

Code of Practice on Keeping Records Relating to Food

食物安全條例
FOOD SAFETY ORDINANCE



食物環境衛生署
Food and Environmental
Hygiene Department



食物安全中心
Centre for Food Safety

網頁 Website: <http://www.foodsafetyord.gov.hk>

**CODE OF PRACTICE ON KEEPING RECORDS RELATING TO FOOD
UNDER PART 3 OF
FOOD SAFETY ORDINANCE (CAP. 612)**

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CHAPTER 1 : BACKGROUND

1.1 The Food Safety Ordinance (Cap. 612) was published in the Gazette on 8 April 2011. Under Part 3 of the Ordinance which will come into force on 1 February 2012, food traders are required to keep records of the businesses from which they obtained their food and the business to which they supplied their food.

1.2 The record keeping requirement aims to help tracing, in case of food incidents, where the problem food comes from and where it has gone to. This is in line with international trend that food businesses are required to maintain a “one-step-backward, one-step-forward” approach in record-keeping.

1.3 This Code of Practice is issued under section 43 of the Ordinance. This Code of Practice (hereinafter referred to as the “Code”), is identified as “Code of Practice on Keeping Records Relating to Food” in Gazette Notice (G.N. 4482), and takes effect on 1 February 2012.

1.4 A failure by any person to observe any provision of the Code does not, in itself, render that person liable to any civil or criminal proceedings. However, if in any legal proceedings, the court is satisfied that a provision of the Code is relevant to determining a matter that is in issue in the proceedings –

- (a) the Code is admissible in evidence in the proceedings; and
- (b) proof that the person contravened, or did not contravene, the provision may be relied on by any party to the proceedings as tending to establish or negate that matter.

1.5 The Director of Food and Environmental Hygiene (DFEH) may from time to time revise the whole or any part of the Code, and may at any time revoke the Code.

1.6 This Code, which should be read in conjunction with the Food Safety Ordinance, aims to –

- (a) provide guidance on the actions that the trade should take for compliance with the record keeping requirements under Part 3 of the Food Safety Ordinance; and
- (b) provide general reference on the duration of keeping records for different types of food.

1.7 It is important to note that the compliance with the Code does not of itself confer immunity from any legal obligations in Hong Kong.

1.8 It must be stressed that this Code cannot replace the law, and it is not possible to offer a full explanation of the law. If specific problems arise, traders may want to obtain

their own legal advice. Any examples given are illustrative and not comprehensive.

CHAPTER 2 : SCOPE OF APPLICATION

2.1 The record keeping requirements are applicable to food that is intended for human consumption and has the meaning given to it by section 2 of the Ordinance. It does not apply in relation to the propagation or promotion of growth of live aquatic products in captivity. That said, fish in fish hotels¹ are generally regarded as food and hence the requirements of record keeping still apply.

“Food” includes –

- (a) drink;
- (b) ice;
- (c) chewing gum and other products of a similar nature and use;
- (d) smokeless tobacco products; and
- (e) articles and substances used as ingredients in the preparation of food,

but does not include –

- (f) live animals or live birds, other than live aquatic products;
- (g) fodder or feeding stuffs for animals, birds or aquatic products; or
- (h) medicine as defined by section 2(1) of the Pharmacy and Poisons Ordinance (Cap. 138) or Chinese herbal medicine or proprietary Chinese medicine as defined by section 2(1) of the Chinese Medicine Ordinance (Cap. 549).

“Drink” does not include water other than –

- (a) aerated water;
- (b) distilled water;
- (c) water from natural springs, either in its natural state or with added mineral substances; and
- (d) water that is placed in a sealed container and is intended for human consumption.

“Animal” includes reptiles, but does not include birds or fish.

“Aquatic product” means fish, shellfish, amphibian or any other form of aquatic life other than a bird, mammal or reptile.

2.2 The record keeping requirement applies –

- (a) to any person who, in the course of business, acquires² food in Hong Kong;
- (b) to any person who, in the course of business, imports³ food;
- (c) to any person who captures local aquatic products⁴ and who, in the course

¹ “Fish hotel” refers to a fish raft which is used for temporarily keeping of import marketable size fish. The fish are in captivity in this raft temporarily only and are not for the propagation or promotion of growth during their stay in the raft. The fish will then be sold to local market for consumption or re-export to other places.

² Food is acquired when the person acquiring it takes possession or control of the food.

³ “Import” means to bring or cause to be brought into Hong Kong by air, land or water.

- of business, supplies⁵ them in Hong Kong; and
- (d) to any person who, in the course of business, supplies food in Hong Kong by wholesale⁶.

2.3 The record keeping requirement does not apply —

- (a) to any person who imports the food solely in the course of food business as a food transport operator⁷;
- (b) to any person who imports the food solely for the purpose of exporting⁸ it, if –
- (i) the food is air transshipment cargo⁹; or
- (ii) during the period between import and export, the food remains in the vessel, vehicle or aircraft in which it was imported;
- (c) to any person or a class of person exempted by the DFEH; and
- (d) to any acquisition, import or supply that took place before 1 February 2012 (date of commencement of Part 3 of the Food Safety Ordinance).

⁴ “Local aquatic product” means an aquatic product captured from a local fishing vessel, whether in Hong Kong waters or in other waters.

⁵ “Supply”, in relation to food, means (a) to sell the food; (b) to offer, keep or exhibit the food for sale; (c) to exchange or dispose of the food for consideration; or (d) for commercial purposes, to give the food as a prize or to make a gift of the food.

⁶ “Wholesale” means the supply of food to a person who obtains the food for the purpose of supplying or causing to supply it to a third party in the course of business carried on by that person.

⁷ “Food transport operator” means a person who transports food under a contract of carriage but at no time has any proprietary interest in the food.

⁸ “Export” means take out or cause to be taken out of Hong Kong by air, land or water.

⁹ “Air transshipment cargo” means transshipment cargo that is both imported and consigned for export in an aircraft and which, during the period between its import and export, remains within the cargo transshipment area of Hong Kong International Airport.

