

# Training Manual

## Application for Recommendation on Food Manufacturer Registration

### TABLE OF CONTENTS

RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION – HOW TO APPLY .....	2
SAVE A DRAFT APPLICATION .....	13
APPLICATION TEMPLATE .....	15
VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS.....	17
HOW TO APPLY FOR A NEW RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION WITH OTHER FEATURES .....	29

RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION – HOW TO APPLY

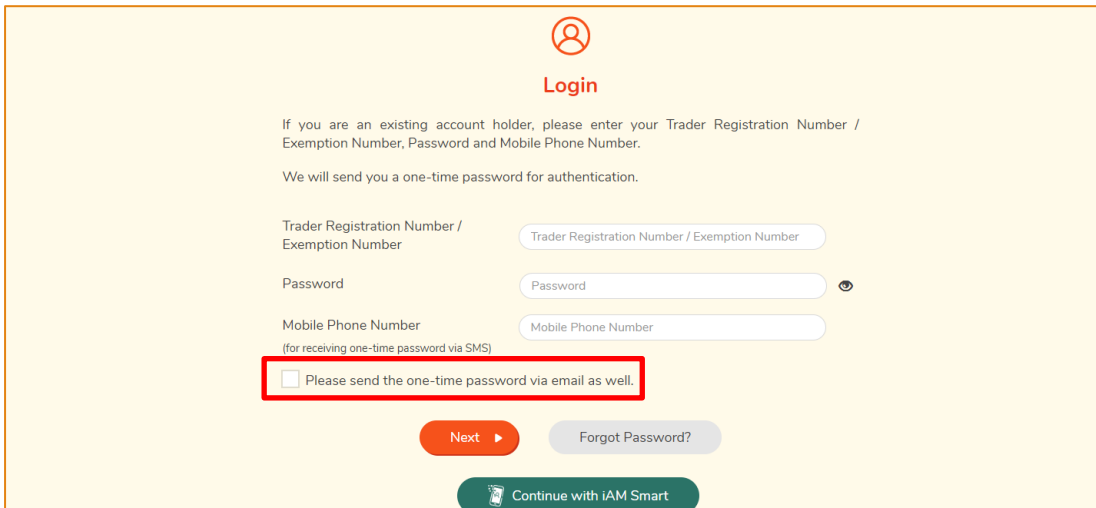
[STEP 1] LOGIN TO FOOD TRADER PORTAL (FTP) HOMEPAGE

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



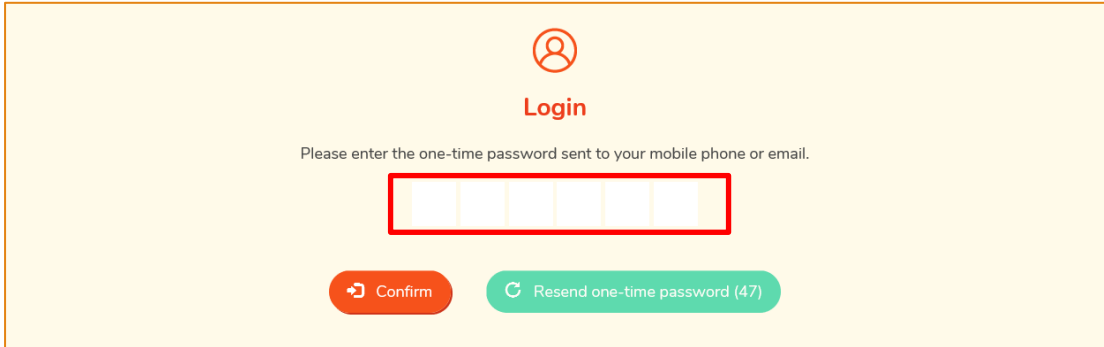
2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then click **Next**.

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.

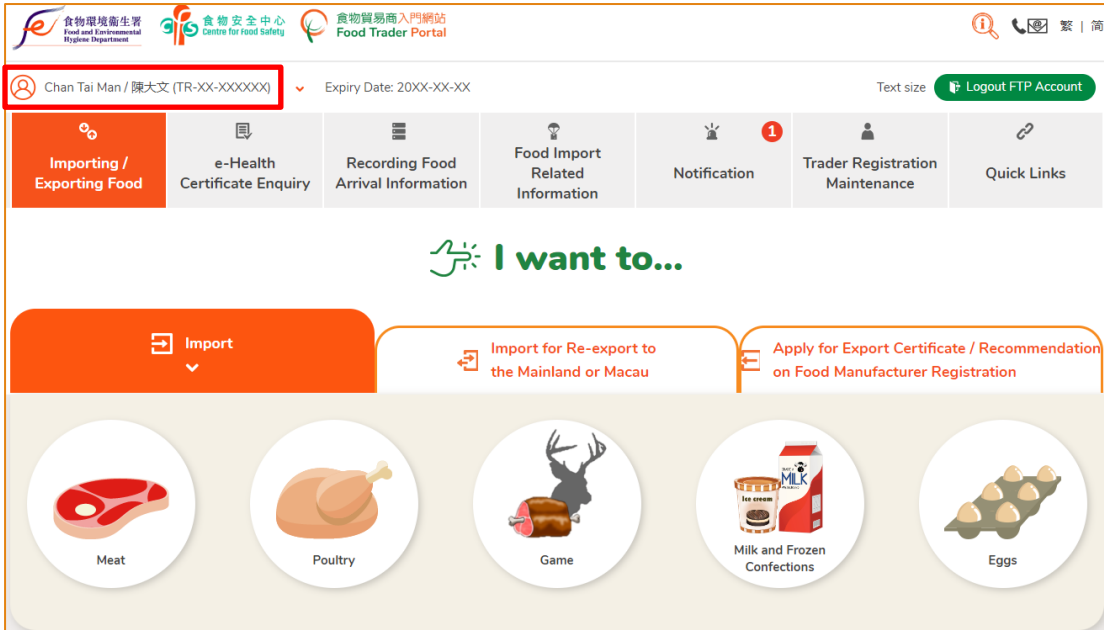


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

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

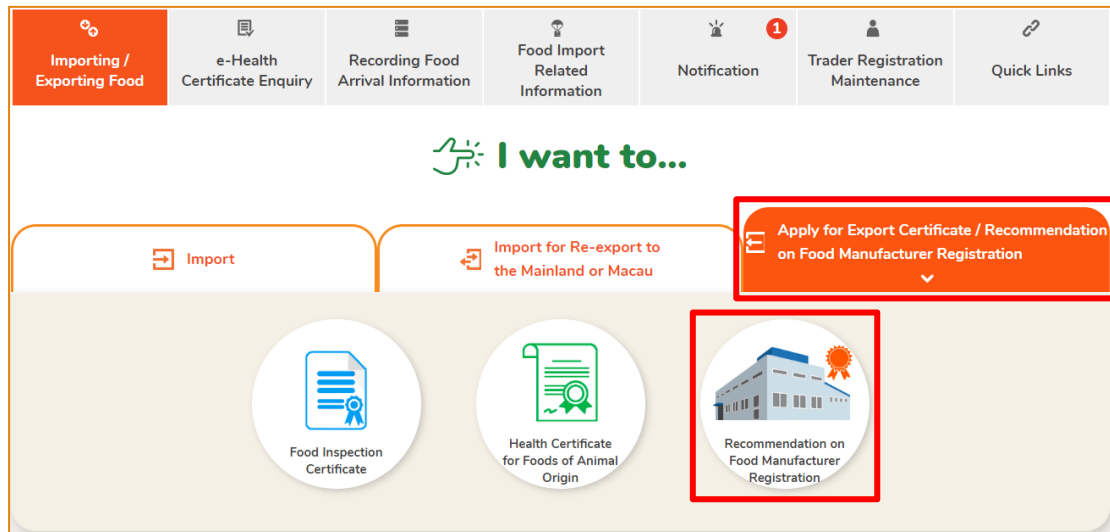


- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown on the top left corner.



