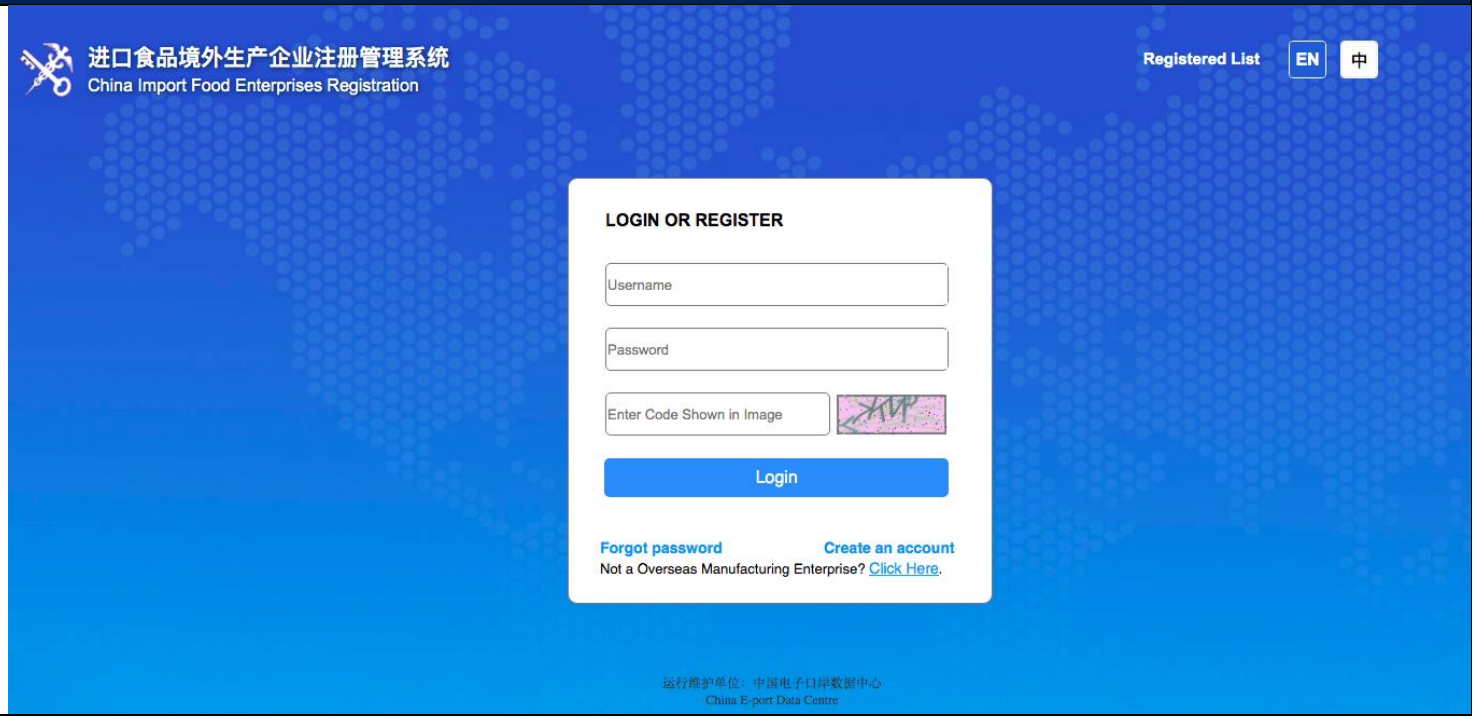
Last updated: 25 January 2022

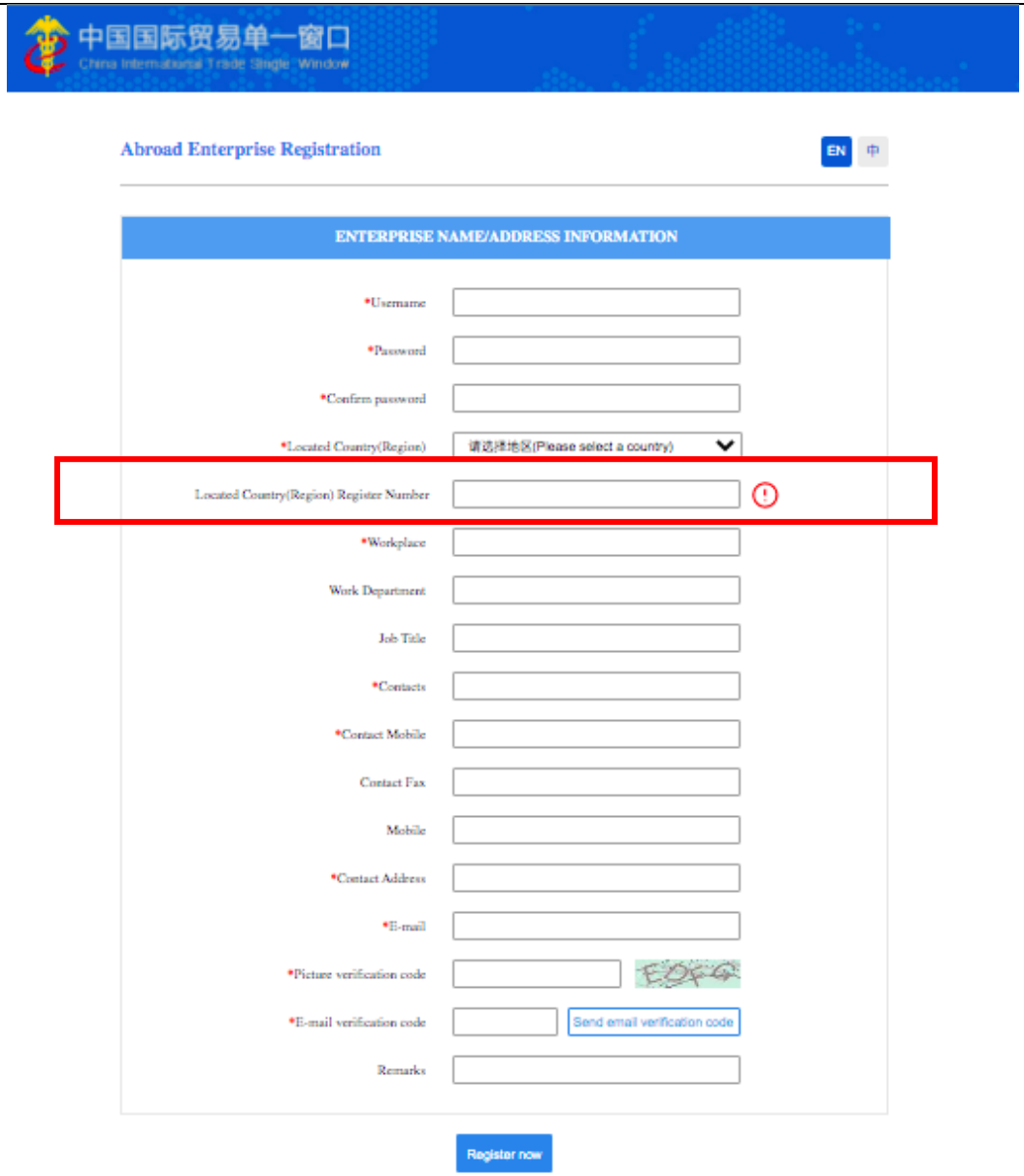
# STEP-BY-STEP GUIDE FOR REGISTRATION IN GACC'S PORTAL

| Steps | Screenshots |
|---|---|
| **1. Login to GACC Portal (China Food Import Enterprise Registration)** https://cifer.singlewindow.cn/ |  |

**2. Create a registration account for your company**

Note:

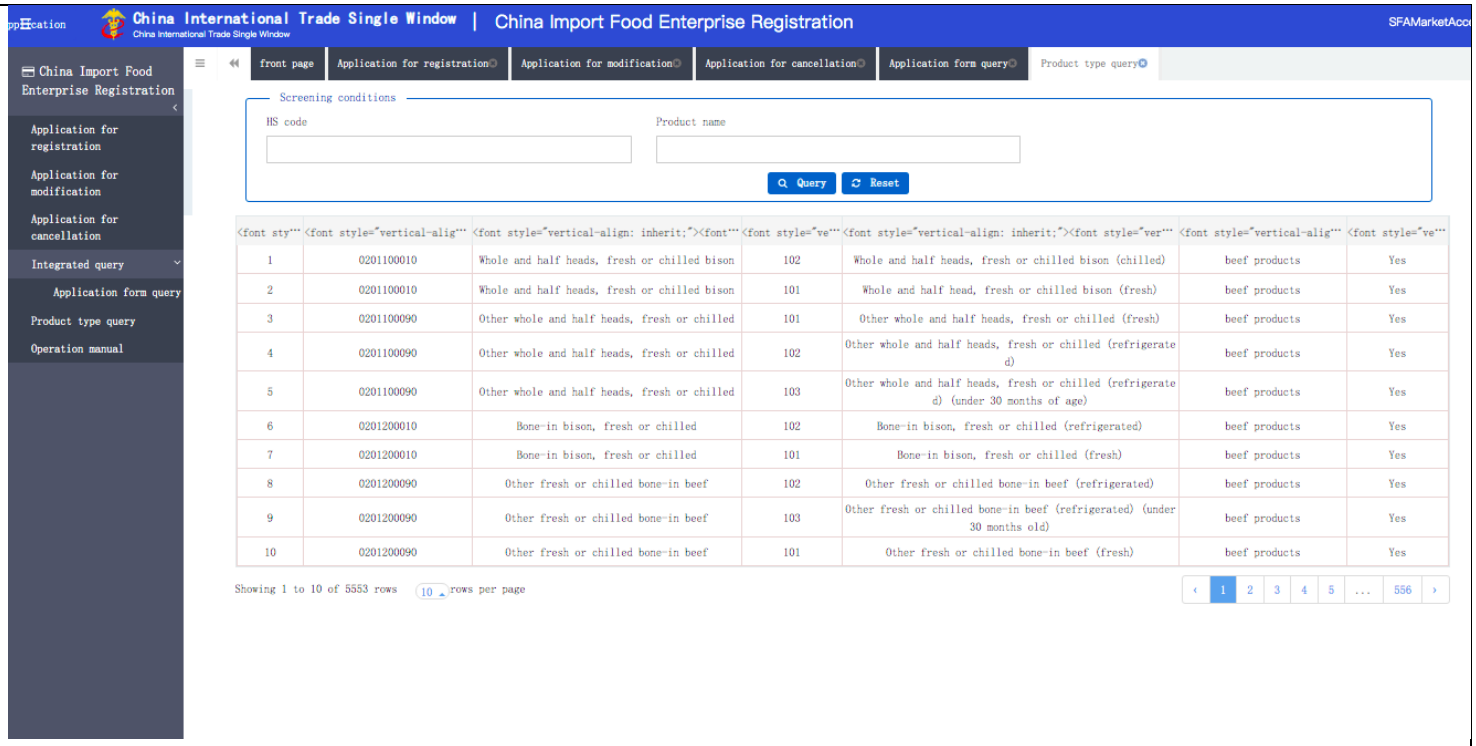
- Companies should use SFA Licence/Food Storage Warehouse Registration Number issued for your facility to fill in the field '*Located Country (Region) Register Number*'.
- For manufacturers of health supplements, companies can use HSA Manufacturer Licence for Chinese Proprietary Medicines instead.
-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



