Report Name: Decree 248 Unofficial Self-Registration Guide for Overseas Food Facilities

Country: China - People's Republic of

Post: Beijing


Prepared By: FAS China Staff and Alan Hallman

Approved By: Adam Branson

Report Highlights:

This report contains information related to the process of self-registering as an overseas manufacturer of imported food as specified in the General Administration of Customs of the People's Republic of China (GACC) Decree 248. Along with screen shots of the GACC website, there is some limited guidance and instruction on how to work through steps of the self-registration process. Questions on self-registration and Decree 248 should be sent to GACC points of contact identified in this and previous reports.
On November 2, 2021 the General Administration of Customs of the People’s Republic of China (GACC) launched a website for the self-registration of overseas food production, processing, and storage facilities. This report contains screen shots and some explanatory information to the website, which is almost completely in Chinese. The website has been modified at least once since it was first launched. Questions on registration should be sent to GACC officials whose contact details are provided, below.

GACC Decree 248 states that facilities producing products other than those on the list below and who are exporting products to China should self-register on the GACC website. Please note that GACC has not yet provided Harmonized Tariff System codes or further definitions for the below-mentioned items.

- Meat and meat products
- Sausage casings
- Aquatic products
- Dairy products
- Bird nests and bird nest products
- Bee products
- Eggs and egg products
- Edible oils (and fats) and oilseeds
- Stuffed wheaten products
- Edible grains
- Milled grain industry products and malt
- Fresh and dehydrated vegetables and dried beans
- Condiments
- Nuts and seeds
- Dried fruits
- Unroasted coffee beans and cocoa beans
- Foods for special dietary purposes
- Health foods

Please refer to the reports below for additional information on GACC Decrees 248 and 249. FAS China will provide information on the implementation of both decrees as it becomes available.

- [Decree 248 Foreign Facilities Self-Registration Website Launched - November 3, 2021](#)
- [Notes from Information Sessions on GACC Decrees 248 and 249 - October 22, 2021](#)
- [GACC Issues Explanatory Letter on Decree 248 - October 8, 2021](#)
- [Interpretative Guidance on Imported Food Labeling Requirements in Decree 249 - August 13, 2021](#)
- [Decrees 248 and 249 Status Update on Facilities Registration and Food Safety Measures - May 25, 2021](#)
- [Administrative Measures on Import and Export Food Safety - Decree 249 - May 7, 2021](#)
- [Overseas Facilities Registration Regulation - Decree 248 - April 20, 2021](#)
- China Notified the Draft Administrative Measures on Import and Export Food Safety - December 11, 2020
- China Notifies Revised Overseas Facilities Registration Regulations as TBT 1522 - December 2, 2020
- China Released Draft Administrative Measures for Registration of Overseas Producers of Imported Foods - December 6, 2019

In a September 29 letter GACC provided the following contact points for inquiries on Decree 248:

Contacts: Ding Tianjian and Shang Kaiyuan
Phone: 86 15900270722; 86 10-65194443
Fax: 86 10-65194715
Email: shipinjuyichu@customs.gov.cn; division_registration@customs.gov.cn

The screen shots and explanatory information for this unofficial guide to the website begins on the next page.
Unofficial Guide to the Overseas Facility Registration Website

Step 1: Go to the official registration website: E-government Platform for the Origin of China's Exports (singlewindow.cn).

Step 2: Click “Create an account” to set up a user account.
**Step 3:** Overseas Enterprise Registration

Fill out the information, and then click (Register now).

**境外账号注册(Abroad Enterprise Registration)**

<table>
<thead>
<tr>
<th>账号信息(ENTERPRISE NAME/ADDRESS INFORMATION)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*用户名(USERNAME)</td>
</tr>
<tr>
<td>*密码(Password)</td>
</tr>
<tr>
<td>*确认密码(Confirm Password)</td>
</tr>
<tr>
<td>*所在国家或地区(Country/Area)</td>
</tr>
<tr>
<td>注册号(Approval NO)</td>
</tr>
<tr>
<td>*工作单位(Enterprise Name)</td>
</tr>
<tr>
<td>工作部门(Department)</td>
</tr>
<tr>
<td>工作职务(Post)</td>
</tr>
<tr>
<td>*联系人(Contacts)</td>
</tr>
<tr>
<td>*联系电话(Phone Number)</td>
</tr>
<tr>
<td>联系传真(Fax Number)</td>
</tr>
<tr>
<td>联系手机(Tel)</td>
</tr>
<tr>
<td>*联系地址(Enterprise Street Address)</td>
</tr>
<tr>
<td>*联系邮箱(E-mail Address)</td>
</tr>
<tr>
<td>备注(Remarks)</td>
</tr>
</tbody>
</table>

[立即注册(Register now)]
**Step 4:** Successful registration screen.

The website will then indicate that registration is complete – which means that you have created an account.

注册完成

**Step 5:** Go back to E-government Platform for the Origin of China's Exports (singlewindow.cn) and log in with your chosen username and password.
Step 6: Click 注册申请 Registration Application on the left-hand side of the screen.