**[STEP 2] CREATE A NEW RECOMMENDATION ON FOOD MANUFACTURER REGISTRATION APPLICATION**

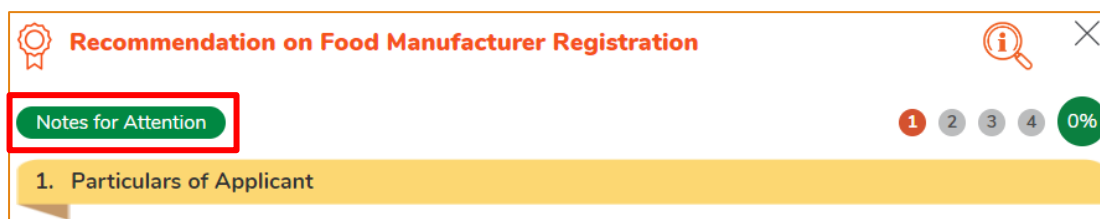
- Choose **Apply for Export Certificate / Recommendation on Food Manufacturer Registration** on the main page and click **Recommendation on Food Manufacturer Registration**.



- 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.)



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



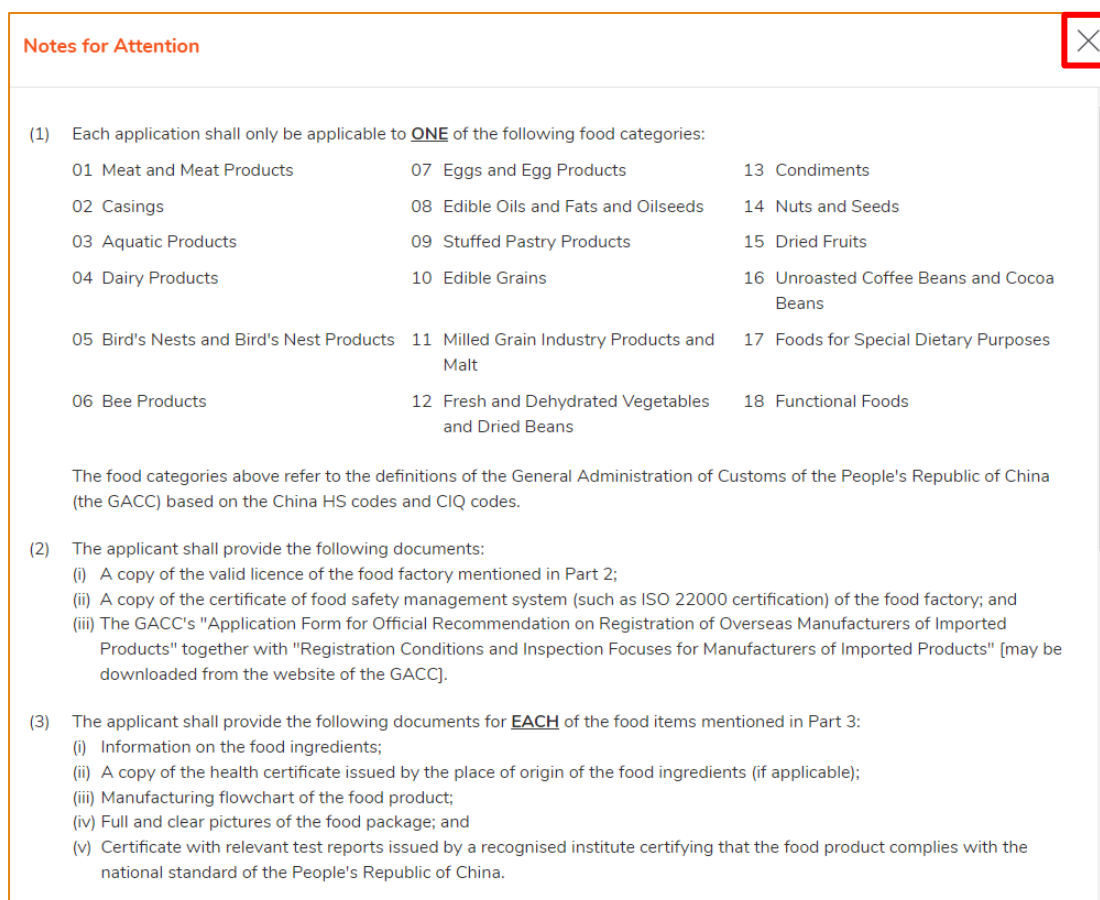
**Recommendation on Food Manufacturer Registration**

Notes for Attention

1 2 3 4 0%

1. Particulars of Applicant

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:

- A copy of the valid licence of the food factory mentioned in Part 2;
- A copy of the certificate of food safety management system (such as ISO 22000 certification) of the food factory; and
- 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:

- Information on the food ingredients;
- A copy of the health certificate issued by the place of origin of the food ingredients (if applicable);
- Manufacturing flowchart of the food product;
- Full and clear pictures of the food package; and
- 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.

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)  (In Chinese)

(3) Trader Registration No./Exemption No.

(4) Correspondence Address

(In English)

(In Chinese)

(5) Name of Contact Person

(In English)  (In Chinese)

(6) Telephone No.  Fax No.

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

(4) Valid licence of the food factory	<input type="button" value="Add"/>
(5) Certificate of food safety management system of the food factory	<input type="button" value="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]	<input type="button" value="Add"/>

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		<input type="button" value="Choose file"/> <input type="button" value="Delete"/>

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

(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.

(2) Address of Food Factory

(3) Category No. of Food Product under Application

(4) Valid licence of the food factory <a href="#">XXXXXX.pdf</a>	<input type="button" value="Edit"/>
(5) Certificate of food safety management system of the food factory <a href="#">XXXXXX.pdf</a>	<input type="button" value="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] <a href="#">XXXXXX.pdf</a>	<input type="button" value="Edit"/>

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 <input style="width: 95%;" type="text"/>	(b) Product Description <input style="width: 95%;" type="text"/>
(c) China HS Code (10 Digits) <input style="width: 95%;" type="text"/>	(d) China CIQ code (3 Digits) <input style="width: 95%;" type="text"/>

(e) Information on the food ingredients	<span style="border: 1px solid red; border-radius: 10px; padding: 5px 15px; color: white;">Add</span>
(f) Health certificate issued by the place of origin of the food ingredients (if applicable)	<span style="border: 1px solid red; border-radius: 10px; padding: 5px 15px; color: white;">Add</span>
(g) Manufacturing flowchart of the food product	<span style="border: 1px solid red; border-radius: 10px; padding: 5px 15px; color: white;">Add</span>
(h) Full and clear pictures of the food package	<span style="border: 1px solid red; border-radius: 10px; padding: 5px 15px; color: white;">Add</span>
(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	<span style="border: 1px solid red; border-radius: 10px; padding: 5px 15px; color: white;">Add</span>
(j) Others (if applicable)	<span style="border: 1px solid red; border-radius: 10px; padding: 5px 15px; color: white;">Add</span>

Add Food Item

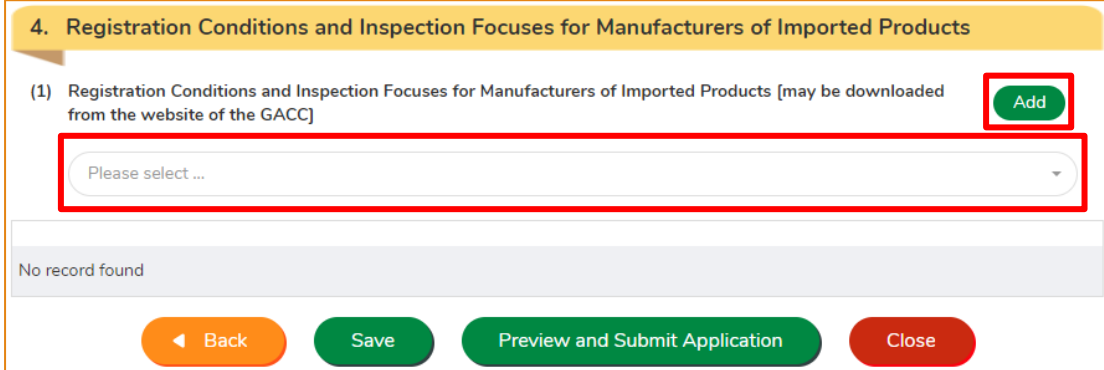
◀ Back
Save
Close
Next ▶

**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.



- 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.



