Training Manual

Application for Import Licence
(Meat and Poultry)

TABLE OF CONTENTS

食物貿易商入門網站
Food Trader Portal

IMPORT LICENCE FOR MEAT AND POULTRY – HOW TO APPLY

[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.

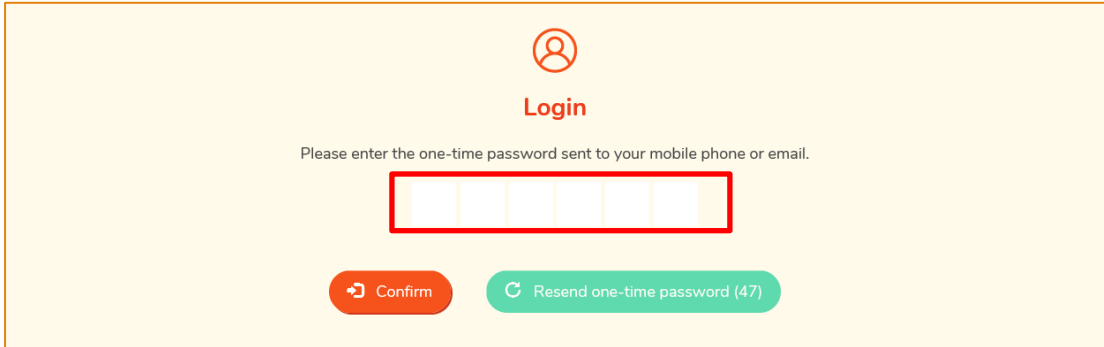2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press Next.

   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.
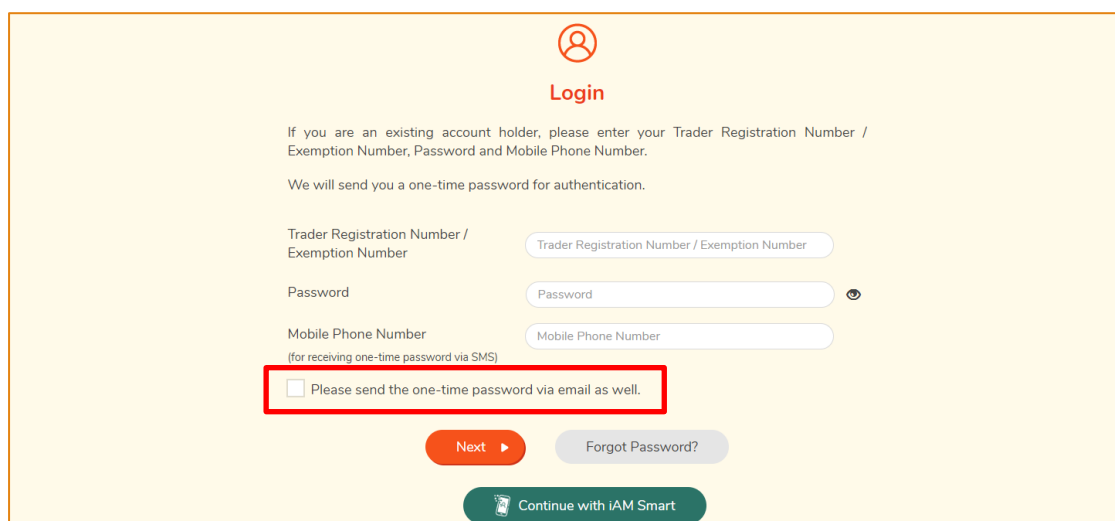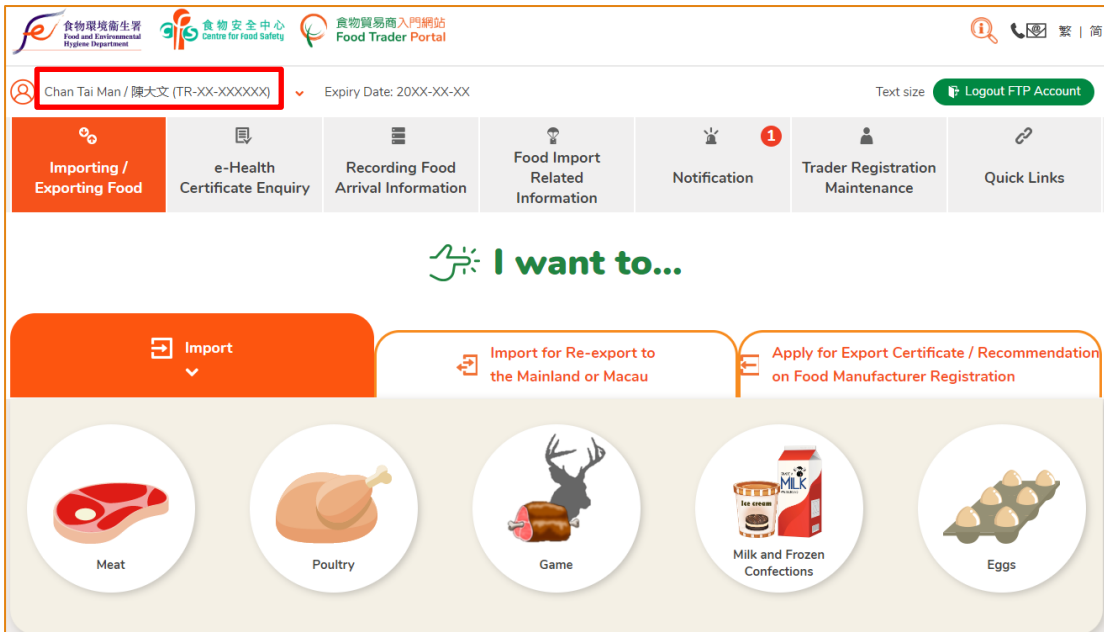

To login FTP with iAM Smart, you may refer to section HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART of the training manual on General Operations for details.

2

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


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

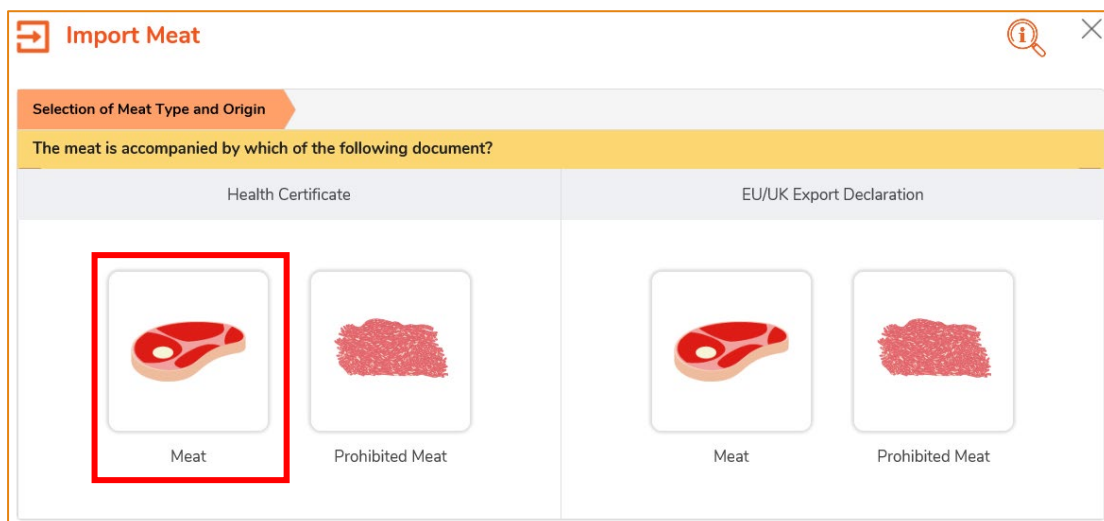## [STEP 2] CREATE A NEW IMPORT LICENCE APPLICATION

