

## How to submit a renewal application via My CFIA

English document: 18091365  
French document: 18177909

Select the appropriate link to access the instructions to submit:

- [a streamlined renewal](#)
- [a renewal with changes or requiring data \(not eligible for streamline renewal\)](#)

## How to submit a streamlined renewal application via My CFIA

## How to start

- ✓ Enroll as a user and validate your party with [My CFIA](#)
- ✓ **Choose Party**, then click **Select**
- ✓ One new service request must be submitted for each product.

[New Service Request](#)

[Search Service Requests](#)



**\* Application Type (Required)**

Pre-Market Application Submission Office (PASO) Application ▾

**Select**

Next step

### Select Program, Permission Type and Application Type

**i** Select PROGRAM, PERMISSION TYPE, and APPLICATION TYPE below. Then click NEXT STEP to proceed.

\* **PROGRAM (Required)**

Select a Program

Livestock Feeds ▾

**Select**

\* **PERMISSION TYPE (Required)**

Select a Permission Type currently available for the selected Program.

Registration or Approval ▾

**Select**

\* **APPLICATION TYPE (Required)**

Select an Application Type, to indicate if you would like to apply for a NEW PASO Permission

Renewal ▾

**Select**

**APPLICATION SUB-TYPE**

Select an Application Sub-Type

Select Application Sub Type ▾

Anytime during the application process, you can use the option:

Next step

Save and return later

Cancel

Renew or Amend a Permission that was not issued through My CFIA

PLEASE READ THE FOLLOWING BEFORE PROCEEDING

- i** If you have previously been issued a Permission through My CFIA, you must follow the following instructions in order to ensure that your service request can be processed properly.
- 1) RETURN to your DASHBOARD.
  - 2) LOCATE your issued Permission in the PASO Submission Outcomes tab.
  - 3) CLICK the RENEW, RENEW WITH CHANGES, or AMEND button on your issued Permission screen, and proceed from there.

Reference Number

**i** If you are applying to RENEW or AMEND a Permission that was previously issued to you by mail, email, or FAX; then enter the unique reference number associated to that Permission below.

Enter the located reference number below and click, **Next Step**

\* Registration Number (Required)

Next step



Application Create

Important: It is the responsibility of the applicant to ensure that they meet all requirements of application submission, for the associated Program. To review these requirements, click this link. [PASO Online Guidance](#)

\* Application Name (Required)

Next step



- ✓ Accept the Privacy Notice Statement
- ✓ Select the Authorized representative

Manufacturer information

- ✓ add the name and address of all manufacturing sites of the product

Type of feed

- ✓ Select the feed type:   Mixed feed or  
Single ingredient feed for registration number with second digit # 9, for  
example 9XXXXX or 4XXXXX, etc...
- ✓ Add to Short description:   Renewal for Reg. # XXXXXX or  
Renewal for private label reg. # XXXXXX  
Click Next Step

Feed Type and Type of Evaluation

\* Feed Type (Required)

Choose Mixed feed or Single ingredient feed

\* Short description of the feed (Required) ?

Renewal for reg. # XXXXXX or

Renewal for private label reg. # XXXXXX

\* Are you applying for a registration of a private label for a single ingredient or mixed feed? (Required) ?

Yes

No

Choose Yes or No. If your product is a private label, provide information requested below

Private label information

Refer to chapter 1, section 1.4.5 for guidance on private label application requirements.

[Private label application requirements](#)

\* Registration number of the parent feed (Required)

\* Letter from the company holding the original registration (Required)

Upload document

Next step

Questions for mixed feed or single ingredient feed

- ✓ For mixed feed streamlined renewals, answer the following questions as per below.

PASO Permission Application - 55% Complete

Feed Type and Type of Evaluation – Mixed Feed

For mixed feed, answer the questions as per below.

Answer the follow questions to determine the type of feed and evaluation. For guidance, refer to the [Introduction - Regulation of Livestock Feed in Canada](#) and the [Feeds Regulations, 1983](#).

