**Annex 2-3-5**

**China Application form: Food for Special Dietary Use (FSDU)**

(Including for soy-based infant and young children formula, food for special medical purpose, supplementary food for infants and young children, other)

# MPI Instructions for completing this form

1. *This form contains the information that is required in the China Import Food Enterprise Registration (CIFER) system as part of the General Administration of Customs of the People's Republic of China (GACC) registration approval process for new and modification applications.*
2. *The information in this form required must be provided by New Zealand manufacturers of food for special dietary use (FSDU) when applying for new registration, or when applying to modify an existing registration (eg to add new products to an existing registration, or when there has been an expansion to an existing registered site that results in increased production capacity).*
3. *The products covered under a China manufacturer registration for FSDU include:*
	* *soy-based infant and young children formula (except dairy-based infant formula)*
	* *food for special medical purpose (FSMP)*
	* *supplementary food for infants and young children (such as canned food, cereal supplements, or other food targeted specifically at infants or young children)*
	* *other special dietary food (including nutritional supplements or sports nutrition foods)*
4. *This form and any related attachments should be completed in English.*
5. *The information in this form and any related attachments should be true and complete in order to avoid delays in the application process.*
6. *Information in this form should be completed in a font colour other than black, for ease of review.*
7. *Attachments need to be prepared where this form states ‘****Attachment required’****. Do not embed any attachments into this form, but instead these attachments are required to be included when the operator emails the application request to MPI for recommendation. The attachments should be clearly named and the filename of each attachment should be recorded* ***exactly*** *on this form where it states ‘Write the Attachment name/s’.*
8. *When entering the information in this form into CIFER, only compulsory fields should be completed. Compulsory fields are shown in CIFER by a red asterix. Refer to more specific guidance in the form on what type of information should be provided and when sections can be left blank.*
9. *All relevant MPI guidance throughout this form should be followed in order to avoid delays in the application process.*

# Scope of application

**Product category:**

*MPI Guidance:*

* *Select* ***only one*** *of the product categories below and complete this form in the context of that category only.*
* *If an operator wants to apply for more than one FSDU category for the same manufacturing establishment, a separate China Application form must be completed for each.*

[ ]  FSDU - Soy-based infant and young children formula
[ ]  FSDU – Food for special medical purpose (FSMP)

[ ]  FSDU - Supplementary food for infants and young children
[ ]  FSDU - Other special dietary food

**Application type:**

[ ]  Application for new registration

*MPI Guidance: Relevant for operators who want their establishment added* *to one of the following China (GACC) food for special dietary use registers: Soy-based infant and young children formula; Food for special medical purpose; Supplementary food for infants and young children; Other (eg nutritional supplements, sports nutrition food etc).*

[ ]  Application to add a new product/s

*MPI Guidance: Relevant for operators whose establishment is already on one of the GACC registers for FSDU and who want to add new products to this registration.*

[ ]  Application referring to an expansion

*MPI Guidance: Refers to factory expansion or significant renovation that results in expanded production capacity.*

[ ]  Application for other modification

Briefly explain the reason for the modification here:

*MPI Guidance: ‘Other modification’ refers to any other change in registration information, for example establishment name change, or establishment address change where the location remains the same.*

# Part 1: Basic information

1. **Country in which the** **establishment is located:** New Zealand
2. **Registration (approval) competent authority:** Ministry for Primary Industries (MPI)
3. **Registration number in New Zealand:**

**Attachment required:** Supporting document (corporate identification document, eg business licenses issued by the competent authorities of the country in which they are located)

Write the attachment name:

*MPI Guidance:*

* *Registration number in NZ is the number associated with the establishment’s risk-based measure registered with MPI or a Territorial Authority (eg your local council). This could be a Food Act Registration number or an RMP.*
* *If using a Food Act Registration number, include the suffix (eg /1 or /2).*
* *If using an RMP, don’t include the* *suffix (eg /01 or /02)*
* *A new registration application is required if this registration number in NZ changes.*
* *This attachment should be the most recently issued and current Notice of Registration issued by either MPI or the Territorial Authority.*
1. **Enterprise name:**

*MPI Guidance: Use the name of the manufacturing establishment that is registered in New Zealand (ie in the RMP, ULI or Food Act Registration).*

