

# Training Manual

## Application for Import Licence (Meat and Poultry)

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IMPORT LICENCE FOR MEAT AND POULTRY – HOW TO APPLY

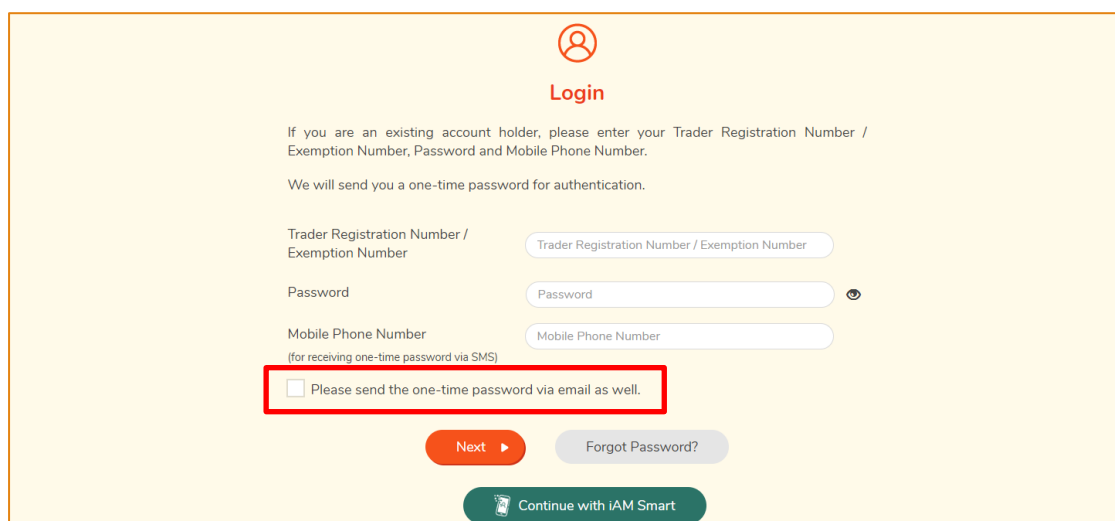
[STEP 1] LOGIN TO FOOD TRADER PORTAL (FTP) HOMEPAGE

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



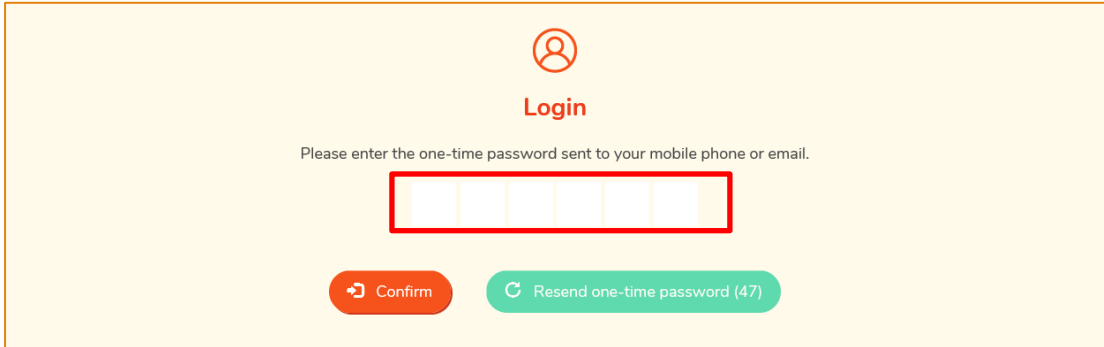
- Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press **Next**.

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.

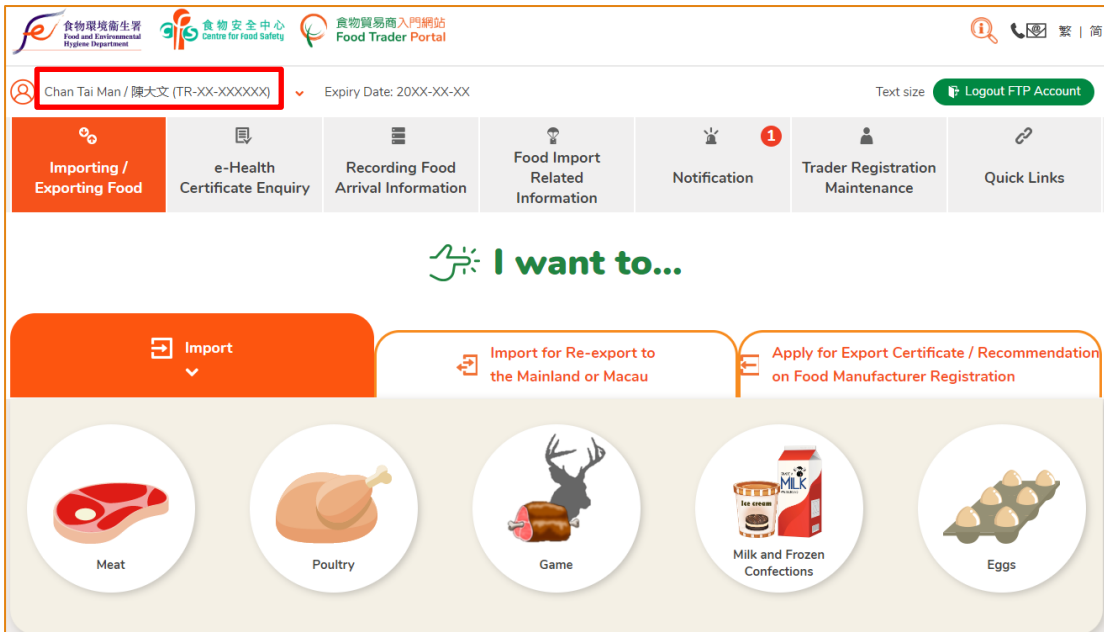


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

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



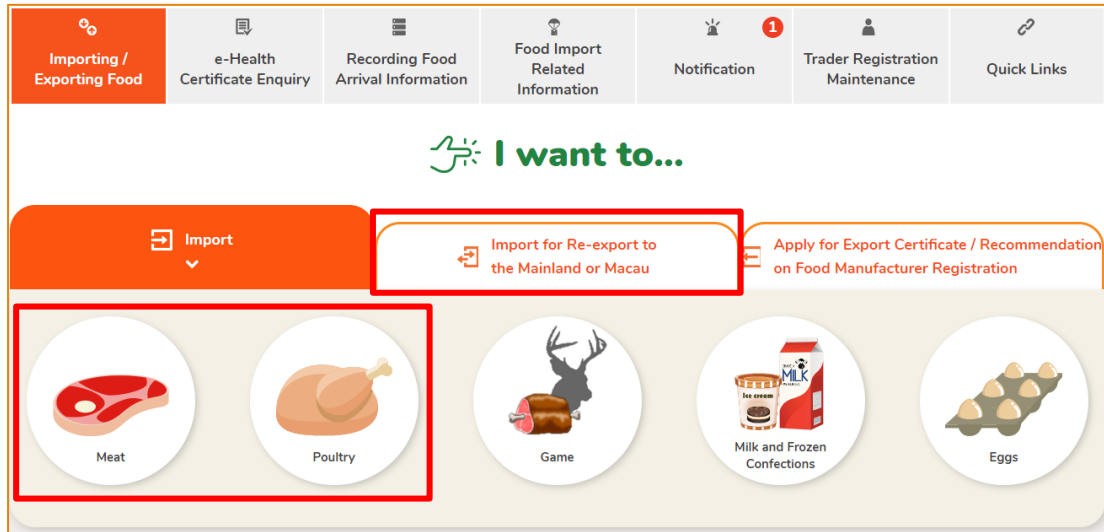
- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown on the top left corner.



**[STEP 2] CREATE A NEW IMPORT LICENCE APPLICATION**

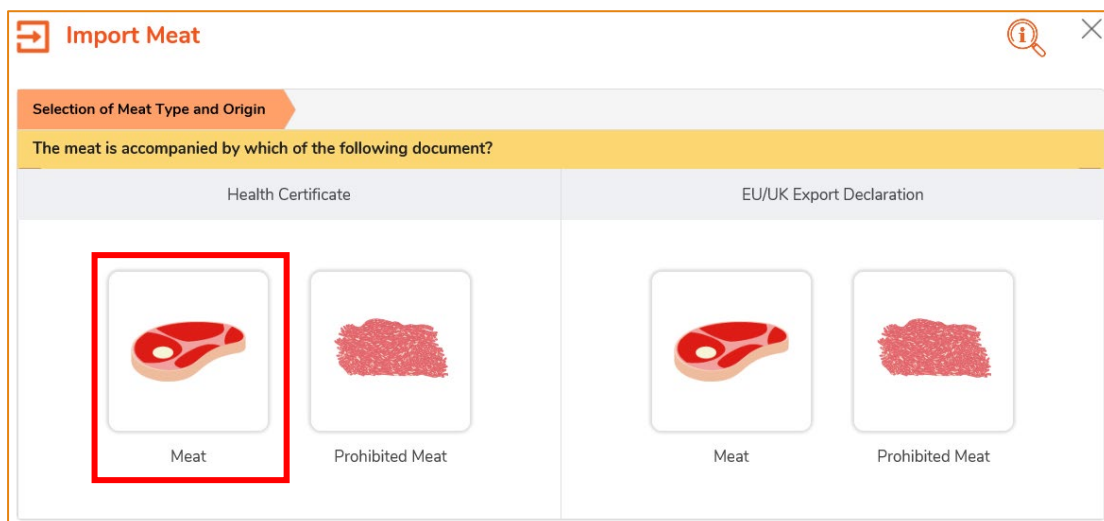
5. First, select the food type to be imported.

Click the corresponding icon. If you need to import for the purpose of re-export to the Mainland or Macau, choose **Import for Re-export to the Mainland or Macau**, and then click the corresponding icon.

