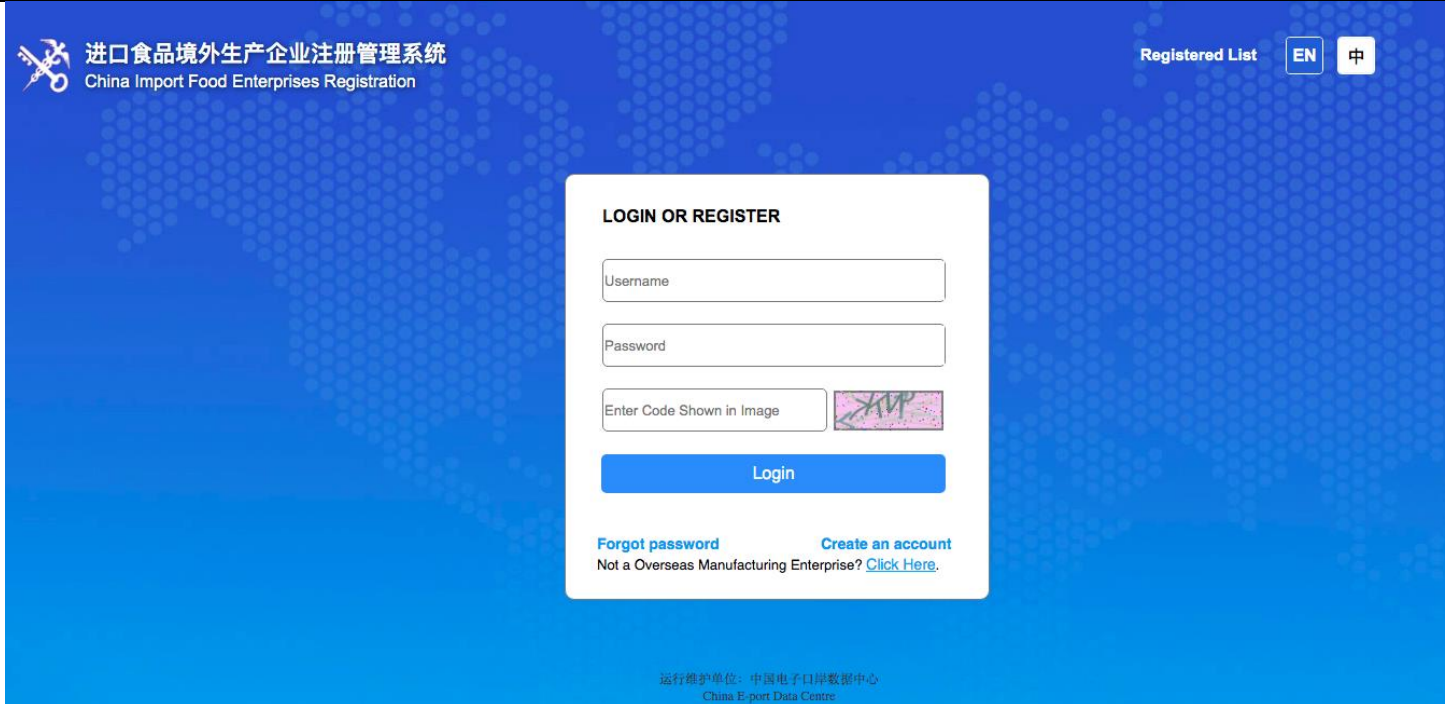


## STEP-BY-STEP GUIDE FOR REGISTRATION IN GACC'S PORTAL

Steps	Screenshots
<p><b>1. Login to GACC Portal (China Food Import Enterprise Registration)</b> <a href="https://cifer.singlewindow.cn/">https://cifer.singlewindow.cn/</a></p>	 <p>The screenshot shows the login page for the China Import Food Enterprises Registration system. The page has a blue background with a grid pattern. At the top left, there is a logo with a pair of scissors and the text '进口食品境外生产企业注册管理系统' and 'China Import Food Enterprises Registration'. At the top right, there is a 'Registered List' link and two buttons labeled 'EN' and '中'. In the center, there is a white box titled 'LOGIN OR REGISTER' containing three input fields: 'Username', 'Password', and 'Enter Code Shown in Image'. Below the input fields is a blue 'Login' button. At the bottom of the white box, there are links for 'Forgot password', 'Create an account', and 'Not a Overseas Manufacturing Enterprise? Click Here.'. At the bottom center of the page, there is small text: '运行维护单位: 中国电子口岸数据中心' and 'China E-port Data Centre'.</p>

