



申請動物產品衛生證書指引

Guide to Apply for the Sanitary Certificate for Products of Animal Origin

一般資料 General Information

為方便本地出口商能符合入口國家地方對動物產品衛生證明的規定，本署提供簽發動物產品衛生證書服務。衛生證書只適用於未經加工或部份經過加工的動物產品。衛生證書所證明的是該種貨品是潔淨的及其包裝合乎衛生。由於不同國家地方對動物產品入口有不同的規管及不同的衛生證書的要求，申請人應在事前盡早以書面向目的地國家地方的有關部門，以及運載產品的航空公司或船務公司索取有關規定的細則。請注意本署不一定能就所有進口規定的細則發出證明。

The issue of Sanitary Certificates for products of animal origin is a service provided by the Department to assist local exporters in meeting the sanitary requirements of importing countries/places. Sanitary certificates are issued for animal products, which are either raw or partially processed. Sanitary certificates certify that the commodities are clean and hygienically packed. Since different countries may impose different restrictions on the importation of animal products and sanitary certification requirements, applicants are strongly advised to obtain well in advance the details of requirements from both the government authorities of the destination country/place to which the products are to be sent and from the airline or shipping company that will carry the products. Please note that this Department may not always be able to certify all of the required details.

申請程序 Application Procedure

1. 任何人士如欲申領衛生證書，應以指定的表格(表格編號AF300-HCB)申請，該表格可向本署的辦事處免費索取。
Anyone who wishes to obtain a sanitary certificate must apply on the specified form (Form no. AF300-HCB) which is available free of charge from our office.
2. 申請人或其代表必須親自把填妥的申請表交回本署5字樓簽証及認証分組(第9號櫃檯)，並同時繳交規定的費用。
The completed application form should be submitted by the applicant or his representative in person to the Permit & Certification Unit (Counter No.9) on the 5th Floor of this Department. Fees are payable at the same time.
3. 申請人必須提供下列資料 The following information must be provided by the applicant:
 - (a) 產品名稱，包括該物種或物品的俗稱及學名 name of product, including both common and scientific name of the species or article;
 - (b) 包裝的件數及重量 number of packages and weight;
 - (c) 產品價值 value of the shipment;
 - (d) 付運標記 shipping mark;
 - (e) 目的地國家/地方 country/place of destination;
 - (f) 產品的原產地/地方 country/place of origin of the product(s);
 - (g) 申請人或公司的名稱 name of applicant or company;
 - (h) 預定的付運日期，以及運載貨物出口的船舶或班機的編號 the expected date of departure and the name of ship or flight number of the export.
4. 倘該等準備出口的動物品種 / 動物部份 / 其衍生物屬於香港法例第586章《保護瀕危動植物物種條例》的附表所載者，則申請人須先取得瀕危物種出口證，本署方會接受有關申請。進口 / 入口 / 擁有瀕臨物種的物動 / 部份 / 衍生物均受當局嚴格管制，有關詳情可向本署瀕危物種保護科查詢 (電話: 2 1 5 0 6 9 7 3)。
If the animal species/parts/derivatives to be exported are scheduled under the Laws of Hong Kong Chapter 586 《Protection of Endangered Species of Animals and Plants Ordinance》，an Export Licence is required before acceptance of the application. Import/Export/Possession of endangered species/parts/derivatives is strictly controlled, and advice on such may be obtained from the Endangered Species Protection Division of this Department (2150 6973).
5. 如申請書內的有關說明不準確，則申請人可能要申報衍生出該產品的物種的完整學名，並連同由原產地政府發出的書面證據以資證明。申請人可能要提供其他書面證據以證明該等貨物由原產地地方合法出口，及 / 或在個別案中視為恰當的其他資料。
Where the description in the application is not precise, the applicant may be required to declare the full scientific name of the species from which the products are derived with documentary evidence from the government of the country/place of origin to verify this. The applicant may be required to provide documentary evidence that the goods were exported legally from the country/place of origin, or such other details as may be deemed appropriate for any particular case.
6. 申請人應於購買及進口任何動物產品前，先取得原產地地方的衛生證書。申請人在申領本署簽發的衛生證書時，須出示上述的衛生證書以查核及批簽。而該等動物產品的買賣發票，應連同申請書一併呈交。
Before buying and importing any animal product, the applicant should obtain a health certificate from the country/place of origin. Such a health certificate should be produced for inspection and endorsement at the time of making an application for Sanitary Certificate issued by this Department. An invoice showing the sale of such animal products to the applicant should also be produced with the application.

