**CBBC GUIDANCE & SERVICES FOR FOOD AND DRINK COMPANIES**

***GACC REGISTRATION REQUIREMENTS FOR***

***OVERSEAS MANUFACTURERS***

**Manufacturer Registration for China**

The Registration and Administration of Overseas Producers of Imported Food (Decree 248) and Administrative Measures on Import and Export Food Safety (Decree 249) issued by the **General Administration of Customs of the People's Republic of China (GACC)** came into force on **1st January 2022**. Overseas manufacturers need to register their establishments with the GACC. Establishments that **process/store any commodities** included in 18 categories (meat, fish, dairy, bird’s nest products, casing, bee products, egg and egg products, edible oils and fats, stuffed past, edible cereals, products of the milling industry and malt, fresh or dried vegetables and leguminous vegetables, sauces and seasonings, nuts and seeds, dried fruits, raw coffee and cocoa beans, food for special dietary uses, health foods) are required to register via the UK competent authorities.

Those establishments that process/store food products for exporting to China outside the above mentioned 18 categories can self-register or seek assistance from CBBC.

Once online registration has been successfully completed and approved, the applicant will be issued with a Chinese registration number (18 digits, beginning with CGBR for UK registrations).

When creating an account, companies will need to create a username and password to log onto the GACC Single Window portal. An email verification code will be required. CBBC can guide you through this process and assist with the registration once an account has been created. *Please note: You should keep your passcode/PIN confidential as these details will allow you to access your account should you need to edit your data in the future.*

For companies wishing to register directly, the home page of the GACC registration website can be found at https://www.singlewindow.cn/ . Should you encounter difficulties when registering, please contact CBBC for support.

**Support from CBBC**

Via our Beijing office, CBBC can register your company on the GACC Single Window site as a manufacturer.

For CBBC members, registration per manufacture site is £300.00 (+ VAT) and registration per each SKU (determine by HS code and CIQ code) is £50.00 (+ VAT). For non-members it carries a charge of £550.00 (+ VAT) per manufacture site and £50.00 (+ VAT) per SKU.

If you would like to commission this service, please complete the data (required by GACC) on the attached form and return it alongside the completed payment form to **Antoaneta Becker** ([Antoaneta.Becker@cbbc.org](mailto:Antoaneta.Becker@cbbc.org)).

Please note that we require payment in advance for this service. Payment should be made by credit or debit card. Once payment has been received, and your company details have been listed, we will send you notice of confirmation with your log-in details and password.

If you have any queries, please contact **Antoaneta Becker** ([Antoaneta.Becker@cbbc.org](mailto:Antoaneta.Becker@cbbc.org)) or **Ran Guo** ([Ran.Guo@cbbc.org](mailto:holly.chen@cbbc.org.cn))

**ORDER FORM: Food and drink manufacturer listing on the General Administration of Chinese Customs (GACC)**

**Single Window website**

1. **Company background**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **First name** | **Surname** | **Telephone number** | **Email address** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Company name:** |  |
| **Address &**  **post code:** |  |
|  |
| **Registration number authorised by competent authorities in your country (region)** |  |
| **Address of manufacturing site** |  |
| **Plant establishment time(date/month/year)** |  |
| **Legal representative’s name** |  |
| **Legal representative’s telephone number** |  |
| **Legal representative’s**  **email address** |  |

