

Training Manual

Application for Import Permission (Milk and Frozen Confections)

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IMPORT PERMISSION FOR MILK AND FROZEN CONFECTIONS – 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**.

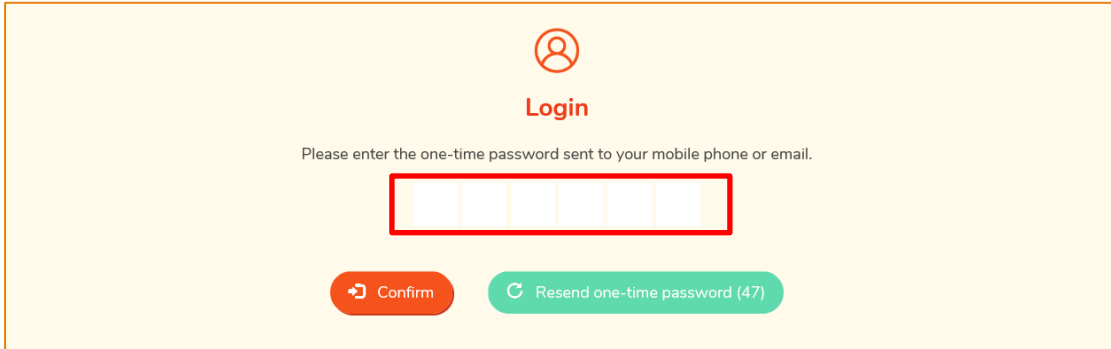


2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press **Next**.

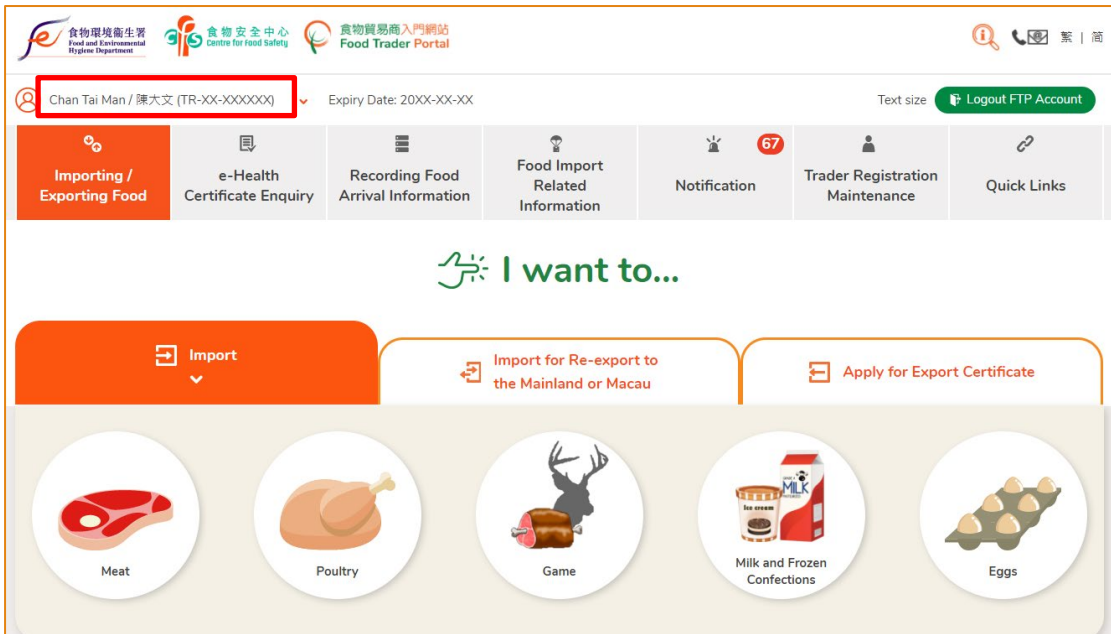
A one-time password will be sent to your mobile phone via an SMS. You can also click the highlighted option to have the one-time password sent to your registered email address as well.

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.

