

# Training Manual

## Trader Registration (For Partnership)

## 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. 132A)
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 partnership 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/出口組  
食物進口商/分銷商登記及進口覆檢辦事處  
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

Our Ref.: [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 partnership 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?

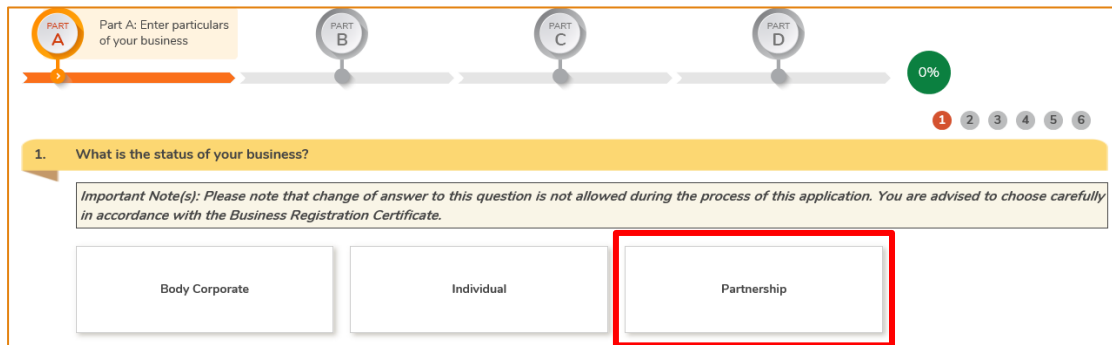
No. I am / My company is not carrying on a food importation or food distribution business.

Yes



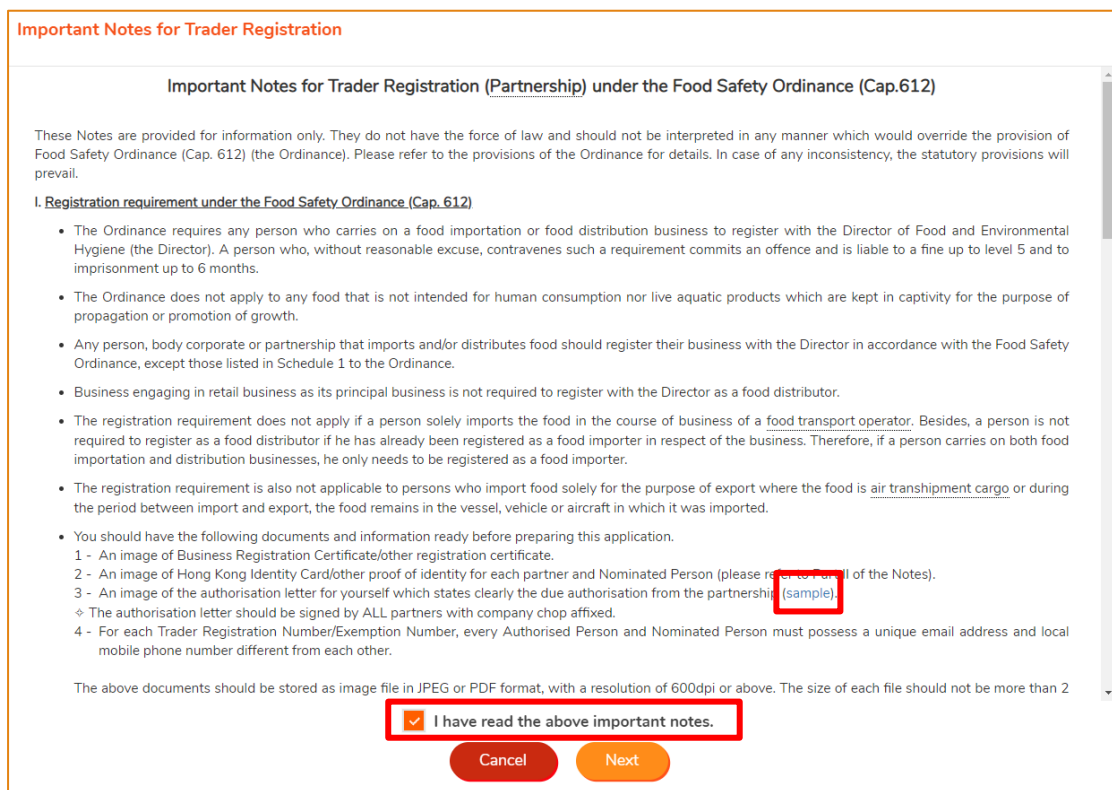
**[STEP 2] PART A: ENTER PARTICULARS OF YOUR BUSINESS**

3. Choose the legal status of your business. Click **Partnership** 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", "Individual", and "Partnership". The "Partnership" button is highlighted with a red rectangular border.

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 (Partnership) under the Food Safety Ordinance (Cap.612)". The text explains that these notes are for information only and do not have the force of law. It lists registration requirements under the Food Safety Ordinance (Cap. 612), including:
 

- The Ordinance requires any person who carries on a food importation or food distribution business to register with the Director of Food and Environmental Hygiene (the Director). A person who, without reasonable excuse, contravenes such a requirement commits an offence and is liable to a fine up to level 5 and to imprisonment up to 6 months.
- The Ordinance does not apply to any food that is not intended for human consumption nor live aquatic products which are kept in captivity for the purpose of propagation or promotion of growth.
- Any person, body corporate or partnership that imports and/or distributes food should register their business with the Director in accordance with the Food Safety Ordinance, except those listed in Schedule 1 to the Ordinance.
- Business engaging in retail business as its principal business is not required to register with the Director as a food distributor.
- The registration requirement does not apply if a person solely imports the food in the course of business of a food transport operator. Besides, a person is not required to register as a food distributor if he has already been registered as a food importer in respect of the business. Therefore, if a person carries on both food importation and distribution businesses, he only needs to be registered as a food importer.
- The registration requirement is also not applicable to persons who import food solely for the purpose of export where the food is air transhipment cargo or during the period between import and export, the food remains in the vessel, vehicle or aircraft in which it was imported.
- You should have the following documents and information ready before preparing this application:
  - 1 - An image of Business Registration Certificate/other registration certificate.
  - 2 - An image of Hong Kong Identity Card/other proof of identity for each partner and Nominated Person (please refer to Part II of the Notes).
  - 3 - An image of the authorisation letter for yourself which states clearly the due authorisation from the partnership ([sample](#)).
- 4 - For each Trader Registration Number/Exemption Number, every Authorised Person and Nominated Person must possess a unique email address and local mobile phone number different from each other.

 The text below states: "The above documents should be stored as image file in JPEG or PDF format, with a resolution of 600dpi or above. The size of each file should not be more than 2 MB." At the bottom, there is a checkbox labeled "I have read the above important notes." which is checked. Below the checkbox are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red rectangular border.

## Screen for Exempted Trader Registration

### Important Notes for Exempted Trader Registration

#### Important Notes for Exempted Traders (Partnership) 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-
  - The holder of a permission under section 30 of the Food Business Regulation (Cap. 132X)
  - The licensee of a licence under Part IV of the Food Business Regulation (Cap. 132X)
  - The licensee of a licence under Part III of the Frozen Confections Regulation (Cap. 132AC)
  - The licensee of a licence under Part II of the Hawker Regulation (Cap. 132A)
  - The licensee of a licence under Part III of the Milk Regulation (Cap. 132AQ)
  - The licensee of a licence under the Offensive Trades Regulation (Cap. 132AX)
  - The licensee of a licence under Part II of the Slaughterhouses Regulation (Cap. 132BU)
  - The registered stockholder of a reserved commodity under regulation 13 of the Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations (Cap. 296A)
  - 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)
  - 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.
  - An image of Business Registration Certificate / other registration certificate.
  - An image of Hong Kong Identity Card / other proof of identity for each partner and Nominated Person (please refer to Part II of the Notes).
  - An image of the authorisation letter for yourself which states clearly the due authorisation from the partnership (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

5%

1
2
3
4
5
6
7

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 partner and Nominated Person*

*An image of the authorisation letter for yourself which states clearly the due authorisation from the partnership*

Yes

No

10

Version 2.6 (30 January 2024)

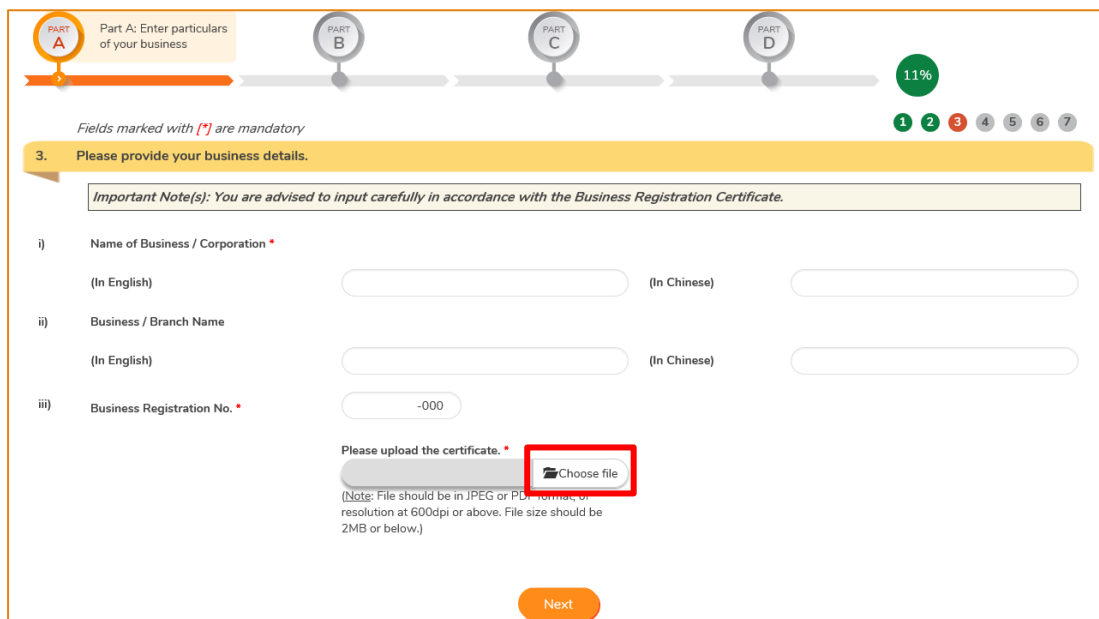
6. Input the name of business / corporation / branch.

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

7. Click **Choose file** button to select image file of the business registration certificate.

(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)



The screenshot shows a multi-step registration process. At the top, there are four parts: PART A (Part A: Enter particulars of your business), PART B, PART C, and PART D. A progress bar shows 11% completion. Below the progress bar, there are seven numbered steps (1-7). Step 3 is highlighted in yellow and contains the text: "3. Please provide your business details." Below this, there is an important note: "Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate." The form fields are as follows:

- i) Name of Business / Corporation \* (Mandatory)
  - (In English) [Text Input Field]
  - (In Chinese) [Text Input Field]
- ii) Business / Branch Name
  - (In English) [Text Input Field]
  - (In Chinese) [Text Input Field]
- iii) Business Registration No. \* (Mandatory)
  - [Text Input Field with value -000]

Below the Business Registration No. field, there is a section for uploading the certificate: "Please upload the certificate. \* (Mandatory)". There is a "Choose file" button with a red box around it. Below this button, there is a note: "(Note: File should be in JPEG or PDF format, or resolution at 600dpi or above. File size should be 2MB or below.)" At the bottom of the form, there is a "Next" button.

