

# Training Manual

## Application for Import Permission (Game, Meat and Poultry)

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IMPORT PERMISSION FOR GAME, MEAT AND POULTRY – HOW TO APPLY

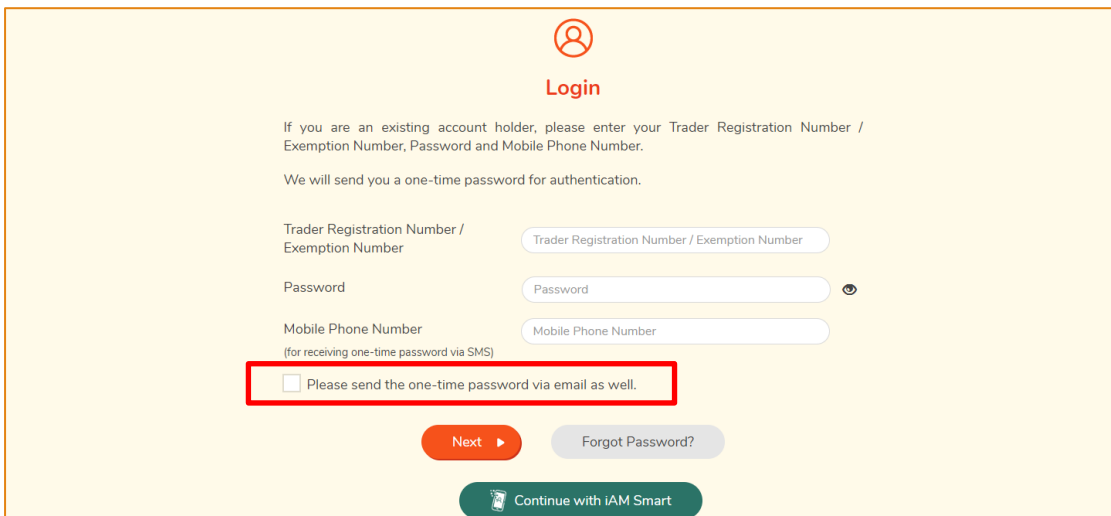
[STEP 1] LOGIN TO FOOD TRADER PORTAL (FTP) HOMEPAGE

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



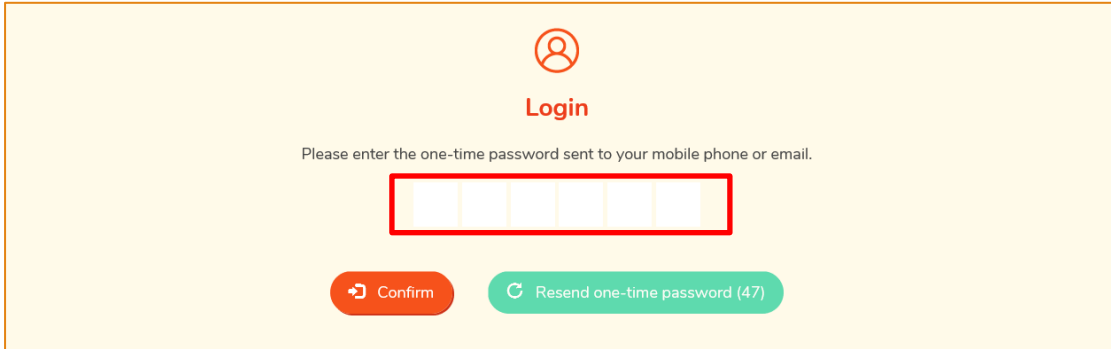
2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press **Next**.

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.

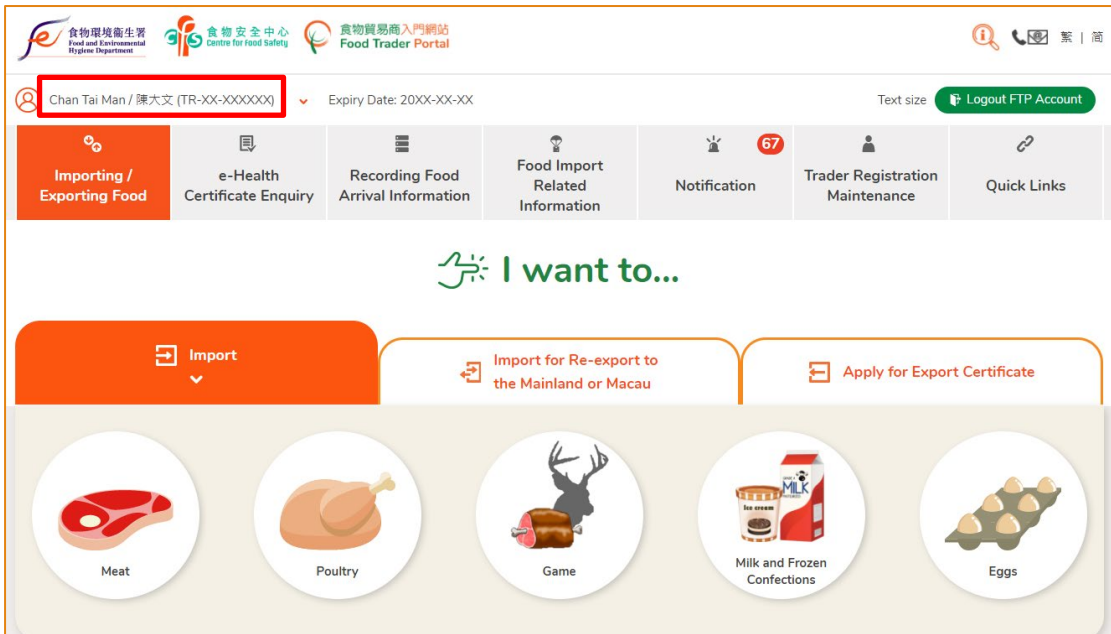


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

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



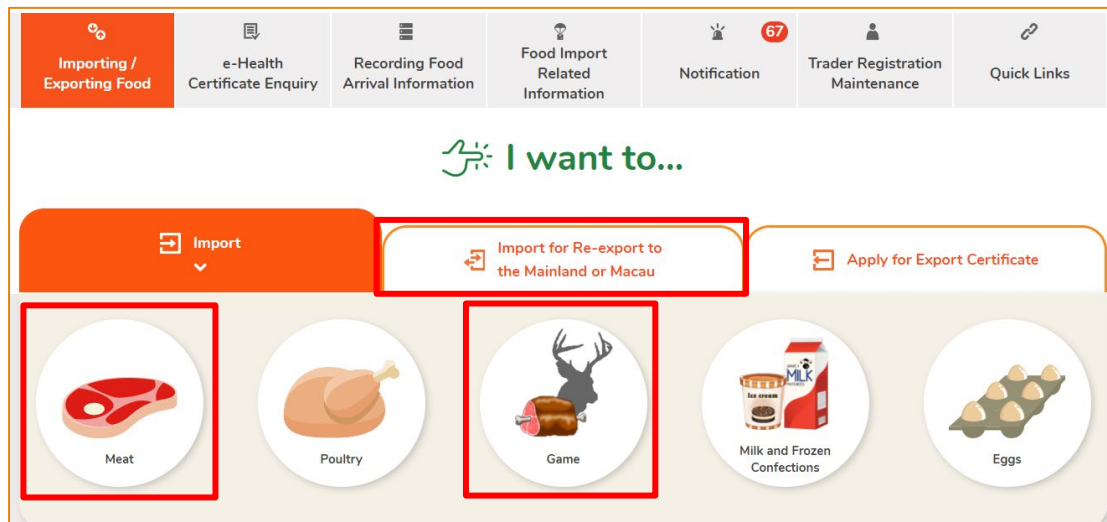
- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown on the top left corner.