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

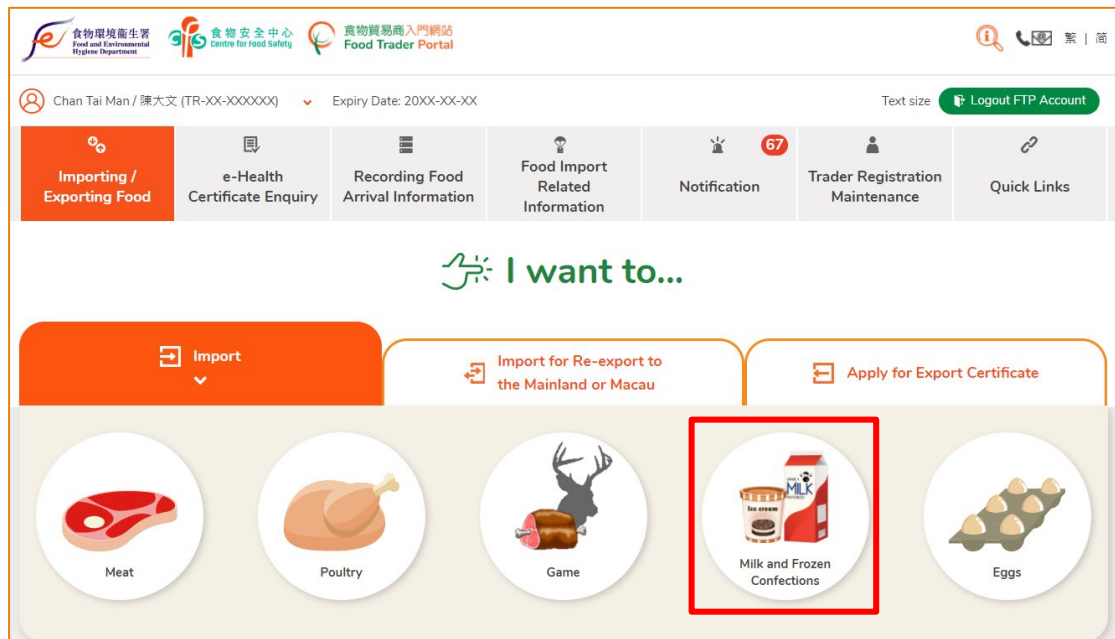


4. You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown at the top left corner.

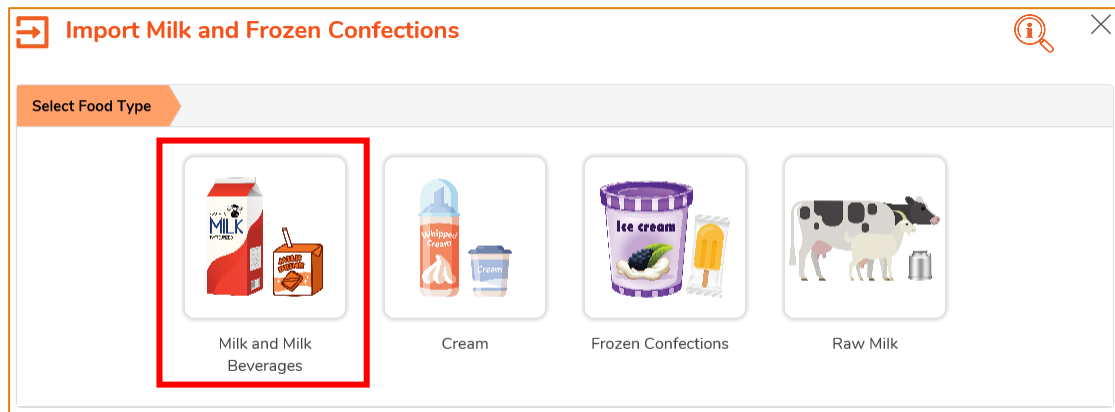


[STEP 2] CREATE A NEW IMPORT PERMISSION APPLICATION

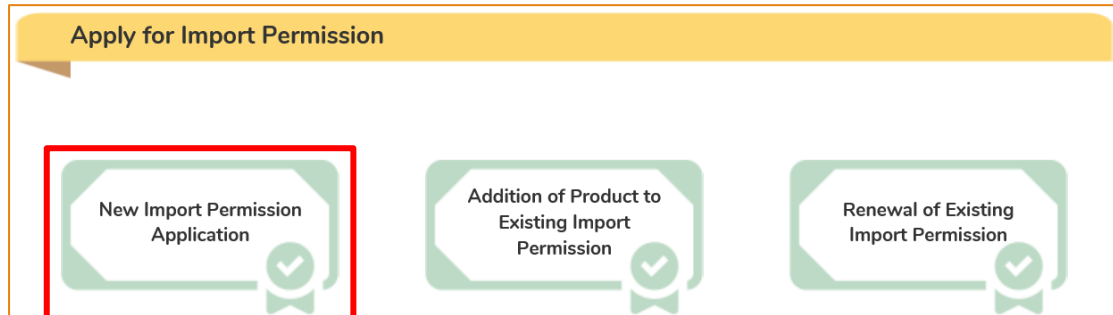
5. First, click the **Milk and Frozen Confections** icon.



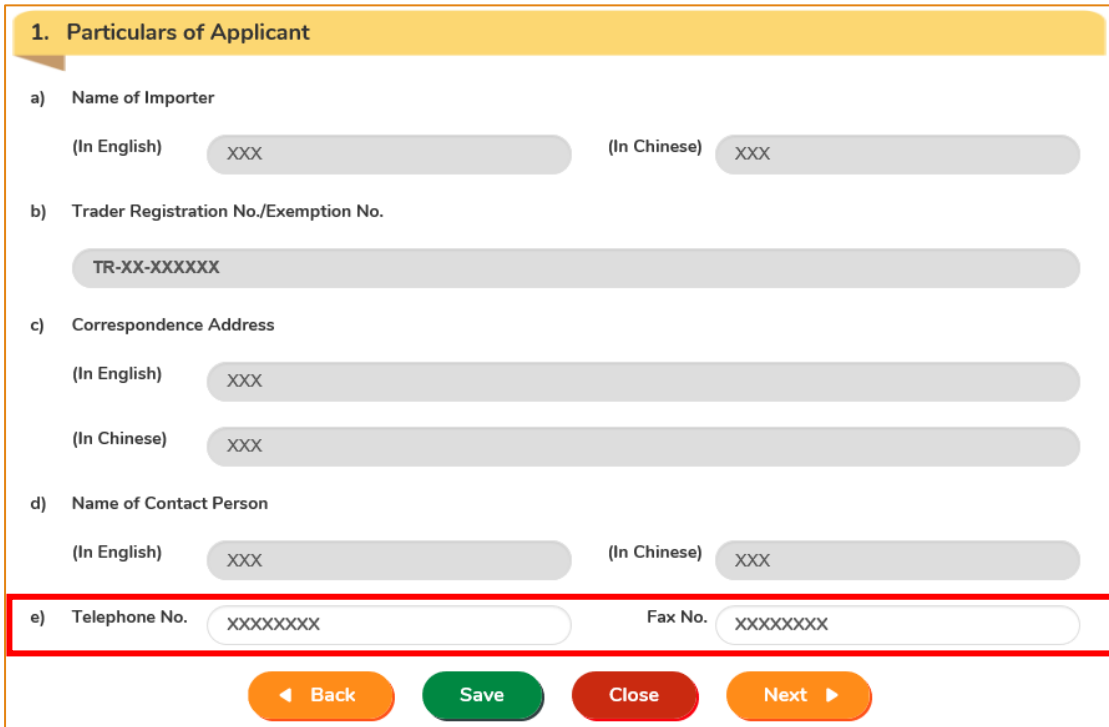
6. Then, select the food type to be imported. Assuming you would like to import milk, simply click the **Milk and Milk Beverages** icon.



- Then choose **New Import Permission Application**. As for the other available options, please refer to the sections “HOW TO ADD PRODUCT TO EXISTING IMPORT PERMISSION” and “HOW TO APPLY FOR RENEWAL OF EXISTING IMPORT PERMISSION” later in this training manual.



- Information on the applicant is pre-filled in the layout below. You may update the Telephone No. and Fax No. (if necessary), else click **Next** to proceed to next page.



The screenshot shows a form titled "1. Particulars of Applicant" with a yellow header. The form contains the following fields:

- a) Name of Importer: (In English) (In Chinese)
- b) Trader Registration No./Exemption No.:
- c) Correspondence Address: (In English) (In Chinese)
- d) Name of Contact Person: (In English) (In Chinese)
- e) Telephone No. Fax No.

The fields for "Telephone No." and "Fax No." are highlighted with a red box. At the bottom of the form are four buttons: "Back" (orange), "Save" (green), "Close" (red), and "Next" (orange).

9. Input the details of food manufacturer. After completion, click **Next** to proceed to next page.

2. Particulars of Food Manufacturer

a) Name of Manufacturer

b) Manufacturing Plant No.

c) Address of Manufacturing Plant

d) Country / Place

If the food manufacturer is from Japan, you are required to provide the information of **Urban Prefecture / Prefecture** as well.

2. Particulars of Food Manufacturer

a) Name of Manufacturer

b) Manufacturing Plant No.

c) Address of Manufacturing Plant

d) Country / Place

Urban Prefecture / Prefecture

10. Fill in the details of the imported food. Click **Add** in Part 3(g) to submit pictures of the product package.

3. Details of Food

Item 1

a. Brand Name

b. Product Name

c. Container Size Please select ... ▾

d. Type of Product ▾

e. Heat-treatment Method ▾

f. Shelf-life Day(s) ▾

g. Full clear pictures of the product package Add

Add Food Item

◀ Back
Save
Close
Next ▶

11. Click **Choose file** to select the image file of the product package, then press **Confirm**.

Please provide the supporting document

(g) Full clear pictures of the product package (showing clearly the brand name, product name, ingredients, heat-treatment method, name and address of the manufacturer, name and address of the importer)

Item No.	File Name	
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

Confirm
Cancel

Note: Please refer to the “Note” in the above screen for the file upload specifications.

12. Simply click **Add Food Item** if more food items under the same food manufacturer need to be added, else click **Next**.

3. Details of Food

Item 1

a. Brand Name

b. Product Name

c. Container Size

d. Type of Product

e. Heat-treatment Method

f. Shelf-life

g. Full clear pictures of the product package
[XXXXX.pdf](#)

13. You can save all the information you have entered at this point during the application process by clicking **Save** for later use. Simply assign a name to the draft application in the box, then click **Confirm**.

