



# 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 19<sup>th</sup> 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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- How to fill out Application for registration
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# Application for registration

应用 | 中国国际贸易单一窗口 | China Import Food Enterprise Registration

China Import Food Enterprise Registration

- Application for registration
- Application for modification
- Application for extension
- Application for cancellation
- Notification
- Reexamination
- Rectification
- Integrated query
- Account certification
- Product type query
- Operation manual
- FAQ
- Contact us
- Version Description

系统公告

标题	发布日期	发布者
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**Note:** If everything is in Chinese, use the translation function in the browser to translate from Chinese to English/Norwegian

# Application for registration

- China Import Food Enterprise Registration
- Application for registration
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- Version Description

Recommended for registration by the competent authorities in located country(region), Please select the product category

Meat and meat products

Casings

Bird's nest and Bird's nest products

Bee products

Eggs and egg products

Edible oil and oilseeds

Stuffed pastry products

Edible grains

Grain milling industrial products and malt

Fresh and dehydrated vegetables ,dried beans

Natural plant spices

Nuts and seeds

Dried fruits

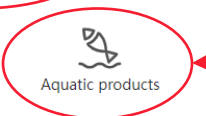
Unroasted coffee and cocoa beans

Special Dietary Foods (Excluding milk-based infant formula)

Functional foods

Dairy

Aquatic products



Frozen fruit

1. Press here

2. Press here

# 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

« 首页 Aquatic products »

Basic information Production-related information Check list and statement Attachment Information

Save Delete

You can at any point save the application

current state : Enterprise temporary saved

1. Write «Mattilsynet»

Enterprises registered through CIFER system should be an imported food production, processing, and storage enterprises, non-above-mentioned enterprises do not need to apply for registration through this system.  
The registration application of aquatic products has been optimized, mainly adjusting the requirements of the "to be registered in China/additional products" 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.

Basic information of the enterprises

\*Country (Region)

挪威-Norway

2. choose NORNFSA0

Registration number (in China)

\*Registration number approved by located competent authority

NorgeTest

Name of the registration approval competent authority

\*Name of competent authority of the country (region)

Support fuzzy query, please press the space

\*Enterprise name

NorgeTest

3. Name of production facility/Vessel.  
(Exactly the same as on the certifice of approval from «Mattilsynet»)

\*Plant establishment time

\*Legal representative - name

\*Production type

Processing enterprise

\*State/Province/Territory

\*Address of manufacturing facility

Tips: Please fill in the detailed address in this field, including Country, State/Province/Territory, City, Street, etc.

\*Contact person - name

\*Contact person - phone number

\*Contact person - E-mail

Remarks

\*Production license issued by the competent authority of the country (region) where it is located

Upload attachments

# Basic information

\* The contact information is regarding your own company

« 首页 Aquatic products »

Basic information Production-related information Check list and statement Attachment Information

Save Delete

current state : Enterprise temporary saved

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## Basic information of the enterprises

*Country (Region) 挪威-Norway	*Registration number approved by located competent authority NorgeTest	Name of the registration approval competent authority
Registration number (in China)	Registration date (in China)	Registration expiration date (in China)
*Name of competent authority of the country (region) Support fuzzy query, please press the space	*Enterprise name NorgeTest	
*Plant establishment time 4. Date for when the factory/vessel was built.	*Legal representative - name 5. The actual owner of the company. It has to be consistent, the same person to sign every document (where it says legal representative).	*Production type Processing enterprise 6. Choose the correct Production type relevant for your enterprise.
*State/Province/Territory	*Address of manufacturing facility Tips: Please fill in the detailed address in this field, including Country, State/Province/Territory, City, Street, etc.	
*Contact person - name	*Contact person - phone number	*Contact person - E-mail
Remarks	7. Address and contact information. <b>IMPORTANT</b> for address: All the information put forward (by your enterprise) in the Single Window registration must be consistent with the information put forward (by your enterprise) in MATS. <i>Exactly</i> the same postal code, postal location and address as registered in MATS under «tilsynsobjekter».	

\*Production license issued by the competent authority of the country (region) where it is located Upload attachments

Last amendment of List / Utskriftsdato: 27.01.23 06:16		
Address/ Adresse	Postal Code	City/ Poststed



# Basic information

Upload the following attachments:

← 首页 Aquatic products 关闭操作

Basic information Production-related information Check list and statement Attachment Information

Save Delete current state : Enterprise temporary saved

Enterprises registered through CIFER system should be an imported food production,processing and storage enterprises,non-abovementioned enterprises do not need to apply for registration through this system.  
The registration application of aquatic products has been optimized,mainly adjusting the requirements of the "to be registered in China/additional products" 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.

Basic information of the enterprises

*Country (Region) 挪威-Norway	*Registration number approved by located competent authority NorgeTest	Name of the registration approval competent authority
Registration number (in China)	Registration date (in China)	Registration expiration date (in China)
*Name of competent authority of the country (region) Support fuzzy query, please press the space	*Enterprise name NorgeTest	
*Plant establishment time	*Legal representative - name	*Production type Processing enterprise
*State/Province/Territory	*Address of manufacturing facility Tips:Please fill in the detailed address in this field,including Country,State/Province/Territory,City,Street,etc.	
*Contact person - name	*Contact person - phone number + -	*Contact person - E-mail

Remarks

\*Production license issued by the competent authority of the country (region) where it is located Upload attachments

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8. Certificate of approval. SEE NEXT PAGE FOR IMPORTANT INFORMATION

# Certificate of approval (godkjenningsbevis fra mattilsynet)

1. 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.



  
NORWAY  
NORWEGIAN FOOD SAFETY AUTHORITY  
CERTIFICATE OF APPROVAL

Name: [REDACTED] AS ← (parent company, look at approved establishment below)

Address: [REDACTED]

Business registration no. [REDACTED]

Type of establishment: Freezer vessel

Approved establishment: [REDACTED] R

Approval number: [REDACTED]

Approval date: 30.11.2010

**The undersigned, official officer, hereby certifies that:**  
Norwegian Food Safety Authority has approved the above-mentioned establishment in accordance to the relevant Norwegian legislation, which implements regulation (EC) No. 853/2004 laying down specific hygiene rules on the hygiene of foodstuffs.

# Product-related information

From the 4<sup>th</sup> 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/>).

Basic information   **Production-related information**   Check list and statement   Attachment Information

     current state : Enterprise temporary saved

**i** Enterprises registered through CIFER system should be an imported food production, processing and storage enterprises, non-abovementioned enterprises do not need to apply for registration through this system.

**i** The registration application of aquatic products has been optimized, mainly adjusting the requirements of the "to be registered in China additional products" 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.

\*Products to be registered to China

\*Registered product category

Aquatic products

**Tips:**

1. This module does not need to fill in "registered product category";

2. After obtaining registration, enterprises shall, when exporting aquatic

1. fill inn the refrigeration and freezing capacity, it's mandatory if you have cooling or freezing storage of any kind. If you don't have e.g. Ice production or freezing, select 0 in these boxes. Applications without this information tend to be rejected.

Production and processing situation

\*Whether including cold storage in the process plant

Yes    No

\*Ice making capacity (tons/day)   \*Refrigeration (0-4°C) capacity (cubic metres)   \*Freezing (-18°C) capacity (cubic metres)

\*Production and processing capacity (tons/year)

  2. Yearly production capacity in tons.

Floor plan of the enterprise's factory, workshop, and cold storage freezer  

Specific processing methods (including specific processing time, such as heat treatment time and temperature)

# Product-related information

Upload the following attachments:

« 首页 Aquatic products »

Basic information   **Production-related information**   Check list and statement   Attachment Information

Save   Delete

current state : Enterprise temporary saved

Enterprises registered through CIFER system should be an imported food production, processing, and storage enterprises, non-above-mentioned enterprises do not need to apply for registration through this system.

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\*Products to be registered to China

\*Registered product category

Aquatic products

- Tips:
- 1. This module does not 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)", no need to upload product photos.
  - 2. After obtaining registration, enterprises shall, when exporting aquatic products to China, ensure that the exported aquatic products are listed in the Products Catalogue from Approved or Traditional Trading Countries or Regions(<http://43.248.49.223/>).

