

Training Manual

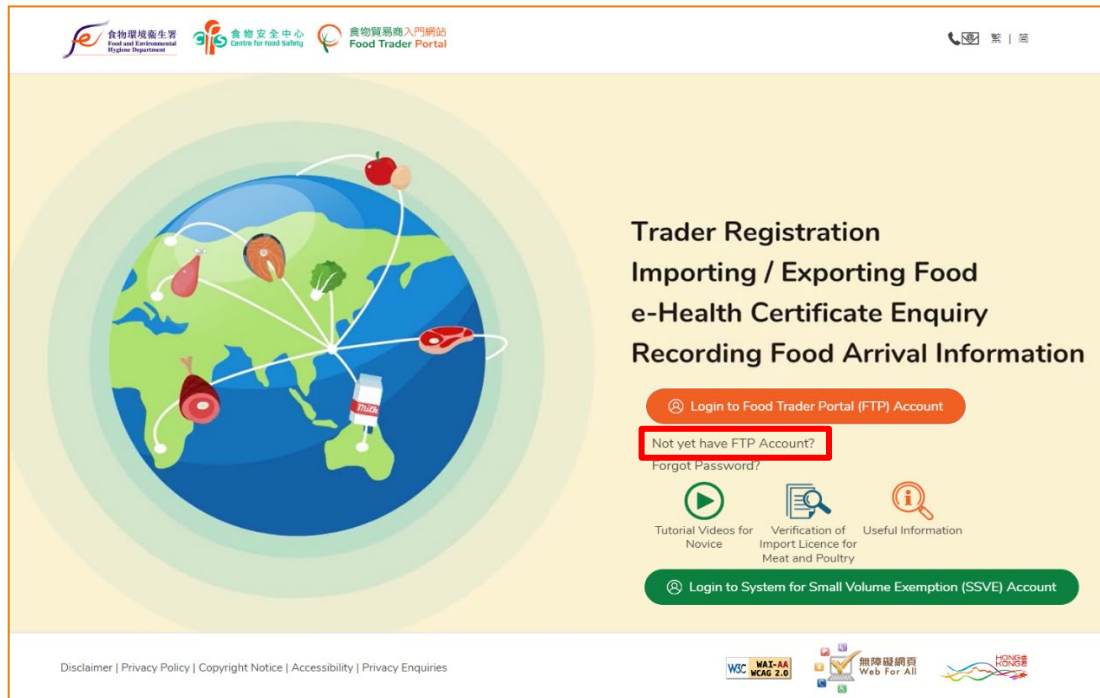
Trader Registration (For Body Corporate)

HOW TO APPLY TRADER REGISTRATION

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

1. Go to the FTP homepage (<https://www.ftp.cfs.gov.hk>).

For Food importers or distributors who need to apply for the trader registration, click the link **Not yet have FTP Account?** on the homepage.



2. Answer a few questions to start new trader registration.

2.1. If your business does not have Trader Registration Number or Exemption Number, click **No** button.

1. Do you have Trader Registration Number / Exemption Number?

Yes No

2.2. If your business is one of the licensees, permittees or certificated owner listed below, click **Yes** button, otherwise click **No** button.

2. Are you one of the licensees, permittees or certificated owner listed below?

1. The holder of a permission under section 30 of the Food Business Regulation (Cap. 132X)
2. The licensee of a licence under Part IV of the Food Business Regulation (Cap. 132X)
3. The licensee of a licence under Part III of the Frozen Confections Regulation (Cap. 132AC)
4. The licensee of a licence under Part II of the Hawker Regulation (Cap. 132AI)
5. The licensee of a licence under Part III of the Milk Regulation (Cap. 132AQ)
6. The licensee of a licence under the Offensive Trades Regulation (Cap. 132AX)
7. The licensee of a licence under Part II of the Slaughterhouses Regulation (Cap. 132BU)
8. The registered stockholder of a reserved commodity under regulation 13 of the Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations (Cap. 296A)
9. The licensee of a licence under section 8 or the permittee of a permit under section 14 of the Marine Fish Culture Ordinance (Cap. 353)
10. The certificated owner of a vessel licensed under the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation (Cap. 548D) in respect of a Class III vessel

Yes No

2.3. If your company carries on any food importation business or any business that supplies food in Hong Kong by wholesale, click **Yes** button.

3. Do you carry on any food importation business or any business that supplies food in Hong Kong by wholesale?

Yes No

2.4. If you answered **Yes** in Question 2 (i.e. Point 2.2), please proceed to Point 2.6.

- 2.5. Click **Start** button to begin new trader registration. Proceed to [STEP 2] PART A: ENTER PARTICULARS OF YOUR BUSINESS in Point 3.

4. Please note:

You are required to register as food importer and / or distributor under the Food Safety Ordinance (Cap. 612), please click start to begin your new trader registration.

- 2.6. Enter your **Licence / Permission Number** and upload the copy of licence / permission. Then click **Next**.

Screen for Exempted Trader Registration

4. Please provide information for any one of the licence / permission.

Fields marked with [] are mandatory*

Licence / Permission Number *

Please upload the licence / permission. *

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

(Note: The uploaded file needs to meet the relevant specifications -

- File should be in JPEG or PDF format ;
- Resolution of file should be at 600dpi or above ;
- File size should be 2MB or below)

- 2.7. Enter your business registration and contact information. Upload the corresponding registration certificate image. Then click **Submit**.

Screen for Exempted Trader Registration

5. Please provide the following information.

Fields marked with [*] are mandatory

Important Note(s): Accept Hong Kong telephone number only

Business Registration Number [*] No Business Registration Certificate

Please upload the certificate. [*] (Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

Contact Person [*]

Telephone Number [*]

Email Address [*] Re-confirm

- 2.8. Tick the **declaration box** and then click **Confirm and Submit** button.

Screen for Exempted Trader Registration


Declaration

I, Chan, Tai Man, am the Contact Person of the business under this application, hereby declare that:

I fully understand the "Personal Information Collection Statement".

- 2.9. Upon successful submission, you will receive an application number. If you have any enquiries or need to contact our staff, please refer to this application number.

Screen for Exempted Trader Registration

 **Acknowledgement**

Application No.	eUE-N-XX-00XXXX
Application Date	20XX-XX-XX 10:56:16

The information you provided has been received. We will contact you as soon as possible.


For any enquiries, please contact:

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


[Print](#) [Close](#)

- 2.10. You will receive an email for requesting supplementary information. In the attachment, click the [reply link](#) to provide the required information.

Screen for Exempted Trader Registration



食物環境衛生署
Food and Environmental
Hygiene Department



食物安全中心
Centre for Food Safety

香港灣仔皇后大道東258號1樓119室
食物進出口商 / 出口組
食物進口商 / 分銷商登記及進口簽證辦事處
Food Importer / Distributor Registration
and Import Licensing Office
Food Import & Export Section
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong
電話Telephone : 2156 3017 / 2156 3034 傳真Fax : 2156 1015
電郵E-mail : fso_enquiry@fehhd.gov.hk

Our Ref.: [REDACTED]

[REDACTED]

Dear Sir/Madam,

Food Safety Ordinance
Food Importer/Distributor Registration Scheme

Under Part 2 of the Food Safety Ordinance (Cap. 612) (the Ordinance), any persons who carry on a food importation or distribution business in Hong Kong are required to register as food importers / distributors with the Director of Food and Environmental Hygiene (DFEH). As a trade facilitation measure, food importers / food distributors who have already obtained a licence or have registered under other specified Ordinances (listed at Schedule 1 to the Ordinance) are exempted from the registration requirement. You may visit the website: <https://www.fics.gov.hk/home/exemptionDetail/index.htm?locale=en> for details.

According to our record, you have already obtained a licence from or have registered with the [REDACTED] and are therefore exempted from the registration requirement under Part 2 of the Ordinance so long as your licence / permit / registration / certification remains valid.

However, please note that you are still required to provide supplementary information upon request in writing by the DFEH under section 19 of the Ordinance, if you are carrying on a food importation/distribution business. Any persons who carry on a food importation or distribution business but fail to provide the DFEH with the required supplementary information commit an offence and are liable to a fine at level 3 and to imprisonment for 3 months.

1. Providing Supplementary Information

If you **do** carry on a food importation business or distribution business in Hong Kong, as the person duly authorized by your business, you are required to provide all the required supplementary information, including particulars of your business, particulars of the Authorised Person(s) and / or Nominated Person(s), food category involved in your business, etc. to confirm your exemption status via the reply link: [http://\[REDACTED\]](http://[REDACTED]) More details can be found in the “Important Notes for Exempted Traders” after you have clicked the link. An Exemption No. will be assigned to you upon completion.

- 2.11. If your company is carrying on a food importation or food distribution business, click **Yes**, then proceed to provide the particulars of your business.

Screen for Exempted Trader Registration

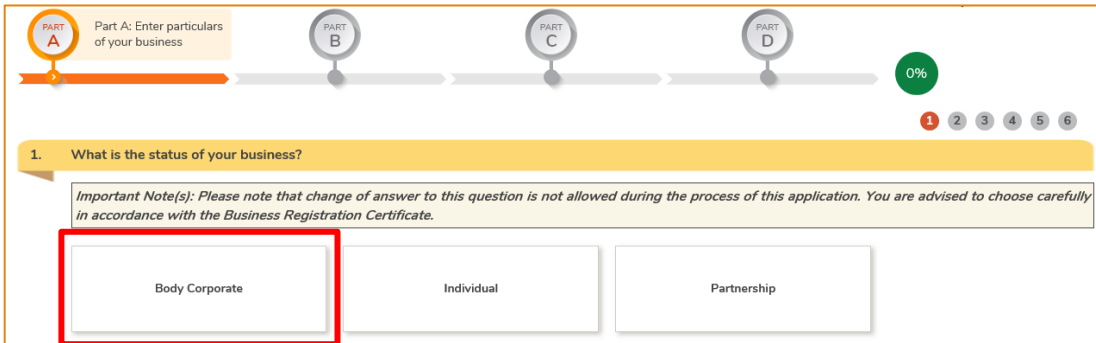
1. Are you / Is your company carrying on a food importation or food distribution business?

No. I am / My company is not carrying on a food importation or food distribution business.

Yes

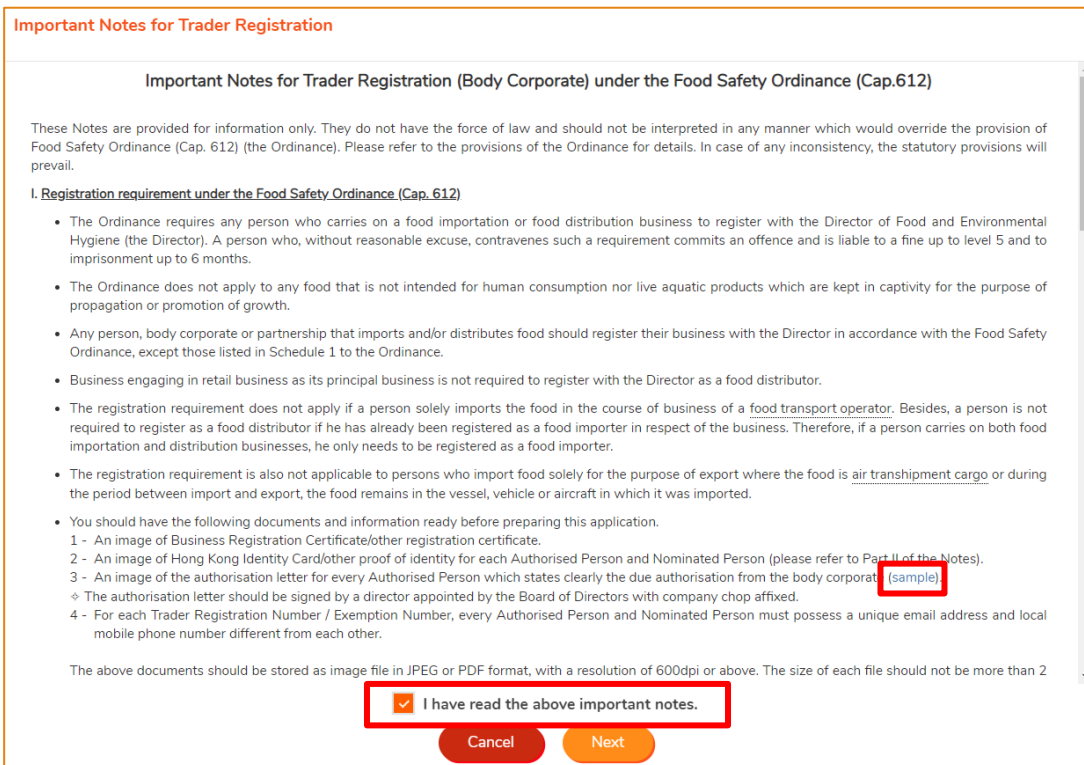
[STEP 2] PART A: ENTER PARTICULARS OF YOUR BUSINESS

3. Choose the legal status of your business. Click **Body Corporate** button.



The screenshot shows a progress bar at the top with four stages: PART A (selected), PART B, PART C, and PART D. A progress indicator shows 0% completion. Below the progress bar, the question is: "1. What is the status of your business?". An important note is displayed: "Important Note(s): Please note that change of answer to this question is not allowed during the process of this application. You are advised to choose carefully in accordance with the Business Registration Certificate." Three buttons are shown: "Body Corporate" (highlighted with a red box), "Individual", and "Partnership".

4. Read the important notes carefully. Click the link **sample** to view a sample of the authorisation letter. After reading the important notes, tick the box **I have read the above important notes** and click **Next** button to proceed to the next page.



The screenshot shows the "Important Notes for Trader Registration" page. The title is "Important Notes for Trader Registration (Body Corporate) under the Food Safety Ordinance (Cap.612)". The text states: "These Notes are provided for information only. They do not have the force of law and should not be interpreted in any manner which would override the provision of Food Safety Ordinance (Cap. 612) (the Ordinance). Please refer to the provisions of the Ordinance for details. In case of any inconsistency, the statutory provisions will prevail." Below this, it lists "I. Registration requirement under the Food Safety Ordinance (Cap. 612)" with several bullet points. One bullet point mentions "The authorisation letter should be signed by a director appointed by the Board of Directors with company chop affixed." and another mentions "An image of the authorisation letter for every Authorised Person which states clearly the due authorisation from the body corporate" with a link to a **sample** (highlighted with a red box). At the bottom, there is a checkbox labeled "I have read the above important notes." which is checked and highlighted with a red box. Below the checkbox are "Cancel" and "Next" buttons.

Screen for Exempted Trader Registration

Important Notes for Exempted Trader Registration

Important Notes for Exempted Traders (Body Corporate) Food Safety Ordinance (Cap.612)

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

I. Registration requirement under the Food Safety Ordinance (Cap. 612)

- The Ordinance requires any persons who carry on a food importation or distribution business in Hong Kong to register as food importers / food distributors with the Director of Food and Environmental Hygiene (the Director).
- As a trade facilitation measure, food importers / food distributors who have already obtained a licence or have registered under other specified Ordinances are exempted from the registration requirement.
- These exempted food importers / food distributors include-
 1. The holder of a permission under section 30 of the Food Business Regulation (Cap. 132X)
 2. The licensee of a licence under Part IV of the Food Business Regulation (Cap. 132X)
 3. The licensee of a licence under Part III of the Frozen Confections Regulation (Cap. 132AC)
 4. The licensee of a licence under Part II of the Hawker Regulation (Cap. 132AI)
 5. The licensee of a licence under Part III of the Milk Regulation (Cap. 132AQ)
 6. The licensee of a licence under the Offensive Trades Regulation (Cap. 132AX)
 7. The licensee of a licence under Part II of the Slaughterhouses Regulation (Cap. 132BU)
 8. The registered stockholder of a reserved commodity under regulation 13 of the Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations (Cap. 296A)
 9. The licensee of a licence under section 8 or the permittee of a permit under section 14 of the Marine Fish Culture Ordinance (Cap. 353)
 10. The certificated owner of a vessel licensed under the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation (Cap. 548D) in respect of a Class III vessel.
- If you are one of the persons listed above, you are exempted from the registration requirement under Part 2 of the Ordinance so long as your licence / permit / registration / certification remains valid. Information related to your licence, permit, permission, or registration has been provided to this department by specified Authorities (including DFEH; Director-General of Trade and Industry; Director of Agriculture, Fisheries and Conservation and Director of Marine) under section 18 of the Ordinance.
- Under section 19 of the Ordinance, if you are carrying on any food importation / distribution business and are among the persons exempted from registration listed above, you are still required to provide supplementary information upon request by the Director. A person who carries on a food importation or distribution business but fail to provide the Director with the required supplementary information, or provide information that he knows is false in a material particular or recklessly provides information that is false in a material particular, commit an offence and is liable to a fine at level 3 and to imprisonment for 3 months.
- In providing the supplementary information, you should have the following documents and information ready.
 - 1 - An image of Business Registration Certificate / other registration certificate.
 - 2 - An image of Hong Kong Identity Card / other proof of identity for each Authorised Person and Nominated Person (please refer to Part II of the Notes).
 - 3 - An image of the authorisation letter for every Authorised Person which states clearly the due authorisation from the body corporate (sample).

I have read the above important notes.

