Application System for Registration and Management of Overseas Manufacturers of Imported Foods

Research Centre for International Inspection and Quarantine

Standards and Technical Regulations of GACC

Nov. 26, 2021

目
录

CONTENTS

1. Notice to Users

Preconditions
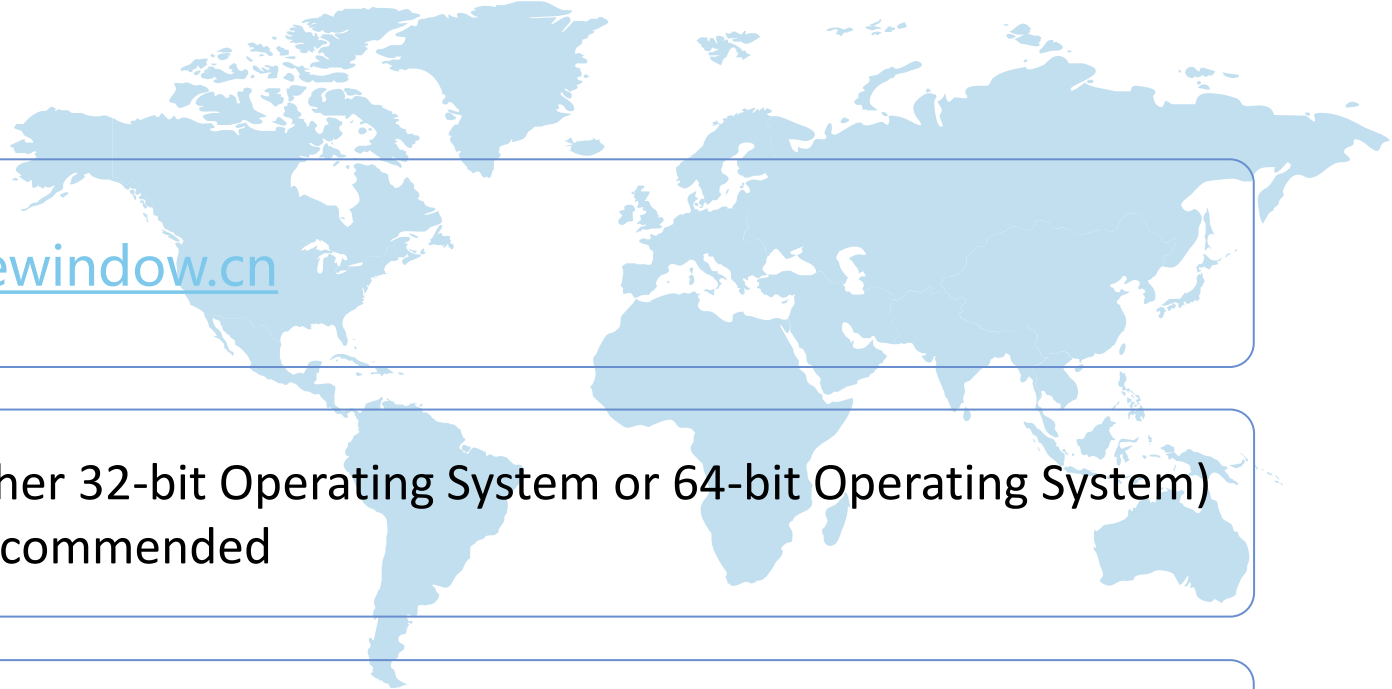
Website	https://cifer.singlewindow.cn
Operating System	Windows 7 or 10 (either 32-bit Operating System or 64-bit Operating System) Windows XP is not recommended
Browser	Chrome 50 and above

Requirements for Data Entry

China Import Food Enterprise Registration

首页 | Application for register | Jams | 关闭操作▾

Basic information | Production-related information | Declaration information | Attachment Information

🖫Save | delete

Basic information of the enterprises

*Country (Region)
法国-France

*Registration number approved by located competent authority
sssddd

Name of the registration approval competent authority

Registration number (in China)

Registration date (in China)

Registration expiration date (in China)

*Enterprise name
European Chamber of Commerce in Ch

*Plant establishment time

*State/Province/Territory

*Address of manufacturing facility

*Legal representative - name

*Legal representative - contact number

*Legal representative - email address

Fields marked with an asterisk are required and those without an asterisk are optional; fields with a grey background cannot be entered. If a red alert pops up next to a field during the entry process, it means that the information currently entered does not meet the requirements and should be amended according to the alert. The blue buttons in the interface are function keys.

Procedures

1 Operation on the keyboard

Some of the functions in the interface can be shortcut by using the keyboard.
Clicking on the **Tab** key causes the interface cursor to automatically jump to the entry box for the next field.
Clicking on the **Up and Down Arrow** keys allows you to select from the parameters in the dropdown menu of the interface.
Clicking on the **Backspace** key can delete the content in the current entry box.

2 Move the tab

If you have more tabs open, click on the interface or icon to move the tab left or right for selection.

3 Collapse/ expand the menu

Click on the right display area - the upper-left icon - to collapse or expand the left menu bar. The collapsed left menu bar shows only the icons.

4 Close tabs

Click on the right display area - the upper-right icon - to bring up a drop down menu. Choosing 'close all tabs' will close all open tabs in the current display area; if you choose 'close other tabs', you will close all open tabs except for the currently displayed tab.

User Groups

Competent Authorities in the Country or Region

The official authorities responsible for the safety and hygiene supervision of food manufacturers in the country (region) where the overseas manufacturer of imported food is located. The system is used to examine the applications submitted by the local enterprises and to recommend them to the General Administration of Customs of the People's Republic of China (hereinafter referred to as "GACC"). It can also be used to manage the registered enterprises recommended by the competent authorities and help GACC in the review and rectification of registered enterprises.

Overseas Manufacturers of Imported Food

Overseas enterprises responsible for production, processing and storage that export food to China can submit applications for registration, change, renewal and cancellation, submit rectification materials, and receive customs notifications, etc. through the system.

Management of User Accounts

1 The accounts of overseas enterprises assigned by the competent authorities can be directly logged into the system for registration of overseas manufacturers of all food categories.

2 The accounts registered by the overseas enterprises themselves can only be registered for overseas enterprises of food products other than those in the 18 categories.

3
1. An overseas enterprise can register for only one account.
2. If an overseas enterprise produces food products that include both 18 categories and beyond, it is recommended to contact the competent authority for the allocation of a system account and not to register a system account by itself. The system will later develop the certification function for the competent authority to open the application rights of 18 categories of products for the accounts of self-registered enterprises.
3. When registering for an account in the system, it should be noted that the country (region) registration number is a mandatory field, if not filled in, you can fill in the field once after logging into the system. Please check your username, country or region and country (region) registration number carefully as they cannot be changed once your account has been registered.

