

動物製食品衛生證書申請表
Application for Health Certificate for Foods of Animal Origin

注 意 : 請先細閱申請條件.
IMPORTANT : Please read Conditions of Application first.

1. 申請人(出口商)資料 / Particulars of Application (Exporter)

公司名稱 / Company Name	營業/工廠地址 Business/Factory Address	工廠牌照號碼 / Factory Licence No.
		電話號碼 / Telephone No.

2. 食品資料 / Food Product Details

食品說明 / Description of Food Product	數量 / Quantity	重量(公斤) / Weight in Kg	價值(美元) / Value in US\$	寄運標記 / Shipping Mark

3. 入口國家的獸醫衛生規定(如果下欄空位不足填寫所有資料, 可另夾付紙張)

Veterinary Health Requirements of the Importing Country (If the space on this column is not sufficient, you may attach a separate sheet for the additional information.)

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4. 付運詳情 / Shipment Details

目的地國家 / Country of Destination	運輸工具 / Means of Conveyance 空運(航空提單編號) By air (Airway Bill No.) _____ 海運(船名稱) By sea (Name of Vessel) _____	預計貨運日期 / Expected Date of Shipment
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5. 公司印章 / Company Chop 日期 Date: _____	6. 本人聲明上述資料均正確無誤 / I declare that the above information is true and correct. 簽名 Signature : _____ 姓名 Name : _____ 公司職位 Position in Company : _____	7. 此欄由本署填寫 / For Official Use Only Date : _____ Serial No. : _____ Fee : _____ Licence Staff Initial : _____ M.R. No. : _____ Shroff Initial : _____
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申請條件	Condition of Application
<ol style="list-style-type: none"> 1. 申請人或其代表必須親自前往香港特別行政區政府食物環境衛生署，金鐘道六十六號，金鐘政府合署四十三字樓獸醫公共衛生組，遞交填妥的申請書及繳付規定費用。 2. 申請人在獲發證明書前，不得將需申領證明書的食品運出本港。 3. 申請人在遞交申請書及在申請被批核前，不得開始有關出口食品的生產。 4. 申請人需在申請日起計三十天內將食品備妥以供本署委任的人員檢驗。 5. 倘未能備妥食品供本署人員檢驗，已繳費用會被沒收，除非本署在申請日起計三十天內收到要求取消檢驗的書面通知，則另當別論。 6. 倘申請人未能在檢驗日起計三十天內依照獸醫師的要求提供足夠的資料及/或證件，本署將拒絕簽發獸醫衛生證書，並將已繳費用沒收。 7. 倘產品不能符合所規定的獸醫衛生標準，本署將不會簽發證書，並將已繳費用沒收。 	<ol style="list-style-type: none"> 1. Applicant (or a representative) must submit the completed application form and pay the prescribed fee to the Veterinary Public Health Section of the Food and Environmental Hygiene Department, 43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong. 2. Applicant must not despatch the product for which a certificate is required, until such time the certificate is issued. 3. Applicant must not commence any production of the export products before submitting the application and without the approval of the application. 4. Applicant is required to make available, within 30 days from the day of application, the product for inspection by the authorized officer(s) of the Department. 5. In the event that the product is not made available for inspection, the fee will be forfeited unless written request to cancel the inspection is received by the Department within 30 days from the day of application. 6. In the event of the applicant being unable to provide full details and/or the documents as may be required by the veterinary officer within 30 days from the day of inspection, the issue of the veterinary health certificate will be refused and the fee will be forfeited. 7. If the product fails to meet the required veterinary health standards, no certificate will be issued and the fee will be forfeited.

