

# Training Manual

## The use of various functions of System for Small Volume Exemption

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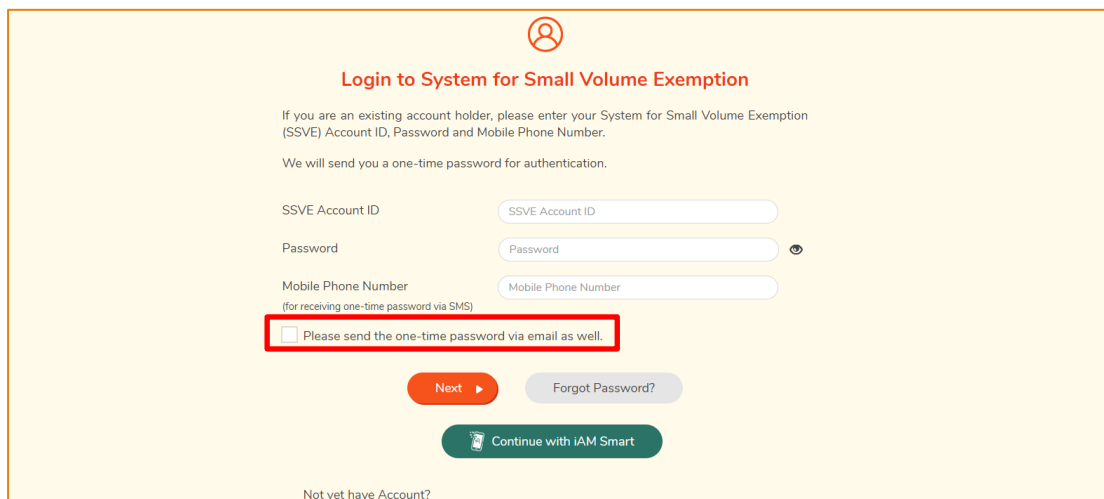
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HOW TO LOGIN TO SYSTEM FOR SMALL VOLUME EXEMPTION (SSVE) IN FTP

1. Go to the Food Trader Portal (FTP) home page (<https://www.ftp.cfs.gov.hk>) and click **Login to System for Small Volume Exemption (SSVE) Account**.



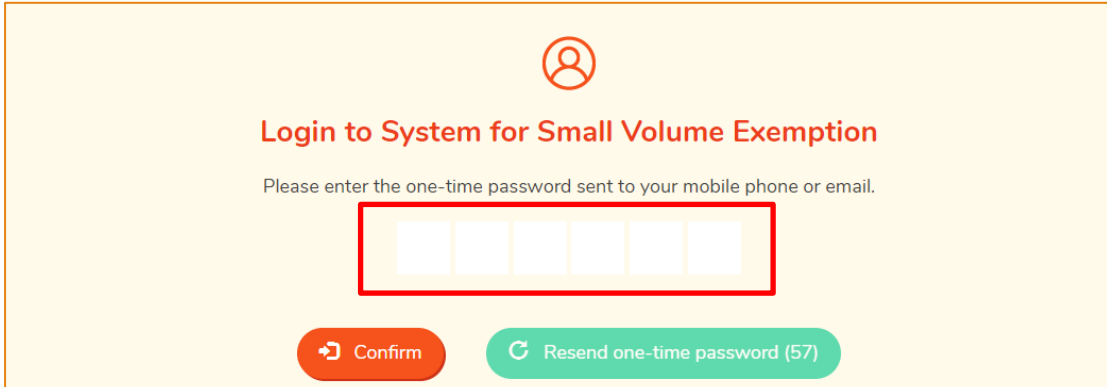
2. Input your SSVE Account ID, password and registered mobile phone number, then click **Next**. A one-time password will be sent to your mobile phone via SMS. You can also click the highlighted option to have the one-time password sent to your registered email address as well.



To login SSVE with iAM Smart, you may refer to section **HOW TO LOGIN TO SYSTEM FOR SMALL VOLUME EXEMPTION (SSVE) WITH iAM SMART** for details.

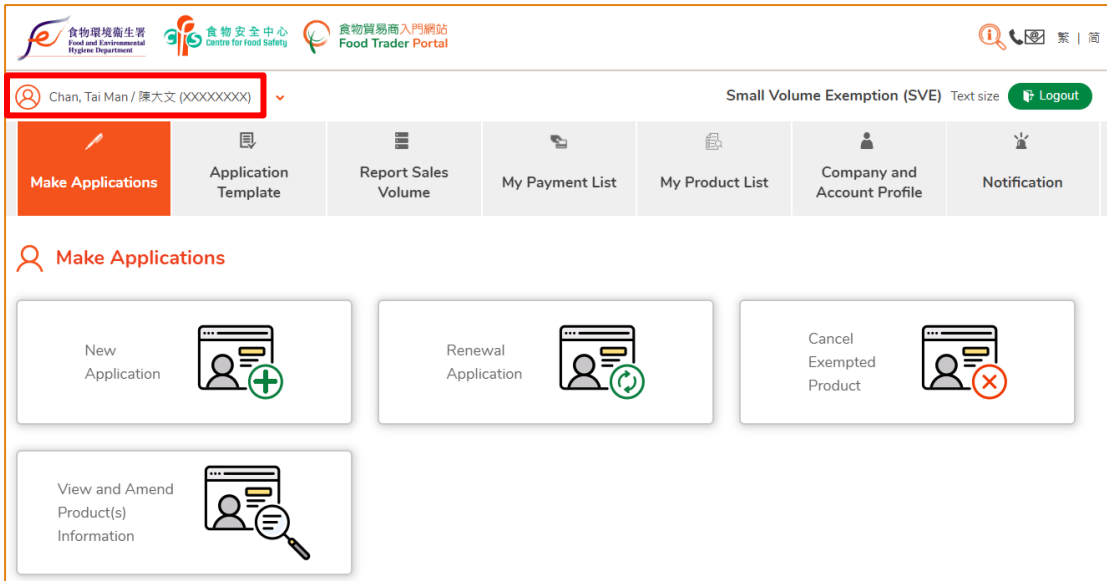
(Note: Account with the business status of “Company” is used for illustration throughout this manual.)

3. Input the one-time password sent to your mobile phone or email address, then click **Confirm**.



The screenshot shows a login page with a yellow background. At the top center is a user icon. Below it, the title "Login to System for Small Volume Exemption" is displayed in red. Underneath, the instruction "Please enter the one-time password sent to your mobile phone or email." is shown. A red-bordered input field contains five empty boxes for the password. At the bottom, there are two buttons: a red "Confirm" button and a green "Resend one-time password (57)" button.

4. You have logged in to SSVE successfully! Your name and SSVE Account ID are shown on the top left corner.



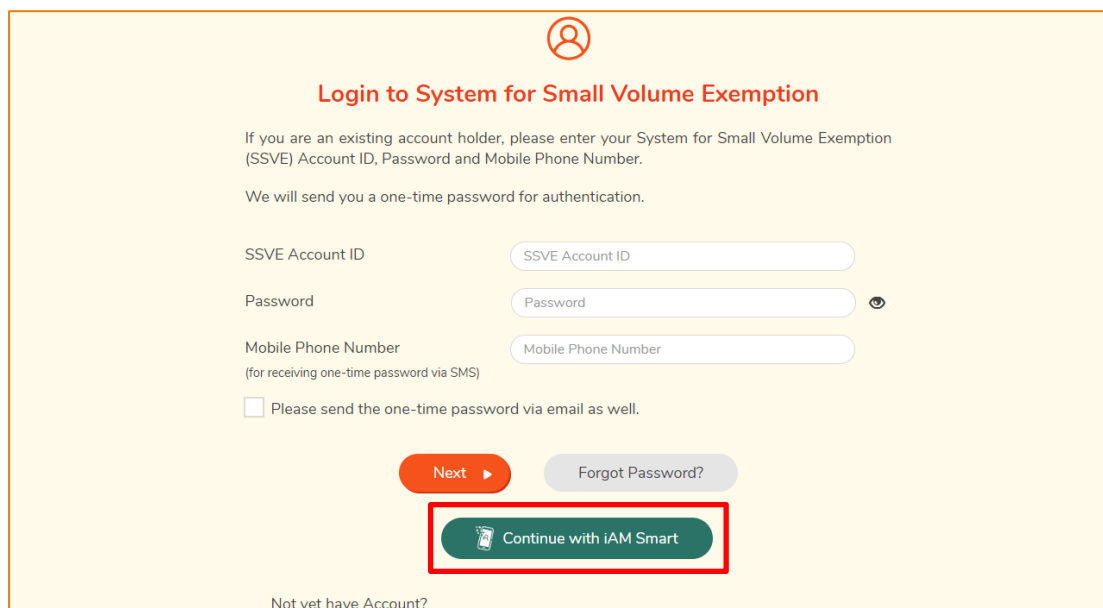
The screenshot displays the user dashboard after successful login. The top navigation bar includes logos for the Food and Environmental Hygiene Department, Centre for Food Safety, and Food Trader Portal. On the right, there are utility icons and a "Logout" button. The user's name "Chan, Tai Man / 陳大文 (XXXXXXXX)" and account ID "Small Volume Exemption (SVE) Text size" are shown in the top left. A menu of options is visible, with "Make Applications" highlighted in orange. Below the menu, the "Make Applications" section contains four cards: "New Application" (with a plus icon), "Renewal Application" (with a refresh icon), "Cancel Exempted Product" (with a minus icon), and "View and Amend Product(s) Information" (with a magnifying glass icon).

## HOW TO LOGIN TO SYSTEM FOR SMALL VOLUME EXEMPTION (SSVE) WITH IAM SMART

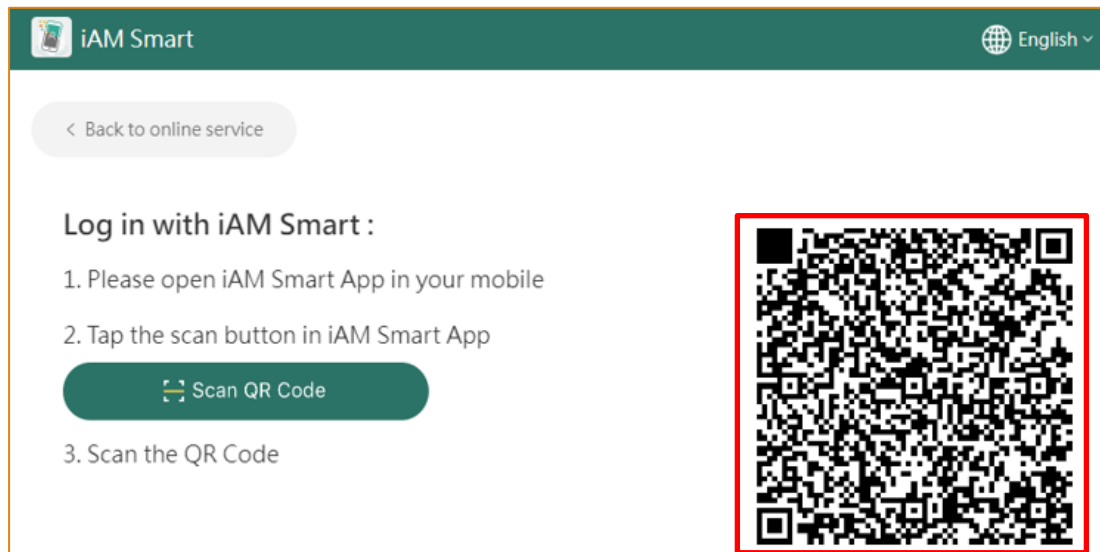
1. Go to the Food Trader Portal (FTP) home page (<https://www.ftp.cfs.gov.hk>) and click **Login to System for Small Volume Exemption (SSVE) Account**.



2. To login SSVE with iAM Smart, click **Continue with iAM Smart**.

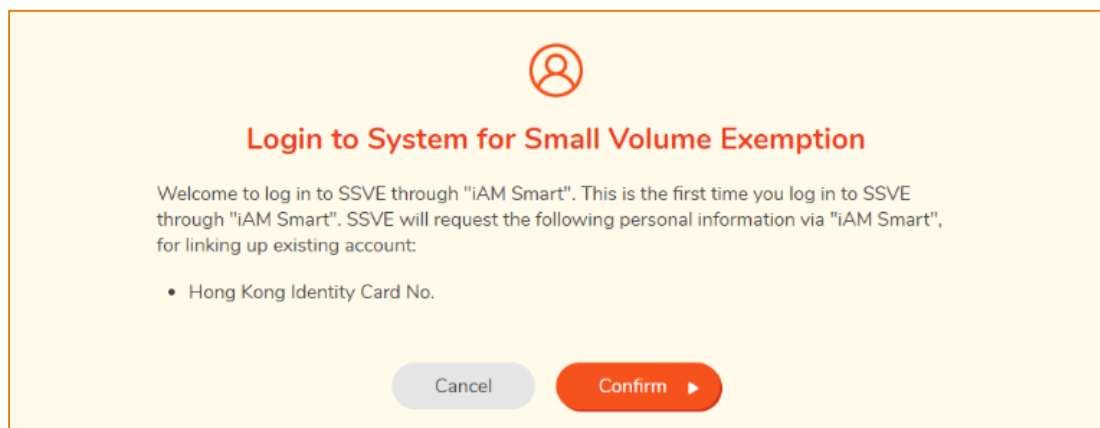


3. A page with iAM Smart QR Code will be displayed. Open the iAM Smart App in your mobile and then tap **Scan QR Code** button. Next, scan the QR Code on the web browser.

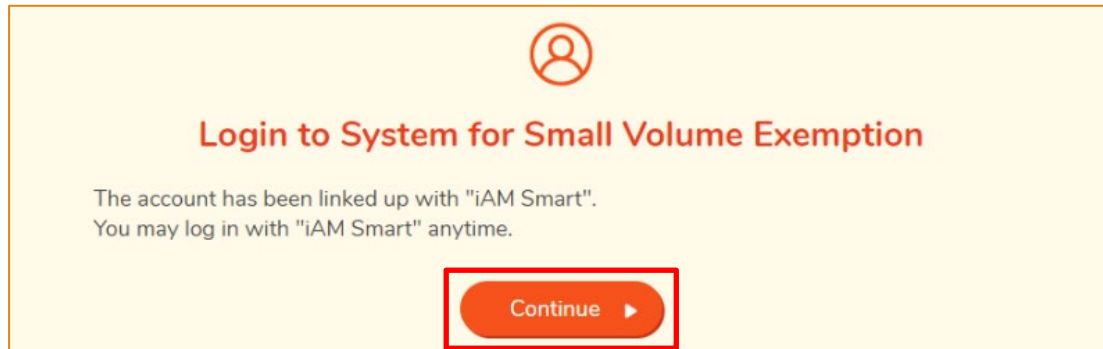


4. ***This step is only applicable to the first time log in to SSVE through iAM Smart. If you have previously logged in with iAM Smart, please proceed to Point 6.***

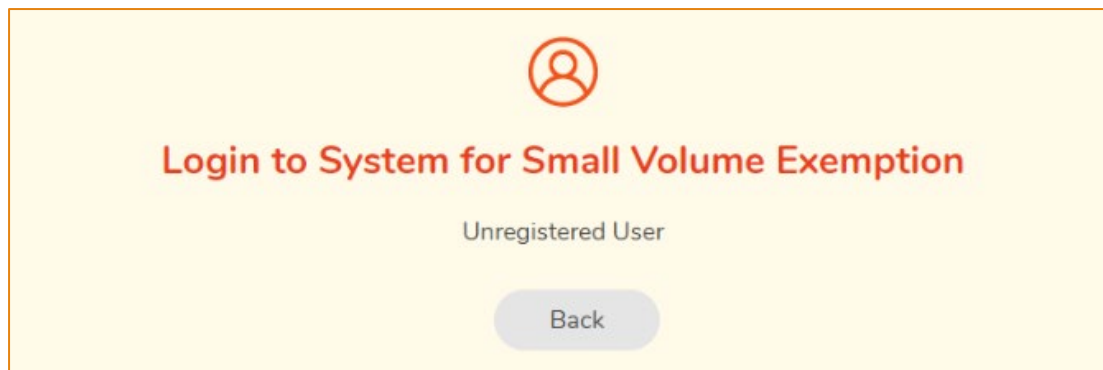
Read the message and click **Confirm** to continue. Otherwise, click **Cancel** to return to login page.



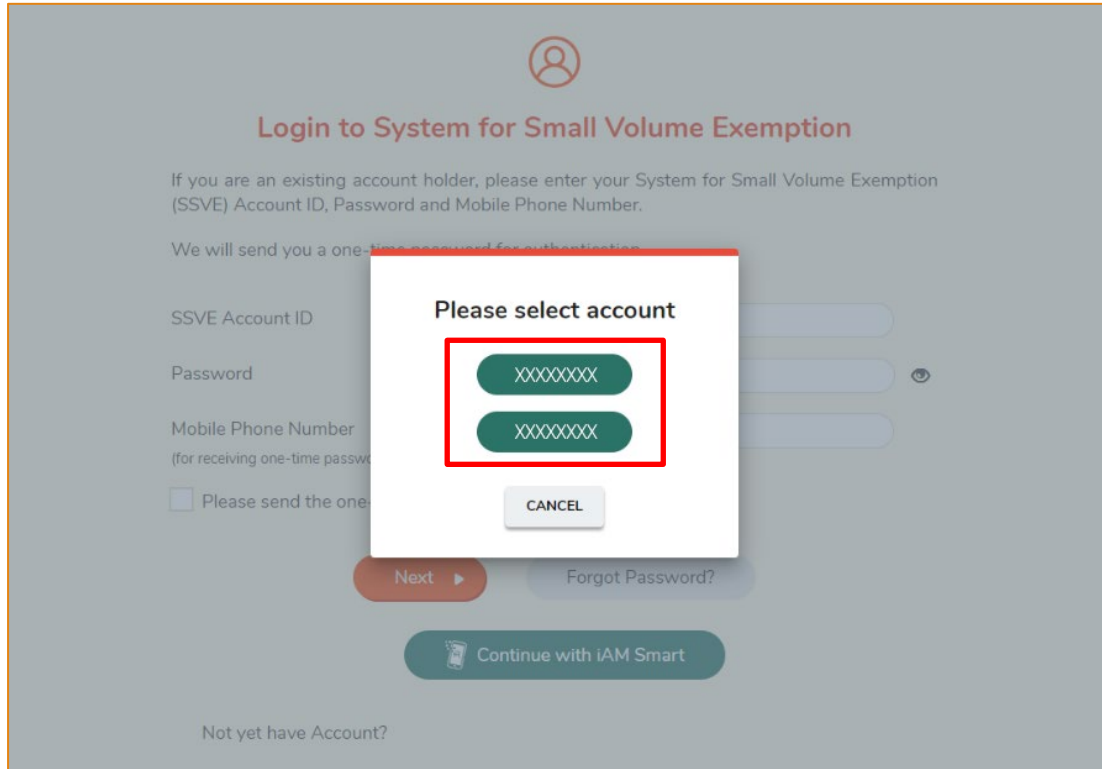
5. Your SSVE account has been linked up with “iAM Smart”, click **Continue**.