## 2. Create a registration account for your company

### Note:

- Companies should use SFA Licence/Food Storage Warehouse Registration Number issued for your facility to fill in the field 'Located Country (Region) Register Number'.
- For manufacturers of health supplements, companies can use HSA Manufacturer Licence for Chinese Proprietary Medicines instead.
- Each processing, manufacturing, or storage facility exporting to China should hold an individual registration account.

The screenshot shows the 'Abroad Enterprise Registration' form. At the top, there is a blue header with the logo and text '中国国际贸易单一窗口' (China International Trade Single Window) and 'China International Trade Single Window'. Below the header, the page title 'Abroad Enterprise Registration' is displayed, along with language selection buttons for 'EN' and '中'. The main form area is titled 'ENTERPRISE NAME/ADDRESS INFORMATION'. It contains several input fields: Username, Password, Confirm password, Located Country (Region) (a dropdown menu with the text '请选择地区(Please select a country)'), Located Country (Region) Register Number (this field is highlighted with a red rectangular box and has a red warning icon to its right), Workplace, Work Department, Job Title, Contacts, Contact Mobile, Contact Fax, Mobile, Contact Address, E-mail, Picture verification code (with a small image of a document), E-mail verification code (with a 'Send email verification code' button), and Remarks. At the bottom of the form, there is a blue 'Register now' button.

### 3. Check product HS HS/CIQ Code under 'Product Type Query' to ascertain product category for registration.

**Note:**

- Companies are also strongly encouraged to consult and confirm with your local importer/distributor in China on the appropriate HS/CIQ Code and product category for registration.

The screenshot displays the 'Product Type Query' interface within the 'China International Trade Single Window'. The top navigation bar includes 'Application for registration', 'Application for modification', 'Application for cancellation', 'Application form query', and 'Product type query'. The left sidebar contains options for 'Application for registration', 'Application for modification', 'Application for cancellation', 'Integrated query', 'Application form query', 'Product type query', and 'Operation manual'. The main content area features a search form with 'HS code' and 'Product name' input fields, a 'Query' button, and a 'Reset' button. Below the search form is a table with 10 rows of product data.