1. **Address of manufacturing establishment:**

*MPI Guidance:*

* *A new registration application is required if the site is relocated.*
* *For new applications, enter the street address including suburb (but not Town/City).*
* *Check that this matches the actual manufacturing address of the New Zealand registration (ie the street address that shows in the RMP, ULI or Food Act Registration).*
* *CIFER Guidance: The Town/City is stated in the ‘State/Province/Territory’ field below.*
1. **State/Province/Territory:**

*MPI Guidance:*

* *For new applications, enter the Town/City and Region in that order, separated by a comma.*
* *For Region, choose from the following list: Auckland, Bay of Plenty, Canterbury, Chatham Islands, Gisborne, Hawkes Bay, Manawatu-Wanganui, Marlborough, Nelson, Northland, Otago, Southland, Taranaki, Tasman, Waikato, Wellington, West Coast.*
* *There is no need to include ‘New Zealand’.*
* *Check the Town/City matches that used in the New Zealand register (ie in the RMP, ULI or Food Act registration).*
* *CIFER Guidance: The Town/City and Region should be stated in the ‘State/Province/Territory’ field in that order, separated by a comma.*
1. **Date of plant establishment:**

*MPI Guidance*

* *Enter the date of the plant construction related to this product category.*
* *If unsure of this date, use the date that the establishment was first registered with MPI or your Territorial Authority.*
* *CIFER guidance: This is entered via a calendar, and format is YYYY-MM-DD.*
1. **Company’s legal representative**

Legal representative - name:

Legal representative – position:

*MPI Guidance:*

* *A new registration application may be required if the legal representative changes.*
* *The legal representative named here is also the person who signs the ‘Declaration of the Manufacturer’ attachment that is referred to at the end of this form.*
1. **Contact person for the company**

Contact name:

Contact position:

Contact phone number:

Contact email:

*MPI Guidance:*

* *The contact person does not have to be the same person as the legal representative. This should be someone that both MPI and GACC could contact about the application.*
* *CIFER Guidance: When entering a phone number, symbols such as ‘ +’ and spaces in between digits is not possible, so the number +64 3 123 4567 should be entered as 64 and 31234567 in the two fields provided.*

1. **Reconstruction and expansion** (where applicable)

*MPI Guidance:*

* *Complete this information only if there has been a significant factory expansion or renovation that resulted in* ***expanded production capacity*** *since the establishment’s initial GACC registration or last GACC modification or renewal.*
* *‘Application referring to an expansion’ should have also been selected in ‘Application type’ above.*
* *This is not required for new registration applications. Write ‘Not Applicable’ if not applicable.*

**10a. Whether this modification includes reconstruction or expansion of the facility?**

[ ]  Yes

[ ]  No

**10b. If ‘Yes’ above is ticked, date of reconstruction and expansion:**

*MPI Guidance:*

* *MPI recommends that this is the date that the significant amendment to the RMP or Food Act Registration was approved and the date the registration certificate was updated.*
* *CIFER guidance: This is entered via a calendar, and format is YYYY-MM-DD.*

**10c. If ‘Yes’ above is ticked, description of reconstruction and expansion:**

*MPI Guidance:*

* *Summarise here the changes that were made.*
* *CIFER guidance: This is a free text field.*

**10d. If ‘Yes’ above is ticked, Attachment required (where applicable):** Supporting documents regarding expansion project, such as ‘Plant layout comparison (before vs. after) post the expansion / upgrade’.

Write the attachment name/s:

1. **Remarks**

*MPI Guidance: Enter any information here that supports your application. This field is free text.*

# Part 2: Production-related information

1. **Product Table**

*MPI Guidance:*

* *Only complete the product table below for* ***new applications*** *or* ***modification applications to add new products****.*
* *Add as many rows as required, completing at least one row for each product (ie each 13 digit HS/CIQ code).*
* *For* ***new applications****, ensure all product manufactured at the establishment that is intended for export to China is included in the table.*
* *For* ***modification applications to add new products,*** *complete the table below for any* ***new HS/CIQ codes*** *that you would like to add to the registration.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Product category*** | ***Specific products for export to China*** | ***Applicable people*** | ***HS/CIQ code****MPI Guidance**The verifier does not need to verify this column* | ***Product Brand*** | ***Production type*** | ***Annual Processing capacity******(MT/year)*** | ***Registration approval certificate in China*** | ***Chinese product label directly printed on the minimum sales package*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*MPI Guidance for completing the Product Table above:*

