the application form and pay the application fee.

Please follow steps described in "7.3 Read the Payment Information and Pay Your Fees" to pay the application fee and input necessary information on the application.

Application Fee ⓘ

◉ **Pay with Credit Card**   [Proceed Payment]

step 1: Prepare your VISA/MASTER credit card
step 2: Click on Proceed Payment button to start a secured payment process
step 3: Login in to BELAPS Portal system
step 4: Input your credit card information
step 5: Send and wait for the response from the bank
step 6: Submit your application if the payment is successful
(* If the payment is failed, you can try it again or choose other payment method.)

Transaction Information ⓘ

(*) The fields with red "*" symbol ahead are required to input. And some fields are constrained to input in specified format (e.g. numbers, characters and length limit). You will get warning message in red below the field after leaving it if you input invalid format data. The example below shows the field is required to input numbers.

Estimate Value

xxx   BZD

Please enter a valid number.

After that, click on the "Submit" button to submit the application.

(*)If you need to check more information needed for the application and don't want to submit your application now, you can click on the [Save as Draft] button to save your application. Then you can come back finding it after in your "Inbox" and continue your application.

Before the system sending out your application, it will check the data of every field to see if they are valid in specified format or data. Once the system finds some of them are invalid, it will stop sending the application and show warning message in red below those fields with invalid data. You need to correct them and then submit the application. If you don't see any response after submitting your application for a while, please scroll up the window of your browser to see if any field with warning message. Once your application has been sent successfully, you will see a message like below.

Export Permit Application

Your record has been submitted successfully.

You will receive a notification via email in the next 24 hrs; however, you can check the status of the application via BELAPS.

Press [Continue] to proceed.

Step 4: Wait for BAHA administrators to review your application

(*) In the process of reviewing, the administrator might find some information missing or incorrect on your application. He will return your application and you will receive an email with review information. You can log in to the system and find the application in your Inbox. Then you have to modify your application according to the opinion in review information and re-submit it again.

Step 5: Receive the email with payment information.

Once BAHA has done the review of your application, you will receive an email with payment information of permit fee. Please follow steps described in "7.3 Read the Payment Information and Pay Your Fees" to pay permit fee. Input detailed information. After that, click on the "Save as Draft" button or "Submit" button to submit the application.

Step 6: Wait for BAHA administrators to review your application

Step 7: Receive the email with approval information.

Once your application approved, you will receive an email with approval information. You can log in to the system and open the application in your Inbox. The application will have an URL in the bottom for you to download the approved permit in electronic format (PDF).

| 17/BAHA/PIMP/000004 | Import | 08/11/2017 | Forestry | Fisheries | SCU | BAHA |

8.2 Apply for a BAHA Import Animal, Animal Products, Biologics, Animal Feed and Veterinary Drugs Permit

Step 1: Login in to the system. Please follow steps described in "5. Login"

Step 2: Go to Inbox and find the application.

You can see from Inbox that you have got approved license from SCU (status in green).

Process initiated		Being processed		Waiting for your payment	Completed and approved		
No process initiated		Expired		Recalled	Completed but disapproved		
	Import	21/01/2018	Forestry	Fisheries	SCU	BAHA	
17/BAHA/PIMP/000004	Import	08/11/2017	Forestry	Fisheries	SCU	BAHA	
17/BAHA/AIMP/000014	Import	28/09/2017	Forestry	Fisheries	SCU	BAHA	

Step 3: Fill out the application form and pay the application fee.

Please follow steps described in "7.3 Read the Payment Information and Pay Your Fees" to pay the application fee and input necessary information on the application.

Application Fee ⓘ

⦿ **Pay with Credit Card** [Proceed Payment]

step 1: Prepare your VISA/MASTER credit card
step 2: Click on Proceed Payment button to start a secured payment process
step 3: Login in to BELAPS Portal system
step 4: Input your credit card information
step 5: Send and wait for the response from the bank
step 6: Submit your application if the payment is successful
(* If the payment is failed, you can try it again or choose other payment method.)

