

續期申請亦可經網上辦理，請瀏覽網頁 https://www.ftp.cfs.gov.hk/tr_reg_sch/login

Application for renewal can also be made online.

Please visit https://www.ftp.cfs.gov.hk/tr_reg_sch/login

Application form to be sent to:
Food Importer/Distributor Registration
and Import Licensing Office
Food Import & Export Section
Room 119, 1/F, 258 Queen's Road East,
Wan Chai, Hong Kong
Tel. No.: 2156 3017/2156 3034 Fax No.: 2156 1015
E-mail address: fso_enquiry@fehd.gov.hk

食物安全條例
FOOD SAFETY ORDINANCE
登記食物進口商／食物分銷商續期申請
Application for Renewal of Registration as Food Importer/Food Distributor

(填寫此表格前，請參閱第 6 頁的「填表須知」)

(Please read the 'Guide to Completing the Application Form' at page 6 before completing this form)

甲部 Part A

登記食物進口商／食物分銷商資料 Particulars of Registered Food Importer/Food Distributor			
姓名／公司名稱* (中文) :			
Name/Company Name* in English :			
香港身份證／商業登記證／其他身份證明文件*號碼 (請註明) : Hong Kong Identity Card/Business Registration Certificate/Other Proof of Identity* No. (please specify) :			
食物商登記號碼 : Trader Registration No. :			
現有聯絡人姓名 : Existing Contact Person:		緊急聯絡人流動電話號碼# : Emergency Contact Person Mobile Phone No.#:	

* 請刪去不適用者。Please delete where appropriate.

此欄必須填寫。Mandatory field.

乙部 Part B

問卷 Survey

請在適當方格內填上「✓」號。Please 「✓」 the appropriate box.

問題 Question		經營模式 Mode of Business		
1.	你是否網上銷售商? Are you an online trader?	<input type="checkbox"/> 是, 我是網上銷售商, 並設有實體店。 Yes, I am an online trader and have physical store(s).	<input type="checkbox"/> 是, 我是網上銷售商, 但沒有設有實體店。 Yes, I am an online trader but I do not have any physical store.	<input type="checkbox"/> 不是, 我並非網上銷售商。 No, I am not an online trader.
2.	商業登記證上的業務地址是否一間秘書公司或會計師事務所? Is the business address shown on Business Registration Certificate a secretary company or accounting firm?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
3.	你的公司是否有本地的流動電話號碼? Is there any local mobile phone number of your company?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
4.	你的公司是否同時售賣食物和非食物產品? Is your company selling both food and non-food products?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
5.	你是否持有食物環境衛生署發出的有效牌照或許可證? Do you hold any valid licence or permit issued by the Food and Environmental Hygiene Department?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
6.	你的公司有多少名員工? How many staff are there in your company?	<input type="checkbox"/> 少於 100 人 Below 100	<input type="checkbox"/> 100 人或以上 100 or above	
7.	請選擇最適當描述你公司的備存食物紀錄系統。 Please choose the best description for the food record keeping system of your company.	<input type="checkbox"/> 沒有備存食物紀錄系統 No food record keeping system	<input type="checkbox"/> 設有備存食物紀錄系統 With food record keeping system	<input type="checkbox"/> 設有備存食物紀錄系統, 並作審核。 With food record keeping system and auditing
8.	你的公司是否有專人負責處理會計事務或備存食物紀錄? Is there any dedicated staff responsible for accounting or food record keeping in your company?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	

丙部(1) Part C(1)

請注意：丙部(1)只適用於公司及合夥申請，如屬個人申請，請填寫丙部(2)

Attention : Part C(1) is applicable to body corporate and partnership. If the applicant is an individual, please complete Part C(2)

聲明 DECLARATION

本人 (請以正楷填寫姓名) (香港身份證/其他身份證明文件*號碼))
I, _____ (English Name in Block Letters) (Hong Kong Identity Card/Other Proof of Identity* No. _____) am

為上述業務的

<input type="checkbox"/> 東主 Proprietor	<input type="checkbox"/> 合夥人 Partner	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 獲正式授權的負責人 Responsible person duly authorised by the Company/Partnership
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現謹此申請辦理食物進口商/食物分銷商*的續期登記，並作以下聲明：

of the above business and hereby apply for renewal of registration as a food importer/food distributor*, and declare that :

- (a) 本人獲正式授權代表上述公司/合夥提出此項申請並作出聲明，以辦理食物進口商及/或食物分銷商*的續期登記，並完全明白夾附的《用途聲明》。

I am duly authorised to make this application and declaration on behalf of the above-named company/partnership for renewal of registration as a food importer and/or food distributor* and fully understand the "Statement of Purpose" as attached.

- (b) 本人證實較早前向食物環境衛生署署長(署長)申報作為食物進口商/食物分銷商登記的資料並無修訂及正確無誤/於最近不多於30天內有所變更*。本人明白有關的資料如有所變更，需根據法例於變更發生後30天內通知署長。

I confirm that the particulars previously provided to the Director of Food and Environmental Hygiene (the Director) for registration as a food importer/food distributor remain unchanged and are true and correct/have been changed recently within a period of not more than 30 days*. I understand that according to the law, I need to notify the Director of any changes to the particulars within 30 days after the change occurs.

簽署：_____

Signature

職銜：_____

Position held

日期：_____

Date

公司印章：_____

Company chop (適用於公司申請 Applicable to body corporate)

* 請刪去不適用者。Please delete where appropriate.

請在適當方格內填上「✓」號。 Please tick the appropriate box(es).

丙部(2) Part C(2)

請注意：丙部(2)只適用於個人申請，如屬公司或合夥申請，請填寫丙部(1)

Attention : Part C(2) is applicable to an individual application. If the applicant is a company or a partnership, please complete Part C(1)

聲明 DECLARATION

本人 _____ (請以正楷填寫姓名) _____ (香港身份證/其他身份證明文件*號碼) _____) 現謹此作以下聲明：
I, _____ (English Name in Block Letters) (Hong Kong Identity Card/Other Proof of Identity* No. _____) hereby declare that:

- (a) 本人提出此項申請並作出聲明，以辦理食物進口商及/或食物分銷商*的續期登記，並完全明白夾附的《用途聲明》。
I apply for renewal of registration as a food importer and/or food distributor* and fully understand the “Statement of Purpose” as attached.
- (b) 本人證實較早前向食物環境衛生署署長（署長）申報作為食物進口商/食物分銷商*登記的資料並無修訂及正確無誤/於最近不多於30天內有所變更*。本人明白有關的資料如有所變更，需根據法例於變更發生後30天內通知署長。
I confirm that the particulars previously provided to the Director of Food and Environmental Hygiene (the Director) for registration as a food importer/food distributor* remain unchanged and are true and correct/have been changed recently within a period of not more than 30 days*. I understand that according to the law, I need to inform the Director of any changes to the particulars within 30 days after the changes occurs.

簽署： _____
Signature

申請人姓名： _____
Name of Applicant

日期： _____
Date

*請刪去不適用者。 Please delete where appropriate.

用途聲明

Statement of Purpose

(根據《個人資料(私隱)條例》) (向資料當事人展示或提供)
(under the Personal Data (Privacy) Ordinance) (to be displayed or provided to data subjects)

1. 收集資料的目的 Purpose of Collection

你所提供的個人資料，會由食物環境衛生署(“本署”)食物安全中心用作與處理本表格申請事項有關的工作；有關食物安全法例的執行和執法；投訴調查；統計及其他法定用途；及方便政府跟申請人聯絡。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。

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.

2. 接受轉介人的類別 Classes of Transferees

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。除此以外，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(私隱)條例》所允許的情況下，才向有關方面披露。

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.

3. 查閱個人資料 Access to Personal Data

根據《個人資料(私隱)條例》第18條及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。

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.

4. 查詢 Enquiries

有關所提供個人資料的查詢(包括查閱及修正資料)，請送交：

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

香港金鐘道66號金鐘道政府合署43樓
食物環境衛生署 食物安全中心
高級行政主任(食物安全中心)
電話號碼：2867 5300

Senior Executive Officer (Centre for Food Safety)
Centre for Food Safety, Food and Environmental Hygiene Department
43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong
Tel. No.: 2867 5300

填表須知

Guide to Completing the Application Form

1. 申請人所提供的業務名稱、註冊辦事處／業務地址及電話號碼、以及其登記號碼和食物環境衛生署署長（署長）認為對實施《食物安全條例》屬適當的任何其他資料，將會刊登於由署長根據《條例》備存的食物進口商及分銷商登記名冊，以供公眾人士參閱。
Information related to the name of business, registered office/business address and telephone no. as provided by the applicant, and the registration no. and any other information the Director of Food and Environmental Hygiene (the Director) considers appropriate for the implementation of the Food Safety Ordinance will be published in a register being maintained by the Director for the purpose of the Ordinance, for information of the public.
2. 根據《食物安全條例》第 11 條，登記續期的申請須於登記有效期屆滿日前的 4 個月內提出。登記有效期屆滿後提出的續期申請將不獲接納。
According to Section 11 of the Food Safety Ordinance, application for renewal of registration must be made no earlier than 4 months before the day on which the registration is due to expire. Renewal application made after expiry of the registration will not be accepted.
3. 如署長信納在緊接提出續期申請的日期前的 12 個月內，申請人重複違反《食物安全條例》，署長可拒絕有關申請。
The Director may refuse an application for renewal if the Director is satisfied that the applicant has repeatedly contravened the Food Safety Ordinance in the period of 12 months immediately preceding the day on which the application was made.
4. 申請人需繳付根據《食物安全條例》附表 3 指明的續期費用。
Applicant has to pay the renewal fee as specified in Schedule 3 to the Food Safety Ordinance.
5. 任何人提供明知失實的資料或罔顧實情地提供失實的資料，即屬犯罪。
It will be an offence if a person provides information or a document that the person knows is false or recklessly provides information or a document that is false.