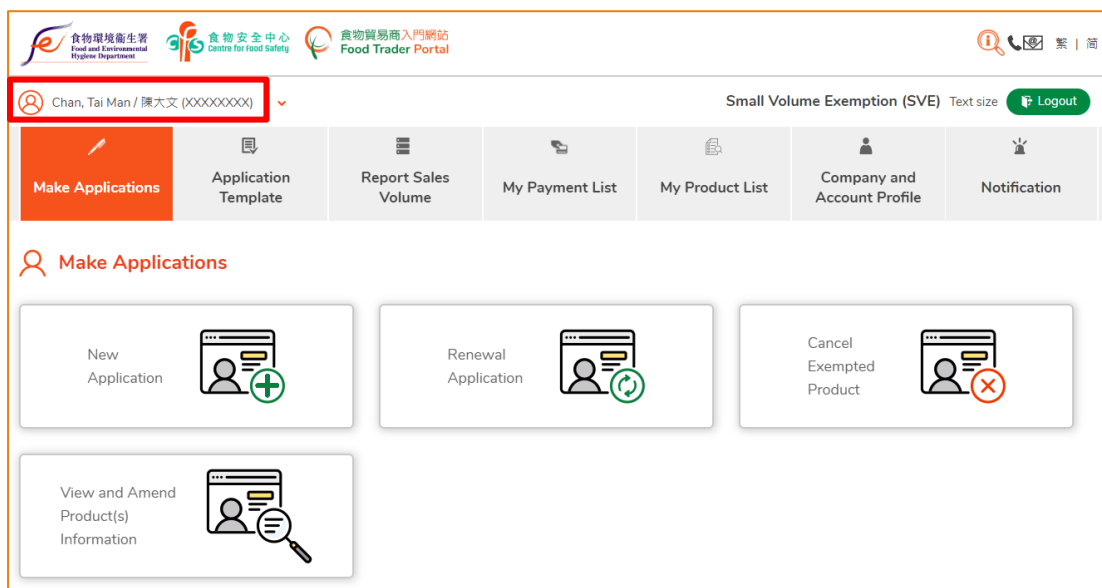
If you do not see the above welcome message and instead are shown with an Unregistered User message, it indicates your Hong Kong Identity Card No. recorded in “iAM Smart” has not yet registered for a SSVE account. To open a SSVE account, please refer to the relevant training manual on [Account Opening and Activation](#) for details.



- If your Hong Kong Identity Card No. has registered multiple SSVE accounts, select the **Account ID** of the account that you wish to login this time. Otherwise, go to Point 7. To return to login page, click **CANCEL**.



- You have logged in to SSVE successfully! Your name and SSVE Account ID are shown on the top left corner.

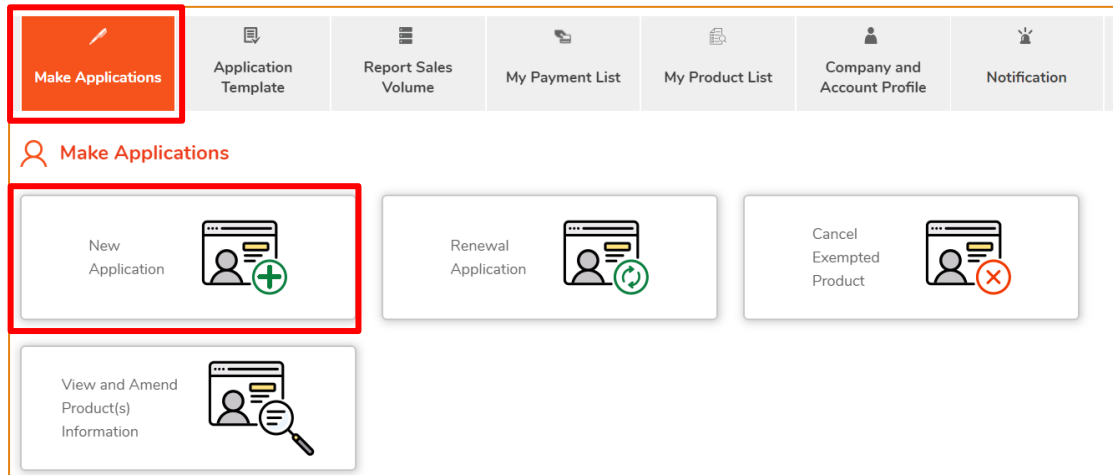




HOW TO APPLY FOR SMALL VOLUME EXEMPTION FROM NUTRITION LABELLING

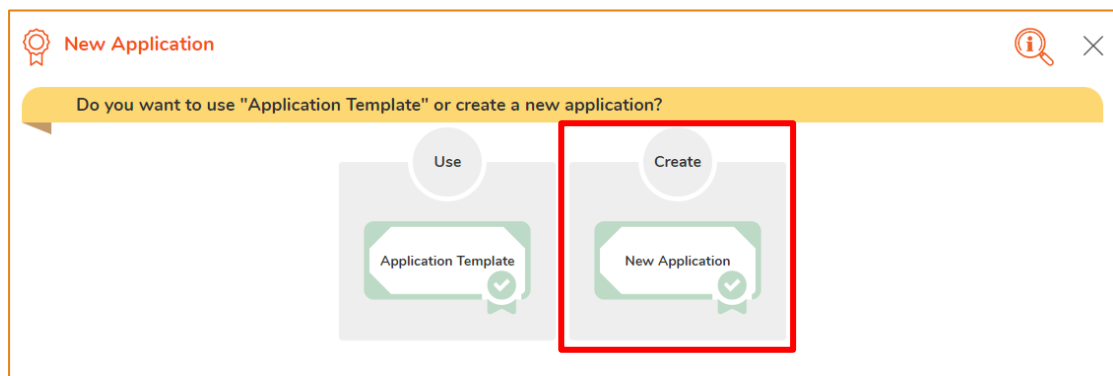
**[STEP 1] CREATE A NEW APPLICATION FOR SMALL VOLUME EXEMPTION FROM NUTRITION LABELLING**

1. First, choose **Make Applications** on the main page and click **New Application**.



2. Choose **Create New Application**.

(For the option of using application template, please refer to the section **HOW TO APPLY FOR SMALL VOLUME EXEMPTION FROM NUTRITION LABELLING BY USING APPLICATION TEMPLATE** in this training manual.)



3. Scroll down to read all the important notes. Tick the box **I have read the above important notes** and click **Next**.

**Important Notes for Application for Granting of Exemption**

**Important Notes for Application for Granting of Exemption from Nutrition Labelling under the Small Volume Exemption Scheme**




These Notes are provided for information only. They do not have the force of law and should not be interpreted in any manner which would override the provisions in Part 2 of Schedule 6 to the Food and Drugs (Composition and Labelling) Regulations (Cap. 132W) ("the Regulations"). Please refer to the provisions of the Regulations for details. In case of any inconsistency, the statutory provisions will prevail.

- You are advised to read the provisions in Part 2 of Schedule 6 to the Regulations and the information in the "Guide to Application for Small Volume Exemption from Nutrition Labelling" before completing this application.
- You can submit application at most 6 months in advance of the proposed effective date of exemption. The granting of exemption is subject to payment of the prescribed fee before the effective date of the exemption and the condition that the annual sales volume of food of the same version in Hong Kong has not exceeded 30,000 units before the said date.
- You will be notified of the result of the application within 14 working days after receipt of your application. For successful application, you will be requested to pay the prescribed fee before the effective date of the exemption. Once payment is received, a formal approval letter with the exemption number and validity period of exemption will be issued within 7 working days.
- If exemption in respect of any prepackaged food of the same version has been granted by the Director of Food and Environmental Hygiene ("DFEH"), you will be notified of the approximate annual sales volume of food of the same version in Hong Kong up to the date of receipt of your application, counting from the effective date of the first exemption granted to the product. The exemption, if granted to you, would only be valid up to the expiry date of the first exemption granted in respect of the product or until the annual sales volume has exceeded 30,000 units, whichever is earlier. Your attention is drawn to Sections 1(1) and 1(5) of Part 2 of Schedule 6 to the Regulations. The Food and Environmental Hygiene Department is not responsible for any loss or damages as a result of the revocation or invalidity of the exemption in the aforesaid circumstances.
- The fee for granting of the exemption for each product is prescribed in Section 1(3) in Part 2 of Schedule 6 to the Regulations. The fee is non-refundable, regardless of whether the exemption is voluntarily cancelled by the grantee during its validity period, or is revoked by the DFEH due to any reasons including the sales volume exceeding the exemption limit at any time after granting of the exemption.
- The exemption is granted subject to your observance of the conditions imposed by the DFEH. Any breach of the conditions may lead to revocation of the exemption.
- This application may be refused if you failed to observe any condition imposed upon granting of exemption for the same product within the past two years, or if the annual sales volume of food of the same version in Hong Kong exceeded 30,000 units in any one of the past two years.
- You may include multiple products in one application. Nonetheless, please note that the products under each application should be either all imported products OR all locally produced products. If you wish to apply small volume exemption for both imported products and locally produced products, please put them under separate applications.
- If you are a food importer, please be reminded that according to the Food Safety Ordinance (Cap. 612), a person must not carry on a food importation or distribution business unless the person is registered as food importer/ food distributor in respect of that business. A person who, without reasonable excuse, contravenes such a requirement imposed under the Ordinance commits an offence and is liable to a fine up to level 5 and to imprisonment up to 6 months. For details on the registration requirement, please visit the designated website (<http://www.foodsafetyord.gov.hk>) or you may call the hotline of Food Importer/Distributor Registration and Import Licensing Office at 2156 3017/ 2156 3034.

I have read the above important notes.

Cancel
Next

4. Click **Notes for Attention** to read the related notes.

 **New Application** Save as Draft  

*Fields marked with [\*] are mandatory*

1. Please select your / your company's status with regard to the product(s) under this application. \* Notes for Attention

- If you are an Importer under this application, please refer to Point 6-10 in this section. For Manufacturer, please refer to Point 11-15.
- Select **Importer** as your / your Company's Status regarding the product(s) under this application.

1. Please select your / your company's status with regard to the product(s) under this application. \* Notes for Attention

**Importer**  
(for imported product)

**Manufacturer**  
(for locally produced product)

- Select the Proposed Effective Date of Exemption.  
(Note: You can submit application **at most 6 months in advance** of the proposed effective date of exemption.)

You will be notified of the result of the application within 14 working days after receipt of your application. For successful application, you will be requested to pay the prescribed fee before the effective date of the exemption. Once payment is received, a formal approval letter with the exemption number and validity period of exemption will be issued within 7 working days.)

2. Please select the proposed effective date of exemption with regard to the product(s) under this application. \*

- Click **Add Product** to provide the particulars of the product(s).

3. Please provide the particulars of the product(s).

Product No.	Your Product Reference No.	Food Name	Brand Name	Manufacturer Name
No record found				

Add Product

9. Input the particulars of the product and click **Next**. (Note: You may choose to input a Product Reference No. at the top right corner for internal identification.)

**3a. Please provide the following particulars.**

	Your Product Reference No.	<input style="width: 95%;" type="text"/>
<b>Food Name *</b>		
(In English)		<input style="width: 95%;" type="text"/>
	(In Chinese)	<input style="width: 95%;" type="text"/>
<b>Brand Name *</b>		
(In English)		<input style="width: 95%;" type="text"/>
	(In Chinese)	<input style="width: 95%;" type="text"/>
<b>Net Weight/ Net Volume/ Numerical Count *</b>		<input style="width: 20%;" type="text"/> <input style="width: 20%; border: 1px solid #ccc;" type="button" value="Please s..."/> ▾
<b>Packing Method *</b>		<input style="width: 80%;" type="text" value="Please select..."/> ▾
	Please Tick if the Product Package contains language other than Chinese & English with no translation in Chinese or English.	<input type="checkbox"/>

10. Input the particulars of the Manufacturer and click **Next**. Please proceed to Point 16 in this section to input the particulars of Packer.

**3b. Please provide the following particulars.**

<b>Name of Manufacturer *</b>	<input style="width: 95%;" type="text"/>
<b>Address of Manufacturer *</b>	<input style="width: 95%;" type="text"/>
<b>Country / Place of Origin *</b> <i>(for imported product)</i>	<input style="width: 95%;" type="text" value="Please select ..."/> ▾
<b>Province</b> <i>(for imported product)</i>	<input style="width: 95%;" type="text" value="Please select ..."/> ▾
<b>Region</b> <i>(for imported product)</i>	<input style="width: 95%;" type="text" value="Please select ..."/> ▾

11. If you are a manufacturer under this application, select **Manufacturer** as your / your Company's status regarding to the product(s) under this application.

1. Please select your / your company's status with regard to the product(s) under this application. \* Notes for Attention

**Importer**  
(for imported product)

**Manufacturer**  
(for locally produced product)

12. Select the Proposed Effective Date of Exemption.

(Note: You can submit application **at most 6 months in advance** of the proposed effective date of exemption.)

You will be notified of the result of the application within 14 working days after receipt of your application. For successful application, you will be requested to pay the prescribed fee before the effective date of the exemption. Once payment is received, a formal approval letter with the exemption number and validity period of exemption will be issued within 7 working days.)

2. Please select the proposed effective date of exemption with regard to the product(s) under this application. \*

Please select ...

13. Click **Add Product** to provide the particulars of the product(s).

3. Please provide the particulars of the product(s).

Product No.	Your Product Reference No.	Food Name	Brand Name	Manufacturer Name
No record found				

**Add Product**

14. Input the particulars of the product and click **Next**. (Note: You may choose to input a Product Reference No. at the top right corner for internal identification.)

3a. Please provide the following particulars.

	Your Product Reference No.	<input type="text"/>
Food Name *	(In English)	<input type="text"/>
	(In Chinese)	<input type="text"/>
Brand Name *	(In English)	<input type="text"/>
	(In Chinese)	<input type="text"/>
Net Weight/ Net Volume/ Numerical Count *	<input type="text"/>	Please s... ▾
Packing Method *	<input type="text"/>	Please select... ▾

Please Tick if the Product Package contains language other than Chinese & English with no translation in Chinese or English.

15. Input the particulars of the Manufacturer and click **Next**.

3b. Please provide the following particulars.

Name of Manufacturer \*

Address of Manufacturer \*

16. Input the particulars of the Packer. If the particulars are the same as the Manufacturer's, click **Same as the manufacturer**, then click **Next**.

3c. Please provide the following particulars.

Same as the manufacturer

Name of Packer

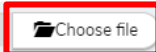
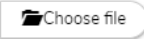
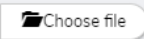
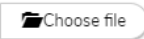
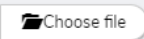
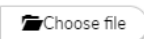
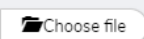
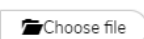
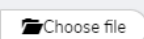
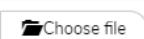
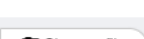
Address of Packer


Bar Code of the Product  
(leave blank only if not available)

17. Click **Choose file** to upload photos of the product, then click **Next**.

You may click **Add More Photos** to add at most six other photos. Enter a description for the **Others** photo in the space provided under the **Document Remark** column.

3d. Please provide the following particulars.

Item No.	Item Name	File Name	Document Remark
1	Product's General Outlook *	<input type="text"/> 	
2	Product's Front View *	<input type="text"/> 	
3	Product's Back View *	<input type="text"/> 	
4	Product's Top View	<input type="text"/> 	
5	Product's Bottom View	<input type="text"/> 	
6	Product's Side View 1	<input type="text"/> 	
7	Product's Side View 2	<input type="text"/> 	
8	Product's Labelling *	<input type="text"/> 	
9	Product's Bar Code	<input type="text"/> 	Leave blank only if not available
10	Language Translation	<input type="text"/> 	If the Product Package contains language other than Chinese & English, please provide translation in Chinese or English.
11	Others	<input type="text"/> 	<input type="text"/>



(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

18. The particulars of the product inputted will be shown. You can click **Amend** or **Delete** to change the product information. You may also click **Add Product** to add more products and repeat the steps in Point 14-17 of this section.

3. Please provide the particulars of the product(s).

Product No.	Your Product Reference No.	Food Name	Brand Name	Manufacturer Name	
1	001	FOOD A 食物 A	BRAND A 品牌 A	MANUFACTURER A	<input type="button" value="Amend"/> <input type="button" value="Delete"/>

19. If you want to temporarily save the information you have entered during the application process, you can click **Save as Draft** at the right hand corner and follow Point 25 in this section. Alternatively, you can also click **Close** and follow the steps below. If you want to submit the application directly without saving, you can proceed to Point 25 in this section.

4. Please provide the list of distribution of the product(s) according to each product no.

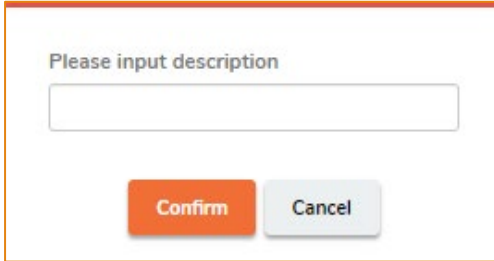
Product No.	Your Product Reference No.	Food Name	Details of Distributor / Retailer
1	001	FOOD A 食物 A	<input type="button" value="Input"/> <input type="button" value="Import Excel"/>

20. Click **Yes** to temporarily store the application.

The application process has not been completed. Do you want to temporarily store the application?



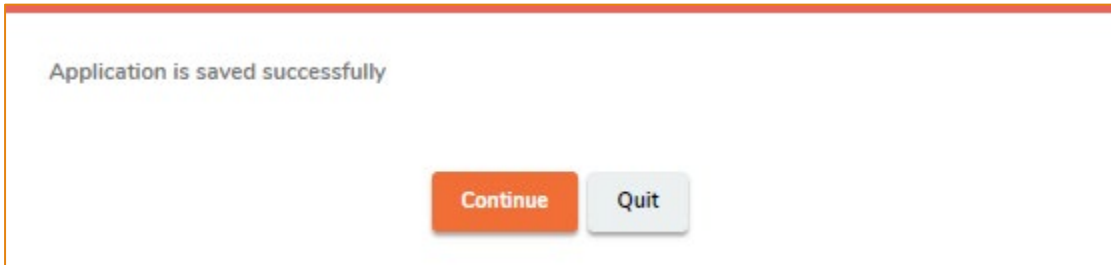
21. Simply enter a name as description, then click **Confirm**.



Please input description

**Confirm** Cancel

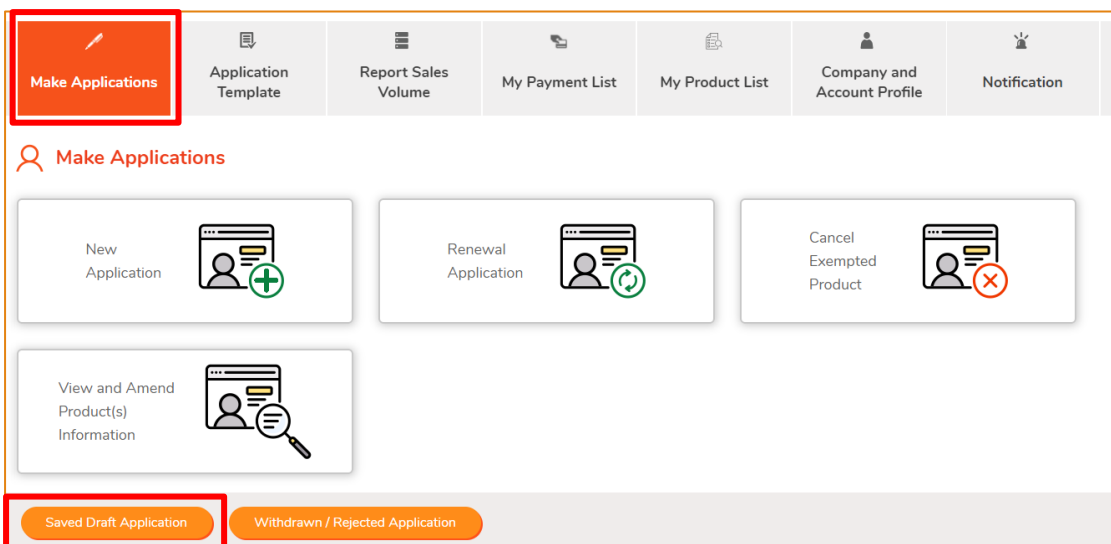
22. You may click **Continue** to proceed with the application or click **Quit** to return to the main page.



Application is saved successfully

**Continue** Quit

23. If you choose to **Quit**, you may retrieve the saved application later by clicking **Make Applications** and then **Saved Draft Application** on the main page.



**Make Applications** Application Template Report Sales Volume My Payment List My Product List Company and Account Profile Notification

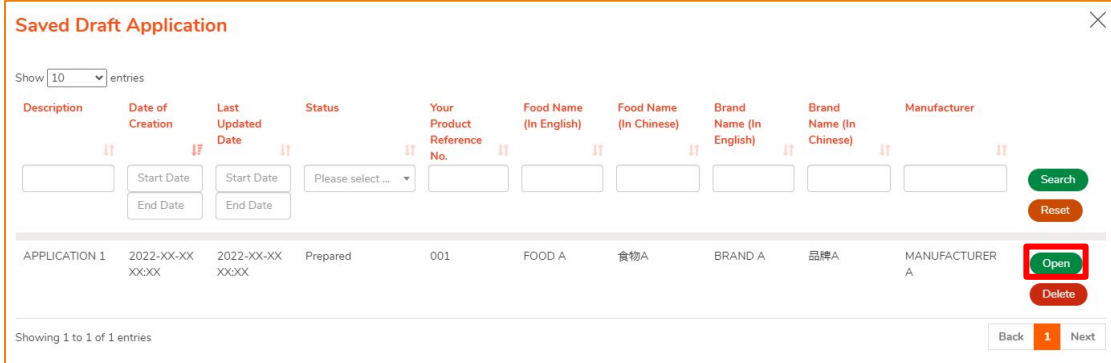
**Make Applications**

New Application Renewal Application Cancel Exempted Product

View and Amend Product(s) Information

**Saved Draft Application** Withdrawn / Rejected Application

24. Click **Open** to retrieve the application and continue.



**Saved Draft Application**

Show 10 entries

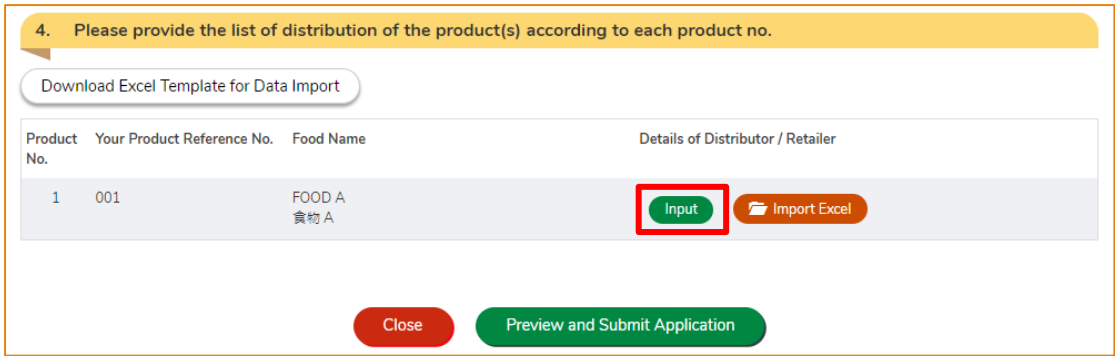
Description	Date of Creation	Last Updated Date	Status	Your Product Reference No.	Food Name (In English)	Food Name (In Chinese)	Brand Name (In English)	Brand Name (In Chinese)	Manufacturer
APPLICATION 1	2022-XX-XX XXXX	2022-XX-XX XXXX	Prepared	001	FOOD A	食物A	BRAND A	品牌A	MANUFACTURER A

Showing 1 to 1 of 1 entries

Buttons: Search, Reset, Open (highlighted), Delete, Back, Next

25. After inputting the particulars of all products, click **Input** to provide the List of Distribution of the Product(s).

- To input the List of Distribution of the Product(s) in a fast and convenient way, you may make use of an Excel template. For details, please refer to the section **HOW TO USE IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE) FOR FAST INPUT OF THE LIST OF DISTRIBUTION OF THE PRODUCT(S)** in this training manual.



**4. Please provide the list of distribution of the product(s) according to each product no.**

Download Excel Template for Data Import

Product No.	Your Product Reference No.	Food Name	Details of Distributor / Retailer
1	001	FOOD A 食物 A	<input type="button" value="Input"/> <input type="button" value="Import Excel"/>

Buttons: Close, Preview and Submit Application

26. Provide the List of Distribution of the Product(s) and particulars. You may click **Add** to add more distributors / retailers, then click **Next**.

4a. Please provide the following particulars.

Item No.	Distributor / Retailer	Name	Address
1 *	<input type="checkbox"/> Distributor <input type="checkbox"/> Retailer	<input type="text"/>	<input type="text"/>

**Add** **Cancel** **Next**

27. If the other product(s) share the same list of distribution, you can tick the box **Same as Product 1**. After providing the List of Distribution of the Product(s), click **Preview and Submit Application**.

4. Please provide the list of distribution of the product(s) according to each product no.

Download Excel Template for Data Import

Product No.	Your Product Reference No.	Food Name	Details of Distributor / Retailer
1	001	FOOD A 食物 A	<b>View and Amend</b> <b>Clear</b>
2	002	FOOD B 食物 B	<b>Input</b> <b>Import Excel</b> <input checked="" type="checkbox"/> <b>Same as Product 1</b>

**Close** **Preview and Submit Application**

28. The information you have just provided will be shown in this Preview Page. Review the information before submitting the application. If amendment is required, click **Close** to return to the New Application Page and amend the information, or else click **Submit** to proceed with the declaration.

**Preview Application** ✕

**\*\* Information highlighted in beige will be provided for public enquiry. \*\***

- Please select your / your company's status with regard to the product(s) under this application. \***

Importer(for imported product)
- Please select the proposed effective date of exemption with regard to the product(s) under this application. \***

1 Jan 2023
- Please provide the particulars of the product(s).**

Product No.	Your Product Reference No.	Food Name	Brand Name	Manufacturer Name
1		FOOD A 食物 A	BRAND A 品牌 A	MANUFACTURER A
2		FOOD B 食物 B	BRAND B 品牌 B	MANUFACTURER B
- Please provide the list of distribution of the product(s) according to each product no.**

Product No.	Your Product Reference No.	Food Name	Distributor / Retailer	Name	Address
1		FOOD A 食物 A	Retailer	RETAILER A	XXXXXX
			Retailer	RETAILER B	XXXXXX
			Retailer	RETAILER C	XXXXXX
			Distributor	DISTRIBUTOR A	XXXXXX
			Distributor	DISTRIBUTOR B	XXXXXX
2		FOOD B 食物 B	Retailer	RETAILER A	XXXXXX
			Retailer	RETAILER B	XXXXXX
			Retailer	RETAILER C	XXXXXX
			Distributor	DISTRIBUTOR A	XXXXXX
			Distributor	DISTRIBUTOR B	XXXXXX

Submit
Print
Close

29. Read the Declaration and tick the checkboxes. Then click **Confirm and Submit** to complete the application.


**Declaration**

I, Chan, Tai Man / 陳大文 (Hong Kong Identity Card no. A12345X(X)), the Authorised Person of XXX Company, hereby declare that:

- I am duly authorised to make this declaration and application for granting of exemption from nutrition labelling on behalf of XXX Company;
- I fully understand the "Statement of Purpose";
- No nutrition claim is made on the label of, or in any advertisement for the product(s) in this application;
- I agree to the uploading of the information of the product(s) in this application to the website(s) maintained by the Centre for Food Safety for information of the public, if the product(s) is/are granted with exemption from providing nutrition labelling;
- I undertake to comply with all the conditions for exemption and also such conditions as the Centre for Food Safety may from time to time impose, if the product(s) is/are granted with exemption from providing nutrition labelling; and
- The information provided under this application is, to the best of my knowledge and belief, true and complete.

Confirm and Submit
Return

30. After submission, you will receive an acknowledgement with information including the Application No. and Application Date.
- Besides, you can choose to save the information of this application as a template for future use by clicking **Save as Template**. For details, please refer to the section **HOW TO CREATE APPLICATION TEMPLATE**. If you do not choose to create a template, simply click **Close** to return to the main page.

 **Application Submitted Successfully**

Application No.	SVE-N-XX-XXXXXX
Application Date	2022-XX-XX XX:XX:XX


For any enquiries, please contact:

Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@fehd.gov.hk


Save as Template
Print
✕ Close

**[STEP 2] PAY EXEMPTION FEE FOR THE APPROVED APPLICATION**

31. You will receive an email with Approval in Principle and Exemption Fee Payment Notification attached.
  
32. Open the attachment, click [here](#) to settle the exemption fee payment online.



食物環境衛生署  
Food and Environmental  
Hygiene Department



食物安全中心  
Centre for Food Safety

香港北角英皇道121號  
嘉信大廈地下及地庫  
小量豁免辦事處  
G/F and Basement, Carson Mansion,  
121 King's Road, North Point, H.K.  
Small Volume Exemption Office  
電話 Tel. No.: 3583 3653 傳真 Fax: 3105 0458  
電郵 E-mail: sve@fehd.gov.hk

Our Ref. : FEHD/CFS/XX-XXX/SVE-N-XX-XXXXXX

Date:2022-XX-XX

Dear Sir/Madam,

**Application for Granting of Exemption from  
Nutrition Labelling under the Small Volume Exemption Scheme  
(Approval in Principle and Exemption Fee Payment Notification)**

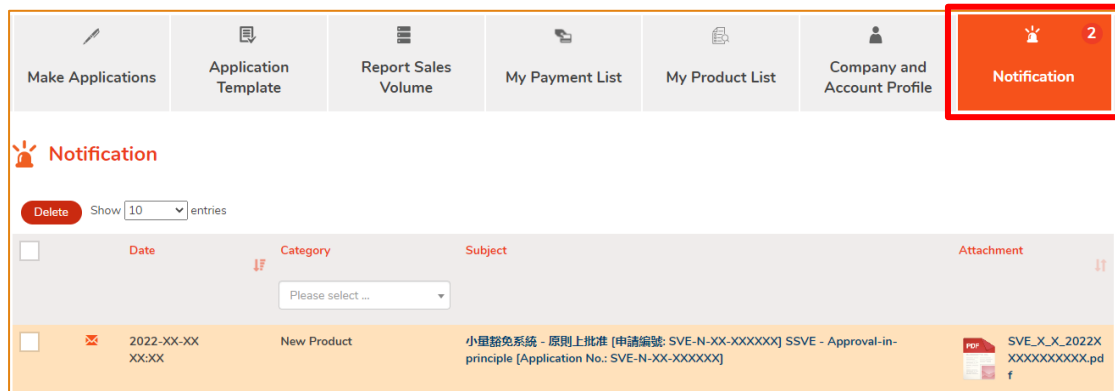
With reference to your application of 2022-XX-XX, I am pleased to inform you that **approval in principle** is hereby granted to the list of product(s) at **Appendix I** for exemption from nutrition labelling under the Small Volume Exemption Scheme in accordance with Section 1 in Part 2 of Schedule 6 to the Food and Drugs (Composition and Labelling) Regulations, Cap. 132W. The validity of the exemption period(s) of the product(s), if formally approved, is/are stated at **Appendix I**, unless the exemption is revoked during this period due to whatever reasons.

**Formal approval** with exemption number and validity period of exemption for the list of products at **Appendix I** will be issued to you within 7 working days subject to the payment of annual exemption fee of HK\$265 for each product. In this connection, you are required to settle the exemption fee, i.e. \$265 x 1 = \$265 before the effective date of exemption. Please click [here](#) to settle the payment online. For other payment methods, please refer to **Appendix III**.

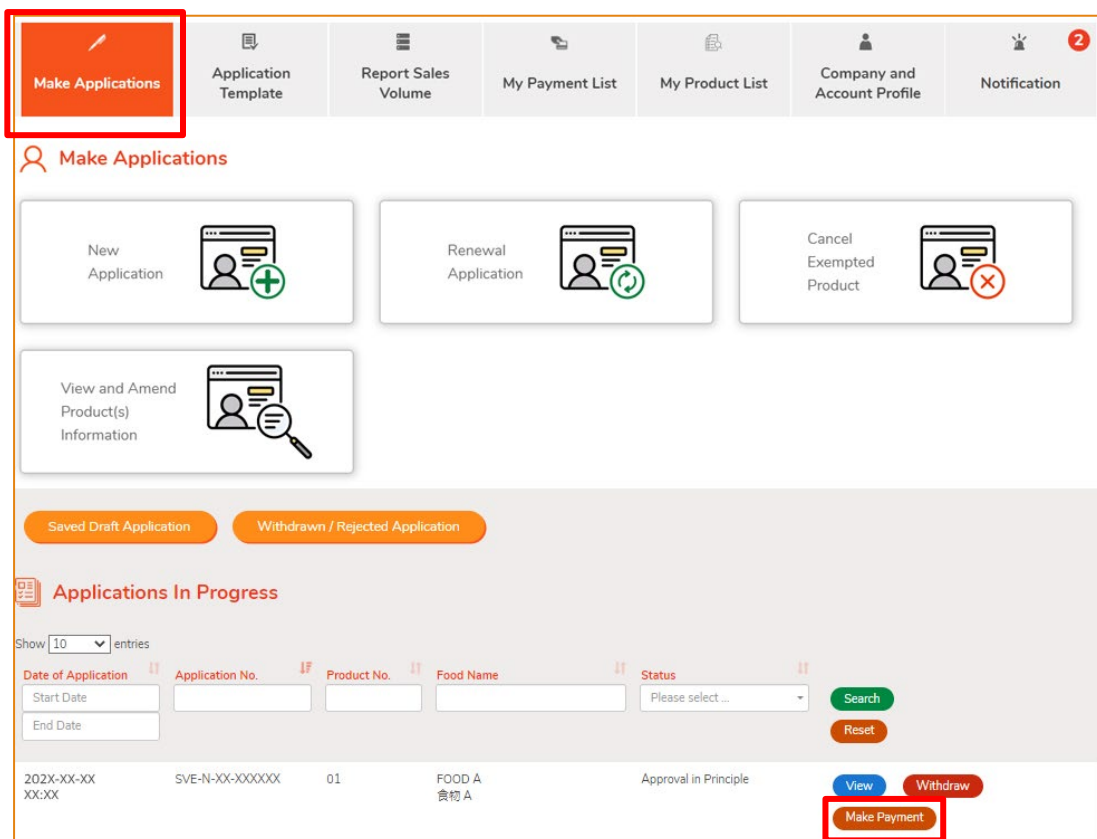
Upon receiving the formal approval letter, you are required to observe the following conditions:-

- (a) The grantee should inform the distributors and retailers that the exempted products should each bear a specific **label / sticker** indicating the exemption status of the product when they are displayed for sale. In addition, the **exemption number** assigned to the product (as shown above) should be clearly marked either on the label / sticker or in close proximity to the place

33. You may also view the Approval in Principle and Exemption Fee Payment Notification under **Notification** on the main page.



34. Besides, you can view the approved application under the Applications in Progress section on the main page. Applications that have just been approved will have a status of "Approval in Principle". Click **Make Payment** to pay the exemption fee.



35. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.

**Important Notes for Using the "My Payment List"**

**Important Notes for Using the "My Payment List"**

- Product(s) granted approval-in-principle (AIP) for small volume exemption from nutrition labelling will be put under "My Payment List", pending payment of the prescribed fee by the grantee before the effective date of exemption.
- The exemption fee is non-refundable, regardless of whether the exemption is voluntarily cancelled by the grantee during its validity period or is revoked by the Director of Food and Environmental Hygiene due to any reasons including the sales volume exceeding the exemption limit at any time after granting of the exemption.
- You can select to pay the exemption fee for all or individual products which have been granted AIP under one application. You can also pay for products under multiple applications at one time.
- If there is no payment received by the payment due date, the product(s) concerned will be removed from the list and deemed to have been withdrawn from application. Please note that withdrawal of product(s) from application is irrevocable and the record of the relevant product(s) will be removed instantly. You will have to submit application afresh if exemption for the same product is required in future.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@fehhd.gov.hk](mailto:sve@fehhd.gov.hk)

I have read the above important notes.


Cancel
Next

36. Select the product(s) for payment, then click **Next**.

Make Applications	Application Template	Report Sales Volume	My Payment List	My Product List	Company and Account Profile	Notification <span style="color: red; font-weight: bold;">2</span>
<i>Important Note(s): The maximum payment amount per transaction is HK\$30,000</i>						
Click to Expand/Hide Product(s) <span style="background-color: #4caf50; color: white; border-radius: 10px; padding: 2px 5px;">Hide All</span>	Application No.	No. of Product(s) Involved <input checked="" type="checkbox"/> Select All		Proposed Effective Date	Payment Due Date	
-	SVE-N-XX-XXXXXX	2		01 Nov 2022	31 Oct 2022	
Product No.	Your Product Reference No.	Food Name	<input checked="" type="checkbox"/> Select All			
01	001	FOOD A 食物 A	<input checked="" type="checkbox"/>		<span style="background-color: #f08080; border-radius: 10px; padding: 2px 5px;">Withdraw this product</span>	
02	002	FOOD B 食物 B	<input checked="" type="checkbox"/>		<span style="background-color: #f08080; border-radius: 10px; padding: 2px 5px;">Withdraw this product</span>	
No. of Items:			2	Total Fee:		\$530.00
<span style="border: 1px solid orange; border-radius: 15px; padding: 5px 15px; background-color: #ff8c00; display: inline-block;">Next</span>						




37. Select a payment method.

 **Select a Payment Method**
Schedule of temporary suspension of different banks' online payment services ✕


Merchant Name:	Food and Environmental Hygiene Department
Type:	Exempted Product Application
Application No.:	SVE-N-XX-XXXXXX
Transaction Reference No.:	2022XXXXXXXXXXXX
Payment Amount:	HK\$ 530.00

Please choose a payment method




Pay
Cancel

38. Click **Pay**.

 **Select a Payment Method**
Schedule of temporary suspension of different banks' online payment services ✕

Merchant Name:	Food and Environmental Hygiene Department
Type:	Exempted Product Application
Application No.:	SVE-N-XX-XXXXXX
Transaction Reference No.:	2022XXXXXXXXXXXX
Payment Amount:	HK\$ 530.00

Please choose a payment method



- Please take note of the transaction reference number or PRINT this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please DO NOT leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- If you leave this e-service in the course of the payment process or the payment is unsuccessful / cancelled, please try after 10 minutes.**
- Merchant Name is applicable to credit card payment method only.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use other available payment methods. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.

Pay
Cancel

39. After completing online payment, you will receive an acknowledgement with Transaction Reference No. Click **Print** to print this page for record purpose, or else click **Close**.