CHAPTER 3 : DFEH'S POWERS

3.1 Under section 27 of the Ordinance, the DFEH or an officer authorized by him may –

- require a person to produce any record required to be kept by the person under Part 3 of the Ordinance for inspection;
- make a copy of or take an extract from a record produced by the person;
- require the person to provide any assistance reasonably required by him to understand or interpret a record produced by the person.

3.2 In relation to the records produced under section 27 of the Ordinance, the DFEH is empowered under section 28 of the Ordinance to –

- use the record, or any information contained in the record, for the purpose of exercising powers or performing functions under the Ordinance;
- disclose to the public any information contained in the record produced to him if he is satisfied that public disclosure of the information is necessary for the protection of public health.

CHAPTER 4 : RECORDS TO BE KEPT

4.1 The Ordinance requires any person who, in the course of business, imports, acquires or supplies by wholesale food in Hong Kong to keep transaction records of the business from which it acquired its food and the business to which it supplied the food. The requirement also applies to any person who, in the course of business, captures local aquatic products. The requirement to keep records of supplies of food will not apply to retail¹⁰ supplies to ultimate consumers.

4.2 There is no stipulated format for the records of each transaction to be maintained but such records should cover information as required under Part 3 of the Food Safety Ordinance. Traders may choose, for example, one of the following means for compliance with the legal requirement –

- keeping the receipts/ invoices which should contain the required information (an example of the invoice is at **Appendix I**);
- create their own transaction records (both written records or electronic records are acceptable);
- use templates of record-keeping set out in the Appendices to the Code.

4.3 For the description of food, traders should ensure that the entered description would enable them to identify the food products recorded in order to ensure traceability.

Record of local acquisition of food

4.4 Under section 21 of the Food Safety Ordinance, a person who, in the course of business, acquires food in Hong Kong must record the following information about the acquisition –

- (a) the date the food was acquired;
- (b) the name and contact details of the company or person from whom the food was acquired;
- (c) the total quantity of the food;
- (d) a description of the food.

4.5 The record must be made **within 72 hours after the time the food was acquired**. A template record is at **Appendix II**.

Record of acquisition of imported food

4.6 Under section 22 of the Food Safety Ordinance, a person who, in the course of business, imports food acquired outside Hong Kong must record the following information about the acquisition –

¹⁰ “Retail” means the supply of food to a person who obtains it other than for the purpose of wholesale.

- (a) the date the food was acquired;
- (b) the name and contact details of company or person from whom the food was acquired;
- (c) the place from where the food was imported;
- (d) the total quantity of the food;
- (e) a description of the food.

4.7 The record must be made **at or before the time the food is imported**. A template record is at **Appendix III**.

Record of capture of local aquatic products

4.8 Under section 23 of the Food Safety Ordinance, a person who captures local aquatic products and who, in the course of business, supplies them in Hong Kong must record the following information about the capture –

- (a) the date or period of the capture;
- (b) the common name of the local aquatic products;
- (c) the total quantity of the local aquatic products;
- (d) the area of the capture.

4.9 Examples of the common name of aquatic products commonly found in Hong Kong are at **Appendix IV**. They serve to provide a general reference for the trade in making the capture record.

4.10 Some examples of common capture area are Hong Kong waters, Guangdong Coast, Xisha/ Zhongsha, Nansha and Nansha Islands (**Appendix V**). For local aquatic products captured outside Hong Kong and the Mainland, traders should state the country of the water areas where the aquatic products were captured (e.g. Indonesia, Malaysia, Vietnam and Kiribati).

4.11 The record must be made **at or before the time the supply takes place**. A template record is at **Appendix VI**.

Record of wholesale supply of food

4.12 Under section 24 of the Food Safety Ordinance, a person who, in the course of business, supplies food in Hong Kong by wholesale must record the following information about the supply –

- (a) the date the food was supplied;
- (b) the name and contact details of the company or person to whom the food was supplied;

- (c) the total quantity of the food;
- (d) a description of the food.

The record must be made **within 72 hours after the time the supply took place.** A template record is at **Appendix VII.**

Summary of records required to be kept

4.13 Below is a summary of the records generally required to be kept by respective food traders:

	Import record	Acquisition record	Supply record	Capture record
Food importers	✓		✓ (not required if the food imported is directly supplied to ultimate consumers)	
Food distributors		✓	✓	
Food retailers		✓	(not required if the food is directly supplied to ultimate consumers, but supply records will be required if the food acquired is supplied to another food retailer for resale purpose)	
Catering establishments (e.g. restaurants, cooked food stalls)		✓ (acquisition records for raw food materials/ ingredients are required)		
Fishermen supplying local aquatic products captured by them			✓ (not required if the capture is directly supplied to ultimate consumers or for export)	✓
Farmers (e.g. fruits, vegetables, fish)			✓ (not required if the produce is directly supplied to ultimate consumers or for export)	
Local food manufacturers		✓ (acquisition records for raw food materials/ ingredients are required)	✓ (not required if the food products are directly supplied to ultimate consumers or for export)	

4.14 A person who, without reasonable excuse, fails to make the record as required commits an offence and is liable to a fine at level 3 (at present is \$10,000) and imprisonment for 3 months.

4.15 Under the Food Safety Ordinance, food retailers are also required to keep supply records if the food acquired is supplied to another food retailer for resale purpose (e.g. market stalls supplying food to restaurants, restaurants buying food from supermarkets when the food is on sale). However, sometimes it may be difficult for food retailers to distinguish between business customers and ultimate consumers. Section 25 of the Food Safety Ordinance provides a defence if the food retailer can show that his normal business is the supply of food by retail and it was reasonable for him to assume that the supply was not a wholesale supply.

CHAPTER 5 : DURATION OF RECORD KEEPING

5.1 A person who, in the course of business, imports, captures, acquires or supplies by wholesale food in Hong Kong must keep the record for the period specified below. The requirement to keep supply records will not apply to retail supplies to ultimate consumers.

For food with shelf-life of 3 months or less	3 months after the date the food was acquired, captured or supplied
For food with shelf-life greater than 3 months	24 months after the date the food was acquired, captured or supplied
For live aquatic products	3 months after the date the food was acquired, captured or supplied

5.2 Shelf-life, in relation to food, means the period during which the food maintains its microbiological safety and sensory qualities at a specific storage temperature as determined by the supplier of the food.

