

# Training Manual

## Authorisation for Trade Single Window (TSW) Link Up

### TABLE OF CONTENTS

|   |    |
|---|----|
| HOW TO SUBMIT LINK UP AUTHORISATION (FOR BODY CORPORATE / PARTNERSHIP)..... | 2  |
| HOW TO SUBMIT LINK UP AUTHORISATION (FOR INDIVIDUAL) .....                  | 11 |
| HOW TO WITHDRAW A LINK UP AUTHORISATION .....                               | 16 |
| HOW TO MAINTAIN USER ACCOUNT WITH TRADE SINGLE WINDOW LINK UP .....         | 19 |
| HOW TO DELINK WITH TRADE SINGLE WINDOW.....                                 | 24 |

HOW TO SUBMIT LINK UP AUTHORISATION (FOR BODY CORPORATE / PARTNERSHIP)

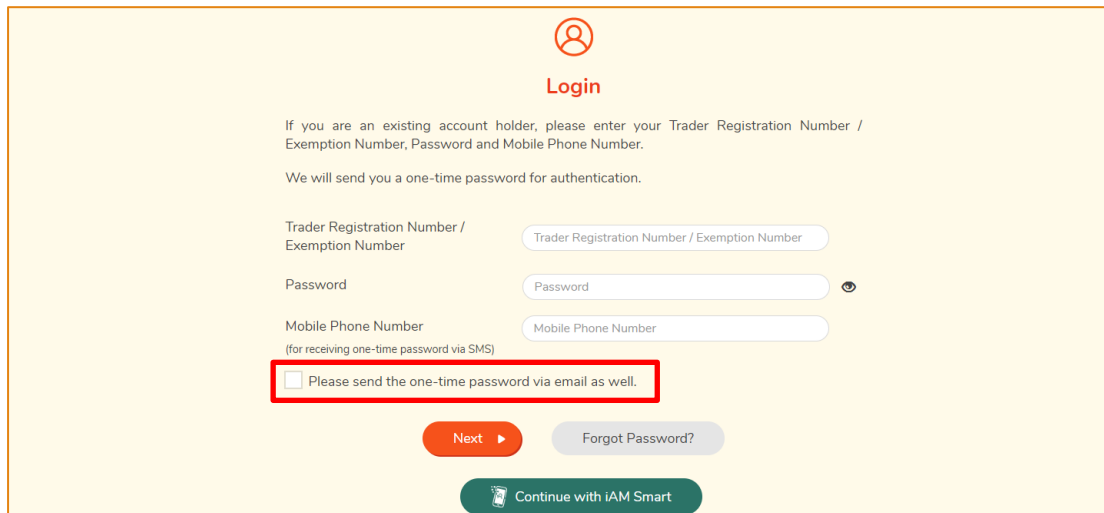
**(Note : Only Authorised Person (AP) is eligible for submission of Link Up Authorisation.)**

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



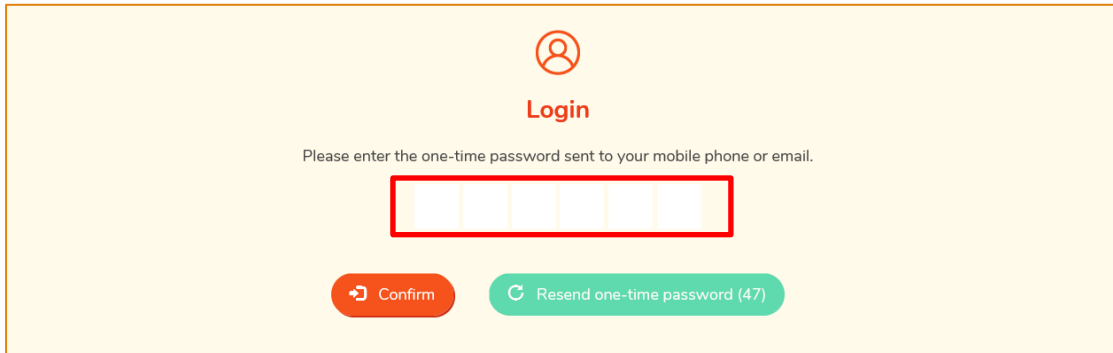
2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press **Next**.

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

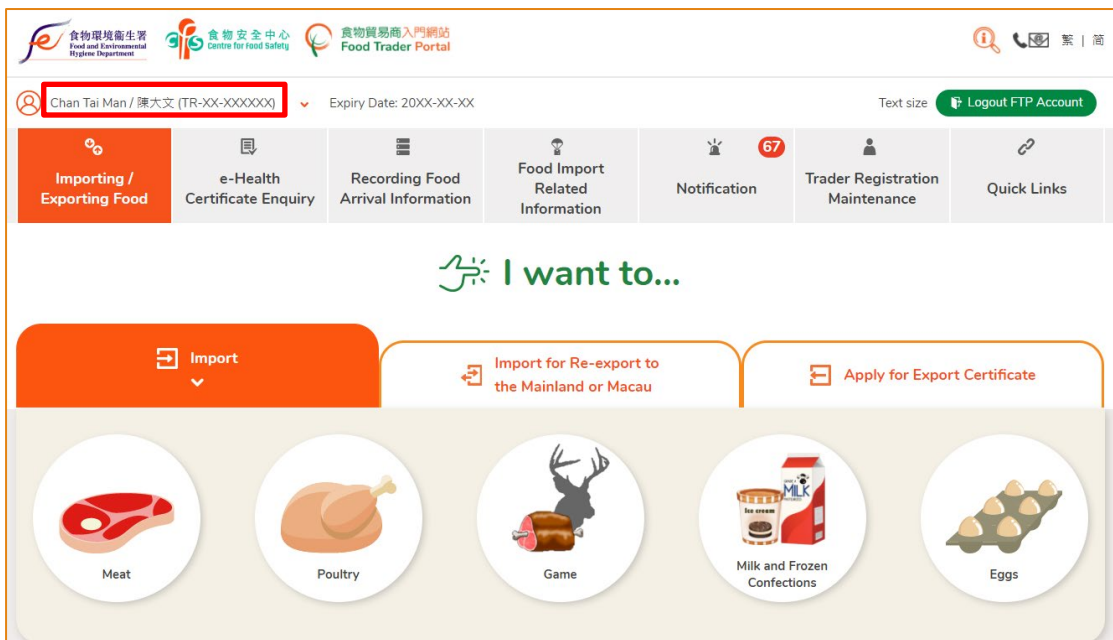


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

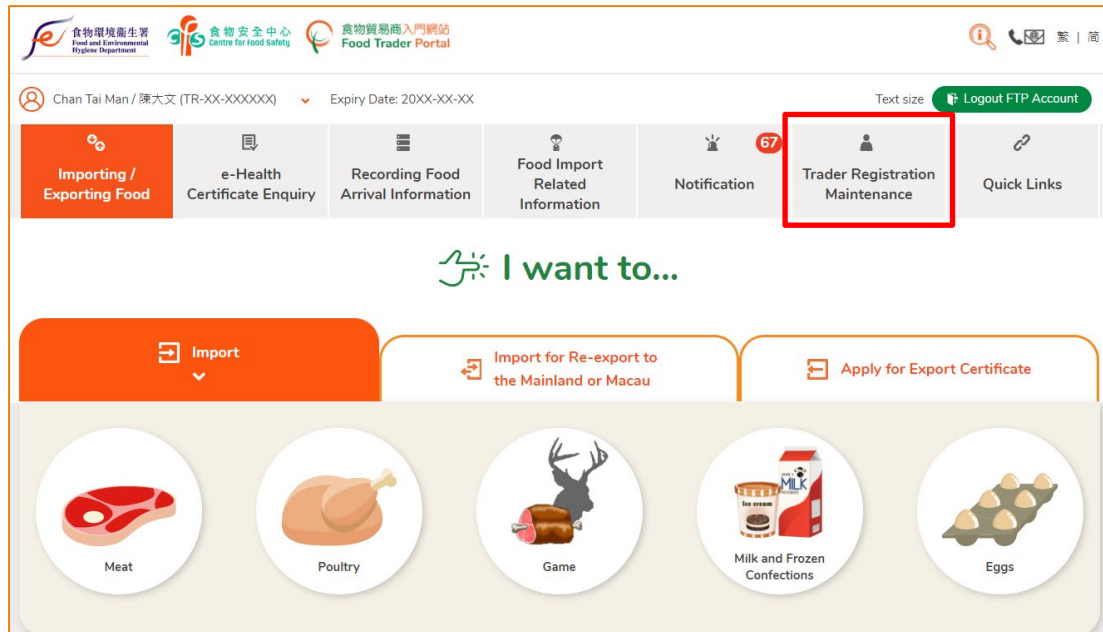
- Input the one-time password sent to your mobile phone or email address, and then press **Confirm**.



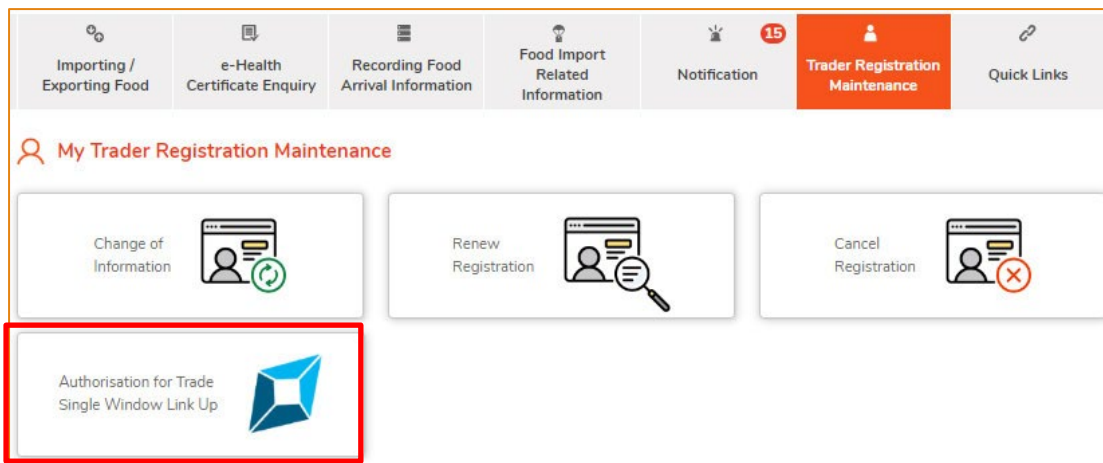
- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown at the top left corner.