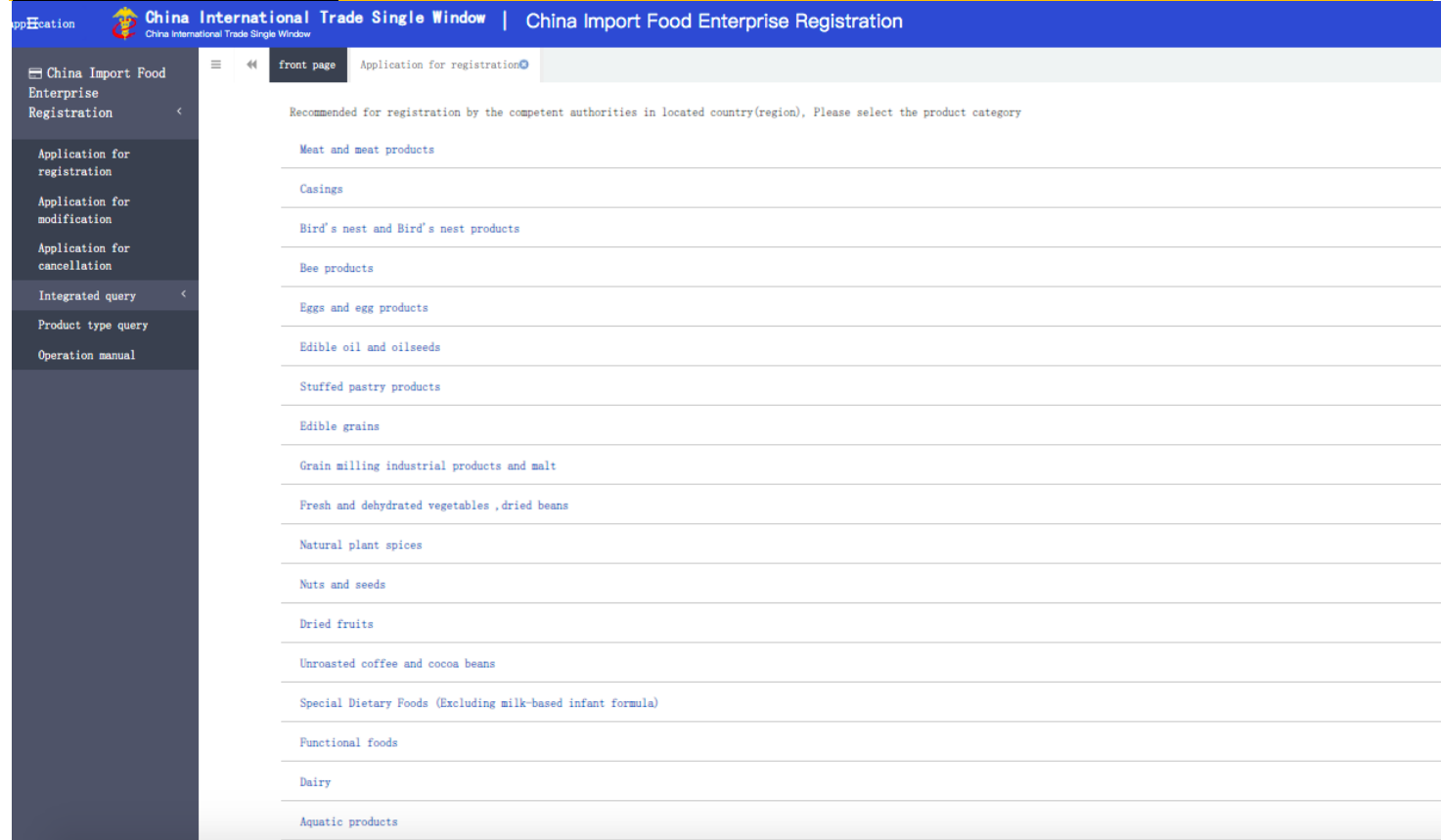
Product No.	HS Code	Description	CIQ Code	Product Name	Category	Yes
1	0201100010	Whole and half heads, fresh or chilled bison	102	Whole and half heads, fresh or chilled bison (chilled)	beef products	Yes
2	0201100010	Whole and half heads, fresh or chilled bison	101	Whole and half head, fresh or chilled bison (fresh)	beef products	Yes
3	0201100090	Other whole and half heads, fresh or chilled	101	Other whole and half heads, fresh or chilled (fresh)	beef products	Yes
4	0201100090	Other whole and half heads, fresh or chilled	102	Other whole and half heads, fresh or chilled (refrigerated)	beef products	Yes
5	0201100090	Other whole and half heads, fresh or chilled	103	Other whole and half heads, fresh or chilled (refrigerated) (under 30 months of age)	beef products	Yes
6	0201200010	Bone-in bison, fresh or chilled	102	Bone-in bison, fresh or chilled (refrigerated)	beef products	Yes
7	0201200010	Bone-in bison, fresh or chilled	101	Bone-in bison, fresh or chilled (fresh)	beef products	Yes
8	0201200090	Other fresh or chilled bone-in beef	102	Other fresh or chilled bone-in beef (refrigerated)	beef products	Yes
9	0201200090	Other fresh or chilled bone-in beef	103	Other fresh or chilled bone-in beef (refrigerated) (under 30 months old)	beef products	Yes
10	0201200090	Other fresh or chilled bone-in beef	101	Other fresh or chilled bone-in beef (fresh)	beef products	Yes