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.
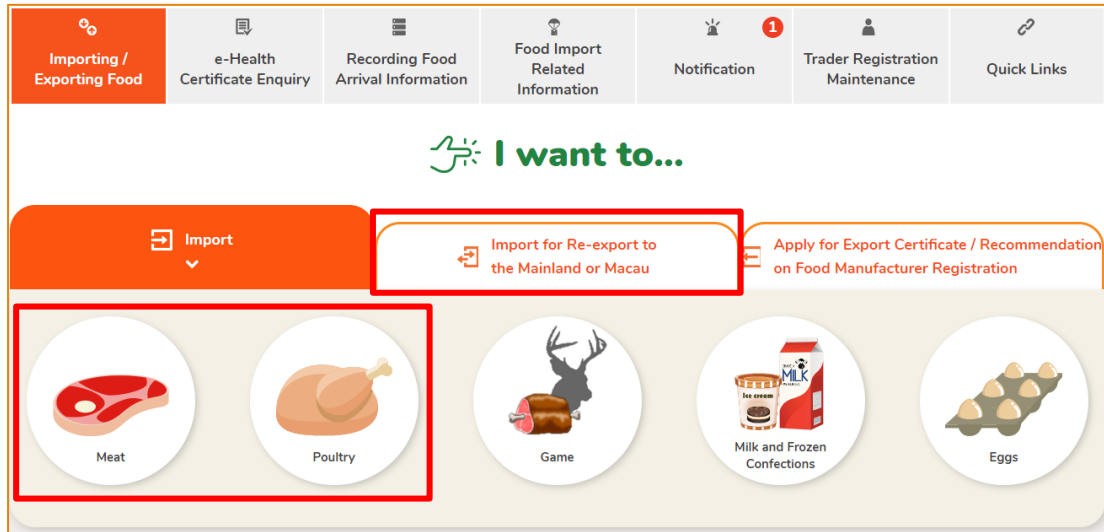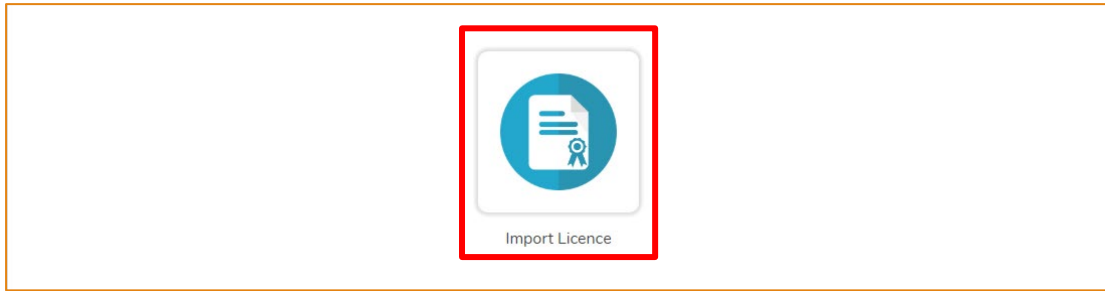

6.   If you choose to import meat, check whether the consignment of meat is accompanied by a Health Certificate or a European Union / United Kingdom Export Declaration.   Then, choose the suitable type of meat.
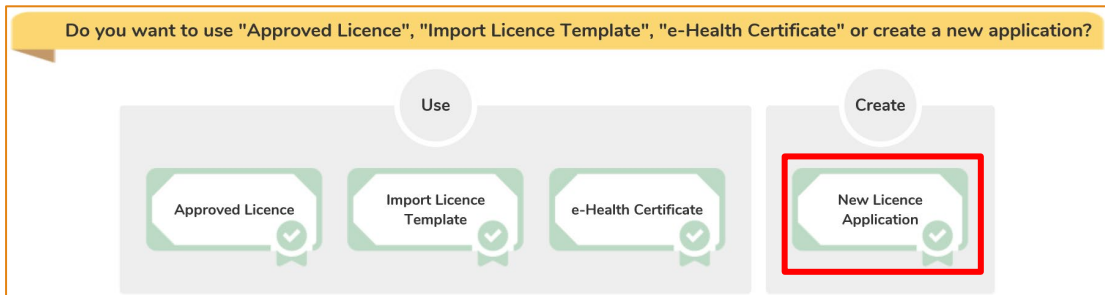
Assuming you would like to import meat with a Health Certificate, simply click Meat under Health Certificate.
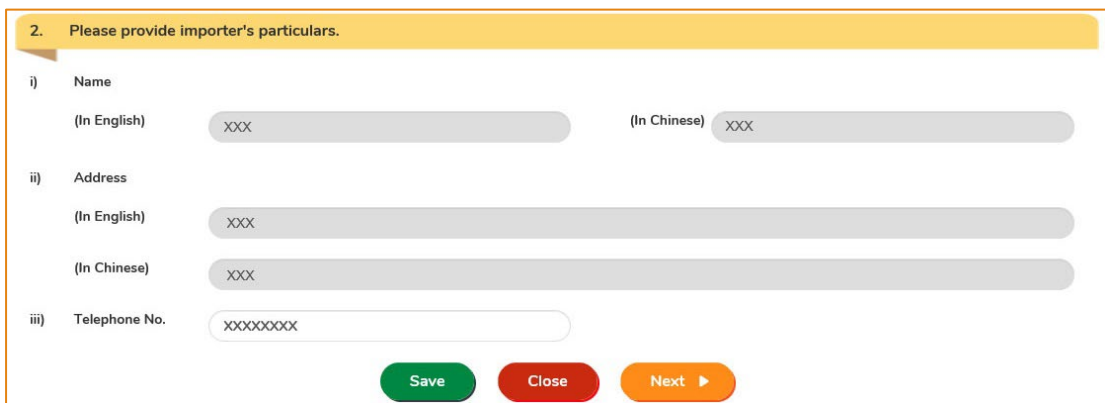
7. Click Import Licence.

