

Application form to be sent to:

Food Importer/ Distributor Registration Office
Room 119, 1/F, 258 Queen's Road East,
Wan Chai, Hong Kong

Fax.: 2156 1015
Tel.: 2156 3017 / 2156 3034
Email address : fso_enquiry@fehd.gov.hk

FOOD SAFETY ORDINANCE

Application for Registration as Food Importer/Food Distributor

(Please read the "Guide to Completing the Application Form" before completing this form)

Part A – Applicant Details (Please base on status of the food business and fill in either Part A(1), Part A(2) OR Part A(3))

Part A(1) (Please fill in Part A(1) if applicant is a **Body Corporate**)

Name of Corporation:	
Name of Business#:	
Name of Authorised Person :	
Business Registration/Other Registration* No. (please specify) (Note 1) :	
Registered Office Address# :	
Correspondence Address :	
Tel. No.# :	Fax No. :
Email Address :	

Part A(2) (Please fill in Part A(2) if applicant is an **Individual**)

Name of Applicant :	
Hong Kong Identity Card/Other Proof of Identity* No. (please specify) (Note 2 & 3) :	
Name of Business# :	
Business Registration No. (Note 1) :	
Business Address# :	
Correspondence Address :	
Tel. No.# :	Fax No. :
Email Address :	

*Please delete where appropriate.

#Information provided will be included in the Register for public inspection.

Part A(3) (Please fill in Part A(3) if applicant is a **Partnership**) (Please provide the particulars as specified in this form in respect of each partner of the partnership)

Applicant may fill in appendix if extra space is required.

Name of Authorised Partner (Note 4) :	
Hong Kong Identity Card/Business Registration/Other Proof of Identity* No. (please specify) (Note 1, 2 & 3) :	
Name of Business# :	
Business Registration No. (Note 1) :	
Business Address# :	
Correspondence Address :	
Tel. No.# :	Fax No. :
Email Address :	
Name of Partner (1) :	
Hong Kong Identity Card/Business Registration/Other Proof of Identity* No. (please specify) (Note 1, 2 & 3) :	
Residential Address/Registered Office Address* :	
Name of Partner (2) :	
Hong Kong Identity Card/Business Registration/Other Proof of Identity* No. (please specify) (Note 1, 2 & 3) :	
Residential Address/Registered Office Address* :	
Name of Partner (3) :	
Hong Kong Identity Card/Business Registration/Other Proof of Identity* No. (please specify) (Note 1, 2 & 3) :	
Residential Address/Registered Office Address* :	
Name of Partner (4) :	
Hong Kong Identity Card/Business Registration/Other Proof of Identity* No. (please specify) (Note 1, 2 & 3) :	
Residential Address/Registered Office Address* :	

*Please delete where appropriate.

#Information provided will be included in the Register for public inspection.

Part B – Contact Person(s) (Please provide details of one or more contact person(s) for emergency contact purpose)

Applicant may fill in appendix if extra space is required.

Name of Contact Person (1) :	
Office Address :	
Emergency Contact Tel. No. ^:	Mobile Phone No. :
Fax No. :	Email Address :
Name of Contact Person (2) :	
Office Address :	
Emergency Contact Tel. No. ^:	Mobile Phone No. :
Fax No. :	Email Address :
Name of Contact Person (3) :	
Office Address :	
Emergency Contact Tel. No. ^:	Mobile Phone No. :
Fax No. :	Email Address :
Name of Contact Person (4) :	
Office Address :	
Emergency Contact Tel. No. ^:	Mobile Phone No. :
Fax No. :	Email Address :

^ Mandatory field.

Part C – Food Category

(Please state your/your company's business status and the food type imported/distributed at column C(ii) and C(iii) respectively by ticking the appropriate box(es). For examples of each food category, please refer to the “Guide to Completing the Application Form”)

Part C(i) Main Food Category	Part C(ii) Business Status	Part C(iii) Food Classification
1. Cereal and grain products (other than bakery products and snack food)	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Cereals, rice, wheat
		<input type="checkbox"/> Pasta, noodles
		<input type="checkbox"/> Flour, starch, substitute flour
		<input type="checkbox"/> Breakfast cereal and others cereal products
2. Fruit and vegetables (other than snack food, juices and Chinese herbs)	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Fruit
		<input type="checkbox"/> Fruit products
		<input type="checkbox"/> Vegetables, including mushrooms, fungi and seaweed
		<input type="checkbox"/> Vegetables products, including mushrooms, fungi and seaweed products
		<input type="checkbox"/> Nuts and seeds
		<input type="checkbox"/> Nut and seed products
		<input type="checkbox"/> Bean
		<input type="checkbox"/> Bean products
3. Sashimi, sushi and ready-to-eat oysters	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Sashimi
		<input type="checkbox"/> Sushi
		<input type="checkbox"/> Ready-to-eat raw oysters
4. Aquatic products (other than snack food, sashimi and ready-to-eat raw oyster)	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Wild-caught coral reef fish (live and unprocessed)
		<input type="checkbox"/> Other marine fish (live and unprocessed)
		<input type="checkbox"/> Freshwater fish (live and unprocessed)
		<input type="checkbox"/> Crustaceans, molluscs (live and unprocessed)
		<input type="checkbox"/> Puffer fish (processed and unprocessed)
		<input type="checkbox"/> Other edible aquatic products (live and unprocessed)
		<input type="checkbox"/> Dried seafood
		<input type="checkbox"/> Other processed aquatic products

☐ Please tick the appropriate box 「✓」.