3. Details of Food

Item 1

a. Brand Name

b. Product Name

c. Container Size

d. Type of Product

e. Heat-treatment Method

f. Shelf-life

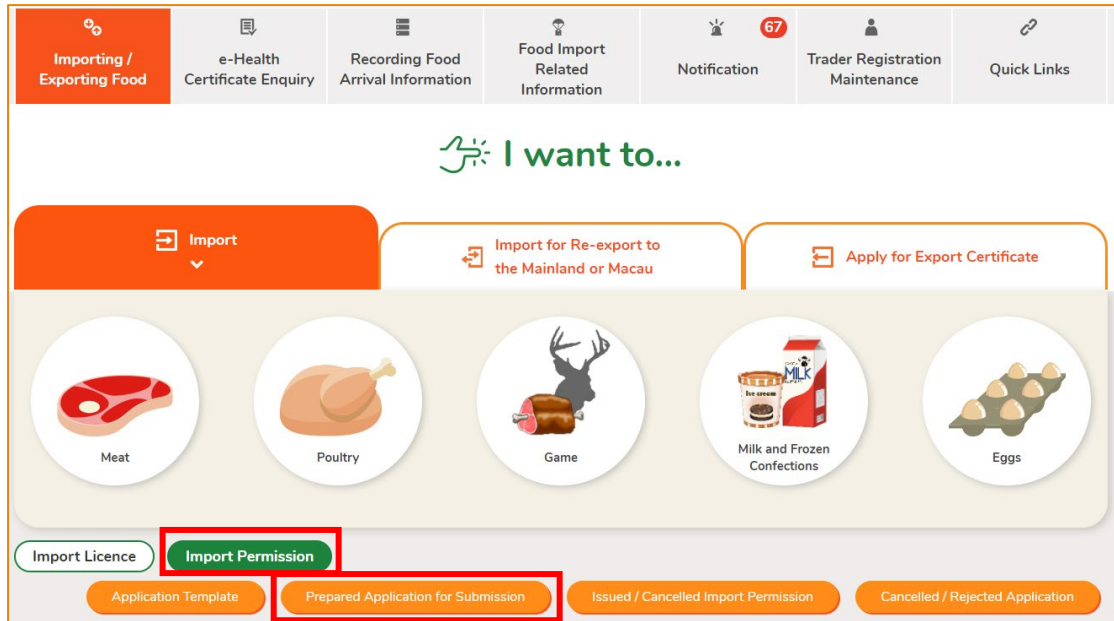
g. Full clear pictures of the product package
[XXXXX.pdf](#)

Please input description

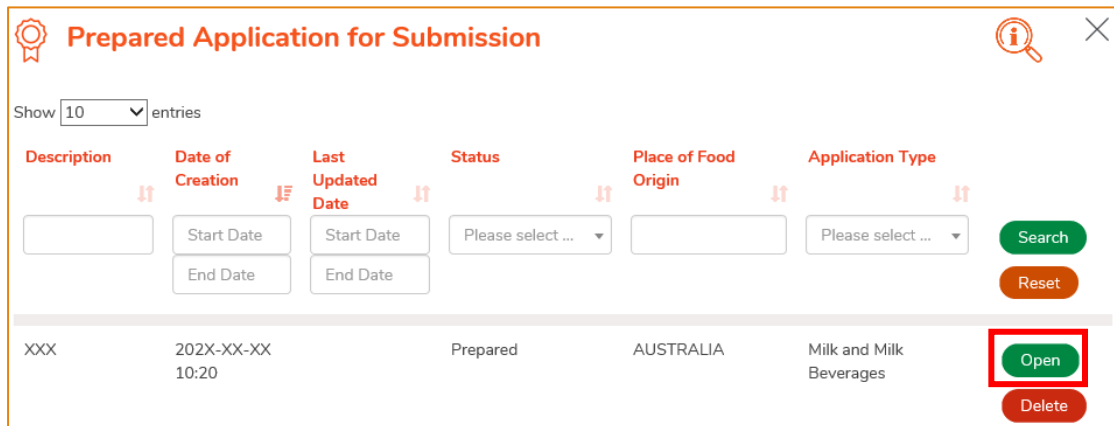
14. You may click **Continue** to proceed with the application or click **Quit** to return to the main page.

Application is saved successfully

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



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



16. Next step is uploading documents. Click **Add** to upload the required documents for all the food item(s).

Please pay attention to the following notes:

- The applicant shall provide information and documents under Part 4. “Required Information and Documents” in relation to the food item(s) described in the application as listed.
- The documents provided shall be either in English or Chinese or accompanied by a verified translation in either English or Chinese.
- If the applicant does not provide sufficient information and documents, this Department may suspend processing the application until all such information and documents have been provided.
- The import permission is valid for one year from the date of issue. Application for renewal shall be submitted within three months before expiry. Late applications will not be accepted.
- Applicant shall submit a sample of empty container of the product to this Department. Applicant may click **Submit** at item (g) to view the location for submitting the sample.



4. Required Information and Documents		Notes for Attention
(a)	Copy of valid registration certificate of the product's manufacturing plant issued by a competent authority of the place of food origin	Add
(b)	Supply certificate issued by the manufacturer certifying that it is the direct supplier of the product, together with the manufacturing flowchart showing details of the production facilities, heat-treatment method, etc.	Add
(c)	Test report (testing date within the past year) on the quality of water used in the manufacturing plant for food production, including results of coliform bacteria and free residual chlorine levels	Add
(d)	Test report (testing date within the past year) showing the chemical composition of the product [for milk, percentages of milk fat and milk solids other than milk fat; for milk beverages and cream, percentage of milk fat; for frozen confections (ice cream), percentages of fat, milk solids other than fat, sugar and sucrose]	Add
(e)	Test report (testing date within the past year) showing the microbiological quality of the product [for pasteurized milk, milk beverages and cream, total bacteria count per millilitre and any coliform bacteria in 0.1 of a millilitre; for UHT sterilized milk, milk beverages and cream, colony count; for frozen confections, total bacteria count per gram and coliform bacteria per gram]	Add
(f)	Declaration by the manufacturer on the shelf-life of the product	Add
(g)	Sample of empty container of the product	Submit
(h)	Full clear pictures of the product package (showing clearly the brand name, product name, ingredients, heat-treatment method, name and address of the manufacturer, name and address of the importer)	Provided in Part 3 (g)
(i)	Specimen of certificate issued by a competent authority of the place of food origin certifying the product has been subject to appropriate heat-treatment, has been handled, processed and packed under satisfactory hygienic conditions, meets specific quality standards and is fit for human consumption; in case legal reference is quoted in the certificate, a copy of the original text of the relevant legislation shall be attached	Add
(j)	Other supporting documents	Add

◀ Back
Save
Preview and Submit Application
Close


17. Click **Choose file** to select the image file of the supporting document, then press **Confirm**.



Please provide the supporting document

(a) Copy of valid registration certificate of the product's manufacturing plant issued by a competent authority of the place of food origin

Item No.	File Name		
1			

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
















 

Note: Please refer to the “Note” in the above screen for the file upload specifications.

