

# Training Manual

## Application for Import Permission (Eggs)

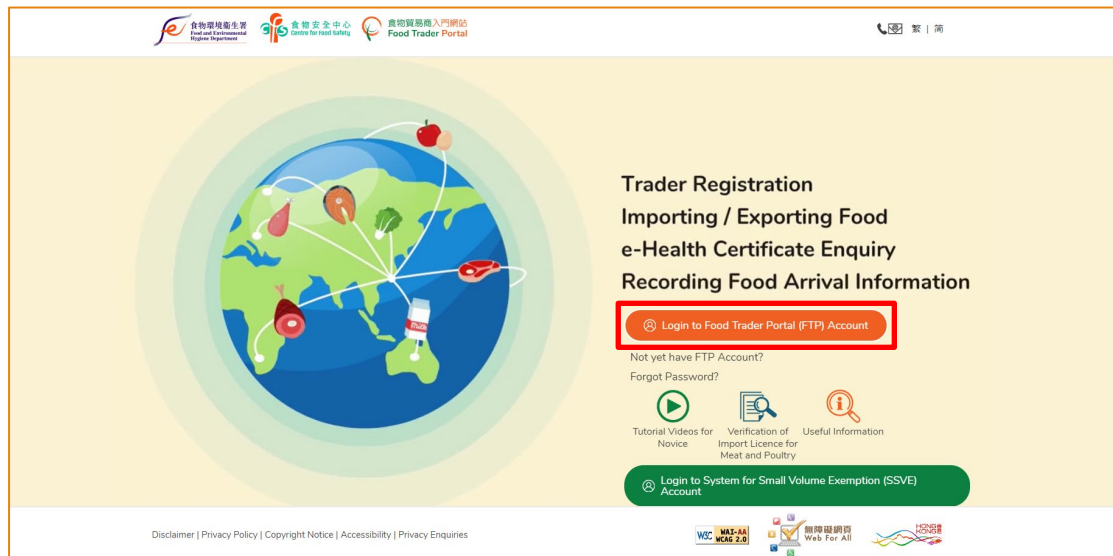
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IMPORT PERMISSION FOR EGGS – HOW TO APPLY

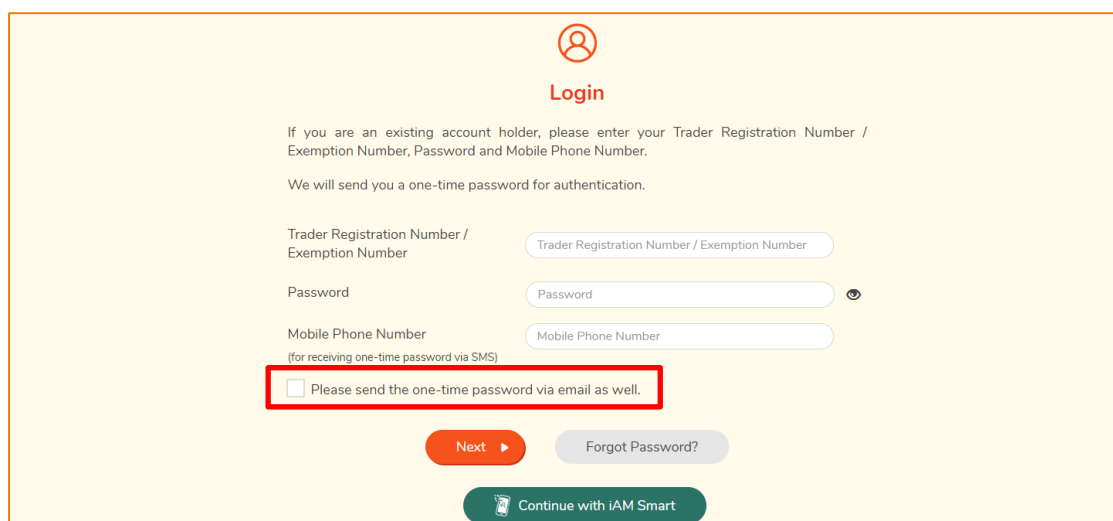
**[STEP 1] LOGIN TO FOOD TRADER PORTAL (FTP) HOMEPAGE**

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



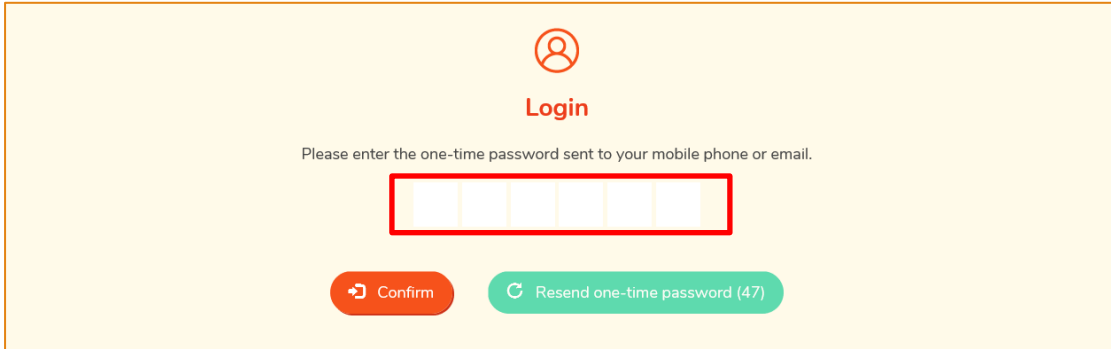
2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press **Next**.

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.

