Training Manual

Application for Recommendation on Food Manufacturer Registration

Version 1.1   (8 March 2024)

RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION – HOW TO APPLY
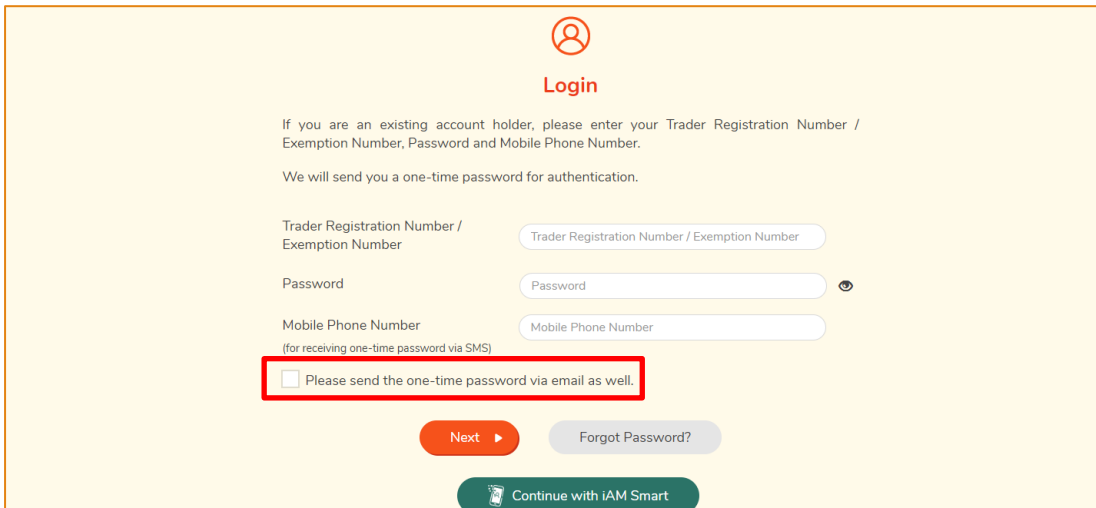
[STEP 1] LOGIN TO FOOD TRADER PORTAL (FTP) HOMEPAGE

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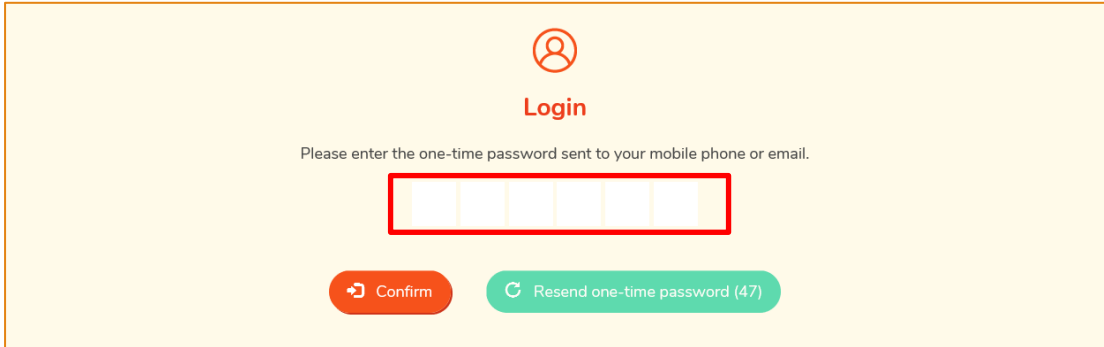

2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then click Next.

    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.
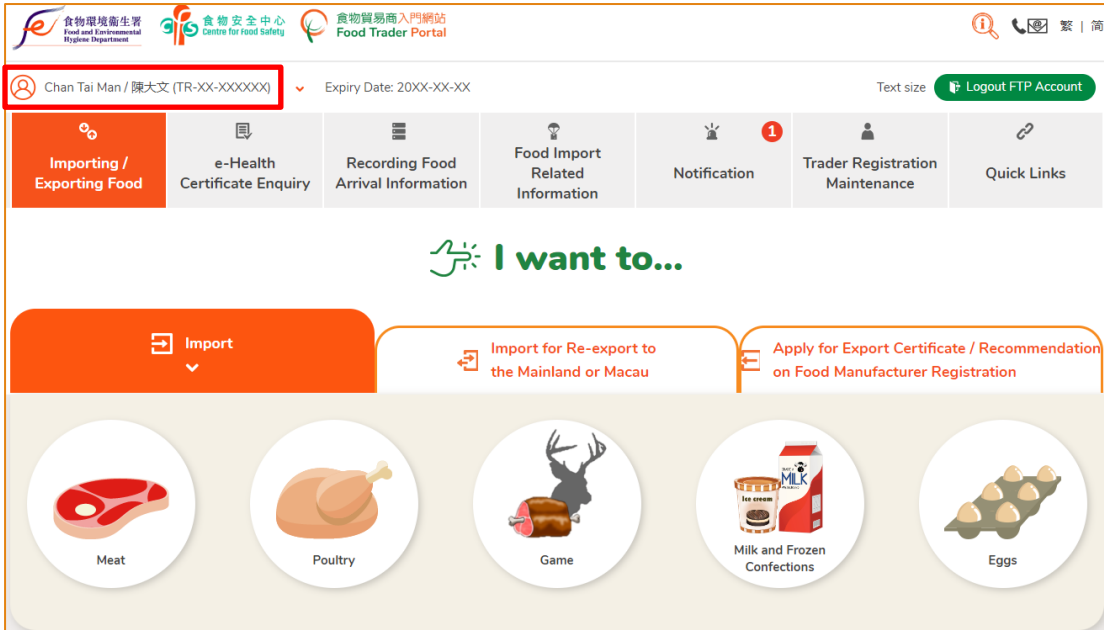

To login FTP with iAM Smart, you may refer to section HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART of the training manual on General Operations for details.