Production and processing situation

\*Whether including cold storage in the process plant

Yes  No

\*Ice making capacity (tons/day)

\*Refrigeration (0-4°C) capacity (cubic metres)

\*Freezing (-18°C) capacity (cubic metres)

\*Production and processing capacity (tons/year)

Floor plan of the enterprise's factory, workshop, and cold storage freezer

Upload attachments

Specific processing methods (including specific processing time, such as heat treatment time and temperature)

Upload attachments

3. All documents should have text in English or Chinese or the application will most likely be rejected.

Floor plan should show processing areas, cooling storage and equipment if possible. We often see applications rejected because of unclear floor plans.

For specific processing methods attach a flow chart and/or a processing flow description. The flow chart should make it clear which products are produced in the process and show what raw material is used.

# Check list and statement

Upload the following attachments:

« 首页 Aquatic products » 关闭

Basic information   Production-related information   **Check list and statement**   Attachment Information

Save   Delete   [current state : Enterprise temporary saved](#)

Enterprises registered through CIFER system should be an imported food production, processing, and storage enterprises, non-above-mentioned enterprises do not need to apply for registration through this system.

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\*Please download the [enterprise declaration](#), and sign as required, upload scanned copy   **Upload attachments**

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# Enterprise declaration

## Declaration of the manufacturer

We hereby declare that the information and related materials submitted by \_\_\_\_\_ (Enterprise Name) 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 enterprise name. It is important that enterprise name is exactly the same as registered in Single Window. A tip is to copy the enterprise name from the first page (basic information) and paste in the declaration

Write «Norway»

Write the name and position of legal representative. It is important that this is the same person as registered in Single Window.

Name and position of the legal representative of the manufacturer

Signature and seal of the legal representative

Date:

Signature of legal representative, date, and *stamp (important)*

# Enterprise declaration

HS/CIQ code      English name      Latin name

No matching records found

### Upload attachments

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

Order ...	Attachment type	Required	Attachment name	Actions
1	Declaration of the manufacturer	Yes	-	-

+ Add file

Save    Close

time, such as heat treatment time and temperature)    Upload attachments

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

# Attachment information and sending the application

Basic information   Production-related information   Check list and statement   **Attachment Information**

 Save    Delete

current state : [Enterprise temporary saved](#)

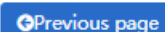
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## Attachment information

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 preview page to supplement the attachment.

Order No.	Attachment type	Required	Attachment name	Actions
1	Licensed production certificate issued by the competent authority of the county (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	-	-

 Previous page

**Preview**

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

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](mailto:insight@seafood.no).

- Mark your email with: «Kina - nyregistrering (pakken [eg. TT555]) vedlegg», and confirm that you have submitted the application. **This is important as you will receive 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 received the attachments, we can send the application to GACC for approval.

# 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

The screenshot shows the 'China Import Food Enterprise Registration' system. On the left is a navigation menu with 'Integrated query' circled in red. The main area shows a search form for 'Registration information query' with fields for 'Application type' (set to 'whole'), 'Application time from', and 'Application time to'. Below the form are 'Inquire' and 'Reset' buttons. A table below displays application records. Red arrows point from numbered text boxes to specific elements: 1. 'Integrated query' in the menu; 2. 'Registration application' in the table; 3. 'View' buttons in the 'Customs feedback' and 'Institutional feedback' columns; 4. A 'View' button in the 'Actions' column.

1. Press «Integrated query» and «Application form query»

2. Here you can see the status for the different application types. Look for «registration application»

3. Here you can view the feedback from the NFSA and GACC in case of «to be corrected by enterprise»

4. Press «view» to open the application and make changes

Order...	Application serial number	Registration number in C...	Application time	Product category	Application type	Application status	Customs feedback	Institutional feedback	Handle steps	Actions
1	202200000000342960	CNOR18PP1804010103	2022-04-06 20:10:15	Aquatic products	Change application	Being accepted by the GACC	<a href="#">View</a>	<a href="#">View</a>	China customs	<a href="#">View</a>
2	202000000000158730	CNOR18PP1804010103	2021-10-29 00:00:00	Aquatic products	Registration application	Approved	<a href="#">View</a>	<a href="#">View</a>	-	<a href="#">View</a>

Showing 1 to 2 of 2 rows

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 acceptance	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.
<b>Approved</b>	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.