5.3 The shelf-life of most perishable food products is generally based on the survival and growth of spoilage microorganisms but can also include pathogens (with or without production of toxins and metabolites). In food manufacturing, food manufacturers are directly responsible for controlling the whole chain of the manufacturing processes including selection of raw materials or ingredients, production, packaging, storage and delivery of the food products. To determine the shelf-life of food products, it should take into account of both intrinsic and extrinsic factors of the food products.

Intrinsic
Microbiological quality of raw materials
Raw materials history
Food formulation and composition
Food assembly and structure
pH
Type of acid present
Water activity (a_w)
Redox potential (Eh)(whether the growth of microorganism requires oxygen)
Biological structures
Oxygen availability
Nutritional content and availability
Antimicrobial constituents
Natural or artificial microflora of the food

Extrinsic
Good manufacturing and hygiene practices
Hazard Analysis Critical Control Point
Food processing
Storage temperature
Gas atmosphere
Relative humidity
Packaging
Retail practices
Consumer practices

(Source : Food Safety Authority of Ireland, Guidance Note No. 18 : Determination of Product Shelf-life, 2005)

Prepackaged food

5.4 In relation to prepackaged food, the shelf-life is either shown on the package or refers to the period between the manufacturing date and the “use by” or “best before” date marked and labelled on the package in accordance with the Food and Drugs (Composition and Labelling) Regulations (Cap 132W).

5.5 In case of doubt, traders are recommended to approach the manufacturer/ packer/ etc for the appropriate shelf-life.

Non-prepackaged food

5.6 The record keeping periods of some common non-prepackaged food products are set out in the table below for general reference. However, it should be cautioned that many factors affect the shelf-life of food products and therefore same food product may have a great variance in the shelf-life due to different prescribed conditions (e.g. adding of food additives, applying UHT treatment, etc). Traders are therefore strongly recommended to approach the manufacturer/ producer/ supplier/ etc of the concerned food products for the appropriate shelf-life.

Food category	Food classification	Record keeping period		
		Ambient temperature	Chilled ~(-4°C)	Frozen ~(-18 °C)
Cereal and grain products (other than bakery products and snack food)	Cereals, rice, wheat (e.g. barley, buckwheat, oats, white rice, brown rice, wheat)	24 months	Not applicable	Not applicable
	Pasta (e.g. spaghetti)	24 months	Not applicable	Not applicable
	Noodles (e.g. "lai fan", "yau mian" (noodles), fish noodles, Shanghai noodles, silver pin noodles)	3 months	3 months	Not applicable
	Flour, starch, substitute flour (e.g. barley flour, rye flour, rice flour, cassava flour, corn starch)	24 months	Not applicable	Not applicable

Food category	Food classification	Record keeping period		
		Ambient temperature	Chilled ~(-4°C)	Frozen ~(-18°C)
	Breakfast cereal and other cereal products (e.g. corn flake, oatmeal)	24 months	Not applicable	Not applicable
Fruit and vegetables (other than snack food, juices and Chinese herbs)	Fruit (e.g. apple, loquat, pear, apricot, cherry, nectarine, peach, plum, grapefruit, lemon, lime, orange, pomelo, blackberry, grape, strawberry, starfruit, Chinese persimmon, guava, kumquat, wampee, avocado, banana, durian, papaya)	3 months	3 months	Not applicable
	Fruit products (e.g. preserved Chinese white olive)	24 months	Not applicable	Not applicable
	Vegetables (e.g. carrot, Chinese flowering cabbage, Chinese kale, pea shoot, bitter melon, hairy gourd, eggplant, tomato, Chinese chives/ Chinese leek, onion, broccoli, fresh mushroom)	3 months	3 months	Not applicable
	Vegetable products (e.g. dried radish, preserved sichuan mustard, pickled cucumber, preserved cabbage, preserved leaf mustard, mui choy, winter mushroom)	24 months	Not applicable	Not applicable
	Nuts and seeds (e.g. macadamia, pistachio nut, hazelnut, chestnut, cashew, almond, walnut, peanut,	24 months	Not applicable	Not applicable

Food category	Food classification	Record keeping period		
		Ambient temperature	Chilled ~(-4°C)	Frozen ~(-18°C)
	watermelon seed)			
	Nut and seed products (e.g. lotus seed paste)	3 months	3 months	Not applicable
	Beans (e.g. red bean, black soybean, soybean)	24 months	Not applicable	Not applicable
	Bean products (e.g. fried tofu, soybean curd)	3 months	3 months	Not applicable
Sashimi, sushi and ready-to-eat raw oysters	Sashimi (e.g. tuna sashimi, salmon sashimi, scallop sashimi, sea urchin sashimi, beef sashimi)	Not applicable	3 months	24 months
	Sushi (e.g. shrimp sushi, bean curd sushi, crab roe sushi, California roll)	Not applicable	3 months	Not applicable
Aquatic products (other than snack food, sashimi and ready-to-eat raw oysters)	Marine fish (unprocessed) (e.g. bigeye, filefish, flathead, hairtail, rabbitfish)	3 months	3 months	24 months
	Freshwater fish (unprocessed) (e.g. catfish, common carp, freshwater grouper, grass carp, snakehead, mud carp)	3 months	3 months	24 months
	Crustaceans, molluscs (unprocessed) (e.g. shrimp/prawn, crab, lobster, abalone, scallop, mussel, oyster, squid)	3 months	3 months	24 months

Food category	Food classification	Record keeping period		
		Ambient temperature	Chilled ~(-4°C)	Frozen ~(-18°C)
	Dried seafood (e.g. shark fin, dried fish maw, dried shrimp, dried oyster, dried scallop, salted fish, dried squid, dried abalone)	24 months	Not applicable	Not applicable
	Other processed aquatic products (e.g. fish meat paste, fish ball, crab ball, octopus ball, cuttlefish ball)	Not applicable	3 months	24 months
Meat and meat products (other than snack food and sashimi)	Game (unprocessed) (e.g. snake meat, crocodile meat, deer meat)	3 months	3 months	24 months
	Meat (unprocessed) (e.g. beef, beef steak, cattle tongue, pork, pork chop, pig kidney, pig stomach, mutton, lamb chop)	3 months	3 months	24 months
	Poultry (unprocessed) (e.g. chicken meat, chicken wing, chicken claw, chicken liver, chicken ovary, duck meat, duck leg, duck intestine, duck tongue, goose meat, goose wing, goose liver, turkey meat, turkey gizzard)	3 months	3 months	24 months
	Processed game products (e.g. dried crocodile meat)	24 months	Not applicable	Not applicable
	Processed meat products (e.g. beef ball, red pork sausage, pork ball)	Not applicable	3 months	24 months