For self-registration user

1. Visit (https://cifer.singlewindow.cn), click "Create an account" to go to the page for account registration and fill in the required information.
2. Required fields: user name, password, confirm password, workplace (name of the enterprise), and other fields marked with an asterisk; "Located Country(Region) Registration Number" is also required. After filling in all required fields, please click "Register now" to complete the registration.
3. Click on the icon 中 EN in the upper right corner to switch between English and Chinese.

Note：After successful registration of an overseas enterprise user account, the user name, located country (region), and located country (region) registration number cannot be modified, so please check them carefully when registering.

Management of User Accounts

4

1. After logging into the system, click on the enterprise name in the top right corner to access the user (account) maintenance function.

2. When you enter the User Information Management Interface, you can modify the relevant information of your company, including contacts, contact mobile, company name, work department, job title, contact address, fax, notes and email address.

3. If you have not entered your country (region) registration number during registration, you can do so through the "Complete the register number" function.
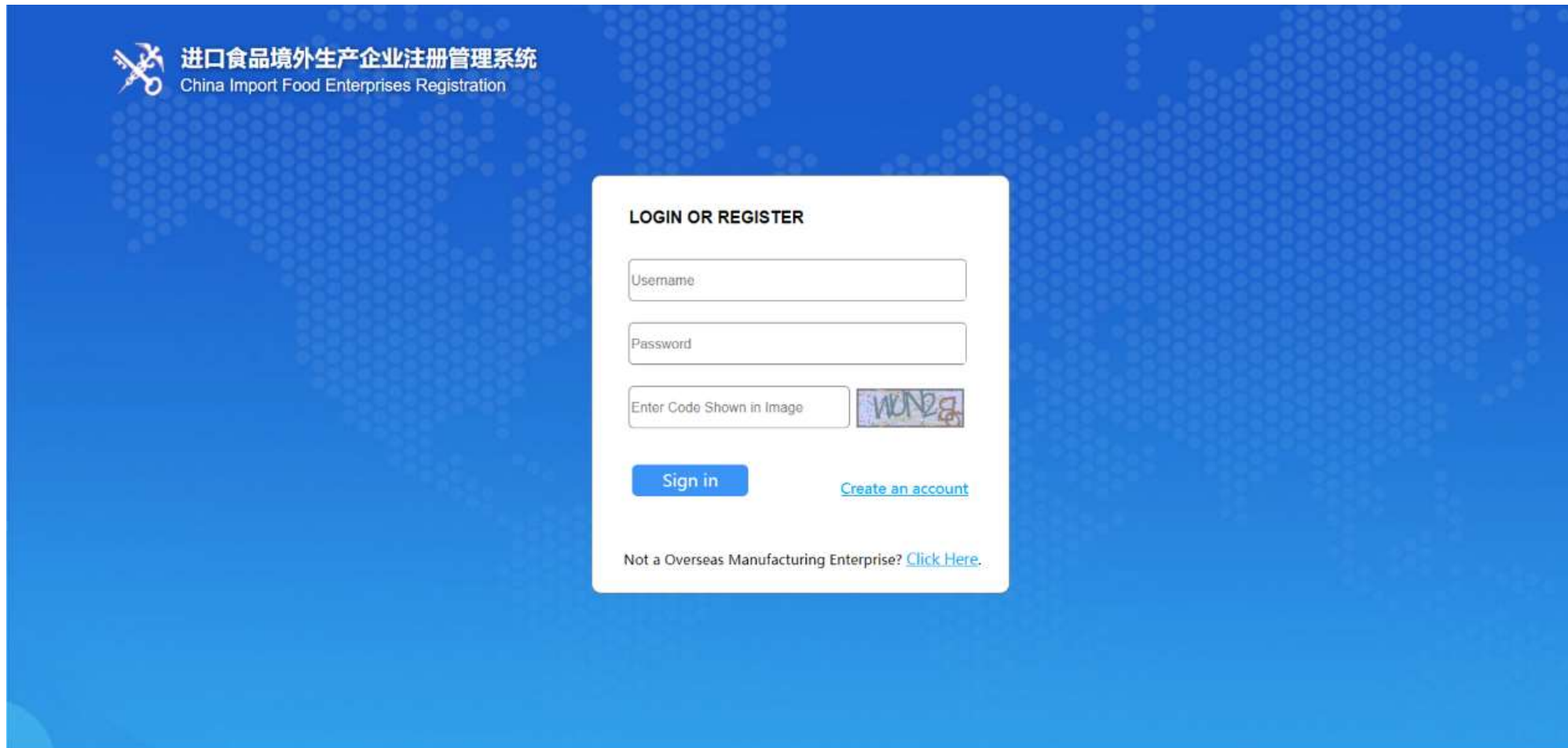
Management of User Accounts

4

Note: The user can only change the registration number ONCE and after it has been changed and saved, the "save" function in this menu will disappear.

Enter or Exit the System

Visit https://cifer.singlewindow.cn, enter your username and password to log in to the system and enter the main system interface.

This system is only available to users of overseas enterprises and overseas institutions. You can safely exit the system by clicking on [Exit] in the upper-right corner of the interface after entering the system.

2. Operating Procedures for Enterprises

Function Brief

The system for registration and management of overseas manufacturers of imported food enables the management of the registration of these manufacturers. This includes applications for registration, change, renewal and cancellation of overseas production enterprises, as well as enquiries about the applications; the competent authorities examine and check the applications and manage the registered enterprises.

The registration methods for overseas manufacturers of imported food include **registration recommended by the competent authorities of the country (region) in which they are located and registration applied for by enterprises themselves**.

Overseas manufacturers shall be resgistered through recommendation by the competent authority of the country (region) to the GACC: meat and meat products, aquatic products, dairy products, bird's nest and its products, casings, bee products, egg and egg products, edible fats and oils, stuffed pasta, edible grains, grain milling industrial products and malt, fresh and dehydrated vegetables, and dried beans, seasonings, nuts and seeds, dried fruits, unroasted coffee beans and cocoa beans, food for special dietary purpose, and functional food.

Overseas manufacturers of food products other than those listed above shall submit their registration to the GACC.

