

Training Manual

Trader Registration Maintenance

(Change of Information and Renewal of Registration)

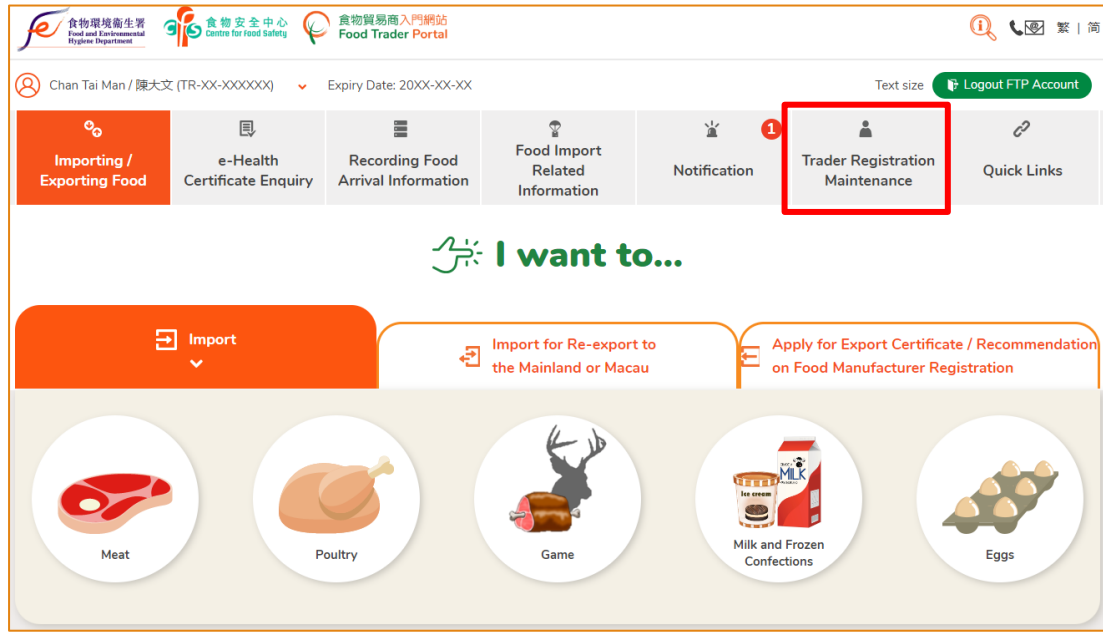
TABLE OF CONTENTS

CHANGE OF INFORMATION.....	2
RENEW REGISTRATION	14
CANCEL REGISTRATION	19

CHANGE OF INFORMATION

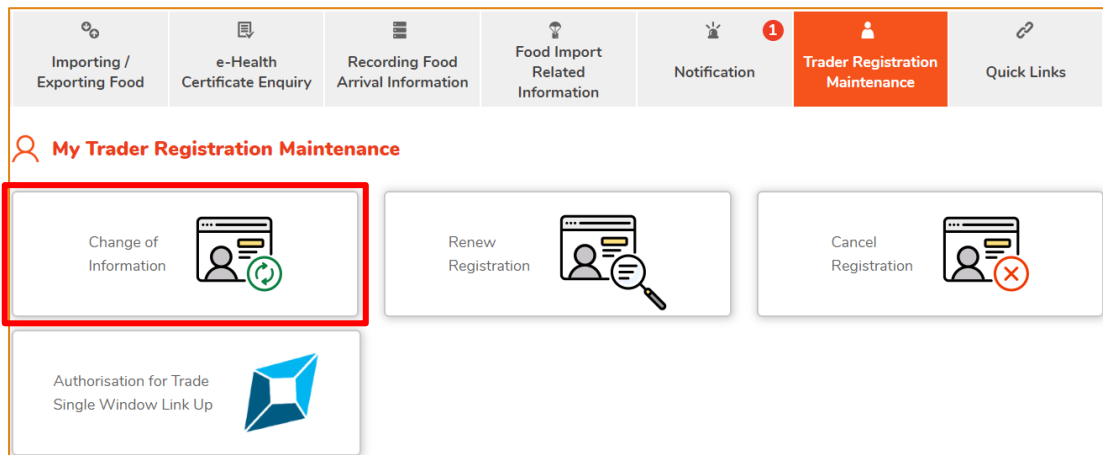
[STEP 1] GO TO FOOD TRADER PORTAL (FTP) TRADER REGISTRATION MAINTENANCE

1. Login to FTP homepage and click on **Trader Registration Maintenance**.

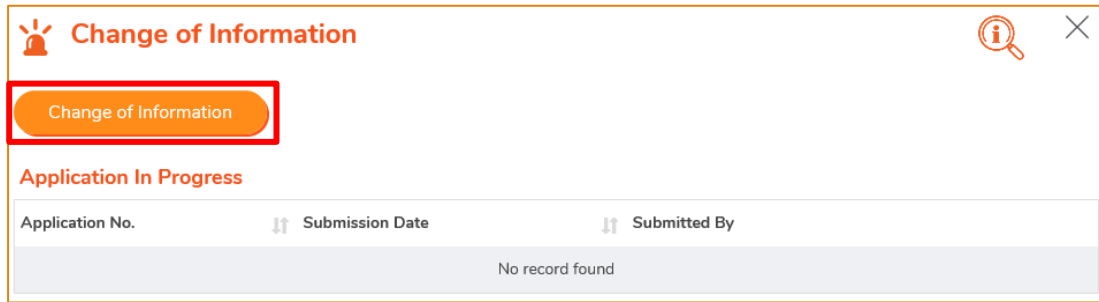


[STEP 2] SELECT CHANGE OF INFORMATION

2. Click on **Change of Information** under My Trader Registration Maintenance.



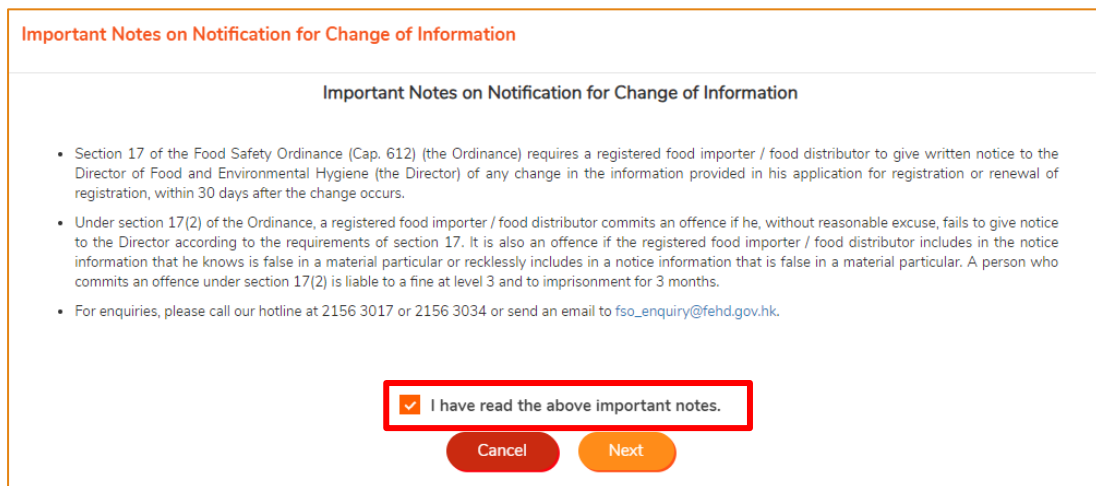
3. Press **Change of Information** button.



The screenshot shows a window titled "Change of Information" with a search icon and a close button. A red box highlights the "Change of Information" button. Below it is a section titled "Application In Progress" with a table. The table has columns for "Application No.", "Submission Date", and "Submitted By". The table is currently empty, displaying "No record found".

[STEP 3] IMPORTANT NOTES ON NOTIFICATION FOR CHANGE OF INFORMATION

4. Read the important notes on notification for change of information, tick the checkbox I have read the above important notes. Then press **Next**.

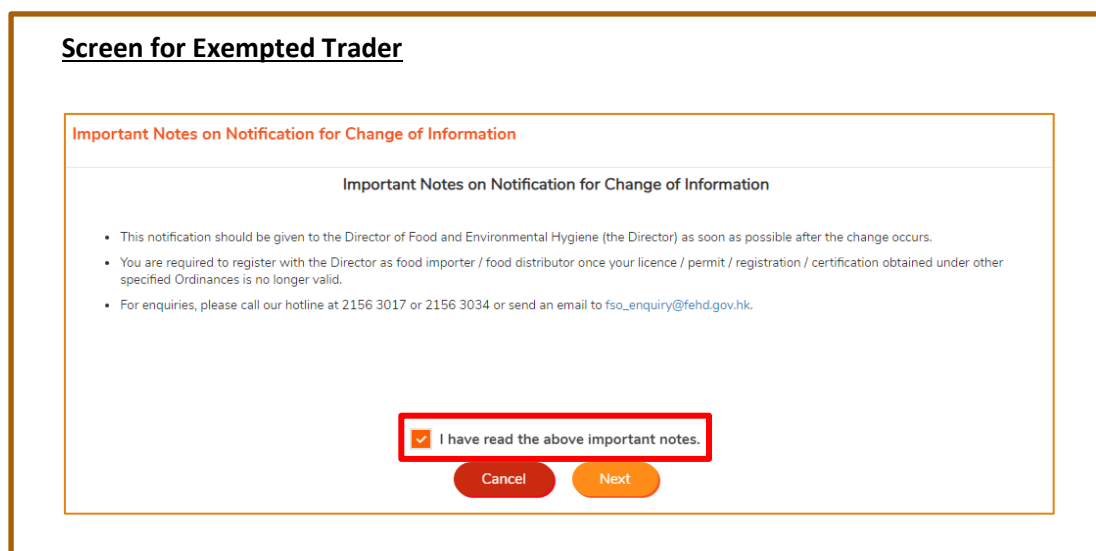


The screenshot shows a screen titled "Important Notes on Notification for Change of Information". It contains the following text:

Important Notes on Notification for Change of Information