18. After uploading all the required documents, click **Preview and Submit Application**.

4. Required Information and Documents Notes for Attention

(a)	Copy of valid registration certificate of the product's manufacturing plant issued by a competent authority of the place of food origin	
(b)	Supply certificate issued by the manufacturer certifying that it is the direct supplier of the product, together with the manufacturing flowchart showing details of the production facilities, heat-treatment method, etc.	
(c)	Test report (testing date within the past year) on the quality of water used in the manufacturing plant for food production, including results of coliform bacteria and free residual chlorine levels	
(d)	Test report (testing date within the past year) showing the chemical composition of the product [for milk, percentages of milk fat and milk solids other than milk fat; for milk beverages and cream, percentage of milk fat; for frozen confections (ice cream), percentages of fat, milk solids other than fat, sugar and sucrose]	
(e)	Test report (testing date within the past year) showing the microbiological quality of the product [for pasteurized milk, milk beverages and cream, total bacteria count per millilitre and any coliform bacteria in 0.1 of a millilitre; for UHT sterilized milk, milk beverages and cream, colony count; for frozen confections, total bacteria count per gram and coliform bacteria per gram]	
(f)	Declaration by the manufacturer on the shelf-life of the product	
(g)	Sample of empty container of the product	
(h)	Full clear pictures of the product package (showing clearly the brand name, product name, ingredients, heat-treatment method, name and address of the manufacturer, name and address of the importer)	Provided in Part 3 (g)
(i)	Specimen of certificate issued by a competent authority of the place of food origin certifying the product has been subject to appropriate heat-treatment, has been handled, processed and packed under satisfactory hygienic conditions, meets specific quality standards and is fit for human consumption; in case legal reference is quoted in the certificate, a copy of the original text of the relevant legislation shall be attached	
(j)	Other supporting documents	

19. The information you have just provided is 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.

Preview Application ✕

(h)	Full clear pictures of the product package (showing clearly the brand name, product name, ingredients, heat-treatment method, name and address of the manufacturer, name and address of the importer)
(i)	Specimen of certificate issued by a competent authority of the place of food origin certifying the product has been subject to appropriate heat-treatment, has been handled, processed and packed under satisfactory hygienic conditions, meets specific quality standards and is fit for human consumption; in case legal reference is quoted in the certificate, a copy of the original text of the relevant legislation shall be attached XXXXXX.pdf
(j)	Other supporting documents XXXXXX.pdf (XXX)

Confirm
Amend
Print

20. 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

21. After submission, you will receive an acknowledgement with information including the Application No. and Application Date. Simply click **Close** to return to the main page.

Application Submitted Successfully

Application No.	IPMFC-N-XX-XXXXXX
Application Date	202X-XX-XX 14:45:20

For any enquiries, please contact:

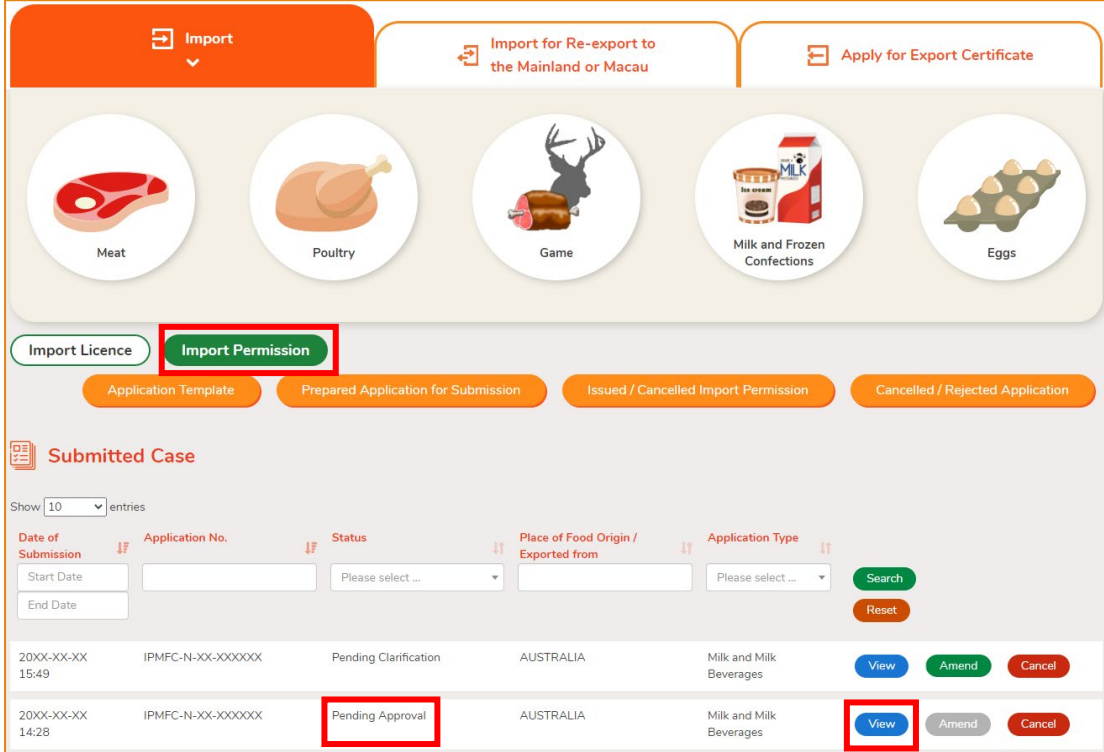
Centre for Food Safety, Food and Environmental Hygiene Department
18/F (Post box 1805), THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Tel. No.: 2708 3031 Fax. No.: 2834 8718

Print
✕ Close

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.



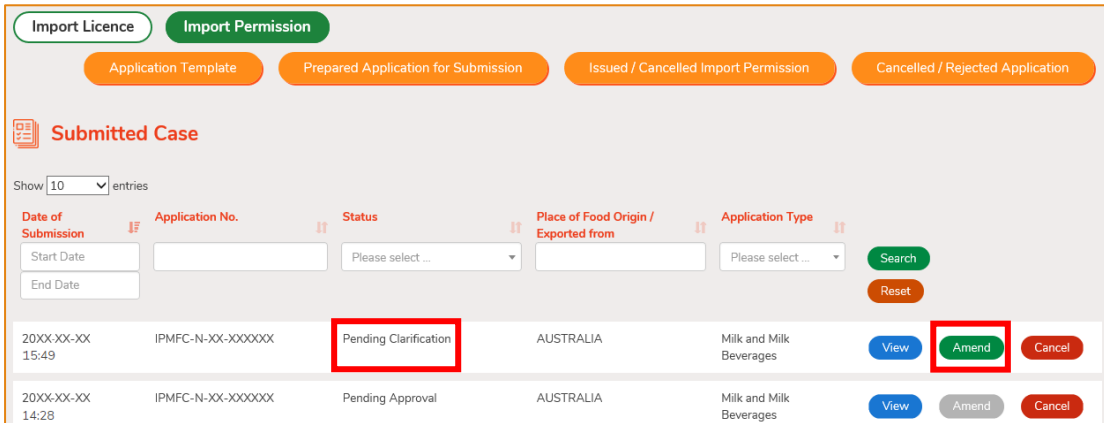
The screenshot shows the 'Submitted Case' section of the application portal. At the top, there are navigation tabs for 'Import Licence' and 'Import Permission' (the latter is selected and highlighted with a red box). Below these are buttons for 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Permission', and 'Cancelled / Rejected Application'. The main area contains a table of submitted cases with the following columns: Date of Submission, Application No., Status, Place of Food Origin / Exported from, and Application Type. Two rows are visible in the table:

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	Actions
20XX-XX-XX 15:49	IPMFC-N-XX-XXXXXX	Pending Clarification	AUSTRALIA	Milk and Milk Beverages	View Amend Cancel
20XX-XX-XX 14:28	IPMFC-N-XX-XXXXXX	Pending Approval	AUSTRALIA	Milk and Milk Beverages	View Amend Cancel

In the second row, the 'Pending Approval' status and the 'View' button are highlighted with red boxes.

