User Manual

China Import Food Enterprises Registration (CIFER)

Application for registration i CIFER/Single Window

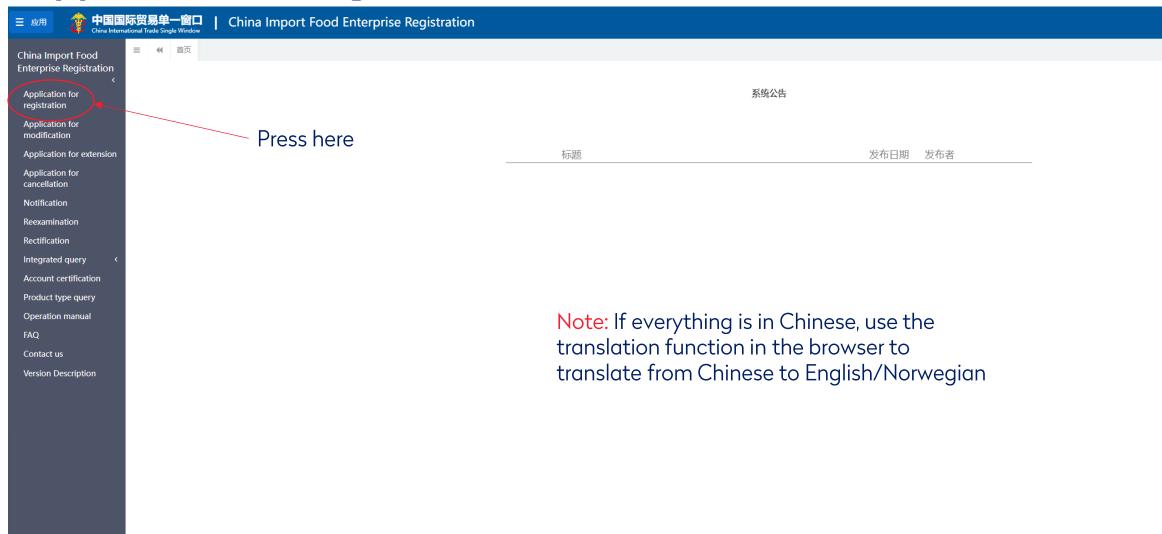
Disclaimer

- We recommend that you set aside a good amount of time to complete the application, do not rush, and read this user manual carefully.
- This user manual has been prepared by the Norwegian Seafood Council (NSC) for the purpose of assisting Norwegian seafood companies to apply for registration in Single Window.
- The user manual has been prepared based on information available as of 19th of September 2024. New information about the application and or changes to Single Window may occur.
- It is the companies' own responsibility to fulfil requirements for application and provide information about its operations. NSC is not responsible for any errors or losses arising in connection with the use of information provided in this manual.

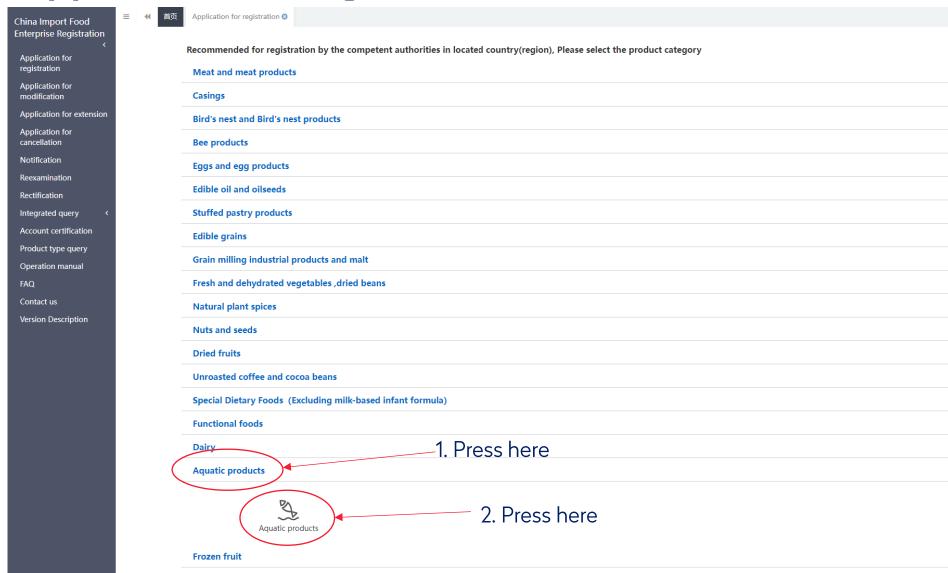
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Application for registration