Cancel

Next

5. If the image files of the documents required for registration are ready, click **Yes** button to go to next step.

PART A

Part A: Enter particulars of your business

PART B

PART C

PART D

6%

1 2 3 4 5 6

2. Do you have the following document(s) in either JPEG or PDF format of file size not more than 2MB?

An image of Business Registration Certificate / other registration certificate

An image of Hong Kong Identity Card / other proof of identity for each Authorised Person and Nominated Person

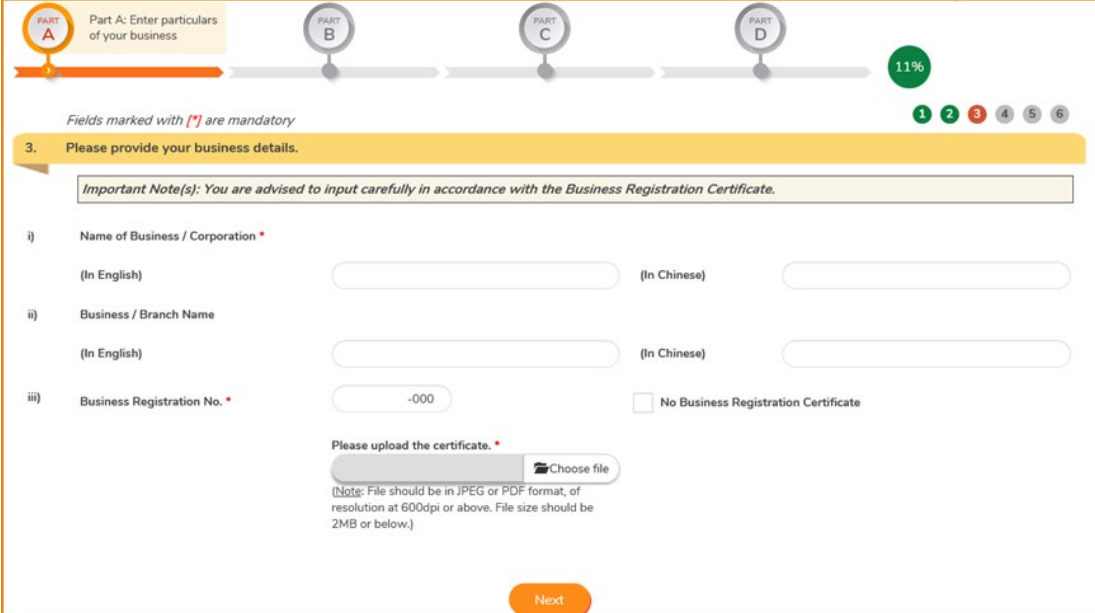
An image of the authorisation letter for every Authorised Person which states clearly the due authorisation from the body corporate

Yes

No

6. Input the name of business / corporation / branch.

(Note: You have to input the information accurately with reference to the business registration certificate and upload its image file.)

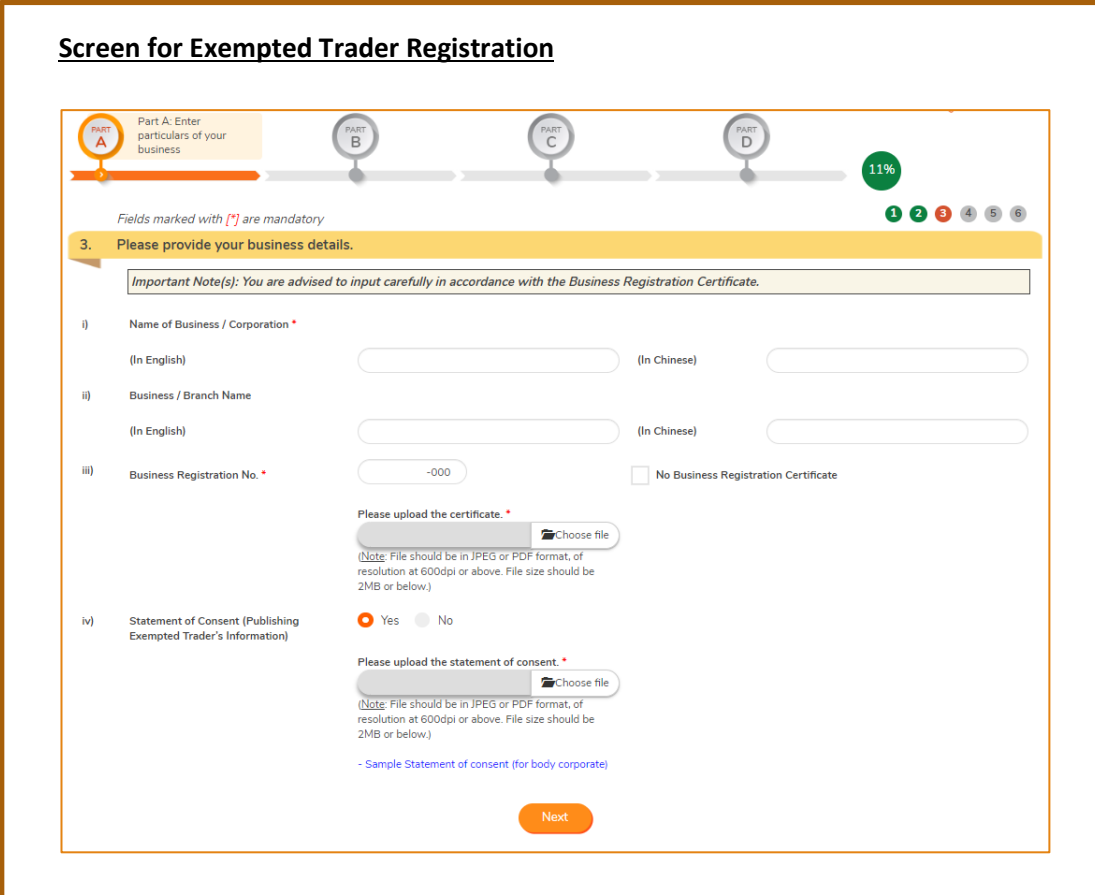


The screenshot shows a progress bar at the top with four parts: Part A (Enter particulars of your business), Part B, Part C, and Part D. A green circle indicates 11% completion. Below the progress bar, a yellow banner reads '3. Please provide your business details.' An important note states: 'Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.' The form includes three main sections:

- i) Name of Business / Corporation ***: Two input fields for '(In English)' and '(In Chinese)'.
- ii) Business / Branch Name**: Two input fields for '(In English)' and '(In Chinese)'.
- iii) Business Registration No. ***: An input field with '-000' and a checkbox for 'No Business Registration Certificate'.

Below these sections, there is a file upload area for the business registration certificate, with a 'Choose file' button and a note: '(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)' A 'Next' button is located at the bottom center.

Screen for Exempted Trader Registration

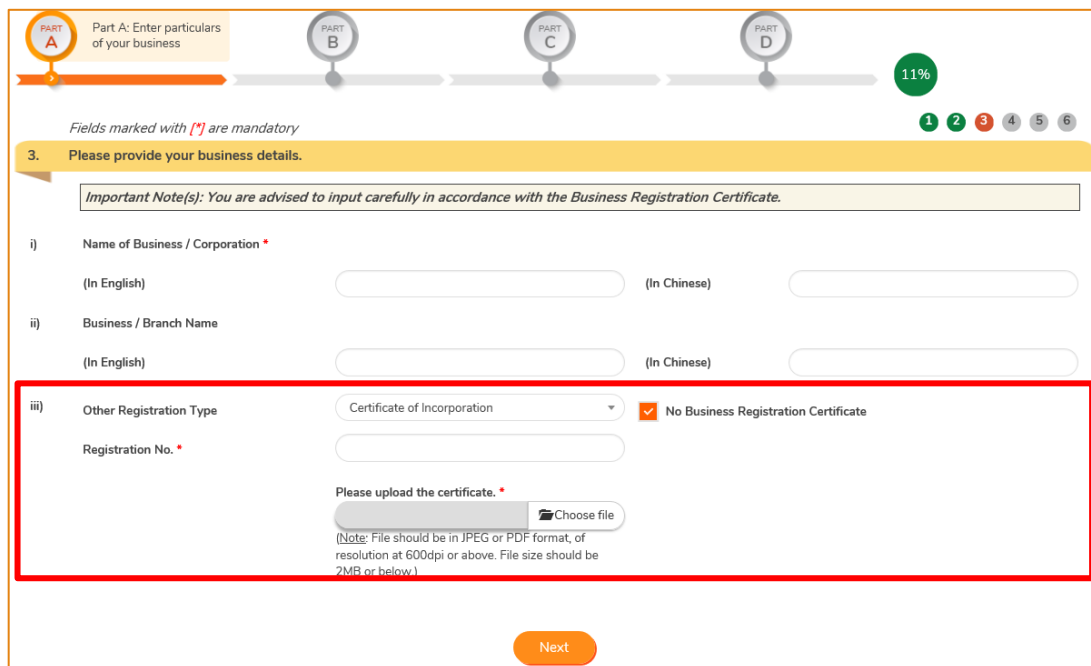


This screenshot shows the same form as above but with an additional section:

- iv) Statement of Consent (Publishing Exempted Trader's Information)**: Radio buttons for 'Yes' (selected) and 'No'.

Below this section, there is a file upload area for the statement of consent, with a 'Choose file' button and a note: '(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)' A link for '- Sample Statement of consent (for body corporate)' is provided. A 'Next' button is located at the bottom center.

7. If your company does not have business registration certificate, tick the box **No Business Registration Certificate**, then select other registration type, input the registration number and upload the corresponding certificate image.



PART A Part A: Enter particulars of your business

PART B **PART C** **PART D** 11%

Fields marked with (*) are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

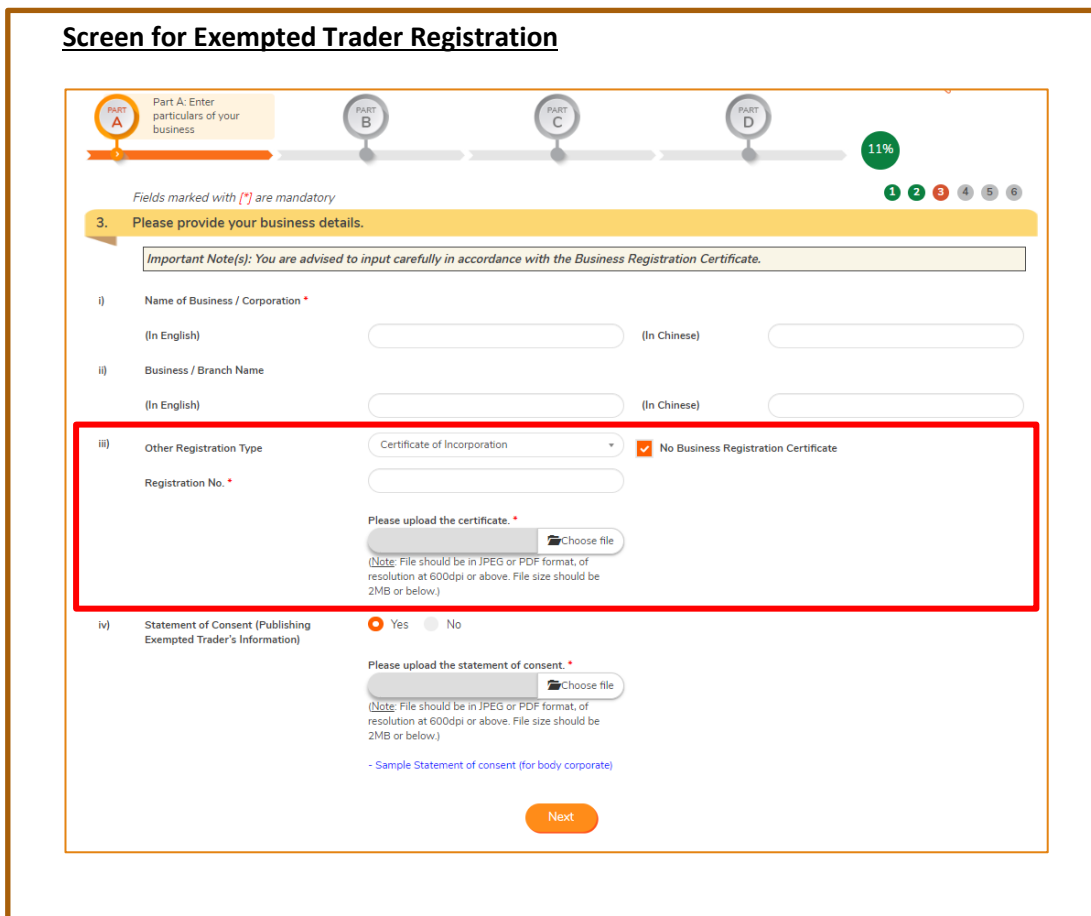
iii) Other Registration Type No Business Registration Certificate

Registration No. *

Please upload the certificate. *

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

Screen for Exempted Trader Registration



PART A Part A: Enter particulars of your business

PART B **PART C** **PART D** 11%

Fields marked with (*) are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Other Registration Type No Business Registration Certificate

Registration No. *

Please upload the certificate. *

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

iv) Statement of Consent (Publishing Exempted Trader's Information) Yes No

Please upload the statement of consent. *

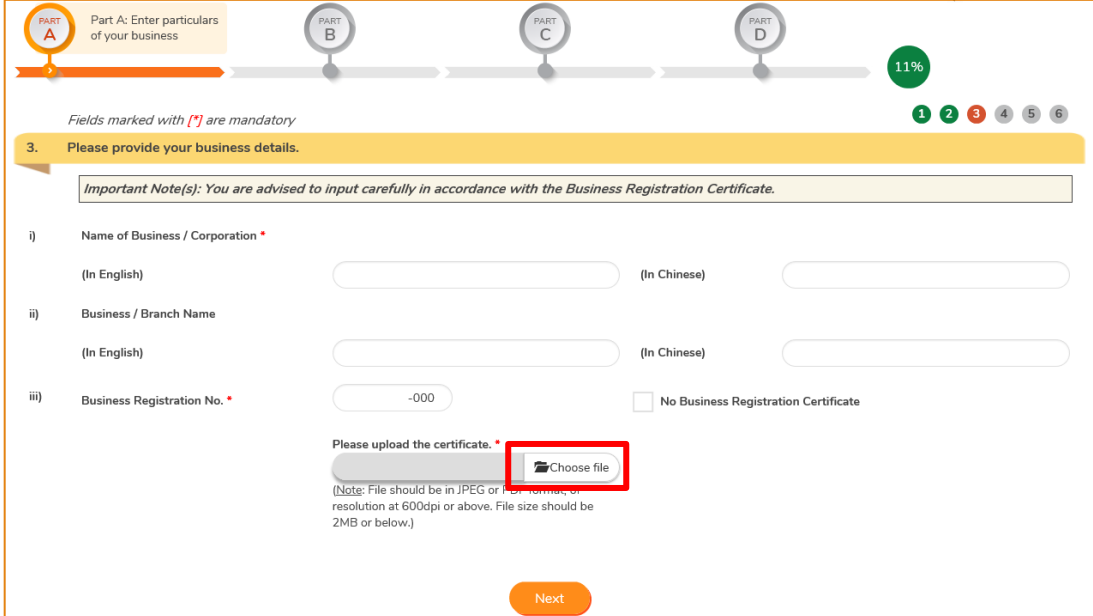
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

[- Sample Statement of consent \(for body corporate\)](#)

8. Click **Choose file** button to select image file.

(Note: The uploaded file needs to meet the relevant specifications -

- File should be in JPEG or PDF format ;
- Resolution of file should be at 600dpi or above ;
- File size should be 2MB or below)



PART A Part A: Enter particulars of your business

11%

Fields marked with (*) are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Business Registration No. *

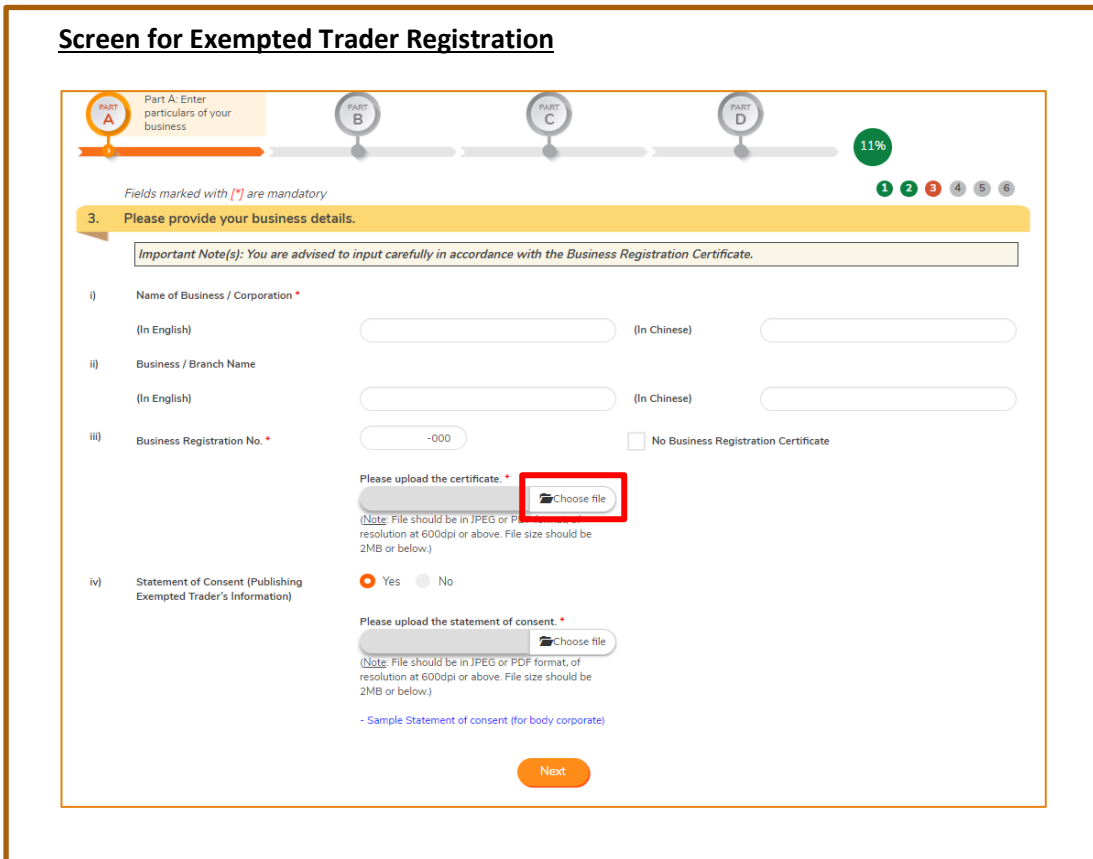
No Business Registration Certificate

Please upload the certificate. *

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

Next

Screen for Exempted Trader Registration



PART A Part A: Enter particulars of your business

11%

Fields marked with (*) are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Business Registration No. *

No Business Registration Certificate

Please upload the certificate. *

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

iv) Statement of Consent (Publishing Exempted Trader's Information)

Yes No

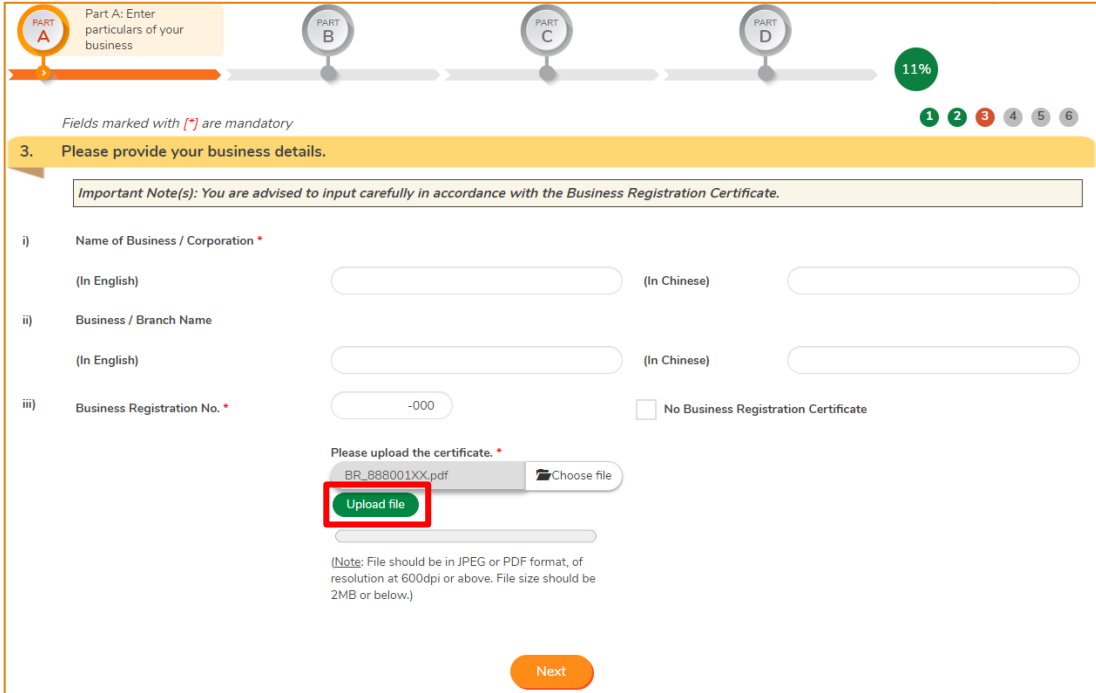
Please upload the statement of consent. *

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

- Sample Statement of consent (for body corporate)

Next

9. Click **Upload file** button to complete uploading the file.



Part A: Enter particulars of your business

11%

Fields marked with [*] are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Business Registration No. *

No Business Registration Certificate

Please upload the certificate. *

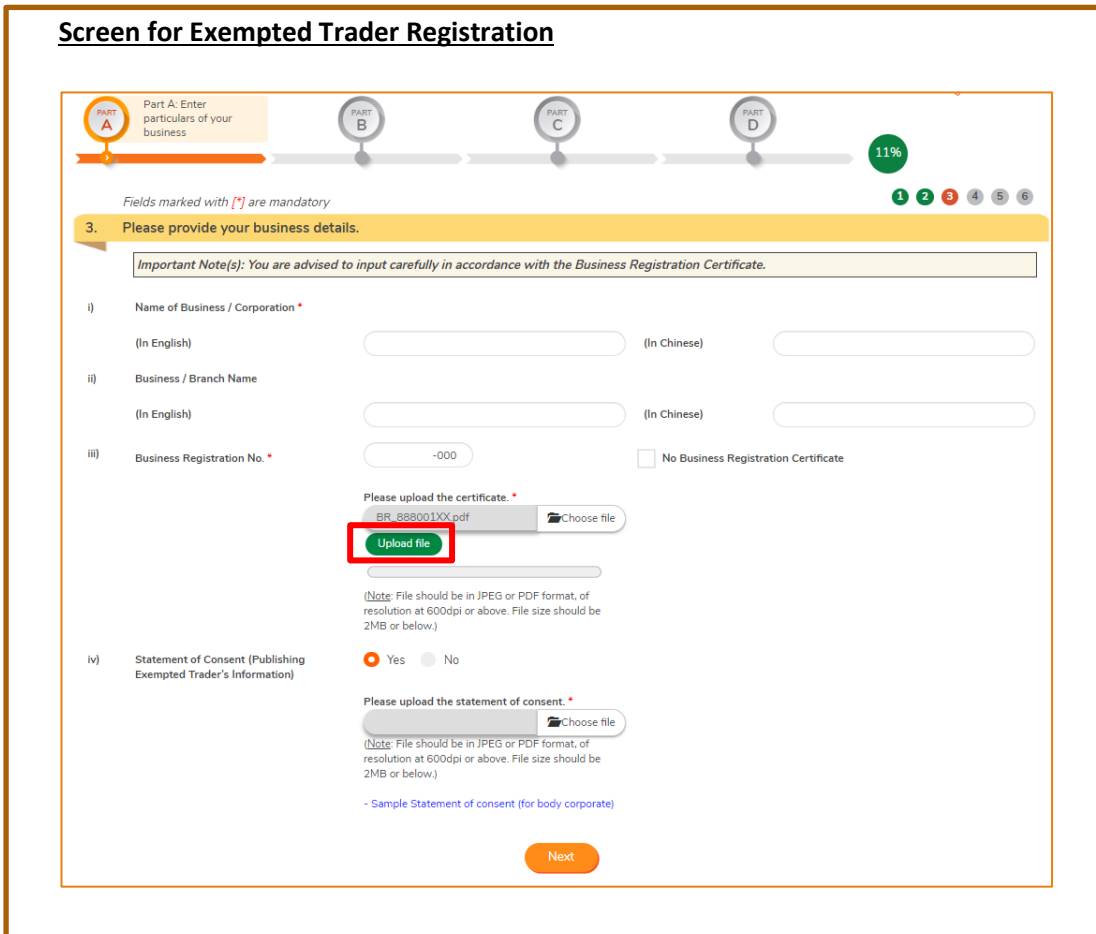
BR_888001XX.pdf

Upload file

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

Next

Screen for Exempted Trader Registration



Part A: Enter particulars of your business

11%

Fields marked with [*] are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Business Registration No. *

No Business Registration Certificate

Please upload the certificate. *

BR_888001XX.pdf

Upload file

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

iv) Statement of Consent (Publishing Exempted Trader's Information)

Yes No

Please upload the statement of consent. *

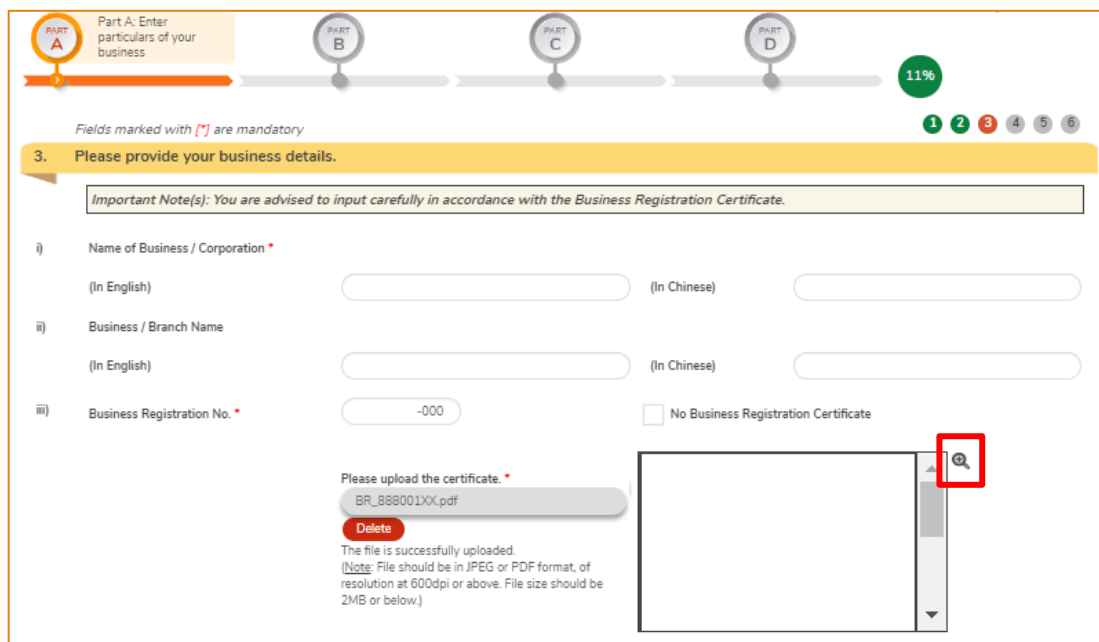
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

- Sample Statement of consent (for body corporate)

Next

10. After uploading the files, you can click the **magnifying glass** on the right hand side and check whether the uploaded file is correct and clear.

For Exempted Trader Registration, proceed to Point 11, otherwise, go to Point 13.



Part A: Enter particulars of your business

Fields marked with [*] are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Business Registration No. * No Business Registration Certificate

Please upload the certificate. *

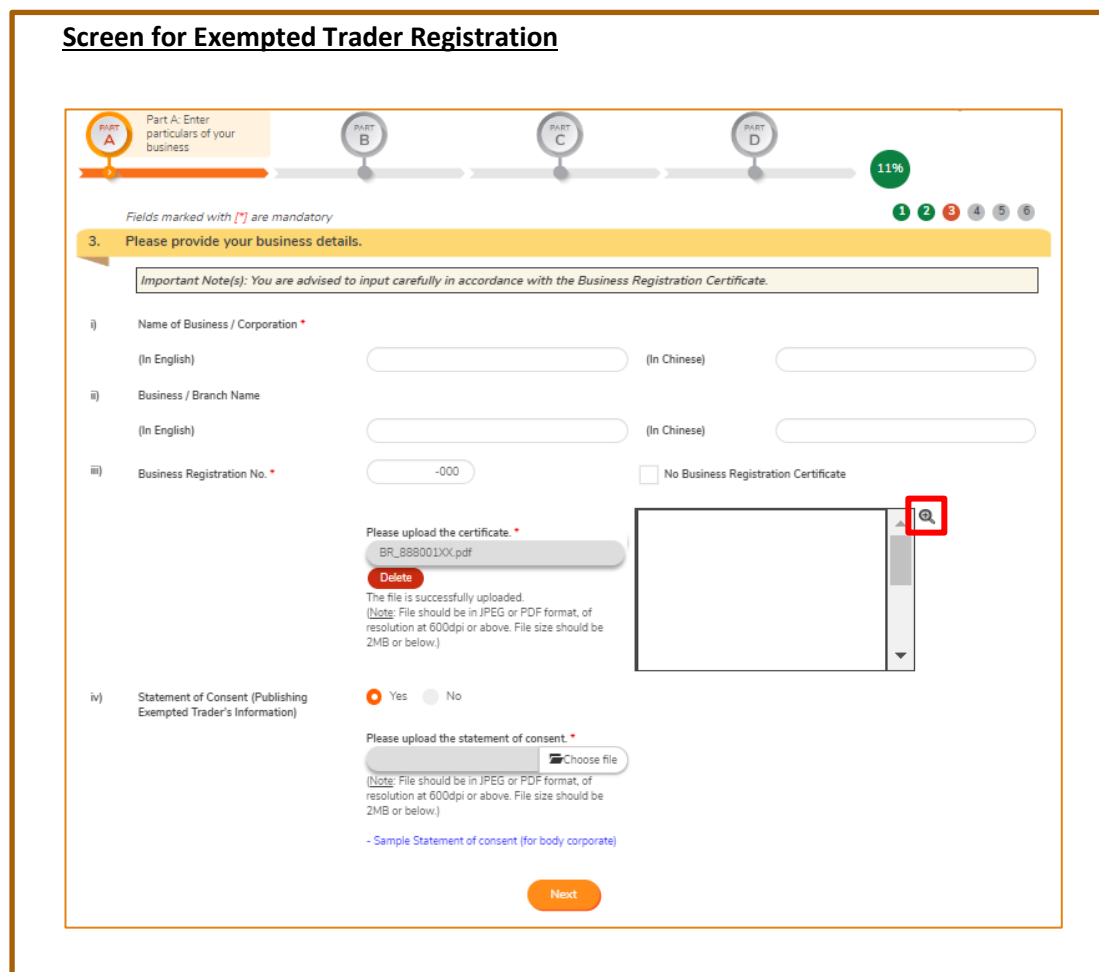
BR_888001XX.pdf

Delete

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

Magnifying glass icon highlighted in a red box.

Screen for Exempted Trader Registration



Part A: Enter particulars of your business

Fields marked with [*] are mandatory

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Business Registration No. * No Business Registration Certificate

Please upload the certificate. *

BR_888001XX.pdf

Delete

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

Magnifying glass icon highlighted in a red box.

iv) Statement of Consent (Publishing Exempted Trader's Information) Yes No

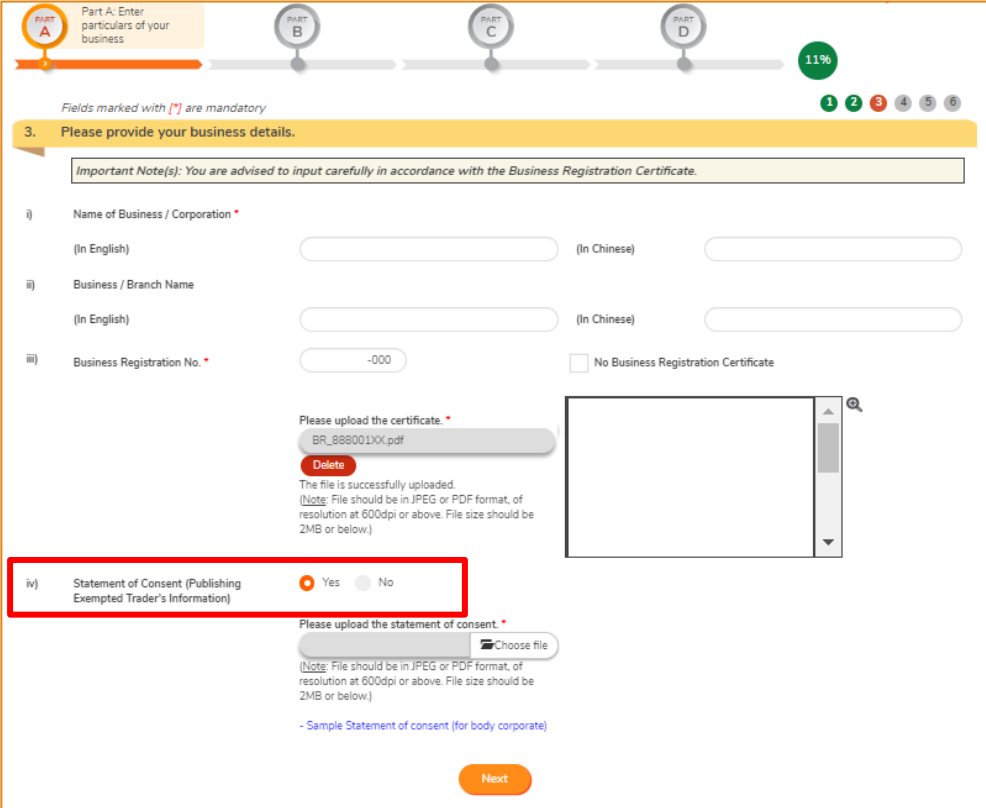
Please upload the statement of consent. *

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

- Sample Statement of consent (for body corporate)

11. To give consent and authorise the Centre for Food Safety, Food and Environmental Hygiene Department (CFS) to disclose and publish information about the importation / distribution business of the company, including the business name, exemption number, business address, telephone number, main food category and food classification, on the CFS website for public inspection, choose **Yes**, else select **No**.

Screen for Exempted Trader Registration



Part A: Enter particulars of your business

Part B:

Part C:

Part D:

1196

Fields marked with [*] are mandatory

1 2 3 4 5 6

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) **Name of Business / Corporation ***

(In English) (In Chinese)

ii) **Business / Branch Name**

(In English) (In Chinese)

iii) **Business Registration No. *** No Business Registration Certificate

Please upload the certificate. *

BR_88800LXX.pdf

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

iv) **Statement of Consent (Publishing Exempted Trader's Information)** Yes No

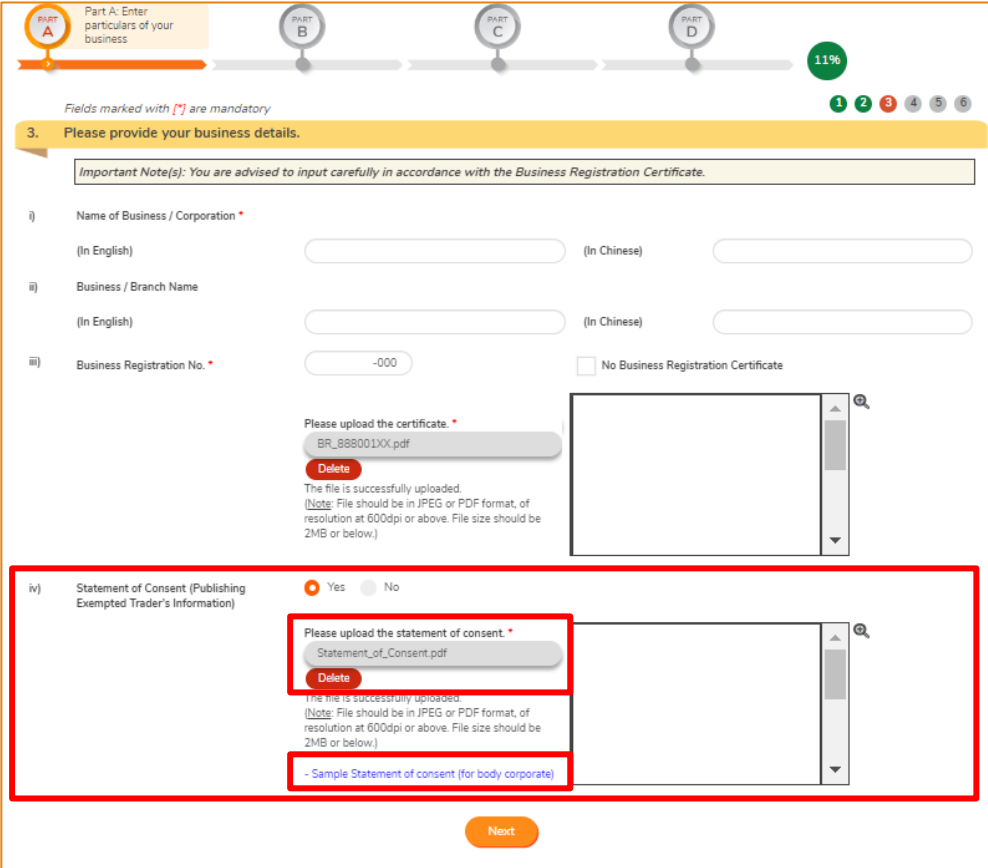
Please upload the statement of consent. *

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

- Sample Statement of consent (for body corporate)

12. If **Yes** is chosen in Statement of Consent, you are required to upload the Statement of Consent. You may download the sample Statement of Consent for reference.

Screen for Exempted Trader Registration



Part A: Enter particulars of your business

Fields marked with [*] are mandatory

11%

3. Please provide your business details.

Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

i) Name of Business / Corporation *

(In English) (In Chinese)

ii) Business / Branch Name

(In English) (In Chinese)

iii) Business Registration No. *

No Business Registration Certificate

Please upload the certificate. *

BR_888001XX.pdf

Delete

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

iv) Statement of Consent (Publishing Exempted Trader's Information) Yes No

Please upload the statement of consent. *

Statement_of_Consent.pdf

Delete

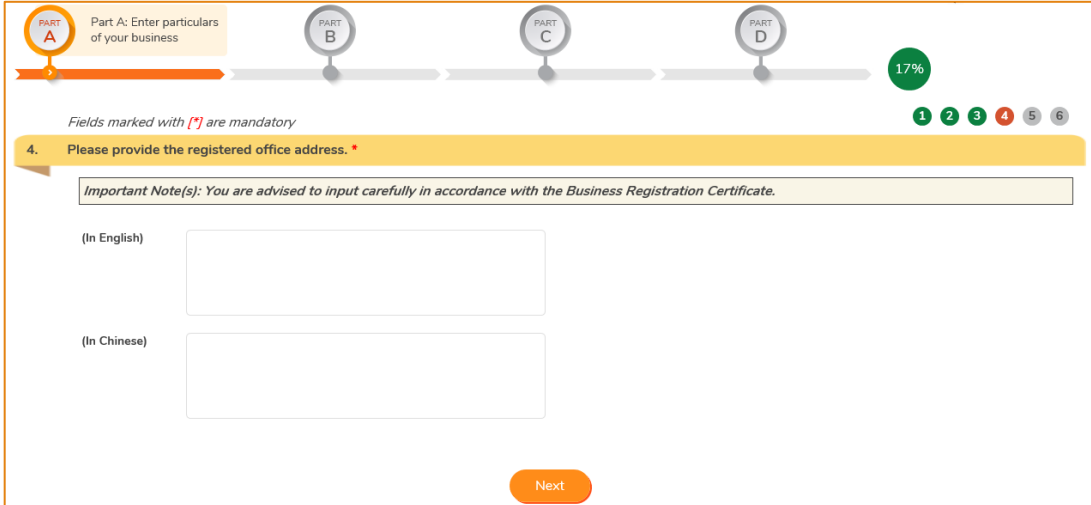
The file is successfully uploaded.
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

[Sample Statement of consent \(for body corporate\)](#)

Next

13. Click **Next** button.

14. Enter the registered office address accurately with reference to the business registration certificate. Click **Next** button.



Part A: Enter particulars of your business

Part B

Part C

Part D

17%

Fields marked with [*] are mandatory

1 2 3 4 5 6

4. Please provide the registered office address. *

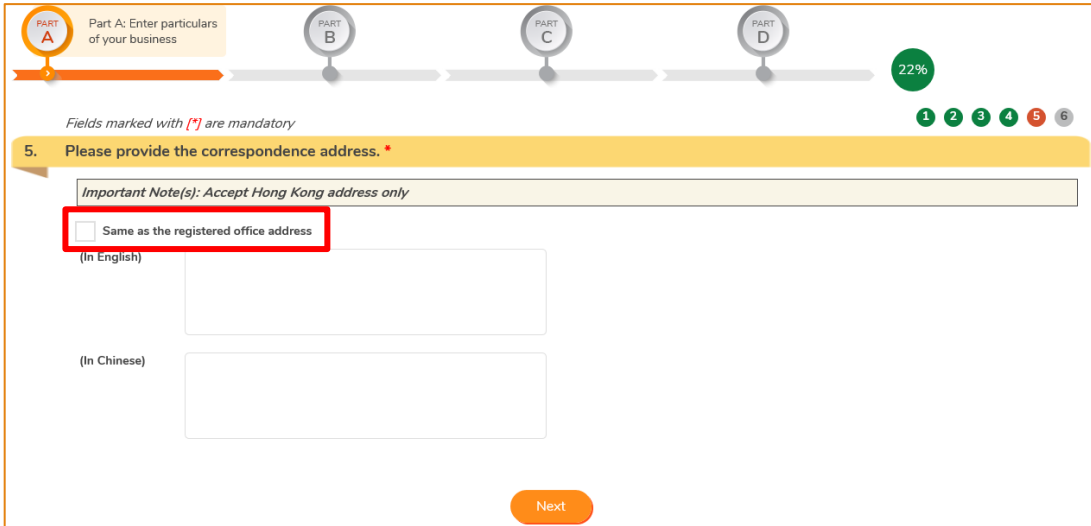
Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.

(In English)

(In Chinese)

Next

15. Enter the correspondence address. Tick the box **Same as the registered office address** if the correspondence address is the same as the registered office address entered in the last step. Click **Next** button.



Part A: Enter particulars of your business

Part B

Part C

Part D

22%

Fields marked with [*] are mandatory

1 2 3 4 5 6

5. Please provide the correspondence address. *

Important Note(s): Accept Hong Kong address only

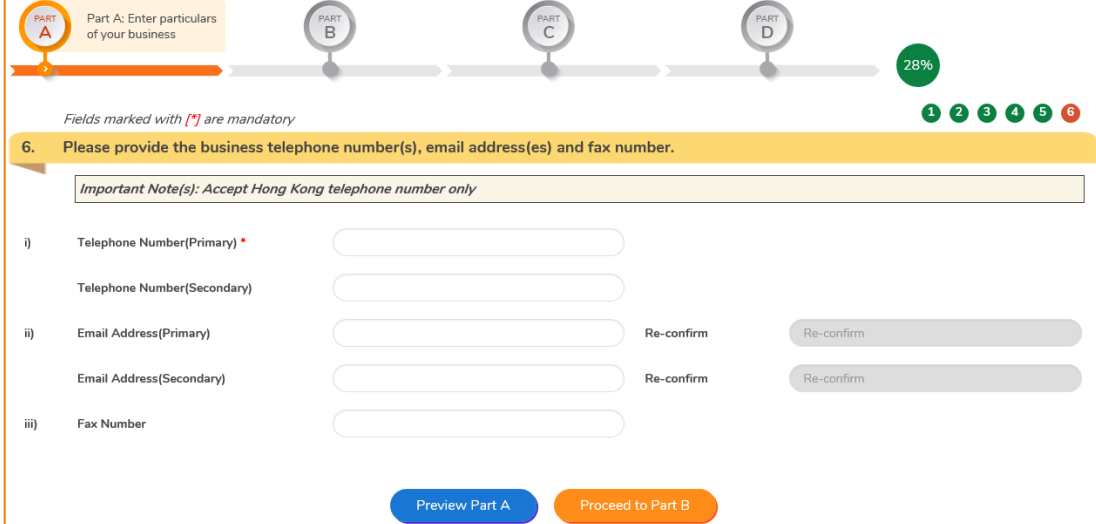
Same as the registered office address

(In English)

(In Chinese)

Next

16. Enter the business telephone number(s), email address(es) and fax number.
17. Preview the input of the whole Part A by clicking **Preview Part A** button. If there is no problem, click **Proceed to Part B** button.



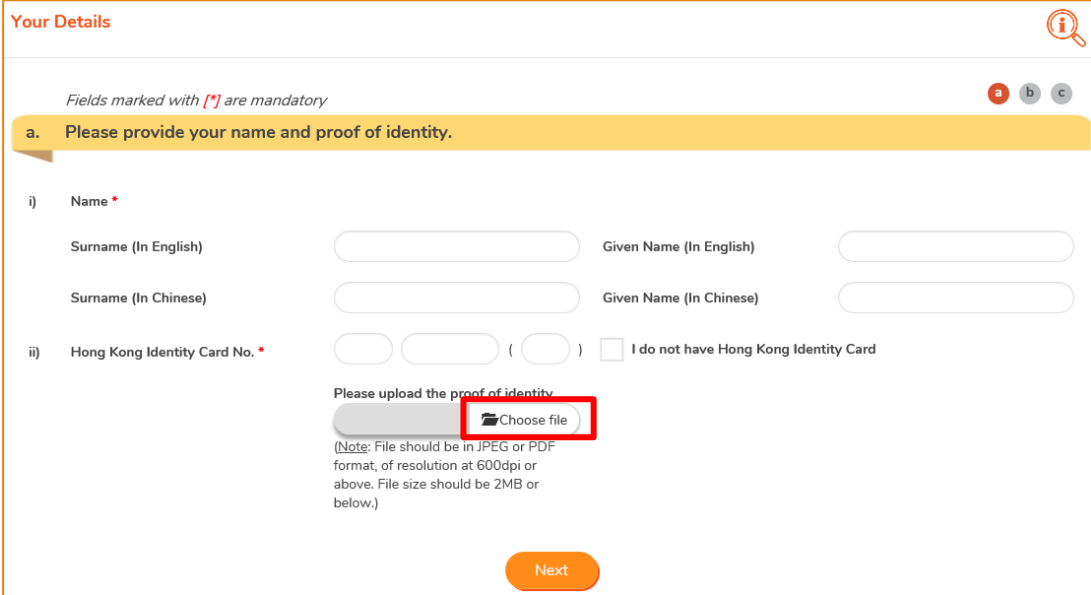
The screenshot shows a registration form with a progress bar at the top. The progress bar has four stages: PART A (Part A: Enter particulars of your business), PART B, PART C, and PART D. A green circle indicates 28% completion. Below the progress bar, there are six numbered steps (1-6). Step 6 is highlighted in yellow and contains the instruction: "Please provide the business telephone number(s), email address(es) and fax number." Below this, there is an important note: "Important Note(s): Accept Hong Kong telephone number only". The form includes input fields for:


- Telephone Number(Primary) with a red asterisk indicating it is mandatory.
- Telephone Number(Secondary)
- Email Address(Primary) with a "Re-confirm" button.
- Email Address(Secondary) with a "Re-confirm" button.
- Fax Number

 At the bottom of the form, there are two buttons: "Preview Part A" (blue) and "Proceed to Part B" (orange).

[STEP 3] PART B: ASSIGN THE FIRST AUTHORISED PERSON (AP)

18. Enter your name and Hong Kong identity card number. If you do not have Hong Kong identity card, tick the box **I do not have Hong Kong Identity Card** and then input the identity type and number.
19. Click **Choose file** button to choose the image file of identity document and then click **Upload file** button. Click **Next** button.



Your Details 

Fields marked with [] are mandatory* a b c

a. Please provide your name and proof of identity.

i) **Name ***

Surname (In English) Given Name (In English)

Surname (In Chinese) Given Name (In Chinese)

ii) **Hong Kong Identity Card No. *** () I do not have Hong Kong Identity Card

Please upload the proof of identity

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

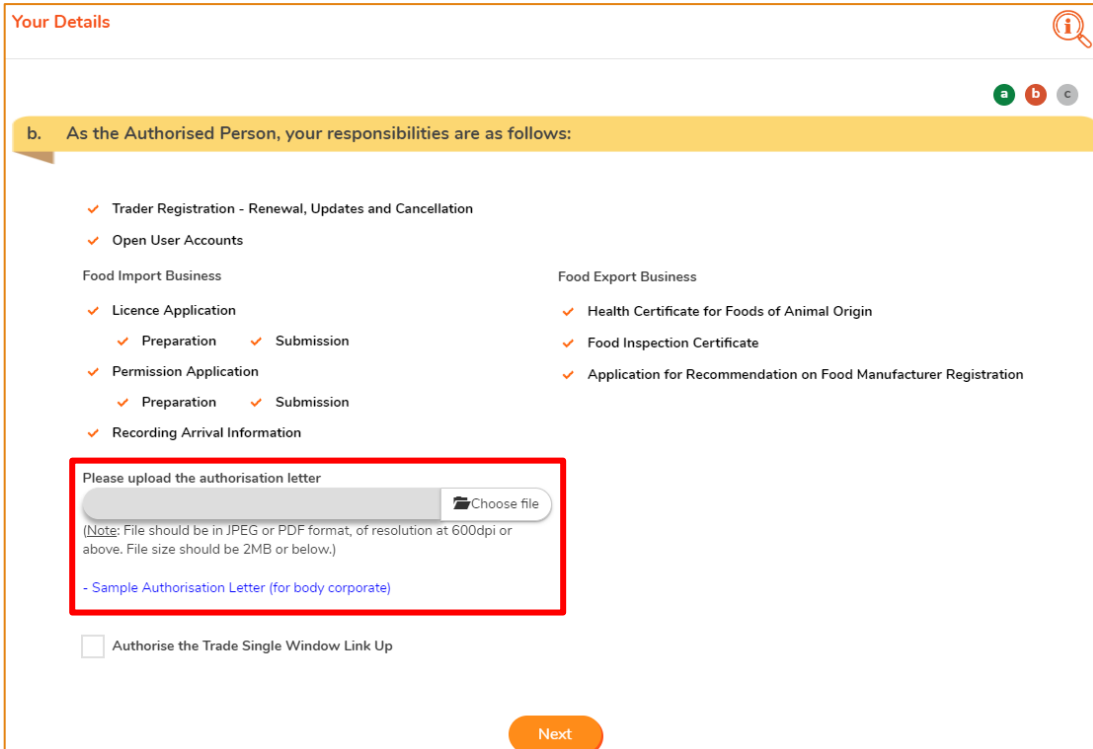
20. As an AP, all rights have been preset by the system and cannot be removed.

The rights of AP include:

- Trader Registration - Renewal, Updates and Cancellation ;
- Open User Accounts ;
- Import Licence (Preparation and Submission of applications) ;
- Import Permission (Preparation and Submission of applications) ;
- Recording Arrival Information ;
- Food Export Business : (i) Health Certificate for Foods of Animal Origin; (ii) Food Inspection Certificate; and (iii) Application for Recommendation on Food Manufacturer Registration

21. An authorisation letter is required to be uploaded to the system stating clearly that each AP has been duly authorised by the company.

