

# Training Manual

## Report Consignment Arrival

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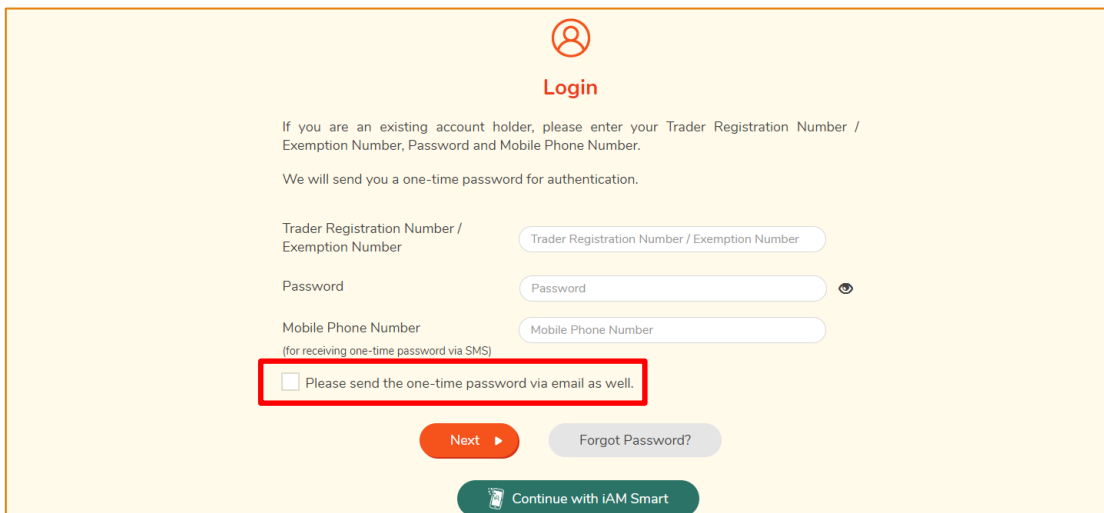
## LOGIN TO FOOD TRADER PORTAL (FTP)

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



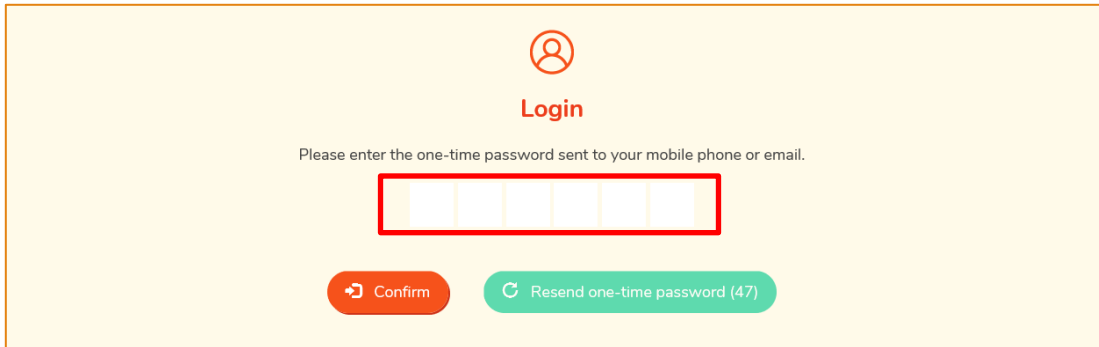
2. Input your Trader Registration Number / Exemption Number, password and registered mobile phone number, then press **Next**.

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.

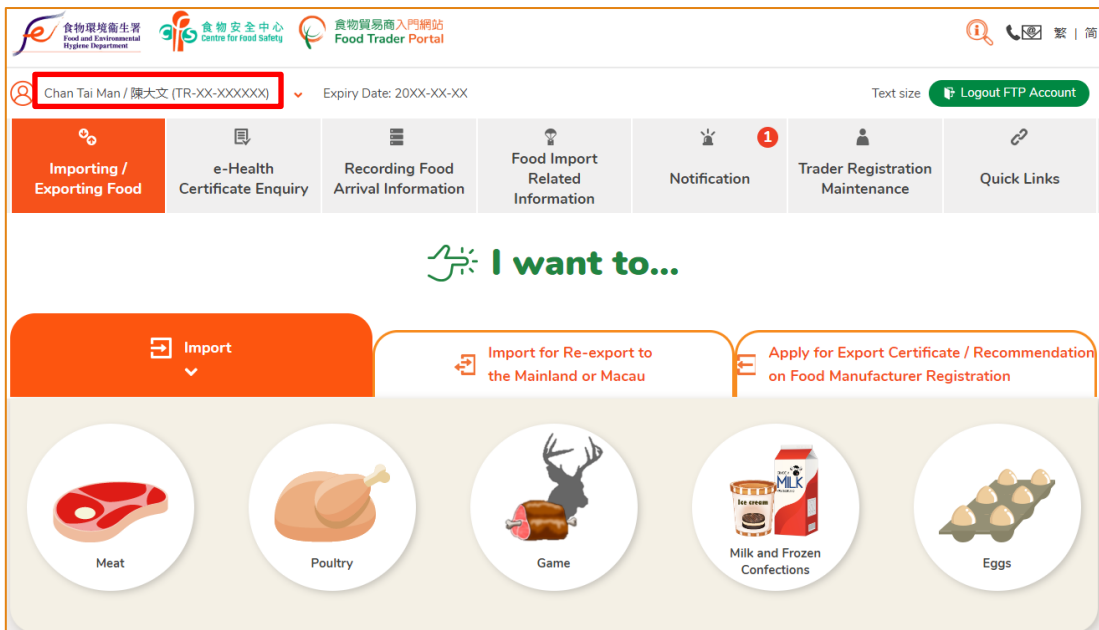


To login FTP with iAM Smart, you may refer to section **HOW TO LOGIN TO FOOD TRADER PORTAL (FTP) WITH iAM SMART** of the training manual on **General Operations** for details.

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



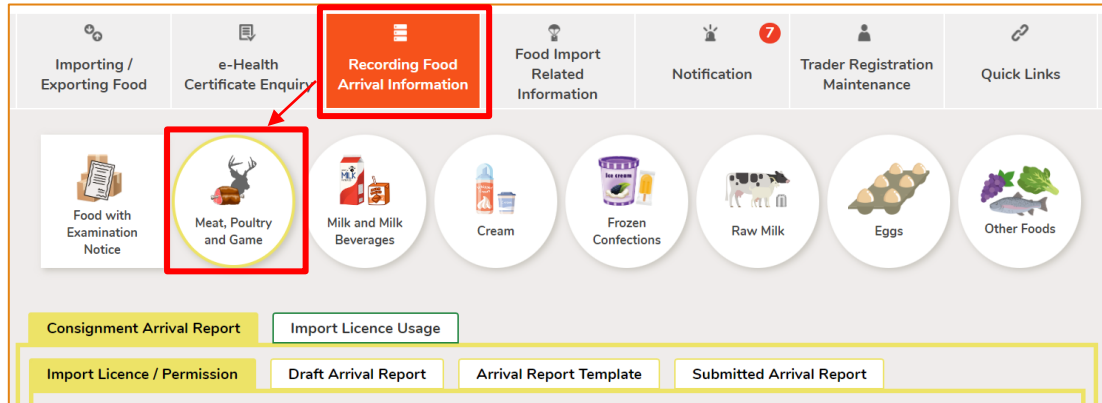
- You have logged in to FTP successfully! Your name and Trader Registration Number / Exemption Number are shown at the top left corner.



## SUBMIT A CONSIGNMENT ARRIVAL REPORT

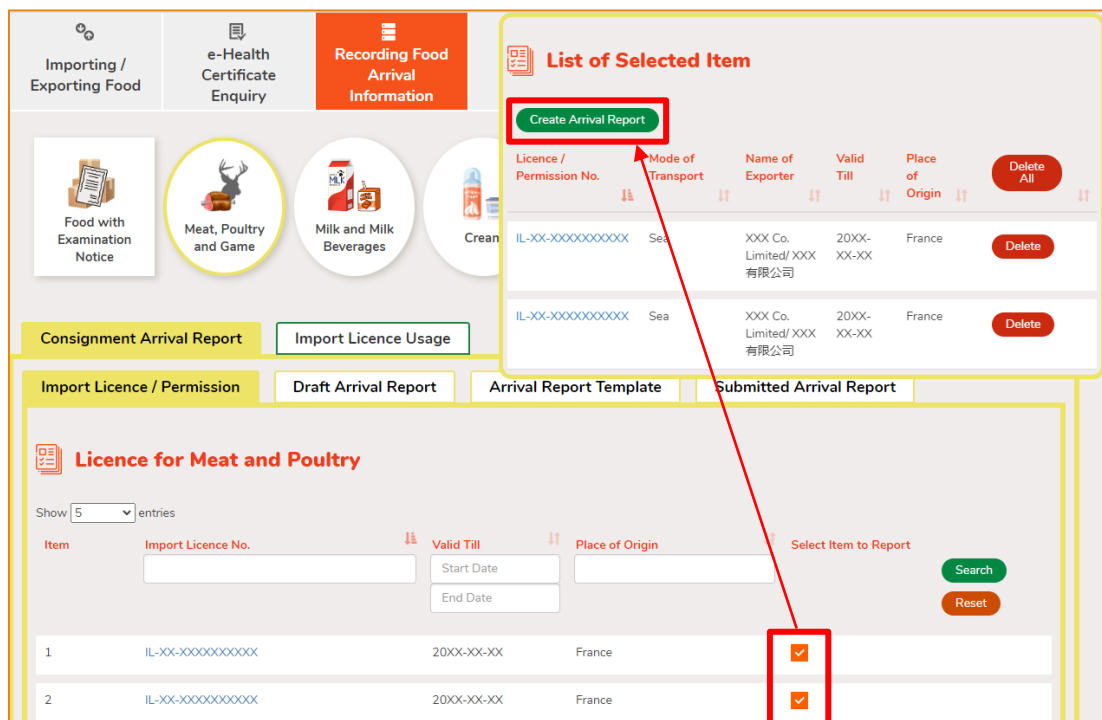
### (A) ARRIVAL REPORT FOR MEAT, POULTRY AND GAME

1. First, choose **Recording Food Arrival Information** on the main page, and then select the **Meat, Poultry and Game** food icon.



2. Select the import licence and/or import permission for the food consignment you would like to report. **List of Selected Item** will show all the selected import licence and/or import permission. To confirm your selection, click **Create Arrival Report**. Click **Delete** if you would like to delete the item.

Note: You may select more than one import licence and/or import permission involving the same Mode of Transport and Place of Origin to create one single consignment arrival report.



3. Input or update the required information for reporting consignment arrival, including:

- Importer
- Exporter
- Transportation

**Importer**

Trader Registration Number / Exemption Number: TR-XX-XXXXXX

Name of Importer: XXX Company / XXX公司

Name of Contact Person:

Contact Phone No.:

Fax No.:

**Exporter**

Name of Exporter:

Address of Exporter:

**Transportation**

Place of Origin:

Date of Arrival:

Mode of Transport:

Transhipment:

Port of Loading:

Name of Vessel, Voyage:

Bill of Lading No.:

Item No.	Marks / Container No.
1	XXXX 9999999

Add

Note: If the food is transhipped via other country / place before arriving Hong Kong, you should provide the required information by selecting the country / place next to **Transhipment**. (More than one selection is allowed)

4. Input or update the **No. of Package and Type** and **Net Weight** of the food items.

### Details of Food

**Meat, Poultry and Game**

Item No.	Import Licence / Permission No.	Food Description	Food Type	No. of Package and Type	Net Weight	Establishment	Health Certificate
1	IL-XX-XXXXXXXXXX <a href="#">Delete</a>	Chicken	Frozen Poultry	10 Bag	15 kg	Slaughtering Plant: FR XXXX Processing Plant: FR XXXX	XXXXXX <a href="#">View</a>
2	IL-XX-XXXXXXXXXX	Duck	Frozen Poultry	20 Bag	25 kg	Slaughtering Plant: FR XXXX Processing Plant: FR XXXX	XXXXXX <a href="#">View</a>
3	IL-XX-XXXXXXXXXX	Goose	Frozen Poultry	30 Bag	35 kg	Slaughtering Plant: FR XXXX Processing Plant: FR XXXX	XXXXXX <a href="#">View</a>
4	IL-XX-XXXXXXXXXX <a href="#">Delete</a>	Chicken	Chilled Poultry	40 Bag	45 kg	Slaughtering Plant: FR XXXX Processing Plant: FR XXXX	XXXXXX <a href="#">View</a>

[Add](#)

5. If you need to report more food items (e.g. if the same consignment contains game), you may click **Add** to add additional food items. Under the list of **Permission for Game**, select the import permission you would like to add, then choose the required food item to report, click **Confirm**.

### Permission for Game

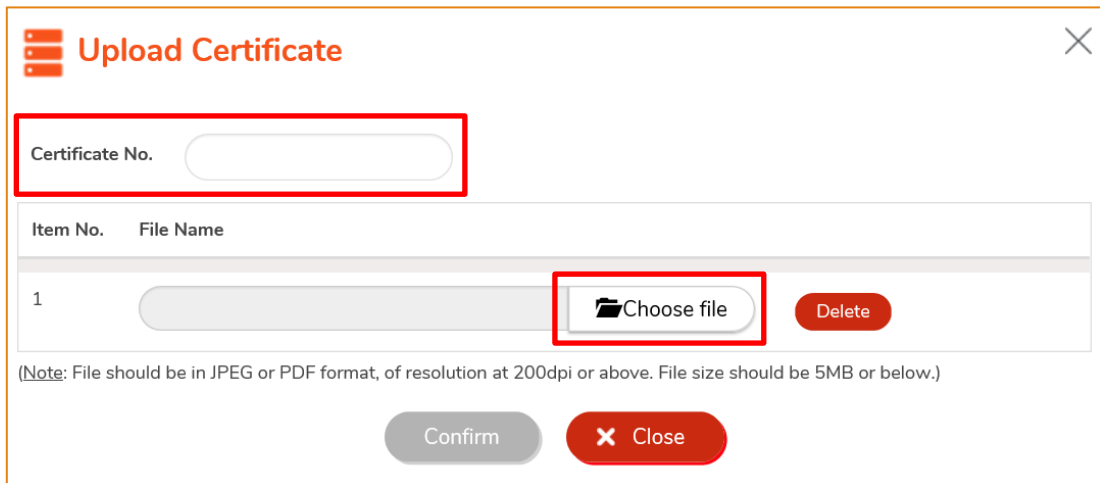
Show  entries

Item	Import Permission No.	Valid Till	Place of Origin	Select Item to Report
	<input type="text"/>	Start Date <input type="text"/> End Date <input type="text"/>	<input type="text"/>	<a href="#">Search</a> <a href="#">Reset</a>
1	IPGMP-XX-XXXXXX	20XX-XX-XX	France	<input checked="" type="checkbox"/>
2	IPGMP-XX-XXXXXX	20XX-XX-XX	France	<input type="checkbox"/>
3	IPGMP-XX-XXXXXX	20XX-XX-XX	France	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

[Back](#) 1 [Next](#)

- Your selected Licence/Permission No. will be shown under the **List of Selected Item**, click **Confirm** to proceed. Next, enter the information including **Food Description**, **No. of Package and Type**, **Net Weight**, **Establishment** and **Health Certificate**.
- Click **Add** under the **Health Certificate** column to provide the information. After entering the **Certificate No.**, click **Choose file** to select the document then click **Confirm**.



**Upload Certificate**

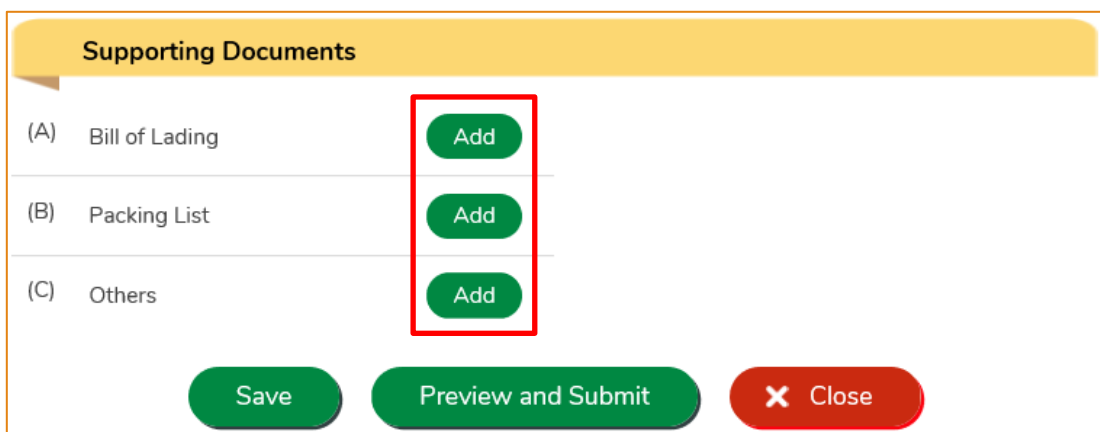
Certificate No.

Item No.	File Name
1	<input type="text"/> <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: Please refer to the “Note” in the above screen for the file upload specifications.

- Afterwards, you need to provide the related supporting documents. Click **Add** to upload the image files of these documents.



**Supporting Documents**

(A) Bill of Lading	<input type="button" value="Add"/>
(B) Packing List	<input type="button" value="Add"/>
(C) Others	<input type="button" value="Add"/>



9. Click **Choose file** to select the document then click **Confirm**.

Item No.	File Name	Document Remark
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.)

Notes:

- Please refer to the “Note” in the above screen for the file upload specifications.
- You may upload more than one file for each type of document by clicking **Add**.

10. Click **Preview and Submit** after providing all the required information and documents.

**Supporting Documents**

(A) Bill of Lading	<input type="button" value="Edit"/>
(B) Packing List	<input type="button" value="Edit"/>
(C) Others	<input type="button" value="Edit"/>

11. The information you have provided will be shown on this page. You may review the information once again before submitting the report. If amendment is required, click **Amend** to make changes, or else click **Submit** to submit the report.

### Supporting Documents

(A) Bill of Lading  
[XXXXXX.pdf](#)

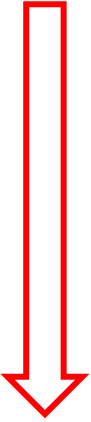
---

(B) Packing List  
[XXXXXX.pdf](#)

---

(C) Others  
[XXXXXX.pdf \(XXX\)](#)

**Submit** **Amend**




12. Read the **Declaration**. Tick the checkbox and click **Submit** to complete the application.

### Declaration

I hereby declare that I am the importer of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food imported shall be as described. I fully understand the "[Personal Information Collection Statement](#)".

**Submit** **Return**

13. After submission, you will receive an acknowledgement with information including the Report No. and Report Date. Besides, you can choose to save the information of this arrival report as a template for future use by clicking [Save as Template](#). For details, please refer to the section [Create an Arrival Report Template](#). You may click [Close](#) to return to the main page.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 15:24:07
Food Type	Frozen Poultry, Chilled Poultry

For any enquiries, please contact:

Food Import and Export Section (Hong Kong / Kowloon Office)

2/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon  
Telephone no.: 3428 7305 or 3428 7340  
Fax no.: 2776 5226 or 2776 3317

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

## (B) ARRIVAL REPORT FOR EGGS

1. First, click **Recording Food Arrival Information** on the main page, choose **Eggs** food icon and then select the import permission you would like to report for consignment arrival.

Note: You may select more than one import permission involving the same Mode of Transport and Place of Origin to create one single consignment arrival report.

The screenshot shows the main navigation menu with 'Recording Food Arrival Information' highlighted. Below it, the 'Eggs' category is selected. The 'Permission for Eggs' section displays a table with the following data:

Item	Import Permission No.	Valid Till	Place of Origin	Select Item to Report
1	IPEGG-XX-XXXXXX	20XX-XX-XX	Thailand	<input type="checkbox"/>

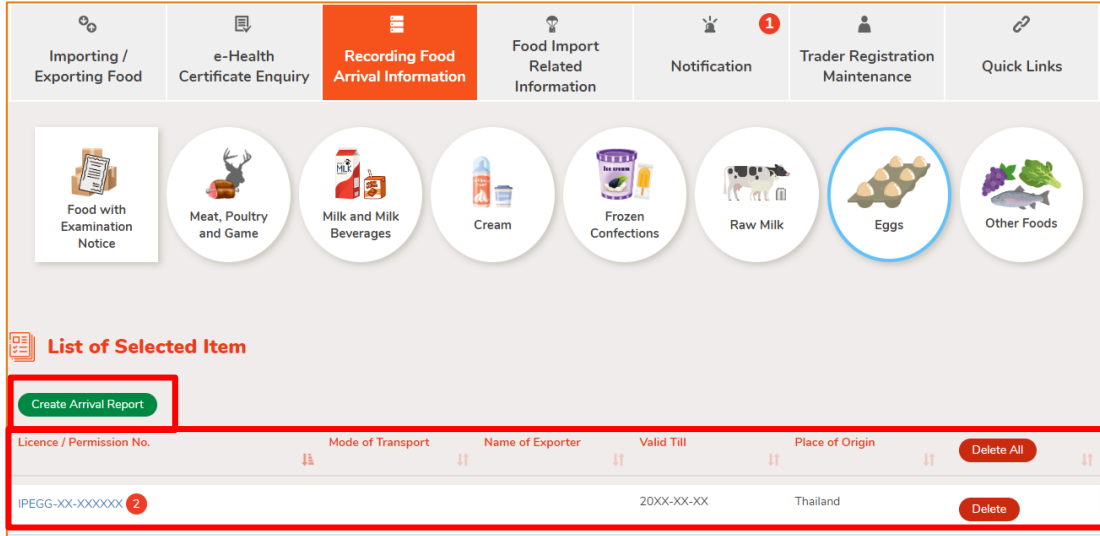
2. Select appropriate item(s) to report, then click Confirm.

The 'Select Item to Report' dialog box shows the following items and their selection status:

Eggs Item	Select All
皮蛋 Lime preserved eggs	<input checked="" type="checkbox"/>
蛋液及液體蛋混合料 (包括液體及冰凍狀態) Liquid egg and liquid egg mixes (including in liquid and frozen form)	<input type="checkbox"/>
蛋粉及乾製蛋混合料 Egg powder and dried egg mixes	<input checked="" type="checkbox"/>

The 'Confirm' button is highlighted in red.

3. **List of Selected Item** will show all the selected import permission. Click **Create Arrival Report** to create the consignment arrival report. Click **Delete** if you would like to delete the selected item.



The screenshot displays the 'Recording Food Arrival Information' section of the Food Trader Portal. At the top, there is a navigation menu with options: Importing / Exporting Food, e-Health Certificate Enquiry, Recording Food Arrival Information (highlighted), Food Import Related Information, Notification (with a red '1' badge), Trader Registration Maintenance, and Quick Links. Below the menu is a row of category icons: Food with Examination Notice, Meat, Poultry and Game, Milk and Milk Beverages, Cream, Frozen Confections, Raw Milk, Eggs (highlighted with a blue circle), and Other Foods.

The 'List of Selected Item' section is highlighted with a red border. It features a 'Create Arrival Report' button. Below this is a table with the following columns: Licence / Permission No., Mode of Transport, Name of Exporter, Valid Till, Place of Origin, and a 'Delete All' button. A single row is visible in the table:

Licence / Permission No.	Mode of Transport	Name of Exporter	Valid Till	Place of Origin	Delete All
IPEGG-XX-XXXXXX 2			20XX-XX-XX	Thailand	Delete

4. Input or update the required information for reporting consignment arrival, including:

- Importer
- Exporter
- Transportation

**Importer**

Trader Registration Number    TR-XX-XXXXXX  
/ Exemption Number

Name of Importer                XXX Company / XXX公司

Name of Contact Person       

Contact Phone No.             

Fax No.                            

**Exporter**

Name of Exporter               

Address of Exporter             

**Transportation**

Place of Origin                 

Date of Arrival                 

Mode of Transport               

Transshipment

Note: If the food is transhipped via other country / place before arriving Hong Kong, you should provide the required information by selecting the country / place next to **Transshipment**. (More than one selection is allowed)

5. Input **Food Description**, **No. of Package and Type**, **Net Weight** and **Production Date** in accordance with the information in the Health Certificate. Then click **Add** to provide information on **Processing Plant and Farm**.

**Details of Food**

**Eggs**

Item No.	Import Permission No.	Food Description	No. of Package and Type	Net Weight	Production Date (YYYY-MM-DD)	Processing Plant and Farm	Health Certificate
1	IPEGG-XX-XXXXXX <span>Copy</span> <span>Delete</span>	皮蛋 Lime preserved eggs Food description shown c	<input type="text"/>	<input type="text"/>	Start Date From: <input type="text"/> End Date To: <input type="text"/>	<span>Add</span>	<span>Add</span>
2	IPEGG-XX-XXXXXX <span>Copy</span> <span>Delete</span>	蛋粉及乾製蛋混合物 Egg powder and dried egg mixes Food description shown c	<input type="text"/>	<input type="text"/>	Start Date From: <input type="text"/> End Date To: <input type="text"/>	<span>Add</span>	<span>Add</span>

Add

6. Input establishment details, then click **Confirm**.

**Establishment Details**

Item No. Establishment Details

1	Food Description	皮蛋 Lime preserved eggs	<span>Delete</span>
	Type	<input type="text" value="Please select ..."/>	
	Establishment No.	<input type="text"/>	
	Name	<input type="text"/>	
	Address	<input type="text"/>	
	Province	<input type="text" value="Please select ..."/>	

Add

Confirm Close

7. Click **Add** to provide Health Certificate information.

**Details of Food**

**Eggs**

Item No.	Import Permission No.	Food Description	No. of Package and Type	Net Weight	Production Date (YYYY-MM-DD)	Processing Plant and Farm	Health Certificate
1	IPEGG-XX-XXXXXX <a href="#">Copy</a> <a href="#">Delete</a>	皮蛋 Lime preserved eggs XXX	100 Carton	100 Kg	Start Date: 20XX- End Date: 20XX-	Farm: XXX XXXXXX Province: XXXXXX <a href="#">Edit</a>	<a href="#">Add</a>
2	IPEGG-XX-XXXXXX <a href="#">Copy</a> <a href="#">Delete</a>	蛋粉及乾製蛋混合料 Egg powder and dried egg mixes XXX	100 Carton	100 Kg	Start Date: 20XX- End Date: 20XX-	Farm: XXX XXXXXX Province: XXXXXX <a href="#">Edit</a>	<a href="#">Add</a>

[Add](#)

8. After entering the **Certificate No.**, click **Choose file** to select the document then click **Confirm**.

**Upload Certificate** ✕

Certificate No.

Item No.	File Name	
1	<input style="width: 150px;" type="text"/>	<div style="border: 2px solid red; display: inline-block; padding: 2px 5px;"> Choose file</div> <div style="margin-left: 10px;"><a href="#">Delete</a></div>

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

[Confirm](#)
[✕ Close](#)

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



9. Click **Add** if you would like to report more food items.

**Details of Food**

**Eggs**

Item No.	Import Permission No.	Food Description	No. of Package and Type	Net Weight	Production Date (YYYY-MM-DD)	Processing Plant and Farm	Health Certificate
1	IPEGG-XX-XXXXXX <span style="font-size: small;">Copy Delete</span>	皮蛋 Lime preserved eggs <span style="font-size: small;">XXX</span>	100 Carton	100 Kg	Start Date: 20XX- End Date: 20XX-	Farm: XXX Province: XXXXXX <span style="font-size: small;">Edit</span>	XXXXXX <span style="font-size: small;">Edit</span>
2	IPEGG-XX-XXXXXX <span style="font-size: small;">Copy Delete</span>	蛋粉及乾製蛋混合料 Egg powder and dried egg mixes <span style="font-size: small;">XXX</span>	100 Carton	100 Kg	Start Date: 20XX- End Date: 20XX-	Farm: XXX Province: XXXXXX <span style="font-size: small;">Edit</span>	XXXXXX <span style="font-size: small;">Edit</span>

Add

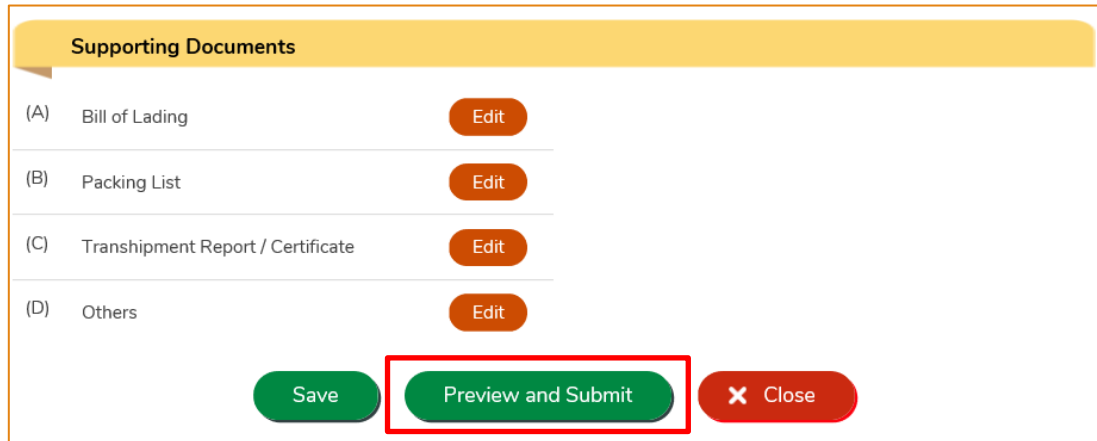
10. Next, you need to provide the related supporting documents. Click **Add** to upload the image files of these documents.

