

Food Trader Portal (FTP)

Trade Consultation Forum

14 June 2019

Food Trader Portal (FTP)

- e-platform for communication between CFS & traders
- Functions will be rolled out by phases
- The first phase is expected to be rolled out by end of 2019



Main Functions of FTP (1st phase)

- ① Trader Registration (TR)
(including new registration, renewal & change of info.)
- ② Authorisation of account users
- ③ Online application for import permission
- ④ Online application for import licence
- ⑤ Reporting food arrival details
- ⑤ Enquiry of application progress & records
- ⑥ Enquiry of approved plant lists
- ⑦ Communication with CFS



Benefits of FTP



- 7x24 round the clock service
- Easy access and enquiry of food import application records

Benefits of FTP

- Design of application form:
 - ✓ Use simple Q&A guiding approach
 - ✓ Support with pictures for better illustration



Benefits of FTP

- No need to submit and collect documents in person
- Convenient to pay online
- E-application
 - ✓ Minimise use of paper ➡ environmental friendly
 - ✓ Auto-checking by system ↑ accuracy
 - ✓ Use past record as template for new application
➡ reduce input of the same data



Implementation Schedule



- Expected to be rolled out by end of 2019
- Issue invitation email to registered / exempted traders for account opening and activation
- First phase target: meat, poultry and game traders
- Others (according to TR expiry date) ➡ Renewal
- Exempted traders' arrangement

FTP Login



- Authorisation of account users
- Trader Registration Number /
Exemption Number (TRN / EN)
will be used as Login Name

Person Operating FTP Accounts

Two categories:



(1) Authorised Person (AP)



(2) Nominated Person (NP)





Differences between AP and NP

 AP	Right	 NP
■	Create FTP account	✗
■	Update business information	✗
■	Authorisation of AP & NP	✗
■	Assign different responsibilities to AP & NP	✗
☑	Licence Application	☑
☑	Permission Application	☑
☑	Record Arrival Information	☑
☑	Emergency Contact	☑

If authorised by AP

AP & NP

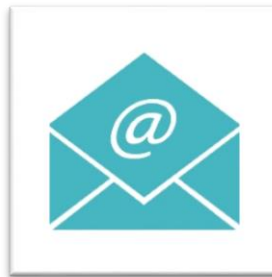
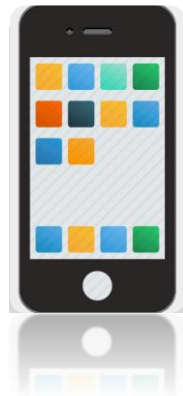
AP	NP
<p>Individual / Partnership: One</p> <p>Body Corporate: Suggest to have more than one</p> 	<p>Operational Needs</p> 

- ◆ Roles may change to suit the company's needs
- ◆ When adding, deleting & amending AP & NP, applicant and related persons will receive system notifications

*****Important : Frequently review and update the information of authorised users !!**

Documents for Opening Account

- Information will be carried forward from current system
- New information required :
 - HK mobile phone number
 - Email address



Documents for Opening Account

- Uploading documents:
 - BRC
 - Hong Kong Identity Card
 - Authorisation letter for appointing authorised person
 - Body corporate :
Signed by director + company chop
 - Partnership :
Signed by all partners + company chop
 - Individual : Not applicable



New Trader Registration



Contact Us ▾ Download ▾ 繁 | 簡



Trader Registration
Importing / Exporting Food
e-Health Certificate Enquiry
Recording Arrival Information

 Login to FTP Account

Not yet have FTP Account?
Forget Password?