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 be shown as **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 for 'Import Licence' and 'Import Permission' (the latter is selected and 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 contains a table of submitted cases with the following columns: Date of Submission, Application No., Status, Place of Food Origin / Exported from, and Application Type. Two rows are visible in the table:

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	Actions
20XX-XX-XX 15:49	IPMFC-N-XX-XXXXXX	Pending Clarification	AUSTRALIA	Milk and Milk Beverages	View Amend Cancel
20XX-XX-XX 14:28	IPMFC-N-XX-XXXXXX	Pending Approval	AUSTRALIA	Milk and Milk Beverages	View Amend Cancel

In the first row, the 'Pending Clarification' status and the 'Amend' button are highlighted with red boxes.

- Make amendment or provide supplementary information as requested. Following is an example.

Reason of Clarification:
 Please provide the correct product name and wrong supporting document attached.

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

3. Details of Food

Item 1

a. Brand Name

b. Product Name

c. Container Size

d. Type of Product

e. Heat-treatment Method

f. Shelf-life

g. Full clear pictures of the product package Amend

[XXXXXX.pdf](#)

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

(h)	Full clear pictures of the product package (showing clearly the brand name, product name, ingredients, heat-treatment method, name and address of the manufacturer, name and address of the importer)	Provided in Part (g)
(i)	Specimen of certificate issued by a competent authority of the place of food origin certifying the product has been subject to appropriate heat-treatment, has been handled, processed and packed under satisfactory hygienic conditions, meets specific quality standards and is fit for human consumption; in case legal reference is quoted in the certificate, a copy of the original text of the relevant legislation shall be attached	Edit
(j)	Other supporting documents	Edit

Preview and Submit Application
Close

CANCEL A SUBMITTED APPLICATION

- You may cancel an application while it is pending for approval by the Centre for Food Safety. Choose the application and click **Cancel**.

The screenshot shows the 'Import Permission' section of the Food Trader Portal. The 'Import Permission' tab is highlighted with a red box. Below the tabs, there are buttons for 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Permission', and 'Cancelled / Rejected Application'. The 'Submitted Case' section is visible, showing a table of applications. The 'Cancel' button for a pending application is highlighted with a red box.

Date of Submission	Application No.	Status	Place of Food Origin / Exported from	Application Type	Actions
20XX-XX-XX 15:49	IPMFC-N-XX-XXXXXX	Pending Clarification	AUSTRALIA	Milk and Milk Beverages	View Amend Cancel
20XX-XX-XX 14:28	IPMFC-N-XX-XXXXXX	Pending Approval	AUSTRALIA	Milk and Milk Beverages	View Amend Cancel

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

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

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

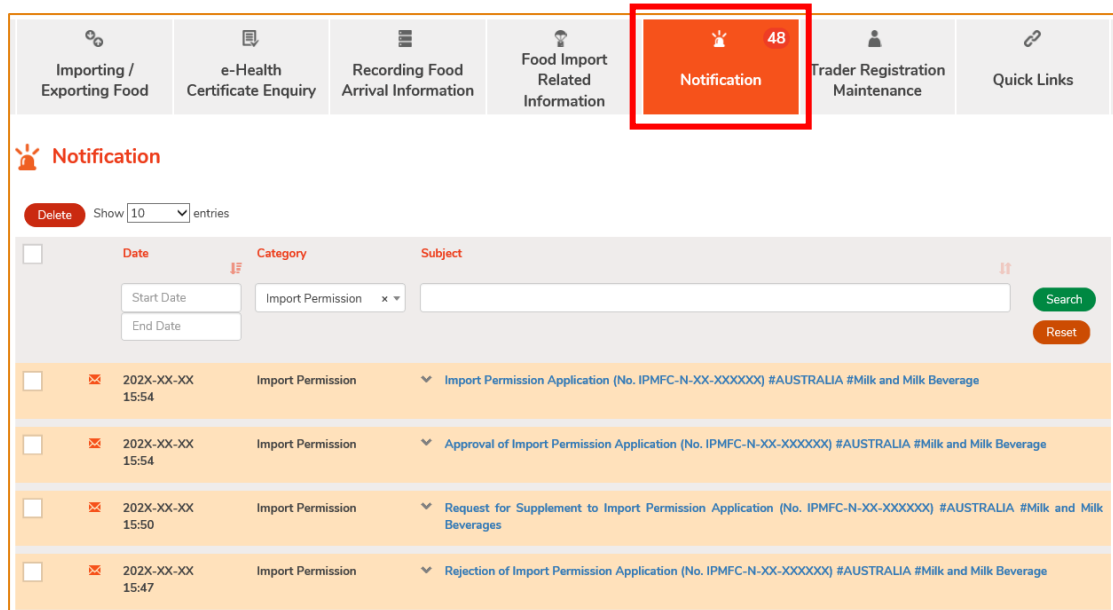
The screenshot shows a success message box with the text: "Import permission application has been successfully cancelled". Below the text is a "Close" button.

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

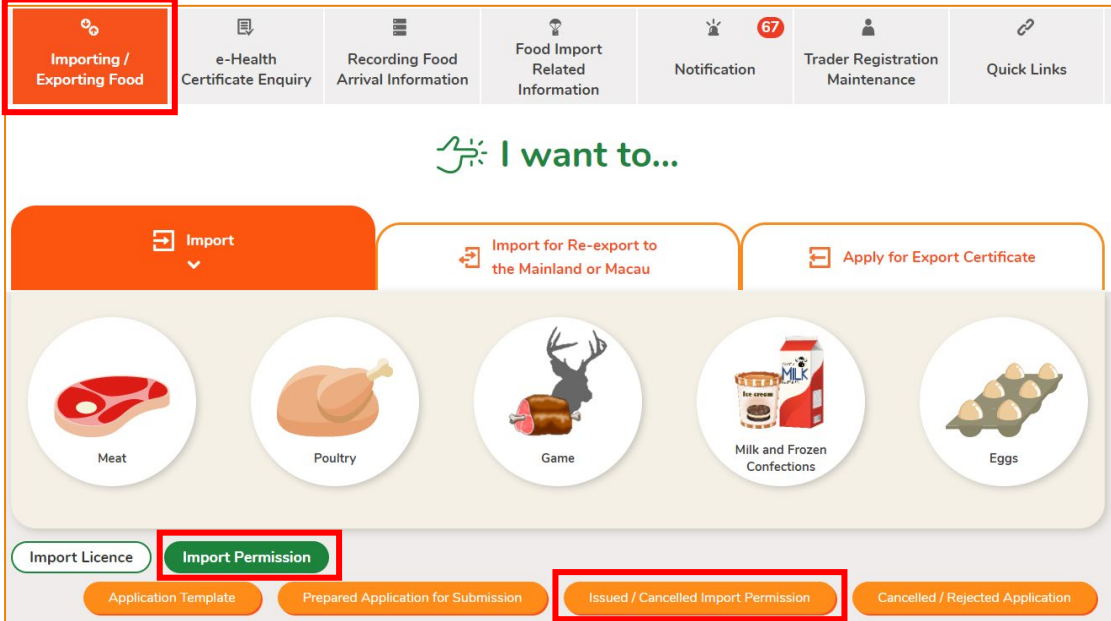


VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

- Click **Notification** on the main page to view all incoming messages related to your FTP account including the application status.