**4. Registration Conditions and Inspection Focuses for Manufacturers of Imported Products**

(1) Registration Conditions and Inspection Focuses for Manufacturers of Imported Products [may be downloaded from the website of the GACC]

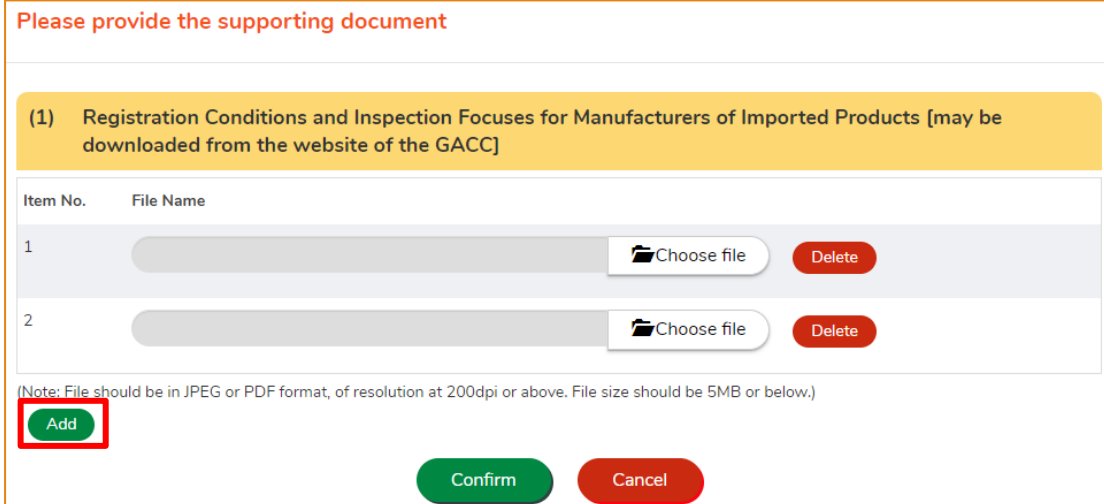
**Add**

Please select ...

No record found

◀ Back Save Preview and Submit Application Close

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



**Please provide the supporting document**

(1) Registration Conditions and Inspection Focuses for Manufacturers of Imported Products [may be downloaded from the website of the GACC]

Item No.	File Name
1	<input type="text"/> Choose file Delete
2	<input type="text"/> 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

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

#### 4. Registration Conditions and Inspection Focuses for Manufacturers of Imported Products

(1) Registration Conditions and Inspection Focuses for Manufacturers of Imported Products [may be downloaded from the website of the GACC] Edit  
[XXXXXX.pdf](#)

附件4-1-1 进口肉类境外生产企业注册条件及对照检查要点

Item Category	Item	Attachment (if applicable)
1. 企业基本情况	1. 基本情况	<span style="border: 2px solid red; border-radius: 10px; padding: 5px 15px; background-color: #2E8B57; color: white;">Add</span>
2. 企业位置、车间布局和设施设备	2.1 企业选址及厂区环境	<span style="border: 2px solid red; border-radius: 10px; padding: 5px 15px; background-color: #2E8B57; color: white;">Add</span>
	2.2 厂区布局	<span style="border: 2px solid red; border-radius: 10px; padding: 5px 15px; background-color: #2E8B57; color: white;">Add</span>
	2.3 车间设计和布局	<span style="border: 2px solid red; border-radius: 10px; padding: 5px 15px; background-color: #2E8B57; color: white;">Add</span>
	2.4 生产设备	<span style="border: 2px solid red; border-radius: 10px; padding: 5px 15px; background-color: #2E8B57; color: white;">Add</span>
	2.5 仓储设施	<span style="border: 2px solid red; border-radius: 10px; padding: 5px 15px; background-color: #2E8B57; color: white;">Add</span>

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

#### 4. Registration Conditions and Inspection Focuses for Manufacturers of Imported Products

11. 人员管理及培训	11.1 员工资格及健康管理 <a href="#">XXXXXX.pdf</a>	<span style="border: 1px solid orange; border-radius: 10px; padding: 2px 10px;">Edit</span>
	11.2 人员培训 <a href="#">XXXXXX.pdf</a>	<span style="border: 1px solid orange; border-radius: 10px; padding: 2px 10px;">Edit</span>
12. 声明	12.1 企业声明 <a href="#">XXXXXX.pdf</a>	<span style="border: 1px solid orange; border-radius: 10px; padding: 2px 10px;">Edit</span>
	12.2 兽医主管当局确认	

◀ Back
Save
Preview and Submit Application
Close

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.

**Preview Application** ✕

11. 人員管理及培訓	11.1 員工資格及健康管理 <a href="#">XXXXXX.pdf</a>
	11.2 人員培訓 <a href="#">XXXXXX.pdf</a>
12. 聲明	12.1 企業聲明 <a href="#">XXXXXX.pdf</a>
	12.2 醫醫主管當局確認

**Confirm** **Amend** **Print**


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

**Declaration**

I hereby declare that I am the manufacturer of the food product in respect of which this application is made and that the particulars given in this application are true and that the food product to be exported to the Mainland shall be as described. I fully understand the information and documents provided shall be forwarded to the General Administration of Customs of the People's Republic of China for processing the application. I fully understand the "[Personal Information Collection Statement](#)".

**Submit** **Return**

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

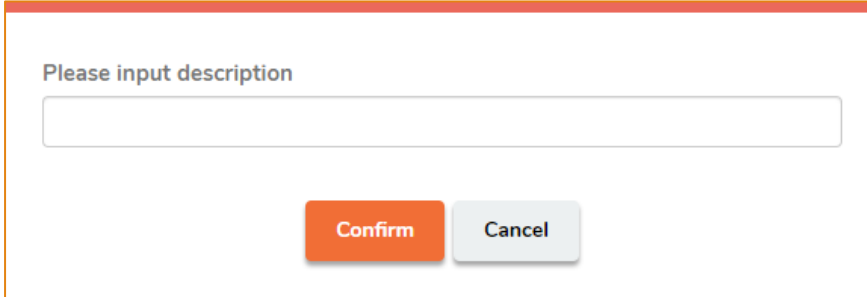
[Save as Template](#) [Print](#) [Close](#)

## SAVE A DRAFT APPLICATION

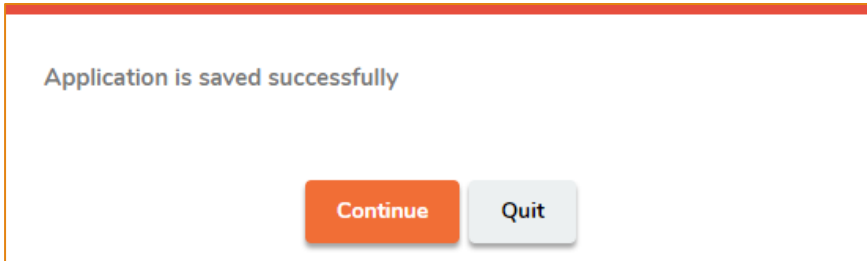
1. You can save all the information you have entered during the application process by clicking **Save**.



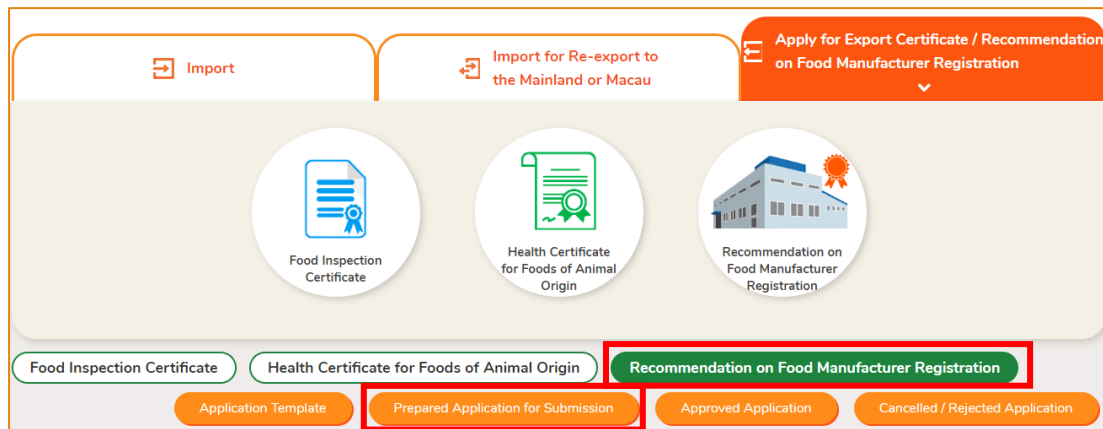
2. Simply enter a name as description, then click **Confirm**.

A form with a text input field and two buttons. The text 'Please input description' is above the input field. Below the input field are two buttons: 'Confirm' (orange) and 'Cancel' (grey).