**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.



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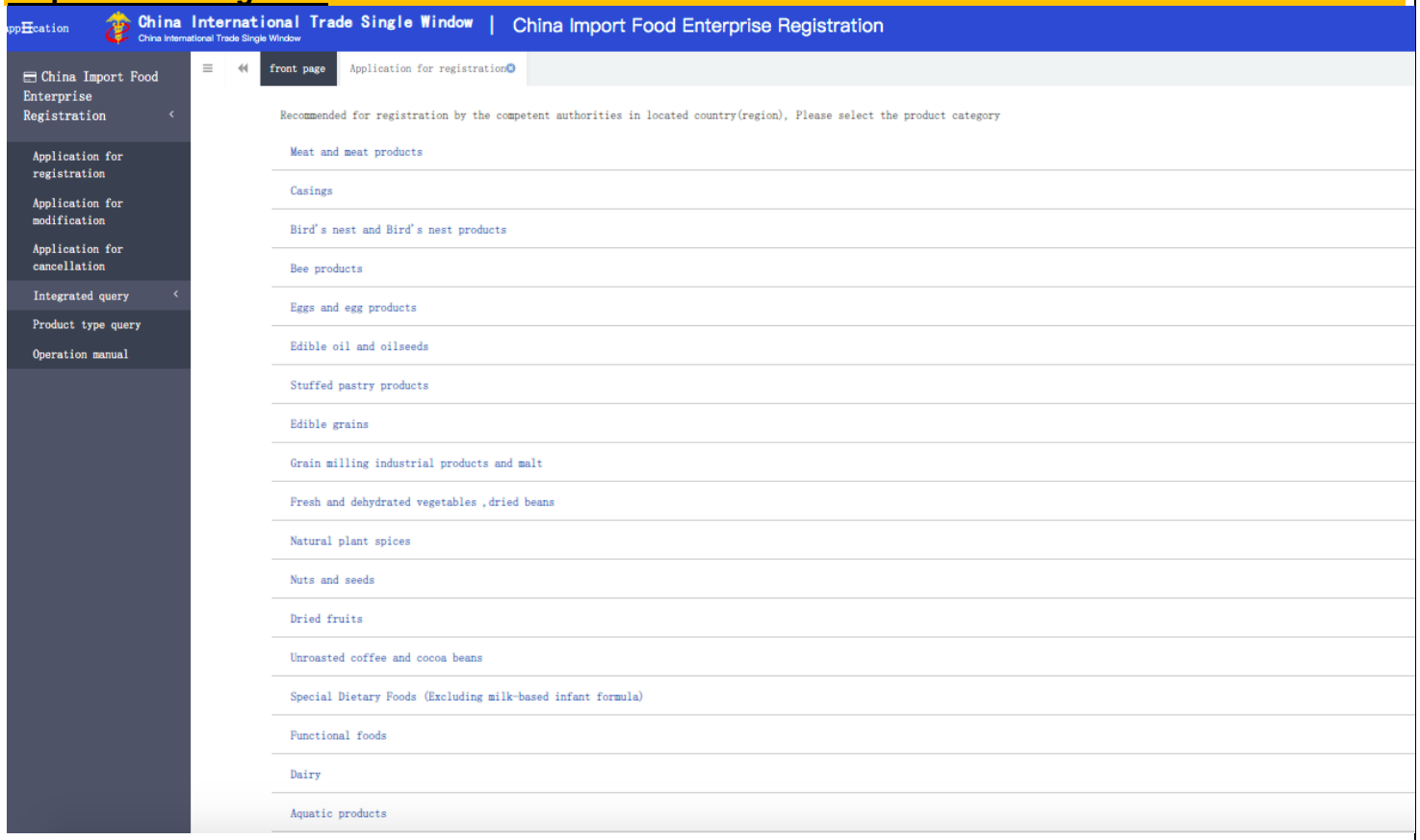
| **4. For registration of products that fall in the 18 product categories to be recommended by comptent authority, accounts must be authenticated by SFA.**<br><br>a. If account was self-created and not created/authenticated by SFA previously, to inform SFA about the account details for authentication.<br><br>b. Select the relevant product category listed under *'Recommended for registration by the competent* | **18 product categories**<br>  |