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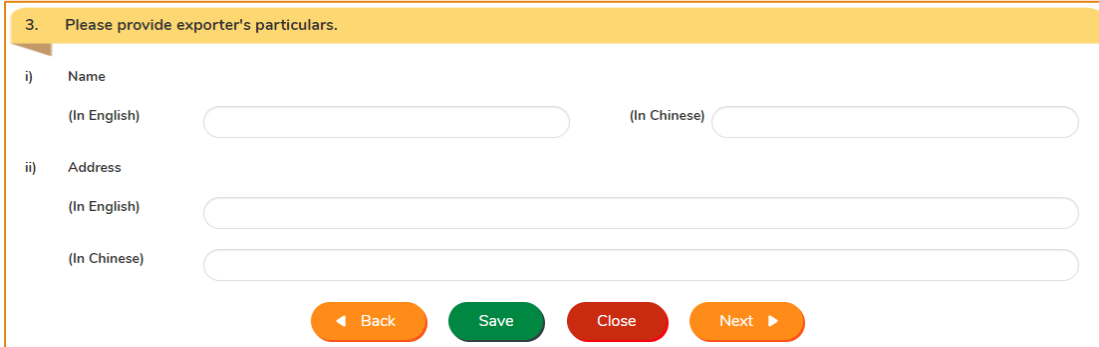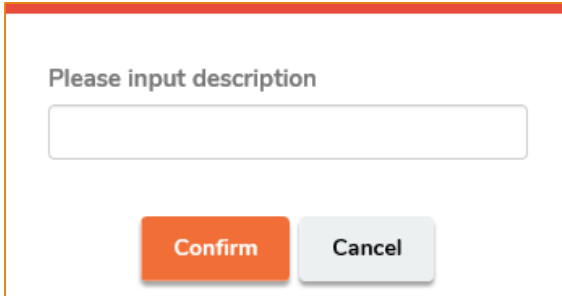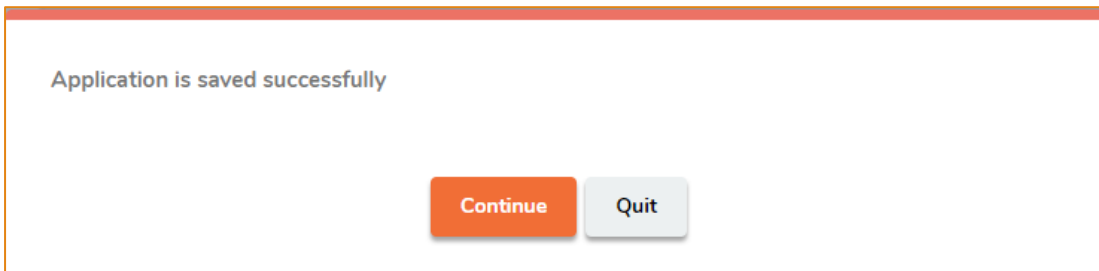
11. Input information on the food exporter and click Next.

3.	Please provide exporter's particulars.		
i)	Name		
	(In English)		(In Chinese)
ii)	Address		
	(In English)		
	(In Chinese)		

◀ Back   Save   Close   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.

Please input description

Confirm   Cancel

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

Application is saved successfully

Continue   Quit

6

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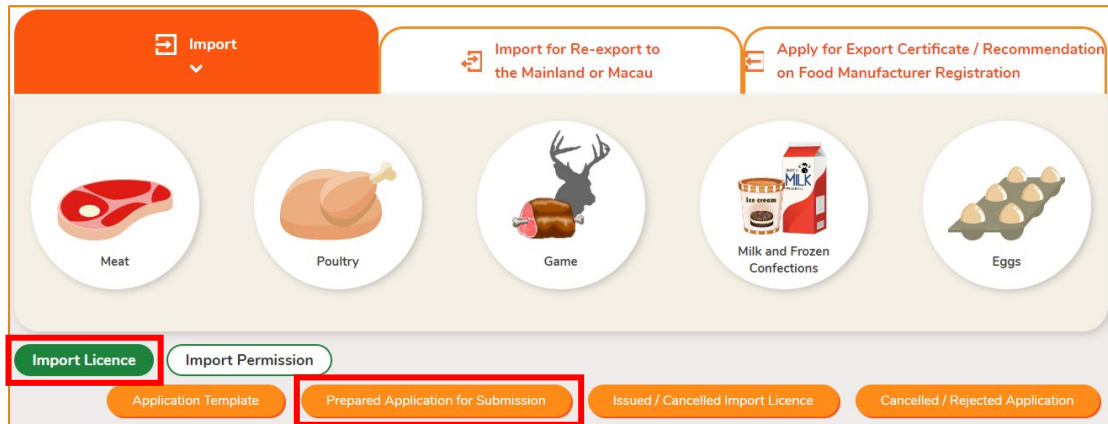
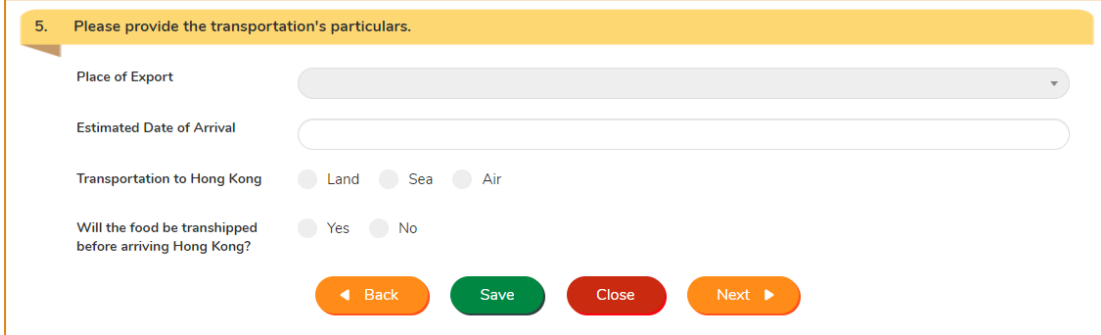15. To proceed with the application, input the place of origin of the food and click Next.

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.

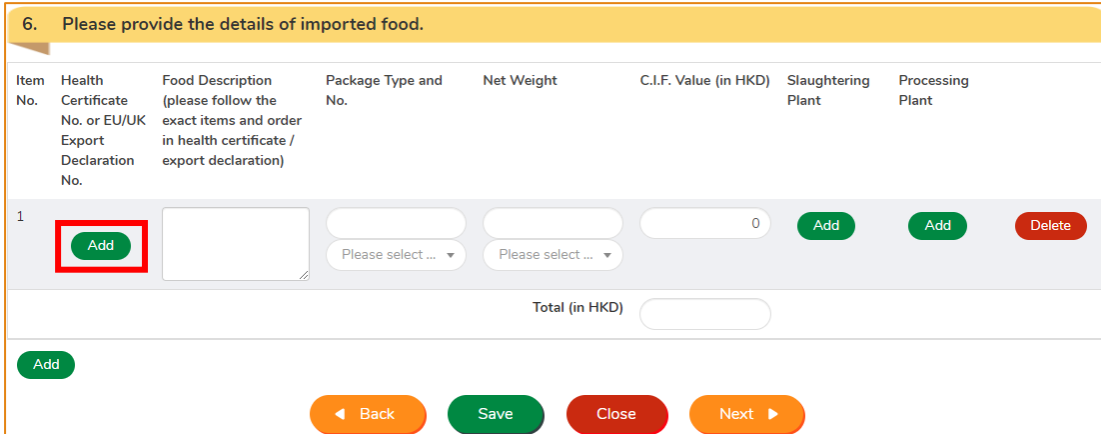| 5.	Please provide the transportation's particulars.
Place of Export	▼
Estimated Date of Arrival	
Transportation to Hong Kong	○ Land ○ Sea ○ Air
Will the food be transhipped before arriving Hong Kong?	○ Yes ○ No

◀ Back   Save   Close   Next ▶

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	Add		Please select ... ▼	Please select ... ▼	0	Add	Add	Delete
				Total (in HKD)			

Add

◀ Back   Save   Close   Next ▶

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

(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.
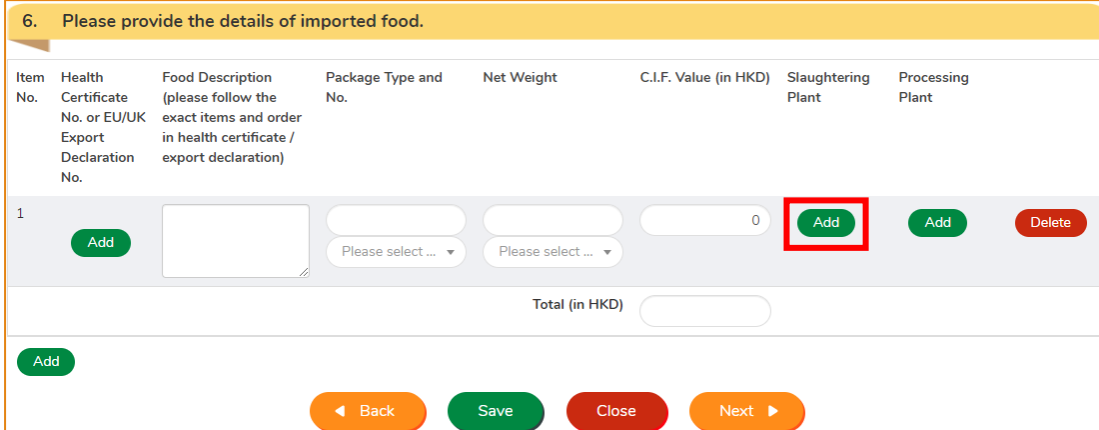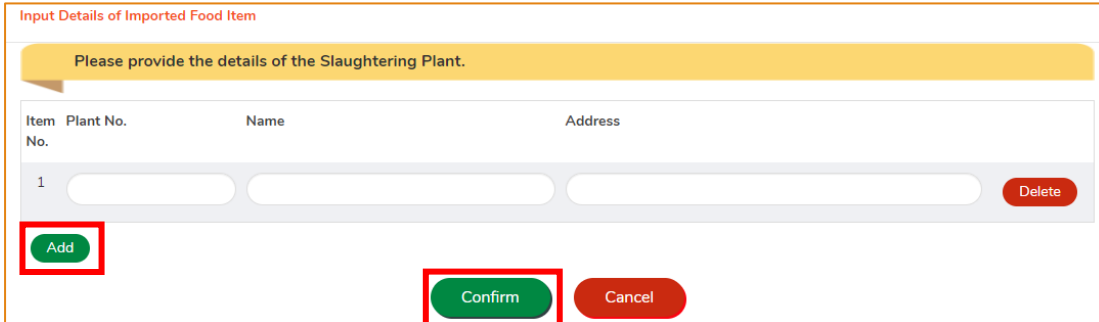
Input the C.I.F Value.

20. Click Add to provide the slaughtering plant information.

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.

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

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.
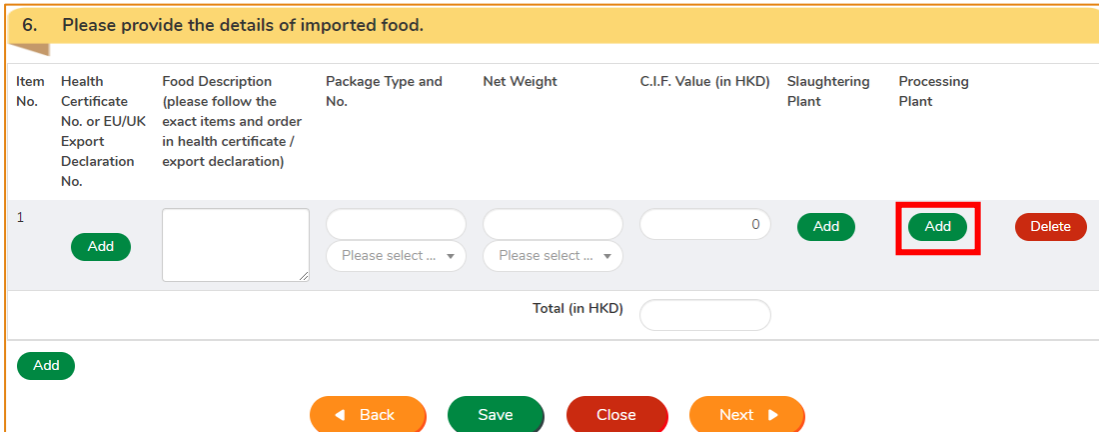
Input Details of Imported Food Item

Please provide the details of the Processing Plant.

Item No.	Plant No.	Name	Address	
1				Delete

Add

Confirm   Cancel

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

6.   Please provide the details of imported food.

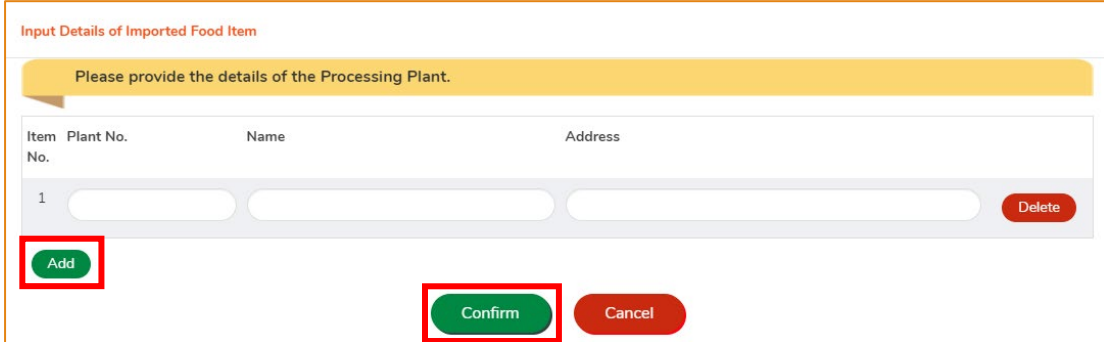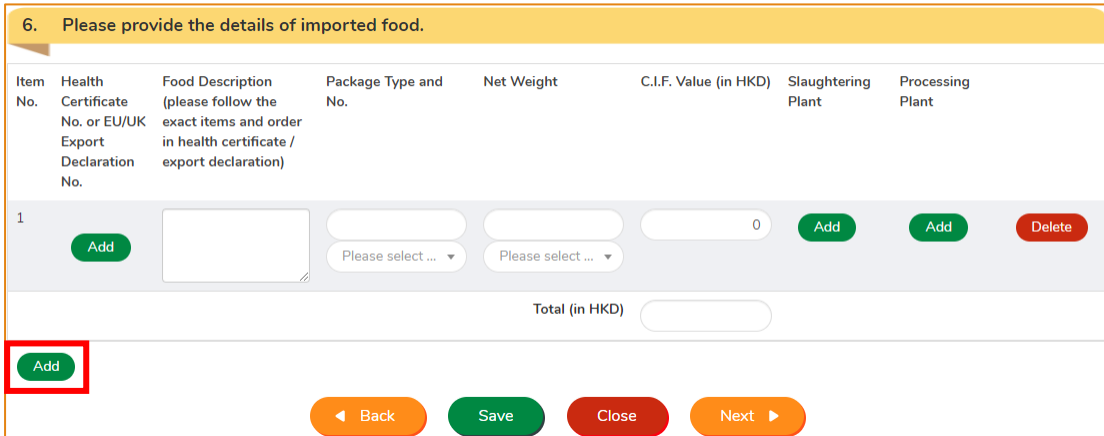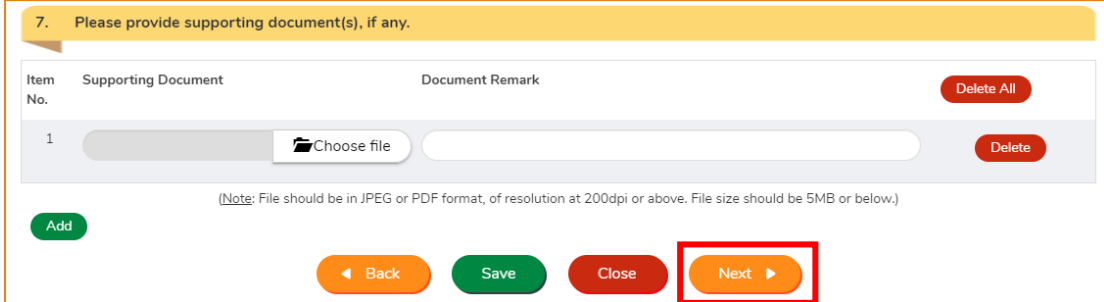| Item No.	Health Certificate No. or EU/UK Export Declaration No.	Food Description (please follow the exact items and order in health certificate / export declaration)	Package Type and No.	Net Weight	C.I.F. Value (in HKD)	Slaughtering Plant	Processing Plant	
1	Add		Please select ... ▾	Please select ... ▾	0	Add	Add	Delete
				Total (in HKD)				

Add

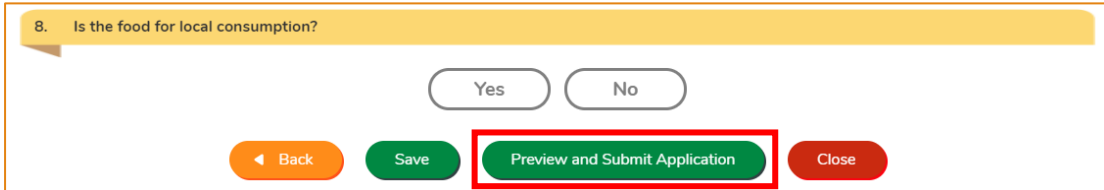◀ Back   Save   Close   Next ▶

(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.
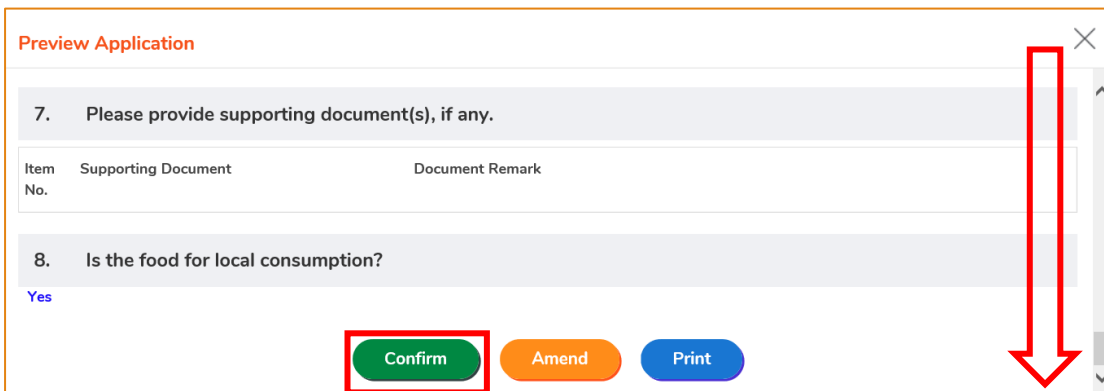
7.	Please provide supporting document(s), if any.		
Item No.	Supporting Document	Document Remark	Delete All
1	📁Choose file		Delete

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

Add

◀ Back   Save   Close   **Next ▶**

(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.

8.	Is the food for local consumption?

Yes   No

◀ Back   Save   **Preview and Submit Application**   Close

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.

Preview Application   ✕

7.	Please provide supporting document(s), if any.
Item No.	Supporting Document Document Remark

8.	Is the food for local consumption?

Yes

Confirm   Amend   Print

12

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".

[Submit] [Return]

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

[Save as Template] [Print] [✕ Close]

13

APPLICATION TEMPLATE

[STEP 1] CREATE AN IMPORT LICENCE TEMPLATE

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

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

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

14

[STEP 2] VIEW APPLICATION TEMPLATE

4. To view the saved templates, choose Import Licence on the main page and then click Application Template.
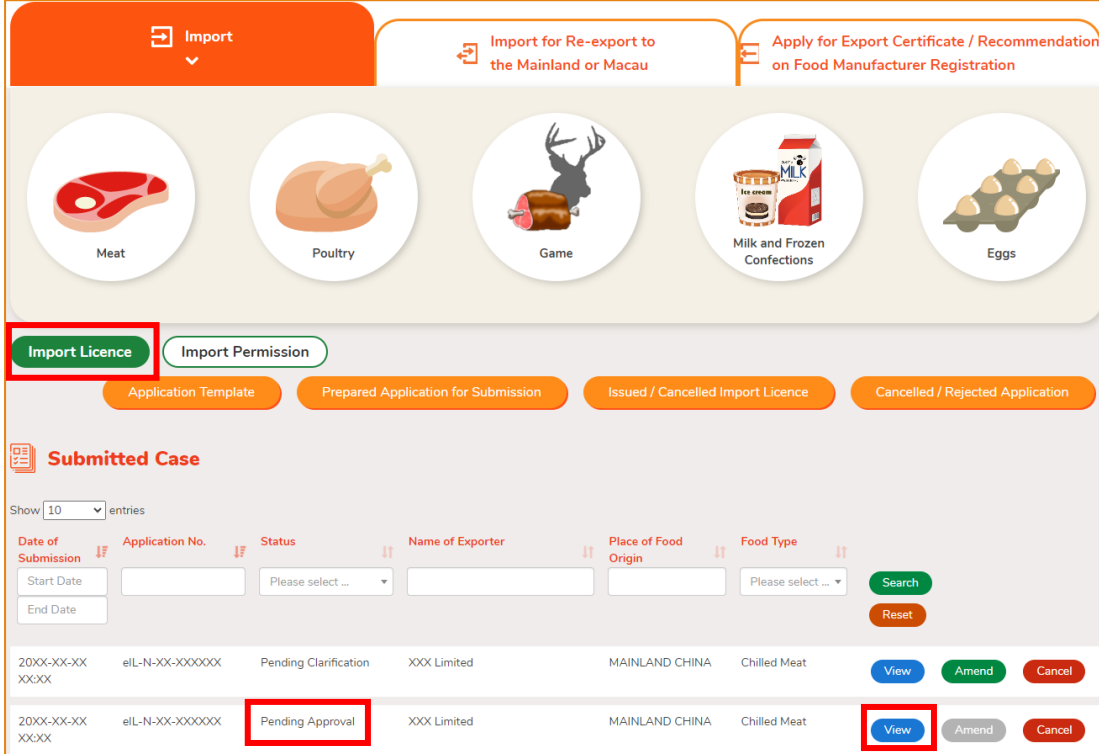
5. Click View to look into the template details. If you want to remove the template, click Delete. If you want to amend the name of template, click Amend.

Version 5.6 (8 March 2024)
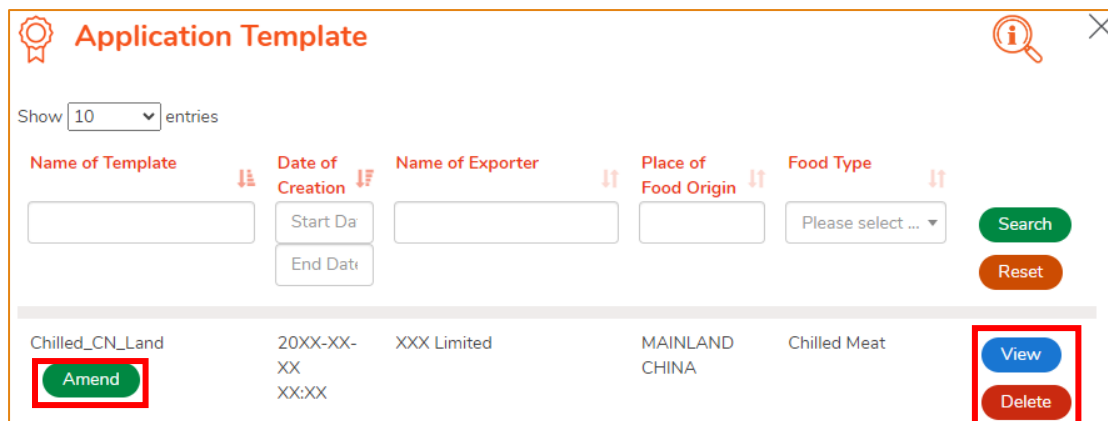
VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS

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.

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.

16

2. 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 **Amend**	Chilled Pork	200 Carton(s) ▾	400 Kg ▾	60000	23XX/030XX: XXXXX **Amend**	23XX/030XX: XXXXX **Amend**	**Delete**
				Total (in HKD)	60000			

3. 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**

Preview and Submit Application　　**Close**

CANCEL A SUBMITTED APPLICATION

1. 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 10 ▾ entries

Date of Submission	Application No.	Status	Name of Exporter	Place of Food Origin	Food Type		
Start Date / End Date		Please select ... ▾			Please select ... ▾	**Search** **Reset**	
20XX-XX-XX XX:XX	eIL-N-XX-XXXXXX	Pending Clarification	XXX Limited	MAINLAND CHINA	Chilled Meat	**View** **Amend**	**Cancel**
20XX-XX-XX XX:XX	eIL-N-XX-XXXXXX	Pending Approval	XXX Limited	MAINLAND CHINA	Chilled Meat	**View** **Amend**	**Cancel**

17

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

3.   System will display the message Import Licence application has been successfully cancelled.   Click Close to return to the main page.
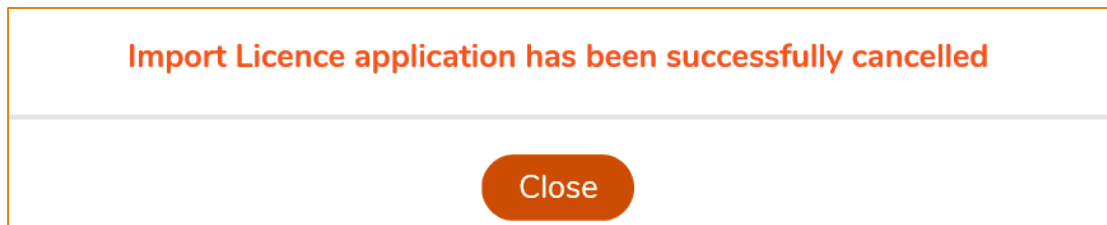
4.   Choose Import Licence, then click Cancelled / Rejected Application to view the cancelled application.

VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

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

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.

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

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.