[STEP 2] CREATE A NEW IMPORT PERMISSION APPLICATION

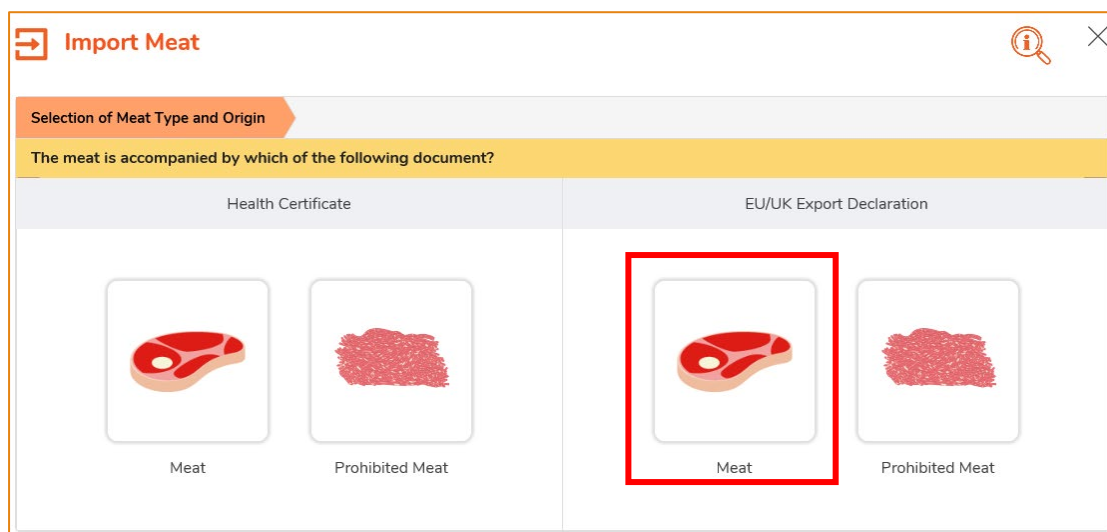
5. First, select the food type to be imported.

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.

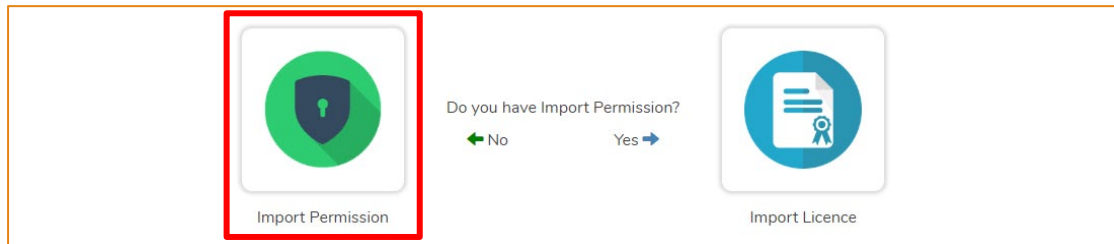


6. If you choose to import meat, check whether the consignment of meat is accompanied by a Health Certificate or a European Union / United Kingdom Export Declaration. Then, choose the suitable type of meat.

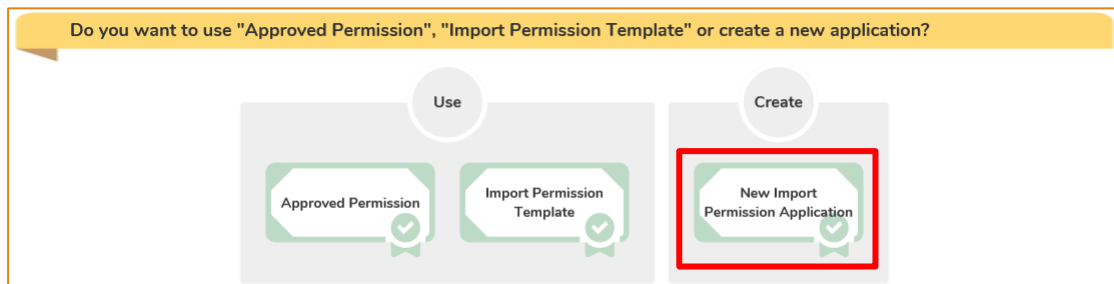
Assuming you would like to import meat with a European Union / United Kingdom Export Declaration, simply click **Meat** under **EU/UK Export Declaration**.



- The import of meat accompanied by a European Union / United Kingdom Export Declaration requires an Import Permission. If you have not applied yet, click **Import Permission**.



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



- Information on the importer 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 importer's particulars.

i) Name  
 (In English)       (In Chinese)

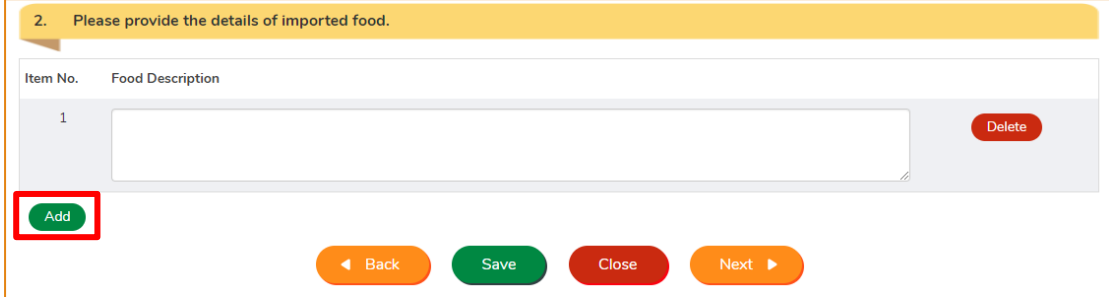
ii) Address  
 (In English)   
 (In Chinese)

iii) Telephone No.       Fax No.

Save      Close      Next ▶

10. Input the details of imported food under the Food Description. Simply click **Add** if more food items need to be added, else click **Next**.

(Note: Scientific Name is also required if you choose to import game)



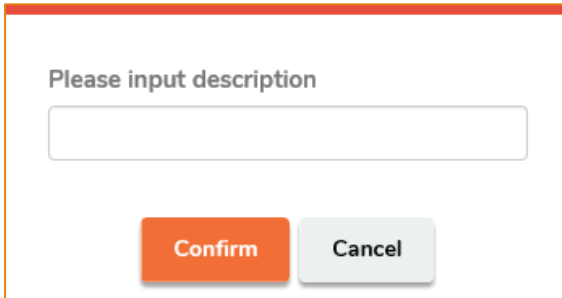
2. Please provide the details of imported food.

