

申請動物製食品衛生證書 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.
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2. 食品資料 / Food Product Information

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

3. 入口國家 / 地區的獸醫衛生規定 (如果下欄空位不足填寫所有資料, 可另夾附紙張。)

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

4. 付運詳情 / Shipment Details

目的地國家 / 地區 Country/Place of Destination	運輸工具 / Means of Transport 空運 (航空提單編號) : _____ By Air (Airway Bill No.) 海運 (船名稱) : _____ By Sea (Name of Vessel) 陸路 (貨箱編號) : _____ By Truck (Container No.)	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: Application 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食物環境衛生署（食環署）獸醫公共衛生組（金鐘道六十六號金鐘道政府合署四十三樓）遞交填妥的申請表及繳付規定費用。 2. 如透過電子表格申請，申請人或其代表必須於遞交電子表格日起計3個工作天內親自前往食環署獸醫公共衛生組繳付規定費用。相關申請只於繳付費用後處理。 3. 申請人在獲發衛生證書前，不得將需申領衛生證書的食品運出本港。 4. 申請人在遞交申請及在申請獲批核前，不得開始有關出口食品的生產。 5. 申請人需在申請日起計三十天內將食品備妥以供食環署委任的人員檢驗。 6. 倘未能備妥食品供本署人員檢驗，已繳費用會被沒收。 7. 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，本署將拒絕簽發衛生證書，並將已繳費用沒收。 8. 倘產品不能符合所規定的獸醫衛生標準，本署將不會簽發衛生證書，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 (FEHD) (43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong). 2. For e-form application, applicant (or a representative) must pay the prescribed fee to the Veterinary Public Health Section of FEHD within 3 working days from the day of submission. Applications will be processed after payment. 3. Applicant must not despatch the product for which a health certificate is required, until such time the health certificate is issued. 4. Applicant must not commence any production of the export products before submitting the application and without the approval of the application. 5. Applicant is required to make available, within 30 days from the day of application, the product for inspection by the authorised officer(s) of FEHD. 6. In the event that the product is not made available for inspection, the fee will be forfeited. 7. 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 health certificate will be refused and the fee will be forfeited. 8. If the product fails to meet the required veterinary health standards, no health 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	生產程序中的任何特別要求 / Declaration of 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	產品內的動物成分及該動物的科學名稱 Ingredient(s) of animal origin in the products and scientific name(s) of those animals	盒數 Number of cartons	每盒重量 (公斤) Weight per carton (kg)	總重量 (公斤) Total Weight (kg)	包裝詳情 Description of packing

如果上欄空位不足填寫所有資料，可另夾附紙張。

If the space in the above column is not sufficient, you may attach a separate sheet for the additional information.

<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>航班編號 / Flight No.</p> <p>陸路 (貨箱編號) / By truck (Container No.)</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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6. 請提供食品內動物成分的衛生證書 (如出口到歐盟國家，請詳列有關廠房的地址、名稱及認可號碼)
 Please provide the health certificate for the ingredients of animal origin (For export to European Union, please also state the details of the address, name and approval number of the relevant establishment)

用途聲明
(根據《個人資料(私隱)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(私隱)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(私隱)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）
電話號碼：2867 5428 傳真號碼：2521 8067
電郵地址：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一時及下午二時至六時，公眾假期除外）

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 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 (Food 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. No.: 2867 5428 Fax No.: 2521 8067
Email Address: vphadmin@fehd.gov.hk
(Office hours: Monday to Friday
8:45 a.m. – 1:00 p.m. and 2:00 p.m. – 6:00 p.m., except public holidays)

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／地區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

食物環境衛生署（食環署）是認可的主管當局，為含有動物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國家／地區的獸醫衛生規定。
- * 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，確保完全符合入口國家／地區相關法規的要求，才會簽發衛生證書。
- * 證書條款：以進口國家／地區的規定為準
- * 相關法例：不適用
- * 證書有效期：沒有列明有效期（通常由進口國家／地區決定）