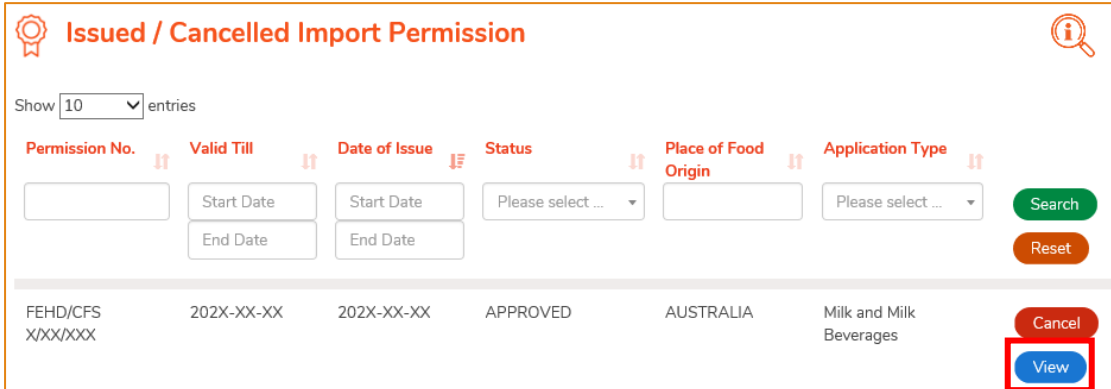


- Upon receiving a notification that the Import Permission has been issued, you can view the Import Permission concerned by going to **Importing / Exporting Food** on the main page, then choose **Import Permission** and click **Issued / Cancelled Import Permission**.



The screenshot shows the main navigation bar with 'Importing / Exporting Food' highlighted. Below the navigation bar, there are several action buttons: 'Import', 'Import for Re-export to the Mainland or Macau', and 'Apply for Export Certificate'. Underneath these are five circular icons representing different food categories: Meat, Poultry, Game, Milk and Frozen Confections, and Eggs. At the bottom of the page, there are four buttons: 'Import Licence', 'Import Permission' (highlighted with a red box), 'Application Template', 'Prepared Application for Submission', 'Issued / Cancelled Import Permission' (highlighted with a red box), and 'Cancelled / Rejected Application'.

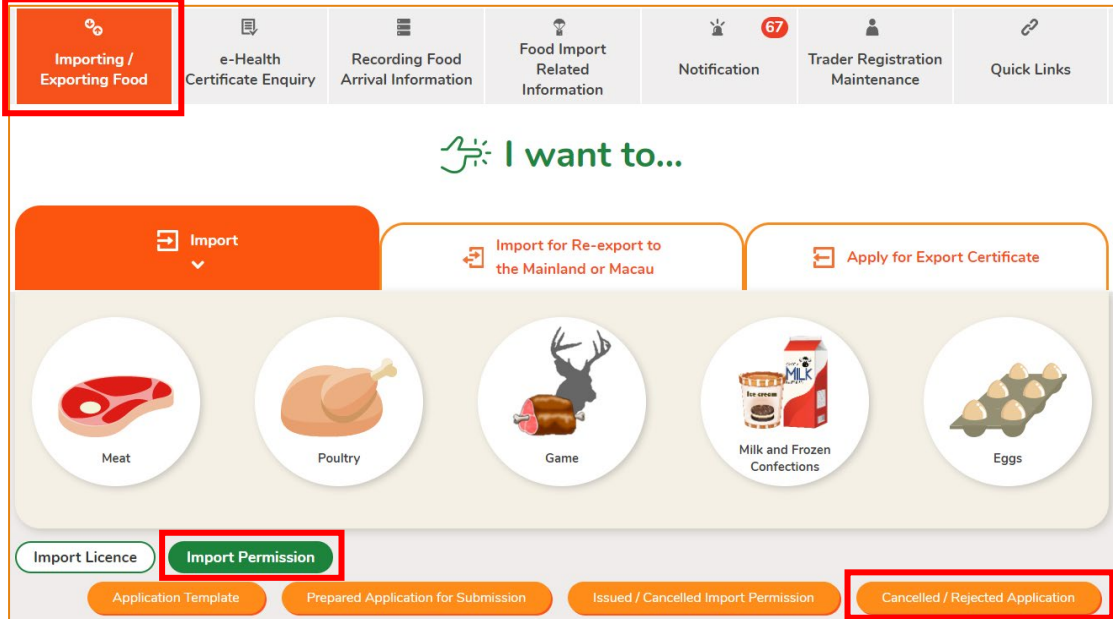
- Click **View** to look into the details of Import Permission issued.



The screenshot shows the 'Issued / Cancelled Import Permission' page. It features a search bar at the top right and a 'Show 10 entries' dropdown. Below this is a table with columns for 'Permission No.', 'Valid Till', 'Date of Issue', 'Status', 'Place of Food Origin', and 'Application Type'. The first row of data is highlighted, and the 'View' button for this entry is highlighted with a red box.

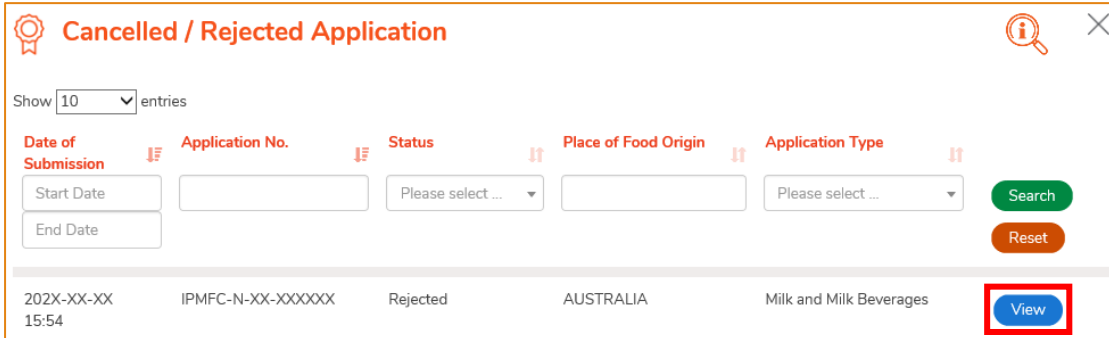
Permission No.	Valid Till	Date of Issue	Status	Place of Food Origin	Application Type
FEHD/CFS X/XX/XXX	202X-XX-XX Start Date End Date	202X-XX-XX Start Date End Date	APPROVED	AUSTRALIA	Milk and Milk Beverages

- Similarly, you may click **Cancelled / Rejected Application** under **Import Permission** for details on a rejected application if you receive a notification that an application has been rejected.



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

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



The screenshot shows a table titled 'Cancelled / Rejected Application'. It has a search bar and a 'Show 10 entries' dropdown. The table has five columns: 'Date of Submission', 'Application No.', 'Status', 'Place of Food Origin', and 'Application Type'. There are 'Search' and 'Reset' buttons on the right. The table contains one row of data with a 'View' button highlighted in a red box.