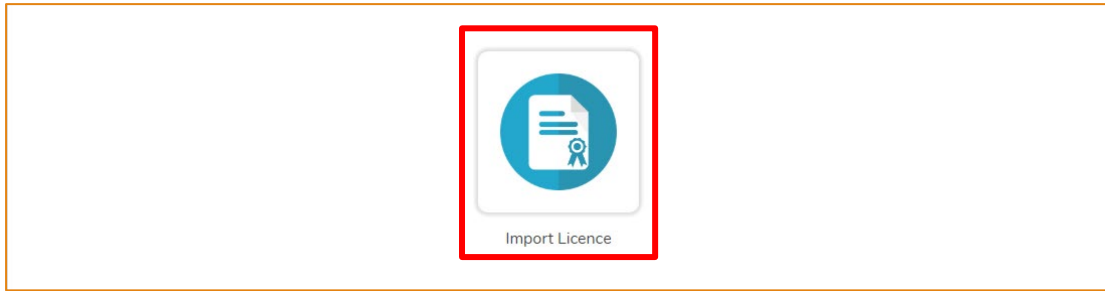


6. If you choose to import meat, check whether the consignment of meat is accompanied by a Health Certificate or a European Union / United Kingdom Export Declaration. Then, choose the suitable type of meat.

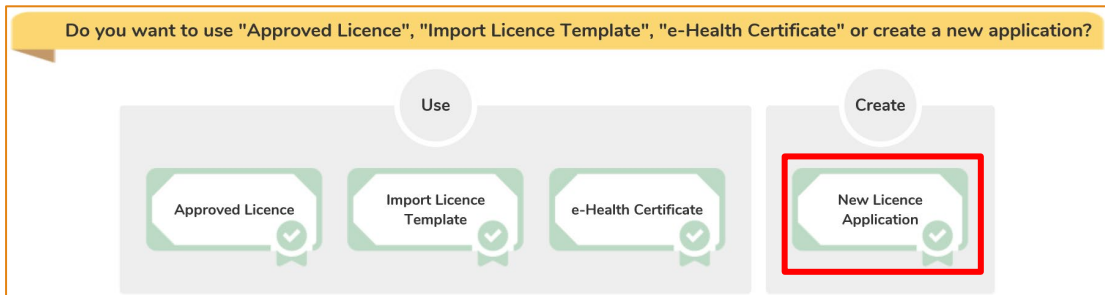
Assuming you would like to import meat with a Health Certificate, simply click **Meat** under **Health Certificate**.



7. Click **Import Licence**.



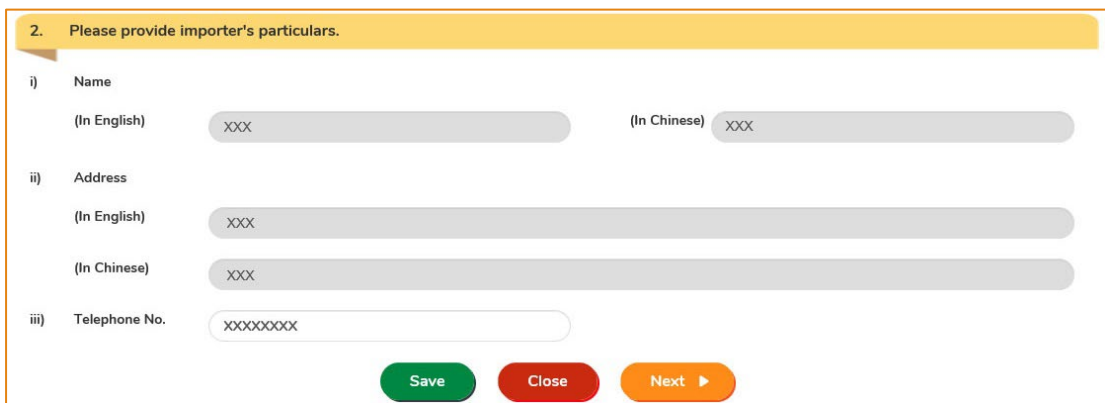
8. Then choose **New Licence Application**. (As for the other available options, please refer to the section **HOW TO APPLY FOR A NEW IMPORT LICENCE USING OTHER FEATURES IN FTP** later in this training manual.)



9. Select the meat type by clicking either **Frozen Meat** or **Chilled Meat**.



10. Information on the importer will be pre-filled in the layout below. You may update the Telephone No. (if necessary), click **Next** to proceed to next page.

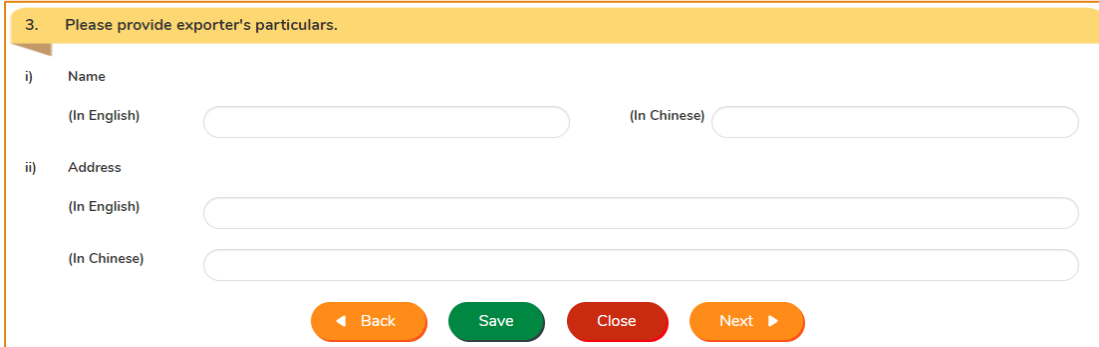


A screenshot of a form titled '2. Please provide importer's particulars.'. It contains three sections:

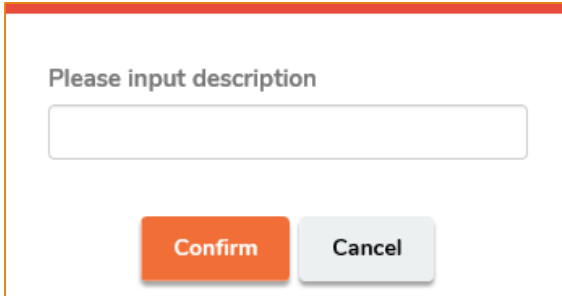
- i) Name:** Two input fields, one for '(In English)' and one for '(In Chinese)', both containing 'XXX'.
- ii) Address:** Two input fields, one for '(In English)' and one for '(In Chinese)', both containing 'XXX'.
- iii) Telephone No.:** One input field containing 'XXXXXXXX'.

At the bottom of the form, there are three buttons: 'Save' (green), 'Close' (red), and 'Next' (orange with a right-pointing arrow).

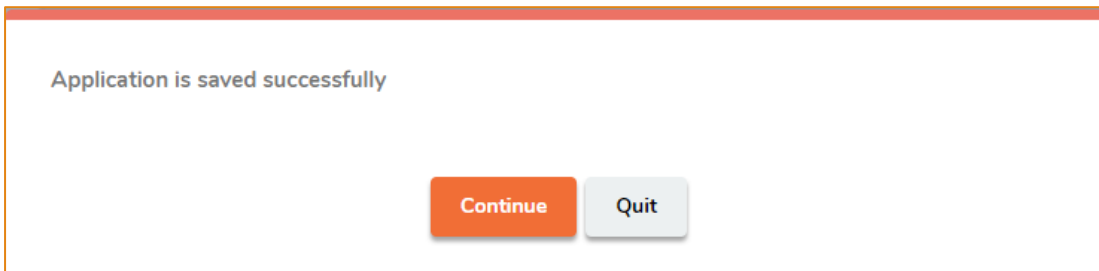
11. Input information on the food exporter and click **Next**.



12. 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**.

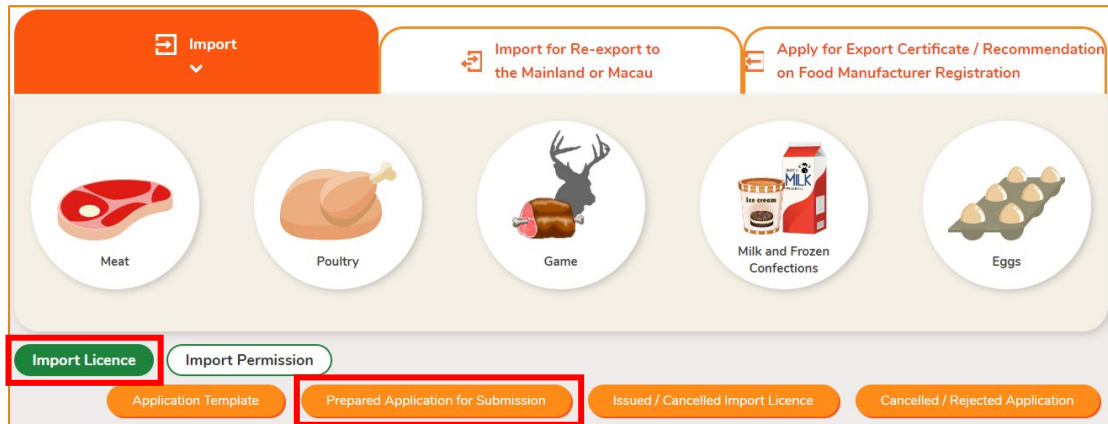


13. You may click **Continue** to proceed with the application or click **Quit** to return to the main page.



14. If you have chosen to **Quit**, you may retrieve the saved application by clicking **Import Licence** and then **Prepared Application for Submission** on the main page.

Click **Open** to continue the import licence application.