- Section 17 of the Food Safety Ordinance (Cap. 612) (the Ordinance) requires a registered food importer / food distributor to give written notice to the Director of Food and Environmental Hygiene (the Director) of any change in the information provided in his application for registration or renewal of registration, within 30 days after the change occurs.
- Under section 17(2) of the Ordinance, a registered food importer / food distributor commits an offence if he, without reasonable excuse, fails to give notice to the Director according to the requirements of section 17. It is also an offence if the registered food importer / food distributor includes in the notice information that he knows is false in a material particular or recklessly includes in a notice information that is false in a material particular. A person who commits an offence under section 17(2) is liable to a fine at level 3 and to imprisonment for 3 months.
- For enquiries, please call our hotline at 2156 3017 or 2156 3034 or send an email to fso_enquiry@fehd.gov.hk.

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 screenshot shows a screen titled "Screen for Exempted Trader". It contains a section titled "Important Notes on Notification for Change of Information" with the following text:

Important Notes on Notification for Change of Information

- This notification should be given to the Director of Food and Environmental Hygiene (the Director) as soon as possible after the change occurs.
- You are required to register with the Director as food importer / food distributor once your licence / permit / registration / certification obtained under other specified Ordinances is no longer valid.
- For enquiries, please call our hotline at 2156 3017 or 2156 3034 or send an email to fso_enquiry@fehd.gov.hk.

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".