Part C(i) Main Food Category	Part C(ii) Business Status	Part C(iii) Food Classification
5. Meat and meat products (other than snack food and sashimi)	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Frozen, chilled, fresh game (unprocessed)
		<input type="checkbox"/> Frozen, chilled, fresh meat (unprocessed)
		<input type="checkbox"/> Frozen, chilled, fresh poultry (unprocessed)
		<input type="checkbox"/> Processed game products
		<input type="checkbox"/> Processed meat products
		<input type="checkbox"/> Processed poultry products
6. Egg and egg products	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Chicken eggs
		<input type="checkbox"/> Duck eggs, goose eggs, quail eggs and other poultry eggs
		<input type="checkbox"/> Egg products
7. Milk and dairy products (other than infant/follow-up/ growing-up formula)	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Milk and milk beverages
		<input type="checkbox"/> Cream, cheese, butter
		<input type="checkbox"/> Condensed milk, evaporated milk, filled milk products
		<input type="checkbox"/> Dried milk
		<input type="checkbox"/> Other dairy products
8. Frozen confections	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Ice cream, popsicles, frozen yoghurt and others
9. Fat and oil	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Animal fat and oil, vegetable fat and oil, other fat and oil
		<input type="checkbox"/> Salad dressing
10. Beverages (other than milk and dairy products)	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Soft drink and other carbonated drinks
		<input type="checkbox"/> Fresh fruit and vegetable juice, fruit and vegetable juice drink
		<input type="checkbox"/> Coffee beans, tea leaves, instant drink mixes
		<input type="checkbox"/> Bottled water and edible ice
		<input type="checkbox"/> Other non-alcoholic beverages
		<input type="checkbox"/> Beer and ales
		<input type="checkbox"/> Other alcoholic beverages
11. Sugars and sweets	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Sugars, frostings, toppings, dessert sauces
		<input type="checkbox"/> Sweeteners
		<input type="checkbox"/> Honey, molasses, syrups
		<input type="checkbox"/> Jam/preserves, jellies
		<input type="checkbox"/> Candy, chocolate, chewing gum

☐ Please tick the appropriate box 「✓」.

Part C(i) Main Food Category	Part C(ii) Business Status	Part C(iii) Food Classification
12. Dim sum, Chinese pastry, mixed dishes, desserts, bakery products and snack food (other than candy, chocolate and chewing gum)	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Dim sum, Chinese pastry
		<input type="checkbox"/> Mixed dishes
		<input type="checkbox"/> Desserts, bakery products
		<input type="checkbox"/> Snack food (puffer fish products)
		<input type="checkbox"/> Snack food (others)
13. Salts, condiments and sauces, herbs and spices	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Vinegar, gravy, savoury sauces, including soya sauces, oyster sauces
		<input type="checkbox"/> Salts, condiments
		<input type="checkbox"/> Herbs and spices
14. Chinese herbs and their products	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Chinese herbs
		<input type="checkbox"/> Chinese herb products
15. Infant/ follow-up/ growing-up formula and baby food	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Infant/follow-up/growing-up formula (for babies up to 36 months)
		<input type="checkbox"/> Other baby food
16. Miscellaneous	<input type="checkbox"/> Importer <input type="checkbox"/> Distributor	<input type="checkbox"/> Miscellaneous [Please state the food type imported/ distributed by you/ your company (brand name is not required). If there is not enough space, please use the form in Appendix.]
		1. _____
		2. _____
		3. _____
		4. _____
		5. _____
		6. _____
		7. _____
		8. _____
		9. _____
10. _____		

☐ Please tick the appropriate box 「✓」.

Part D – Declaration

Part D(1) (applicable to **body corporate** and **partnership**)

DECLARATION

I, _____ (English Name in Block Letters) (HKID Card/ Other Proof of Identity No.* _____) am

<input type="checkbox"/> Proprietor	<input type="checkbox"/> Partner	<input type="checkbox"/> Director	<input type="checkbox"/> Responsible person duly authorised by the Company/ Partnership
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of the above business and hereby declare that:

- (a) I am duly authorised to make this application and declaration on behalf of the above-named body corporate/ partnership for registration as importer and/or distributor of the selected food categories in Part C and fully understand the “Statement of Purpose” as attached in page 8.
- (b) I declare that the information provided under this form is, to the best of my knowledge and belief, true and complete.

Signature: _____

Position held: _____

Date: _____

Company chop: _____
(Applicable to body corporate)

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Part D(2) (applicable to **individual** application)

DECLARATION

I, _____ (English Name in Block Letters) (HKID Card/ Other Proof of Identity No.* _____) hereby declare that:

- (a) I apply for registration as importer and/or distributor of the selected food categories in Part C and fully understand the “Statement of Purpose” as attached in page 8.
- (b) I declare that the information provided under this form is, to the best of my knowledge and belief, true and complete.

Signature: _____

Name of Applicant: _____

Date: _____

* Please delete where appropriate.

Statement of Purpose
(under the Personal Data (Privacy) Ordinance)
(to be displayed or provided to data subjects)

Purpose of Collection

1. The personal data are provided by individuals to the Centre for Food Safety, Food and Environmental Hygiene Department (this Department) for the purposes of activities relating to processing this application; administration and enforcement of relevant food safety legislation; complaint investigation; statistical and any other legitimate purpose; and facilitating communications between Government and the applicant. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to process your application or provide assistance to you where appropriate.

Classes of Transferees

2. The personal data you provide are mainly for use within this Department but they may also be disclosed to other Government bureaux and departments or other parties (including the general public) for the purposes mentioned in paragraph 1 above. Apart from this, the personal data may only be disclosed to those parties where you have given prior consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

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

Enquiries

4. Enquiries concerning the personal data provided, including the making of access and corrections should be addressed to:
Food Importer/ Distributor Registration Office
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong
Tel.: 2156 3034
(Office hours: Monday to Friday 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 6:00 p.m. Except Public Holiday.)

Appendix

(For applicant use whenever necessary)