Item No.	Food Description
1	<input type="text"/>

**Add** **Delete**

◀ Back Save Close Next ▶

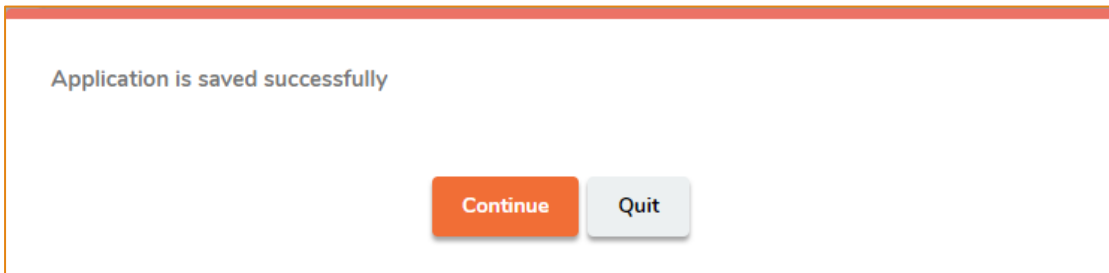
11. You can save all the information you have entered during the application process by clicking **Save**. Simply enter a name as description, then click **Confirm**.



Please input description

**Confirm** **Cancel**

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.

Click **Open** to continue the Import Permission application.



14. To proceed with the application, input the place of origin of the food. After completion, click **Preview and Submit Application**.

Note:

- If you are importing game, information on the slaughtering plant and processing plant is required.
- If you are importing meat or poultry for re-export to the Mainland or Macau, you need to provide information on the final destination and upload relevant supporting documents.

The screenshot shows a form titled '3. Please provide the place of origin of food.' The form contains seven dropdown menus for the following fields: 'Born in', 'Raised in', 'Slaughtering in', 'Processing in', 'Packing in', 'Cold Store', and 'Exported from'. Each dropdown menu has a 'Please select ...' placeholder. At the bottom of the form, there are four buttons: 'Back', 'Save', 'Preview and Submit Application' (highlighted in green), and 'Close'. A small asterisked note at the bottom reads: '\* Export declaration issued by United Kingdom is applicable to the Republic of Ireland only.'

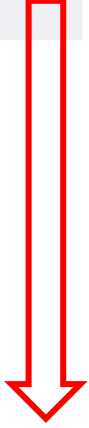
15. The information you have just provided will be shown in this Page. Review the information before submitting the application. If amendment is required, click **Amend** to do so. Otherwise, click **Confirm** to proceed with the declaration.

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

Born in	ITALY
Raised in	ITALY
Slaughtering in	GERMANY, ITALY
Processing in	GREECE, ITALY
Packing in	GERMANY, ITALY
Cold Store	GERMANY
Exported from	ITALY

\* Export declaration issued by United Kingdom is applicable to the Republic of Ireland only.

Confirm
Amend
Print




16. 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

17. 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.	IPGMP-N-XX-XXXXXX
Application Date	2020-XX-XX 14:28:21

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 5560

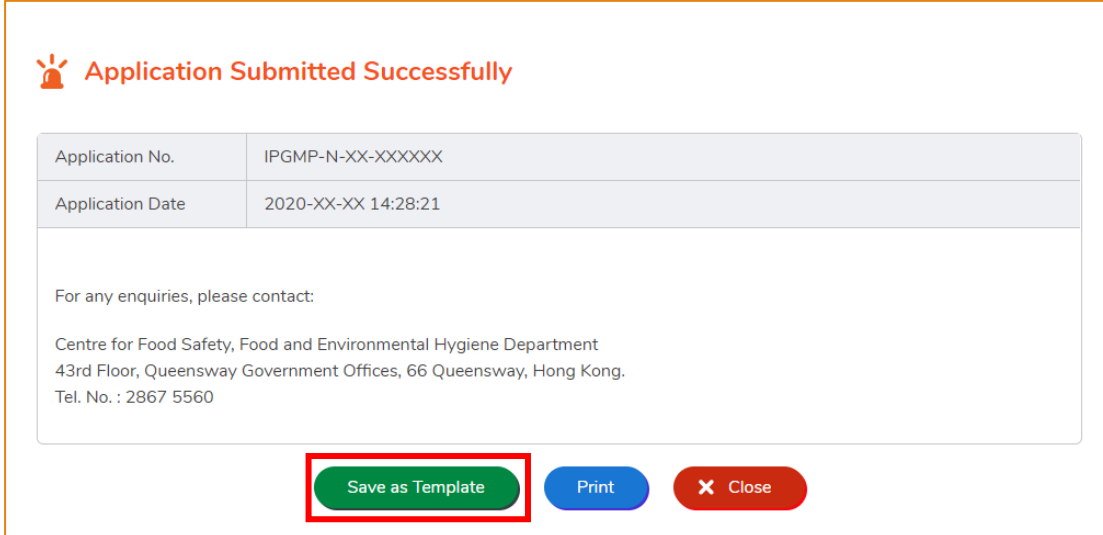
Save as Template
Print
✕ Close



## 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**

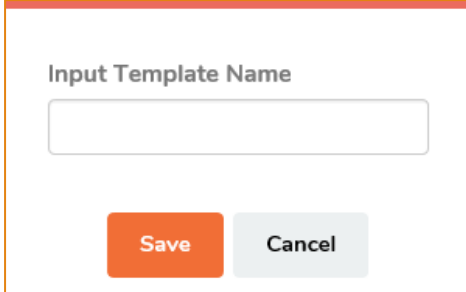
Application No.	IPGMP-N-XX-XXXXXX
Application Date	2020-XX-XX 14:28:21

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 5560

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

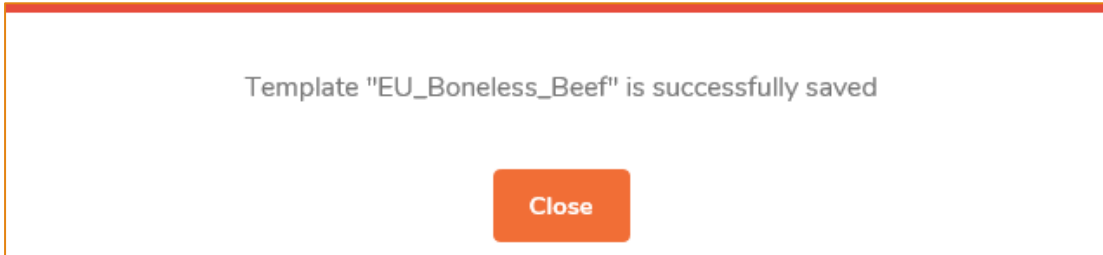
2. Assign a name to the template then click **Save** to complete.