[STEP 4] CHANGE OF INFORMATION

5. **Change of Information** consists of three major parts:

- Part A is related to particulars of business
- Part B concerns the information of Authorised Person (AP) and Nominated Person (NP)
- Part C is about food type information

For example, if you want to change the correspondence address of your company in Part A, simply press **Amend** at the section on correspondence address.

Change of Information ✕

PART A Part A: Particulars of your business

PART B

PART C

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

Information cannot be modified.

Important Note(s): Deletion of Authorised Person and / or Nominated Person will take effect in about 15 minutes after submission.

Next

Business Status	Body Corporate		
Trader Registration Number	TR-XX-XXXXXX		
(1) Name of Business / Corporation or Business / Branch Name Amend			
Name of Business / Corporation			
(In English)	XXX Trading Limited	(In Chinese)	XXX貿易有限公司
Business / Branch Name			
(In English)	XXX Food Limited	(In Chinese)	XXX食品有限公司
(2) Registered Office Address Amend			
Registered Office Address (In English)	88/F, No.167 Queen Road East, Wan Chai, Hong Kong		
Registered Office Address (In Chinese)	香港灣仔皇后大道東167號88樓		
(3) Correspondence Address (Accept Hong Kong address only) Amend			
Correspondence Address (In English)	88/F, No.167 Queen Road East, Wan Chai, Hong Kong		
Correspondence Address (In Chinese)	香港灣仔皇后大道東167號88樓		
(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only) Amend			
Telephone Number (Primary)	234567XX	Telephone Number (Secondary)	
Email Address (Primary)	ftp1234@cfs.tr	Email Address (Secondary)	
Fax Number	23456XXX		

✕ Cancel
Next

Screen for Exempted Trader

Change of Information



Information cannot be modified.

Important Note(s): Deletion of Authorised Person and / or Nominated Person will take effect in about 15 minutes after submission.

Next

Business Status Body Corporate

Trader Exemption Number TR-XX-XXXXXX

(1) Name of Business / Corporation or Business / Branch Name

Amend

Name of Business / Corporation

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

Business / Branch Name

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

(2) Registered Office Address

Amend

Registered Office Address (In English) 88/F, No.167 Queen Road East, Wan Chai, Hong Kong

Registered Office Address (In Chinese) 香港灣仔皇后大道東167號88樓

(3) Correspondence Address (Accept Hong Kong address only)

Amend

Correspondence Address (In English) 88/F, No.167 Queen Road East, Wan Chai, Hong Kong

Correspondence Address (In Chinese) 香港灣仔皇后大道東167號88樓

(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only)

Amend

Telephone Number (Primary) 234567XX Telephone Number (Secondary)

Email Address (Primary) ftp1234@cfst.r Email Address (Secondary)

Fax Number 23456XXX

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

Amend

Statement of Consent No

Cancel

Next

6. Input your new Correspondence Address, select the effective date.

Change of Information ✕

(3) Correspondence Address (Accept Hong Kong address only) Amend

Correspondence Address (In English)	88/F, No.167 Queen Road East, Wan Chai, Hong Kong		
Correspondence Address (In Chinese)	香港灣仔皇后大道東167號88樓		

Amend as follows.

Same as the registered office address

Correspondence Address (In English)			
Correspondence Address (In Chinese)			
Effective Date (YYYY-MM-DD)	202X-01-01		

Undo

(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only) Amend

Telephone Number (Primary)	234567XX	Telephone Number (Secondary)	
Email Address (Primary)	ftp1234@cfs.tr	Email Address (Secondary)	
Fax Number	23456XXX		

✕ Cancel
Next

Screen for Exempted Trader

Change of Information

(3) Correspondence Address (Accept Hong Kong address only) Amend

Correspondence Address (In English)	88/F, No.167 Queen Road East, Wan Chai, Hong Kong		
Correspondence Address (In Chinese)	香港灣仔皇后大道東167號88樓		
Amend as follows.			
Same as the registered office address	<input type="checkbox"/>		
Correspondence Address (In English)	<input type="text"/>		
Correspondence Address (In Chinese)	<input type="text"/>		
Effective Date (YYYY-MM-DD)	<input type="text" value="202X-01-01"/>		

Undo

(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only) Amend

Telephone Number (Primary)	234567XX	Telephone Number (Secondary)	<input type="text"/>
Email Address (Primary)	ftp1234@cfs.tr	Email Address (Secondary)	<input type="text"/>
Fax Number	23456XXX		

(5) Statement of Consent (Publishing Exempted Trader's Information) Amend

Statement of Consent	No
----------------------	----

✕ Cancel
Next

7. If you are not Exempted Trader, please press **Next** to Part B.

For Exempted Trader, if you wish to change the status of Statement of Consent (Publishing Exempted Trader's information) from **No** to **Yes**, please follow step in Point 8, else press **Next** to Part B.

8. Press **Amend** at the section on Statement of Consent (Publishing Exempted Trader's information).

Screen for Exempted Trader

Change of Information

PART A

Part A: Particulars of your business

PART B

PART C

Information cannot be modified.

Important Note(s): Deletion of Authorised Person and / or Nominated Person will take effect in about 15 minutes after submission.

