

TRADER NOTICE No. 1 of 2021

18<sup>th</sup> January 2021

**To: All Registered Professional Operators, importers of plants, plant products and second hand agricultural machinery.**

**Subject: Data entry on DAFM Imports Portal and Phytosanitary Certificates**

Any operator who intends to import plants, plant products or second hand agricultural machinery from Third Countries must be registered with this Department. Information on registration and import procedures can be found at the following link [gov.ie - Registration and Procedures for Import - Plants and Plant Products \(www.gov.ie\)](http://gov.ie - Registration and Procedures for Import - Plants and Plant Products (www.gov.ie))

Operators are required to submit pre-notification and logistical information to DAFM via an Imports Portal. There are currently two versions of the Imports Portal; authenticated and anonymous. Both allow for pre-notification and submission of documents ahead of time in order to expedite controls upon arrival. For those already registered, you are requested to use the authenticated portal. This provides auto-population of your details and access to data relating to previous applications. It will also allow you to edit and update a submitted application prior to arrival.

Further to Trader Notice 10 of 2020, both versions of the Imports Portal changed on 1<sup>st</sup> January 2021 and both now require the use of the Plant Health Registration (PHR) number in the following format: P-IE00XXXX. This is known as the “P-IE” number. Operators are required only to enter the 4 digits of the PHR Number; the remainder of the “P-IE” field is pre-populated – see below.

**Please provide the information required for this commodity**

Movement Reference Number (MRN) 

Common Health Entry Document (CHED) Number 

Enter last four digits of P-IE (Plant Health Registration) Number

P-IE00 

Means of Transport 

If you are using an agent to carry out pre-notification on your behalf, please ensure that they have the correct P-IE number for your business. **It is essential that the correct P-IE number is entered on the portal as that number is used to invoice any fees arising from import controls.** Failure to enter the correct number may result in an invoice issuing to the operator responsible for the consignment instead.

A webinar on the sanitary and phytosanitary requirements for importing plants, plant products and second hand agricultural machinery is available on the Department's You Tube playlist at the following links:

<https://www.youtube.com/watch?v=Udco6eviroM&feature=youtu.be>  
[What sanitary and phytosanitary \(SPS\) documents you need to import post-Brexit - a practical guide](#)

Any questions in relation to registration may be directed by email to [plantandpests@agriculture.gov.ie](mailto:plantandpests@agriculture.gov.ie) or by telephone at (01)5058885. Queries in relation to import requirements may be sent to [Phbipport@agriculture.gov.ie](mailto:Phbipport@agriculture.gov.ie) or at 087- 7194740 (Duty Officer in Dublin Port).

### **Phytosanitary Certificates**

For all imports of plants, plant products and second hand machinery through Dublin Port and Rosslare Port, the original phytosanitary certificate should be posted to this Department (at the address below) no later than 5 working days after the arrival of the consignment. It is of course also an option for the driver to present an original phytosanitary certificate upon arrival at Border Control Post.

**Dublin Port** (*consignments from Third Countries excluding Great Britain*): the original phytosanitary certificate should be posted and accompanied by the clearance certificate issued by this Department following inspection of the consignment.

**Dublin Port and Rosslare Port** (*consignments from Great Britain*): the original phytosanitary certificate should be posted and accompanied by a printed copy of the CHED-PP validated by this Department following inspection of the consignment.

Address: Phytosanitary Certificate Section  
Horticulture & Plant Health Division,  
Department of Agriculture, Food and the Marine,  
Administration Building,  
Backweston Campus,  
Celbridge,  
Co. Kildare.

Yours sincerely

Barry Delany

Horticulture and Plant Health Division,  
Department of Agriculture, Food and the Marine