

# Training Manual

## Application for Health Certificate for Foods of Animal Origin

### TABLE OF CONTENTS

HOW TO APPLY FOR HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN.....	2
HOW TO USE IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE) TO FAST INPUT FOOD PRODUCT INFORMATION IN NEW APPLICATION FOR HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN.....	17
HOW TO APPLY FOR A NEW FOOD FACTORY .....	20
HOW TO APPLY FOR A NEW HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN BY USING INFORMATION SAVED IN FTP .....	25
HOW TO APPLY FOR AMENDMENT OF ISSUED HEALTH CERTIFICATE .....	27
HOW TO APPLY FOR CERTIFIED COPY OF ISSUED HEALTH CERTIFICATE.....	35
HOW TO CREATE APPLICATION TEMPLATE.....	42
HOW TO VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS.....	44
HOW TO MAKE APPOINTMENT FOR INSPECTION / REPORT COMPLETION OF FOLLOW UP / VIEW NOTIFICATIONS ABOUT THE APPLICATIONS .....	47
HOW TO SUPPLEMENT SHIPMENT INFORMATION.....	54
HOW TO CONFIRM DRAFT HEALTH CERTIFICATE.....	57

## HOW TO APPLY FOR HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN

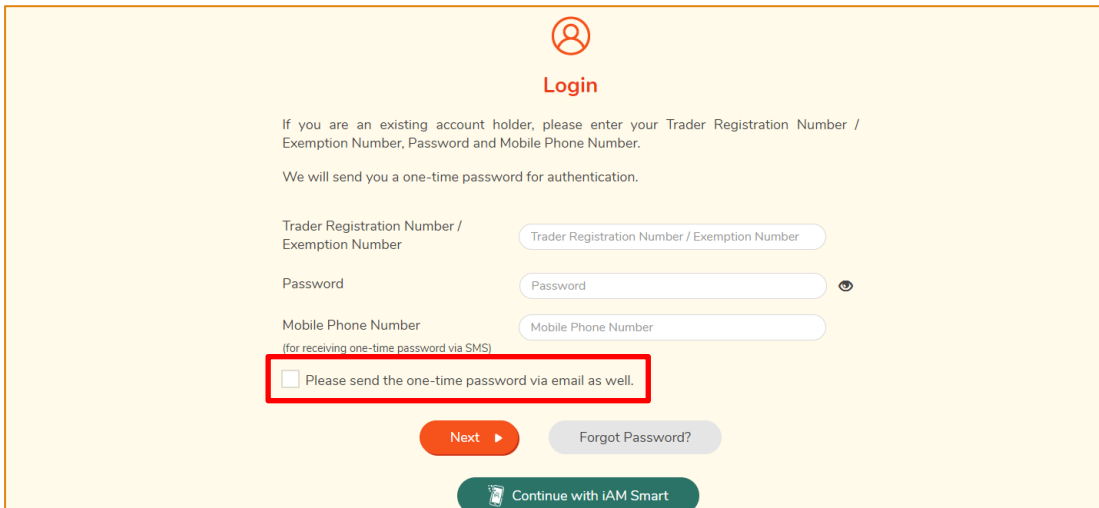
### [STEP 1] LOGIN TO FOOD TRADER PORTAL (FTP) HOMEPAGE

1. Go to the FTP homepage (<https://www.ftp.cfs.gov.hk>) and click **Login to Food Trader Portal (FTP) Account**.



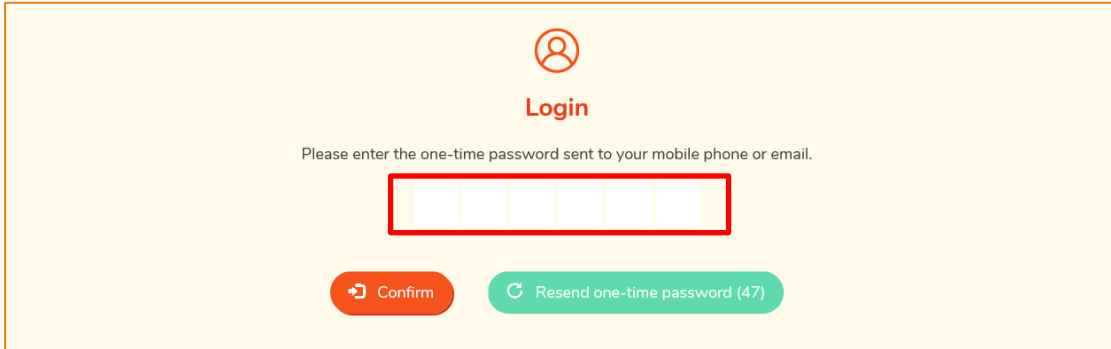
2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then click **Next**.

A one-time password will be sent to your mobile phone via an SMS. You can also click the highlighted option to have the one-time password sent to your registered email address as well.

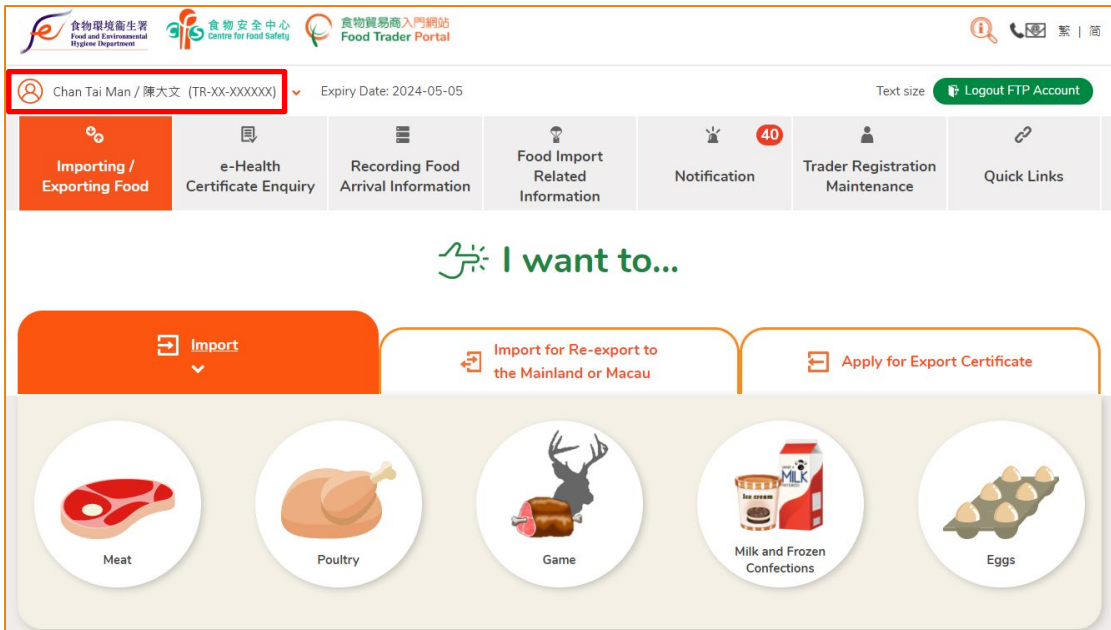


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

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

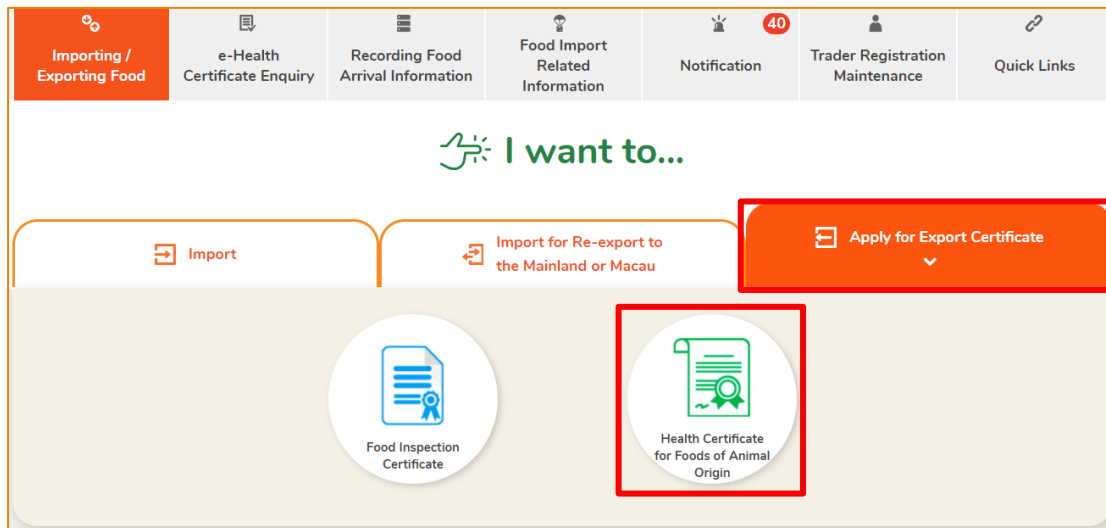


- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown on the top left corner.



**[STEP 2] CREATE A NEW HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN APPLICATION**

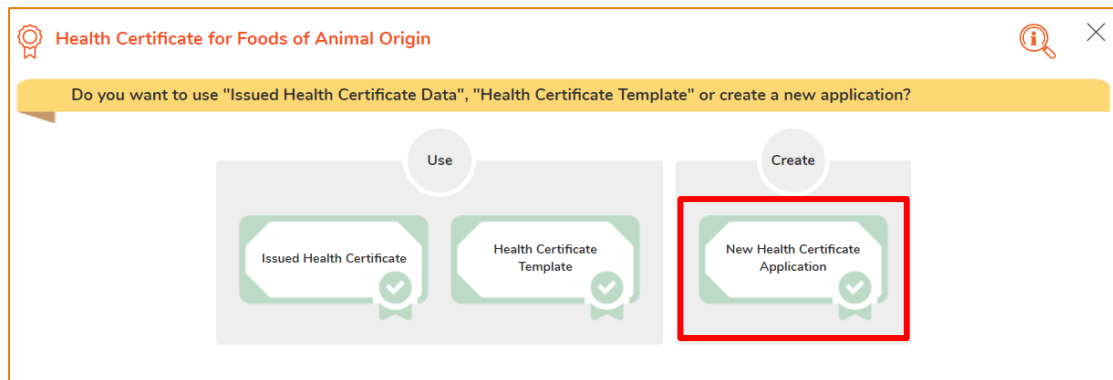
5. Choose **Apply for Export Certificate** on the main page and click **Health Certificate for Foods of Animal Origin**.



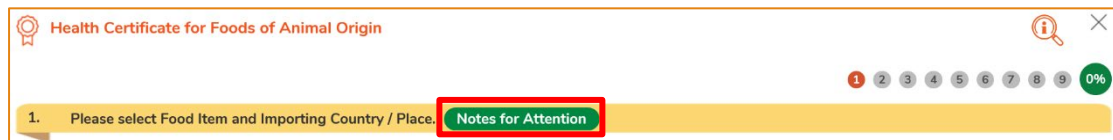
6. Choose **New Health Certificate**.



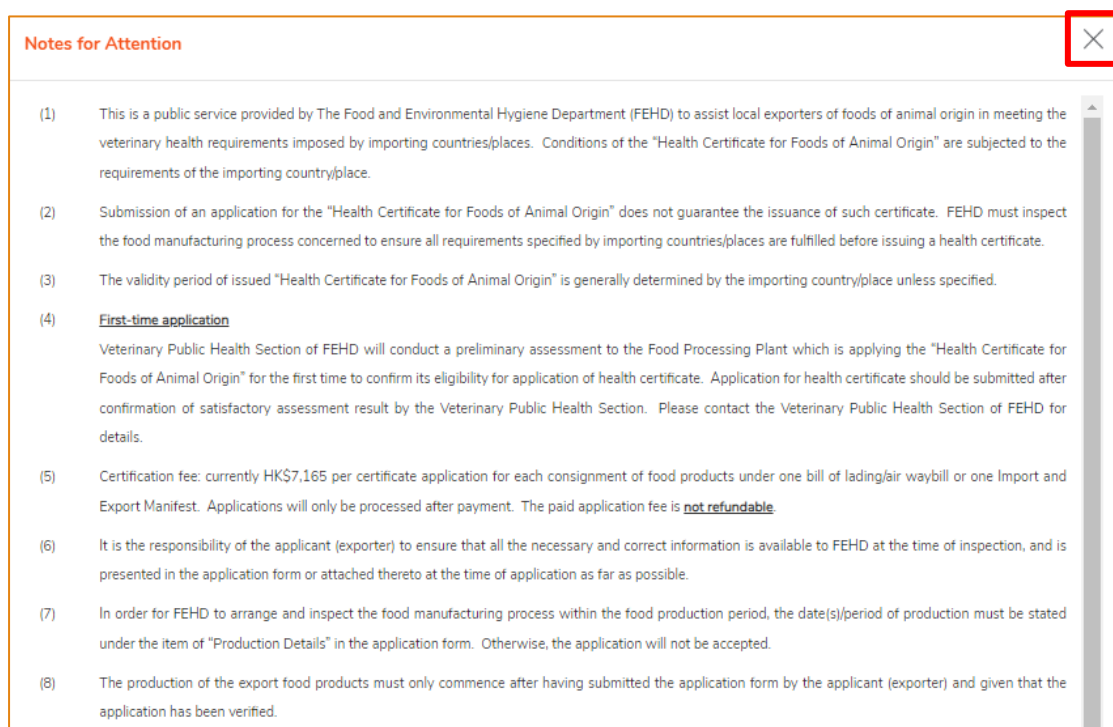
- Then choose **New Health Certificate Application**. (As for the other available options, please refer to the section **HOW TO APPLY FOR A NEW HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN USING OTHER FEATURES IN FTP** later in this training manual.)



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



- Click the **"X"** button at the top right corner of the pop-up window to get back to the application.



10. Select the Food Item to be exported and the Importing Country / Place, then click **Next**.

**1. Please select Food Item and Importing Country / Place.** Notes for Attention

Food Item

Importing Country / Place

This certification service is only applicable to foods that are both locally produced under a valid Food Factory Licence issued by FEHD and of animal origin. Please contact Veterinary Public Health Section (Tel. No.: 2867 5428) or Food Import and Export Section (Tel. no.: 2867 5577) if the proposed food product or importing country/place is not available for selection in the system.

Close
Next ▶

11. Information of the applicant will be pre-filled in the layout below. You may update the Correspondence Address, Name of Contact Person, Telephone No. or Fax No. (if necessary). Click **Next** to proceed to next page.

**2. Please provide the particulars of applicant.**

i) Company Name

(In English)  (In Chinese)

ii) Trader Registration Number / Exemption Number

iii) Correspondence Address

(In English)

(In Chinese)

iv) Name of Contact Person

(In English)  (In Chinese)

v) Telephone No.  Fax No.

◀ Back
Close
Next ▶

12. Select the corresponding Licensed Food Factory and click **Next**.

3. Please select Licensed Food Factory.

Name of Licensee	Name of Food Factory	Licence No.	Address of Premises	Select Licensed Food Factory
xxx	xxxxxx	xxxxxx	xxxxxx	<input type="checkbox"/> Main <input type="checkbox"/> Sub

[Add New Factory](#)

[◀ Back](#) [Save](#) [Close](#) [Next ▶](#)

(Note: If the food for export is manufactured in more than one food factory, you may select the one that needs to be shown on the health certificate as the “Main” factory and the other(s) as “Sub” factory. **If you need to add a new factory, please refer to the section [HOW TO APPLY FOR A NEW FOOD FACTORY](#) in this training manual.**)

13. Input Information on Food Product and click **Next**.

- To input the food information 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) TO APPLY FOR A NEW HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN** in this training manual.)

**4. Please provide Food Product Information.**

i) Food Description

ii) Brand Name

iii) Temperature of the Food Product  Ambient  Chilled  Frozen

iv) Total Value (US\$)

v) Shipping Mark

vi) Storage life

Worksheet for Data Import

Item 1 Copy Item

a. Lot No.

b. Production Date

c. Name of Food Product

d. Ingredient(s) of Animal Origin in the Products

Name of the Ingredient(s) of Animal Origin

Scientific Name(s) of Animals

Country / Place of Origin

e. Number of Package  Please select ... ▾

f. Description of Package

g. Net weight (kg)  kg

Add Food Item

Import Worksheet

◀ Back

Save

Close

Next ▶



14. Input Details on Food Production and click **Next**.

**5. Please provide Production Details.**

i) Date of Commencement

ii) All Production Dates

Start Date	End Date
<input type="text"/>	<input type="text"/>
<a href="#" style="color: red; text-decoration: none;">Delete</a>	
<a href="#" style="color: green; text-decoration: none; border: 2px solid red; padding: 2px;">Add</a>	

iii) Date of Completion

iv) Declaration of any Important Aspects of Production Process

[◀ Back](#)
[Save](#)
[Close](#)
[Next ▶](#)

(Note: Item (i) [Date of Commencement] and (iii) [Date of Completion] refer to the initial start date and final completion date of the production of the food products listed in one health certificate. Item (ii)[All Production Dates] refers to all the production periods of each food consignment covered in the health certificate. If there is more than one period, you may click **Add** to provide the dates.)

15. Input Shipment Details and click **Next**.

**6. Please provide Shipment Details.**

i) Destination Port and Country

ii) Mode of Transport

iii) Date of Loading

Item	Date
1	<input type="text"/>
<a href="#" style="color: red; text-decoration: none;">Delete</a>	
<a href="#" style="color: green; text-decoration: none; padding: 2px;">Add</a>	

iv) Date of Shipment

v) Name of Consignor

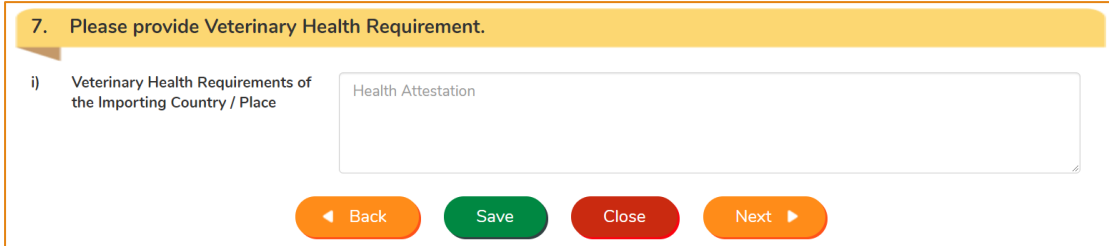
Address of Consignor

vi) Name of Consignee

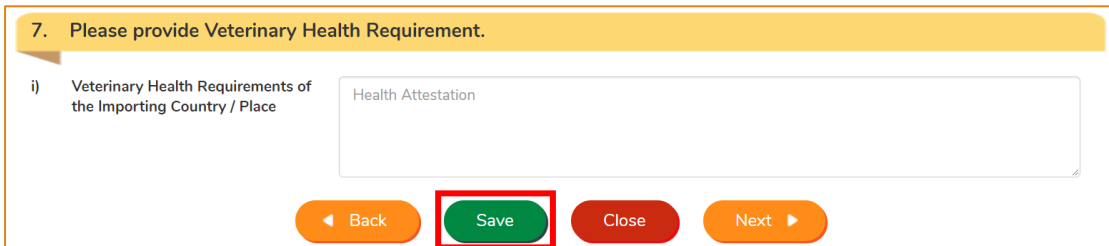
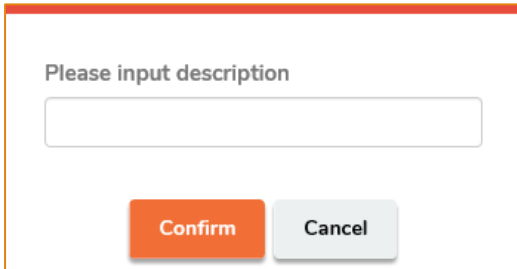
Address of Consignee

[◀ Back](#)
[Save](#)
[Close](#)
[Next ▶](#)

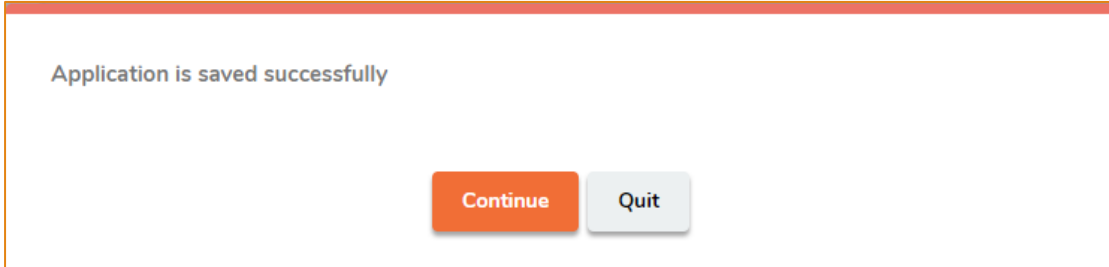
16. Input Veterinary Health Requirements of the importing country / place, then click **Next**.



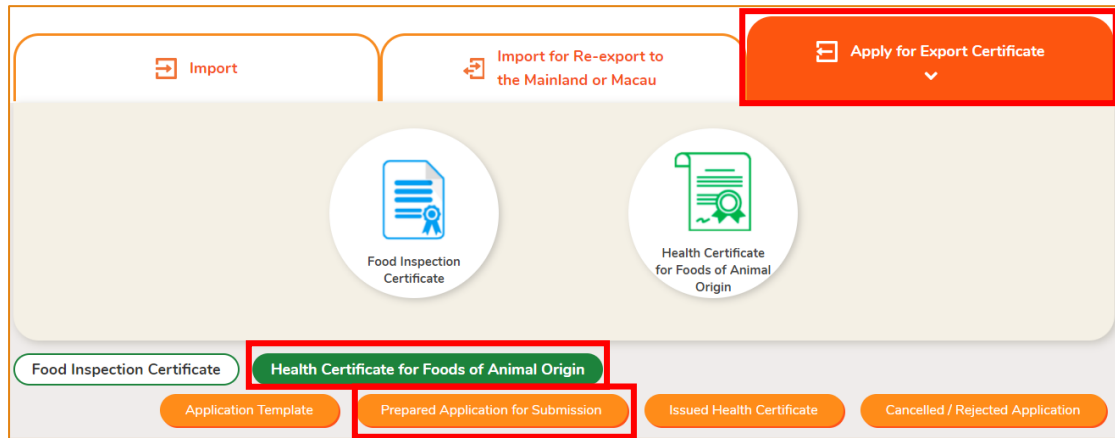
17. You can save all the information you have entered during the application process by clicking **Save**. Simply enter a name as description, then click **Confirm**.

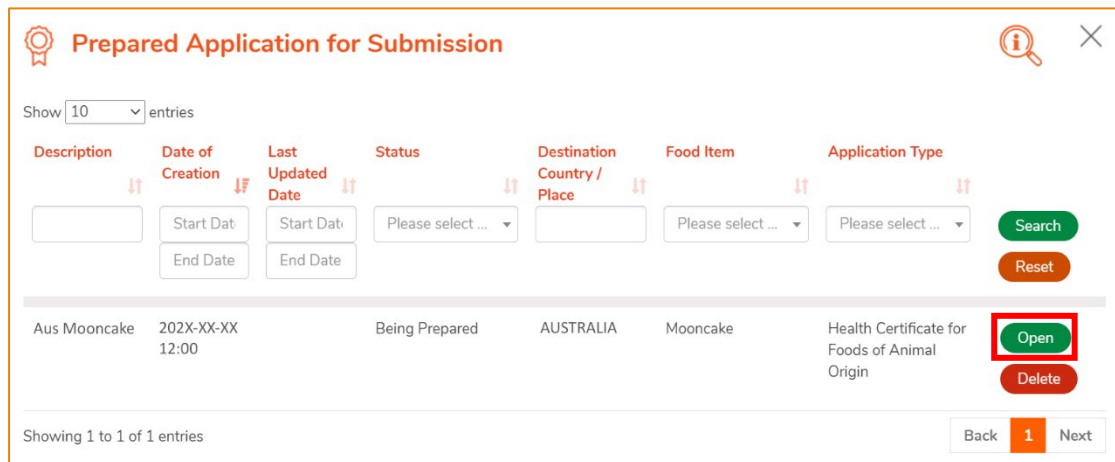
18. You may click **Continue** to proceed with the application or click **Quit** to return to the main page.



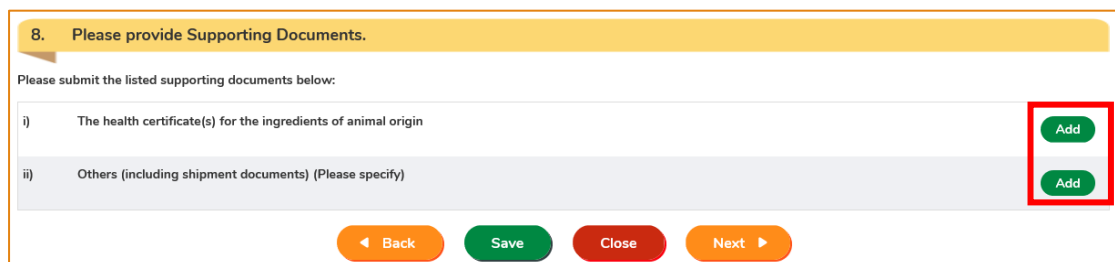
19. If you choose to **Quit**, you may retrieve the saved application later by clicking **Health Certificate for Foods of Animal Origin** and then **Prepared Application for Submission** on the main page.



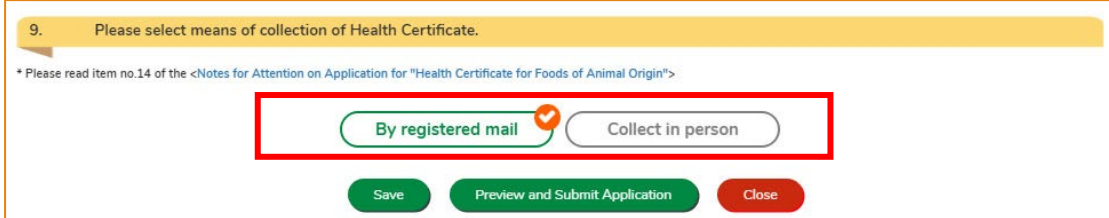
20. Click **Open** to continue the Health Certificate for Foods of Animal Origin Certificate application.



21. To continue, upload the supporting documents required by clicking **Add** and then select the documents to be uploaded. Upon completion, click **Next**.



22. Select means of collection of Health Certificate, then click **Preview and Submit Application**.



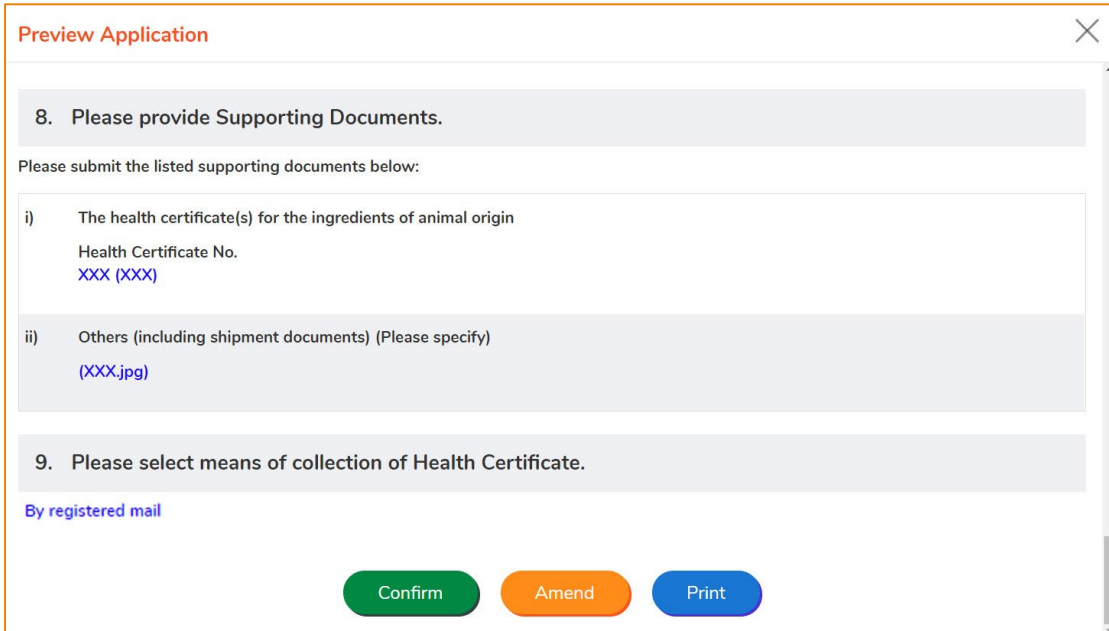
9. Please select means of collection of Health Certificate.

\* Please read item no.14 of the <Notes for Attention on Application for "Health Certificate for Foods of Animal Origin">

By registered mail  Collect in person

Save Preview and Submit Application Close

23. 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 **Amend** to do so, or else click **Confirm** to proceed with the declaration.



Preview Application

8. Please provide Supporting Documents.

Please submit the listed supporting documents below:

i) The health certificate(s) for the ingredients of animal origin  
Health Certificate No.  
XXX (XXX)

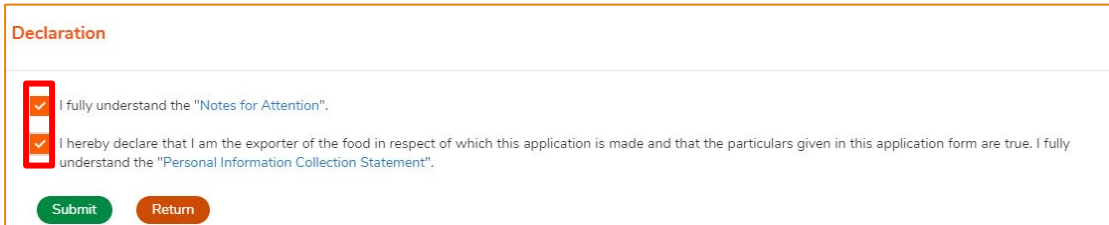
ii) Others (including shipment documents) (Please specify)  
(XXX.jpg)

9. Please select means of collection of Health Certificate.

By registered mail

Confirm Amend Print

24. Tick the checkboxes under Declaration and click **Submit** to complete the application.




Declaration

I fully understand the "Notes for Attention".

I hereby declare that I am the exporter of the food in respect of which this application is made and that the particulars given in this application form are true. I fully understand the "Personal Information Collection Statement".

Submit Return

25. Select the payment method. You may select either **Online Payment** or **Payment in Person**.

 **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. Or you may print this page for enquiring about the payment status if necessary.
- 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.

Application No.:	eHC-CC-XX-XXXX
Application fee of Health Certificate for Foods of Animal Origin:	HK\$ XXX.XX
Postage Fee of Local Registered Mail:	HK\$ XXX.XX
Amount Payable:	HK\$ XXX.XX


Please choose a payment method.

Payment In Person

Online Payment





Shroff Address:  
Food and Environmental Hygiene Department  
42nd Floor, Queensway Government Offices  
66 Queensway, Hong Kong
Schedule of temporary suspension  
of online payment service

26. If you choose to pay online, select the credit card used for this payment, then click **Pay**.

 **Select a Payment Method**




Merchant Name:	HEALTH CERTIFICATE FOR FAO E-PAYMENT
Type:	Application for Health Certificate for Foods of Animal Origin
Application No.:	eHC-N-XX-XXXX
Transaction Reference No.:	202XXXXXXXXXXXXXXXXXX
Payment Amount:	HK\$ X,XXX.XX

Please choose a payment method

Back
Pay
Cancel

27. After completing online payment, you will receive an acknowledgement with Transaction Reference No.

 **Acknowledgement**  

Application No.:	eHC-N-XX-XXXX
Transaction Reference No.:	202XXXXXXXXXXXXXX
Transaction Date & Time:	202X-XX-XX 12:00:00
Amount Payable:	HK\$ X,XXX.XX
Payment Method:	JCB

Successful Payment

For any enquiries, please contact:

Veterinary Public Health Section  
Centre for Food Safety  
Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices  
66 Queensway, Hong Kong

Tel. No.: 2867 5428 Fax No.: 2521 8067

28. If you have chosen to pay in person, click **CONFIRM AND DOWNLOAD PAYMENT NOTICE** to download the payment notice. Please bring along the payment notice to settle the application fee at the Shroff office and upload the receipted payment notice and payment receipt to the FTP after payment.

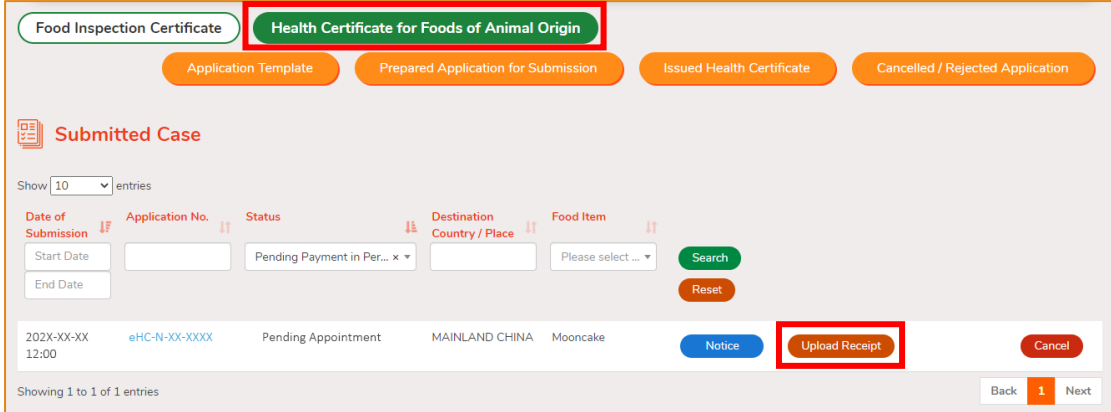
## Payment In Person

Please bring along with the payment notice to settle the application fee at the Shroff office and upload the receipted payment notice and payment receipt to the FTP after payment.

CONFIRM AND DOWNLOAD PAYMENT NOTICE

CANCEL

29. After the payment, click **Upload Receipt** to upload the required document.



Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

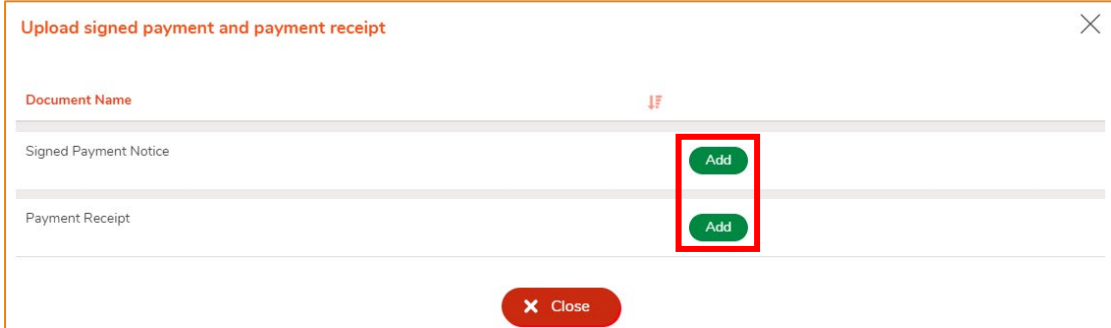
**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date	<input type="text"/>	Pending Payment in Per... x	<input type="text"/>	Please select ...	Search Reset
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Appointment	MAINLAND CHINA	Mooncake	Notice   <b>Upload Receipt</b>   Cancel

Showing 1 to 1 of 1 entries | Back 1 Next

30. Click **Add** to upload the notice and receipt.

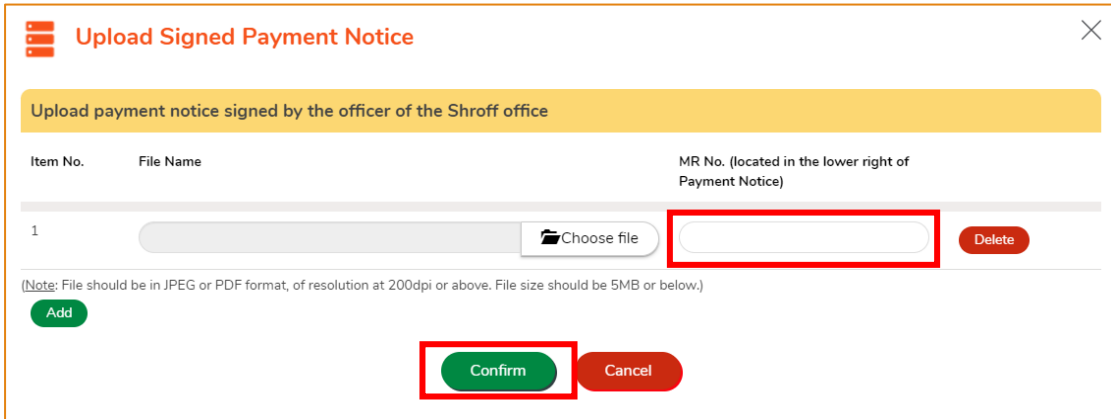


**Upload signed payment and payment receipt**

Document Name	
Signed Payment Notice	<b>Add</b>
Payment Receipt	<b>Add</b>

**Close**

31. Click **Choose file** to select the image file of the Signed Payment Notice, then input the MR No. Click **Confirm**.