香港出口的動物製食品衛生證書的細則
Certificate specifications for Health Certificate
for Foods of Animal Origin for export from Hong Kong

1. 生產詳情 / PRODUCTION DETAILS

開始日期及時間 / Date and time of commencement :	生產程序任何特別要求 / Declare any important aspects of production process :
所有生產日期及時間 / All production dates and times :	
完成日期及時間 / Date and time of completion :	

2. 產品和包裝摘要 / DESCRIPTION OF PRODUCTS AND PACKAGING

產品名稱 Name of products	產品肉/魚含量 及科學名稱 Meat/fishery content of the products and scientific names	盒數 Number of cartons	每盒重量 Weight per carton	總重量 Total weight	包裝詳情 Description of packing

<p>3. 運輸工具 / Means of transport 裝運日期 / Date of loading</p> <p>飛機/貨船名稱 / Aircraft/Vessel name</p> <p>航班 / Flight Number</p> <p>貨運日期 / Date of shipment</p> <p>目的地港口及國家 / Destination port and country</p>	<p>4. 付貨人的姓名及地址 / Name and address of consignor</p> <hr/> <p>5. 收貨人的姓名及地址 / Name and address of consignee</p>
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<p>6. 如出口到歐盟國家，請詳列有關食品內所含肉類或魚類產品的衛生證書及貨運資料 (包括地址、名稱及有關廠房的認可號碼) For export to EU, please describe and provide details of the health certificate provided with the meat or fishery meat used (including address, name and approval number of the relevant premises) and the shipping details of the meat.</p>

用途聲明
(根據《個人資料(私穩)條例》作出)
(向資料當事人展示或提供)

收集資料的目的

1. 你所提供的個人資料, 會由食物環境衛生署(“本署”)食物安全中心用作申請《動物製食品衛生證書》用途。個人資料的提供, 純屬自願。如果你不提供充分的資料, 我們未必能夠處理你的申請, 或在有需要時提供協助。

接受轉介人的類別

2. 你所提供的個人資料, 主要由本署內部使用, 但亦可能在有需要時因以上第1段所列目的向其他政府決策局和部門或有關方面(包括一般市民)披露。此外, 資料只可於你同意作出該種披露或作出該種披露是《個人資料(私穩)條例》所允許的情況下, 才向有關方面披露。

查閱個人資料

3. 根據《個人資料(私穩)條例》第18條及第22條以及附表1第6原則所述, 你有權查閱及修正個人資料, 包括有權取得個人資料。應查閱要求而提供資料時, 可能要徵收費用。

查詢

4. 有關查詢所提供的個人資料(包括查閱及修正資料), 請送交:
食物環境衛生署
食物安全中心(獸醫公共衛生組)
香港金鐘道66號金鐘道政府合署43樓
農林督察(動物源性食品小組)
電話: 2867 5428 傳真: 2521 8067
電郵: vphadmin@fehd.gov.hk
(辦公時間: 星期一至星期五 上午八時四十五分至下午六時)

Statement of Purposes
(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 applying for “Health Certificate for Foods of Animal Origin”. 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 section 18 and section 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

Enquires

4. Enquiries concerning the personal data provided, including making access and corrections, should be addressed to:

Field Officer (Foods of Animal Origin Unit)
Veterinary Public Health Section, Centre for Food Safety
Food and Environmental Hygiene Department
43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.
Tel. : 2867 5428
Fax : 2521 8067
Email : vphadmin@fehd.gov.hk
(Office hours: Monday to Friday 8:45 a.m. – 6:00 p.m.)

申請《動物製食品衛生證書》指引

目的

為擬向歐盟或其他國家輸出動物製食品的香港出口商提供概括指引。

簽發證書的部門

香港特別行政區政府食物環境衛生署（食環署），是歐盟認可的主管當局，為含有動物、家禽或魚類成分的食品簽發衛生證書。

申請須知

- * 簽發《動物製食品衛生證書》是食環署為本港出口商提供的服務，確保其含有動物成分的食品符合進口歐盟或其他國家的獸醫衛生規定。
- * 申請者提交《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工場和製造過程，確保完全符合歐盟部長理事會或其他入口國家相關法規的要求，才會簽發衛生證書。
- * 證書條款：不適用（以進口國家的規定為準）
- * 相關法例：不適用
- * 歐盟部長理事會相關法規：
魚類產品－91/493/EEC
家禽／肉類產品－77/99/EEC 及 92/118/EEC
- * 證書有效期：沒有列明有效期（通常由進口國家決定）。