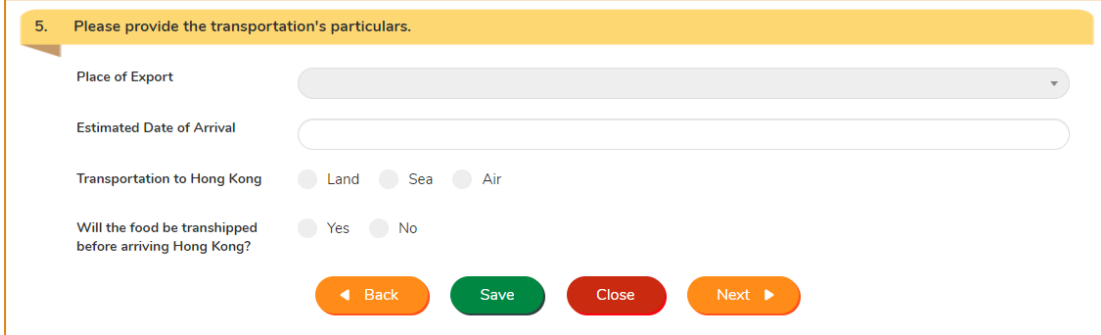
15. To proceed with the application, input the place of origin of the food and click **Next**.

The screenshot shows a form titled '4. Please provide the place of origin of food.' The form has a label 'Country / Place' and a dropdown menu with the text 'Please select ...'. At the bottom of the form, there are four buttons: 'Back', 'Save', 'Close', and 'Next'.

16. Input the mode of transportation of the food.

Please note that if you enter an estimated date of arrival which is earlier than the issue date of the import licence, you need to upload the necessary supporting documents at Item 7 below.

If the mode of transportation is by sea, you will also need to provide the container number. Then click **Next**.



5. Please provide the transportation's particulars.

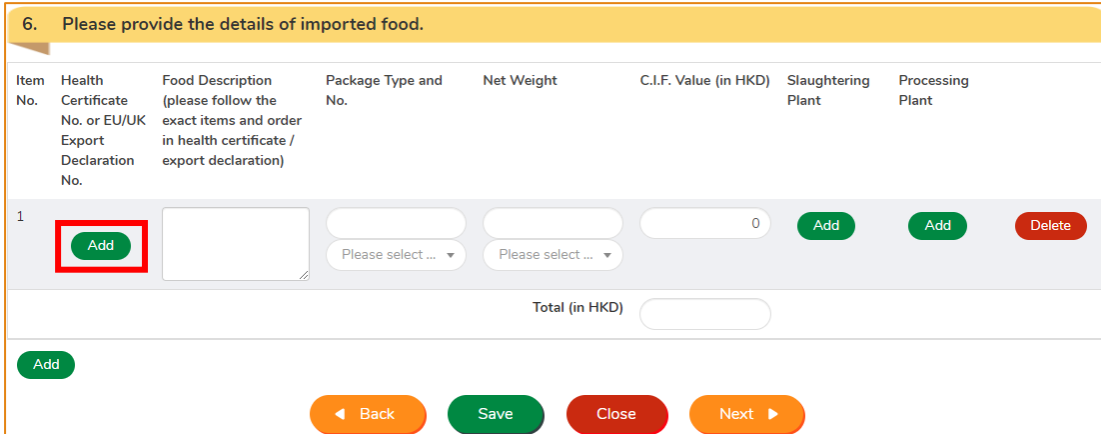
Place of Export

Estimated Date of Arrival

Transportation to Hong Kong  Land  Sea  Air

Will the food be transhipped before arriving Hong Kong?  Yes  No

17. Provide details of the imported food. First, click **Add** under the column **Health Certificate No. or EU/UK Export Declaration No.** to provide information on the Health Certificate.



6. Please provide the details of imported food.

Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant
1	<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="button" value="Add"/>	<input type="button" value="Add"/>
						Total (in HKD) <input type="text"/>	



18. Input the Health Certificate No. and click **Choose file** to select the image file of the Health Certificate, then press **Confirm**.

**Input Details of Imported Food Item**

Please provide the details of imported food.

Health Certificate No. or EU/UK Export Declaration No.

Item No.	Supporting Document
1	<input type="text"/> <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.)

19. Input details of the imported food, including Food Description, Package Type and No., Net Weight. Please be reminded that you should input the information according to the Health Certificate you have just uploaded.

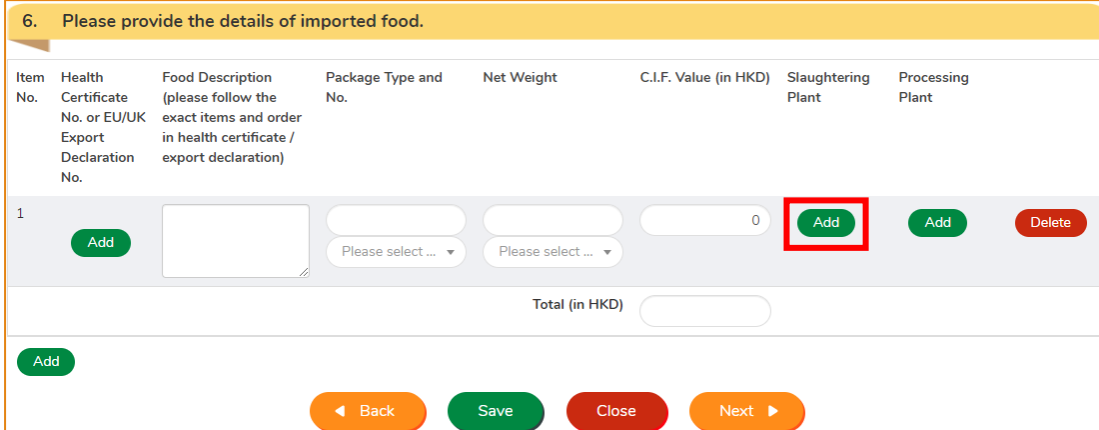
Input the C.I.F Value.

**6. Please provide the details of imported food.**

Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Total (in HKD)

20. Click **Add** to provide the slaughtering plant information.



6. Please provide the details of imported food.

Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<b>Add</b>	<b>Add</b>

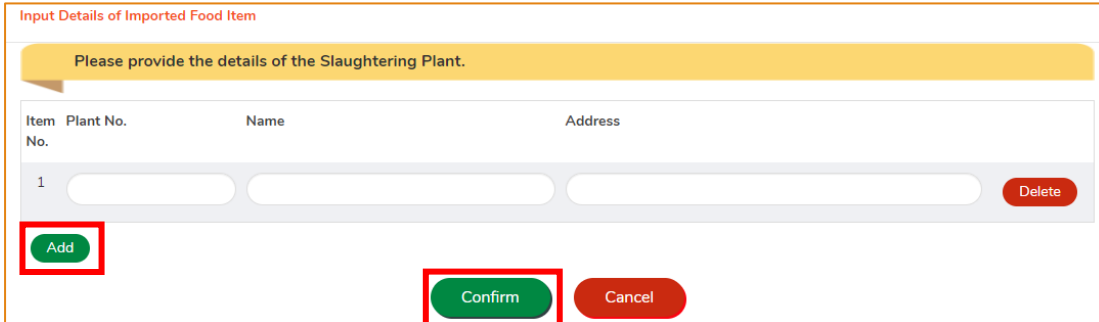
Total (in HKD)

**Add**

**Back** **Save** **Close** **Next**

21. Enter information on the slaughtering plant. If the number or the name of the plant entered is included in our database, the system will automatically fill in the rest of the data fields which saves you time from entering all the information.

If there are more than one slaughtering plant, click **Add** to provide information, or else click **Confirm**.



Input Details of Imported Food Item

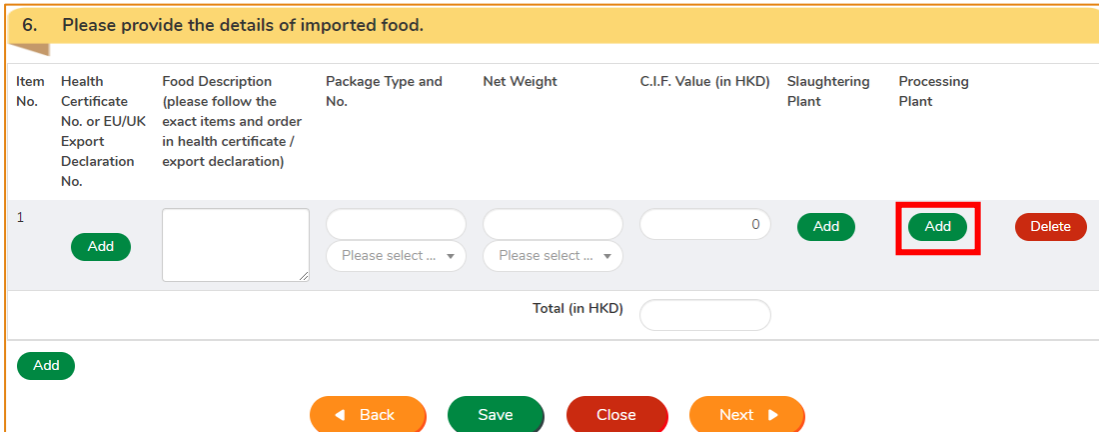
Please provide the details of the Slaughtering Plant.