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3. Input the one-time password sent to your mobile phone or email address, then click 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 RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION APPLICATION
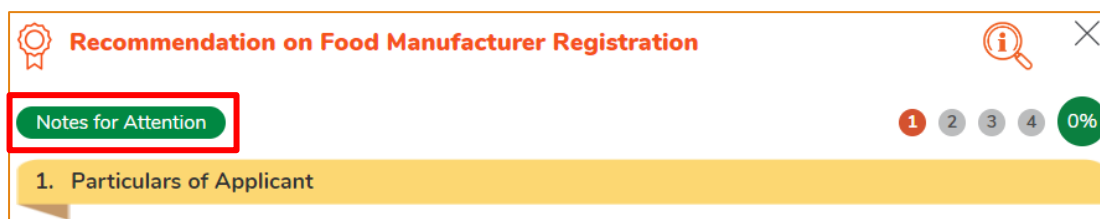
5. Choose Apply for Export Certificate / Recommendation on Food Manufacturer Registration on the main page and click Recommendation on Food Manufacturer Registration.
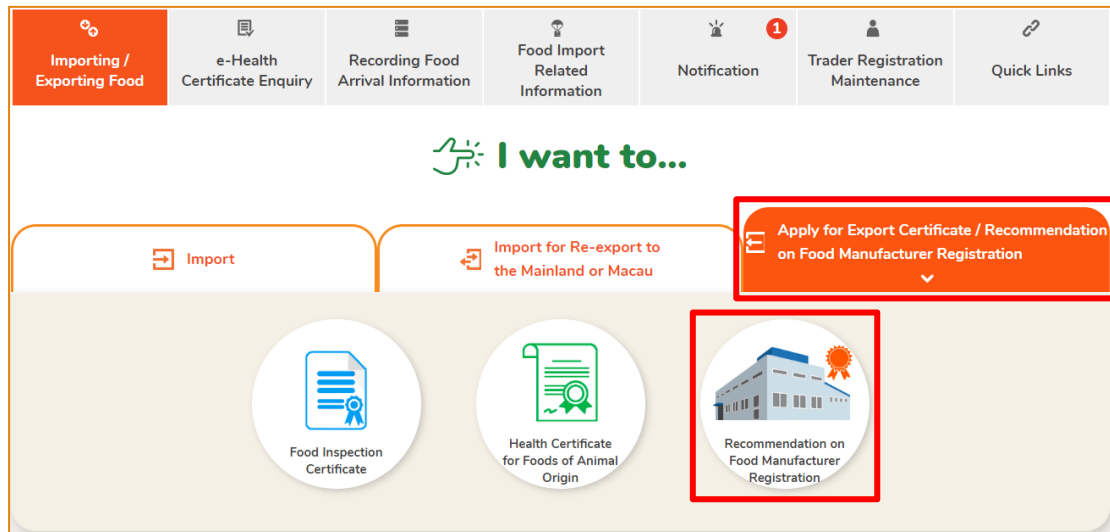
6. Then choose New Application.　(For other options, please refer to the section HOW TO APPLY FOR A NEW RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION WITH OTHER FEATURES in this training manual.)

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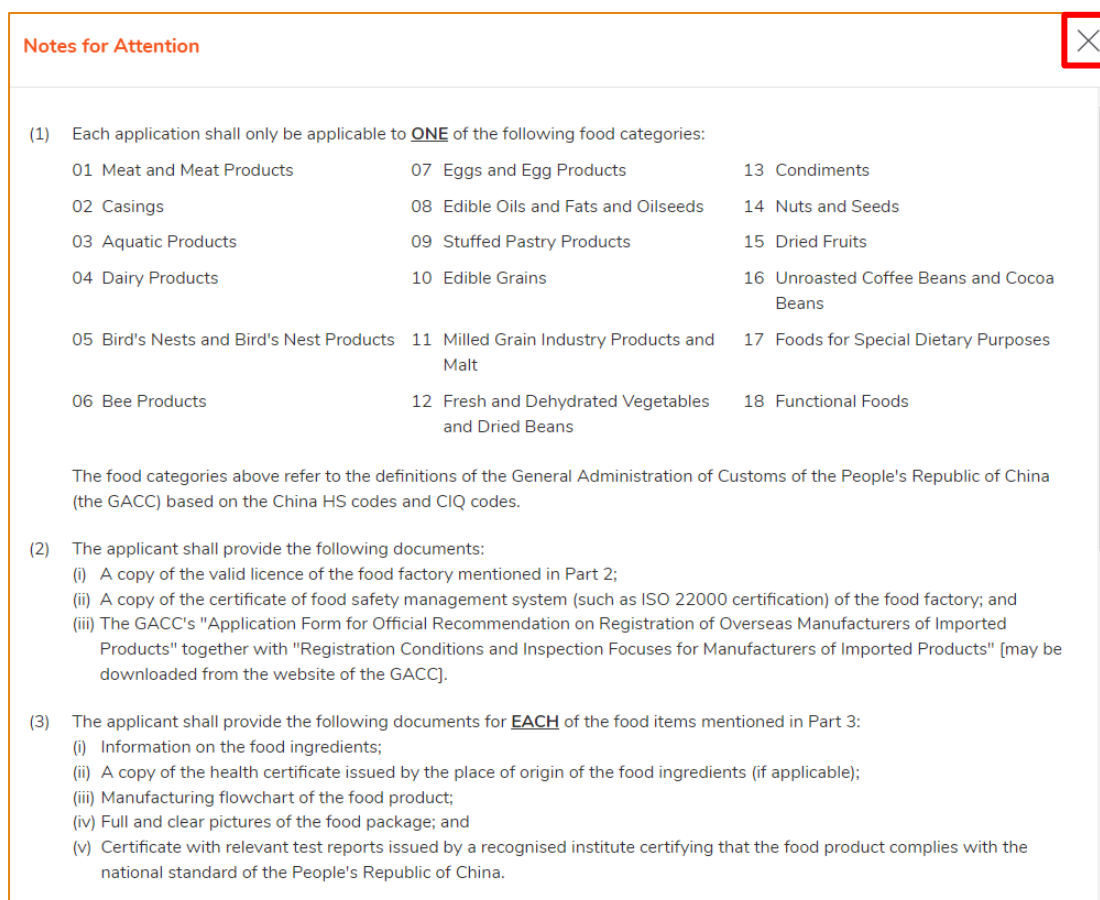
7. Click Notes for Attention to read the important notes.