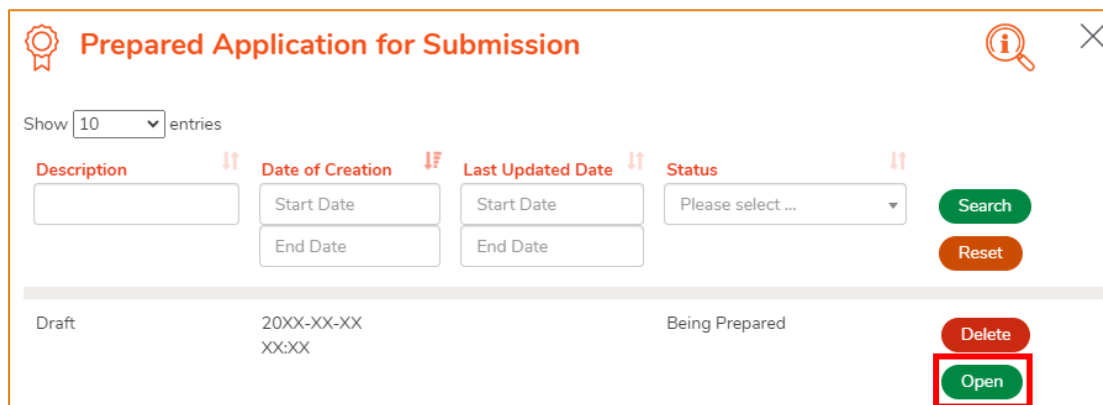
3. You may click **Continue** to proceed with the application or click **Quit** to return to the main page.

A form with a message and two buttons. The message 'Application is saved successfully' is at the top. Below it are two buttons: 'Continue' (orange) and 'Quit' (grey).

- 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.




- 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.

 **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**

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

Input Template Name

**Save** **Cancel**

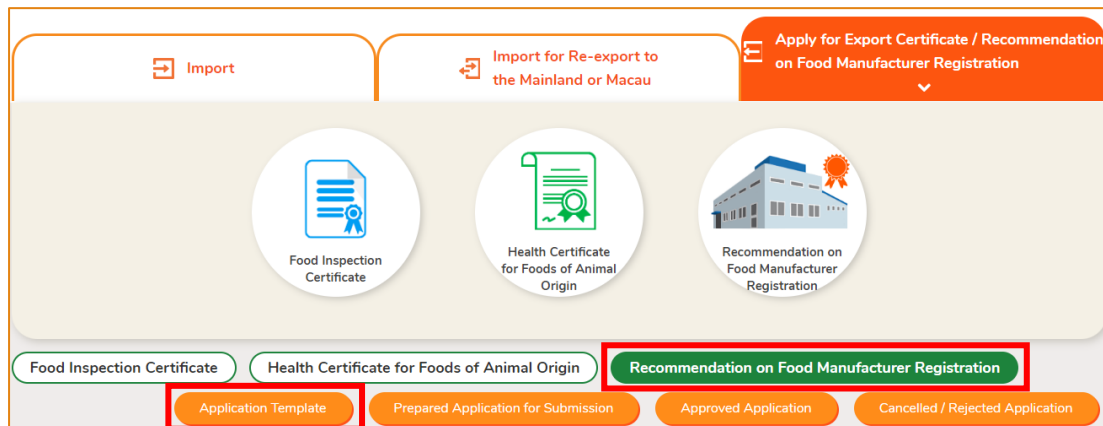
3. The template has been successfully saved, click **Close**.

Template "XXXXXX" is successfully saved

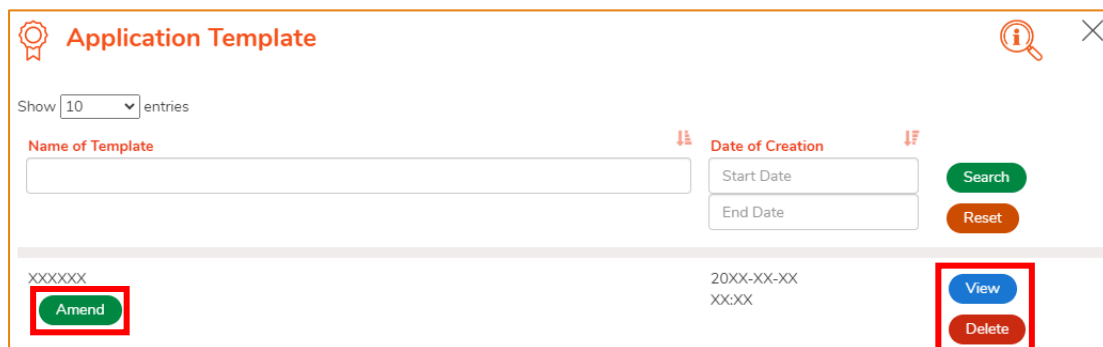
**Close**

## VIEW APPLICATION TEMPLATE

- To view the saved templates, choose **Recommendation on Food Manufacturer Registration** 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**.

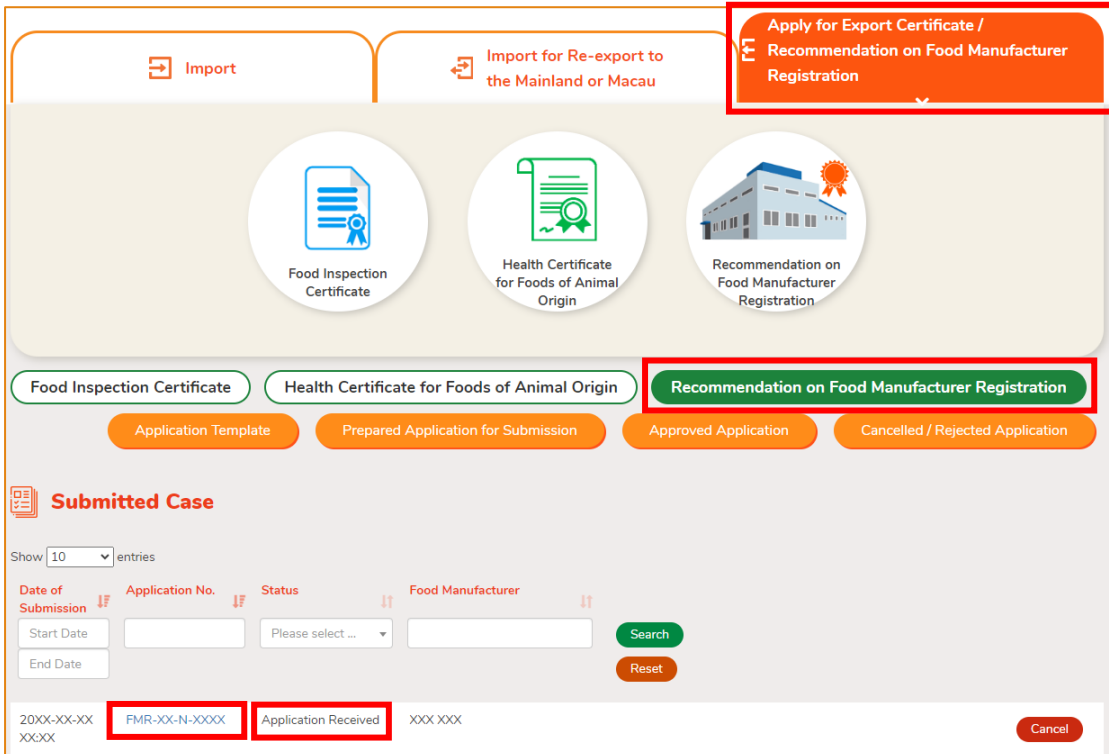




VIEW / AMEND / CANCEL SUBMITTED APPLICATIONS

VIEW THE SUBMITTED APPLICATION

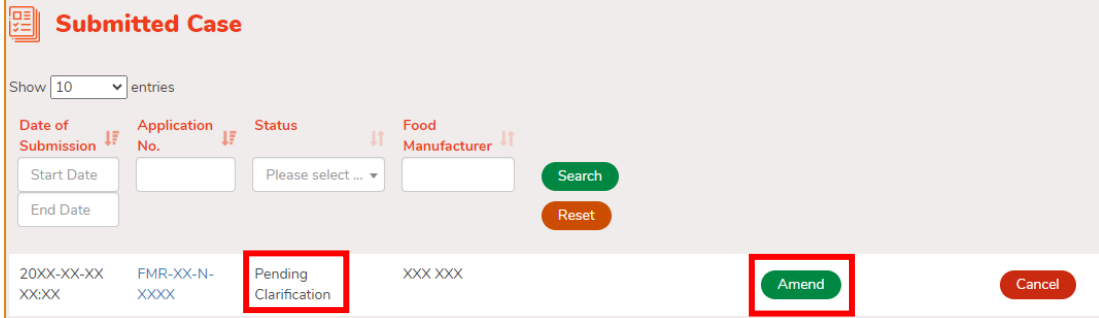
1. Click [Apply for Export Certificate / Recommendation on Food Manufacturer Registration](#) on the main page and then [Recommendation on Food Manufacturer Registration](#) below to view all the submitted case(s).
2. The status of the newly submitted application will be shown as [Application Received](#). You may click on the application number to look into the details of the corresponding application.