Procedures for Producers of the 18 food categories

18 categories

General Approval Process

Enter basic information of the enterprise --> Enter production-related information --> Enter attachment information --> Preview --> Submit to the competent authority --> Wait for the result of the examination --> Receive the approval acknowledgement and obtain the registration number
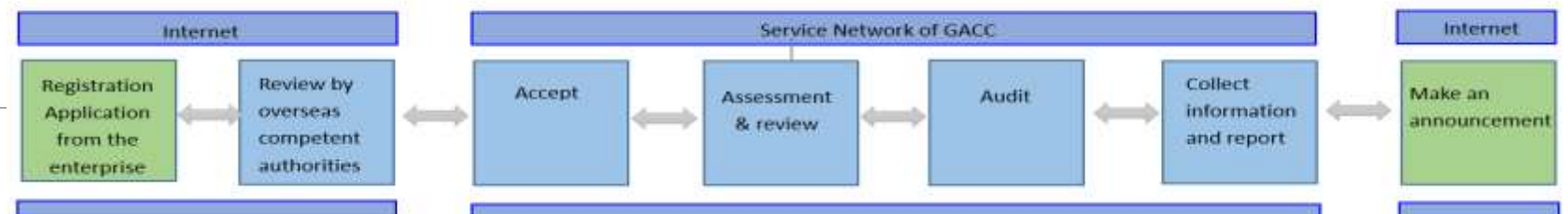
The Process of Return, Completion and Correction by the Competent Authorities

Enter the basic information of the enterprise --> Enter the production-related information --> Enter the attachment information --> Preview --> Submit to the competent authority --> Receive the acknowledgement of completion and correction --> Amend the application form and re-declare (to the competent authority) --> Wait for the result of the examination --> Receive the approval acknowledgement and obtain the registration number

Customs return (not registered) or competent authority return (not recommended) process

Enter the basic information of the enterprise --> Enter the production-related information --> Enter the attachment information --> Preview- -->Submit to the competent authority -->Receive the return of non-recommendation (you can check through the "Agency Return Receipt" or "Customs Return Receipt" in the comprehensive query function to see the reason for not passing.) --> original application form is invalidated and a new application shall be submitted

Registration Process Flow Diagram through official recommendation for overseas manufacturers of 18 categories of imported food

Internet		Service Network of GACC				Internet
Registration Application from the enterprise	Review by overseas competent authorities	Accept	Assessment & review	Audit	Collect information and report	Make an announcement

Application for Register

Log in to the system, click on "Application for Register" on the left menu and select the product category for which you want to register.
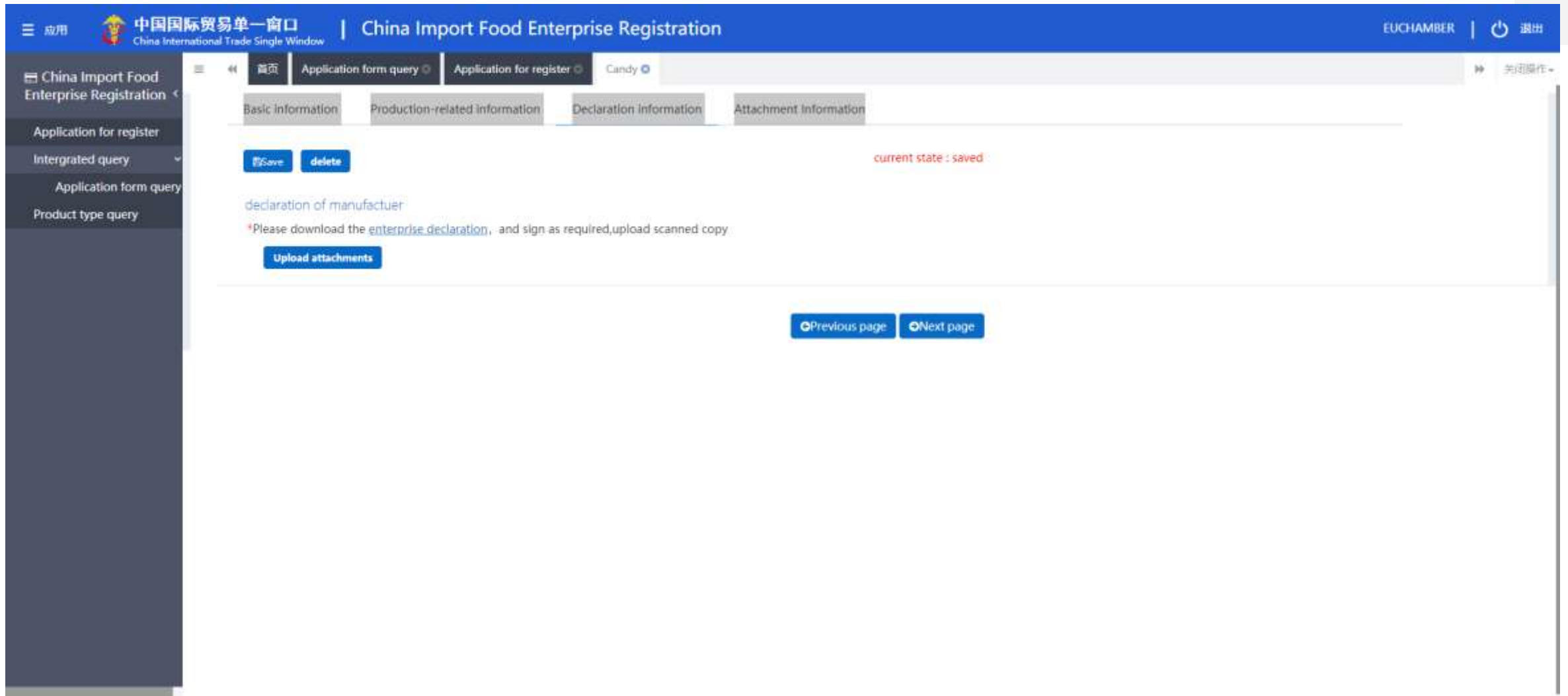
Application for Register

Fill in the "Basic information", "Production-related information", "Declaration information", "Attachment Information" and submit the "declaration of the enterprise" one by one.

Application for register

Submit to the competent authorities of the country (region) or to the GACC.