### Screen for Exempted Trader Registration

**PART A** Part A: Enter particulars of your business

**PART B**

**PART C**

**PART D**

11%

1 2 3 4 5 6 7

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. \***

**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 \(for partnership\)](#)

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

iii) Business Registration No. \*

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.)

### Screen for Exempted Trader Registration

iii) Business Registration No. \*

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

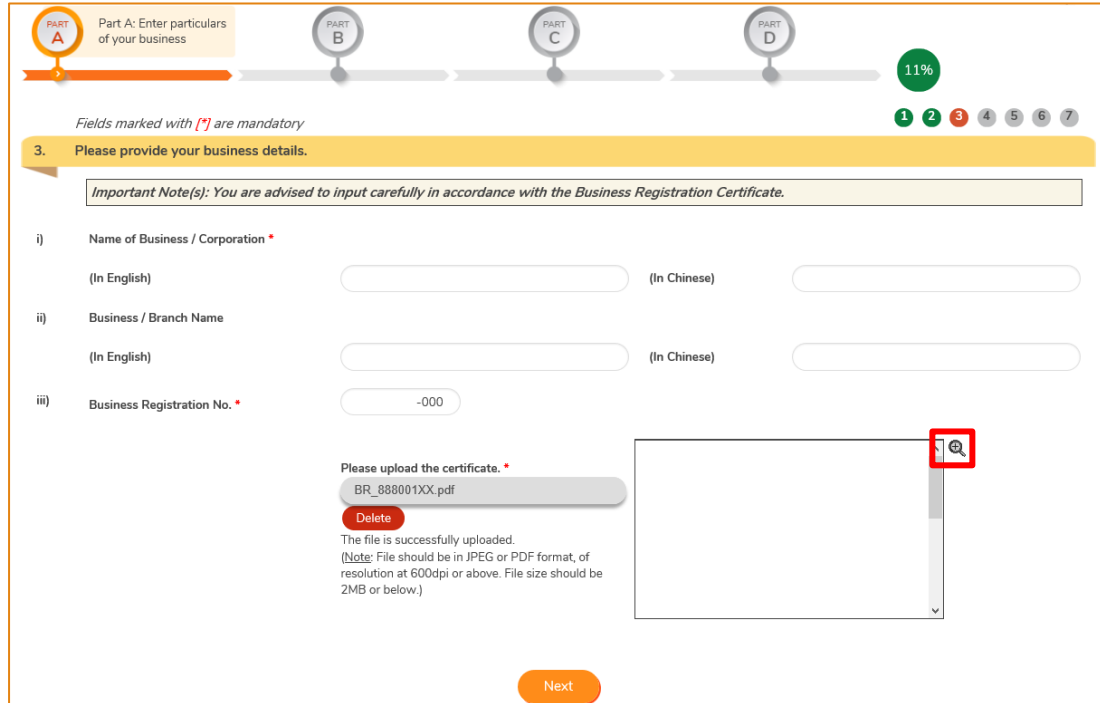
Please upload the statement of consent. \*

(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 \(for partnership\)](#)

- 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 10, otherwise, go to Point 12.



**PART A** Part A: Enter particulars of your business    **PART B**    **PART C**    **PART D**    11%  
 Fields marked with [\*] are mandatory    1 2 3 4 5 6 7

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. \*

Please upload the certificate. \*

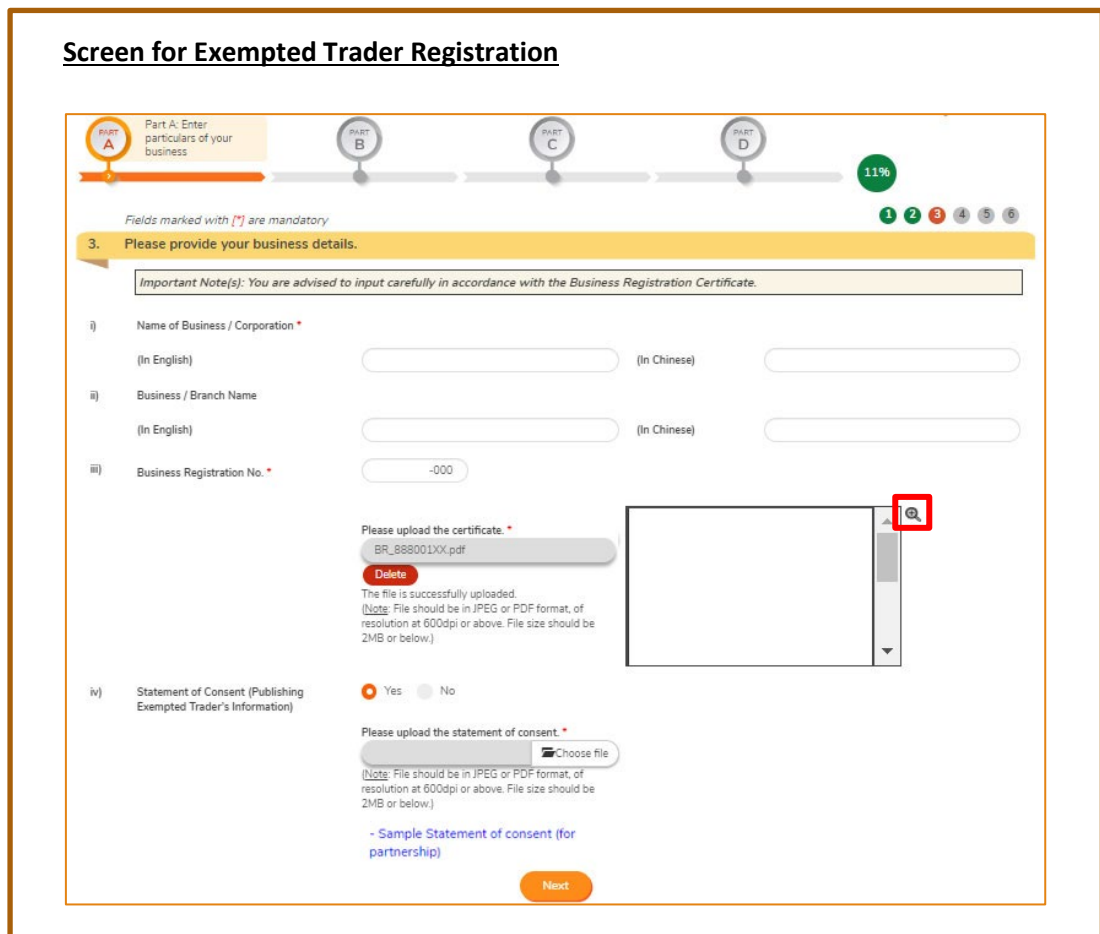
BR\_888001XX.pdf

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.)

Next

### 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    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. \*

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. \*

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 Statement of consent (for partnership)

Next

10. 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 partnership, 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 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) Business Registration No. \*

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. \*

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 Statement of consent (for partnership)

Next

11. 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 (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

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

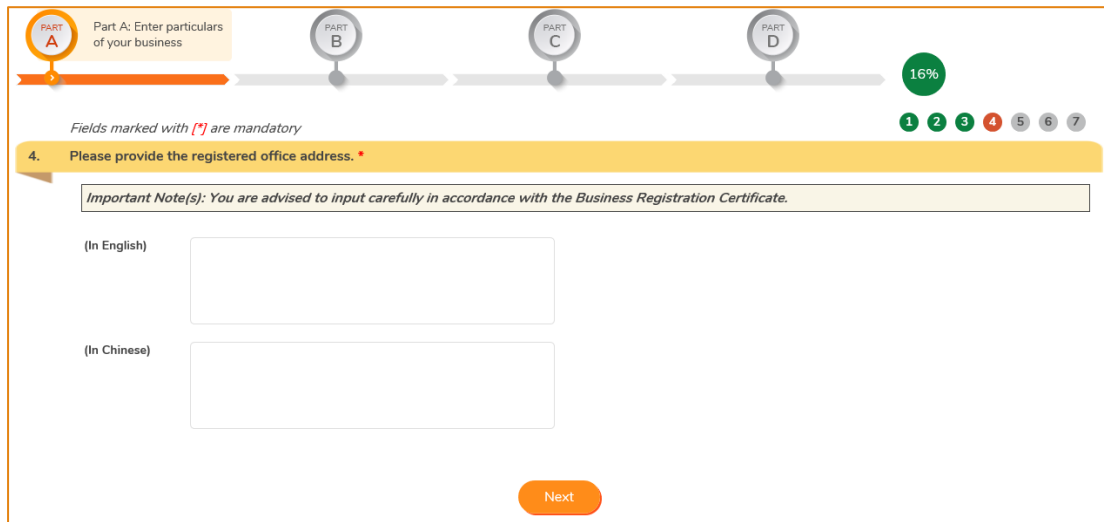
The file is successfully uploaded.  
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

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

12. Click **Next** button.



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



**PART A** Part A: Enter particulars of your business    **PART B**    **PART C**    **PART D**    16%

Fields marked with [\*] are mandatory

4. Please provide the registered office address. \*

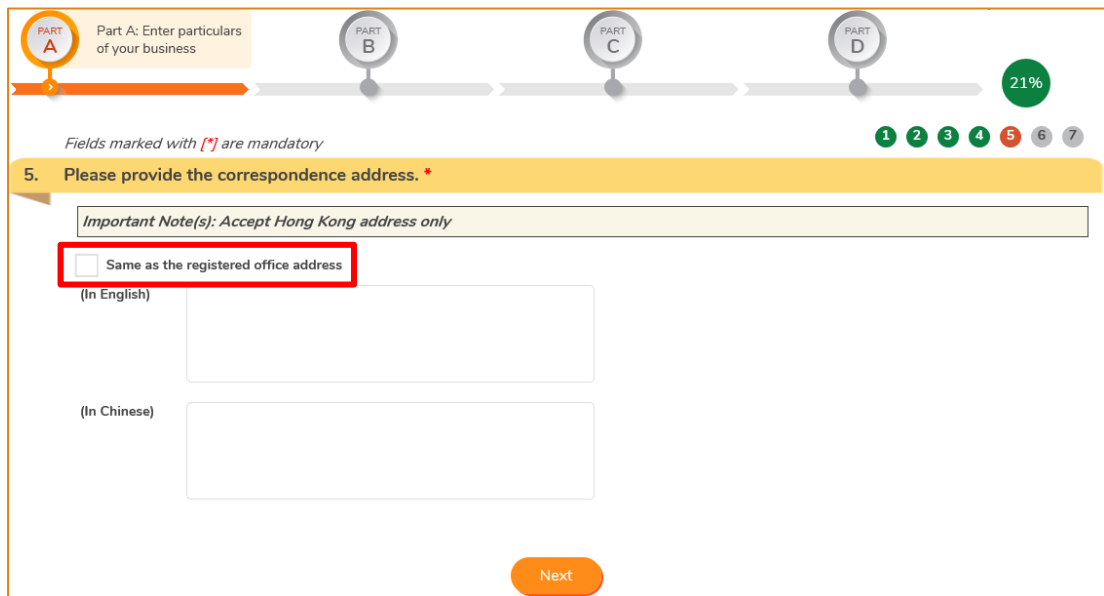
*Important Note(s): You are advised to input carefully in accordance with the Business Registration Certificate.*