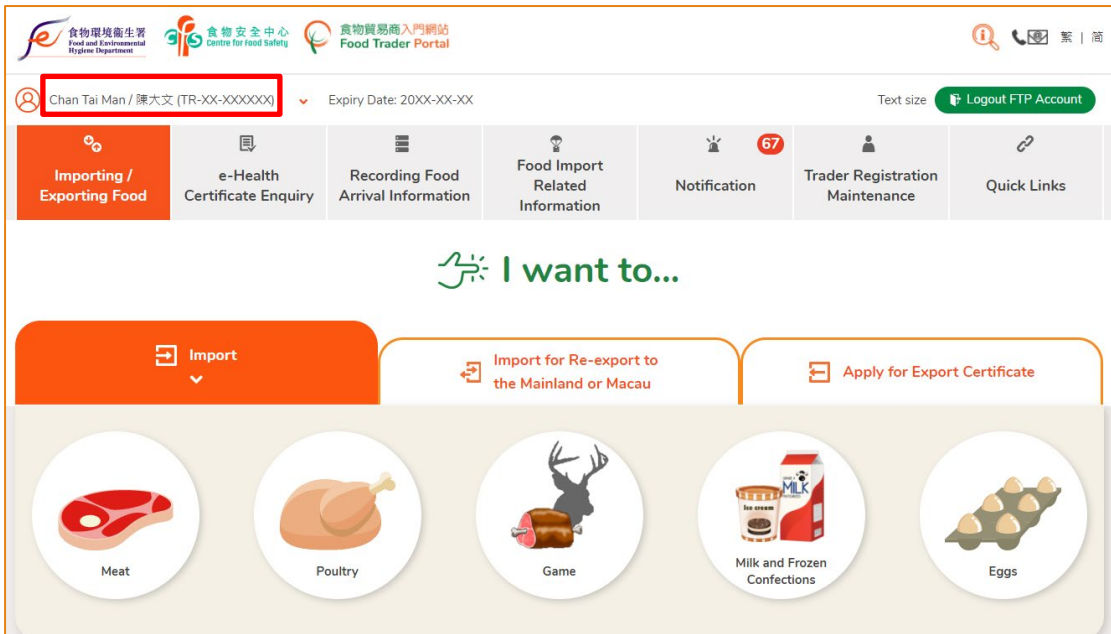


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

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

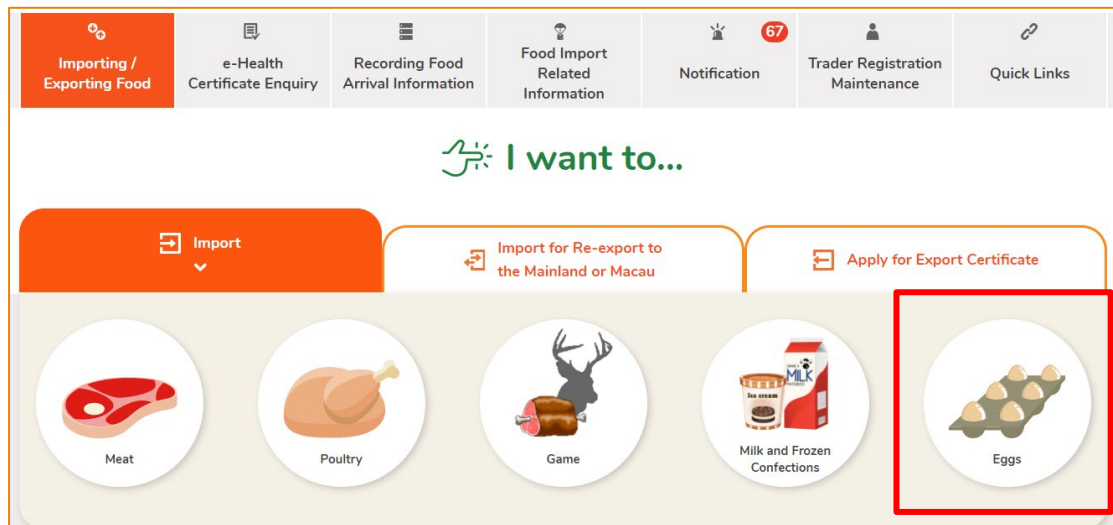


- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown on the top left corner.

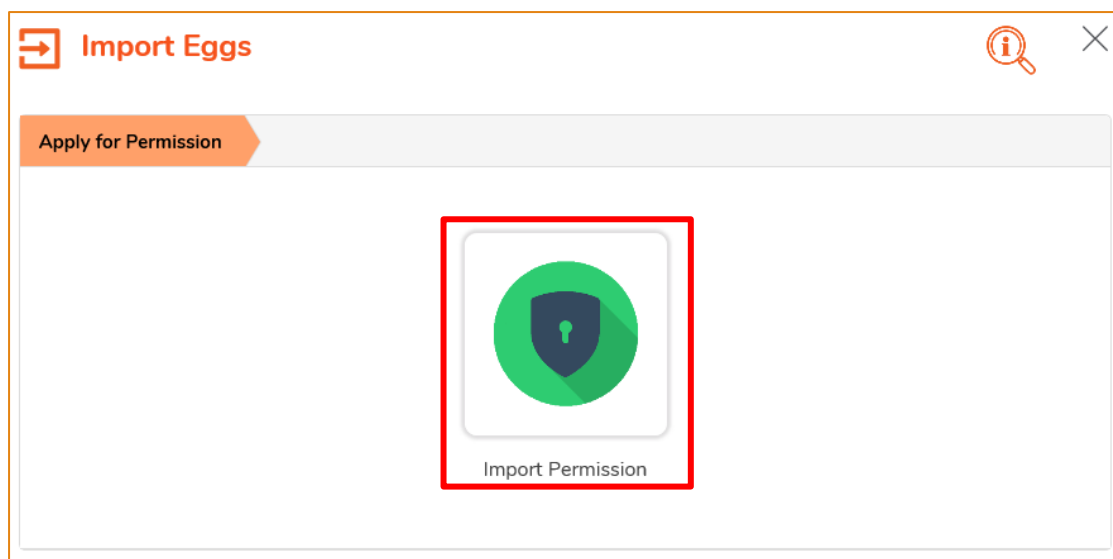


[STEP 2] CREATE A NEW IMPORT PERMISSION APPLICATION

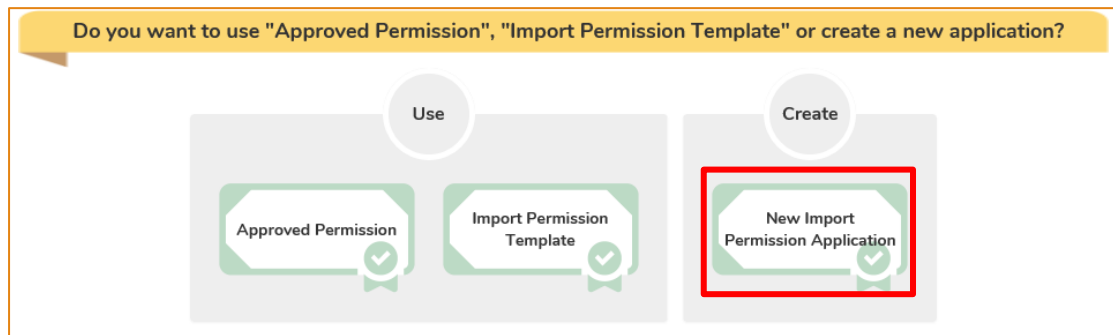
5. First, click the Eggs icon.



