

申請《動物製食品衛生證書》
Application for the “Health Certificate for Foods of Animal Origin”

填寫本申請表前，請先細閱〈注意事項〉
Please read <Notes for Attention> before filling in this application form

甲部 Part A 申請人（出口商）資料 Particulars of the Applicant (Exporter)

- (1) 公司名稱 : _____
Company Name
- (2) 食物進口商和食物分銷商登記制度下的食 : _____
物商登記號碼／獲豁免號碼*
Trader Registration No./Exemption No. under
the Registration Scheme for Food Importers
and Food Distributors*
- (3) 商業登記號碼 : _____
Business Registration No.
- (4) 通訊地址 : _____
Correspondence Address

- (5) 聯絡人姓名 : _____
Name of the Contact Person
- (6) 電話號碼 : _____
Tel. No.
- (7) 傳真號碼 : _____
Fax No.
- (8) 電郵地址 : _____
Email Address

乙部 Part B 持牌食物製造廠資料 Particulars of the Licensed Food Factory

請細閱〈注意事項〉第 16 項。 Please read item 16 of the <Notes for Attention>.

食物製造廠 Food Factory (1)

- (1) 持牌人名稱 : _____
Name of the Licensee
- (2) 食物製造廠名稱 : _____
Name of the Food Factory
- (3) 牌照號碼 : _____
Licence No.
- (4) 處所地址 : _____
Address of the Premises

* 請刪去不適用者。 Please delete where appropriate.

食物製造廠 Food Factory (2)

- (1) 持牌人名稱 : _____
Name of the Licensee
- (2) 食物製造廠名稱 : _____
Name of the Food Factory
- (3) 牌照號碼 : _____
Licence No.
- (4) 處所地址 : _____
Address of the Premises

(如果以上空位不足，請另夾附紙張填寫資料。)
(If the above space is insufficient, please attach additional sheet(s) for furnishing the information.)

丙部 Part C 食品資料 Food Product Information

- (1) 食品說明 : _____
Description of the Food Product
- (2) 品牌名稱 : _____
Brand Name
- (3) 食品溫度 : ☐ 環境溫度 ☐ 冷凍 ☐ 冷藏
Temperature of the Food Product Ambient Chilled Frozen
Temperature
- (4) 總價值（美元） : _____
Total Value (US \$)
- (5) 寄運標記 : _____
Shipping Mark
- (6) 儲存期限 : _____
Storage Life

☐ 請在適當方格內填上「✓」號。Please tick the appropriate box.

項目編號 Item No.	批次編號 Lot No.	生產日期 Production Date	產品名稱 Name of the Food Product	產品內的動物成份 Ingredient(s) of Animal Origin in the Products			包裝數目 Number of Packages	包裝詳情 Description of the Package	淨重量 (公斤) Net Weight (kg)
				動物成份名稱 Name of the Ingredient(s) of Animal Origin	動物的科學名稱 Scientific Name(s) of Animals	原產國家／地區 Country/ Place of Origin			

(如果以上空位不足，請另夾附紙張填寫資料。)
(If the above space is insufficient, please attach additional sheet(s) for furnishing the information.)

丁部 Part D 生產詳情 Production Details

- (1) 開始生產日期 : _____
Date of Commencement of Production
- (2) 所有生產日期 : _____
All Production Dates
- (3) 完成生產日期 : _____
Date of Completion of Production
- (4) 生產程序中的任何特別要求 : _____
Declaration of any Important Aspects of the Production Process

戊部 Part E 付運詳情 Shipment Details

- (1) 目的地港口及國家 : _____
Destination Port and Country
- (2) 運輸途徑 Means of Transport : _____
- ☐ 空運 By Air
- a. 航班編號 : _____
Flight No.
- b. 空運主提單編號 : _____
Master Air Waybill No.
- c. 空運副提單編號 : _____
House Air Waybill No.
- ☐ 海運 By Sea
- a. 貨船名稱 : _____
Vessel Name
- b. 貨箱編號 : _____
Container No.
- c. 封條編號 : _____
Seal No.
- ☐ 陸路 By Land
- a. 香港車輛登記號碼 : _____
Hong Kong Vehicle Registration Mark
- b. 中國內地車輛登記號碼 : _____
Chinese Mainland Vehicle Registration Mark
- c. 貨箱編號 : _____
Container No.
- d. 封條編號 : _____
Seal No.
- (3) 裝運日期 Date of Loading : _____
- (4) 貨運日期 Date of Shipment : _____
- (5) 付貨人的姓名及地址 : _____
Name and Address of the Consignor