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

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.
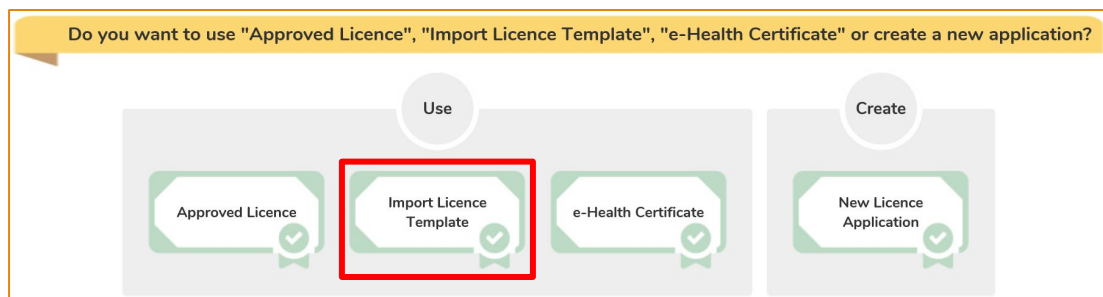
2. Select the relevant import licence template then click Copy to New Application.
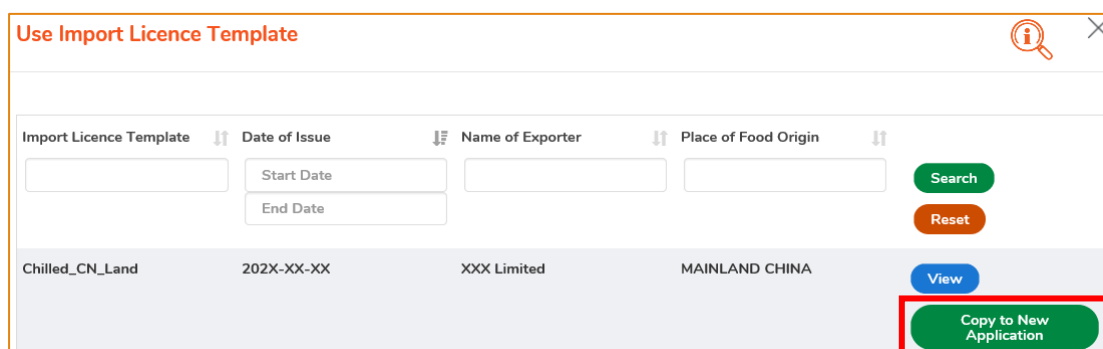
[STEP 2] INPUT OR AMEND THE REQUIRED INFORMATION

3.   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	MAINLAND CHINA		▾
	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	**Add**	XXXX	Carton(s) ▾	Kg ▾	0	XXX:YYY **Amend**	XXX:YYY **Amend**
				Total (in HKD)	0		

[STEP 3] SUBMIT THE APPLICATION

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

| 8.	Is the food for local consumption?
	Yes ✓ No
	Save **Preview and Submit Application** Close

5.   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.

6. 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.
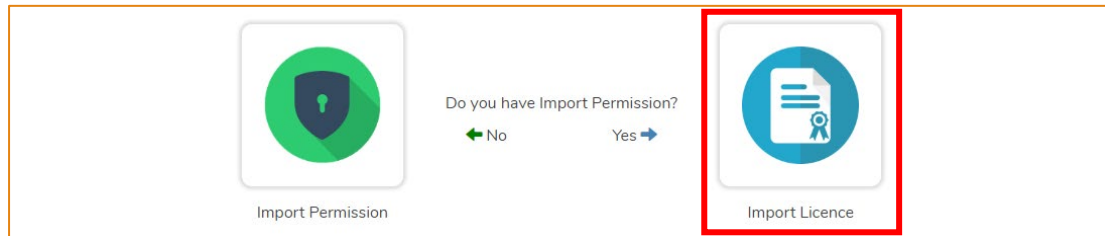
7. Click Select to choose the relevant Approved Permission to start a new import licence application.
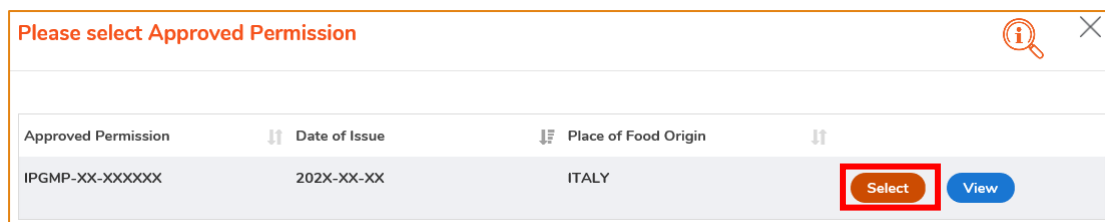
8. Import Permission No. and food description will be automatically pre-filled by the system. Please input the rest of the required information. Upon completion, click Preview and Submit Application to submit the application.

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

1.   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.

Version 5.6   (8 March 2024)

RECORD FOOD ARRIVAL DETAILS

1. Select the relevant import licence and then click Record Food Arrival Details.
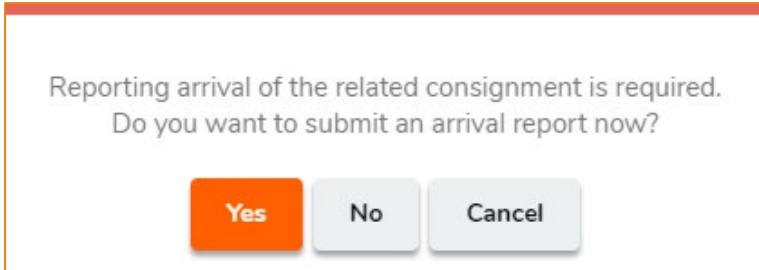
2. [*Applicable to consignments requiring report of arrival.* If reporting arrival of the related consignment is not required, please proceed to point 3.]

   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.

3. 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.

4. Tick the checkbox There is no outstanding balance to be imported after this import then click Preview and Submit to complete the process.

Version 5.6   (8 March 2024)

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-XXXXXXXXX
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.)

28

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.
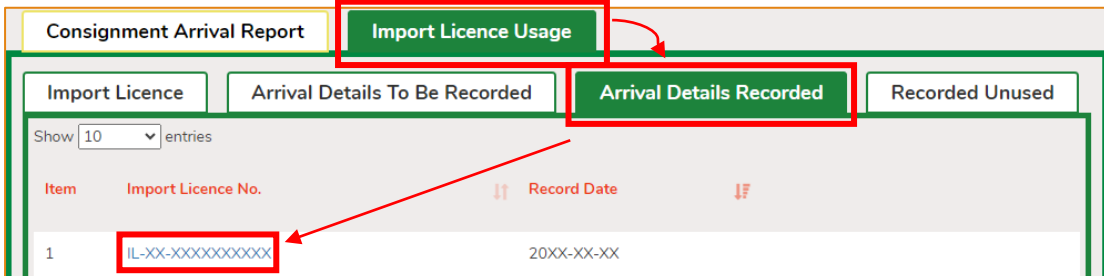

7. You can also click Arrival Details Recorded under Import Licence Usage, and then click the corresponding Import Licence No. to view the recorded food arrival details.