22. Click **Choose file** button to select image file and then click **Upload file** button to upload.



Your Details

b. As the Authorised Person, your responsibilities are as follows:

- ✓ Trader Registration - Renewal, Updates and Cancellation
- ✓ Open User Accounts

<p>Food Import Business</p> <ul style="list-style-type: none"> ✓ Licence Application <ul style="list-style-type: none"> ✓ Preparation ✓ Submission ✓ Permission Application <ul style="list-style-type: none"> ✓ Preparation ✓ Submission ✓ Recording Arrival Information 	<p>Food Export Business</p> <ul style="list-style-type: none"> ✓ Health Certificate for Foods of Animal Origin ✓ Food Inspection Certificate ✓ Application for Recommendation on Food Manufacturer Registration
--	--

Please upload the authorisation letter

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

[- Sample Authorisation Letter \(for body corporate\)](#)

Authorise the Trade Single Window Link Up

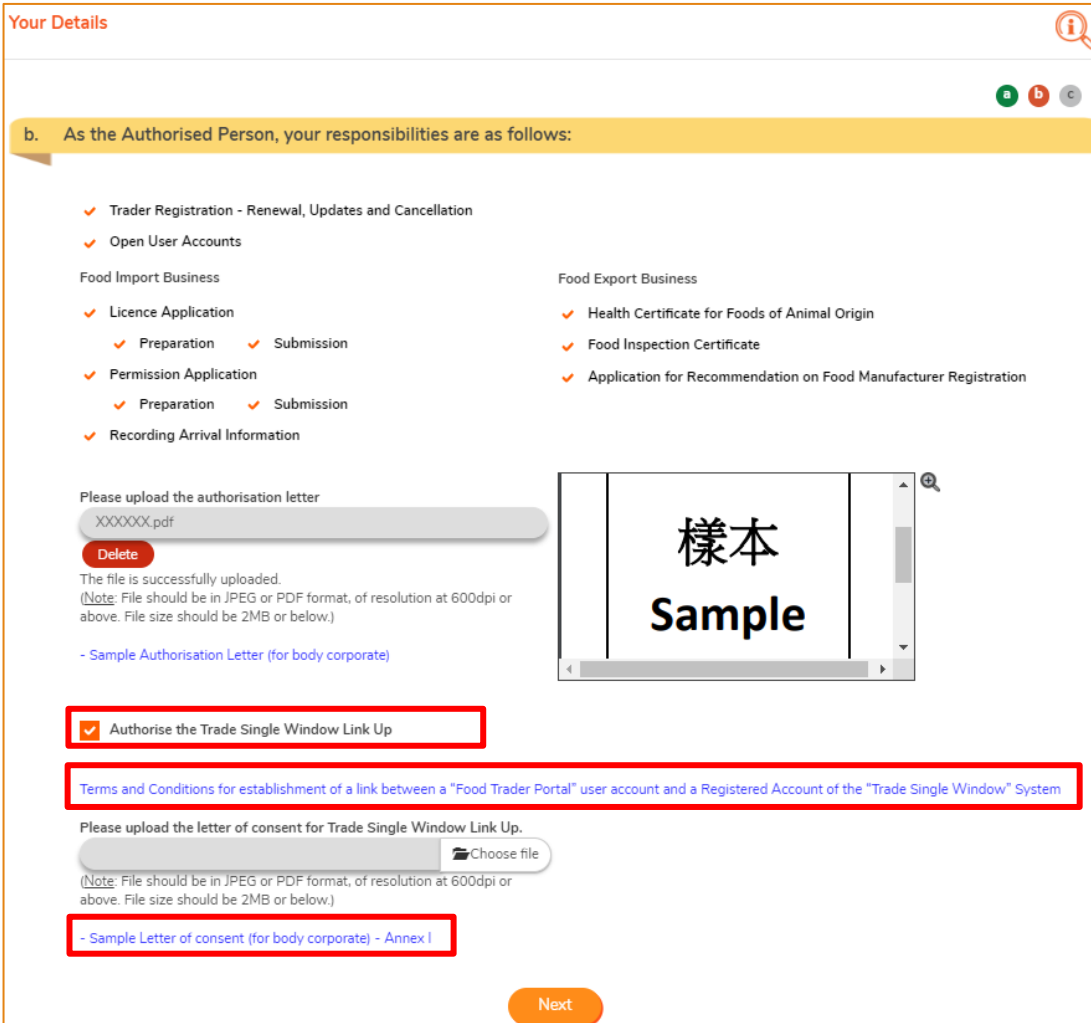
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

23. To authorise the Trade Single Window (TSW) link up, a duly signed Letter of Consent for the authorisation of TSW link up is required to be uploaded. You may download the related Terms and Conditions and sample Letter of Consent for reference.

- To authorise the TSW link up, go to Point 24, else proceed to Point 26.

24. Tick the box **Authorise the Trade Single Window Link Up**

25. Click **Choose file** button to select the file. Then click **Upload file** button to upload the Letter of Consent.



Your Details

b. As the Authorised Person, your responsibilities are as follows:

- ✓ Trader Registration - Renewal, Updates and Cancellation
- ✓ Open User Accounts

<p>Food Import Business</p> <ul style="list-style-type: none"> ✓ Licence Application <ul style="list-style-type: none"> ✓ Preparation ✓ Submission ✓ Permission Application <ul style="list-style-type: none"> ✓ Preparation ✓ Submission ✓ Recording Arrival Information 	<p>Food Export Business</p> <ul style="list-style-type: none"> ✓ Health Certificate for Foods of Animal Origin ✓ Food Inspection Certificate ✓ Application for Recommendation on Food Manufacturer Registration
--	--

Please upload the authorisation letter

XXXXXX.pdf

Delete

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

- Sample Authorisation Letter (for body corporate)

Authorise the Trade Single Window Link Up

Terms and Conditions for establishment of a link between a "Food Trader Portal" user account and a Registered Account of the "Trade Single Window" System

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

Choose file

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


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

Next

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

26. Click **Next** button.

27. Input your contact information.
- 27.1. For certain tasks, such as login to FTP, a one-time password will be automatically sent by the system to the mobile phone of this phone number.
 - 27.2. Select the language for receiving SMS messages.
 - 27.3. Email address is very important. When completing the trader registration process, each account user will receive an email notifying them to activate the account and set up a password.
 - 27.4. In view of the importance of mobile phone number and email address, you are required to enter them twice to ensure that they are accurate.
 - 27.5. For each Trader Registration Number or Exemption Number, the mobile phone number and email address of each account user cannot be the same.
 - 27.6. Click **Next** button to proceed to the next page.

Your Details 

Fields marked with () are mandatory* a b c

c. Please provide your contact details.

Important Note(s): Accept Hong Kong telephone number only

i) **Mobile Phone No. *** (+852) **Re-confirm** (+852)

(For receiving SMS notification and one-time password (OTP) for authentication)

Preferred Language in receiving SMS

ii) **Telephone No. (Primary)**

Telephone No. (Secondary)

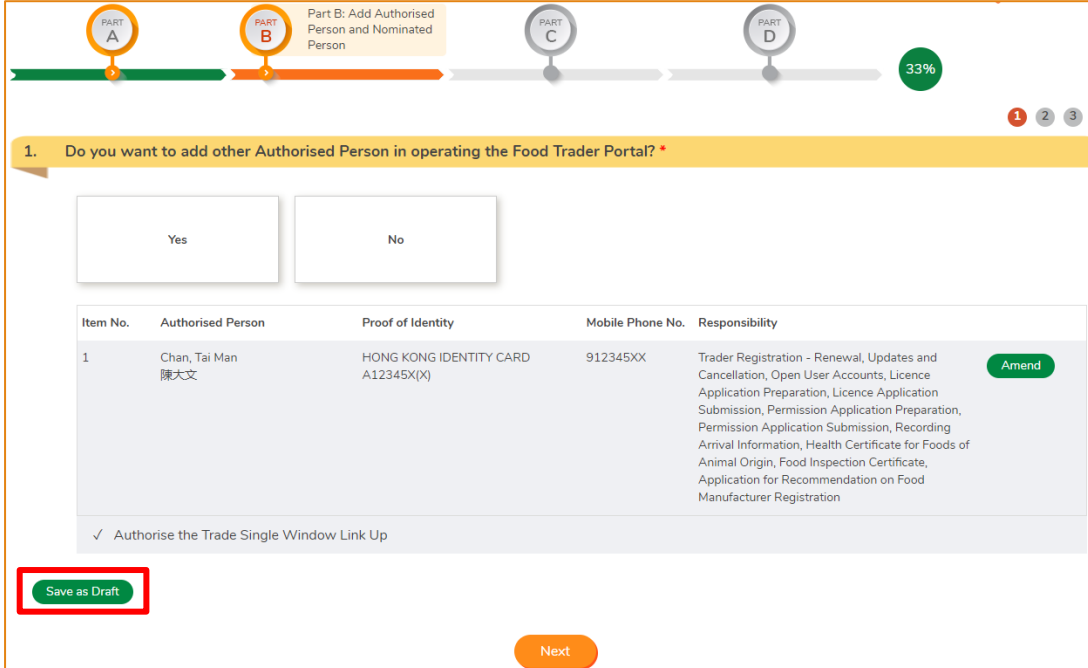
iii) **Email Address (Primary) *** **Re-confirm**

(For receiving email notification and one-time password (OTP) for authentication)

Email Address (Secondary) **Re-confirm**

Next

28. Preview the information on the AP. Click **Amend** button to amend the information, if necessary.
29. If adding more APs is required, click **Yes** button. If not, click **No** button.
30. During the whole registration application process, if the **Save as Draft** button is available, you can choose to save your application information as draft.



1. Do you want to add other Authorised Person in operating the Food Trader Portal? *

Yes No

Item No.	Authorised Person	Proof of Identity	Mobile Phone No.	Responsibility
1	Chan, Tai Man 陳大文	HONG KONG IDENTITY CARD A12345(X)	912345XX	Trader Registration - Renewal, Updates and Cancellation, Open User Accounts, Licence Application Preparation, Licence Application Submission, Permission Application Preparation, Permission Application Submission, Recording Arrival Information, Health Certificate for Foods of Animal Origin, Food Inspection Certificate, Application for Recommendation on Food Manufacturer Registration

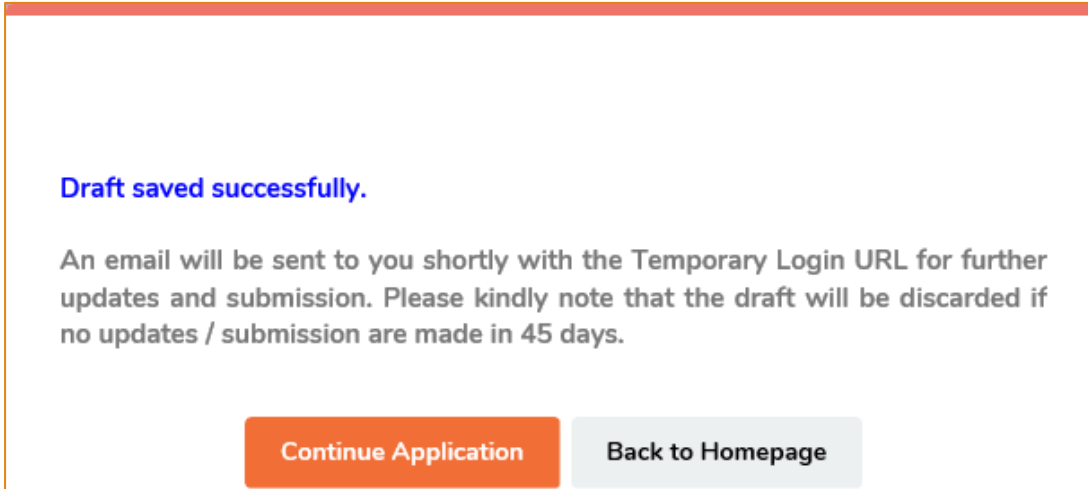
Amend

✓ Authorise the Trade Single Window Link Up

Save as Draft

Next

31. After clicking **Save as Draft** button, you can choose to click **Continue Application** button to return to the previous page. If you choose **Back to Homepage** button, the system will send you an email containing a Temporary Login URL to your registered email address so that you can retrieve and continue the draft application at a later time.



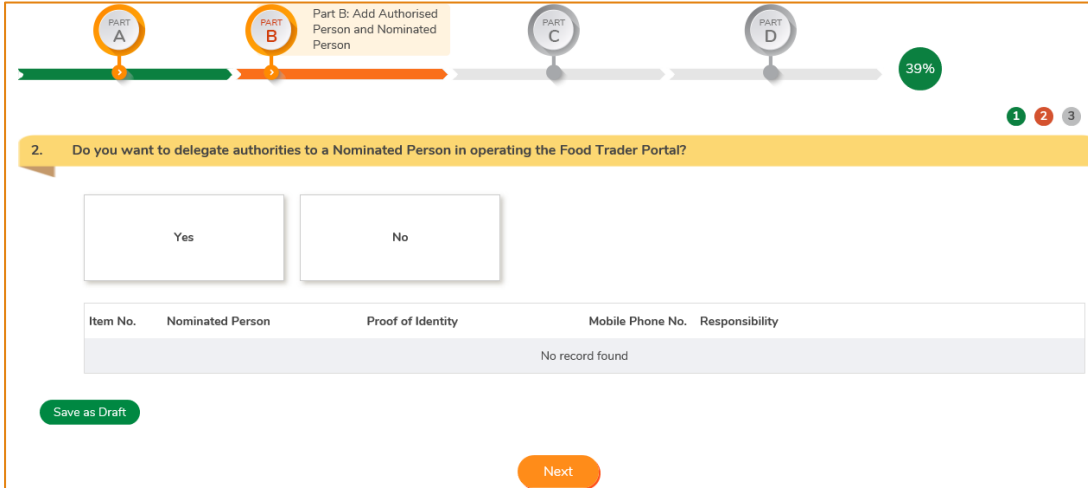
Draft saved successfully.

An email will be sent to you shortly with the Temporary Login URL for further updates and submission. Please kindly note that the draft will be discarded if no updates / submission are made in 45 days.

Continue Application Back to Homepage

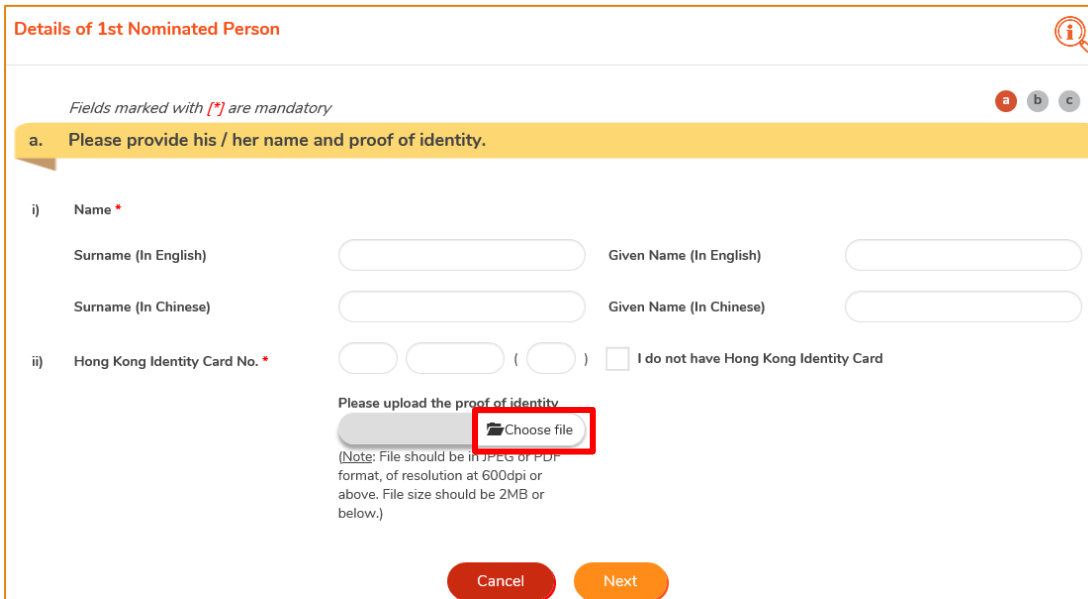
[STEP 4] PART B: ASSIGN THE FIRST NOMINATED PERSON (NP)

32. Depending on the operational needs of the business, an AP can delegate some of the responsibilities to other people known as Nominated Persons (NPs). There is no restriction on the number of NPs. If you need to assign an NP, click **Yes** button. If not, click **No** button.



33. If you choose to assign an NP, you should enter his / her name and Hong Kong identity card number. If the NP does not have a Hong Kong identity card, tick the box **I do not have Hong Kong Identity Card** and then input the identity type and number.

34. Click **Choose file** button to choose the image file of identity document of the NP and then click **Upload file** button to upload. Click **Next** button to proceed to the next page.



35. Tick the box(es) to assign responsibilities to the NP. The rights of an NP include preparation and submission of applications for import licences / import permissions, recording of food arrival information as well as applications for Health Certificate for Foods of Animal Origin / Food Inspection Certificate / Recommendation on Food Manufacturer Registration. Click **Next** button to proceed to the next page.

b. Please select the responsibility he / she will take up.

Important Note(s): If no responsibility is assigned, the nominated person can still read the Food Import Related Information under FTP.

Trader Registration - Renewal, Updates and Cancellation
 Open User Accounts

Food Import Business	Food Export Business
<input type="checkbox"/> Licence Application	<input type="checkbox"/> Health Certificate for Foods of Animal Origin
<input type="checkbox"/> Preparation <input type="checkbox"/> Submission	<input type="checkbox"/> Food Inspection Certificate
<input type="checkbox"/> Permission Application	<input type="checkbox"/> Application for Recommendation on Food Manufacturer Registration
<input type="checkbox"/> Preparation <input type="checkbox"/> Submission	<input type="checkbox"/> All of the above
<input type="checkbox"/> Recording Arrival Information	
<input type="checkbox"/> All of the above	

Cancel **Next**

36. Enter the contact information of the NP, including his / her mobile phone number, preferred language in receiving SMS, telephone number and email address. Click **Next** button.

c. Please provide his / her contact details.