Showing 1 to 10 of 5553 rows    10 rows per page    < 1 2 3 4 5 ... 556 >

**4. For registration of products that fall in the 18 product categories to be recommended by competent authority, accounts must be authenticated by SFA.**

- a. If account was self-created and not created/authenticated by SFA previously, to inform SFA about the account details for authentication.
- b. Select the relevant product category listed under *'Recommended for registration by the competent*

**18 product categories**



<p><i>authorities'</i> and submit the relevant application materials needed for that product category in the portal.</p> <p>c. Once routed to SFA, SFA will conduct documentary review and arrange for site-inspection.</p>	<div data-bbox="584 193 2045 746"> <h3 style="background-color: yellow;">Account details</h3> </div>
<p>5. If self-registration for all other products:</p> <p>a. Select the relevant product category listed under '<i>Enterprise registration</i>'.</p>	<div data-bbox="584 746 2045 1377"> <h3 style="background-color: yellow;">Self-registration product categories</h3> <p>Enterprise registration, Please select the product category</p> <ul style="list-style-type: none"> <li>Vegetables and vegetable products (Fresh and dehydrated vegetables are excluded)</li> <li>Grain products and other products</li> <li>Tea</li> <li>Nuts and seeds products</li> <li>Alcoholic beverages</li> <li>Beverages and frozen beverages</li> <li>Biscuits, cakes and bread</li> <li>Sugars (including raw sugar, sugar, lactose, syrup, etc.)</li> <li>Confectionery, Chocolate (including chocolate, cocoa butter substitute chocolate and its products)</li> <li>Seasoning (excluding sugar)</li> <li>Roasted coffee beans, cocoa beans and other products (Excluding chocolate)</li> <li>Fruit products</li> <li>Other miscellaneous foods</li> </ul> </div>

b. Fill in relevant fields under the four sections in the application form.

**i. Basic information of company**

China International Trade Single Window | China Import Food Enterprise Registration
SFA202

front page | Application for registration | Aquatic products | Grain products and other products | Functional foods

China Import Food Enterprise Registration

- Application for registration
- Application for modification
- Application for cancellation
- Integrated query
- Application form query
- Product type query
- Operation manual

Save delete
current state : saved

Basic information of the enterprises

*Country (Region) <input type="text" value="新加坡-Singapore"/>	*Registration number approved by located competent authority <input type="text" value="PL0000111"/>	Name of the registration approval competent authority <input type="text"/>
Registration number (in China) <input type="text"/>	Registration date (in China) <input type="text"/>	Registration expiration date (in China) <input type="text"/>
*Enterprise name <input type="text" value="SFA"/>	*Plant establishment time <input type="text"/>	*State/Province/Territory <input type="text"/>
*Address of manufacturing facility <input type="text"/>		
*Legal representative - name <input type="text"/>	*Legal representative - contact number <input type="text"/>	*Legal representative - email address <input type="text"/>
*Contact person - name <input type="text"/>	*Contact person - phone number <input type="text"/>	*Contact person - E-mail <input type="text"/>
Date of reconstruction and expansion <input type="text"/>	Item of reconstruction and expansion <input type="text"/>	Production facilities of reconstruction and expansion <input type="text"/>
Remarks <input style="height: 40px;" type="text"/>		
*Licensed production certificate issued by the competent authority of the country (region) <input type="button" value="Upload attachments"/>		