- (6) 收貨人的姓名及地址 : _____
Name and Address of the Consignee

☐ 請在適當方格內填上「✓」號。Please tick the appropriate box.

己部 Part F 獸醫衛生規定 Veterinary Health Requirement(s)

- (1) 進口國家／地區就此申請的獸醫衛生規定 : _____
Veterinary Health Requirements of the Importing _____
Country/Place for this Application _____

庚部 Part G 證明文件 Supporting Documents

請提交下列證明文件：Please submit the supporting documents listed below:

- (1) 食品內動物成份的衛生證書 : _____
(請詳列相關的衛生證書號碼、成份描述及原產地) _____
The Health Certificate(s) for the Ingredients of _____
Animal Origin _____
(please provide the number(s) of the relevant health _____
certificate(s), description(s) of the ingredient(s) and _____
place(s) of origin)
- (2) 其他，包括付運文件（請說明） : _____
Others, including shipment documents (Please specify)

(如果以上空位不足，請另夾附紙張填寫資料。)
(If the above space is insufficient, please attach additional sheet(s) for furnishing the information.)

辛部 Part H 收取《動物製食品衛生證書》的方式 Means of Receiving the “Health Certificate for Foods of Animal Origin”

請細閱<注意事項>第 17 項。 Please read item 17 of the <Notes for Attention>.

☐ 以掛號郵件 By Registered Mail

☐ 親自領取 Collect in Person

壬部 Part I 聲明 Declaration

本人謹此聲明：本人是本申請表所指食物的出口商，本申請表中填報的資料均屬真實無訛。本人完全明白第 8 頁的《收集個人資料聲明》。

I hereby declare that I am the exporter of the food in respect of which this application is made and that the particulars given in this application form are true. I fully understand the “Personal Information Collection Statement” on page 8.

申請人（出口商）姓名
(請以正楷填寫)
Name of the Applicant (Exporter)
(in BLOCK letters)

公司職位
Position in the Company

申請人簽署
Signature of the Applicant

日期（日／月／年）
Date (dd/mm/yyyy)

公司印章
Company Chop

此欄由本署填寫 For Official Use Only

Application No.: _____ Date: _____ Staff Initial: _____

☐ 請在適當方格內填上「✓」號。 Please tick the appropriate box.