8. Click X at the top right corner to return to the application.

Notes for Attention

(1) Each application shall only be applicable to **ONE** of the following food categories:

01 Meat and Meat Products	07 Eggs and Egg Products	13 Condiments
02 Casings	08 Edible Oils and Fats and Oilseeds	14 Nuts and Seeds
03 Aquatic Products	09 Stuffed Pastry Products	15 Dried Fruits
04 Dairy Products	10 Edible Grains	16 Unroasted Coffee Beans and Cocoa Beans
05 Bird's Nests and Bird's Nest Products	11 Milled Grain Industry Products and Malt	17 Foods for Special Dietary Purposes
06 Bee Products	12 Fresh and Dehydrated Vegetables and Dried Beans	18 Functional Foods

The food categories above refer to the definitions of the General Administration of Customs of the People's Republic of China (the GACC) based on the China HS codes and CIQ codes.

(2) The applicant shall provide the following documents:
   (i) A copy of the valid licence of the food factory mentioned in Part 2;
   (ii) A copy of the certificate of food safety management system (such as ISO 22000 certification) of the food factory; and
   (iii) The GACC's "Application Form for Official Recommendation on Registration of Overseas Manufacturers of Imported Products" together with "Registration Conditions and Inspection Focuses for Manufacturers of Imported Products" [may be downloaded from the website of the GACC].

(3) The applicant shall provide the following documents for **EACH** of the food items mentioned in Part 3:
   (i) Information on the food ingredients;
   (ii) A copy of the health certificate issued by the place of origin of the food ingredients (if applicable);
   (iii) Manufacturing flowchart of the food product;
   (iv) Full and clear pictures of the food package; and
   (v) Certificate with relevant test reports issued by a recognised institute certifying that the food product complies with the national standard of the People's Republic of China.

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9. Input the Name of Food Manufacturer. You may update the pre-filled Correspondence Address, Name of Contact Person, Telephone No. or Fax No.. Click Next to proceed to next page.

1. Particulars of Applicant

(1)	Name of Food Manufacturer		
	(In English)		(In Chinese)
(2)	Name of Business		
	(In English)	XXX Limited	(In Chinese) XXX有限公司
(3)	Trader Registration No./Exemption No.		
	TR-XX-XXXXXX		
(4)	Correspondence Address		
	(In English)	XXXXXX	
	(In Chinese)	XXXXXX	
(5)	Name of Contact Person		
	(In English)	XXXXXX	(In Chinese)
(6)	Telephone No.	XXXXXXXX	Fax No.

◀ Back   Save   Close   Next ▶

10. Input the information of the food factory, select the Category No. of Food Product under Application and provide the required documents. Click Add to upload the files of the documents.

2. Particulars of Food Factory

(1)	Food Factory Licence No.	
(2)	Address of Food Factory	
(3)	Category No. of Food Product under Application	Please select ...
(4)	Valid licence of the food factory	Add
(5)	Certificate of food safety management system of the food factory	Add
(6)	The General Administration of Customs of the People's Republic of China (the GACC)'s Application Form for Official Recommendation on Registration of Overseas Manufacturers of Imported Products [may be downloaded from the website of the GACC]	Add

◀ Back   Save   Close   Next ▶

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11.   Click Choose file to select the file of the document, then click Confirm.

Please provide the supporting document

(4)   Valid licence of the food factory

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

12.   After providing and uploading all required information and files, click Next.

2.   Particulars of Food Factory

(1)	Food Factory Licence No.	XXX
(2)	Address of Food Factory	XXX
(3)	Category No. of Food Product under Application	01 Meat and Meat Products ▾

(4)	Valid licence of the food factory XXXXXX.pdf	Edit
(5)	Certificate of food safety management system of the food factory XXXXXX.pdf	Edit
(6)	The General Administration of Customs of the People's Republic of China (the GACC)'s Application Form for Official Recommendation on Registration of Overseas Manufacturers of Imported Products [may be downloaded from the website of the GACC] XXXXXX.pdf	Edit

◀ Back   Save   Close   Next ▶

13. Input the information of the food products and provide the required documents. Click Add to upload the files of the documents, then click Next.

3. Details of Food Product

Food Item 1   **Copy Food Item**

(a) Brand Name

(b) Product Description

(c) China HS Code (10 Digits)

(d) China CIQ code (3 Digits)

(e)	Information on the food ingredients	Add
(f)	Health certificate issued by the place of origin of the food ingredients (if applicable)	Add
(g)	Manufacturing flowchart of the food product	Add
(h)	Full and clear pictures of the food package	Add
(i)	Certificate with relevant test reports issued by a recognised institute certifying that the food product complies with the national standard of the People's Republic of China	Add
(j)	Others (if applicable)	Add