Food category	Food classification	Record keeping period		
		Ambient temperature	Chilled ~(-4°C)	Frozen ~(-18°C)
	Processed meat products (e.g. Chinese sausage, Chinese ham, preserved meat)	24 months	Not applicable	Not applicable
	Processed poultry products (e.g. preserved chicken, preserved duck leg, preserved duck gizzard)	24 months	Not applicable	Not applicable
Eggs and egg products	Eggs (e.g. chicken egg, duck egg, goose egg, quail egg)	3 months	3 months	Not applicable
Milk and dairy products (other than infant/ follow-up/ growing-up formula)	Milk (e.g. raw milk)	Not applicable	3 months	Not applicable
Beverages (other than milk and dairy products)	Fresh fruit and vegetable juice, fruit and vegetable juice drink (e.g. fresh apple juice, fresh tomato juice, fresh sugar cane juice, aloe juice drink, fruit punch drink, prune juice drink, limeade)	3 months	3 months	Not applicable
	Coffee beans, tea leaves	24 months	Not applicable	Not applicable
Sugars and sweets	Sugars, frostings, toppings, dessert sauces (e.g. brown sugar in pieces, rock sugar, granulated sugar, brown sugar)	24 months	Not applicable	Not applicable

Food category	Food classification	Record keeping period		
		Ambient temperature	Chilled ~(-4°C)	Frozen ~(-18°C)
Dim sum, Chinese pastry, mixed dishes, desserts, bakery products and snack food (other than candy, chocolate and chewing gum)	Dim sum, Chinese pastry (e.g. glutinous rice dumpling, "mai lai" cake, steamed minced beef ball, steamed fresh prawn dumpling, sticky rice wrapped in lotus leaf, barbecue pork bun, steamed white sugar cake, Chinese steamed bun)	3 months	3 months	24 months
	Desserts, bakery products (e.g. cake, cookies, pie, muffin, scone, pancake)	3 months	3 months	24 months
Salts, condiments and sauces, herbs and spices	Herbs and spices (e.g. curry powder, garlic powder, hot chili pepper powder, ginger powder, pepper powder)	24 months	Not applicable	Not applicable
Chinese herbs and their products	Chinese herbs (e.g. chrysanthemum (flower), dried orange or tangerine peel (Chinese herbs), sword flower)	24 months	Not applicable	Not applicable

5.7 A person who, without reasonable excuse, fails to keep a record for the required period commits an offence and is liable to a fine at level 3 (at present is \$10,000) and imprisonment for 3 months.

CHAPTER 6 : EXEMPTION BY DFEH

6.1 Section 29 of the Ordinance provides that DFEH may in writing exempt a person from the record keeping requirement. In making the decision, DFEH may, in so far as is practicable and reasonable, take into account all factors relevant to the circumstances of the case that he considers appropriate, including but not limited to the following –

- (a) whether the exemption would cause any undue threat to public health;
- (b) whether the applicant has mechanisms in place to ensure that the food he supplies is fit for human consumption;
- (c) past records of the applicant (e.g. previous conviction records under the Ordinance or the Public Health and Municipal Services Ordinance (Cap 132));
- (d) whether there is genuine and practical difficulty in keeping the required records under Part 3 of the Ordinance;
- (e) whether the food in question would be used for charitable purpose; and
- (f) the type and quantity of food in question.

6.2 As an example, some charitable food banks may be exempted from the requirement to keep records if they have mechanisms in place to ensure that the food they supply is safe. This is due to the difficulty of keeping records of food donated by the public as some donors may wish to remain anonymous. Requiring donors to provide personal information may unnecessarily deter some in donating and hence disrupt the operation of these food banks. In many cases, the food donated is in pre-packaged form with manufacturing details provided, which poses less of a problem for source tracing should this be necessary.

6.3 An exemption may be granted subject to any conditions DFEH considers appropriate (for example, DFEH may require a mechanism to be in place to ensure that the food supplied is fit for human consumption, and confine his exemption to only certain kinds of food, such as pre-packaged food).

6.4 DFEH may also withdraw the exemption granted should the exempted person fail to comply with any of the conditions.

6.5 Any person who applies for exemption from the record keeping requirement may submit his request by filling in the application form at **Appendix VIII**. The application form can also be downloaded from our website (<http://www.foodsafetyord.gov.hk>) or obtained from the following offices of the Centre for Food Safety –

- (a) 43/F., Queensway Government Offices, 66 Queensway, Hong Kong; and
- (b) Room 119, 1/F., 258 Queen's Road East, Wan Chai, Hong Kong.

CHAPTER 7 : DEFENCE

7.1 Under section 25 of the Food Safety Ordinance, it is a defence for a person charged with an offence for failure to make a record of wholesale supply of food to show that –

- (a) the person's normal business is the supply of food by retail; and
- (b) it was reasonable for the person to assume that the supply was not a wholesale supply.

CHAPTER 8 : ENQUIRY

8.1 Enquiry concerning the record keeping requirement may be addressed to:

Food Importer/ Distributor Registration and Import Licensing Office

Address : Room 119, 1/F., 258 Queen's Road East, Wan Chai, Hong Kong (1/F
of Wan Chai Market)

Tel. No. : 2156 3017/ 2156 3034

Fax No. : 2156 1015

Email : fso_enquiry@fehd.gov.hk

Office hours : Monday to Friday

9:00 am. to 1:00 pm. and 2:00 pm. to 5:45 pm.