(In English)

(In Chinese)

Next

14. 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** Part A: Enter particulars of your business    **PART B**    **PART C**    **PART D**    21%

Fields marked with [\*] are mandatory

5. Please provide the correspondence address. \*

*Important Note(s): Accept Hong Kong address only*

Same as the registered office address

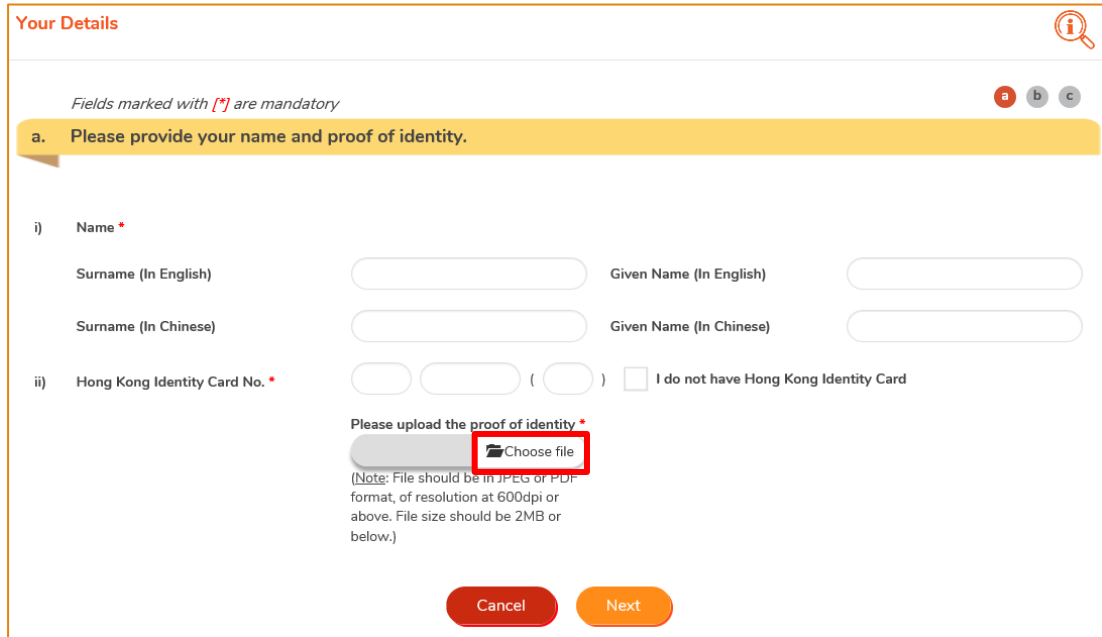
(In English)

(In Chinese)

Next



17. 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.
18. 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. Please provide your name and proof of identity.**

i) **Name \***

Surname (In English)  Given Name (In English)

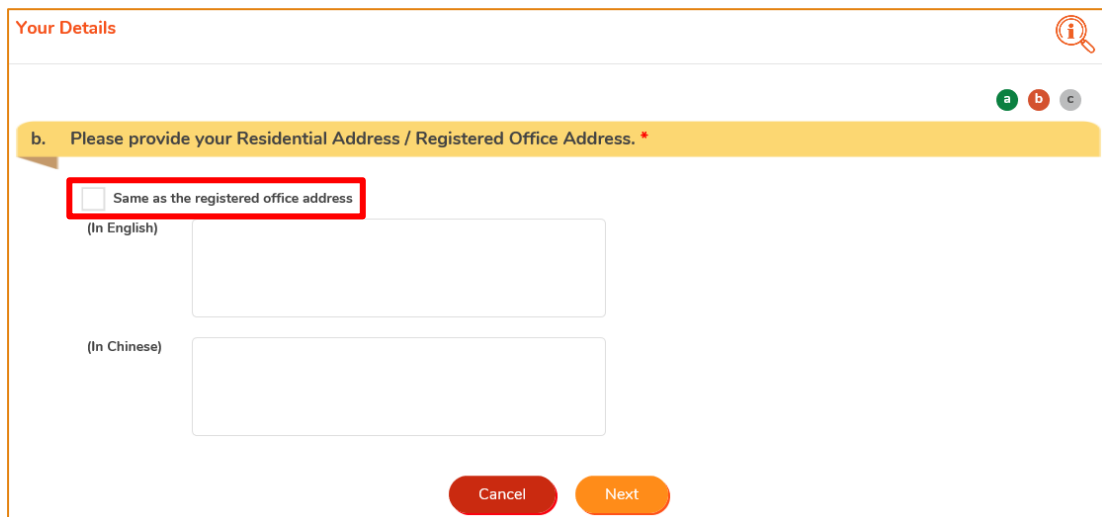
Surname (In Chinese)  Given Name (In Chinese)

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.)

19. Enter your residential address or registered office address. Tick the box **Same as the registered office address** if the address is the same as the registered office address inputted previously. Click **Next** button.



**Your Details** ⓘ

**b. Please provide your Residential Address / Registered Office Address. \***

Same as the registered office address

(In English)

(In Chinese)

20. Enter your telephone number and email address. Click **Next** button.

**Your Details** ?

a b c

**c. Please provide your contact details.**

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

i) Telephone No.

ii) Email Address  Re-confirm

21. Preview your information. Click **Amend** button to amend the information, if necessary.

22. You must input the information of all the partners. Click **Add** button to add the information of the second partner.

PART A Part A: Enter particulars of your business
 PART B
PART C
PART D
32%

1 2 3 4 5 6 7


**7. (a) Please provide your personal particulars. \***

Item No.	Name of Partner	Proof of Identity	Residential Address / Registered Office Address	Contact Details	
1	Chan, Tai Man 陳太文	HONG KONG IDENTITY CARD A12345(X)	Same as the registered office address	Telephone No.: 912345XX Email Address: ftp1234@cfs.tr	<input type="button" value="Amend"/>

**7. (b) Please provide personal particulars of ALL other partners. \***

Item No.	Name of Partner	Proof of Identity	Residential Address / Registered Office Address	Contact Details
No record found				

23. Enter the name and Hong Kong identity card number of the second partner. If he / she does 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.
24. Click **Choose file** button to choose the image file of identity document and then click **Upload file** button. Click **Next** button.

**Details of 2nd Partner** 

*Fields marked with [\*] are mandatory* a b c

**a. Please provide his / her name and proof of identity.**

This Partner is a body corporate

i) **Name \***

Surname (In English)	<input type="text"/>	Given Name (In English)	<input type="text"/>
Surname (In Chinese)	<input type="text"/>	Given Name (In Chinese)	<input type="text"/>

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

**Please upload the proof of identity \***

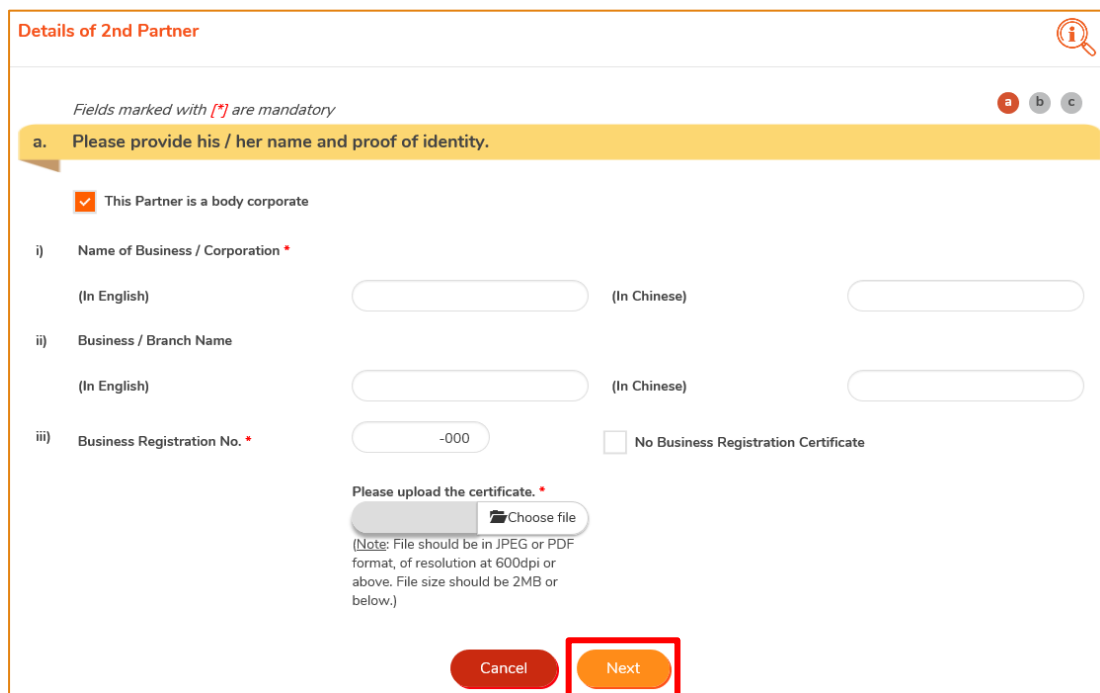
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

25. If the second partner is a body corporate, tick the box **This Partner is a body corporate**, and enter 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.)