Add Food Item
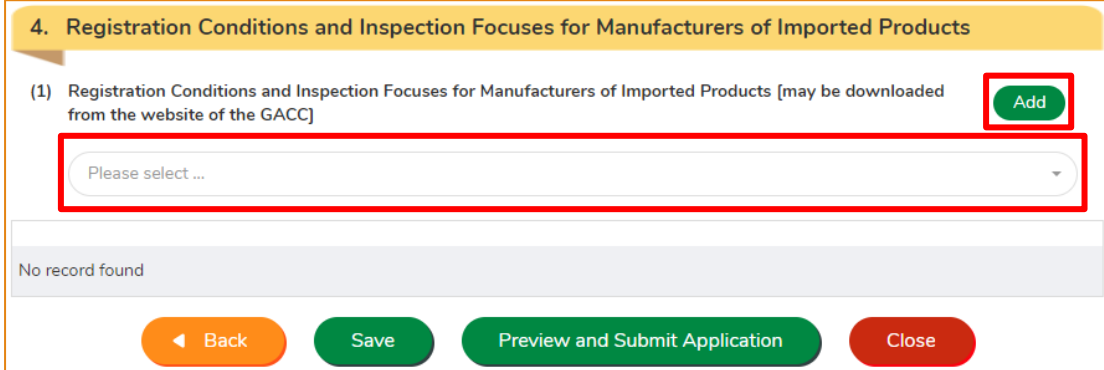
◀ Back   Save   Close   Next ▶

Notes:

- If there are more than one food item, click Add Food Item to provide the information.

- You may also click Copy Food Item to save time if the information of the food items are similar.

14. Click Add to upload the completed Registration Conditions and Inspection Focuses for Manufacturers of Imported Products ("checklist") under the section "Registration Conditions and Inspection Focuses for Manufacturers of Imported Products".   You may download the checklist from the website of the General Administration of Customs of the People's Republic of China (GACC) for completion.   Then select the corresponding checklist in the pull-down menu.

15. If your application have more than one checklist, simply click Add to repeat the step in Point 14.

16. To upload the related supporting documents for the checklist, click Add to upload the files (if applicable).

17. After providing and uploading all required information and files, click Preview and Submit Application.

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18. Before submitting the application, you may review the information you provided in this Preview Page． If amendment is required, click Amend to do so, or else click Confirm to proceed.

19. Read the Declaration, then tick the checkbox and click Submit to complete the application.

20. After submission, you will receive an acknowledgement with information including the Application No. and Application Date. 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 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.	FMR-XX-N-XXXX
Application Date	20XX-XX-XX XX:XX:XX

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   Fax. No.: 2521 4784
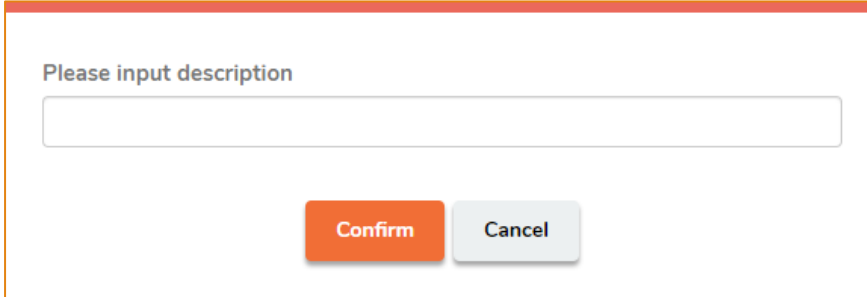
Save as Template   Print   ✕ Close

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SAVE A DRAFT APPLICATION
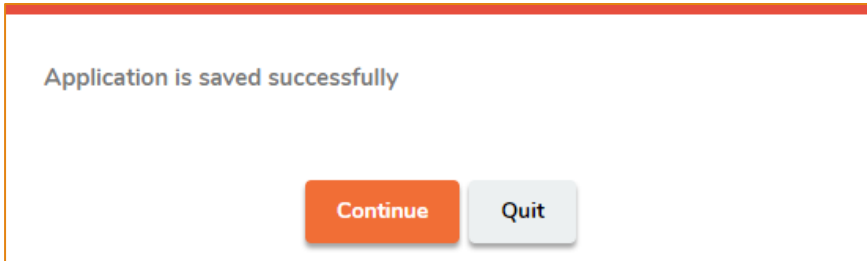
1. You can save all the information you have entered during the application process by clicking Save.

2. Simply enter a name as description, then click Confirm.

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

4. If you have chosen to Quit, you may retrieve the saved application later by clicking Recommendation on Food Manufacturer Registration and then Prepared Application for Submission on the main page.
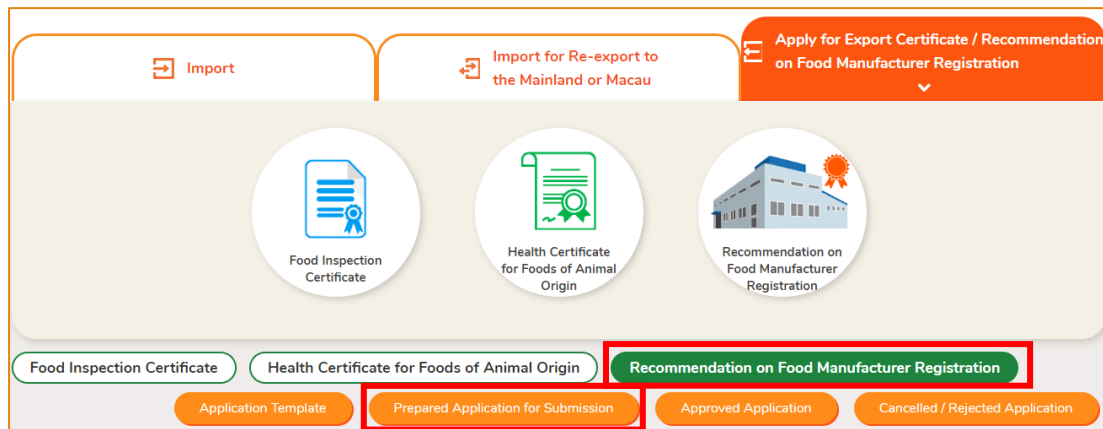
5. Select the saved application and click Open to continue the application.
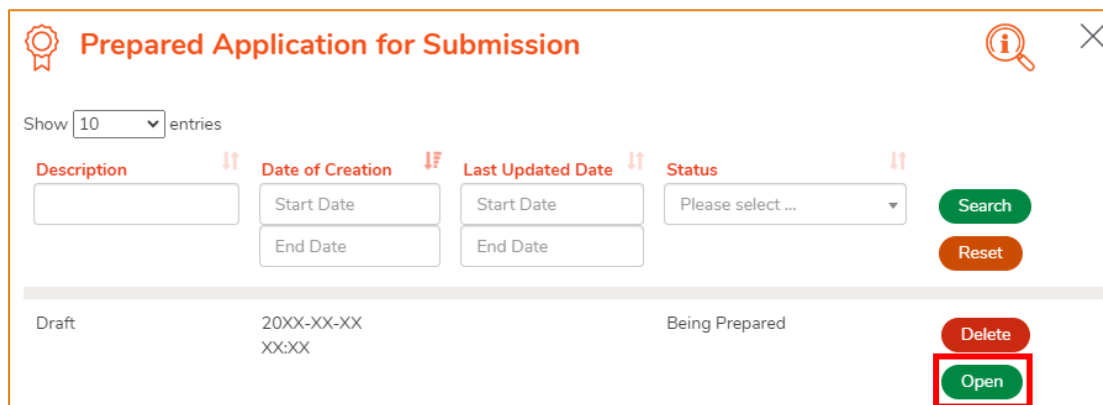
APPLICATION TEMPLATE