### Acknowledgement

Transaction Reference No.:	2022XXXXXXXXXXXXXX
Transaction Date & Time:	2022-XX-XX XX:XX:XX
Payment Amount:	HK\$ 530.00
Payment Method:	JCB card

Successful Payment

For any enquiries, please contact:

Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@feh.d.gov.hk

**Print** **Close**



40. If you want to print the acknowledgement before leaving this section, you can click **Return to print**. Otherwise, click **Close** to return to the main page.

## Confirm

Please print this page for record purpose. Once you click "Close" button, this page could not be accessed again.

**Return to print** **Close**

41. You will receive a Formal Approval notification.

 食物環境衛生署 Food and Environmental Hygiene Department	 食物安全中心 Centre for Food Safety	香港北角英皇道121號 嘉信大廈地下及地庫 小量豁免辦事處 G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K. Small Volume Exemption Office 電話 Tel. No.: 3583 3653 傳真 Fax : 3105 0458 電郵 E-mail : sve@fehhd.gov.hk
Our Ref. :FEHD/CFS/XX-XXX/SVE-N-XX-XXXXXX		
Date: 2022-XX-XX		
Dear Sir/Madam,		
<p style="text-align: center;"><b><u>Application for Granting of Exemption from Nutrition Labelling under the Small Volume Exemption Scheme (Formal Approval)</u></b></p>		
I am pleased to inform you that formal approval is hereby granted to the list of product(s) at <b>Appendix I</b> for exemption from nutrition labelling under the Small Volume Exemption Scheme in accordance with Section 1 in Part 2 of Schedule 6 to the Food and Drugs (Composition and Labelling) Regulations, Cap. 132W.		
The exemption is granted subject to your observance of the conditions stipulated below and also such other conditions as the Centre for Food Safety (CFS) may from time to time impose. Any breach of the stipulated / imposed conditions may lead to revocation of the exemption:		
<ul style="list-style-type: none"><li>(a) The grantee should inform the distributors and retailers that the exempted products should each bear a specific <u>label / sticker</u> indicating the exemption status of the product when they are displayed for sale. In addition, the <u>exemption number</u> assigned to the product (as shown above) should be clearly marked either on the label / sticker or in close proximity to the place where the product is displayed for sale. Details of the requirements of the label / sticker are at <b>Appendix II</b>. The grantee should provide the distributors and retailers with a sample of the label / sticker for reference.</li><li>(b) The grantee should notify CFS of any changes to his / her / company's particulars, or to the names and addresses of the distributors / retailers or to the product particulars including its label and packaging design or artwork <u>within one month of such changes</u>.</li><li>(c) The grantee should keep for at least <u>two years</u> from the effective date of granting / renewal of the exemption an accurate and up-to-date record of distribution in respect of the exempted product</li></ul>		

## HOW TO USE IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE) FOR FAST INPUT OF THE LIST OF DISTRIBUTION OF THE PRODUCT(S)

### [STEP 1] DOWNLOAD THE WORKSHEET FOR DATA IMPORT (EXCEL TEMPLATE)

1. First, click [Download Excel Template for Data Import](#).

4. Please provide the list of distribution of the product(s) according to each product no.

[Download Excel Template for Data Import](#)

Product No.	Your Product Reference No.	Food Name	Details of Distributor / Retailer	
1	001	FOOD A 食物 A	<a href="#">Input</a>	<a href="#">Import Excel</a>
2	002	FOOD B 食物 B	<a href="#">Input</a>	<a href="#">Import Excel</a> <input type="checkbox"/> Same as Product 1

2. Open the Excel Template you have just downloaded, input the required information into the worksheet and save the file.

Distributor 批發商 (Y / Leave it blank 留空)	Retailer 零售商 (Y / Leave it blank 留空)	Name 名稱	Address 地址
Y		XXXXXX	XXXXXX
	Y	XXXXXX	XXXXXX

## [STEP 2] IMPORT THE WORKSHEET

3. At the row of the selected product, click **Import Excel** and choose the file to import.

4. Please provide the list of distribution of the product(s) according to each product no.

Download Excel Template for Data Import

Product No.	Your Product Reference No.	Food Name	Details of Distributor / Retailer	
1	001	FOOD A 食物 A	<input type="button" value="Input"/>	<input type="button" value="Import Excel"/>
2	002	FOOD B 食物 B	<input type="button" value="Input"/>	<input type="button" value="Import Excel"/> <input type="checkbox"/> Same as Product 1

4. Relevant message will be shown after successful data import. Click **Close** to proceed to the next step.

2 distributors/retailers successfully imported.

5. The imported information will be shown. Click **Next** if no amendment is required.

Particulars of the Product

Fields marked with [\*] are mandatory

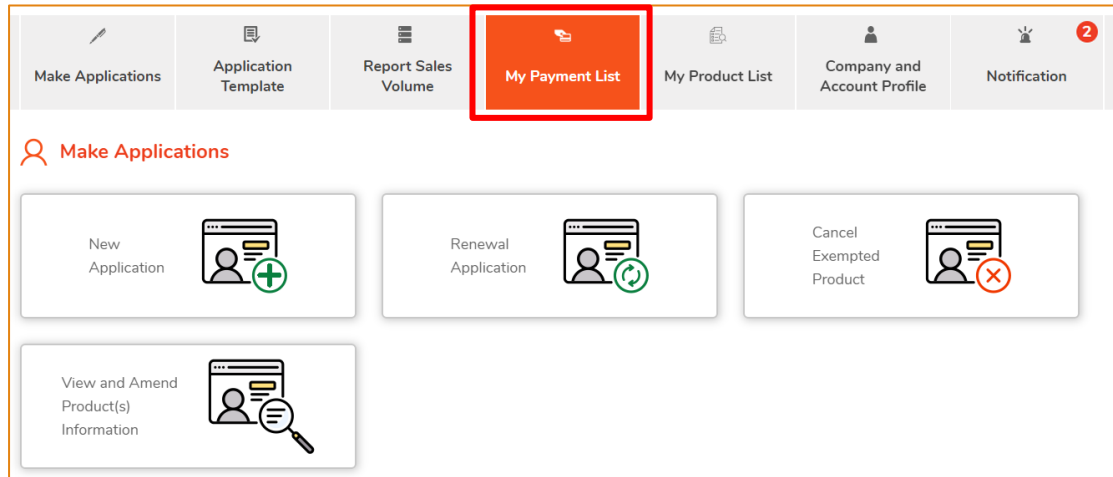
4a. Please provide the following particulars.

Item No.	Distributor / Retailer	Name	Address
1 *	<input checked="" type="checkbox"/> Distributor <input type="checkbox"/> Retailer	<input type="text" value="xxxxxx"/>	<input type="text" value="xxxxxx"/>
2	<input type="checkbox"/> Distributor <input checked="" type="checkbox"/> Retailer	<input type="text" value="xxxxxx"/>	<input type="text" value="xxxxxx"/> <input type="button" value="Delete"/>

## HOW TO USE "MY PAYMENT LIST" TO PAY EXEMPTION FEE

You can settle the Exemption Fee for more than one application in My Payment List.

1. First, choose **My Payment List** on the main page.



2. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.

**Important Notes for Using the "My Payment List"**

**Important Notes for Using the "My Payment List"**

- Product(s) granted approval-in-principle (AIP) for small volume exemption from nutrition labelling will be put under "My Payment List", pending payment of the prescribed fee by the grantee before the effective date of exemption.
- The exemption fee is non-refundable, regardless of whether the exemption is voluntarily cancelled by the grantee during its validity period or is revoked by the Director of Food and Environmental Hygiene due to any reasons including the sales volume exceeding the exemption limit at any time after granting of the exemption.
- You can select to pay the exemption fee for all or individual products which have been granted AIP under one application. You can also pay for products under multiple applications at one time.
- If there is no payment received by the payment due date, the product(s) concerned will be removed from the list and deemed to have been withdrawn from application. Please note that withdrawal of product(s) from application is irrevocable and the record of the relevant product(s) will be removed instantly. You will have to submit application afresh if exemption for the same product is required in future.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@fehd.gov.hk](mailto:sve@fehd.gov.hk)


I have read the above important notes.

Cancel
Next

3. Select the product(s) for payment, then click **Next**.


Make Applications	Application Template	Report Sales Volume	My Payment List	My Product List	Company and Account Profile	Notification <span style="color: red;">2</span>
<i>Important Note(s): The maximum payment amount per transaction is HK\$30,000</i>						
Click to Expand/Hide Product(s) <span style="background-color: #2e8b57; color: white; padding: 2px;">Hide All</span>	Application No.	No. of Product(s) Involved <input checked="" type="checkbox"/> Select All		Proposed Effective Date	Payment Due Date	
—	SVE-N-XX-XXXXXX	2		01 Nov 2022	31 Oct 2022	
Product No.	Your Product Reference No.	Food Name	<input checked="" type="checkbox"/> Select All			
01	001	FOOD A 食物 A	<input checked="" type="checkbox"/>		<span style="background-color: #c00; color: white; padding: 2px;">Withdraw this product</span>	
02	002	FOOD B 食物 B	<input checked="" type="checkbox"/>		<span style="background-color: #c00; color: white; padding: 2px;">Withdraw this product</span>	
No. of Items:		2		Total Fee:	\$530.00	
<span style="background-color: #f4a460; border-radius: 10px; padding: 5px 15px; display: inline-block;">Next</span>						

4. Select a payment method.

 **Select a Payment Method** Schedule of temporary suspension of different banks' online payment services ✕


Merchant Name:	Food and Environmental Hygiene Department
Type:	Exempted Product Application
Application No.:	SVE-N-XX-XXXXXX
Transaction Reference No.:	2022XXXXXXXXXXXXXX
Payment Amount:	HK\$ 530.00

Please choose a payment method




Pay
Cancel

5. Click **Pay**.

 **Select a Payment Method**
[Schedule of temporary suspension of different banks' online payment services](#) ✕

Merchant Name:	Food and Environmental Hygiene Department
Type:	Exempted Product Application
Application No.:	SVE-N-XX-XXXXXX
Transaction Reference No.:	2022XXXXXXXXXXXX
Payment Amount:	HK\$ 530.00

Please choose a payment method



- Please take note of the transaction reference number or PRINT this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please DO NOT leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- If you leave this e-service in the course of the payment process or the payment is unsuccessful / cancelled, please try after 10 minutes.**
- Merchant Name is applicable to credit card payment method only.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use other available payment methods. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.

Pay
Cancel



6. After completing online payment, you will receive an acknowledgement with Transaction Reference No. Click **Print** to print this page for record purpose, or else click **Close**.

### Acknowledgement

Transaction Reference No.:	2022XXXXXXXXXXXX
Transaction Date & Time:	2022-XX-XX XX:XX:XX
Payment Amount:	HK\$ 530.00
Payment Method:	JCB card

Successful Payment

For any enquiries, please contact:

Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@fehd.gov.hk

**Print** **Close**



7. If you want to print the acknowledgement before leaving this section, you can click **Return to print**. Otherwise, click **Close** to return to the main page.

## Confirm

Please print this page for record purpose. Once you click "Close" button, this page could not be accessed again.

**Return to print** **Close**


8. You will receive a Formal Approval notification.

 食物環境衛生署 Food and Environmental Hygiene Department	 食物安全中心 Centre for Food Safety	香港北角英皇道121號 嘉信大廈地下及地庫 小量豁免辦事處 G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K. Small Volume Exemption Office 電話 Tel. No.: 3583 3653 傳真 Fax : 3105 0458 電郵 E-mail : sve@fehd.gov.hk
Our Ref. : FEHD/CFS/XX-XXX/SVE-N-XX-XXXXXX		
Date: 2022-XX-XX		
Dear Sir/Madam,		
<b><u>Application for Granting of Exemption from Nutrition Labelling under the Small Volume Exemption Scheme (Formal Approval)</u></b>		
I am pleased to inform you that formal approval is hereby granted to the list of product(s) at <b>Appendix I</b> for exemption from nutrition labelling under the Small Volume Exemption Scheme in accordance with Section 1 in Part 2 of Schedule 6 to the Food and Drugs (Composition and Labelling) Regulations, Cap. 132W.		
The exemption is granted subject to your observance of the conditions stipulated below and also such other conditions as the Centre for Food Safety (CFS) may from time to time impose. Any breach of the stipulated / imposed conditions may lead to revocation of the exemption:		
<ul style="list-style-type: none"><li>(a) The grantee should inform the distributors and retailers that the exempted products should each bear a specific <u>label / sticker</u> indicating the exemption status of the product when they are displayed for sale. In addition, the <u>exemption number</u> assigned to the product (as shown above) should be clearly marked either on the label / sticker or in close proximity to the place where the product is displayed for sale. Details of the requirements of the label / sticker are at <b>Appendix II</b>. The grantee should provide the distributors and retailers with a sample of the label / sticker for reference.</li><li>(b) The grantee should notify CFS of any changes to his / her / company's particulars, or to the names and addresses of the distributors / retailers or to the product particulars including its label and packaging design or artwork <u>within one month of such changes</u>.</li><li>(c) The grantee should keep for at least <u>two years</u> from the effective date of granting / renewal of the exemption an accurate and up-to-date record of distribution in respect of the exempted product</li></ul>		

## HOW TO CREATE APPLICATION TEMPLATE

### CREATE APPLICATION TEMPLATE

1. After successfully submitting an application, click **Save as Template** to save the submitted application as a template.

 **Application Submitted Successfully**

Application No.	SVE-N-XX-XXXXXX
Application Date	2022-XX-XX XX:XX:XX

For any enquiries, please contact:

Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@fehd.gov.hk

Save as Template
Print
✕ Close

2. Select the product(s) for creating template, then click **Next**.

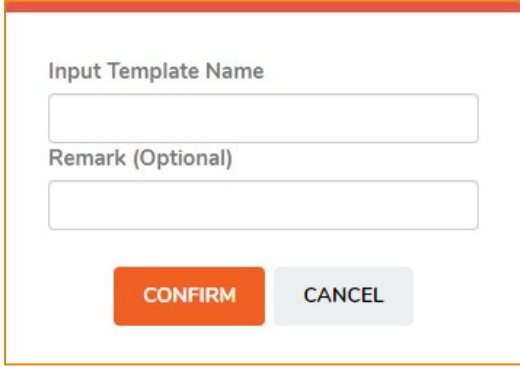
**Save as Template** ✕

You have 2 products in this application. Which one would you like to save as template?

Food Name (In English)	Food Name (In Chinese)	Brand Name (In English)	Brand Name (In Chinese)	Manufacturer Name	Select Product for Save
FOOD A	食物 A	BRAND A	品牌 A	MANUFACTURER A	<input checked="" type="checkbox"/> Select All
FOOD B	食物 B	BRAND B	品牌 B	MANUFACTURER B	<input checked="" type="checkbox"/>

Close
Next

3. Assign a name to the template then click **Confirm**.

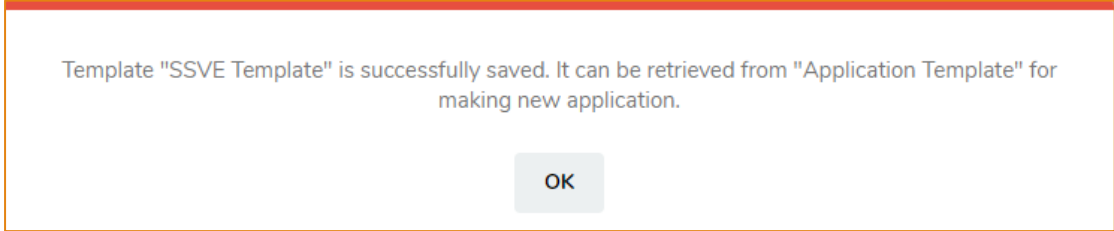


Input Template Name

Remark (Optional)

**CONFIRM** CANCEL

4. The template is successfully saved, click **OK**.

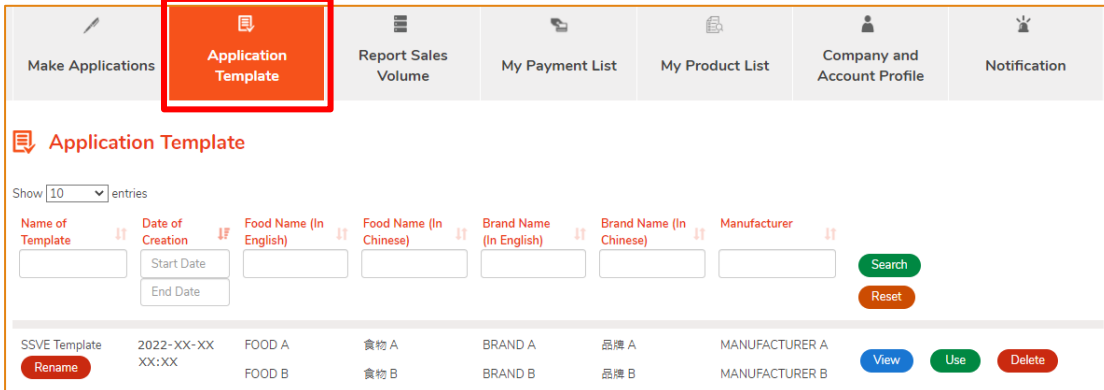


Template "SSVE Template" is successfully saved. It can be retrieved from "Application Template" for making new application.

OK

## VIEW APPLICATION TEMPLATE

- To view the saved templates, click **Application Template** on the main page.

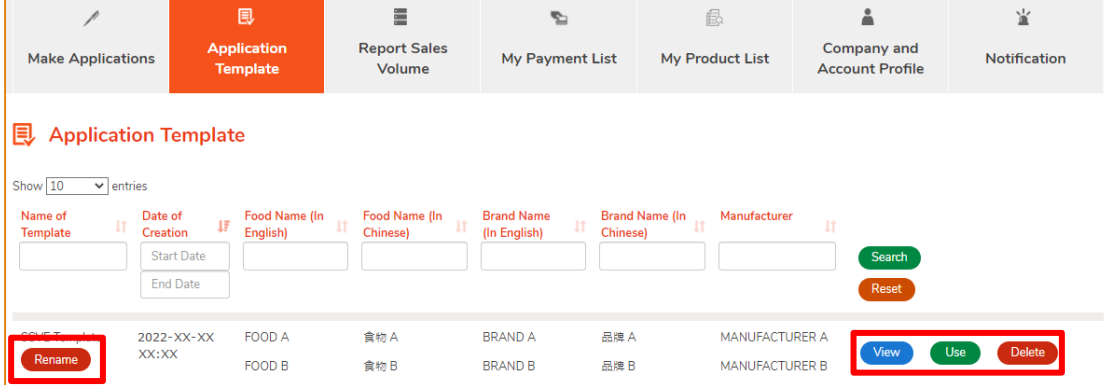


The screenshot shows the 'Application Template' page. The 'Application Template' menu item in the top navigation bar is highlighted with a red box. Below the navigation bar, the page title is 'Application Template'. There is a search filter section with a dropdown set to '10' entries. Below this is a table with columns: Name of Template, Date of Creation (Start Date, End Date), Food Name (In English), Food Name (In Chinese), Brand Name (In English), Brand Name (In Chinese), and Manufacturer. The table contains two rows of data. At the bottom of the table, there are buttons for 'Rename', 'View', 'Use', and 'Delete' for each row.