**Supporting Documents**

(A) Bill of Lading	<span style="border: 2px solid red; padding: 5px; border-radius: 5px; background-color: #2e8b57; color: white;">Add</span>
(B) Packing List	<span style="border: 2px solid red; padding: 5px; border-radius: 5px; background-color: #2e8b57; color: white;">Add</span>
(C) Transhipment Report / Certificate	<span style="border: 2px solid red; padding: 5px; border-radius: 5px; background-color: #2e8b57; color: white;">Add</span>
(D) Others	<span style="border: 2px solid red; padding: 5px; border-radius: 5px; background-color: #2e8b57; color: white;">Add</span>

Save
Preview and Submit
✕ Close

11. You may then click **Preview and Submit** after providing all the required information and documents.

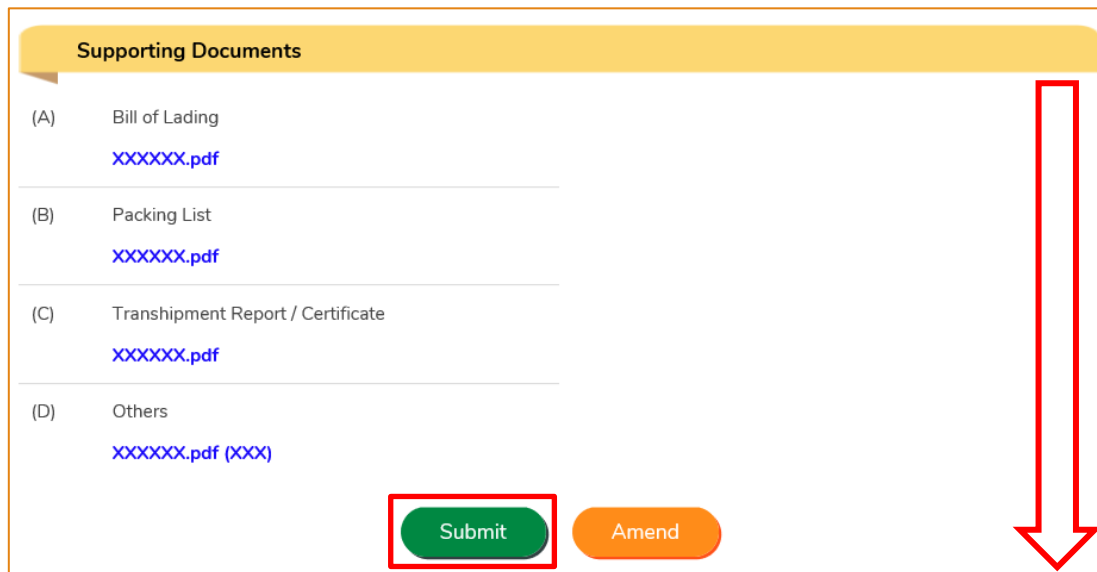


The screenshot shows a 'Supporting Documents' section with a yellow header. Below the header is a list of four document types, each with an 'Edit' button:

- (A) Bill of Lading
- (B) Packing List
- (C) Transhipment Report / Certificate
- (D) Others

At the bottom of the section are three buttons: 'Save', 'Preview and Submit' (highlighted with a red box), and 'Close'.

12. The information you have provided will be shown on this page. Review the information once again. If amendment is required, click **Amend** to make changes, or else click **Submit** to submit the report.



The screenshot shows the 'Supporting Documents' section after document uploads. The list now includes file names:

- (A) Bill of Lading: XXXXXX.pdf
- (B) Packing List: XXXXXX.pdf
- (C) Transhipment Report / Certificate: XXXXXX.pdf
- (D) Others: XXXXXX.pdf (XXX)


At the bottom are two buttons: 'Submit' (highlighted with a red box) and 'Amend'. A large red arrow on the right side points downwards.

13. Read the **Declaration**. Tick the checkbox and click **Submit** to complete the application.

**Declaration**

I hereby declare that I am the importer of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food imported shall be as described. I fully understand the "**Personal Information Collection Statement**".

14. After submission, you will receive an acknowledgement with information including the Report No. and Report Date. Besides, you can choose to save the information of this arrival report as a template for future use by clicking **Save as Template**. For details, please refer to the section of **Create an Arrival Report Template**. You may click **Close** to return to the main page.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 10:27:41
Food Type	Eggs

For any enquiries, please contact:

Food Import and Export Section (Hong Kong / Kowloon Office)

2/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon  
 Telephone no.: 3428 7348  
 Fax no.: 2776 5226 or 2776 3317

### (C1) ARRIVAL REPORT FOR OTHER FOODS IMPORTED BY AIR

1. First, click **Recording Food Arrival Information** on the main page, then select **Other Foods** food icon to proceed.

The screenshot displays the main navigation menu of the Food Trader Portal. The 'Recording Food Arrival Information' menu item is highlighted with a red box. A red arrow points from this menu item to the 'Other Foods' icon in the main content area, which is also highlighted with a red box. Below the navigation menu, there are three tabs: 'Draft Arrival Report', 'Arrival Report Template', and 'Submitted Arrival Report'. The 'Draft Arrival Report' tab is active, showing a search form with fields for 'Description', 'Date of Creation' (Start Date, End Date), 'Last Updated Date' (Start Date, End Date), and 'Import Licence / Permission No.'. The search form includes 'Search' and 'Reset' buttons. Below the search form, it displays 'No record found' and 'Showing 0 to 0 of 0 entries'. There are 'Back' and 'Next' buttons at the bottom right of the search results area.

2. Click **Yes** to start preparing consignment arrival report.

The screenshot shows a confirmation dialog box with the text 'Do you want to submit an arrival report?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

## 3. Input or update the required information for reporting consignment arrival, including:

- Importer
- Exporter
- Transportation

### Importer

Trader Registration Number / Exemption Number	TR-XX-XXXXXX
Name of Importer	XXX Company / XXX公司
Name of Contact Person	<input type="text" value="XXX"/>
Contact Phone No.	<input type="text" value="XXXXXX"/>
Fax No.	<input type="text"/>

### Exporter

Name of Exporter	<input type="text"/>
Address of Exporter	<input type="text"/>

### Transportation

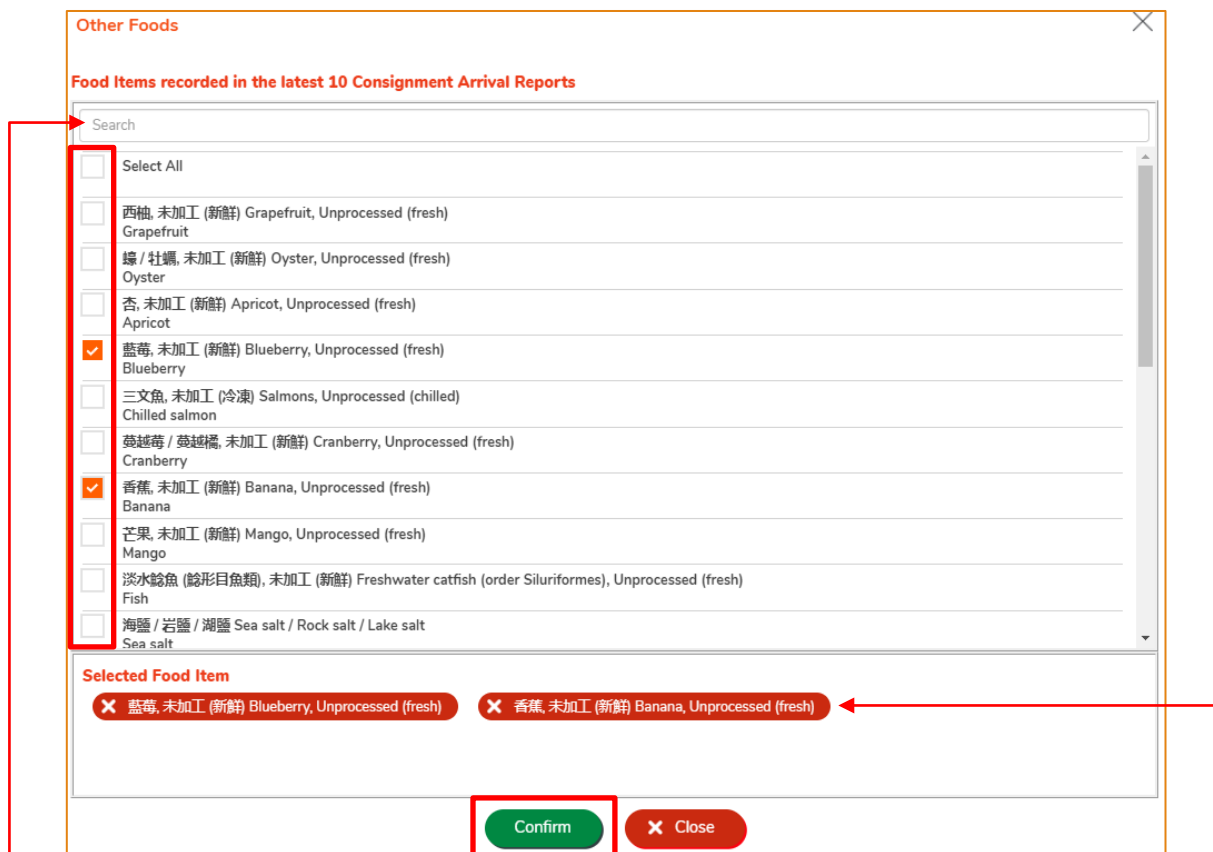
Place of Origin	<input type="text" value="Please select ..."/>
Date of Arrival	<input type="text"/>
Mode of Transport	<input type="text" value="Air"/>
Cargo Terminal	<input type="text" value="Please select ..."/>
Air Waybill No.	<input type="text"/>
Airport of Departure	<input type="text" value="Please select ..."/>
Forwarder	<input type="text"/>
Forwarder's Telephone No.	<input type="text"/>

4. To provide the details of food item, click **Other Foods**.



5. The food items recorded in the latest 10 approved consignment arrival reports are shown. Select the food items that you would like to report arrival by ticking the checkboxes (if applicable). Click **Confirm** and proceed to Point 7.

If your desired food items are not available on the recent record list, click **Close**.



**Other Foods**

Food Items recorded in the latest 10 Consignment Arrival Reports

Search

<input type="checkbox"/>	Select All
<input type="checkbox"/>	西柚, 未加工 (新鮮) Grapefruit, Unprocessed (fresh) Grapefruit
<input type="checkbox"/>	蠔 / 牡蠣, 未加工 (新鮮) Oyster, Unprocessed (fresh) Oyster
<input type="checkbox"/>	杏, 未加工 (新鮮) Apricot, Unprocessed (fresh) Apricot
<input checked="" type="checkbox"/>	藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh) Blueberry
<input type="checkbox"/>	三文魚, 未加工 (冷凍) Salmons, Unprocessed (chilled) Chilled salmon
<input type="checkbox"/>	蔓越莓 / 蔓越橘, 未加工 (新鮮) Cranberry, Unprocessed (fresh) Cranberry
<input checked="" type="checkbox"/>	香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh) Banana
<input type="checkbox"/>	芒果, 未加工 (新鮮) Mango, Unprocessed (fresh) Mango
<input type="checkbox"/>	淡水鯰魚 (鯰形目魚類), 未加工 (新鮮) Freshwater catfish (order Siluriformes), Unprocessed (fresh) Fish
<input type="checkbox"/>	海鹽 / 岩鹽 / 湖鹽 Sea salt / Rock salt / Lake salt Sea salt

**Selected Food Item**

藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh)
  香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh)

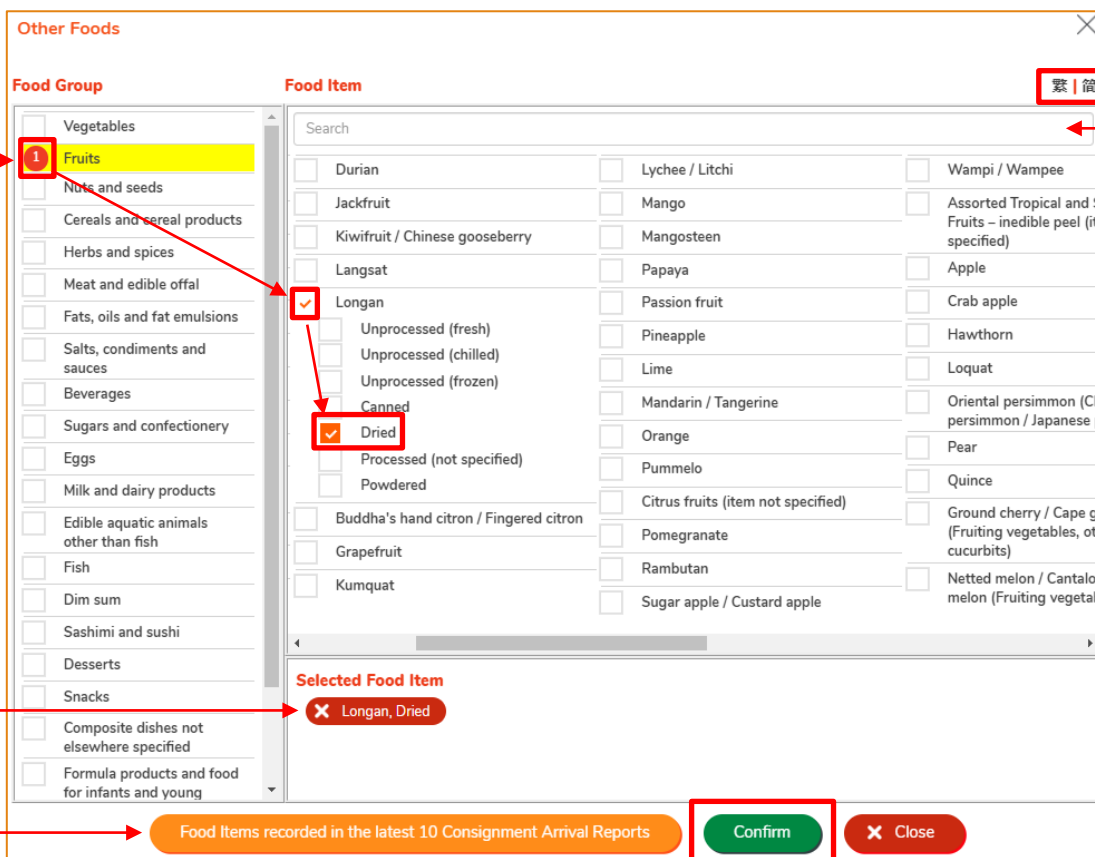
Notes:

- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.

6. A full list of food items in different food groups is shown. To select your desired food item, you have to:

- (i). select a **Food Group** from the left column by ticking the checkbox. A list of related food items will be shown.
- (ii). select the checkbox of **Food Item** on the right. After selecting the food item, tick the processing type of food item (e.g. Unprocessed / Dried / Powdered etc.). Then click **Confirm**.

If your desired food items are not available on the list, click **Close**. An input box is available under the Details of Food section for input the food item manually.



The screenshot shows the 'Other Foods' dialog box. On the left, under 'Food Group', 'Fruits' is selected with a checkbox. The main area, 'Food Item', contains a search box and a list of items. 'Longan' is selected with a checkbox, and under its processing type, 'Dried' is also selected with a checkbox. Below the list, the 'Selected Food Item' section displays 'Longan, Dried'. At the bottom of the dialog, there is a 'Confirm' button and a 'Close' button. A '繁體' (Traditional Chinese) language option is located at the top right corner.

#### Notes:

- You may view the list in other language, (for example : traditional Chinese) by clicking the language option at the top right corner.
- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.
- To view and select the food items recorded in the latest 10 approved consignment arrival reports, simply click **Food Items recorded in the latest 10 Consignment Arrival Reports**.

7. Input the details of each food item.

You may update the Food Description shown on the page or provide the food description shown on packing list if you have not yet do so.

Click **Add** under columns: **Batch**, **Production Establishment** and **Health Certificate** to provide the relevant information, if any.

**Details of Food**

**Other Foods**

Worksheet for Data Import

Item No.	Brand and Food Description	No. of Package and Type	Net Weight	Batch	Production Establishment	Health Certificate
1	藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh) <input type="text" value="Blueberry"/> <div style="display: flex; gap: 5px; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #c0392b; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input type="text" value=""/>	<input type="text" value=""/>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	JAPAN <span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>
2	香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh) <input type="text" value="Banana"/> <div style="display: flex; gap: 5px; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #c0392b; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input type="text" value=""/>	<input type="text" value=""/>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	JAPAN <span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>
3	龍眼, 乾製 Longan, Dried <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Food description shown on packing lis</div> <div style="display: flex; gap: 5px; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #c0392b; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input type="text" value=""/>	<input type="text" value=""/>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	JAPAN <span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>
4	<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Food description shown on packing lis</div> <div style="display: flex; gap: 5px; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #c0392b; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input type="text" value=""/>	<input type="text" value=""/>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	JAPAN <span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>

Add
Import Worksheet

Meat, Poultry and Game

Eggs

Milk and Milk Beverages

Cream

Frozen Confections

Raw Milk

Notes:

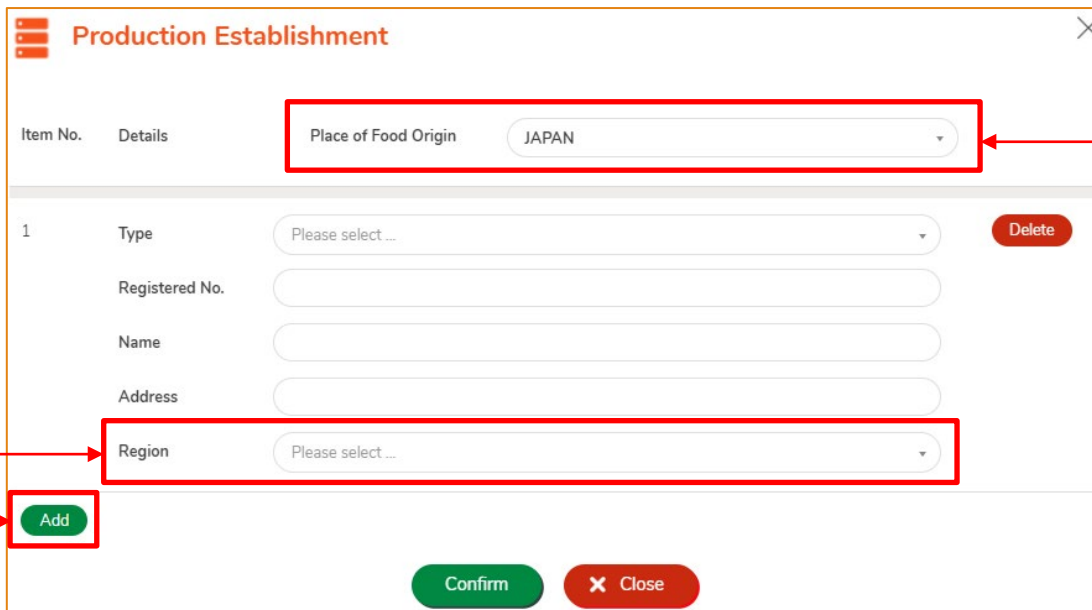
- You may click **Add** or **Copy** if you need to report more food items.
- You can quickly and conveniently import the data of other foods using an Excel template. For details, please refer to the section [\(C2\) Arrival report for other foods imported by air - using Import Worksheet Function \(Excel Template\)](#).



If you have other foods imported from the same country / place with the corresponding import licence and / or import permission, the system will show the relative food type button(s). If your consignment includes other food types, you may click the appropriate food type button and input the relevant information. Simply refer to the section of the corresponding food type for details.



8. To provide Production Establishment information, simply select the **Place of Food Origin** and enter the relevant information. Then click **Confirm**.



A screenshot of the 'Production Establishment' form. The 'Place of Food Origin' dropdown is set to 'JAPAN' and is highlighted with a red box. Below it, the 'Region' dropdown is also highlighted with a red box. At the bottom left, the 'Add' button is highlighted with a red box. At the bottom right, the 'Confirm' and 'Close' buttons are visible. A red arrow points from the text above to the 'Place of Food Origin' dropdown.

Notes:

- **Place of Food Origin** is pre-filled with the information of **Place of Origin** provided under Transportation section. You may select other location for **Place of Food Origin** if the food item is originated from a different place.
- If Japan has been chosen as the Place of Food Origin for that particular food item, you are required to provide information of **Region** as well.
- You may click **Add** to provide additional production establishment information.

9. To provide Health Certificate information, simply enter the **Certificate No.** and click **Choose file** to select the document. Then click **Confirm**.

**Upload Certificate**

Certificate No.

Item No.	File Name
1	<input type="text"/> <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.)

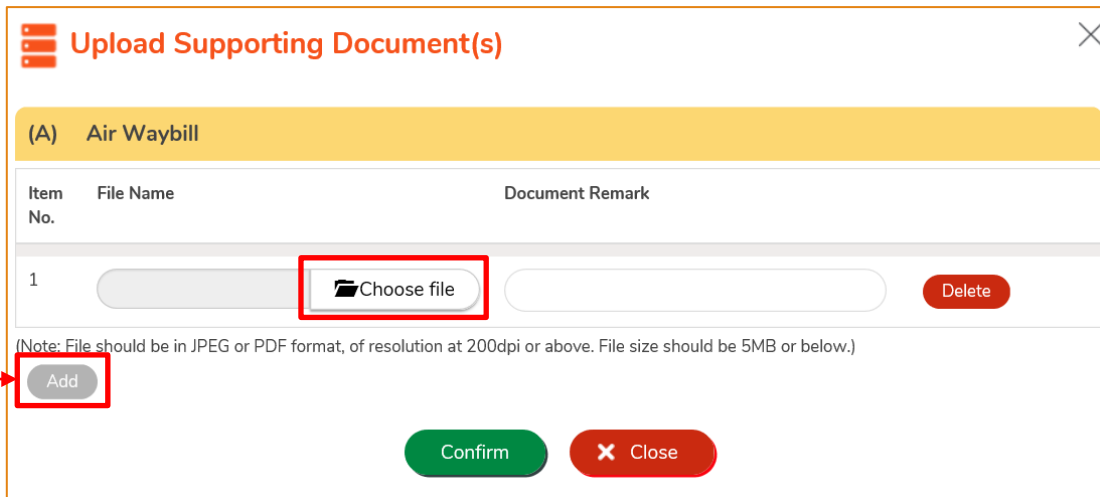
Note: Please refer to the “Note” in the above screen for the file upload specifications.

10. Next, you need to provide the related supporting documents. Click **Add** to upload the image files of these documents.

**Supporting Documents**

(A) Air Waybill	<input type="button" value="Add"/>
(B) Packing List	<input type="button" value="Add"/>
(C) Others	<input type="button" value="Add"/>

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



**Upload Supporting Document(s)**

(A) Air Waybill

Item No.	File Name	Document Remark
1	<input type="text" value="Choose file"/>	<input type="text"/>

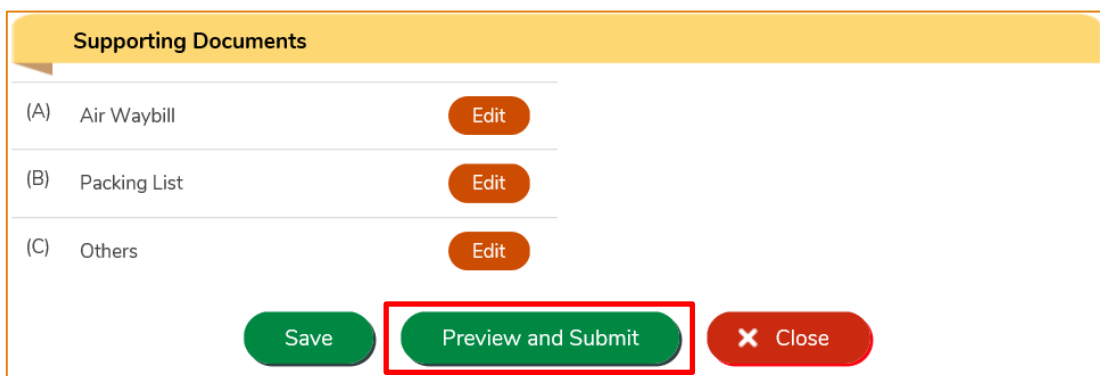
(Note: File should be in JPEG or PDF format, of resolution at 200dpi or above. File size should be 5MB or below.)

**Add** **Confirm** **Close**

Notes:

- Please refer to the “Note” in the above screen for the specifications of the file to be uploaded.
- You may upload more than one file for each type of document by clicking **Add**.

12. Then click **Preview and Submit** after providing all the required information and documents.



**Supporting Documents**

(A) Air Waybill	<b>Edit</b>
(B) Packing List	<b>Edit</b>
(C) Others	<b>Edit</b>

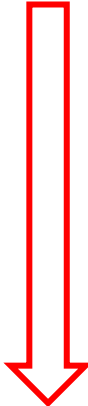
**Save** **Preview and Submit** **Close**

13. The information you have provided will be shown on this page. Review the information once again. If amendment is required, click **Amend** to make changes, or else click **Submit** to submit the report.

### Supporting Documents

(A)	Air Waybill <a href="#">XXXXXX.pdf</a>
(B)	Packing List <a href="#">XXXXXX.pdf</a>
(C)	Others <a href="#">XXXXXX.pdf (XXX)</a>

**Submit** **Amend**




14. Read the **Declaration**. Tick the checkbox and click **Submit** to complete the application.

### Declaration

I hereby declare that I am the importer of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food imported shall be as described. I fully understand the "[Personal Information Collection Statement](#)".