CREATE APPLICATION 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.

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VIEW APPLICATION TEMPLATE

1. To view the saved templates, choose Recommendation on Food Manufacturer Registration on the main page and then click Application Template.
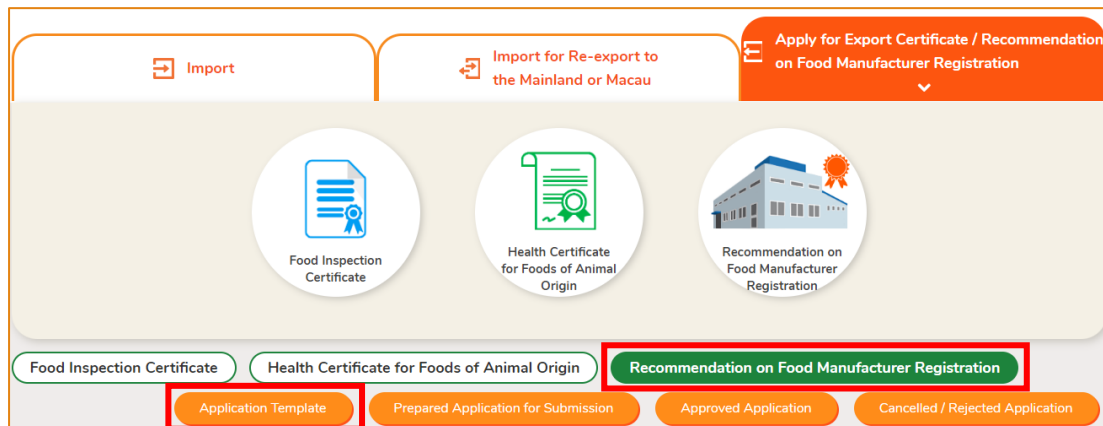
2. Click View to look into the template details.   If you want to remove the template, click Delete.   If you want to amend the name of template, click Amend.

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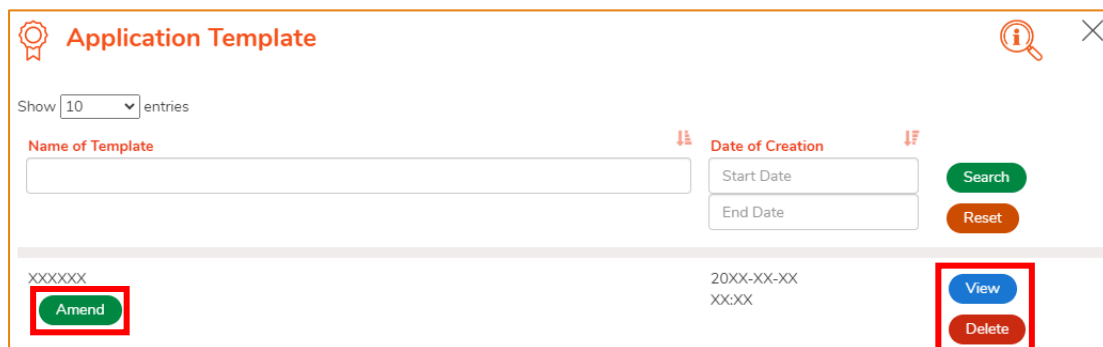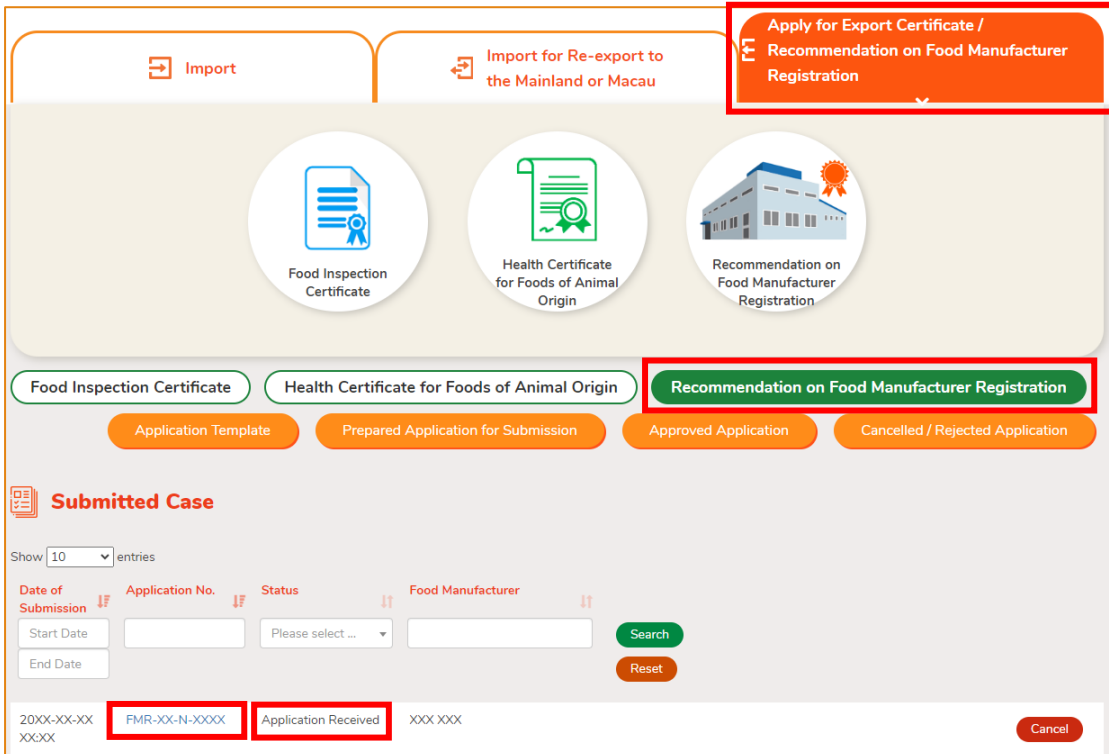
VIEW THE SUBMITTED APPLICATION
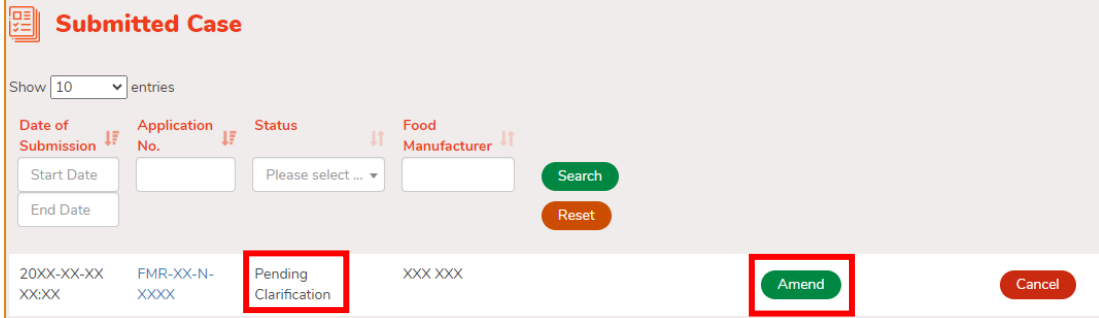
1. Click Apply for Export Certificate / Recommendation on Food Manufacturer Registration on the main page and then Recommendation on Food Manufacturer Registration below to view all the submitted case(s).