6. Click Import Permission.



- Then choose **New Import Permission Application**. As for the other available options, please refer to the section “HOW TO PREPARE A NEW APPLICATION FOR IMPORT PERMISSION USING OTHER FEATURES IN FTP” later in this training manual.



- Information on the applicant will be pre-filled in the layout below. You may update the information (if necessary), click **Next** to proceed to next page.

**1. Please provide the particulars of applicant. Notes for Attention**

i) Name of Importer

(In English)  (In Chinese)

ii) Trader Registration Number / Exemption Number

iii) Correspondence Address

(In English)

(In Chinese)

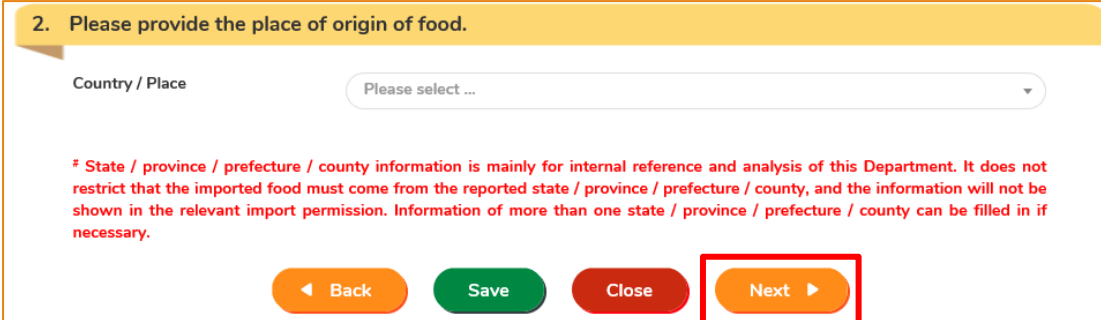
iv) Name of Contact Person

(In English)  (In Chinese)

v) Telephone No.  Fax No.

Save Close Next ▶

9. Select the place of origin of food then click **Next**.



2. Please provide the place of origin of food.

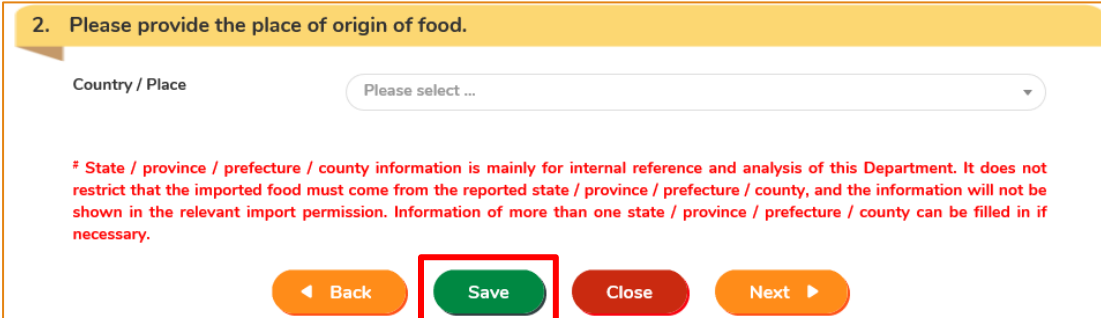
Country / Place

\* State / province / prefecture / county information is mainly for internal reference and analysis of this Department. It does not restrict that the imported food must come from the reported state / province / prefecture / county, and the information will not be shown in the relevant import permission. Information of more than one state / province / prefecture / county can be filled in if necessary.

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

Note: State / province / prefecture / county information is mainly for internal reference and analysis of this Department. It does not restrict that the imported food must come from the reported state / province / prefecture / county, and the information will not be shown in the relevant import permission. Information of more than one state / province / prefecture / county can be filled in if necessary.

10. You can temporarily save all the information you have entered during the application process for later use by clicking **Save**.



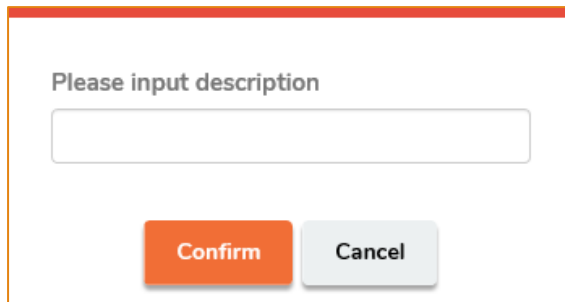
2. Please provide the place of origin of food.

Country / Place

\* State / province / prefecture / county information is mainly for internal reference and analysis of this Department. It does not restrict that the imported food must come from the reported state / province / prefecture / county, and the information will not be shown in the relevant import permission. Information of more than one state / province / prefecture / county can be filled in if necessary.

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

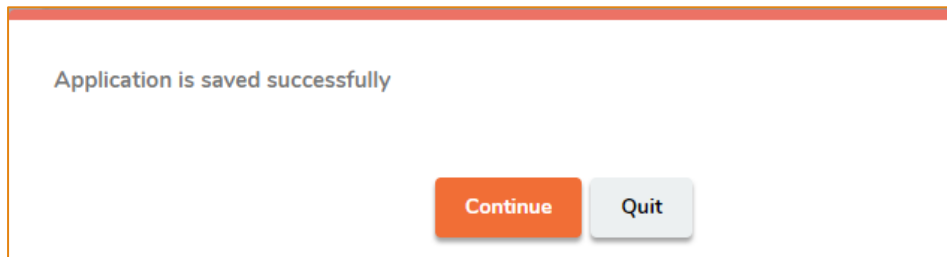
11. Simply enter a name as description, then click **Confirm**.