Registration Application Page Main Functions

1 Save：Save the information entered by the user, including basic information about the enterprise, production-related information, declaration information and attachment information. Temporarily saved data can be deleted or declared (submitted to the competent authority)

2 Preview: Click on the "preview" button at the bottom of the "Attachment Information Page" after finishing entering all information, the page will then switch to preview mode and the four pages of the form are displayed together – be ready for submission to the competent authority

3 Submit：After clicking on the "preview" button, a "submit" button will pop up for the user to submit temporarily saved data of the registration application to the competent authority for review

4 Return: After clicking on the "return" button, the user can exit preview mode to go back to viewing the original version of the site in "separate page viewing" mode

5 Delete：After the data has been entered and saved, click on the [Delete] button and the system will delete the data. The deleted data cannot be recovered

Registration Application Page - Data Entry Instructions

All fields marked with an * are required

- **Registration number approved by located competent authority**：the system will fill it in automatically with "Located Country (Region) Registration Number" entered by the user during the account registration
- **Name of the registration approval competent authority (Optional)**：the competent authority that has been officially approved and established for supervising the overseas enterprise，which is the organisation that grants the enterprise the "Located Country (Region) Registration Number"
- **Name of the located competent authority**：the name of the authority that assigns the user account to the enterprise; click on the "space" or the "triangle" to the right to select it
- **Registration number (in China)/Registration date (in China)/Registration expiration date (in China)**：generated by the system after the approval of the registration application; not to be filled in when entering
- **Enterprise name (Required)**：filled by the system automatically; you can fill in or change the name according to the actual situation; this field can be edited but modification is not recommended

Registration Application Page - Data Entry Instructions

All fields marked with an * are required

- **Products to be registered/added to China (Required)**：when you click on "Add", the entry screen pops up and you can enter multiple product information.

- **Trade with China in recent 2 years (Required)**： if you select "Yes", the corresponding information is required; if you select "No", then it is not required. After selecting "Yes", the form for "Specific Products to China" will pop up, then clicking "Add" to go to the page for entering the information about the trade with China in recent 2 years. The options for "Specific Products to China" are generated according to the items filled in for "Specific products to be exported to China" under "Products to be registered/added to China "category.

- **Export trade history in recent 2 years (Optional Form)**： Click on "Add" ,"Export product variety", and then the space or the triangle to the right to display the options. The options for "Specific products to be exported to China" are generated according to items filled in for "Specific products to be exported to China" under "Products to be registered/added to China "category.

- **Raw material/ingredient information (Optional)**：Click on "Add" to go to the page for "raw material/ingredient". The options for "Specific products to be exported to China" are generated according to items filled in for "Specific products to be exported to China" under "Products to be registered/added to China "category.

Registration Application Page - Data Entry Instructions

All fields marked with an * are required

- **Use of pesticide (Required)**: If you choose "No pesticide used", then you will not need to fill in the form; if you choose "Pesticide used", you must fill in the form below - please click "Add" to go to the page for entering the information about the pesticide used. "The options for "Specific products to be exported to China" are generated according to items filled in for "Specific products to be exported to China" under "Products to be registered/added to China "category.

- **Production correspondence (Optional)**: Click on "Add" to go to the page for "Production correspondence". The options for "Specific products to be exported to China" are generated according to items filled in for "Specific products to be exported to China" under "Products to be registered/added to China "category.

- **Production and processing water**: To select from "Municipal water" and "Enterprise owned water source". If you select "Enterprise owned water source", you will be required to answer to "Whether to disinfect the self-owned water source" and "Disinfection treatment method for self-owned water source", otherwise these are optional. If you select "Other", then you will be required to fill in the box for "other disinfection treatment method for self-owned water source".

Registration Application Page - Data Entry Instructions

All fields marked with an * are required

- **Production process**: The information on specific processing method is required but its not mandatory to upload attachments.
- **Declaration information**：You need to download the "enterprise declaration"(document provided by the system), and have it signed and stamped before uploading a scanned copy here.
- **Attachment information**：This section summarizes and illustrates details about the attachments uploaded through the "Basic information", "Production-related information" and "Declaration information" pages.

Procedures for Producers beyond the 18 food categories

Food Products Beyond the 18 Categories

General Approval Process

Enter basic information of the enterprise --> Enter production-related information --> Enter attachment information --> Preview --> Declare to GACC --> Wait for the result of the examination --> Receive the approval acknowledgement and obtain the registration number

The Process of Return, Completion and Correction by the Competent Authorities

Enter the basic information of the enterprise --> Enter the production-related information --> Enter the attachment information --> Preview --> Declare to GACC --> Receive the acknowledgement of completion and correction --> Amend the application form and re-declare (to the competent authority) --> Wait for the result of the examination --> Receive the approval acknowledgement and obtain the registration number

Customs return (not registered) or competent authority return (not recommended) process

Enter the basic information of the enterprise --> Enter the production-related information --> Enter the attachment information --> Preview- -->Submit to GACC -->Receive the return of non-recommendation (you can check through the "Customs Return Receipt" in the comprehensive query function to see the reason for not passing.) --> original application form is invalidated and a new application shall be submitted

Self-registration Process Flow Diagram for overseas manufacturers of imported food beyond the 18 categories
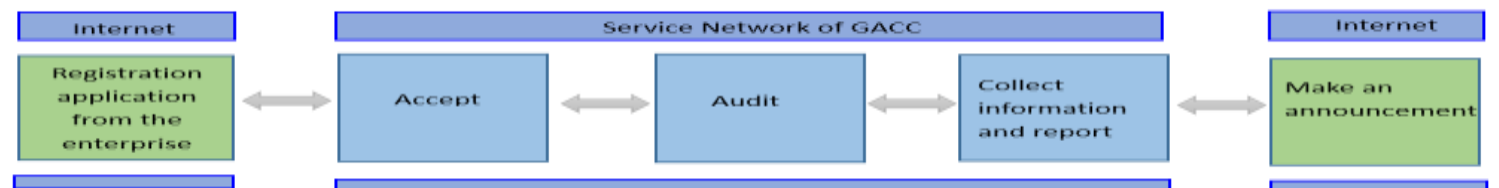
Internet	Service Network of GACC			Internet
Registration application from the enterprise	Accept	Audit	Collect information and report	Make an announcement

Registration Application Page - Data Entry Instructions

All fields marked with an * **are required**

- **Registration number approved by located competent authority**：the system will fill it in automatically with "Located Country (Region) Registration Number" entered by the user during the account registration
- **Name of the registration approval competent authority (Optional)**：the competent authority that has been officially approved and established for supervising the overseas enterprise
- **Registration number (in China)/Registration date (in China)/Registration expiration date (in China)**：generated by the system after the approval of the registration application; not to be filled in when entering; Once the registration application has been approved, it will be filled in by the system automatically and the user can check for the number through the "application form query" function.
- **Enterprise name (Required)**：you can fill in or change the name according to the actual situation

Registration Application Page - Data Entry Instructions

All fields marked with an * are required

- **Products to be registered/added to China (Required)**：when you click on "Add", the entry screen pops up and you can enter multiple product information.
- **Trade with China in recent 2 years (Required)**：if you select "Yes", the corresponding information is required; if you select "No", then it is not required. After selecting "Yes", the form for "Specific Products to China" will pop up, then clicking "Add" to go to the page for entering the information about the trade with China in recent 2 years. The options for "Specific Products to China" are generated according to the items filled in for "Specific products to be exported to China" under "Products to be registered/added to China "category.
- **Export trade history in recent 2 years (Optional Form)**：Click on "Add" ,"Export product variety", and then the space or the triangle to the right to display the options. The options for "Specific products to be exported to China" are generated according to items filled in for "Specific products to be exported to China" under "Products to be registered/added to China "category.
- **Declaration information**：You need to download the "enterprise declaration"(document provided by the system), and have it signed and stamped before uploading a scanned copy here.
- **Attachment information**：This section summarizes and illustrates details about the attachments uploaded through the "Basic information", "Production-related information" and "Declaration information" pages.