Name of Template	Date of Creation	Food Name (In English)	Food Name (In Chinese)	Brand Name (In English)	Brand Name (In Chinese)	Manufacturer
SsVE Template	2022-XX-XX XX:XX	FOOD A	食物 A	BRAND A	品牌 A	MANUFACTURER A
		FOOD B	食物 B	BRAND B	品牌 B	MANUFACTURER B

- Click **View** to read the template details. If you want to remove the template, click **Delete**. If you want to amend the name of template, click **Rename**.

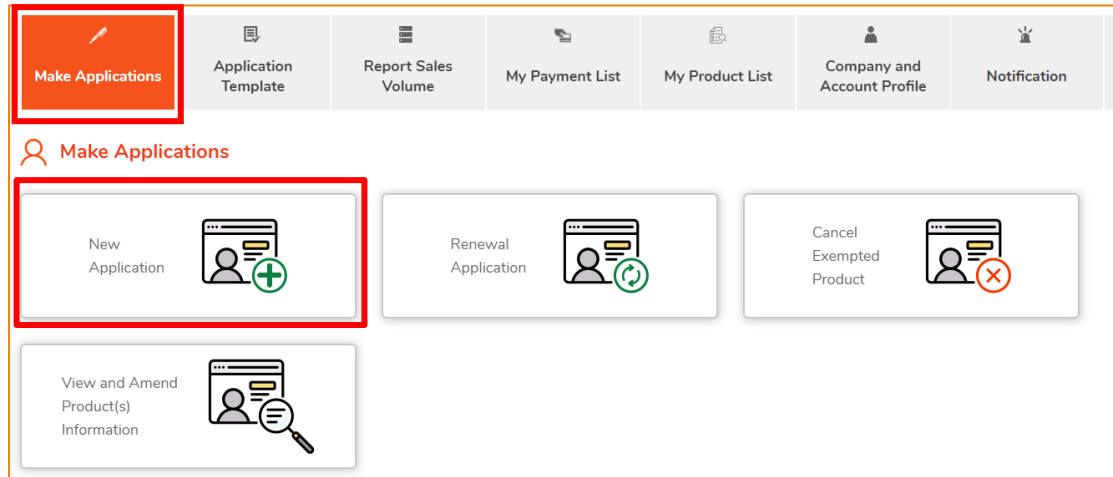
(If you want to use the template for new application, click **Use** and refer to the section **HOW TO APPLY FOR SMALL VOLUME EXEMPTION FROM NUTRITION LABELLING BY USING APPLICATION TEMPLATE** in this training manual.)



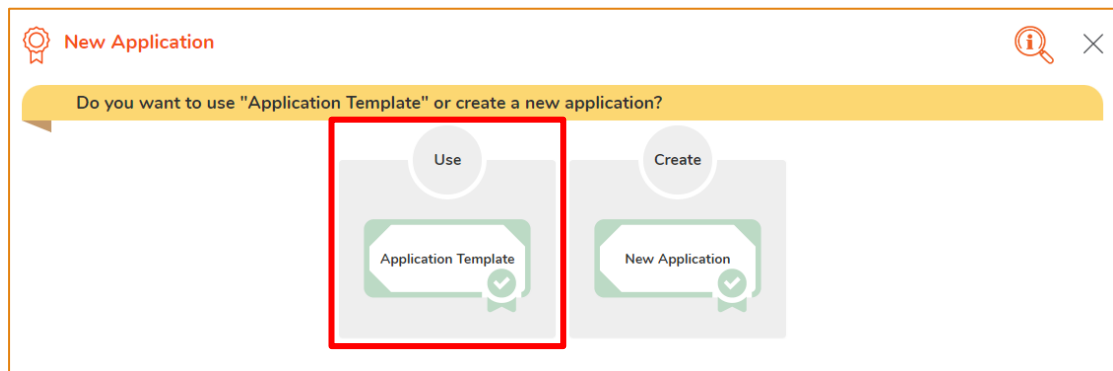
This screenshot is identical to the previous one, but with red boxes highlighting the 'Rename' button for the first row and the 'View', 'Use', and 'Delete' buttons for the second row.

## HOW TO APPLY FOR SMALL VOLUME EXEMPTION FROM NUTRITION LABELLING BY USING APPLICATION TEMPLATE

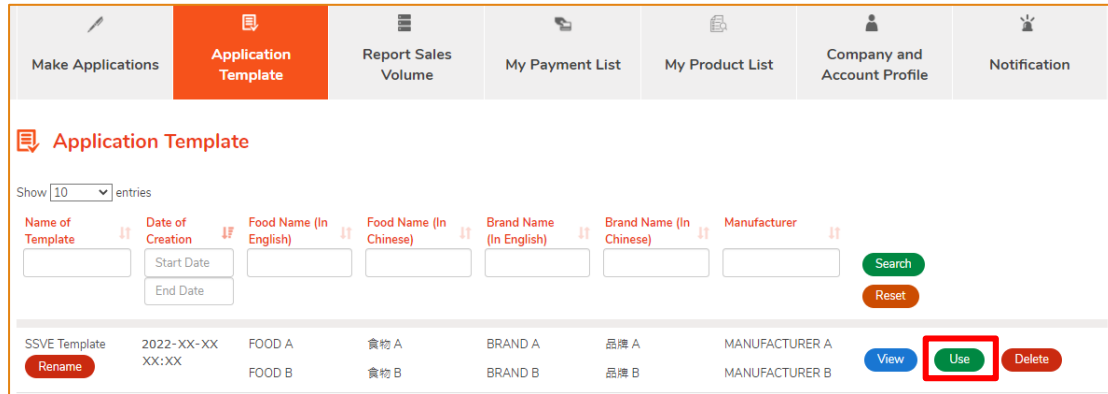
1. First, choose **Make Applications** on the main page and click **New Application**.



2. Choose **Use Application Template**.



- Choose the template for the new application and click **Use**. For the following steps, please refer to Point 3 of [STEP 1] of the section **HOW TO APPLY FOR SMALL VOLUME EXEMPTION FROM NUTRITION LABELLING**.



**Application Template**

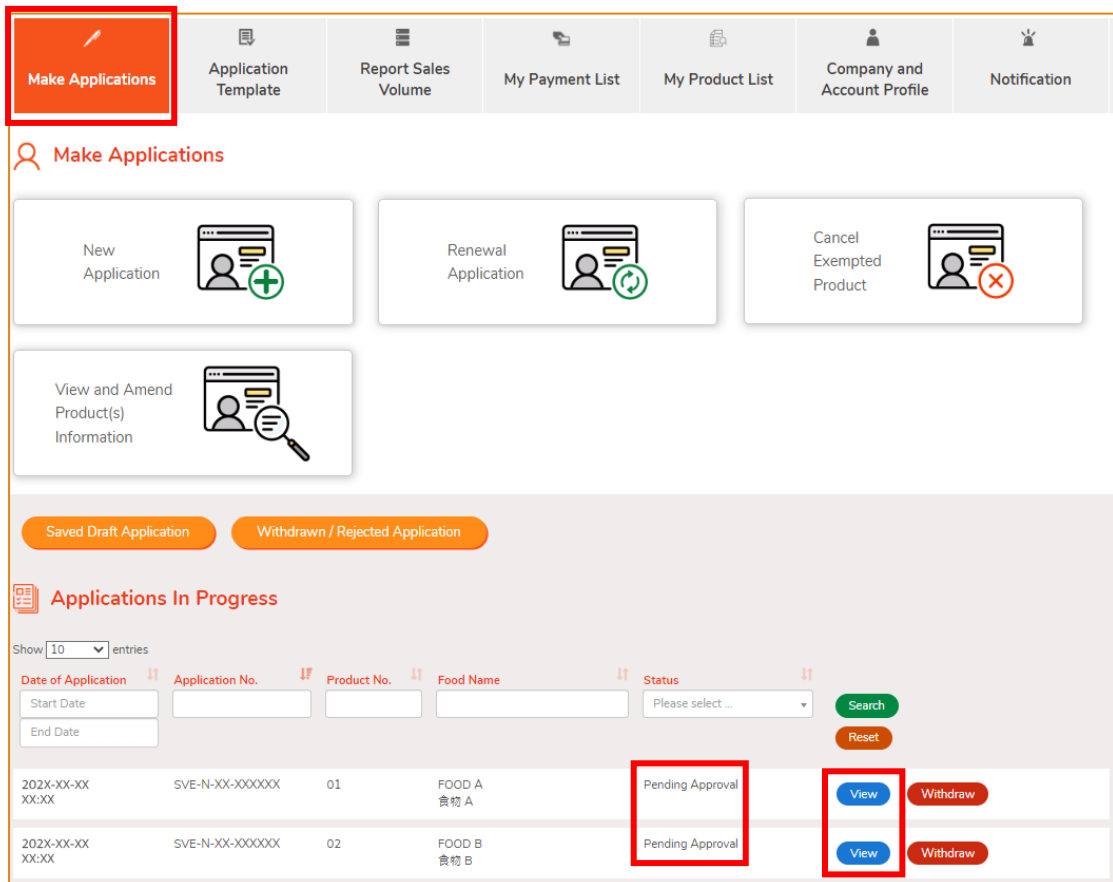
Show 10 entries

Name of Template	Date of Creation	Food Name (In English)	Food Name (In Chinese)	Brand Name (In English)	Brand Name (In Chinese)	Manufacturer	
SSVE Template	2022-XX-XX XX:XX	FOOD A	食物 A	BRAND A	品牌 A	MANUFACTURER A	Rename
		FOOD B	食物 B	BRAND B	品牌 B	MANUFACTURER B	View Use Delete

## HOW TO VIEW / WITHDRAW SUBMITTED APPLICATIONS

### VIEW THE SUBMITTED APPLICATIONS

1. You can view the submitted application under the Applications in Progress section on the main page.
2. The status of the newly submitted application will be shown as Pending Approval. You may click **View** to look into the details of the corresponding application.



**Make Applications**

Application Template | Report Sales Volume | My Payment List | My Product List | Company and Account Profile | Notification

**Make Applications**

New Application | Renewal Application | Cancel Exempted Product | View and Amend Product(s) Information

Saved Draft: Application | Withdrawn / Rejected Application

**Applications In Progress**

Show 10 entries

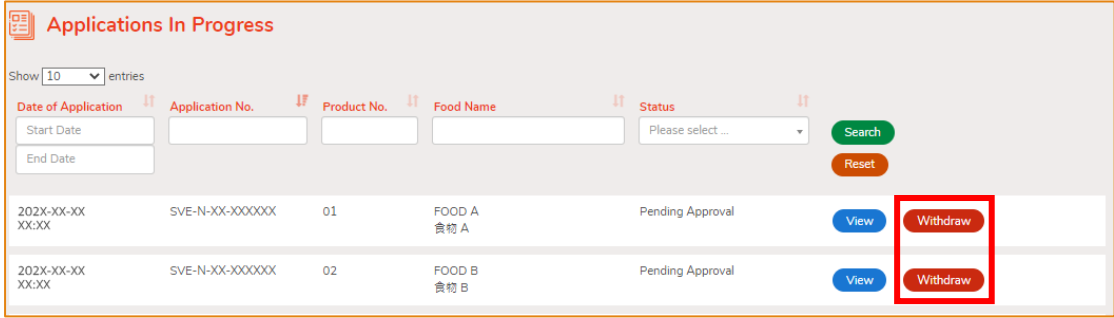
Date of Application	Application No.	Product No.	Food Name	Status
Start Date End Date				Please select ...
202X-XX-XX XX:XX	SVE-N-XX-XXXXXX	01	FOOD A 食物 A	Pending Approval
202X-XX-XX XX:XX	SVE-N-XX-XXXXXX	02	FOOD B 食物 B	Pending Approval

Search | Reset | View | Withdraw



## WITHDRAW A SUBMITTED APPLICATION

1. If you want to withdraw a submitted application, click **Withdraw**.

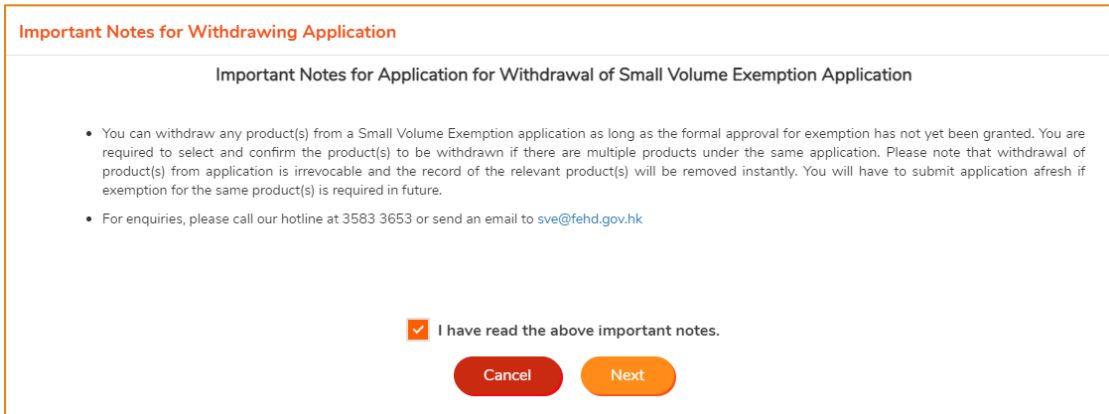


**Applications In Progress**

Show 10 entries

Date of Application	Application No.	Product No.	Food Name	Status	
Start Date End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select ...	<input type="button" value="Search"/> <input type="button" value="Reset"/>
202X-XX-XX XX:XX	SVE-N-XX-XXXXXX	01	FOOD A 食物 A	Pending Approval	<input type="button" value="View"/> <input type="button" value="Withdraw"/>
202X-XX-XX XX:XX	SVE-N-XX-XXXXXX	02	FOOD B 食物 B	Pending Approval	<input type="button" value="View"/> <input type="button" value="Withdraw"/>

2. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.



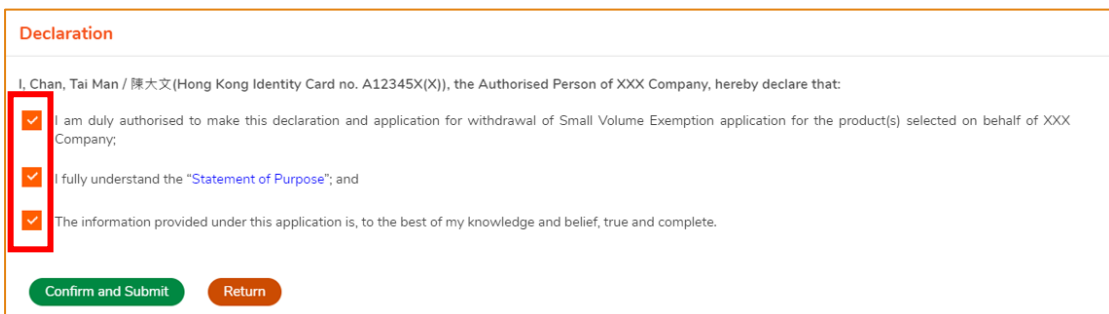
**Important Notes for Withdrawing Application**

**Important Notes for Application for Withdrawal of Small Volume Exemption Application**

- You can withdraw any product(s) from a Small Volume Exemption application as long as the formal approval for exemption has not yet been granted. You are required to select and confirm the product(s) to be withdrawn if there are multiple products under the same application. Please note that withdrawal of product(s) from application is irrevocable and the record of the relevant product(s) will be removed instantly. You will have to submit application afresh if exemption for the same product(s) is required in future.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@fehd.gov.hk](mailto:sve@fehd.gov.hk)

I have read the above important notes.

3. Read the Declaration and tick the checkboxes. Then click **Confirm and Submit** to proceed.




**Declaration**

I, Chan, Tai Man / 陳大文 (Hong Kong Identity Card no. A12345X(X)), the Authorised Person of XXX Company, hereby declare that:

- I am duly authorised to make this declaration and application for withdrawal of Small Volume Exemption application for the product(s) selected on behalf of XXX Company;
- I fully understand the "Statement of Purpose"; and
- The information provided under this application is, to the best of my knowledge and belief, true and complete.

4. After submission, you will receive an acknowledgement with information including the Application No.

 **Acknowledgement**

Application No.	SVE-W-XX-XXXXXX
Application Date	2022-XX-XX XX:XX:XX

For any enquiries, please contact:

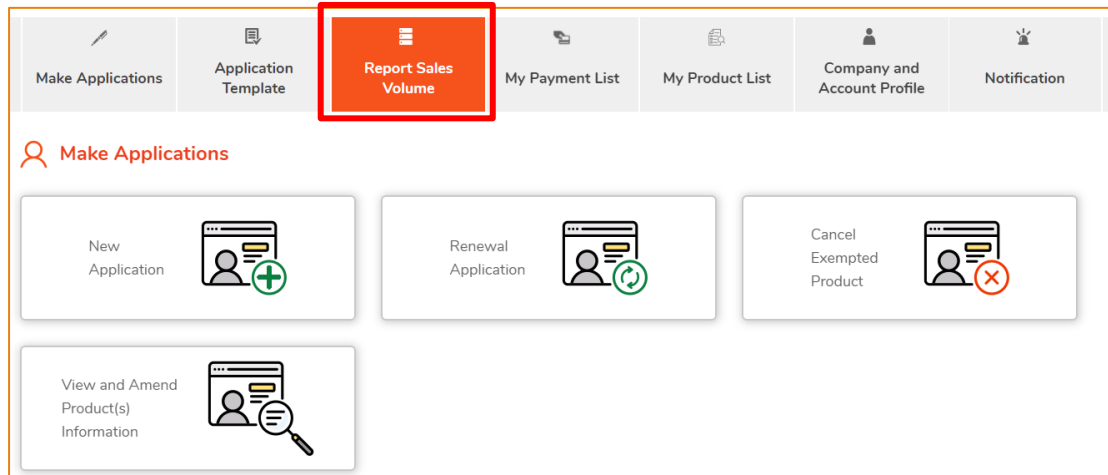
Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@fehd.gov.hk

[Print](#) [Close](#)

## HOW TO REPORT MONTHLY SALES VOLUME

### HOW TO REPORT MONTHLY SALES VOLUME BY DIRECT UPDATE ON SCREEN

1. First, choose **Report Sales Volume** on the main page.



2. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.

**Important Notes for Reporting Sales Volume**

**Important Notes for Reporting Sales Volume**

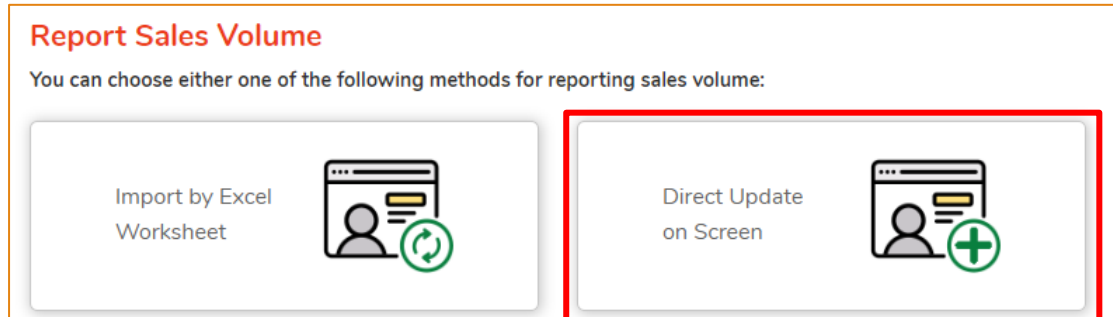
- According to the condition stipulated in the approval letter for exemption from nutrition labelling, grantee should report to the Centre for Food Safety (CFS) the sales volume in respect of the exempted product for the previous month no later than the 10th day of the current month. The grantee should produce for inspection upon request by CFS relevant records or accounts to support the sales volume so reported. Please contact our hotline at 3583 3653 should modification of sales volume is required other than the current and previous month.
- Through this system, you can choose either one of the following methods to report sales volume:
  - 1 - Direct input of the sales volume on screen; or
  - 2 - Prepare the sales volume information in advance by using the [Excel template](#) and upload it to the system. The sales volume of multiple products can be included in one single file for uploading the relevant information to the system at one time.
- In case the sales volume of a product is zero, please use "0" to indicate.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@feh.gov.hk](mailto:sve@feh.gov.hk)

I have read the above important notes.