**Submit** **Return**

15. After submission, you will receive an acknowledgement with information including the Report No. and Report Date. Besides, you can choose to save the information of this arrival report as a template for future use by clicking [Save as Template](#). For details, please refer to the section [Create an Arrival Report Template](#). You may click [Close](#) to return to the main page.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 15:19:02
Food Type	Other Foods

For any enquiries, please contact:

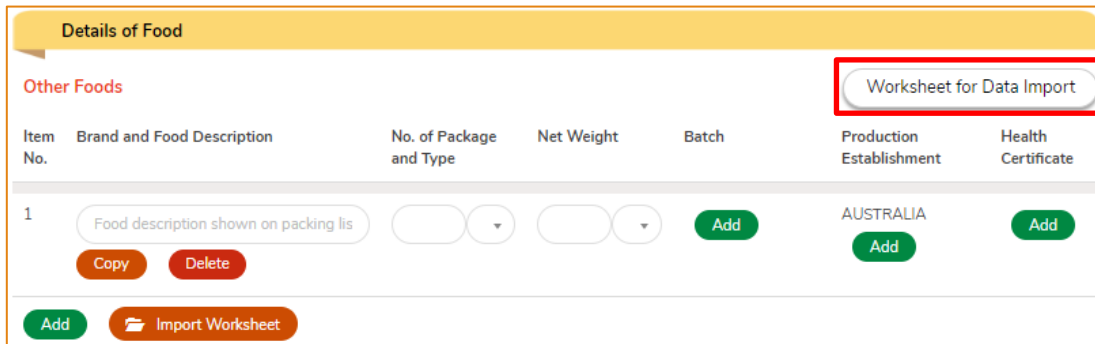
Food Import and Export Section (Airport Offices)

Room 416A, 4/F, South Office Block, Super Terminal 1, Hong Kong International Airport  
(Telephone no.: 2116 8250; Fax no.: 2116 0290)

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

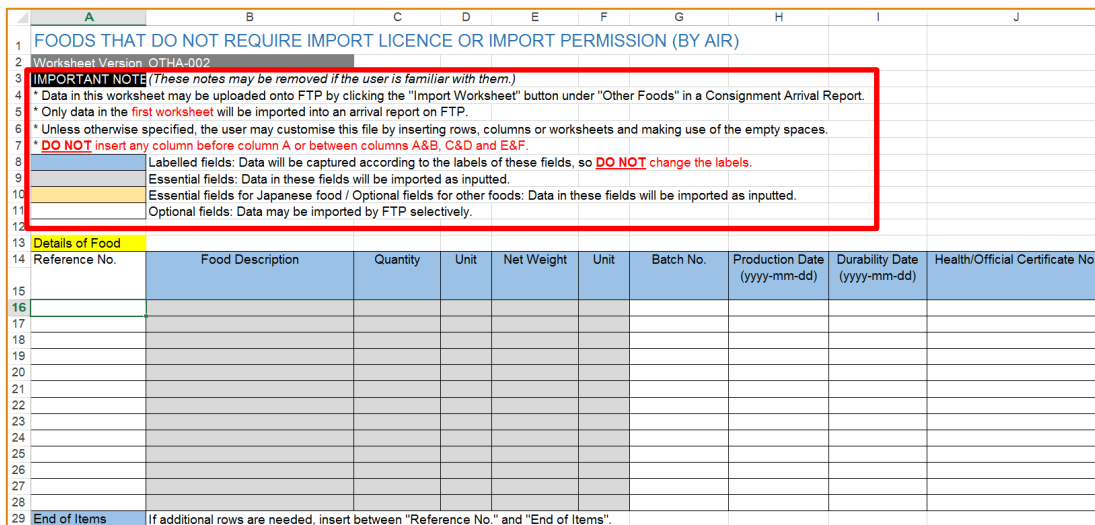
## (C2) ARRIVAL REPORT FOR OTHER FOODS IMPORTED BY AIR - USING IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE)

1. First, click **Worksheet for Data Import** under **Details of Food** to download the Excel template.



The screenshot shows the 'Details of Food' section. At the top right, there is a button labeled 'Worksheet for Data Import' which is highlighted with a red rectangular box. Below this, there is a table with columns for Item No., Brand and Food Description, No. of Package and Type, Net Weight, Batch, Production Establishment, and Health Certificate. An example row is visible with '1' in the Item No. column, 'Food description shown on packing list' in the Brand and Food Description column, and 'AUSTRALIA' in the Production Establishment column. There are 'Add', 'Copy', and 'Delete' buttons for each row, and an 'Import Worksheet' button at the bottom.

2. Read the **Important Notes** at the top of the Excel template. Then input the required information into the Excel template and save the file.



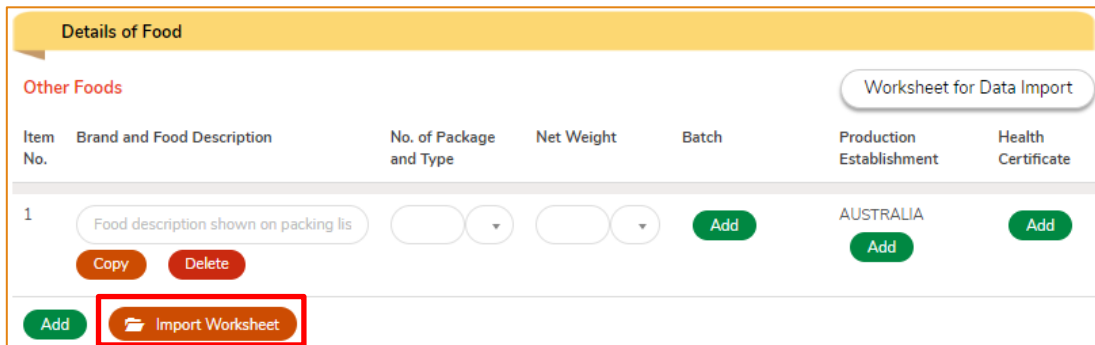
The screenshot shows an Excel spreadsheet. Row 1 contains the title 'FOODS THAT DO NOT REQUIRE IMPORT LICENCE OR IMPORT PERMISSION (BY AIR)'. Row 2 contains 'Worksheet Version: OTHA-002'. Row 3 contains an 'IMPORTANT NOTE' section, which is highlighted with a red rectangular box. The notes include instructions on how to use the worksheet, such as clicking the 'Import Worksheet' button and ensuring data is entered in the correct columns (A, B, C, D, E, F, G). Rows 13-14 show the 'Details of Food' header with columns for Reference No., Food Description, Quantity, Unit, Net Weight, Unit, Batch No., Production Date, Durability Date, and Health/Official Certificate No. Row 29 is labeled 'End of Items'.

### Notes :

- Each Excel file should cover only one consignment. Please note that if your Excel file contains more than one worksheet, only data from the first worksheet will be imported. This Excel template is not suitable for foods requiring import licence or import permission. If your consignment contains such food types, you should input relevant data separately in the report at the FTP according to the food type.

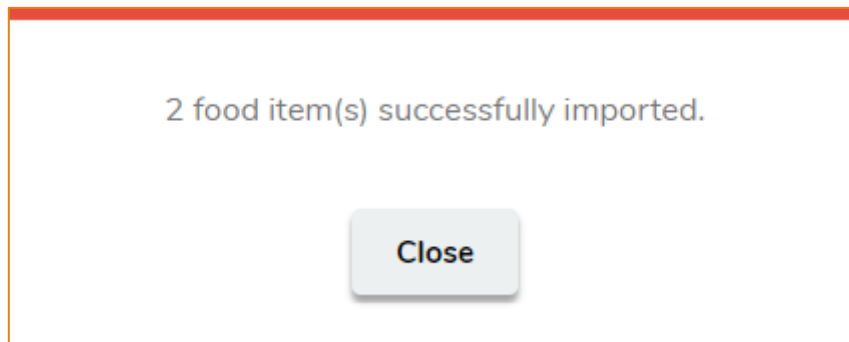
- You may use the blank area in the template for inputting information for your own reference and insert rows or columns to store information concerning your operation. However, you should not change the labels of the preset data fields and should be careful when inserting rows or columns because in some cases the insertion may result in data import error. Please follow the guidance notes provided in the template.

- Next, click **Import Worksheet** and select the file to be imported.



The screenshot shows the 'Details of Food' interface. At the top, there is a yellow header with the text 'Details of Food'. Below this, there is a section titled 'Other Foods' with a 'Worksheet for Data Import' button. The main area contains a table with the following columns: 'Item No.', 'Brand and Food Description', 'No. of Package and Type', 'Net Weight', 'Batch', 'Production Establishment', and 'Health Certificate'. The first row of the table has the following data: '1', 'Food description shown on packing lis', two empty dropdown menus, 'Add', 'AUSTRALIA', and 'Add'. Below the table, there are 'Copy' and 'Delete' buttons. At the bottom left, there is an 'Add' button. At the bottom center, there is an 'Import Worksheet' button, which is highlighted with a red box.

- Message indicating successful data import will be shown. Click **Close** to proceed the next step.



5. Next, the imported data will be displayed as follows. Click **Add** under columns: **Batch**, **Production Establishment** and **Health Certificate** to provide the relevant information, if any.

Details of Food

Other Foods
Worksheet for Data Import

Item No.	Brand and Food Description	No. of Package and Type	Net Weight	Batch	Production Establishment	Health Certificate
1	<input type="text" value="XXX"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Copy</span> <span>Delete</span> </div>	<input type="text" value="100"/> <input type="text" value="box"/>	<input type="text" value="100"/> <input type="text" value="kg"/>	<input type="button" value="Add"/>	AUSTRALIA <input type="button" value="Add"/>	<input type="button" value="Add"/>
2	<input type="text" value="YYY"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Copy</span> <span>Delete</span> </div>	<input type="text" value="200"/> <input type="text" value="box"/>	<input type="text" value="200"/> <input type="text" value="kg"/>	<input type="button" value="Add"/>	AUSTRALIA <input type="button" value="Add"/>	<input type="button" value="Add"/>

6. Upload the images of the relevant documents under **Supporting Documents**, then click **Preview and Submit** to submit the report after providing all the required information and documents.

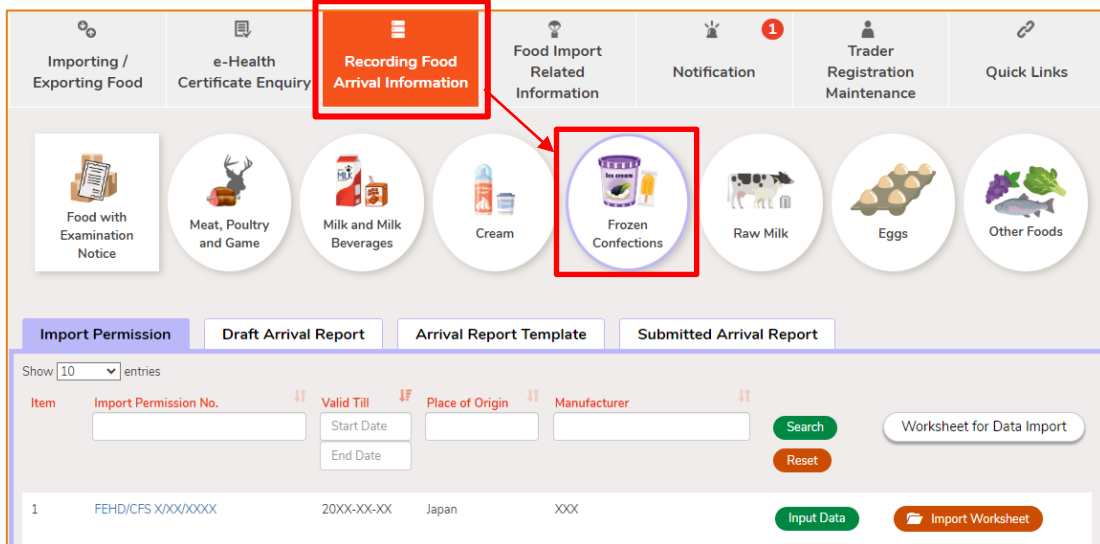
Supporting Documents

(A) Air Waybill	<input type="button" value="Edit"/>
(B) Packing List	<input type="button" value="Edit"/>
(C) Others	<input type="button" value="Edit"/>

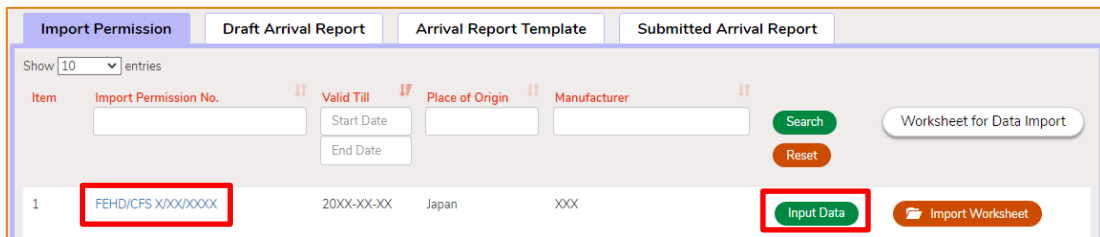


## (D1) ARRIVAL REPORT FOR MILK AND FROZEN CONFECTIONS

1. First, click **Recording Food Arrival Information** on the main page and select the food type. Assuming you would like to report on Frozen Confections, simply click the **Frozen Confections** food icon.



2. Then select the relevant import permission and click **Input Data**. We will go through the **Import Worksheet** function later in the section on (D2) Arrival report for Milk and Frozen Confections - using Import Worksheet Function (Excel Template).



### Notes:

- You may click **Import Permission No.** to look into the details of the corresponding import permission.
- You may create an arrival report for only one import permission each time (except food imported by air).

3. All permitted food items covered by the selected import permission are listed. Select the appropriate permitted food item(s) then click **Confirm**.

**Select Item to Report** ✕

Permitted Item No.	Brand Name	Product Name	Container Size	Select All <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		
XX-XXX1	XXX	XXX XXX	XXX G	<input checked="" type="checkbox"/>
XX-XXX2	XXX	XXX XXX	XXX G	<input type="checkbox"/>
XX-XXXX	XXX	XXX XXX	XXX G	<input type="checkbox"/>

Note: You may select more than one permitted item if applicable.

## 4. Input or update the required information for reporting consignment arrival, including:

- Importer
- Exporter
- Transportation

Importer	
Trader Registration Number / Exemption Number	TR-XX-XXXXXX
Name of Importer	XXX Company / XXX公司
Name of Contact Person	<input type="text" value="XXX"/>
Contact Phone No.	<input type="text" value="XXXXXXXX"/>
Fax No.	<input type="text"/>

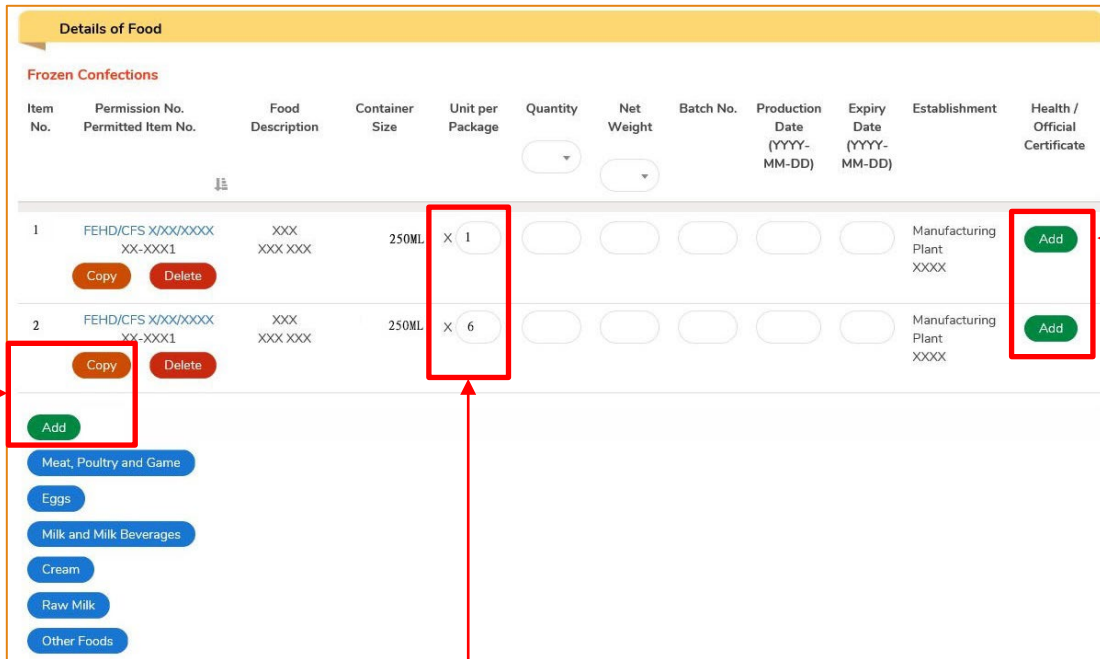
  

Exporter	
Name of Exporter	<input type="text"/>
Address of Exporter	<input type="text"/>

Transportation	
Place of Origin	<input type="text" value="JAPAN"/>
Date of Arrival	<input type="text"/>
Mode of Transport	<input type="text" value="Please select ..."/>

- Input the details of each food item, then submit the Health / Official Certificate by clicking **Add** under **Health / Official Certificate**.



Item No.	Permission No. Permitted Item No.	Food Description	Container Size	Unit per Package	Quantity	Net Weight	Batch No.	Production Date (YYYY-MM-DD)	Expiry Date (YYYY-MM-DD)	Establishment	Health / Official Certificate
1	FEHD/CFS XXX/XXXX XX-XXX1	XXX XXX XXX	250ML	X 1						Manufacturing Plant XXXX	<b>Add</b>
2	FEHD/CFS XXX/XXXX XX-XXX1	XXX XXX XXX	250ML	X 6						Manufacturing Plant XXXX	<b>Add</b>

**Add**  
 Meat, Poultry and Game  
 Eggs  
 Milk and Milk Beverages  
 Cream  
 Raw Milk  
 Other Foods

**Note:**

- "Unit per Package" refers to the packing size of the Permitted Item.
- You may click **Add** or **Copy** if you need to report more food items.

If you have other foods imported by air from the same country / place with the corresponding import licence and / or import permission, the system will show the relative food type button(s). For the same consignment imported by air which consists of more than one food type, you may click the appropriate food type button and input the required information. Simply refer to the section of the corresponding food type for details.



Meat, Poultry and Game  
 Eggs  
 Milk and Milk Beverages  
 Cream  
 Raw Milk  
 Other Foods

6. Input the **Certificate No.** then click **Choose file** to select the image file of the certificate to upload. Click **Confirm** to proceed.

**Upload Certificate**

Certificate No.

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

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

**Confirm** **Close**

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

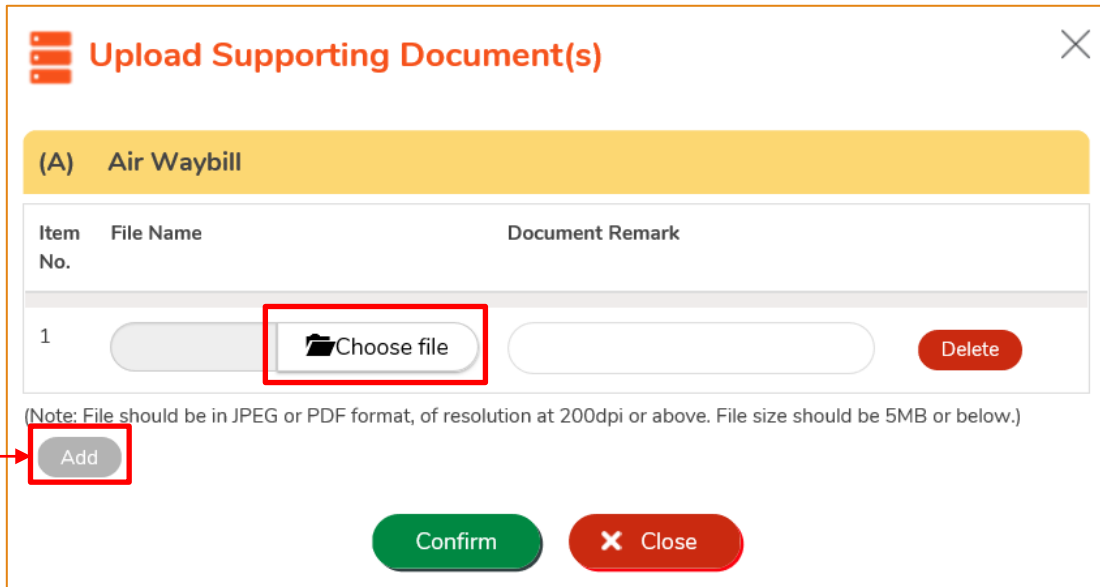
7. Afterwards, you need to provide the related supporting documents. Click **Add** to upload the image files of these documents.

**Supporting Documents**

(A)	Air Waybill	<b>Add</b>
(B)	Packing List	<b>Add</b>
(C)	Chemical Composition Test Report	<b>Add</b>
(D)	Microbiological Quality Test Report	<b>Add</b>
(E)	Others	<b>Add</b>

**Save** **Preview and Submit** **Close**

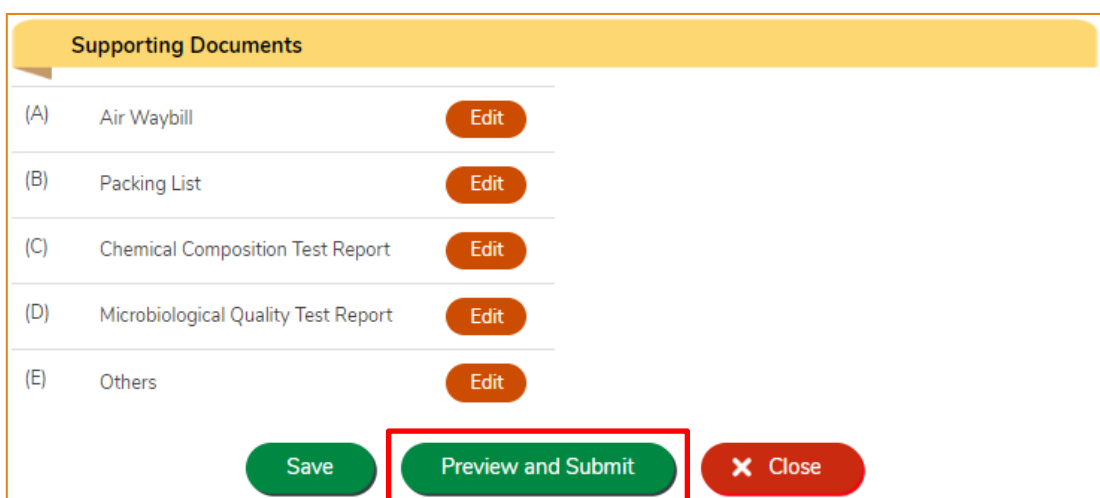
8. Click **Choose file** to select the document then click **Confirm**.



Notes:

- Please refer to the “Note” in the above screen for the specifications of the file to be uploaded.
- You may upload more than one file for each type of document by clicking **Add**.

9. Then click **Preview and Submit** after providing all the required information and documents.



10. The information you have provided will be shown in this page. Review the information once again. If amendment is required, click **Amend** to make changes, or else click **Submit** to submit the report.

**Supporting Documents**

- (A) Air Waybill  
XXXXXX.pdf
- (B) Packing List  
XXXXXX.pdf
- (C) Chemical Composition Test Report  
XXXXXX.pdf
- (D) Microbiological Quality Test Report  
XXXXXX.pdf
- (E) Others  
XXXXXX.pdf (XXX)

**Submit** **Amend**


11. Read the **Declaration**. Tick the checkbox and click **Submit** to complete the application.

**Declaration**

I hereby declare that I am the importer of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food imported shall be as described. I fully understand the "Personal Information Collection Statement".

**Submit** **Return**

12. After submission, you will receive an acknowledgement with information including the Report No. and Report Date. Besides, you can choose to save the information of this arrival report as a template for future use by clicking [Save as Template](#). For details, please refer to the section [Create an Arrival Report Template](#). You may click [Close](#) to return to the main page.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 15:05:08
Food Type	Frozen Confections

For any enquiries, please contact:

Food Import and Export Section (Airport Offices)

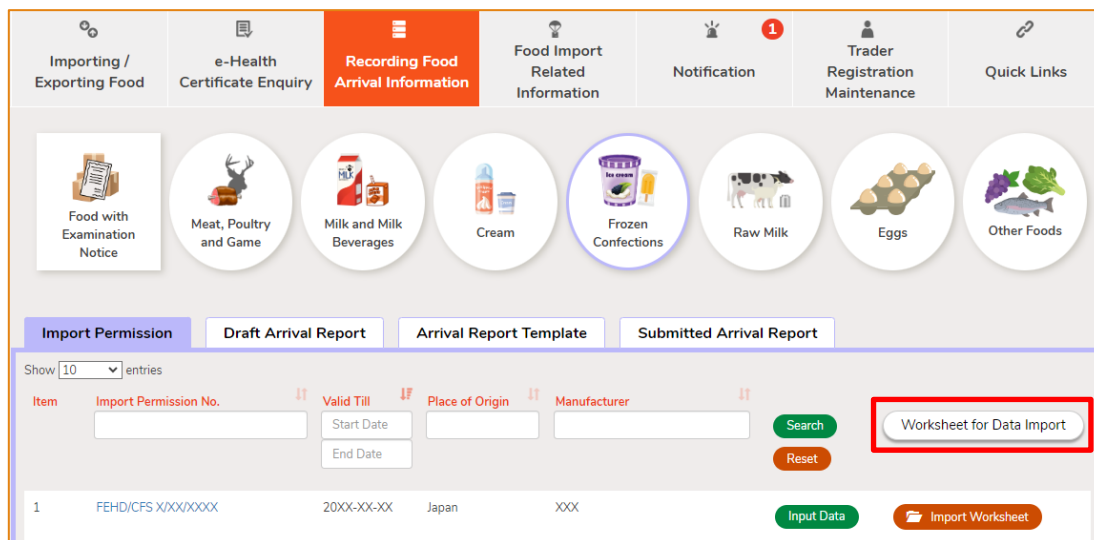
Room 416A, 4/F, South Office Block, Super Terminal 1, Hong Kong International Airport  
(Telephone no.: 2116 8250; Fax no.: 2116 0290)

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



## (D2) ARRIVAL REPORT FOR MILK AND FROZEN CONFECTIONS - USING IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE)

1. First, click **Worksheet for Data Import** on the main page to download the Excel template.



2. Read the **Important Notes** at the top of the worksheet. Input the required information into the worksheet and save the file.

Worksheet Version	MFC-002										
<b>IMPORTANT NOTES</b> (These notes may be removed if the user is familiar with them.)											
* Data in this worksheet may be uploaded onto FTP by clicking the "Import Worksheet" button beside the import permission list under "Recording Food Arrival Information".											
* Only data in the <b>first worksheet</b> will be imported into an arrival report on FTP.											
* Unless otherwise specified, the user may customise this file by inserting rows, columns or worksheets and making use of the empty spaces.											
<b>DO NOT</b> insert any column before column A or between columns A&B, D&E and F&G.											
Labelled fields: Data will be captured according to the labels of these fields, so <b>DO NOT</b> change the labels.											
Essential fields: Data in these fields will be imported as inputted.											
Optional fields: Data may be imported by FTP selectively.											
<b>Trader Information</b>											
Name of Contact Person											
Contact Phone No.											
Name of Exporter											
Address of Exporter											
<b>Transportation</b>											
Date of Arrival (yyyy-mm-dd)											
Sea Route											
Bill of Lading No.											
Container No. (please use commas to separate if more than one)											
Air Route											
Air Waybill No.											
Land Route											
Vehicle No. (HK)											
Vehicle No. (GD)											
<b>Storage Location after Arrival (for Sea &amp; Land Routes)</b>											
Name of Warehouse											
Address of Warehouse											
Lot No. of Stored Food											
<b>Details of Food</b>											
Permitted Item No.	Food Description	Units per Package	Quantity	Net Weight	Batch No.	Production Date (yyyy-mm-dd)	Expiry Date (yyyy-mm-dd)	Health/Official Certificate No.			
			Unit	Unit							

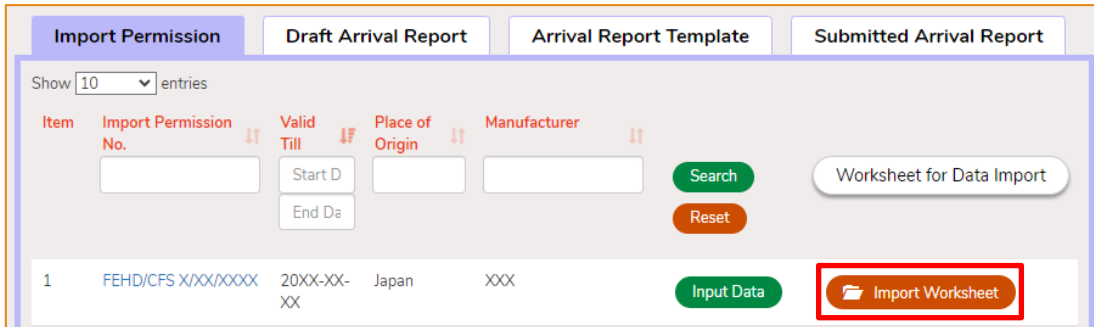
### Notes:

- Each Excel file should cover only one consignment but it may contain food items from more than one import permission. If your consignment is related to two import permissions, you have to submit two separate arrival reports by choosing the appropriate import permissions. In the two reports, you may import data from the

same Excel file because FTP can identify and then import data of the relevant food items related to the import permission chosen. Please note that if your Excel file contains more than one worksheet, only data of the first worksheet will be imported.