注意事項 Notes for Attention

- (1) 簽發《動物製食品衛生證書》是食物環境衛生署（食環署）為本港出口商提供的公共服務，確保其含有動物成分的食品符合進口國家／地區的獸醫衛生規定。證書條款以進口國家／地區的規定為準。
Issuing the “Health Certificate for Foods of Animal Origin” is a public service provided by the Food and Environmental Hygiene Department (FEHD) to assist local exporters of foods of animal origin in meeting the veterinary health requirements imposed by the importing countries/places. Conditions of the “Health Certificate for Foods of Animal Origin” are subject to the requirements of the importing country/place.
- (2) 申請人（出口商）提交《動物製食品衛生證書》申請之後，不一定會保證獲簽發衛生證書。食環署必須檢視有關食品製造過程，確保完全符合進口國家／地區相關的要求，才會簽發衛生證書。
Submission of an application for the “Health Certificate for Foods of Animal Origin” does not guarantee the issue of such Certificate. The FEHD must inspect the food manufacturing process concerned to ensure all requirements specified by the importing countries/places are fulfilled before issuing the Health Certificate.
- (3) 除非另有說明，已簽發的《動物製食品衛生證書》有效期一般由進口國家／地區決定。
The validity period of the “Health Certificate for Foods of Animal Origin” is generally determined by the importing country/place, unless otherwise specified.
- (4) 每張《動物製食品衛生證書》僅涵蓋一個食品種類。
Each “Health Certificate for Foods of Animal Origin” covers one type of food commodity only.
- (5) **首次申請 First-time application**
食環署獸醫公共衛生組會對首次申請《動物製食品衛生證書》的相關食品加工廠進行初步審核，以確認該食品加工廠是否符合申請衛生證書的資格。申請人（出口商）需於食環署確定初步審核結果滿意後，才遞交衛生證書的申請。有關詳情，請聯絡食環署獸醫公共衛生組查詢。
The Veterinary Public Health Section of the FEHD will conduct a preliminary assessment to the food processing plant which is applying for the “Health Certificate for Foods of Animal Origin” for the first time to confirm its eligibility for the application for the Health Certificate. Application for the Health Certificate should be submitted after confirmation of satisfactory preliminary assessment result by the Veterinary Public Health Section. Please contact the Veterinary Public Health Section of the FEHD for details.
- (6) 證書費用：以一張航運／空運／陸路提貨單或進出境載貨清單所列的一批食品計算，申請一張衛生證書的現行費用為港幣 9,723 元正。相關申請只於繳付費用後處理。已繳付的申請費用將不會退回。
Certification fee: currently HK\$9,723 per certificate application for each consignment of food products under one Bill of Lading/Air Waybill/Road Cargo Manifest or one Import and Export Manifest. Applications will only be processed after the payment. The paid application fee is **not refundable**.
- (7) 申請人（出口商）須確保在食環署檢視期間能夠提供一切所需的正確資料；並確保在遞交申請表時，盡可能把該等資料列明或夾附於申請表內。
The applicant (exporter) must ensure that all the necessary and correct information is available to the FEHD during the inspection, and is provided in the application form or attached thereto at the time of application as far as possible.
- (8) 為確保食環署能在食品生產期內安排和檢視食品製造過程，申請人（出口商）必須在申請表內<丁部生產詳情>一欄中列明食品生產日期或時段，否則有關申請將不獲受理。
For the FEHD to arrange and inspect the food manufacturing process within the food production period, the date(s) or period of food production must be stated in “Part D Production Details” in the application form. Otherwise, the application will not be accepted.
- (9) 申請人（出口商）必須在遞交申請表格及在申請獲核對後，才開始相關出口食品的生產。
The production of the export food products must only commence after having submitted the application form by the applicant (exporter) and given that the application has been verified.