Important Note(s): Accept Hong Kong telephone number only

i) Mobile Phone No. * (+852) Re-confirm (+852)

(For receiving SMS notification and one-time password (OTP) for authentication)

Preferred Language in receiving SMS

ii) Telephone No. (Primary)

Telephone No. (Secondary)

iii) Email Address (Primary) * Re-confirm

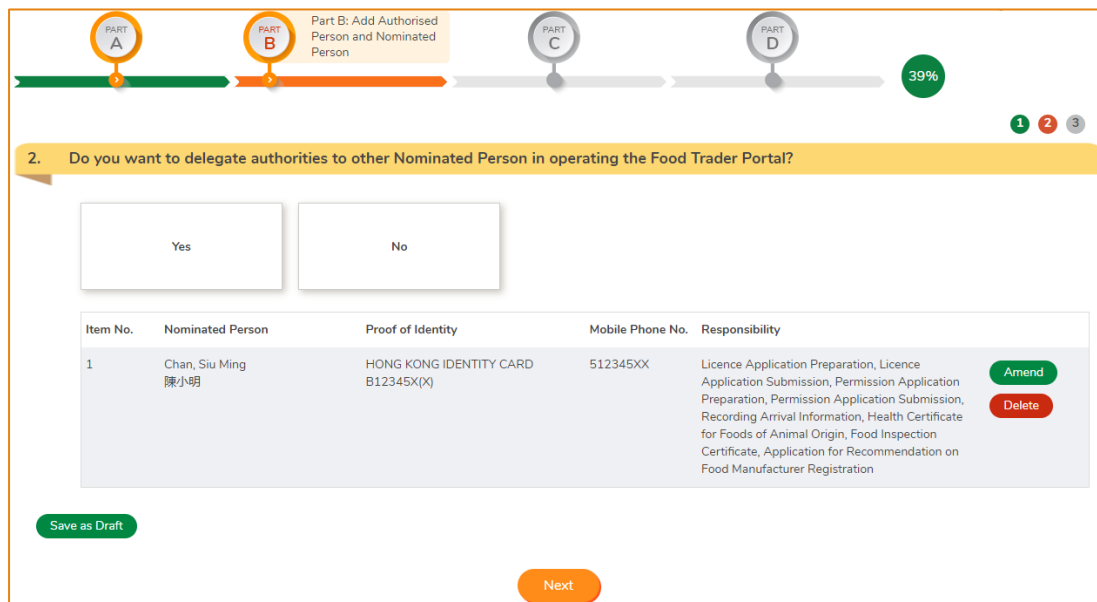
(For receiving email notification and one-time password (OTP) for authentication)

Email Address (Secondary) Re-confirm

Cancel **Next**

(Note: **Mobile Phone No.** and **Email Address** are required to be entered twice to ensure its correctness.)

37. Preview the information of the NP. Click **Amend** button to amend the information or click **Delete** button to cancel the appointment of NP, if necessary.
38. If it is required to add more NPs, click **Yes** button. If not, click **No** button.



Part B: Add Authorised Person and Nominated Person

39%

2. Do you want to delegate authorities to other Nominated Person in operating the Food Trader Portal?

Yes No

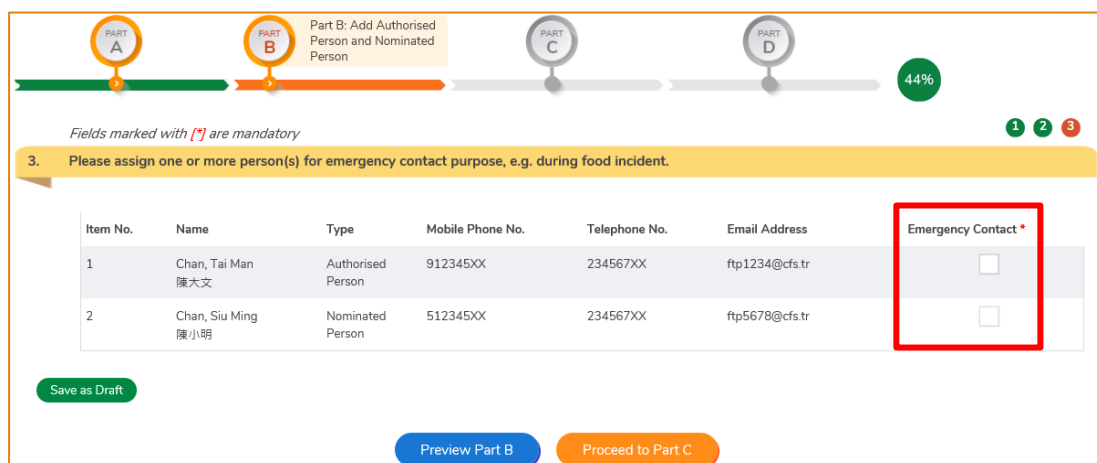
Item No.	Nominated Person	Proof of Identity	Mobile Phone No.	Responsibility
1	Chan, Siu Ming 陳小明	HONG KONG IDENTITY CARD B12345(X)	512345XX	Licence Application Preparation, Licence Application Submission, Permission Application Preparation, Permission Application Submission, Recording Arrival Information, Health Certificate for Foods of Animal Origin, Food Inspection Certificate, Application for Recommendation on Food Manufacturer Registration

Amend Delete

Save as Draft

Next

39. After the appointment of all NPs, tick the box(es) to assign AP or NP as emergency contact person(s). Each business operator has to assign at least one AP or NP as emergency contact person.
40. Preview the input of the whole Part B by clicking **Preview Part B** button. If there is no problem, please click **Proceed to Part C** button.



Part B: Add Authorised Person and Nominated Person

44%

Fields marked with [*] are mandatory

3. Please assign one or more person(s) for emergency contact purpose, e.g. during food incident.

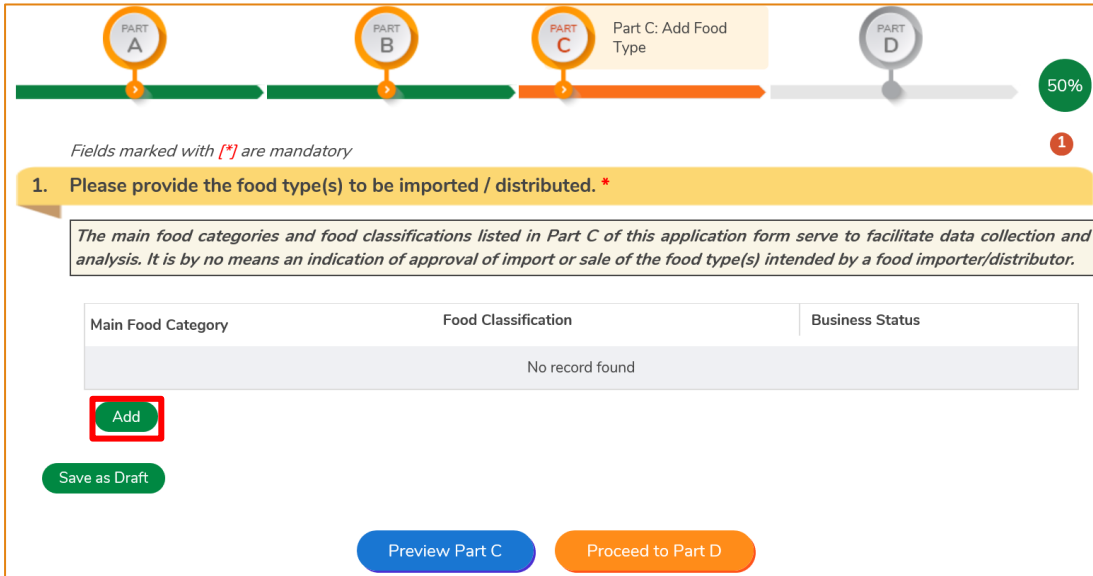
Item No.	Name	Type	Mobile Phone No.	Telephone No.	Email Address	Emergency Contact *
1	Chan, Tai Man 陳太文	Authorised Person	912345XX	234567XX	ftp1234@cfs.tr	<input type="checkbox"/>
2	Chan, Siu Ming 陳小明	Nominated Person	512345XX	234567XX	ftp5678@cfs.tr	<input type="checkbox"/>

Save as Draft

Preview Part B Proceed to Part C

[STEP 5] PART C: ADD FOOD TYPE

41. Click **Add** button to select the food categories to be imported or distributed.



Fields marked with [*] are mandatory

1. Please provide the food type(s) to be imported / distributed. *

The main food categories and food classifications listed in Part C of this application form serve to facilitate data collection and analysis. It is by no means an indication of approval of import or sale of the food type(s) intended by a food importer/distributor.

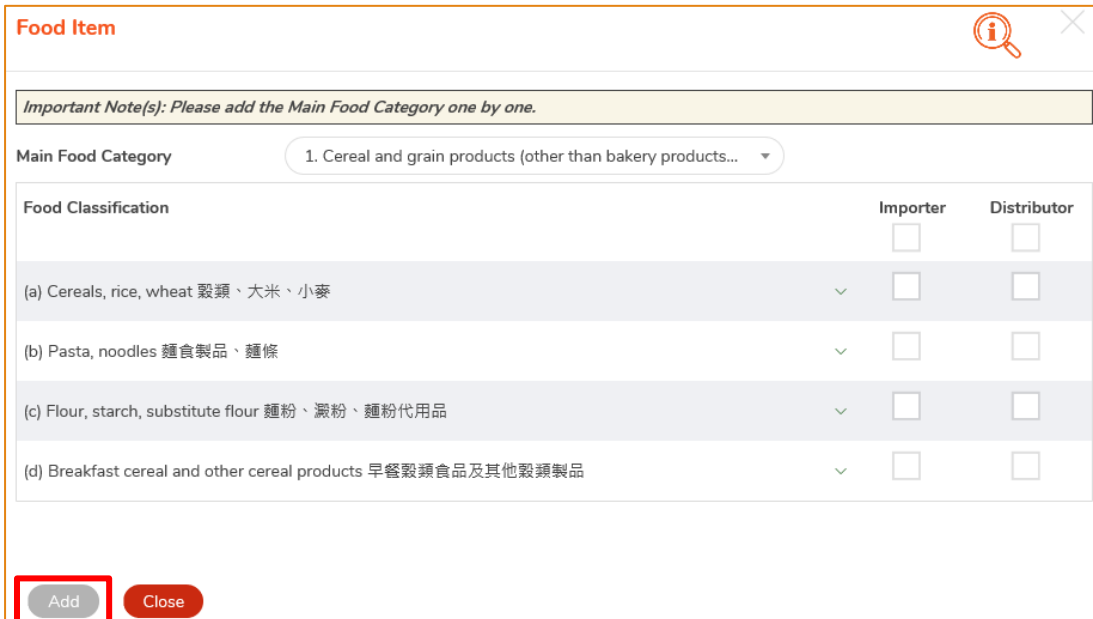
Main Food Category	Food Classification	Business Status
No record found		

Add

Save as Draft

Preview Part C Proceed to Part D

42. Select the appropriate category from the drop-down menu of the Main Food Category, then choose the Food Classification in the selected category and indicate whether you are an importer or distributor. You may tick both importer and distributor boxes at the same time. Click **Add** button after selection.



Food Item

Important Note(s): Please add the Main Food Category one by one.



Main Food Category: 1. Cereal and grain products (other than bakery products...)

Food Classification	Importer	Distributor
(a) Cereals, rice, wheat 穀類、大米、小麥	<input type="checkbox"/>	<input type="checkbox"/>
(b) Pasta, noodles 麵食製品、麵條	<input type="checkbox"/>	<input type="checkbox"/>
(c) Flour, starch, substitute flour 麵粉、澱粉、麵粉代用品	<input type="checkbox"/>	<input type="checkbox"/>
(d) Breakfast cereal and other cereal products 早餐穀類食品及其他穀類製品	<input type="checkbox"/>	<input type="checkbox"/>

Add Close

43. You can select other Main Food Categories and Food Classifications from the drop-down menu, if necessary. You are reminded to click **Add** button after completing the selection of each Main Food Category and its corresponding Food Classifications.

44. Upon completion of all selections, click **Close** button.

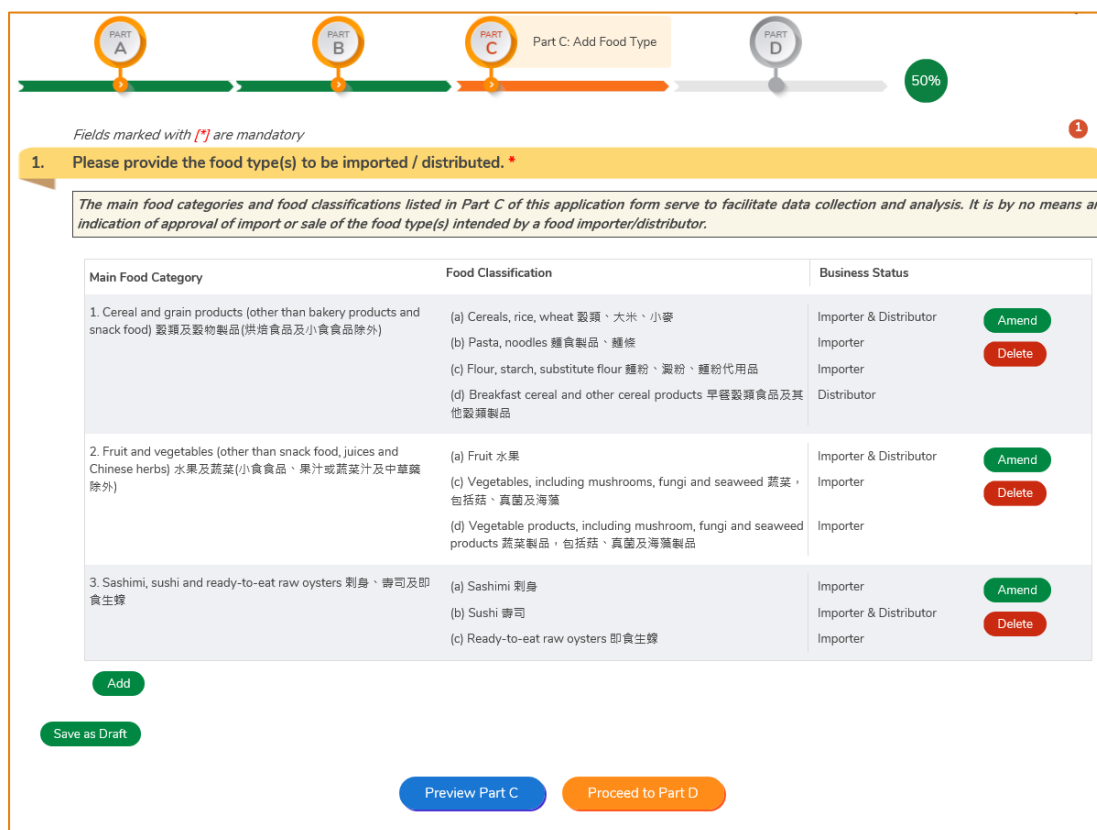
Food Item
 

Important Note(s): Please add the Main Food Category one by one.

Main Food Category 1. Cereal and grain products (other than bakery products... ▾)

Food Classification	Importer	Distributor
(a) Cereals, rice, wheat 穀類、大米、小麥	▾ <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(b) Pasta, noodles 麵食製品、麵條	▾ <input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Flour, starch, substitute flour 麵粉、澱粉、麵粉代用品	▾ <input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) Breakfast cereal and other cereal products 早餐穀類食品及其他穀類製品	▾ <input type="checkbox"/>	<input checked="" type="checkbox"/>

45. Check whether all the Main Food Categories and Food Classifications to be imported or distributed have been selected. Click **Amend** button to amend selection(s) or click **Delete** button to delete the selected item(s), or click **Add** button to add other food type(s), if necessary.
46. Preview the input of part C by clicking **Preview Part C** button. If there is no problem, please click **Proceed to Part D** button.



Fields marked with [*] are mandatory

1. Please provide the food type(s) to be imported / distributed.*

The main food categories and food classifications listed in Part C of this application form serve to facilitate data collection and analysis. It is by no means an indication of approval of import or sale of the food type(s) intended by a food importer/distributor.