- You may use the blank area or insert rows or columns in the template for inputting reference information. However, you should not change the labels of the preset data fields and should be careful when inserting rows or columns because in some cases the insertion may result in data import error. Please follow the guidance notes provided in the template.

3. Click **Import Worksheet** and select the file to be imported.

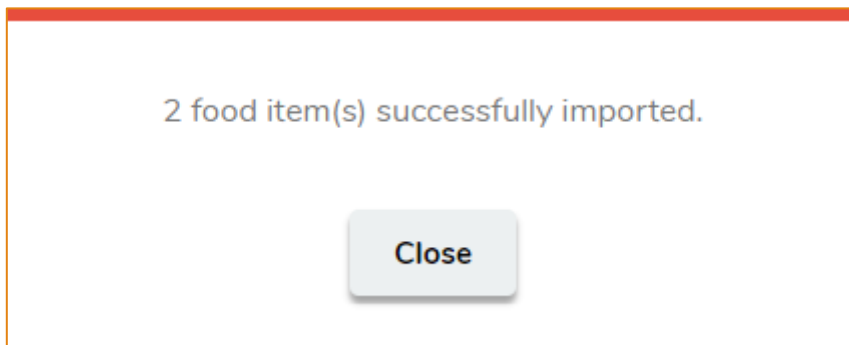


Import Permission | Draft Arrival Report | Arrival Report Template | Submitted Arrival Report

Show 10 entries

Item	Import Permission No.	Valid Till	Place of Origin	Manufacturer	
1	FEHD/CFS X/XX/XXXX	20XX-XX-XX	Japan	XXX	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Input Data"/> <input type="button" value="Import Worksheet"/>

4. Relevant message will be shown for successful data import. Click **Close** to proceed the next step.



5. The imported data will be displayed as follows.

**Importer**

Trader Registration Number / Exemption Number: TR-XX-XXXXXX

Name of Importer: XXX Company / XXX公司

Name of Contact Person:

Contact Phone No.:

Fax No.:

**Exporter**

Name of Exporter:

Address of Exporter:

**Transportation**

Place of Origin:

Date of Arrival:

Mode of Transport:

Port of Loading:

Name of Vessel, Voyage:

Bill of Lading No.:

Item No. ↓	Marks / Container No.	
1	<input type="text" value="XXXX"/> <input type="text" value="9999999"/>	<span style="background-color: #c00; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>
<span style="background-color: #008000; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Add</span>		

**Storage Location after Arrival**

Name of Warehouse:

Address of Warehouse:

Lot No. of Stored Food:

6. Click **Add** to upload the images of health / official certificate under **Details of Food**.

**Details of Food**

Frozen Confections

Item No.	Permission No. Permitted Item No.	Food Description	Container Size	Unit per Package	Quantity	Net Weight	Batch No.	Production Date (YYYY-MM-DD)	Expiry Date (YYYY-MM-DD)	Establishment	Health / Official Certificate
					Box ▾						
					kg ▾						
1	FEHD/CFS X/XX/XXXX XX-XXXX	XXX XXX XXX	XXXG	X 1	300	30	XXX	20XX-	20XX	Manufacturing Plant XXX	XXXXXX <span style="border: 2px solid red; padding: 2px;">Add</span>
	<span style="background-color: #e91e63; color: white; padding: 2px;">Copy</span>	<span style="background-color: #e91e63; color: white; padding: 2px;">Delete</span>									
2	FEHD/CFS X/XX/XXXX XX-XXXX	XXX XXX XXX	XXXG	X 2	100	10	XXX	20XX-	20XX	Manufacturing Plant XXX	XXXXXX <span style="border: 2px solid red; padding: 2px;">Add</span>
	<span style="background-color: #e91e63; color: white; padding: 2px;">Copy</span>	<span style="background-color: #e91e63; color: white; padding: 2px;">Delete</span>									
<span style="background-color: #4caf50; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>											

7. Under **Supporting Documents**, upload the images of the relevant documents, then click **Preview and Submit**.

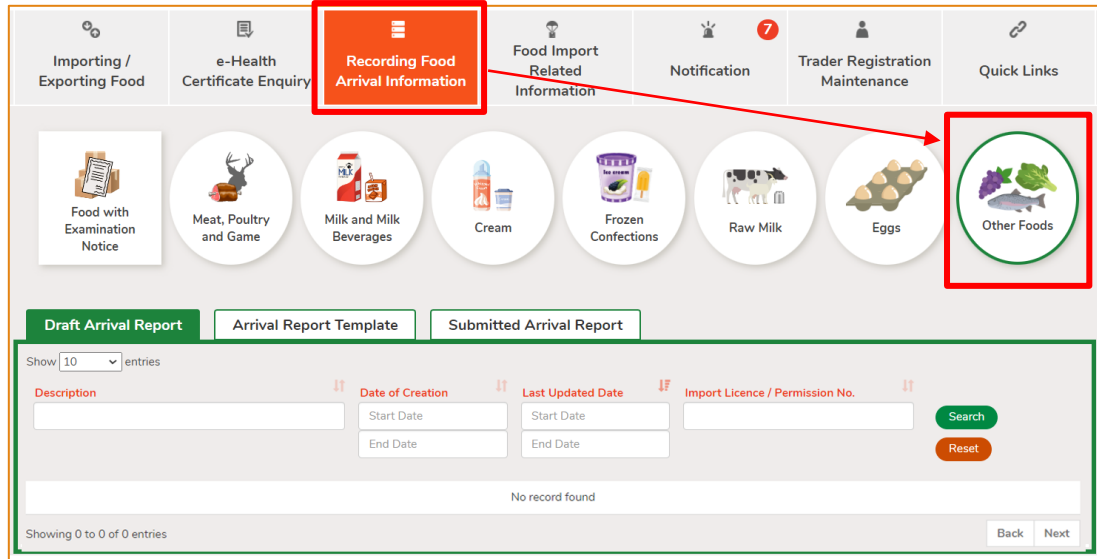
**Supporting Documents**

(A)	Bill of Lading	<span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Edit</span>
(B)	Packing List	<span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Edit</span>
(C)	Chemical Composition Test Report	<span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Edit</span>
(D)	Microbiological Quality Test Report	<span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Edit</span>
(E)	Others	<span style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Edit</span>

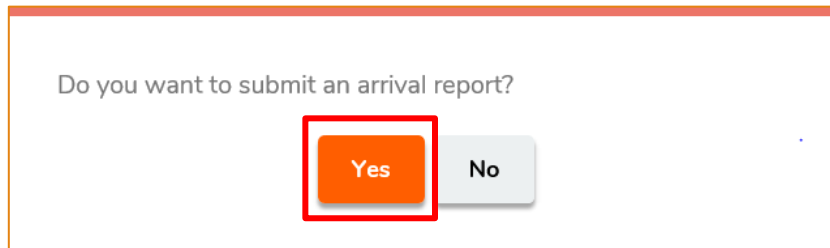
Save
Preview and Submit
✕ Close

### (E1) ARRIVAL REPORT FOR OTHER FOODS IMPORTED BY SEA

1. First, click **Recording Food Arrival Information** on the main page, then select **Other Foods** food icon to proceed.



2. Click **Yes** to start preparing consignment arrival report.



3. Input or update the required information for reporting consignment arrival, including:

- Importer
- Exporter
- Transportation, including Mode of Transport: Sea
- Storage Location after Arrival

**Importer**

Trader Registration Number / Exemption Number: TR-XX-XXXXXX

Name of Importer: XXX Company / X公司

Name of Contact Person:

Contact Phone No.:

Fax No.:

**Exporter**

Name of Exporter:

Address of Exporter:

**Transportation**

Place of Origin:

Date of Arrival:

Mode of Transport:

Port of Loading:

Name of Vessel, Voyage:

Bill of Lading No.:

Item No.	Marks / Container No.	
1	<input type="text"/>	<input type="button" value="Delete"/>
<input type="button" value="Add"/>		

**Storage Location after Arrival**

Name of Warehouse:

Address of Warehouse:

Lot No. of Stored Food:

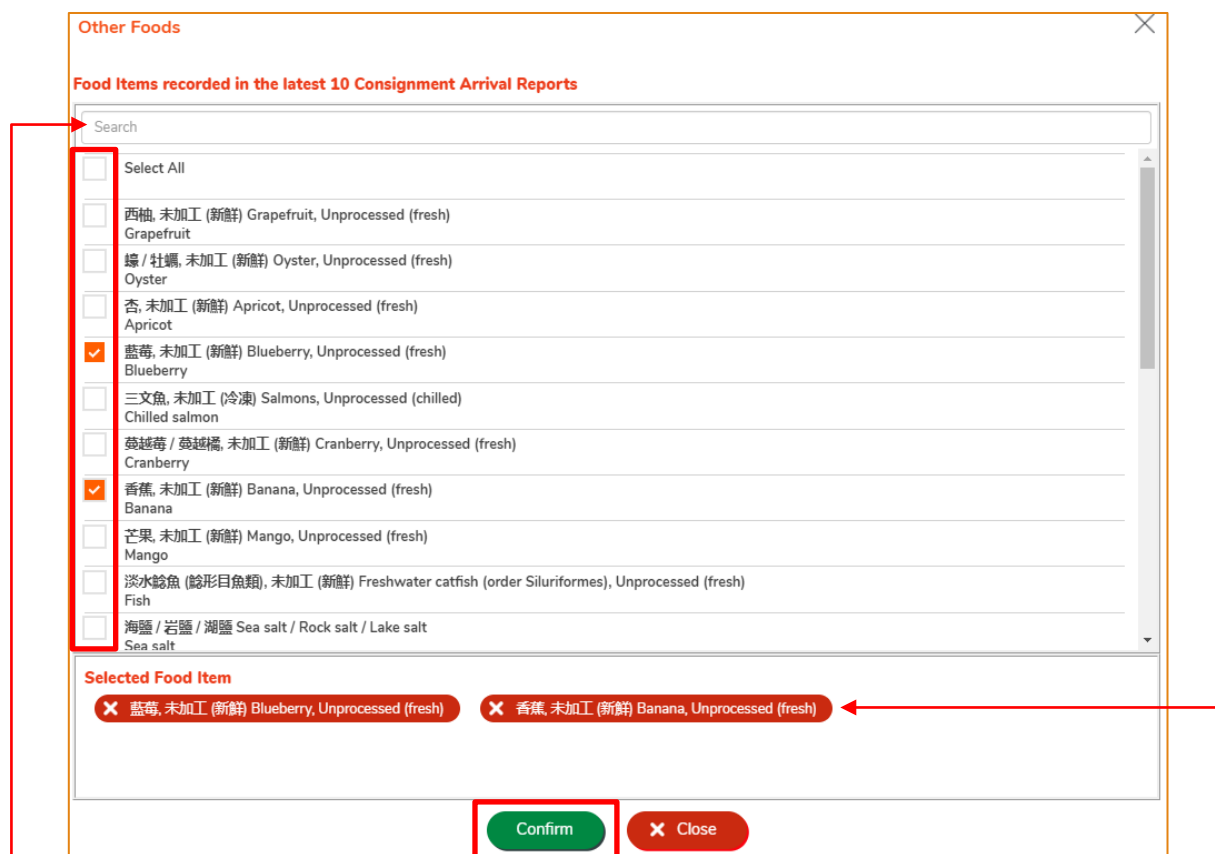
Unloading Venue:

4. To provide the details of food item, click **Other Foods**.



5. The food items recorded in the latest 10 approved consignment arrival reports are shown. Select the food items that you would like to report arrival by ticking the checkboxes (if applicable). Click **Confirm** and proceed to Point 7.

If your desired food items are not available on the recent record list, click **Close**.



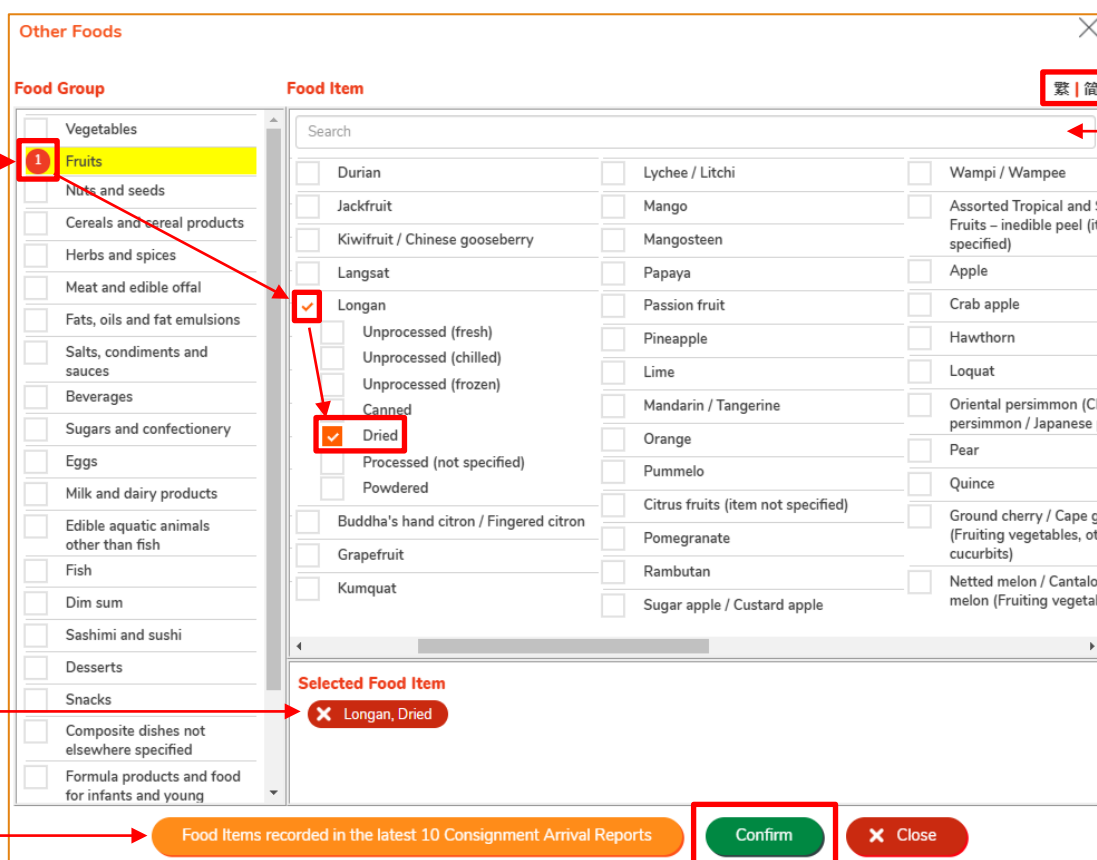
Notes:

- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.

6. A full list of food items in different food groups is shown. To select your desired food item, you have to:

- (i). select a **Food Group** from the left column by ticking the checkbox. A list of related food items will be shown.
- (ii). select the checkbox of **Food Item** on the right. After selecting the food item, tick the processing type of food item (e.g. Unprocessed / Dried / Powdered etc.). Then click **Confirm**.

If your desired food items are not available on the list, click **Close**. An input box is available under the Details of Food section for input the food item manually.



The screenshot shows the 'Other Foods' dialog box. On the left, under 'Food Group', 'Fruits' is selected with a checkbox. The main area, 'Food Item', contains a search box and a list of items. 'Longan' is selected with a checkbox. Under 'Longan', 'Dried' is selected with a checkbox. Below the list, 'Selected Food Item' shows 'Longan, Dried'. At the bottom, there is a 'Confirm' button and a 'Close' button. A search box is at the top right, and a language toggle '繁 | 簡' is at the top right corner.

Notes:

- You may view the list in other language, (for example : traditional Chinese) by clicking the language option at the top right corner.
- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.
- To view and select the food items recorded in the latest 10 approved consignment arrival reports, simply click **Food Items recorded in the latest 10 Consignment Arrival Reports**.



7. Input the details of each food item.

You may update the Food Description shown on the page or provide the food description shown on packing list if you have not yet do so.

Click **Add** under columns: **Batch**, **Production Establishment** and **Health Certificate** to provide the relevant information, if any.

Details of Food

Other Foods
Worksheet for Data Import

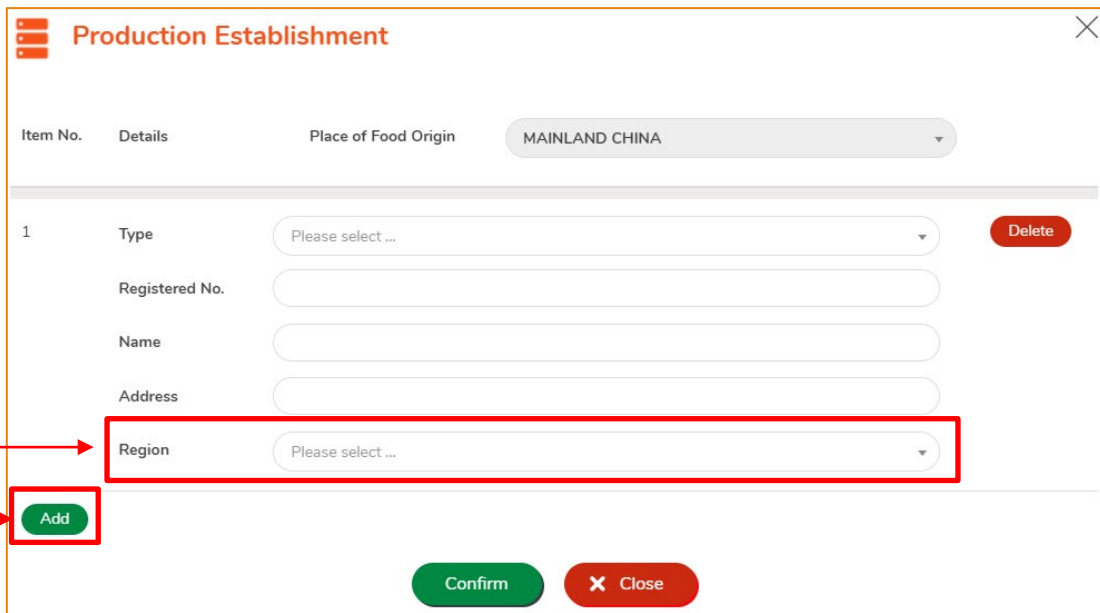
Item No.	Brand and Food Description	No. of Package and Type	Net Weight	Batch	Production Establishment	Health Certificate
1	藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh) <input type="text" value="Blueberry"/> <span style="float: right;">Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Add	MAINLAND CHINA Add	Add
2	香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh) <input type="text" value="Banana"/> <span style="float: right;">Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Add	MAINLAND CHINA Add	Add
3	龍眼, 乾製 Longan, Dried <input type="text" value="Food description shown on packin"/> <span style="float: right;">Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Add	MAINLAND CHINA Add	Add
4	<input type="text" value="Food description shown on packin"/> <span style="float: right;">Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	Add	MAINLAND CHINA Add	Add

Add
Import Worksheet

Notes:

- You may click **Add** or **Copy** if you need to report more food items.
- You can quickly and conveniently import the data of other foods using an Excel template. For details, please refer to the section (E3) [Arrival Report for Other Foods Imported by Sea / Land - using Import Worksheet Function \(Excel Template\)](#).

8. Enter the Production Establishment information, then click **Confirm**.



**Production Establishment**

Item No.	Details	Place of Food Origin
1	Type: Please select ... Registered No.: Name: Address:	MAINLAND CHINA

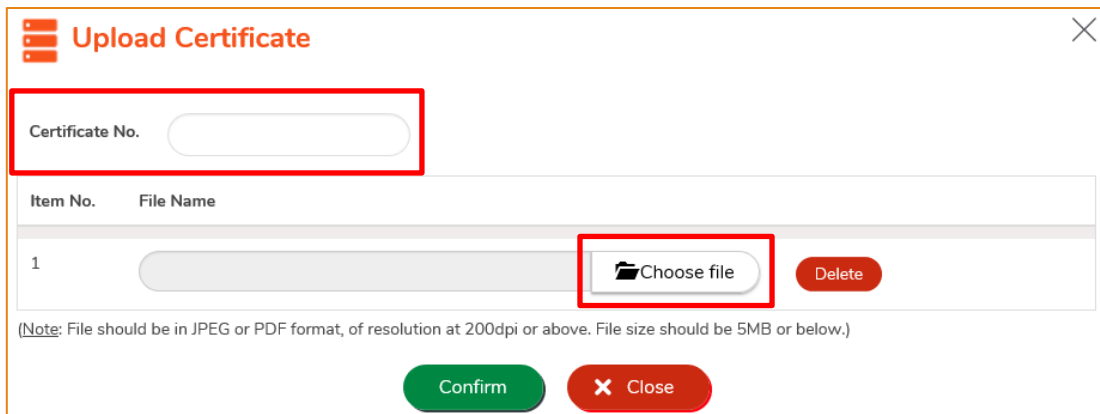
Region: Please select ...

**Add** **Confirm** **Close**

Notes:

- You are required to provide information of **Region**.
- You may click **Add** to provide additional production establishment information.

9. To provide Health Certificate information, simply enter the **Certificate No.** and click **Choose file** to select the document. Then click **Confirm**.



**Upload Certificate**

Certificate No.:

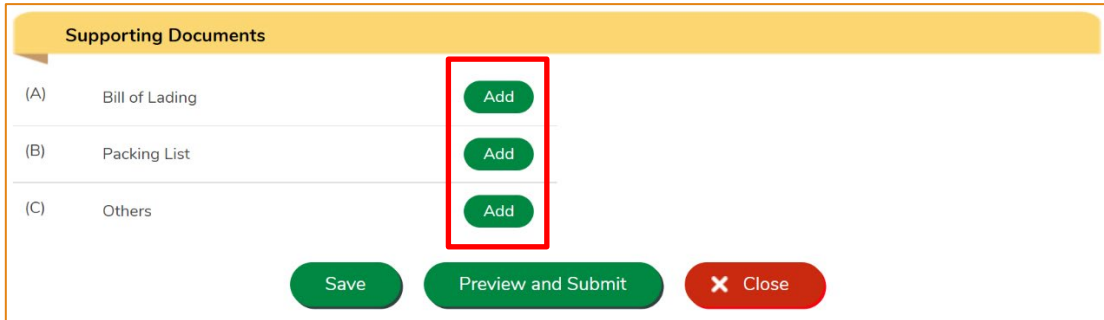
Item No.	File Name
1	Choose file

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

**Confirm** **Close**

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

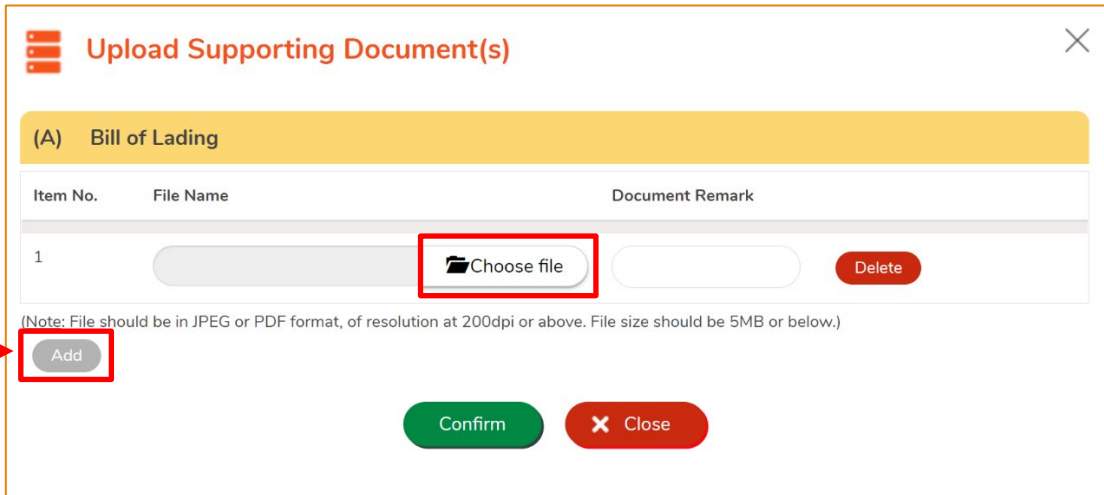
10. Next, you need to provide the related supporting documents. Click **Add** to upload the image files of these documents.



Supporting Documents	
(A) Bill of Lading	<b>Add</b>
(B) Packing List	<b>Add</b>
(C) Others	<b>Add</b>

Save Preview and Submit Close

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



**Upload Supporting Document(s)**

(A) Bill of Lading

Item No.	File Name	Document Remark
1	<b>Choose file</b>	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 Close

Notes:

- Please refer to the “Note” in the above screen for the specifications of the file to be uploaded.
- You may upload more than one file for each type of document by clicking **Add**.

12. Then click **Preview and Submit** after providing all the required information and documents.

**Supporting Documents**

(A)	Bill of Lading	<a href="#">Edit</a>
(B)	Packing List	<a href="#">Edit</a>
(C)	Others	<a href="#">Edit</a>

Save

**Preview and Submit**

✕ Close

13. The information you have provided will be shown on this page. Review the information once again. If amendment is required, click **Amend** to make changes, or else click **Submit** to submit the report.

**Supporting Documents**

(A)	Bill of Lading <a href="#">XXXXXX.pdf</a>	
(B)	Packing List <a href="#">XXXXXX.pdf</a>	
(C)	Others <a href="#">XXXXXX.pdf (XXX)</a>	

**Submit**

Amend

14. Read the **Declaration**. Tick the checkbox and click **Submit** to complete the application.


**Declaration**

I hereby declare that I am the importer of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food imported shall be as described. I fully understand the "[Personal Information Collection Statement](#)".

**Submit**

Return

15. After submission, you will receive an acknowledgement with information including the Report No. and Report Date. Besides, you can choose to save the information of this arrival report as a template for future use by clicking [Save as Template](#). For details, please refer to the section [Create an Arrival Report Template](#). You may click [Close](#) to return to the main page.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 15:27:02
Food Type	Other Foods

For any enquiries, please contact:

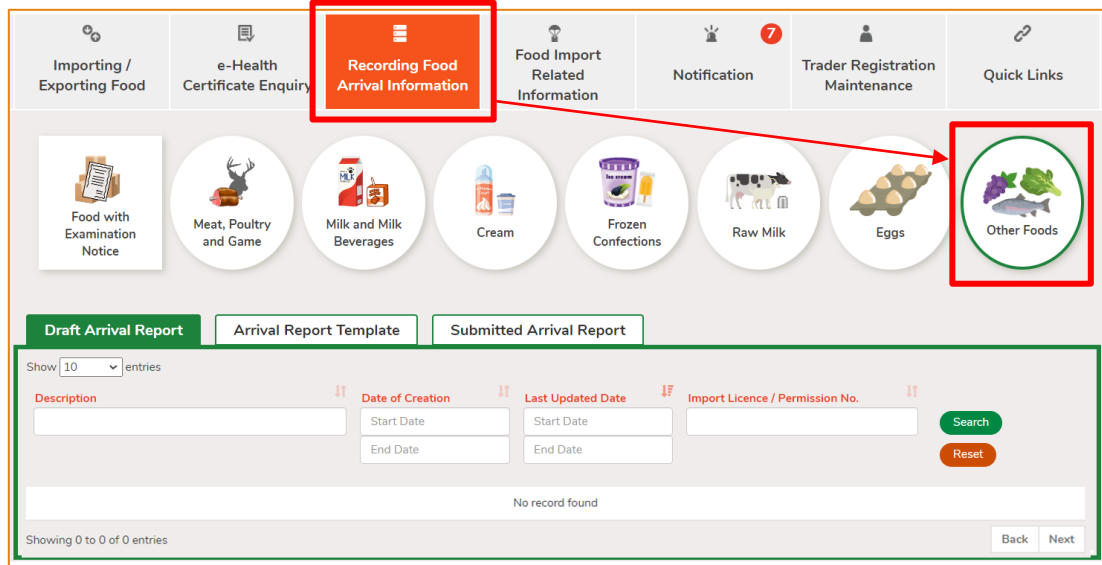
Food Import and Export Section ( Waterfront Office )

Rm T216, Mezzanine Floor, Link Block 2, Cheung Sha Wan Wholesale Food Market, Kowloon  
24-hour hotline: 2708 9591  
Fax No.: 2361 7349

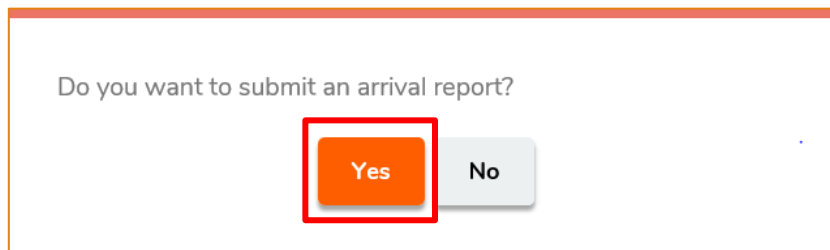
[Save as Template](#) [Print](#) [Close](#)

**(E2) ARRIVAL REPORT FOR OTHER FOODS IMPORTED BY LAND**

1. First, click **Recording Food Arrival Information** on the main page, then select **Other Foods** food icon to proceed.