**Upload Signed Payment Notice**

Upload payment notice signed by the officer of the Shroff office

Item No.	File Name	MR No. (located in the lower right of Payment Notice)	
1	<input type="text"/>	<input type="text"/>	Choose file   Delete

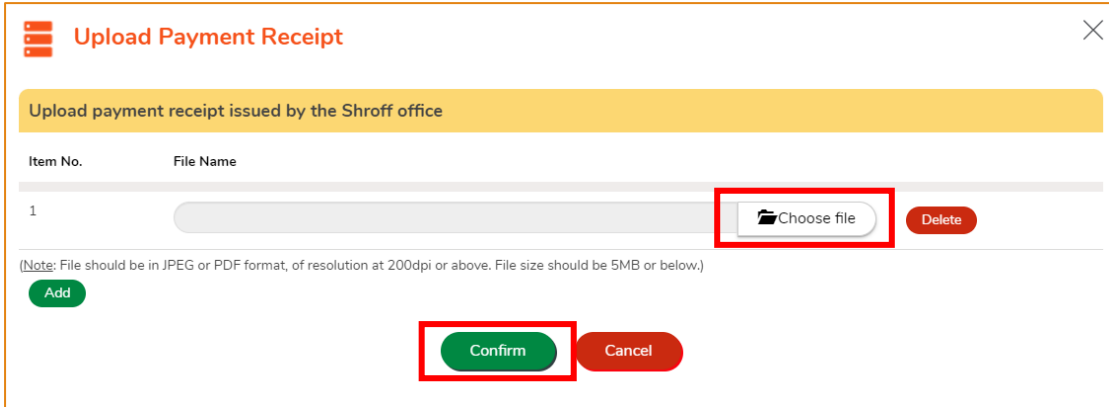
(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

**Add**

**Confirm** | **Cancel**

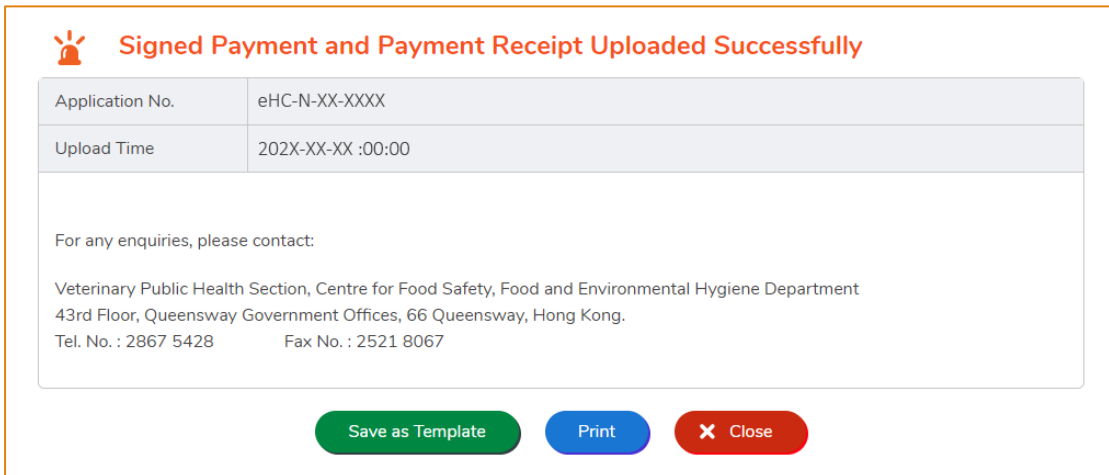
(Note : The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)

32. Click **Choose file** to select the image file of the Payment Receipt, then click **Confirm**.



(Note : The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)

33. After uploading the notice and receipt, you will receive an acknowledgement with Application No. and Upload Time.





HOW TO USE IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE) FOR FAST INPUT OF FOOD PRODUCT INFORMATION IN NEW APPLICATION FOR HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN

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

1. First, click **Worksheet for Data Import** in the section on Food Product Information to download the Excel template.

2. Read the **Important Notes** at the top of the worksheet, input the required information into the worksheet and save the file.

Health Certificate for Foods of Animal Origin						
Worksheet Version		FAO-001				
<b>IMPORTANT NOTES</b>						
1) Data in this worksheet may be uploaded onto FTP by clicking the "Import Worksheet" button under "Food Product Information".						
2) Only data in the <b>first worksheet</b> will be imported into food product information on FTP.						
3) If additional rows are needed, insert between "Item No." and "End of Items".						
4) Except for 3) , <b>DO NOT</b> insert any row , column and worksheet.						
Labelled fields: Data will be captured according to the labels of these fields, so <b>DO NOT</b> change the labels.						
Essential fields: Data in these fields will be imported as inputted.						
Food Product	Lot No.	Production Date (YYYY-MM-DD)	Name of Food Product	Ingredient(s) of Animal Origin in the Products		
Item No.	Lot No.	Production Date (YYYY-MM-DD)	Name of Food Product	Name of the Ingredient(s) of Animal Origin	Scientific Name(s) of Animals	Country/Place of Origin

[STEP 2] IMPORT THE WORKSHEET

3. Click **Import Worksheet** and select the file to import.

4. Please provide Food Product Information.

Worksheet for Data Import

Item 1 Copy Item

a. Lot No.

b. Production Date

c. Name of Food Product

d. Ingredient(s) of Animal Origin in the Products

Name of the Ingredient(s) of Animal Origin

Scientific Name(s) of Animals

Country / Place of Origin

e. Number of Package  Please select ... ▾

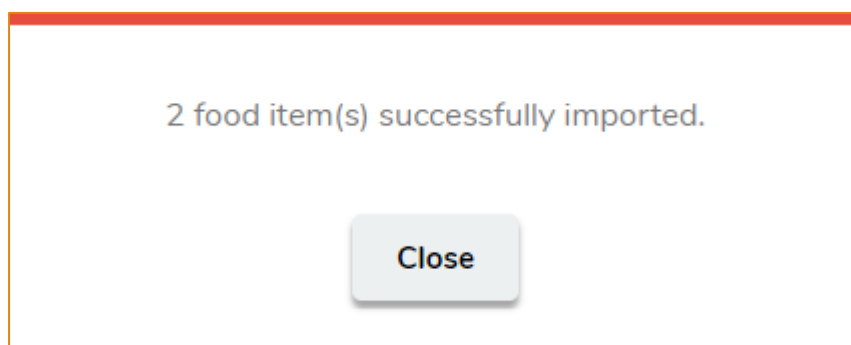
f. Description of Package

g. Net weight (kg)  kg

Add Food Item Import Worksheet

Back Save Close Next

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



5. The imported data will be displayed in the new application.

4. Please provide Food Product Information.

Item 1 Copy Item

a. Lot No.

b. Production Date

c. Name of Food Product

d. Ingredient(s) of Animal Origin in the Products

Name of the Ingredient(s) of Animal Origin

Scientific Name(s) of Animals

Country / Place of Origin

e. Number of Package

f. Description of Package

g. Net weight (kg)  kg

6. Click **Next** to proceed if the imported information is correct.

4. Please provide Food Product Information.

e. Number of Package

f. Description of Package

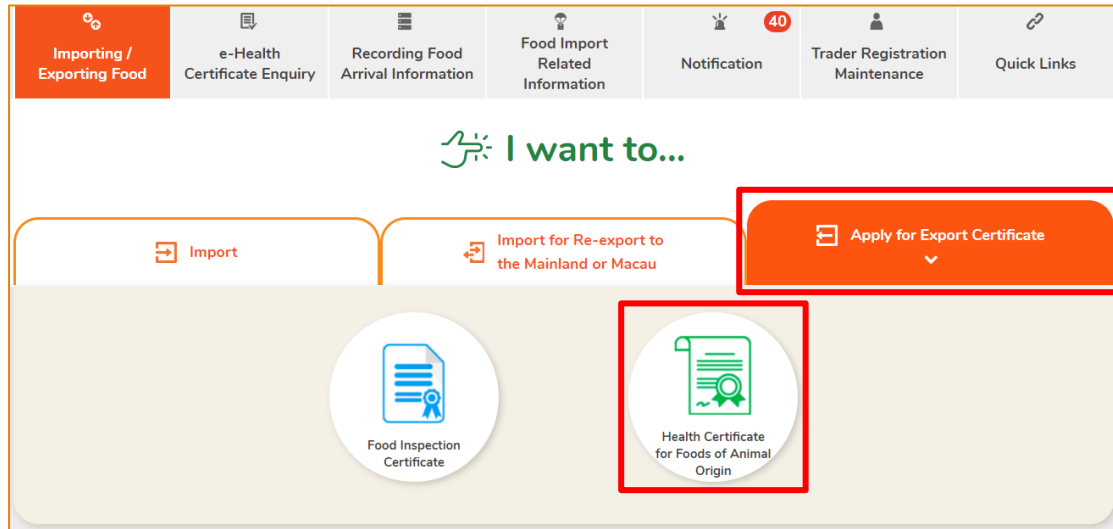
g. Net weight (kg)  kg

Add Food Item
Import Worksheet

◀ Back
Save
Close
Next ▶

## HOW TO APPLY FOR A NEW FOOD FACTORY

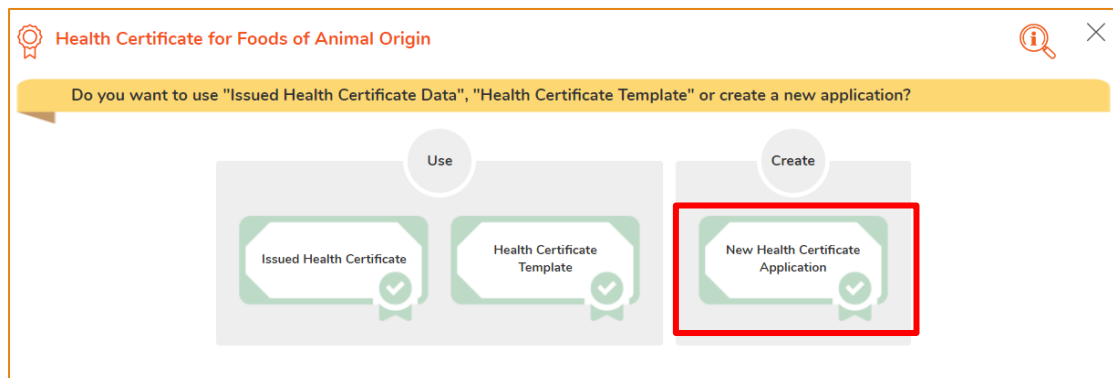
1. Choose **Apply for Export Certificate** on the main page and click **Health Certificate for Foods of Animal Origin**.



2. Choose **New Health Certificate**.



3. Then choose **New Health Certificate Application**.



4. Select the Food Item to be exported and the Importing Country / Place, then click **Next**.

**1. Please select Food Item and Importing Country / Place.** Notes for Attention

Food Item

Importing Country / Place

This certification service is only applicable to foods that are both locally produced under a valid Food Factory Licence issued by FEHD and of animal origin. Please contact Veterinary Public Health Section (Tel. No.: 2867 5428) or Food Import and Export Section (Tel. no.: 2867 5577) if the proposed food product or importing country/place is not available for selection in the system.

Close
Next ▶

5. Information of the applicant will be pre-filled in the layout below. You may update the Correspondence Address, Name of Contact Person, Telephone No. or Fax No. (if necessary), click **Next** to proceed to next page.

**2. Please provide the particulars of applicant.**

i) Company Name  
 (In English)  (In Chinese)

ii) Trader Registration Number / Exemption Number

iii) Correspondence Address  
 (In English)   
 (In Chinese)

iv) Name of Contact Person  
 (In English)  (In Chinese)

v) Telephone No.  Fax No.

◀ Back
Close
Next ▶



6. Click **Add New Factory**.

**3. Please select Licensed Food Factory.**

Name of Licensee	Name of Food Factory	Licence No.	Address of Premises	Select Licensed Food Factory
No record found				
<span style="background-color: #008000; color: white; padding: 5px 15px; border-radius: 10px; display: inline-block; border: 2px solid red;">Add New Factory</span>				

◀ Back
Save
Close
Next ▶

7. Input Food Factory Information and upload the required documents.

**New Food Factory**
 

Veterinary Public Health Section of FEHD will conduct a preliminary assessment to the food processing plant which is applying the health certificate for the first time to confirm its eligibility for application of "Health Certificate for Foods of Animal Origin". Application for "Health Certificate for Foods of Animal Origin" should be submitted after confirmation of satisfactory assessment result by the Veterinary Public Health Section. Please contact the Veterinary Public Health Section of FEHD (Tel: 2867 5428) for details.

*Fields marked with [\*] are mandatory*

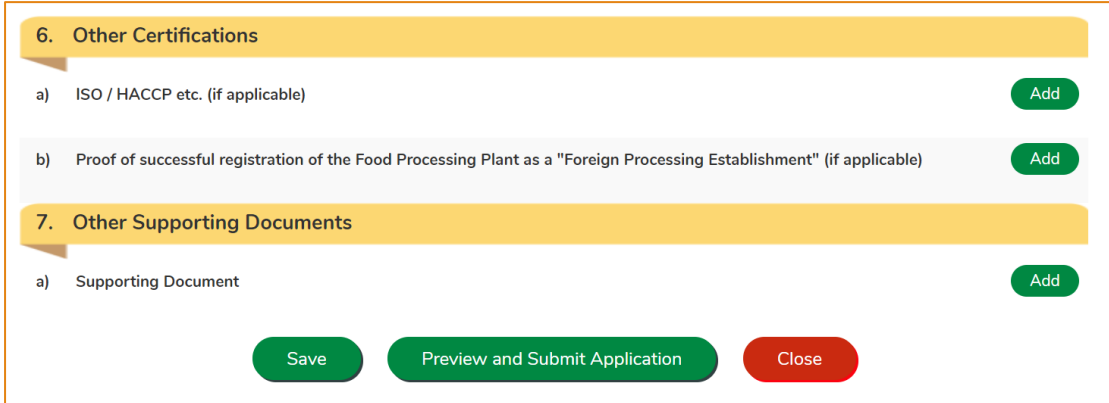
**1. Factory Information**

- a) **Business Registration No. \***
- b) **Name of Licensee \***
- c) **Licence No. \***
- d) **Name of Food Factory \***
- e) **Address of Premises \***

**2. Registration Documentation**

- a) **Valid Business Registration Certificate (Cap. 310) \*** Add
  - Business Registration No.
  - Valid Till
- b) **Valid Food Factory Licence (Cap. 132) \*** Add
  - Licence No.
  - Valid Till
- c) **Valid Bakery Licence (Cap. 132) (if applicable)** Add
  - Licence No.
  - Valid Till
- d) **Valid Frozen Confection Factory Licence (if applicable)** Add
  - Licence No.
  - Valid Till

8. After confirming all the required information and documents have been entered and uploaded, click **Preview and Submit Application**.



**6. Other Certifications**

- a) ISO / HACCP etc. (if applicable) Add
- b) Proof of successful registration of the Food Processing Plant as a "Foreign Processing Establishment" (if applicable) Add

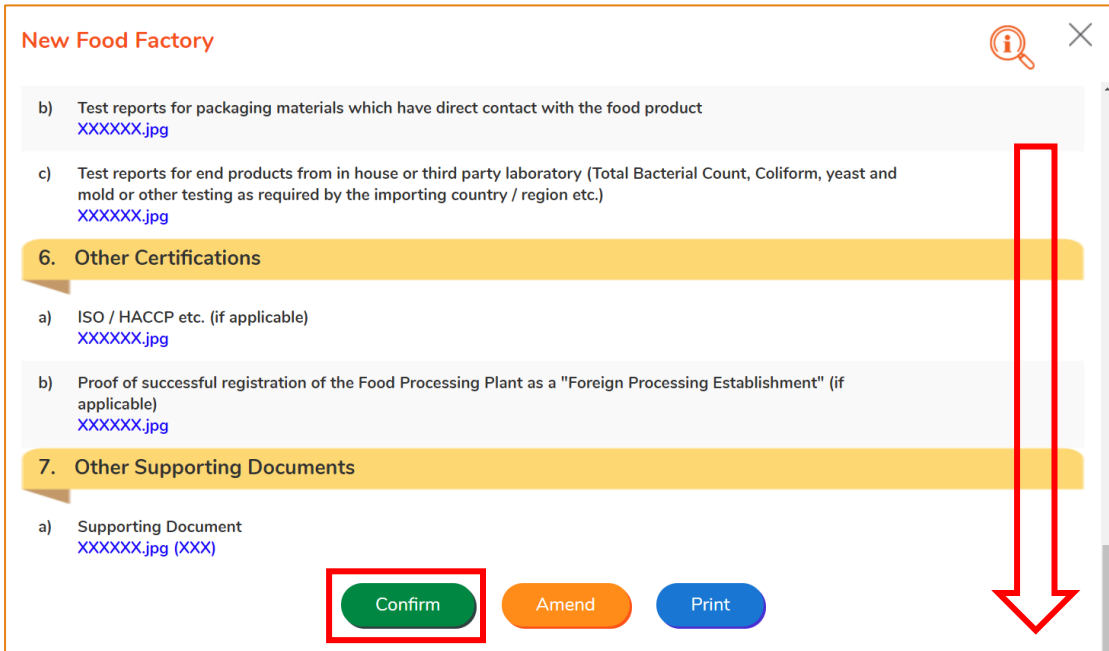
**7. Other Supporting Documents**

- a) Supporting Document Add

Save Preview and Submit Application Close

(Note: In the course of application, you may click “Save” to save the information to be submitted at any time and submit in one go once all the required information is ready.)

9. 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 **Amend** to do so, or else click **Confirm** to proceed with the declaration.



**New Food Factory**

- b) Test reports for packaging materials which have direct contact with the food product  
XXXXXX.jpg
- c) Test reports for end products from in house or third party laboratory (Total Bacterial Count, Coliform, yeast and mold or other testing as required by the importing country / region etc.)  
XXXXXX.jpg

**6. Other Certifications**

- a) ISO / HACCP etc. (if applicable)  
XXXXXX.jpg
- b) Proof of successful registration of the Food Processing Plant as a "Foreign Processing Establishment" (if applicable)  
XXXXXX.jpg

**7. Other Supporting Documents**

- a) Supporting Document  
XXXXXX.jpg (XXX)


Confirm Amend Print

10. Tick the checkbox under Declaration and click **Submit** to complete the application.

**Declaration**

I hereby declare that I am the exporter of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food exported shall be as described. I fully understand the "[Personal Information Collection Statement](#)".

11. After submission, you will receive an acknowledgement with information including the Application No and Application Date.


 **Application Submitted Successfully**

Application No.	eFPP-N-XX-XXXX
Application Date	202X-XX-XX 12:00:00


For any enquiries, please contact:

Veterinary Public Health Section, Centre for Food Safety, Food and Environmental Hygiene Department  
 43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
 Tel. No. : 2867 5428 Fax No. : 2521 8067


12. You will receive a notification when the new food factory application is approved. Then, you can proceed with application for the certificate with the new food factory.