Date of Submission	Application No.	Status	Place of Food Origin	Application Type	
202X-XX-XX 15:54	IPMFC-N-XX-XXXXXX	Rejected	AUSTRALIA	Milk and Milk Beverages	View

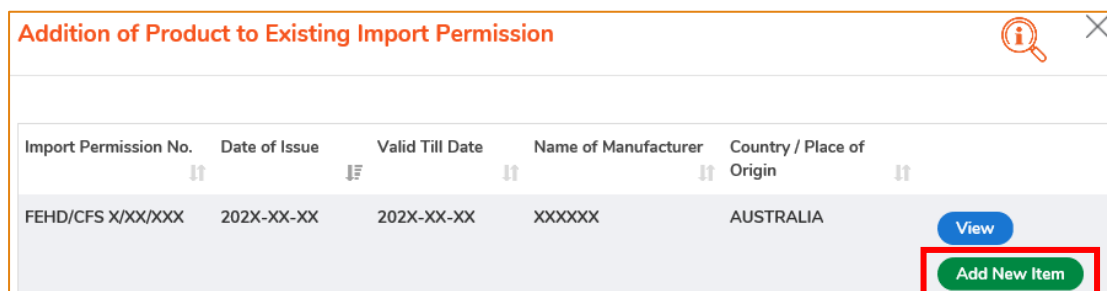
HOW TO ADD PRODUCT TO EXISTING IMPORT PERMISSION

[STEP 1] SELECT TO ADD PRODUCT TO EXISTING IMPORT PERMISSION

- Assuming you would like to import new product and you already have an Import Permission of the same food manufacturer, you may apply to add a new product to your existing Import Permission. Click **Addition of Product to Existing Import Permission** to proceed.



- Select the relevant Import Permission and click **Add New Item**.



[STEP 2] INPUT OR AMEND THE REQUIRED INFORMATION

3. Information on the applicant will be pre-filled in the layout below. You may update the Telephone No. and Fax No. of the applicant (if necessary), else click **Next** to proceed to next page.

1. Particulars of Applicant

a) Name of Importer
 (In English) (In Chinese)

b) Trader Registration No./Exemption No.

c) Correspondence Address
 (In English)
 (In Chinese)

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

e) Telephone No. Fax No.

◀ Back
Save
Close
Next ▶

4. View the information on the food manufacturer, then click **Next** to proceed to next page.

2. Particulars of Food Manufacturer

a) Name of Manufacturer

b) Manufacturing Plant No.

c) Address of Manufacturing Plant

d) Country / Place

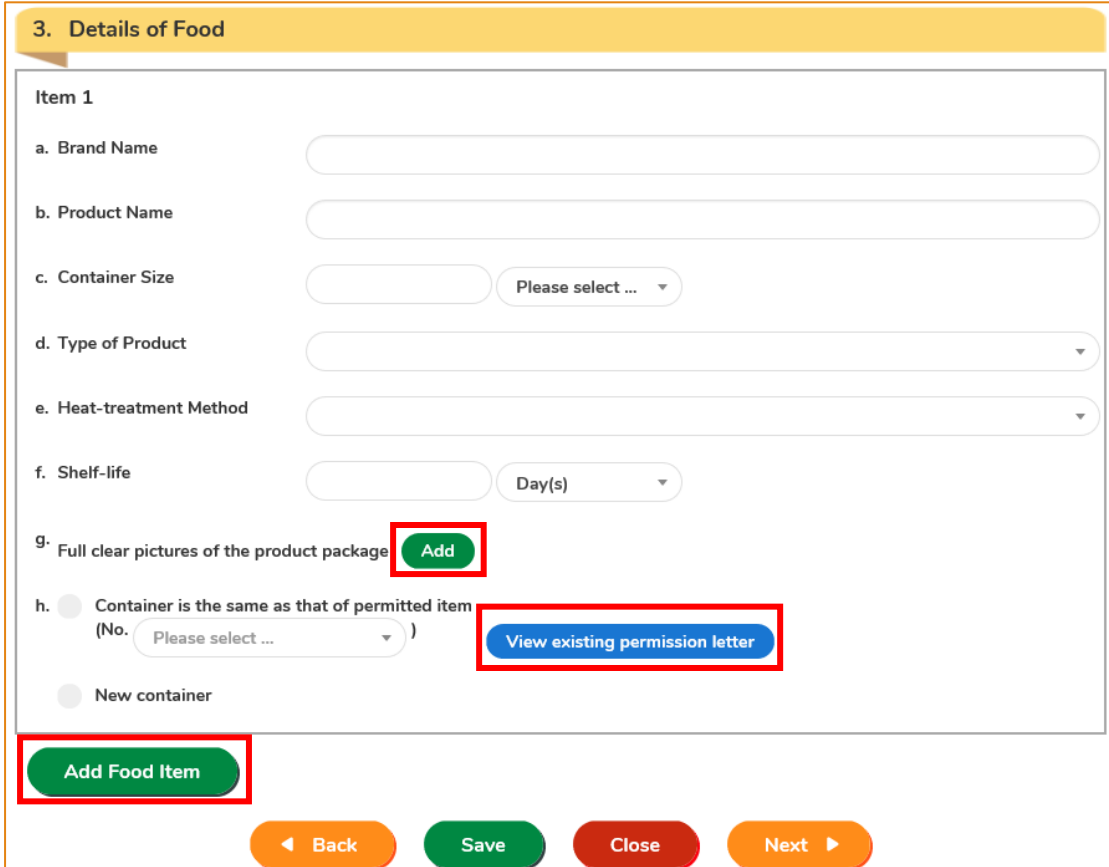
◀ Back
Save
Close
Next ▶

Note : You cannot change the information of food manufacturer.

5. Input the details of the new product.

- For Part 3(g), click **Add** to submit pictures of the product package.
- For Part 3(h), if the container of the product being added is identical to that of a permitted item stated on the existing permission letter, you may select the corresponding permitted item number, or click **View existing permission letter** to check the corresponding permitted item number. If you select new container, you need to submit an empty sample of the container to the Centre for Food Safety. You may click **Submit** in Part 4(g) as shown in point 6 to view the location for submitting the sample.

Simply click **Add Food Item** if more food items under the same food manufacturer need to be added, else click **Next**.



3. Details of Food

Item 1

a. Brand Name

b. Product Name

c. Container Size Please select ... ▾

d. Type of Product ▾

e. Heat-treatment Method ▾

f. Shelf-life Day(s) ▾

g. Full clear pictures of the product package

h. Container is the same as that of permitted item
(No. Please select ... ▾)

New container

6. To proceed with the application, click **Add** to upload the required documents for all the added food item(s).

4. Required Information and Documents		Notes for Attention
(a)	Copy of valid registration certificate of the product's manufacturing plant issued by a competent authority of the place of food origin	N/A
(b)	Supply certificate issued by the manufacturer certifying that it is the direct supplier of the product, together with the manufacturing flowchart showing details of the production facilities, heat-treatment method, etc.	Add
(c)	Test report (testing date within the past year) on the quality of water used in the manufacturing plant for food production, including results of coliform bacteria and free residual chlorine levels	N/A
(d)	Test report (testing date within the past year) showing the chemical composition of the product [for milk, percentages of milk fat and milk solids other than milk fat; for milk beverages and cream, percentage of milk fat; for frozen confections (ice cream), percentages of fat, milk solids other than fat, sugar and sucrose]	Add
(e)	Test report (testing date within the past year) showing the microbiological quality of the product [for pasteurized milk, milk beverages and cream, total bacteria count per millilitre and any coliform bacteria in 0.1 of a millilitre; for UHT sterilized milk, milk beverages and cream, colony count; for frozen confections, total bacteria count per gram and coliform bacteria per gram]	Add
(f)	Declaration by the manufacturer on the shelf-life of the product	Add
(g)	Sample of empty container of the product	Submit
(h)	Full clear pictures of the product package (showing clearly the brand name, product name, ingredients, heat-treatment method, name and address of the manufacturer, name and address of the importer)	Provided in Part 3 (g)
(i)	Specimen of certificate issued by a competent authority of the place of food origin certifying the product has been subject to appropriate heat-treatment, has been handled, processed and packed under satisfactory hygienic conditions, meets specific quality standards and is fit for human consumption; in case legal reference is quoted in the certificate, a copy of the original text of the relevant legislation shall be attached	N/A
(j)	Other supporting documents	Add

◀ Back
Save
Preview and Submit Application
Close

[STEP 3] SUBMIT THE APPLICATION

7. Upon completion, click **Preview and Submit Application**.

(j)	Other supporting documents	Edit
-----	----------------------------	-------------

◀ Back
Save
Preview and Submit Application
Close

8. 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.