Next

Business Status				Body Corporate			
Trader Exemption Number				TR-XX-XXXXXX			
(1) Name of Business / Corporation or Business / Branch Name Amend							
Name of Business / Corporation							
(In English)		XXX Trading Limited		(In Chinese)		XXX貿易有限公司	
Business / Branch Name							
(In English)		XXX Food Limited		(In Chinese)		XXX食品有限公司	
(2) Registered Office Address Amend							
Registered Office Address (In English)		88/F, No.167 Queen Road East, Wan Chai, Hong Kong					
Registered Office Address (In Chinese)		香港灣仔皇后大道東167號88樓					
(3) Correspondence Address (Accept Hong Kong address only) Amend							
Correspondence Address (In English)		88/F, No.167 Queen Road East, Wan Chai, Hong Kong					
Correspondence Address (In Chinese)		香港灣仔皇后大道東167號88樓					
(4) Telephone Number / Email Address / Fax Number (Accept Hong Kong telephone number only) Amend							
Telephone Number (Primary)		234567XX		Telephone Number (Secondary)			
Email Address (Primary)		ftp1234@cfs.tr		Email Address (Secondary)			
Fax Number		23456XXX					
(5) Statement of Consent (Publishing Exempted Trader's Information) Amend							
Statement of Consent		No					

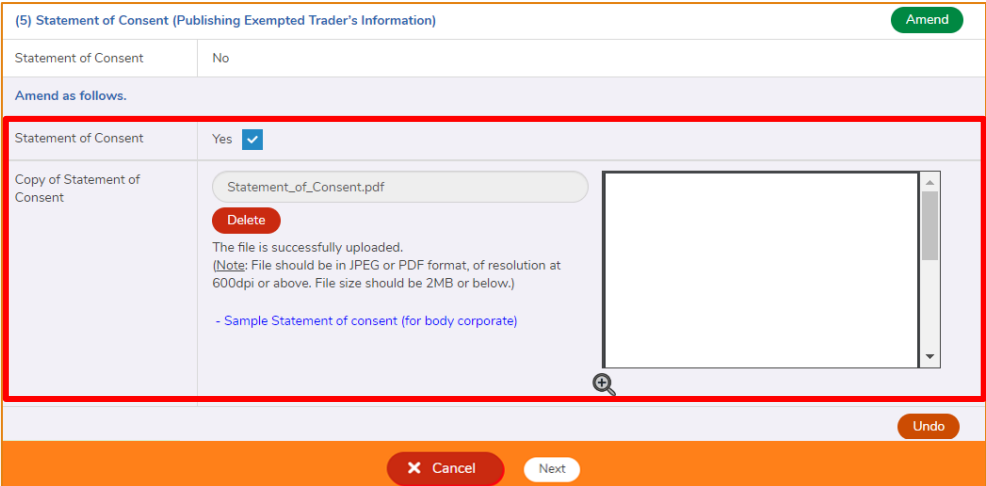
Amend
X Cancel
Next

- 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, including the business name, exemption number, business address, telephone number, main food category and food classification, on the CFS website for public inspection, tick the checkbox **Yes**.

Account with the business status of “Body Corporate” or “Partnership” are required to upload a copy of Statement of Consent. While it is not necessary for account with the business status of “Individual”. You may download the sample Statement of Consent for reference.

Then press **Next** to Part B.

Screen for Exempted Trader - Body Corporate / Partnership



(5) Statement of Consent (Publishing Exempted Trader's Information) Amend

Statement of Consent	No
----------------------	----

Amend as follows.

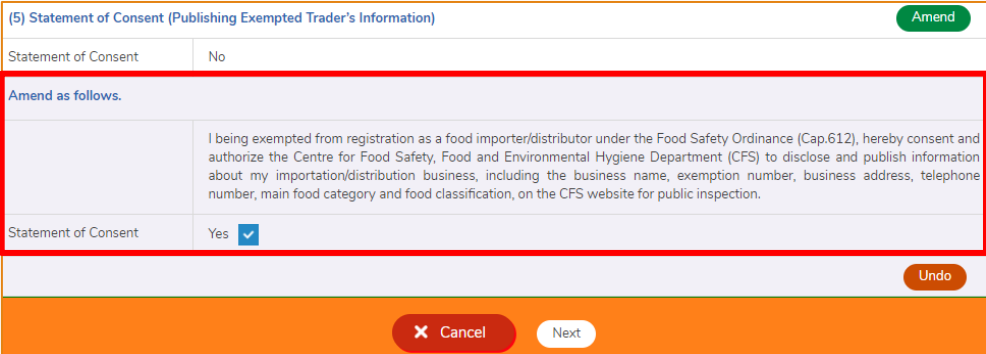
Statement of Consent	Yes <input checked="" type="checkbox"/>
----------------------	---

Copy of Statement of Consent	<div style="border: 1px solid #ccc; padding: 5px;">Statement_of_Consent.pdf</div> <div style="text-align: center; margin-top: 5px;">Delete</div> <p>The file is successfully uploaded. <small>(Note: File should be in JPEG or PDF format, of resolution at 600dpi or above. File size should be 2MB or below.)</small></p> <p>- Sample Statement of consent (for body corporate)</p>
------------------------------	---

Undo

X Cancel
Next

Screen for Exempted Trader - Individual



(5) Statement of Consent (Publishing Exempted Trader's Information) Amend

Statement of Consent	No
----------------------	----

Amend as follows.

	<p>I being exempted from registration as a food importer/distributor under the Food Safety Ordinance (Cap.612), hereby consent and authorize the Centre for Food Safety, Food and Environmental Hygiene Department (CFS) to disclose and publish information about my importation/distribution business, including the business name, exemption number, business address, telephone number, main food category and food classification, on the CFS website for public inspection.</p>
--	---

Statement of Consent	Yes <input checked="" type="checkbox"/>
----------------------	---

Undo

X Cancel
Next

10. In Part B, if you want to change the information on an AP or NP, including adding, deleting or amending the information, press the corresponding buttons to make the amendments. Otherwise, press **Next** to Part C.

PART A

PART B
Part B: Authorised Person and Nominated Person

PART C

Important Note(s): Deletion of Authorised Person and / or Nominated Person will take effect in about 15 minutes after submission.