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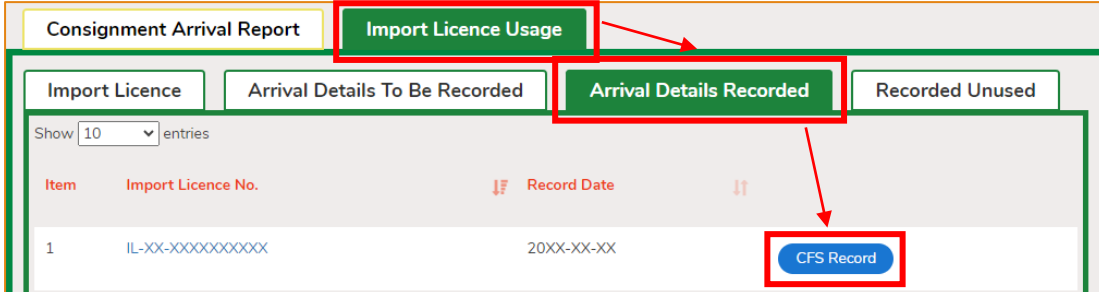
食物批次抵港詳情
FOOD CONSIGNMENT ARRIVAL DETAILS

■ 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／空運提單及艙單核對，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.
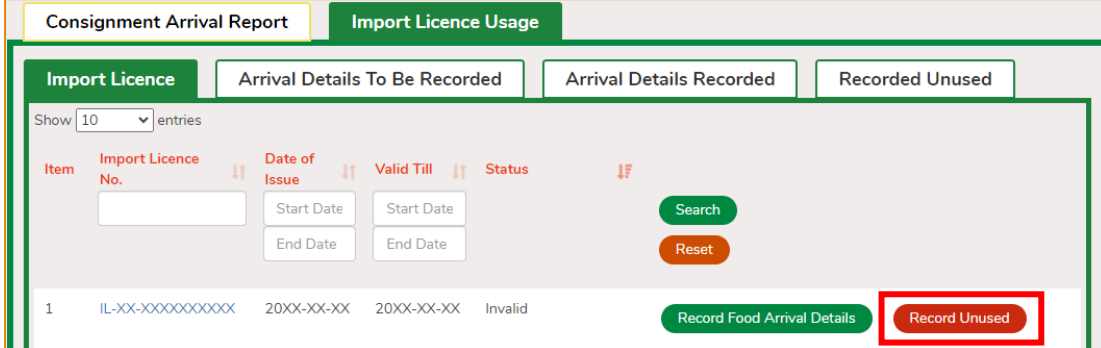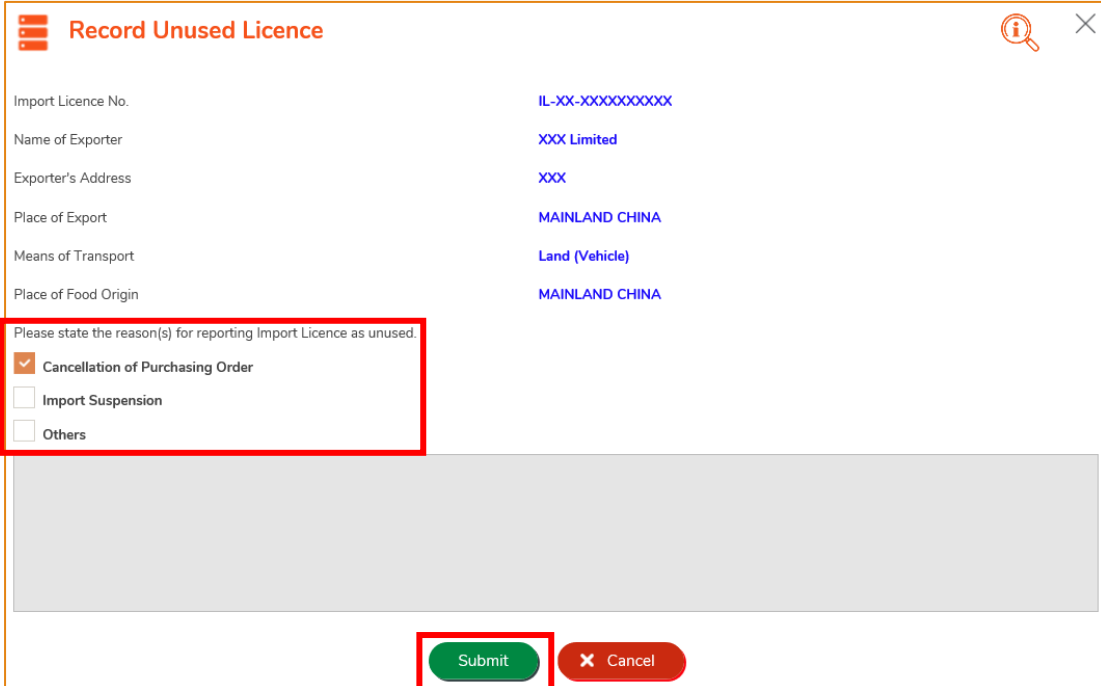
RECORD UNUSED IMPORT LICENCE

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.
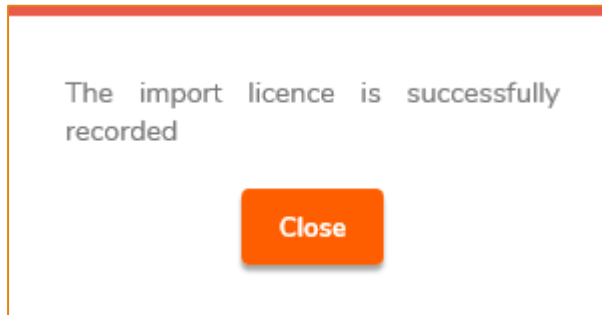

2. State the reason for reporting the import licence as unused and click Submit.   To confirm the submission of the unused report, click Yes.
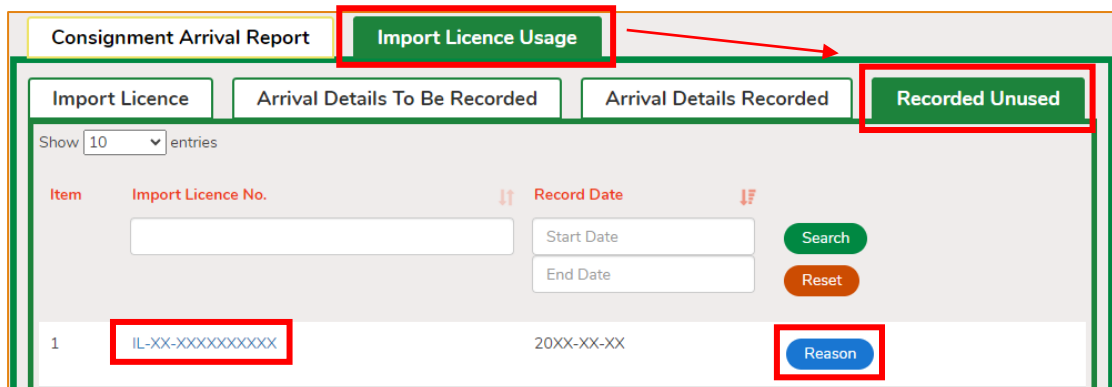
Version 5.6   (8 March 2024)

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

4. 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.

5. Click Close to return to Import Licence Usage page.