Please input description

**Confirm** **Cancel**

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



Application is saved successfully

**Continue** **Quit**

13. If you choose to **Quit**, you may retrieve the saved application later by clicking **Import Permission** and then **Prepared Application for Submission** on the main page.



Import

Import for Re-export to the Mainland or Macau

Apply for Export Certificate

Meat

Poultry

Game

Milk and Frozen Confections

Eggs

Import Licence

**Import Permission**

Application Template

**Prepared Application for Submission**

Issued / Cancelled Import Permission

Cancelled / Rejected Application

14. Select your draft application and click **Open** to continue the Import Permission application.

**Prepared Application for Submission**

Show 10 entries

Description	Date of Creation	Last Updated Date	Status	Place of Food Origin	Application Type	
<input type="text"/>	Start Date End Date	Start Date End Date	Please select ...	<input type="text"/>	Please select ...	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>
Eggs	202X-XX-XX 16:45		Prepared		Eggs	<input type="button" value="Open"/> <input type="button" value="Delete"/>



15. To proceed with the application, select the type of Eggs to be imported, input the quantity and unit. If the types of all the eggs to be imported have the same unit of quantity, you may use the pull-down menu to select the subject unit for all selected items.

**3. Please provide the details of imported food. You may select more than one item.**

*# This information is mainly for this Department's internal reference and analysis. It does not restrict the quantity of imported food, and the information will not be shown in the relevant import permission.*

Item No.	Type of Eggs	Quantity #	Unit
<input type="checkbox"/> 1	Fresh chicken eggs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 2	Fresh duck eggs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 3	Fresh goose eggs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 4	Fresh quail eggs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 5	Salted eggs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 6	Salted egg yolk	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 7	Lime preserved eggs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 8	Liquid egg and liquid egg mixes (including in liquid and frozen form)	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 9	Egg powder and dried egg mixes	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 10	Partially cooked eggs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 11	Others, please specify: <input type="text"/>	<input type="text"/>	<input type="text"/>

16. After completion, click **Preview and Submit Application**.

Note: If the Type of Eggs is not listed in the above table, you may select **Others** and input the details of the food. If you have more than one unlisted type that needs to be added, simply click **Add Another Food Item** and input the relevant details.

17. The information you have just provided will be shown on this Page. Review the information before submitting the application. If amendment is required, click **Amend** to do so. Otherwise, click **Confirm** to proceed.

**Preview Application** ✕

iii) Correspondence Address

(In English) [XXXXXX](#)

(In Chinese) [XXXXXX](#)

iv) Name of Contact Person

(In English) [Chan Tai Man](#) (In Chinese)

v) Telephone No. [XXXX XXXX](#) Fax No.

**2. Please provide the place of origin of food.**

Country / Place [MAINLAND CHINA](#)

Provincial level (province / municipality / autonomous region) (can choose more than one item) [Hubei Province](#)

Please select the version of Import Permission to be received:

[Traditional Chinese](#)

**3. Please provide the details of imported food. You may select more than one item.**

Item No.	Type of Eggs	Quantity	Unit
1	Fresh chicken eggs	10000	Kilogram
2	Fresh duck eggs	1000	Kilogram

Confirm
Amend
Print


18. Tick the Declaration 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

19. After submission, you will receive an acknowledgement with information including the Application No. and Application Date. You can choose to save the information in 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.	IPEGG-N-21-XXXXXX
Application Date	2021-XX-XX 16:01:44

For any enquiries, please contact:


Centre for Food Safety, Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Tel. No. : 2867 5585

[Save as Template](#) [Print](#) [Close](#)

## APPLICATION TEMPLATE

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

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

 **Application Submitted Successfully**

Application No.	IPEGG-N-21-XXXXXX
Application Date	2021-XX-XX 16:01:44

For any enquiries, please contact:

Centre for Food Safety, Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.  
Tel. No. : 2867 5585