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表格或於食物安全中心網頁下載表格。
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／陸路提單或進出境載貨清單所列的一批食品計算，申請一張衛生證書的現行費用為港幣7,165元正。）
3. 如透過電子表格申請，申請人或其代表必須於遞交電子表格日起計3個工作天內親自前往食環署獸醫公共衛生組繳付規定費用。相關申請只於繳付費用後處理。

4. 申請人必須提供下列資料：
 - (a) 食品說明，包括動物成分的確實資料；
 - (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／地區；
 - (e) 食品所含有動物成分的原產國家／地區；
 - (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）。
5. 申請人如對衛生證書的內容有特別要求，必須在申請表上列明。倘食環署認為這些要求合情合理，在可行的情況下會在簽發衛生證書時把這些要求包括在內。
6. 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。
7. 申請人必須在遞交申請表格及在申請獲批核後，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。
8. 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。
9. 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，而申請人已繳付的證書費用亦不會發還。

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：

電話號碼：2867 5428

傳真號碼：2521 8067

電郵地址：vphadmin@fehd.gov.hk

2018年7月修訂版

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/places.

Certification Authority

The Food and Environmental Hygiene Department (FEHD) is the recognised competent authority to issue health certificates for foods containing ingredients of animal origin.

Notes for Application

- * This is a public service provided by FEHD to assist local exporters of foods of animal origin in meeting the veterinary health requirements imposed by importing countries/places.
- * Sending in an application for the “Health Certificate for Foods of Animal Origin” does not guarantee the issuance of such certificate. FEHD needs to inspect the food establishment and the manufacturing process concerned to ensure all requirements specified by importing countries/places are fulfilled before issuing a health certificate.
- * Condition of the Certificate: Subject to the requirements of the importing country/place
- * Relevant Ordinance: Not applicable
- * Validity Period of the Certificate: Not specified (usually decided by the importing country/place)

Application Procedure

1. Application for a “Health Certificate for Foods of Animal Origin” must be submitted in a prescribed form which is free of charge from the Veterinary Public Health Section of FEHD on the 43rd Floor, Queensway Government Offices, 66 Queensway, Hong Kong or downloadable from the Centre for Food Safety’s website.
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 application for each consignment of food products under one bill of lading/airway bill or one Import and Export Manifest).
3. For e-form application, the applicant or his/her representative must pay the prescribed fee to the Veterinary Public Health Section of FEHD within 3 working days from the day of submission. Applications will only be processed after payment.
4. The following information must be submitted along with the application:
 - (a) description of the product, including the exact description of the animal ingredients contained therein;
 - (b) a complete breakdown of the packaging and the weight of the consignment;
 - (c) identification marking(s);
 - (d) country/place of destination;
 - (e) country/place of origin of the animal 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).
5. Special requirements on the content of the health certificate, if any, must be stated in the application form for inclusion in the health certificate subject to their being ethically acceptable.
6. It is the responsibility of the applicant to ensure that all the necessary and correct information is available to FEHD at the time of inspection, and is presented in the application form or attached thereto at the time of application.
7. 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.
8. Inspection of the food establishment and the manufacturing process will be made within 30 days from the date of the application.

9. 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 FEHD within 30 days after inspection. In addition, if 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 FEHD is satisfied that the specified requirements have been met, the health certificate will normally be issued within 2 working days upon receipt of the full set of documentation from the applicant.
- * Applicants should note that it is not possible for 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 has to apply for inspection of the product again through normal procedure so that the new facts can be verified by FEHD. Therefore, the applicant should check that all necessary details have been correctly included in the health certificate before any product is exported.
- * 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 7 working days. Applicants are thus advised to submit applications well in advance.
- * Any changes will not be notified individually, please contact the Veterinary Public Health Section of FEHD for details.

Enquiries

For further information or enquiries, please contact the Veterinary Public Health Section of FEHD for details.

Tel. No.: 2867 5428

Fax No.: 2521 8067

Email Address: vphadmin@fehd.gov.hk

Revised, July 2018