Application for registration

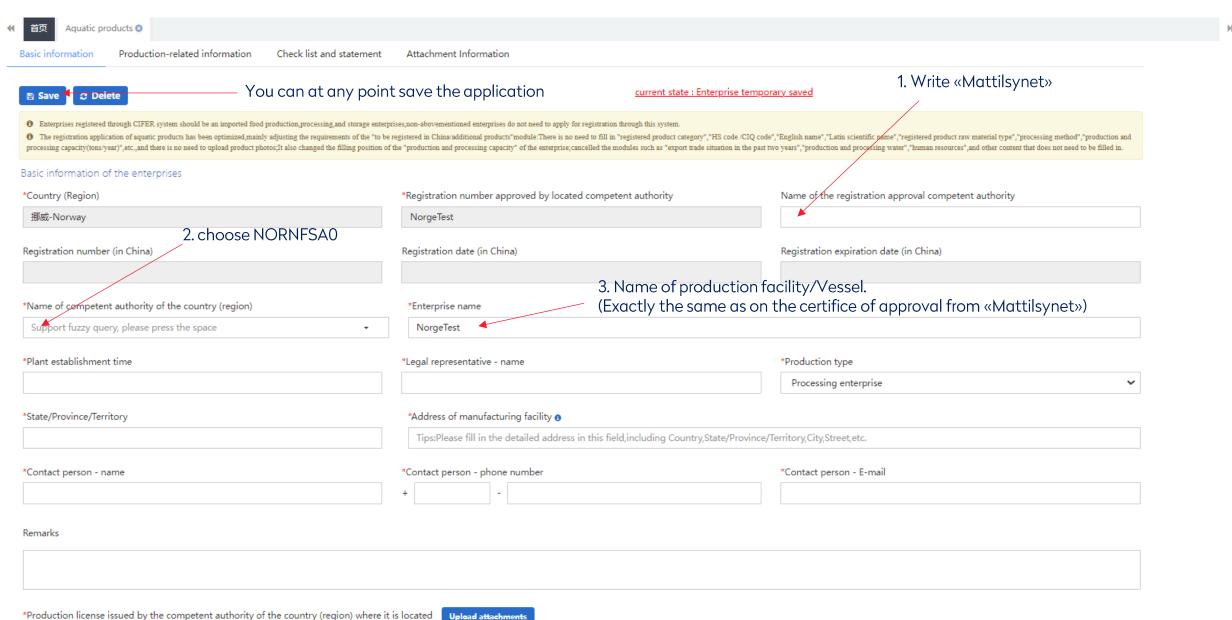


This will send you to the registration form

The registration form has four pages:

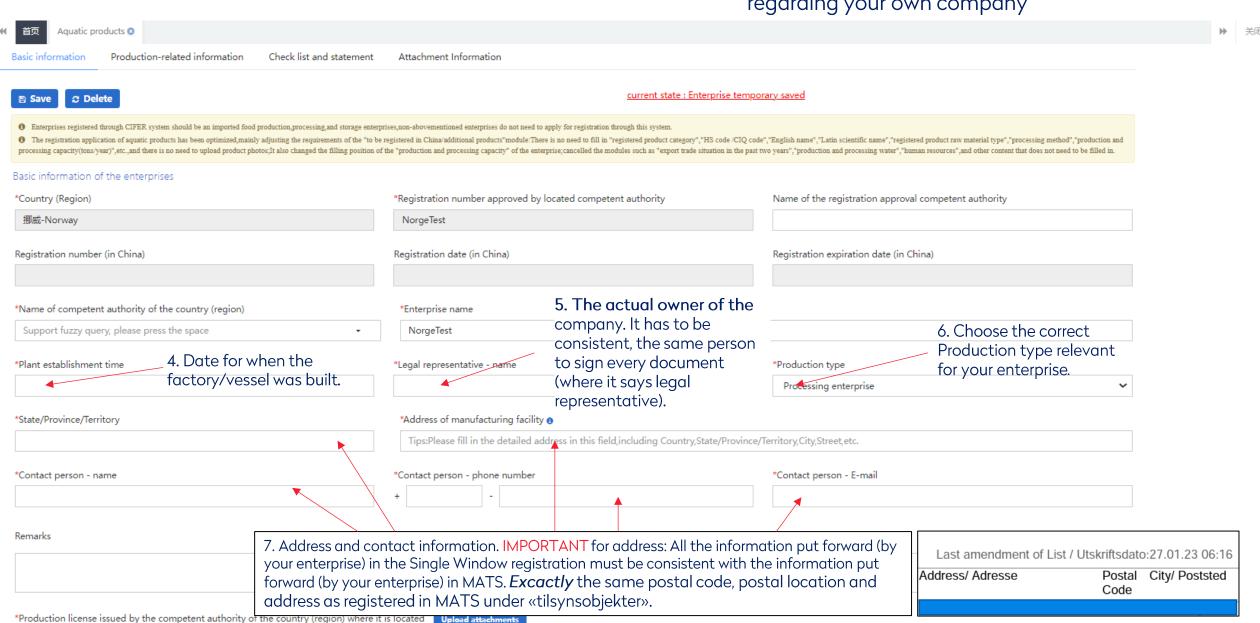
- Basic information
- Product-related information
- Check list and statement
- Attachment information
- Some boxes are marked with a red star, which is mandatory, but we recommend you fill in as much information as possible to increase the chance of getting the application accepted.

Basic information



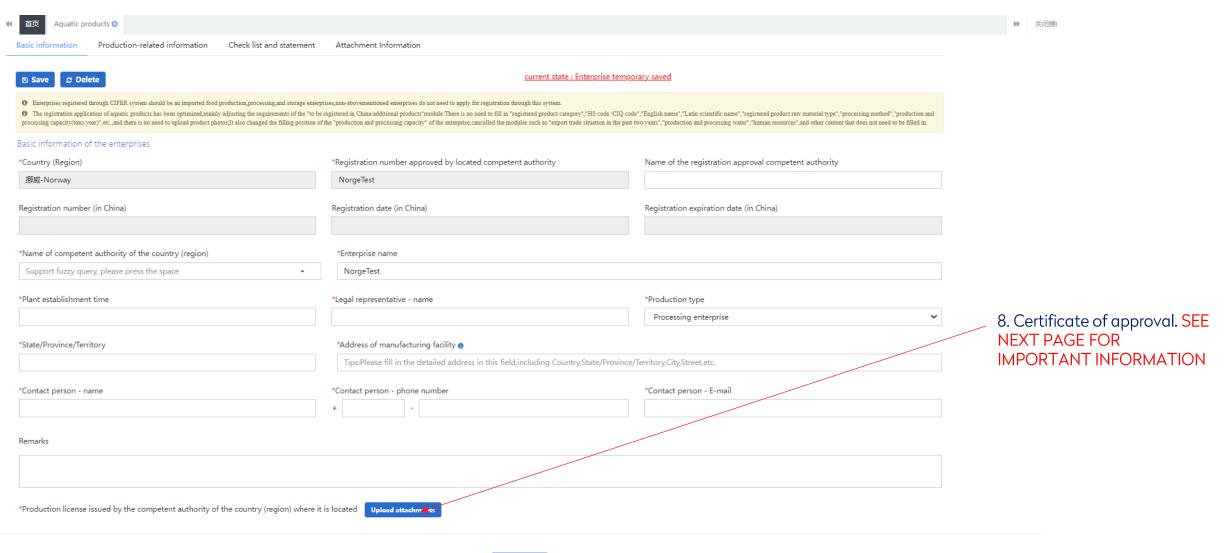
Basic information

* The contact information is regarding your own company



Basic information

Upload the following attachments:



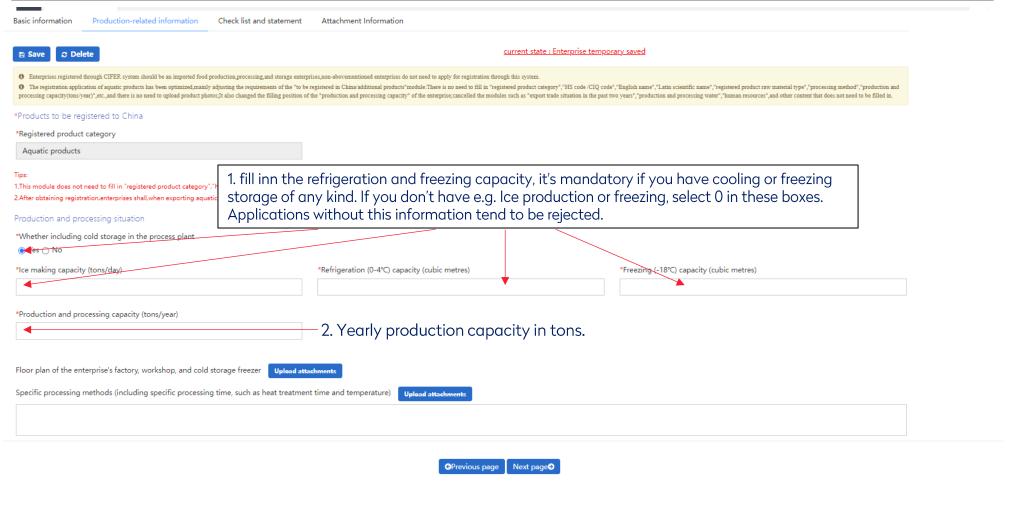
Certificate of approval (godkjenningsbevis fra mattilsynet)

- Please check that the information (enterprise name and adress) is the same in the certificate as
 registered in Single window. If not, contact your local Mattilsynet office, and ask for a new one.
 GACC will not approve if the information is not the same. We recommend that you attach an
 English version of the certificate if possible.
- 2. IF YOU HAVE THE COMPANY NAME ON TOP WITH A DIFFERENT NAME THAN ENTERPRISE NAME:
 - You need to mark the enterprise name on the certificate.
 See example on how you can do it:
 - GACC only sees the top name, and when this is different from the enterprise name registered in single window, they will not approve. We therefore need to try to get them to see the correct name.