**Input Template Name**

**Save** **Cancel**

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

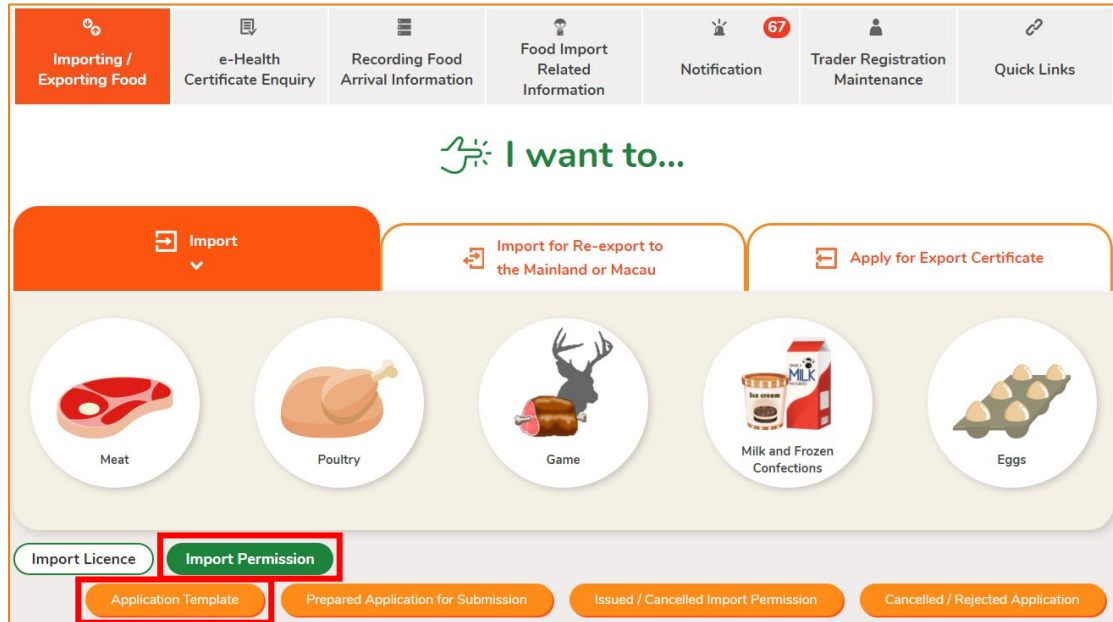


Template "EU\_Boneless\_Beef" is successfully saved

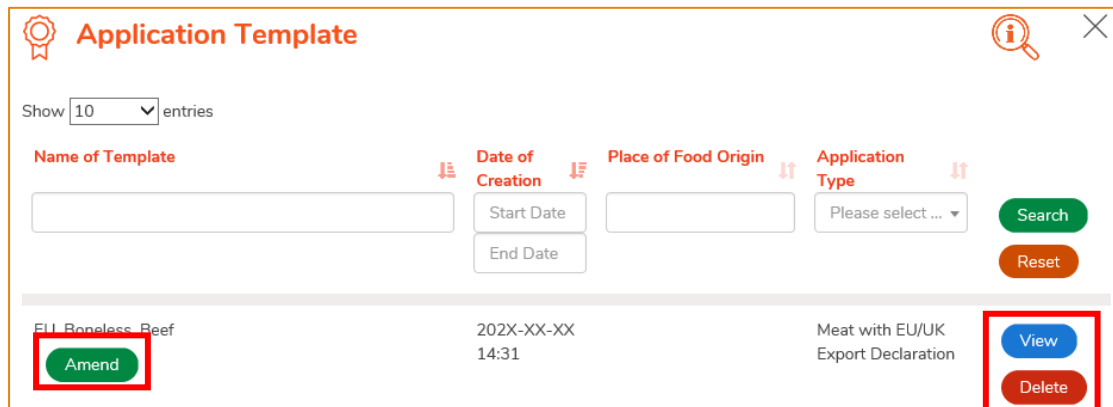
**Close**

[STEP 2] VIEW APPLICATION TEMPLATE

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



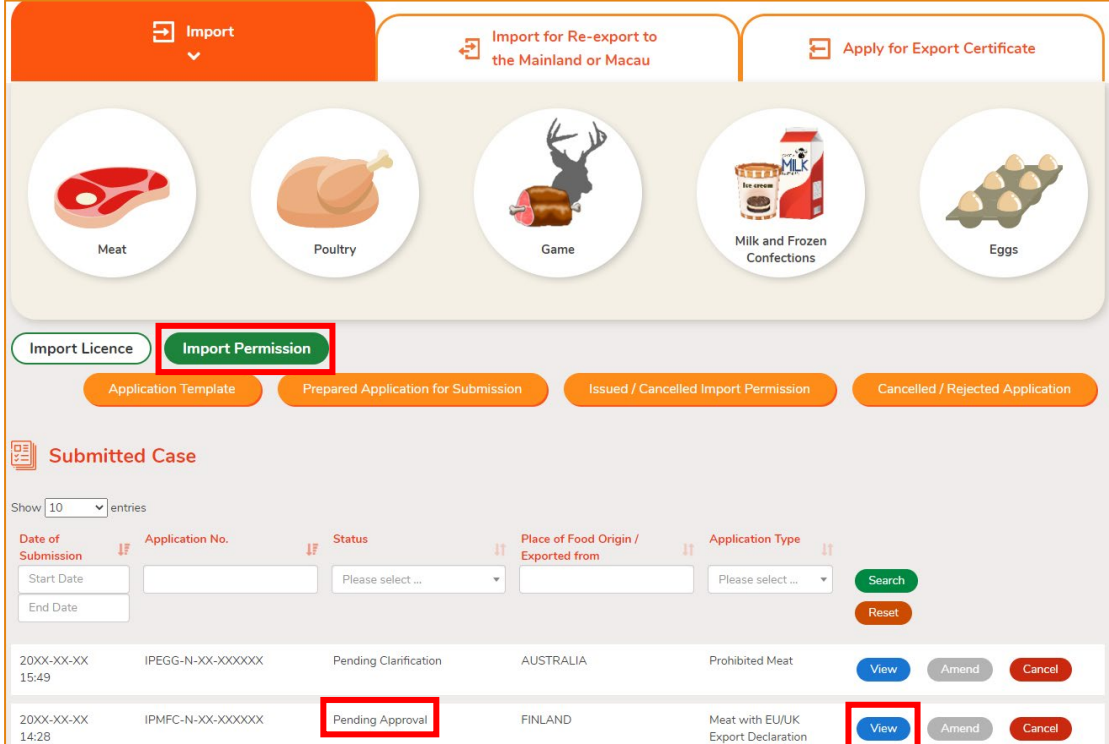
- Click **View** to look into the template details. If you want to remove the template, click **Delete**. If you want to amend the name of template, click **Amend**.



VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS

VIEW THE SUBMITTED IMPORT PERMISSION APPLICATIONS

1. Click **Import Permission** 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.

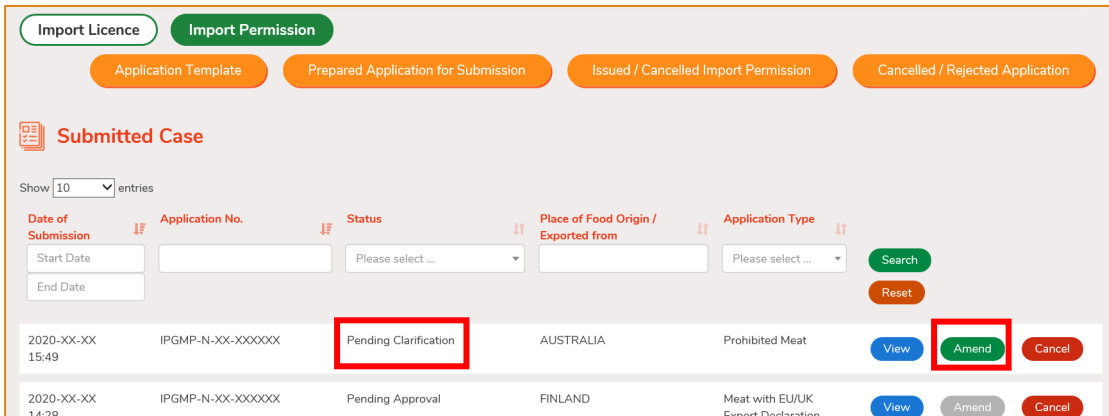


The screenshot shows the 'Submitted Case' section of the application portal. At the top, there are navigation tabs: 'Import Licence' and 'Import Permission' (highlighted with a red box). Below these are buttons for 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Permission', and 'Cancelled / Rejected Application'. The main area displays a table of submitted cases with the following columns: Date of Submission, Application No., Status, Place of Food Origin / Exported from, and Application Type. The second row shows a case with status 'Pending Approval' (highlighted with a red box) and a 'View' button (also highlighted with a red box).

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	
20XX-XX-XX 15:49	IPEGG-N-XX-XXXXXX	Pending Clarification	AUSTRALIA	Prohibited Meat	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>
20XX-XX-XX 14:28	IPMFC-N-XX-XXXXXX	Pending Approval	FINLAND	Meat with EU/UK Export Declaration	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>

AMEND THE SUBMITTED IMPORT PERMISSION 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 application portal. At the top, there are navigation tabs: 'Import Licence' and 'Import Permission' (highlighted with a green box). Below these are buttons for 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Permission', and 'Cancelled / Rejected Application'. The main area displays a table of submitted cases with the following columns: Date of Submission, Application No., Status, Place of Food Origin / Exported from, and Application Type. The first row shows a case with status 'Pending Clarification' (highlighted with a red box) and an 'Amend' button (also highlighted with a red box).

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	
2020-XX-XX 15:49	IPGMP-N-XX-XXXXXX	Pending Clarification	AUSTRALIA	Prohibited Meat	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>
2020-XX-XX 14:28	IPGMP-N-XX-XXXXXX	Pending Approval	FINLAND	Meat with EU/UK Export Declaration	<a href="#">View</a> <a href="#">Amend</a> <a href="#">Cancel</a>

- Make amendment or provide supplementary information as requested (following is an example). After amending the information, click **Preview and Submit Application** to complete the application.

**Reason of Clarification: Please provide the correct food description.**

Please provide supplementary information for the following items:

**Food Details**

**1. Please provide importer's particulars.**

i) Name  
 (In English)  (In Chinese)

ii) Address  
 (In English)   
 (In Chinese)

iii) Telephone No.  Fax No.

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

Country / Place

**Import Permission will be issued in English. Please input the information of application in English.**

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

Item No.	Food Description	
1	<input type="text" value="XXXXXX"/>	<input type="button" value="Delete"/>

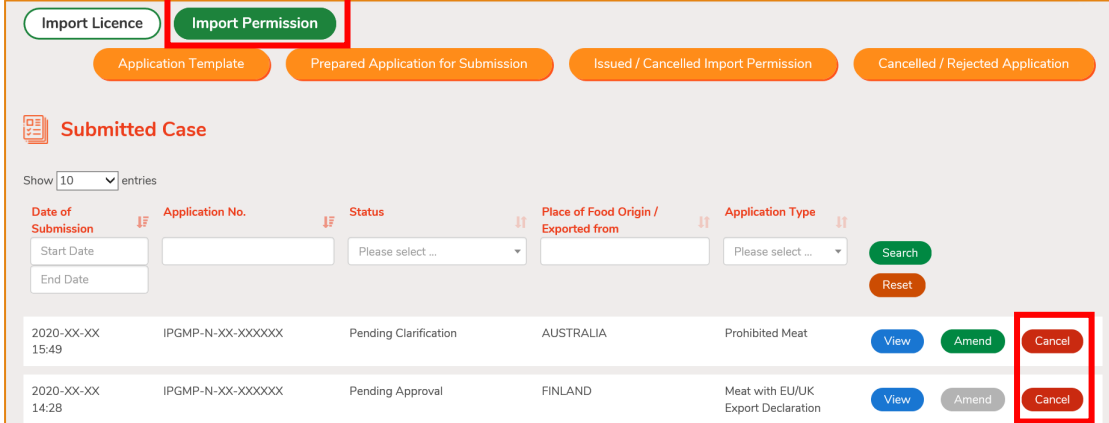
**4. Please provide pre-requisite documents.**

Item No.	Pre-requisite document(s):	Document Remark	
1	<input type="text" value="XXXXXX.pdf"/> <input type="button" value="Choose file"/>	The manufacturing process of the meat product concerned	<input type="button" value="Preview"/>
2	<input type="text" value="XXXXXX.pdf"/> <input type="button" value="Choose file"/>	The ingredient list of the meat product concerned	<input type="button" value="Preview"/>

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

## 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**

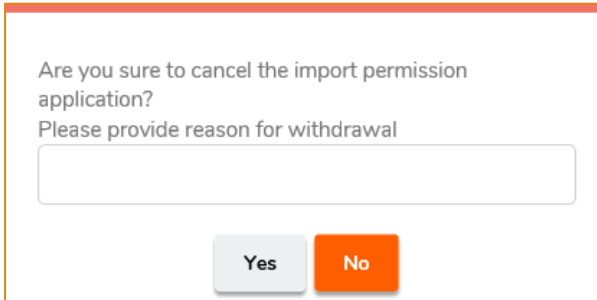
Application Template Prepared Application for Submission Issued / Cancelled Import Permission Cancelled / Rejected Application

**Submitted Case**

Show 10 entries

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
2020-XX-XX 15:49	IPGMP-N-XX-XXXXXX	Pending Clarification	AUSTRALIA	Prohibited Meat	View Amend <b>Cancel</b>
2020-XX-XX 14:28	IPGMP-N-XX-XXXXXX	Pending Approval	FINLAND	Meat with EU/UK Export Declaration	View Amend <b>Cancel</b>

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

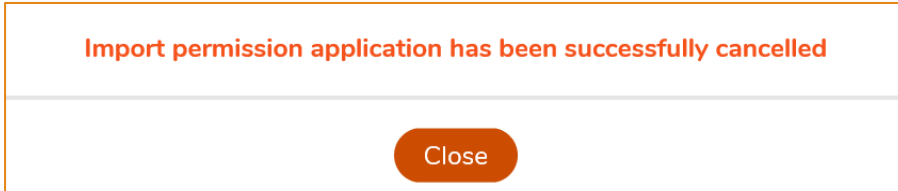


Are you sure to cancel the import permission application?

Please provide reason for withdrawal

Yes No

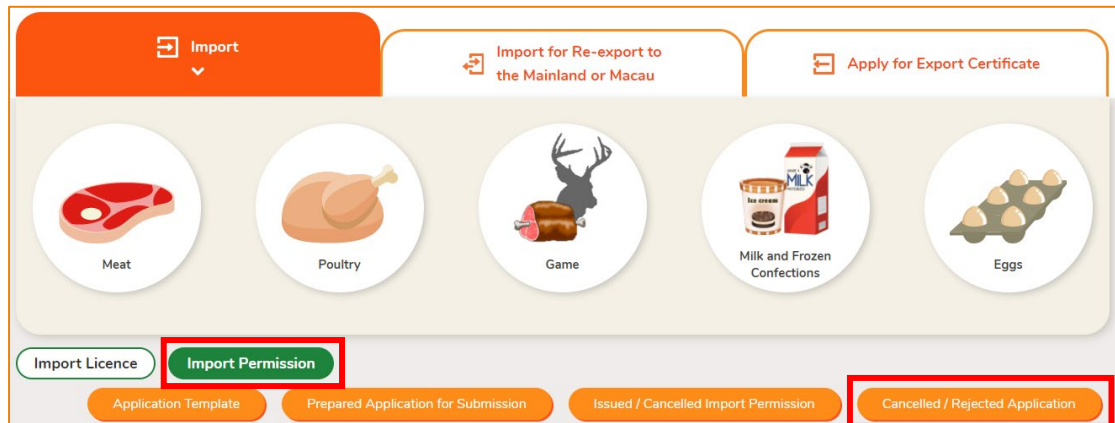
3. System will display the message **Import permission application has been successfully cancelled**. Click **Close** to return to the main page.