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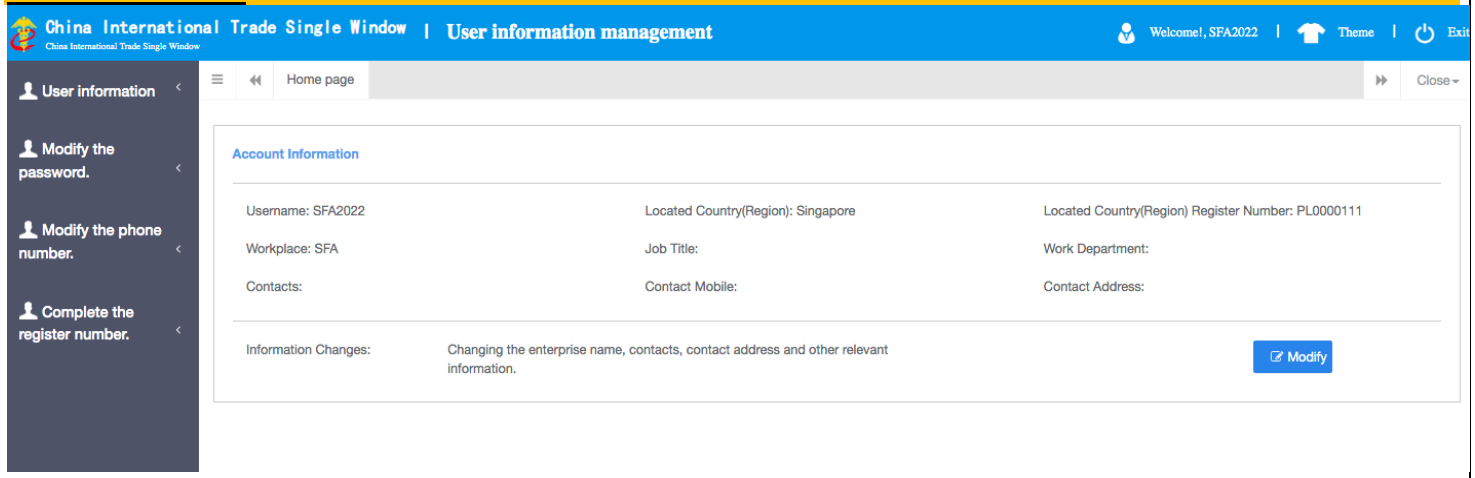
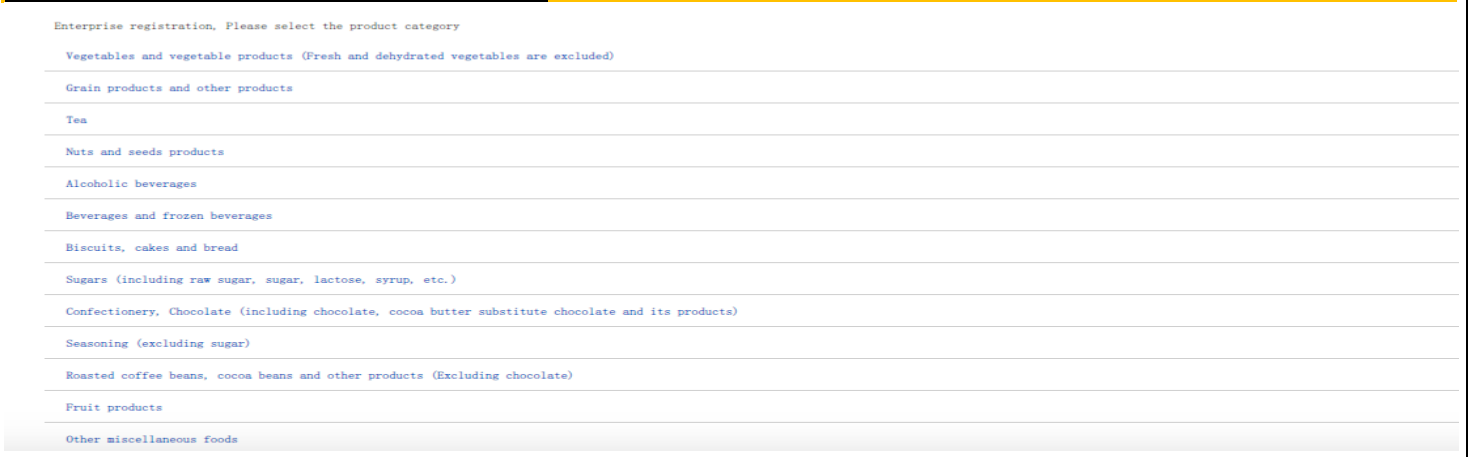
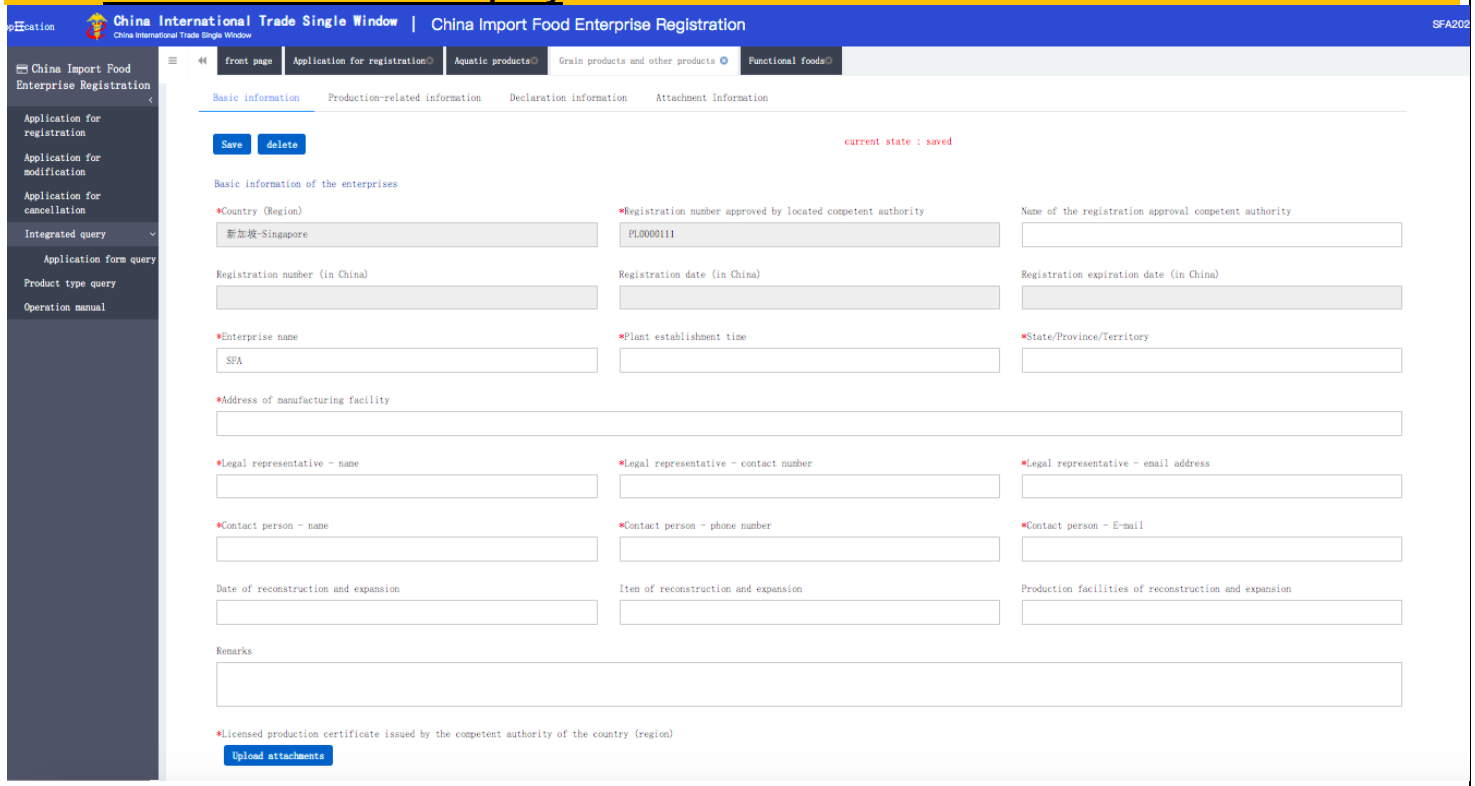
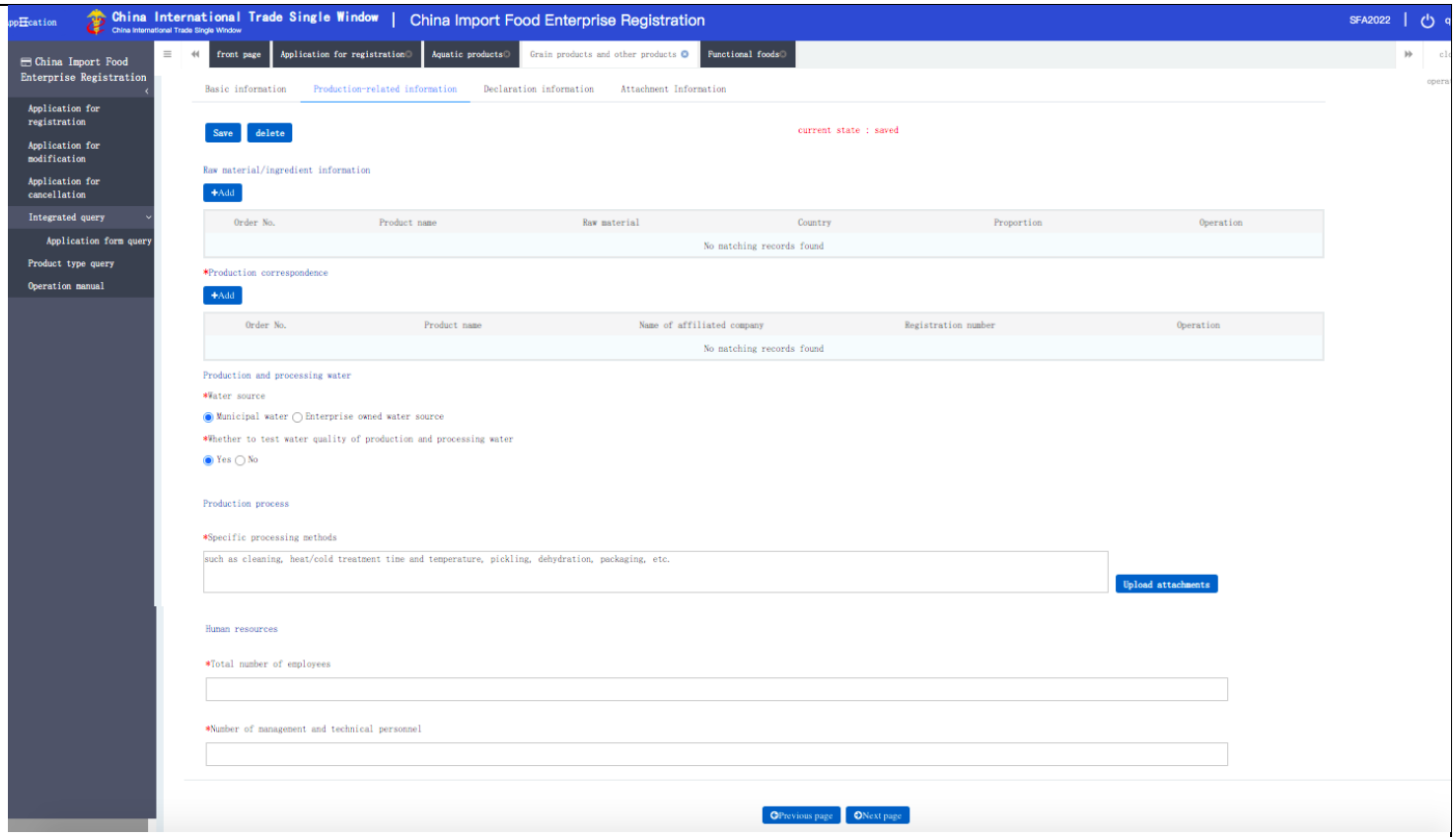
| *authorities'* and submit the relevant application materials needed for that product category in the portal.<br><br>c. Once routed to SFA, SFA will conduct documentary review and arrange for site-inspection. | **Account details**<br>  |
| **5. If self-registration for all other products:**<br><br>a. Select the relevant product category listed under *'Enteprise registration'*. | **Self-registration product categories**<br>  |