Transaction Information ⓘ

(*) The fields with red "*" symbol ahead are required to input. And some fields are constrained to input in specified format (e.g. numbers, characters and length limit). You will get warning message in red below the field after leaving it if you input invalid format data. The example below shows the field is required to input numbers.
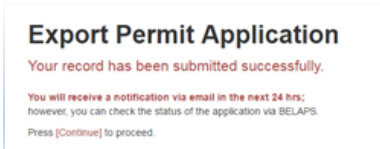
After that, click on the "Submit" button to submit the application.

(*)If you need to check more information needed for the application and don't want to submit your application now, you can click on the [Save as Draft] button to save your application. Then you can come back finding it after in your "Inbox" and continue your application.

Before the system sending out your application, it will check the data of every field to see if they are valid in specified format or data. Once the system finds some of them are invalid, it will stop sending the application and show warning message in red below those fields with invalid data. You need to correct them and then submit the application. If you don't see any response after submitting your application for a while, please scroll up the window of your browser to see if any field with warning message. Once your application has been sent successfully, you will see a message like below.

Step 4: Wait for BAHA administrators to review your application

(*) In the process of reviewing, the administrator might find some information missing or incorrect on your application. He will return your

application and you will receive an email with review information. You can log in to the system and find the application in your Inbox. Then you have to modify your application according to the opinion in review information and re-submit it again.

Step 5: Receive the email with payment information.

Once BAHA has done the review of your application, you will receive an email with payment information of permit fee. Please follow steps described in "7.3 Read the Payment Information and Pay Your Fees" to pay permit fee. Input detailed information. After that, click on the "Save as Draft" button or "Submit" button to submit the application.

Step 6: Wait for BAHA administrators to review your application

Step 7: Receive the email with approval information.

Once your application approved, you will receive an email with approval information. You can log in to the system and open the application in your Inbox. The application will have an URL in the bottom for you to download the approved permit in electronic format (PDF).

| | Import | 21/01/2018 | Forestry | Fisheries | SCU ▤ | BAHA▥ |

8.3 Apply for a BAHA Food Product Permit

Step 1: Login in to the system. Please follow steps described in "5. Login"
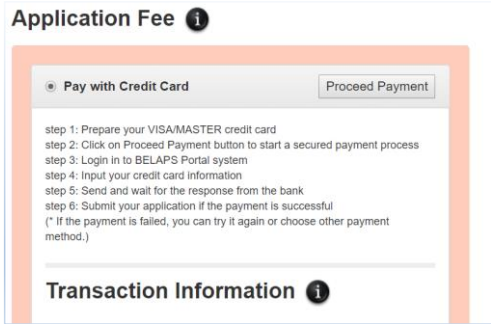
Step 2: Go to Inbox and find the application.

You can see from Inbox that you have got approved license from SCU (status in green).

Process initiated 📰		Being processed		Waiting for your payment		Completed and approved
No process initiated		Expired		Recalled		Completed but disapproved

	Import	21/01/2018	Forestry	Fisheries	SCU 📰	BAHA📰
17/BAHA/PIMP/000004	Import	08/11/2017	Forestry 📰	Fisheries	SCU 📰	BAHA📰
17/BAHA/AIMP/000014	Import	28/09/2017	Forestry	Fisheries	SCU 📰	BAHA📰

Step 3: Fill out the application form and pay the application fee.

Please follow steps described in "7.3 Read the Payment Information and Pay Your Fees" to pay the application fee and input necessary information on the application.

Application Fee ℹ️

⦿ Pay with Credit Card   Proceed Payment

step 1: Prepare your VISA/MASTER credit card
step 2: Click on Proceed Payment button to start a secured payment process
step 3: Login in to BELAPS Portal system
step 4: Input your credit card information
step 5: Send and wait for the response from the bank
step 6: Submit your application if the payment is successful
(* If the payment is failed, you can try it again or choose other payment method.)

Transaction Information ℹ️

(*) The fields with red "*" symbol ahead are required to input. And some fields are constrained to input in specified format (e.g. numbers, characters and length limit). You will get warning message in red below the field after leaving it if you input invalid format data. The example below shows the field is required to input numbers.

Estimate Value

XXX   BZD

Please enter a valid number.

After that, click on the "Submit" button to submit the application.

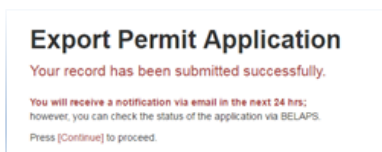(*)If you need to check more information needed for the application and don't want to submit your application now, you can click on the [Save as Draft] button to save your application. Then you can come back finding it after in your "Inbox" and continue your application.