**Import permission application has been successfully cancelled**

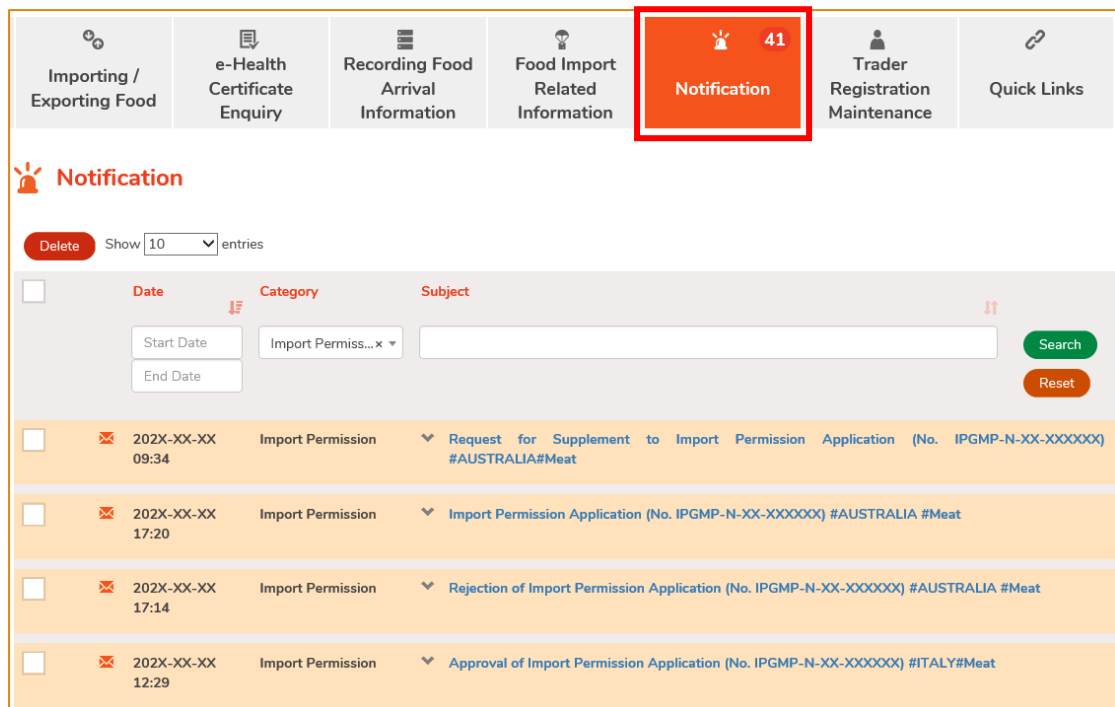
Close

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

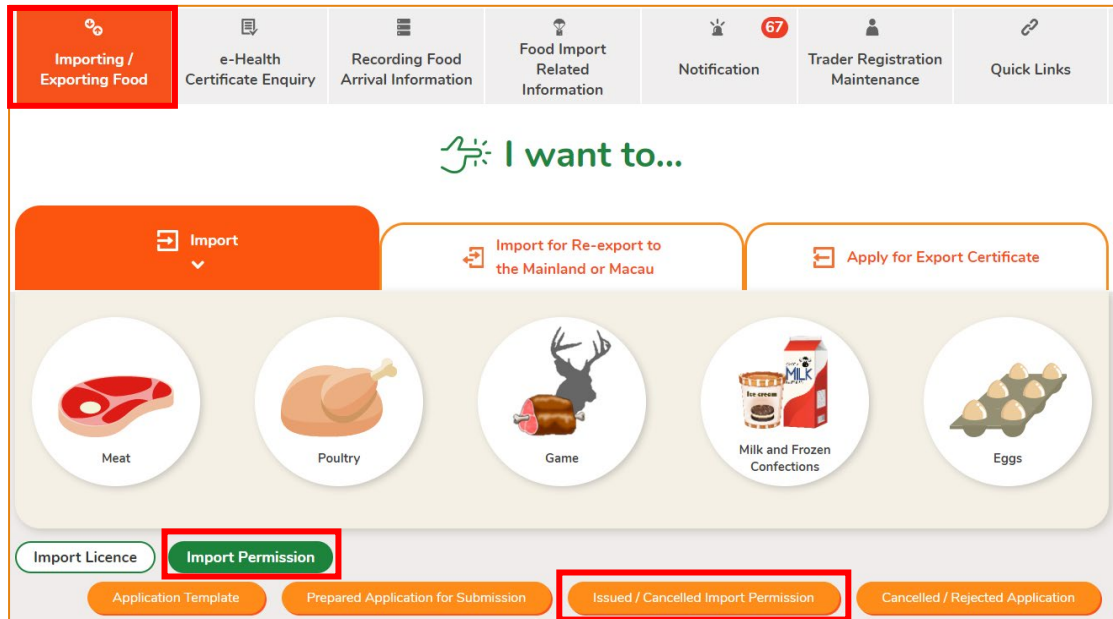


## VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

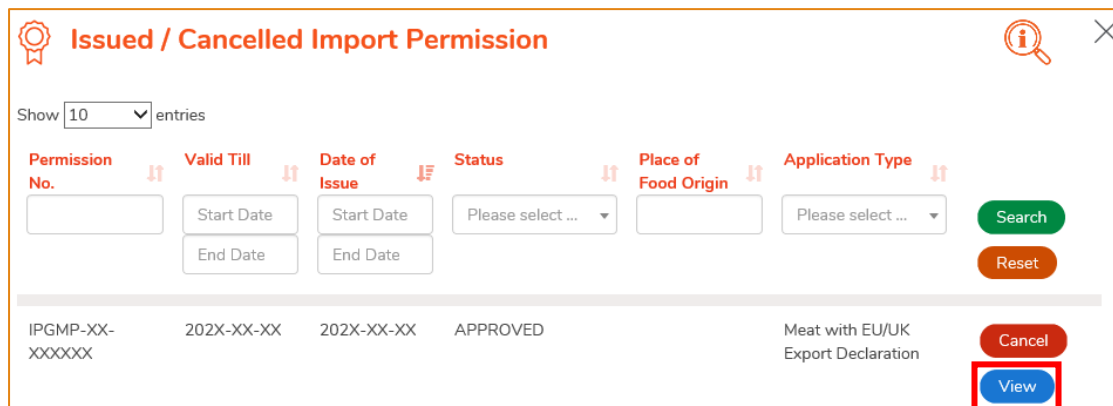
- Click **Notification** on the main page to view all incoming messages related to the applications.



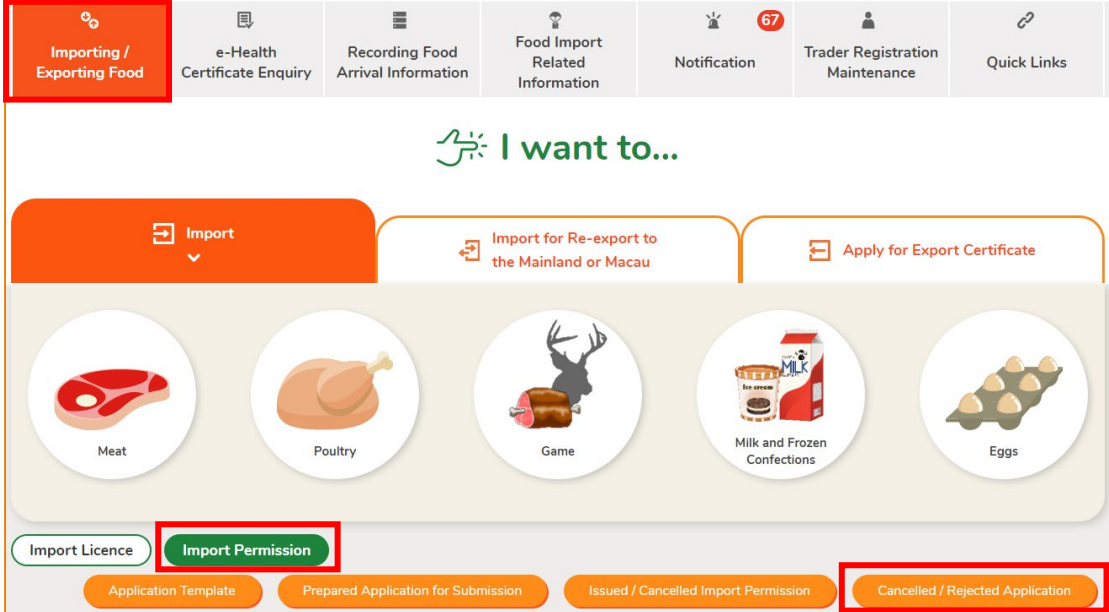
- Upon receiving notification that the Import Permission has been issued, you can view the Import Permission concerned by going to **Importing / Exporting Food** on the main page, then choose **Import Permission** and click **Issued / Cancelled Import Permission**.



- Click **View** to look into the details of Import Permission issued.

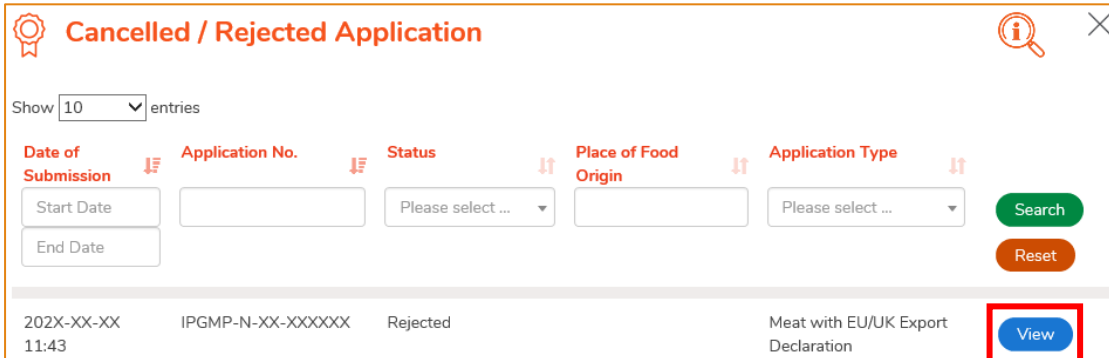


- Similarly, you may click **Cancelled / Rejected Application** under **Import Permission** for details on a rejected application if you receive a notification of the application being rejected.



The screenshot shows the main dashboard of the Food Trader Portal. The top navigation bar includes: Importing / Exporting Food (highlighted), e-Health Certificate Enquiry, Recording Food Arrival Information, Food Import Related Information, Notification (67), Trader Registration Maintenance, and Quick Links. Below the navigation is a section titled "I want to..." with three main options: Import, Import for Re-export to the Mainland or Macau, and Apply for Export Certificate. Under the "Import" option, there are five categories: Meat, Poultry, Game, Milk and Frozen Confections, and Eggs. At the bottom, there are several buttons: Import Licence, Import Permission (highlighted), Application Template, Prepared Application for Submission, Issued / Cancelled Import Permission, and Cancelled / Rejected Application (highlighted).

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



The screenshot shows the "Cancelled / Rejected Application" page. It features a search and filter interface with the following fields: Date of Submission (Start Date, End Date), Application No., Status (Please select ...), Place of Food Origin, and Application Type (Please select ...). There are Search and Reset buttons. Below the search interface is a table with the following data:

Date of Submission	Application No.	Status	Place of Food Origin	Application Type	Action
202X-XX-XX 11:43	IPGMP-N-XX-XXXXXX	Rejected		Meat with EU/UK Export Declaration	<a href="#">View</a>