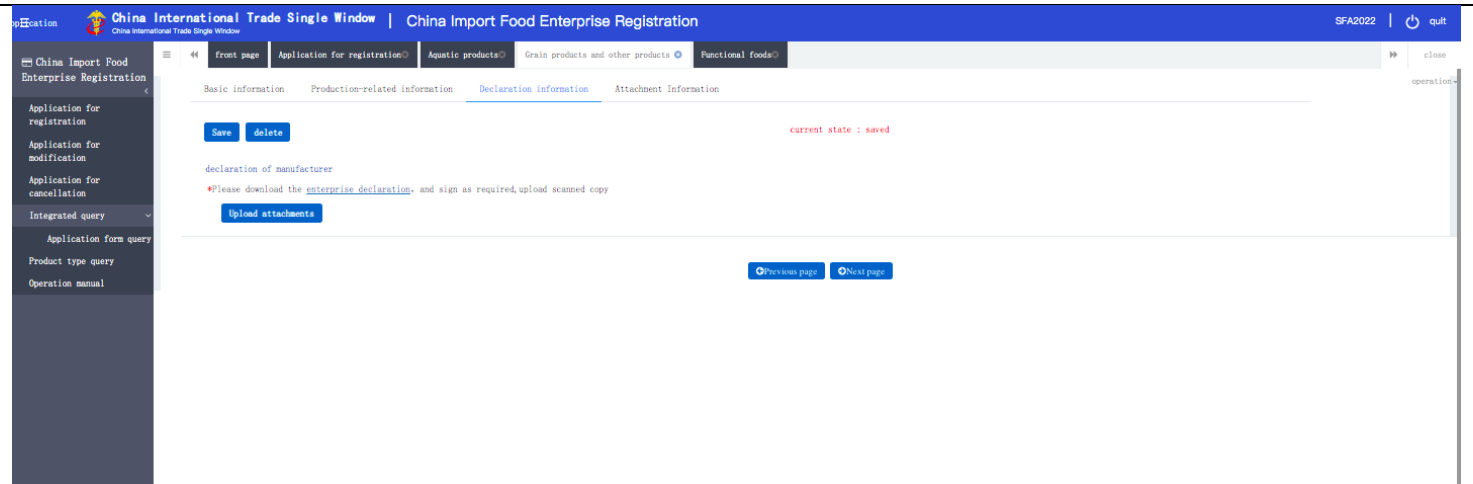
**ii. Production-related information**

The screenshot displays the 'China Import Food Enterprise Registration' application form. The interface is in Chinese and features a sidebar on the left with navigation options such as 'Application for registration', 'Application for modification', and 'Application for cancellation'. The main content area is titled 'Production-related information' and includes several sections:

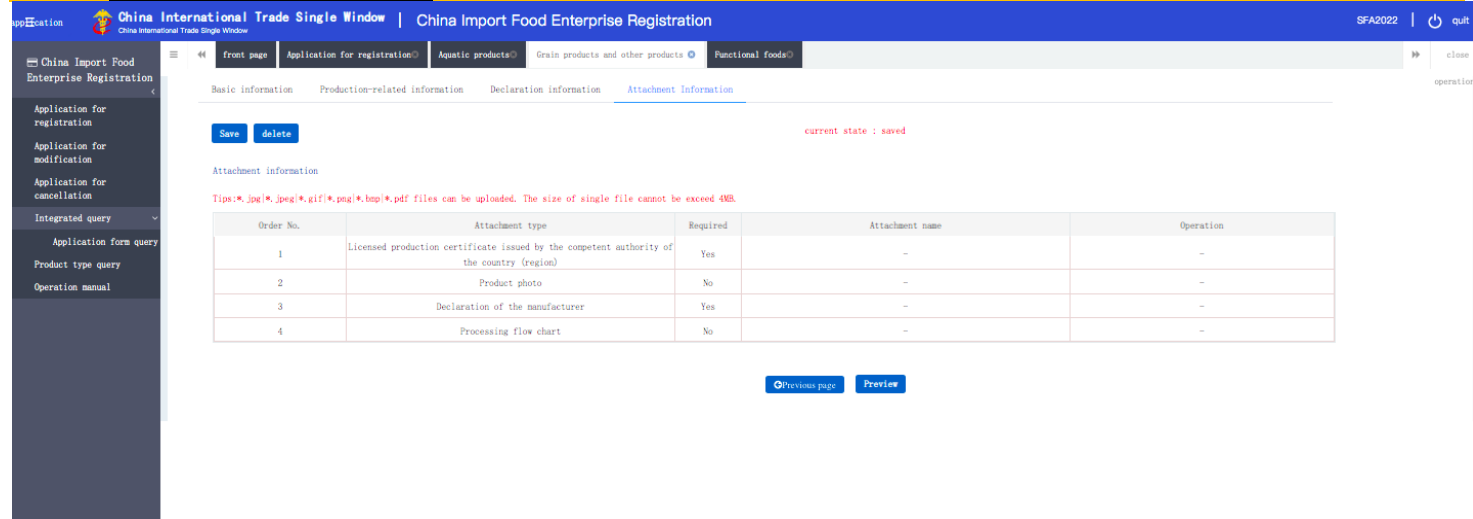
- Raw material/ingredient information:** A table with columns for Order No., Product name, Raw material, Country, Proportion, and Operation. A message states 'No matching records found'.
- Production correspondence:** A table with columns for Order No., Product name, Name of affiliated company, Registration number, and Operation. A message states 'No matching records found'.
- Production and processing water:** Includes radio buttons for 'Municipal water' (selected) and 'Enterprise owned water source', and a checkbox for 'Whether to test water quality of production and processing water' (selected 'Yes').
- Production process:** A text input field for 'Specific processing methods' with a note: 'such as cleaning, heat/cold treatment time and temperature, pickling, dehydration, packaging, etc.' and an 'Upload attachments' button.
- Human resources:** Two input fields for 'Total number of employees' and 'Number of management and technical personnel'.