The screenshot displays the 'Submitted Case' section of the Food Trader Portal. At the top, there are navigation buttons for 'Import' and 'Import for Re-export to the Mainland or Macau'. Below these are three circular icons representing different application types: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin', and 'Recommendation on Food Manufacturer Registration'. The 'Recommendation on Food Manufacturer Registration' button is highlighted with a red border. Below the icons are four tabs: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin', 'Recommendation on Food Manufacturer Registration' (highlighted with a red border), and 'Cancelled / Rejected Application'. Underneath the tabs are four buttons: 'Application Template', 'Prepared Application for Submission', 'Approved Application', and 'Cancelled / Rejected Application'. The 'Submitted Case' section includes a search filter for 'Show 10 entries' and a table with columns for 'Date of Submission', 'Application No.', 'Status', and 'Food Manufacturer'. The first row of the table shows a date '20XX-XX-XX', an application number 'FMR-XX-N-XXXX' (highlighted with a red border), a status 'Application Received' (highlighted with a red border), and a manufacturer name 'XXX XXX'. A 'Cancel' button is located at the bottom right of the table.

## AMEND THE SUBMITTED APPLICATION

- 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.

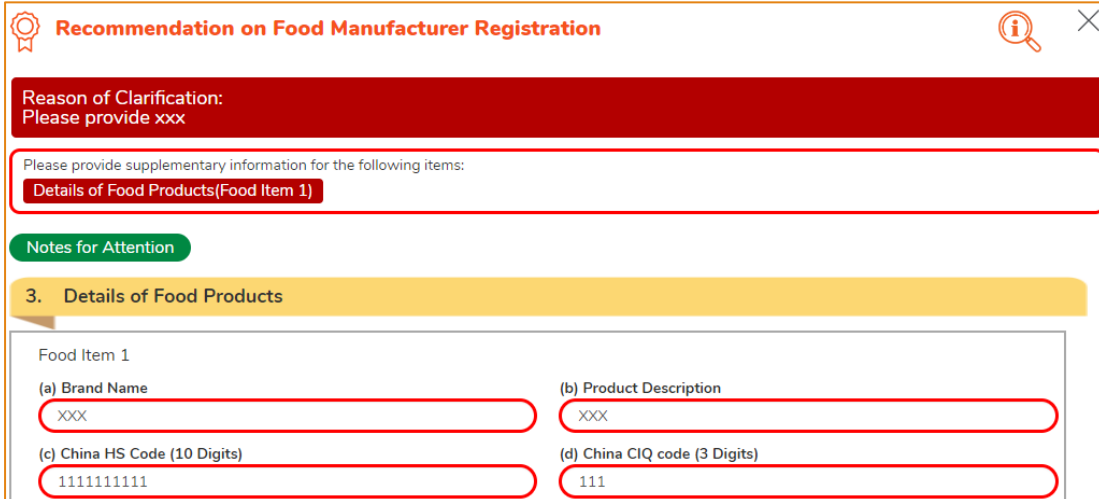


**Submitted Case**

Show 10 entries

Date of Submission	Application No.	Status	Food Manufacturer	
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
20XX-XX-XX XX:XX	FMR-XX-N- XXXX	Pending Clarification	XXX XXX	<input type="button" value="Amend"/> <input type="button" value="Cancel"/>

- Make amendment or provide supplementary information as requested.



**Recommendation on Food Manufacturer Registration**

Reason of Clarification:  
Please provide xxx

Please provide supplementary information for the following items:  
Details of Food Products(Food Item 1)

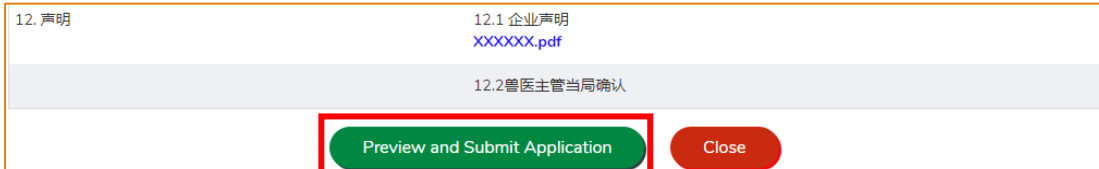
Notes for Attention

**3. Details of Food Products**

Food Item 1

(a) Brand Name XXX	(b) Product Description XXX
(c) China HS Code (10 Digits) 1111111111	(d) China CIQ code (3 Digits) 111

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



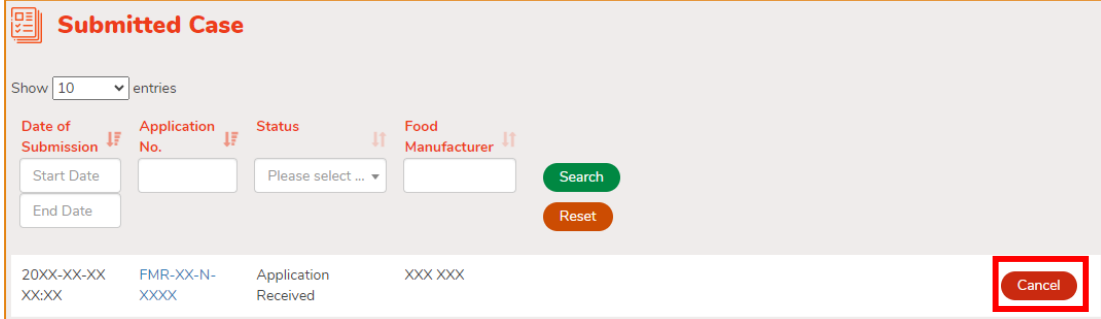
12. 声明

12.1 企业声明  
XXXXXX.pdf

12.2 兽医主管当局确认

## CANCEL A SUBMITTED APPLICATION

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



**Submitted Case**

Show 10 entries

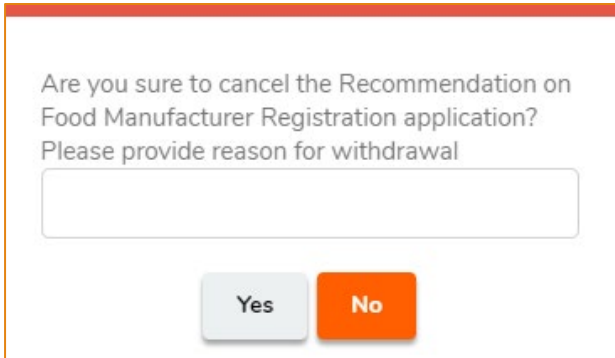
Date of Submission	Application No.	Status	Food Manufacturer
Start Date End Date	<input type="text"/>	Please select ...	<input type="text"/>

**Search** **Reset**

20XX-XX-XX XX:XX	FMR-XX-N- XXXX	Application Received	XXX XXX
---------------------	-------------------	-------------------------	---------

**Cancel**

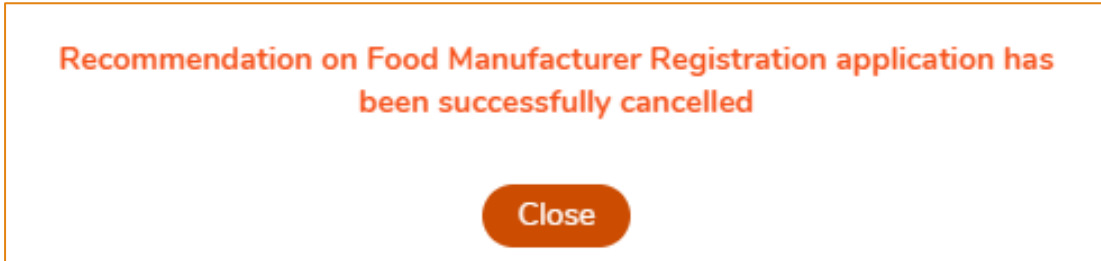
2. State the reason for cancelling the application, then click **Yes**.