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

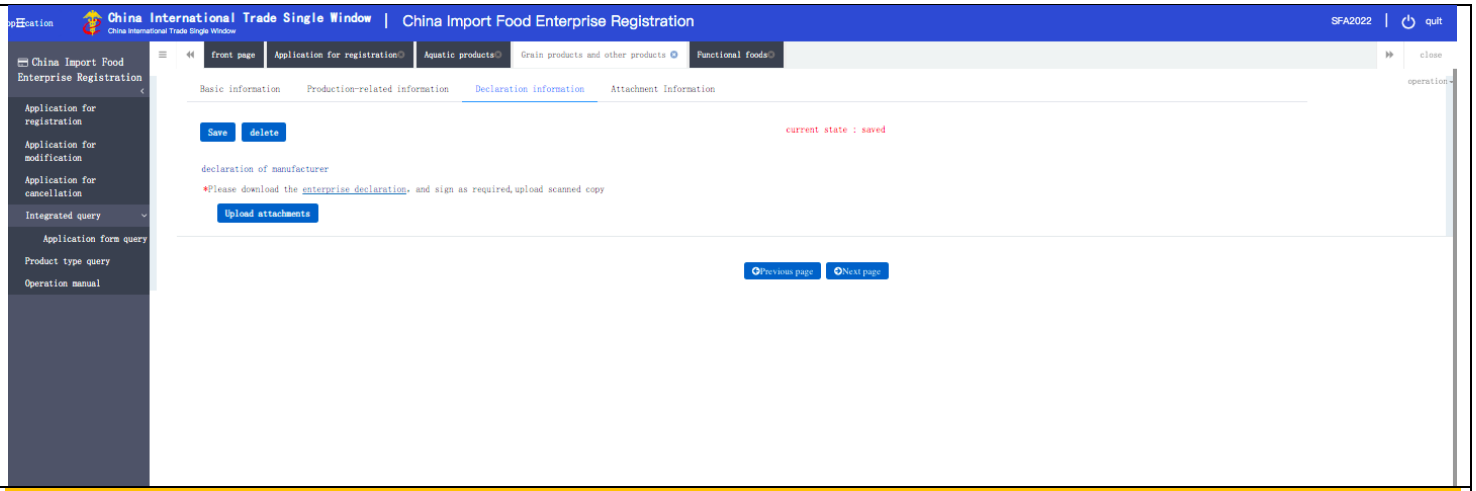
## i. Basic information of company



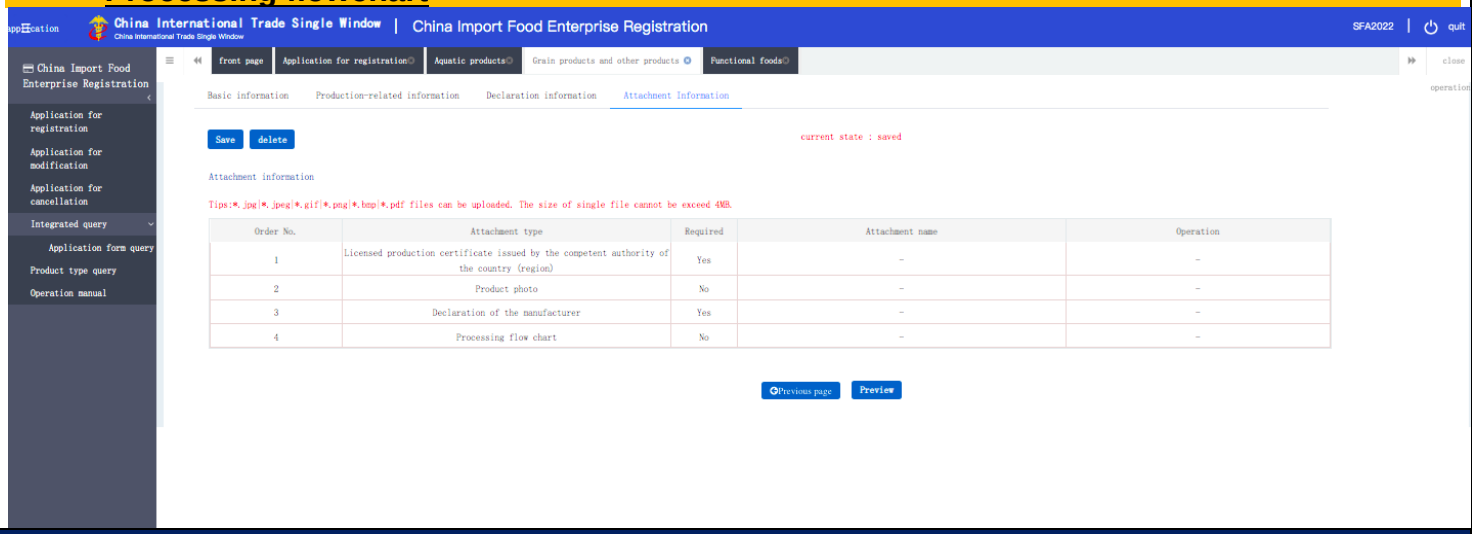

## ii. Production-related information




## iii. Company Declaration




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