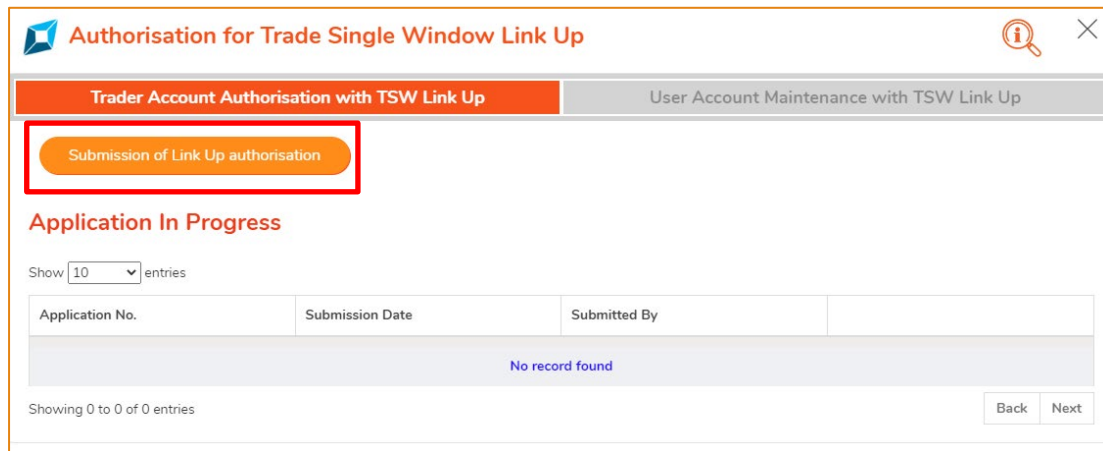
5. Click on **Trader Registration Maintenance**.



6. Choose **Authorisation for Trade Single Window Link Up** under My Trader Registration Maintenance.



7. Press **Submission of Link Up authorisation** under **Trader Account Authorisation with TSW Link Up**.



**Authorisation for Trade Single Window Link Up**

Trader Account Authorisation with TSW Link Up | User Account Maintenance with TSW Link Up

**Submission of Link Up authorisation**

**Application In Progress**

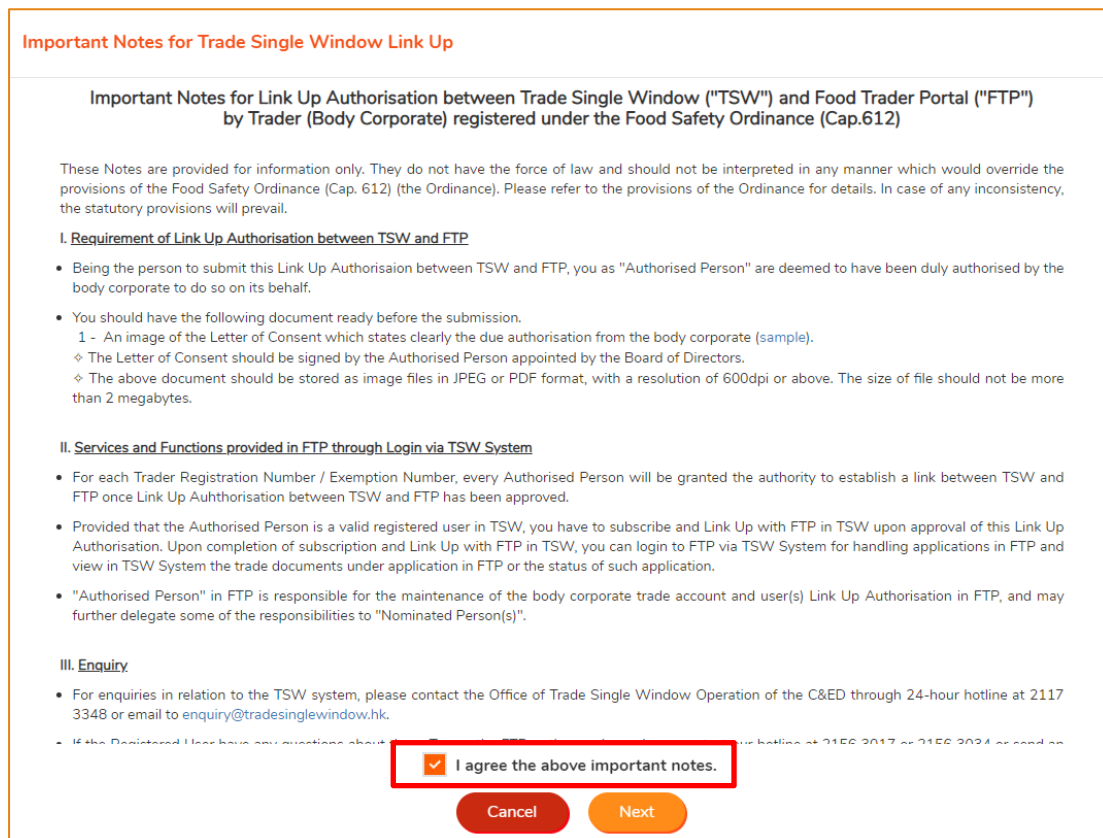
Show 10 entries

| Application No. | Submission Date | Submitted By |
|-----------------|-----------------|--------------|
| No record found |                 |              |

Showing 0 to 0 of 0 entries

Back Next

8. Read the **Important Notes**, tick the checkbox **I agree the above important notes**. Then press **Next**.



**Important Notes for Trade Single Window Link Up**

**Important Notes for Link Up Authorisation between Trade Single Window ("TSW") and Food Trader Portal ("FTP") by Trader (Body Corporate) registered under the Food Safety Ordinance (Cap.612)**

These Notes are provided for information only. They do not have the force of law and should not be interpreted in any manner which would override the provisions of the Food Safety Ordinance (Cap. 612) (the Ordinance). Please refer to the provisions of the Ordinance for details. In case of any inconsistency, the statutory provisions will prevail.

**I. Requirement of Link Up Authorisation between TSW and FTP**

- Being the person to submit this Link Up Authorisation between TSW and FTP, you as "Authorised Person" are deemed to have been duly authorised by the body corporate to do so on its behalf.
- You should have the following document ready before the submission.
  - An image of the Letter of Consent which states clearly the due authorisation from the body corporate (sample).
    - The Letter of Consent should be signed by the Authorised Person appointed by the Board of Directors.
    - The above document should be stored as image files in JPEG or PDF format, with a resolution of 600dpi or above. The size of file should not be more than 2 megabytes.

**II. Services and Functions provided in FTP through Login via TSW System**

- For each Trader Registration Number / Exemption Number, every Authorised Person will be granted the authority to establish a link between TSW and FTP once Link Up Authorisation between TSW and FTP has been approved.
- Provided that the Authorised Person is a valid registered user in TSW, you have to subscribe and Link Up with FTP in TSW upon approval of this Link Up Authorisation. Upon completion of subscription and Link Up with FTP in TSW, you can login to FTP via TSW System for handling applications in FTP and view in TSW System the trade documents under application in FTP or the status of such application.
- "Authorised Person" in FTP is responsible for the maintenance of the body corporate trade account and user(s) Link Up Authorisation in FTP, and may further delegate some of the responsibilities to "Nominated Person(s)".

**III. Enquiry**

- For enquiries in relation to the TSW system, please contact the Office of Trade Single Window Operation of the C&ED through 24-hour hotline at 2117 3348 or email to [enquiry@tradesinglewindow.hk](mailto:enquiry@tradesinglewindow.hk).
- If the Registered User have any questions about...

I agree the above important notes.

Cancel Next

9. You are required to upload a Letter of Consent for the Link Up. Simply click **Choose file** button to select file. You may download the related Terms and Conditions and Sample Letter of Consent for reference.

Note : Only Body Corporate and Partnership businesses are required to upload the letter of consent.

Authorisation for Trade Single Window Link Up

Trader Account Authorisation with TSW Link Up | User Account Maintenance with TSW Link Up

[Terms and Conditions for establishment of a link between a "FTP" user account and a Registered Account of the "TSW" System](#)

Please upload the letter of consent for Trade Single Window Link Up

Choose file

(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

[- Sample Letter of consent \(for partnership\) - Annex II](#)

Submit

(Note : File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

10. Click **Upload file** to complete the uploading process.

Authorisation for Trade Single Window Link Up

Trader Account Authorisation with TSW Link Up | User Account Maintenance with TSW Link Up

[Terms and Conditions for establishment of a link between a "FTP" user account and a Registered Account of the "TSW" System](#)

Please upload the letter of consent for Trade Single Window Link Up

TSW-authLetter.pdf | Choose file

Upload file

(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

[- Sample Letter of consent \(for partnership\) - Annex II](#)

Submit

11. You can preview the file you just uploaded. Click the **Submit** button to proceed.

Note : You may choose to upload another file by deleting the file you just uploaded. Simply click the **Delete** button, then click **YES** to confirm. Repeat Step 9.



Authorisation for Trade Single Window Link Up

Trader Account Authorisation with TSW Link Up | User Account Maintenance with TSW Link Up

Terms and Conditions for establishment of a link between a "FTP" user account and a Registered Account of the "TSW" System

Please upload the letter of consent for Trade Single Window Link Up

TSW-authLetter.pdf

Delete

The file is successfully uploaded.