2. Click **Yes** to start preparing consignment arrival report.



3. Input or update the required information for reporting consignment arrival, including:

- Importer
- Exporter
- Transportation

**Importer**

Trader Registration Number / Exemption Number	TR-XX-XXXXXX
Name of Importer	XXX Company / XXX公司
Name of Contact Person	XXX
Contact Phone No.	XXXXXXXX
Fax No.	

**Exporter**

Name of Exporter	
Address of Exporter	

For Mode of Transport by Land (Vehicle)

- Select **Land (Vehicle)**, then input the Vehicle Registration Mark and Driver's Information.

**Transportation**

Place of Origin	MAINLAND CHINA
Date of Arrival	
Mode of Transport	Land (Vehicle)
Vehicle Registration Mark (HK)	
Vehicle Registration Mark (GD)	
Driver Name	
Driver's Mobile Phone No.	(+852) <span style="border-bottom: 1px solid #ccc;"></span>

For Mode of Transport by Land (Railway)

- Select **Land (Railway)**, then input Train No., Marks/ Container No. (if any).

The screenshot shows the 'Transportation' section of the portal. It features a yellow header with the title 'Transportation'. Below the header, there are several input fields: 'Place of Origin' with a dropdown menu showing 'MAINLAND CHINA', 'Date of Arrival' with an empty text box, and 'Mode of Transport' with a dropdown menu showing 'Land (Railway)'. A red box highlights the 'Train No.' field and a table below it. The table has two columns: 'Item No.' and 'Marks / Container No.'. The first row contains the number '1' in the 'Item No.' column and two empty input boxes in the 'Marks / Container No.' column. To the right of the table is a red 'Delete' button. Below the table is a green 'Add' button.

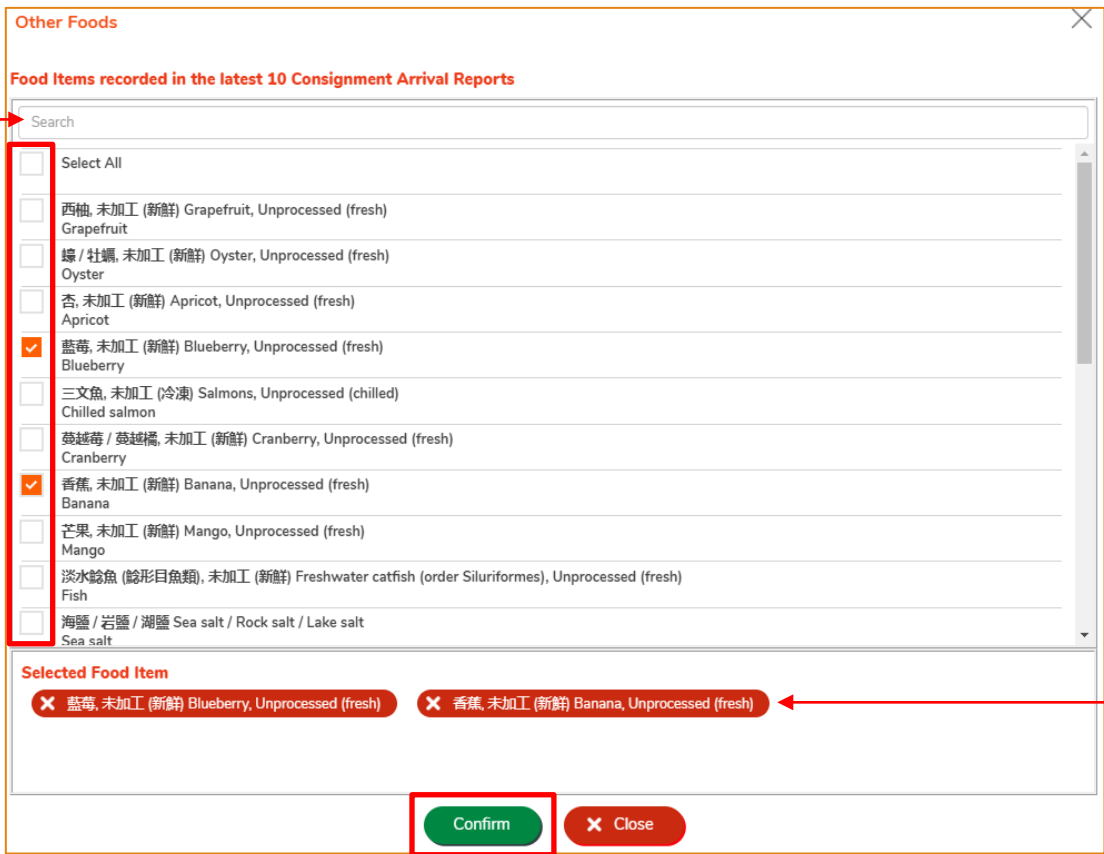
4. To provide the details of food item, click **Other Foods**.

The screenshot shows the 'Details of Food' section of the portal. It features a yellow header with the title 'Details of Food'. Below the header, there are three buttons: 'Other Foods' (highlighted with a red box), 'Import Worksheet', and 'Worksheet for Data Import'.



5. The food items recorded in the latest 10 approved consignment arrival reports are shown. Select the food items that you would like to report arrival by ticking the checkboxes (if applicable). Click **Confirm** and proceed to Point 7.

If your desired food items are not available on the recent record list, click **Close**.



**Other Foods**

Food Items recorded in the latest 10 Consignment Arrival Reports

Search

Select All

西柚, 未加工 (新鮮) Grapefruit, Unprocessed (fresh)  
Grapefruit

蠔 / 牡蠣, 未加工 (新鮮) Oyster, Unprocessed (fresh)  
Oyster

杏, 未加工 (新鮮) Apricot, Unprocessed (fresh)  
Apricot

藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh)  
Blueberry

三文魚, 未加工 (冷凍) Salmons, Unprocessed (chilled)  
Chilled salmon

蔓越莓 / 蔓越橘, 未加工 (新鮮) Cranberry, Unprocessed (fresh)  
Cranberry

香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh)  
Banana

芒果, 未加工 (新鮮) Mango, Unprocessed (fresh)  
Mango

淡水鯰魚 (鯰形目魚類), 未加工 (新鮮) Freshwater catfish (order Siluriformes), Unprocessed (fresh)  
Fish

海鹽 / 岩鹽 / 湖鹽 Sea salt / Rock salt / Lake salt  
Sea salt

**Selected Food Item**

藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh)  香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh)

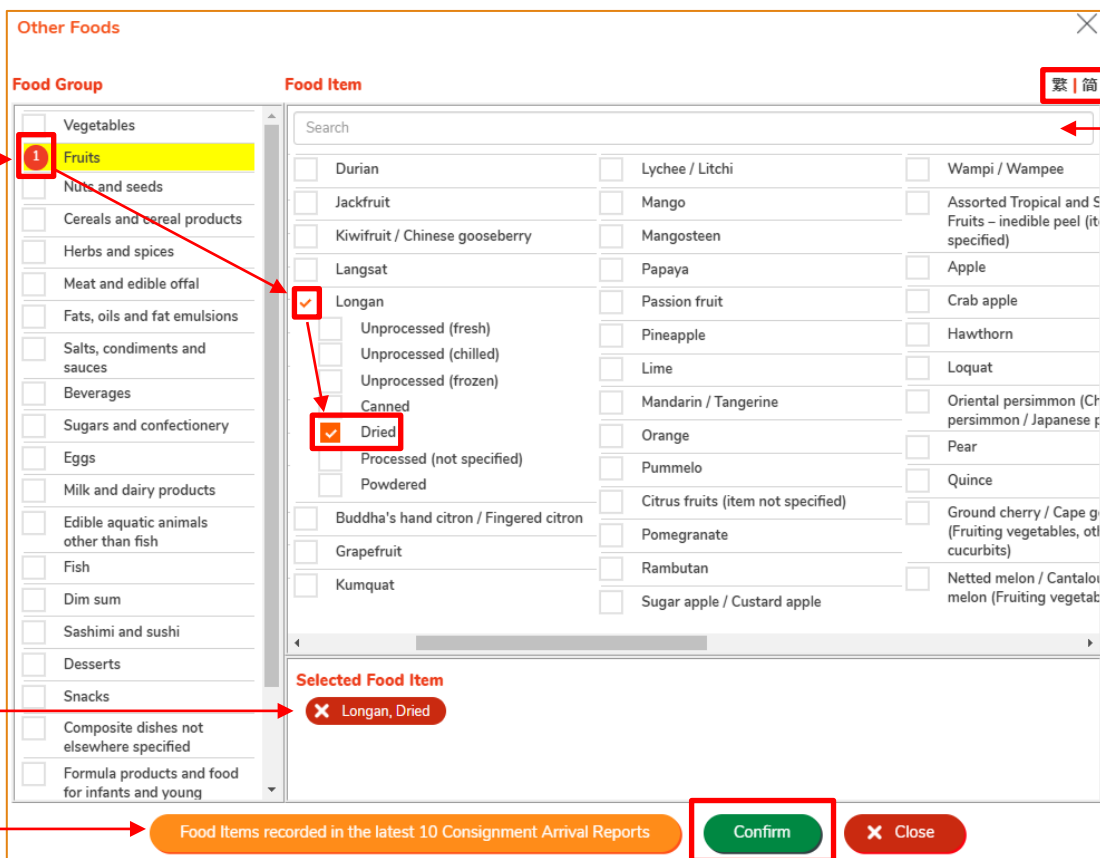
Notes:

- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.

6. A full list of food items in different food groups is shown. To select your desired food item, you have to:

- (i). select a **Food Group** from the left column by ticking the checkbox. A list of related food items will be shown.
- (ii). select the checkbox of **Food Item** on the right. After selecting the food item, tick the processing type of food item (e.g. Unprocessed / Dried / Powdered etc.). Then click **Confirm**.

If your desired food items are not available on the list, click **Close**. An input box is available under the Details of Food section for input the food item manually.



The screenshot shows the 'Other Foods' selection window. On the left, under 'Food Group', 'Fruits' is selected. On the right, under 'Food Item', 'Longan' is selected, and its processing type 'Dried' is also selected. The 'Selected Food Item' section at the bottom shows 'Longan, Dried'. At the bottom of the window, there are three buttons: 'Food Items recorded in the latest 10 Consignment Arrival Reports', 'Confirm', and 'Close'. A language dropdown menu is visible in the top right corner.

Notes:

- You may view the list in other language, (for example : traditional Chinese) by clicking the language option at the top right corner.
- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.
- To view and select the food items recorded in the latest 10 approved consignment arrival reports, simply click **Food Items recorded in the latest 10 Consignment Arrival Reports**.

7. Input the details of each food item.

You may update the Food Description shown on the page or provide the food description shown on packing list if you have not yet do so.

Click **Add** under columns: **Batch**, **Production Establishment** and **Health Certificate** to provide the relevant information, if any.

**Details of Food**
Worksheet for Data Import

**Other Foods**

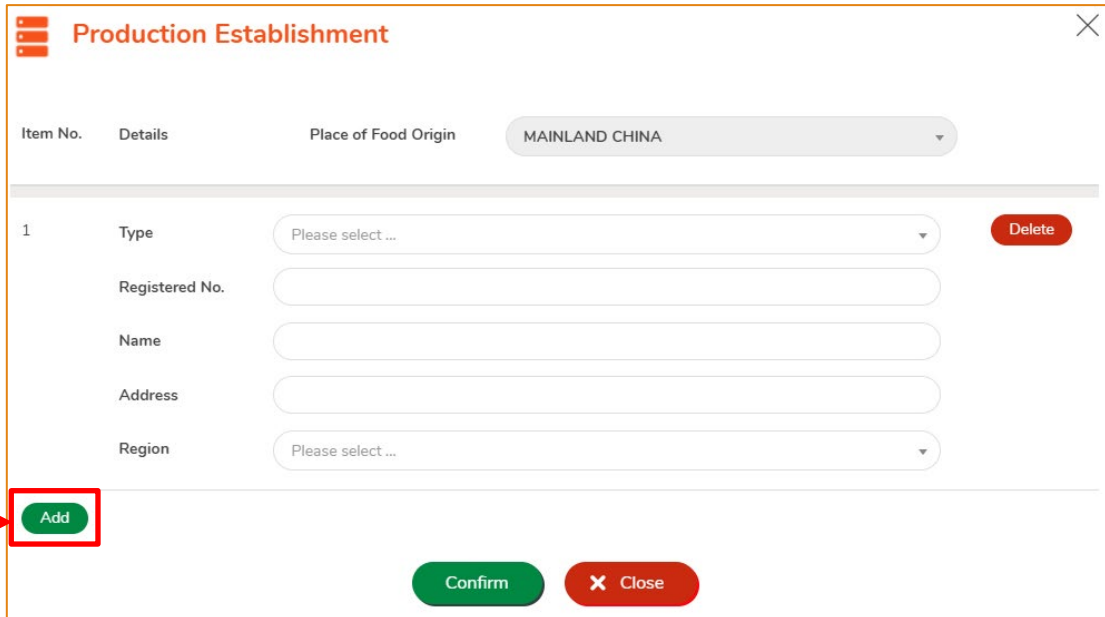
Item No.	Brand and Food Description	No. of Package and Type	Net Weight	Batch	Production Establishment	Health Certificate
1	藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh) <input type="text" value="Blueberry"/> <span>Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<span>Add</span>	MAINLAND CHINA <span>Add</span>	<span>Add</span>
2	香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh) <input type="text" value="Banana"/> <span>Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<span>Add</span>	MAINLAND CHINA <span>Add</span>	<span>Add</span>
3	龍眼, 乾製 Longan, Dried <input type="text" value="Food description shown on packin"/> <span>Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<span>Add</span>	MAINLAND CHINA <span>Add</span>	<span>Add</span>
4	<input type="text" value="Food description shown on packin"/> <span>Copy Delete</span>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<span>Add</span>	MAINLAND CHINA <span>Add</span>	<span>Add</span>

Add
Import Worksheet

Notes:

- You may click **Add** or **Copy** if you need to report more food items.
- You can quickly and conveniently import the data of other foods using an Excel template. For details, please refer to the section (E3) [Arrival Report for Other Foods Imported by Sea / Land - using Import Worksheet Function \(Excel Template\)](#).

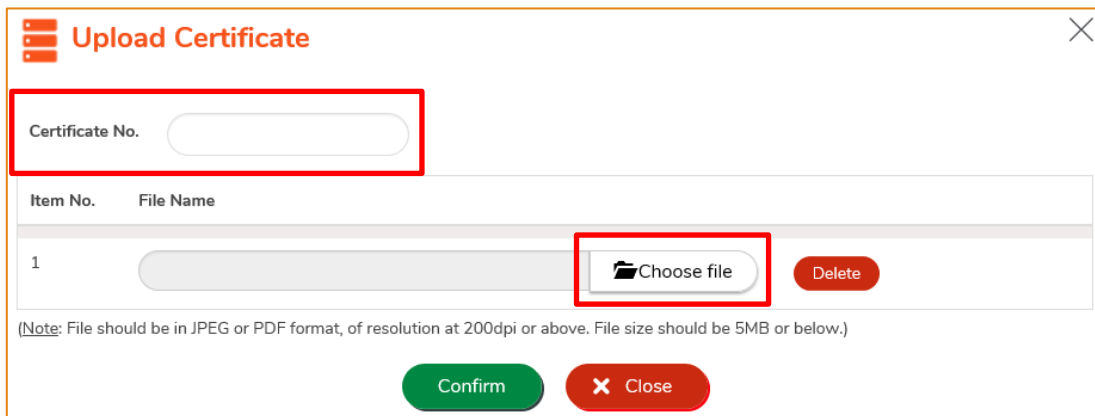
8. You are required to provide Production Establishment information, including **Type**, **Registered No.**, **Name**, **Address** and **Region**. Then click **Confirm**.



Note:

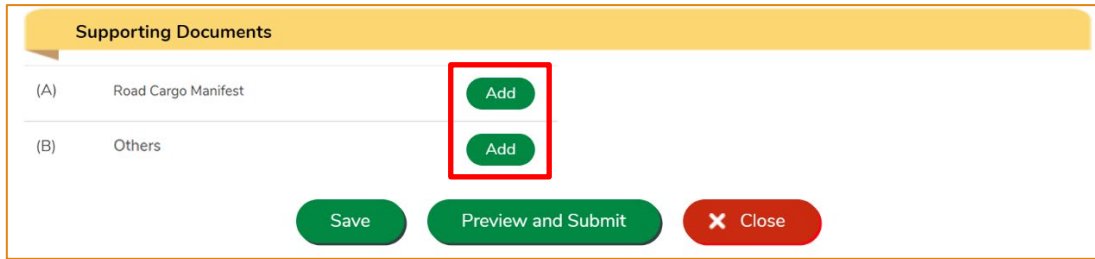
- You may click **Add** to provide additional production establishment information.

9. To provide Health Certificate information, simply enter the **Certificate No.** and click **Choose file** to select the document. Then click **Confirm**.



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

10. Next, you need to provide the related supporting documents. Click **Add** to upload the image files of these documents.

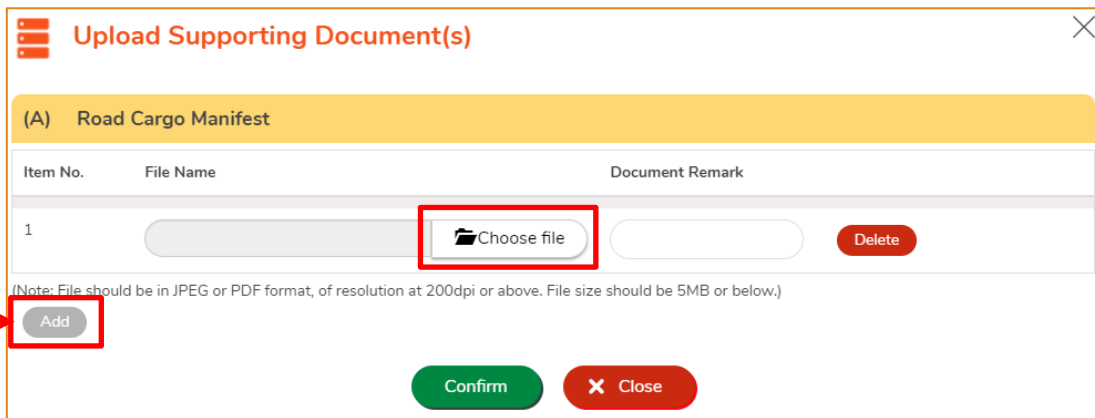


**Supporting Documents**

(A)	Road Cargo Manifest	<b>Add</b>
(B)	Others	<b>Add</b>

Save    **Preview and Submit**    Close

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



**Upload Supporting Document(s)**

(A) Road Cargo Manifest

Item No.	File Name	Document Remark
1	<input type="text"/>	<input type="text"/>

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

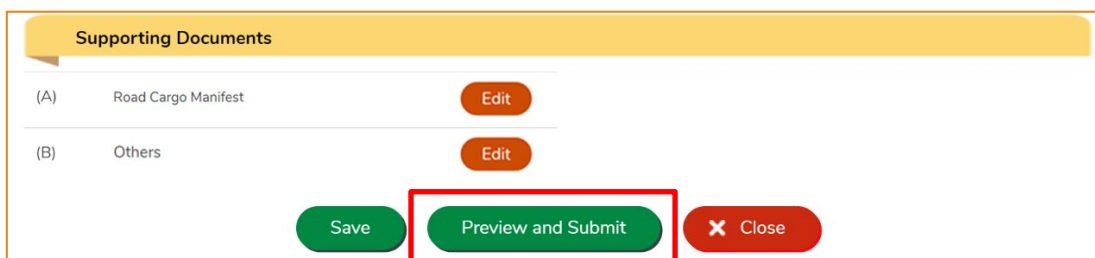
**Add**    **Choose file**    Delete

Confirm    Close

Notes:

- Please refer to the “Note” in the above screen for the specifications of the file to be uploaded.
- You may upload more than one file for each type of document by clicking **Add**.

12. Then click **Preview and Submit** after providing all the required information and documents.



**Supporting Documents**

(A)	Road Cargo Manifest	Edit
(B)	Others	Edit

Save    **Preview and Submit**    Close


13. The information you have provided will be shown on this page. Review the information once again. If amendment is required, click **Amend** to make changes, or else click **Submit** to submit the report.

**Supporting Documents**

(A) Road Cargo Manifest  
[XXXXXX.pdf](#)

(B) Others  
[XXXXXX.pdf \(XXXXXX\)](#)

Submit
Amend




14. Read the **Declaration**. Tick the checkbox and click **Submit** to complete the application.

**Declaration**

I hereby declare that I am the importer of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food imported shall be as described. I fully understand the "Personal Information Collection Statement".

Submit
Return

15. After submission, you will receive an acknowledgement with information including the Report No. and Report Date. Besides, you can choose to save the information of this arrival report as a template for future use by clicking **Save as Template**. For details, please refer to the section **Create an Arrival Report Template**. You may click **Close** to return to the main page.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 12:16:44
Food Type	Other Foods

For any enquiries, please contact:

Food Import and Export Section (Frontier Offices)

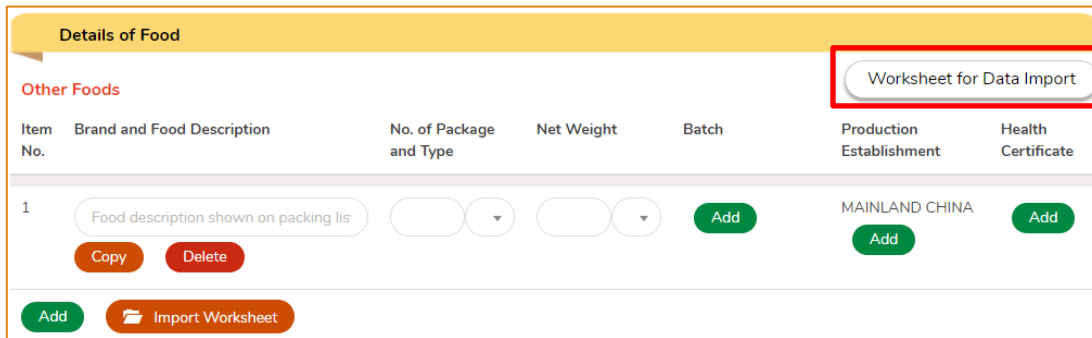
Man Kam To Food Control Office  
310 Man Kam To Road, New Territories (Telephone no.: 2668 6910; Fax no.: 2673 8350)

Hong Kong-Zhuhai-Macao Bridge Hong Kong Port Food Inspection Point  
G/F., In-bound Cargo Examination Building, Hong Kong-Zhuhai-Macao Bridge Hong Kong Port, Lantau (Telephone no.: 9279 6569)

Save as Template
Print
✕ Close

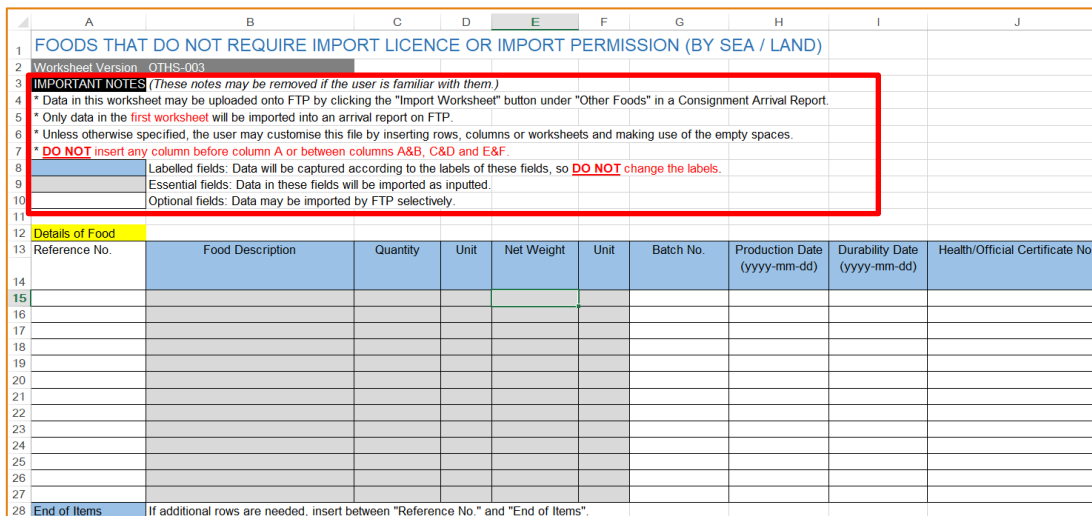
### (E3) ARRIVAL REPORT FOR OTHER FOODS IMPORTED BY SEA / LAND - USING IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE)

1. First, click **Worksheet for Data Import** under **Details of Food** to download the Excel template.



The screenshot shows the 'Details of Food' section with a table of food items. A button labeled 'Worksheet for Data Import' is highlighted with a red box. Below the table, there are 'Add', 'Copy', and 'Delete' buttons for each item, and an 'Import Worksheet' button at the bottom.

2. Read the **Important Notes** at the top of the Excel template. Then input the required information into the Excel template and save the file.



The screenshot shows the Excel template with the following structure:

Reference No.	Food Description	Quantity	Unit	Net Weight	Unit	Batch No.	Production Date (yyyy-mm-dd)	Durability Date (yyyy-mm-dd)	Health/Official Certificate No.
1	Food description shown on packing list							MAINLAND CHINA	

The 'Important Notes' section is highlighted with a red box and contains the following text:

**FOODS THAT DO NOT REQUIRE IMPORT LICENCE OR IMPORT PERMISSION (BY SEA / LAND)**

Worksheet Version: OTHS-003

**IMPORTANT NOTES** (These notes may be removed if the user is familiar with them.)

- \* Data in this worksheet may be uploaded onto FTP by clicking the "Import Worksheet" button under "Other Foods" in a Consignment Arrival Report.
- \* Only data in the **first worksheet** will be imported into an arrival report on FTP.
- \* Unless otherwise specified, the user may customise this file by inserting rows, columns or worksheets and making use of the empty spaces.
- \* **DO NOT insert any column before column A or between columns A&B, C&D and E&F.**

Labelled fields: Data will be captured according to the labels of these fields, so **DO NOT change the labels**.  
Essential fields: Data in these fields will be imported as inputted.  
Optional fields: Data may be imported by FTP selectively.

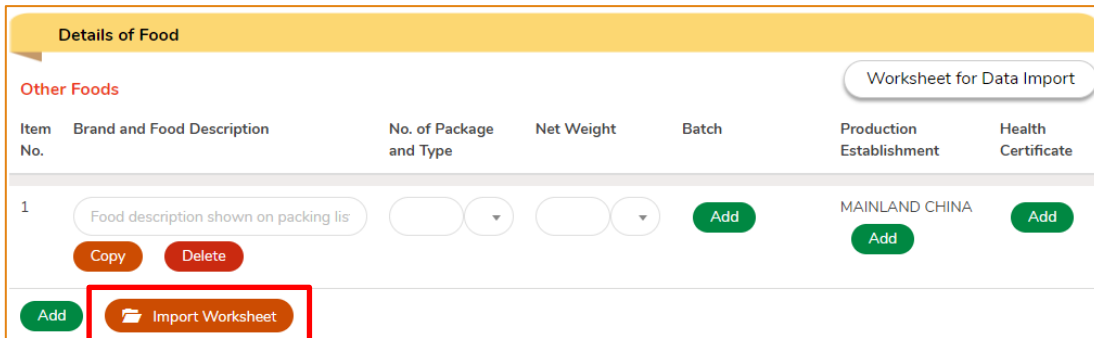
End of Items: If additional rows are needed, insert between "Reference No." and "End of Items".