Item No.	Plant No.	Name	Address
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add**

**Confirm** **Cancel**

22. Click **Add** to provide information on the processing plant.



6. Please provide the details of imported food.

Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<b>Add</b>	<b>Add</b>

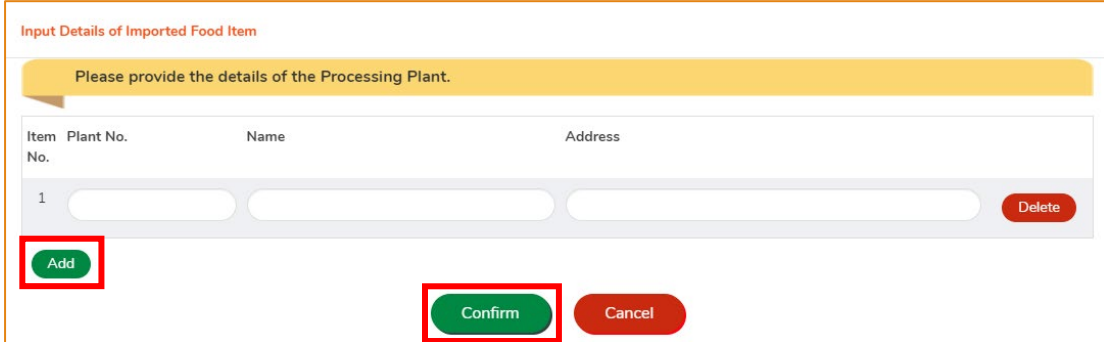
Total (in HKD)

**Add**

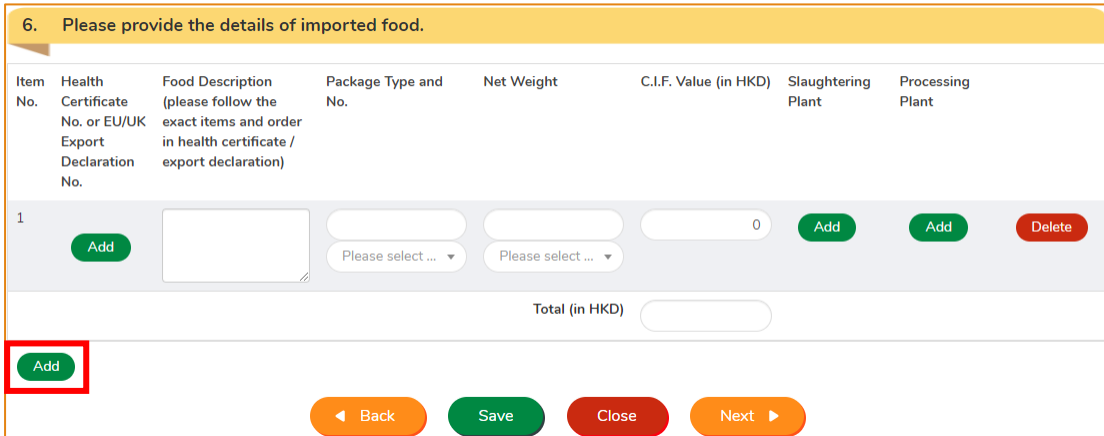
**Back** **Save** **Close** **Next**

23. Enter information on the processing plant. If the number or name of the plant entered is included in our database, the system will automatically fill in the rest of the data fields which saves you time from entering all the information.

If there are more than one processing plant, click **Add** to provide information or else click **Confirm**.

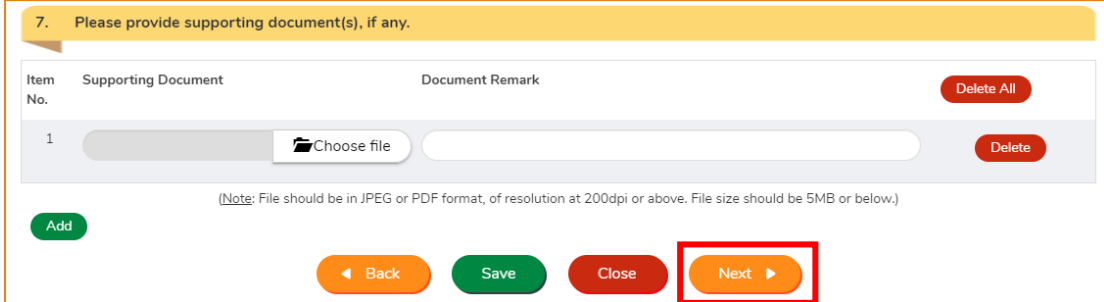


24. Simply click **Add** if more food items covered by the Health Certificate need to be added or else click **Next**.



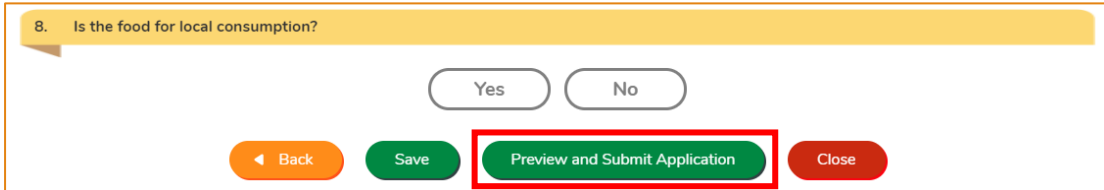
(Note: You are allowed to include more than one health certificate in the same application to cover all the food of the same category.)

25. If necessary, e.g. if the estimated date of arrival of the food is earlier than the issue date of the import licence, you may upload the supporting documents here for our consideration. Click **Next** to proceed.

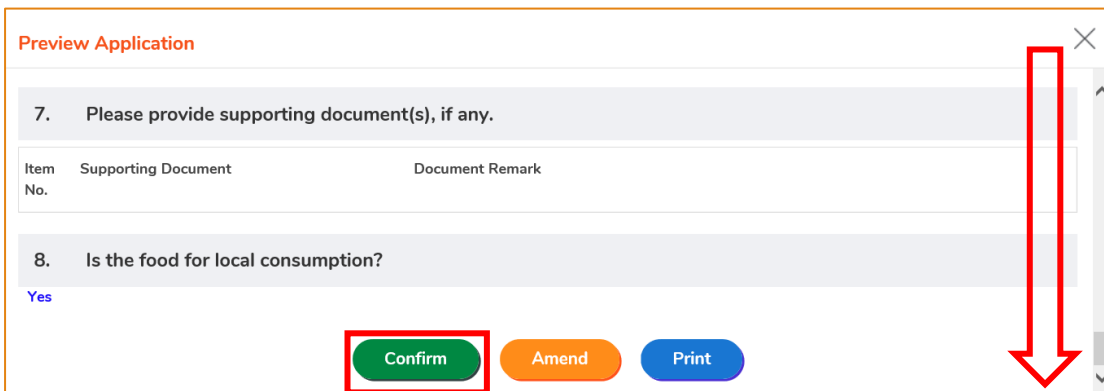


(Note: The file to be uploaded has to fulfill certain specifications, including the format, resolution and size.)

26. The last question is whether the food is intended for local consumption. After answering, please click **Preview and Submit Application**.



27. 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.




28. Tick the checkbox and click **Submit** to complete the application.

**Declaration**

I hereby declare that I am the importer 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 imported shall be as described. I fully understand the "[Personal Information Collection Statement](#)".

29. 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 following section **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.	eIL-N-XX-XXXXXX
Application Date	20XX-XX-XX XX:XX:XX


For any enquiries, please contact:

Food Importer / Distributor Registration and Import Licensing Office  
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong  
Tel. No. : 2156 3012

## APPLICATION TEMPLATE

**[STEP 1] CREATE AN IMPORT LICENCE TEMPLATE**

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

 **Application Submitted Successfully**

Application No.	eIL-N-XX-XXXXXX
Application Date	20XX-XX-XX XX:XX:XX

For any enquiries, please contact:

Food Importer / Distributor Registration and Import Licensing Office  
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong  
Tel. No. : 2156 3012

**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 "Chilled\_CN\_Land" is successfully saved

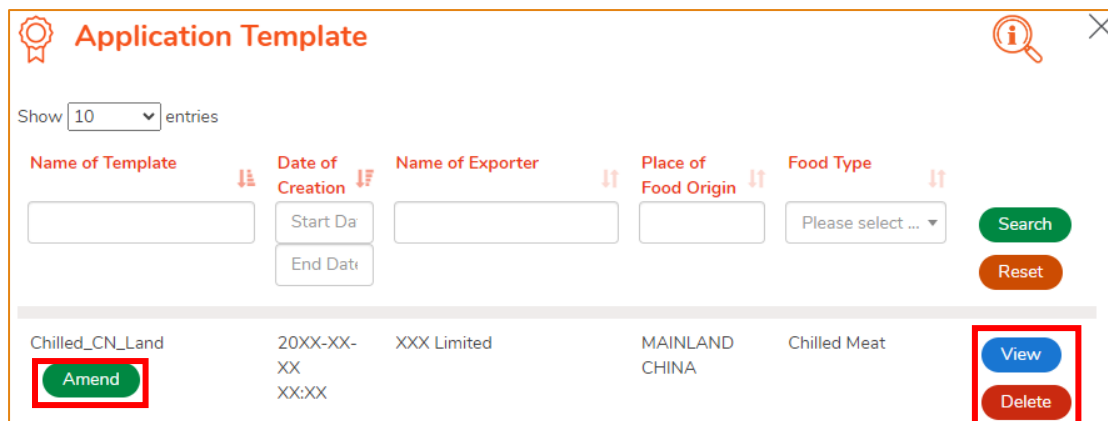
**Close**

[STEP 2] VIEW APPLICATION TEMPLATE

- To view the saved templates, choose **Import Licence** on the main page and then click **Application Template**.



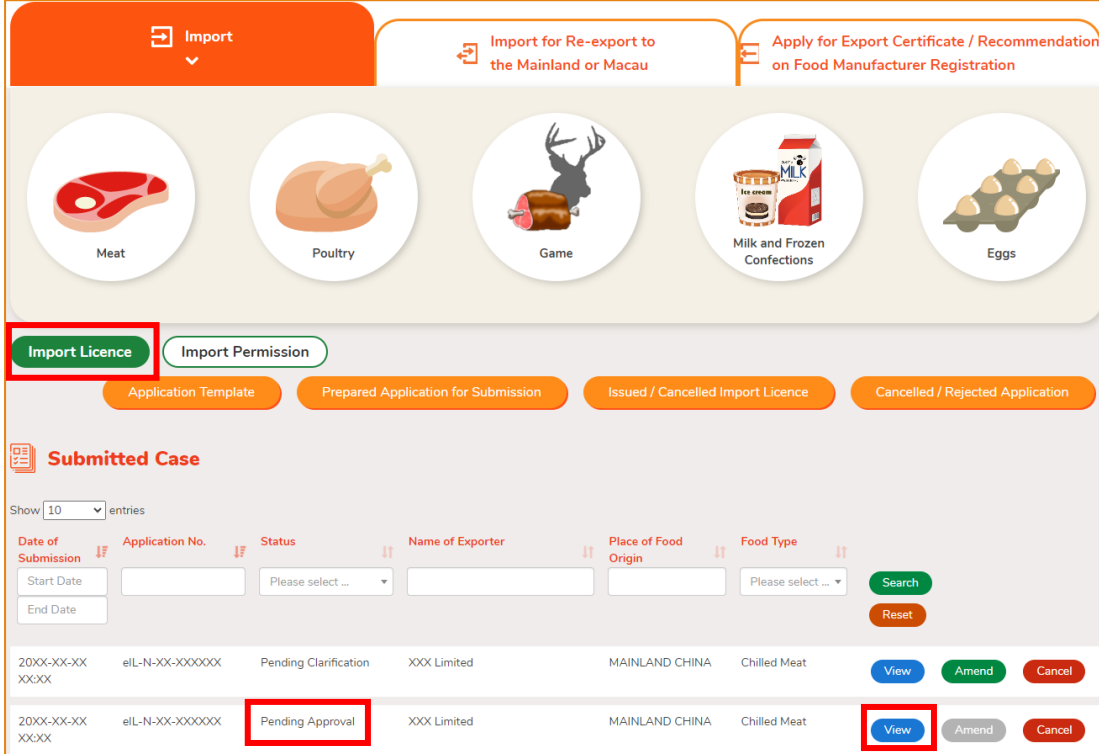
- Click **View** to look into the template details. If you want to remove the template, click **Delete**. If you want to amend the name of template, click **Amend**.



VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS

VIEW THE SUBMITTED IMPORT LICENCE APPLICATIONS

1. Choose **Import Licence** on the main page to view all the submitted case(s).
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.

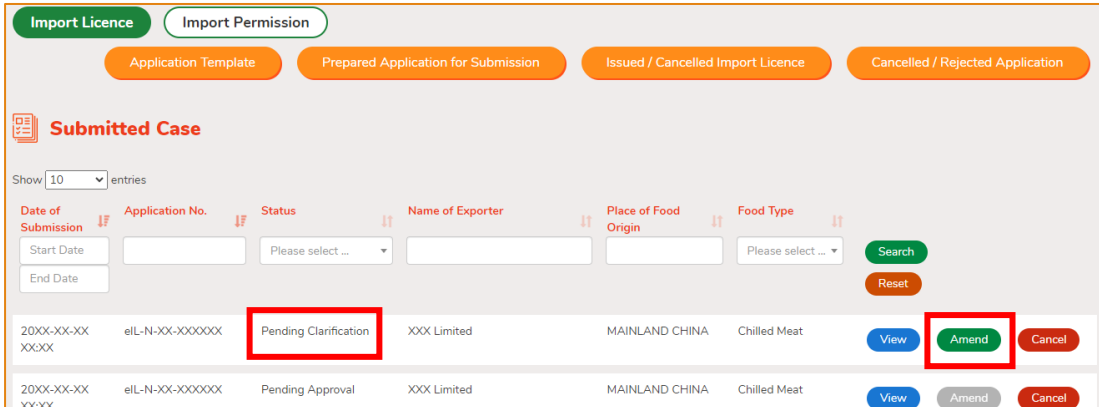


The screenshot shows the 'Submitted Case' section of the portal. At the top, there are navigation tabs for 'Import Licence' (highlighted in red) and 'Import Permission'. Below these are buttons for 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Licence', and 'Cancelled / Rejected Application'. The 'Submitted Case' table has columns for Date of Submission, Application No., Status, Name of Exporter, Place of Food Origin, and Food Type. The second row in the table has 'Pending Approval' in the Status column and a 'View' button highlighted in red in the action column.

Date of Submission	Application No.	Status	Name of Exporter	Place of Food Origin	Food Type	
20XX-XX-XX XXXX	eL-N-XX-XXXXXX	Pending Clarification	XXX Limited	MAINLAND CHINA	Chilled Meat	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>
20XX-XX-XX XXXX	eL-N-XX-XXXXXX	Pending Approval	XXX Limited	MAINLAND CHINA	Chilled Meat	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>

AMEND THE SUBMITTED IMPORT LICENCE 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**. Click **Amend** to make the necessary amendments.



The screenshot shows the 'Submitted Case' section of the portal. The 'Submitted Case' table now has 'Pending Clarification' in the Status column for the first row, and the 'Amend' button in the action column is highlighted in red.

Date of Submission	Application No.	Status	Name of Exporter	Place of Food Origin	Food Type	
20XX-XX-XX XXXX	eL-N-XX-XXXXXX	Pending Clarification	XXX Limited	MAINLAND CHINA	Chilled Meat	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>
20XX-XX-XX XXXX	eL-N-XX-XXXXXX	Pending Approval	XXX Limited	MAINLAND CHINA	Chilled Meat	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>



- Make amendment or provide supplementary information as requested.

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

Please provide supplementary information for the following items:

Food Details

6. Please provide the details of imported food.

Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant		
1	XXXXXX	<input type="text" value="Chilled Pork"/>	<input type="text" value="200"/> Carton(s)	<input type="text" value="400"/> Kg	<input type="text" value="60000"/>	<input type="text" value="23XX/030XX:XXXXX"/>	<input type="text" value="23XX/030XX:XXXXX"/>	<input type="button" value="Delete"/>	
								<input type="button" value="Amend"/> <input type="button" value="Amend"/>	
Total (in HKD)					<input type="text" value="60000"/>				

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

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

Please provide supplementary information for the following items:

Food Details

8. Is the food for local consumption?

Yes
  No

## CANCEL A SUBMITTED APPLICATION

- You may cancel an application only when it is pending approval. Choose the application and click **Cancel**.

Import Licence

Import Permission

Application Template

Prepared Application for Submission

Issued / Cancelled Import Licence

Cancelled / Rejected Application

☰

Submitted Case

Show  entries

Date of Submission	Application No.	Status	Name of Exporter	Place of Food Origin	Food Type	
<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text"/>	<input type="text" value="Please select ..."/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Please select ..."/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
20XX-XX-XX XXXX	eL-N-XX-XXXXXX	Pending Clarification	XXX Limited	MAINLAND CHINA	Chilled Meat	<input type="button" value="View"/> <input type="button" value="Amend"/> <input style="border: 2px solid red;" type="button" value="Cancel"/>
20XX-XX-XX XXXX	eL-N-XX-XXXXXX	Pending Approval	XXX Limited	MAINLAND CHINA	Chilled Meat	<input type="button" value="View"/> <input type="button" value="Amend"/> <input style="border: 2px solid red;" type="button" value="Cancel"/>

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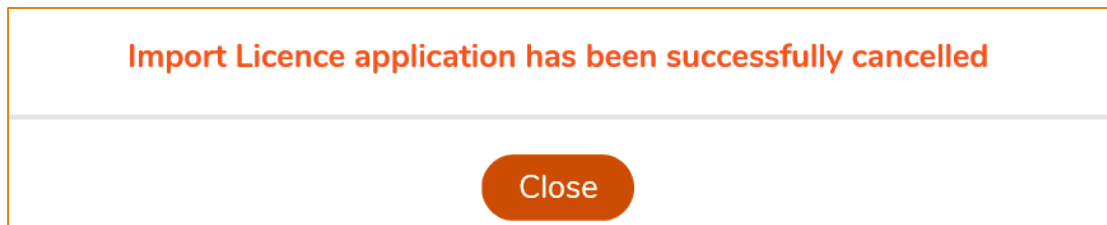
Version 5.6 (8 March 2024)

2. State the reason for cancelling the application, then click **Yes**.

Are you sure to cancel the Import Licence application?  
Please provide reason for withdrawal

**Yes** **No**

3. System will display the message **Import Licence application has been successfully cancelled**. Click **Close** to return to the main page.



4. Choose **Import Licence**, then click **Cancelled / Rejected Application** to view the cancelled application.



## VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

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

The screenshot shows the 'Notification' section of the portal. The top navigation bar has 'Notification' highlighted with a red box. Below the navigation bar, there is a 'Notification' header with a bell icon and a count of 34. There are buttons for 'Delete' and 'Show 10 entries'. Below this is a search filter section with 'Date' (Start Date, End Date), 'Category' (Import Licence), and 'Subject' fields, along with 'Search' and 'Reset' buttons. The notification list contains four entries:

Date	Category	Subject
202X-XX-XX 10:23	Import Licence	Request for Supplement to Import Licence Application (No. eIL-N-XX-XXXXXX) #AUSTRALIA#Frozen Meat
202X-XX-XX 10:21	Import Licence	Rejection of Import Licence Application (No. eIL-N-XX-XXXXXX) #AUSTRALIA #Meat
202X-XX-XX 10:15	Import Licence	Import Licence Application (No. eIL-N-XX-XXXXXX) #AUSTRALIA #Meat
202X-XX-XX 12:20	Import Licence	Approval of Import Licence Application (No. eIL-N-XX-XXXXXX) #FRANCE#Frozen Meat

2. Upon receiving notification that the import licence has been issued, you can go to **Importing / Exporting Food** on the main page and choose **Import Licence** to view the **Issued / Cancelled Import Licence**.

The screenshot shows the 'I want to...' section of the portal. The top navigation bar has 'Importing / Exporting Food' highlighted with a red box. Below the navigation bar, there is a 'I want to...' header with a green icon. Below this is a 'Import' button with a dropdown arrow. Below the 'Import' button are five circular icons representing different food categories: Meat, Poultry, Game, Milk and Frozen Confections, and Eggs. Below these icons are two buttons: 'Import Licence' (highlighted with a green box) and 'Import Permission'. Below these buttons are four buttons: 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Licence' (highlighted with a red box), and 'Cancelled / Rejected Application'.

3. Click **View** to look into the details of the import licence issued.

**Issued / Cancelled Import Licence**

Show 10 entries

Licence No.	Valid Till	Date of Issue	Status	Name of Exporter	Place of Food Origin	Food Type
IL-XX-XXXXXXXXXX	Start C End D:	Start C End D:	APPROVED	XXX Limited	MAINLAND CHINA	Chilled Meat

Buttons: Search, Reset, Cancel, **View**

4. Similarly, you may click **Cancelled / Rejected Application** under **Import Licence** for details on a rejected application if you receive a notification of the application being rejected.