26. If the 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.

27. Click **Next** button.



**Details of 2nd Partner**

Fields marked with [\*] are mandatory

**a. Please provide his / her name and proof of identity.**

This Partner is a body corporate

i) Name of Business / Corporation \*

(In English)  (In Chinese)

ii) Business / Branch Name

(In English)  (In Chinese)

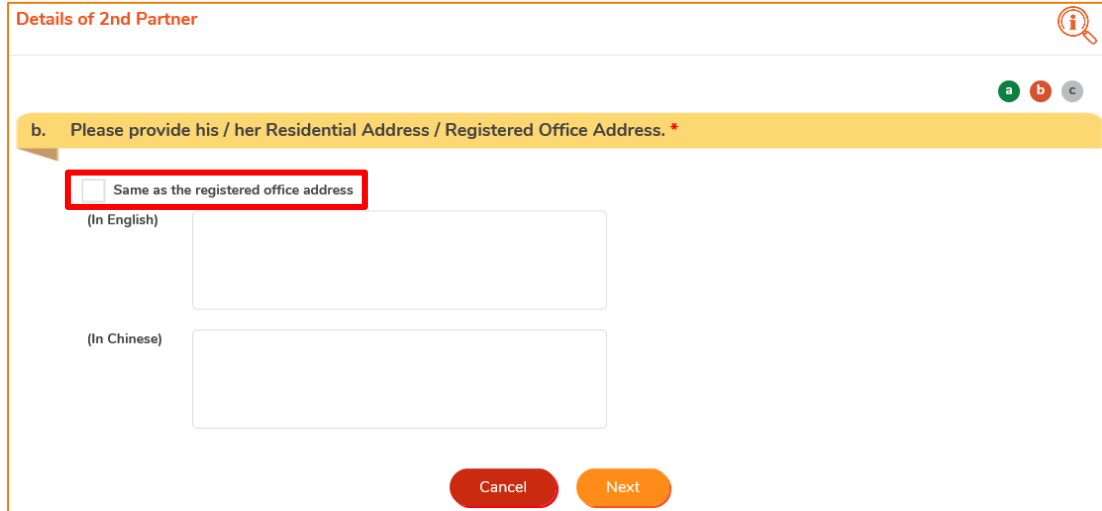
iii) Business Registration No. \*

No Business Registration Certificate

Please upload the certificate. \*

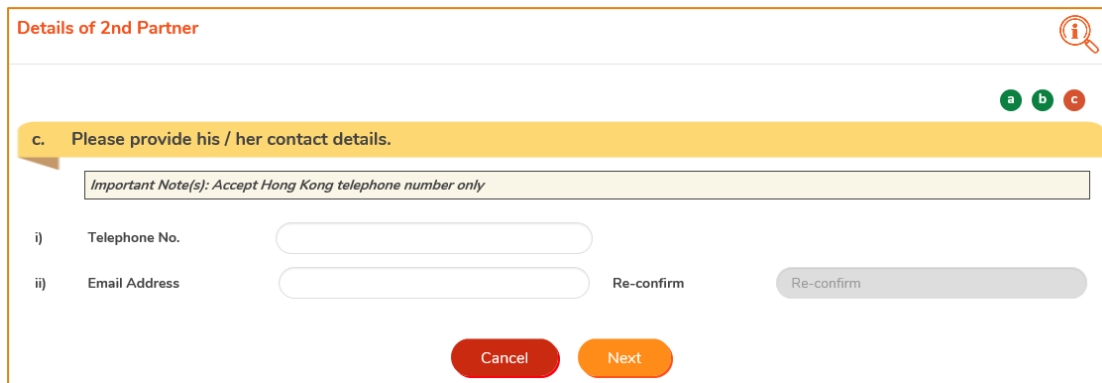
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

28. After inputting the name and proof of identity, enter the residential address or registered office address of the second partner. Tick the box **Same as the registered office address** if the residential address or registered office address is the same as the registered office address inputted previously. Then click **Next** button.



The screenshot shows the 'Details of 2nd Partner' form at step 'b'. The title is 'Details of 2nd Partner' with an information icon. A progress indicator shows steps 'a', 'b', and 'c', with 'b' highlighted. The instruction reads: 'b. Please provide his / her Residential Address / Registered Office Address. \*'. Below this is a checkbox labeled 'Same as the registered office address' which is highlighted with a red box. Underneath are two text input fields: '(In English)' and '(In Chinese)'. At the bottom are 'Cancel' and 'Next' buttons.

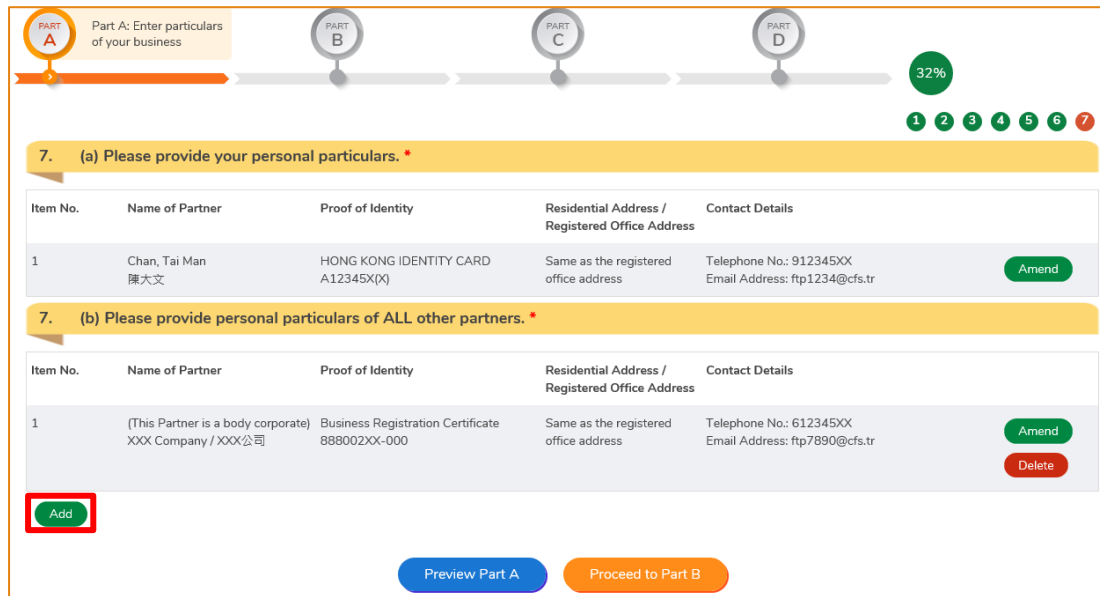
29. Enter the telephone number and email address of the second partner. Click **Next** button.



The screenshot shows the 'Details of 2nd Partner' form at step 'c'. The title is 'Details of 2nd Partner' with an information icon. A progress indicator shows steps 'a', 'b', and 'c', with 'c' highlighted. The instruction reads: 'c. Please provide his / her contact details.'. Below this is a note box: 'Important Note(s): Accept Hong Kong telephone number only'. There are two input fields: 'i) Telephone No.' and 'ii) Email Address'. The 'Email Address' field has a 'Re-confirm' label and a corresponding 'Re-confirm' input field. At the bottom are 'Cancel' and 'Next' buttons.

30. Preview the information of partners. Click **Add** button to add the information of the next partner, if necessary.

31. 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 progress bar at the top with four stages: PART A (Part A: Enter particulars of your business), PART B, PART C, and PART D. A green circle indicates 32% completion. Below the progress bar, there are two sections for entering partner details:

**7. (a) Please provide your personal particulars. \***

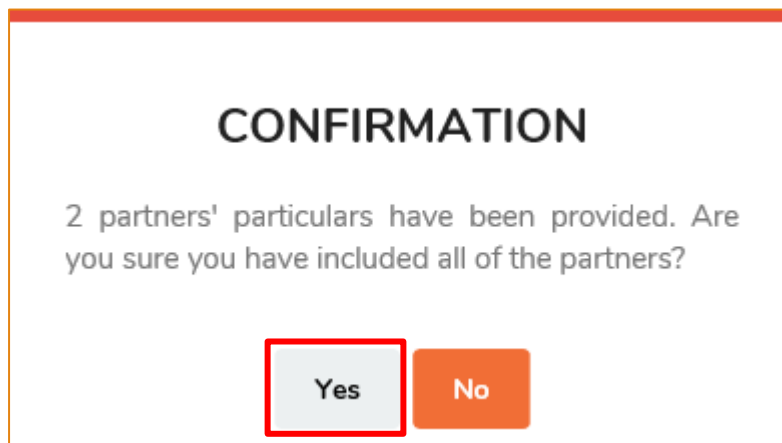
Item No.	Name of Partner	Proof of Identity	Residential Address / Registered Office Address	Contact Details	
1	Chan, Tai Man 陳太文	HONG KONG IDENTITY CARD A12345X(X)	Same as the registered office address	Telephone No.: 912345XX Email Address: ftp1234@cfs.tr	<b>Amend</b>

**7. (b) Please provide personal particulars of ALL other partners. \***

Item No.	Name of Partner	Proof of Identity	Residential Address / Registered Office Address	Contact Details	
1	(This Partner is a body corporate) XXX Company / XXX公司	Business Registration Certificate 888002XX-000	Same as the registered office address	Telephone No.: 612345XX Email Address: ftp7890@cfs.tr	<b>Amend</b> <b>Delete</b>

At the bottom left, there is a green **Add** button. At the bottom center, there are two buttons: **Preview Part A** (blue) and **Proceed to Part B** (orange).

32. After clicking **Proceed to Part B** button, a **confirmation message** will be prompted. Click **Yes** button if you have inputted the information of all partners. If not, click **No** button to return to the previous page and continue the input of other partners.



The confirmation message dialog box has the following content:

## CONFIRMATION

2 partners' particulars have been provided. Are you sure you have included all of the partners?



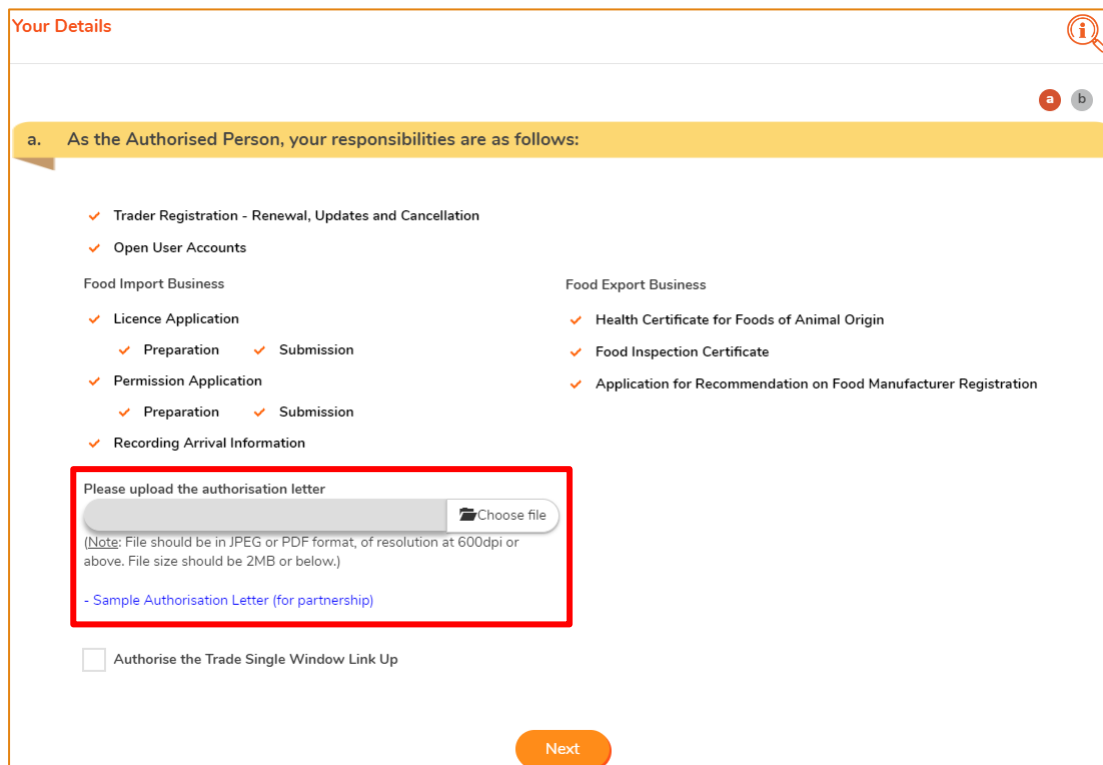
33. As an AP, all of your rights have been preset by the system and cannot be removed.