**Please highlight relevant product categories below. Please note that we have omitted some categories in which the**

**UK does not have market access.**

|  |
| --- |
| 粮食制品以及其他产品Products made with grain products and other grain products |
| 茶叶类 Tea |
| 坚果及籽类制品 Nuts and seed products |
| 酒类 Alcoholic beverages   * 发酵酒及其配制酒 Fermented alcoholic beverages and its integrated alcoholic beverages * 蒸馏酒及其配制酒 Distilled alcoholic beverages and its integrated alcoholic beverages * 其他原酒及食用酒精 Other bulk alcoholic beverages and edible alcohol |
| 饮料及冷冻饮品 Soft drinks and frozen drinks   * 包装饮用水 Packaged drinking water * 果蔬汁及其饮料 Fruit and vegetable juices and drinks * 蛋白饮料 Protein drinks * 碳酸饮料 Carbonated drinks * 茶(类)饮料 Tea drinks * 咖啡(类)饮料 Coffee drinks * 植物饮料 Vegetable drinks * 固体饮料 Powdered drinks * 其他饮料 Other drinks * 特殊用途饮料 Beverages for special uses * 冷冻饮品及其制作料、食用冰 Frozen drinks and frozen drink ingredients/edible ice |
| 饼干、糕点、面包 Pastries, biscuits, and breads |
| 糖类（包括原糖、食糖、乳糖、糖浆等） Sugar (including raw sugar, edible sugar, lactose, and syrup)   * 原糖Raw sugar * 食糖Edible sugar * 乳糖Lactose * 糖浆Syrup * 其他糖 Other sugar |
| 糖果、巧克力（包括巧克力、代可可脂巧克力及其制品） Confectioneries and chocolates (including chocolates, chocolate with cocoa butter alternatives, and products made using these ingredients)   * 糖果 Confectioneries * 巧克力 Chocolates * 其他糖果、巧克力 Other confectioneries and chocolates |
| 调味品（不包括食糖） Condiments (excluding sugar)   * 食用盐 Edible salt * 酱油 Soy sauce * 食醋 Vinegar * 味精 MSG * 其他调味品(不包括糖) Other condiments (excluding sugar) |
| 经烘焙的咖啡豆、可可豆及其制品(不包括巧克力) Roasted coffee/cocoa beans and products made using roasted coffee/cocoa beans (exclude chocolate)   * 经烘焙的咖啡豆及其制品(不包括巧克力) Roasted coffee beans and products made using roasted coffee beans (exclude chocolate) * 经烘焙的可可豆及其制品(不包括巧克力) Roasted cocoa beans and products made using roasted cocoa beans (exclude chocolate) |
| 水果制品 Fruit products   * 果酱 Jams * 果粉 Fruit powders * 水果罐头 Canned fruits |
| 其他杂项食品 Other miscellaneous products   * 蜜饯 Candied (preserved) fruits * 膨化食品 Puffed food * 酿酒原料 Alcoholic beverages-making raw materials * 食品加工用菌种 Strains for food processing * 果冻 Jellies * 蛋白质及其衍生物 Proteins and protein derivatives * 棕榈芯 Palm hearts |
| 中药材类 Traditional Chinese medicinal materials |

**Products to be registered/added in China**

Please complete this part of the form (not the entire form, only duplicate below table) for each of the product SKUs you plan to export to China, that feature different ingredients. SKUs that differ only in size and packaging do not need to be listed multiple times.

|  |  |
| --- | --- |
| **Type(s) of process your company is involved in** |  |
| **Specific product to be exported to China** |  |
| **HS code** |  |
| **CIQ code** |  |
| **Product brand (if applicable)** |  |
| **Designed annual production and processing capacity (tons/year)** |  |
| **Actual production and processing capacity (tons/year)** |  |
| **Number of storage warehouse (if production includes storage)** |  |
| **Capacity of storage warehouse (cubic metres) (if production includes storage)** |  |

**Export trade history in recent 2 years**

|  |  |
| --- | --- |
| Specific products that have been exported to China in recent 2 years |  |
| Year of export |  |
| Export country or region |  |

1. **Production-related information**

**Raw material/ingredient information (optional)**

Please add extra rows if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Specific product to be exported to China** | **Raw material/ingredient name** | **Origin country/region of raw material** | **Proportion of raw material/ingredient in the product** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

**Water used in manufacturing**

|  |  |
| --- | --- |
| **Water source** |  |
| **Has this water source been tested for its quality?** |  |
| **If the water is from your own source, has the water been disinfected?** |  |
| **List the disinfection method if the water has been disinfected** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Product processing technology and human resources**

|  |  |
| --- | --- |
| **The technology used in product processing (e.g., rinsing, heat/cold treatment time, temperature, sousing, dehydration, and packaging information)** |  |
| **Number of company employees** |  |
| **Number of management and technical personnel** |  |

1. **Mandatory documents should be uploaded to the Single Window system**

(These documents should be in the .jpg, .jpeg, .gif, .png, .bmp, or .pdf format, and each one should be no bigger than 4MB)

|  |  |
| --- | --- |
| **No.** | **Attachment type** |
| 1 | Manufacturing licence certificated by the competent authorities in your country |
| 2 | Photos of products to be exported to China (one of each product) |
| 3 | *Declaration of the Manufacturer* (signed and chopped) |
| 4 | Process flow chart (not mandatory) |

**Payment Information:**

CBBC requires full payment in advance for this service. Once you have submitted your completed form and CBBC has confirmed the receipt of all required information, payment can be made directly by credit or debit card to CBBC’s Finance Department in London. Please call +44 (0) 20 7802 2000 to contact the finance team.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |