



Registration information for China International Trade Single Window System

The Single Window is owned and administered by the General Administration of Customs of the People's Republic of China (GACC) and the department does not have oversight of the information submitted.

The department has developed registration information that are general in nature and should not be taken as definitive or exhaustive. The instructions are current to the version of the Single Window System available as at 26 November 2021 and may be subject to change.

The China International Trade Single Window system can be accessed through the following link:
www.singlewindow.cn

Registration is based on the physical location of the facility. Each location needs to be registered separately. Brand owners using contract manufacturers should not register but ensure each contract manufacturer completes the self-register process. Contract manufacturers only need to self-register once. Freight forwarders providing transitory storage services do not need to apply.

The Single Window is in Chinese only.

STEP 1

This link will take you to the landing page below. As you can see, the information on this page will be in Chinese language. The department suggests navigating to Step 2 without using automatic translation functions as this may affect the formatting of the webpage.

By clicking on the **ORANGE** tab at the top right-hand corner of the screen (circled) which will take you to the 'new single window portal'.

全国 [切换地区] 2021年11月01日 登录 | 注册 中文 | 英文 设为首页 | 加入收藏

中国国际贸易单一窗口
China International Trade Single Window

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- 原产地信息管理系统RCEP3.0版本上线 2021-10-16
- 数据中心系统停机维护的通知 2021-10-13
- 关于全国海关信息中心快件通关系统维护的通知 2021-10-12
- 关于数据中心进行系统升级的通知 2021-09-28
- 关于“单一窗口”收单及服务信息发布系统在全国海运口岸全面推广应用的通知 2021-09-15
- 国际贸易“单一窗口”赴境外加工光盘进口备案证明申请系统上线通知 2021-09-09

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京公网安备 11011302001653号

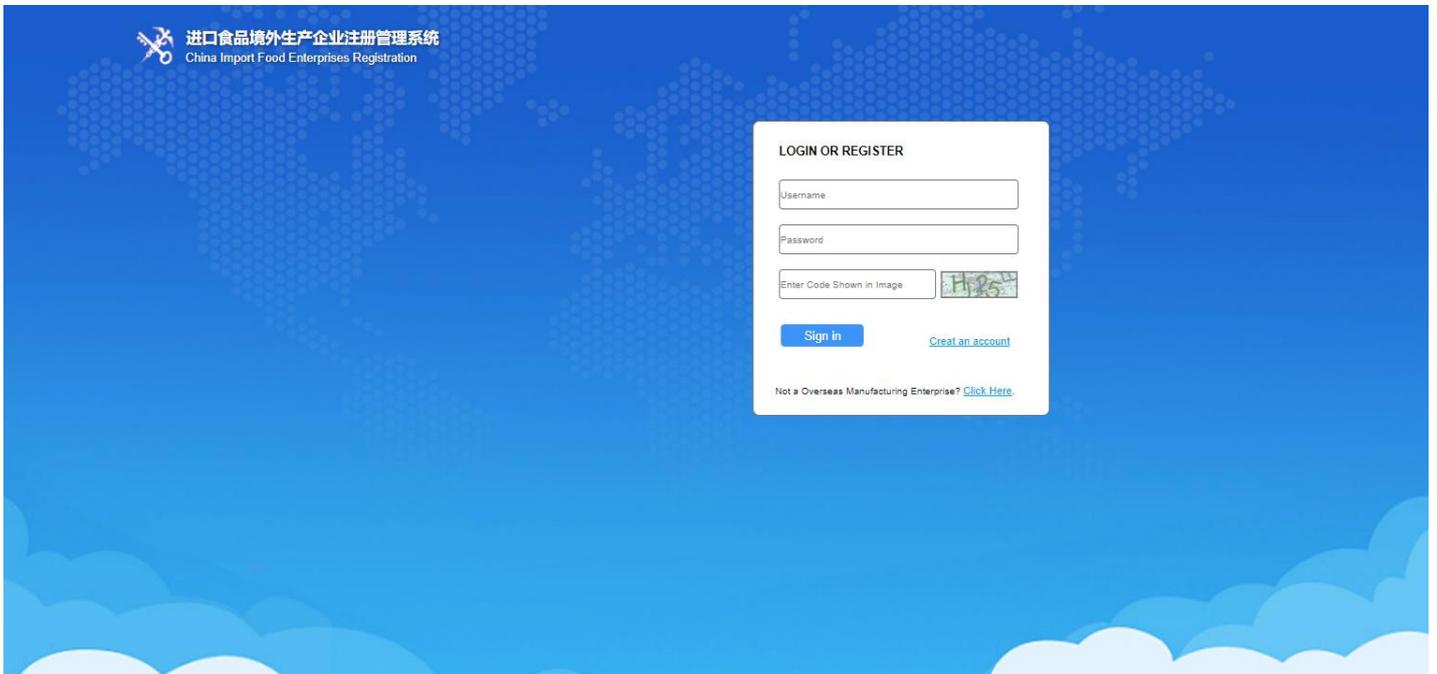
STEP 2

You will now be directed to the webpage below. Hover your mouse over the tab with the word 'CIFER', clipboard and hamburger icon (circled below). This translates to 'Overseas business' or 'Foreign enterprise'. This will open a second box with a link, which translates to the 'registration management system for overseas production enterprises of imported food' (yellow highlight). Click on this link (yellow highlight) to progress to Step 3.

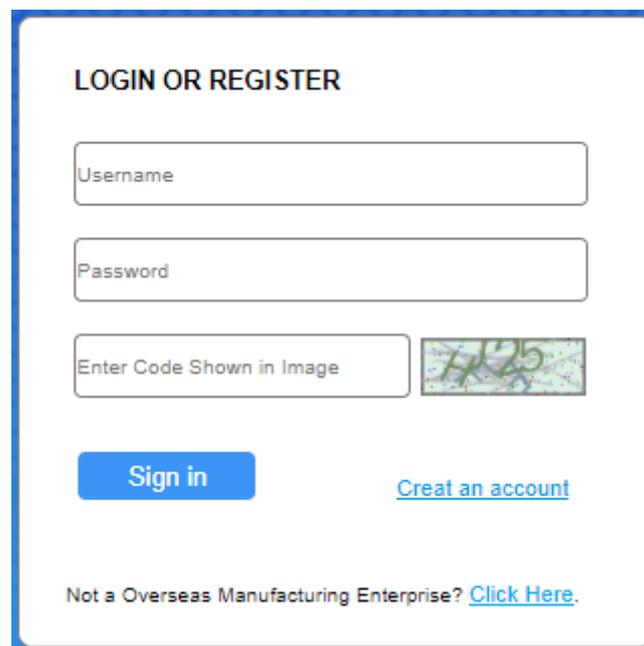


STEP 3

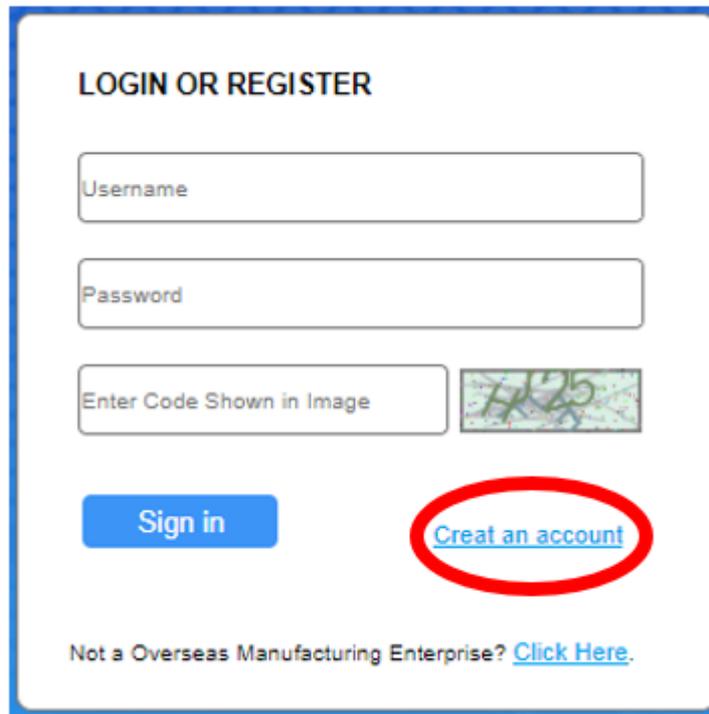
You will now see the following webpage below.