**Save as Template** **Print** **Close**

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

**Input Template Name**

**Save** **Cancel**

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

Template "Eggs" is successfully saved

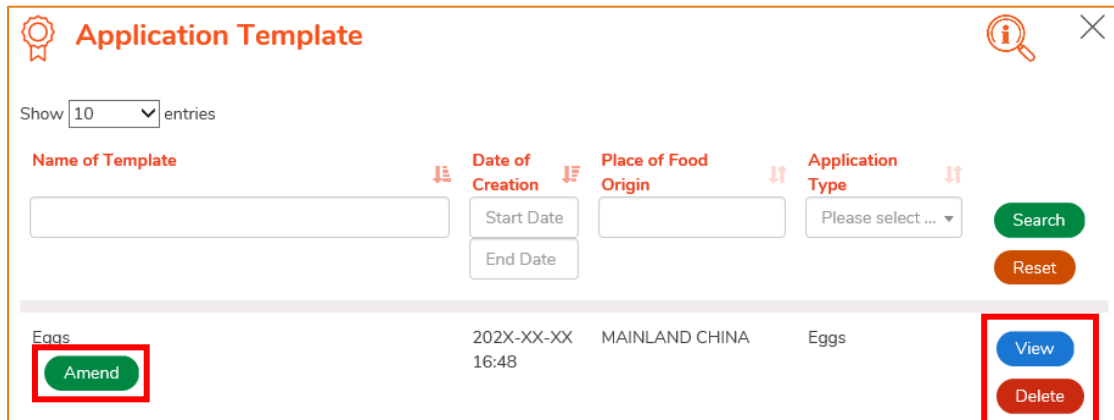
**Close**

[STEP 2] VIEW APPLICATION TEMPLATE

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



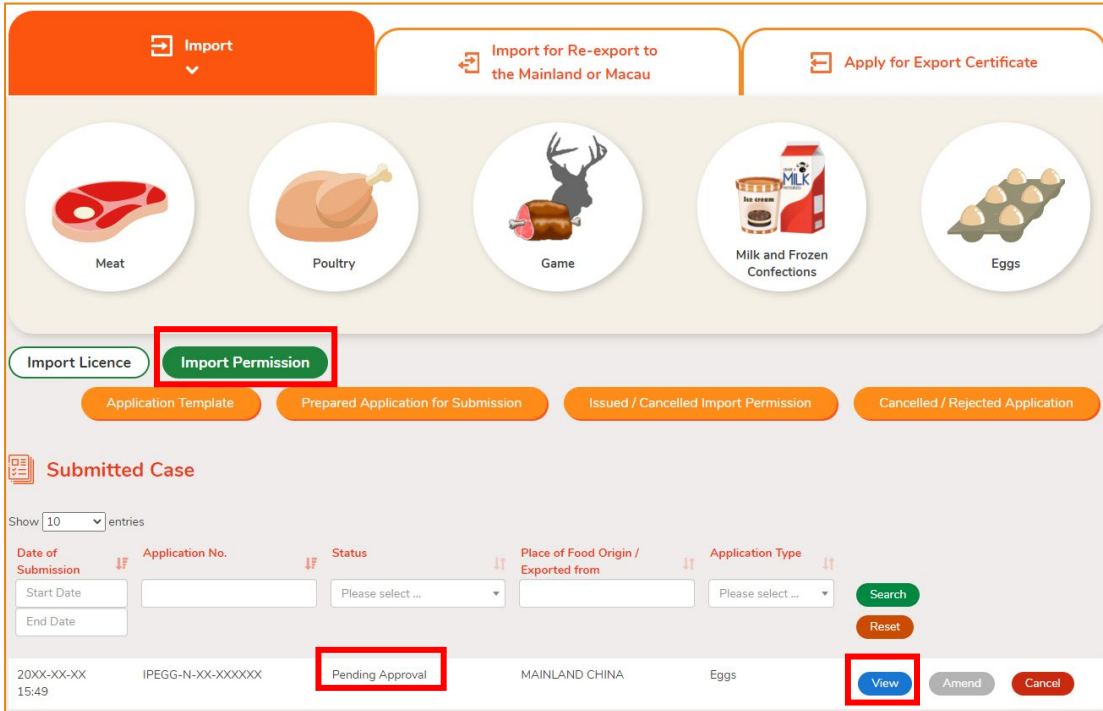
- Click **View** to look into the template contents. If you want to remove the template, click **Delete**. If you want to amend the name of template, click **Amend**.



VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS

VIEW THE SUBMITTED IMPORT PERMISSION APPLICATIONS

1. Click **Import Permission** on the main page to view all the submitted application(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.

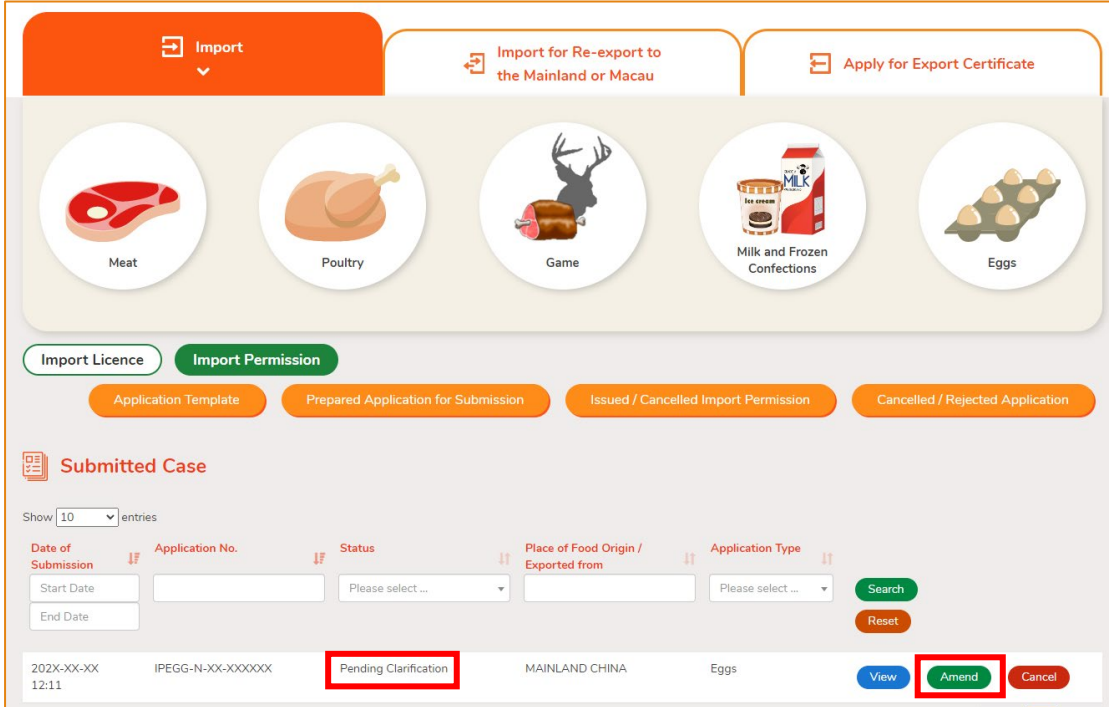


The screenshot displays the 'Submitted Case' section of the application. At the top, there are navigation tabs for 'Import', 'Import for Re-export to the Mainland or Macau', and 'Apply for Export Certificate'. Below these are icons for 'Meat', 'Poultry', 'Game', 'Milk and Frozen Confections', and 'Eggs'. A secondary navigation bar includes 'Import Licence' and 'Import Permission' (highlighted with a red box). Further down, there are filters for 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Permission', and 'Cancelled / Rejected Application'. The 'Submitted Case' table has a search bar and filters for 'Date of Submission', 'Application No.', 'Status', 'Place of Food Origin / Exported from', and 'Application Type'. The table contains one entry with the following details:

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	Actions
20XX-XX-XX 15:49	IPEGG-N-XX-XXXXXX	Pending Approval	MAINLAND CHINA	Eggs	<b>View</b> (highlighted), Amend, Cancel

## AMEND THE SUBMITTED IMPORT PERMISSION APPLICATION

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



The screenshot displays the 'Submitted Case' section of the Food Trader Portal. At the top, there are navigation tabs for 'Import', 'Import for Re-export to the Mainland or Macau', and 'Apply for Export Certificate'. Below these are icons for 'Meat', 'Poultry', 'Game', 'Milk and Frozen Confections', and 'Eggs'. A secondary navigation bar includes 'Import Licence' and 'Import Permission' tabs, with sub-tabs for 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Permission', and 'Cancelled / Rejected Application'. The 'Submitted Case' section features a search filter for '10 entries' and a table with columns: 'Date of Submission', 'Application No.', 'Status', 'Place of Food Origin / Exported from', and 'Application Type'. The 'Status' column contains a dropdown menu with 'Please select ...'. The table lists one entry with the status 'Pending Clarification', which is highlighted with a red box. To the right of this entry, the 'Amend' button is also highlighted with a red box.

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	
202X-XX-XX 12:11	IPEGG-N-XX-XXXXXX	Pending Clarification	MAINLAND CHINA	Eggs	View Amend Cancel

2. Make amendment or provide supplementary information as prompted (following is an example).

**Reason of Clarification:** Expand  
 Please clarify the provincial level

Please provide supplementary information for the following items:  
State / Province / Prefecture / County

**2. Please provide the place of origin of food.**

Country / Place MAINLAND CHINA

Provincial level (province / municipality / autonomous region) <sup>#</sup>  
 (can choose more than one item) Hubei Province, Hunan Province

Please select the version of Import Permission to be received:

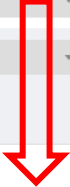
Traditional Chinese   
  English

<sup>#</sup> State / province / prefecture / county information is mainly for internal reference and analysis of this Department. It does not restrict that the imported food must come from the reported state / province / prefecture / county, and the information will not be shown in the relevant import permission. Information of more than one state / province / prefecture / county can be filled in if necessary.

3. Click **Preview and Submit Application** to complete the application.

10	Partially cooked eggs		
11	Others, please specify:		
	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		

Preview and Submit Application
Close





## CANCEL A SUBMITTED APPLICATION

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

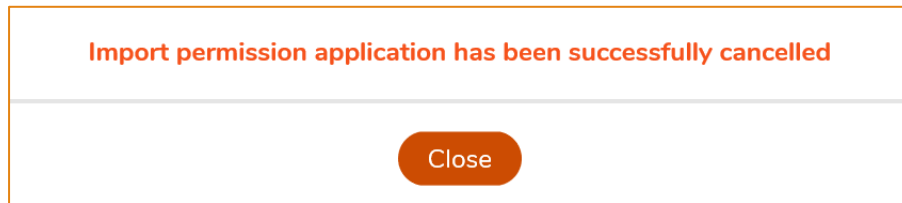
The screenshot shows the 'Import Permission' section of the Food Trader Portal. The 'Import Permission' tab is highlighted in red. Below the navigation tabs, there is a 'Submitted Case' section with a search filter and a table of submitted applications. The 'Cancel' button for the first application is highlighted in red.

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>	Please select ...	Search Reset
20XX-XX-XX 15:49	IPEGG-N-XX-XXXXXX	Pending Approval	MAINLAND CHINA	Eggs	View Amend <b>Cancel</b>

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

The screenshot shows a confirmation dialog box with the following text: "Are you sure to cancel the import permission application?" and "Please provide reason for withdrawal". Below the text is a text input field. At the bottom of the dialog are two buttons: "Yes" and "No".

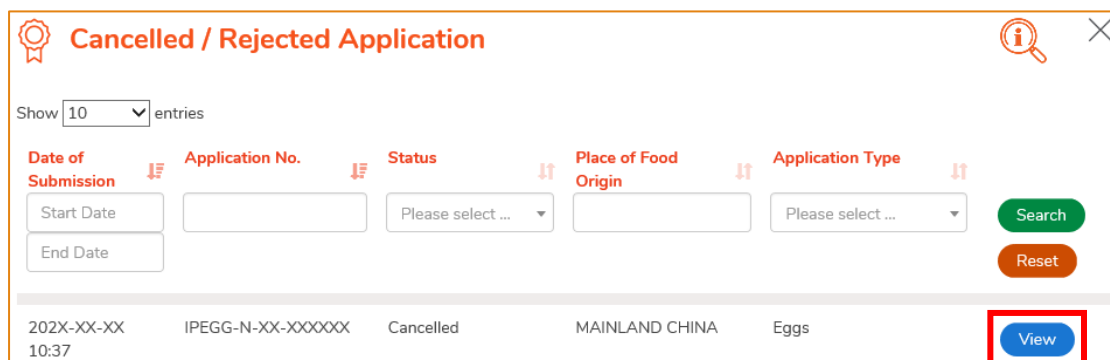
- System will display the message **Import permission application has been successfully cancelled**. Click **Close** to return to the main page.



- You may choose **Import Permission**, then click **Cancelled / Rejected Application** to view the cancelled application.