Back Next

Add Authorised Person
Add Nominated Person

Item No.	Action	Authorised Person	Proof of Identity	Mobile Phone No.	Responsibility	
1		Chan, Tai Man 陳大文 <input checked="" type="checkbox"/> Emergency Contact	HONG KONG IDENTITY CARD A123*****	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

Item No.	Action	Nominated Person	Proof of Identity	Mobile Phone No.	Responsibility	
1		Chan, Siu Ming 陳小明 <input checked="" type="checkbox"/> Emergency Contact	HONG KONG IDENTITY CARD B123*****	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

Cancel Back Next

11. You can make change to information on food category and food classification.
Otherwise, press **Next**.

Change of Information

PART A

PART B

PART C
Part C: Food Type

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

Important Note(s): Deletion of Authorised Person and / or Nominated Person will take effect in about 15 minutes after submission.

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.

Back Next

Add Food Classification

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)	(b) Pasta, noodles 麵食製品、麵條	Importer	Amend
	(d) Breakfast cereal and other cereal products 早餐穀類食品及其他穀類製品	Importer	Delete
2. Fruit and vegetables (other than snack food, juices and Chinese herbs) 水果及蔬菜(小食食品、果汁或蔬菜汁及中草藥除外)	(a) Fruit 水果	Importer & Distributor	Amend
	(b) Fruit products 水果製品	Importer & Distributor	Delete
	(c) Vegetables, including mushrooms, fungi and seaweed 蔬菜，包括菇、真菌及海藻	Importer & Distributor	

✕ Cancel
Back
Next

Screen for Exempted Trader

Change of Information

PART A

PART B

PART C
Part C: Food Type

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

Important Note(s): Deletion of Authorised Person and / or Nominated Person will take effect in about 15 minutes after submission.

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.

Back Next

Add Food Classification

Main Food Category	Food Classification	Business Status	
5. Meat and meat products, (other than snack food and sashimi) 肉及肉製品(小食食品及刺身除外)	(d) Processed game products 經處理野味製品	Importer & Distributor	Amend
			Delete

✕ Cancel
Back
Next

[STEP 5] DECLARATION

12. Complete the declaration part and press **Confirm and Submit**.

Declaration ✕

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


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

Date of Application: 20XX-XX-XX

Confirm and Submit **✕ Close**

[STEP 6] ACKNOWLEDGEMENT

13. Upon submission, you will receive an application number. If you have any enquiries or need to contact our staff, please provide this application number to help us follow up your case.

 **Acknowledgement**

Application No.	eTR-A-XX-XXXXXX
Application Date	20XX-XX-XX XX:XX:XX

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.)

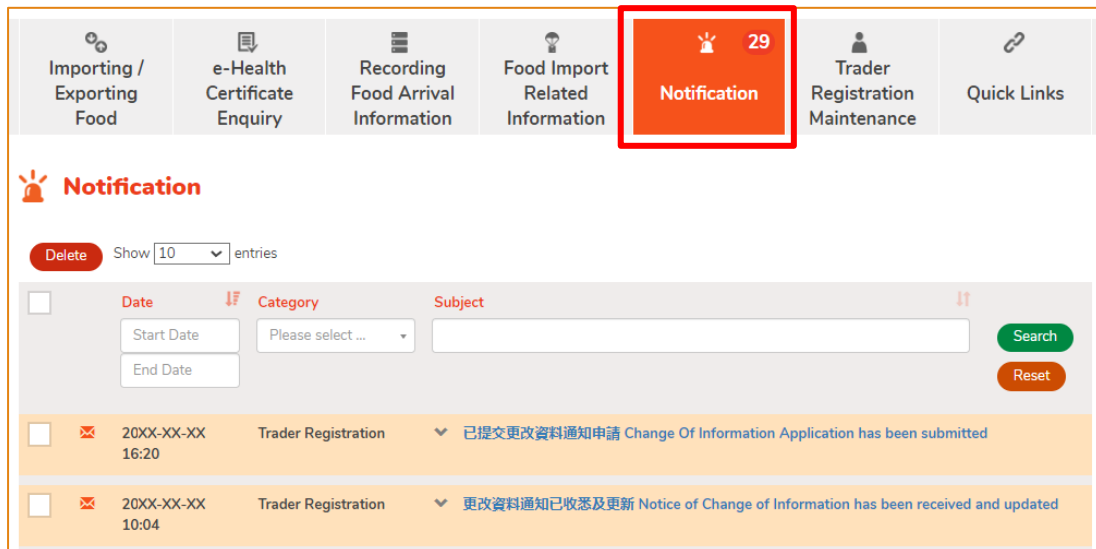
Print **✕ Close**

[STEP 7] COMPLETION AND NOTIFICATION

14. The system will send a notice to your registered email address after your request for change of information has been processed.



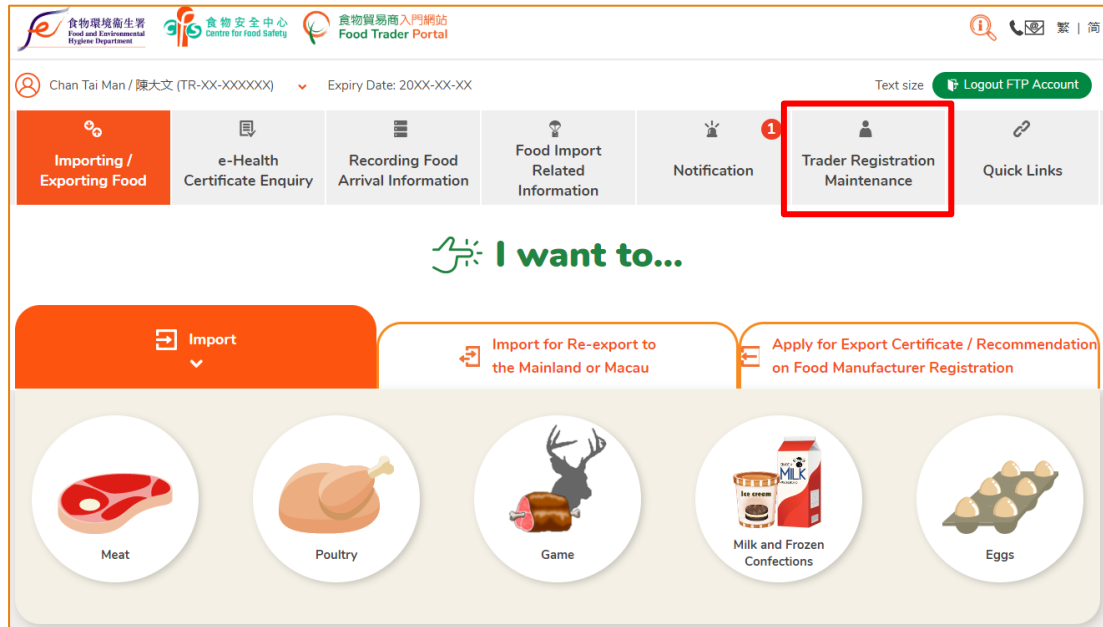
15. You can also browse the notices under **Notification**.