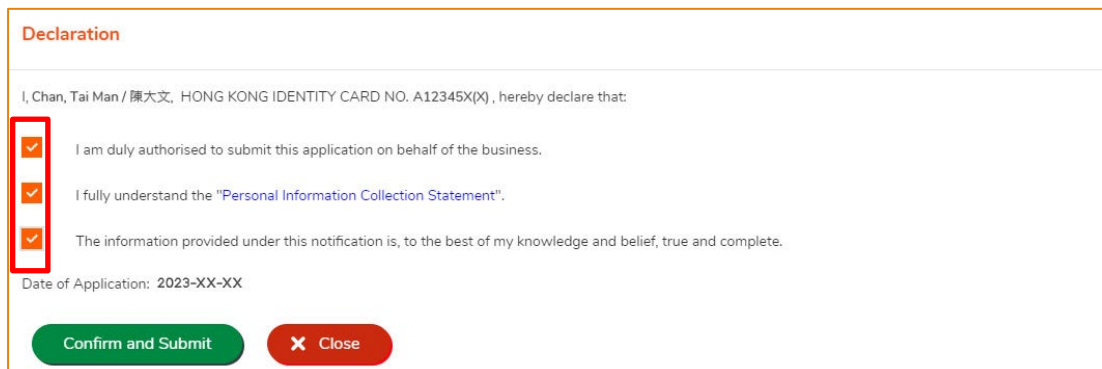
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

樣本  
Sample

- Sample Letter of consent (for body corporate) - Annex I

Submit

12. Read the declaration and tick all checkboxes. Then click **Confirm and Submit**.



Declaration

I, Chan, Tai Man / 陳大文, HONG KONG IDENTITY CARD NO. A12345X(X), hereby declare that:

I am duly authorised to submit this application on behalf of the business.


I fully understand the "Personal Information Collection Statement".

The information provided under this notification is, to the best of my knowledge and belief, true and complete.

Date of Application: 2023-XX-XX

Confirm and Submit | Close

13. Upon successful submission, you will receive an application number, which you may jot down for enquiries and follow-up with our staff.

 **Acknowledgement**

|                  |                     |
|------------------|---------------------|
| Application No.  | eTR-T-23-00XXXX     |
| Application Date | 2023-XX-XX 09:44:33 |

Thank you and the information provided for Trade Single Window Link Up Authorisation has been submitted successfully. Upon completion of verification, you will receive an email for Notification.

For any enquiries, please contact:

Food Importer / Distributor Registration and Import Licensing Office  
Centre for Food Safety, Food and Environmental Hygiene Department  
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong  
Tel. No. : 2156 3017 / 2156 3034  
Email: fso\_enquiry@fehd.gov.hk  
(Office hours: Monday to Friday 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m.)

Print
✕ Close

14. System will automatically send an acknowledgement email to the applicant for record.

食物貿易商入門網站: 提交與貿易單一窗口連結授權申請 Food Trader Portal: Submission of Application for Trade Single Window Link up Authorisation

申請號碼 / Application No.: eTR-T-23-00XXXX

先生 / 女士:

你提交與貿易單一窗口連結授權申請已收悉

食物貿易商入門網站  
食物環境衛生署  
(此電郵由系統發出, 請不要回覆。)

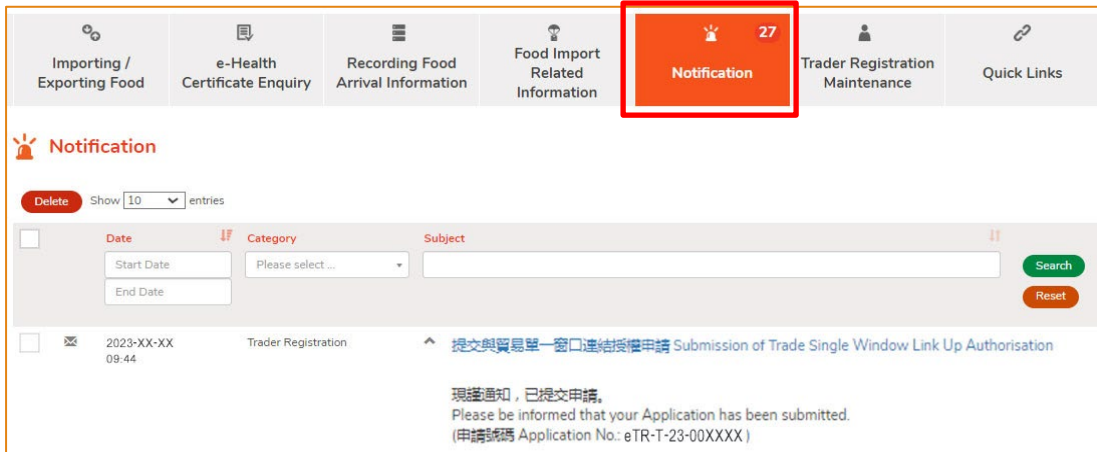
Dear Sir/ Madam,

Your application for Trade Single Window Link Up Authorisation has been received.

Food Trader Portal  
Food and Environmental Hygiene Department  
(This is a system-generated email. Please do not reply.)



15. You may also find the acknowledgement under **Notification**.



The screenshot shows the 'Notification' tab selected in the top navigation bar. Below the navigation bar, the 'Notification' section is displayed. It includes a 'Delete' button, a 'Show 10 entries' dropdown, and search filters for 'Date' (Start Date, End Date), 'Category' (Please select...), and 'Subject'. A notification entry is visible with the following details:

| Date                | Category            | Subject   |
|---------------------|---------------------|---|
| 2023-XX-XX<br>09:44 | Trader Registration | 提交與貿易單一窗口連結授權申請 Submission of Trade Single Window Link Up Authorisation |

The notification content reads: 現謹通知，已提交申請。 Please be informed that your Application has been submitted. (申請號碼 Application No.: eTR-T-23-00XXXX)

16. Once the application is approved, you will receive an email notification.



The screenshot shows an email notification with the following content:

食物貿易商入門網站: 成功申請與貿易單一窗口連結授權 Food Trader Portal: Approval for Application of Trade Single Window Link Up Authorisation

申請號碼 / Application No.: eTR-T-23-00XXXX

先生/女士:

你與貿易單一窗口連結授權申請已獲批准。

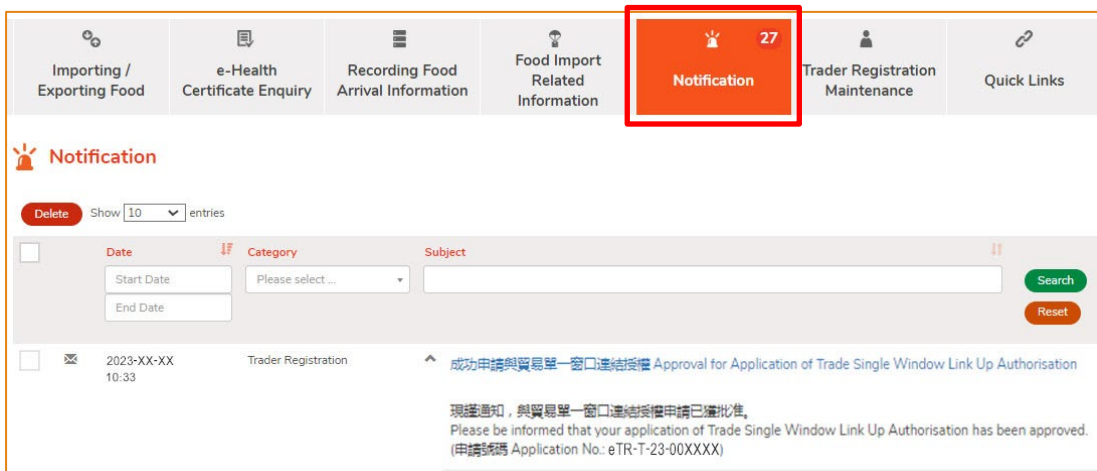
食物貿易商入門網站  
食物環境衛生署  
(此電郵由系統發出，請不要回覆。)

Dear Sir/ Madam,

your application of Trade Single Window Link Up Authorisation has been approved successfully.

Food Trader Portal  
Food and Environmental Hygiene Department  
(This is a system-generated email. Please do not reply.)

17. The notification will also be available under **Notification**.



The screenshot shows the 'Notification' tab selected in the top navigation bar. Below the navigation bar, the 'Notification' section is displayed. It includes a 'Delete' button, a 'Show 10 entries' dropdown, and search filters for 'Date' (Start Date, End Date), 'Category' (Please select...), and 'Subject'. A notification entry is visible with the following details:

| Date                | Category            | Subject   |
|---------------------|---------------------|---|
| 2023-XX-XX<br>10:33 | Trader Registration | 成功申請與貿易單一窗口連結授權 Approval for Application of Trade Single Window Link Up Authorisation |

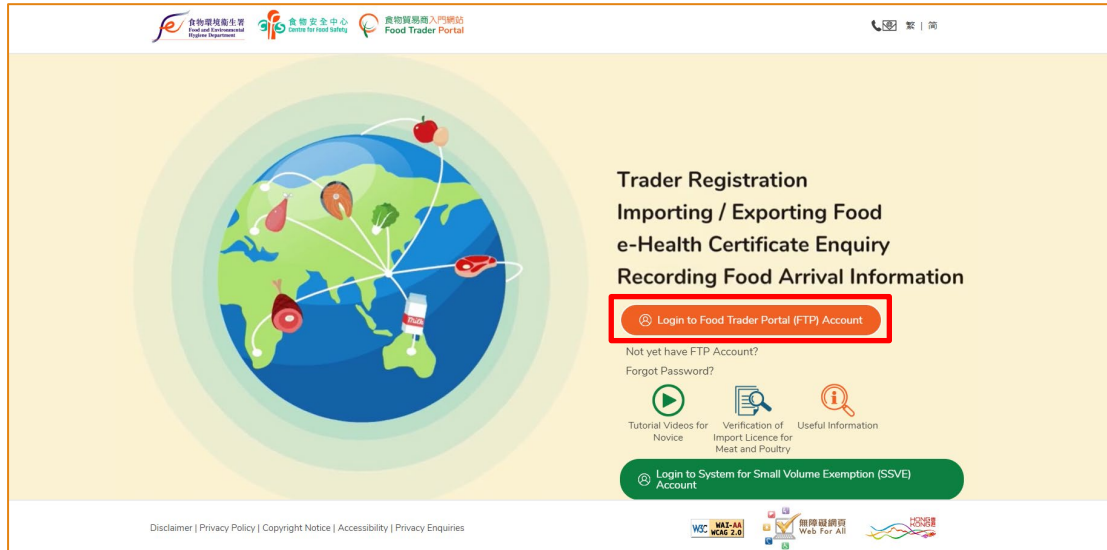
The notification content reads: 現謹通知，與貿易單一窗口連結授權申請已獲批准。 Please be informed that your application of Trade Single Window Link Up Authorisation has been approved. (申請號碼 Application No.: eTR-T-23-00XXXX)

18. Upon approval, authorisation for Trade Single Window Link Up are granted to all Authorised Person (AP) and Nominated Person (NP) of the company. To maintain user account, please refer to the part on **HOW TO MAINTAIN USER ACCOUNT WITH TRADE SINGLE WINDOW LINK UP**.