#### Notes :

- Each Excel file should cover only one consignment. Please note that if your Excel file contains more than one worksheet, only data from the first worksheet will be imported. This Excel template is not suitable for foods requiring import licence or import permission. If your consignment contains such food types, you should input relevant data separately in the report at the FTP according to the food type.

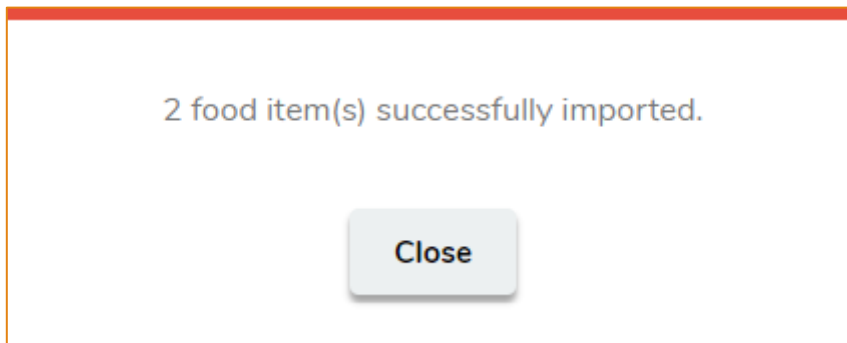
- You may use the blank area in the template for inputting information for your own reference and insert rows or columns to store information concerning your operation. However, you should not change the labels of the preset data fields and should be careful when inserting rows or columns because in some cases the insertion may result in data import error. Please follow the guidance notes provided in the template.

3. Next, click **Import Worksheet** and select the file to be imported.



The screenshot shows the 'Details of Food' interface. At the top right, there is a button labeled 'Worksheet for Data Import'. Below this is a table with columns: 'Item No.', 'Brand and Food Description', 'No. of Package and Type', 'Net Weight', 'Batch', 'Production Establishment', and 'Health Certificate'. The first row contains a '1' in the 'Item No.' column, a text input field with 'Food description shown on packing list', two dropdown menus, a green 'Add' button, 'MAINLAND CHINA' in the 'Production Establishment' column, and another green 'Add' button. Below the table are 'Copy' and 'Delete' buttons. At the bottom left, there is a green 'Add' button and a red-bordered button labeled 'Import Worksheet'.

4. Message indicating successful data import will be shown. Click **Close** to proceed the next step.





5. Next, the imported data will be displayed as follows. Click **Add** or **Edit** under columns: **Batch**, **Production Establishment** and **Health Certificate** to provide the relevant information, if any.

Details of Food

Worksheet for Data Import

Item No.	Brand and Food Description	No. of Package and Type	Net Weight	Batch	Production Establishment	Health Certificate
1	<input style="width: 90%;" type="text" value="XXX"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input style="width: 40%;" type="text" value="100"/> <input style="width: 40%;" type="text" value="box"/>	<input style="width: 40%;" type="text" value="100"/> <input style="width: 40%;" type="text" value="kg"/>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	MAINLAND CHINA Farm XXX <div style="text-align: center; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span> </div>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>
2	<input style="width: 90%;" type="text" value="YYY"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input style="width: 40%;" type="text" value="200"/> <input style="width: 40%;" type="text" value="box"/>	<input style="width: 40%;" type="text" value="200"/> <input style="width: 40%;" type="text" value="kg"/>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	MAINLAND CHINA Farm XXX <div style="display: flex; justify-content: center; gap: 5px; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Ditto</span> </div>	<span style="background-color: #27ae60; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>

Add

Import Worksheet



6. Upload the images of the relevant documents under **Supporting Documents**, then click **Preview and Submit** to submit the report after providing all the required information and documents.

## (F1) ARRIVAL REPORT FOR FOOD WITH EXAMINATION NOTICE

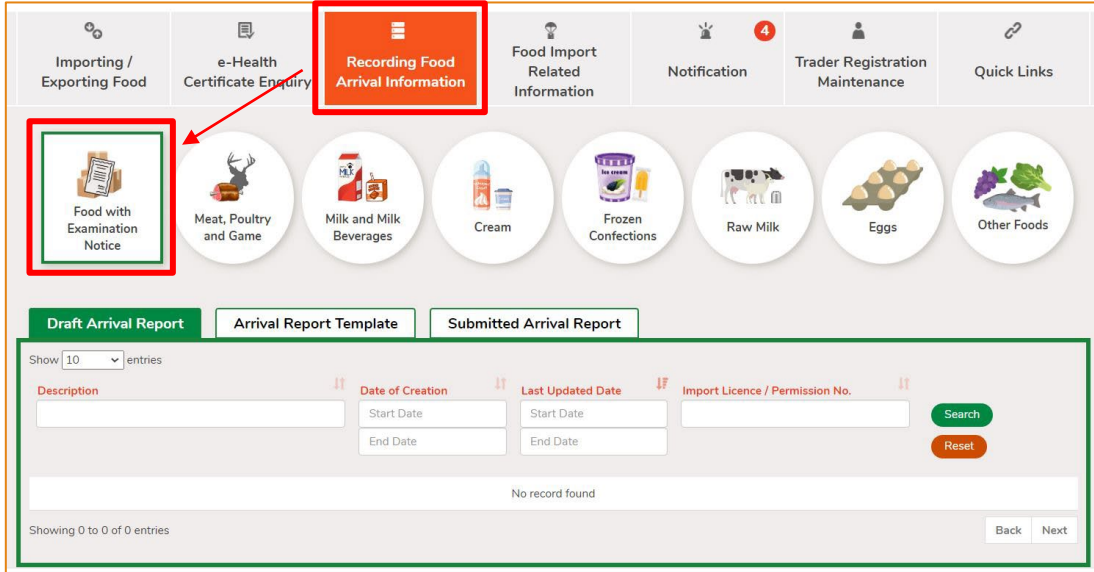
If a Food Examination Notice has been issued to you by the Food and Environmental Hygiene Department, you have to report the arrival of the food consignment. The food consignment will be examined upon arrival.

The notice contains the following information :

- Our Ref. : RAD-XX-XXXX
- Food consignment required to be examined, including the Place of Origin, Container No. and Details of Food

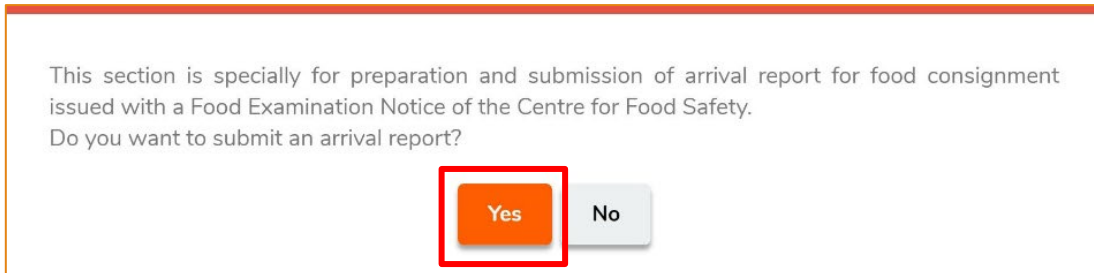
 <p>食物環境衛生署 Food and Environmental Hygiene Department</p>	 <p>食物安全中心 Centre for Food Safety</p>	<p>食物進口管制辦事處(特別職務) Food Import Control Office (Special Duties) 新界上水符興街30號符興街辦事處 Fu Hing Street Office, 30 Fu Hing Street, Sheung Shui, New Territories 電話 Telephone : 2522 1004 傳真 Fax : 2739 6639</p>				
Our Ref.: RAD-XX-XXXX						
<table border="1"> <thead> <tr> <th>Consignment Case No.</th> <th>Date of Issue</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>20XX-XX-XX</td> </tr> </tbody> </table>			Consignment Case No.	Date of Issue	N/A	20XX-XX-XX
Consignment Case No.	Date of Issue					
N/A	20XX-XX-XX					
Dear Sir/Madam,						
<b>Examination of Food Consignment from XXXXXXXX</b>						
Container No. : AAAAAAAAAA Date of Shipment : 20XX-XX-XX						
<p>This is to inform you that Health Inspector of this Department will examine the following food item(s) at the food control checkpoint on XXXXXXXX in accordance with Section 59 of the Public Health and Municipal Services Ordinance (Cap. 132):</p>						
<table border="1"> <thead> <tr> <th>Item</th> <th>Details of Food</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>XXXXXXXX</td> </tr> </tbody> </table>			Item	Details of Food	1	XXXXXXXX
Item	Details of Food					
1	XXXXXXXX					
<p>Upon arrival of the consignment, please submit an arrival report together with relevant documents to this office for processing. The arrival report may be submitted online via the Food Trader Portal (<a href="http://www.ftp.cfs.gov.hk">www.ftp.cfs.gov.hk</a>) or in writing by Form FEHB 301 which can be downloaded from the CFS website (<a href="http://www.cfs.gov.hk">www.cfs.gov.hk</a>).</p>						
<p>You should follow the directions of the Health Inspector and not to distribute the above food item(s) until completion of relevant procedures. Your attention is drawn that non-compliance with the requirements may result in prosecution under Cap. 132.</p>						
<p>Should you have any enquiries, please feel free to contact us at 2522 1004 or <a href="mailto:RIO@fehd.gov.hk">RIO@fehd.gov.hk</a> during office hours.</p>						

- To submit an arrival report, choose **Recording Food Arrival Information** on the main page, then select the **Food with Examination Notice** icon.



The screenshot shows the main page of the Food Trader Portal. The navigation menu includes: Importing / Exporting Food, e-Health Certificate Enquiry, **Recording Food Arrival Information** (highlighted with a red box), Food Import Related Information, Notification (with a red '4' badge), Trader Registration Maintenance, and Quick Links. Below the navigation menu are several circular icons representing food categories: **Food with Examination Notice** (highlighted with a red box), Meat, Poultry and Game, Milk and Milk Beverages, Cream, Frozen Confections, Raw Milk, Eggs, and Other Foods. Below the icons are three tabs: Draft Arrival Report, Arrival Report Template, and Submitted Arrival Report. The Draft Arrival Report tab is active, showing a search filter table with columns: Description, Date of Creation (Start Date, End Date), Last Updated Date (Start Date, End Date), and Import Licence / Permission No. The table currently displays "No record found".

- Click **Yes** to proceed.



The screenshot shows a confirmation dialog box with the following text: "This section is specially for preparation and submission of arrival report for food consignment issued with a Food Examination Notice of the Centre for Food Safety. Do you want to submit an arrival report?". Below the text are two buttons: **Yes** (highlighted with a red box) and **No**.

3. Input the required information for reporting consignment arrival, including:

- Food Examination Notice No.  
(You can find this number on top left corner of the Food Examination Notice.  
i.e. Our Ref.: RAD-XX-XXXX)
- Importer
- Exporter
- Transportation

**Food Examination Notice**

Food Examination Notice No.  -  -

**Importer**

Trader Registration Number / Exemption Number TR-XX-XXXXXX

Name of Importer XXX Company / XXX公司

Name of Contact Person

Contact Phone No.

Fax No.

**Exporter**

Name of Exporter

Address of Exporter

**Transportation**

Place of Origin


Date of Arrival

Mode of Transport

4. After filling the information of Importer, Exporter and Transportation, select the food type under Details of Food.



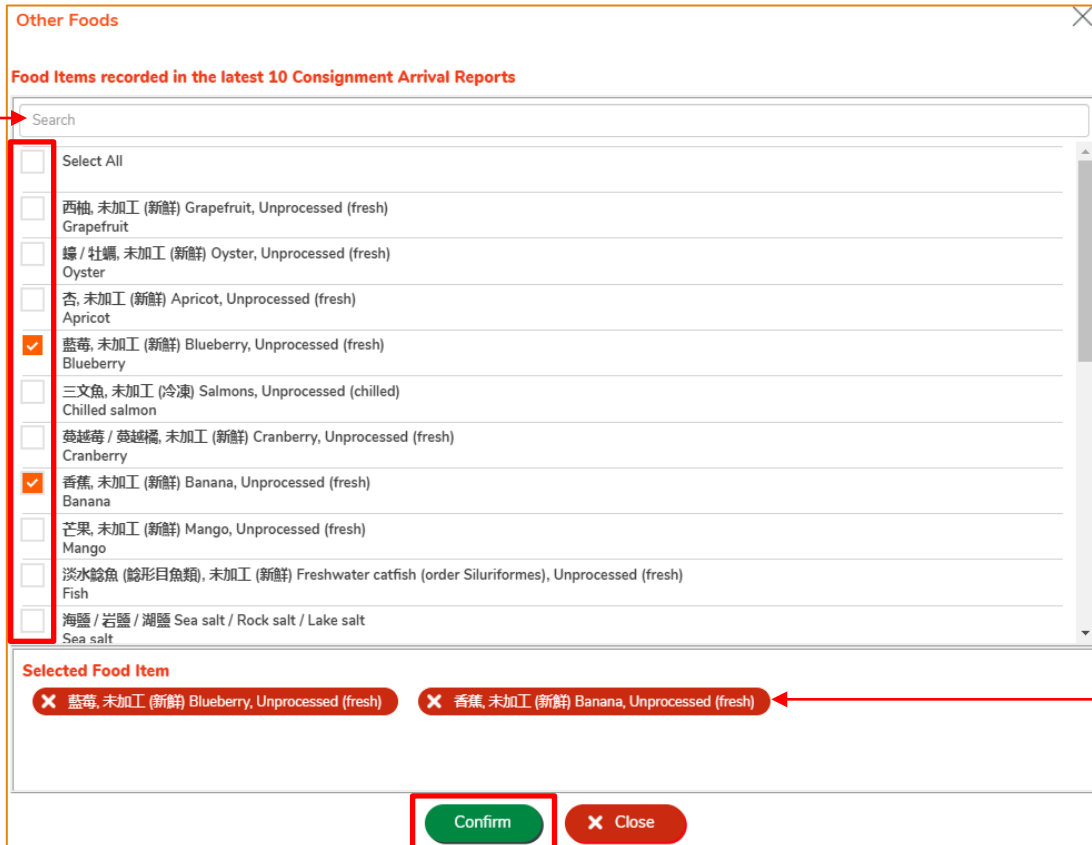
5. To complete the Details of Food of specific food type, you may refer to Section (A), (B) and (D) of this manual. If food type “Other Foods” is selected, please proceed to Point 6.



- Meat, Poultry and Game – Section (A)
- Eggs - Section (B)
- Milk and Frozen Confections - Section (D1) and (D2)

6. For Other Foods, the food items recorded in the latest 10 approved consignment arrival reports are shown. Select the food items that you would like to report arrival by ticking the checkboxes (if applicable). Click **Confirm** and proceed to Point 8.

If your desired food items are not available on the recent record list, click **Close**.



**Other Foods**

Food Items recorded in the latest 10 Consignment Arrival Reports

Search

Select All

西柚, 未加工 (新鮮) Grapefruit, Unprocessed (fresh)  
Grapefruit

蠔 / 牡蠣, 未加工 (新鮮) Oyster, Unprocessed (fresh)  
Oyster

杏, 未加工 (新鮮) Apricot, Unprocessed (fresh)  
Apricot

藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh)  
Blueberry

三文魚, 未加工 (冷凍) Salmons, Unprocessed (chilled)  
Chilled salmon

蔓越莓 / 蔓越橘, 未加工 (新鮮) Cranberry, Unprocessed (fresh)  
Cranberry

香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh)  
Banana

芒果, 未加工 (新鮮) Mango, Unprocessed (fresh)  
Mango

淡水鯪魚 (鯪形目魚類), 未加工 (新鮮) Freshwater catfish (order Siluriformes), Unprocessed (fresh)  
Fish

海鹽 / 岩鹽 / 湖鹽 Sea salt / Rock salt / Lake salt  
Sea salt

**Selected Food Item**

X 藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh) X 香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh)

**Confirm** **Close**

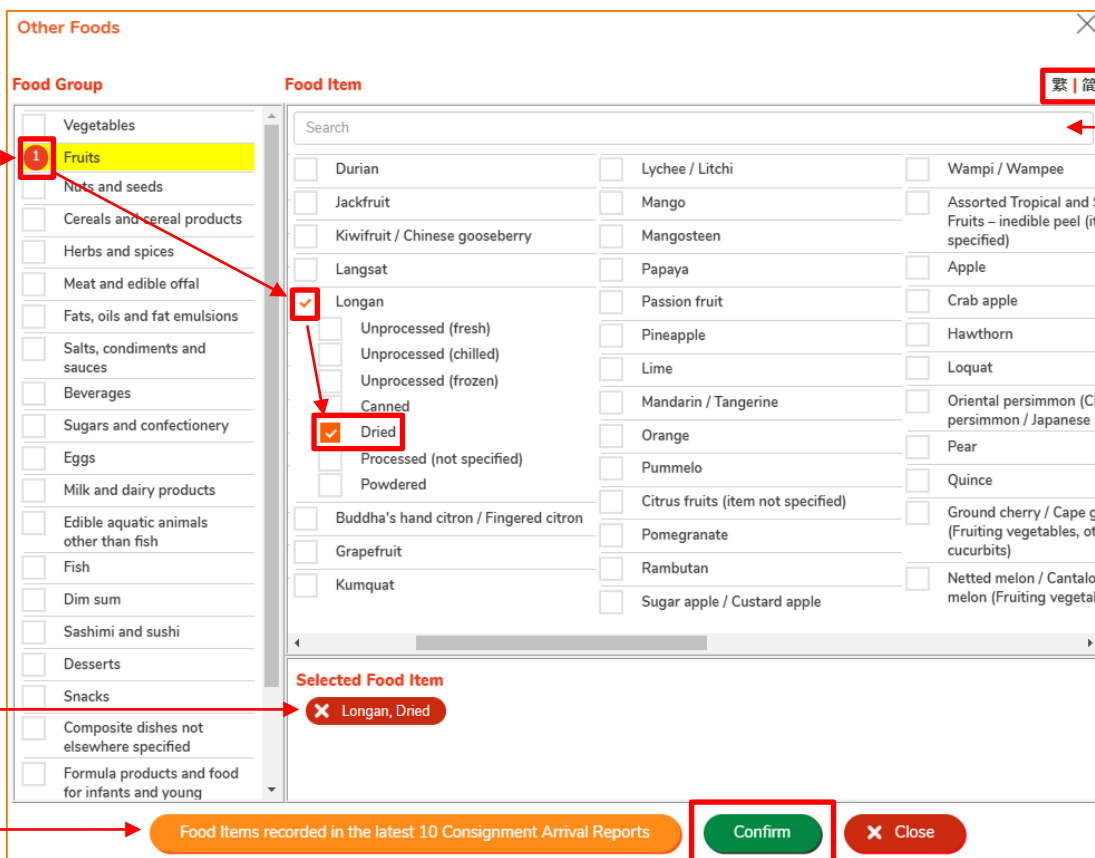
Notes:

- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.

7. A full list of food items in different food groups is shown. To select your desired food item, you have to:

- (i). select a **Food Group** from the left column by ticking the checkbox. A list of related food items will be shown.
- (ii). select the checkbox of **Food Item** on the right. After selecting the food item, tick the processing type of food item (e.g. Unprocessed / Dried / Powdered etc.). Then click **Confirm**.

If your desired food items are not available on the list, click **Close**. An input box is available under the Details of Food section for input the food item manually.



The screenshot shows the 'Other Foods' selection window. On the left, under 'Food Group', the 'Fruits' checkbox is checked. In the 'Food Item' section, 'Longan' is checked, and under its processing options, 'Dried' is also checked. The 'Selected Food Item' section at the bottom shows 'Longan, Dried' with a close button. At the bottom of the window, there are three buttons: 'Food Items recorded in the latest 10 Consignment Arrival Reports', 'Confirm', and 'Close'. A language dropdown menu '繁體' is located at the top right corner.

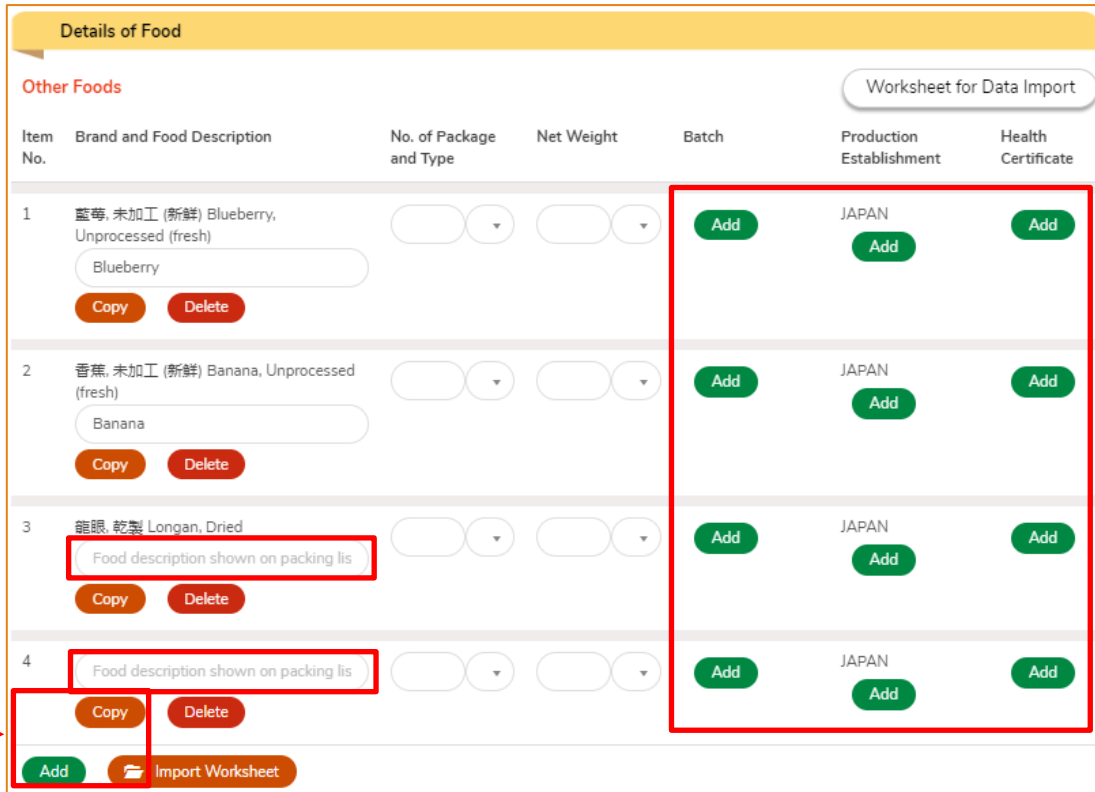
Notes:

- You may view the list in other language, (for example : traditional Chinese) by clicking the language option at the top right corner.
- You may type in keyword in the search box to look for your desired item.
- To remove a selected food item, simply untick the corresponding checkbox or click the button of that particular food item under **Selected Food Item**.
- To view and select the food items recorded in the latest 10 approved consignment arrival reports, simply click **Food Items recorded in the latest 10 Consignment Arrival Reports**.

8. Input the details of each food item.

You may update the Food Description shown on the page or provide the food description shown on packing list if you have not yet do so.

Click **Add** under columns: **Batch**, **Production Establishment** and **Health Certificate** to provide the relevant information, if any.



**Details of Food**

Other Foods Worksheet for Data Import

Item No.	Brand and Food Description	No. of Package and Type	Net Weight	Batch	Production Establishment	Health Certificate
1	藍莓, 未加工 (新鮮) Blueberry, Unprocessed (fresh) Blueberry <span>Copy</span> <span>Delete</span>	<input type="text"/>	<input type="text"/>	<span>Add</span>	JAPAN <span>Add</span>	<span>Add</span>
2	香蕉, 未加工 (新鮮) Banana, Unprocessed (fresh) Banana <span>Copy</span> <span>Delete</span>	<input type="text"/>	<input type="text"/>	<span>Add</span>	JAPAN <span>Add</span>	<span>Add</span>
3	龍眼, 乾製 Longan, Dried Food description shown on packing list <span>Copy</span> <span>Delete</span>	<input type="text"/>	<input type="text"/>	<span>Add</span>	JAPAN <span>Add</span>	<span>Add</span>
4	Food description shown on packing list <span>Copy</span> <span>Delete</span>	<input type="text"/>	<input type="text"/>	<span>Add</span>	JAPAN <span>Add</span>	<span>Add</span>

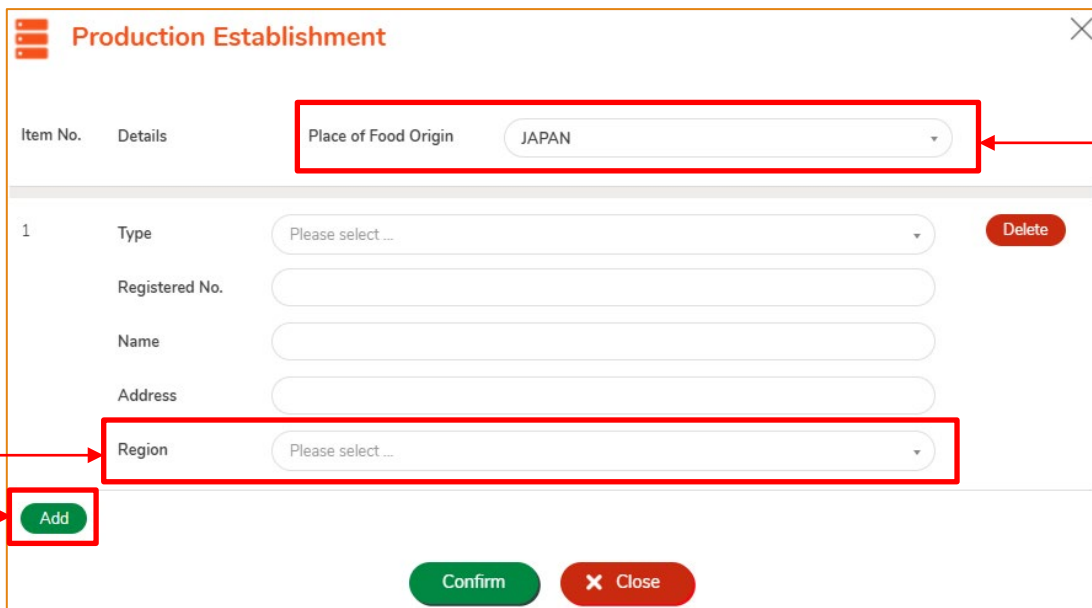
Add Import Worksheet

Notes:

- You may click **Add** or **Copy** if you need to report more food items.
- You can quickly and conveniently import the data of other foods using an Excel template. For details, please refer to the section (F2) **Arrival Report for Other Foods with Examination Notice - using Import Worksheet Function (Excel Template)**.



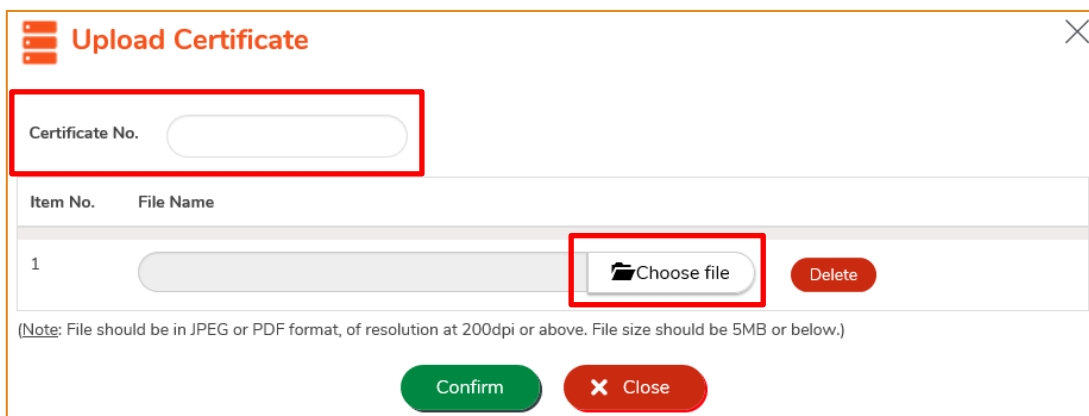
9. To provide Production Establishment information, simply select the **Place of Food Origin** and enter the relevant information. Then click **Confirm**.