Importing / Exporting Food




e-Health Certificate Enquiry




Recording Food Arrival Information




Food Import Related Information



**Notification** 67



Trader Registration Maintenance



Quick Links

**Notification**

Delete Show 10 entries

	Date	Category	Subject
<input type="checkbox"/>	Start Date End Date	Please select ...	<input type="text"/>
<input checked="" type="checkbox"/>	202X-XX-XX 12:00	Export Certificate	Result of Preliminary Assessment of Food Processing Plant Application No. eFPP-N-XX-XXXX #Australia #Mooncakes



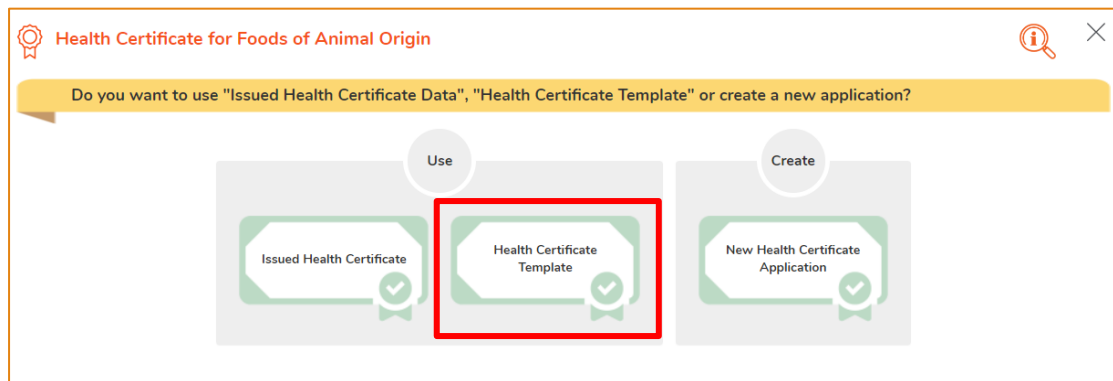
## HOW TO APPLY FOR A NEW HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN BY USING INFORMATION SAVED IN FTP

Apart from using the method mentioned earlier in this training manual to create a new application for Health Certificate for Foods of Animal Origin, the options below can also be used:

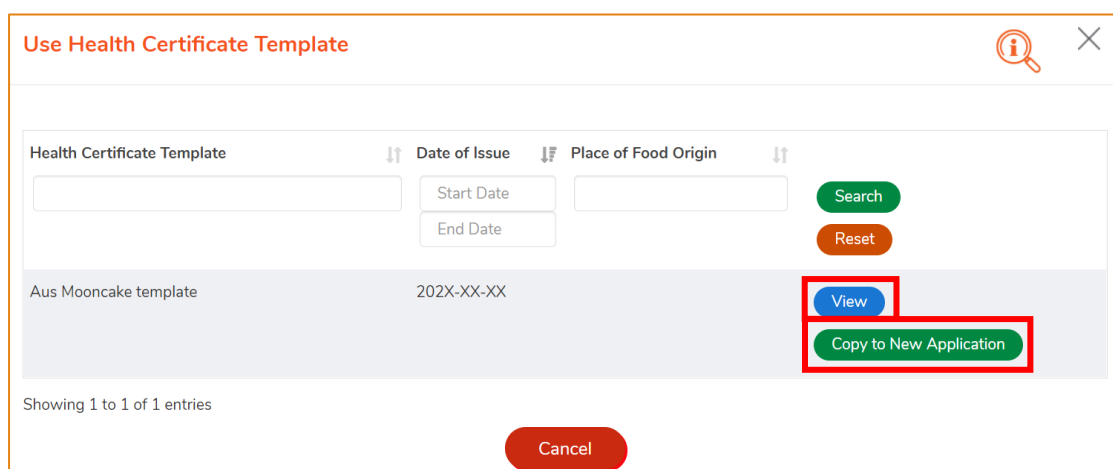
- (1) Issued Health Certificate
- (2) Health Certificate Template

### SELECT A METHOD TO CREATE A NEW APPLICATION

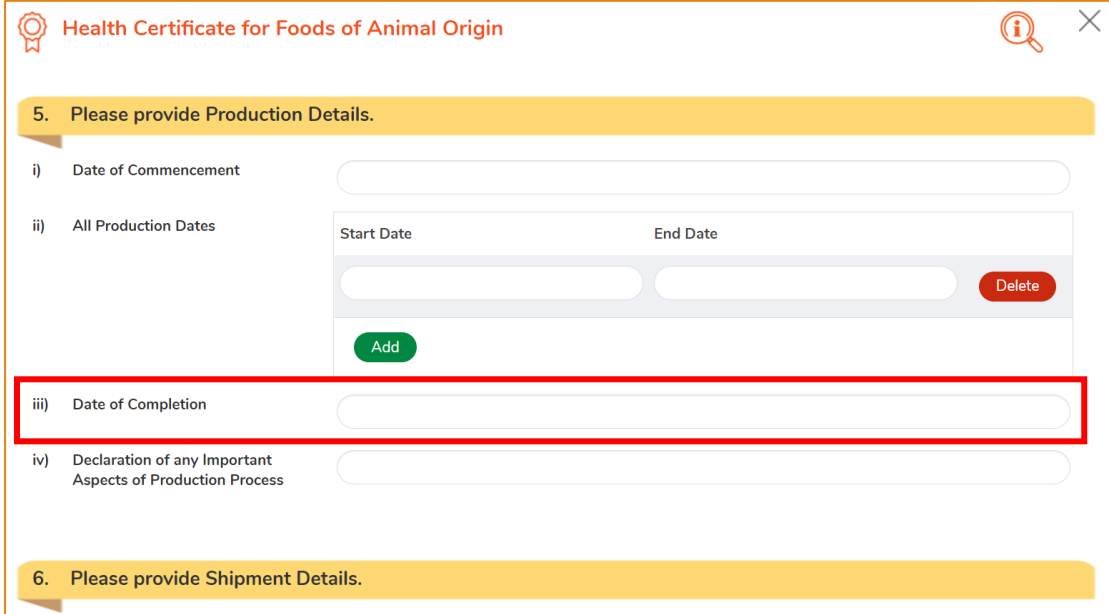
1. Assuming a template is used to create a new application for Health Certificate, click **Health Certificate Template**.



2. Select the relevant Health Certificate template. You may view the template by clicking **View**. Then click **Copy to New Application** to proceed.



- Almost all the information in the template will be copied to the new application. You only have to input or amend the required information, such as Production Date, Date of Completion and Shipment Details.



**Health Certificate for Foods of Animal Origin**

5. Please provide Production Details.

i) Date of Commencement

ii) All Production Dates

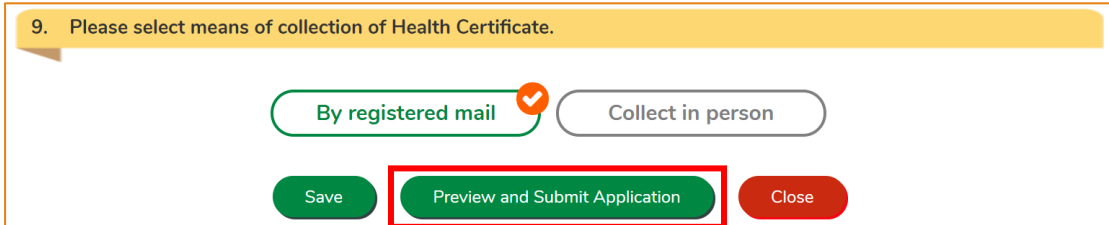
Start Date	End Date
<input type="text"/>	<input type="text"/>

iii) Date of Completion

iv) Declaration of any Important Aspects of Production Process

6. Please provide Shipment Details.

- Upon completion, click **Preview and Submit Application** to submit the application.



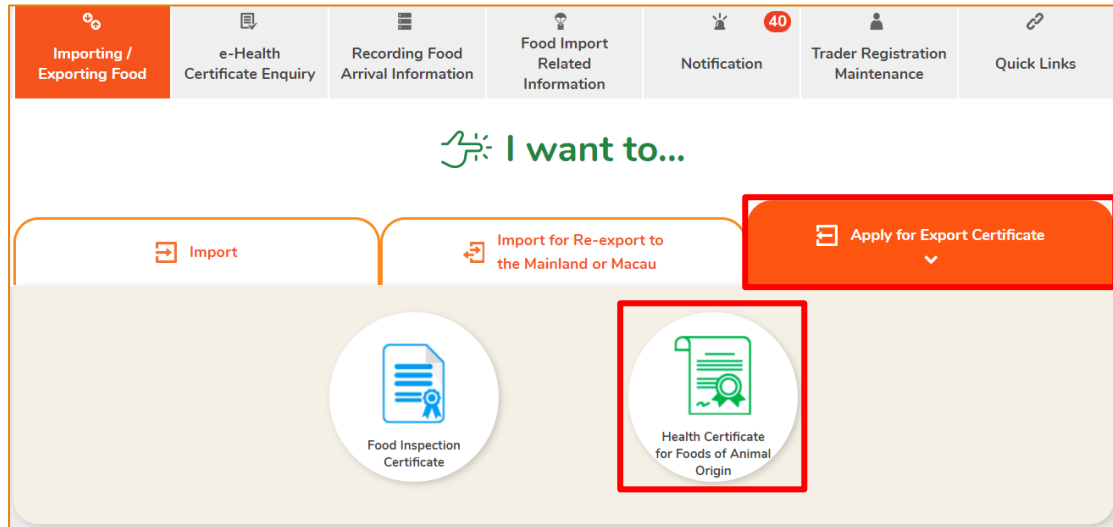
9. Please select means of collection of Health Certificate.

By registered mail
  Collect in person

- Likewise, you may create a new application using **Issued Health Certificate** in [STEP 1] of this section. The procedure is essentially the same as using Health Certificate Template.

## HOW TO APPLY FOR AMENDMENT TO ISSUED HEALTH CERTIFICATE

1. First, choose **Apply for Export Certificate** on the main page and click **Health Certificate for Foods of Animal Origin**.



2. Choose **Amendment / Certified Copy of Issued Health Certificate**.



3. Choose **Amendment of Issued Health Certificate**.



4. Choose a Health Certificate to amend, then click **Select**.

**Amendment of Issued Health Certificate** 🔍 ✕

Show  entries

HC No.	Date of Issue	Importing Country / Place	Food Item	Action
HCXXXXXX	202X-XX-XX 12:00	AUSTRALIA	Mooncake	<span style="border: 2px solid red; padding: 2px 5px; color: white; background-color: green;">Select</span>

Showing 1 to 1 of 1 entries Back **1** Next

Cancel

5. Information of the applicant will be pre-filled in the layout below. You may update the Correspondence Address, Name of Contact Person, Telephone No. or Fax No. (if necessary), or else click **Next** to proceed to next page.

**Health Certificate for Foods of Animal Origin** 🔍 ✕

Notes for Attention 🔍 1 2 3 0%

**1. Please provide the particulars of applicant.**

i) Company Name  
(In English)  (In Chinese)

ii) Trader Registration Number / Exemption Number

iii) Correspondence Address  
(In English)   
(In Chinese)

iv) Name of Contact Person  
(In English)  (In Chinese)

v) Telephone No.  Fax No.

◀ Back
Close
Next ▶

- Input the details and reason(s) for the amendment(s) required and upload supporting documents (if necessary), then click **Next**.


The screenshot shows the 'Health Certificate for Foods of Animal Origin' application interface. At the top, there is a title bar with a ribbon icon and a search icon. Below the title bar, there is a 'Notes for Attention' section with a progress indicator showing steps 1, 2, and 3, with step 2 highlighted and a 33% completion rate. The main content area is titled '2. Please provide Amendment Detail'. It contains two sections: 'i) Please state the details of and reason(s) for amendment(s) required in the following column' with a large text input field, and 'ii) Other Supporting Documents' with an 'Add' button. At the bottom, there are four buttons: 'Back', 'Save', 'Close', and 'Next'.

- You can only collect the amended Health Certificate in person. Select **Collect in person** and click **Preview and Submit Application**.

The screenshot shows the 'Health Certificate for Foods of Animal Origin' application interface. At the top, there is a title bar with a ribbon icon and a search icon. Below the title bar, there is a 'Notes for Attention' section with a progress indicator showing steps 1, 2, and 3, with step 3 highlighted and a 67% completion rate. The main content area is titled '3. Please select means of collection of Health Certificate'. It contains a single radio button option labeled 'Collect in person' which is selected. At the bottom, there are four buttons: 'Back', 'Save', 'Preview and Submit Application', and 'Close'.



10. Select a payment method. You may select either **Online Payment** or **Payment in Person**.

 **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. Or you may print this page for enquiring about the payment status if necessary.
- 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.

Application No.:	eHC-A-XX-XXXX
Application fee of amendment of Health Certificate for Foods of Animal Origin:	HK\$ XXX.XX
Amount Payable:	HK\$ XXX.XX

Please choose a payment method.


Payment In Person

Online Payment

Shop Address: Food and Environmental Hygiene Department  
 42nd Floor, Queensway Government Offices  
 66 Queensway, Hong Kong





[Schedule or temporary suspension of online payment service](#)

11. If you choose to pay online, select a payment method, then click **Pay**.

 **Select a Payment Method**

Merchant Name:	HEALTH CERTIFICATE FOR FAO E-PAYMENT
Type:	Application for Amendment of issued Health Certificate for Foods of Animal Origin
Application No.:	eHC-A-XX-XXXX
Transaction Reference No.:	202XXXXXXXXXXXXXXXXXX
Payment Amount:	HK\$ XXX.XX

Please choose a payment method









Back

Pay

Cancel

12. After payment, you will receive an acknowledgement with Transaction Reference No..

 Acknowledgement
 

Application No.:	eHC-A-XX-XXXX
Transaction Reference No.:	202XXXXXXXXXXXXXX
Transaction Date & Time:	202X-XX-XX 12:00:00
Amount Payable:	HK\$ XXX.XX
Payment Method:	JCB

Successful Payment

For any enquiries, please contact:

Veterinary Public Health Section  
 Centre for Food Safety  
 Food and Environmental Hygiene Department  
 43rd Floor, Queensway Government Offices  
 66 Queensway, Hong Kong  
 Tel. No.: 2867 5428 Fax No.: 2521 8067

13. If you have chosen to pay in person, click **CONFIRM AND DOWNLOAD PAYMENT NOTICE** to download payment notice. Please bring along the payment notice to settle the application fee at the Shroff office and upload the receipted payment notice and payment receipt to the FTP after payment.

## Payment In Person

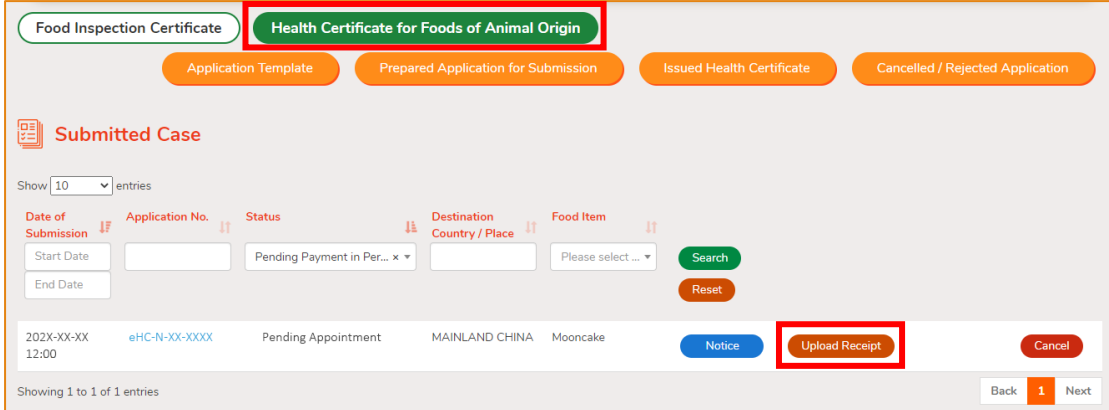
Please bring along with the payment notice to settle the application fee at the Shroff office and upload the receipted payment notice and payment receipt to the FTP after payment.

CONFIRM AND DOWNLOAD PAYMENT NOTICE

CANCEL



14. To upload the required documents after payment, click **Upload Receipt**.



Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

**Submitted Case**

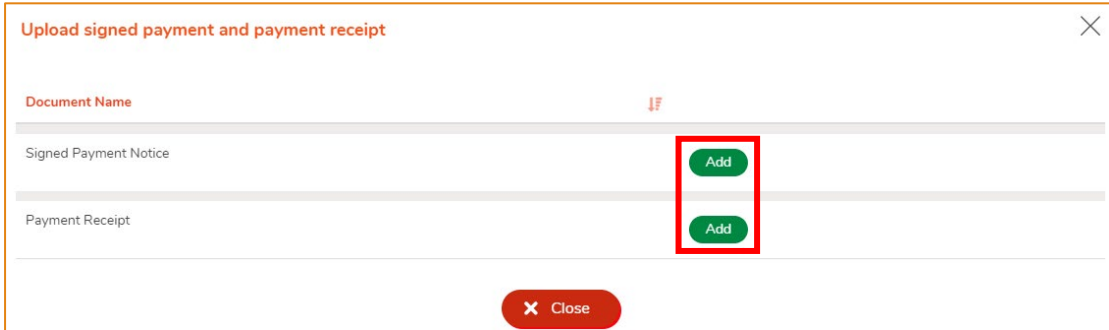
Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date	<input type="text"/>	Pending Payment in Per... x	<input type="text"/>	Please select ...	Search Reset
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Appointment	MAINLAND CHINA	Mooncake	Notice   <b>Upload Receipt</b>   Cancel

Showing 1 to 1 of 1 entries

Back 1 Next

15. Click **Add** to upload the payment notice and receipt.

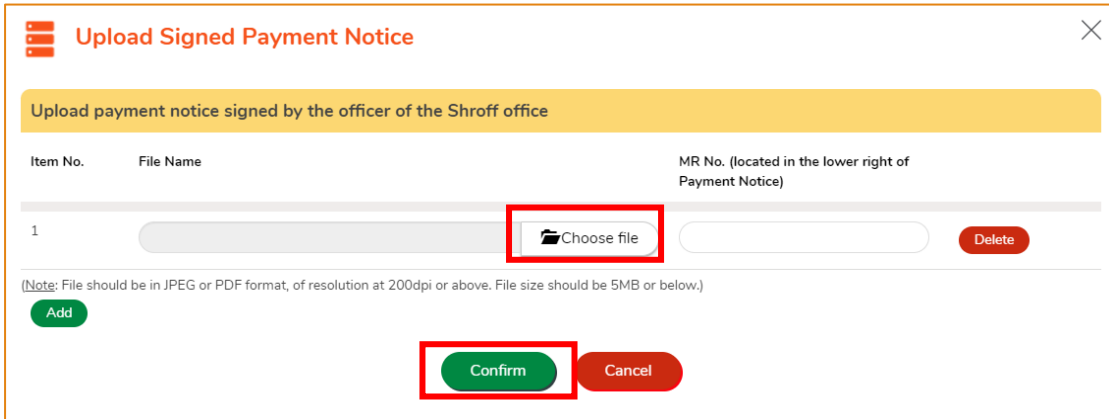


**Upload signed payment and payment receipt**

Document Name	
Signed Payment Notice	<b>Add</b>
Payment Receipt	<b>Add</b>

**Close**

16. Click **Choose file** to select the image file of the Signed Payment Notice, then input the MR No. Click **Confirm**.



**Upload Signed Payment Notice**

Upload payment notice signed by the officer of the Shroff office

Item No.	File Name	MR No. (located in the lower right of Payment Notice)
1	<input type="text"/> <b>Choose file</b>	<input type="text"/> <b>Delete</b>

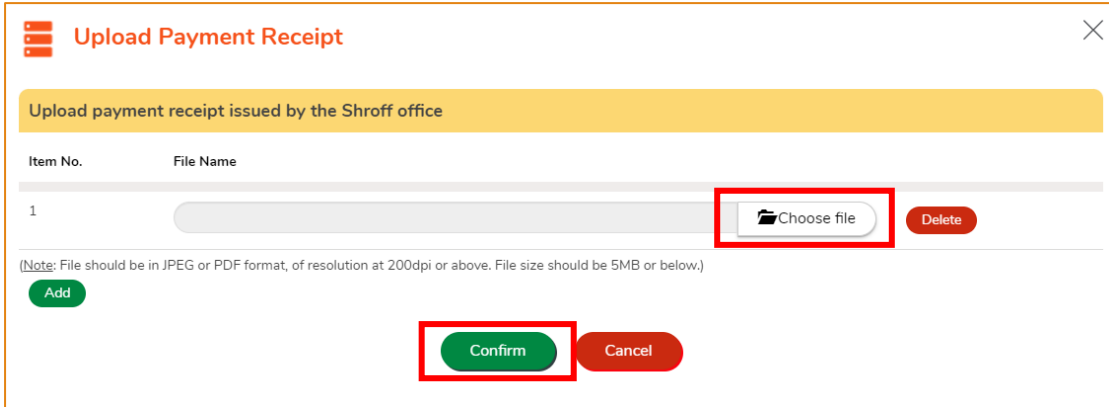
(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

**Add**

**Confirm** **Cancel**

(Note: The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)

17. Click **Choose file** to select the image file of the Payment Receipt, then click **Confirm**.



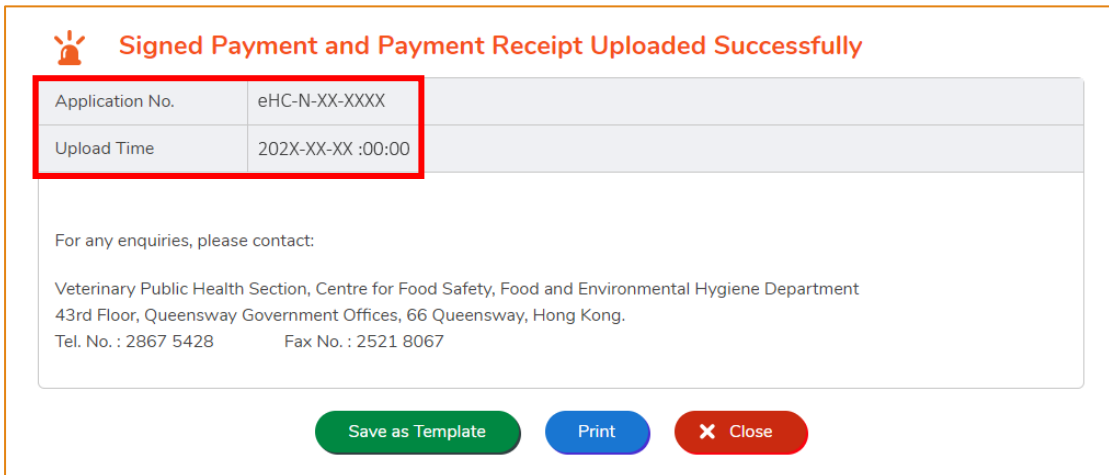
Item No.	File Name
1	

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

Buttons: Add, Confirm, Cancel

(Note: The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)

18. After uploading the payment notice and receipt, you will receive an acknowledgement with Application No. and Upload Time.



**Signed Payment and Payment Receipt Uploaded Successfully**

Application No.	eHC-N-XX-XXXX
Upload Time	202X-XX-XX :00:00

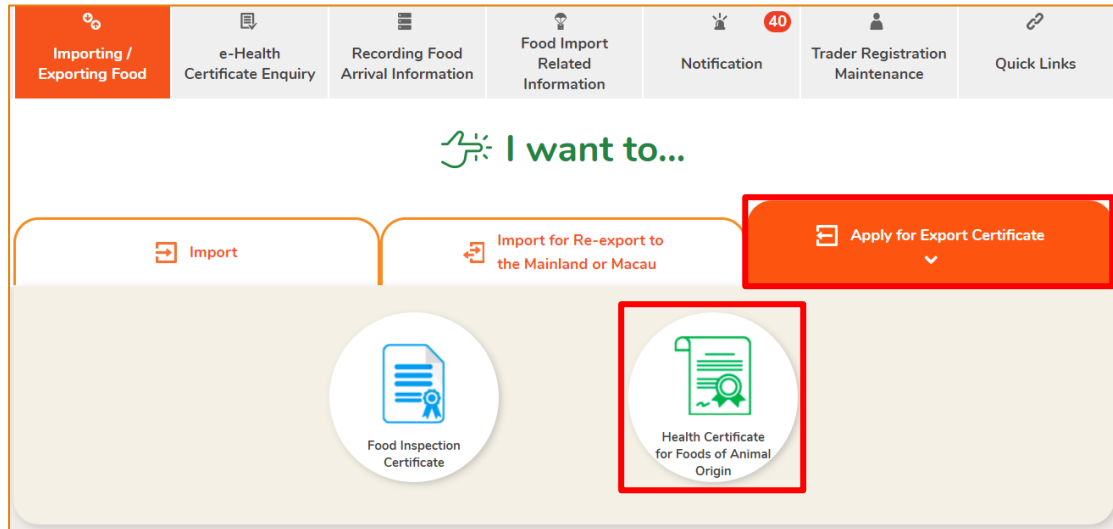
For any enquiries, please contact:

Veterinary Public Health Section, Centre for Food Safety, Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Tel. No. : 2867 5428 Fax No. : 2521 8067

Buttons: Save as Template, Print, Close

HOW TO APPLY FOR CERTIFIED COPY OF ISSUED HEALTH CERTIFICATE

1. Choose **Apply for Export Certificate** on the main page and click **Health Certificate for Foods of Animal Origin**.



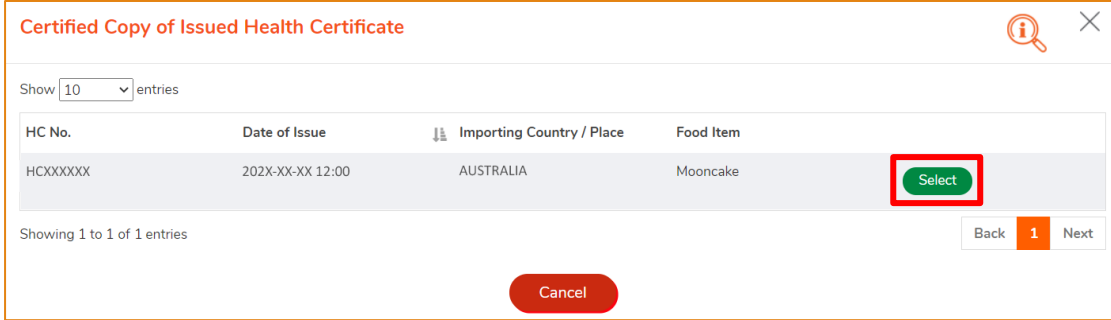
2. Choose **Amendment / Certified Copy of Issued Health Certificate**.



3. Choose **Certified Copy of Issued Health Certificate**.



4. Select an Issued Health Certificate for applying Certified Copy, then click **Select**.



**Certified Copy of Issued Health Certificate**

Show  entries

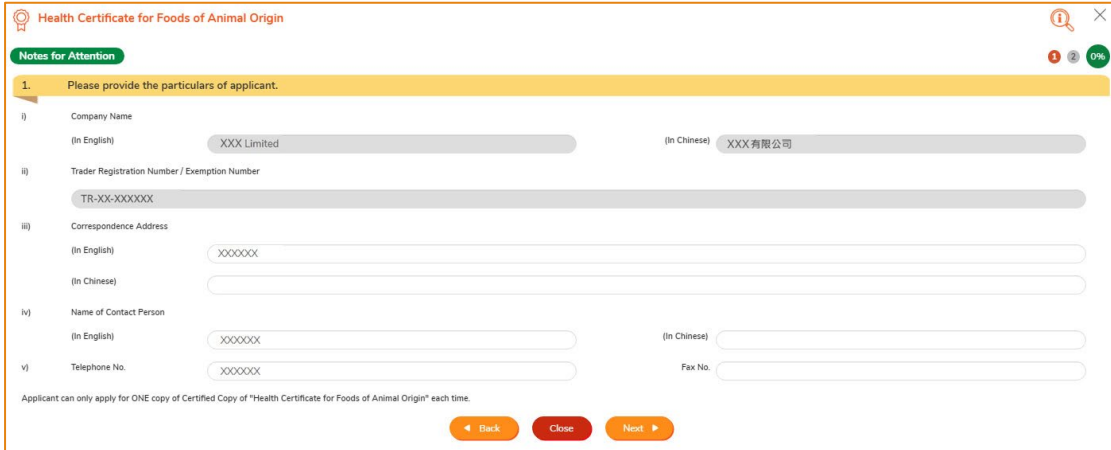
HC No.	Date of Issue	Importing Country / Place	Food Item
HCXXXXXX	202X-XX-XX 12:00	AUSTRALIA	Mooncake

Showing 1 to 1 of 1 entries

Back **1** Next

Cancel

5. Information of the applicant will be pre-filled in the layout below. You may update the Correspondence Address, Name of Contact Person, Telephone No. or Fax No. (if necessary), click **Next** to proceed to next page.



**Health Certificate for Foods of Animal Origin**

**Notes for Attention**

1. Please provide the particulars of applicant.

i) Company Name  
 (In English)  (In Chinese)

ii) Trader Registration Number / Exemption Number

iii) Correspondence Address  
 (In English)   
 (In Chinese)

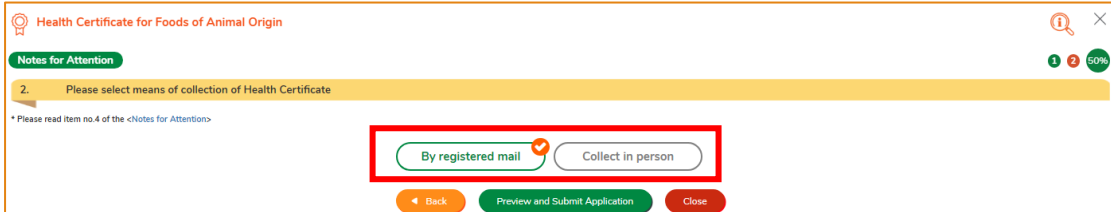
iv) Name of Contact Person  
 (In English)  (In Chinese)

v) Telephone No.  Fax No.

Applicant can only apply for ONE copy of Certified Copy of "Health Certificate for Foods of Animal Origin" each time.

Back Close Next

6. Select means of collection of Health Certificate, then click **Preview and Submit Application**.



**Health Certificate for Foods of Animal Origin**

**Notes for Attention**

2. Please select means of collection of Health Certificate

\* Please read item no.4 of the <Notes for Attention>

By registered mail  Collect in person

Back Preview and Submit Application Close

7. 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 **Amend** to do so, or else click **Confirm** to proceed with the declaration.

**Preview Application** ✕

Health Certificate for Foods of Animal Origin

---

**1. Please provide the particulars of applicant.**

i) Company Name  
 (In English) **XXX Limited** (In Chinese) **XXX有限公司**

ii) Trader Registration Number / Exemption Number  
**TR-XX-XXXXXX**

iii) Correspondence Address  
 (In English) **XXXXXX**  
 (In Chinese) **XXXXXX**

iv) Name of Contact Person  
 (In English) **XXXXXX** (In Chinese)

v) Telephone No. **XXXX XXXX** Fax No.

**2. Please provide Total number of Certified Copy**

i) Total number of Certified Copy applied **10**

**3. Please select means of collection of Health Certificate**

By registered mail

Confirm
Amend
Print

8. Tick the checkboxes under Declaration and click **Submit** to complete the application.


**Declaration**

I fully understand the "Notes for Attention".

I hereby declare that I am the exporter of the food of the "Health Certificate for Foods of Animal Origin" of which this application is made and that the particulars given in this application form are true. I fully understand the "Personal Information Collection Statement".

Submit
Return

9. Select payment method. You may select either **Online Payment** or **Payment in Person**.

 **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. Or you may print this page for enquiring about the payment status if necessary.
- 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.

Application No.:		eHC-CC-XX-XXXX
Application fee of Certified Copy of Health Certificate for Foods of Animal Origin:	HK\$ XXX x 1	HK\$ XXX.XX
Postage Fee of Local Registered Mail:		HK\$ XXX.XX
<b>Amount Payable:</b>		<b>HK\$ XXX.XX</b>


Please choose a payment method.

Payment In Person

Online Payment





Shroff Address: [Schedule of temporary suspension of online payment service](#)  
 Food and Environmental Hygiene Department  
 42nd Floor, Queensway Government Offices  
 66 Queensway, Hong Kong

10. If you choose to pay online, select a payment method, then click **Pay**.

 **Select a Payment Method**

Merchant Name:	HEALTH CERTIFICATE FOR FAO E-PAYMENT
Type:	Application for Certified Copy of Health Certificate for Foods of Animal Origin
Application No.:	eHC-CC-XX-XXXX
Transaction Reference No.:	202XXXXXXXXXXXXXXXXX
Payment Amount:	HK\$ X,XXX.XX

Please choose a payment method









Back

Pay

Cancel

11. If you have chosen to pay online, you will receive an acknowledgement with Transaction Reference No.

 **Acknowledgement**  

Application No.:	eHC-CC-XX-XXXX
Transaction Reference No.:	202XXXXXXXXXXXXXX
Transaction Date & Time:	202X-XX-XX 12:00:00
Amount Payable:	HK\$ XXX.XX
Payment Method:	JCB

Successful Payment

For any enquiries, please contact:

Veterinary Public Health Section  
Centre for Food Safety  
Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices  
66 Queensway, Hong Kong

Tel. No.: 2867 5428 Fax No.: 2521 8067

12. If you have chosen to pay in person, click **CONFIRM AND DOWNLOAD PAYMENT NOTICE** to download payment notice. Please bring along the payment notice to settle the application fee at the Shroff office and upload the receipted payment notice and payment receipt to the FTP after payment.

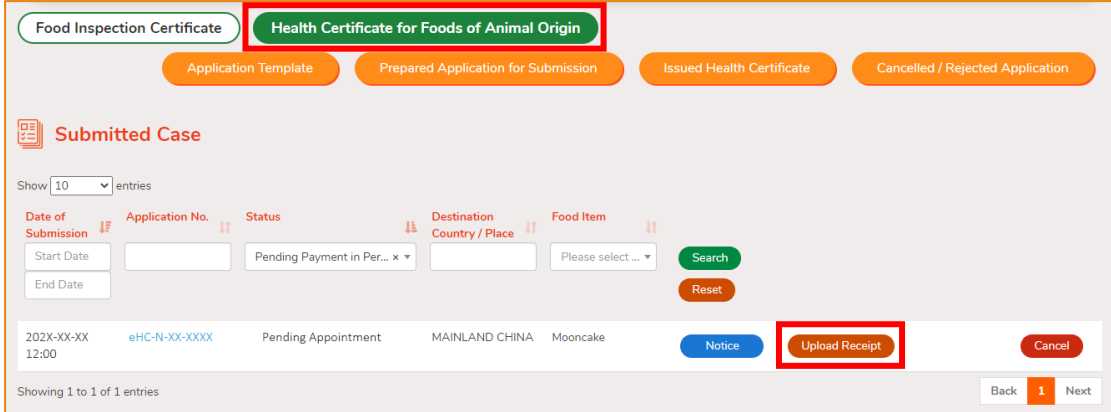
## Payment In Person

Please bring along with the payment notice to settle the application fee at the Shroff office and upload the receipted payment notice and payment receipt to the FTP after payment.

CONFIRM AND DOWNLOAD PAYMENT NOTICE

CANCEL

13. After payment, click **Upload Receipt** to upload the required document.



Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Issued Health Certificate | Cancelled / Rejected Application

Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

**Submitted Case**

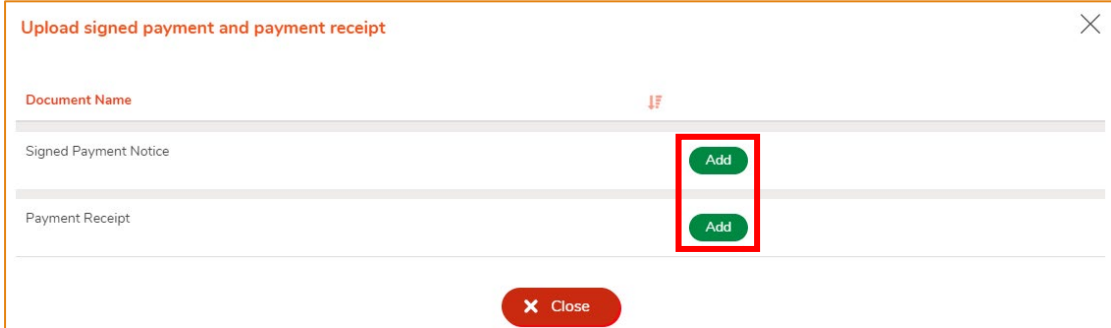
Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date	<input type="text"/>	Pending Payment in Per... x	<input type="text"/>	Please select ...	Search Reset
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Appointment	MAINLAND CHINA	Mooncake	Notice   <b>Upload Receipt</b>   Cancel

Showing 1 to 1 of 1 entries

Back 1 Next

14. Click **Add** to upload the notice and receipt.

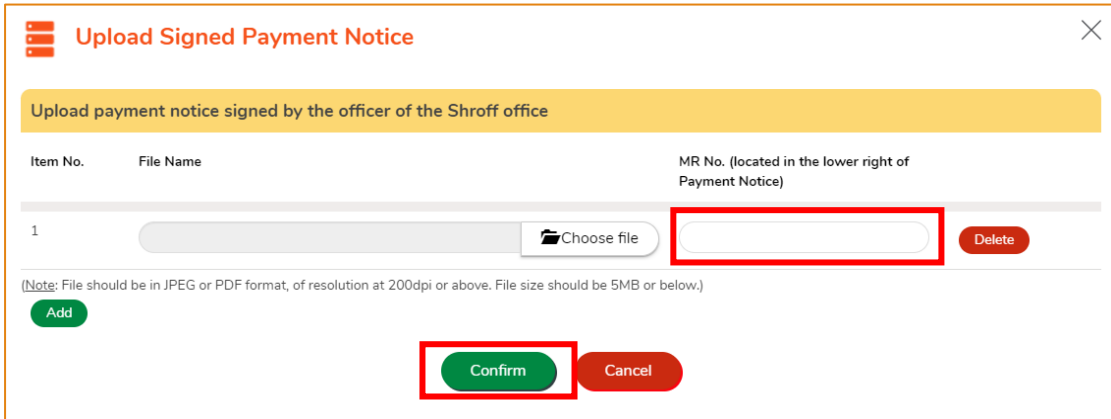


Upload signed payment and payment receipt

Document Name	
Signed Payment Notice	<b>Add</b>
Payment Receipt	<b>Add</b>

Close

15. Click **Choose file** to select the image file of the Signed Payment Notice, then input the MR No. Click **Confirm**.



Upload Signed Payment Notice

Upload payment notice signed by the officer of the Shroff office

Item No.	File Name	MR No. (located in the lower right of Payment Notice)
1	<input type="text"/> Choose file	<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.)