Application Form Query

一

This section enables users to query about registration application forms. Users from overseas enterprises can input the query criteria and make a query for the application that has been filed by the enterprise, including the application information, the recommendation status (decided by the competent authority), the review status (decided by GACC), etc.

二

For the applications which are temporarily saved, unsuccessfully submitted or need to be corrected with supplementary documents, you need to click [Examine] to go to the "application details" page for editing.
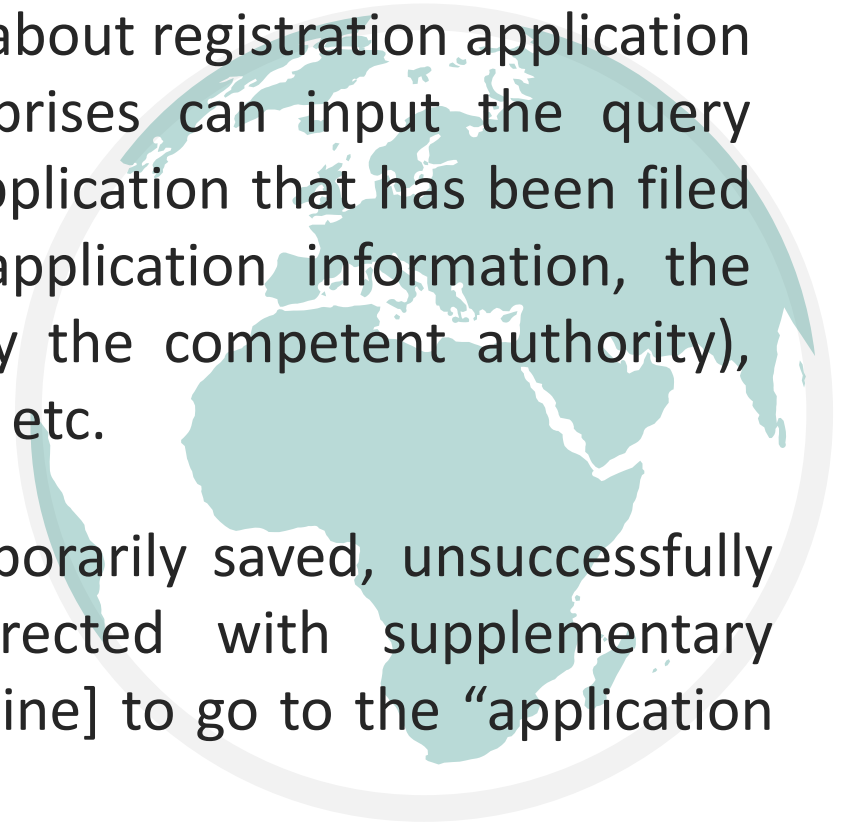
Application Form Query

Click on "Integrated query - Application form query" on the left-side menu to expand the business menu.

Application Form Enquiry

1. Please select the query criteria and click on "Search". According to the query criteria, the following list of query results will be shown.

2. Please click the "View" button in the data operation column to open the application form and see the displayed details. Depending on the status of the application, there are several cases as follows
1) If the application is temporarily saved or under correction, the application form can be edited and submitted later.
2) For self-registration products, if they are marked with "Customs failure", "Entry Failure to Customs Database ", the enterprises can edit the application and submit it to the GACC again. For products that shall be recommended by the located competent authorities to GACC for registration, if they are marked with "failure when sending to the Customs" , "Entry Failure to Customs Database", the enterprises are not allowed to modify or submit the application.
3) It is not allowed to edit or submit the application if it is in the following status: having been submitted to the competent authority, submitted to the Customs (recommended), returned to the enterprise (not recommended), successfully sent to the Customs, successfully stored in the database by the Customs, not approved, approved, accepted, not accepted, withdrawn, suspended, and rectified.
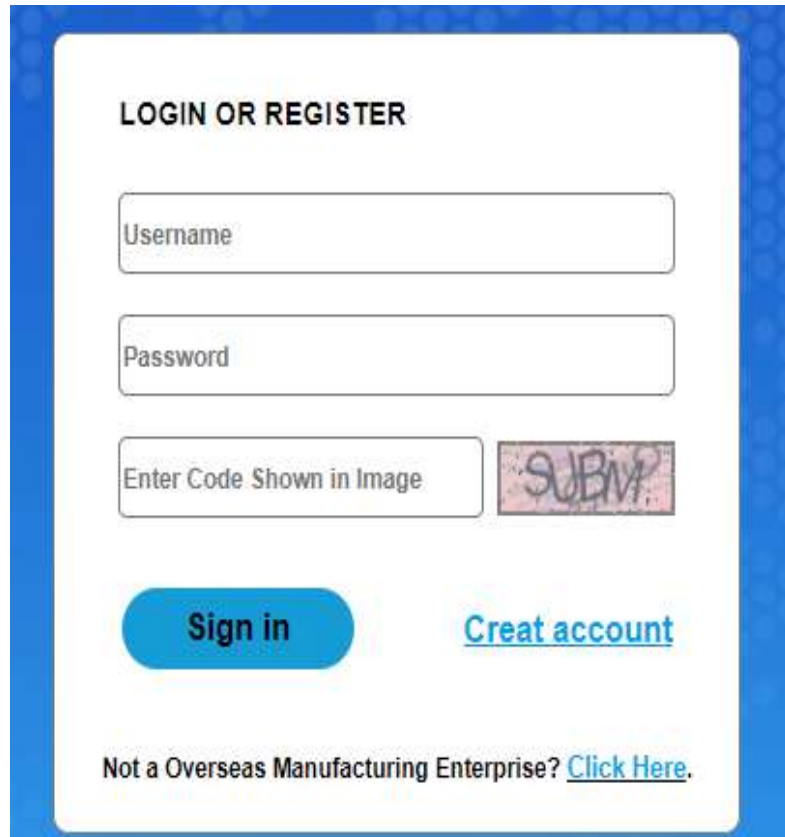
Application Form Enquiry

Status	Description
Corporate (Competent authority) -Temporarily Saved	The enterprise or competent authority inputs and modifies the registration application
Submission to Competent Authority	The registration application shall be submitted to the competent authority for review
Submission to the GACC	The competent authority or the enterprise submit the application (through recommendation or self-registration) to GACC
Not to be Recommended	GACC or the competent authority returns the registration application to the enterprise
Successful submission to GACC	The registration application sent by the competent authority or the enterprise has been successfully submitted to GACC
Failed submission to GACC	The registration application sent by the competent authority or the enterprise has not been submitted successfully to GACC
Successfully saved in GACC database	GACC has successfully received the data and save them in the Customs Database
Unsuccessfully saved in GACC database	GACC succeeds in receiving the data but fails to save them in the database
Not Approved	GACC rejects the registration application submitted by enterprises or the competent authority and sends it back. At this point, the application can be queried in the system, but the user is not allowed to make any changes
Approved	GACC approves the registration application and obtains the registration number in China. Application for changes can be made
Accepted	GACC receives the registration application, saves it into the database, and will proceed to the "Examine/Review" stage
Not to be Handled	GACC receives the registration application, saves it into the database, but it does not proceed to the "Examine/Review" stage and will be returned
Modification and Supplement	1. GACC returns the application data to enterprises or the competent authority. The enterprises or competent authorities can modify and submit it again. 2. The competent authority returns the application to the enterprise, only applies to registration application and the application for changes, and enterprises can submit it again after modification.
Withdrawal	GACC initiates the cancellation of the registration application for a certain type of product of the enterprise
Suspension	GACC initiates the temporary suspension of the registration application for a certain type of product of the enterprise
Rectification	GACC temporarily suspends the registration application for relevant products from enterprises. Enterprises shall submit relevant rectification materials and certification documents according to the requirements set by GACC.

3.Operating procedures for overseas competent authority
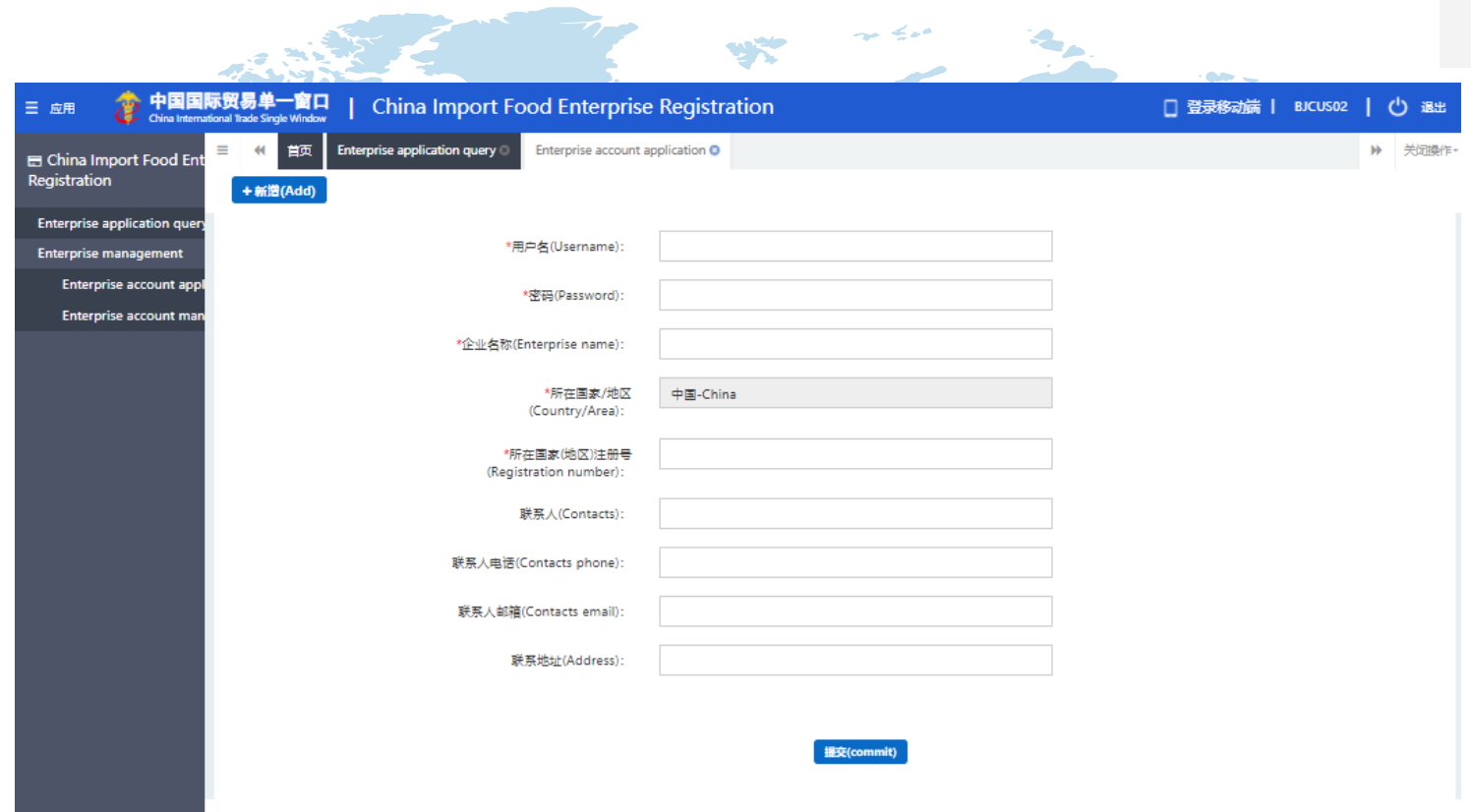
Enterprise Account Application

1. Enter (https://cifer.singlewindow.cn) into your browser to go to the login page.

2. Enter the competent authority account password to log in and select "Enterprise management - Enterprise account application" from the left menu.

3. Fill in the form and click on "Commit" to complete the account registration for an enterprise. The username, password, enterprise name, located country(region) registration number must be filled in completely. Once completed, click on the "Submit" button and a short message will appear to confirm the completion of enterprise account registration. Then you can click on the "Add" button in the top left corner to clear the entry form and register for a new enterprise account.