申請程序

1. 申領《動物製食品衛生證書》人士必須填妥指定表格；申請者可前往香港金鐘道六十六號金鐘道政府合署四十三樓向食環署獸醫公共衛生組索取免費供應的表格。
2. 申請人須親身或委託代表把填妥的申請表交回獸醫公共衛生組，並須繳交指定費用。

（證書費用：以一張航運／空運提貨單所列的一批食品計算，一張衛生證書的現行(2003年9月訂)費用為港幣7,165元正。）

3. 申請人必須提供下列資料：
 - (a) 食品說明，包括動物、家禽或魚類成分的確實資料；
 - (b) 包裝的詳細分目和貨物的重量；
 - (c) 識別標記；
 - (d) 目的地國家；
 - (e) 食品所含有的動物、家禽或魚類成分的原產國家；
 - (f) 付貨人和收貨人的姓名和地址；
 - (g) 香港食品工場的名稱和地址；以及
 - (h) 其他資料，例如預計貨物離港日期、運載貨物出口的船隻名稱或航機編號（如適用者）。
4. 申請人如有特別要求，必須在申請表上列明。倘食環署認為這些要求合情合理，便會在簽發衛生證書時，把這些要求包括在內。
5. 申請人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，已把該等資料載列或夾附於申請表內。
6. 申請人必須在遞交申請表格及在申請被批核後，才安排有關出口食品的生產，並將開始日期及時間列明在申請表內的生產詳情一欄中。
7. 食環署會由接獲申請當日起計，在三十天內檢視食品工場和製造過程。除非食環署在這三十天內收到申請人取消檢視的通知書，否則已繳付的費用不會發還。
8. 食環署檢視後有可能要求申請人提交更多資料或文件，若申請人未能在檢視後三十天內提交這些資料或文件，食環署可能會拒絕簽發衛生證書。此外，食環署若認為食品不符合相關的衛生規定，也不會簽發衛生證書，而申請人已繳付的費用亦不會發還。

附註

- * 食環署在檢視後，倘證實食品符合相關的衛生規定，而申請人亦已呈交所有相關文件，署方通常會在兩個工作天內簽發衛生證書。
- * 申請人須注意，假如食品已送往目的地，或已鎖入貨櫃內準備送往目的地，食環署便不能更改衛生證書的內容。若申請人需要更改衛生證書內任何資料，其食品便須經正常手續進行覆檢，以便食環署核證新資料。因此，申請人為自己利益着想，於輸出食品之前必須核對衛生證書的內容，確保資料正確無誤。
- * 對於認為不當的貿易或安排，不論原因為何，食環署一概不會簽發衛生證書。
- * 除上述簽發衛生證書所需的兩個工作天外，食環署處理和安排現場檢視食品，一般需時最少七個工作天；因此，申請人應盡早提交申請。

* 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。

查詢

如欲查詢更多資料或有其他問題，請與食環署獸醫公共衛生組聯絡：

電話：2867 5428

傳真：2521 8067

電郵：vphadmin@fehd.gov.hk

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A Guide to Application for Health Certificate for Foods of Animal Origin

Purpose

To provide a general guidance to Hong Kong exporters who wish to export foods of animal origin to European Union (EU) member states or other countries.

Certification Authority

The Food and Environmental Hygiene Department (FEHD) of the Hong Kong Special Administrative Region Government is the competent authority recognised by the EU to issue health certificates for foods containing ingredients of animal, poultry or fishery origin.