Before the system sending out your application, it will check the data of every field to see if they are valid in specified format or data. Once the system finds some of them are invalid, it will stop sending the application and show warning message in red below those fields with invalid data. You need to correct them and then submit the application. If you don't see any response after submitting your application for a while, please scroll up the window of your browser to see if any field with warning message. Once your application has been sent successfully, you will see a message like below.

Export Permit Application
Your record has been submitted successfully.

You will receive a notification via email in the next 24 hrs; however, you can check the status of the application via BELAPS.

Press [Continue] to proceed.

Step 4: Wait for BAHA administrators to review your application

(*) In the process of reviewing, the administrator might find some information missing or incorrect on your application. He will return your application and you will receive an email with review information. You can log in to the system and find the application in your Inbox. Then you have to modify your application according to the opinion in review information and re-submit it again.

Step 5: Receive the email with payment information.

Once BAHA has done the review of your application, you will receive an email with payment information of permit fee. Please follow steps

described in "7.3 Read the Payment Information and Pay Your Fees" to pay permit fee. Input detailed information. After that, click on the "Save as Draft" button or "Submit" button to submit the application.

Step 6: Wait for BAHA administrators to review your application

Step 7: Receive the email with approval information.

Once your application approved, you will receive an email with approval information. You can log in to the system and open the application in your Inbox. The application will have an URL in the bottom for you to download the approved permit in electronic format (PDF).

	Import	21/01/2018	Forestry	Fisheries	SCU 🗎	BAHA🗎

8.1 Apply for a BAHA Export Live Aquatic Animals and Processed Products of Aquatic Origin Permit

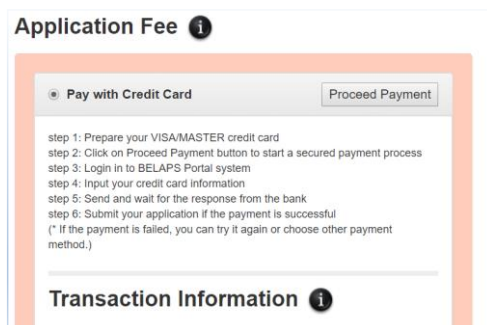Step 1: Login in to the system. Please follow steps described in "5. Login"

Step 2: Go to Inbox and find the application.

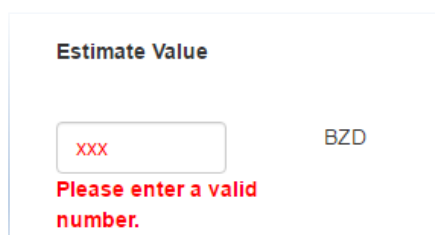You can see from Inbox that you have got approved license from Fisheries and SCU (status in green).

Process initiated 🗎		Being processed		Waiting for your payment		Completed and approved	
No process initiated		Expired		Recalled		Completed but disapproved	
	Import	21/01/2018	Forestry	Fisheries	SCU 🗎	BAHA🗎
17/BAHA/PIMP/000004	Import	08/11/2017	Forestry 🗎	Fisheries	SCU 🗎	BAHA🗎
17/BAHA/AIMP/000014	Import	28/09/2017	Forestry	Fisheries	SCU 🗎	BAHA🗎
17/BAHA/AIMP/000013	Import	28/09/2017	Forestry	Fisheries	SCU 🗎	BAHA🗎
17/BAHA/AAEXP/000009	Export	28/09/2017	Forestry	Fisheries 🗎	SCU 🗎	BAHA🗎
17/BAHA/PIMP/000003	Import	28/09/2017	Forestry 🗎	Fisheries	SCU 🗎	BAHA🗎

Step 3: Fill out the application form and pay the application fee.

Please follow steps described in "7.3 Read the Payment Information and Pay Your Fees" to pay the application fee and input necessary information on the application.