* *Only include products in this table that are defined by China under Decree No. 248 as ‘food for special dietary use’ and as the specific product category that you are completing this form for (as selected under ‘Scope of Application’ at the top of this form). If in doubt, use the Product Type Query in CIFER to confirm the product category.*
* ***Product category:*** *choose one of the following options:’ soy-based formula’, ‘food for special medical purpose’, ‘supplementary food for infants and young children’, ‘other’.*
* ***Specific products for export to China:*** *write a description of what the product/s within this HS/CIQ combination is/are. In CIFER, this field is free text.*
* ***Applicable people:*** *write the consumer group that this product is targeted to. In CIFER, this field is free text.*
* ***HS/CIQ code:*** *this is a combination of the 10-digit HS code and 3-digit CIQ code for the product, as it will be imported into China**. If in doubt, check ‘Product type query’ in CIFER.* *In CIFER, these are selected via drop-down lists and only HS/CIQ codes available for this particular FSDU product category will be available to select.*
* ***Product brand:*** *In CIFER, this field is free text.*
* ***Production type:*** *Write ‘Processing’ as this is the only option available in CIFER (where it is selected via a drop-down list).*
* ***Annual processing capacity (MT/year):*** *enter a figure (in MT/year)**that indicates how much of this specific product your establishment would be able to produce every year if it was running at full capacity.*
* **Attachment required (where applicable): *Registration approval certificate in China*** *(only for FSMP)****:*** *only complete this**field**if this application is for the product category ‘FSMP food for special medical purpose‘. Enter ‘Yes’ or ‘No’**. In CIFER this is selected via toggle box.* *Attach the relevant registration certificate in China for the FSMP product/s and write the attachment name in the Product Table above. In CIFER this attachment is uploaded within the Product Table, for the relevant row in the table.*
* **Attachment required (where applicable): *Chinese product label directly printed on the minimum sales package:*** *Enter ‘Yes’ or ‘No’. In CIFER this is selected via toggle box. Attach the relevant label for the product/s and write the attachment name in the Product Table above. In CIFER this attachment is uploaded within the Product Table, for the relevant row in the table.*

*MPI Guidance for verifiers:*

* *The verifier should ensure that the scope of the* *establishment’s MPI (or Territorial Authority) risk-based measure covers the products described in the Product Table above, and that there are established procedures that would support the manufacture of these products.*
* *The verifier does not have to confirm the accuracy of ‘HS/CIQ code’. It is the responsibility of exporter and operator to ensure each HS/CIQ code in the Product Table is correct for the commodities exported. MPI recommends that the exporter checks these details with their importer or agent in China.*
* *The verifier should check the accuracy of the rest of the information in the Product Table above. Note that only a sense check is required for the annual processing capacity figures.*

*CIFER Guidance for modification applications:*

* *The table entitled ‘Qualification obtained of Registered in China’ shows the products that are already registered under the relevant product category for this establishment.*
* *When completing a* ***modification application to add new products****, the information* *in the Product Table above should be transferred to the table called ‘Products to be registered/added to China’.*
* *Add rows to this table by selecting ‘Add’, then select/enter the compulsory information into pop-up box (ie those fields identified with a red asterix). Click ‘Save’ when finished. Each saved pop-up box will be shown as a new row in the table ‘Products to be registered/added to China’.*
* *Once GACC has approved the application, each row of new product will be transferred into the table ‘Qualification obtained from Registered in China’ and this means the establishment is approved to manufacture this product for export to China.*
* *MPI recommends that HS/CIQ codes are not added again in the ‘Products to be registered/added to China’ table if it is already in the ‘Qualification obtained of Registered in China’ table, unless it is a new product that is intended to be manufactured for export to China that happens to have the same HS/CIQ code as an existing product.*
1. **Export trade history in recent 2 years**

*MPI Guidance: Leave this blank in this application form. This section should not be completed in CIFER as it is not compulsory, unless GACC specifically requests this information during the CIFER approval process.*

1. **Storage capacity**

**14a. Number of storage warehouses:**

**14b. Capacity of storage warehouses (cubic meters):**

1. **Raw material information**

**15a. Are animal-derived or plant-derived food ingredients used?**

[ ]  Yes

[ ]  No

**15b.** **If ‘Yes’ is answered above, complete the table below with the name of the animal-derived or plant-derived food ingredients and their country of origin.**

Complete the table below, adding a row for each animal-derived or plant-derived raw materials.

|  |  |
| --- | --- |
| ***Country (Region) of Origin*** | ***Name of raw materials*** |
|  |  |
|  |  |
|  |  |

1. **Process flow**

**16a. Attachment required: Processing flow chart**

Provide one or more documents that show how the products intended for China are processed.