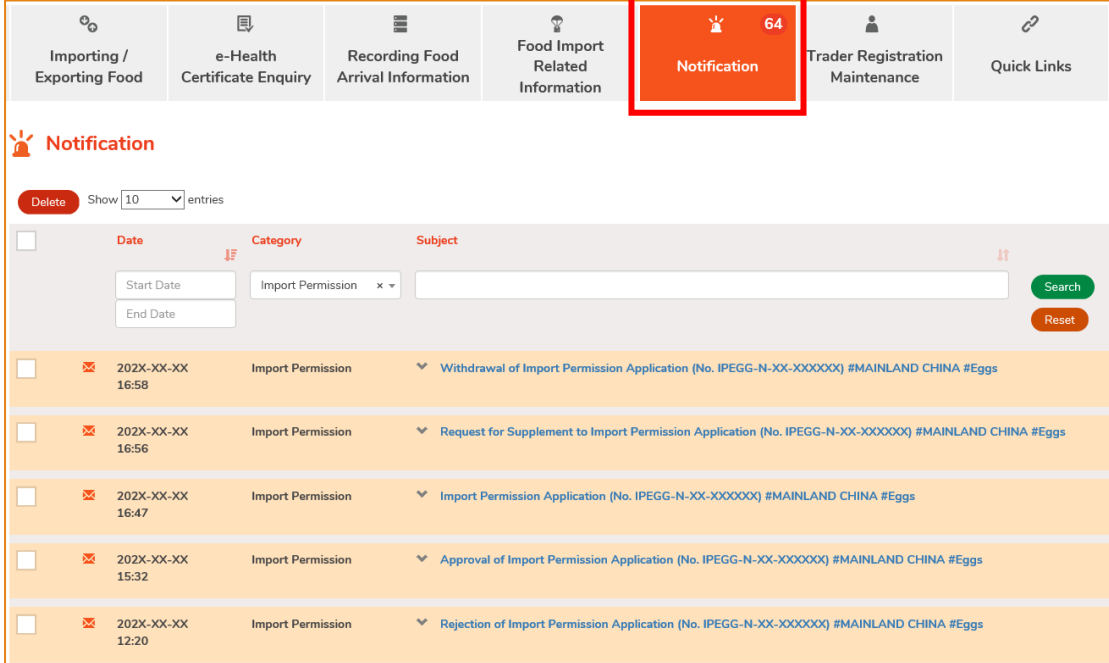


- Click **View** to look into the details of the application.



## VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

1. Click **Notification** on the main page to view all incoming messages for your FTP account, including status of your applications.

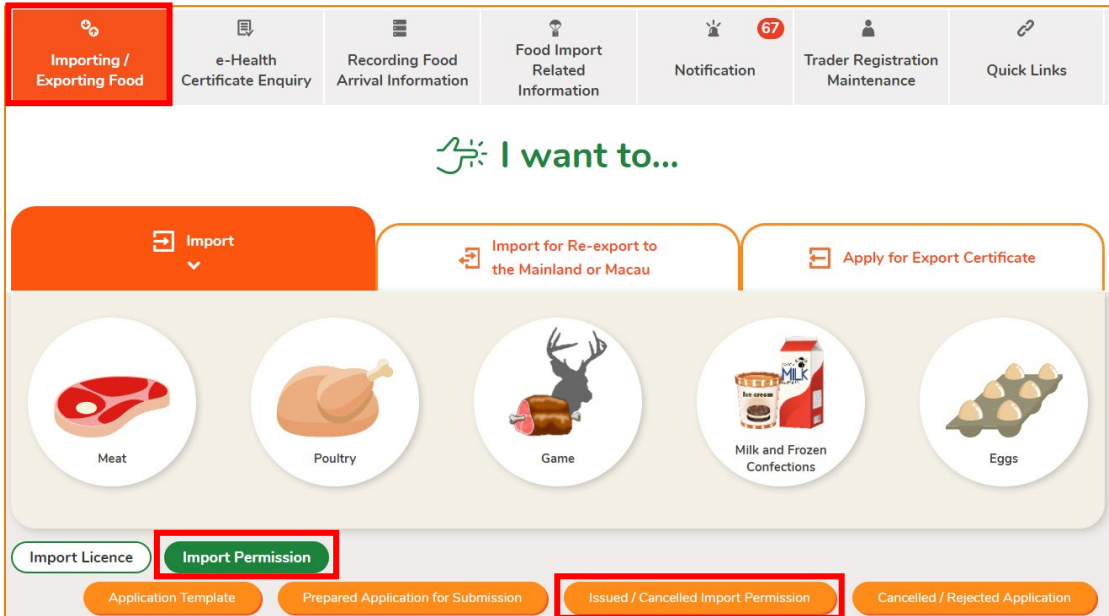


**Notification**

Delete Show 10 entries

Date	Category	Subject
202X-XX-XX 16:58	Import Permission	Withdrawal of Import Permission Application (No. IPEGG-N-XX-XXXXXX) #MAINLAND CHINA #Eggs
202X-XX-XX 16:56	Import Permission	Request for Supplement to Import Permission Application (No. IPEGG-N-XX-XXXXXX) #MAINLAND CHINA #Eggs
202X-XX-XX 16:47	Import Permission	Import Permission Application (No. IPEGG-N-XX-XXXXXX) #MAINLAND CHINA #Eggs
202X-XX-XX 15:32	Import Permission	Approval of Import Permission Application (No. IPEGG-N-XX-XXXXXX) #MAINLAND CHINA #Eggs
202X-XX-XX 12:20	Import Permission	Rejection of Import Permission Application (No. IPEGG-N-XX-XXXXXX) #MAINLAND CHINA #Eggs

2. Upon receiving notification that the Import Permission has been issued, you can view the Import Permission concerned by going to **Importing / Exporting Food** on the main page, then choose **Import Permission** and click **Issued / Cancelled Import Permission**.



**Importing / Exporting Food**

e-Health Certificate Enquiry Recording Food Arrival Information Food Import Related Information Notification 67 Trader Registration Maintenance Quick Links

**I want to...**

Import Import for Re-export to the Mainland or Macau Apply for Export Certificate

Meat Poultry Game Milk and Frozen Confections Eggs

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

3. Click **View** to look into the Import Permission issued.

**Issued / Cancelled Import Permission**

Show 10 entries

Permission No.	Valid Till	Date of Issue	Status	Place of Food Origin	Application Type	
IPEGG-XX-XXXXXX	Start Date End Date	Start Date End Date	Please select ...	MAINLAND CHINA	Eggs	Cancel <b>View</b>

4. Similarly, you may click **Importing / Exporting Food** on the main page and then **Import Permission** followed by **Cancelled / Rejected Application** 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 (67) | Trader Registration Maintenance | Quick Links

**I want to...**

Import | Import for Re-export to the Mainland or Macau | Apply for Export Certificate

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

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

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

**Cancelled / Rejected Application**

Show  entries

Date of Submission	Application No.	Status	Place of Food Origin	Application 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" value="Please select ..."/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
202X-XX-XX 10:37	IPEGG-N-XX-XXXXXX	Rejected	MAINLAND CHINA	Eggs	<input type="button" value="View"/>