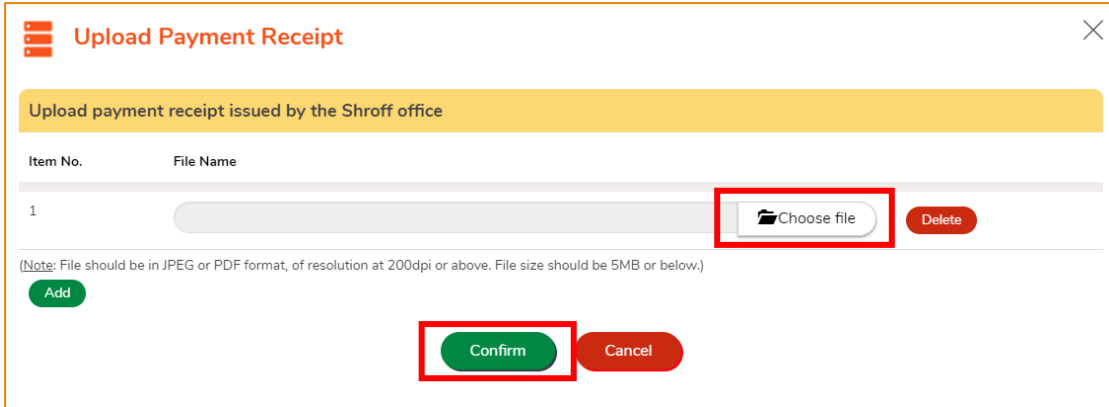
Add

**Confirm** | Cancel

(Note: The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)



16. Click **Choose file** to select the image file of the Payment Receipt, then click **Confirm**.



**Upload Payment Receipt**

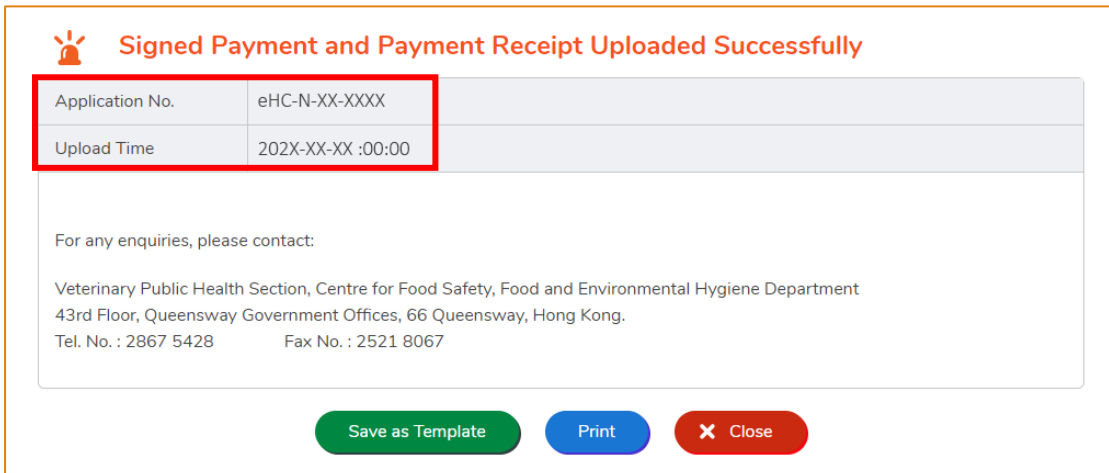
Upload payment receipt issued by the Shroff office

Item No.	File Name
1	<input type="button" value="Choose file"/> <input type="button" value="Delete"/>

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

(Note: The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)

17. After uploading the notice and receipt, you will receive an acknowledgement with Application No. and Upload Time.



**Signed Payment and Payment Receipt Uploaded Successfully**

Application No.	eHC-N-XX-XXXX
Upload Time	202X-XX-XX :00:00




For any enquiries, please contact:

Veterinary Public Health Section, Centre for Food Safety, Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Tel. No. : 2867 5428 Fax No. : 2521 8067

## HOW TO CREATE APPLICATION TEMPLATE

### CREATE A HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN TEMPLATE

1. Click **Save as Template** to save the submitted application as a template.

 Acknowledgement
 

Application No.:	eHC-N-XX-XXXX
Transaction Reference No.:	202XXXXXXXXXXXXXX
Transaction Date & Time:	202X-XX-XX 12:00:00
Amount Payable:	HK\$ XXXX.XX
Payment Method:	JCB

**Successful Payment**

For any enquiries, please contact:

Veterinary Public Health Section  
Centre for Food Safety  
Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices  
66 Queensway, Hong Kong  
Tel. No.: 2867 5428 Fax No.: 2521 8067

Save as Template

Print

Close

2. Assign a name to the template then click **Save** to complete.

**Input Template Name**

SAVE

CANCEL

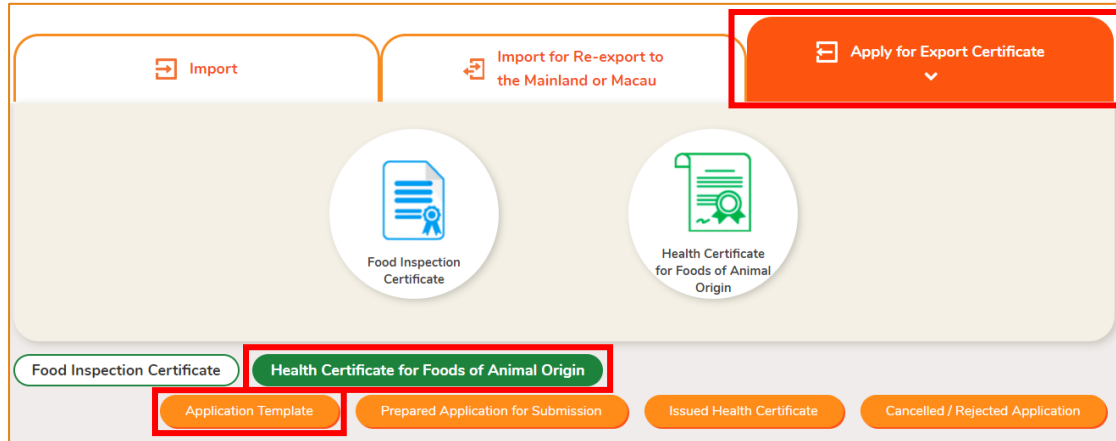
3. The template has been successfully saved, click **Close**.

Template "FAO template" is successfully saved

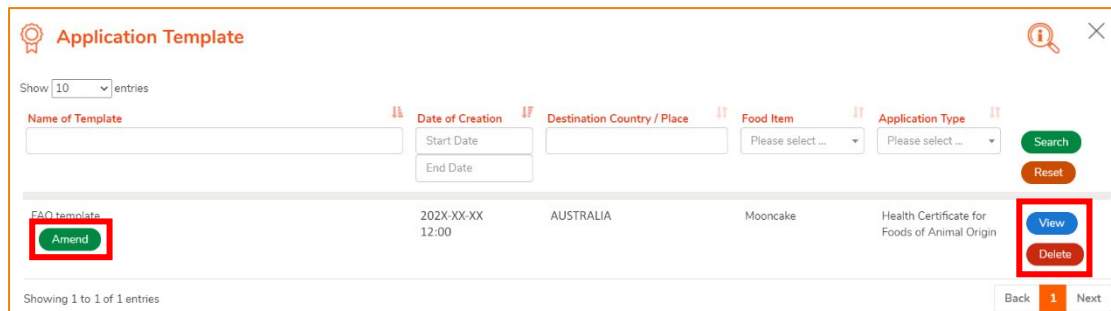
CLOSE

## VIEW APPLICATION TEMPLATE

- To view the saved templates, choose **Health Certificate for Foods of Animal Origin** on the main page and then click **Application Template**.



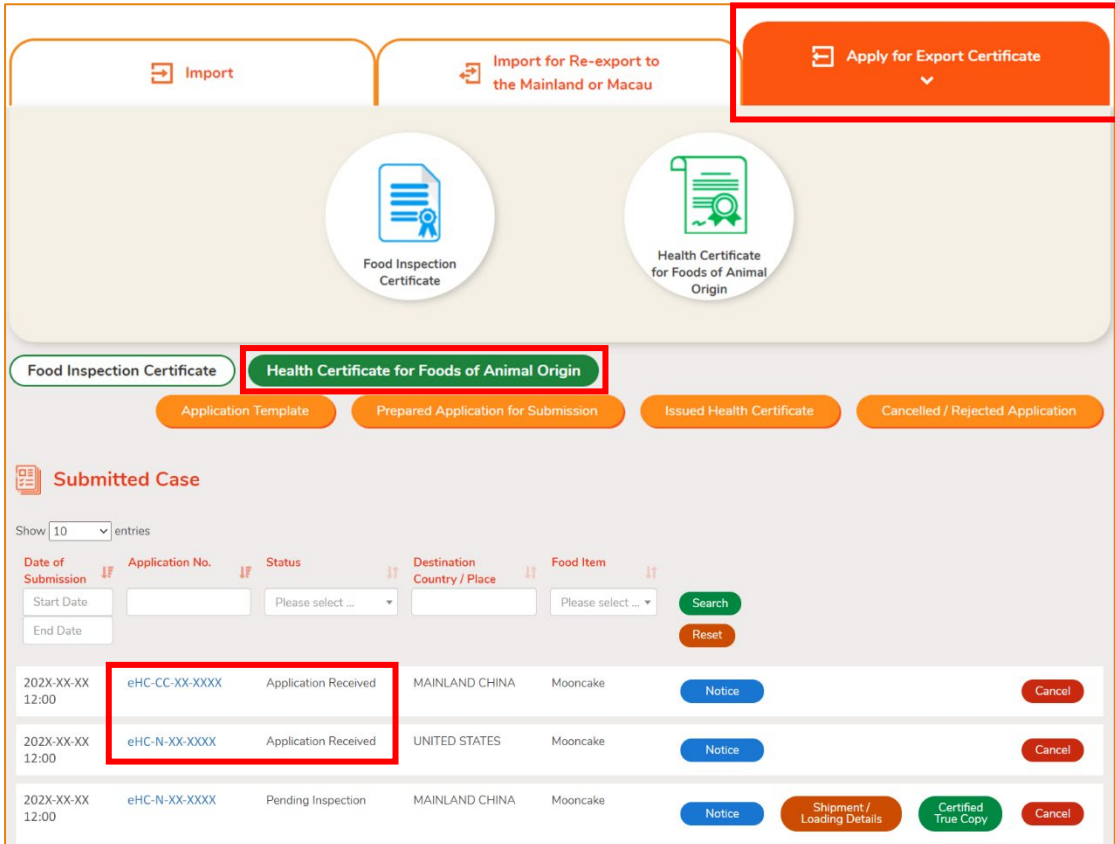
- Click **View** to look into the template details. If you want to remove the template, click **Delete**. If you want to amend the name of template, click **Amend**.



HOW TO VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS

**VIEW THE SUBMITTED HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN APPLICATIONS**

1. Click **Apply for Export Certificate** on the main page, choose **Health Certificate for Foods of Animal Origin** below to view all the submitted case(s).
2. The status of the newly submitted application will be shown as **Application Received**. You may click on the **Application No.** to look into the details of the corresponding application.

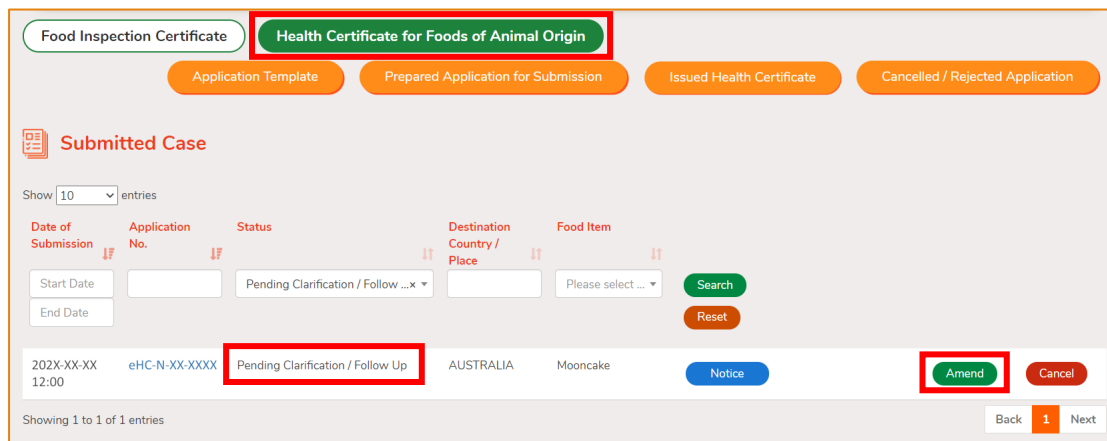


The screenshot shows the main navigation area with three buttons: 'Import', 'Import for Re-export to the Mainland or Macau', and 'Apply for Export Certificate'. Below these are two circular icons for 'Food Inspection Certificate' and 'Health Certificate for Foods of Animal Origin'. A filter bar below the icons shows 'Food Inspection Certificate' and 'Health Certificate for Foods of Animal Origin'. Below the filter bar are four buttons: 'Application Template', 'Prepared Application for Submission', 'Issued Health Certificate', and 'Cancelled / Rejected Application'. The 'Submitted Case' section features a search filter with fields for 'Date of Submission', 'Application No.', 'Status', 'Destination Country / Place', and 'Food Item', along with 'Search' and 'Reset' buttons. A table below displays three submitted cases.

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	Actions
202X-XX-XX 12:00	eHC-CC-XX-XXXX	Application Received	MAINLAND CHINA	Mooncake	Notice, Cancel
202X-XX-XX 12:00	eHC-N-XX-XXXX	Application Received	UNITED STATES	Mooncake	Notice, Cancel
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Inspection	MAINLAND CHINA	Mooncake	Notice, Shipment / Loading Details, Certified True Copy, Cancel

## AMEND THE SUBMITTED HEALTH CERTIFICATE FOR FOODS OF ANIMAL ORIGIN APPLICATION

1. During the approval process, the Centre for Food Safety may require clarification or supplementary information from you. The application status will then change to **Pending Clarification / Follow Up**. Click **Amend** to make the necessary amendments.



Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

**Submitted Case**

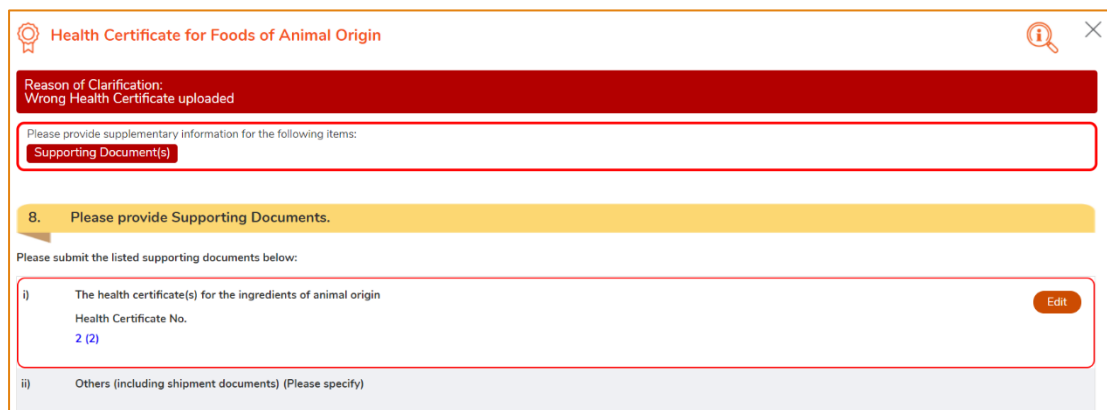
Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date		Pending Clarification / Follow ...x		Please select ...	Search Reset
202X-XX-XX 12:00	eHC-N-XX-XXXX	<b>Pending Clarification / Follow Up</b>	AUSTRALIA	Mooncake	Notice <b>Amend</b> Cancel

Showing 1 to 1 of 1 entries

Back 1 Next

2. Make amendment or provide supplementary information as requested.



**Health Certificate for Foods of Animal Origin**

**Reason of Clarification:**  
Wrong Health Certificate uploaded

Please provide supplementary information for the following items:  
Supporting Document(s)

**8. Please provide Supporting Documents.**

Please submit the listed supporting documents below:

- i) The health certificate(s) for the ingredients of animal origin  
Health Certificate No.  
2 (2) **Edit**
- ii) Others (including shipment documents) (Please specify)

- After amending the information, click **Preview and Submit Application** to complete the application.

9. Please select means of collection of Health Certificate.

By registered mail     Collect in person

### CANCEL A SUBMITTED APPLICATION

- If you want to cancel the submitted application, please contact Veterinary Public Health Section, Centre for Food Safety, Food and Environment Hygiene Department to cancel the Health Certificate for Foods of Animal Origin. Click **Cancel** to get the contact information.

**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item		
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>	Please select ...	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
202X-XX-XX 12:00	eHC-CC-XX-XXXX	Application Received	MAINLAND CHINA	Mooncake	<input type="button" value="Notice"/>	<input type="button" value="Cancel"/>
202X-XX-XX 12:00	eHC-N-XX-XXXX	Application Received	UNITED STATES	Mooncake	<input type="button" value="Notice"/>	<input type="button" value="Cancel"/>
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Inspection	MAINLAND CHINA	Mooncake	<input type="button" value="Notice"/>	<input type="button" value="Shipment/ Loading Details"/> <input type="button" value="Certified True Copy"/> <input type="button" value="Cancel"/>

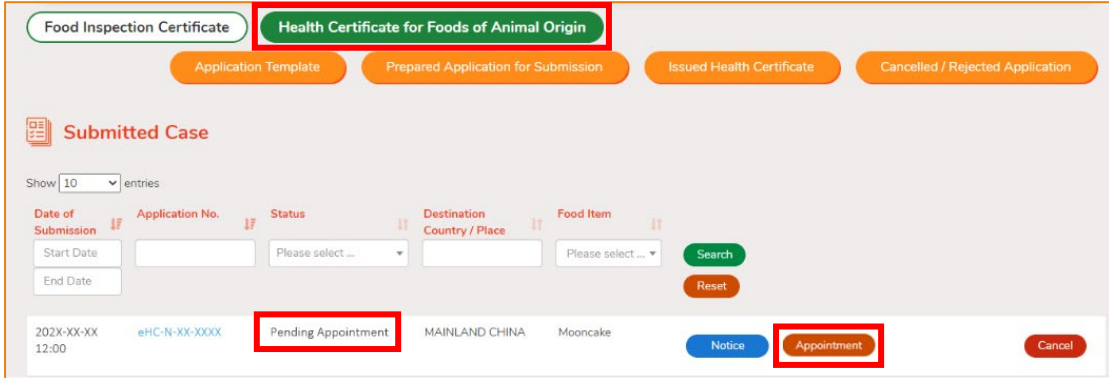
Please contact Veterinary Public Health Section, Centre for Food Safety, Food and Environmental Hygiene Department to cancel the Health Certificate for Foods of Animal Origin.