\* Does the mixed feed provide a significant source of nutrients in the daily ration such as protein, energy, fiber, minerals and vitamins? (Required)

Yes

No

\* Is there a new claim, logo and/or new guaranteed analysis of an active substance tested biologically that appears on the label which will require an evaluation by the CFIA? (Required) ?

Yes

No

\* Is the label as prescribed in Table 3 and 4 of Schedule I of the Feeds Regulations? (Required) ?

Yes

No

Next step

Back

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Feed Type and Type of Evaluation – Single Ingredient Feed

For single ingredient feed, answer the questions as per below.

Answer the following questions to determine the type of feed and evaluation. For guidance, refer to the [Introduction- Regulation of Livestock Feed in Canada \(Feeds Regulations, 1983\)](#).

\* Is the single ingredient feed listed in Part I or Part II of Schedule IV or V? (Required)

- ☒ Yes
- ☐ No

\* Is the single ingredient feed different in terms of: (Required)

- its purpose
- its composition, including any inherent hazard of the feed, structure, nutritional quality or physiological effects
- the process by which it is manufactured
- the species or class of livestock intended to be fed and the usage rate, and its purpose as set out in Schedules IV and V
- Is there a new claim, logo or new guaranteed analysis that requires an evaluation by the CFIA?

- ☐ Yes
- ☒ No

\* Is the single ingredient feed listed in Part I or Part II? (Required)

- ☒ Part I
- ☐ Part II

Select Part I or Part II single ingredienf feed

\* Is the single ingredient feed label as described in the ingredient definition listed in Schedule IV or V? (Required) ?

- ☒ Yes
- ☐ No

Next step

Back

Label information

- ✓ add the brand name, purpose, form, species, a feed name and upload the attestation of compliance.

Label Information

\* Feed Name (Required) ?

Add the feed name

\* Is there a new claim or an amendment to previously approved claims that needs be assessed by the CFIA? (Required) ?

- ☐ Yes
- ☒ No

Select NO to the claim question.

\* Draft of the market label (Required) ?

Renewal attestation letter - compa

Upload Successful Delete

Instead of the draft label, upload your completed attestation of compliance including the list of eligible registrations. (The attestation of compliance is included in the renewal notice sent to the signing authority on file. When you upload your attestation, use the name "Attestation letter –company name". This upload will be used for each service request you submit for an eligible streamlined renewal.)

Attestation of translation for international/mu

Upload document

Next step

Label guarantees

- ✓ add all the guarantees appearing on the label.

Add Guarantee

Add Guarantee

\* Guarantee Name (Required)

Crude protein

\* Guarantee Type (Required)

Actual

\* Value (Required)

15

\* Unit of Expression (Required)

%

Submit

Cancel

List of ingredients

- ✓ identify all the ingredients in your product

+Add Ingredient

on the Add Ingredient button.

Showing 1 to 1 of 1 entries | Show 10

	Name	Percentage
4.1.6	Corn grain / grain de maïs	

1

Supporting document for concentration calculations of each ingredient of the formu

Data is required to support the section above. Please select one of the following methods

Choose an option

Next step

Data sections for single ingredient feed listed in Part II of the Schedule IV or V

- ✓ Complete the following sections:
  - by indicating that the data has not changed since last assessment for each section
  - for the supporting documents, re-upload the attestation of compliance (renewal without changes)
  - for the manufacturing process flow chart, re-upload the attestation of compliance for renewal without changes

Identification, Characterization and Conditions of Use, and Methods of Analysis of the Feed

Refer to [chapter 3](#) for guidance on data requirements for feed approval and registration.

Public summary

A public summary is required for new or amended single ingredient feed.

Upload document

Product type checklist

Upload document

Supporting documentation is required for the following sections. Please use the text boxes below to indicate the page number where the information can be found in the supporting documentation.

In the event that the data requirements do not apply, a rationale to exclude the requirement must be provided in the submission package and the page number where this information can be found must be entered in the text box.

For applications with changes including renewals, indicate in the text box whether or not the data has changed since last assessment for each section along with a supporting letter.

\* Identification and purpose of the feed (Required)

no change

\* Characterization of the feed (Required)

no change

\* Manufacturing process including any specific processing procedures (Required)

no change

\* Technological properties of the feed (Required)

no change

\* Conditions of use (Required)

no change

\* Method of analysis and reference samples (Required)

Note: Upon request, a sample of the product will need to be sent to the CFIA laboratory for analysis.

no change

\* Supporting document (Required)

Data is required to support the section above. Please select one of the following methods to submit the supporting document.

File Upload

\* Please note that the maximum file size that can be uploaded is 5MB. If your file is larger than 5MB, you must either split your document into files smaller than 5MB each, or choose a different submission method. (Required)

Upload document

\* Manufacturing process flow chart (Required)

Note: The flow chart must be supplied on its own as a separate document.

Renewal attestation letter - company name .pdf

Upload Successful Delete

Studies Concerning the Safety of the Feed

Refer to [chapter 3](#) for guidance on data requirements for feed approval and registration.

Supporting documentation is required for the following sections. Please use the text boxes below to indicate the page number where information can be found in the supporting documentation.

In the event that the data requirements do not apply, a rationale to exclude the requirement must be provided in the submission package and the page number where this information can be found must be entered in the text box.

For applications with changes including renewals, indicate in the text box whether or not the data has changed since last assessment each section along with a supporting letter.

\* Studies concerning the safety of the feed to target animals (Required) ?

no change

\* Studies concerning the safety of foods of animal origin produced from livestock consuming the feed (Required) ?

no change

\* Studies concerning the safety of the feed for worker/by-stander exposure (Required) ?

no change

\* Studies concerning the safety of the feed to the environment (Required) ?

no change

Once submitted, your application will be rejected after 2 weeks if the information has not been received.

Please select one of the following methods to submit the supporting document.

Cloud or File Hosting Service

Please send file retrieval information to [cfia.paso-bpdpm.acia@inspection.gc.ca](mailto:cfia.paso-bpdpm.acia@inspection.gc.ca) referencing CAS-2022-05244 and the purpose of the file upload.

Studies Concerning the Efficacy / Intended Purpose of the Feed for the Target Animals

Refer to [chapter 3](#) for guidance on data requirements for feed approval and registration.

Supporting documentation is required for the following sections. Please use the text boxes below to indicate the page number where the information can be found in the supporting documentation.

In the event that the data requirements do not apply, a rationale to exclude the requirement must be provided in the submission package and the page number where this information can be found must be entered in the text box.

For applications with changes including renewals, indicate in the text box whether or not the data has changed since last assessment for each section along with a supporting letter.

\* Studies concerning the efficacy / intended purpose of the feed for the target animals (Required) ?

no change

\* Supporting document (Required)

Data is required to support the section above. Please select one of the following methods to submit the supporting document.

Cloud or File Hosting Service

Please send file retrieval information to [cfia.paso-bpdpm.acia@inspection.gc.ca](mailto:cfia.paso-bpdpm.acia@inspection.gc.ca) referencing CAS-2022-05244 and the purpose of the file upload.

Acknowledge the appropriate statement of responsibility

PASO Permission Application - 90% Complete

Statement of Responsibility

I certify that:

☒

The information and material included in this application is accurate and complete. (Required)

☒

No information is false or misleading and no omissions have been made that may affect its accuracy and completeness. (Required)

In the case of a registration renewal with no changes, select the appropriate feed type and the applicable statement of responsibility below:

Mixed Feed

☒

I confirm that there are no changes to the label since the last approval. (Required)

Next step

Statement of Responsibility

I certify that:

☒

The information and material included in this application is accurate and complete. (Required)

☒

No information is false or misleading and no omissions have been made that may affect its accuracy and completeness. (Required)

In the case of a registration renewal with no changes, select the appropriate feed type and the applicable statement of responsibility below:

☒

Single Ingredient Feed listed in Part I

☒

I confirm that there are no changes to the label since the last approval and the ingredient meets the definition listed in Schedule IV or V. (Required)

☐

Single Ingredient Feed listed in Part II

☐

I confirm that there are no changes to the label, the manufacturing process, manufacturer(s) and raw materials since the last approval and the ingredient meets the definition listed in Schedule IV or V.