**Importing / Exporting Food**

e-Health Certificate Enquiry | Recording Food Arrival Information | Food Import Related Information | Notification | Trader Registration Maintenance | Quick Links

**I want to...**

Import

Import for Re-export to the Mainland or Macau

Apply for Export Certificate / Recommendation on Food Manufacturer Registration

Meat | Poultry | Game | Milk and Frozen Confections | Eggs

**Import Licence** | Import Permission

Application Template | Prepared Application for Submission | Issued / Cancelled Import Licence | **Cancelled / Rejected Application**

5. Click **View** to look into the reason for the application being rejected.

**Cancelled / Rejected Application**

Show 10 entries

Date of Submission	Application No.	Status	Name of Exporter	Place of Food Origin	Food Type
Start Date End Date	eIL-N-XX-XXXXXX	Rejected	XXX Limited	FRANCE	Chilled Poultry

Buttons: Search, Reset, **View**

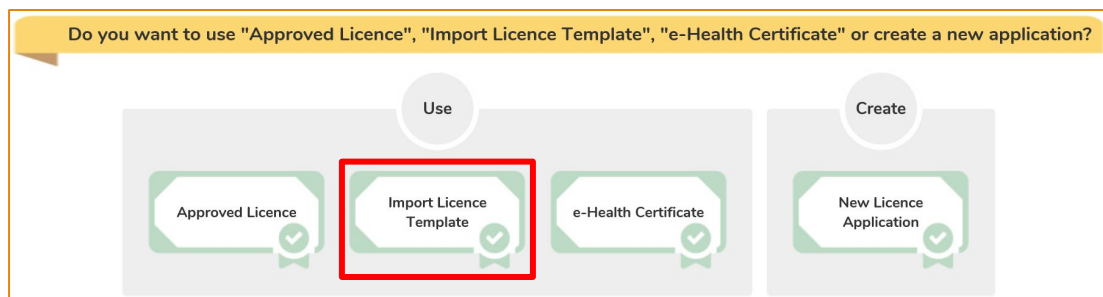
## HOW TO APPLY FOR A NEW IMPORT LICENCE USING OTHER FEATURES IN FTP

Apart from using the method mentioned earlier in this training manual to create a new import licence, the options below can also be used:

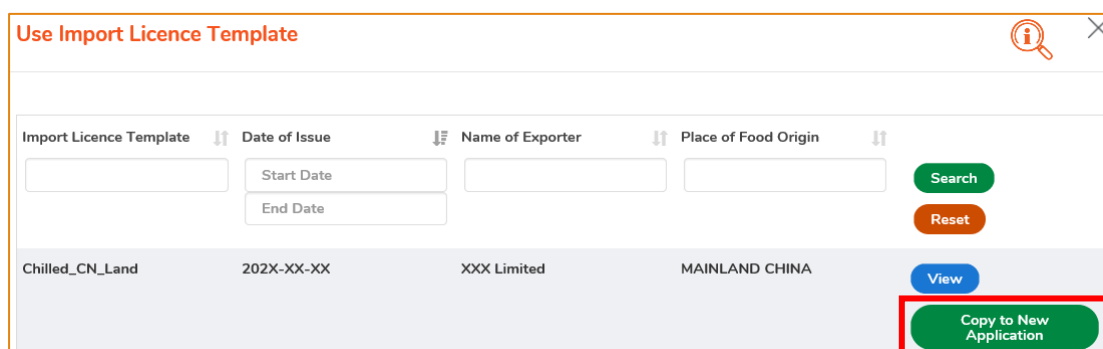
- (1) Approved Licence;
- (2) Import Licence Template;
- (3) e-Health Certificate

### [STEP 1] SELECT A FUNCTION TO CREATE A NEW APPLICATION

1. Assuming import licence template is used to create a new application, click **Import Licence Template**.



2. Select the relevant import licence template then click **Copy to New Application**.



### [STEP 2] INPUT OR AMEND THE REQUIRED INFORMATION

- 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 the Estimated Date of Arrival, Health Certificate Number, etc.

**5. Please provide the transportation's particulars.**

Place of Export:

Estimated Date of Arrival:

Transportation to Hong Kong:  Land (Vehicle)  Land (Railway)  Sea  Air

Will the food be transhipped before arriving Hong Kong?  Yes  No

**6. Please provide the details of imported food.**

Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant
1	<input type="text" value="XXXX"/> <input type="button" value="Add"/>	<input type="text" value="XXXX"/>	<input type="text" value=""/> Carton(s)	<input type="text" value=""/> Kg	<input type="text" value="0"/>	<input type="text" value="XXXX:YY"/> <input type="button" value="Amend"/>	<input type="text" value="XXXX:YY"/> <input type="button" value="Amend"/>
Total (in HKD)					<input type="text" value="0"/>		

### [STEP 3] SUBMIT THE APPLICATION

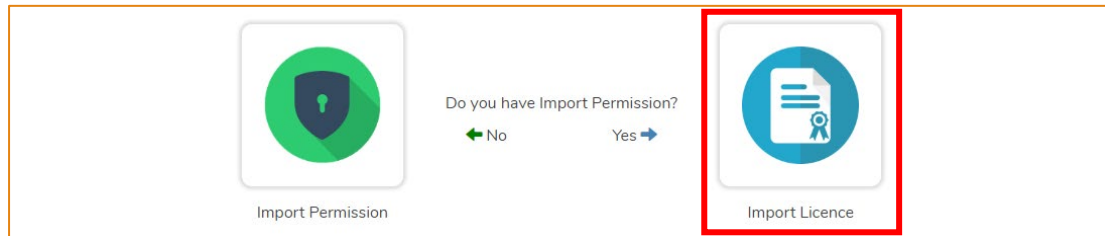
- Upon completion, click [Preview and Submit Application](#) to submit the application.

**8. Is the food for local consumption?**

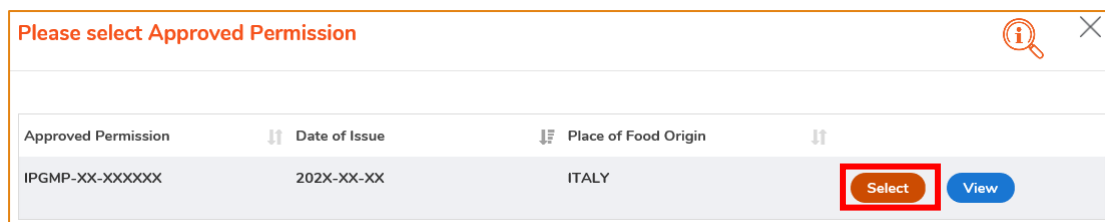
Yes  No

- Likewise, you may create a new application using [Approved Licence](#) or [e-Health Certificate](#) in [STEP 1] of this section. The procedure is essentially the same as using Import Licence Template.

- Prior to applying for an import licence, an Import Permission is required if you are importing prohibited meat, meat covered by the European Union / United Kingdom Export Declaration, or meat for the purpose of re-export to the Mainland or Macau. If you already have obtained an import permission, you may click **Import Licence** to begin the application.



- Click **Select** to choose the relevant Approved Permission to start a new import licence application.



8. Import Permission No. and food description will be automatically pre-filled by the system. Please input the rest of the required information. Upon completion, click **Preview and Submit Application** to submit the application.

Permission No. IPGMP-XX-XXXXXX

**6. Please provide the details of imported food.**

Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant	
1	<input type="button" value="Add"/>	Frozen meat	<input type="text" value="Please select ..."/>	<input type="text" value="Please select ..."/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
Total (in HKD)						<input type="text"/>		

**7. Please provide supporting document(s), if any.**

Item No.	Supporting Document	Document Remark	
1	<input type="button" value="Choose file"/>	<input type="text"/>	<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.)

**8. Is the food for local consumption?**

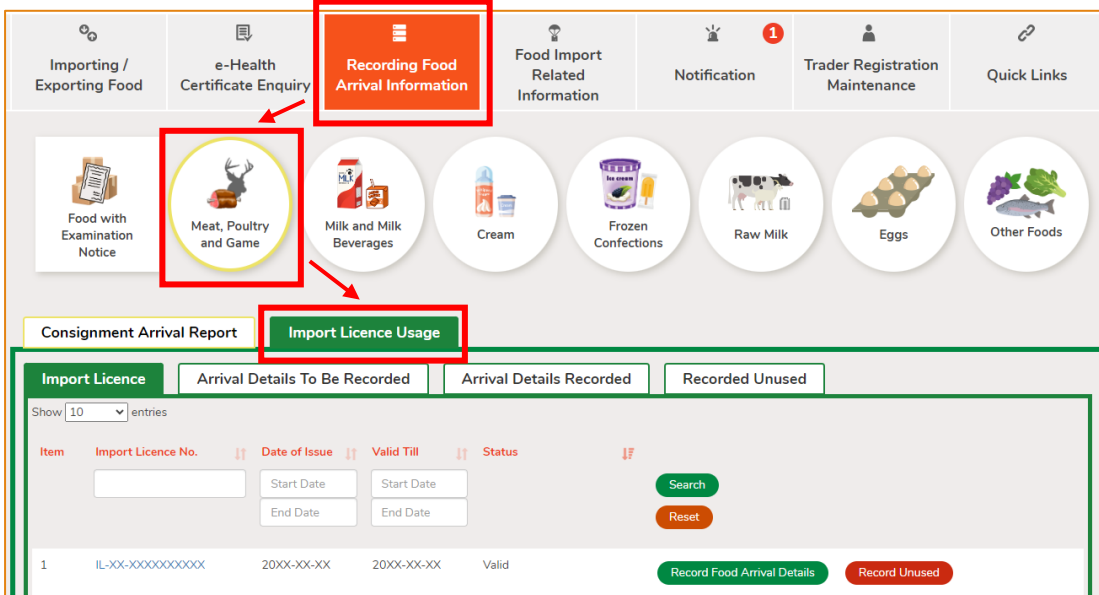


## HOW TO RECORD FOOD ARRIVAL INFORMATION

If you have already reported the food consignment of Meat, Poultry and Game under the **Consignment Arrival Report** section, the corresponding **Import Licence Usage** will be also recorded in the system at the same time. Hence, it is not necessary to enter such information separately.