**Submit application by clicking ‘Preview’ and ‘Declare’.**

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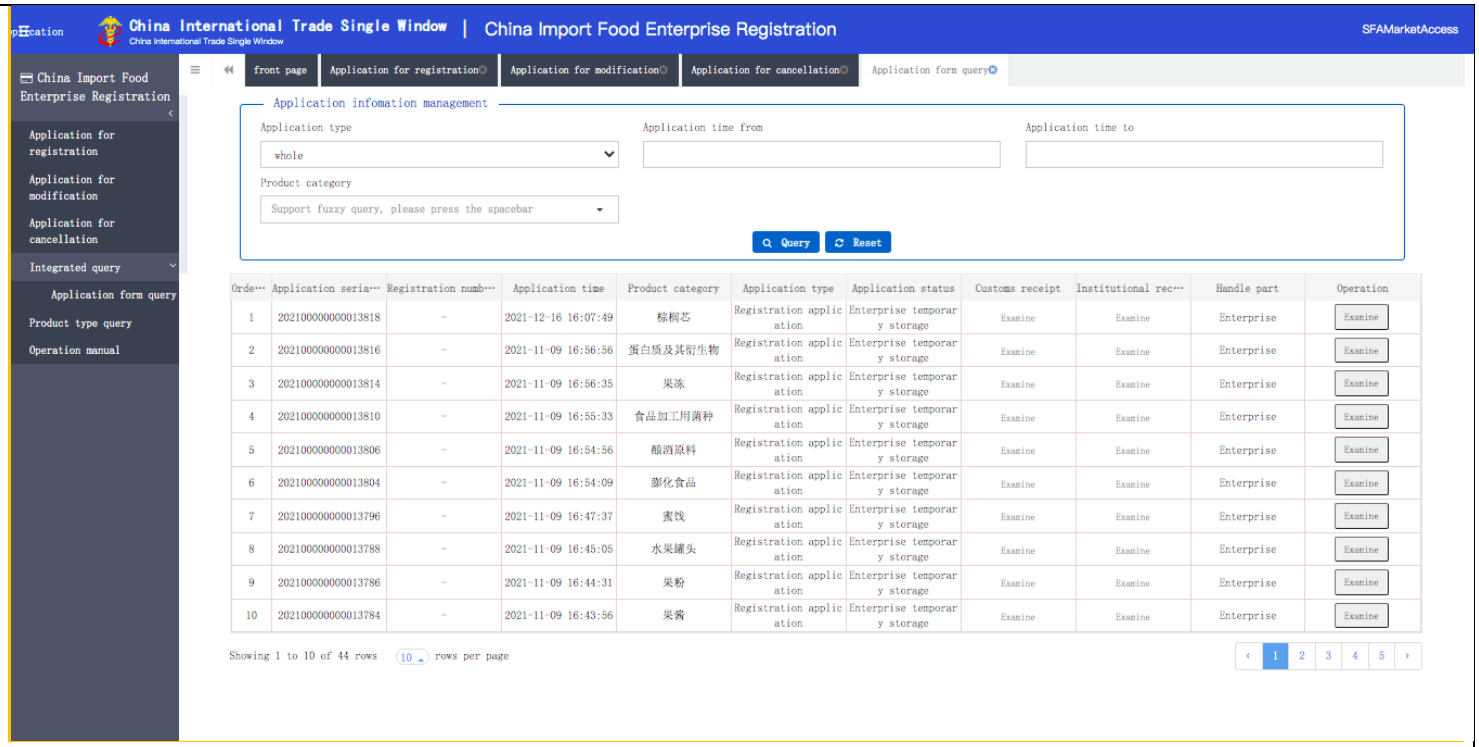
| **6. Companies can check on registration status under *'Application Form Query'*** |  |