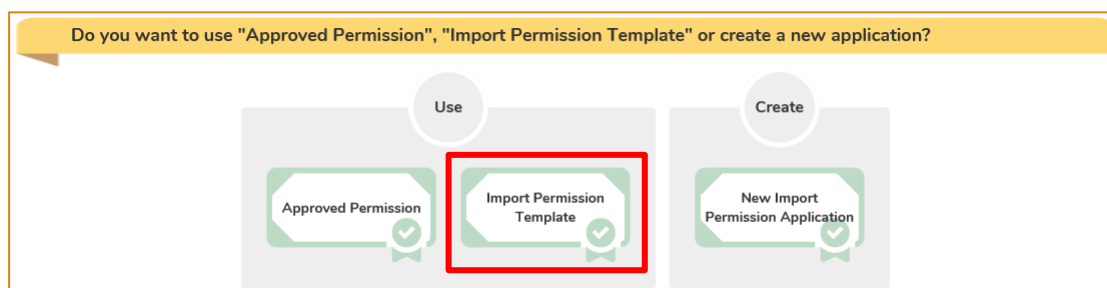
## HOW TO APPLY FOR A NEW IMPORT PERMISSION USING OTHER FEATURES IN FTP

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

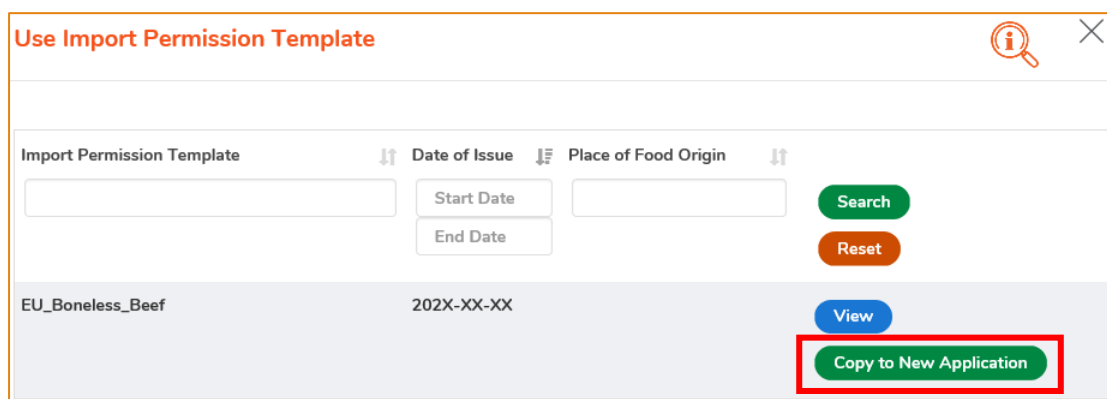
- (1) Approved Permission;
- (2) Import Permission Template

### [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**.

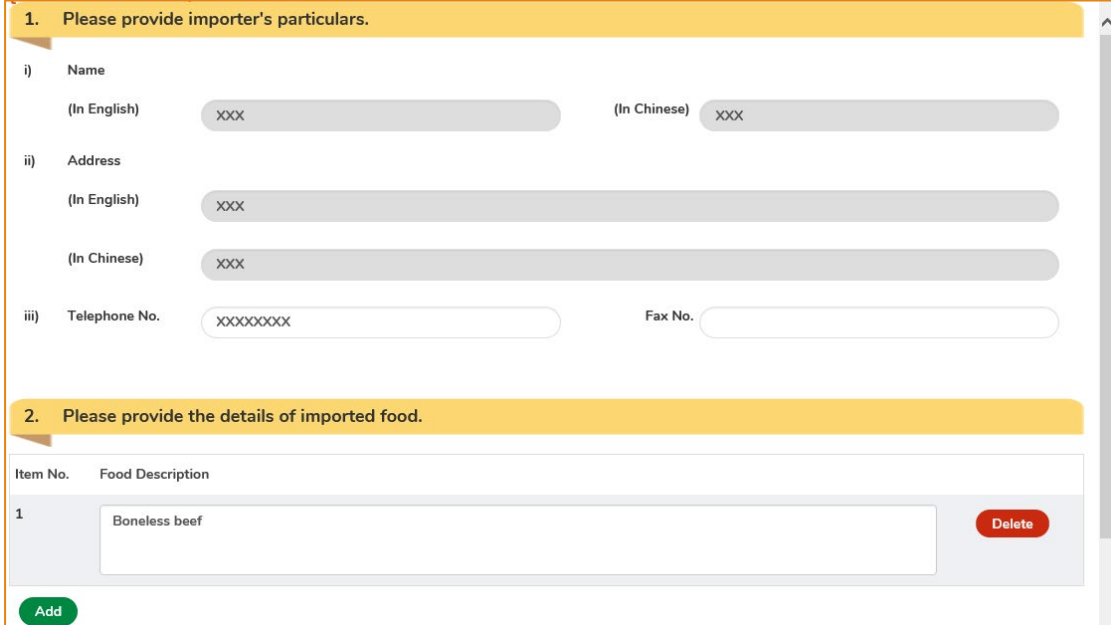


2. Select the relevant Import Permission Template and click **Copy to New Application**.



## [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 importer's particulars.**

i) Name  
 (In English)  (In Chinese)

ii) Address  
 (In English)   
 (In Chinese)

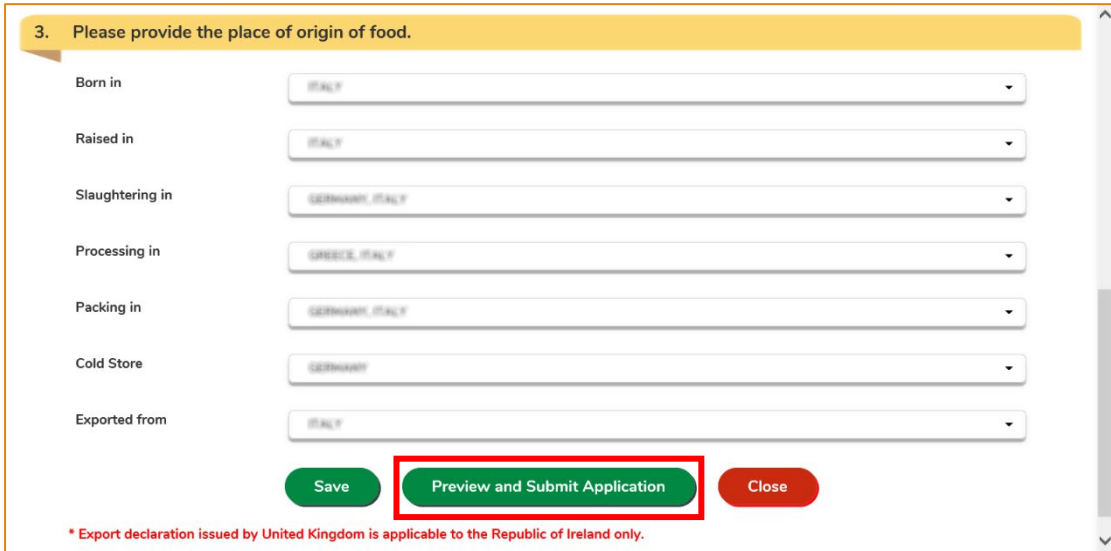
iii) Telephone No.  Fax No.

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

Item No.	Food Description	
1	Boneless beef	<input type="button" value="Delete"/>

## [STEP 3] SUBMIT THE APPLICATION

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



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

Born in

Raised in

Slaughtering in

Processing in

Packing in

Cold Store

Exported from

\* Export declaration issued by United Kingdom is applicable to the Republic of Ireland only.

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.