At the bottom of the form, there are 'Previous page' and 'Next page' navigation buttons. The current state is indicated as 'saved'.

**iii. Company Declaration**



**iv. Attachments – SFA/HSA Licence Certificate, Photos of products, Company declaration, Processing flowchart**



**Submit application by clicking 'Preview' and 'Declare'.**



**6. Companies can check on registration status under 'Application Form Query'**

The screenshot displays the 'Application Form Query' interface within the 'China Import Food Enterprise Registration' system. The interface includes a navigation menu on the left and a main content area with a search form and a data table.

**Search Form:**

- Application type: whole
- Application time from: [Empty]
- Application time to: [Empty]
- Product category: Support fuzzy query, please press the spacebar
- Buttons: Query, Reset

**Table of Registration Records:**

Order	Application serial	Registration number	Application time	Product category	Application type	Application status	Customs receipt	Institutional rec...	Handle part	Operation
1	202100000000013818	-	2021-12-16 16:07:49	棕榈芯	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
2	202100000000013816	-	2021-11-09 16:56:56	蛋白质及其衍生物	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
3	202100000000013814	-	2021-11-09 16:56:35	果冻	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
4	202100000000013810	-	2021-11-09 16:55:33	食品加工用菌种	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
5	202100000000013806	-	2021-11-09 16:54:56	酿酒原料	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
6	202100000000013804	-	2021-11-09 16:54:09	膨化食品	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
7	202100000000013796	-	2021-11-09 16:47:37	蜜饯	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
8	202100000000013788	-	2021-11-09 16:45:05	水果罐头	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
9	202100000000013786	-	2021-11-09 16:44:31	果粉	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine
10	202100000000013784	-	2021-11-09 16:43:56	果酱	Registration application	Enterprise temporary storage	Examine	Examine	Enterprise	Examine

Showing 1 to 10 of 44 rows | 10 rows per page | Page 1 of 5

7. Companies can modify and cancel applications under 'Application for modification' and 'Application for cancellation' respectively.

The image displays two screenshots of the 'China International Trade Single Window' application interface, specifically the 'China Import Food Enterprise Registration' section. The top screenshot shows the 'Application for modification' tab, and the bottom screenshot shows the 'Application for cancellation' tab. Both screens feature a search bar for 'Product category', 'Query' and 'Reset' buttons, and a table with columns for 'Order', 'Application serial number', 'Product category', 'Registration number in China', 'application time', and 'Operation'. The tables in both screenshots display 'No matching records found'.

8. Refer to 'GACC Operational Manual' for additional guidance on the navigation and use of the portal.



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