Cancel
Next

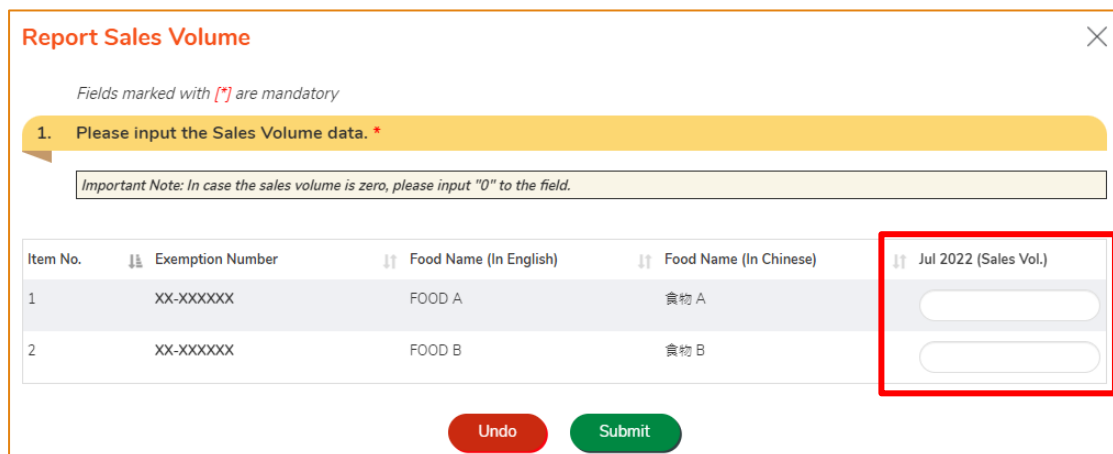
3. Click **Direct Update on Screen**.

(To input the sales volume in a fast and convenient way, you may make use of an Excel template. For details, please refer to the part **HOW TO USE IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE) TO REPORT MONTHLY SALES VOLUME** in this section.)



4. Then, input the Sales Volume data of the exempted product(s) and click **Submit**. In case the sales volume is zero, please input “0”.

(Note: Grantee should report to the Centre for Food Safety the sales volume of the exempted product(s) for the last or current month **within the first 10 days of every month**. After the first 10 days, only the sales volume of the exempted product(s) of the current month can be reported.)



**Report Sales Volume** ✕

*Fields marked with [\*] are mandatory*

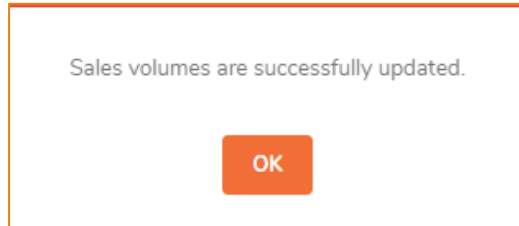
1. Please input the Sales Volume data. \*

*Important Note: In case the sales volume is zero, please input "0" to the field.*

Item No.	Exemption Number	Food Name (In English)	Food Name (In Chinese)	Jul 2022 (Sales Vol.)
1	XX-XXXXXX	FOOD A	食物 A	<input type="text"/>
2	XX-XXXXXX	FOOD B	食物 B	<input type="text"/>

Undo
Submit

5. Sales volumes are successfully updated. Click **OK** to return to the Report Sales Volume page.




## HOW TO USE IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE) TO REPORT MONTHLY SALES VOLUME

1. Click **Import by Excel Worksheet** under Report Sales Volume.


### Report Sales Volume

You can choose either one of the following methods for reporting sales volume:

Import by Excel  
Worksheet



Direct Update  
on Screen



2. Then, click **Download Excel Template for Data Import**.

### Report Sales Volume

Fields marked with [\*] are mandatory

Download Excel Template for Data Import

1. Please prepare the Sales Volume data in an Excel file (.xls or .xlsx format). \*

Report for Please select ...

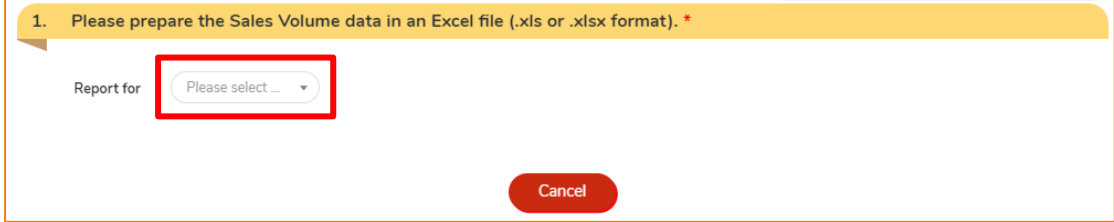
Cancel

3. Open the Excel Template you have just downloaded, input the required information into the worksheet and save the file.  
(Note: If you want to check the Exemption Number of the exempted product, you may refer to the section **HOW TO USE "MY PRODUCT LIST"** in this training manual.)

	A	B
1	<b>Exemption Number</b> 豁免編號	<b>Sales Volume (units)</b> 銷售量(件數)
2	XX-XXXXXX	100
3	XX-XXXXXX	100
4		
5		

4. Select the month for reporting Sales Volume.

(Note: Grantee should report to the Centre for Food Safety the sales volume of the exempted product(s) for the last or current month **within the first 10 days of every month**. After the first 10 days, only the sales volume of the exempted product(s) of the current month can be reported.)

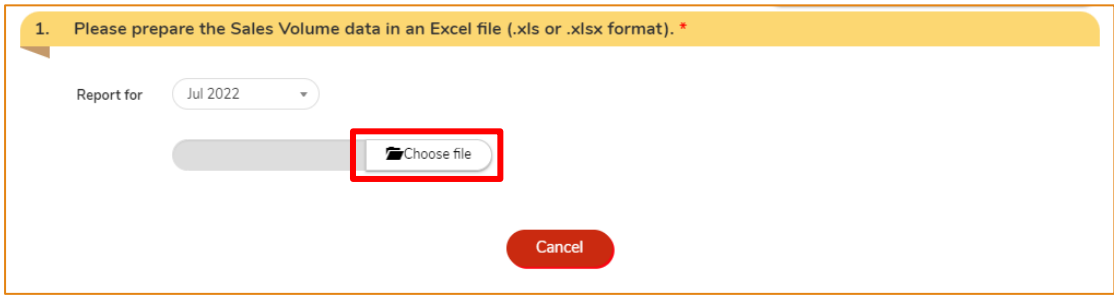


1. Please prepare the Sales Volume data in an Excel file (.xls or .xlsx format). \*

Report for Please select ...

Cancel

5. Click **Choose file** and select the file to import.



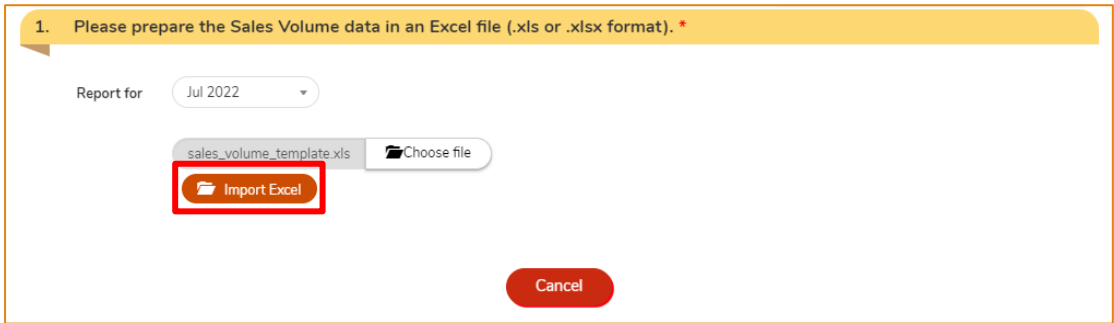
1. Please prepare the Sales Volume data in an Excel file (.xls or .xlsx format). \*

Report for Jul 2022

Choose file

Cancel

6. Then, click **Import Excel**.



1. Please prepare the Sales Volume data in an Excel file (.xls or .xlsx format). \*

Report for Jul 2022

sales\_volume\_template.xls Choose file

Import Excel

Cancel

7. The imported sales volume will be shown. Click **Submit** if the information imported is correct.

1. Please prepare the Sales Volume data in an Excel file (.xls or .xlsx format). \*

Report for: Jul 2022

sales\_volume\_template.xls Choose file

Import Excel

Item No.	Exemption Number	Sales Volume (units)
1	XX-XXXXXX	100
2	XX-XXXXXX	100

Undo Submit

8. Sales volumes are successfully updated. Click **OK** to return to the Report Sales Volume page.

Sales volumes are successfully updated.

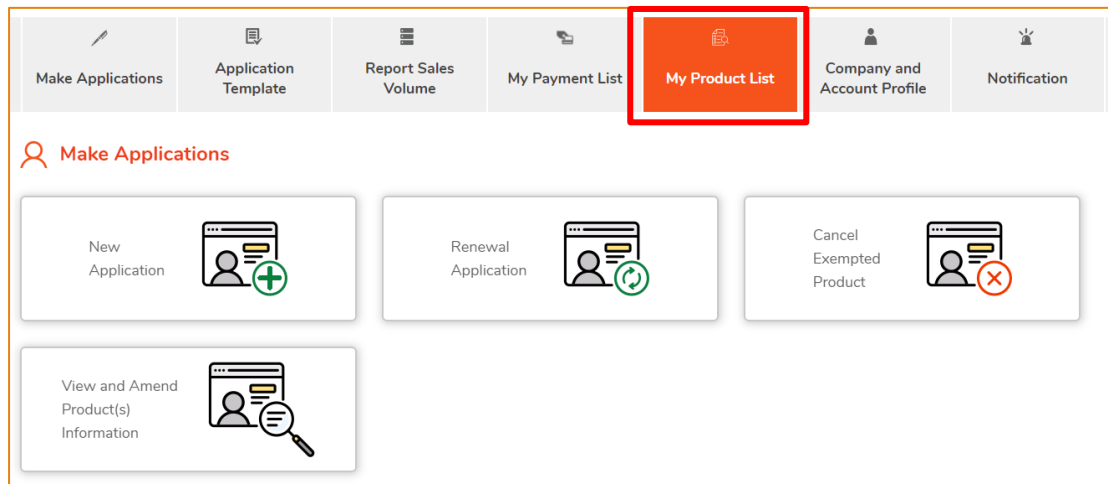
OK



## HOW TO USE "MY PRODUCT LIST"

### SEARCH FOR YOUR OWN PRODUCT(S)

1. First, choose **My Product List** on the main page.



2. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.

**Important Notes for Using "My Product List"**


**Important Notes for Using "My Product List"**

- You are required to key in or select at least one field in the search page to search for your own product(s). If two or more fields are selected, only products meeting all the selected criteria will be displayed.
- If you wish to view all your products, please select "all" at the exemption status field.
- The search result will be displayed on screen. It can also be printed and exported to Excel.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@fehd.gov.hk](mailto:sve@fehd.gov.hk)

I have read the above important notes.

Cancel
Next

- Select the Exemption Status of the product(s) you want to search for or you may also input other product information into other fields, then click **Search**.

 **My Product List**

*Important Note(s): Please key in or select at least one field in order to perform the search. If two or more fields are selected, only products meeting all the selected criteria will be displayed.*

Exemption No. <input type="text"/>	Exemption Status <input type="text" value="Please select ..."/>
Brand Name (In English) <input type="text"/>	Brand Name (In Chinese) <input type="text"/>
Food Name (In English) <input type="text"/>	Food Name (In Chinese) <input type="text"/>
Product Barcode <input type="text"/>	Your Product Reference No. <input type="text"/>
Country of Origin <input type="text" value="Please select ..."/>	
Name of Manufacturer <input type="text"/>	

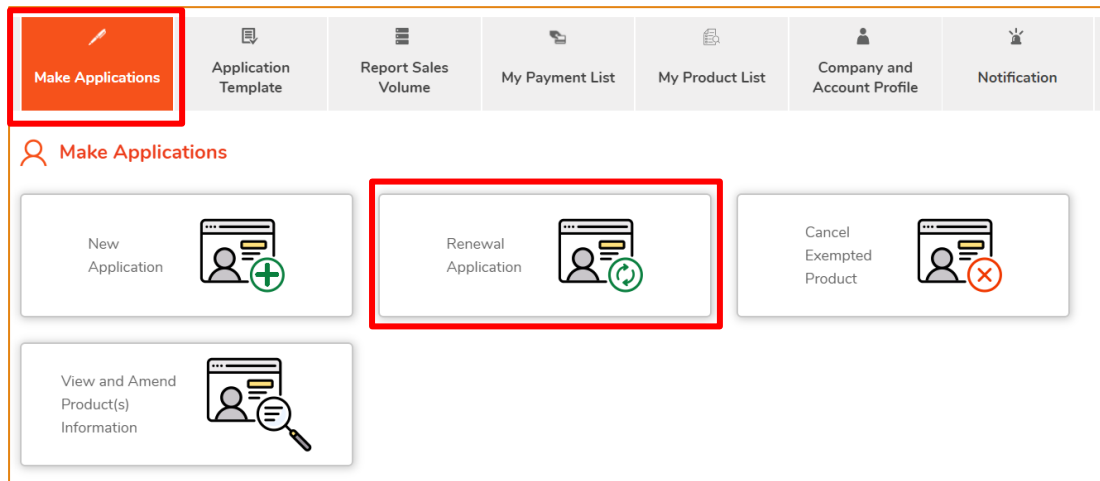
- The search results will be displayed on screen, including the Exemption Number(s) of your product(s). To facilitate viewing and recording, you can also export the search results to Excel by clicking **Export to Excel**.

Your Product Reference No.	Exemption No.	Brand Name (In English)	Brand Name (In Chinese)	Food Name (In English)	Food Name (In Chinese)	Country of Origin	Name of Manufacturer	Net Weight	Packing Method	Barcode	Exemption Status	Exemption Start Date
001	XX-XXXXXX	BRAND A	品牌 A	FOOD A	食物 A	HONG KONG	MANUFACTURER A	1kg	Canned		Valid	2022-07-01

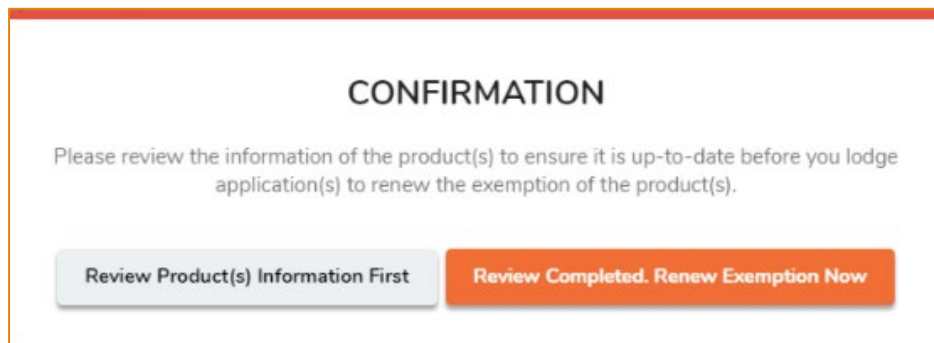
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Your Product Reference No.	Exemption No.	Brand Name(In English)	Brand Name(In Chinese)	Food Name(In English)	Food Name(In Chinese)	Country of Origin	Name of Manufacturer	Net Weight	Packing Method	Barcode	Exemption Status	Exemption Start Date	Exemption End Date	Payment on Renewal (Next Year)
2	001	XX-XXXXX	BRAND A	品牌 A	FOOD A	食物 A	HONG KON	MANUFACT	1kg	Canned		Valid	2022-07-01	2023-06-30	No

## HOW TO APPLY FOR RENEWAL OF EXEMPTION

1. First, choose **Make Applications** on the main page and click **Renewal Application**.



2. Review the information of the product(s) to ensure it is up-to-date. Then click **Review Completed. Renew Exemption Now**.



3. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.

**Important Notes for Application for Renewal of Exemption**

**Important Notes for Application for Renewal of Exemption from Nutrition Labelling under the Small Volume Exemption Scheme**

These Notes are provided for information only. They do not have the force of law and should not be interpreted in any manner which would override the provisions in Part 2 of Schedule 6 to the Food and Drugs (Composition and Labelling) Regulations (Cap. 132W) ("the Regulations"). Please refer to the provisions of the Regulations for details. In case of any inconsistency, the statutory provisions will prevail.

- You can submit application for renewal at most 3 months in advance of the expiry date of exemption. The exemption may be renewed for the following year if the 30,000-unit exemption limit is not exceeded at the end of one year. The sales volume for the product recorded will be reset to zero. Renewal of exemption is subject to payment of the prescribed fee before the expiry date of the exemption for each product. For the convenience of the trade, the same exemption number will be used when an exemption is renewed.
- To ensure the particulars of the business and product(s) to be renewed is up-to-date, you are strongly encouraged to review such information and amend as necessary before you lodge the application for renewal.
- Online payment is a faster and more convenient way of paying the renewal fee. Once payment is confirmed via the online payment system, a formal approval letter will be issued immediately.
- During processing of the renewal application, if there is sufficient evidence showing that there is/are same version product(s) with nutrition label being sold in the market and the total annual sales volume exceeds 30,000 units, the exemption of that product would be revoked under Section 3(3)(b) of Part 2 of Schedule 6 to the Regulations. The Director of Food and Environmental Hygiene will not grant exemption to the same grantee in respect of the same product within a period of two years in accordance with Section 3(1)(b) of Part 2.
- Please pay special attention to the sales volume of the food product(s) to be renewed. If the exemption of the product(s) is revoked during the exemption period because the annual sales volume has exceeded 30,000 units, the paid annual fee for renewal of the product(s) would not be refunded.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@fhd.gov.hk](mailto:sve@fhd.gov.hk)

I have read the above important notes.

4. The system will list out the exempted product(s) whose exemption status will expire in 3 months. Tick the box **Select Product for Renewal** for the product(s) intended to be renewed and click **Next**.

(Note: If you do not want to renew some of the products, you can tick the box **Select Product for Non-Renewal** and specify the **Reason for Non-Renewal** for the corresponding product(s).)

**List of exempted product(s) to be expired in 3 months**

Serial No.	Your Product Reference No.	Exemption No.	Food Name (In English)	Food Name (In Chinese)	Brand Name (In English)	Brand Name (In Chinese)	Exemption Expiry Date	Select Product for Renewal <input checked="" type="checkbox"/> Select All	Select Product for Non-renewal <input type="checkbox"/> Select All	Reason for Non-renewal	<input type="button" value="Search"/>
1		XX-XXXXXX	FOOD A		BRAND A		2022-09-30	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Reset"/>

Important Note(s): The maximum payment amount per transaction is HK\$30,000

**Total Fee: \$250.00 No. of Items: 1**

5. The selected product(s) to be renewed will be listed out, click **Confirm** to proceed.

**CONFIRMATION**

You have selected following product(s) for renewal.