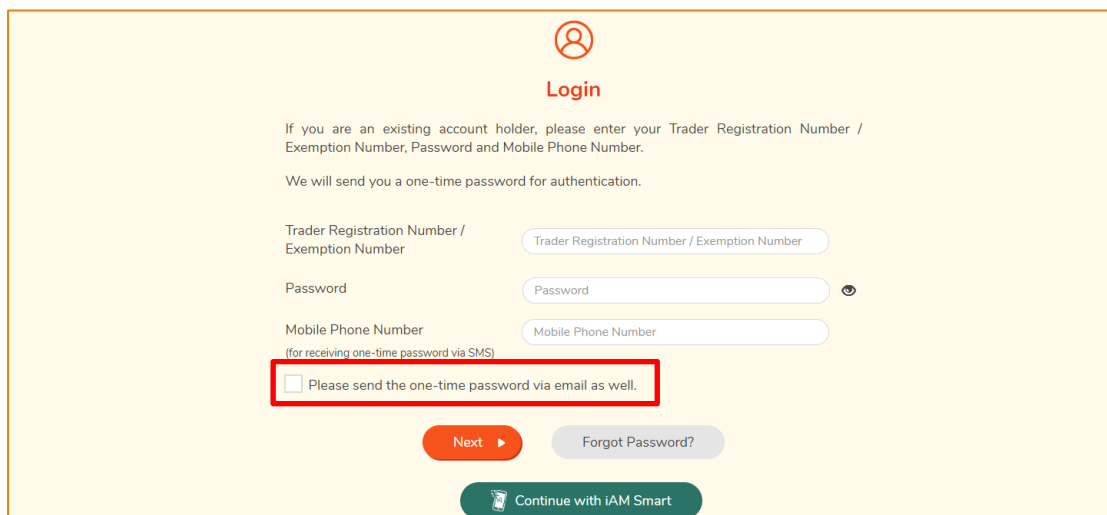
## HOW TO SUBMIT LINK UP AUTHORISATION (FOR INDIVIDUAL)

**(Note : Only Authorised Person (AP) is eligible for submission of Link Up Authorisation.)**

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

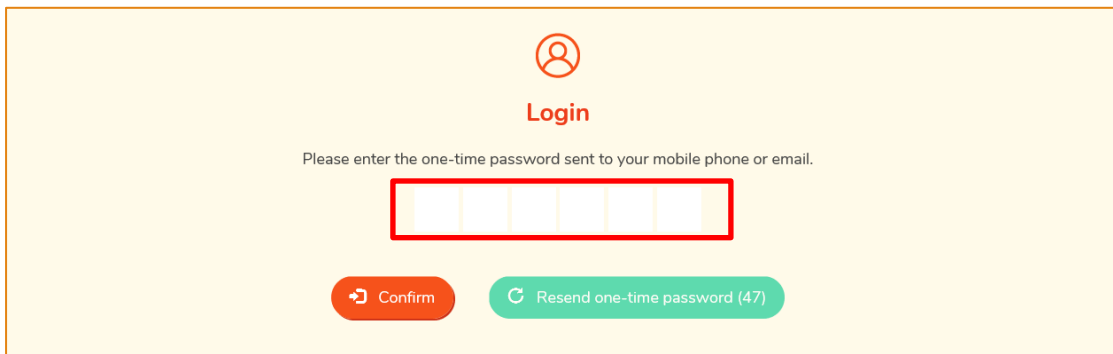


2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press **Next**.  
A one-time password will be sent to your mobile phone via an SMS. You can also click the highlighted option to have the one-time password sent to your registered email address as well.

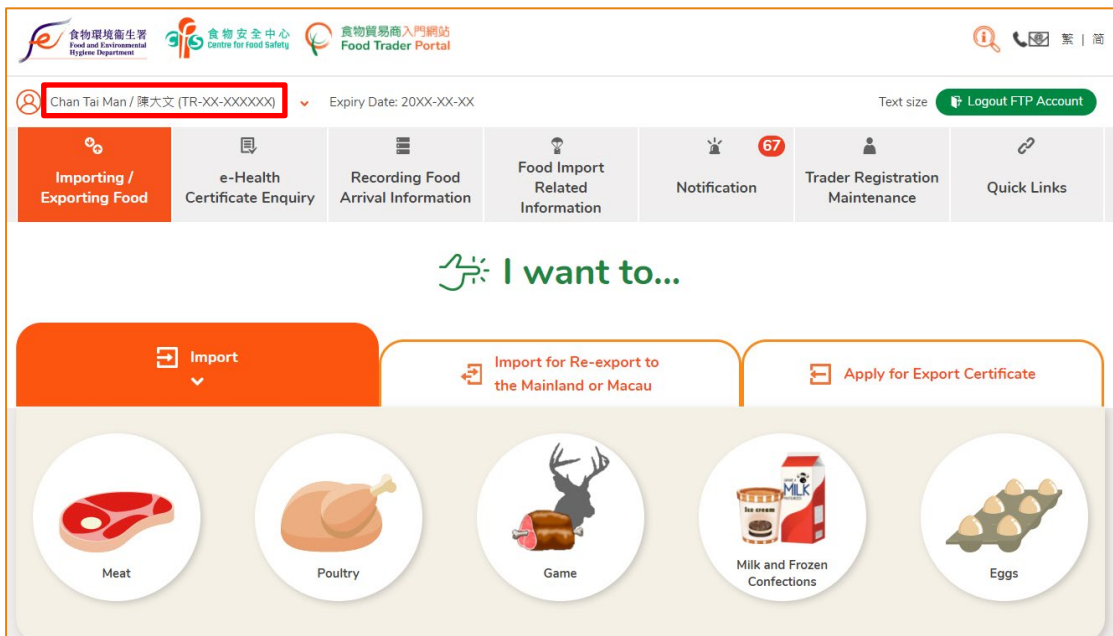


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

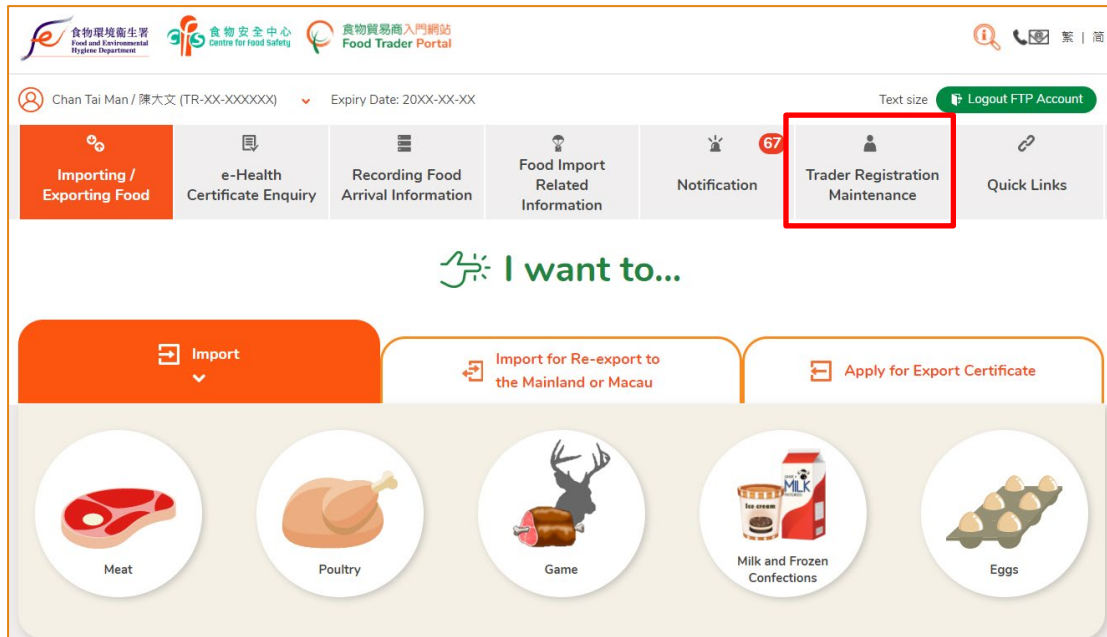
- Input the one-time password sent to your mobile phone or email address, and then press **Confirm**.



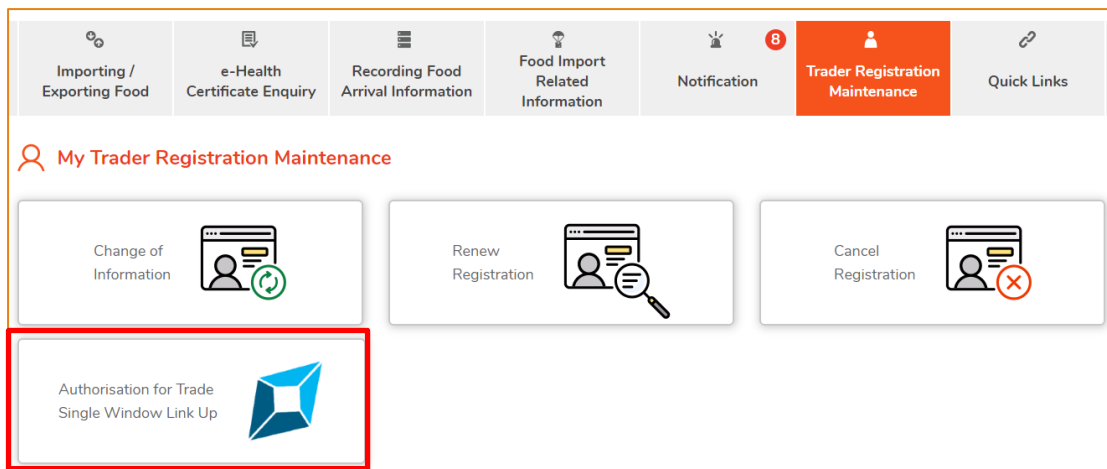
- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown at the top left corner.



5. Click on **Trader Registration Maintenance**.



6. Choose **Authorisation for Trade Single Window Link Up** under My Trader Registration Maintenance.



- Click on **Submission of Link Up Authorisation** under **Trader Account Authorisation with TSW Link Up**.



- Read the Important Notes, tick the checkbox **I agree the above important notes**. Then press **Submit**.

**Important Notes for Trade Single Window Link Up**

**Important Notes for Link Up Authorisation between Trade Single Window ("TSW") and Food Trader Portal ("FTP") by Trader (Individual) under the Food Safety Ordinance (Cap.612)**

These Notes are provided for information only. They do not have the force of law and should not be interpreted in any manner which would override the provisions of the Food Safety Ordinance (Cap. 612) (the Ordinance). Please refer to the Provisions of the Ordinance for details. In case of any inconsistency, the statutory provisions will prevail.

**I. Services and Functions provided in FTP through Login via TSW System**

- Being the sole owner of your individual business, you agree and consent for transfer of information provided in application of import/export document(s) and relative trade document(s) issued in FTP to respective TSW registered account for viewing subject to this Link Up Authorisation.
- Provided that you are a valid registered user, you can subscribe and Link Up with FTP in TSW after this Link Up Authorisation. Upon completion of subscription and Link Up with FTP in TSW, you can login via TSW System for handling applications in FTP and view in TSW System the trade documents under application in FTP or the status of such application.
- "Authorised Person" in FTP is responsible for the maintenance of the individual trade account and user(s) Link Up Authorisation in the FTP, and may further delegate some of the responsibilities to "Nominated Person(s)".

**II. Enquiry**

- For enquiries in relation to the TSW system, please contact the Office of Trade Single Window Operation of the C&ED through 24-hour hotline at 2117 3348 or email to [enquiry@tradesinglewindow.hk](mailto:enquiry@tradesinglewindow.hk).
- If the Registered User have any questions about these Terms, the FTP or the services, please contact our hotline at 2156 3017 or 2156 3034 or send an email to [fso\\_enquiry@fehd.gov.hk](mailto:fso_enquiry@fehd.gov.hk).

I agree the above important notes.

Cancel
Submit

9. Read the declaration and tick all checkboxes. Then click **Confirm and Submit**.

Note : For Individual business , submission of the letter of consent is not required.

**Declaration**

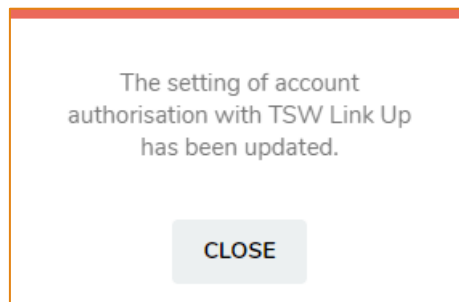
I, Chan, Tai Man / 陳大文, HONG KONG IDENTITY CARD NO. A12345X(X), hereby declare that:

- I am duly authorised to submit this application on behalf of the business.
- I fully understand the "Personal Information Collection Statement".
- The information provided under this notification is, to the best of my knowledge and belief, true and complete.

Date of Application: 2023-XX-XX

**Confirm and Submit** **X Close**

10. The authorisation with Trade Single Window Link Up has been completed. Click **Close** to return My Trader Registration Maintenance.

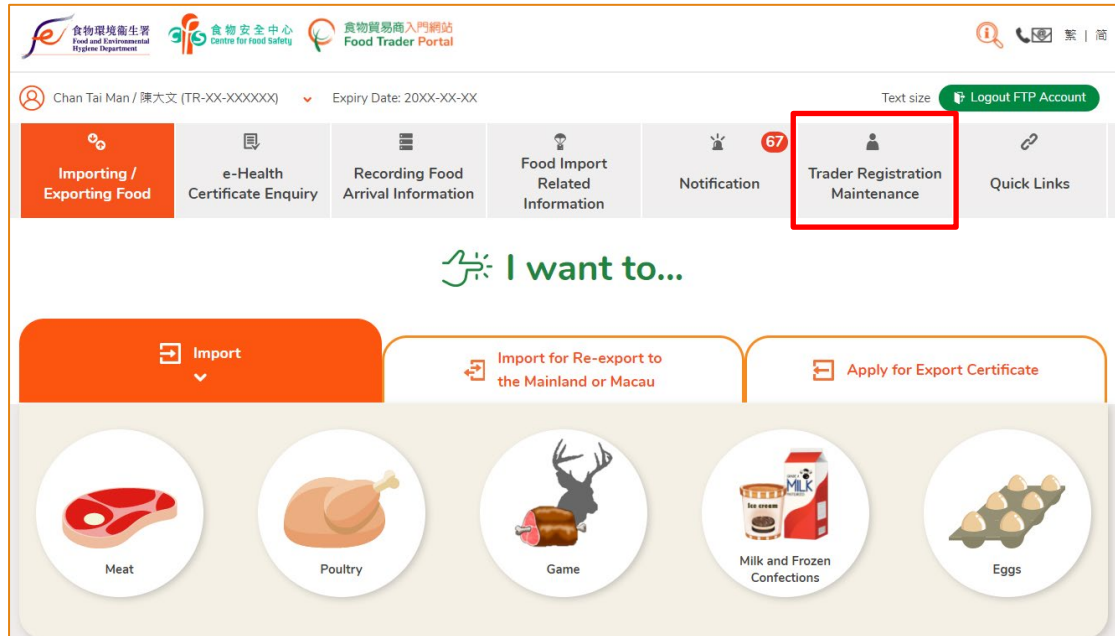


11. Upon approval, authorisation for Trade Single Window Link Up are granted to the Authorised Person (AP) and all Nominated Person (NP). To maintain user account, please refer to the part on **HOW TO MAINTAIN USER ACCOUNT WITH TRADE SINGLE WINDOW LINK UP**.

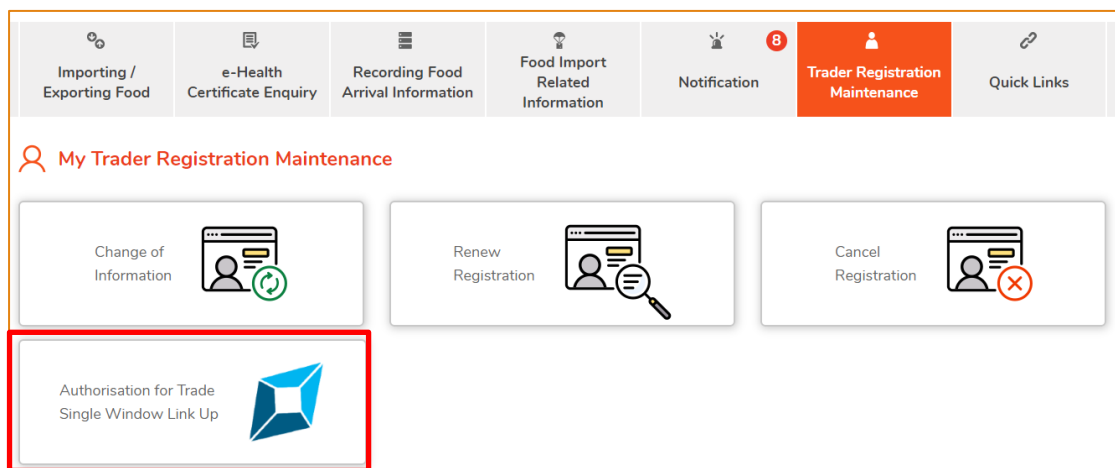
## HOW TO WITHDRAW A LINK UP AUTHORISATION

**(Note : Only Authorised Person (AP) is eligible for withdrawal of Link Up Authorisation.)**

1. Login to Food Trader Portal (FTP) and click on **Trader Registration Maintenance**.



2. Click on **Authorisation for Trade Single Window Link Up** under My Trader Registration Maintenance.



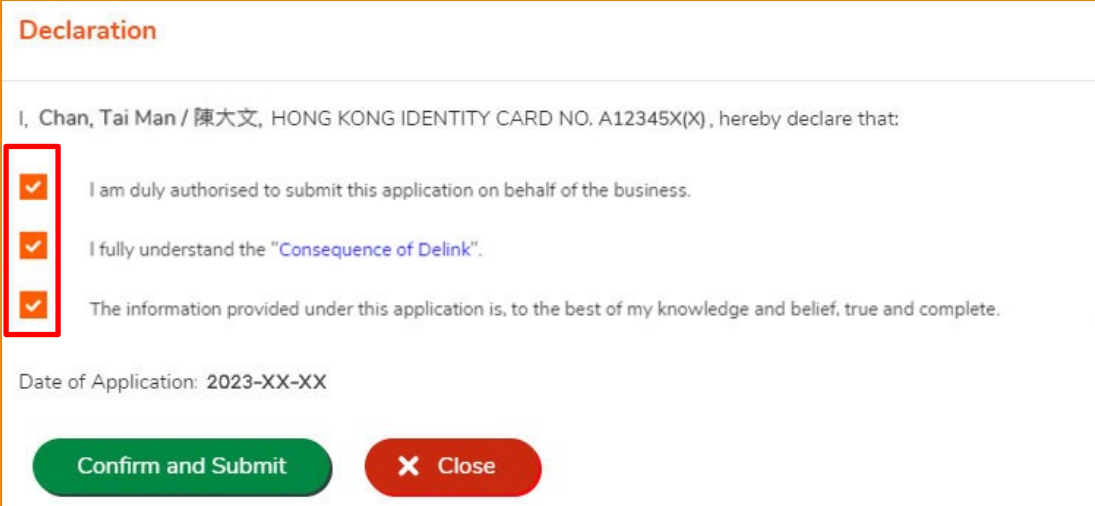


3. Choose **Withdrawal of Link Up Authorisation** under **Trader Account Authorisation with TSW Link Up**.

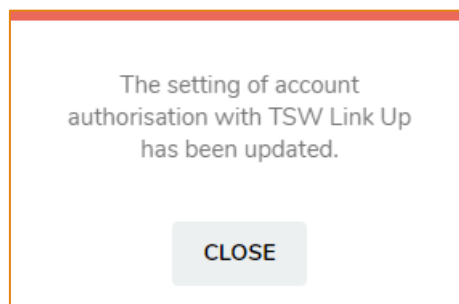
**Note:** Once the authorisation to Link Up with Trade Single Window is withdrawn, all records of application and trade document(s) issued by Food and Environmental Hygiene Department in Trade Single Window accounts of all linked users will be removed. Such records will not be shown in these accounts even if they have been Linked Up again. You may visit Food Trader Portal for the full records.