Veterinary Public Health Section, Centre for Food Safety, Food and Environmental Hygiene Department  
 43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong  
 Tel. No. : 2867 5428 Fax No. : 2521 8067

HOW TO MAKE APPOINTMENT FOR INSPECTION / REPORT COMPLETION OF FOLLOW UP / VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

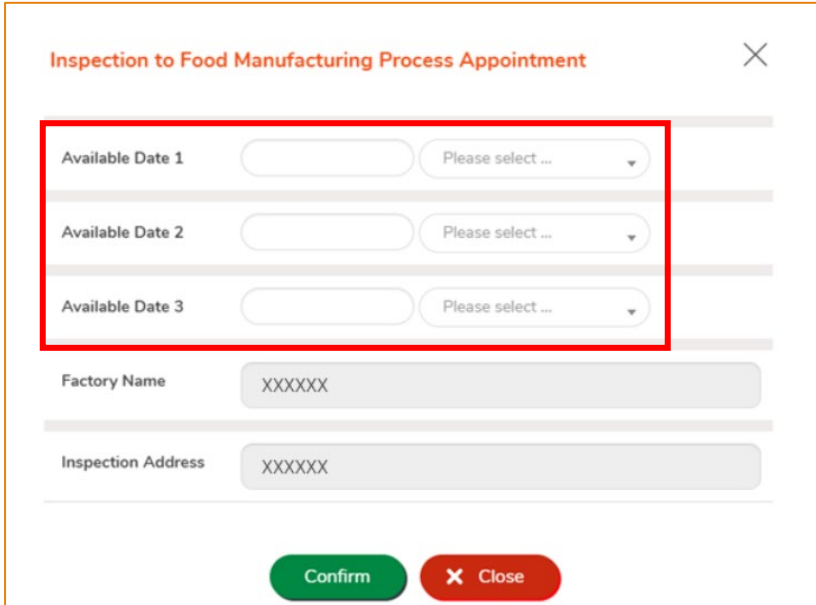
**APPOINTMENT OF INSPECTION**

1. During the approval process, the Centre for Food Safety may need to inspect the food production process at the factory. The application status will then change to Pending Appointment. Click **Appointment** to choose your desired timeslots for the inspection.



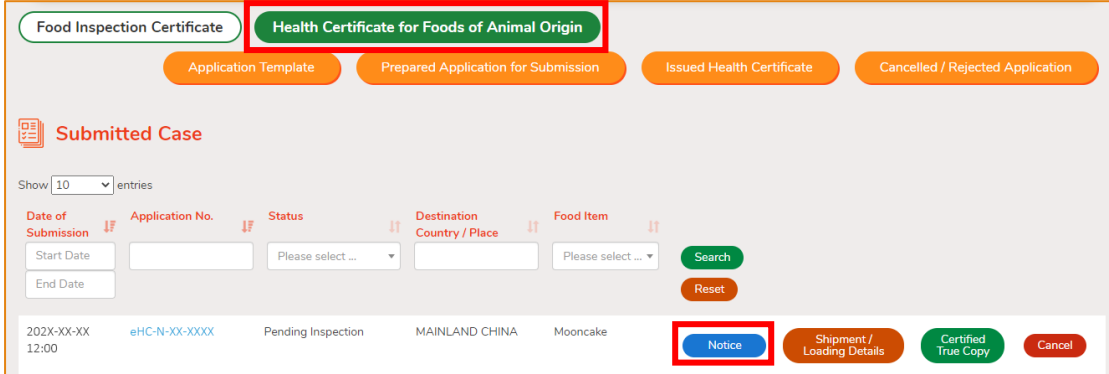
The screenshot shows the 'Submitted Case' interface. At the top, there are navigation tabs: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin' (highlighted), 'Application Template', 'Prepared Application for Submission', 'Issued Health Certificate', and 'Cancelled / Rejected Application'. Below the tabs, there's a 'Submitted Case' section with a search filter (10 entries) and a table of cases. The table has columns for 'Date of Submission', 'Application No.', 'Status', 'Destination Country / Place', and 'Food Item'. A row is highlighted with a red box, showing a case with status 'Pending Appointment', destination 'MAINLAND CHINA', and food item 'Mooncake'. Below this row, there are buttons for 'Notice' and 'Appointment' (highlighted with a red box), and a 'Cancel' button.

2. Indicate your available timeslots for food inspection, then click **Confirm**.



The screenshot shows a dialog box titled 'Inspection to Food Manufacturing Process Appointment'. It contains three 'Available Date' fields, each with a date input and a dropdown menu. Below these are 'Factory Name' and 'Inspection Address' text boxes. At the bottom, there are 'Confirm' and 'Close' buttons. The 'Available Date' fields are highlighted with a red box.

- You will receive a Notice once the Centre for Food Safety has confirmed the appointment date. Click **Notice** to view the contents of the Notice.



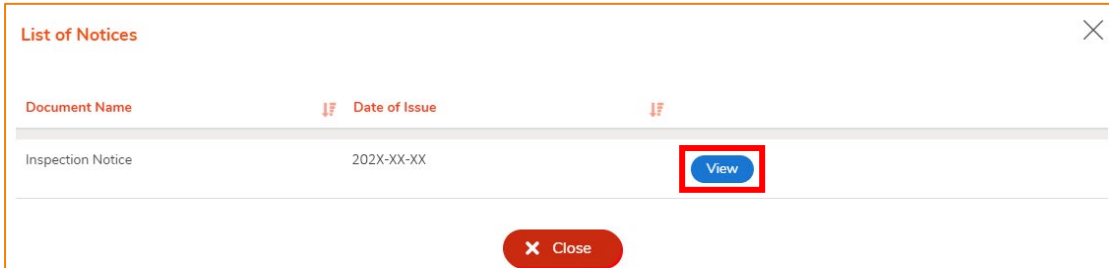
Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>	Please select ...	<a href="#">Search</a> <a href="#">Reset</a>
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Inspection	MAINLAND CHINA	Mooncake	<a href="#">Notice</a>   <a href="#">Shipment / Loading Details</a>   <a href="#">Certified True Copy</a>   <a href="#">Cancel</a>

- Click **View** to read the details under the List of Notices.



**List of Notices** [Close]

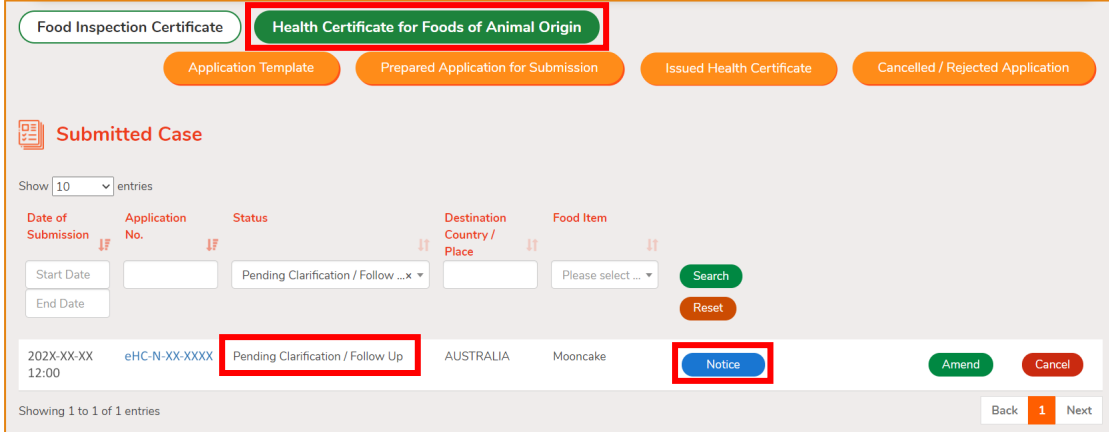
Document Name	Date of Issue	
Inspection Notice	202X-XX-XX	<a href="#">View</a>

[Close]



## COMPLETION OF FOLLOW UP

1. During the inspection of food production process, the Centre for Food Safety may request you to follow up certain items associated with the production process. You will receive the corresponding notification and the application status will then change to **Pending Clarification / Follow Up**. Click **Notice** to view the contents of the Notice.



Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

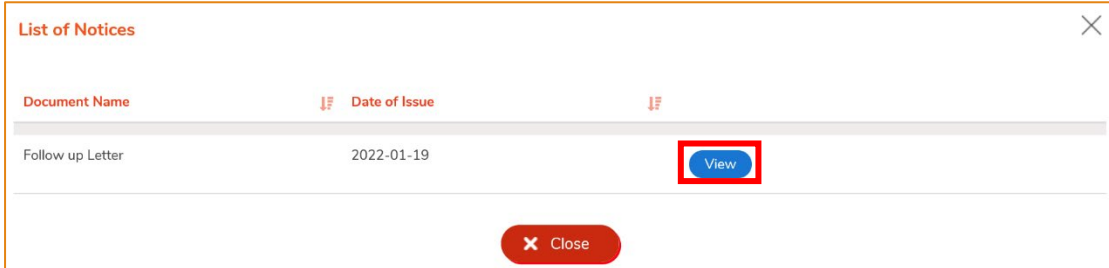
**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date		Pending Clarification / Follow ...x		Please select ...	Search Reset
202X-XX-XX 12:00	eHC-N-XX-XXXX	<b>Pending Clarification / Follow Up</b>	AUSTRALIA	Mooncake	<b>Notice</b>   Amend   Cancel

Showing 1 to 1 of 1 entries | Back | 1 | Next

2. Click **View** to read the details.

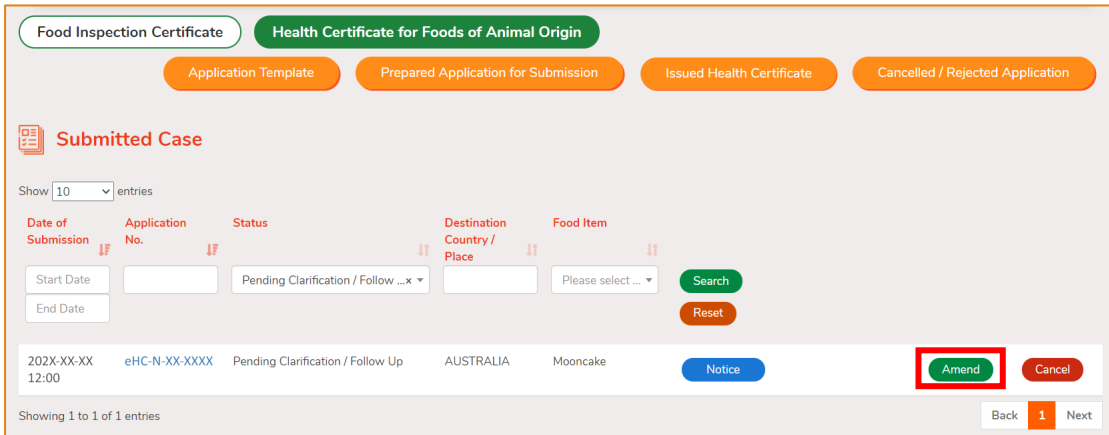


**List of Notices** [Close]

Document Name	Date of Issue	
Follow up Letter	2022-01-19	<b>View</b>

[Close]

3. Upon completion of the follow-up, click **Amend** to update the status.



Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application


**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date		Pending Clarification / Follow ...x		Please select ...	Search Reset
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Clarification / Follow Up	AUSTRALIA	Mooncake	Notice   <b>Amend</b>   Cancel

Showing 1 to 1 of 1 entries | Back | 1 | Next

- Input remarks on the completion of the follow-up, then click **Confirm**.

 Report on Completion of Follow-up Action
✕


Completion of Follow-up Action


Remarks on the Follow-up


Confirm
Cancel


## VIEW NOTIFICATIONS ABOUT THE APPLICATIONS


- Choose **Notification** on the main page to view all incoming messages related to the applications.


  
 Importing /  
Exporting Food


  
 e-Health  
Certificate Enquiry


  
 Recording Food  
Arrival Information

  
 Food Import  
Related  
Information





 105  
**Notification**

  
 Trader Registration  
Maintenance

  
 Quick Links

 **Notification**

Delete
 Show 10 entries

		Date	Category	Subject
<input type="checkbox"/>		202X-XX-XX 12:00	Export Certificate	Application for Health Certificate for Foods of Animal Origin Application No. eHC-N-XX-XXXX #MAINLAND CHINA #Mooncake
<input type="checkbox"/>		202X-XX-XX 12:00	Export Certificate	Application for Amendment / Certified Copy of Health Certificate for Foods of Animal Origin Application No. eHC-CC-XX-XXXX #UNITED STATES #Mooncake
<input type="checkbox"/>		202X-XX-XX 12:00	Export Certificate	Request for Provision of Details for Application for Certified True Copy of Health Certificate for Foods of Animal Origin Application No. eHC-N-XX-XXXX #MAINLAND CHINA #Mooncake
<input type="checkbox"/>		202X-XX-XX 12:00	Export Certificate	Request for Provision of Shipment Details of Food Product Application No. eHC-N-XX-XXXX #MAINLAND CHINA #Mooncake

- Upon receiving notification that the Health Certificate for Foods of Animal Origin has been issued, you can go to **Importing / Exporting Food** on the main page. Click **Apply for Export Certificate**, choose **Health Certificate for Foods of Animal Origin** and click **Issued Health Certificate**.

The screenshot shows the main dashboard of the Food Trader Portal. The top navigation bar includes 'Importing / Exporting Food' (highlighted in red), 'e-Health Certificate Enquiry', 'Recording Food Arrival Information', 'Food Import Related Information', 'Notification' (with a red badge showing '40'), 'Trader Registration Maintenance', and 'Quick Links'. Below the navigation bar is a section titled 'I want to...' with three main buttons: 'Import', 'Import for Re-export to the Mainland or Macau', and 'Apply for Export Certificate' (highlighted in red). Underneath these are two circular icons: 'Food Inspection Certificate' and 'Health Certificate for Foods of Animal Origin'. At the bottom of the dashboard, there are four buttons: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin' (highlighted in green), 'Issued Health Certificate' (highlighted in red), and 'Cancelled / Rejected Application'.

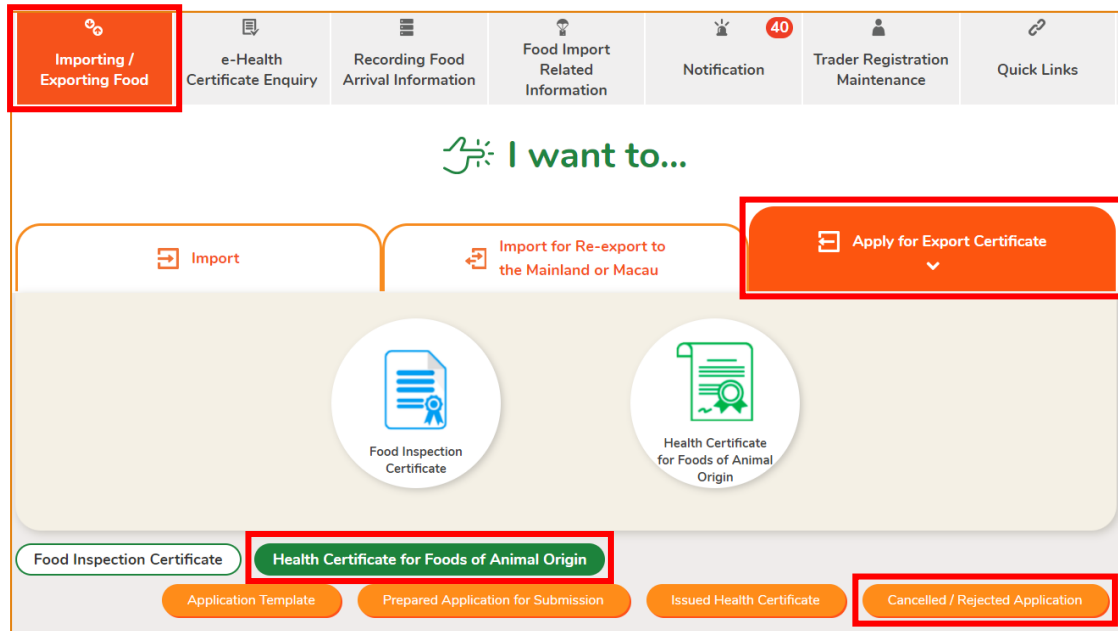
- Click on the corresponding **HC No.** to look into the details of the Health Certificate issued.

The screenshot shows the 'Issued Health Certificate' details page. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below the search bar are several filters: 'HC No.' (highlighted in red), 'Date of Issue' (with 'Start Date' and 'End Date' sub-fields), 'Status' (with a dropdown menu), 'Destination Country / Place' (with a dropdown menu), and 'Food Item' (with a dropdown menu). There are 'Search' and 'Reset' buttons. Below the filters is a table with one entry:

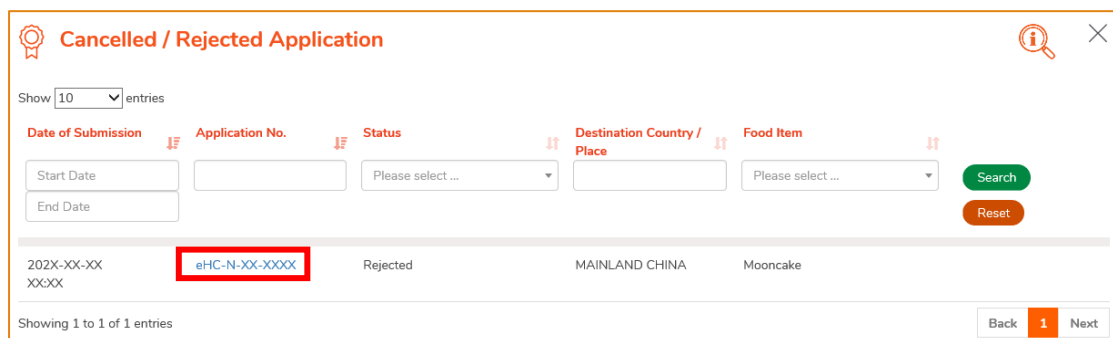
HC No.	Date of Issue	Status	Destination Country / Place	Food Item
HCXXXXX	202X-XX-XX 12:00	Approved (Collected)	AUSTRALIA	Mooncake

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Back', '1', and 'Next' buttons.

- Similarly, you can go to **Importing / Exporting Food** on the main page, click **Apply for Export Certificate**, choose **Health Certificate for Foods of Animal Origin**, and click **Cancelled / Rejected Application** for details on a rejected application if you receive a notification that the application is rejected.

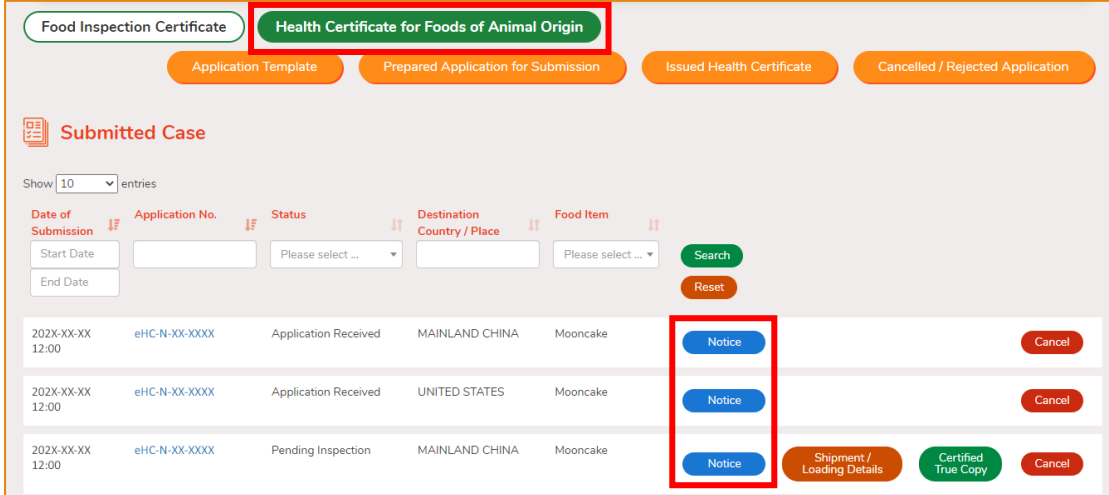


- Click on the **Application No.** to see the reason of rejection.