Write the attachment name here:

*MPI Guidance: Only parameters related to product made for China should be included in the Processing Flow Chart eg only show raw materials and processes that are used for China products.*

**16b. Describe the production technique (process) here:**

*CIFER Guidance: This field is free text but it has character limit of maximum 1024 characters*

# Part 3: Declaration of the manufacturer

1. **Operator self-assessment**

**17a. Does the product fall within the scope of the inspection and quarantine protocol signed by the competent authority and GACC?**

*MPI Guidance: This has been pre-filled as No, as in most circumstances there is no relevant inspection and quarantine protocol signed by MPI and GACC. If a specific application requires this to be ticked ‘Yes’, MPI will complete this in CIFER and advise the operator.*

[ ]  Yes

[x]  No

**17b. If ‘Yes’; is ticked above, write the protocol name:**

*MPI Guidance: Do not complete this question. Where ‘Yes’ is required to be ticked above, MPI will complete this field in CIFER and advise the operator.*

**17c.** Has the manufacturer conducted a self-examination in accordance with *the Registration Requirements and Key Checkpoints of Control and Inspection for Overseas Manufacturers of Imported Special Dietary Foods* and confirmed that it can meet the corresponding requirements?

*MPI Guidance:*

* *This refers to the Registration Conditions – Food for Special Dietary Use, available on the MPI website:* [*Registration conditions – Food for special dietary use*](https://www.mpi.govt.nz/dmsdocument/53200-Registration-Conditions-and-Control-Inspection-Points-of-Overseas-Manufacturers-of-Imported-Food-for-Special-Dietary-Use-Form)*.*
* *Once the operator has completed their self-assessment against the Registration Conditions, ‘Yes’ should be able to be selected below.*

[ ]  Yes

[ ]  No

**17d. Description of specific circumstances**:

*MPI Guidance: Leave this blank in this form. MPI will write a sentence here in CIFER referring to the filename of the completed Registration Conditions document that will be signed by MPI and uploaded into CIFER as part of the competent authority recommendation of this application to GACC.*

1. **Attachment required**: **Declaration of the manufacturer**

*MPI Guidance:*

* *Attach a completed ‘Declaration of the manufacturer’ form. This can either be downloaded directly from CIFER or from the following MPI link:* [*Declaration of the Manufacturer – for New or Modification applications*](https://www.mpi.govt.nz/dmsdocument/55642-Declaration-of-the-Manufacturer-for-New-or-Modification-applications-)*.*
* *The declaration of the manufacturer should be signed by the company’s legal representative (the same person that has been declared in this form).*
* *It is highly recommended that a company seal (stamp) be used on the declaration and that the information on the stamp (eg company name) matches the GACC registration details.*
* *Declaring that the Company can meet the ‘Regulations of the People's Republic of China on the Registration and Administration of Overseas Manufacturers of Imported Food’ (ie Decree 248) includes declaring that the company has carried out a self-assessment against the China Registration Conditions – Food for Special Dietary Use and can conform to these.*
* *Once signed, convert the document to PDF for sending to your verifier and uploading into CIFER.*
* *Text of the ‘Declaration of the manufacturer’ is similar to the following text (noting this may be subject to change at any time):*

*“We hereby declare that the information and related materials submitted by* ***[enter Company Name]*** *are true and complete, and can meet the relevant regulations of China and* ***New Zealand*** *and the ‘Regulations of the People's Republic of China on the Registration and Administration of Overseas*

*Manufacturers of Imported Food’.*

# Part 4: Verification

*MPI Guidance: The verifier should complete and sign this part of the form when they are able to, once they have completed their assessment.*

**Verifier Declaration:** I have no reason to doubt that the information in this application form (including relevant attachments) has been completed where required and reflects the actual situation (except for the accuracy of the HS/CIQ codes in the Product Table, which I am not required to check):

Signed by Verifier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Verifier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Verification Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_