Appendix A

**Food Recall Notification**

|  |  |
| --- | --- |
| 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](mailto: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) | | |