[Note: Most web browsers have a web translation feature. While we have included screen shots using translation below, registrants may find it useful to become familiar with and use the translation feature in their own web browser. End Note.]

Browser translation
Step 7: Select Product Category, and then click 下一步 (next page)
Step 8: Fill out the company information requested in each of the four tabs at the top of the screen with your overseas facility information. The tabs are basic company information, production related information, enterprise statement, and attachment. Required information fields are marked by a red asterisk. In some cases, links not marked with a red asterisk launch secondary forms that contain required information fields. An example of this is the “Products to be registered/added to China” link in Tab 1.

Tab 1: Basic company information
<table>
<thead>
<tr>
<th><strong>Basic Information of the Company</strong></th>
<th><strong>Product Information</strong></th>
<th><strong>Enterprise Statement</strong></th>
<th><strong>Attachment Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Name:</em></td>
<td><em>HS code/CIQ code:</em></td>
<td><em>Export trade time:</em></td>
<td><em>Operate:</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Country:**
- **United States of America**

**Registration Number:**
- 08012345

**Address:**
- American Embassy

**Phone:**
- 08012345

**Contact Name:**
- John Doe

**Contact Email:**
- johndoe@email.com

**Date of Renovation and Expansion:**
- 01/01/2023

**Reconstruction and Expansion Projects:**
- New Factory

**Remark:**
- Details of renovation and expansion

**Corporate Identity Documents:**
- [File]

**Export Trade Situation in the Past 2 Years:**
- [File]

**Products to be Registered/Add to China:**
- [File]

*Note: The data table actions are represented by buttons.*
Click link “Products to be registered/added to China”

Click link “Export trade situation in the past 2 years”
**Tab 2: Production related information**

<table>
<thead>
<tr>
<th>序号</th>
<th>产品名称</th>
<th>原料/配料名称</th>
<th>来源</th>
<th>话原料/配料在产品中的比例</th>
<th>操作</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**生产对应关系**

<table>
<thead>
<tr>
<th>序号</th>
<th>影响具体产品</th>
<th>关联企业名称</th>
<th>关联企业是否有在同注册商标</th>
<th>关联企业注册商标是否相同</th>
<th>关联企业是否在同注册商标</th>
<th>操作</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**生产加工用水**

*水源：

- [ ] 公共供水
- [ ] 企业自有水源

*是否对生产加工用水的水质进行检测：

- [ ] 是
- [ ] 否

**产品加工工艺**

*产品加工工艺：

- [ ] 原材料、加工处理时间及温度、配料、损耗、批数等信息

**人力资源**

*企业员工总数：

- [ ]

*管理人员数量：

- [ ]
### Raw material/ingredient information

<table>
<thead>
<tr>
<th>Raw material/ingredient name</th>
<th>Country of origin</th>
<th>The ratio of the raw material/ingredient</th>
<th>Operate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Production Correspondence

<table>
<thead>
<tr>
<th>Specific products to be exported</th>
<th>Associated company name</th>
<th>Does the affiliated company have a registration number of the company?</th>
<th>Whether the affiliated company is operating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Production and processing water

- **Water source:**
  - Public water
  - Enterprise's own water source

- **Whether to test the water quality of production/processing water:**
  - Yes
  - No

### Product processing technology

- **Product processing technology:**
  - Information such as cleaning, heat/cold treatment time and temperature, pickling, dehydration, packaging, etc.

### Human Resources

- **Total number of employees:**
- **Number of management technicians:**
Click link: “Raw material/ingredient information”

**Raw material/ingredient information**

Specific products to be exported to China:

*New ingredients*

*Ingredients name:*, *Source country (region):*, *The ratio of the raw material/ingredient in the product:*

Click link “Production Correspondence”

**Production Correspondence**

Specific products to be exported to China:

*Type of affiliated company:*

☐ raw material supplier  ☐ reprocessing company  ☐ other

Types of other affiliates:

*Associated company name:*

*Has the affiliated company obtained the registration number of the country in which it is located:*

Yes ☐ no ☐

Registration number of the country where the associated company is located:

*Whether the affiliated company has the qualification to register in China:*

Yes ☐ no ☐

save  Reset
Tab 3: Enterprise statement

Browser translation

Basic information of the company  Production related information  Enterprise statement  Attachment information

Currently in temporary storage

Declaration information

*Please download the company statement, sign and seal as required, and upload the scanned copy:
Tab 4: Attachment information

<table>
<thead>
<tr>
<th>编号</th>
<th>附件类型</th>
<th>要求</th>
<th>文件名称</th>
<th>原件</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>所在国家出口商信息</td>
<td>必须</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>投诉和奖罚制度</td>
<td>必须</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>企业声明</td>
<td>必须</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>加工工艺流程图</td>
<td>妥当</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

提示：可上传类型为.jpg/.jpeg/.gif/.png/.bmp/.pdf等文件，单个文件大小不超过4M。

Browser translation

After filling out all of four tabs, click 预览（Preview）
Step 9: On the Review page, click 申报 (Declare).

Attachments:
No Attachments.