The rights of AP includes:

- 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

34. An authorisation letter is required to be uploaded to the system stating clearly that you have been duly authorised by all of your partners.

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



The screenshot shows a web form titled "Your Details". A yellow banner at the top reads "a. As the Authorised Person, your responsibilities are as follows:". Below this, there are two columns of responsibilities, each with a checkmark icon:

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

**Food Import Business**

- ✓ Licence Application
  - ✓ Preparation
  - ✓ Submission
- ✓ Permission Application
  - ✓ Preparation
  - ✓ Submission
- ✓ Recording Arrival Information

**Food Export Business**

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

A red box highlights the file upload section, which contains the text "Please upload the authorisation letter" and a "Choose file" button. Below the button is a note: "(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)" and a link: "- Sample Authorisation Letter (for partnership)". At the bottom of the form, there is a checkbox labeled "Authorise the Trade Single Window Link Up" and a "Next" button.

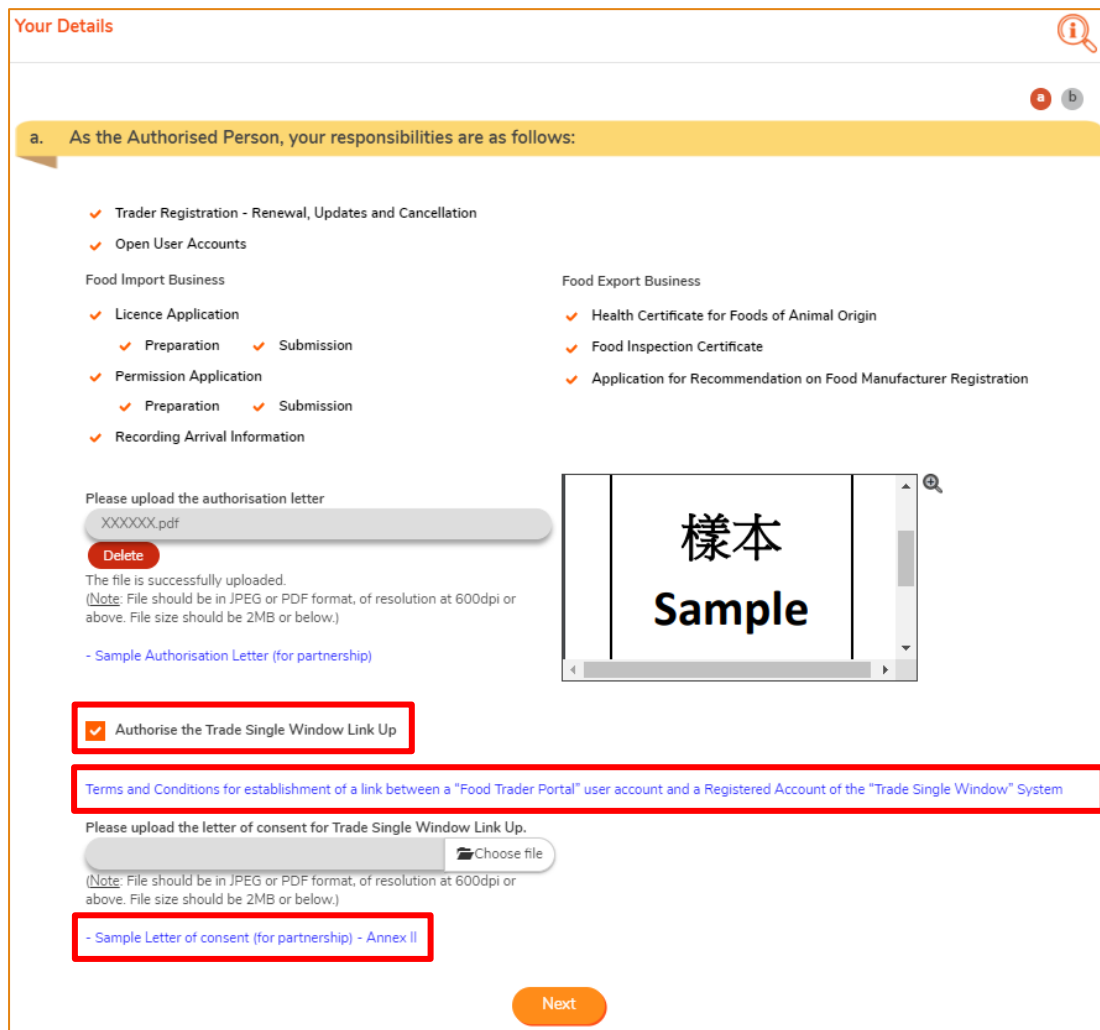
(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)

36. 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 37, else proceed to Point 39.

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

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



**Your Details**

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

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

Food Import Business

- ✓ Licence Application
  - ✓ Preparation
  - ✓ Submission
- ✓ Permission Application
  - ✓ Preparation
  - ✓ Submission
- ✓ Recording Arrival Information

Food Export Business

- ✓ 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 partnership)

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 partnership) - Annex II

Next

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

39. Click **Next** button.

40. Input your contact information.

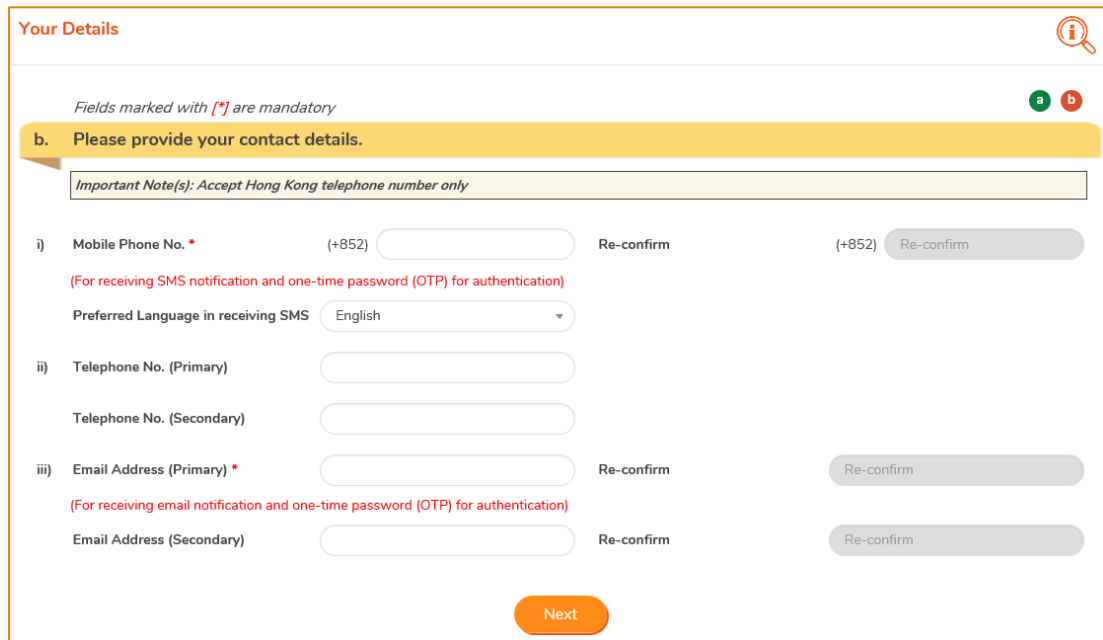
40.1. For certain tasks, such as login to FTP, a one-time password will be automatically sent by the system to the mobile phone of this phone number.

40.2. Select the language for receiving SMS messages.

40.3. Email address is very important. When completing the trader registration process, you will receive an email notifying you to activate the account and set up a password.

40.4. In view of the importance of mobile phone numbers and email addresses, you are required to enter them twice to ensure that they are accurate.

40.5. Click **Next** button to proceed to the next page.



**Your Details** 🔍

*Fields marked with [\*] are mandatory* a b

**b. 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**

41. Preview your information. Click **Amend** button to amend the information, if necessary.
42. 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. Please check your details. \*

Item No.	Authorised Person	Proof of Identity	Mobile Phone No.	Responsibility
1	Chan, Tai Man 陳大文	HONG KONG IDENTITY CARD A12345X(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

✓ Authorise the Trade Single Window Link Up

**Save as Draft**

Next

43. 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**

44. Click **Next** button.

**[STEP 3] PART B: ASSIGN THE FIRST NOMINATED PERSON (NP)**

45. 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.

The screenshot shows a progress bar with four stages: PART A, PART B (highlighted), PART C, and PART D. A green circle indicates 42% completion. Below the progress bar is a yellow banner with the question: "2. Do you want to delegate authorities to a Nominated Person in operating the Food Trader Portal?". There are two buttons: "Yes" and "No". Below the buttons is a table with columns: "Item No.", "Nominated Person", "Proof of Identity", "Mobile Phone No.", and "Responsibility". The table is currently empty with the text "No record found" in the center. At the bottom left is a "Save as Draft" button and at the bottom center is a "Next" button.

46. 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.

47. 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.

The screenshot shows the "Details of 1st Nominated Person" form. It includes a note: "Fields marked with [\*] are mandatory". The form is divided into sections: "a. Please provide his / her name and proof of identity." and "i. Name \*". Under "i. Name \*", there are four input fields: "Surname (In English)", "Given Name (In English)", "Surname (In Chinese)", and "Given Name (In Chinese)". Below these is section "ii. Hong Kong Identity Card No. \*", which has three input fields for the card number and a checkbox labeled "I do not have Hong Kong Identity Card". Below the checkbox is a "Please upload the proof of identity" section with a "Choose file" button highlighted by a red box. A note below the button states: "(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)". At the bottom are "Cancel" and "Next" buttons.

48. 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**

49. 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.

(Note: For each Trader Registration Number or Exemption Number, the mobile phone number and email address of each account user cannot be the same.)