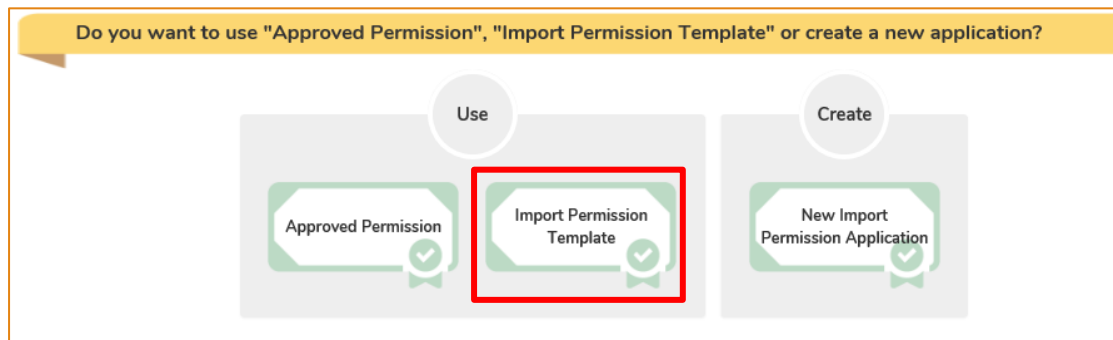
## HOW TO PREPARE A NEW APPLICATION FOR IMPORT PERMISSION USING OTHER FEATURES IN FTP

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

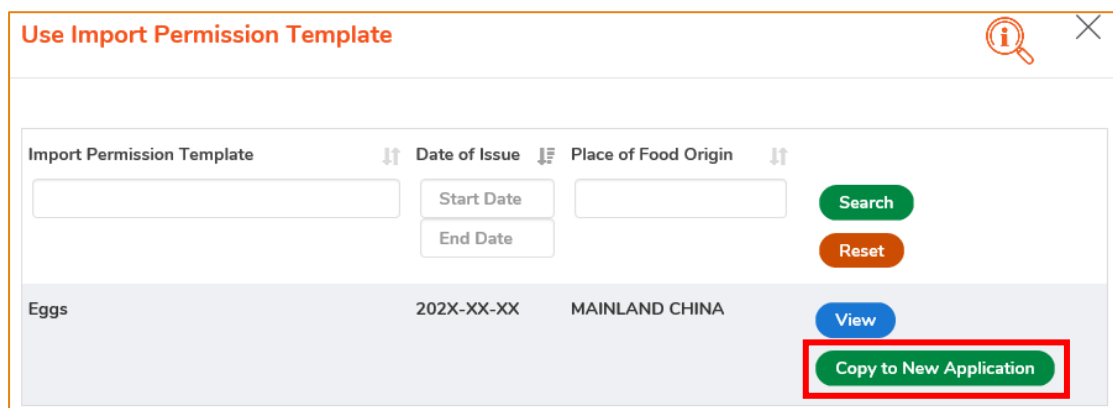
- (1) Approved Permission;
- (2) Import Permission Template

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

1. Assuming Import Permission Template is used to create a new application, click **Import Permission Template**.



2. Select the relevant Import Permission Template and 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.

**1. Please provide the particulars of applicant. Notes for Attention**

i) Name of Importer  
 (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.

**2. Please provide the place of origin of food.**

Country / Place

Provincial level (province / municipality / autonomous region) <sup>#</sup>  
 (can choose more than one item)

Please select the version of Import Permission to be received:  
 Traditional Chinese  English

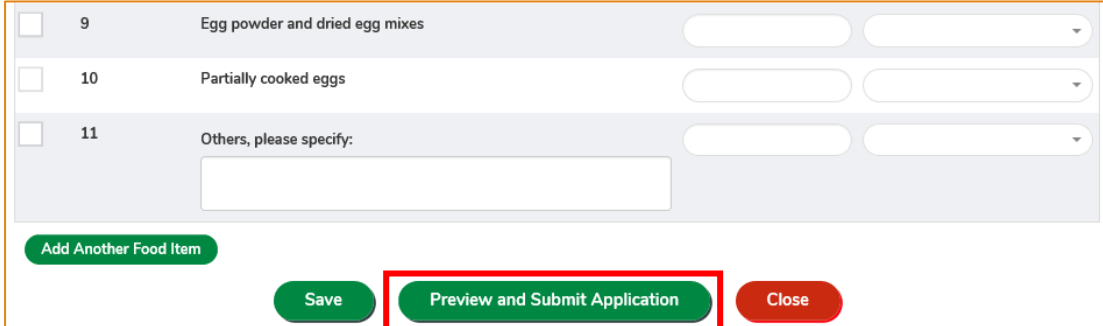
**3. Please provide the details of imported food. You may select more than one item.**

<sup>#</sup> This information is mainly for this Department's internal reference and analysis. It does not restrict the quantity of imported food, and the information will not be shown in the relevant import permission.

Item No.	Type of Eggs	Quantity <sup>#</sup>	Unit <input type="text" value=""/>
<input checked="" type="checkbox"/> 1	Fresh chicken eggs	<input type="text" value="10000"/>	<input type="text" value="Kilogram"/>
<input checked="" type="checkbox"/> 2	Fresh duck eggs	<input type="text" value="1000"/>	<input type="text" value="Kilogram"/>
<input type="checkbox"/> 3	Fresh goose eggs	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/> 4	Fresh quail eggs	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/> 5	Salted eggs	<input type="text" value=""/>	<input type="text" value=""/>

### [STEP 3] SUBMIT THE APPLICATION

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



The screenshot shows a form with three rows of food items. Each row has a checkbox, a number, a description, and two input fields. The first row is for 'Egg powder and dried egg mixes' (item 9), the second for 'Partially cooked eggs' (item 10), and the third for 'Others, please specify:' (item 11). Below the rows is a green button labeled 'Add Another Food Item'. At the bottom of the form are three buttons: 'Save' (green), 'Preview and Submit Application' (green, highlighted with a red border), and 'Close' (red).

5. Likewise, you may create a new application using **Approved Permission** in [STEP 1] of this section. The steps required are essentially the same as using Import Permission Template.