Export Licence for Powdered Formula for Consumption by a Person Aged under 36 Months (powdered formula)

Authorisation Letter Issued by Importer

(dd/mm/yyyy)
(Date)[1]

Dear Sir / Madam,

I hereby confirm that _____,
(Name of Business Registered under the Food Safety Ordinance (Cap. 612))[2]

(Business Registration No. _____[3]), an importer of

"infant/follow-up/growing-up formula (for babies up to 36 months)"

registered in accordance with / exempted under section 4(3)(a)[4] of the Food
(Delete as Appropriate)

Safety Ordinance (Cap. 612) (hereinafter referred to as "our company"), engages

_____ (Business Registration No. _____[6])
(Company Name of the Laboratory Service Provider / Other Agency)[5]

to help provide testing services and the latter needs to export samples of the

following brand(s) of powdered formula* imported by our company for testing

* "Powdered formula" means a substance in powder form that –
  (a) is or appears to be for consumption by a person aged under 36 months; and
  (b) is or appears to be milk or milk-like substance in powder form to satisfy wholly or partly the nutritional requirement of a person aged under 36 months.

purpose between dd / mm / yyyy and dd / mm / yyyy.
(Start Date)[7] *(End Date)*[7]

Brand Name(s)[8] of Powdered Formula Products to be Tested

Signature[9]: _____

Name of Signatory[10]: _____

Post Title of Signatory[11]: _____

Registration No./ Exemption No. under the Food Safety Ordinance (Cap. 612)[12]: _____

Business Chop[13]

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.