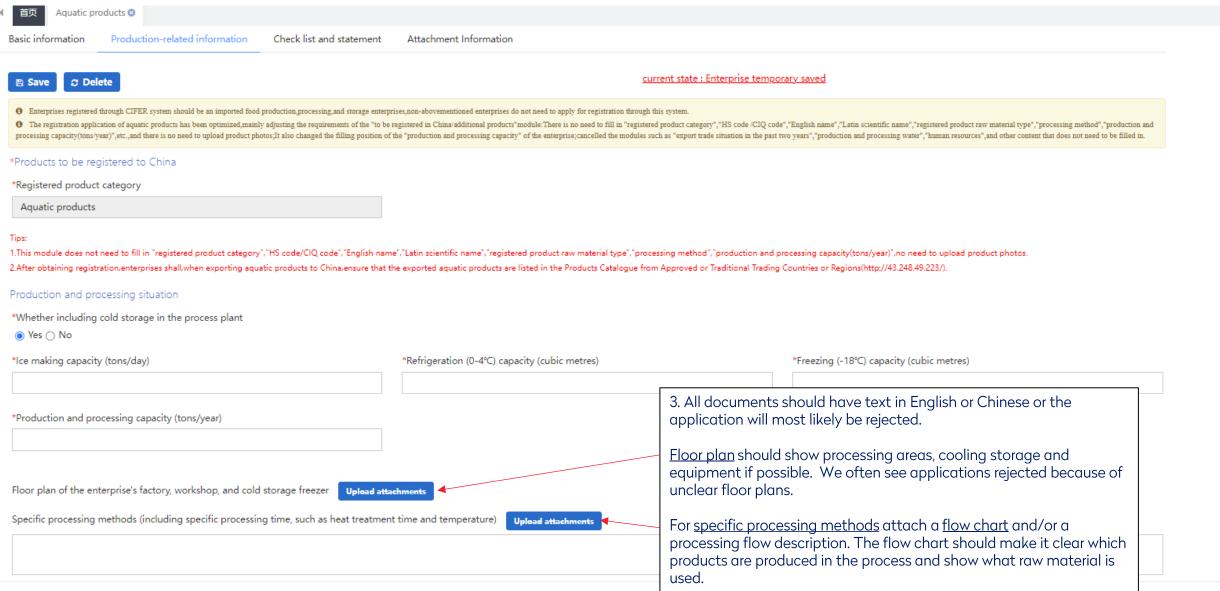
Product-related information

From the 4th of September 2024 registration for "Aquatic" products has been selected as a pilot to optimize the registration forms. Therefore, its not longer necessary to add specific HS/CIQ codes for your products to the application. However, all producers are responsible to make sure your products can be found on the approved list to China before exporting. The list of aquatic products from different countries and regions that are allowed to be exported to China can be found on the website "List of Food Exported to China from Countries or Regions that Meet the Assessment & Review Requirements and Have Traditional Trade" (http://43.248.49.223/).



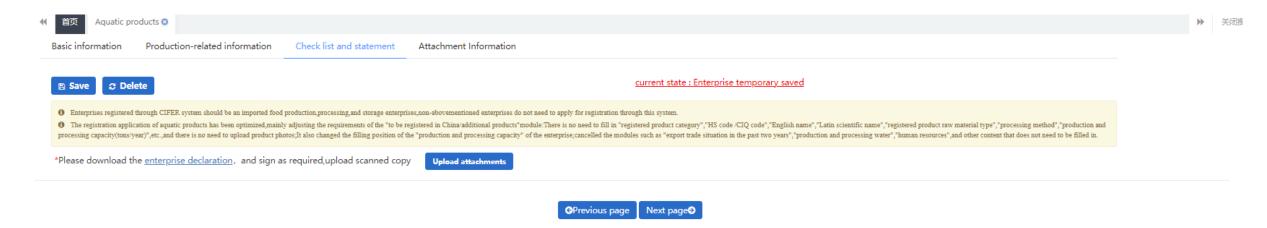
Product-related information

Upload the following attachments:



Check list and statement

Upload the following attachments:



Enterprise declaration

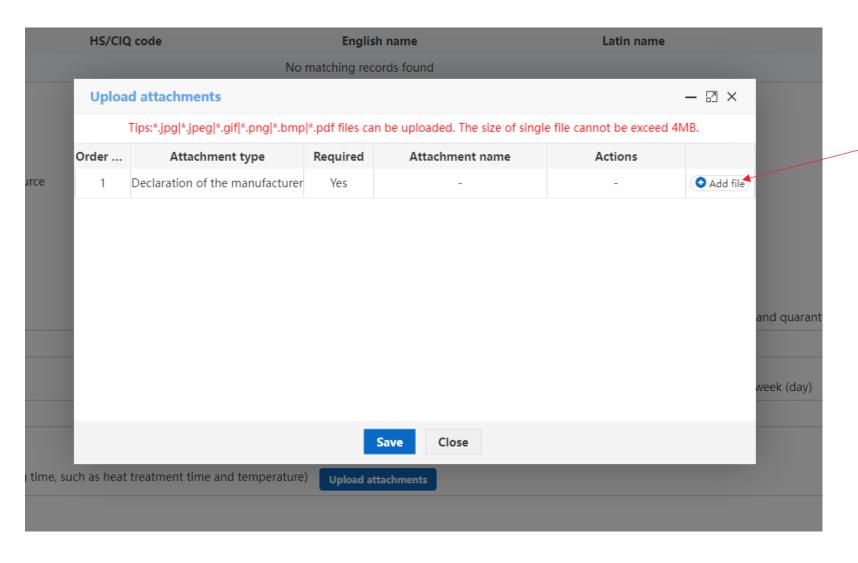
Declaration of the manufacturer

that enterprise name is exactly the same as registered in Single Window. We hereby declare that the information and related materials A tip is to copy the enterprise name from the first page (basic information) submitted by (Enterprise Name) and paste in the declaration Write «Norway» are true and complete, and can meet the relevant regulations of China and (name of exporting country or region) and the Regulations of the People's Republic of China on the Registration and Administration of Overseas Manufacturers of Imported Food. Write the name and position of legal representative. It is important that this is the same person as registered in Name and position of the legal representative of the manufacturer Single Window. Signature and seal of the legal representative Date: Signature of legal representative, date, and stamp (important)

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Write enterprise name. It is important

Enterprise declaration



upload a scanned copy by pressing «upload attachment» and «add file»

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Attachment information and sending the application

Basic information

Production-related information

Check list and statement

Attachment Information





current state: Enterprise temporary saved

- The importance of the contract of the contract
- The registration application of aquatic products has been optimized, mainly adjusting the requirements of the "to be registered in China/additional product;"module: There is no need to fill in "registered product category", "HS code /CIQ code", "English name", "Latin scientific name", "registered product raw material type", "processing method", "production and processing capacity (tons/year)", etc., and there is no need to upload product photos; It also changed the filling position of the "production and processing capacity" of the enterprise; cancelled the modules such as "export trade situation in the past two years", "production and processing water", "human resources", and other content that does not need to be filled in.

Attachment information

Tips:

1.*.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot be exceed 4MB.

2.Please return to the information entry page or enter the perview page to supplement the attachment

Order No.	Attachment type	Required	Attachment name	Actions
1	Licensed production certificate issued by the competent authority of the count ry (region)	Yes	-	-
2	Declaration of the manufacturer	Yes	-	-
3	Processing flow chart	No	-	-
4	Floor plan of the enterprise`s factory, workshop, and cold storage / freezer	No	-	-

NB!: Based on previous experience, theese attachments are required, even though it says «no» here.

⊙Previous page

Preview

To send the application press «preview» and go through the whole application before pressing «submit» at the end

after sending the application

IMPORTANT: after sending the application, you must send an e-mail to insight@seafood.no.

- Mark your email with: «Kina nyregistrering (pakkenr [eg. TT555]) vedlegg», and confirm that you
 have submitted the application. This is important as you will recieve two attachments that you have
 to sign, stamp and send back.
- The attachments are:
 - «Registration Conditions and Inspection Focuses for Manufacturers of Imported Aquatic Products»
 - «1.3.366 Egenerklæring, Kina, Single Window, 2022-09»
- When we have recieved the attachments, we can send the application to GACC for approval.