Next step

For single ingredient feed, select Part I or Part II

- Review and submit
- ✓

you can print a copy of your request before selecting submit
- ✓

once you click submit, your application is sent to CFIA

Warning: You will not be able to print the Application Summary once you click the "Submit" button.

Print

Submit

Back



# How to submit an application for renewal with changes or requiring data via My CFIA

## How to start

- ✓ Enroll as a user and validate your party with [My CFIA](#)
- ✓ **Choose Party**, then click **Select**
- ✓ One new service request must be submitted for each product.

[New Service Request](#)

Search Service Requests

Click

\* **Application Type (Required)**

Pre-Market Application Submission Office (PASO) Application

Select

Next step

### Select Program, Permission Type and Application Type

Select PROGRAM, PERMISSION TYPE, and APPLICATION TYPE below. Then click NEXT STEP to proceed.

\* **PROGRAM (Required)**

Select a Program

Livestock Feeds

Select

\* **PERMISSION TYPE (Required)**

Select a Permission Type currently available for the selected Program.

Registration or Approval

Select

\* **APPLICATION TYPE (Required)**

Select an Application Type, to indicate if you would like to apply for a NEW PASO Permission

Renewal with changes

Select Renewal with changes

**APPLICATION SUB-TYPE**

Select an Application Sub-Type

Select Application Sub Type

Anytime during the application process, you can use the option:

Next step

Save and return later

Cancel

Renew or Amend a Permission that was not issued through My CFIA

PLEASE READ THE FOLLOWING BEFORE PROCEEDING

If you have previously been issued a Permission through My CFIA, you must follow the following instructions in order to ensure that your service request can be processed properly.

1) RETURN to your DASHBOARD.

2) LOCATE your issued Permission in the PASO Submission Outcomes tab.

3) CLICK the RENEW, RENEW WITH CHANGES, or AMEND button on your issued Permission screen, and proceed from there.

Reference Number

If you are applying to RENEW or AMEND a Permission that was previously issued to you by mail, email, or FAX; then enter the unique reference number associated to that Permission below.

Enter the located reference number below and click, **Next Step**

\* Registration Number (Required)

Next step

Enter the registration number here

Application Create

Important: It is the responsibility of the applicant to ensure that they meet all requirements of application submission, for the associated Program. To review these requirements, click this link. [PASO Online Guidance](#)

\* Application Name (Required)

Renewal with changes reg. # XXXXXX

add "Renewal with changes Reg. # XXXXXX"

Next step

✓ Accept the Privacy Notice Statement

✓ Select the Authorized representative

Manufacturer information

✓ add the name and address of all manufacturing sites of the product

Type of feed

✓ Select the feed type:   Mixed feed or  
Single ingredient feed for registration number with second digit # 9, for example 99XXXX or 49XXXX, etc...

✓ Add to Short description:       Renewal with change for Reg. # XXXXXX or  
Renewal with changes for private label for Reg. # XXXXXX)

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Feed Type and Type of Evaluation

\* Feed Type (Required)

Choose Mixed feed or Single ingredient feed

i

\* Short description of the feed (Required) ?

Renewal with changes for reg. # XXXXXX or

Renewal with changes for private label reg. # XXXXXX

\* Are you applying for a registration of a private label for a single ingredient or mixed feed? (Required) ?

Yes

No

Choose Yes or No. If your product is a private label, provide the required information.

Private label information

Refer to chapter 1, section 1.4.5 for guidance on private label application requirements.

[Private label application requirements](#)

\* Registration number of the parent feed (Required)

\* Letter from the company holding the original registration (Required)

Upload document

Next step

Questions for mixed feed or single ingredient feed

✓ Answer the following questions based on the type of feed.

PASO Permission Application - 55% Complete

55%

Feed Type and Type of Evaluation – Mixed Feed

Questions for mixed feed, select the appropriate answers.