注意事項 Notes for Attention

- (10) 由於食環署在處理和安排檢視食品製造過程需時，因此申請人（出口商）應盡早提交申請。
As time is required for the FEHD to arrange and conduct an inspection of the food manufacturing process, applicants (exporters) are thus advised to submit applications well in advance.
- (11) 食環署檢視後有可能要求申請人（出口商）提交更多資料及／或文件。若申請人（出口商）未能在檢視後三十天內提交這些資料及／或文件，食環署可能會拒絕簽發《動物製食品衛生證書》，並沒收已繳付的指定費用。此外，食環署若認為食品不符合相關的規定，也不會簽發衛生證書，而申請人（出口商）已繳付的指定費用亦不會發還。
The FEHD may request the applicant (exporter) to submit further details and/or documents after the inspection. The “Health Certificate for Foods of Animal Origin” may not be issued and the paid prescribed fee may be forfeited if the applicant (exporter) is unable to provide the full details and/or the documents as may be required by the FEHD within 30 days after the inspection. In addition, if the FEHD is not satisfied that the export food products have met the specified requirements, the Health Certificate will not be issued and the paid prescribed fee will be forfeited.
- (12) 食環署在檢視後，倘證實食品符合相關的規定，而申請人（出口商）亦已呈交所有相關文件，食環署一般會在兩個工作天內簽發《動物製食品衛生證書》。
If the FEHD is satisfied that the export food products have met the specified requirements after the inspection, the “Health Certificate for Foods of Animal Origin” will normally be issued by the FEHD within two working days upon receipt of the full set of documentation from the applicant (exporter).
- (13) 申請人（出口商）需注意，假如食品已離開香港，或已鎖入貨櫃內準備送往目的地，食環署未必能更改《動物製食品衛生證書》的內容。因此，申請人（出口商）必須核對衛生證書的內容，確保資料正確無誤。
Applicants (exporters) should note that it may not be possible for the FEHD to amend the “Health Certificate for Foods of Animal Origin” for food products which have already left Hong Kong or which are locked in containers ready for delivery. Therefore, the applicant (exporter) must check that all necessary details have been correctly included in the Health Certificate.
- (14) 上述內容如有任何改動，恕不另行通知。請與食環署獸醫公共衛生組聯絡。
Any changes in the abovementioned notes will not be notified individually. Please contact the Veterinary Public Health Section of the FEHD for details.
- (15) 簽證服務如有任何爭議，食環署保留最終決定權。
The FEHD reserves the final discretionary right on any disputes regarding the certification service.
- (16) 請在申請表<乙部>提供**所有**涉及此申請的食物製造廠資料。所有列出的食物製造廠資料會顯示在獲發的《動物製食品衛生證書》上。
Please provide the information of **ALL** food factories involved in this application in Part B of the application form. The information of all the food factories will be shown on the “Health Certificate for Foods of Animal Origin” issued.
- (17) 如選擇以掛號郵件方式收取《動物製食品衛生證書》，申請人需繳付相關的郵費並以申請《動物製食品衛生證書》的繳款通知書為準。已繳付的郵費將**不會退回**。
A postage fee will be charged if the applicant chooses to receive the “Health Certificate for Foods of Animal Origin” by Registered Post. The postage fee is shown on the payment notice for the application for “Health Certificate for Foods of Animal Origin” and the fee paid is **not refundable**.

收集個人資料聲明 Personal Information Collection Statement

(1) 收集資料的目的 Purpose of Collection

你在本申請表格所提供的個人資料，會供食環署用作處理《動物製食品衛生證書》的申請事宜。提供個人資料與否，純屬自願性質。但在資料不足的情況下，食環署有可能無法處理你的申請。

The personal data provided by means of this application form will be used by the FEHD for the purpose related to the application for the “Health Certificate for Foods of Animal Origin”. The provision of personal data is voluntary. However, if insufficient information is provided, the FEHD may not be able to process your application.

(2) 接受資料轉介人的類別 Classes of Transferees

你在本申請表格所提供的個人資料，可能會因為上文第 1 段所載目的而向其他政府部門及機構披露，包括食物出口目的地國家／地方主管當局。此外，你的個人資料只會披露給你曾同意向其披露的相關各方，或用作《個人資料（私隱）條例》所核准的資料披露。

The personal data you have provided by means of this application form may also be disclosed to other government departments and organisations, including the authorities of the destination country/place of food export, in pursuance of the purpose mentioned in paragraph 1 above. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

(3) 查閱個人資料 Access to Personal Data

根據《個人資料（私隱）條例》第 18、22 條及附表 1 第 6 原則所述，你有權要求查閱及更正所提供的個人資料。查閱的權利包括有權索取本表格內所提供的個人資料的複本。食環署應查閱要求而提供資料時，可能會徵收費用。

You have the right of access and correction with respect to the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

(4) 查詢 Enquiries

如對經由本申請表格收集的個人資料有任何查詢，包括查閱及更正個人資料等，可向以下人士提出：Enquiries concerning the personal data collected by means of this form, including the access to and correction of the data, should be addressed to:

香港金鐘道 66 號
金鐘道政府合署 43 樓
食物環境衛生署
食物安全中心
高級行政主任（食物安全中心）
電話號碼：2867 5300

Senior Executive Officer (Centre for Food Safety)
Centre for Food Safety
Food and Environmental Hygiene Department
43rd Floor, Queensway Government Offices
66 Queensway, Hong Kong
Tel. No.: 2867 5300