Enterprise Account Management

On the left, you will find "Enterprise Management - Enterprise Account Management" tab while the one on the right is the Management Home Page. It shows the items under the "Certified" section by default. You can search for authenticated account using "company name" and "registration number". When entering, you can initially query all accounts.

Enterprise Application Query

1. Login in to the competent authority account and go to the home page, click on "Enterprise application query" on the left menu, and all the data to be processed will be listed on the right. You can also filter it by entering your query criteria.

2. If the status of the registration application is "Submitted to the competent authority", "Temporarily saved (Competent authority temporary storage)" and "Need supplementary documents (Correction)", you can edit and modify the application to decide whether to recommend the enterprise ("Submit"), ask for the submission of supplementary documents from the enterprise ("Send back"), or not recommend the enterprise ("Refuse"). In other cases, you can only view ("Examine") the application.

Pending Enterprise Application Query

Pending Enterprise Application Query

In the query list, select the data submitted to the authority and click on the "Examine" button. Once the application details are displayed, you can see the status of the application at the top.

1   **Temporarily saved/Temporary storage,** competent authorities can modify and temporarily save the application data submitted by enterprises for registration.

2   **Preview,** click on "Preview" at the bottom of the Attachment Information Page after data entry is complete, the page will switch to Preview mode and the four pages of the form are displayed together. The four buttons -"**Submit** (to recommend the enterprise to GACC)", "**Send back** (to ask for correction/ supplementary documents)", "**Refuse** (not to recommend the enterprise)" and "**Return**" will appear at the same time.

3   **Submit,** the data submitted by enterprises for registration shall be sent to GACC for approval.

4   **Send back,** data submitted by the enterprise for registration (or returned by GACC for completion and correction) shall be returned to the enterprise to provide supplementary documents. The enterprise can edit and modify the data for a second submission.

5   **Refuse,** the application submitted by enterprises will be returned. The enterprise is not allowed to modify the data for a second submission. However, a new registration application can be submitted.

Note: For each registration application, the competent authority can make decisions by selecting from one of the three options: Submit (to recommend the enterprise to GACC)", "Send back (to ask for correction/ supplementary documents)", "Refuse (not to recommend the enterprise)"

Handled Enterprise Application Query

1. After Logging in to the home page with the competent authority account, click on "Enterprise application query" on the left menu and "Handled" at the top left, and all the handled data will be listed below. You can also filter it by entering your query criteria.
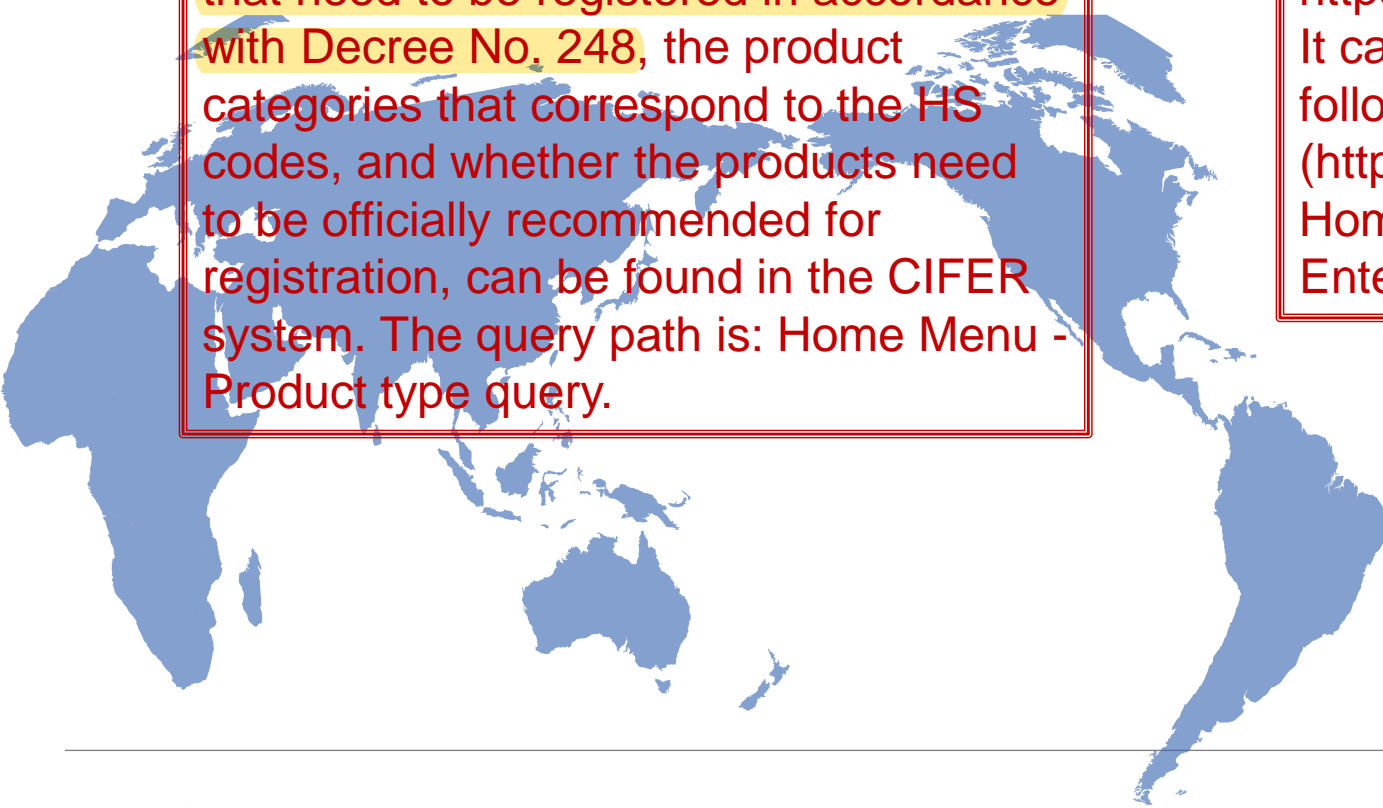
2. You can use the application type, registration number, enterprise name and application time as the conditions for making a query on this page. You can query with one condition, multiple conditions or without conditions. The results are presented in a list, and the number of results present on a single page can be customised. Details are unavailable for viewing at this time.