發票樣本 SAMPLE INVOICE

發票 Invoice

公司名稱 (Company Name)

地址 Address : _____

電話號碼 Tel. no. : _____

傳真號碼 Fax no. : _____

客戶名稱 Customer name : _____

地址 Address : _____

電話號碼 Tel. no. : _____

發票號碼 Invoice no. : _____

日期 Date : _____

貨品名稱 Description	數量 Quantity	單價 Unit price	金額 Amount	備註 Remarks
總件數 Total quantity		合計 Total amount		

紀錄範本^註
TEMPLATE RECORD^{Note}

本地獲取食物的紀錄
RECORD OF LOCAL ACQUISITION OF FOOD

20 _____ 年 _____ 月份收貨紀錄表 (本地食物)					
Record of local acquisition of food for the month of _____ 20 _____					
公司名稱： Name of company					
收貨日期 Date of food acquired	食物名稱 Food description	數量 Quantity	供應商資料 Particulars of supplier		
			名稱 Name	聯絡電話 Contact tel. no.	地址 Address

^註 此範本僅供參考之用，法例並無規定食物商須使用此範本

^{Note} This template is for reference only and it is not a legal requirement for traders to follow

紀錄範本^註
TEMPLATE RECORD^{Note}

獲取進口食物的紀錄
RECORD OF ACQUISITION OF IMPORTED FOOD

20 _____ 年 _____ 月份收貨紀錄表 (進口食物)						
Record of acquisition of imported food for the month of _____ 20 _____						
公司名稱： Name of company						
收貨日期 Date of food acquired	食物名稱 Food description	數量 Quantity	供應商資料 Particulars of supplier			食物出口國家/ 地方 Exporting country/ place
			名稱 Name	聯絡電話 Contact tel. no.	地址 Address	

^註 此範本僅供參考之用，法例並無規定食物商須使用此範本

^{Note} This template is for reference only and it is not a legal requirement for traders to follow

香港常見水產圖錄
 PICTORIAL GUIDE OF AQUATIC PRODUCTS
 COMMONLY FOUND IN HONG KONG

編號 Code	常用名稱 Common Name	圖例 Picture
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種 Species

1

紅衫
Golden Thread



2

黃肚
Yellow Belly



3

瓜衫
Melon Coat



4

紅線
Red Goatfish



5

叉尾
Fork Tail



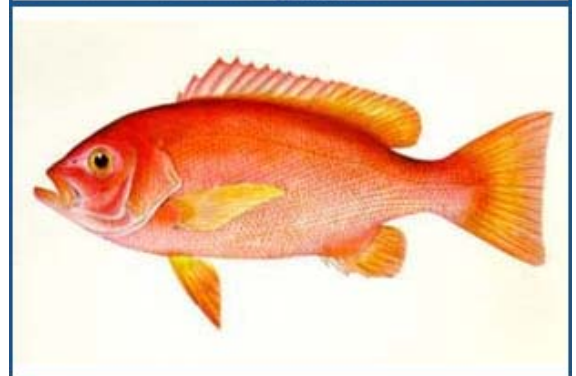
6

瓜核
Melon Seed



7

紅魚
Red Snapper



8

白果
Ginkgo

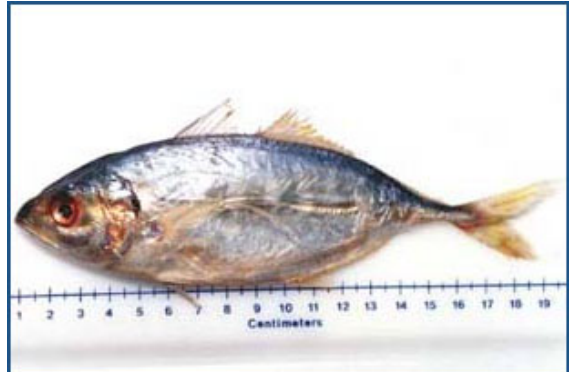


編號 Code	常用名稱 Common Name	圖例 Picture
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屬 Genera

9

池魚
Scad



10

九棍
Lizard Fish



11

珍魚
Crevalle



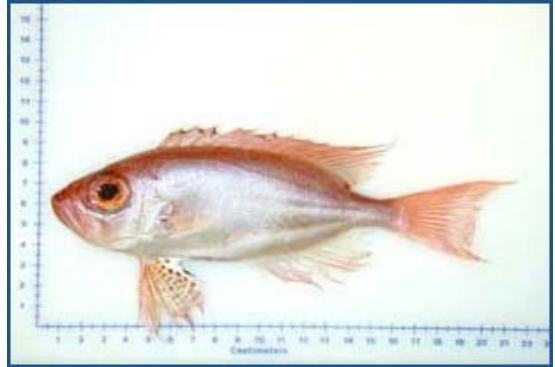
12

門鱧
Conger-pike Eel



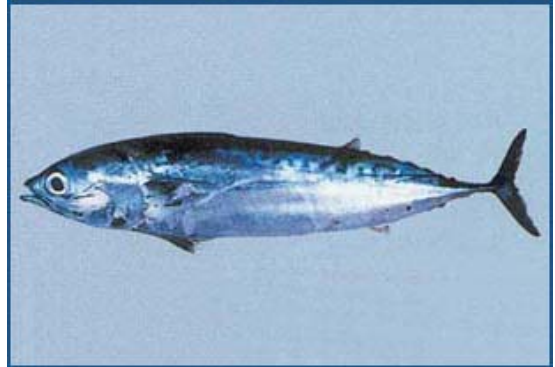
13

木棉
Bigeye



14

鮫魚
Mackerel



15

青鱗
Sardine



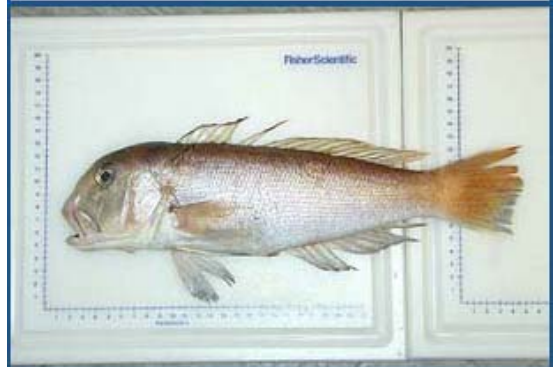
16

牙帶
Hair-tail



17

馬頭
Horse-head



18

龍脷
Sole



19

杜仲
Tuna (Bonito)