RENEW REGISTRATION

[STEP 1] LOGIN TO FTP TRADER REGISTRATION MAINTENANCE

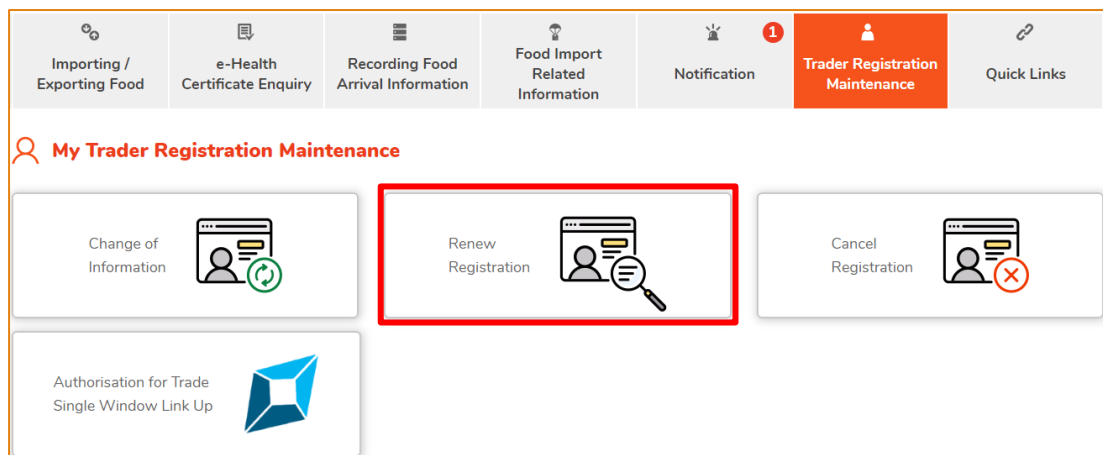
1. Login to FTP and click on **Trader Registration Maintenance**.



The screenshot shows the Food Trader Portal homepage. At the top, there are logos for the Food and Environmental Hygiene Department, Centre for Food Safety, and Food Trader Portal. Below the logos, the user's name 'Chan Tai Man / 陳大文 (TR-XX-XXXXXX)' and 'Expiry Date: 20XX-XX-XX' are displayed. A 'Logout FTP Account' button is visible in the top right. The main navigation menu includes 'Importing / Exporting Food', 'e-Health Certificate Enquiry', 'Recording Food Arrival Information', 'Food Import Related Information', 'Notification', 'Trader Registration Maintenance' (highlighted with a red box), and 'Quick Links'. Below the navigation menu, there is a section titled 'I want to...' with three main categories: 'Import', 'Import for Re-export to the Mainland or Macau', and 'Apply for Export Certificate / Recommendation on Food Manufacturer Registration'. Under the 'Import' category, there are five sub-categories: 'Meat', 'Poultry', 'Game', 'Milk and Frozen Confections', and 'Eggs', each with a corresponding icon.