Main Food Category	Food Classification	Business Status	
1. Cereal and grain products (other than bakery products and snack food) 穀類及穀物製品(烘焙食品及小食食品除外)	(a) Cereals, rice, wheat 穀類、大米、小麥	Importer & Distributor	Amend
	(b) Pasta, noodles 麵食製品、麵條	Importer	Delete
	(c) Flour, starch, substitute flour 麵粉、澱粉、麵粉代用品	Importer	
	(d) Breakfast cereal and other cereal products 早餐穀類食品及其他穀類製品	Distributor	
2. Fruit and vegetables (other than snack food, juices and Chinese herbs) 水果及蔬菜(小食食品、果汁或蔬菜汁及中藥除外)	(a) Fruit 水果	Importer & Distributor	Amend
	(c) Vegetables, including mushrooms, fungi and seaweed 蔬菜, 包括菇、真菌及海藻	Importer	Delete
	(d) Vegetable products, including mushroom, fungi and seaweed products 蔬菜製品, 包括菇、真菌及海藻製品	Importer	
3. Sashimi, sushi and ready-to-eat raw oysters 刺身、壽司及即食生蠔	(a) Sashimi 刺身	Importer	Amend
	(b) Sushi 壽司	Importer & Distributor	Delete
	(c) Ready-to-eat raw oysters 即食生蠔	Importer	

Add

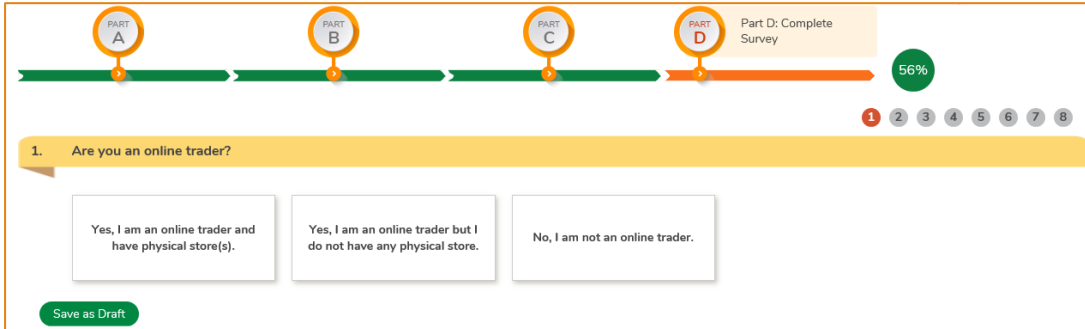
Save as Draft

Preview Part C **Proceed to Part D**

[STEP 6] PART D: COMPLETE SURVEY

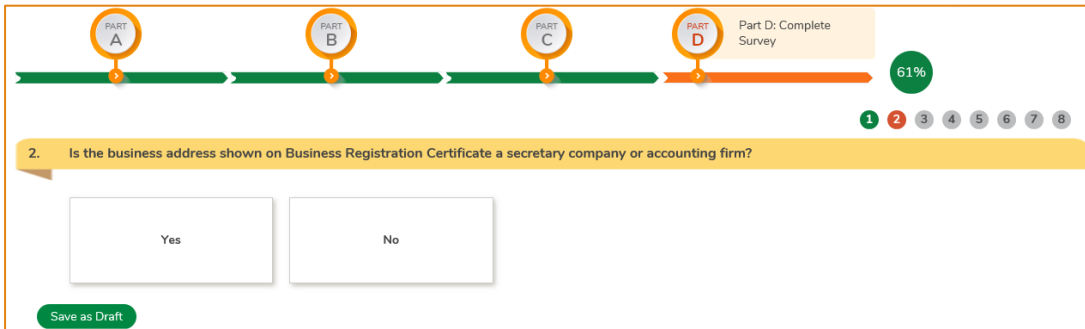
47. This part is a survey about the operation of your company comprising multiple-choice questions only. Select the appropriate answer of each question.

Question 1



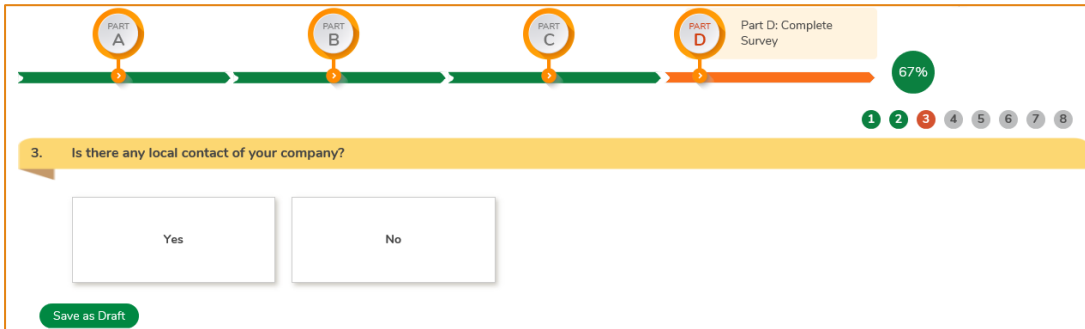
PART A PART B PART C PART D Part D: Complete Survey
 56%
 1 2 3 4 5 6 7 8
1. Are you an online trader?
 Yes, I am an online trader and have physical store(s).
 Yes, I am an online trader but I do not have any physical store.
 No, I am not an online trader.
 Save as Draft

Question 2



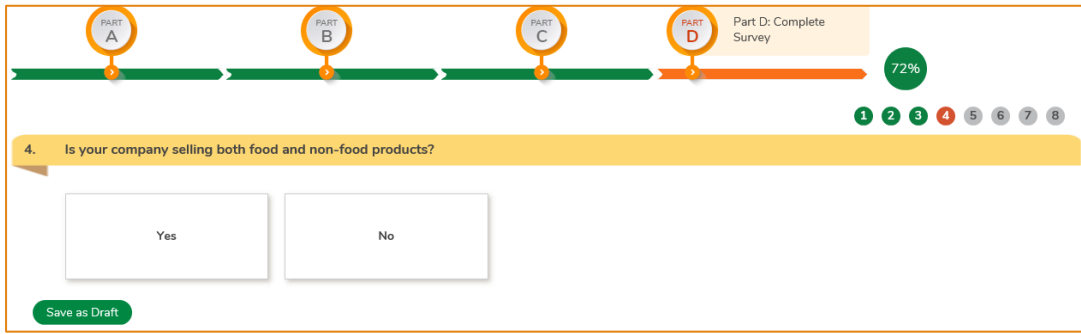
PART A PART B PART C PART D Part D: Complete Survey
 61%
 1 2 3 4 5 6 7 8
2. Is the business address shown on Business Registration Certificate a secretary company or accounting firm?
 Yes No
 Save as Draft

Question 3



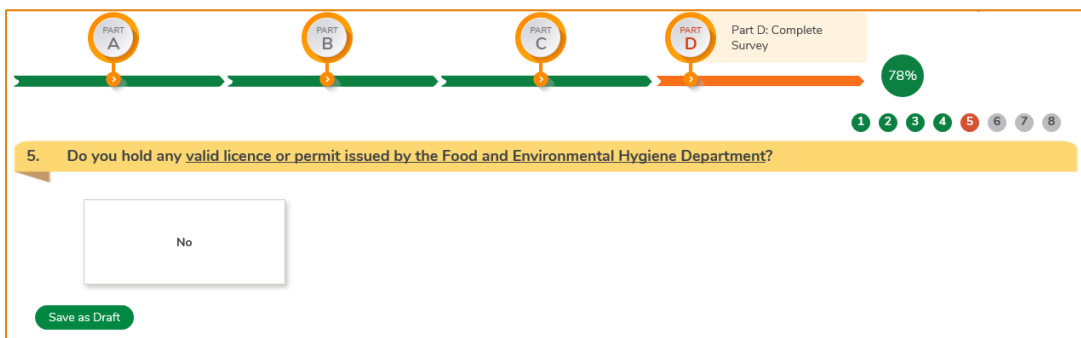
PART A PART B PART C PART D Part D: Complete Survey
 67%
 1 2 3 4 5 6 7 8
3. Is there any local contact of your company?
 Yes No
 Save as Draft

Question 4



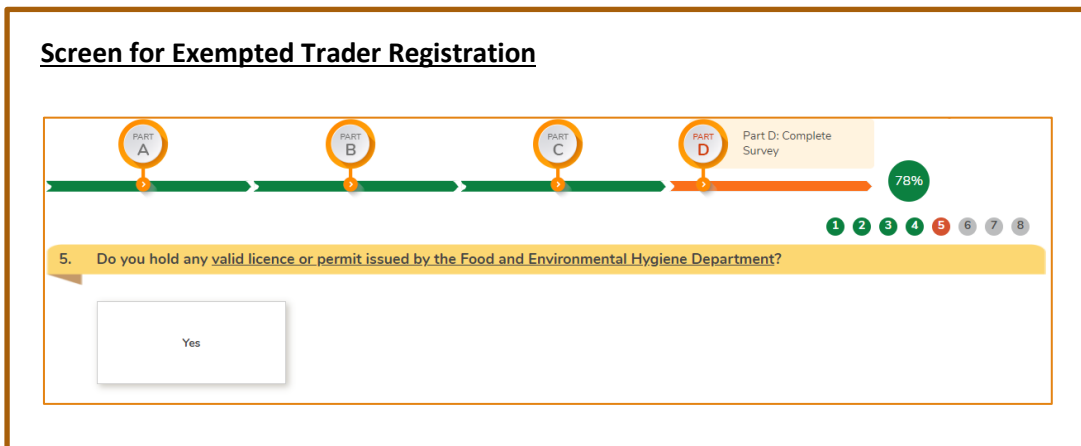
PART A PART B PART C PART D Part D: Complete Survey
 72%
 1 2 3 4 5 6 7 8
 4. Is your company selling both food and non-food products?
 Yes No
 Save as Draft

Question 5



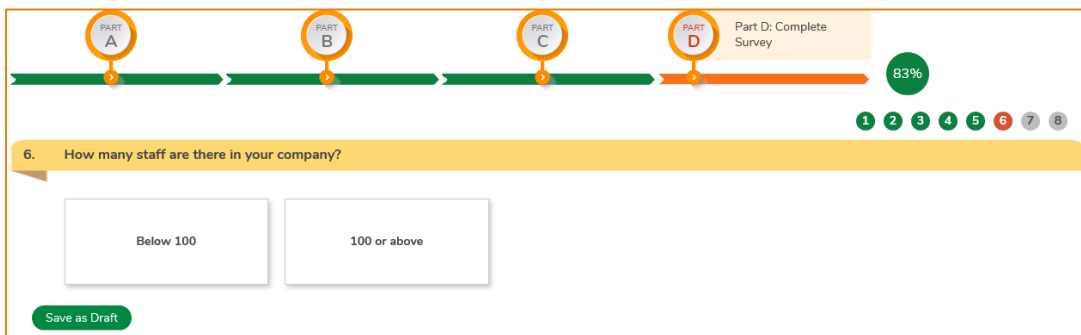
PART A PART B PART C PART D Part D: Complete Survey
 78%
 1 2 3 4 5 6 7 8
 5. Do you hold any valid licence or permit issued by the Food and Environmental Hygiene Department?
 No
 Save as Draft

Screen for Exempted Trader Registration




PART A PART B PART C PART D Part D: Complete Survey
 78%
 1 2 3 4 5 6 7 8
 5. Do you hold any valid licence or permit issued by the Food and Environmental Hygiene Department?
 Yes

Question 6



PART A PART B PART C PART D Part D: Complete Survey
 83%
 1 2 3 4 5 6 7 8
 6. How many staff are there in your company?
 Below 100 100 or above
 Save as Draft

Question 7



PART A PART B PART C PART D Part D: Complete Survey

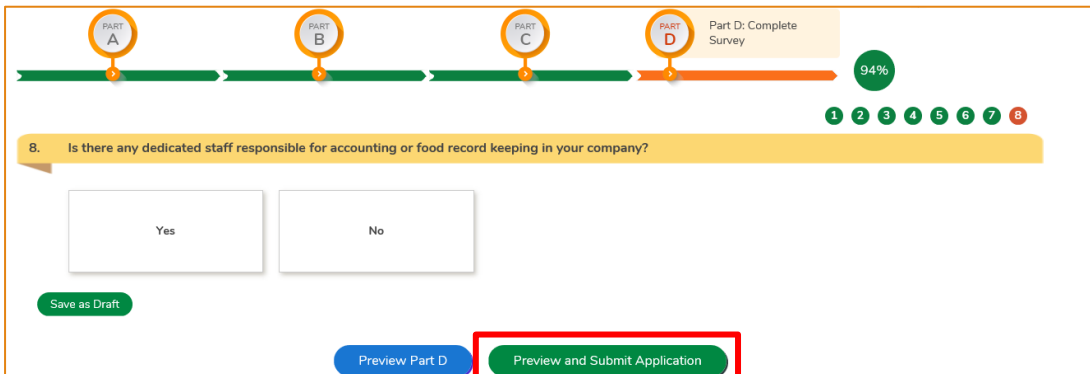
89%

1 2 3 4 5 6 7 8

7. Please choose the best description for the food record keeping system of your company.

Question 8

48. After completing the survey, preview the input of the whole Part D by clicking **Preview Part D** button. If there is no problem, please click **Preview and Submit Application** button to preview the whole application.



PART A PART B PART C PART D Part D: Complete Survey

94%

1 2 3 4 5 6 7 8

8. Is there any dedicated staff responsible for accounting or food record keeping in your company?

[STEP 7] FINAL PREVIEW AND SUBMIT APPLICATION

49. Preview the application and carefully check the accuracy of the information provided.
50. If you need to amend the information in certain part, click **Amend** button in that particular part and revise the information accordingly.

Preview Application ✕

**** Information highlighted in beige will be included in the Register for public inspection. ****

Part A: Enter particulars of your business

1. What is the status of your business?

[Body Corporate](#)

2. Do you have the following document(s) in either JPEG or PDF format of file size not more than 2MB?

An image of Business Registration Certificate / other registration certificate
An image of Hong Kong Identity Card / other proof of identity for each Authorised Person and Nominated Person
An image of the authorisation letter for every Authorised Person which states clearly the due authorisation from the body corporate

[Yes](#)

3. Please provide your business details. Amend

i)	Name of Business / Corporation *		
	(In English)	XXX Trading Limited	(In Chinese) XXX貿易有限公司
ii)	Business / Branch Name		
	(In English)	XXX Food Limited	(In Chinese) XXX食品有限公司

Screen for Exempted Trader Registration

Preview Application ✕

Part A: Enter particulars of your business

1. What is the status of your business?

[Body Corporate](#)

2. Do you have the following document(s) in either JPEG or PDF format of file size not more than 2MB?

An image of Business Registration Certificate / other registration certificate
An image of Hong Kong Identity Card / other proof of identity for each Authorised Person and Nominated Person
An image of the authorisation letter for every Authorised Person which states clearly the due authorisation from the body corporate

[Yes](#)

3. Please provide your business details. Amend

i) Name of Business / Corporation *

(In English)	XXX Trading Limited	(In Chinese)	XXX貿易有限公司
--------------	-------------------------------------	--------------	---------------------------

ii) Business / Branch Name

(In English)	XXX Food Limited	(In Chinese)	XXX食品有限公司
--------------	----------------------------------	--------------	---------------------------

51. Click **Submit** button after completing the preceding process.

Preview Application

1. Are you an online trader?	Amend
Yes, I am an online trader and have physical store(s).	
2. Is the business address shown on Business Registration Certificate a secretary company or accounting firm?	Amend
Yes	
3. Is there any local contact of your company?	Amend
Yes	
4. Is your company selling both food and non-food products?	Amend
Yes	
5. Do you hold any <u>valid licence or permit issued by the Food and Environmental Hygiene Department</u> ?	Amend
No	
6. How many staff are there in your company?	Amend
Below 100	
7. Please choose the best description for the food record keeping system of your company.	Amend
No food record keeping system	
8. Is there any dedicated staff responsible for accounting or food record keeping in your company?	Amend
Yes	

Print Close **Submit**

Screen for Exempted Trader Registration

Preview Application

1. Are you an online trader?
Amend

Yes, I am an online trader and have physical store(s).
2. Is the business address shown on Business Registration Certificate a secretary company or accounting firm?
Amend

Yes
3. Is there any local contact of your company?
Amend

Yes
4. Is your company selling both food and non-food products?
Amend

Yes
5. Do you hold any valid licence or permit issued by the Food and Environmental Hygiene Department?
Amend

Yes
6. How many staff are there in your company?
Amend

Below 100
7. Please choose the best description for the food record keeping system of your company.
Amend

No food record keeping system
8. Is there any dedicated staff responsible for accounting or food record keeping in your company?
Amend

Yes

Print
Close
Submit

52. Tick all **declaration boxes** and then click **Confirm and Submit** button.

Declaration

I, Chan, Tai Man / 陳大文, HONG KONG IDENTITY CARD NO. A12345X(X), am the Authorised Person of the business under this application, hereby declare that:

- I am duly authorised to make this application for opening "Food Trader Portal" user account(s) and declaration on behalf of the business under this application and apply for registration as importer & distributor of the selected food categories in Part C.
- I fully understand the "Personal Information Collection Statement".
- The information provided under this application is, to the best of my knowledge and belief, true and complete.

Confirm and Submit
Return

Screen for Exempted Trader Registration


Declaration

I, Chan, Tai Man / 陳大文, HONG KONG IDENTITY CARD NO. A12345X(X), am the Authorised Person of the business under this application, hereby declare that:

- I am duly authorised to make this application for opening "Food Trader Portal" user account(s) and declaration on behalf of the business under this application for providing supplementary information under section 19 of the Food Safety Ordinance (Cap. 612).
- I fully understand the "Personal Information Collection Statement".
- The information provided under this application is, to the best of my knowledge and belief, true and complete.

Confirm and Submit
Return

53. Upon successful submission, you will receive an **application number**, please jot down this number. If you have any enquiries or need to contact our staff, please refer to this application number.

 **Acknowledgement**

Application No.	eTR-N-XX-XXXXXX
Application Date	20XX-XX-XX 10:06:39

Thank you and the information provided has been submitted successfully. Upon approval, each of the APs / NPs filled in Part B will receive an email for Account Activation.

For any enquiries, please contact:

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

Print
✕ Close

54. At the same time, you will immediately receive an email acknowledging receipt of your application. You can check the status of your application through the link provided by clicking **here** in the email.

Dear Sir/ Madam,

Your application for new trader registration has been received. Please click [here](#) to view the details and progress of your application.