If you have already created an account with the China International Trade Single Window System, enter your username and password in the fields below and progress to Step 4.

A close-up view of the 'LOGIN OR REGISTER' form. The form is white with a blue border. It contains three input fields: 'Username', 'Password', and 'Enter Code Shown in Image'. The 'Enter Code Shown in Image' field has a small image to its right showing the code 'H25'. Below the input fields are two buttons: a blue 'Sign in' button and a blue 'Create an account' link. At the bottom of the form, there is a link: 'Not a Overseas Manufacturing Enterprise? [Click Here.](#)'

If you have not created an account with the China International Trade Single Window System, click on the 'create an account' link (circled).



LOGIN OR REGISTER

Username

Password

Enter Code Shown in Image 

[Sign in](#) [Create an account](#)

Not a Overseas Manufacturing Enterprise? [Click Here.](#)

You will then be directed to the following webpage form where you will need to fill out the applicable details. Note that only the fields marked with a red Asterix/star are mandatory.

Usernames are required to be between 6-18 characters. A mixture of letters and numbers can be used.

Passwords need to be 8-16 characters with at least one upper and lower case letter, a number and a symbol.

Note:

- The country abbreviation for Australia is AUS.
- The form will have a field which requests the 'Approval NO', which the department understands is where you should enter your registration number approved by the competent authority in the country in which you are located or your GACC number. Refer to MAA2021-46 (Dairy), MAA2021-26 (Seafood), MAA2021-20 (NPG) further guidance on registration numbers.

境外账号注册(Abroad Enterprise Registration)

账号信息(ENTERPRISE NAME/ADDRESS INFORMATION)	
*用户名(Username)	<input type="text"/> 6-18位英文字母或字母与数字组合
*密码>Password)	<input type="text"/> 8-16位大小写字母、数字和符号任意二种及以上组合
*确认密码(Confirm Password)	<input type="text"/>
*所在国家或地区(Country/Area)	<input type="text" value="请选择地区(Please select a country)"/>
所在国注册号(Approval NO)	<input type="text" value="使用《进口食品境外生产企业注册系统》必填"/> 
<p>若您需要使用“进口食品境外生产企业注册系统”进行业务注册，请务必填写注册号项目，否则会影响您的正常使用，谢谢！(Please make sure to fill in the Approval NO. If you need to use the China Import Food Enterprise Registration system. Otherwise, your normal use will be affected. Thank you!)</p>	
*工作单位(Enterprise Name)	<input type="text"/>
工作部门(Department)	<input type="text"/>
工作职务(Post)	<input type="text"/>
*联系人(Contacts)	<input type="text"/>
*联系电话(Tel)	<input type="text"/>
联系传真(Fax Number)	<input type="text"/>
联系手机(Mobile)	<input type="text"/>
*联系地址(Enterprise Street Address)	<input type="text"/>
*联系邮箱(E-mail Address)	<input type="text"/>
备注(Remarks)	<input type="text"/>

立即注册
(Register now)

STEP 4

You should now see the following webpage. The information on the webpage will be in Chinese language, however depending on the web browser you are using, you may have the option of an English translation. Note that automatic translations may not be an accurate representation of the information.

On the left-hand side of the screen, click the grey tab circled in red below. This translates to 'registration application'.