2. The status of the newly submitted application will be shown as Application Received. You may click on the application number to look into the details of the corresponding application.

AMEND THE SUBMITTED 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.
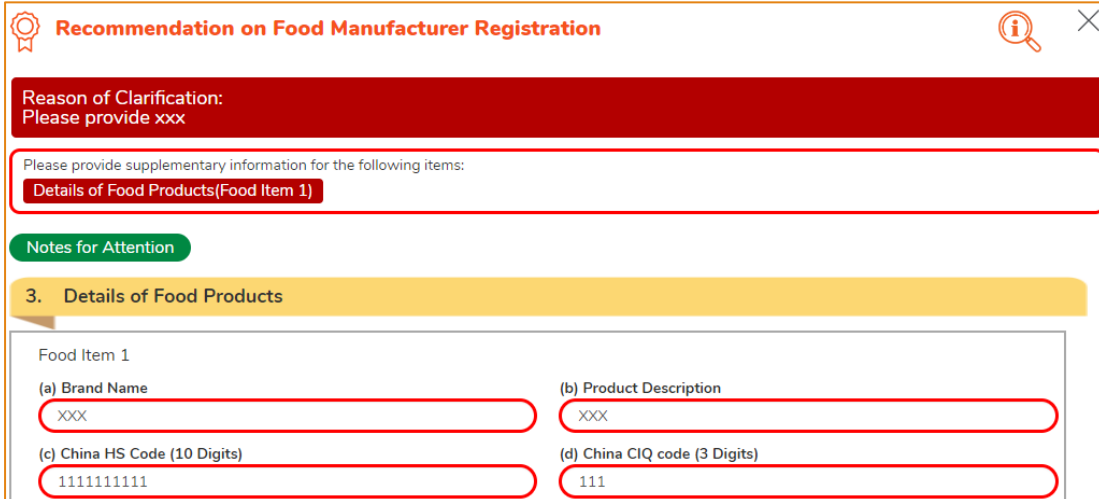
2. Make amendment or provide supplementary information as requested.
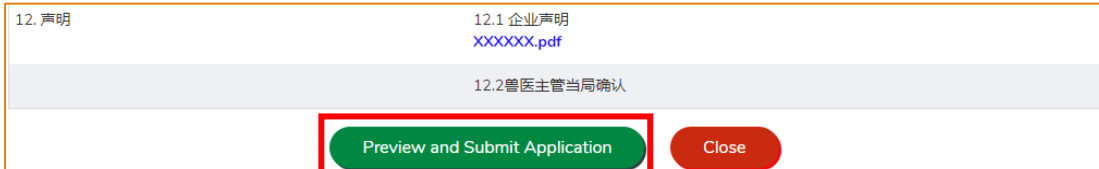
3. After amending the information, click Preview and Submit Application to complete the application.
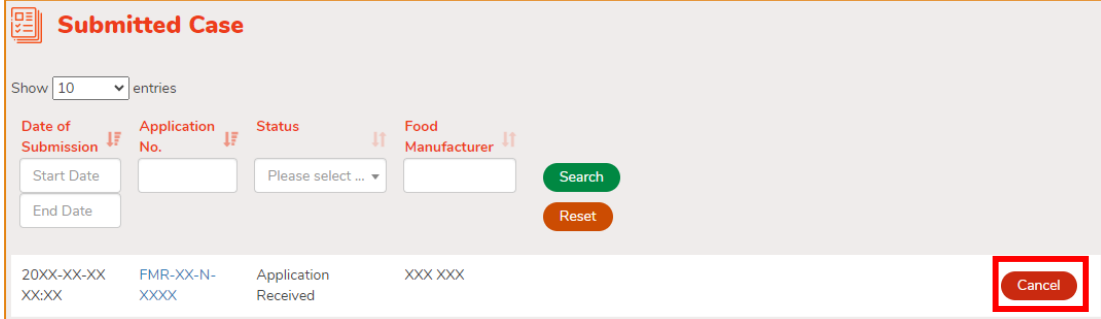
CANCEL A SUBMITTED APPLICATION