Food Trader Portal

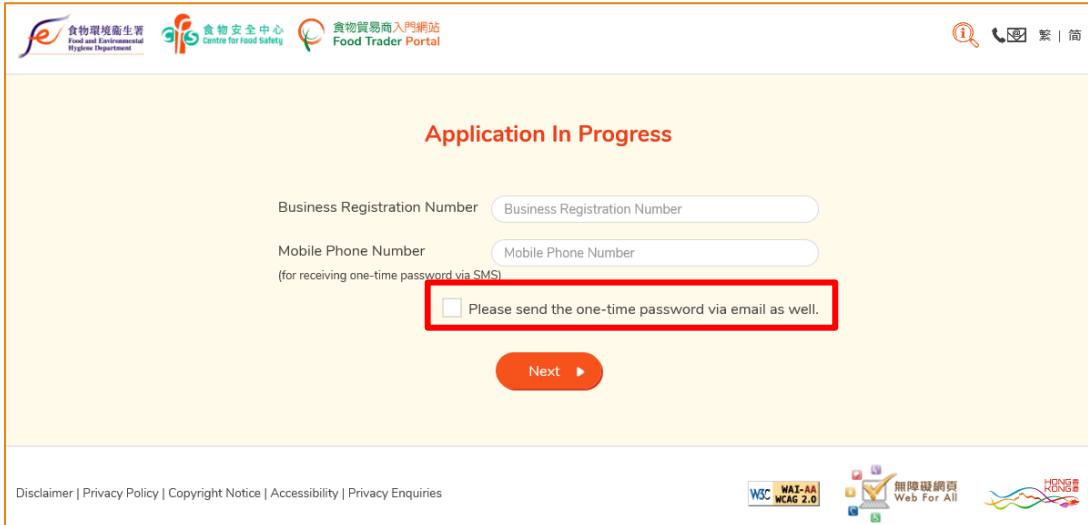
Food and Environmental Hygiene Department

(This is a system-generated email. Please do not reply.)

55. Input the business / other registration number and your mobile phone number.

(Note: You will receive a one-time password via SMS on your mobile phone when you login to the system.)

56. Moreover, you can choose to have the one-time password sent to the registered email address. Ticking the box **Please send the one-time password via email as well** enables you to receive the one-time password via email and your mobile phone at the same time. Click **Next** button.



Application In Progress

Business Registration Number

Mobile Phone Number
(for receiving one-time password via SMS)

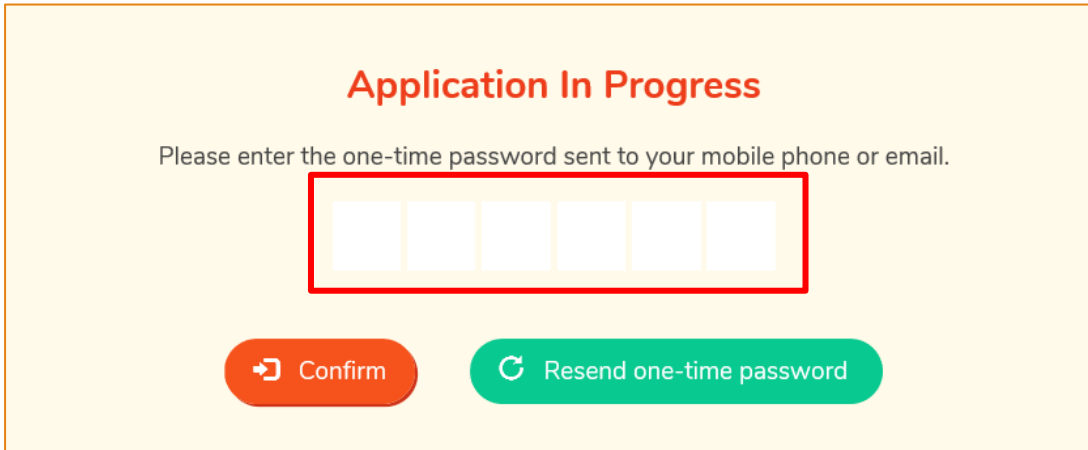
Please send the one-time password via email as well.

Next ▶

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57. Input the one-time password sent to your mobile phone or email. Click **Confirm** button.



Application In Progress

Please enter the one-time password sent to your mobile phone or email.

Confirm Resend one-time password


58. Click **View** button to view the submitted application or click **Withdraw** button to withdraw the application, if necessary.

Application In Progress			
Submission Date	Application No.	Status	
20XX-XX-XX 10:06	eTR-N-XX-XXXXXX	In progress	View Withdraw

[STEP 8] MAKE PAYMENT

59. After the application is approved, you will receive a **Notice of Approval of Application** by email.

For Exempted Trader Registration, no registration fee is required. Please proceed to Point 67 for account activation.



ftpnotify@fehd.gov.hk

食物貿易商入門網站: 申請批准通知書 Food Trader Portal: Notice of Approval of Application

消息
📎
主要食物類別 (限屬文件) - Main Food Category (Restricted).pdf (90 KB)

📎
申請批准通知書 - Notice of Approval of Application.pdf (169 KB)

先生/女士：

此電郵夾附一份由電腦產生的文件，文件中並沒有簽署。請不要回覆此電郵。


食物貿易商入門網站
食物環境衛生署

Dear Sir/ Madam,


This email attaches a computer generated document which contains no signature. Please do not reply this email.

Food Trader Portal
Food and Environmental Hygiene Department

60. Click the link [here](#) provided in the notice to make the payment of registration fee.



食物環境衛生署
Food and Environmental
Hygiene Department



食物安全中心
Centre for Food Safety

香港灣仔皇后大道東258號1樓119室
食物進出口商／分銷商登記及進口簽證辦事處
Food Importer / Distributor Registration
and Import Licensing Office
Food Import & Export Section
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong
電話Telephone : 2156 3017 / 2156 3034 傳真Fax: 2156 1015
電郵E-mail : fso_enquiry@fehd.gov.hk

XX/XX/20XX

Dear Sir/Madam,

**Application for Registration as Food Importer/Distributor
Notice of Approval of Application**

Approval has been given to your application for registration as food importer/distributor (application no.: eTR-N-XX-XXXXXX). You will be registered as a food importer/distributor upon settling of the registration fee. Please click [here](#) for the payment.

If you fail to settle the payment within 30 days from the issue date of this email¹, the above approval will be regarded as abandoned without further notice.

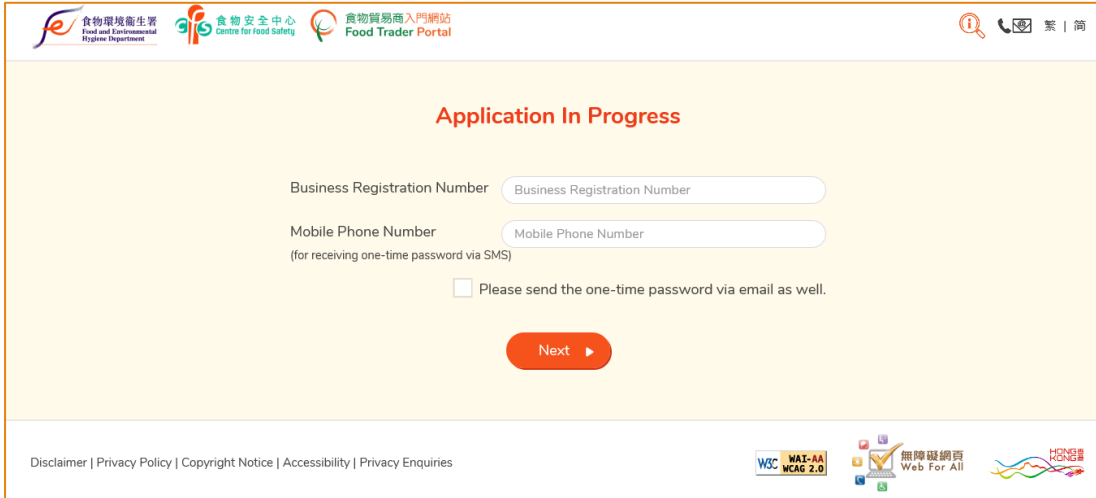
In case of enquiry, please call our hotline at 2156 3017 or 2156 3034. Please quote your application no. when making your enquiry.

Food and Environmental Hygiene Department

This is a computer generated document and no signature is required.

¹ If you choose to settle the registration fee by demand note, you must settle the payment on or before the due date listed on the demand note.

61. Input the business/other registration number and your mobile phone number. Click **Next** button.



Application In Progress

Business Registration Number

Mobile Phone Number
(for receiving one-time password via SMS)

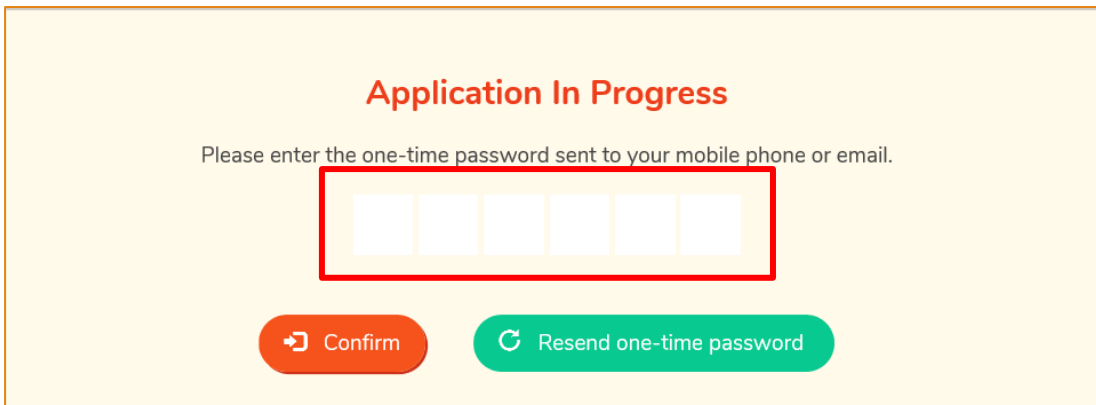
Please send the one-time password via email as well.

Next ▶

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62. Input the one-time password sent to your mobile phone or email. Click **Confirm** button.

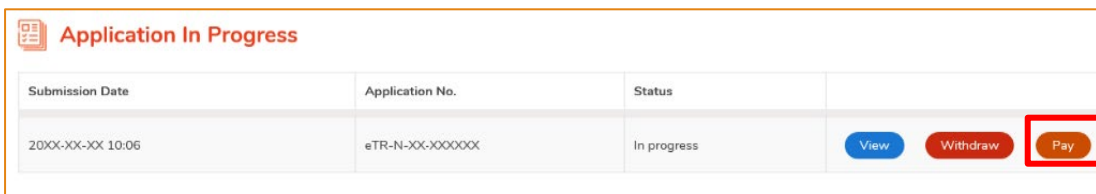


Application In Progress

Please enter the one-time password sent to your mobile phone or email.

Confirm **Resend one-time password**


63. Click **Pay** button to proceed to payment.



Application In Progress

Submission Date	Application No.	Status	
20XX-XX-XX 10:06	eTR-N-XX-XXXXXX	In progress	<input type="button" value="View"/> <input type="button" value="Withdraw"/> <input type="button" value="Pay"/>

64. Select the payment method. Apart from the Demand Note, FTP also provides online payment service. Click Online Payment button.

 **Select a Payment Method** ✕

Disclaimer

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

Application No.:	eTR-N-XX-XXXXXX
------------------	-----------------


Please choose a payment method.

Demand Note
(By Post)

Online Payment





Schedule of temporary suspension of different banks' online payment services

65. Select the payment method, then click Pay button.

 **Select a Payment Method** ✕


Merchant Name:	FEHD - Trader Registration
Type:	New Trader Registration
Application No.:	eTR-N-XX-XXXXXX
Transaction Reference No.:	20XXXXXXXXXXXXXXXX
Payment Amount:	HK\$ 195.00

Please choose a payment method

✕ Cancel
Pay ▶

66. Upon the completion of online payment, you will immediately receive a **Transaction Reference Number** and receive an email containing a **Notice of Registration**.

 **Acknowledgement** ✕


Transaction Reference No.:	20XXXXXXXXXXXXXXXXXX
Transaction Date & Time:	20XX-XX-XX 14:40:45
Payment Amount:	HK\$ 195.00
Payment Method:	Mastercard

Successful Payment

For any enquiries, please contact:



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

Print
✕ Close



ftpnotify@fehd.gov.hk

食物貿易商入門網站: 成功登記通知書 Food Trader Portal: Notice of Registration

訊息
 主要食物類別 (限閱文件) - Main Food Category (Restricted).pdf (90 KB)
 成功登記通知書 - Notice of Registration.pdf (234 KB)

先生／女士：

此電郵夾附一份由電腦產生的文件，文件中並沒有簽署。請不要回覆此電郵。

食物貿易商入門網站
食物環境衛生署

Dear Sir/ Madam,

This email attaches a computer generated document which contains no signature. Please do not reply this email.

Food Trader Portal
Food and Environmental Hygiene Department

[STEP 9] ACCOUNT ACTIVATION

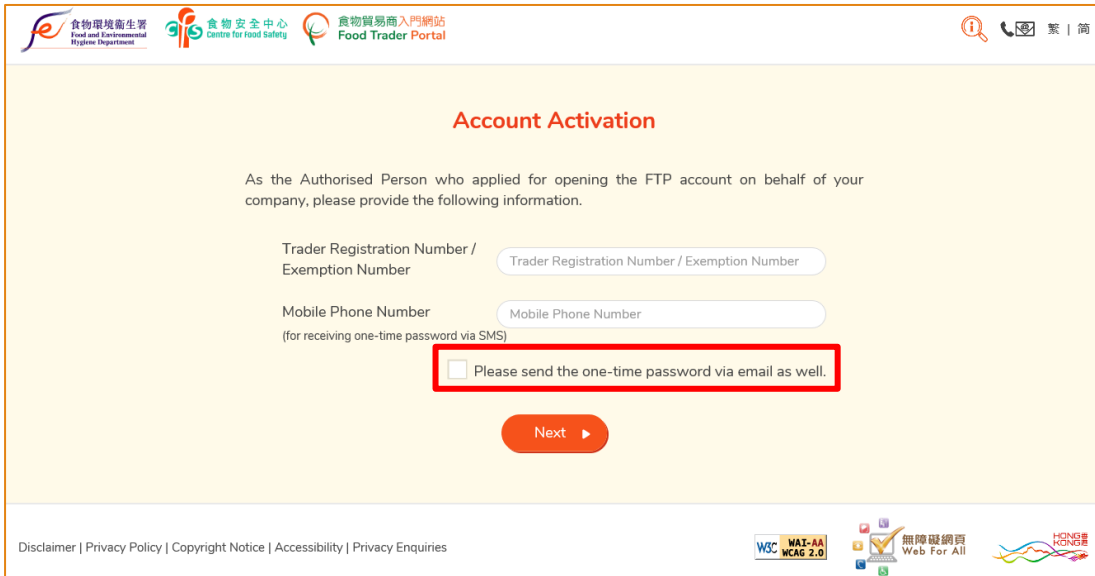
67. Each account user (APs and NPs) will receive an email notifying them to activate the account and set up a password. Click the link [here](#) provided in the Notice of Registration to activate the FTP user account.



68. Enter the Trader Registration Number or Exemption Number and the registered mobile phone number of the account user (AP or NP).

(Note: Account user will receive a one-time password via SMS on his / her mobile phone when he / she logs in to the system.)

69. Moreover, account user can choose to have the one-time password sent to the registered email address. Ticking the box **Please send the one-time password via email as well** enables account user to receive the one-time password via email and the mobile phone at the same time. Click **Next** button.



Account Activation

As the Authorised Person who applied for opening the FTP account on behalf of your company, please provide the following information.

Trader Registration Number / Exemption Number

Mobile Phone Number
(for receiving one-time password via SMS)

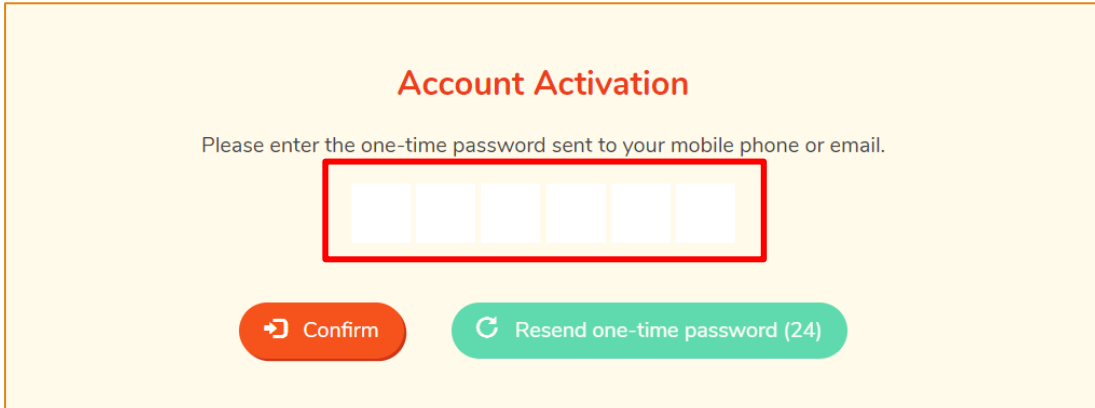
Please send the one-time password via email as well.

Next ▶

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70. Input the one-time password sent to the mobile phone or email of account user. Click **Confirm** button.



Account Activation

Please enter the one-time password sent to your mobile phone or email.

Confirm **Resend one-time password (24)**

71. Create new password.


(Note: The password has to fulfill the specific combination requirements. The password should contain -

- At least 8 characters ;
- At least 1 letter ;
- At least 1 number)


72. Click the **eye** icons to view the entered passwords. Click **Confirm** button to complete the procedures for activating account.

Account Activation

New Password



Confirm New Password



Please create your own password which should contain:

- ✘ At least 8 characters
- ✘ At least 1 letter
- ✘ At least 1 number

73. Go to the FTP homepage (<https://www.ftp.cfs.gov.hk>). Now you can login to FTP and use the various online services.









Trader Registration

Importing / Exporting Food

e-Health Certificate Enquiry

Recording Food Arrival Information

Not yet have FTP Account?
Forgot Password?


Tutorial Videos for
Novice


Verification of
Import Licence for
Meat and Poultry


Useful Information

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