### VIEW THE STATUS OF IMPORT LICENCE

- After the issuance of an import licence, you may record the food arrival information in FTP. First, choose **Recording Food Arrival Information** on the main page, select **Meat, Poultry and Game** icon and then click **Import Licence Usage** to view the status of the issued licences.

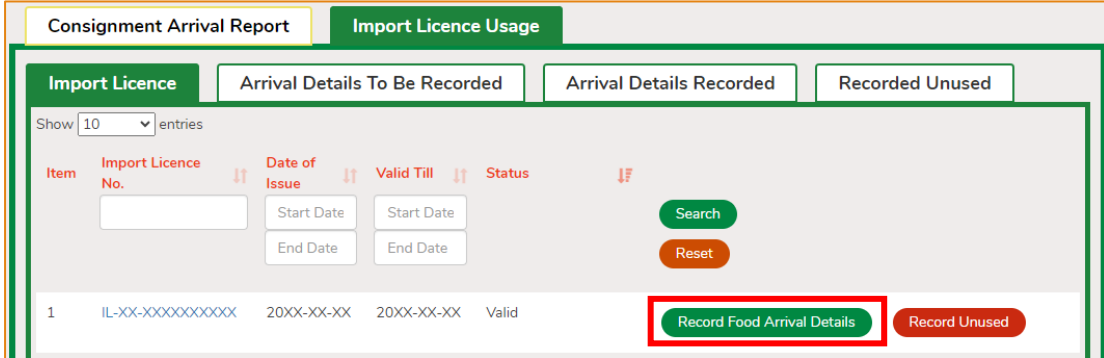


The screenshot shows the main dashboard of the Food Trader Portal. The navigation menu at the top includes 'Importing / Exporting Food', 'e-Health Certificate Enquiry', 'Recording Food Arrival Information' (highlighted with a red box), 'Food Import Related Information', 'Notification', 'Trader Registration Maintenance', and 'Quick Links'. Below the menu is a row of category icons: 'Food with Examination Notice', 'Meat, Poultry and Game' (highlighted with a red box), 'Milk and Milk Beverages', 'Cream', 'Frozen Confections', 'Raw Milk', 'Eggs', and 'Other Foods'. Under the 'Meat, Poultry and Game' icon, there are two sub-sections: 'Consignment Arrival Report' and 'Import Licence Usage' (highlighted with a red box). The 'Import Licence Usage' section is active, showing a table with columns for 'Item', 'Import Licence No.', 'Date of Issue', 'Valid Till', and 'Status'. Below the table are search and filter controls, including 'Search', 'Reset', and 'Record Food Arrival Details' buttons.

Item	Import Licence No.	Date of Issue	Valid Till	Status
1	IL>XX-XXXXXXXXXX	20XX-XX-XX	20XX-XX-XX	Valid

## RECORD FOOD ARRIVAL DETAILS

1. Select the relevant import licence and then click **Record Food Arrival Details**.

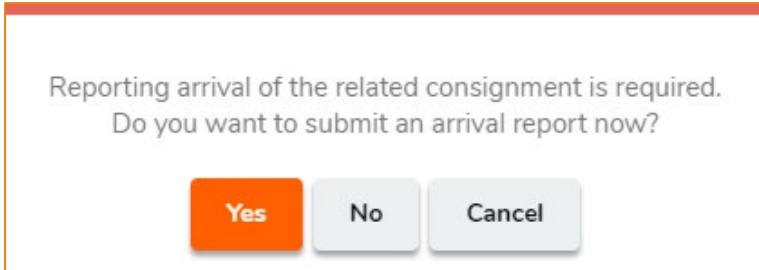


The screenshot shows the 'Import Licence Usage' interface. At the top, there are tabs for 'Consignment Arrival Report' and 'Import Licence Usage'. Below these are sub-tabs: 'Import Licence', 'Arrival Details To Be Recorded', 'Arrival Details Recorded', and 'Recorded Unused'. The 'Import Licence' sub-tab is active, showing a table with columns: Item, Import Licence No., Date of Issue, Valid Till, and Status. A search bar is present with 'Start Date' and 'End Date' filters, and 'Search' and 'Reset' buttons. The first row of the table has the following data: Item 1, Import Licence No. IL-XX-XXXXXXXXXX, Date of Issue 20XX-XX-XX, Valid Till 20XX-XX-XX, and Status Valid. The 'Record Food Arrival Details' button for this row is highlighted with a red box.

2. **[Applicable to consignments requiring report of arrival.** If reporting arrival of the related consignment is not required, please proceed to point 3.]

If you wish to submit consignment arrival report first, click **Yes** to proceed. You may refer to the training manual on **Report Consignment Arrival** for details. Next, follow the steps in point 9.

If you are not ready to submit an arrival report of consignment at this moment, click **No** to record food arrival details first. To return to **Import Licence Usage** page, click **Cancel**.



The screenshot shows a confirmation dialog box with the text: 'Reporting arrival of the related consignment is required. Do you want to submit an arrival report now?'. Below the text are three buttons: 'Yes' (highlighted in orange), 'No', and 'Cancel'.

- Next, the system will pre-fill all the basic information from the relevant import licence. You only need to input the rest of the required information.
- Tick the checkbox **There is no outstanding balance to be imported after this import** then click **Preview and Submit** to complete the process.

**Record Arrival Detail**
🔍 ✕

Name of Importer	XXXXXX Limited
Trader Registration Number / Exemption Number	TR-XX-XXXXXX
Import Licence No.	IL-XX-XXXXXXXXXX
Name of Exporter	XXX Limited
Exporter's Address	XXX
Place of Export	MAINLAND CHINA
Means of Transport	Land (Vehicle)
Place of Food Origin	MAINLAND CHINA
Date of Arrival	<input type="text"/>
Bill of Lading / Air Waybill No.	N/A
Name of vessel, voyage / flight No. / vehicle No. / train No.	<input type="text"/>
Contact Person	XXX
Contact No.	XXXXXXXX




**Details of imported food items**

Item No.	Food Description	No. of Package and Type	Net Weight	Slaughtering Plant	Processing Plant
1	XXXX	<input type="text" value="999"/> / CARTON	<input type="text" value="9999"/> / KG	XXXXXX	XXXXXX

There is no outstanding balance to be imported after this import.

Preview and Submit
✕ Close

5. 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 **Submit** to proceed.

 **Record Arrival Detail**
 

Trader Registration Number / Exemption Number	TR-XX-XXXXXX
Import Licence No.	IL-XX-XXXXXXXXXX
Name of Exporter	XXX Limited
Exporter's Address	XXX
Place of Export	MAINLAND CHINA
Means of Transport	Land (Vehicle)
Place of Food Origin	MAINLAND CHINA
Date of Arrival	202X-XX-XX
Bill of Lading / Air Waybill No.	N/A
Name of vessel, voyage / flight No. / vehicle No. / train No.	XXXXXX
Contact Person	XXX
Contact No.	XXXXXXXX

**Details of imported food items**

Item No.	Food Description	No. of Package and Type	Net Weight	Slaughtering Plant	Processing Plant
1	XXXX	999 / CARTON	9999 / KG	XXXXXX	XXXXXX

Submit
Amend

(Note: System will remind you that the submitted record cannot be amended in FTP. Any amendment has to be submitted in writing to the Licensing Office.)

6. After submission, you may view the information you just provided in the **FOOD CONSIGNMENT ARRIVAL DETAILS** section of the corresponding import licence. To return to the **Import Licence Usage** page, simply click **X** at the top right corner.

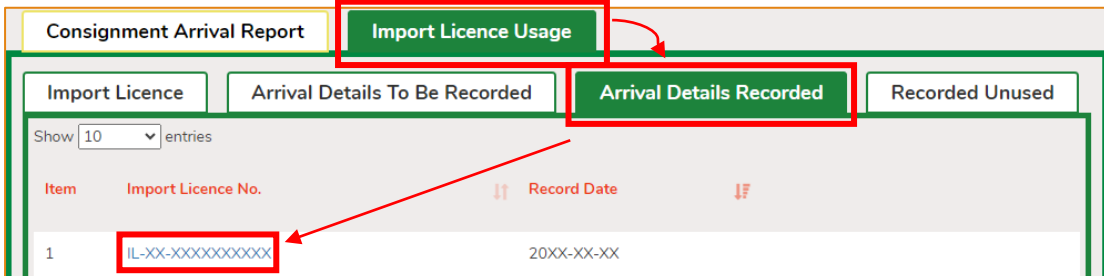


食物批次抵港詳情  
**FOOD CONSIGNMENT ARRIVAL DETAILS**

■ 進口商必須記錄食物批次抵港詳情，並須簽署確認所填報的資料是真實正確的，然後將本許可證遞交船運、航空或運輸公司。有關的船運、航空或運輸公司必須將填報的資料與提單/空運提單及倉單核對，並在下開空白處確認核對妥當。  
Importer must record arrival details and confirm with signature that these details are true and correct before tendering the licence to shipping, airline or transportation company concerned. Shipping airline or transportation company must check the details against the Bill of Lading/Air Waybill and manifest and verify in the space provided that this has been done.

抵達日期 Date of Arrival	(a)	XX/XX/202X
船隻名稱, 航程 / 班機編號 / 車輛編號 / 車次編號 Name of vessel, voyage/ flight No./ vehicle No./ train No.	(b)	XXXXXX

7. You can also click **Arrival Details Recorded** under **Import Licence Usage**, and then click the corresponding **Import Licence No.** to view the recorded food arrival details.



Consignment Arrival Report | **Import Licence Usage**

Import Licence | Arrival Details To Be Recorded | **Arrival Details Recorded** | Recorded Unused

Show 10 entries

Item	Import Licence No.	Record Date
1	IL-XX-XXXXXXXXXX	20XX-XX-XX

8. The recorded information will be shown on the **FOOD CONSIGNMENT ARRIVAL DETAILS** section of the import licence. You can print out a hardcopy for consignment collection or customs clearance.

