

China Import Food Enterprises Registration (CIFER) Guide – How to Modify Registration Information

Registration Information Update to be Carried Out by all Exporters to China

STEP 1

Go to the below link and use your login credentials to login.

Link: <https://cifer.singlewindow.cn> (Should be accessed using Google Chrome selecting EN option at the top right of login screen)

Please Note: If you have not previously logged in to the system and changed your password, you can use the login credentials received from the SFPA Trade and Audit Unit in January 2022 to log in at the link above to update your information.

进口食品境外生产企业注册管理系统
China Import Food Enterprises Registration

Registered List EN 中

LOGIN OR REGISTER

Username

Password

Enter Code Shown in Image

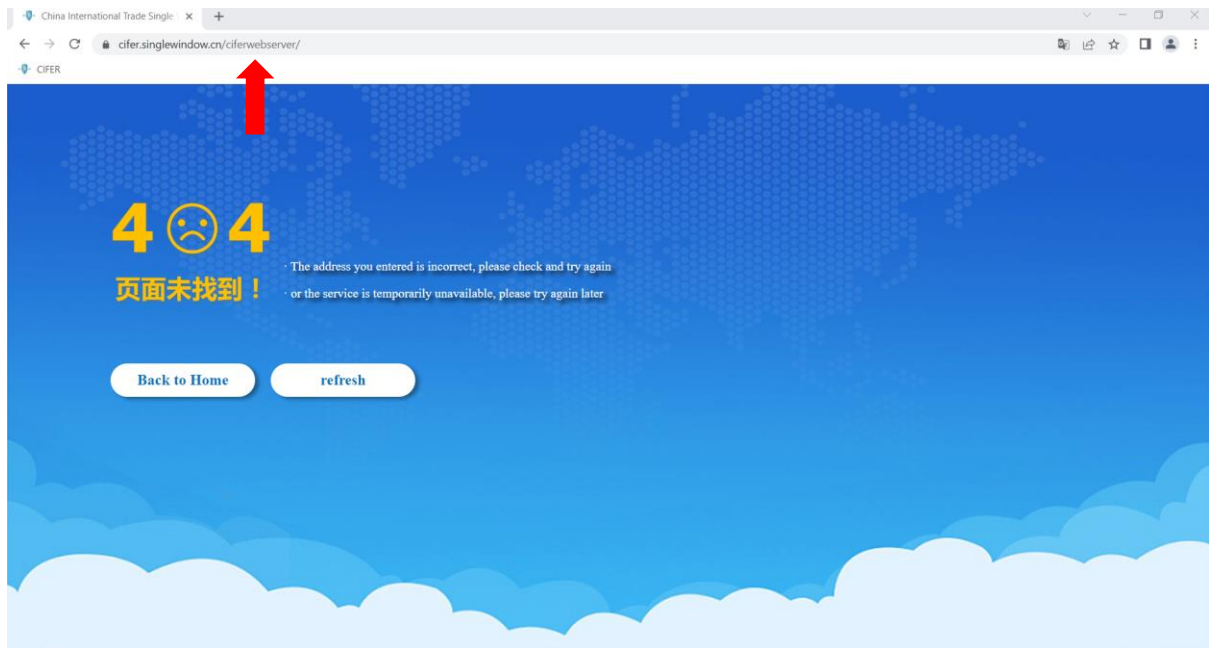
Login

Forgot password Create an account
Not a Overseas Manufacturing Enterprise? [Click Here](#)

运行维护单位: 中国电子口岸数据中心
China E-port Data Centre

It may happen that upon entering your login details, you get a 404 error as shown below. If this happens go to the web address field as indicated, which will be showing the following URL - <https://cifer.singlewindow.cn/ciferwebserver/>. Delete *ciferwebserver/* and hit Enter and you should gain access to your account.

“The purpose of this document is to provide information on export requirements for trade with China. For the avoidance of doubt, this information does not constitute legal advice or analysis and should not be relied upon as such. Whilst every effort is made to ensure accurate and relevant material is published, no responsibility is accepted by, or on behalf of the SFPA, for any errors, omissions or misleading statements on these pages.”



STEP 2

You will land on the below screen.

Click on 'Application for Modification'



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STEP 3

Click 'Modify'

The screenshot shows the 'Application information management' section of the 'China Import Food Enterprise Registration' system. It features a search bar with 'Product range' and buttons for 'Inquire' and 'Reset'. Below is a table with one row of data:

Order...	Application serial number	Product category	Registration number in China	Expiration date	Actions
1	AQU20200000111522	Aquatic products		2023-03-31	Modify

A red arrow points to the 'Modify' button in the 'Actions' column. The status at the bottom indicates 'Showing 1 to 1 of 1 rows'.

STEP 4

Fill in all fields marked with a red asterisk * under the 'basic information' and 'product-related information' tabs as shown below, with the exception of the 'supporting materials to modify information' field at the bottom of the 'product-related information' tab

The screenshot shows the 'Application for modification' page with the 'Basic information' and 'Production-related information' tabs selected. The 'Basic information' tab is active, showing the following fields:

- *Country (Region): 爱尔兰-Ireland
- *Registration number approved by located competent authority: [Redacted]
- *Enterprise name: [Redacted]
- Registration number (in China): [Redacted]
- Registration date (in China): 2018-04-01
- Registration expiration date (in China): 2023-03-31
- Name of the registration approval competent authority: [Redacted]
- *Name of competent authority of the country (region): 爱尔兰共和国海洋渔业保护署
- *Contact person - name: [Redacted]
- *Contact person - phone number: + [Redacted] - [Redacted]
- *Contact person - E-mail: [Redacted]
- *Legal representative - name: [Redacted]
- *State/Province/Territory: [Redacted]
- *Address of manufacturing facility: [Redacted]

Red arrows point to the 'Basic information' and 'Production-related information' tabs. A status message at the top right reads 'current state : Enterprise temporary saved'.

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STEP 5

On the 'Attachment Information' tab, once you're happy with your submission click 'Preview' and then 'Submit'.

China International Trade Single Window | China Import Food Enterprise Registration

front page | Application for modification | Aquatic products | current state : Enterprise temporary saved

Attachment information

Tips:

1. *.jpg|.jpeg|.gif|.png|.bmp|.pdf files can be uploaded. The size of single file cannot 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 country (region)	No	-	-
2	Product photo	No	-	-
3	Declaration of the manufacturer	Yes	CCF_000029.pdf	Delete Download
4	Processing flow chart	No	-	-
5	Plant layout comparison (before vs. after) post the expansion / upgrade	No	-	-
6	Floor plan of the enterprise's factory, workshop, and cold storage / freezer	No	-	-
7	Supporting materials to modify information	Yes	CCF_000030.pdf	Delete Download

Previous page Preview

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front page | Application for modification | Aquatic products

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6	Floor plan of the enterprise's factory, workshop, and cold storage / freezer	No	-	-
7	Supporting materials to modify information	Yes	CCF_000030.pdf	Delete Download

Submit Return

Your submission is now complete.

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