**c. Please provide his / her contact details.**

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

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

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

Preferred Language in receiving SMS    English

ii) Telephone No. (Primary)   

Telephone No. (Secondary)   

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

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

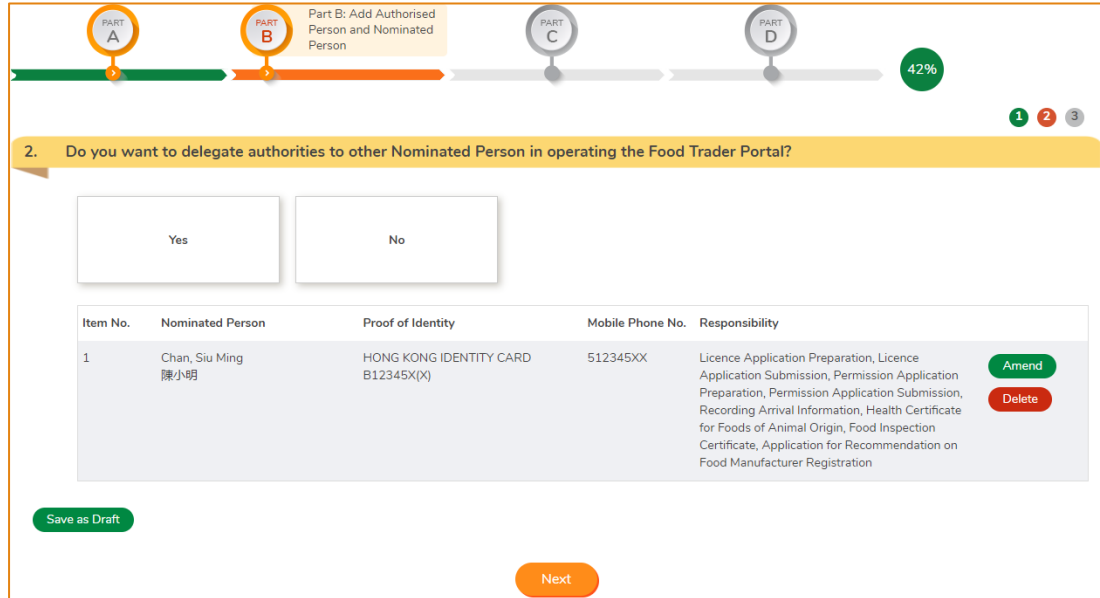
Email Address (Secondary)        Re-confirm     **Re-confirm**

**Cancel**    **Next**

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

50. 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.

51. If it is required to add more NPs, click **Yes** button. If not, click **No** button.



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

Yes No

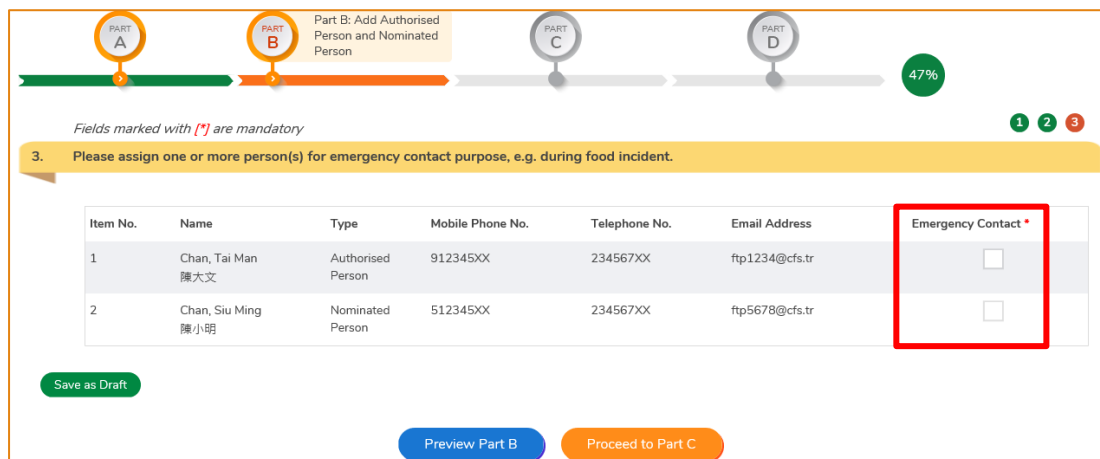
Item No.	Nominated Person	Proof of Identity	Mobile Phone No.	Responsibility
1	Chan, Siu Ming 陳小明	HONG KONG IDENTITY CARD B12345X(X)	512345XX	Licence Application Preparation, Licence Application Submission, Permission Application Preparation, Permission Application Submission, Recording Arrival Information, Health Certificate for Foods of Animal Origin, Food Inspection Certificate, Application for Recommendation on Food Manufacturer Registration

Amend Delete

Save as Draft Next

52. 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.

53. 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.



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 陳大文	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 4] PART C: ADD FOOD TYPE

54. 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

55. 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 and snack fo...)

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



56. 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 Classification.
57. 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 and snack fo... ▾

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"/>

58. 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.
59. 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	<b>Amend</b>
	(b) Pasta, noodles 麵食製品、麵條	Importer	<b>Delete</b>
	(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	<b>Amend</b>
	(c) Vegetables, including mushrooms, fungi and seaweed 蔬菜, 包括菇、真菌及海藻	Importer	<b>Delete</b>
	(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	<b>Amend</b>
	(b) Sushi 壽司	Importer & Distributor	<b>Delete</b>
	(c) Ready-to-eat raw oysters 即食生蠔	Importer	

**Add**

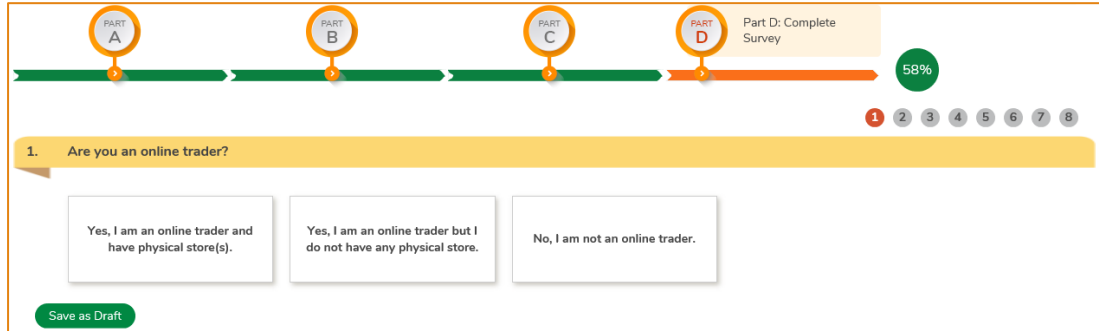
**Save as Draft**

**Preview Part C** **Proceed to Part D**

**[STEP 5] PART D: COMPLETE SURVEY**

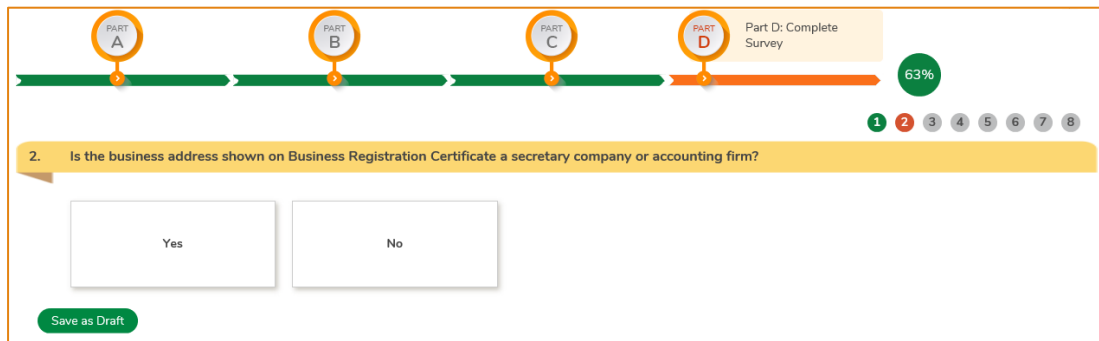
60. This part is a survey about the operation of your company comprising multiple-choice questions only. Select the appropriate answer of each question.

**Question 1**



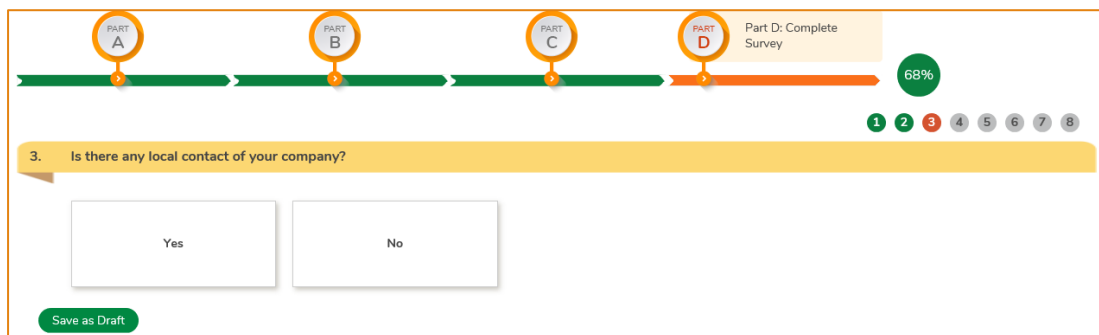
PART A PART B PART C PART D Part D: Complete Survey  
 58%  
 1 2 3 4 5 6 7 8  
**1. Are you an online trader?**  
 Yes, I am an online trader and have physical store(s).  
 Yes, I am an online trader but I do not have any physical store.  
 No, I am not an online trader.  
 Save as Draft

**Question 2**



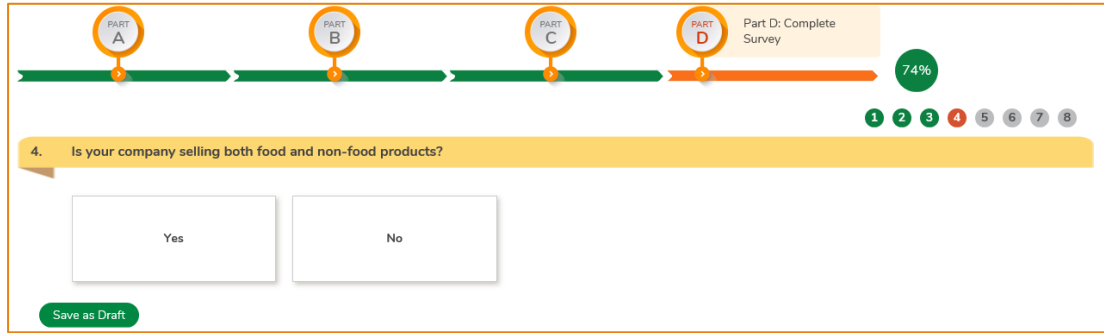
PART A PART B PART C PART D Part D: Complete Survey  
 63%  
 1 2 3 4 5 6 7 8  
**2. Is the business address shown on Business Registration Certificate a secretary company or accounting firm?**  
 Yes  
 No  
 Save as Draft