## VIEW THE LIST OF NOTICES ABOUT THE APPLICATION

- To view the notices about applications for Health Certificate for Foods of Animal Origin, such as Inspection Notice or Follow Up Letter, you can click the corresponding **Notice** button.



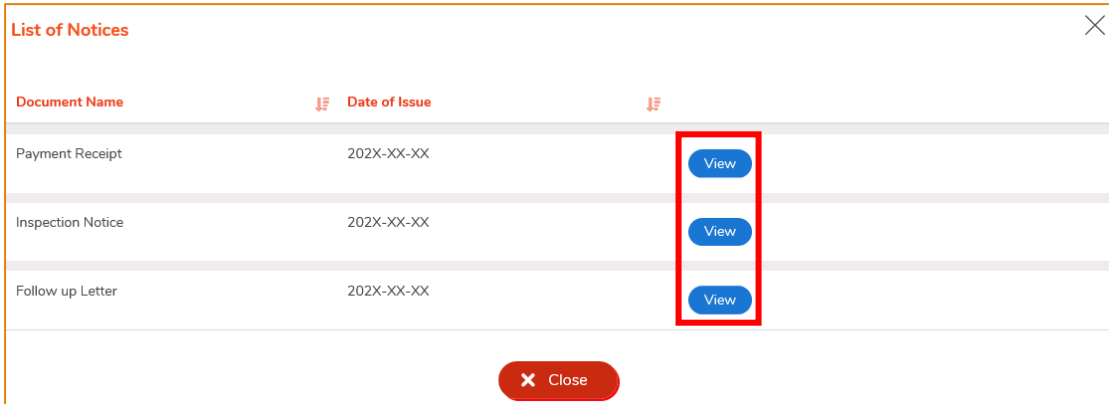
Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>	Please select ...	Search Reset
202X-XX-XX 12:00	eHC-N-XX-XXXX	Application Received	MAINLAND CHINA	Mooncake	<b>Notice</b>   Cancel
202X-XX-XX 12:00	eHC-N-XX-XXXX	Application Received	UNITED STATES	Mooncake	<b>Notice</b>   Cancel
202X-XX-XX 12:00	eHC-N-XX-XXXX	Pending Inspection	MAINLAND CHINA	Mooncake	<b>Notice</b>   Shipment / Loading Details   Certified True Copy   Cancel

- Then, click **View** to open the notice.



**List of Notices**

Document Name	Date of Issue	
Payment Receipt	202X-XX-XX	<b>View</b>
Inspection Notice	202X-XX-XX	<b>View</b>
Follow up Letter	202X-XX-XX	<b>View</b>

Close

## HOW TO SUPPLEMENT SHIPMENT INFORMATION

### UPLOAD SHIPMENT / LOADING DETAILS

- During the application process, it may be necessary for the Centre for Food Safety to ask you to provide details on shipment/loading as well as relevant documents/photos. Click [Shipment / Loading Details](#) to upload the required information.

The screenshot shows the 'Health Certificate for Foods of Animal Origin' application interface. At the top, there are navigation tabs: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin' (highlighted), 'Application Template', 'Prepared Application for Submission', 'Issued Health Certificate', and 'Cancelled / Rejected Application'. Below this is the 'Submitted Case' section with a search filter set to '10' entries. A table lists submitted cases with columns for Date of Submission, Application No., Status, Destination Country / Place, and Food Item. The first row shows a case with status 'Pending Inspection' and destination 'MAINLAND CHINA'. A 'Shipment / Loading Details' button is highlighted in red in the bottom right of the table row.

- Input the required information.

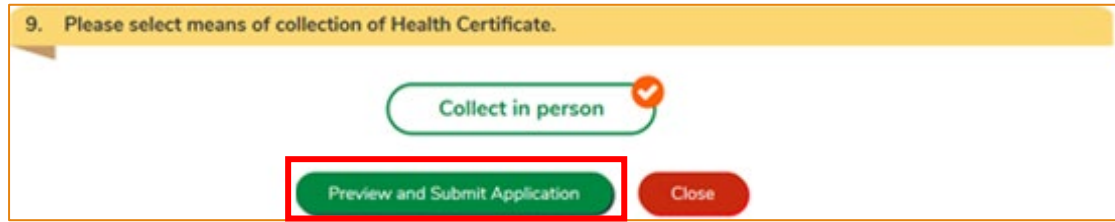
The screenshot shows the 'Health Certificate for Foods of Animal Origin' form. At the top, there are tabs for 'Shipment Details', 'Supporting Document(s)', and 'Loading Photo(s)'. The 'Shipment Details' section is active and contains the following fields:

- 6. Please provide Shipment Details.**
- i) Destination Port and Country: MAINLAND CHINA
- ii) Mode of Transport: Sea
- Vessel Name: [Empty field]
- Table for Container and Seal information:
 

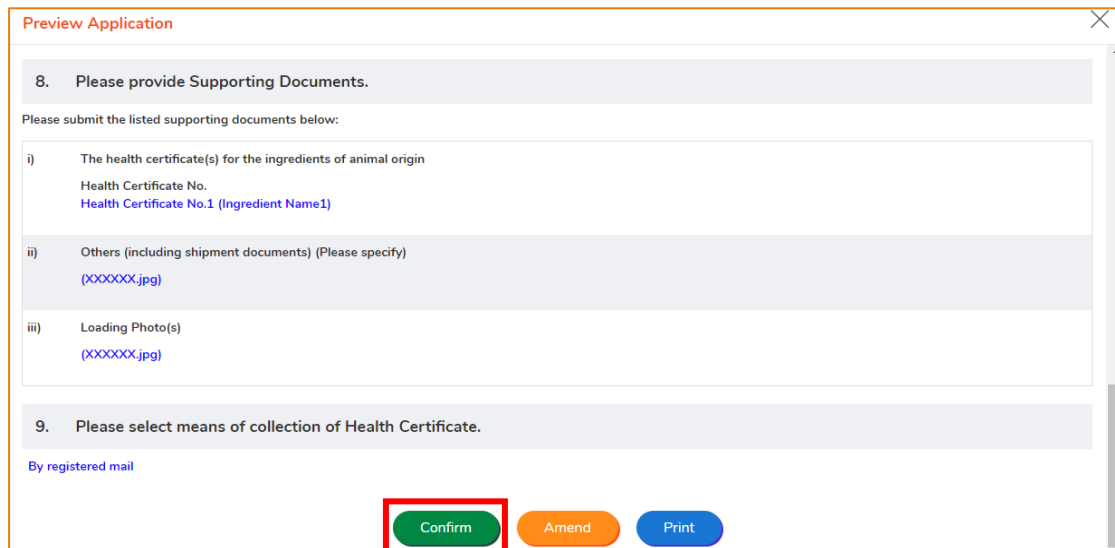
Item	Container No.	Seal No.
1	[Empty field]	[Empty field]
- iii) Date of Loading:
 

Item	Date
1	[Empty field]
- Loading Location: [Empty field]
- iv) Date of Shipment: [Empty field]
- v) Name of Consignor: x
- Address of Consignor: x
- vi) Name of Consignee: x

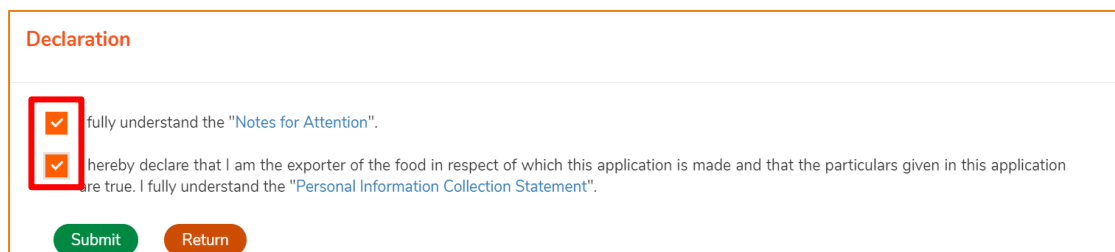
3. Upon completion, click **Preview and Submit Application** to submit the application.




4. 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 **Amend** to do so, or else click **Confirm** to proceed with the declaration.



5. Tick the checkboxes under Declaration and click **Submit** to complete the application.



- After completion, you will receive an acknowledgement that the shipment/loading details have been submitted successfully with information including the Application No. and Application Date.

 **Shipment/Loading Details Submitted Successfully**

Application No.	eHC-N-XX-XXXX
Application Date	202X-XX-XX 12:00

For any enquiries, please contact:

Veterinary Public Health Section, Centre for Food Safety, Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Tel. No. : 2867 5428      Fax No. : 2521 8067

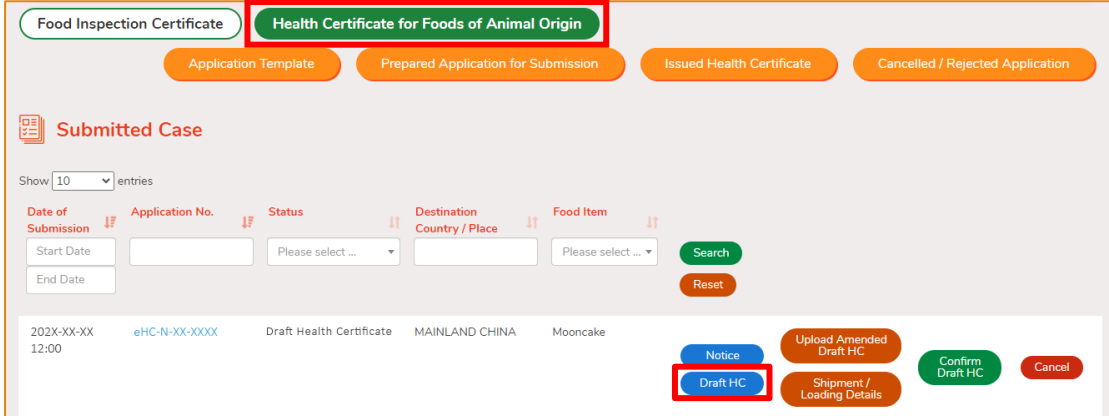
[Print](#) [Close](#)



## HOW TO CONFIRM DRAFT HEALTH CERTIFICATE

### VIEW DRAFT HEALTH CERTIFICATE

1. If the Centre for Food Safety is satisfied that all the veterinary requirements have been met after the inspection, and that all the information and documents required for the application have been submitted, the Centre for Food Safety will send you a Draft Health Certificate via the Food Trader Portal.
2. You can click **Draft HC**, then click **View** to view the draft health certificate.

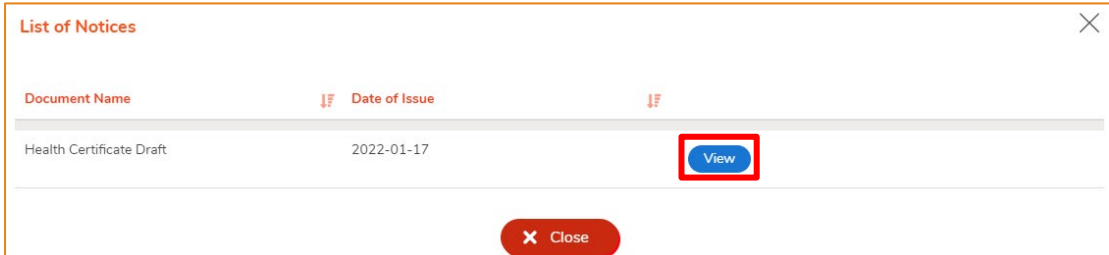


Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>	Please select ...	<input type="button" value="Search"/> <input type="button" value="Reset"/>
202X-XX-XX 12:00	eHC-N-XX-XXXX	Draft Health Certificate	MAINLAND CHINA	Mooncake	<input type="button" value="Notice"/> <input type="button" value="Draft HC"/>
					<input type="button" value="Upload Amended Draft HC"/> <input type="button" value="Shipment / Loading Details"/>
					<input type="button" value="Confirm Draft HC"/> <input type="button" value="Cancel"/>

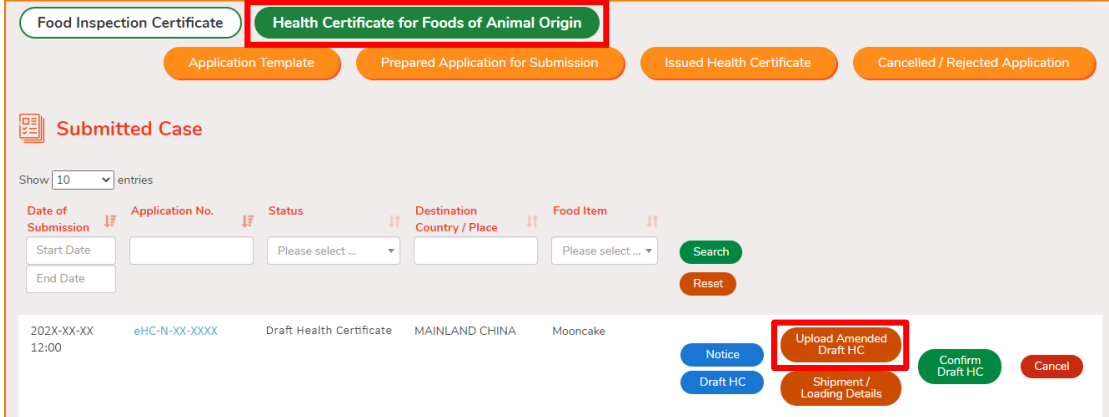


**List of Notices**

Document Name	Date of Issue	
Health Certificate Draft	2022-01-17	<input type="button" value="View"/>

## AMEND DRAFT HEALTH CERTIFICATE

1. If you want to amend the information on the Draft Health Certificate, click **Upload Amended Draft HC**.



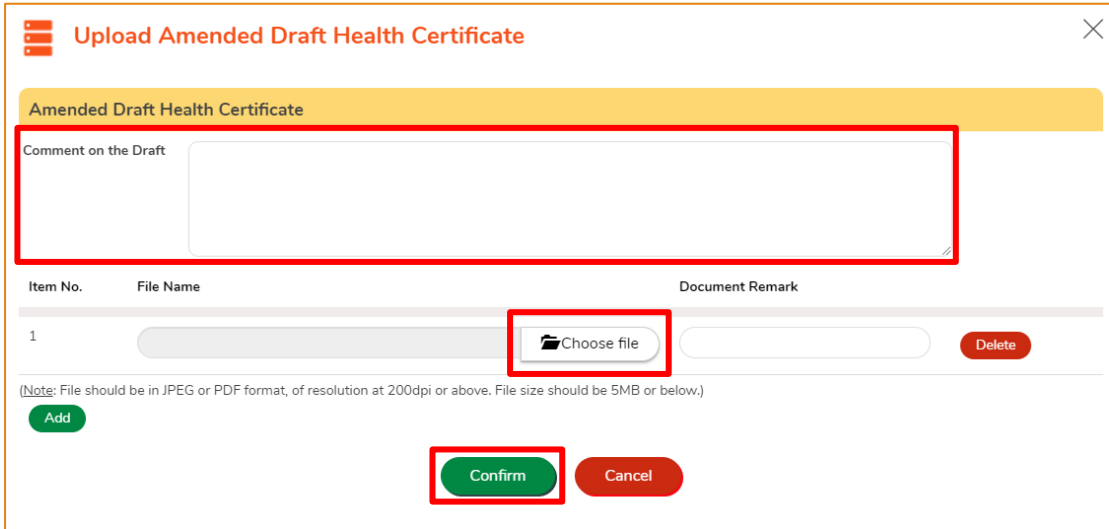
Food Inspection Certificate | **Health Certificate for Foods of Animal Origin** | Application Template | Prepared Application for Submission | Issued Health Certificate | Cancelled / Rejected Application

**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>	Please select ...	<input type="button" value="Search"/> <input type="button" value="Reset"/>
202X-XX-XX 12:00	eHC-N-XX-XXXX	Draft Health Certificate	MAINLAND CHINA	Mooncake	<input type="button" value="Notice"/> <input type="button" value="Draft HC"/>

2. Input your comment on amending the health certificate or you may supplement by uploading the amended draft if necessary. Click **Confirm** to submit.



**Upload Amended Draft Health Certificate**

Amended Draft Health Certificate

Comment on the Draft

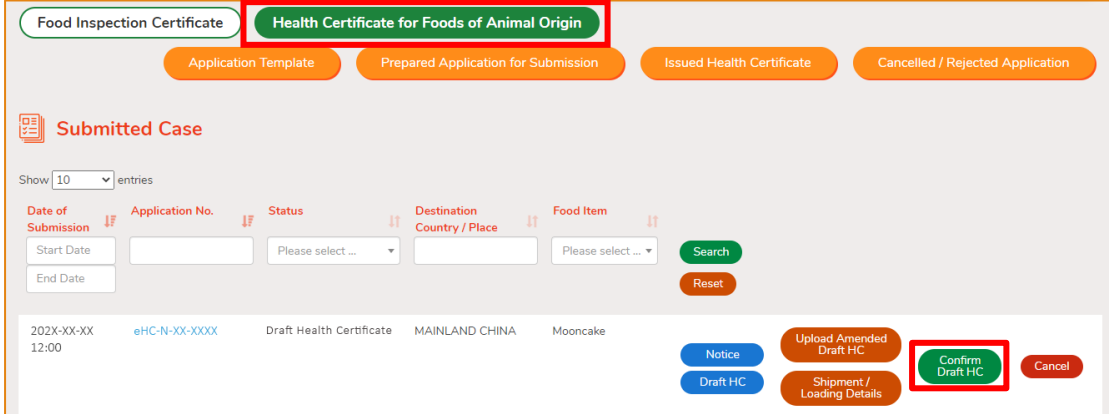
Item No.	File Name	Document Remark
1	<input type="button" value="Choose file"/>	<input type="button" value="Delete"/>

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

(Note: The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)

## CONFIRM DRAFT HEALTH CERTIFICATE

1. If all information on the Draft Health Certificate is in order, click **Confirm Draft HC** to confirm the certificate.



The screenshot displays the 'Health Certificate for Foods of Animal Origin' section of the Food Trader Portal. At the top, there are navigation tabs: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin' (highlighted with a red box), 'Application Template', 'Prepared Application for Submission', 'Issued Health Certificate', and 'Cancelled / Rejected Application'. Below these is a 'Submitted Case' section with a search filter set to '10' entries. The search criteria include 'Date of Submission' (Start/End Date), 'Application No.', 'Status' (Please select ...), 'Destination Country / Place', and 'Food Item' (Please select ...). A 'Search' button and a 'Reset' button are present. The table below shows one entry:

Date of Submission	Application No.	Status	Destination Country / Place	Food Item	Actions
202X-XX-XX 12:00	eHC-N-XX-XXXX	Draft Health Certificate	MAINLAND CHINA	Mooncake	<a href="#">Notice</a> <a href="#">Draft HC</a> <a href="#">Upload Amended Draft HC</a> <a href="#">Shipment / Loading Details</a> <a href="#">Confirm Draft HC</a> (highlighted with a red box) <a href="#">Cancel</a>