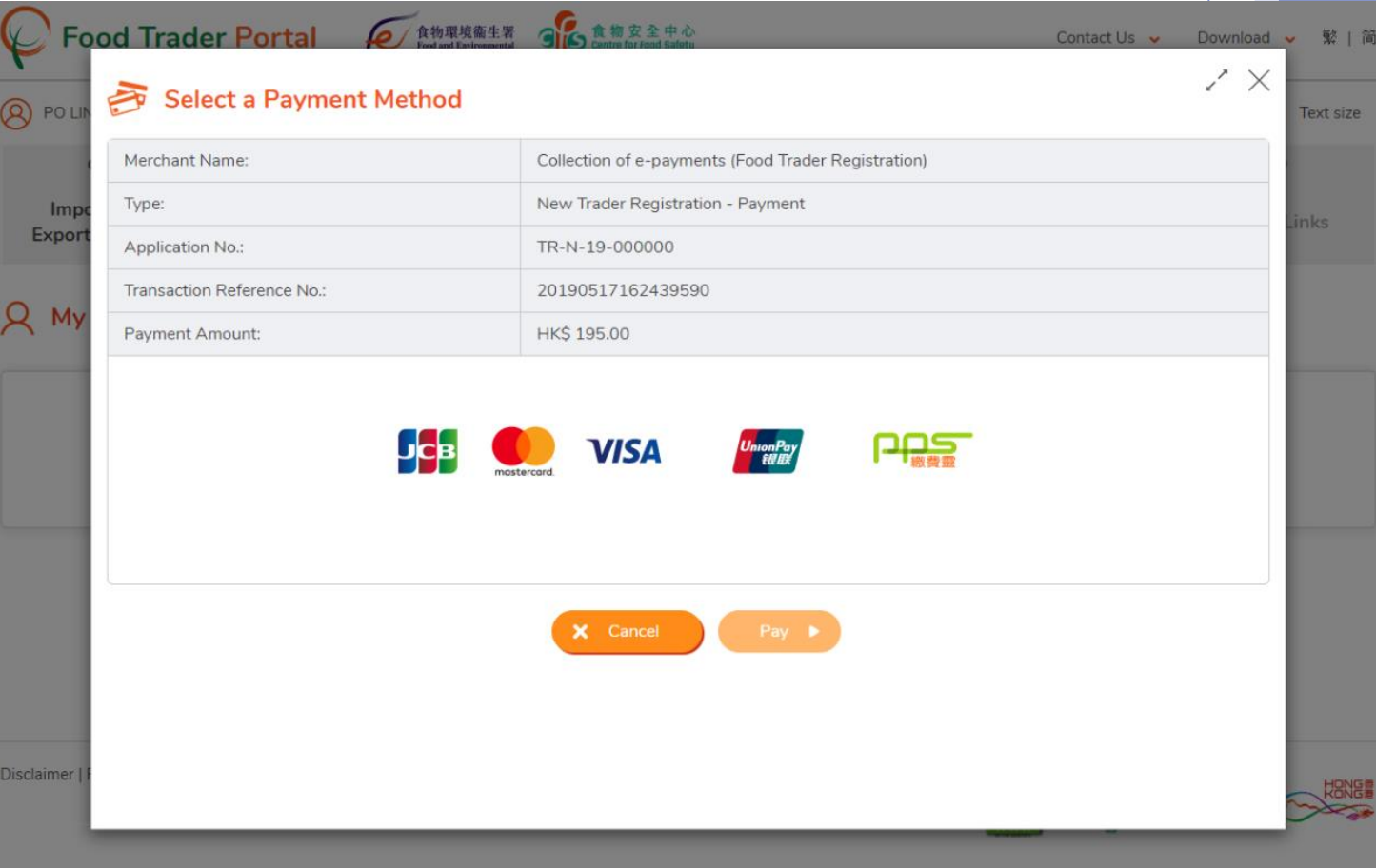


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New Trader Registration

- Vetting by CFS
- Online payment



The screenshot shows a web browser window with the 'Food Trader Portal' header. The portal includes logos for the Food and Environmental Hygiene Department and the Centre for Food Safety, along with navigation links like 'Contact Us', 'Download', and '繁 | 简'. A modal dialog titled 'Select a Payment Method' is open, displaying transaction details and payment options.

Field	Value
Merchant Name:	Collection of e-payments (Food Trader Registration)
Type:	New Trader Registration - Payment
Application No.:	TR-N-19-000000
Transaction Reference No.:	20190517162439590
Payment Amount:	HK\$ 195.00

Below the table, five payment logos are displayed: JCB, Mastercard, VISA, UnionPay, and PPS (Pay by QR Code).

At the bottom of the dialog are two buttons: 'Cancel' and 'Pay'.

Renewal

➤ Account maintenance ➡ Renew Registration

The screenshot shows the Food Trader Portal interface. At the top, there are logos for the Food and Environmental Hygiene Department and the Centre for Food Safety, along with links for Contact Us, Download, and language options (繁 | 簡). Below the header, the user's name 'CHAN TAI MAN (TR-17-222100)' and the expiry date '2020-03-31' are displayed. A navigation bar contains several menu items: Importing / Exporting Food, e-Health Certificate Enquiry, Recording Arrival Information (with a red '2' badge), Import Related Information, Notification, Account Maintenance (highlighted in orange), and Quick Links. Below this, the 'My Account Maintenance' section features three options: Update Information, Renew Registration (highlighted with an orange border), and Cancel Registration. Each option includes an icon representing the action.

Food Trader Portal 食物環境衛生署 Food and Environmental Hygiene Department 食物安全中心 Centre for Food Safety

Contact Us Download 繁 | 簡

CHAN TAI MAN (TR-17-222100) Expiry Date: 2020-03-31 Text size

Importing / Exporting Food e-Health Certificate Enquiry Recording Arrival Information Import Related Information Notification Account Maintenance Quick Links

My Account Maintenance

Update Information Renew Registration Cancel Registration

Application for Import Licence and Import Permission

- ▶ Electronic application via FTP to be rolled out by phases
 - Sufficient time for system development
 - Sufficient support for traders
- ▶ Phase 1 in Dec 2019 - Import Licence and Import Permission for meat, poultry and game
- ▶ Phase 2 in Q3 2020 - Import Permission for milk and frozen confections (depending on the progress of Phase 1)
- ▶ Phase 3 in Q2 2021 - Import Permission for eggs (depending on the progress of Phases 1 & 2)

Application for Import Licence and Import Permission

- ▶ Use of electronic mode is **voluntary** initially
- ▶ Paper mode application will be maintained in the meantime
- ▶ Opportunity taken to streamline the business processes
 - ▣ New application form and format for Import Licence
 - ▣ Streamlined Import Permission requirement



Other Functions

- ▶ Information on slaughtering / processing plants eligible for exporting meat, poultry and game to Hong Kong



- ▶ Information on food import ban in force
- ▶ Where applicable, importer's application will be automatically checked against these information by FTP

Introduction of Food Coding System

- ▶ Facilitate food traceability and data retrieval / analysis
- ▶ Rolling out by phases for different food types
- ▶ First phase for meat, poultry and game
- ▶ Food codes will be shown on the new import licence



Trade Engagement

- ▶ Focus Group Meetings for demonstration of FTP prototypes and collecting views (Oct 2018 onwards)
- ▶ Trial use by Focus Group trader members (May 2019)
- ▶ Hands-on training workshops (Jul 2019 onwards)
- ▶ Online training kit (end of 2019)



Views are welcome

Thank you!