Appendix A

**Food Recall Notification**

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| To: | Director of Food and Environmental Hygiene(Attn: Superintendent (Food Surveillance)1)43/F, Queensway Government Offices, 66 Queensway, Hong Kong.(Facsimile: 2521 4784)(Email: Food\_Recall\_Notification@fehd.gov.hk) |

**General**

|  |
| --- |
| Name & address of recalling company :  |
|   |   |
| Contact person - (post) : | Telephone :                       | (mobile) |
|   | (office) |
| Fax : |
|   |   |
| Date of report/complaint to company : | Date of notification to the Food and Environmental Hygiene Department : |
|   |   |
| **Description of Food**  |
| Food type : |  Weight/count : |
|   |   |
| Brand name : | Product/pack Size: |
|   |   |
| Date marking : | Batch/ number code: |
|   |   |
| Quantity/ No. of product affected : | Origin/ name, address & tel. no. of concerned manufacturer : |
|   |   |
|   |   |
| Name, post and tel. no of person reporting the problem: | Date of reporting: |
|   |   |
| Has any testing been undertaken : | Nature of problem : |
|   |   |
| Results : |   |
|   |
| **Extent of Distribution of the Product**  |
| Hong Kong : | Outside Hong Kong : |
|   |   |
| **Action Proposed and Actions Taken**   (e.g. enquiry hotline, details of recall arrangement & plan, etc.) |
| **Other Relevant Information**  (Please attach extra sheets if space is insufficient) |