**Question 3**



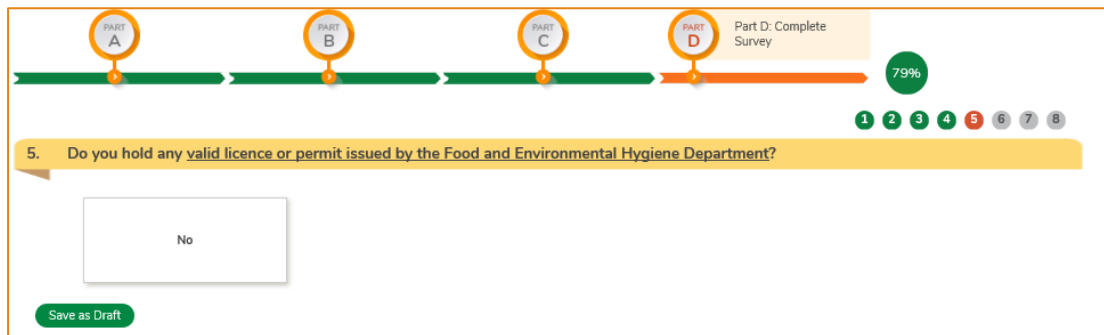
PART A PART B PART C PART D Part D: Complete Survey  
 68%  
 1 2 3 4 5 6 7 8  
**3. Is there any local contact of your company?**  
 Yes  
 No  
 Save as Draft

Question 4



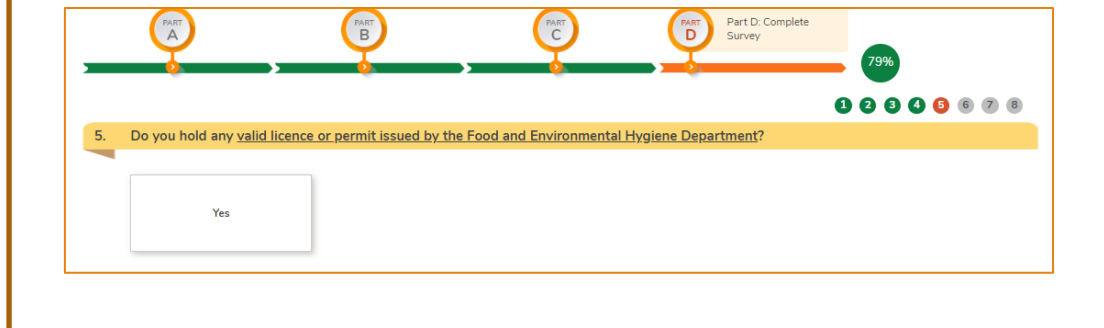
PART A PART B PART C PART D Part D: Complete Survey  
 74%  
 1 2 3 4 5 6 7 8  
 4. Is your company selling both food and non-food products?  
 Yes No  
 Save as Draft

Question 5



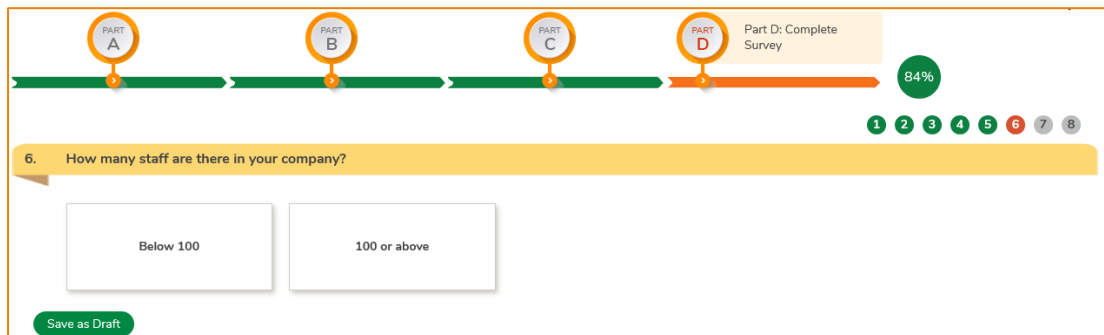
PART A PART B PART C PART D Part D: Complete Survey  
 79%  
 1 2 3 4 5 6 7 8  
 5. Do you hold any valid licence or permit issued by the Food and Environmental Hygiene Department?  
 No  
 Save as Draft

**Screen for Exempted Trader Registration**



PART A PART B PART C PART D Part D: Complete Survey  
 79%  
 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  
 84%  
 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

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

No food record keeping system      With food record keeping system      With food record keeping system and auditing

Save as Draft

Question 8

61. 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.

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

Yes      No

Save as Draft

Preview Part D      Preview and Submit Application

## [STEP 6] FINAL PREVIEW AND SUBMIT APPLICATION

62. Preview the application and carefully check the accuracy of the information provided.
63. 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?**

[Partnership](#)

**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 partner and Nominated Person*  
*An image of the authorisation letter for yourself which states clearly the due authorisation from the partnership*

[Yes](#)

**3. Please provide your business details.** Amend

i)	Name of Business / Corporation *		
	(In English)	<a href="#">XXX Trading Company</a>	(In Chinese) <a href="#">XXX貿易公司</a>
ii)	Business / Branch Name		
	(In English)	<a href="#">XXX Food Company</a>	(In Chinese) <a href="#">XXX食品公司</a>

### Screen for Exempted Trader Registration

Preview Part A ✕

Part A: Enter particulars of your business

---

**1. What is the status of your business?**

[Partnership](#)

---

**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 partner and Nominated Person*  
*An image of the authorisation letter for yourself which states clearly the due authorisation from the partnership*

[Yes](#)

---

**3. Please provide your business details.** Amend

i) Name of Business / Corporation \*

(In English)	<a href="#">XXX Trading Company</a>	(In Chinese)	<a href="#">XXX貿易公司</a>
--------------	-------------------------------------	--------------	-------------------------

ii) Business / Branch Name

(In English)	<a href="#">XXX Food Company</a>	(In Chinese)	<a href="#">XXX食品公司</a>
--------------	----------------------------------	--------------	-------------------------

64. 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 valid licence or permit issued by the Food and Environmental Hygiene Department?	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

65. 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

66. 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@fehhd.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](#)

67. 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

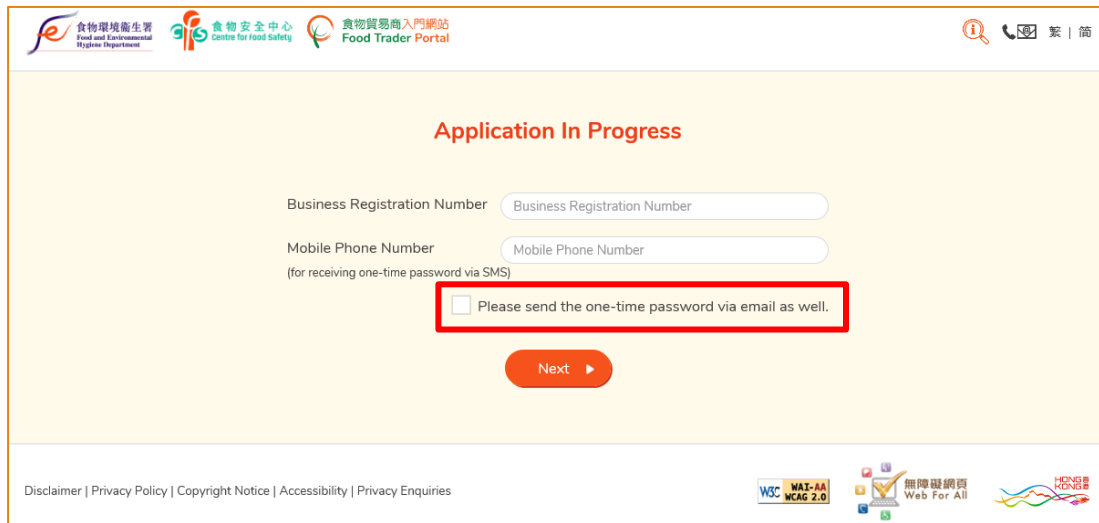
Food and Environmental Hygiene Department

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

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

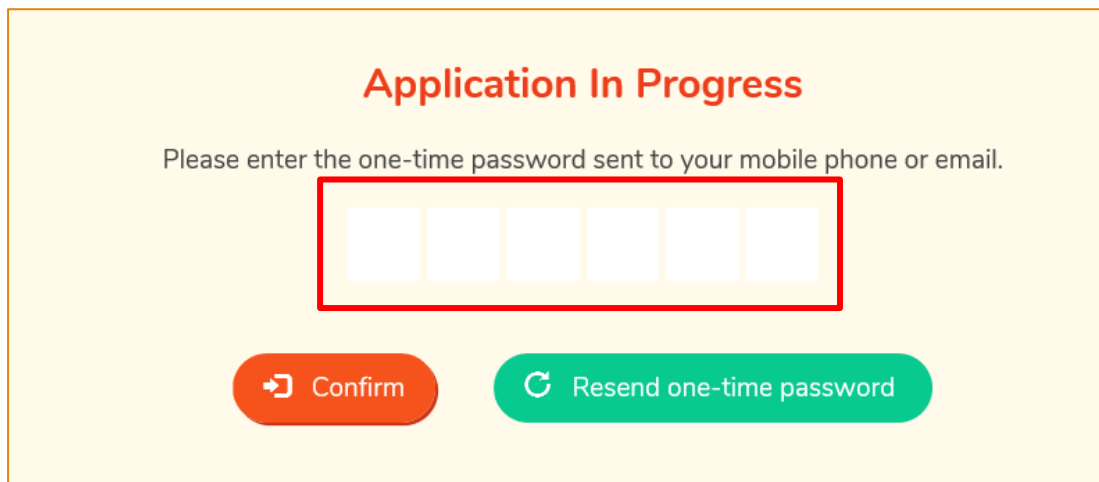
(Note: You will receive the one-time password via SMS on your mobile phone when you login to the system.)

69. 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.



The screenshot shows the 'Application In Progress' page. At the top, there are logos for the Food and Environmental Hygiene Department, the Centre for Food Safety, and the Food Trader Portal. The main content area has a yellow background with the title 'Application In Progress'. Below the title, there are two input fields: 'Business Registration Number' and 'Mobile Phone Number'. Below the 'Mobile Phone Number' field, there is a checkbox labeled 'Please send the one-time password via email as well.' which is highlighted with a red rectangular box. Below the checkbox is a 'Next' button with a right-pointing arrow. At the bottom of the page, there are several small logos and text including 'Disclaimer | Privacy Policy | Copyright Notice | Accessibility | Privacy Enquiries' and 'W3C WAI-AA MCAG 2.0'.

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



The screenshot shows the 'Application In Progress' page for password verification. The title 'Application In Progress' is at the top. Below it, the text 'Please enter the one-time password sent to your mobile phone or email.' is displayed. Underneath this text is a six-digit input field, which is highlighted with a red rectangular box. At the bottom of the page, there are two buttons: a red 'Confirm' button with a right-pointing arrow and a green 'Resend one-time password' button with a circular refresh icon.