1

Answer the follow questions to determine the type of feed and evaluation. For guidance, refer to the [Introduction - Regulation of Livestock Feed in Canada](#) and the [Feeds Regulations, 1983](#).

\* Does the mixed feed provide a significant source of nutrients in the daily ration such as protein, energy, fiber, minerals and vitamins? (Required)

Yes

No

\* Is there a new claim, logo and/or new guaranteed analysis of an active substance tested biologically that appears on the label which will require an evaluation by the CFIA? (Required) ?

Yes

No

\* Is the label as prescribed in Table 3 and 4 of Schedule I of the Feeds Regulations? (Required) ?

Yes

No

Next step

Back

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Feed Type and Type of Evaluation – Single Ingredient Feed

Questions for Single ingredient feed, select the appropriate answers.

Answer the following questions to determine the type of feed and evaluation. For guidance, refer to the [Introduction- Regulation of Livestock Feed in Canada \(Feeds Regulations, 1983\)](#).

\* Is the single ingredient feed listed in Part I or Part II of Schedule IV or V? (Required)

☐ Yes  
☐ No

\* Is the single ingredient feed different in terms of: (Required)

- its purpose
- its composition, including any inherent hazard of the feed, structure, nutritional quality or physiological effects
- the process by which it is manufactured
- the species or class of livestock intended to be fed and the usage rate, and its purpose as set out in Schedules IV and V
- Is there a new claim, logo or new guaranteed analysis that requires an evaluation by the CFIA?

☐ Yes  
☐ No

\* Is the single ingredient feed listed in Part I or Part II? (Required)

☐ Part I  
☐ Part II

\* Is the single ingredient feed label as described in the ingredient definition listed in Schedule IV or V? (Required) ?

☐ Yes  
☐ No

Next step

Label information

- ✓ add the brand name, purpose, form, species, the feed name and upload a label.

Label Information

\* Feed Name (Required) ?

Add the feed name

\* Is there a new claim or an amendment to previously approved claims that needs be assessed by the CFIA? (Required) ?

☐ Yes ☐ No

\* Draft of the market label (Required) ?

Upload document

Click here to know more

Attestation of translation for international/multilingual label(s) (if applicable) ?

Upload document

Next step

Label guarantees

- ✓ add all the guarantees appearing on the label.

Add Guarantee

\* Guarantee Name (Required)

Crude protein

\* Guarantee Type (Required)

Actual

\* Value (Required)

15

\* Unit of Expression (Required)

%

Submit

Cancel

List of ingredients

- ✓ identify all the ingredients in your product.

+Add Ingredient

on the Add Ingredient button.

Showing 1 to 1 of 1 entries | Show 10

↑↓

Name

↑↓

Percentage

4.1.6	Corn grain / grain de maïs
-------	----------------------------

1

Supporting document for concentration calculations of each ingredient of the formula

Data is required to support the section above. Please select one of the following methods

Choose an option

Next step

Data sections

- ✓ Complete the following sections by indicating whether or not the data has changed since last assessment. Supporting letter and a manufacturing process flow chart must be uploaded.

Identification, Characterization and Conditions of Use, and Methods of Analysis of the Feed

Studies Concerning the Safety of the Feed

Studies Concerning the Efficacy / Intended Purpose of the Feed for the Target Animals

- ✓ For more information, consult the Chapter [3.1 Guidance on data requirements to complete Sections 9, 10, 11 and 12 of the feed approval or registration application](#)

Acknowledge the statement of responsibility.

PASO Permission Application - 90% Complete

Statement of Responsibility

I certify that:

\*☒ The information and material included in this application is accurate and complete. (Required)

\*☒ No information is false or misleading and no omissions have been made that may affect its accuracy and completeness. (Required)

Next step

## Review and submit

- ✓ add details of the changes to the registration in the box below
- ✓ you can print a copy of your request before selecting submit
- ✓ once you click submit, your application is sent to CFIA

\* Request Changes (Required)

In the text box below, enter the details of your requested changes.

i

Warning: You will not be able to print the Application Summary once you click the "Submit" button.

Print

Submit