Points to Note

- * This is a public service provided by the FEHD to assist local exporters of foods of animal origin in meeting the veterinary health requirements imposed by importing EU member states or other countries.
- * Sending in an application for the “Health Certificate for Foods of Animal Origin” does not guarantee the issuance of such certificate. The FEHD needs to inspect the food establishment and the manufacturing process concerned to ensure all requirements specified in the relevant Directives of the EU Council or those of other importing countries are fulfilled before issuing a health certificate.
- * Condition of the Certificate: Not applicable (subject to the requirements of the importing country)
- * Relevant Ordinance: Not applicable
- * Relevant Directives of the EU Council:
Fishery Products - Council Directive 91/493/EEC
Poultry Meat Products - Council Directives 77/99/EEC & 92/118/EEC
- * Validity of the Certificate: Not specified (to be decided by the importing member states).

Application Procedure

1. Application for a health certificate must be submitted in a prescribed form which is free of charge from the Veterinary Public Health Section of the FEHD on the 43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong.
2. The applicant or his/her representative must submit the completed application form to the Veterinary Public Health Section in person and pay the prescribed certification fee (currently HK\$7,165 per certificate as at September 2003 for each consignment of food products under one bill of lading or one airway bill).
3. The following information must be submitted along with the application:
 - (a) description of the product, including the exact description of the animal, poultry or fishery ingredients contained therein;
 - (b) a complete breakdown of the packaging and the weight of the consignment;
 - (c) identification marking(s);
 - (d) country of destination;
 - (e) country of origin of the animal, poultry or fishery ingredients contained in the product;
 - (f) names and addresses of the consignee and consignor;
 - (g) name and address of the food establishment in Hong Kong; and
 - (h) other information such as the expected date of departure, the name of the freight vessel or the flight number of the freighter (if applicable).
4. Special requirements, if any, must be stated in the application form for inclusion in the Health Certificate subject to their being ethically acceptable.
5. It is the responsibility of the applicant to ensure that all the necessary and correct information is available to the FEHD at the time of inspection, and is presented in the application form or attached thereto at the time of application.
6. The production of the export products must be arranged after the date of submitting the application form by the applicant (exporter) and given that the application has been approved. The date and time of commencement must be stated under the item of Production Details in the application form.
7. Inspection of the food establishment and the manufacturing process will be made within 30 days from the date of the application. A request to cancel the inspection must be made in writing and reach the FEHD within these 30 days or the certification fee will be forfeited.
8. The Health Certificate may not be issued if the applicant is unable to provide the full details and/or the documents as may be required by the FEHD within 30 days after inspection. In addition, if the FEHD is not satisfied that the

specified requirements have been met, the Health Certificate will not be issued and the certification fee will be forfeited.

Additional Notes

- * After the inspection, if the FEHD is satisfied that the specified requirements have been met, the Health Certificate will normally be issued within two working days upon receipt of the full set of documentation from the applicant.
- * Applicants should note that it is not possible for the FEHD to alter the Health Certificate for food products which have already been delivered to their destination or which are locked in containers ready for delivery. If alterations to any of the details on a health certificate are required, the applicant must have to apply for the inspection of the product again through the normal procedure so that the new facts can be verified by the FEHD. Therefore, the applicant should, for his own good, check that necessary details have been correctly included in the Health Certificate before any product is exported.
- * The FEHD will not issue a health certificate in respect of any trade or arrangements that may, for any reason, be considered undesirable.
- * In addition to the 2-working-day processing time, the minimum time required for arranging and conducting a field inspection of a product is normally seven working days. Applicants are thus advised to submit applications well in advance.
- * Any change will not be notified individually, please contact the Veterinary Public Health Section of the FEHD for details.

Enquiries

For further information or enquires, please contact the Veterinary Public Health Section of the FEHD –

Tel : 2867 5428
Fax : 2521 8067
Email : vphadmin@fehd.gov.hk

Revised, June 2009