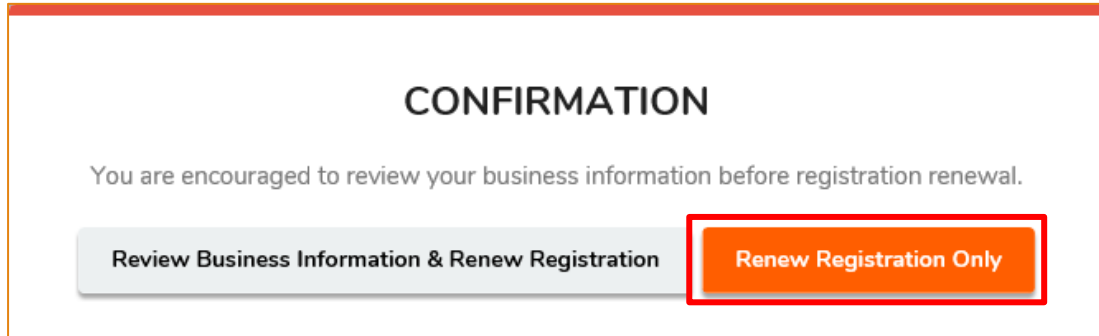
[STEP 2] SELECT RENEW REGISTRATION

2. Click on **Renew Registration** under My Trader Registration Maintenance.

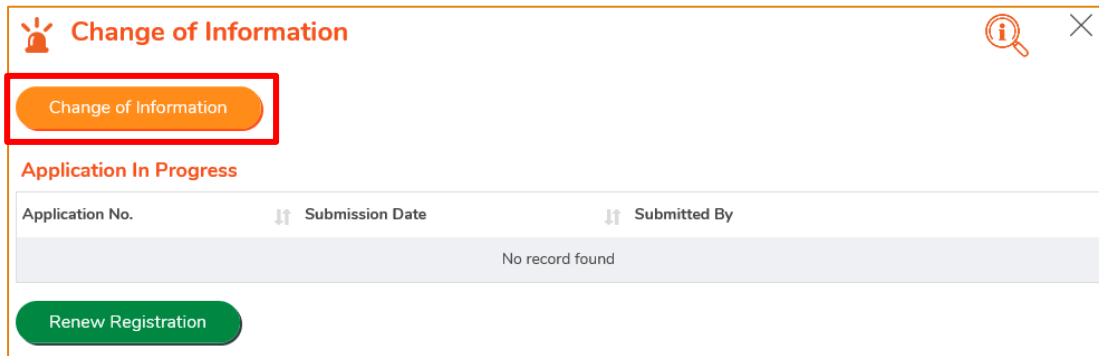


The screenshot shows the 'My Trader Registration Maintenance' page. The 'Trader Registration Maintenance' menu item is highlighted in the top navigation bar. Below the navigation bar, there is a section titled 'My Trader Registration Maintenance' with a search icon. Under this section, there are three main options: 'Change of Information', 'Renew Registration' (highlighted with a red box), and 'Cancel Registration'. Each option has a corresponding icon. Below these options, there is a section for 'Authorisation for Trade Single Window Link Up' with a blue cube icon.

3. You are advised to take the opportunity of renewing registration to review your business information to see if any updating is required. If no updating of business information is required, please press **Renew Registration Only** button. In case you need to change information, please refer to “Change of Information” of this user manual and follow the instructions.



(Note: You can also review and update your business information during renewal of registration.)



[STEP 3] IMPORTANT NOTES FOR RENEWAL OF TRADER REGISTRATION

4. Read the Important Notes, tick the checkbox **I have read the above important notes** and then press **Next**.

Important Notes for Renewal of Trader Registration ✕

II. Operation of the Food Trader Portal (FTP)

If you choose to apply for renewal of registration through the FTP, you are deemed to agree that in future, you are going to update your registration information and apply for renewal of registration through the FTP but not by paper mode.

- Being the person to lodge this application for renewal of trader registration, you are deemed to have been duly authorised by the body corporate to do so on its behalf. You will be referred to as the "Authorised Person" in the FTP, who is responsible for the maintenance of trader registration information and the online user account(s) in the FTP, and can perform a wide range of functions as well.
- Being the Authorised Person, you may further delegate some of the responsibilities to other person(s), who are referred to as "Nominated Person(s)". Details of the rights of Authorised Person and Nominated Person are summarised below:

Functions:	No. of person	Authorised Person(s) (AP)	Nominated Person(s) (NP)
		At least ONE, suggest multiple	Allow multiple but not mandatory
◇ New trader registration, renewal and update of business information under the Food Safety Ordinance (Cap.612)		✓	✗
◇ Create FTP user account(s)		✓	✗
◇ Delegate responsibilities to NP		✓ — Default	✗
◇ Import licence application		✓	✓
◇ Import permission application		✓	✓
◇ Record food arrival information		✓	✓
◇ Application for Health Certificate for Foods of Animal Origin		✓	✓
◇ Application for Food Inspection Certificate		✓	✓
◇ Application for Recommendation on Food Manufacturer Registration		✓	✓
◇ Authorise the Trade Single Window Link Up		✓ — Optional	✓

- Please be reminded that there could be changes on functions of the FTP in future. Food traders may not be informed of such changes separately. They should check the prevailing functions of the FTP from time to time. Should they find a particular Authorised Person no longer suitable for operating the new function(s), they should consider revoking the appointment of that Authorised Person through the FTP.
- More Authorised Person(s) and / or Nominated Person(s) can be added at any time after the renewal of trader registration.
- Food traders should review the appointment of Authorised Person(s) and Nominated Person(s) regularly. In case of staff change, please add or delete the appointments immediately through the FTP.
- For enquiries, please call our hotline at 2156 3017 or 2156 3034 or send an email to fso_enquiry@fehd.gov.hk.

I have read the above important notes.

Cancel
Next

[STEP 4] DECLARATION

5. Complete the declaration part and press **Confirm and Submit**.

Declaration ✕


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

- I am duly authorised to make this application on behalf of the business under this application for renewal of registration as food importer & distributor.
- I confirm that the particulars previously provided to the Director of Food and Environmental Hygiene (the Director) for registration as a food importer / distributor remain unchanged and are true and correct, or have been changed recently within a period of not more than 30 days.
- I understand that according to the law, I need to notify the Director of any changes to the particulars within 30 days after the change occurred.
- 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
✕ Close

[STEP 5] SELECT PAYMENT METHOD

- Choose your payment method. If you select payment by Demand Note, our staff will process your request and send the Demand Note to you. Other than Demand Note, you can also select Online Payment.

 **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-R-19-000XXX
------------------	-----------------

Please choose a payment method.


Demand Note
(By Post)

Online Payment

[Schedule of temporary suspension of different banks' online payment services](#)





[STEP 6] ONLINE PAYMENT

- If you select online payment, please choose one of the payment methods below and click **Pay**.

 **Select a Payment Method**
✕

Merchant Name:	FEHD - Trader Registration
Type:	Trader Registration Renewal
Application No.:	eTR-R-19-000XXX
Transaction Reference No.:	20191205160XXXXXX
Payment Amount:	HK\$ 180.00

Please choose a payment method

✕ Cancel

Pay ▶

[STEP 7] SUCCESSFUL PAYMENT

- Once completion of payment, you will receive an acknowledgement and a Transaction Reference Number for record.