(*) The fields with red "*" symbol ahead are required to input. And some fields are constrained to input in specified format (e.g. numbers, characters and length limit). You will get warning message in red below the field after leaving it if you input invalid format data. The example below shows the field is required to input numbers.
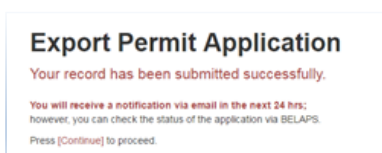

After that, click on the "Submit" button to submit the application.

(*)If you need to check more information needed for the application and don't want to submit your application now, you can click on the [Save as Draft] button to save your application. Then you can come back finding it after in your "Inbox" and continue your application.

Before the system sending out your application, it will check the data of every field to see if they are valid in specified format or data. Once the system finds some of them are invalid, it will stop sending the application and show warning message in red below those fields with invalid data. You need to correct them and then submit the application. If you don't see any response after submitting your application for a while, please scroll up the window of your browser to see if any field with warning message. Once your application has been sent successfully, you will see a message like below.

Export Permit Application
Your record has been submitted successfully.

You will receive a notification via email in the next 24 hrs; however, you can check the status of the application via BELAPS.

Press [Continue] to proceed.

Step 4: Wait for BAHA administrators to review your application

(*) In the process of reviewing, the administrator might find some information missing or incorrect on your application. He will return your application and you will receive an email with review information. You can log in to the system and find the application in your Inbox. Then you have to modify your application according to the opinion in review information and re-submit it again.
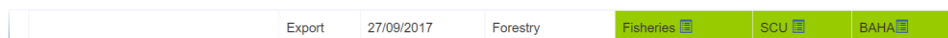
Step 5: Receive the email with payment information.

Once BAHA has done the review of your application, you will receive an email with payment information of permit fee. Please follow steps described in "7.3 Read the Payment Information and Pay Your Fees" to pay permit fee. Input detailed information. After that, click on the "Save as Draft" button or "Submit" button to submit the application.

Step 6: Wait for BAHA administrators to review your application

Step 7: Receive the email with approval information.

Once your application approved, you will receive an email with approval information. You can log in to the system and open the application in your Inbox. The application will have an URL in the bottom for you to download the approved permit in electronic format (PDF).

	Export	27/09/2017	Forestry	Fisheries	SCU	BAHA

9 Broker and Client

If you are a client needing a broker or broker company on behalf of you to do your import/export application, you could request for your brokers in your personal information. Once your request is accepted, the broker can be on behalf of you to process the application on BELAPS. On the contrary, if you are a broker or broker company needing on behalf of your client to do their import/export applications, you could accept your clients' request in your personal information. Once you accept your client, you can be on behalf of your client to process the application on BELAPS. Please note that a client can remove any broker he set at any time.

9.1 Add Your Brokers (For Individual/Business User)

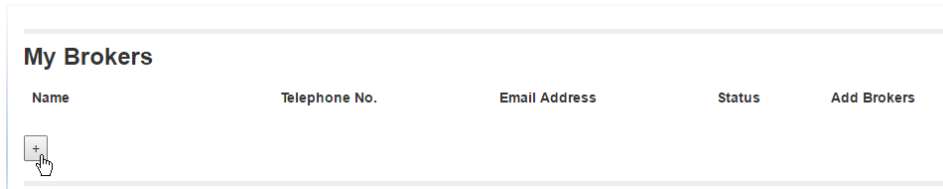### 9.1.1 Go to the page of Personal Information

Please log in to the system and click on your username to the page of personal information.
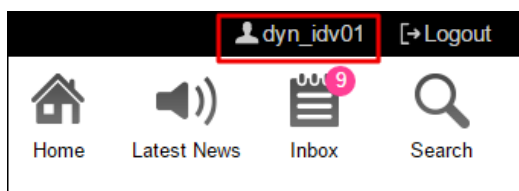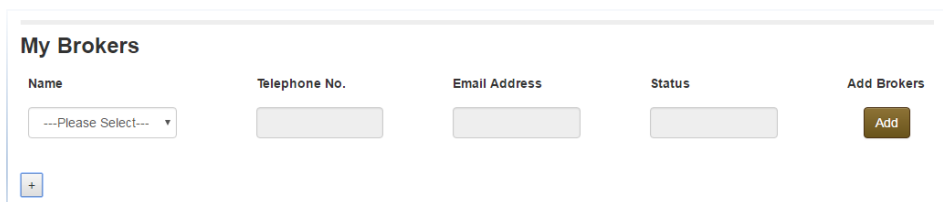
9.1.2 Select a Broker to Add

You will find the section of "My Brokers" in the bottom of the page.