4. Read the declaration and tick all checkboxes. Then click **Confirm and Submit**.

A screenshot of a "Declaration" form. The title "Declaration" is at the top left. Below it, the text reads: "I, Chan, Tai Man / 陳大文, HONG KONG IDENTITY CARD NO. A12345(X), hereby declare that:". There are three checkboxes, each with a red box around it and a checkmark inside. The first checkbox is followed by the text "I am duly authorised to submit this application on behalf of the business." The second checkbox is followed by "I fully understand the 'Consequence of Delink'." The third checkbox is followed by "The information provided under this application is, to the best of my knowledge and belief, true and complete." Below the checkboxes, the text "Date of Application: 2023-XX-XX" is displayed. At the bottom, there are two buttons: a green "Confirm and Submit" button and a red "Close" button with a white 'X' icon.

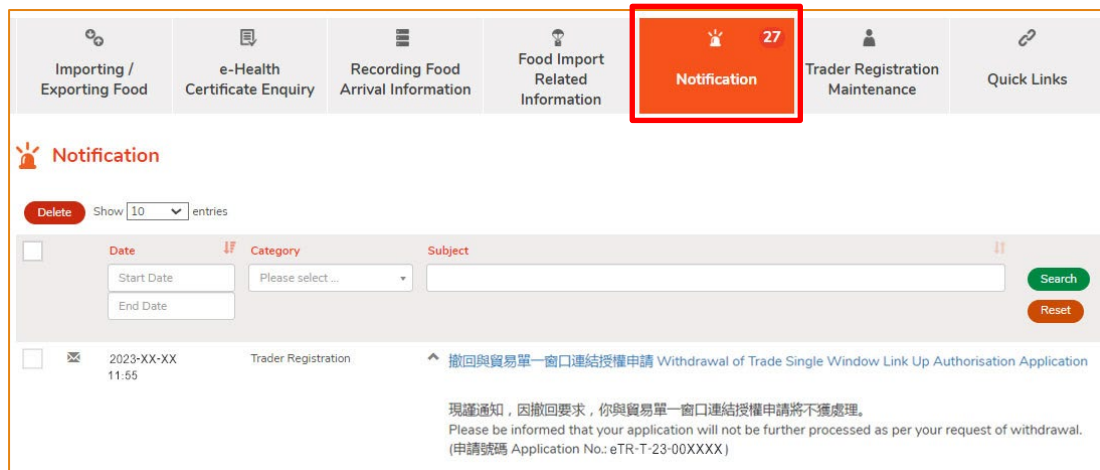
5. The authorisation with Trade Single Window Link Up has been withdrawn.



6. At the same time, you will receive an email notification.



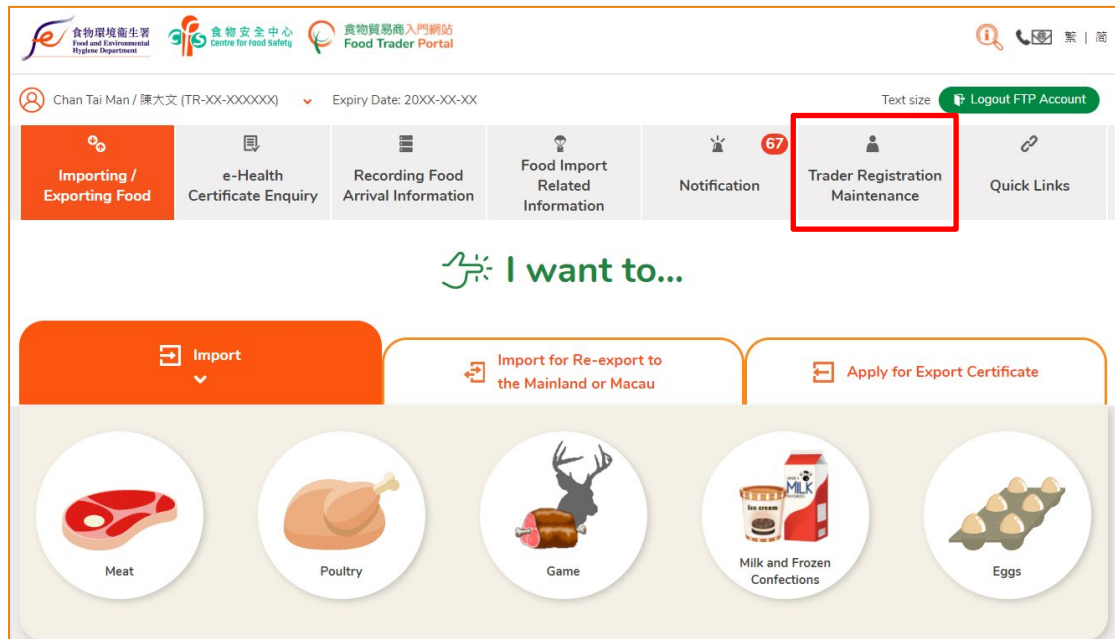
7. The notification will also be available under **Notification**.



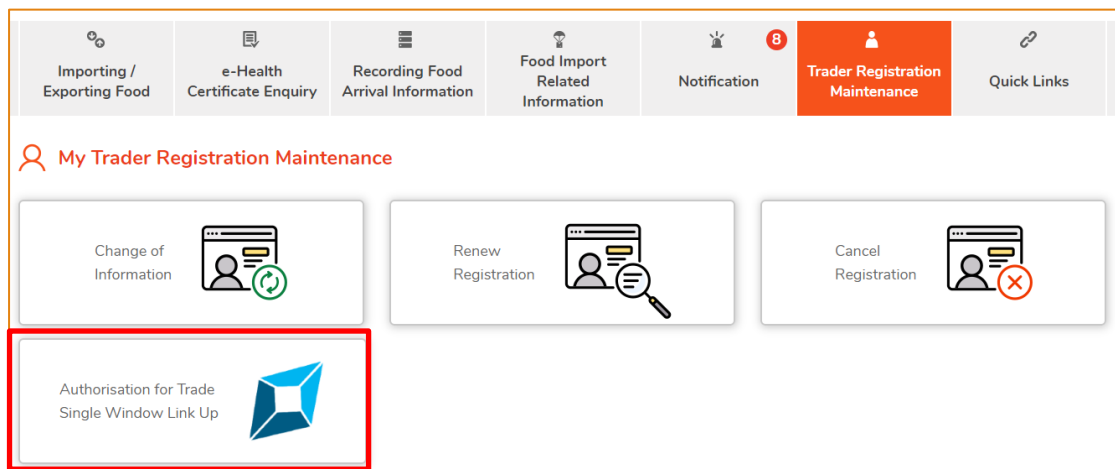
HOW TO MAINTAIN USER ACCOUNT WITH TRADE SINGLE WINDOW LINK UP

(Note : Only Authorised Person (AP) is eligible to maintain user account with Trade Single Window Link Up. This maintenance function will be available after the Authorisation for Trade Single Window Link Up is completed. )




1. Login to Food Trader Portal (FTP) and click on **Trader Registration Maintenance**.



2. Click on **Authorisation for Trade Single Window Link Up** under My Trader Registration Maintenance.



- Click on **User Account Maintenance with TSW Link Up**, a list of Authorised Person (AP) and Nominated Person (NP) within the company will be shown.

 Authorisation for Trade Single Window Link Up
 

Trader Account Authorisation with TSW Link Up
User Account Maintenance with TSW Link Up

Show  entries

| Grant / Withhold the Link Up Authorisation  | Name                      | User Type | Mobile Phone No. |
|---|---------------------------|-----------|------------------|
| <span style="background-color: #0070c0; color: white; padding: 2px;">Grant</span> <span style="background-color: #666; color: white; padding: 2px;">Withhold</span> | CHEUNG, CHUNG LING<br>張中玲 | NP        | 9123XXXX         |
| <span style="background-color: #0070c0; color: white; padding: 2px;">Grant</span> <span style="background-color: #666; color: white; padding: 2px;">Withhold</span> | CHAN, CHUNG MAN<br>陳中文    | AP        | 9223XXXX         |
| <span style="background-color: #666; color: white; padding: 2px;">Grant</span> <span style="background-color: #0070c0; color: white; padding: 2px;">Withhold</span> | CHAN, SIU MAN<br>陳小文      | AP        | 9837XXXX         |
| <span style="background-color: #0070c0; color: white; padding: 2px;">Grant</span> <span style="background-color: #666; color: white; padding: 2px;">Withhold</span> | LI, TAI MAN<br>李大文        | NP        | 6707XXXX         |
| <span style="background-color: #666; color: white; padding: 2px;">Grant</span> <span style="background-color: #0070c0; color: white; padding: 2px;">Withhold</span> | WONG, TAI MAN<br>王大文      | NP        | 9199XXXX         |