4. Clarifications
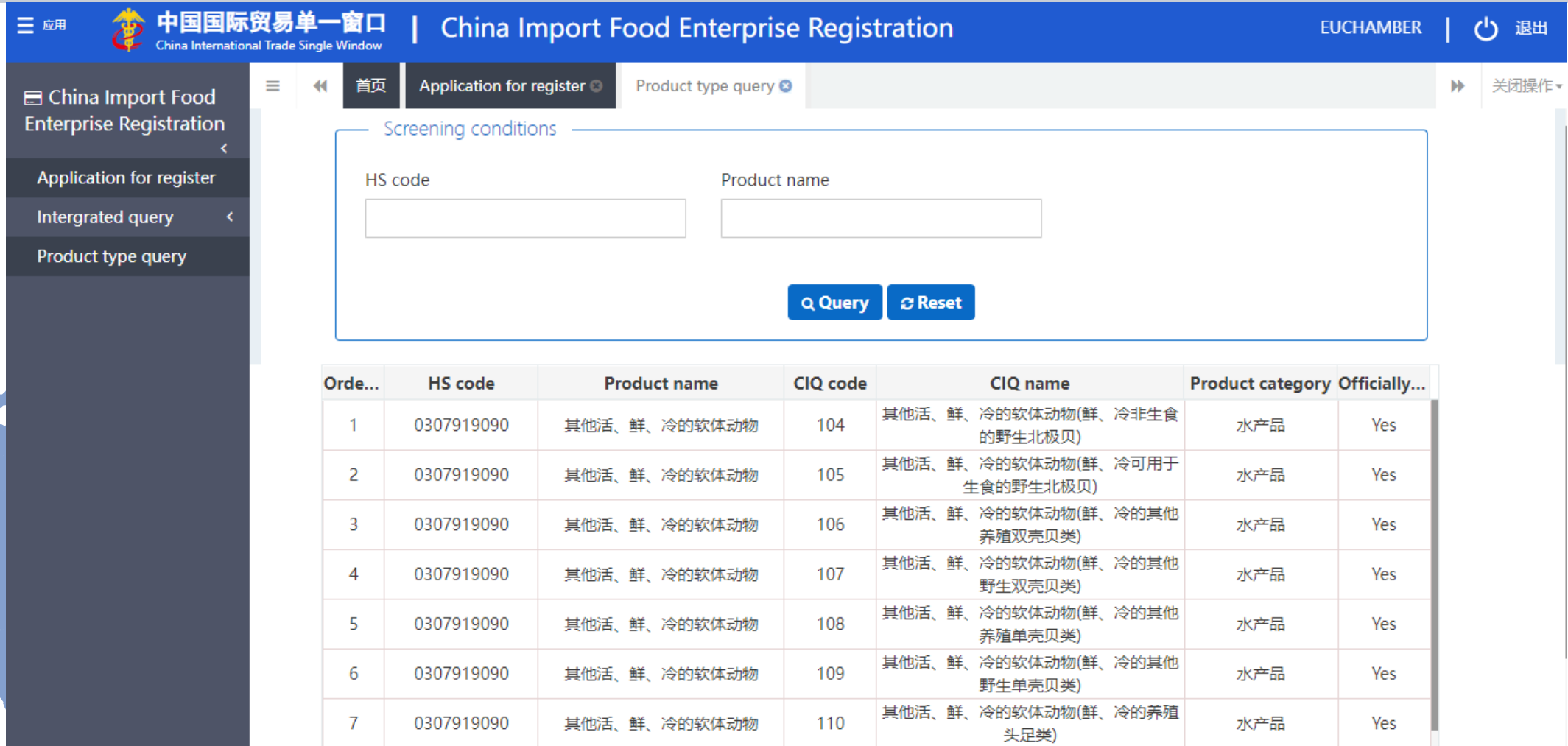
Product Category Enquiry

HS Code & Product Category

The HS codes of imported food products that need to be registered in accordance with Decree No. 248, the product categories that correspond to the HS codes, and whether the products need to be officially recommended for registration, can be found in the CIFER system. The query path is: Home Menu - Product type query.

Registration system access address:
https://cifer.singlewindow.cn/
It can also be accessed through the following link:
(https://www.singlewindow.cn/)
Homepage - China Import Food Enterprise Registration System

Product Category Enquiry

This section provides the function of product category query by HS code and the product name. You can make a query with one single criterion, two criteria, or without criteria at the same time. The query results are displayed in a list. You can customize the number of query results on each page.
Enterprises can query the product category and the corresponding HS code, inspection and quarantine code. **Products with HS codes not in this table do not require registration.**

Declaration Requirements

Starting from 1 January 2022, for overseas manufacturers of imported foods which have been registered and granted a registration number in China, when declaring the import of their food products to China, they should fill in the "Registration of Overseas Manufacturers of Imported Foods" field with the "Registration number (in China)" (licence category code 519). under "Product Qualification" in the customs declaration form. If the registration number is not filled in as required, it will be regarded as unregistered. Food products produced by unregistered enterprises will not be accepted for import declaration.

Clarifications

- **Registration number marking and packaging labelling**

A registered producer shall mark the registration number (in China) or the registration number approved by the competent authority of the country (region) on the inner and outer packaging of the food exported to China.

- **Validity of Registration**

GACC determines and clarifies the starting and the ending dates of the validity period of registration when it registers an overseas producer of imported foods. A registered overseas producer of imported foods shall, within three to six months before the registration expires, apply to GACC for renewal of registration in accordance with the relevant requirements defined in the Article 20 of GACC Decree 248. The GACC will cancel the registration of the enterprises that fail to apply for registration renewal following relevant provisions.

- **About the Website**

As of 30 November 2021, data submitted by overseas dairy enterprises through (http://spj.customs.gov.cm/cifer) is still valid and the data will be transferred to (https://cifer.singlewindow.cn). From 1 December, no new applications will be accepted by (http://spj.customs.gov. cm/cifer).

Clarifications

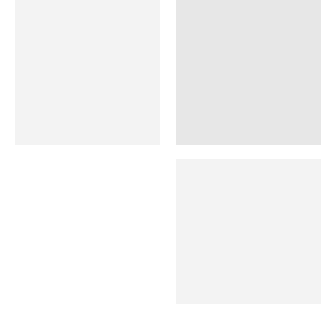- **Scope of the Information to be submitted**

Article 10   The content of the application form for enterprise registration shall include the enterprise name, the country (region) where it is located, the address of the production site, the legal representative, contact person, contact information, the registration number approved by the competent authority of the country (region), the type of food applied for registration, production type, production capacity and other information.

- **System Safety**

The system is designed to make sure that each enterprise can have its own account and the enterprise user can only access the registration information of its own.

- **What messages will be displayed in the system when the registration application is completed?**

Enterprises can track the progress of each registration in the "Registration Application List - Application Status", and being granted the "Registration Number in China" means that the application has been approved.

Thank You