7. 申請人必須將入口國家地方的入口規定填寫在申請表格內，並且通知本署督察，以便他考慮將此規定列入衛生證書內。申請人有責任確保在督察檢查貨物時已向他提供一切必要而正確的資料，並且載於申請表格內，或在提交申請時附連於申請表格正本上。

The applicant should inform the inspector and include in the application any special requirements so that these may be considered before a decision on certification is made. It is the responsibility of the applicant to ensure that all the necessary and correct information is available to the inspector **at the time of examination** of the goods, and that the information is present in the original application form or attached to it at the time of application.

預約檢驗 Examination Appointment

- 申請人在遞交申請表格的同時，須為接受檢驗的貨品安排預約。預約採取先到先得形式。申請人或其代表須至少在7個工作天前安排預約。每批貨只許預約一次。(檢驗貨品的時間在星期一至五的辦公時間內進行。)
When submitting an application form, an appointment for an examination of the commodity must be made. Appointments are made on a first-come first-served basis. Appointments are to be made by an applicant or representative at least 7 working days in advance. Only one appointment per shipment is permissible. (The time of inspection could only be carried out from Monday to Friday during office hours excluding public holiday.)
- 如欲取消預約，申請人須至少在約定的檢驗日期前一個工作天提出，否則本署可沒收已繳費用。
Cancellation of an appointment must be made at least 1 working day before the scheduled day of examination. If this is not done, then the fee may be forfeited.
- 在檢驗當天上午十時三十分前，申請人或其代理人應致電本署督察，確實預約時間。倘申請人失約不赴約定的地點會見，已繳費用即被沒收。
Before 10:30 a.m. on the day of examination the applicant or an agent should telephone the inspector to confirm and verify the appointment time. If the applicant fails to meet the inspecting officer at the examination site as arranged; the fee will be forfeited.
- 申請人須在申請日起計30天內將貨品備妥，供本署所委任的人員檢驗。倘申請人未能在30天內備妥貨品供本署人員檢驗；已繳交的一切費用，即被沒收，退款的要求亦不會受理。
The applicant is required to make the commodity available for examination by an appointed officer of the Department within 30 days from the date of payment. Should the applicant fail to do this, the fee will be forfeited and requests for a refund will not be entertained.
- 倘申請人未能如所規定，提供足夠的資料或文件，本署有權拒絕簽發衛生證，此外，如檢驗人員或獸醫師對貨品的情況不滿意而申請人又未能夠改善貨品的情況，則本署亦會拒絕簽發衛生證書，已繳費用則予沒收。
In the event of the applicant being unable to provide full details or documents as may be required, the issue of the certificate may be refused. In addition, if the inspector or veterinary officer is not satisfied with the condition of the goods, the issue of a sanitary certificate will be refused. The fee will also be forfeited.
- 本署於檢驗貨品後，倘認為情況令人滿意，而有關文件亦已交齊，通常會在三個工作天內簽發衛生證書。
If on examination the commodity is found to be in satisfactory condition, a sanitary certificate will normally be issued within 3 working days, provided that other related documents are made available.

費用 Fees

請參閱以下網頁或致電 (852)2150 7056 / 2150 7064 向本署職員查詢：

http://www.afcd.gov.hk/tc_chi/quarantine/qua_ie/qua_ie_eapao/qua_ie_eapao_iscpao/qua_ie_eapao_iscpao.html

Please refer to the following webpage or check with our staff at (852)2150 7056 / 2150 7064:

http://www.afcd.gov.hk/english/quarantine/qua_ie/qua_ie_eapao/qua_ie_eapao_iscpao/qua_ie_eapao_iscpao.html

額外須知 Additional Notes

衛生證書乃按照本署督察經檢驗後按實情簽發的，這些實情日後不能改動。申請人亦須留意，本署不可能為已運往目的地或已鎖於貨櫃內準備付運的貨物更改衛生證書。因此，申請人如欲更改衛生證書上的任何資料，必須循正常手續將貨物再行覆驗，以便督察能證實新的實情。本署不會為任何基於某種原因被視為不當的貿易或其他安排簽發衛生證書。本署並不保證衛生證書上所證明的事項皆符合目的地的所有入口衛生規格。本署或任何職員或其代表均毋須為簽發衛生證承擔任何賠償責任。

The sanitary certificate will be issued based upon the facts reported to the inspector at the time of examination and those facts cannot be altered at a later date. Applicants are advised that it is not possible for this office to alter a sanitary certificate for goods once they have been dispatched to their destination or locked in containers ready for dispatch. Therefore, if alterations to any of the details on a sanitary certificate are required, the applicant must have the goods inspected again through the normal procedure so that the new facts can be verified by the inspector.

查詢 Inquiries

電話Tel：(852)2150 7056 / 2150 7064

傳真Fax：(852)2375 3563