1. You may cancel an application only when it is pending approval.   Choose the application and click Cancel.
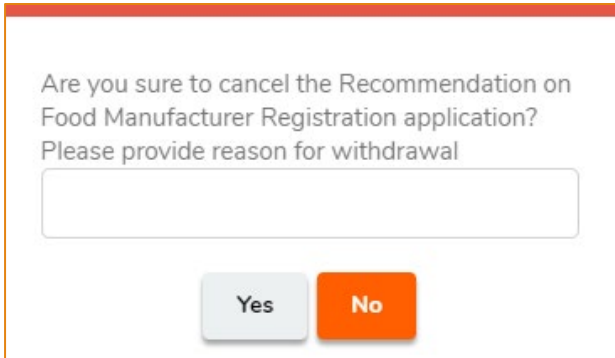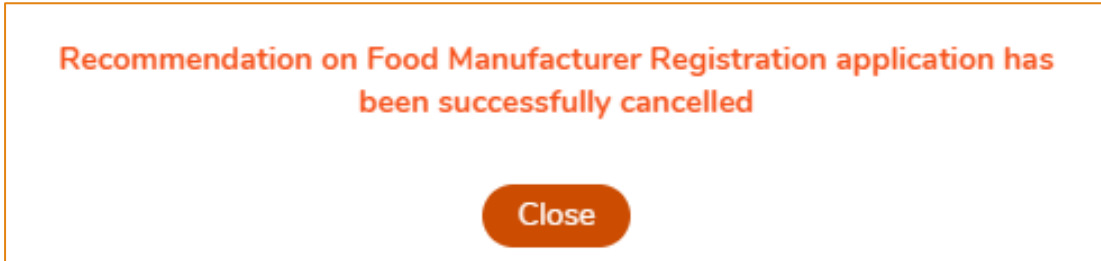
2. State the reason for cancelling the application, then click Yes.

3. System will display the message Recommendation on Food Manufacturer Registration application has been successfully cancelled.   Click Close to return to the main page.
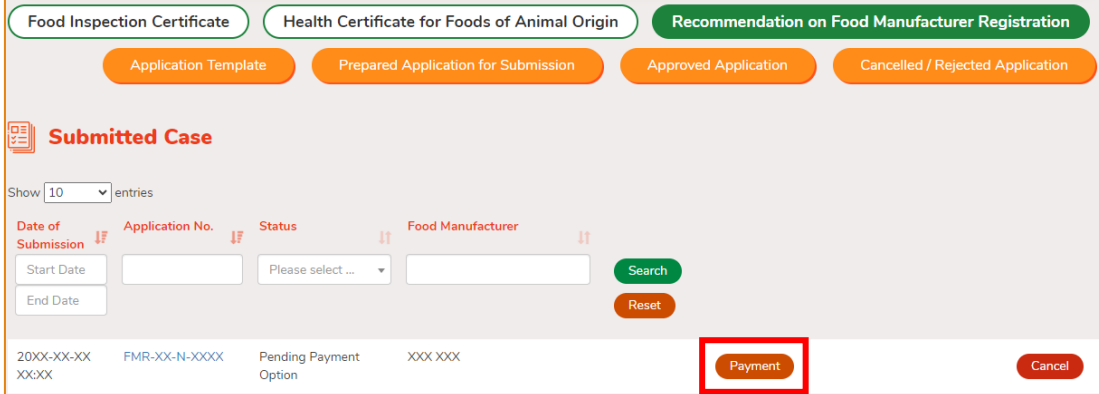
4. Choose Recommendation on Food Manufacturer Registration on the main page, click
   Cancelled / Rejected Application to view the cancelled application.
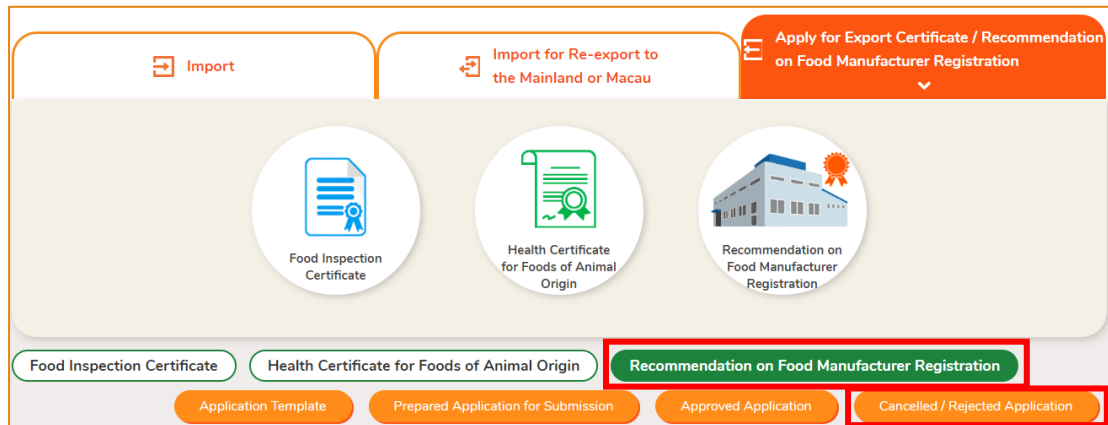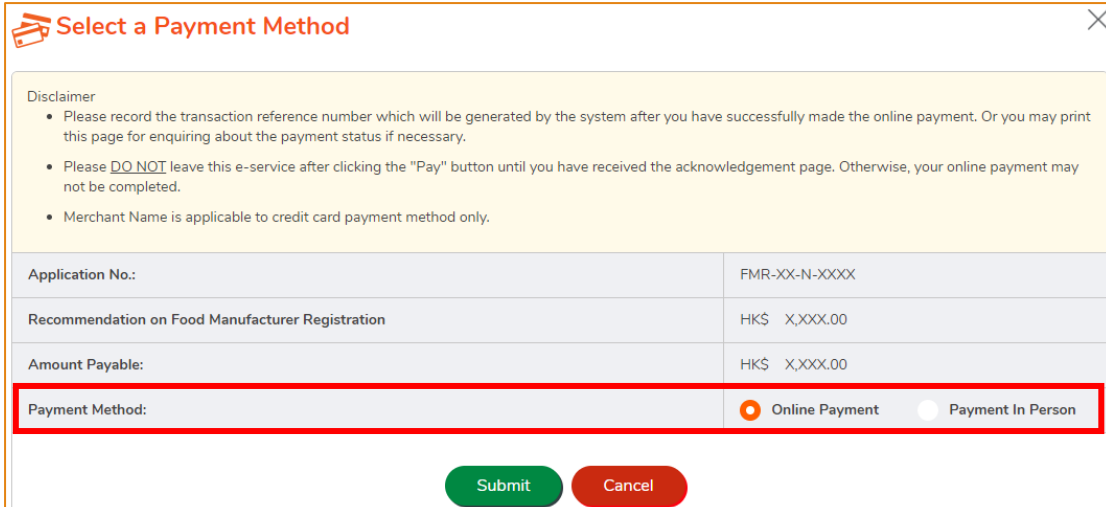
PAYMENT OPTIONS