Preview Application ✕

(f)	Declaration by the manufacturer on the shelf-life of the product XXXXXX.pdf
(g)	Sample of empty container of the product
(h)	Full clear pictures of the product package (showing clearly the brand name, product name, ingredients, heat-treatment method, name and address of the manufacturer, name and address of the importer)
(i)	Specimen of certificate issued by a competent authority of the place of food origin certifying the product has been subject to appropriate heat-treatment, has been handled, processed and packed under satisfactory hygienic conditions, meets specific quality standards and is fit for human consumption; in case legal reference is quoted in the certificate, a copy of the original text of the relevant legislation shall be attached
(j)	Other supporting documents XXXXXX.pdf (XXXXXX)

Confirm
Amend
Print


9. 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

10. After submission, you will receive an acknowledgement with information including the Application No. and Application Date. Simply click **Close** to return to the main page.

 **Application Submitted Successfully**

Application No.	IPMFC-N-XX-XXXXXX
Application Date	202X-XX-XX 14:45:20

For any enquiries, please contact:

Centre for Food Safety, Food and Environmental Hygiene Department
18/F (Post box 1805), THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Tel. No.: 2708 3031 Fax. No.: 2834 8718

Print
X Close

11. After approval of the application, you may view all the currently permitted item(s) listed on the permission letter with the same permission number.

Appendix I

List of Milk / Milk Beverages

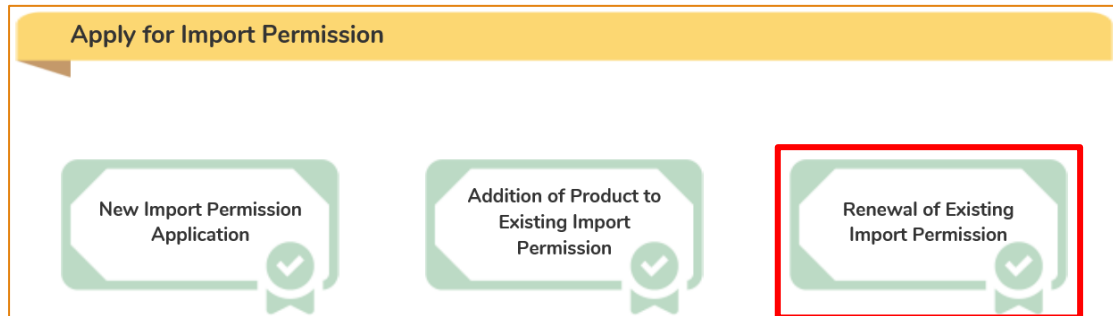
Permitted Item No.	Brand Name	Product Name	Container Size	Heat-treatment Method [#]	Shelf-life
XX-XXX1	XXX	XXX	1 L	P	3 weeks
XX-XXX2	XXX	XXXXXX	200 ml	U	12 months

P: Pasteurization
U: Ultra High Temperature Method
O: Others

HOW TO APPLY FOR RENEWAL OF EXISTING IMPORT PERMISSION

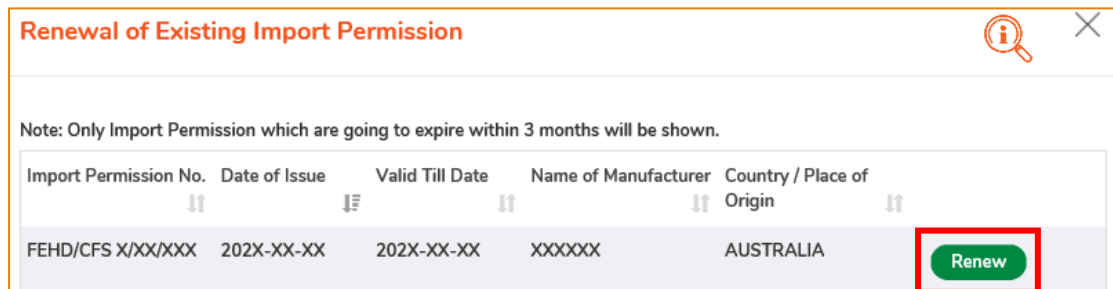
[STEP 1] SELECT TO RENEW EXISTING IMPORT PERMISSION

1. Assuming you would like to renew existing Import Permission, click **Renewal of Existing Import Permission**.



2. Select the Import Permission that you would like to renew and click **Renew**.

Note : Only Import Permission which are going to expire within 3 months will be shown.



[STEP 2] INPUT OR AMEND THE REQUIRED INFORMATION

3. View the details of Import Permission. You may update the Telephone No. and Fax No. of the applicant (if necessary).

1. Particulars of Applicant

a) Name of Importer

(In English) (In Chinese)

b) Trader Registration No./Exemption No.

c) Correspondence Address

(In English)

(In Chinese)

d) Name of Contact Person

(In English) (In Chinese)

e) Telephone No. Fax No.

2. Particulars of Food Manufacturer

a) Name of Manufacturer

b) Manufacturing Plant No.

c) Address of Manufacturing Plant

d) Country / Place

[STEP 3] SELECT FOOD ITEM TO BE RENEWED AND SUBMIT THE APPLICATION

4. Tick the checkbox of food item(s) that you would like to renew. Upon completion, click **Preview and Submit Application**.

3. Food Items to be renewed

Permitted Item No.	Food Description	Select All <input type="checkbox"/>
XX-XXX1	XXXXXX,XXXXXX,XXXL	<input checked="" type="checkbox"/>
XX-XXX2	XXXXXX,XXXXXX,XXXL	<input checked="" type="checkbox"/>
XX-XXX3	XXXXXX,XXXXXX,XXXL	<input type="checkbox"/>

Preview and Submit Application

Close

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

Preview Application ✕

2. Particulars of Food Manufacturer

a) Name of Manufacturer XXX

b) Manufacturing Plant No. XXX

c) Address of Manufacturing Plant XXX

d) Country / Place AUSTRALIA

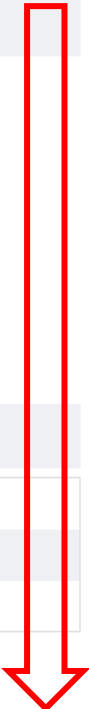
3. Food Items to be renewed

Permitted Item No.	Food Description
XX-XXX1	XXXXXX,XXXXXX,XXXL
XX-XXX2	XXXXXX,XXXXXX,XXXL

Confirm

Amend

Print




6. 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**

7. After submission, you will receive an acknowledgement with information including the Application No. and Application Date. Simply click **Close** to return to the main page.

 **Application Submitted Successfully**

Application No.	IPMFC-R-XX-XXXXXX
Application Date	202X-XX-XX 12:52:30

For any enquiries, please contact:

Centre for Food Safety, Food and Environmental Hygiene Department
18/F (Post box 1805), THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Tel. No.: 2708 3031 Fax. No.: 2834 8718

Print **Close**