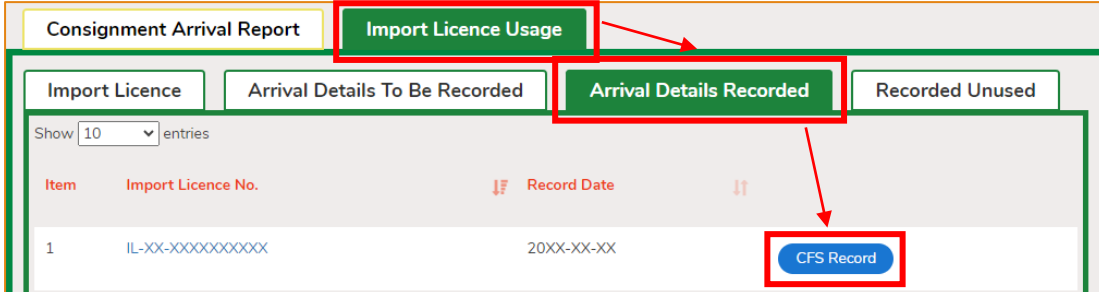
**食物批次抵港詳情**

**FOOD CONSIGNMENT ARRIVAL DETAILS**

■ 進口商必須記錄食物批次抵港詳情，並須簽署確認所填報的資料是真實正確的，然後將本許可證遞交船運、航空或運輸公司。有關的船運、航空或運輸公司必須將填報的資料與提單/空運提單及船單核對，並在下開空白處確認核對妥當。  
 Importer must record arrival details and confirm with signature that these details are true and correct before tendering the licence to shipping, airline or transportation company concerned. Shipping airline or transportation company must check the details against the Bill of Lading/Air Waybill and manifest and verify in the space provided that this has been done.

抵達日期 Date of Arrival	(a)	XX/XX/202X
船隻名稱, 航程 / 班機編號 / 車輛編號 / 車次編號 Name of vessel, voyage/ flight No./ vehicle No./ train No.	(b)	XXXXXX

9. After you have submitted an arrival report and that particular consignment has completed processing by the Centre for Food Safety, you may click **Arrival Details Recorded** under **Import Licence Usage**, and then click the corresponding **CFS Record** to view the clearance result.



Consignment Arrival Report | **Import Licence Usage**

Import Licence | Arrival Details To Be Recorded | **Arrival Details Recorded** | Recorded Unused

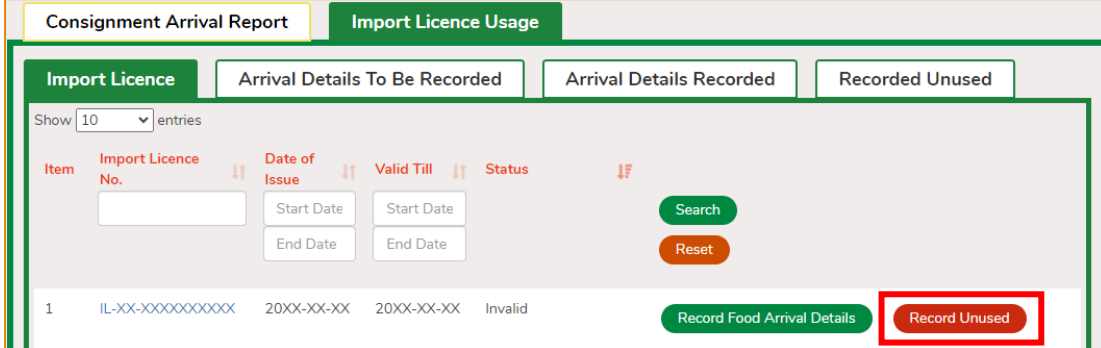
Show 10 entries

Item	Import Licence No.	Record Date
1	IL-XX-XXXXXXXXXX	20XX-XX-XX

**CFS Record**

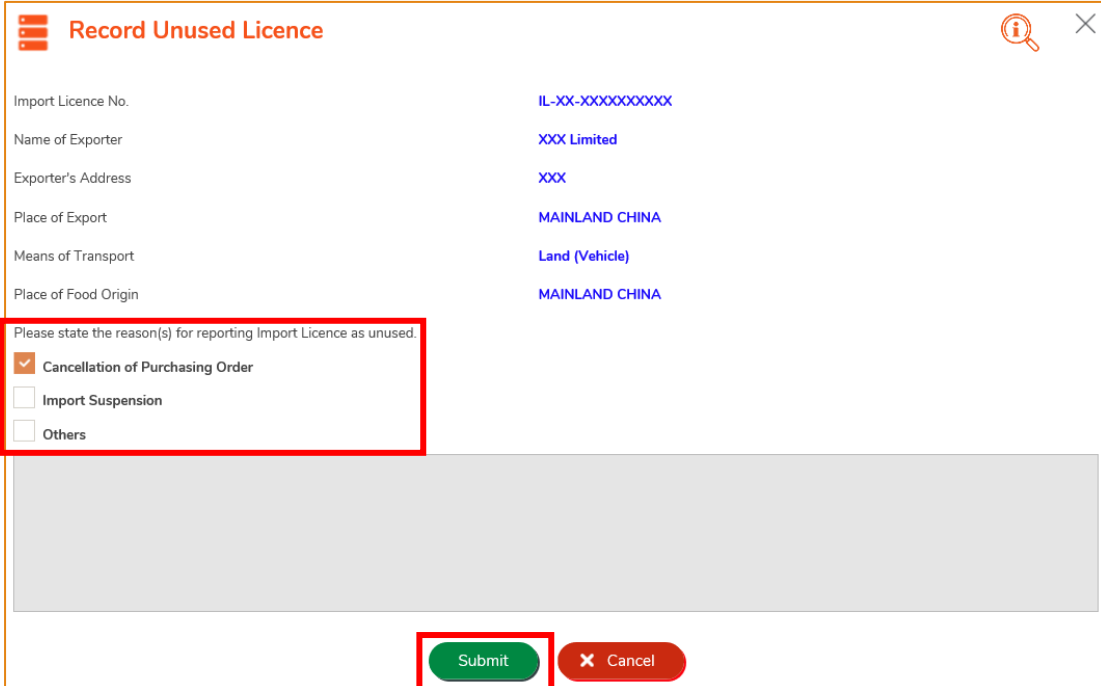
## RECORD UNUSED IMPORT LICENCE

1. You are required to inform the Centre for Food Safety about any expired and unused licences. Simply click **Record Unused** of the relevant import licence.



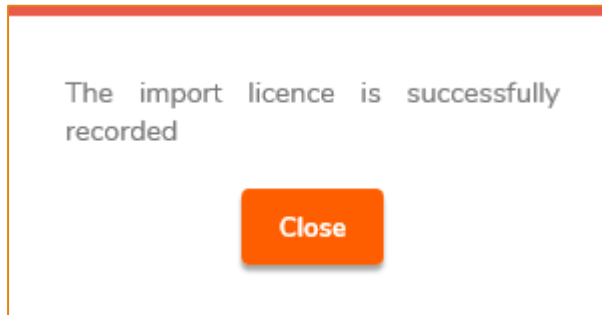
The screenshot shows the 'Import Licence Usage' section of the system. It features a table with columns for 'Item', 'Import Licence No.', 'Date of Issue', 'Valid Till', and 'Status'. A single entry is shown with an 'Invalid' status. Below the table, there are two buttons: 'Record Food Arrival Details' and 'Record Unused'. The 'Record Unused' button is highlighted with a red rectangular box.

2. State the reason for reporting the import licence as unused and click **Submit**. To confirm the submission of the unused report, click **Yes**.

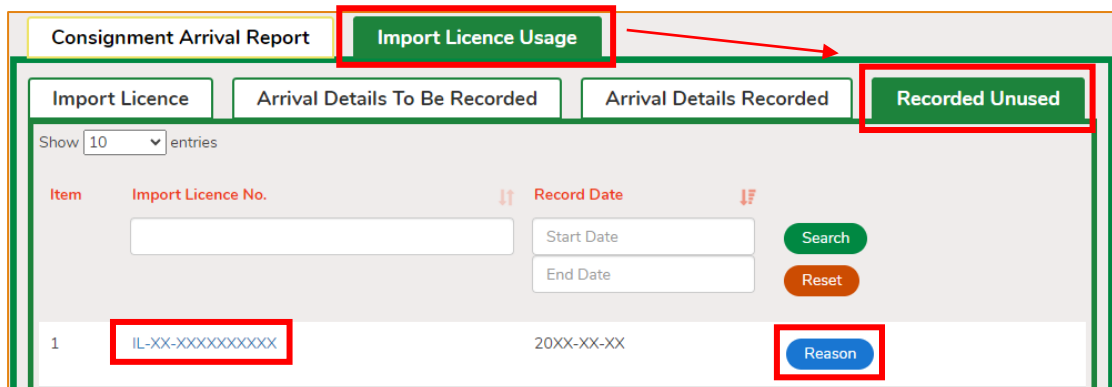


The screenshot shows the 'Record Unused Licence' form. It contains several fields for licence details, including 'Import Licence No.', 'Name of Exporter', 'Exporter's Address', 'Place of Export', 'Means of Transport', and 'Place of Food Origin'. Below these fields is a section titled 'Please state the reason(s) for reporting Import Licence as unused.' with three radio button options: 'Cancellation of Purchasing Order' (checked), 'Import Suspension', and 'Others'. The 'Cancellation of Purchasing Order' option is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box.

- The system will show the import licence is successfully recorded. You may click **Close** to return to **Import Licence Usage** page.



- To view the unused import licence that has been recorded, click the **Import Licence No.** under **Recorded Unused** under **Import Licence Usage**. You can view the reason for reporting import licence as unused by clicking **Reason**.



- Click **Close** to return to **Import Licence Usage** page.