Your Product Reference No.	Exemption No.	Food Name (In English)	Food Name (In Chinese)	Brand Name (In English)	Brand Name (In Chinese)
XX-XXXXXX		FOOD A		BRAND A	

**Total Fee: \$250.00 No. of Items: 1**


6. Read the Declaration and tick the checkboxes. Then click **Confirm and Submit** to complete the application.

**Declaration**

I, Chan, Tai Man / 陳大文 (Hong Kong Identity Card no. A12345X(X)), the Authorised Person of XXX Company, hereby declare that:

- I am duly authorised to make this declaration and application for renewal of exemption for the product(s) selected on behalf of XXX Company;
- I fully understand the "Statement of Purpose";
- No nutrition claim is made on the label of, or in any advertisement for the product(s) in this application;
- I confirm that the annual sales volume of each product in this renewal application has not exceeded the maximum annual limit of 30,000 units and should the sales volume of any product exceed 30,000 units at any time before expiry of its current exemption period, I shall notify CFS immediately.
- I agree to the uploading of the information of the product(s) in this application to the website(s) maintained by the Centre for Food Safety for information of the public, if the product(s) is/are granted with exemption from providing nutrition labelling;
- I undertake to comply with all the conditions for exemption and also such conditions as the Centre for Food Safety may from time to time impose, if the product(s) is/are granted with exemption from providing nutrition labelling;
- I confirm that all the particulars and information printed on the label of the product(s) applying for renewal of Small Volume Exemption remain the same as those submitted for initial application or subsequently updated (as the case may be); and
- The information provided under this application is, to the best of my knowledge and belief, true and complete.

7. Select the payment method. You may select either **Online Payment** or **Pay by Cheque or Cash**.

 **Select a Payment Method** ✕

**Disclaimer**

- Please record the transaction reference number which will be generated by the system after you have successfully made the online payment.
- Please DO NOT leave this e-service after clicking the "Pay" button until you have received the acknowledgement page. Otherwise, your online payment may not be completed.
- Merchant Name is applicable to credit card payment method only.


Please choose a payment method.

Pay by Cheque or Cash

Online Payment





Schedule of temporary suspension  
of different banks' online payment services

8. If you choose to pay online, select a payment method.

 **Select a Payment Method** Schedule of temporary suspension of different banks' online payment services ✕

Merchant Name:	Food and Environmental Hygiene Department
Type:	Renew Exempted Product Application
Transaction Reference No.:	2022XXXXXXXXXXXXXX
Payment Amount:	HK\$ 250.00


Please choose a payment method

Pay


Cancel

9. Click **Pay**.

 **Select a Payment Method**
Schedule of temporary suspension of different banks' online payment services ✕

Merchant Name:	Food and Environmental Hygiene Department
Type:	Renew Exempted Product Application
Transaction Reference No.:	2022XXXXXXXXXXXXXX
Payment Amount:	HK\$ 250.00

Please choose a payment method



- Please take note of the transaction reference number or PRINT this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please DO NOT leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- If you leave this e-service in the course of the payment process or the payment is unsuccessful / cancelled, please try after 10 minutes.**
- Merchant Name is applicable to credit card payment method only.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use other available payment methods. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.

Pay

Cancel

10. After completing online payment, you will receive an acknowledgement with Transaction Reference No. Click **Print** to print this page for record purpose, or else click **Close**.

**Acknowledgement** ✕

Transaction Reference No.:	2022XXXXXXXXXXXXXX
Transaction Date & Time:	2022-XX-XX XX:XX:XX
Payment Amount:	HK\$ 250.00
Payment Method:	JCB card

Successful Payment

For any enquiries, please contact:

Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@fehhd.gov.hk

Print
✕ Close

11. If you want to print the acknowledgement before leaving this section, you can click **Return to print**. Otherwise, click **Close** to return to the main page.


### Confirm

Please print this page for record purpose. Once you click "Close" button, this page could not be accessed again.


Return to print
Close



12. You will receive a Formal Approval notification.



食物環境衛生署  
Food and Environmental  
Hygiene Department



食物安全中心  
Centre for Food Safety

香港北角英皇道121號  
嘉信大廈地下及地庫  
小量豁免辦事處  
G/F and Basement, Carcon Mansion,  
121 King's Road, North Point, H.K.  
Small Volume Exemption Office  
電話 Tel. No.: 3583 3623 傳真 Fax : 3105 0458  
電郵 E-mail : sve@fehhd.gov.hk

Our Ref. :FEHD/CFS/XX-XXX/SVE-N-XX-XXXXXX

Date: 2022-XX-XX

[Redacted Address]

Dear Sir/Madam,

**Application for Renewal of Exemption from  
Nutrition Labelling under the Small Volume Exemption Scheme  
(Formal Approval)**

With reference to your application of 2022-11-28, I am pleased to inform you that formal approval is hereby granted to the list of product(s) at **Appendix I** for the renewal of exemption from nutrition labelling under the Small Volume Exemption Scheme in accordance with Section 2 in Part 2 of Schedule 6 to the Food and Drugs (Composition and Labelling) Regulations, Cap. 132W.

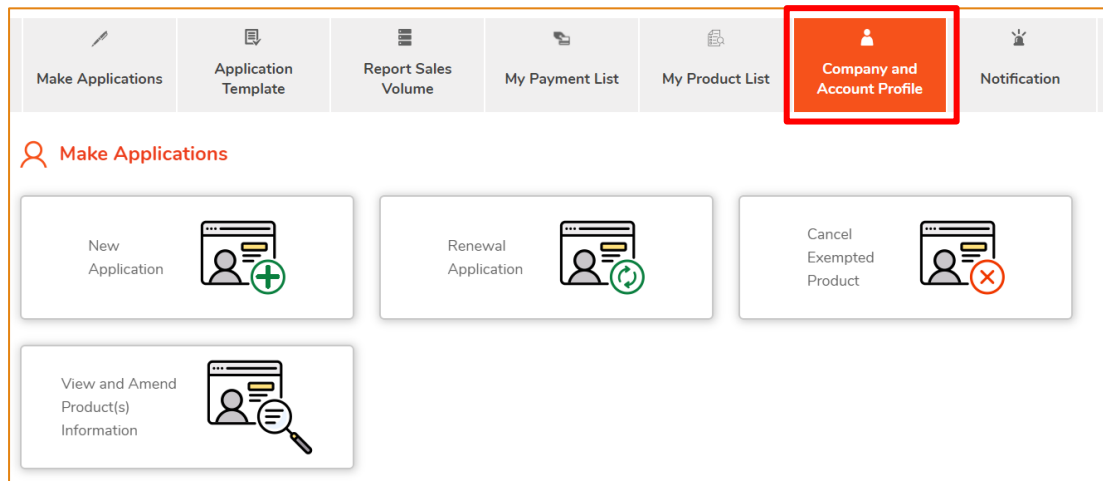
The exemption is granted subject to your observance of the conditions stipulated below and also such other conditions as the Centre for Food Safety (CFS) may from time to time impose. Any breach of the stipulated / imposed conditions may lead to revocation of the exemption:

- (a) The grantee should inform the distributors and retailers that the exempted products should each bear a specific label / sticker indicating the exemption status of the product when they are displayed for sale. In addition, the exemption number assigned to the product (as shown at **Appendix I**) should be clearly marked either on the label / sticker or in close proximity to the place where the product is displayed for sale. Details of the requirements of the label / sticker are at **Appendix II**. The grantee should provide the distributors and retailers with a sample of the label / sticker for reference.
- (b) The grantee should notify CFS of any changes to his / her / company's particulars, or to the names and addresses of the distributors / retailers or to the product particulars including its label and packaging design or artwork within one month of such changes.
- (c) The grantee should keep for at least two years from the effective date of granting / renewal of the exemption an accurate and up-to-date record of distribution in respect of the exempted product (including the names and

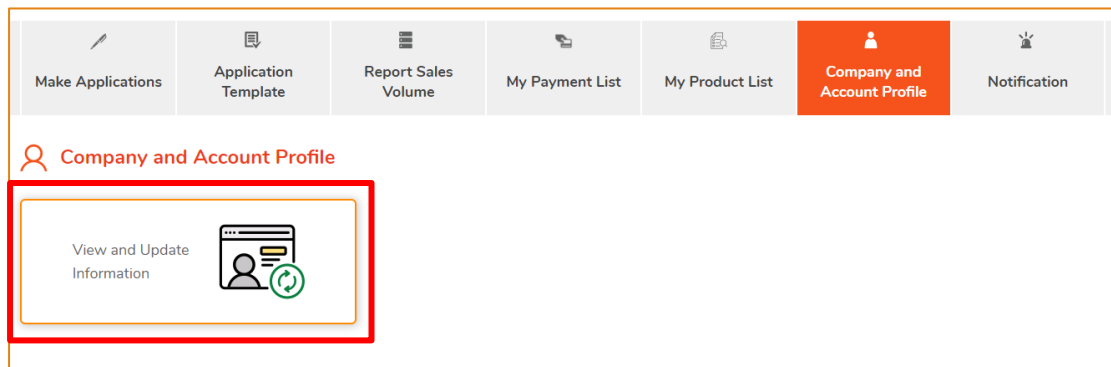
## HOW TO UPDATE COMPANY AND ACCOUNT PROFILE

If you need to change the company and account profile such as the particulars of your business, add/delete an Authorised Person (AP) or Nominated Person (NP) or amend the information on an AP or NP, simply choose **Company and Account Profile** on the main page.

(Note: only AP is eligible for accessing this function.)



1. Click **View and Update Information**.



2. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.

**Important Notes for Application for Updating of Company and Account Profile**

**Important Notes for Application for Updating of Company and Account Profile (Company)**

- According to the condition stipulated in the approval letter for exemption from nutrition labelling, grantee should notify the Centre for Food Safety of any changes to his / her / company's particulars or account profile within one month of such changes.

Operation of the System for Small Volume Exemption (SSVE)

- An Authorised Person is responsible for the maintenance of grantee information and the online user account(s) in the SSVE, and can perform a wide range of functions as well. He/she may further delegate some of the responsibilities to other person(s), who are referred to as "Nominated Person(s)". Details of the rights of Authorised Person and Nominated Person are summarised below:

Functions:	No. of person	Authorised Person(s) (AP)		Nominated Person(s) (NP)	
		At least	ONE, suggest multiple	Allow multiple	but not mandatory
◇ Update company profile		✓	} Default	×	
◇ Open SSVE user account(s)		✓		×	
◇ Delegate responsibilities to NP		✓		×	
◇ Apply for new exemption, renewal, updating information and cancellation of the exempted products		✓		✓	
◇ Report monthly sales volume		✓		✓	

- Please be reminded that there could be changes to the functions of the SSVE in future. While account users will be informed of such changes through the SSVE, grantees should check the current functions of the SSVE from time to time. Should they find a particular Authorised Person no longer suitable for operating any of the current function(s), they should consider revoking the appointment of that Authorised Person through the SSVE.
- Grantees should review the appointment of Authorised Person(s) and Nominated Person(s) regularly. In case of staff change, please add or delete the appointments immediately through the SSVE.
- Before preparing this application, please have the following documents and information ready (if applicable).
  - An image of valid Business Registration Certificate of your company.
  - An image of Hong Kong Identity Card of each Authorised Person and Nominated Person.
  - An image of the authorisation letter for every Authorised Person which states clearly the due authorisation from the company. [\(Sample\)](#)
    - The authorisation letter should be signed by a director appointed by the Board of Directors with company chop affixed.
  - For each Business Registration Number, every Authorised Person and Nominated Person must possess a unique email address and local mobile phone number different from each other.

The above images should be stored as image files in JPEG or PDF format, with a resolution of 200dpi or above. The size of each file should not be more than 5 megabytes.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@fehd.gov.hk](mailto:sve@fehd.gov.hk).

I have read the above important notes.

Cancel
Next

3. Application for Updating Company and Account Profile consists of two major parts:

- Part A is related to the particulars of your business
- Part B concerns the information on Authorised Person (AP) and Nominated Person (NP)

For example, if you want to change the primary email address of your company in Part A, simply click **Amend** at the section on (4) Telephone Number / Email Address / Fax Number.

### Change of Information 🔍 ✕

Fields marked with (\*) are mandatory

Information cannot be modified.

Important Note(s): Deletion of Authorised Person and / or Nominated Person will take effect in about 15 minutes after submission.

**Part A: Particulars of your business**

Business Registration No. \*    XXXXXXXX

**(1) Name of Business / Corporation or Business / Branch Name** Amend

Name of Business / Corporation \*

(In English)	XXX Company	(In Chinese)	XXX公司
--------------	-------------	--------------	-------

Business / Branch Name

(In English)	XXX	(In Chinese)	XXX
--------------	-----	--------------	-----

**(2) Registered Office Address \*** Amend

Registered Office Address (In English)	Registered Office Address XXX
Registered Office Address (In Chinese)	註冊辦事處地址 XXX

**(3) Correspondence Address (Accept Hong Kong address only) \*** Amend

Correspondence Address (In English)	Correspondence Address XXX
Correspondence Address (In Chinese)	通訊地址 XXX

**(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only)** Amend

Telephone Number (Primary) *	976543XX	Telephone Number (Secondary)	
Email Address (Primary)	ap@sample.com	Email Address (Secondary)	
Fax Number			

**Part B: Authorised Person and Nominated Person \***

Add Authorised Person
Add Nominated Person

Item No.	Action	Authorised Person	Proof of Identity	Mobile Phone No.	Responsibility	
1	<input checked="" type="checkbox"/>	Chan, Tai Man, 陳大文 Emergency Contact	HONG KONG IDENTITY CARD A123*****	976543XX	Update company profile, Open SSVE user account(s), Apply for new exemption Preparation, Apply for new exemption Submission, Apply for renewal, updating product information and cancellation of exempted product, Report monthly sales volume	Amend
Item No.	Action	Nominated Person	Proof of Identity	Mobile Phone No.	Responsibility	
No record found						

✕ Cancel
Next

4. Tick the box **Email Address (Primary)**, then input your new email address.

(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only) Amend

Telephone Number (Primary) *	976543XX	Telephone Number (Secondary)	
Email Address (Primary)	ap@sample.com	Email Address (Secondary)	
Fax Number			

Amend as follows.

<input type="checkbox"/> Telephone Number (Primary) *	976543XX
<input type="checkbox"/> Telephone Number (Secondary)	
<input checked="" type="checkbox"/> Email Address (Primary)	<input type="text" value="apap@sample.com"/> <input type="text" value="apap@sample.com"/>
<input type="checkbox"/> Email Address (Secondary)	<input type="text"/> Re-confirm <input type="text"/>
<input type="checkbox"/> Fax Number	<input type="text"/>

Undo

5. In Part B, if you want to change the information on an AP or NP, including adding, deleting or amending the information, click the corresponding buttons to make the amendments. Otherwise, click **Next**.

(If you want to add an AP or NP, please refer to the training manual on **Account Opening and Activation**.)

**Part B: Authorised Person and Nominated Person \***

Add Authorised Person
Add Nominated Person

Item No.	Action	Authorised Person	Proof of Identity	Mobile Phone No.	Responsibility	
1		Chan, Tai Man, 陳大文 <input checked="" type="checkbox"/> Emergency Contact	HONG KONG IDENTITY CARD A123*****	976543XX	Update company profile, Open SSVE user account(s), Apply for new exemption Preparation, Apply for new exemption Submission, Apply for renewal, updating product information and cancellation of exempted product, Report monthly sales volume	Amend
Item No.	Action	Nominated Person	Proof of Identity	Mobile Phone No.	Responsibility	
1	Add Nominated Person	Cheung, Chun Ling 張中玲 <input type="checkbox"/> Emergency Contact	HONG KONG IDENTITY CARD B123*****	654321XX	Apply for new exemption Preparation, Apply for new exemption Submission	Amend Delete

Cancel
Next

6. The information you have just amended will be shown in this Preview Page. Review the information before submitting the application. If amendment is required, click **Close** to return to the Change of Information Page and amend the information, or else click **Submit** to proceed.

**Preview Application** >

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**Part A: Particulars of your business**

Business Registration No. \* XXXXXXXX

**(1) Name of Business / Corporation or Business / Branch Name**

Name of Business / Corporation \*

(In English)	XXX Company	(In Chinese)	XXX公司
--------------	-------------	--------------	-------

Business / Branch Name

(In English)	XXX	(In Chinese)	XXX
--------------	-----	--------------	-----

**(2) Registered Office Address \***

Registered Office Address (In English) Registered Office Address XXX

Registered Office Address (In Chinese) 註冊辦事處地址 XXX

**(3) Correspondence Address (Accept Hong Kong address only) \***

Correspondence Address (In English) Correspondence Address XXX

Correspondence Address (In Chinese) 通訊地址 XXX

**(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only)**

Telephone Number (Primary) *	976543XX	Telephone Number (Secondary)	
Email Address (Primary)	ap@sample.com	Email Address (Secondary)	
Fax Number			

**Amend as follows.**

<input type="checkbox"/> Telephone Number (Primary) *	976543XX
<input type="checkbox"/> Telephone Number (Secondary)	
<input checked="" type="checkbox"/> Email Address (Primary)	apap@sample.com
<input type="checkbox"/> Email Address (Secondary)	
<input type="checkbox"/> Fax Number	

**Part B: Authorised Person and Nominated Person \***

Item No.	Action	Authorised Person	Proof of Identity	Mobile Phone No.	Responsibility
1		Chan, Tai Man, 陳太文 <b>Emergency Contact</b>	HONG KONG IDENTITY CARD A123*****	976543XX	Update company profile, Open SSVE user account(s), Apply for new exemption Preparation, Apply for new exemption Submission, Apply for renewal, updating product information and cancellation of exempted product, Report monthly sales volume

Item No.	Action	Nominated Person	Proof of Identity	Mobile Phone No.	Responsibility
1	Add Nominated Person	Cheung, Chun Ling 張中玲	HONG KONG IDENTITY CARD B123*****	654321XX	Apply for new exemption Preparation, Apply for new exemption Submission

✕ Close
Print
Submit

7. Read the Declaration and tick the checkboxes. Then click **Confirm and Submit**.

### Declaration

I, Chan, Tai Man / 陳大文, Hong Kong Identity Card A12345X(X), the Authorised Person of XXX Company, hereby declare that:

- I am duly authorised to make this declaration and application for updating of company and account profile on behalf of XXX Company;
- I fully understand the "Statement of Purpose"; and
- The information provided under this application is, to the best of my knowledge and belief, true and complete.