Acknowledgement ✕

Transaction Reference No.:	20XX1205160XXXXXX
Transaction Date & Time:	20XX-XX-XX 16:05:36
Payment Amount:	HK\$ 180.00
Payment Method:	Mastercard

Successful Payment

For any enquiries, please contact:

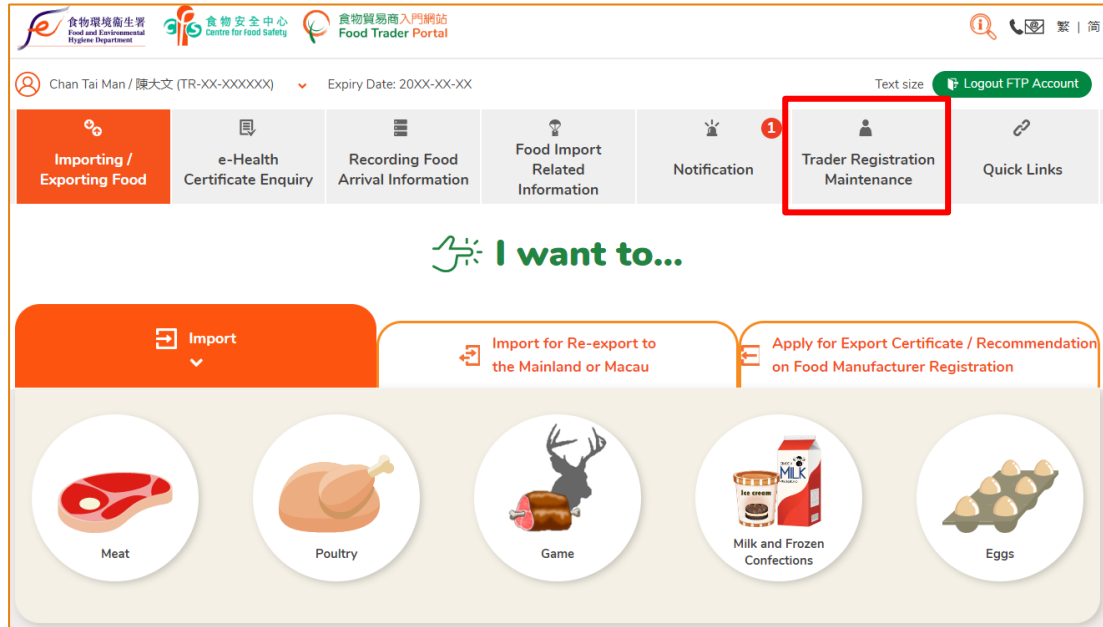
Food Importer / Distributor Registration and Import Licensing Office
Centre for Food Safety, Food and Environmental Hygiene Department
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong
Tel. No. : 2156 3017 / 2156 3034
Email: fso_enquiry@fehd.gov.hk
(Office hours: Monday to Friday 9:00 a.m. to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

[Print](#) [✕ Close](#)

CANCEL REGISTRATION

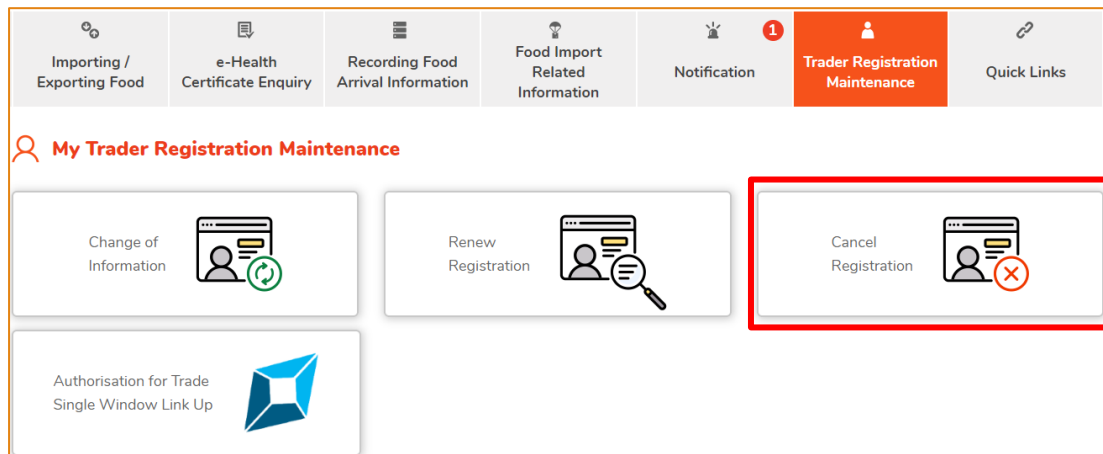
[STEP 1] LOGIN TO FTP TRADER REGISTRATION MAINTENANCE

1. Login to FTP and click on **Trader Registration Maintenance**.



[STEP 2] SELECT CANCEL REGISTRATION

2. Click on **Cancel Registration** under My Trader Registration Maintenance.



[STEP 3] REASON OF CANCELLATION AND DECLARATION

3. Provide the reason of cancellation and complete the declaration part, and then press **Confirm and Submit**.

Cancel Registration

Cancel Registration

Reasons of Cancellation

- Deregistration of the company
- Company is dissolved
- Bankruptcy
- Others

Declaration

I, Chan, Tai Man / 陳大文, HONG KONG IDENTITY CARD NO. A123XXX(X), hereby declare that:

- I am duly authorised to make this notification on behalf of the business.
- I fully understand the "Personal Information Collection Statement".
- The information provided under this notification is, to the best of my knowledge and belief, true and complete.
- I fully understand that all import permission and import licences issued by Food and Environmental Hygiene Department under the above registration will be invalid once the above registration was cancelled.

Date of Application: 202X-XX-XX

Confirm and Submit **Cancel**

[STEP 4] CONFIRMATION OF CANCELLATION

4. Confirm the cancellation of Trader Registration.

CONFIRMATION

Please note that your request for cancellation of your trader registration will take **immediate** effect.

Are you sure to cancel your Trader Registration?

YES **NO**

- Once you have clicked **YES** to confirm the cancellation, all the FTP user account function under this Trader Registration Number (TRN) will be terminated immediately. You still can login to FTP in a read-only mode.