Showing 1 to 5 of 5 entries

Previous 1 Next

Confirm and Submit

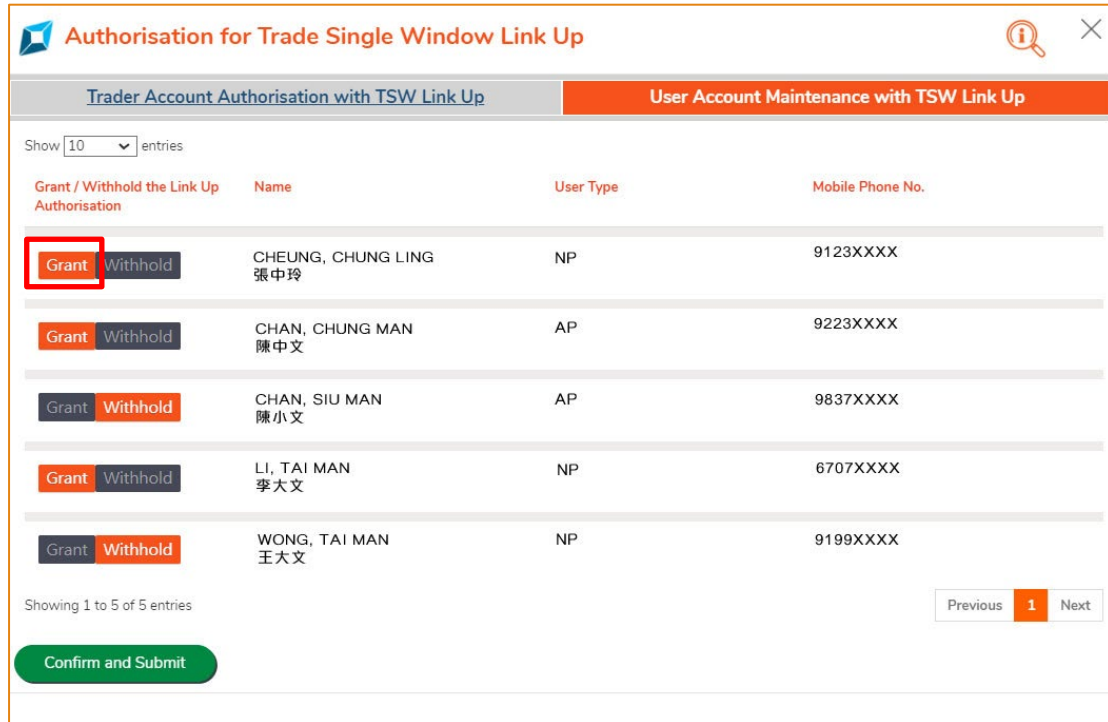
- You can grant the authorisation to individual user to Link Up with TSW:

Note :

|   |   |
|---|---|
| <span style="background-color: #0070c0; color: white; padding: 2px;">Grant</span> <span style="background-color: #666; color: white; padding: 2px;">Withhold</span> | indicates the user is authorised to Link Up with TSW.     |
| <span style="background-color: #666; color: white; padding: 2px;">Grant</span> <span style="background-color: #0070c0; color: white; padding: 2px;">Withhold</span> | indicates the user is not authorised to Link Up with TSW. |

### **Grant a Link Up Authorisation**

- (i). To grant a Link Up Authorisation to user, click **Grant** button followed by **Confirm and Submit** button.



**Authorisation for Trade Single Window Link Up**

Trader Account Authorisation with TSW Link Up | User Account Maintenance with TSW Link Up

Show 10 entries

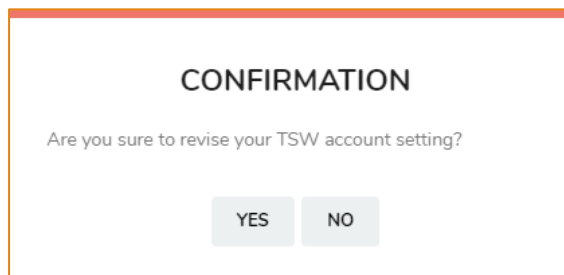
| Grant / Withhold the Link Up Authorisation | Name                      | User Type | Mobile Phone No. |
|--|---------------------------|-----------|------------------|
| <b>Grant</b> Withhold                      | CHEUNG, CHUNG LING<br>張中玲 | NP        | 9123XXXX         |
| <b>Grant</b> Withhold                      | CHAN, CHUNG MAN<br>陳中文    | AP        | 9223XXXX         |
| <b>Grant</b> Withhold                      | CHAN, SIU MAN<br>陳小文      | AP        | 9837XXXX         |
| <b>Grant</b> Withhold                      | LI, TAI MAN<br>李大文        | NP        | 6707XXXX         |
| <b>Grant</b> Withhold                      | WONG, TAI MAN<br>王大文      | NP        | 9199XXXX         |

Showing 1 to 5 of 5 entries

Previous 1 Next

**Confirm and Submit**

- (ii). Press **YES** to complete the process.

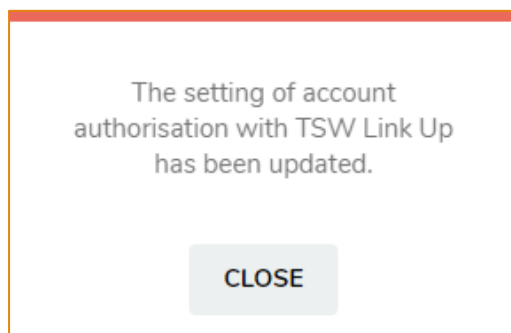


**CONFIRMATION**

Are you sure to revise your TSW account setting?

YES NO

- (iii). The setting of account authorisation with TSW Link Up is updated with immediate effect.

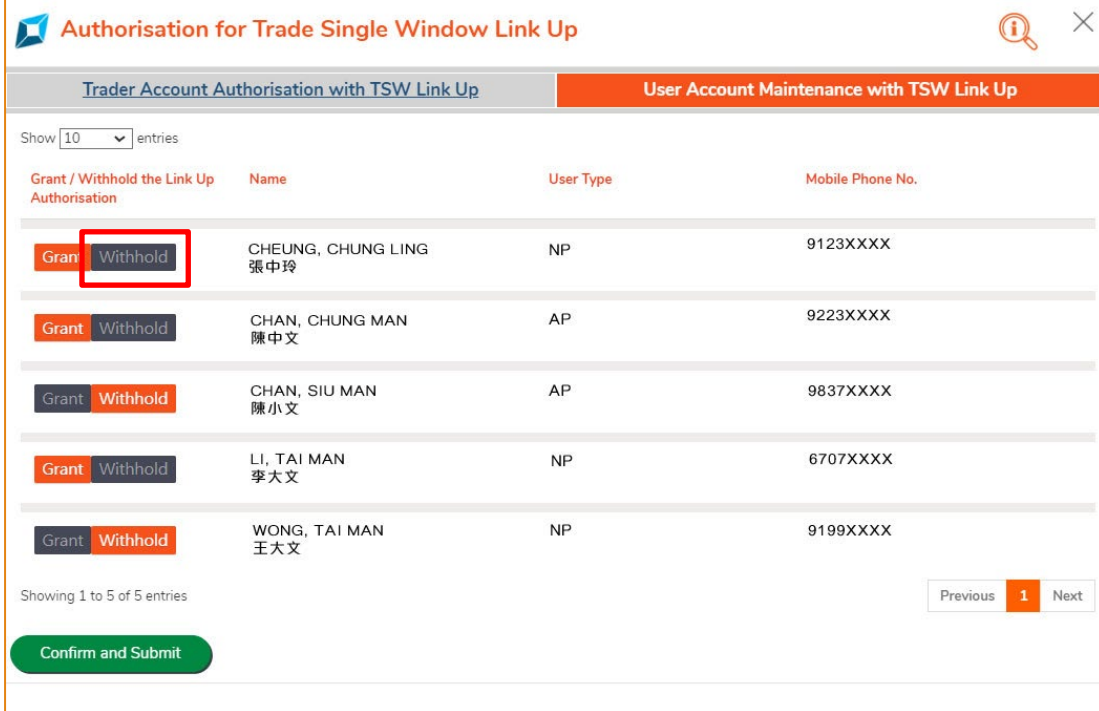


The setting of account authorisation with TSW Link Up has been updated.

**CLOSE**

### Withhold a Link Up Authorisation

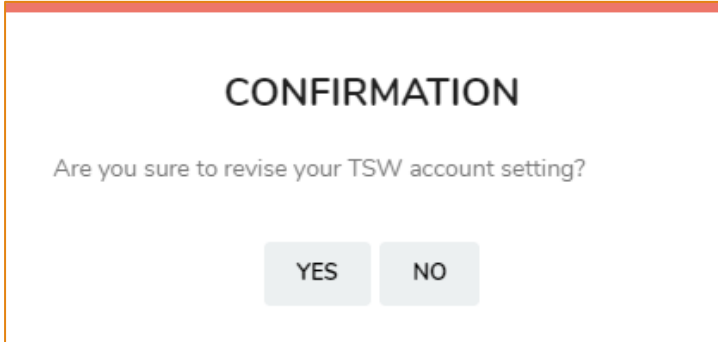
- (i). To withhold a Link Up Authorisation of user, click **Withhold** button followed by **Confirm and Submit** button.



The screenshot shows a web interface titled "Authorisation for Trade Single Window Link Up". It has two tabs: "Trader Account Authorisation with TSW Link Up" (selected) and "User Account Maintenance with TSW Link Up". Below the tabs, there is a "Show 10 entries" dropdown. The main content is a table with the following columns: "Grant / Withhold the Link Up Authorisation", "Name", "User Type", and "Mobile Phone No.". The table contains five rows of user data. In the first row, the "Withhold" button is highlighted with a red box. At the bottom of the table, there is a "Showing 1 to 5 of 5 entries" indicator and a pagination control with "Previous", "1", and "Next" buttons. A green "Confirm and Submit" button is located at the bottom left of the interface.

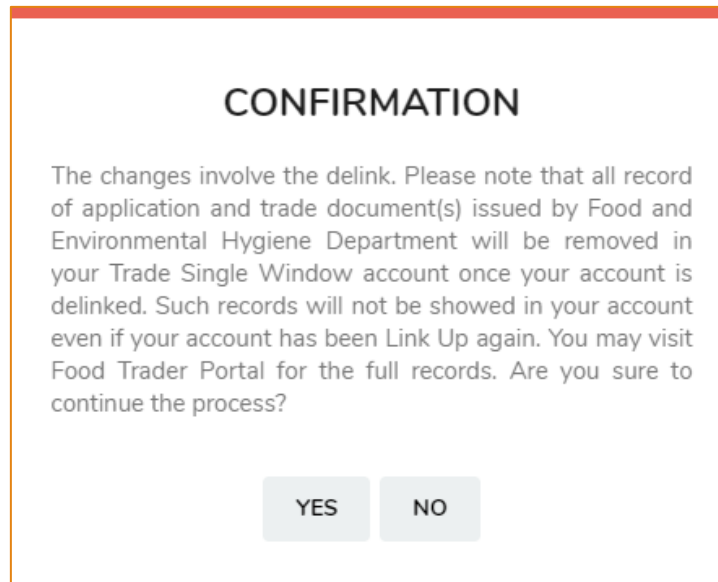
| Grant / Withhold the Link Up Authorisation | Name                      | User Type | Mobile Phone No. |
|--|---------------------------|-----------|------------------|
| Grant Withhold                             | CHEUNG, CHUNG LING<br>張中玲 | NP        | 9123XXXX         |
| Grant Withhold                             | CHAN, CHUNG MAN<br>陳中文    | AP        | 9223XXXX         |
| Grant Withhold                             | CHAN, SIU MAN<br>陳小文      | AP        | 9837XXXX         |
| Grant Withhold                             | LI, TAI MAN<br>李大文        | NP        | 6707XXXX         |
| Grant Withhold                             | WONG, TAI MAN<br>王大文      | NP        | 9199XXXX         |

- (ii). Press **YES** to complete the withhold process.