**Confirm and Submit** **Return**

8. Upon submission, you will receive an Application No.

### Acknowledgement

Application No.	SVE-A-XX-XXXXXX
Application Date	2022-XX-XX XX:XX:XX

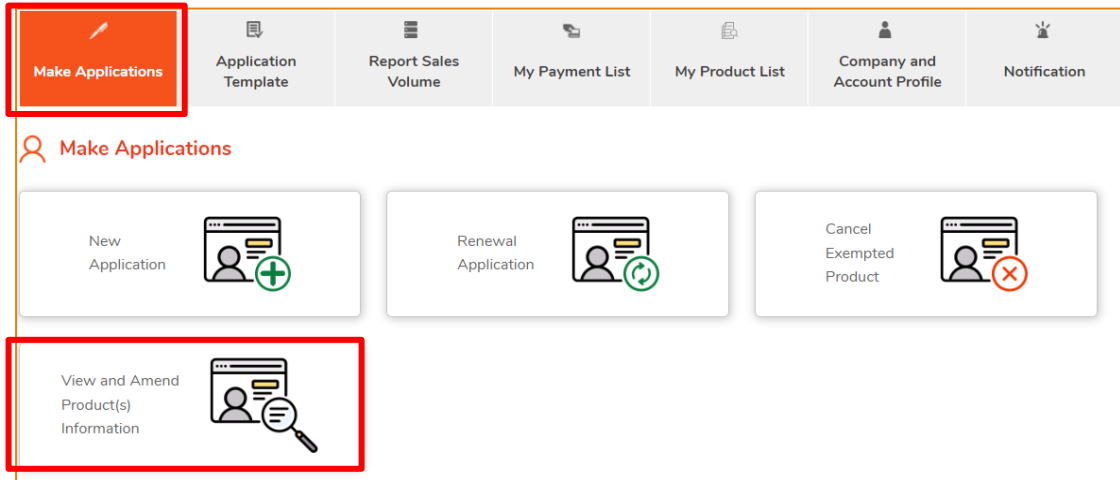
For any enquiries, please contact:

Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@fehd.gov.hk

**Print** **Close**

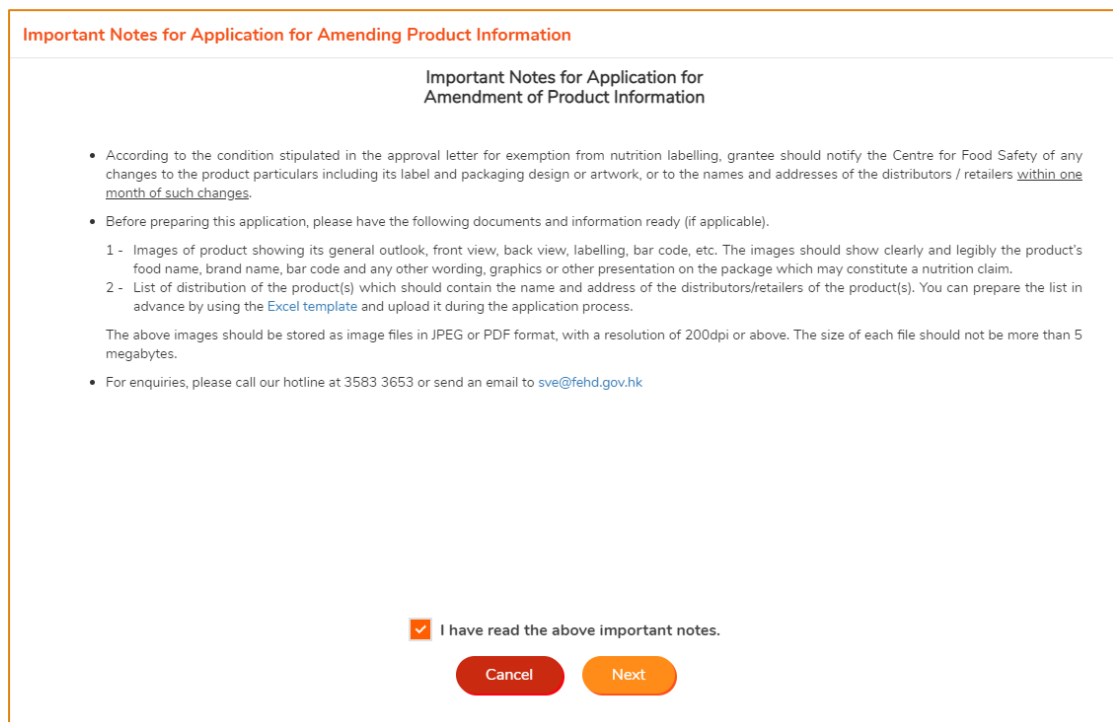
## HOW TO VIEW AND AMEND PRODUCT(S) INFORMATION

1. First, choose **Make Applications** on the main page and click **View and Amend Product(s) Information**.



The screenshot shows the 'Make Applications' section of the portal. At the top, there is a navigation bar with several options: 'Make Applications', 'Application Template', 'Report Sales Volume', 'My Payment List', 'My Product List', 'Company and Account Profile', and 'Notification'. The 'Make Applications' button is highlighted with a red box. Below this, there is a search icon and the text 'Make Applications'. Underneath, there are three main options: 'New Application', 'Renewal Application', and 'Cancel Exempted Product'. The 'View and Amend Product(s) Information' option is highlighted with a red box.

2. Read the important notes. Tick the box **I have read the above important notes** and click **Next**.



The screenshot shows the 'Important Notes for Application for Amending Product Information' page. The title is 'Important Notes for Application for Amendment of Product Information'. The page contains the following notes:

- According to the condition stipulated in the approval letter for exemption from nutrition labelling, grantee should notify the Centre for Food Safety of any changes to the product particulars including its label and packaging design or artwork, or to the names and addresses of the distributors / retailers within one month of such changes.
- Before preparing this application, please have the following documents and information ready (if applicable).
  - 1 - Images of product showing its general outlook, front view, back view, labelling, bar code, etc. The images should show clearly and legibly the product's food name, brand name, bar code and any other wording, graphics or other presentation on the package which may constitute a nutrition claim.
  - 2 - List of distribution of the product(s) which should contain the name and address of the distributors/retailers of the product(s). You can prepare the list in advance by using the [Excel template](#) and upload it during the application process.

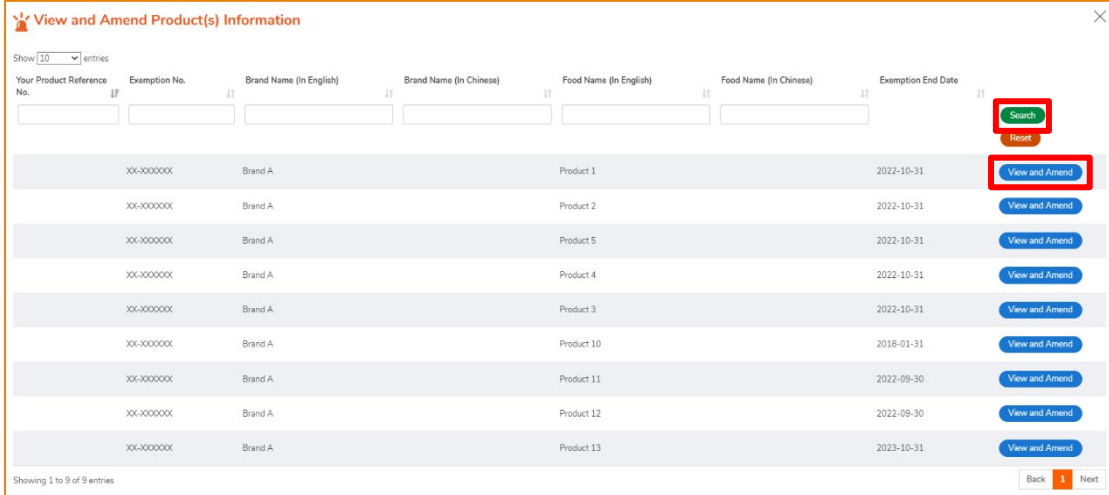
The above images should be stored as image files in JPEG or PDF format, with a resolution of 200dpi or above. The size of each file should not be more than 5 megabytes.
- For enquiries, please call our hotline at 3583 3653 or send an email to [sve@fehd.gov.hk](mailto:sve@fehd.gov.hk)

At the bottom of the page, there is a checkbox labeled 'I have read the above important notes.' which is checked. Below the checkbox are two buttons: 'Cancel' and 'Next'.



3. Your product(s) will be shown. A quick way to search the product you want to view or amend is to simply input the product information in the field(s) provided. Then click **Search**.

Next, click **View and Amend** of the corresponding product whose product information you want to view or amend.



**View and Amend Product(s) Information**

Show  entries

Your Product Reference No. Exemption No. Brand Name (In English) Brand Name (In Chinese) Food Name (In English) Food Name (In Chinese) Exemption End Date

Your Product Reference No.	Exemption No.	Brand Name (In English)	Brand Name (In Chinese)	Food Name (In English)	Food Name (In Chinese)	Exemption End Date	
							<b>Search</b> Reset
XX-XXXXXX		Brand A		Product 1		2022-10-31	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 2		2022-10-31	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 5		2022-10-31	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 4		2022-10-31	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 3		2022-10-31	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 10		2018-01-31	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 11		2022-09-30	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 12		2022-09-30	<b>View and Amend</b>
XX-XXXXXX		Brand A		Product 13		2023-10-31	<b>View and Amend</b>

Showing 1 to 9 of 9 entries

Back **1** Next

4. The information of the selected product will be shown. You may click the corresponding **Amend** if you would like to amend the information.

### 🔔 View and Amend Product Information

Fields marked with (\*) are mandatory  
Information highlighted in beige will be provided for public enquiry. Information cannot be modified.

**Product Particulars**

Exemption No.	XX-XXXXXX			<a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 5px;">Amend</a>
Your Product Reference No.				<a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 5px;">Amend</a>
Food Name *				<a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 5px;">Amend</a>
(In English)	Product 1	(In Chinese)		
Brand Name *				
(In English)	Brand A	(In Chinese)		
Net Weight / Net Volume / Numerical Count *	1kg			
Packing Method	Box / Cup			
Please Tick if the Product Package contains language other than Chinese & English with no translation in Chinese or English.				
Name of Manufacturer *	XXX Company			
Address of Manufacturer *	Address XXXXX			
Country / Place of Origin *	AUSTRALIA			
Name of Packer				
Address of Packer				
				<a href="#" style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 5px;">Amend</a>
Bar Code of the Product				

For example, if you want to change the Distributor Name, click **Amend** at the section on Details of Distributor / Retailer.

### 🔔 View and Amend Product Information >

Photo(s) or scanned image(s) of the product

Item No.	Action	Item Name	File Name	Document Remark
1		Product's General Outlook *	outlook.jpg	<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">View Photo</span> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">Replace</span>
2		Product's Front View *	front.jpg	<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">View Photo</span> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">Replace</span>
3		Product's Back View *	back.jpg	<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">View Photo</span> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">Replace</span>
4		Product's Top View		<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
5		Product's Bottom View		<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
6		Product's Side View 1		<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
7		Product's Side View 2		<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
8		Product's Labelling *	labelling.jpg	<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">View Photo</span> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">Replace</span>
9		Product's Bar Code		<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
10		Language Translation		<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>

Add More Photos

(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

Details of Distributor / Retailer \*

Download Excel Template for Data Import
Import Excel and Replace Current Data

Item No.	Action	Distributor / Retailer	Name	Address
1		Distributor	Distributor D	Address D

Add
Delete
Amend

- Input the up-to-date Distributor Name. After updating, if you want to apply the information on all the distributors/retailers of the product to other product(s), click **Apply to Other Products as Well**.

**Details of Distributor / Retailer \***

Download Excel Template for Data Import
Import Excel and Replace Current Data


Item No.	Action	Distributor / Retailer	Name	Address
1	Update Distributor/Retailer	Distributor	Distributor D	Address D

Item No.	Distributor / Retailer	Name	Address
1	<input checked="" type="checkbox"/> Distributor <input type="checkbox"/> Retailer	<input style="border: 2px solid red;" type="text" value="Sample Distributor 1"/>	<input type="text" value="xxxxxx"/>

Add
Undo

Apply to Other Products as Well

- Select the product(s) you want to update and click **Apply**.

 **View and Amend Product Information**
×

Product's Back view
back.jpg
View Photo
Replace

**List of Exempted Products to be Applied**

<input checked="" type="checkbox"/> Select All	Your Product Reference No.	Exemption No.	Brand Name (In English)	Brand Name (In Chinese)	Food Name (In English)	Food Name (In Chinese)
<input type="checkbox"/>		XX-XXXXXX	Brand A		Product 5	
<input checked="" type="checkbox"/>		XX-XXXXXX	Brand A		Product 4	
<input checked="" type="checkbox"/>		XX-XXXXXX	Brand A		Product 3	
<input type="checkbox"/>		XX-XXXXXX	Brand A		Product 10	
<input type="checkbox"/>		XX-XXXXXX	Brand A		Product 11	
<input type="checkbox"/>		XX-XXXXXX	Brand A		Product 12	
<input type="checkbox"/>		XX-XXXXXX	Brand A		Product 13	

Cancel
Apply

7. You may also replace photo(s) or scanned image(s) of the product. Simply click **Replace** of the corresponding item.

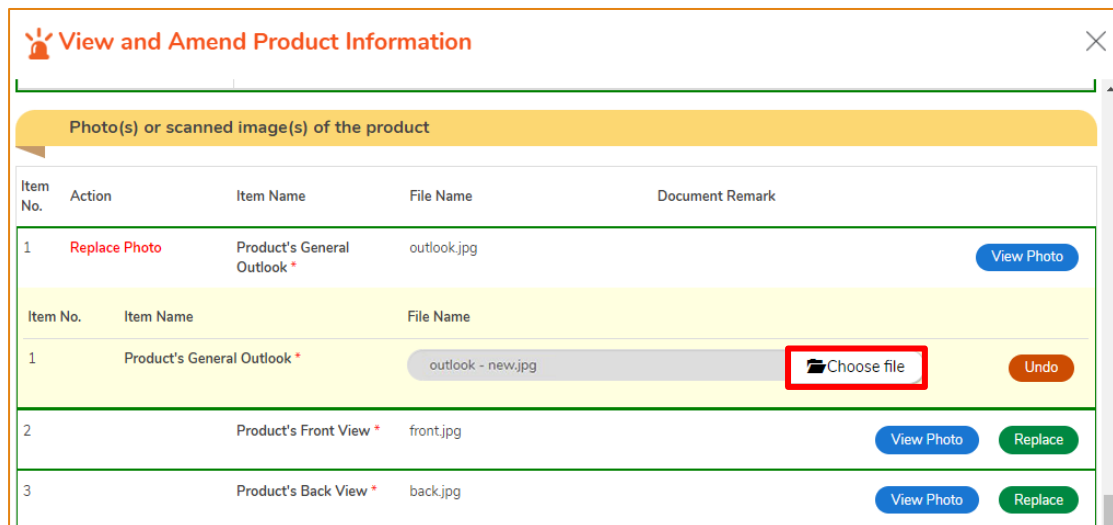
**View and Amend Product Information** ✕

Photo(s) or scanned image(s) of the product

Item No.	Action	Item Name	File Name	Document Remark
1		Product's General Outlook *	outlook.jpg	<span style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 5px;">View Photo</span> <span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px; border: 2px solid red; margin-left: 10px;">Replace</span>
2		Product's Front View *	front.jpg	<span style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 5px;">View Photo</span> <span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px; margin-left: 10px;">Replace</span>
3		Product's Back View *	back.jpg	<span style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 5px;">View Photo</span> <span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px; margin-left: 10px;">Replace</span>
4		Product's Top View		<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px;">Add</span>
5		Product's Bottom View		<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px;">Add</span>
6		Product's Side View 1		<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px;">Add</span>
7		Product's Side View 2		<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px;">Add</span>
8		Product's Labelling *	labelling.jpg	<span style="background-color: #2196f3; color: white; padding: 2px 5px; border-radius: 5px;">View Photo</span> <span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px; margin-left: 10px;">Replace</span>
9		Product's Bar Code		<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px;">Add</span>
10		Language Translation		<span style="background-color: #4caf50; color: white; padding: 2px 5px; border-radius: 5px;">Add</span>


Add More Photos

- Click **Choose file** to upload new photo of the product.



(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

9. Click **Next** after updating the product information.

 **View and Amend Product Information**
✕

8	Product's Labelling *	labelling.jpg	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">View Photo</span> <span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">Replace</span>
9	Product's Bar Code	Leave blank only if not available	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
10	Language Translation	If the Product Package contains language other than Chinese & English, please provide translation in Chinese or English.	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>

Add More Photos

(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

**Details of Distributor / Retailer \***

Download Excel Template for Data Import
Import Excel and Replace Current Data

Item No.	Action	Distributor / Retailer	Name	Address
1	Update Distributor/Retailer	Distributor	Distributor D	Address D

Item No.	Distributor / Retailer	Name	Address
1	<input checked="" type="checkbox"/> Distributor <input type="checkbox"/> Retailer	Sample Distributor 1	xxxxxx

Undo

Add

Apply to Other Products as Well

✕ Cancel
Next

10. The information you have just updated will be highlighted in yellow in this Preview Page.  
Review the information then click **Submit** to proceed to the next step.

**View and Amend Product Information** ✕

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**Preview Application** ✕

Item No.	Action	Item Name	File Name	Document Remark
1	Replace Photo	Product's General Outlook *	outlook.jpg	<a href="#">View Photo</a>
Item No.		Item Name	File Name	
1		Product's General Outlook *	outlook - new.jpg	<a href="#">Preview</a>
2		Product's Front View *	front.jpg	<a href="#">View Photo</a>
3		Product's Back View *	back.jpg	<a href="#">View Photo</a>
4		Product's Top View		
5		Product's Bottom View		
6		Product's Side View 1		
7		Product's Side View 2		
8		Product's Labelling *	labelling.jpg	<a href="#">View Photo</a>
9		Product's Bar Code		Leave blank only if not available
10		Language Translation		If the Product Package contains language other than Chinese & English, please provide translation in Chinese or English.

**Details of Distributor / Retailer \***

Item No.	Action	Distributor / Retailer	Name	Address
1	Update Distributor/Retailer	Distributor	Distributor D	Address D
Item No.		Distributor / Retailer	Name	Address
1		Distributor	Sample Distributor 1	xxxxxx

**List of Exempted Products to be Applied**

Exemption No.	Brand Name (In English)	Brand Name (In Chinese)	Food Name (In English)	Food Name (In Chinese)
XX-XXXXXX	Brand A		Product 5	
XX-XXXXXX	Brand A		Product 4	

✕ Close
Print
Submit



11. Read the Declaration and tick the checkboxes. Then click **Confirm and Submit**.


**Declaration**

I, Chan, Tai Man / 陳大文, (Hong Kong Identity Card no. A12345(X)), the Authorised Person of XXX Company, hereby declare that:

- I am duly authorised to make this declaration and application for amendment of information of the product(s) selected on behalf of XXX Company;
- I fully understand the "Statement of Purpose";
- No nutrition claim is made on the label of, or in any advertisement for the product(s) in this application;
- I agree to the uploading of the updated information of the product(s) in this application to the website(s) maintained by the Centre for Food Safety for information of the public; and
- The information provided under this application is, to the best of my knowledge and belief, true and complete.

Confirm and Submit
Return

12. Upon submission, you will receive an application number.

 **Acknowledgement**

Application No.	SVE-A-XX-XXXXXX
Application Date	2022-XX-XX XX:XX:XX
Exempted Product(s)	42-XXXXXX

For any enquiries, please contact:

Small Volume Exemption Office, Food Labelling Unit  
Centre for Food Safety, Food and Environmental Hygiene Department  
G/F and Basement, Carson Mansion, 121 King's Road, North Point, H.K  
Tel. No. : 3583 3653  
Email: sve@fehd.gov.hk

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