Notes:

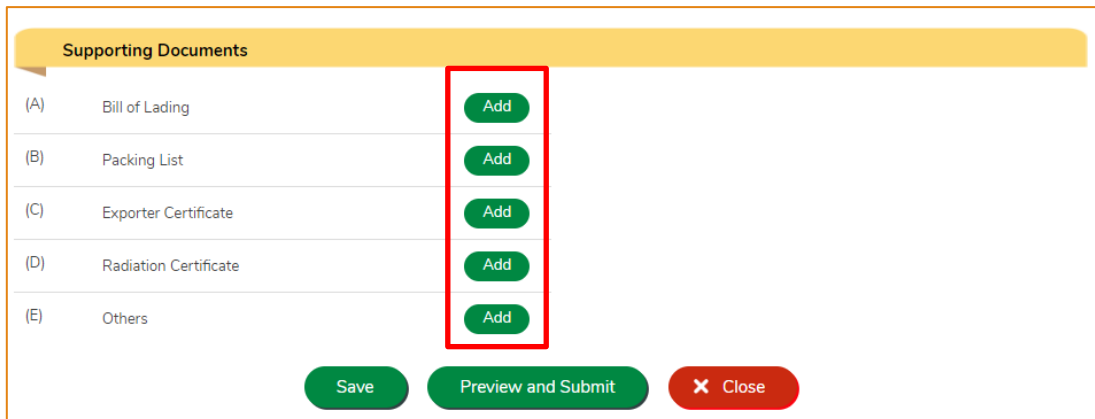
- **Place of Food Origin** is pre-filled with the information of **Place of Origin** provided under Transportation section. You may select other location for **Place of Food Origin** if the food item is originated from a different place.
- If Japan has been chosen as the Place of Food Origin for that particular food item, you are required to provide information of **Region** as well.
- You may click **Add** to provide additional production establishment information.

10. To provide Health Certificate information, simply enter the **Certificate No.** and click **Choose file** to select the document. Then click **Confirm**.



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

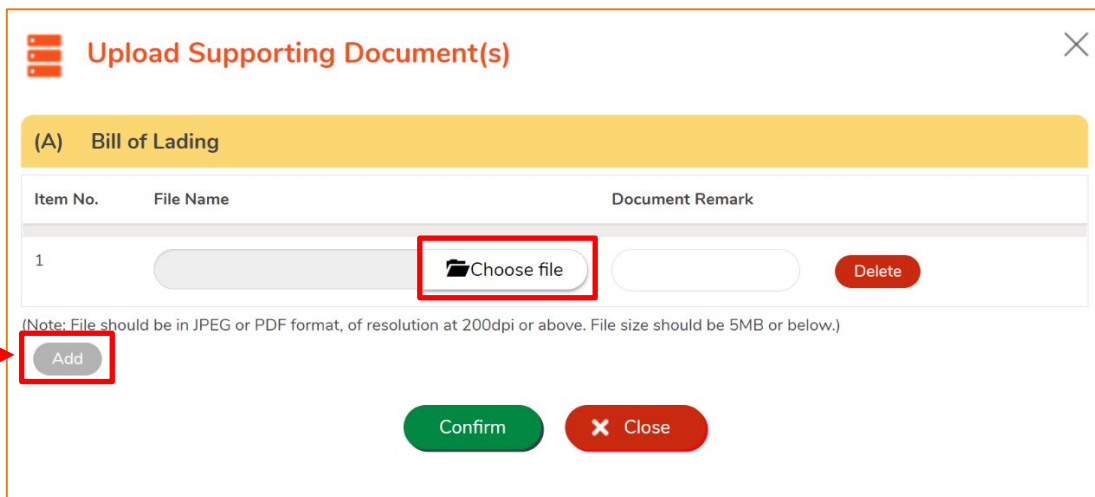
11. Next, you need to provide the related supporting documents. Click **Add** to upload the image files of these documents.



Supporting Documents		
(A)	Bill of Lading	<b>Add</b>
(B)	Packing List	<b>Add</b>
(C)	Exporter Certificate	<b>Add</b>
(D)	Radiation Certificate	<b>Add</b>
(E)	Others	<b>Add</b>

Save Preview and Submit Close

12. Click **Choose file** to select the document then click **Confirm**.



**Upload Supporting Document(s)**

(A) Bill of Lading

Item No.	File Name	Document Remark
1	<b>Choose file</b>	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 Close

Notes:

- Please refer to the “Note” in the above screen for the specifications of the file to be uploaded.
- You may upload more than one file for each type of document by clicking **Add**.

13. Then click **Preview and Submit** after providing all the required information and documents.

**Supporting Documents**

(A)	Bill of Lading	Edit
(B)	Packing List	Edit
(C)	Exporter Certificate	Edit
(D)	Radiation Certificate	Edit
(E)	Others	Edit

Save Preview and Submit Close

14. The information you have provided will be shown on this page. Review the information once again. If amendment is required, click **Amend** to make changes, or else click **Submit** to submit the report.

**Supporting Documents**

(A)	Bill of Lading XXXXXXX.pdf
(B)	Packing List XXXXXXX.pdf
(C)	Exporter Certificate XXXXXXX.pdf
(D)	Radiation Certificate XXXXXXX.pdf
(E)	Others XXXXXXX.pdf (XXX)


Submit Amend

15. Read the **Declaration**. Tick the checkbox and click **Submit** to complete the application.

**Declaration**

I hereby declare that I am the importer of the food in respect of which this declaration is made and that the particulars given in this declaration are true and that the food imported shall be as described. I fully understand the "**Personal Information Collection Statement**".

16. After submission, you will receive an acknowledgement with information including the Report No. and Report Date. Besides, you can choose to save the information of this arrival report as a template for future use by clicking **Save as Template**. For details, please refer to the section **Create an Arrival Report Template**. You may click **Close** to return to the main page.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 15:27:02
Food Type	Other Foods

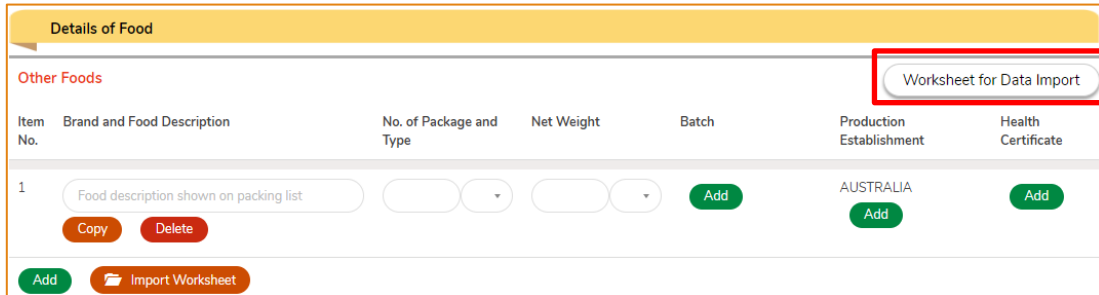
For any enquiries, please contact:

Food Import and Export Section (Food Import Control Office (Special Duties))

G/F, Fu Hing Street Office, 30 Fu Hing Street, Sheung Shui, New Territories  
Telephone no.: 2522 1004; Fax no.: 2739 6639

**(F2) ARRIVAL REPORT FOR OTHER FOODS WITH EXAMINATION NOTICE - USING IMPORT WORKSHEET FUNCTION (EXCEL TEMPLATE)**

1. First, click **Worksheet for Data Import** under **Details of Food** to download the Excel template.



2. Read the **Important Notes** at the top of the Excel template. Then input the required information into the Excel template and save the file.

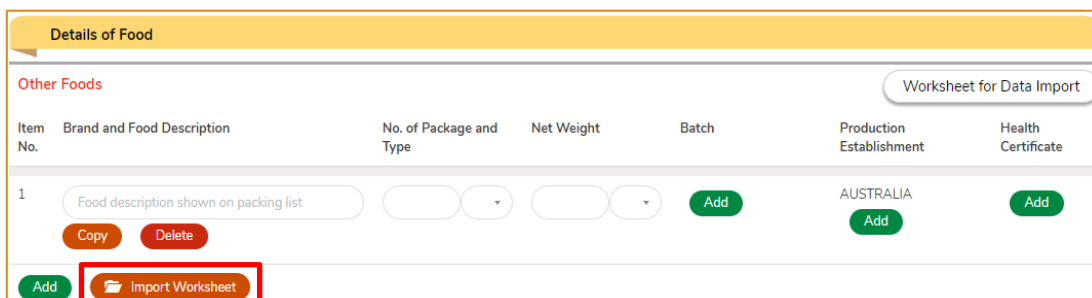
A	B	C	D	E	F	G	H	I	J
FOODS THAT DO NOT REQUIRE IMPORT LICENCE OR IMPORT PERMISSION (with Food Examination Notice)									
Worksheet Version: OTHF-001									
<b>IMPORTANT NOTES</b> (These notes may be removed if the user is familiar with them.)									
* Data in this worksheet may be uploaded onto FTP by clicking the "Import Worksheet" button under "Other Foods" in a Consignment Arrival Report.									
* Only data in the <b>first worksheet</b> will be imported into an arrival report on FTP.									
* Unless otherwise specified, the user may customise this file by inserting rows, columns or worksheets and making use of the empty spaces.									
* <b>DO NOT</b> insert any column before column A or between columns A&B, C&D and E&F.									
Labelled fields: Data will be captured according to the labels of these fields, so <b>DO NOT</b> change the labels.									
Essential fields: Data in these fields will be imported as inputted.									
Essential fields for Japanese food / Optional fields for other foods: Data in these fields will be imported as inputted.									
Optional fields: Data may be imported by FTP selectively.									
Details of Food									
Reference No.	Food Description	Quantity	Unit	Net Weight	Unit	Batch No.	Production Date (yyyy-mm-dd)	Durability Date (yyyy-mm-dd)	Health/Official Certificate No.
End of Items	If additional rows are needed, insert between "Reference No." and "End of Items".								

Production Establishment				
Type	Registered No.	Name	Address	Region (State / Province / Prefecture / County)

Notes :

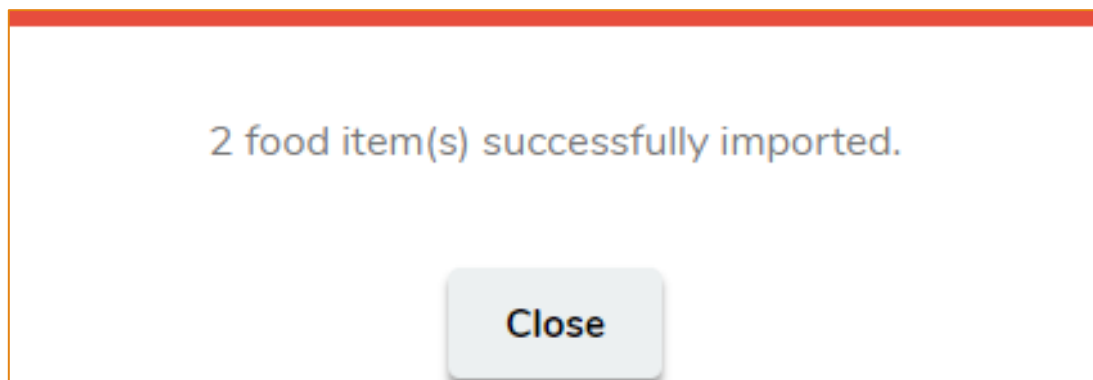
- Each Excel file should cover only one consignment. Please note that if your Excel file contains more than one worksheet, only data from the first worksheet will be imported. This Excel template is not suitable for foods requiring import licence or import permission. If your consignment contains such food types, you should input relevant data separately in the report at the FTP according to the food type.
- You may use the blank area in the template for inputting information for your own reference and insert rows or columns to store information concerning your operation. However, you should not change the labels of the preset data fields and should be careful when inserting rows or columns because in some cases the insertion may result in data import error. Please follow the guidance notes provided in the template.

3. Next, click **Import Worksheet** and select the file to be imported.



The screenshot shows the 'Details of Food' interface. At the top, there is a yellow header with the text 'Details of Food'. Below this, there is a section titled 'Other Foods' with a 'Worksheet for Data Import' button. A table is displayed with the following columns: Item No., Brand and Food Description, No. of Package and Type, Net Weight, Batch, Production Establishment, and Health Certificate. The first row contains the number '1' in the 'Item No.' column, a text input field for 'Food description shown on packing list', two dropdown menus for 'No. of Package and Type' and 'Net Weight', a green 'Add' button, 'AUSTRALIA' in the 'Production Establishment' column, and another green 'Add' button in the 'Health Certificate' column. Below the table, there are 'Copy' and 'Delete' buttons. At the bottom left, there is a green 'Add' button and a red-bordered button labeled 'Import Worksheet'.

4. Message indicating successful data import will be shown. Click **Close** to proceed the next step.



5. Next, the imported data will be displayed as follows. Click **Add** under columns: **Batch**, **Production Establishment** and **Health Certificate** to provide the relevant information, if any.

**Details of Food**

**Other Foods**

Worksheet for Data Import

Item No.	Brand and Food Description	No. of Package and Type	Net Weight	Batch	Production Establishment	Health Certificate
1	<input style="width: 90%;" type="text" value="XXX"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input style="width: 40%;" type="text" value="100"/> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="box"/>	<input style="width: 40%;" type="text" value="100"/> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="kg"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/> <span style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Add</span>	AUSTRALIA <span style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px; margin: 0 auto;">Add</span>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/> <span style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Add</span>
2	<input style="width: 90%;" type="text" value="YYY"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>	<input style="width: 40%;" type="text" value="200"/> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="box"/>	<input style="width: 40%;" type="text" value="200"/> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="kg"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/> <span style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Add</span>	AUSTRALIA <span style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px; margin: 0 auto;">Add</span>	<input style="width: 80%; border: 1px solid #ccc;" type="text"/> <span style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Add</span>

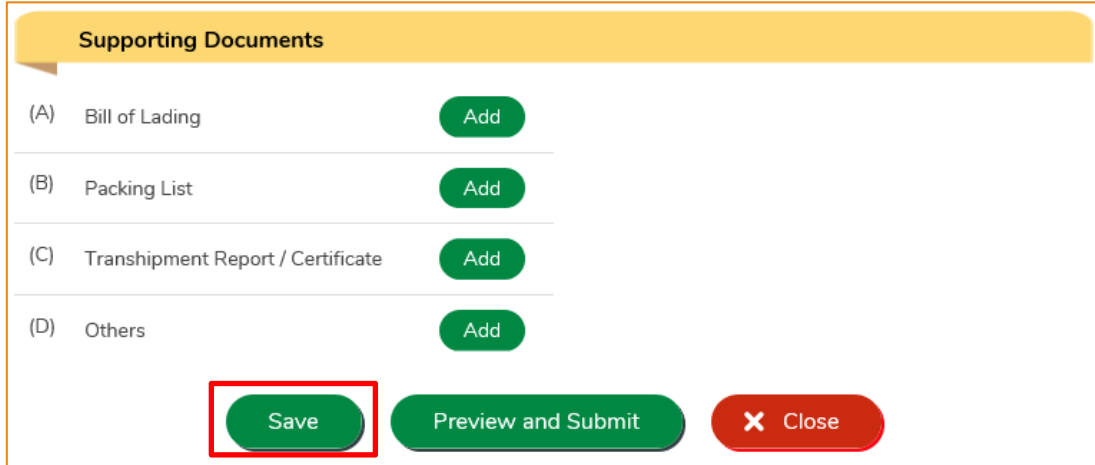
Add

Import Worksheet
📄

6. Upload the images of the relevant documents under **Supporting Documents**, then click **Preview and Submit** to submit the report after providing all the required information and documents.

**SAVE A DRAFT ARRIVAL REPORT**

1. During the report process, you may save all the information you have entered as a draft report by clicking **Save**.

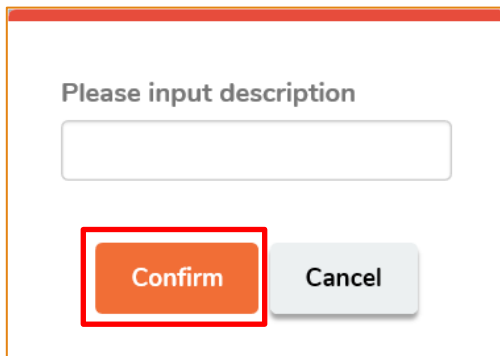


**Supporting Documents**

(A) Bill of Lading	<b>Add</b>
(B) Packing List	<b>Add</b>
(C) Transhipment Report / Certificate	<b>Add</b>
(D) Others	<b>Add</b>

**Save** **Preview and Submit** **Close**

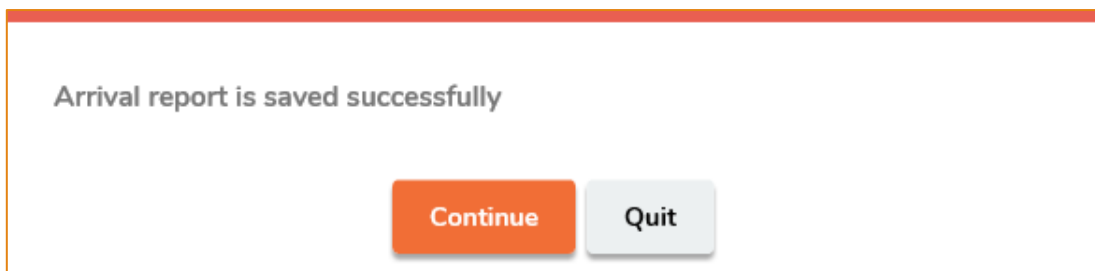
2. Assign a name to describe the draft report in the box provided, then click **Confirm**.



**Please input description**

**Confirm** **Cancel**

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



**Arrival report is saved successfully**

**Continue** **Quit**



- In the main page, you may retrieve the saved draft report by clicking **Recording Food Arrival Information**, then the relevant type followed by **Draft Arrival Report**. Click **Open** to continue preparing the arrival report.


The screenshot displays the main dashboard of the Food Trader Portal. At the top, there is a navigation bar with several menu items: 'Importing / Exporting Food', 'e-Health Certificate Enquiry', 'Recording Food Arrival Information' (highlighted with a red box), 'Food Import Related Information', 'Notification' (with a red '1' badge), 'Trader Registration Maintenance', and 'Quick Links'. Below the navigation bar is a row of circular icons representing different food categories: 'Food with Examination Notice', 'Meat, Poultry and Game' (highlighted with a red box), 'Milk and Milk Beverages', 'Cream', 'Frozen Confections', 'Raw Milk', 'Eggs', and 'Other Foods'. Underneath these icons are two tabs: 'Consignment Arrival Report' and 'Import Licence Usage'. The 'Import Licence Usage' tab is active, showing a sub-menu with 'Import Licence / Permission', 'Draft Arrival Report' (highlighted with a red box), 'Arrival Report Template', and 'Submitted Arrival Report'. Below the sub-menu is a search and filter area with a 'Show 10 entries' dropdown and input fields for 'Description', 'Date of Creation' (with 'Start Date' and 'End Date' sub-fields), 'Last Updated Date' (with 'Start Date' and 'End Date' sub-fields), and 'Import Licence / Permission No.'. To the right of these fields are 'Search', 'Reset', and 'Open' buttons. The 'Open' button is highlighted with a red box. Below the search area is a table with one row of data:

Description	Date of Creation	Last Updated Date	Import Licence / Permission No.
XXX	20XX-XX-XX 21:10	20XX-XX-XX 21:11	IL-XX-XXXXXXXXXX/IL-XX-XXXXXXXXXX/IL-XX-XXXXXXXXXX

At the bottom right of the table row, there are 'Open' and 'Delete' buttons. The 'Open' button is highlighted with a red box.

## CREATE AN ARRIVAL REPORT TEMPLATE

1. After successfully submitted an arrival report, click **Save as Template** to create a report template using information of the submitted report.

 **Arrival Report Submitted Successfully**

Report No.	AR-XX-XXXXXX
Report Date	20XX-XX-XX 15:24:07
Food Type	Frozen Poultry, Chilled Poultry

For any enquiries, please contact:

Food Import and Export Section (Hong Kong / Kowloon Office)

2/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon  
Telephone no.: 3428 7305 or 3428 7340  
Fax no.: 2776 5226 or 2776 3317

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

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

**Input Template Name**

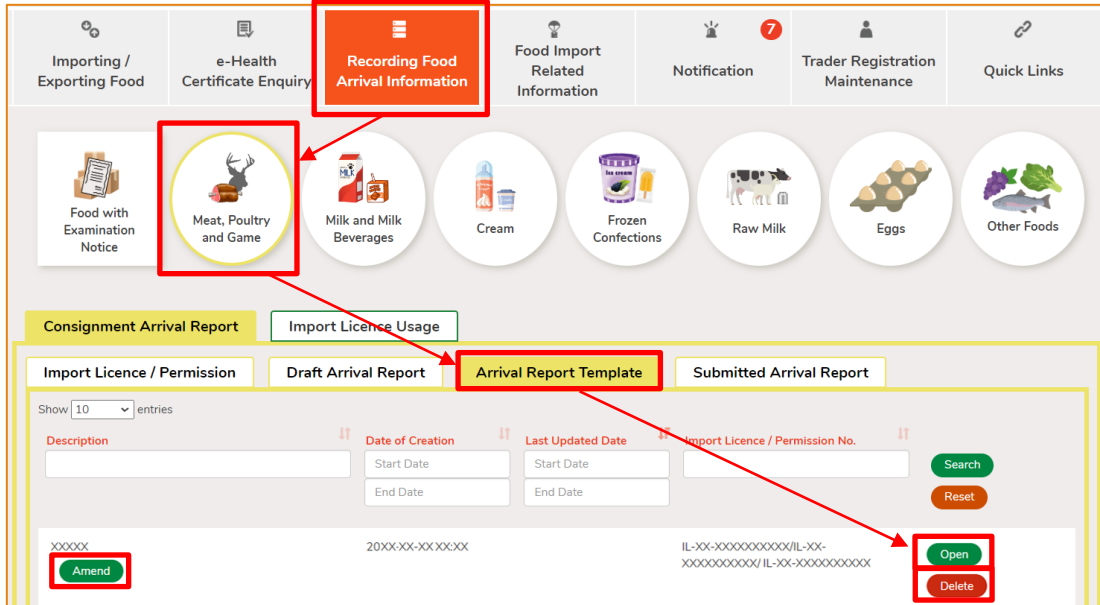
**Save** **Cancel**

3. The template has been successfully saved. Click **Close**.

Template "XXXXXX" is successfully saved

**Close**

4. To view the report template, choose **Recording Food Arrival Information**, then the relevant type followed by clicking **Arrival Report Template**. Click **Open** to view the template details and prepare a new report. If you want to remove the template, click **Delete**. If you want to amend the name of the template, click **Amend**.

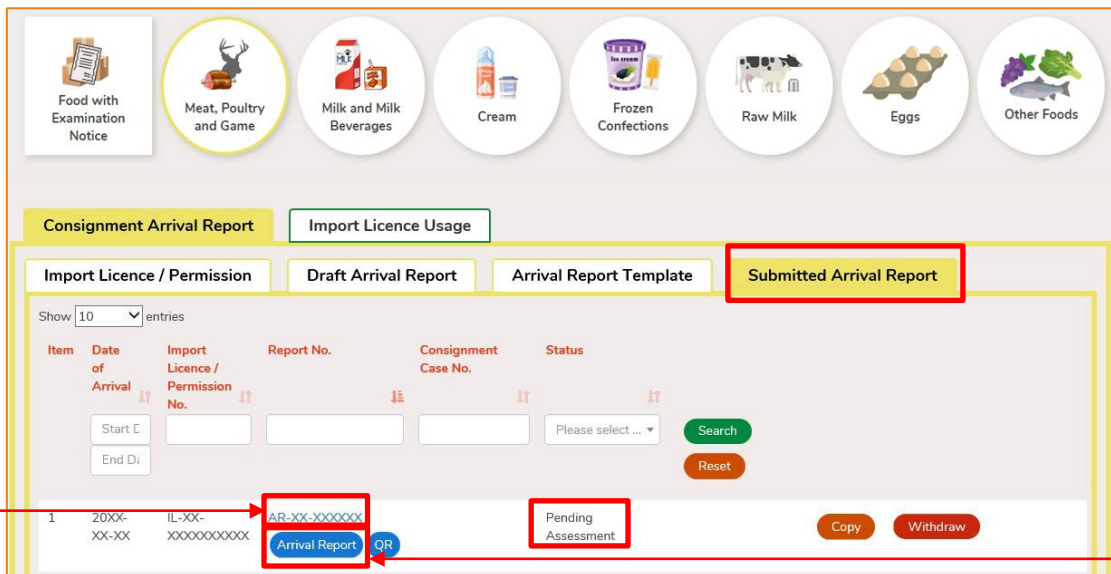


The screenshot displays the Food Trader Portal interface. At the top, there is a navigation bar with several menu items: 'Importing / Exporting Food', 'e-Health Certificate Enquiry', 'Recording Food Arrival Information' (highlighted with a red box), 'Food Import Related Information', 'Notification' (with a red circle containing the number 7), 'Trader Registration Maintenance', and 'Quick Links'. Below the navigation bar, there is a row of circular icons representing different food categories: 'Food with Examination Notice', 'Meat, Poultry and Game' (highlighted with a red box), 'Milk and Milk Beverages', 'Cream', 'Frozen Confections', 'Raw Milk', 'Eggs', and 'Other Foods'. Below the category icons, there are two tabs: 'Consignment Arrival Report' and 'Import Licence Usage'. Under the 'Consignment Arrival Report' tab, there are four sub-tabs: 'Import Licence / Permission', 'Draft Arrival Report', 'Arrival Report Template' (highlighted with a red box), and 'Submitted Arrival Report'. Below the sub-tabs, there is a table with columns: 'Description', 'Date of Creation' (with sub-columns for 'Start Date' and 'End Date'), 'Last Updated Date' (with sub-columns for 'Start Date' and 'End Date'), and 'Import Licence / Permission No.'. The table contains one row of data with placeholder text. Below the table, there are three buttons: 'Amend' (highlighted with a red box), 'Open' (highlighted with a red box), and 'Delete' (highlighted with a red box). Red arrows indicate the navigation path from the 'Recording Food Arrival Information' menu item to the 'Meat, Poultry and Game' category, then to the 'Arrival Report Template' sub-tab, and finally to the 'Open' button.

MISCELLANEOUS : VIEW / AMEND / WITHDRAW A SUBMITTED ARRIVAL REPORT

VIEW A SUBMITTED ARRIVAL REPORT

1. Choose **Submitted Arrival Report** to view all the submitted arrival reports.
2. For newly submitted report, status will be shown as **Pending Assessment**. You may click the **Report No.** to view the report details.
3. If the consignment is imported by air or land, an **Arrival Report** will appear under the Report No. Click on the button to view the details and obtain a printout to be handed over to the border food control offices. Please refer to the sample printout in Point 4.






The screenshot displays the 'Submitted Arrival Report' section of the Food Trader Portal. At the top, there are icons for various food categories: Food with Examination Notice, Meat, Poultry and Game, Milk and Milk Beverages, Cream, Frozen Confections, Raw Milk, Eggs, and Other Foods. Below these is a navigation bar with tabs for 'Consignment Arrival Report', 'Import Licence Usage', 'Import Licence / Permission', 'Draft Arrival Report', 'Arrival Report Template', and 'Submitted Arrival Report'. The 'Submitted Arrival Report' tab is selected and highlighted with a red box. Below the tabs, there is a search area with 'Show 10 entries' and a table of reports. The table has columns for 'Item', 'Date of Arrival', 'Import Licence / Permission No.', 'Report No.', 'Consignment Case No.', and 'Status'. A red box highlights the 'Submitted Arrival Report' tab, and another red box highlights the 'Arrival Report' button in the table row. The table row shows '1' in the 'Item' column, '20XX-XX-XX' in the 'Date of Arrival' column, 'IL-XX-XXXXXXXXXX' in the 'Import Licence / Permission No.' column, 'AR-XX-XXXXXX' in the 'Report No.' column, and 'Pending Assessment' in the 'Status' column. There are also 'Copy' and 'Withdraw' buttons in the row.

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX		Pending Assessment

4. Presenting the printout (sample as shown below) to the border food control offices will speed up consignment clearance.

