

THE HONG KONG HEALTH FOOD ASSOCIATION LIMITED
APPLICATION FOR QUALITY PRODUCT SEAL
For the Year 2021
APPLICATION FORM

A. Application's Information

Company Name (English) _____

Company Name (Chinese) _____

Company No. _____

Business Reg. No. _____ Year Business Started in Hong Kong _____

Company Address (English): _____

Contact Person: _____ (Block Letters) Title: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Capacity of the Applicant in relation to the Product(s) (i.e. manufacturer, owner, authorized dealer, importer, wholesaler, retailer etc.): _____

B. Product Information (One Application for One Product)

Product Name and pack size to be listed on the Certificate :

Manufacturer's Name: _____

Manufacturer's Address _____

D. Additional Information:

- Specification of the product(s)
 - Scientific data on product efficacy and safety
 - Others (Please specify) :
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Declaration and Indemnity

I, _____ (name), _____ (title) duly authorized representative of _____ (company name) hereby declare that all the information and materials submitted to the Hong Kong Health Food Association Ltd. are accurate and correct. I also declare that the relevant product(s) is/are not classified as registered pharmaceutical product or registered proprietary Chinese medicine (pCm). Further our company hereby indemnify and keep indemnified the HKHFA against all claim, liability, damage, loss and expenses of any nature in the event that the HKHFA is claimed or held liable by any third party in relation to any matter concerning the product, including but not limited to, product liability, misrepresentation, intellectual property right and/or other liability in contract.

Declared at _____

Authorized Signatory: _____ Company Stamp: _____

Date: _____

Before me,

Commissioner of Oath / Solicitor

Application Information

1. The application must be made by our member company in Hong Kong.
2. A certified photocopy of the application company's valid Business Registration Certificate and Certificate of Incorporation must be attached to the Application Form.
3. The applicant must provide a copy of the GMP/ISO/HACCP certificate of the manufacturing facility of the product, certificate of analysis of the finished product, and testing report(s) of the most recent 12 months from a HOKLAS accredited testing laboratory or an ISO17025 certified laboratory in Hong Kong and in other countries.
4. The applicant must provide a sample of the packaging materials including the product label/s and insert(s) if available bearing the full name of the products, which name shall be printed on the Quality Product Seal Certificate.
5. All product claims on labels, packaging and other materials and/or media must be in compliance with regulations in Hong Kong.
6. The applicant must provide at least two purchasers' invoices during the most recent 3 months of the application indicating the sale of the product in Hong Kong. The applicant needs to submit the Declaration or oath made at the Home Affairs Department of the Government or a solicitor of the HKSAR to confirm that the invoices are true and authentic.
7. The item "Additional Information" in the Application Form refers to, for example, but not limited to, any scientific data on product efficacy and safety, specification of the product(s), etc. Further supporting materials may be required from the applicant.
8. Fee Information
 - i) Administration Fee payable for the Quality Product Seal certification is HK\$600 for each product. The HK\$600 for first product application is non-refundable whether the application is accepted or rejected. Second product application onward is subject to refund in case of rejection.
 - ii) Different package sizes of the same product name shall be treated as a subsidiary product of the main or the first package size submitted at the same time. The Administration Fee payable for each subsidiary product is HK\$200. However, if the application for different package size is not made at the same time as the main or first product, all subsequent applications will be treated as a new application and the full charge of HK\$600 will have to be paid.

- iii) An additional administration fee of HK\$300 is payable for each duplicate copy of certificate.
9. The total amount of all Administration fees should be made payable by crossed bank cheque to "The Hong Kong Health Food Association Limited".
10. The Hong Kong Health Food Association Ltd. (HKHFA) is not obliged to issue the Quality Product Seal and/or Certificate to any particular application or for any product. The decision to issue any Quality Product Seal or Certificate is at the sole discretion of HKHFA. HKHFA shall have no responsibility to give any reason for refusing to issue any certificate and shall not be held liable to the applicant in any way for such refusal.
11. HKHFA reserves the right to vary the amount of Administration fee payable from time to time without giving any advance notice. The applicant shall enquire with HKHFA about the updated tariff or fees and qualification immediately before submitting the application.
12. The application Form, Business Registration Certificate and Certificate of Incorporation copy, product label/s, sales invoices, contact person's business card, Administration Fee and other supporting documents should be mailed to the Association's correspondence address below:

The Hong Kong Health Food Association Limited,
P.O. Box 90674 Tsim Sha Tsui Post Office

For any questions, please don't hesitate to contact Secretariat by email (sec@hkhfa.org) or by phone 5269 7738 to Miss Selena Tse.

February 2021

HONG KONG HEALTH FOOD ASSOCIATION LIMITED

APPLICATION FOR QUALITY PRODUCT SEAL

CHECKLIST

This is the checklist of the necessary materials to be sent to the Hong Kong Health Food Association Limited for the application of Quality Product Seal or Certificate.

	Have you included the followings in your application package?	Yes
1	Original Application Form properly signed in front of the Commissioner of Oath or Solicitor, dated with company seal affixed.	
2	Photocopy of business registration certificate and certificate of incorporation of the application company.	
3	GMP/ISO/HACCP Certificate of the manufacturing facility of the product.	
4	Certificate of Analysis of the finished product.	
5	Testing reports of the most recent 12 months from a HOKLAS accredited or ISO17025 certified testing laboratory.	
6	Actual sales pack label/s of product/s for this application (different pack sizes).	
7	Recent invoices indicating sale of each application product to at least two retail customers.	
8	Declaration of non-pharmaceutical Product or non-Proprietary Chinese Medicine.	
9	Proof of HOKLAS accredited or ISO17025 certified testing laboratory	
10	Additional documents (if applicable)	
11	Applicant's business card	
12	Crossed bank cheque for full payment of Administration Fees	