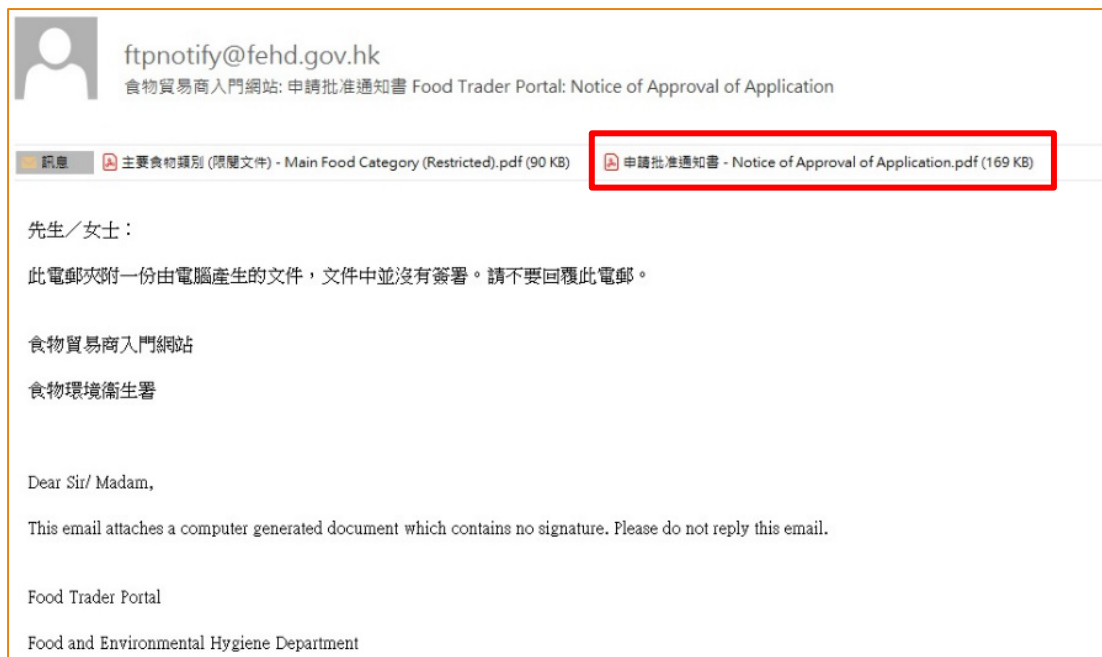
71. Click **View** button to view the submitted application or click **Withdraw** button to withdraw the application, if necessary.

Application In Progress			
Submission Date	Application No.	Status	
20XX-XX-XX 10:06	eTR-N-XX-XXXXXX	In progress	<a href="#">View</a> <a href="#">Withdraw</a>

### [STEP 7] MAKE PAYMENT

72. 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 80 for account activation.



ftptnotify@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

訊息 主要食物類別 (限閱文件) - 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

73. 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  
食物進口商/出口商  
食物進口商/分銷商登記及進口牌照辦事處  
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 email<sup>1</sup>, the above approval will be regarded as abandoned without further notice.

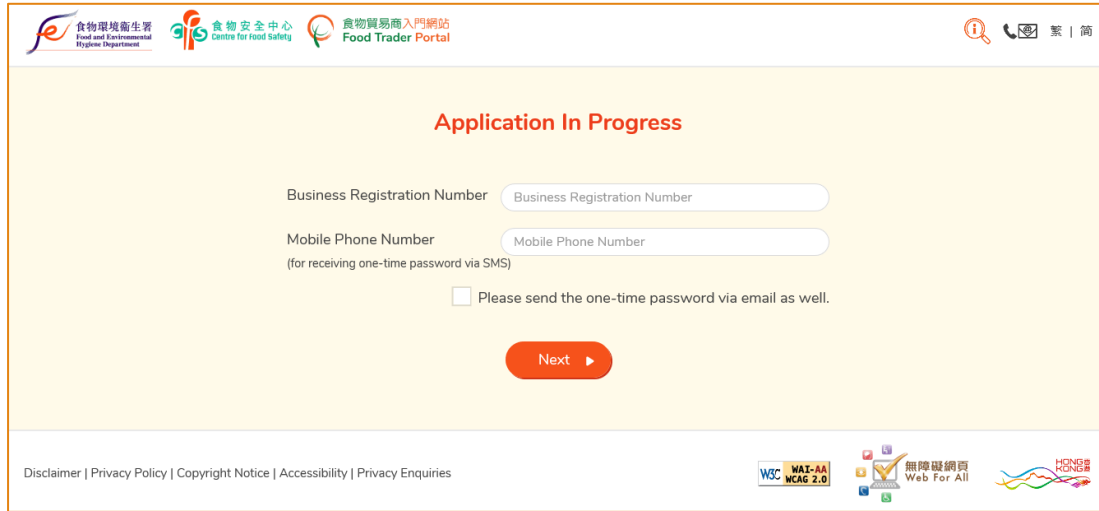
In case of enquiry, please call our hotline at 2156 3017 or 2156 3034. Please quote your application no. when making your enquiry.

Food and Environmental Hygiene Department

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

<sup>1</sup> 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.

74. 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)

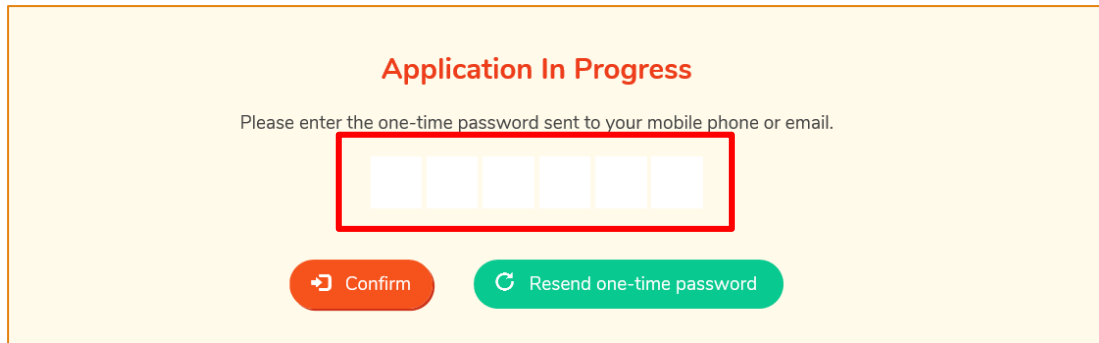
Please send the one-time password via email as well.

**Next** ▶

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

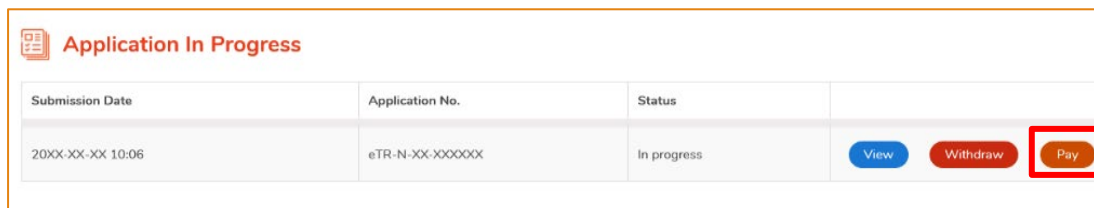


**Application In Progress**

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

➡ Confirm
🔄 Resend one-time password

76. 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	<span>View</span> <span>Withdraw</span> <span style="border: 2px solid red; padding: 2px;"><b>Pay</b></span>

77. 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

78. 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

X Cancel

Pay
▶

79. 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](mailto: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 8] ACCOUNT ACTIVATION

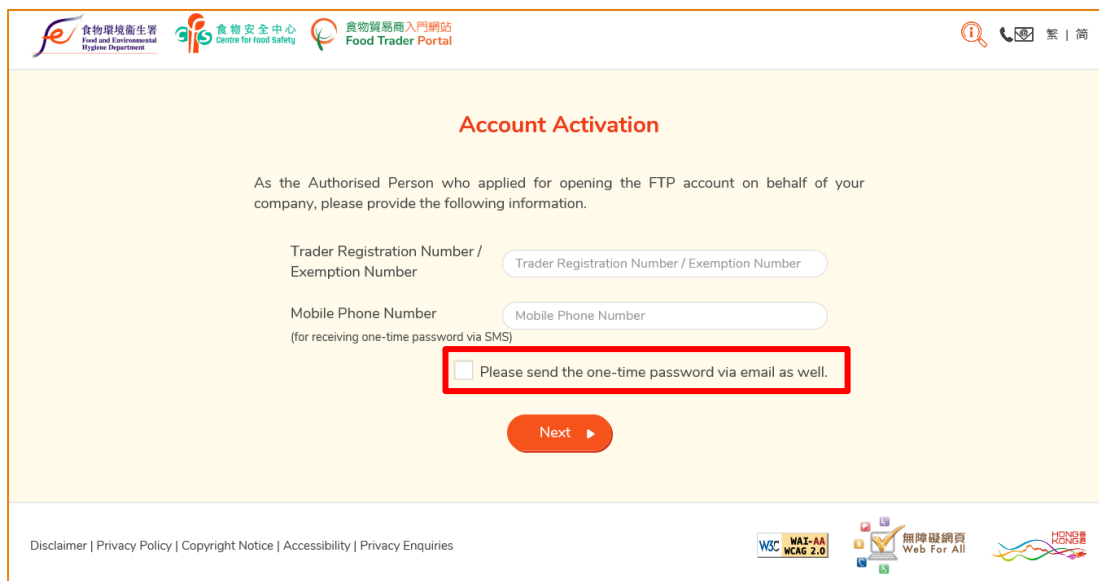
80. Each account user (AP and NPs) will receive an email notifying them to activate the account and set up a password. Click the link [here](#) provided in the Notice of Registration to activate the FTP user account.



81. 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.)

82. 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)

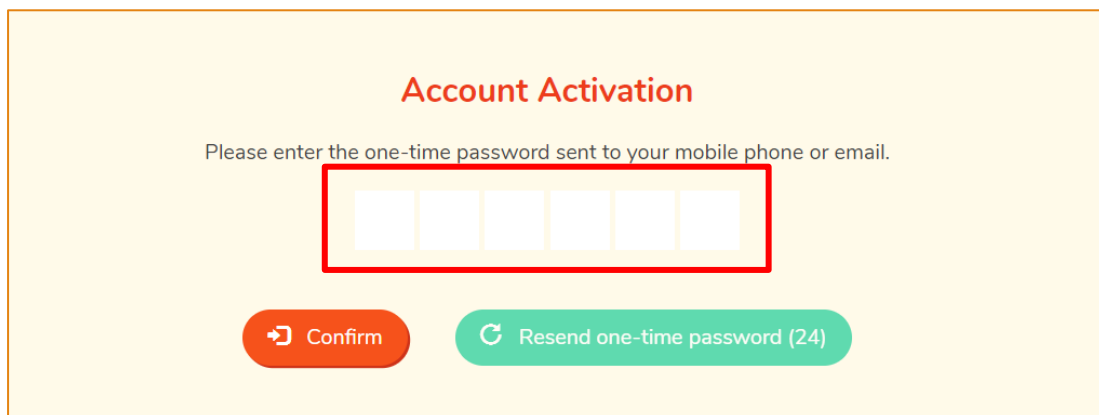
Please send the one-time password via email as well.

Next ▶

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W3C WAI-AA WCAG 2.0 | 無障礙網頁 Web For All | HONG KONG

83. 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)

84. 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 )


85. 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

86. 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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