A Sample of the Arrival Report Printout for Air Consignments

 		For Official Use Case No.: APAxxxxxxxxxx
<b>FOOD CONSIGNMENT ARRIVAL REPORT – BY AIR</b> 		
<i>(Please present this report together with relevant import documents to the Airport Office of this Department for consignment release procedures.)</i>		
Arrival Report No.: ARxxxxxxxxxx		Report Date: 20xx-xx-xx
Importer: XXX Company Ltd (TR-xx-xxxxxx)		
Air Waybill No.: xxx-xxxx xxxx		Place of Origin: XXX
Arrival Date: 20xx-xx-xx		Forwarder:
		Contact Telephone No.:
Item	Details of Food	
1	XXXXX, XXXXXX, 1L x 12 Place of Food Origin: XXX      Region: XXX Production Date: 20xx-xx-xx Durability Date: 20xx-xx-xx      Batch No.: xx xx xxx xx Official Certificate No.: xx-xx-x Import Permission No.: FEHD/CFS x/xx/xxx      Permitted Item No.: xx-xxxx Import Licence No.: Quantity: 100 Cartons, 320 kg	
2	XXXXX, XXXXXX, 500ml x 12 Place of Food Origin: XXX      Region: XXX Production Date: 20xx-xx-xx Durability Date: 20xx-xx-xx      Batch No.: xx xx xxx xx Official Certificate No.: xx-xx-x Import Permission No.: FEHD/CFS x/xx/xxx      Permitted Item No.: xx-xxxx Import Licence No.: Quantity: 100 Cartons, 160 kg	
--- End of Report ---		
Arrival Report No. ARxxxxxxxxxx		Page 1 of X

Note :

Data fields that are unavailable when submitting the report, e.g. driver's phone no., can be written on the printout later but a company chop must be affixed to the printout.

## AMEND A SUBMITTED ARRIVAL REPORT

- If you are required to provide supplementary information on a submitted report, the report status will be shown as **Pending Clarification**. Click **Amend** to open the report.

The screenshot shows the 'Submitted Arrival Report' interface. At the top, there are icons for various food categories: Food with Examination Notice, Meat, Poultry and Game, Milk and Milk Beverages, Cream, Frozen Confections, Raw Milk, Eggs, and Other Foods. Below these are tabs for 'Consignment Arrival Report' and 'Import Licence Usage'. Under 'Consignment Arrival Report', there are sub-tabs: 'Import Licence / Permission', 'Draft Arrival Report', 'Arrival Report Template', and 'Submitted Arrival Report' (highlighted in red). A table below shows a list of reports with columns: Item, Date of Arrival, Import Licence / Permission No., Report No., Consignment Case No., and Status. The first row has status 'Pending Clarification' (highlighted in red). To the right of the table are buttons for 'Copy', 'Withdraw', and 'Amend' (highlighted in red).

- Make amendment or provide supplementary information as prompted.

The screenshot shows the 'Reason of Clarification' form. The title is 'Reason of Clarification: Wrong Bill of Lading No.'. Below the title, it says 'Please provide supplementary information for the following items:'. A red box highlights 'Bill of Lading No.'. Under the 'Transportation' section, there are several input fields: Place of Origin (BRAZIL), Date of Arrival (20XX-XX-XX), Mode of Transport (Sea), Transhipment (N/A), Port of Loading (BRAZIL (BR\*\*\*)), Name of Vessel, Voyage (XXX123), and Bill of Lading No. (XXXXXX, highlighted in red). At the bottom, there is a table with columns for Item No. and Marks / Container No., showing item 1 with marks XXXX and container 9999999.

- Upon completion, click **Preview and Submit**.

**Reason of Clarification:**  
 Wrong Bill of Lading No.

Please provide supplementary information for the following items:  

Bill of Lading No.

**Supporting Documents**

(A)	Bill of Lading	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 5px;">Preview</a>
(B)	Packing List	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 10px; border-radius: 5px;">Preview</a>
(C)	Others	<a href="#" style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 5px;">Add</a>

Preview and Submit

✕ Close

### WITHDRAW A SUBMITTED ARRIVAL REPORT

- You may withdraw a report while its status is **Pending Assessment** or **Pending Clarification**. Under **Submitted Arrival Report**, choose the report and click **Withdraw**.

Consignment Arrival Report

Import Licence Usage

Import Licence / Permission

Draft Arrival Report

Arrival Report Template

Submitted Arrival Report

Show  entries

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status	
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX		Pending Assessment	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #FF8C00; padding: 2px 5px;">Copy</div> <div style="border: 2px solid red; padding: 2px 5px; background-color: #800000; color: white; border-radius: 5px;">Withdraw</div> </div>

- State the reason for withdrawing the report, then click **Yes**.

Are you sure to withdraw this arrival report?  
Please provide reason for withdrawal

Yes
No

- System will display the below message. Click **Close** to return to the **Submitted Arrival Report** page.

Arrival Report has been successfully cancelled.

Close

- The report status will change to **Cancelled**.

Consignment Arrival Report
Import Licence Usage

Import Licence / Permission
Draft Arrival Report
Arrival Report Template
Submitted Arrival Report

Show 10 entries

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXX	AR-XX-XXXXXX		Cancelled

Start C  
 End D:

Cancel... x

Search

Reset

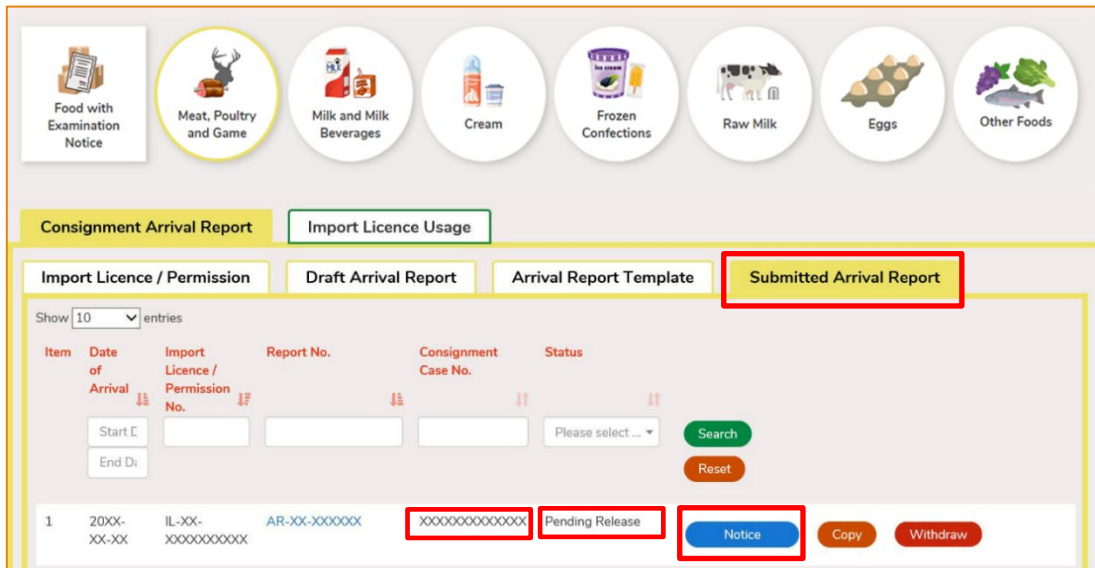
Copy



## CHECK PROGRESS OF CONSIGNMENT RELEASE

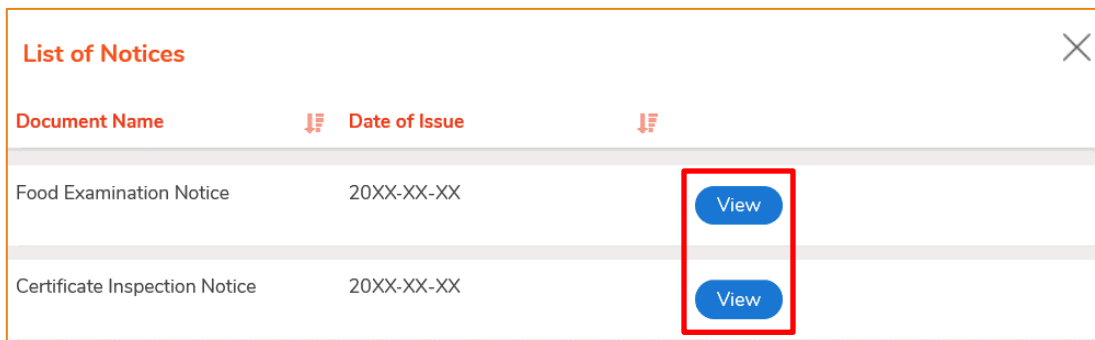
### ARRIVAL REPORT ACCEPTED

1. First, choose the food type. Under **Submitted Arrival Report**, if an arrival report has been accepted, a **Consignment Case No.** will be assigned and status of the report will be shown as **Pending Release**. If a notice has been issued on a consignment for further actions such as food inspection or inspection of original health certificate, you may click **Notice** to access the list of notices.



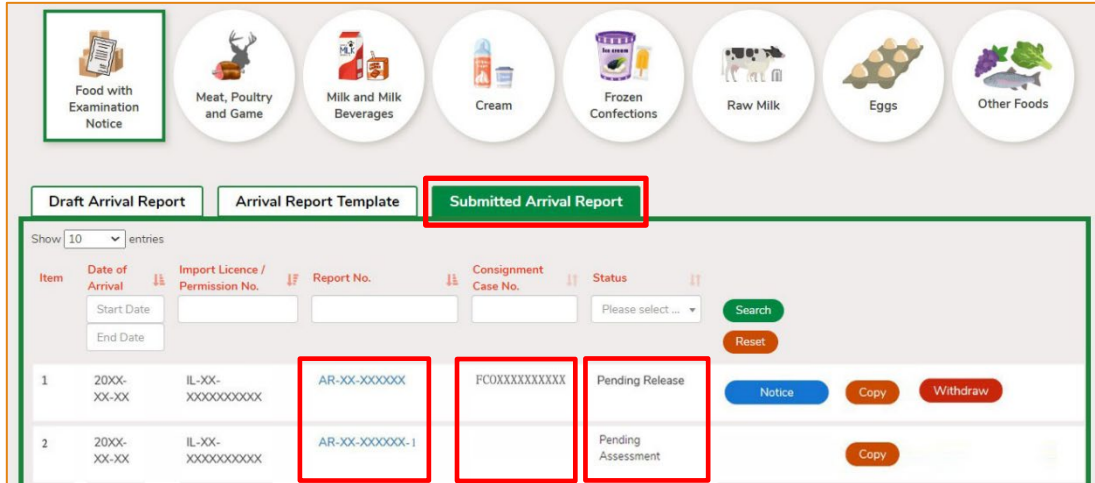
Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX	XXXXXXXXXXXXXX	Pending Release

2. Click **View** to read the details of notice.



Document Name	Date of Issue
Food Examination Notice	20XX-XX-XX
Certificate Inspection Notice	20XX-XX-XX

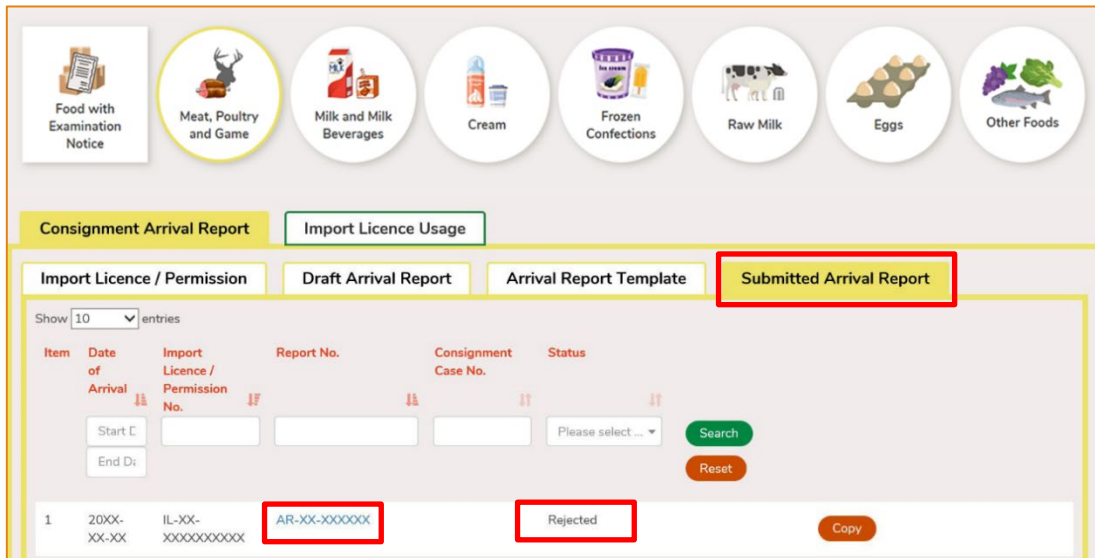
- After your report is processed, the reported case record will be forwarded to respective Office of this Department for further assessment if required. A report no. will be assigned to each case record. You can find the reported case record and report no. under **Submitted Arrival Report**.



Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX	FCOXXXXXXXXXX	Pending Release
2	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX-1		Pending Assessment

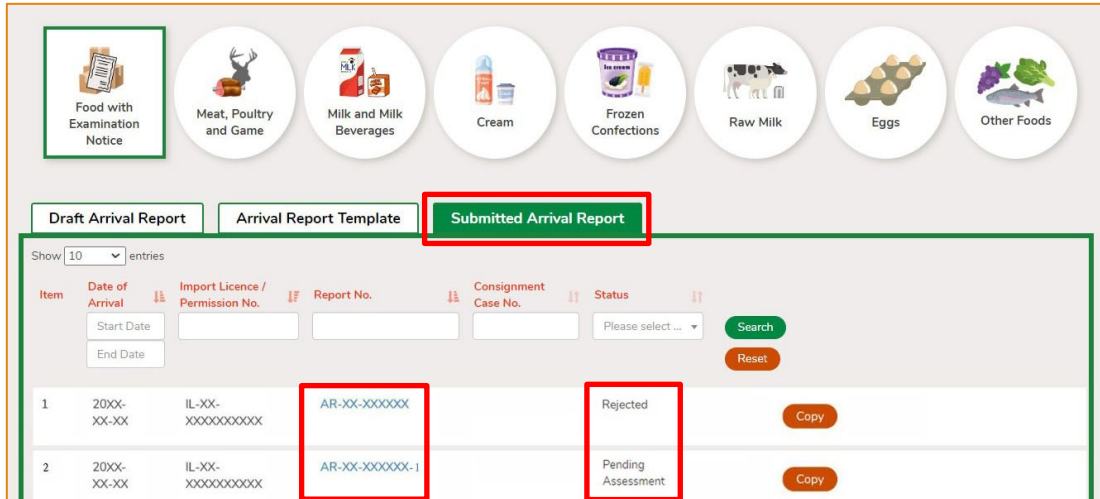
### ARRIVAL REPORT REJECTED

- First, choose the food type. Under **Submitted Arrival Report**, if an arrival report has been rejected, status of the report will be shown as **Rejected**. You may click **Report No.** to view the reason for rejection.



Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX		Rejected

- After your report is processed, the reported case record will be forwarded to respective Office of this Department for further assessment if required. A report no. will be assigned to each case record. You can find the reported case record and report no. under **Submitted Arrival Report**.



Food with Examination Notice | Meat, Poultry and Game | Milk and Milk Beverages | Cream | Frozen Confections | Raw Milk | Eggs | Other Foods

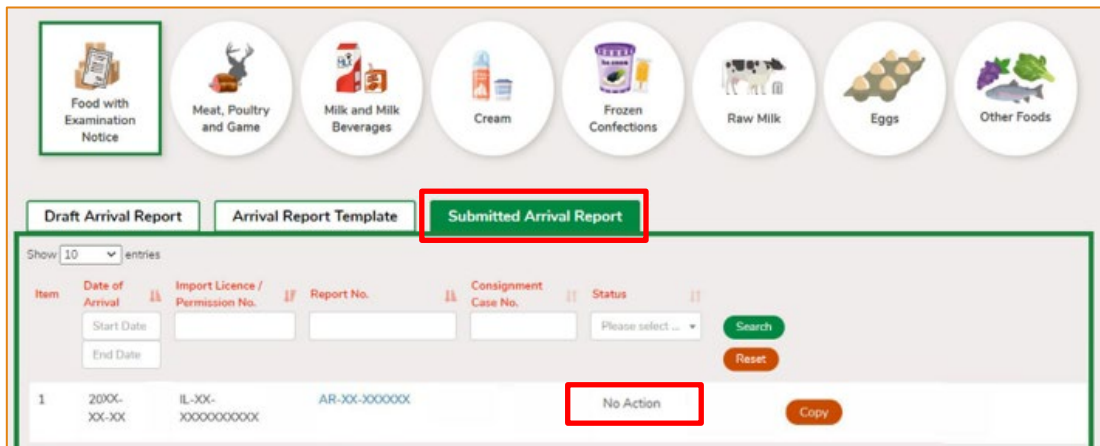
Draft Arrival Report | Arrival Report Template | **Submitted Arrival Report**

Show 10 entries

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX		Rejected
2	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX-1		Pending Assessment

### NO ACTION TO CONSIGNMENT ARRIVAL

- First, choose the food type. Under **Submitted Arrival Report**, if your arrival report has been assessed and no further action is required, status of the report will be shown as **No Action**.



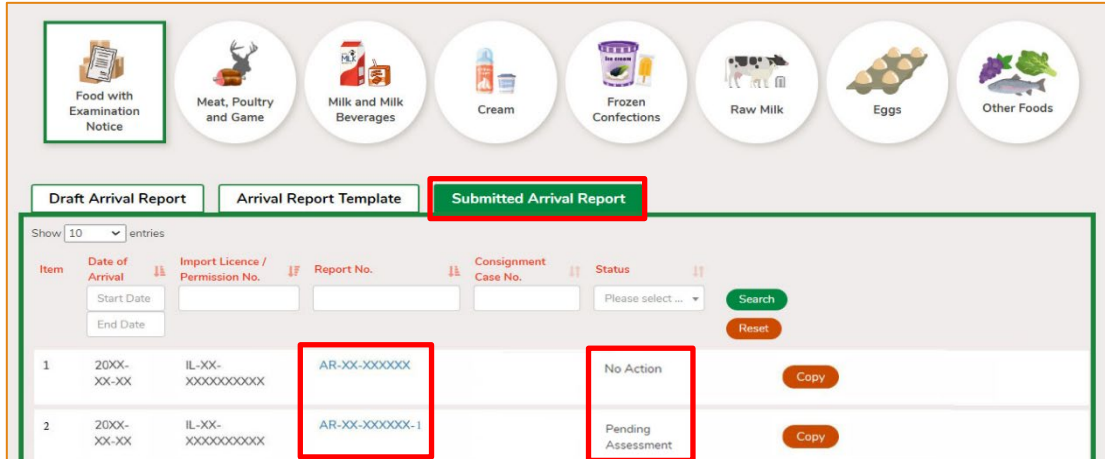
Food with Examination Notice | Meat, Poultry and Game | Milk and Milk Beverages | Cream | Frozen Confections | Raw Milk | Eggs | Other Foods

Draft Arrival Report | Arrival Report Template | **Submitted Arrival Report**

Show 10 entries

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX		No Action

- After your report is processed, the reported case record will be forwarded to respective Office of this Department for further assessment if required. A report no. will be assigned to each case record. You can find the reported case record and report no. under [Submitted Arrival Report](#).



Food with Examination Notice | Meat, Poultry and Game | Milk and Milk Beverages | Cream | Frozen Confections | Raw Milk | Eggs | Other Foods

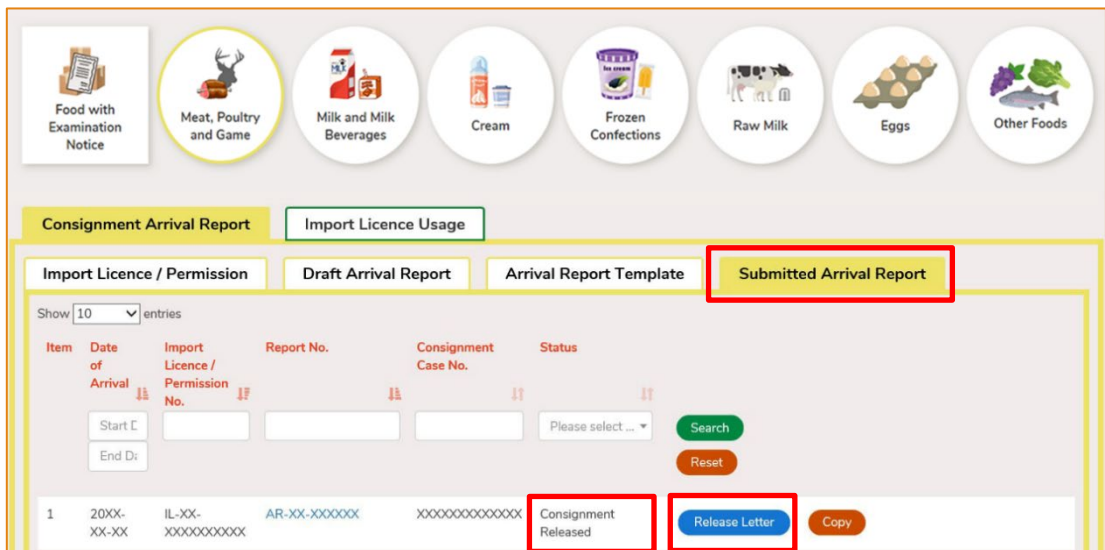
Draft Arrival Report | Arrival Report Template | **Submitted Arrival Report**

Show 10 entries

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX		No Action
2	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX-1		Pending Assessment

## CONSIGNMENT RELEASED

- First, choose the food type. If a consignment has been released, status of the report will be shown as [Consignment Released](#). If a release letter has been issued for the consignment, you may click [Release Letter](#) to view and print the letter.



Food with Examination Notice | **Meat, Poultry and Game** | Milk and Milk Beverages | Cream | Frozen Confections | Raw Milk | Eggs | Other Foods

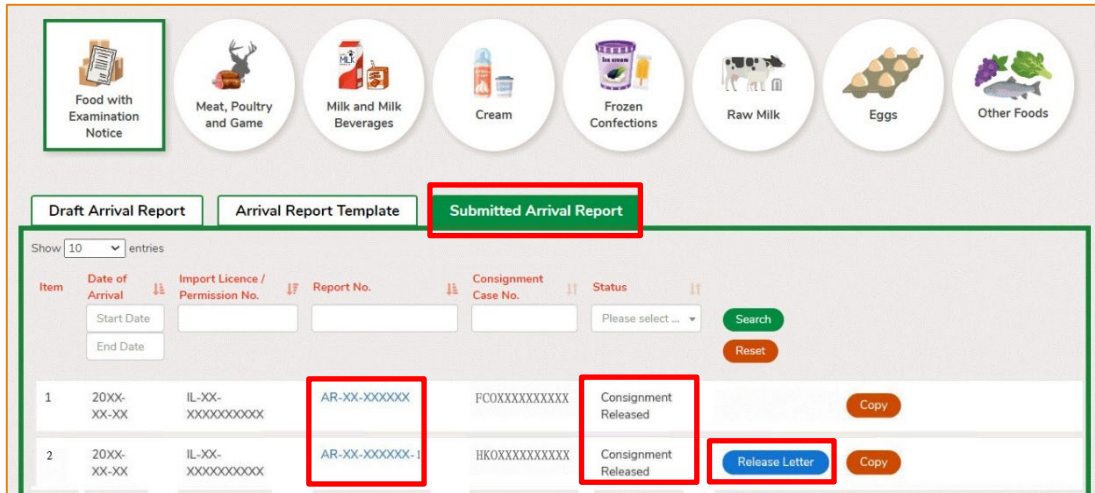
Consignment Arrival Report | Import Licence Usage

Import Licence / Permission | Draft Arrival Report | Arrival Report Template | **Submitted Arrival Report**

Show 10 entries

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX	XXXXXXXXXXXXXX	Consignment Released

- If the food consignment has two case records, the Release Letter will be shown in one of the records.



Food with Examination Notice | Meat, Poultry and Game | Milk and Milk Beverages | Cream | Frozen Confections | Raw Milk | Eggs | Other Foods

Draft Arrival Report | Arrival Report Template | **Submitted Arrival Report**

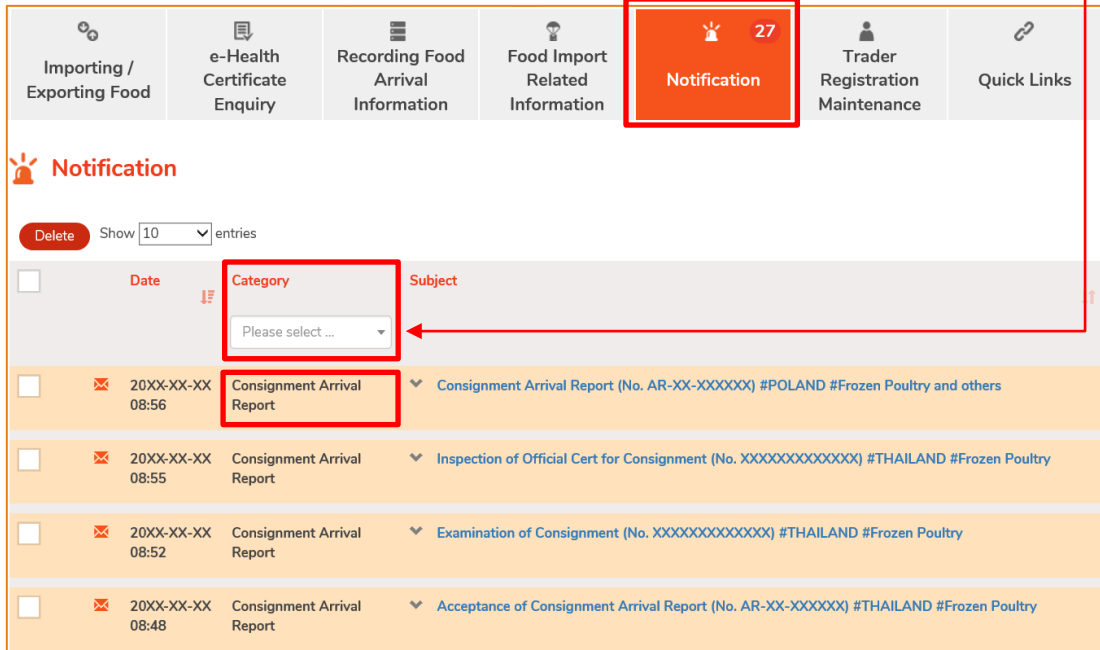
Show 10 entries

Item	Date of Arrival	Import Licence / Permission No.	Report No.	Consignment Case No.	Status	
1	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX	PCOXXXXXXXXXX	Consignment Released	Copy
2	20XX-XX-XX	IL-XX-XXXXXXXXXX	AR-XX-XXXXXX-1	HKOXXXXXXXXXX	Consignment Released	Release Letter   Copy

CHECK MESSAGES ON ARRIVAL REPORT AND CONSIGNMENT CASE

VIEW MESSAGES

- In **Notification**, you may select **Consignment Arrival Report** under **Category** to view all incoming messages related to the submitted arrival reports and consignment cases.



The screenshot shows the 'Notification' menu item highlighted in red. Below it, the 'Category' dropdown menu is also highlighted in red, with a red arrow pointing to it from the text above. The message list shows several entries under the 'Consignment Arrival Report' category.

	Date	Category	Subject
<input type="checkbox"/>	20XX-XX-XX 08:56	Consignment Arrival Report	Consignment Arrival Report (No. AR-XX-XXXXXX) #POLAND #Frozen Poultry and others
<input type="checkbox"/>	20XX-XX-XX 08:55	Consignment Arrival Report	Inspection of Official Cert for Consignment (No. XXXXXXXXXXXXX) #THAILAND #Frozen Poultry
<input type="checkbox"/>	20XX-XX-XX 08:52	Consignment Arrival Report	Examination of Consignment (No. XXXXXXXXXXXXX) #THAILAND #Frozen Poultry
<input type="checkbox"/>	20XX-XX-XX 08:48	Consignment Arrival Report	Acceptance of Consignment Arrival Report (No. AR-XX-XXXXXX) #THAILAND #Frozen Poultry