

Guidance Notes for Completion of the Authorisation Letter Issued by Importer

	English
1.	Please insert the date of the letter.
2.	Please state the name of business as registered under the Food Safety Ordinance (Cap. 612).
3.	Please state the business registration number of the importer.
4.	Please delete as appropriate.
5.	Please state the company name of the laboratory service provider / other agency.
6.	Please state the business registration number of the laboratory service provider / other agency.
7.	Please insert the duration which the laboratory service provider / other agency needs to export the powdered formula. The duration should not be longer than six months or until the last day of the validity of the Importer's registration for "infant/follow-up/growing-up formula (for babies up to 36 months)" in accordance with / exempted under section 4(3)(a) of the Food Safety Ordinance (Cap. 612), whichever
8.	Please list out the brand name(s) of the powdered formula to be tested
9.	Please sign the letter in full signature rather than initial.
10.	Please give the signatory's name in block letters. Initials are not accepted.
11.	Please provide the designation of the signatory holding in the importer. The signatory must be a company principal (e.g. Director, Partner or Sole-Proprietor) or a managerial staff authorised by the Board of Directors of a limited company.
12.	Please provide the food importer's registration number / food importer exemption number under the Food Safety Ordinance (Cap. 612).
13.	Please apply a clear and legible company chop of the importer.