編號 Code	常用名稱 Common Name	圖例 Picture
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科 Families

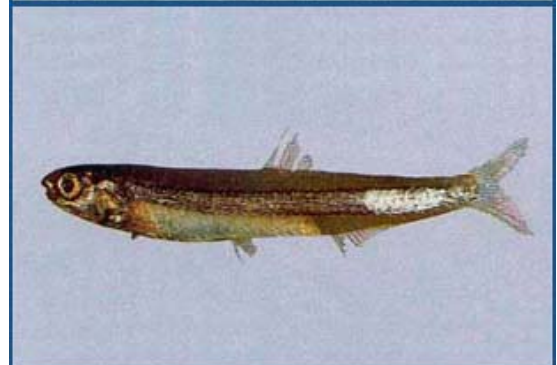
20 鰺魚
Croaker



21 石斑
Grouper



22 公魚
Anchovy

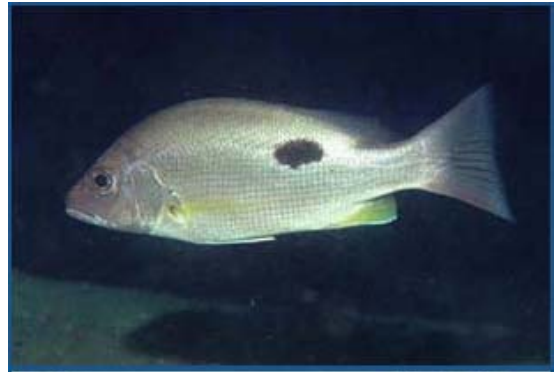


23 魷魚
Bream



24

鯛魚
Snapper



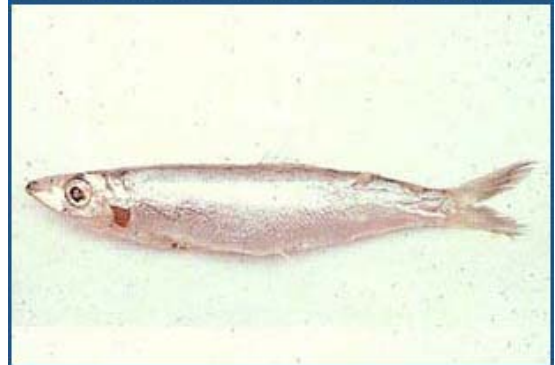
25

鱸魚
Pomfret



26

海荷
Round Herring



27

黃花
Yellow Croaker

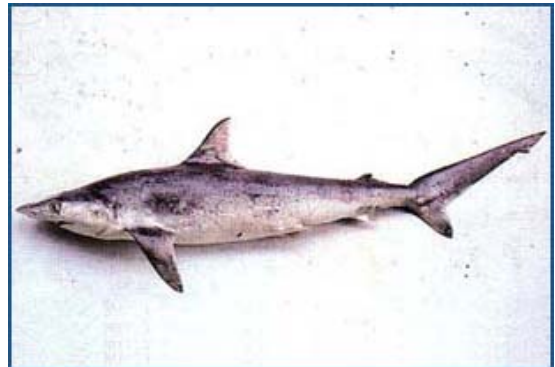


編號 Code	常用名稱 Common Name	圖例 Picture
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目 Order

28

鯊魚
Shark



編號 Code	常用名稱 Common Name	圖例 Picture
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雜 Mixed

29

雜魚
Other fishes

-

編號 Code	常用名稱 Common Name	圖例 Picture
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無脊椎動物 Invertebrates

30 魷魚
Squid



31 墨魚
Cuttlefish



32 八爪魚
Octopus



33 蝦
Shrimp



34

癩尿蝦
Mantis Shrimp



35

龍蝦
Lobster



36

蟹
Crab



37

海膽
Sea Urchin



38

螺
Whelk



39

帶子／元貝
Scallop



40

蜆
Clam

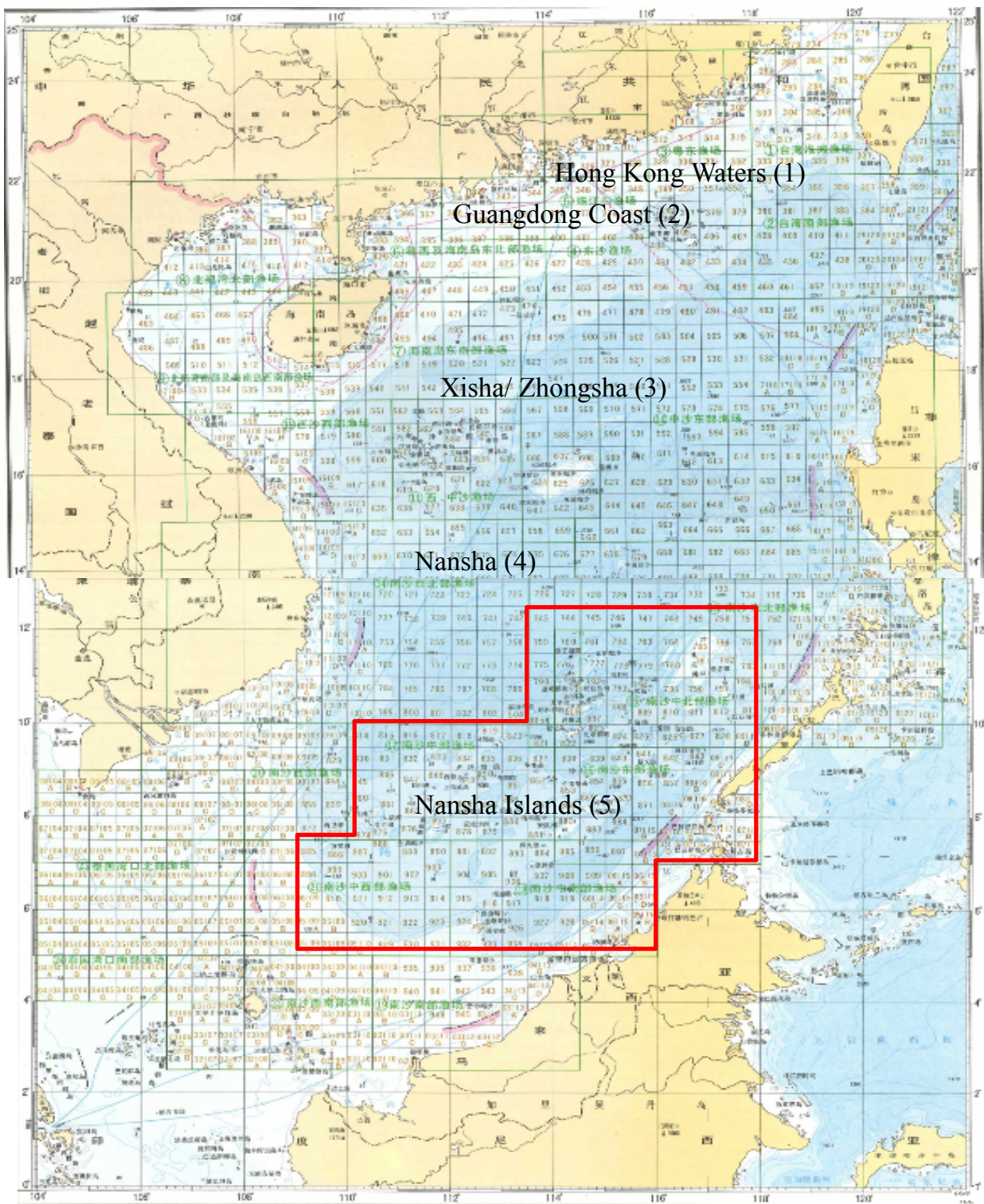


41

其他無脊椎動物
Other Invertebrates

-

SOUTH CHINA SEA FISHING MAP



- (1) Hong Kong Waters
- (2) Guangdong Coast (including fishing grounds of East Guangdong, West Guangdong, Dongsha, mouth of Pearl River, Hainan and Gulf of Tonkin)
- (3) Xisha/ Zhongsha fishing grounds
- (4) Nansha fishing grounds
- (5) Nansha Islands

紀錄範本^註
TEMPLATE RECORD^{Note}

捕撈本地水產的紀錄
RECORD OF CAPTURE OF LOCAL AQUATIC PRODUCTS

漁船編號: Fish vessel No.:	船主姓名: Name of fish vessel owner:			
捕撈地區: Capture area:				
捕撈日期/期間: Date/period of capture:				
水產名稱/編號: Name of aquatic products/ Code:	(1)	(2)	(3)	(4)
	(5)	(6)	(7)	(8)
數量: (公斤計) Quantity: (in kg)	(1)	(2)	(3)	(4)
	(5)	(6)	(7)	(8)

^註 此範本僅供參考之用，法例並無規定食物商須使用此範本

^{Note} This template is for reference only and it is not a legal requirement for traders to follow

紀錄範本^註
TEMPLATE RECORD^{Note}

以批發方式供應食物的紀錄
RECORD OF WHOLESALE SUPPLY OF FOOD

20 _____ 年 _____ 月份批發供應紀錄表					
Record of wholesale supply of food for the month of _____ in 20 _____					
公司名稱： Name of company					
供應日期 Date of supply	食物名稱 Food description	數量 Quantity	收貨人資料 Particulars of the person to whom the food was supplied		
			名稱 Name	聯絡電話 Contact tel. no.	地址 Address

^註 此範本僅供參考之用，法例並無規定食物商須使用此範本

^{Note} This template is for reference only and it is not a legal requirement for traders to follow

豁免遵從備存紀錄規定申請書
**APPLICATION FORM FOR EXEMPTION FROM
RECORD KEEPING REQUIREMENT**

請將申請書交回：

香港灣仔皇后大道東 258 號 1 樓 119 室

食物進／出口組

食物進口商／分銷商登記及進口簽證辦事處

電話號碼：2156 3017／2156 3034 傳真號碼：2156 1015

電郵地址：fso_enquiry@fehd.gov.hk

Application form to be sent to:

Food Importer/Distributor Registration
and Import Licensing Office

Food Import & Export Section

Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong

Tel No.: 2156 3017/2156 3034 Fax No.: 2156 1015

E-mail address: fso_enquiry@fehd.gov.hk

食物安全條例 FOOD SAFETY ORDINANCE

豁免登記或備存食物紀錄規定申請

Application for Exemption from Registration or Record-keeping Requirement

(填寫此表格前，請參閱第 6 頁的「填表須知」)

(Please read the 'Guide to Completing the Form' at page 6 before completing this form)

本人／公司／機構現向食物環境衛生署署長申請豁免遵從以下依據《食物安全條例》第 612 章第 2 或 3 部的規定。

I/this company/this organisation would like to apply to the Director of Food and Environmental Hygiene for exemption from complying with the following requirement under Part 2 or 3 of the Food Safety Ordinance (Cap. 612).

- 食物進口商／食物分銷商登記的規定
Registration Requirement for Food Importer/Food Distributor
- 備存食物紀錄的規定
Record-keeping Requirement Relating to Food
(請在適當方格內填上「✓」號。 Please tick the appropriate box.)

甲部 Part A 請提供申請人資料 Please provide applicant's information

申請人／公司／機構名稱 Name of Person/Company/Organisation	
香港身分證／其他身分證明文件*號碼(請註明)(附註 1) Hong Kong Identity Card/ Other Proof of Identity* No. (please specify) (Note 1)	
業務名稱 Name of Business	
業務性質 Nature of Business	
商業登記／其他登記*號碼(請註明)(附註 2) Business Registration/ Other Registration* No. (please specify) (Note 2)	
註冊辦事處／業務地址 Registered Office/Business Address	
聯絡地址 Correspondence Address	
電話號碼 Tel. No.	
傳真號碼 Fax No.	

乙部 Part B 請提供一或兩位聯絡人資料，以便緊急時(如發生食物事故)聯絡 **Please provide information of one or two contact person(s) for emergency contact purpose (e.g. food incident)**

聯絡人(1)姓名 Name of Contact Person(1)	
辦事處地址 Office Address	
緊急聯絡電話號碼 Emergency Contact Tel. No.	
流動電話號碼 Mobile Phone No.	
傳真號碼 Fax No.	
電郵地址 Email Address	
聯絡人(2)姓名 Name of Contact Person(2)	
辦事處地址 Office Address	
緊急聯絡電話號碼 Emergency Contact Tel. No.	
流動電話號碼 Mobile Phone No.	
傳真號碼 Fax No.	
電郵地址 Email Address	

丙部 Part C 請簡述申請豁免的原因 **Please state the brief reason(s) for applying the exemption**

丁部(1) Part D(1)

請注意：丁部(1)只適用於公司／機構申請，如屬個人申請，請填寫丁部(2)

Attention : Part D(1) is applicable to body corporate/organisation. If the applicant is an individual, please complete Part D(2)

本人 _____ (請以正楷填寫姓名) (香港身分證／其他身分證明文件*號碼： _____)代表上述公司或機構作出豁免申請。本人完全明白夾附的《用途聲明》。

I _____ (English Name in Block Letters) (HKID Card/Other Proof of Identity* No. : _____) represent the above company or organisation to apply for the exemption. I fully understand the “Statement of Purpose” as attached.

簽署：

Signature : _____

職銜：

Position held : _____

日期：

Date : _____

公司印章：

Company chop : _____

(如適用 If applicable)

丁部(2) Part D(2)

請注意：丁部(2)只適用於個人申請，如屬公司／機構申請，請填寫丁部(1)
Attention : Part D(2) is applicable to individual application. If the applicant is a body corporate/organisation, please complete Part D(1)

本人 _____ (請以正楷填寫姓名) 擬提出豁免申請。本人完全明白夾附的《用途聲明》。

I _____ (English Name in Block Letters) would like to apply for the exemption. I fully understand the "Statement of Purpose" as attached.

簽署： _____ 申請人姓名： _____ 日期： _____
Signature : _____ Name of Applicant : _____ Date : _____

* 請刪去不適用者。 Please delete where appropriate.

用途聲明

Statement of Purpose

(根據《個人資料(私隱)條例》)(向資料當事人展示或提供)
(under the Personal Data (Privacy) Ordinance) (to be displayed or provided to data subjects)

收集資料的目的 Purpose of Collection

1. 你所提供的個人資料，會由食物環境衛生署(本署)食物安全中心用作與處理本表格申請事項有關的工作；有關食物安全法例的執行和執法；投訴調查；統計及其他法定用途；及方便政府跟申請人聯絡。個人資料的提供，純屬自願。如果你不提供充分的資料，我們未必能夠處理你的申請，或在有需要時提供協助。

The personal data are provided by individuals to the Centre for Food Safety, Food and Environmental Hygiene Department (this Department) for the purposes of activities relating to processing this application; administration and enforcement of relevant food safety legislation; complaint investigation; statistical and any other legitimate purpose; and facilitating communications between Government and the applicant. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to process your application or provide assistance to you where appropriate.

接受轉介人的類別 Classes of Transferees

2. 你所提供的個人資料，主要由本署內部使用，但亦可能在有需要時因以上第 1 段所列目的向其他政府決策局和部門或有關方面(包括一般市民)披露。除此之外，資料只可於你同意作出該種披露或作出該種披露是《個人資料(私隱)條例》所允許的情況下，才向有關方面披露。

The personal data you provide are mainly for use within this Department but they may also be disclosed to other Government bureaux and departments or other parties (including the general public) for the purposes mentioned in paragraph 1 above. Apart from this, the personal data may only be disclosed to those parties where you have given prior consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

查閱個人資料 Access to Personal Data

3. 根據《個人資料(私隱)條例》第 18 條及 22 條以及附表 1 第 6 原則所述，你有權查閱及修正個人資料，包括有權取得個人資料。應查閱要求而提供資料時，可能要徵收費用。

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

查詢 Enquiries

4. 有關所提供個人資料的查詢(包括查閱及修正資料)，請送交：
Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

香港灣仔皇后大道東 258 號 1 樓 119 室
食物環境衛生署 食物安全中心
食物進／出口組
食物進口商／分銷商登記及進口簽證辦事處
電話號碼：2156 3034
(辦公時間：星期一至星期五 上午八時四十五分至下午六時)

Food Importer/Distributor Registration and Import Licensing Office
Food Import & Export Section
Centre for Food Safety, Food and Environmental Hygiene Department
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong
Tel. No. : 2156 3034
(Office hours: Monday to Friday 8:45 a.m. to 6:00 p.m.)

填表須知

Guide to Completing the Form

1. 根據《食物安全條例》第6(1)條，食物環境衛生署署長(署長)可藉書面豁免任何人，使其無需就某業務登記為食物進口商／食物分銷商的規定。
Under Section 6(1) of the Food Safety Ordinance, the Director of Food and Environmental Hygiene (the Director) may in writing exempt a person from the requirement to be registered as a food importer/food distributor in respect of a business.
2. 根據《食物安全條例》第29(1)條，署長可藉書面豁免任何人，使其無需遵守須根據條例第3部備存紀錄的規定。
Under Section 29(1) of the Food Safety Ordinance, the Director may in writing exempt a person from the requirement to keep a record under Part 3 of the Ordinance.
3. 署長可在認為適當的條件的規限下給予《食物安全條例》第6(1)條及29(1)條的豁免。署長可基於批予豁免的條件不獲遵從而撤回有關豁免。
An exemption under Section 6(1) or 29(1) of the Food Safety Ordinance may be granted subject to any conditions the Director considers appropriate. The Director may withdraw an exemption granted on the ground that the conditions of the exemption have not been complied with.
4. 獲豁免登記的食物進口商／食物分銷商仍須根據《食物安全條例》第3部的規定備存適當的交易紀錄。
Food importers/food distributors exempted from registration are still required under Part 3 of the Food Safety Ordinance to maintain transaction records as appropriate.
5. 附註 Specific Notes

附註 1 - 如屬個人申請，申請表必須附同有效的香港身分證／其他身分證明文件副本，以供核實。
Note 1 - For individual application, a copy of the valid Hong Kong Identity Card/other Proof of Identity must be submitted together with this application for verification

附註 2 - 申請表必須附同有效的商業登記證／其他登記證副本，以供核實。
Note 2 - A copy of the valid Business Registration/other Registration Certificate must be submitted together with this application for verification