Click on the icon [+] in "My Brokers" section.

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
+				
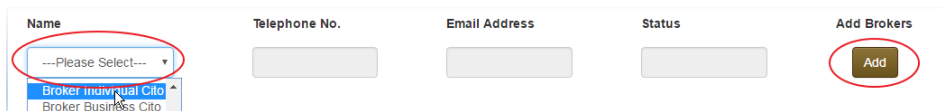
There will be a new row appearing for you to select a broker.

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
---Please Select--- ▾				Add
+				

Select brokers in drop-down then click on [Add] button.
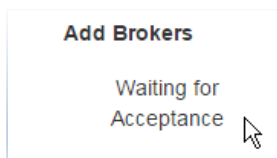
Name	Telephone No.	Email Address	Status	Add Brokers
---Please Select--- ▾				Add
Broker Individual Cito				
Broker Business Cito				

9.1.3 Waiting for the Broker's Acceptance

After clicking on [Add] button, it will show 'Waiting for Acceptance'. The broker will get noticed from an email sent by the system and start his review for your request.
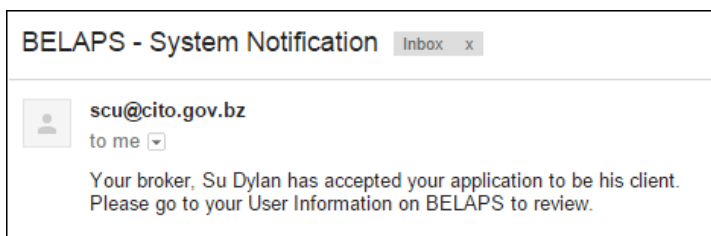
Add Brokers

Waiting for
Acceptance

9.1.4 Accepted by the Broker

Once the broker accepted or declined your request, the system will send an email to you as below.

Then you can log in to the system and check the status in the page of your personal information. It will turn from "Waiting for Acceptance" to "Accepted"

9.1.5 Add More Brokers

In BELAPS, you can add more than one brokers in the system. Just follow the steps from "10.1.1 Go to the page of Personal Information" to set up more brokers for your business.
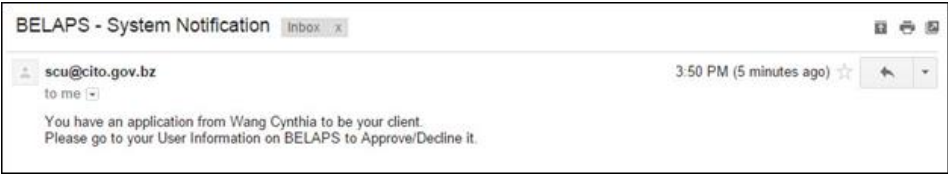
9.1.6 Remove a Broker

If you want to remove some broker, you can click on the [-] button in the right of a broker's record. Then he will be removed from your broker list and stopped from on behalf of you to apply any license or permit in the system.

## 9.2 Accept Your Client (For Broker Individual/Broker Business User)

9.2.1 Receive an Email from the system

After a user submit the request to you as his broker, you will receive an email notice from our system as below.

BELAPS - System Notification   Inbox   x

scu@cito.gov.bz   3:50 PM (5 minutes ago)
to me

You have an application from Wang Cynthia to be your client.
Please go to your User Information on BELAPS to Approve/Decline it.

9.2.2 Go to the page of Personal Information

Please log in to the system and click on your username to the page of personal information.
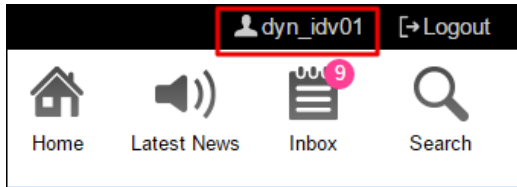
9.2.3 Accept / Decline the Client's Request

You will find the section of "My Brokers" in the bottom of the page. You could click on the "Accept" button to accept the user being your client, or you could click on the "Decline" button to decline the request.

Once you click on the "Accept" or "Decline" button, the relation status will update of the client according to your decision.