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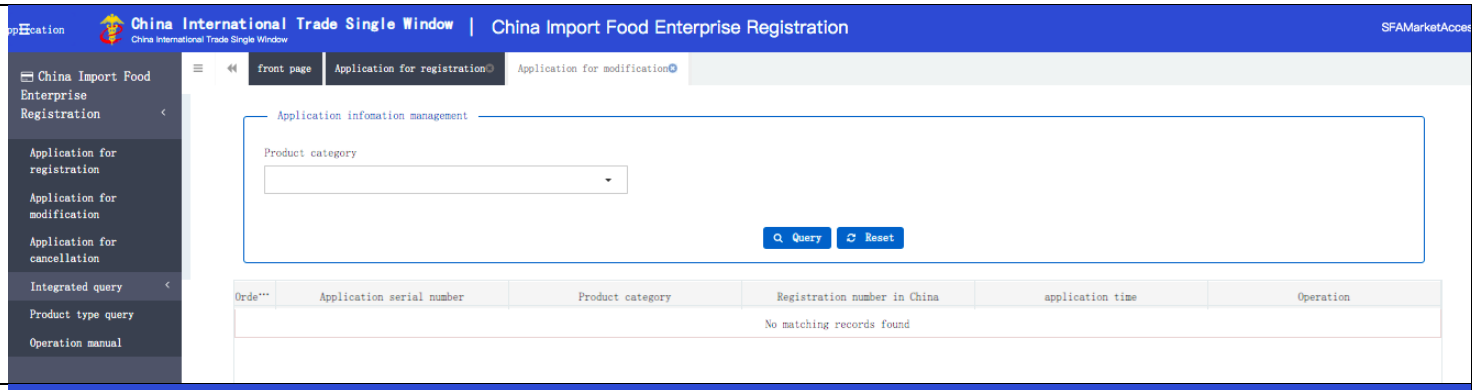
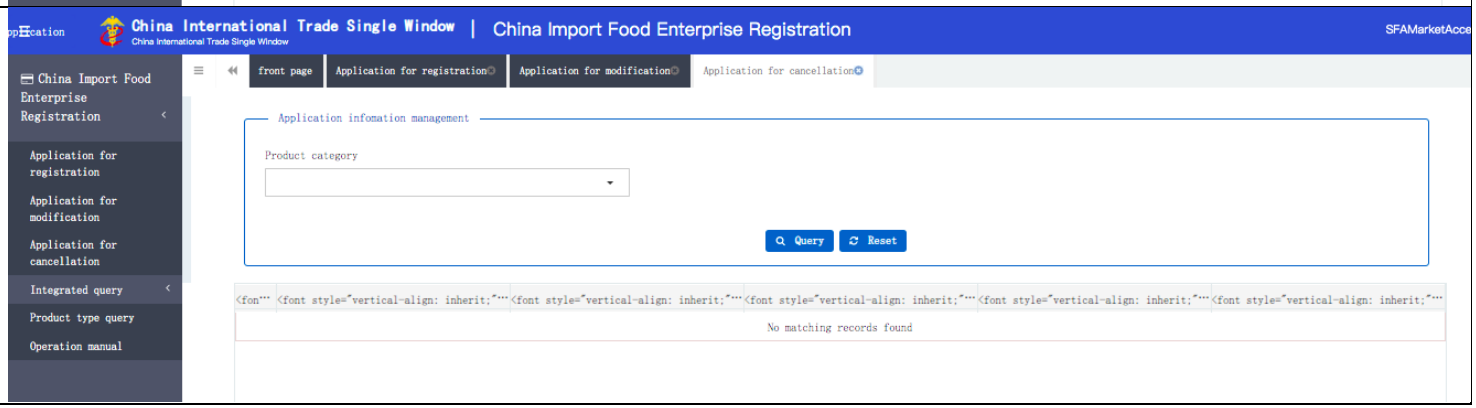
| **7. Companies can modify and cancel applications under *'Application for modifcation'* and *'Application for cancellation'* respectively.** |  <br>  |

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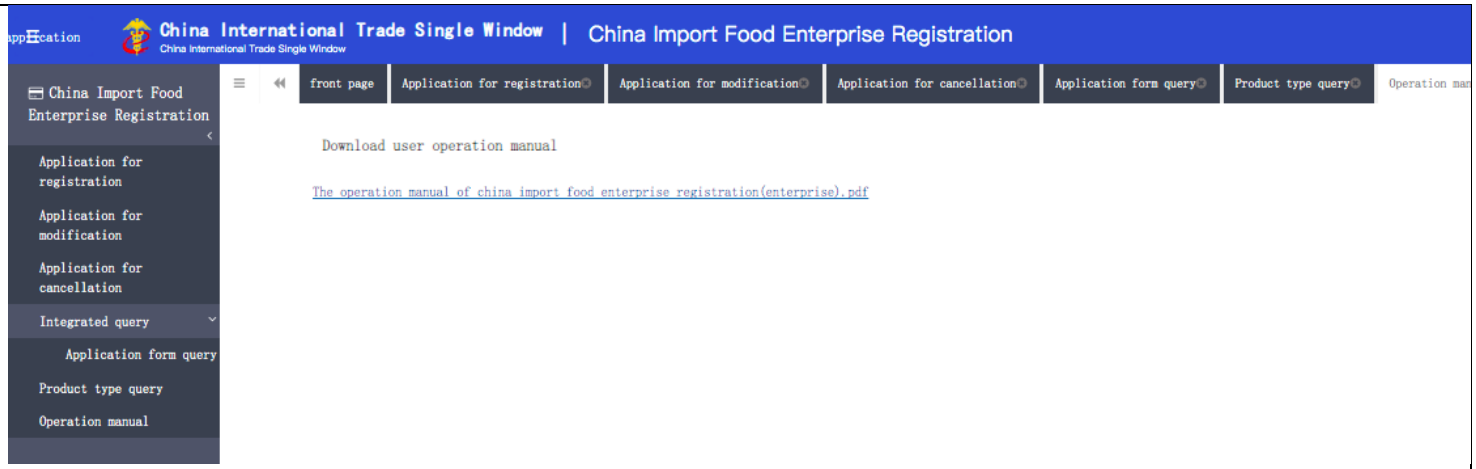
| **8. Refer to *'GACC Operational Manual'* fo additional guidance on the navigation and use of the portal.** |  |

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