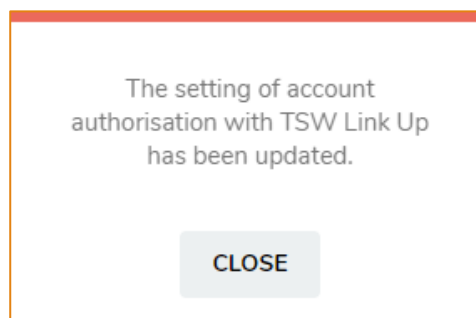


The screenshot shows a confirmation dialog box with the title "CONFIRMATION". The text inside asks "Are you sure to revise your TSW account setting?". At the bottom, there are two buttons: "YES" and "NO".

**Note :** If the authorisation of a linked user is withheld, the user accounts will be delinked immediately. All record of application and trade document(s) issued by Food and Environmental Hygiene Department will be removed in the user's Trade Single Window account. Such records will not be shown in the account even if it has been Linked Up again. The user may visit Food Trader Portal for the full records.



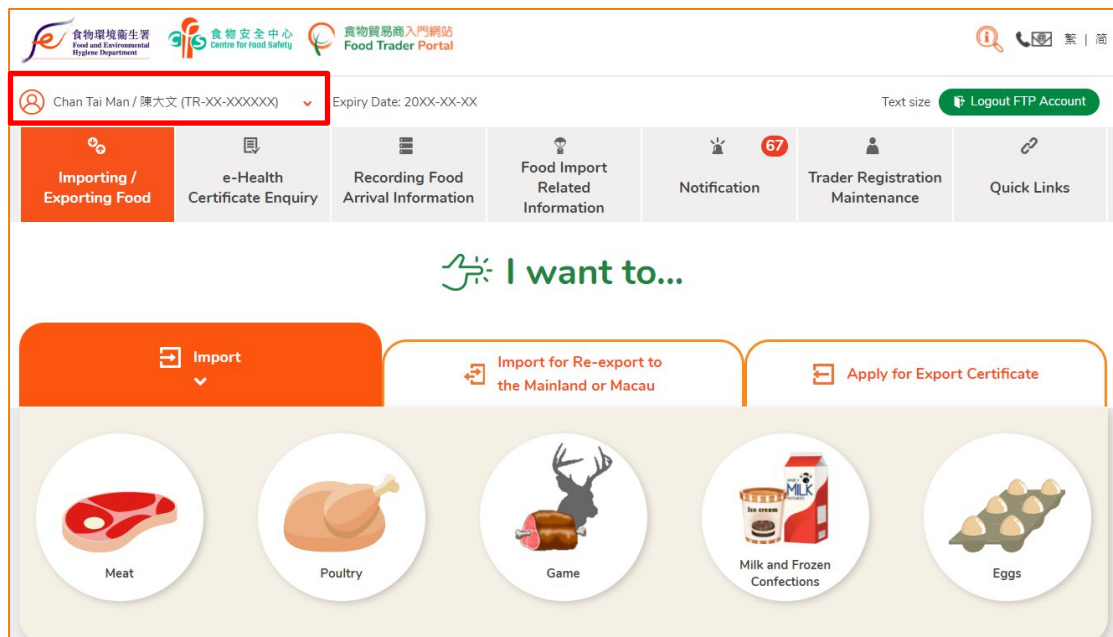
(iii). The authorisation of user account to Link Up with TSW is updated with immediate effect.



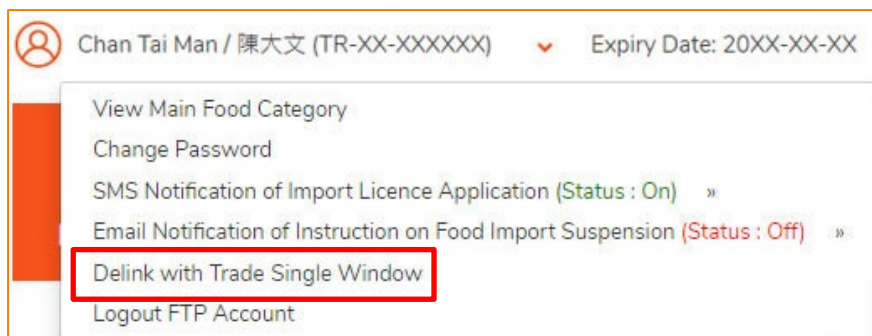
## HOW TO DELINK WITH TRADE SINGLE WINDOW

Food Trader Portal user may choose to delink with Trade Single Window in the Portal, yet **once the accounts are delinked, all record of application and trade document(s) issued by Food and Environmental Hygiene Department will be removed in your Trade Single Window account once your account is delinked. Such records will not be showed in your account even if your account has been Link Up again.** You may visit Food Trader Portal for the full records.

1. Login to Food Trader Portal. Upon successful login, click the down arrow shown next to your name and Trader Registration Number / Exemption Number at the top left corner.



2. Select the **Delink with Trade Single Window** option.



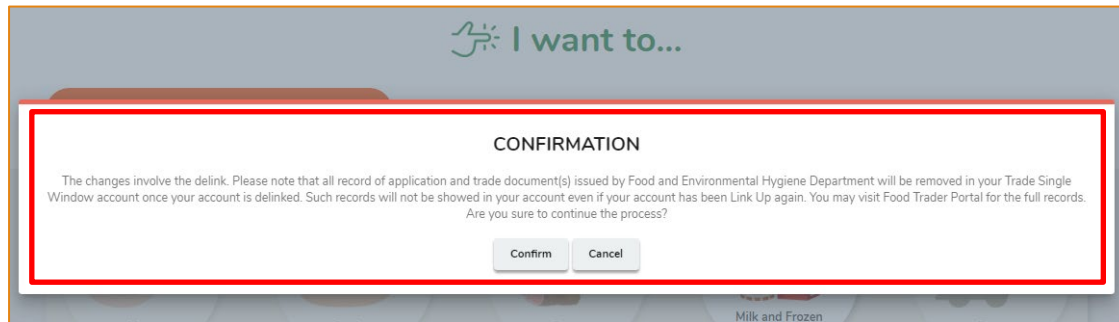


3. Read the confirmation message carefully.

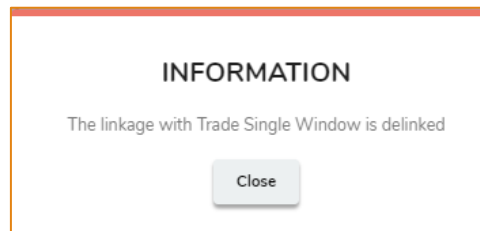
**Note : Once you have pressed the Confirm button, the action cannot be revoked.**

**i.e. All record of application and trade document(s) issued by Food and Environmental Hygiene Department will be removed in your Trade Single Window account once your account is delinked.**

4. Click **Confirm**.



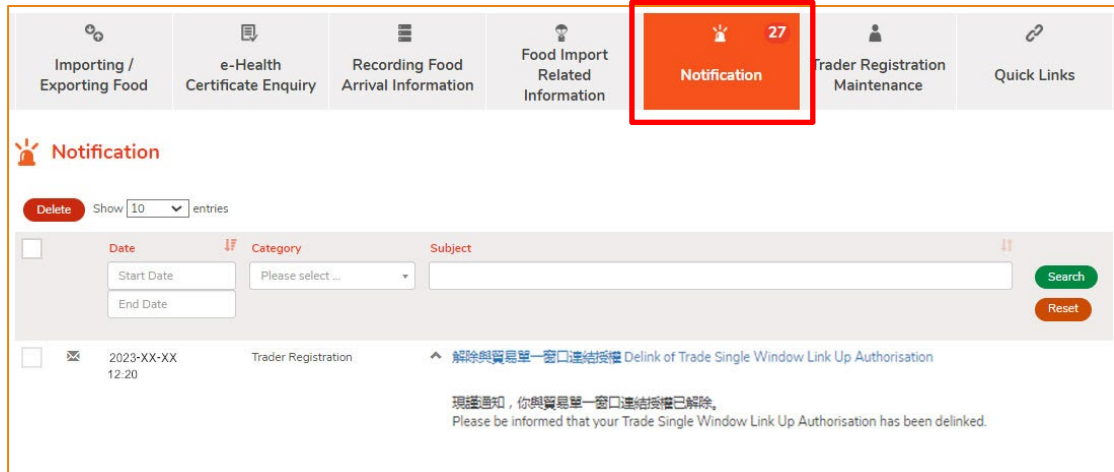
5. The Trade Single Window Link Up has been delinked.



6. At the same time, you will receive an email notification.



7. The notification will also be available under **Notification**.



The screenshot displays the 'Notification' section of 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), 'Trader Registration Maintenance', and 'Quick Links'. The 'Notification' section features a 'Delete' button, a 'Show 10 entries' dropdown, and search filters for 'Date' (with 'Start Date' and 'End Date' input fields), 'Category' (with a 'Please select...' dropdown), and 'Subject' (with a search input field). A 'Search' button and a 'Reset' button are also present. The notification list shows one entry with a checkbox, an envelope icon, the date '2023-XX-XX 12:20', the category 'Trader Registration', and the subject '解除與貿易單一窗口連結授權 Delink of Trade Single Window Link Up Authorisation'. The notification text reads: '現謹通知，你與貿易單一窗口連結授權已解除。 Please be informed that your Trade Single Window Link Up Authorisation has been delinked.'