Are you sure to cancel the Recommendation on Food Manufacturer Registration application?  
Please provide reason for withdrawal

**Yes** **No**

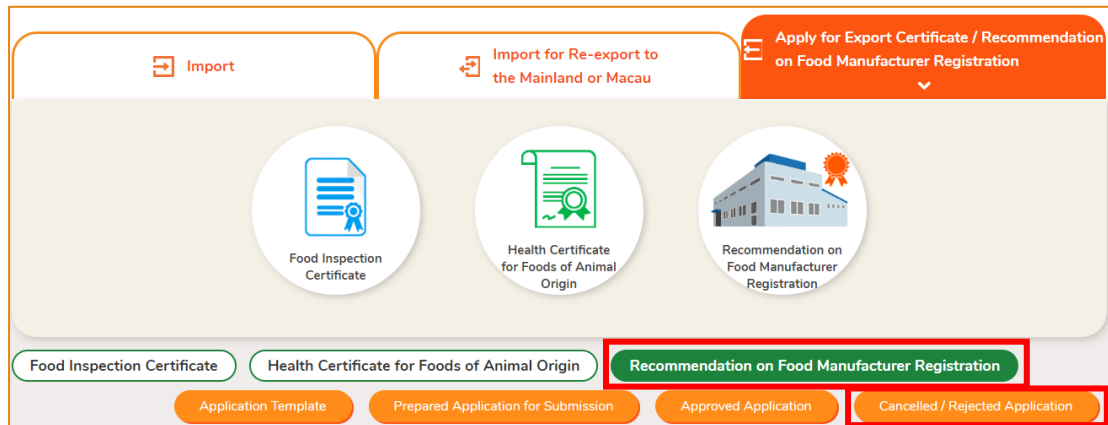
3. System will display the message **Recommendation on Food Manufacturer Registration application has been successfully cancelled**. Click **Close** to return to the main page.



**Recommendation on Food Manufacturer Registration application has  
been successfully cancelled**

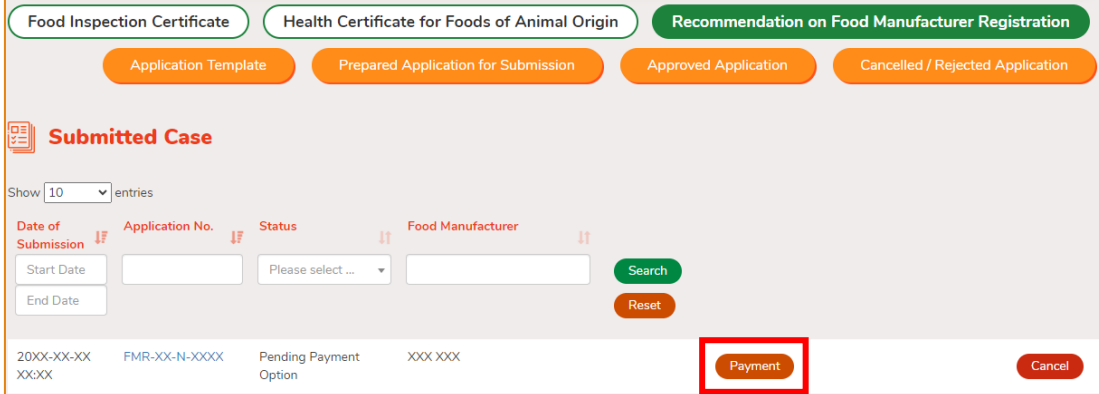
**Close**

4. Choose **Recommendation on Food Manufacturer Registration** on the main page, click **Cancelled / Rejected Application** to view the cancelled application.



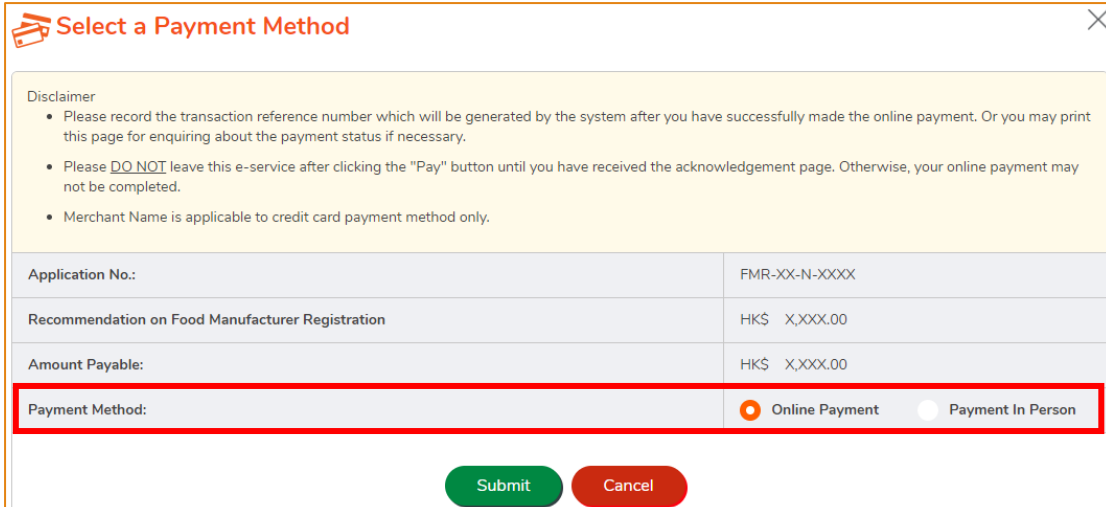
## PAYMENT OPTIONS

- 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.



The screenshot shows a web interface with three tabs: "Food Inspection Certificate", "Health Certificate for Foods of Animal Origin", and "Recommendation on Food Manufacturer Registration". Below the tabs are four buttons: "Application Template", "Prepared Application for Submission", "Approved Application", and "Cancelled / Rejected Application". The "Submitted Case" section includes a "Show 10 entries" dropdown, a search filter with fields for "Date of Submission" (Start/End Date), "Application No.", "Status", and "Food Manufacturer", and "Search" and "Reset" buttons. A table below shows a row with the following data: "20XX-XX-XX XXXX", "FMR-XX-N-XXXX", "Pending Payment Option", and "XXX XXX". A red box highlights the "Payment" button in the right column of this row.

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



The screenshot shows a "Select a Payment Method" dialog box. It contains a disclaimer section with three bullet points:
 

- Please record the transaction reference number which will be generated by the system after you have successfully made the online payment. Or you may print this page for enquiring about the payment status if necessary.
- Please **DO NOT** leave this e-service after clicking the "Pay" button until you have received the acknowledgement page. Otherwise, your online payment may not be completed.
- Merchant Name is applicable to credit card payment method only.

 Below the disclaimer is a table with the following data:
 

Application No.:	FMR-XX-N-XXXX
Recommendation on Food Manufacturer Registration	HK\$ X,XXX.00
Amount Payable:	HK\$ X,XXX.00
Payment Method:	<input checked="" type="radio"/> Online Payment <input type="radio"/> Payment In Person


 A red box highlights the "Payment Method" row. At the bottom of the dialog are "Submit" and "Cancel" buttons.

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

### Select a Payment Method



Merchant Name:	Recommendation on Food Manufacturer Registration e-payment
Type:	Application for Recommendation on Food Manufacturer Registration
Application No.:	FMR-XX-N-XXXX
Transaction Reference No.:	XXXXXXXXXXXXXXXXXXXX
Payment Amount:	HK\$ X,XXX.00

Please choose a payment method



Back
Pay
Cancel

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

 Acknowledgement
 ✕

Application No.:	FMR-XX-N-XXXX
Transaction Reference No.:	XXXXXXXXXXXXXXXXXXXX
Transaction Date & Time:	20XX-XX-XX XX:XX:XX
Payment Amount:	HK\$ X,XXX.00
Payment Method:	VISA

### Successful Payment

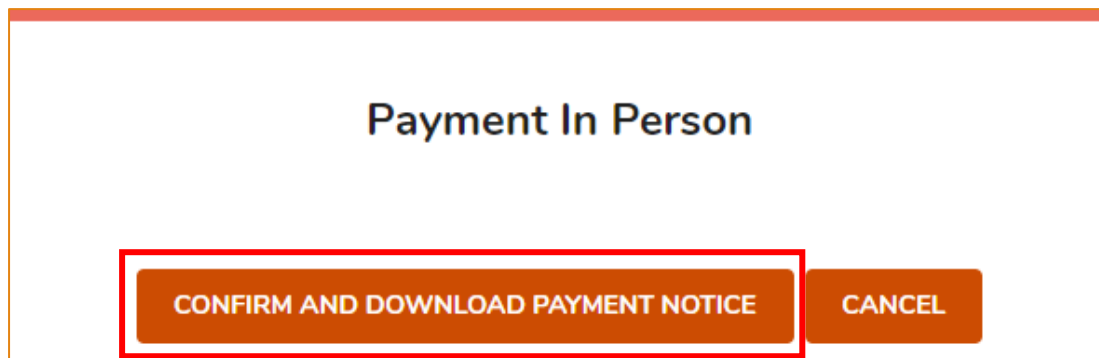
For any enquiries, please contact:

Centre for Food Safety, Food and Environmental Hygiene Department  
43rd Floor, Queensway Government Offices  
66 Queensway, Hong Kong

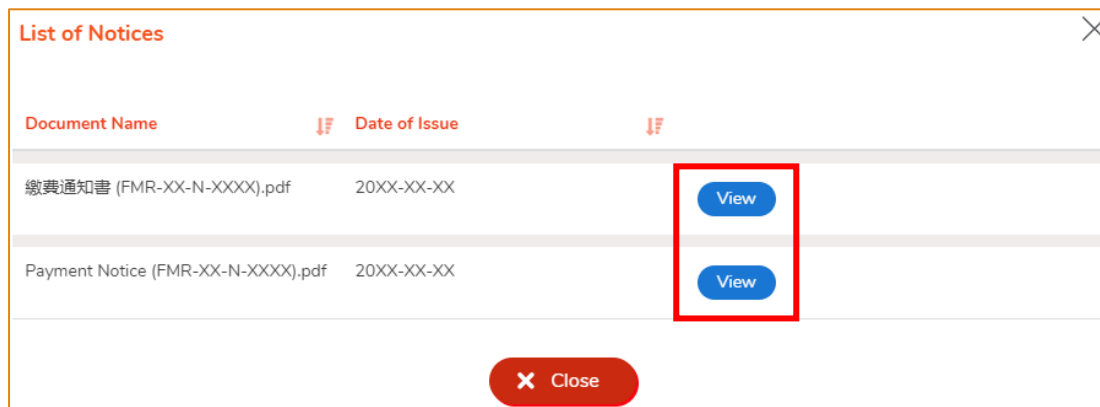
Tel. No.: 2867 5560 Fax No.: 2521 4784

Print
Close

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

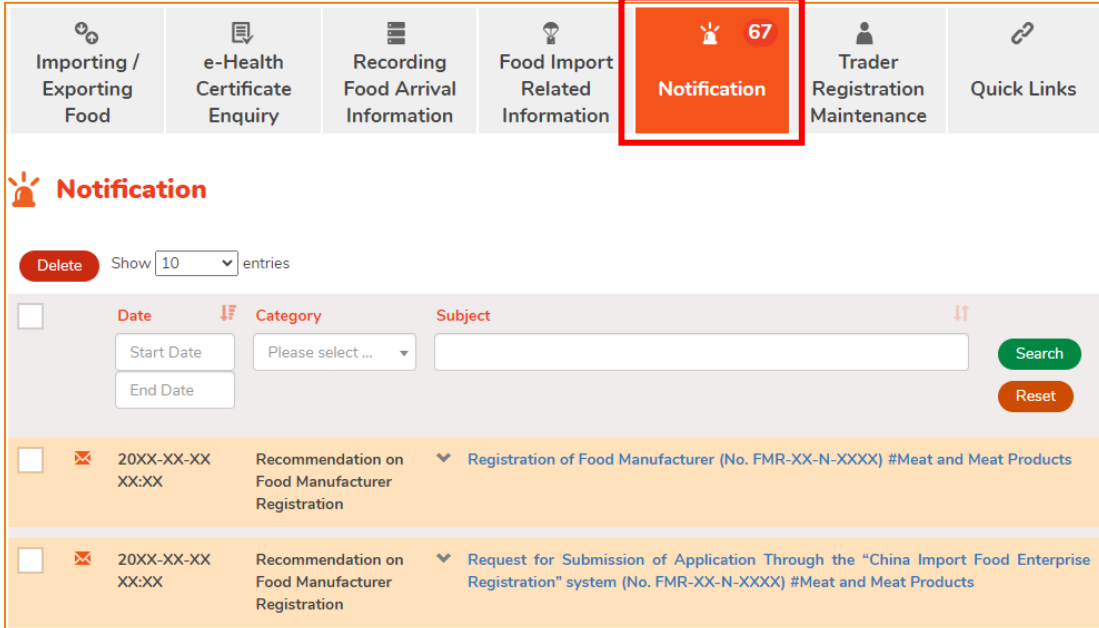


6. Click **View** to view the payment notice and proceed to payment.



## VIEW NOTIFICATIONS ABOUT THE APPLICATIONS

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



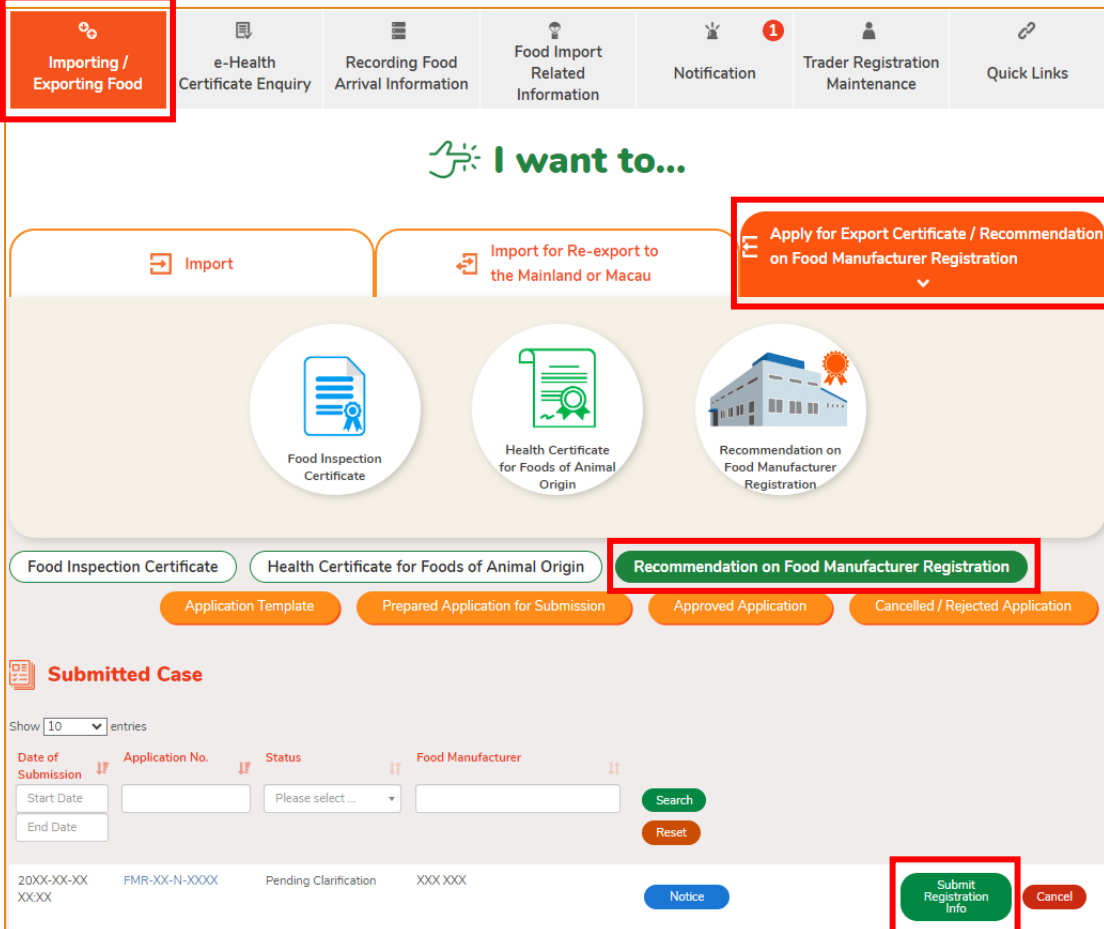
The screenshot shows the 'Notification' page in the Food Trader Portal. The top navigation bar includes several menu items: 'Importing / Exporting Food', 'e-Health Certificate Enquiry', 'Recording Food Arrival Information', 'Food Import Related Information', 'Notification' (highlighted with a red box and showing 67 notifications), 'Trader Registration Maintenance', and 'Quick Links'. Below the navigation bar, the 'Notification' section is displayed. It features a 'Delete' button, a 'Show 10 entries' dropdown, and a search filter section with 'Start Date', 'End Date', 'Category' (a dropdown menu), and 'Subject' (a text input field). There are 'Search' and 'Reset' buttons. The notification list contains two entries:

Date	Category	Subject
20XX-XX-XX XX:XX	Recommendation on Food Manufacturer Registration	Registration of Food Manufacturer (No. FMR-XX-N-XXXX) #Meat and Meat Products
20XX-XX-XX XX:XX	Recommendation on Food Manufacturer Registration	Request for Submission of Application Through the "China Import Food Enterprise Registration" system (No. FMR-XX-N-XXXX) #Meat and Meat Products



- 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.



The screenshot displays the Food Trader Portal interface. 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', 'Trader Registration Maintenance', and 'Quick Links'. Below the navigation bar is a section titled 'I want to...' with three main categories: 'Import', 'Import for Re-export to the Mainland or Macau', and 'Apply for Export Certificate / Recommendation on Food Manufacturer Registration' (highlighted with a red box). Under the 'Apply for Export Certificate / Recommendation on Food Manufacturer Registration' category, there are three circular icons: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin', and 'Recommendation on Food Manufacturer Registration'. Below these icons are three tabs: 'Food Inspection Certificate', 'Health Certificate for Foods of Animal Origin', and 'Recommendation on Food Manufacturer Registration' (highlighted with a red box). Under the 'Recommendation on Food Manufacturer Registration' tab, there are four buttons: 'Application Template', 'Prepared Application for Submission', 'Approved Application', and 'Cancelled / Rejected Application'. Below the tabs is a section titled 'Submitted Case' with a search filter. The search filter includes 'Date of Submission' (Start Date and End Date), 'Application No.', 'Status', and 'Food Manufacturer'. Below the search filter is a table with columns for 'Date of Submission', 'Application No.', 'Status', and 'Food Manufacturer'. The table contains one row with the following data: '20XX-XX-XX XXXX', 'FMR-XX-N-XXXX', 'Pending Clarification', and 'XXX XXX'. Below the table are two buttons: 'Notice' and 'Submit Registration Info' (highlighted with a red box), and a 'Cancel' button.

- 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**.

Account and Application Information in "China Import Food Enterprise Registration" system ✕

Username	
Application Serial No.	

Submit
✕ Close

- 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**.

 <b>Importing / Exporting Food</b>	 e-Health Certificate Enquiry	 Recording Food Arrival Information	 Food Import Related Information	 Notification	 Trader Registration Maintenance	 Quick Links
---	-------------------------------------	---	---	------------------	---	-----------------

**I want to...**

<b>Import</b>	<b>Import for Re-export to the Mainland or Macau</b>
---------------	--

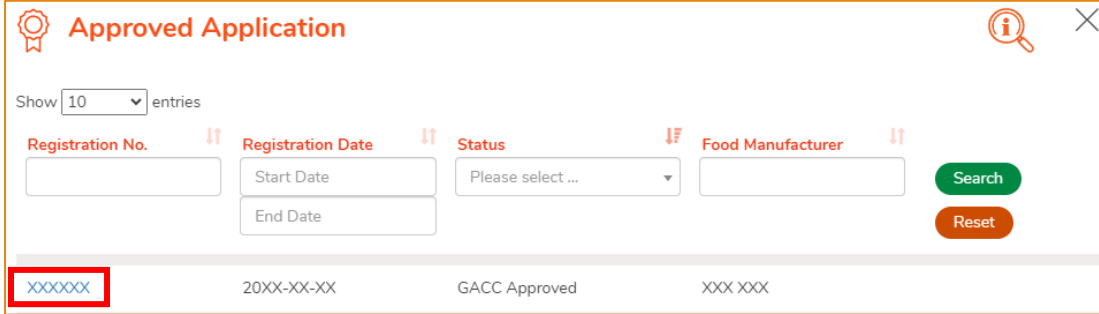
**Apply for Export Certificate / Recommendation  
on Food Manufacturer Registration**

 Food Inspection Certificate	 Health Certificate for Foods of Animal Origin	 Recommendation on Food Manufacturer Registration
------------------------------------	---	--

Food Inspection Certificate	Health Certificate for Foods of Animal Origin	<span style="background-color: #28a745; color: white; padding: 2px 10px; border-radius: 5px;">Recommendation on Food Manufacturer Registration</span>
-----------------------------	---	---

Application Template	Prepared Application for Submission	<span style="background-color: #28a745; color: white; padding: 2px 10px; border-radius: 5px;">Approved Application</span>	Cancelled / Rejected Application
----------------------	-------------------------------------	---	----------------------------------

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




**Approved Application**

Show 10 entries

Registration No.	Registration Date	Status	Food Manufacturer
XXXXXX	Start Date End Date	Please select ...	XXX XXX

Search Reset

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.



**Importing / Exporting Food**

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

**I want to...**

Import | Import for Re-export to the Mainland or Macau | **Apply for Export Certificate / Recommendation on Food Manufacturer Registration**

Food Inspection Certificate | Health Certificate for Foods of Animal Origin | Recommendation on Food Manufacturer Registration

Food Inspection Certificate | Health Certificate for Foods of Animal Origin | **Recommendation on Food Manufacturer Registration**

Application Template | Prepared Application for Submission | Approved Application | **Cancelled / Rejected Application**

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

### Cancelled / Rejected Application

Show  entries

Date of Submission	Application No.	Status
<input type="text" value="Start Date"/> <input type="text" value="End Date"/>	<input type="text"/>	<input type="text" value="Please select ..."/>

20XX-XX-XX XX:XX	<a href="#">FMR-XX-N-XXXX</a>	GACC Rejected
---------------------	-------------------------------	---------------

## 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:

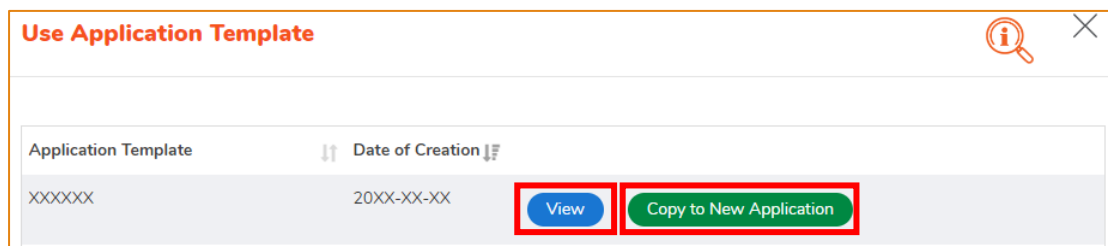
- (1) Approved Application
- (2) Application Template

### 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**.



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



**Recommendation on Food Manufacturer Registration**

Notes for Attention

**2. Particulars of Food Factory**

(1) Food Factory Licence No.

(2) Address of Food Factory

(3) Category No. of Food Product under Application

(4) Valid licence of the food factory <a href="#">XXXXXX.pdf</a>	<input type="button" value="Edit"/>
(5) Certificate of food safety management system of the food factory <a href="#">XXXXXX.pdf</a>	<input type="button" value="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] <a href="#">XXXXXX.pdf</a>	<input type="button" value="Edit"/>

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



11. 人员管理及培训	11.1 员工资格及健康管理 <a href="#">XXXXXX.pdf</a>	<input type="button" value="Edit"/>
	11.2 人员培训 <a href="#">XXXXXX.pdf</a>	<input type="button" value="Edit"/>
12. 声明	12.1 企业声明 <a href="#">XXXXXX.pdf</a>	<input type="button" value="Edit"/>
	12.2 兽医主管当局确认	

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