1. After your application has passed the preliminary review by the Centre for Food Safety, you have to pay for the application, click Payment to view the details.

2. Select Online Payment if you prefer to pay online, otherwise select Payment In Person. Then click Submit to proceed.

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3. If you choose to pay online, select the payment method for this payment, then click Pay.

4. After completing online payment, you will receive an acknowledgement with information including the Application No., Transaction Reference No. and Transaction Date & Time.

5. If you choose to pay in person, click CONFIRM AND DOWNLOAD PAYMENT NOTICE.

Payment In Person

CONFIRM AND DOWNLOAD PAYMENT NOTICE   **CANCEL**

6. Click View to view the payment notice and proceed to payment.

List of Notices   ✕

Document Name	Date of Issue	
繳費通知書 (FMR-XX-N-XXXX).pdf	20XX-XX-XX	View
Payment Notice (FMR-XX-N-XXXX).pdf	20XX-XX-XX	View

✕ Close

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VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

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

2. Upon receiving notification on Request for Submission of Application Through the "China Import Food Enterprise Registration" system, please create an account and apply for account certification via the China International Trade Single Window. Please refer to the content of that notification for details.

Upon completion, you can go to Importing / Exporting Food on FTP main page, click Apply for Export Certificate / Recommendation on Food Manufacturer Registration and choose Recommendation on Food Manufacturer Registration, then click Submit Registration Info to provide the Username for approval.

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3. If the Centre for Food Safety has certified your account, please submit a registration application via the China International Trade Single Window.   Upon completion, you can input the Username and Application Serial No. in Submit Registration Info, then click Submit.

4. If you receive a notification on Registration of Food Manufacturer, your food manufacturer registration for export to the Mainland has been approved by the GACC.   You can go to Importing / Exporting Food on the main page.   Click Apply for Export Certificate / Recommendation on Food Manufacturer Registration and choose Recommendation on Food Manufacturer Registration to view the Approved Application.

5. Click on the registration number to look into the details of the application approved.

6. Similarly, if you receive a notification of the application being rejected, you may click Importing / Exporting Food on the main page, then click Apply for Export Certificate / Recommendation on Food Manufacturer Registration followed by clicking Recommendation on Food Manufacturer Registration and Cancelled / Rejected Application for details on a rejected application.

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7. Click on the application number to see the reason of rejection.

HOW TO APPLY FOR A NEW RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION WITH OTHER FEATURES

Apart from using the method mentioned earlier in this training manual to create a new recommendation on food manufacturer registration, the options below can also be used:
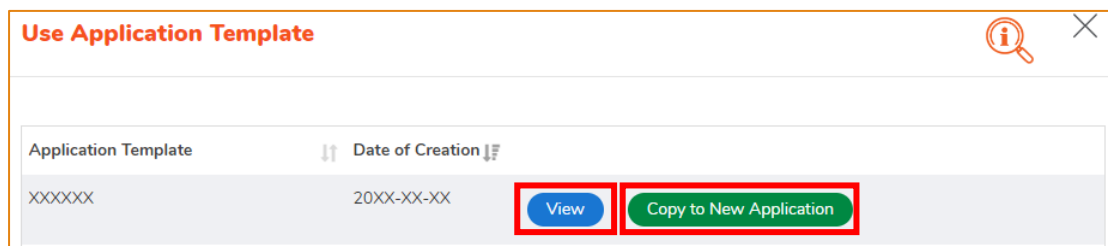
(1) Approved Application

(2) Application Template

SELECT A FUNCTION TO CREATE A NEW APPLICATION

1. Assuming application template is used to create a new application, click Application Template.

2. Select the relevant application template, click View to browse the template and then click Copy to New Application.

3. The information in the template will be copied to the new application.   You may input or amend the information.

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

5. Likewise, you may create a new application using Approved Application.   The procedure is essentially the same as using Application Template.