The screenshot displays the 'China International Trade Single Window' (中国国际贸易单一窗口) website. The main header includes the logo and the text '进口食品境外生产企业注册' (Import Food Foreign Production Enterprise Registration). The left sidebar contains a navigation menu with three items: '进口食品境外生产企业注册' (Import Food Foreign Production Enterprise Registration), '注册申请' (Registration Application), and '综合查询' (Comprehensive Query). A red arrow points from the '注册申请' item in the sidebar to a magnified view of the same menu. In this magnified view, the '注册申请' item is circled in red. The main content area of the website shows a '系统公告' (System Announcement) section with a table of announcements.

标题	发布日期	发布者
关于保障进出口企业权益的重要通知	2020/09/23	中国电子口岸数据中心
重要通知	2018/11/30	中国电子口岸数据中心

STEP 5

The following webpage will appear, which shows a comprehensive list of food product categories. Note that the commodities listed are divided into two categories;

- Foods which require recommendation by the competent authority of the located country/region for registration with GACC (that is meat, dairy, seafood and Article 7 foods¹)
*Note: GACC is developing new applications for these food groups, please refer to **Section 4** of MAA2021-46 (Dairy), MAA2021-26 (Seafood), MAA2021-20 (NPG).
- Foods which require self-registration with GACC (Article 9 foods²)



Select the appropriate food category that you wish to register for your food processing or storage facility. An example has been provided below which translates to 'candy, chocolate (including chocolate, cocoa butter chocolate and its products)'.

糖果、巧克力 (包括巧克力、代可可脂巧克力及其制品)

糖果

巧克力

其他糖果、巧克力

¹ Article 7 foods include casings, bee products, eggs and egg products, edible fats and oils, stuffed wheaten food, edible grains, milled grain products and malt, fresh-kept/ preserved and dehydrated vegetables and dry beans, condiments and seasonings, nuts and seeds, dry fruits, unroasted coffee and cocoa beans, food for special dietary uses, health/ functional foods.

² Article 9 foods include all food categories that are not meat, dairy or seafood and are not an Article 7 food.

STEP 6

An application form will then open for you to fill out the appropriate details. An example of this form is provided below. Note it may be difficult to amend your application once submitted. For further information please refer to MAA2021-46 (Dairy), MAA2021-26 (Seafood), MAA2021-20 (NPG).

As the self-registration process with GACC is a commercial activity, the department encourages food storage and processing facilities to seek advice from their importer or agent in China should they require further information.

The screenshot shows a web interface for the 'China International Trade Single Window' (中国国际贸易单一窗口) under the 'Import Food Foreign Production Enterprise Registration' (进口食品境外生产企业注册) section. The page is titled '巧克力' (Chocolate). The main content area is a registration form for '企业基本信息' (Enterprise Basic Information). The form includes the following fields:

- *所在国家(地区): (Country/Region)
- *所在国家(地区)主管当局批准的注册编号: (Registration Number Approved by the Competent Authority of the Country/Region)
- 所在国家(地区)注册批准机构名称: (Name of the Registration Approval Authority of the Country/Region)
- (在华)注册编号: (Registration Number in China)
- (在华)注册时间: (Registration Time in China)
- (在华)注册有效期: (Registration Validity Period in China)
- *企业名称: (Enterprise Name)
- *生产场所地址: (Production Site Address)
- *建厂时间: (Construction Time)
- *法定代表人姓名: (Legal Representative Name)
- *法定代表人电话: (Legal Representative Phone Number)
- *法定代表人邮箱: (Legal Representative Email)
- *联系人姓名: (Contact Name)
- *联系人电话: (Contact Phone Number)
- *联系人邮箱: (Contact Email)
- 改扩建日期: (Expansion/Reconstruction Date)
- 改扩建项目: (Expansion/Reconstruction Project)
- 改扩建生产设施: (Expansion/Reconstruction Production Facilities)
- 备注: (Remarks)
- *企业身份证明文件: (Enterprise Identity Proof File) with a '附件上传' (Upload Attachment) button.