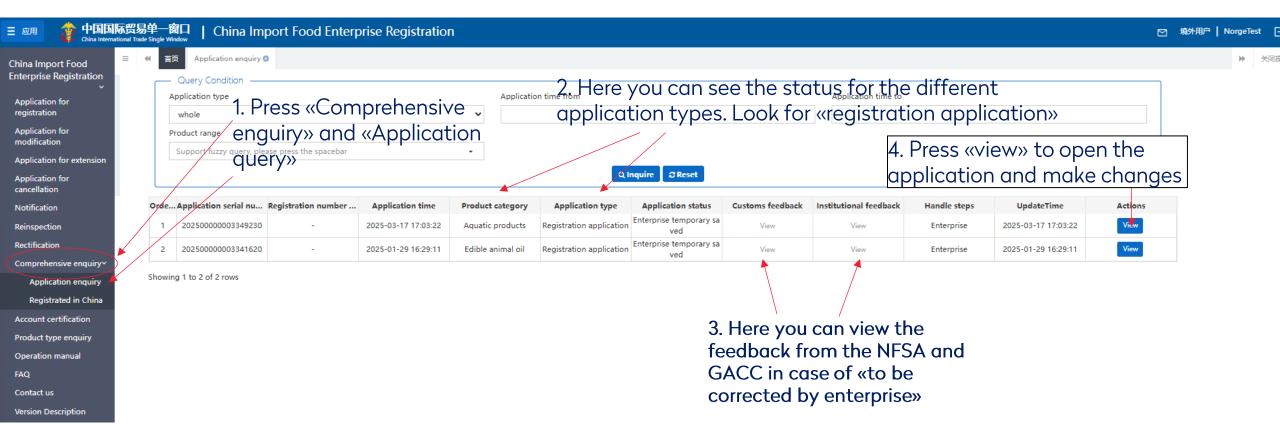
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after sending the application

- IMPORTANT: On many occasions GACC finds different errors in the application and will send it back to the NFSA for correction. On most occasions, the NFSA then must send the application back to the company for correction. The application status will then be "to be corrected by enterprise". This means that you have to check your application feedback (see page 23), correct the application and submit it again.
- It is important to regularly check your application status for different feedback and corrections.
- The registration is **not** complete until GACC has approved the application. The status of your application can be found in the system at any given time.

How to find the status of your application



All the different application statuses and what they mean is described on the next page.

Application status description

STATUS	DESCRIPTION
Enterprise temporary saved	The application is temporarily saved at the enterprise end, which needs to be submitted to the competent authority of the country/region)/GACC
Submit to authorities	The application has been submitted to the competent authority for review.
Submitting to the GACC	1. The competent authority has recommended the enterprise's application to GACC. 2. The enterprise has submitted the application to GACC.
Authorities temporary saved	Application information is being processed by the competent authority of the country (region) which is temporarily kept at the competent authority and needs to be submitted to GACC.
Refused by authorities	The competent authority of the country (region) rejects the application of the enterprise, and the enterprise cannot modify the application. If the enterprise needs to apply to GACC, a new application shall be filled in.
Sending to the GACC	System processing. Applications recommended by the competent authorities or submitted by enterprises are being sent to GACC.
Processing failed	An error or anomaly occurred in the processing of the application, and the competent authority or enterprise in the country (region) can submit the application again without filling in a new application.

STATUS	DESCRIPTION
Waiting for acception	System processing. The application has been received by GACC and will be reviewed.
Being accepted by the GACC	The application has been accepted by GACC and will be reviewed.
Refused by the GACC	GACC rejects the application recommended by the competent authority or submitted by the enterprise. The application cannot be modified, a new application must be sent.
Approved	If the overseas manufacturer of imported food meets the requirements, GACC shall approve the registration application and grant Chinese registration number to the enterprise.
To be corrected by authorities	If the submitted application does not comply with the requirements of GACC, and the contents shall be modified or supplemented by the competent authority of the country (region), and the application shall be modified by the competent authority of the country (region) and submitted again. It does not need to fill in a new application.
To be corrected by enterprise	If the submitted application does not comply with the requirements of the competent authority of the country (region) or GACC and it needs to modify or supplement the filled contents, the enterprise shall modify the application and submit it again. It does not need to fill in a new application.