

Hong Kong Health Food Association

香港保健食品協會

ORDINARY MEMBER APPLICATION 普通會員入會申請表

Company Name (English)		公司名稱 (中文)	
Company Address 公司地址			
Tel. 電話	Fax 傳真	Company Website 公司網址	
Business Registration No. 商業登記號碼		Years in Hong Kong 在香港的年資	
Referral Member Company (Current Ordinary Member or Associate Member) 推薦會員公司 (現任普通會員或附屬會員)			
1. Business Type 業務類別 (Multiple options可選多項) ☐ Retail 零售 ☐ Wholesale 批發 ☐ Manufacturer 生產 ☐ Marketing 營銷			
2. Product Type 產品類別 (Multiple options可選多項) ☐ Western Health Food 西式保健食品 ☐ Chinese Health food 中式保健食品 ☐ Product or Brand Name 產品或品牌名稱: _____			

Company Representatives 公司會員代表

1	☐ Mr. 先生 ☐ Ms. 小姐 ☐ Mrs. 女士	Name (English)	姓名 (中文)
	Position/title 職務		
	Tel. 電話	Fax 傳真	E-mail 電郵
2	☐ Mr. 先生 ☐ Ms. 小姐 ☐ Mrs. 女士	Name (English)	姓名 (中文)
	Position/title 職務		
	Tel. 電話	Fax 傳真	E-mail 電郵

3	☐ Mr. 先生 ☐ Ms. 小姐 ☐ Mrs. 女士	Name (English)	姓名 (中文)
	Position/title 職務		
	Tel. 電話	Fax 傳真	E-mail 電郵

Please issue a crossed check payable to : “The Hong Kong Health Food Association Limited” 請寫劃線支票抬頭人：『香港保健食品協會有限公司』	
We hereby enclose:	
Ordinary Membership: Membership subscription & Entrance fee (one time only) 茲附上普通會員會費 <u>HK\$4,800 / \$3,550*</u> + 入會費 (一次性收費) <u>HK\$1,500</u>	Total Amount = 總數合共 <u>HK\$6,300 / \$5,050*</u>
Check no. 支票號碼 _____ Name of Bank 銀行名稱 _____	
* Please delete as appropriate. 請刪去不適用的	

Declaration: We/ I agree to abide by HKHFA Memorandum & Articles of the Association and permit HKHFA to announce our/ my membership. 聲明：本公司/機構/本人同意遵守協會章程，並容許協會公告會籍。

Applicant signature with company seal 公司代表簽署及蓋章	Date 日期
Referral member signature with company seal 推薦會員公司簽署及蓋章	Date 日期

Application Information 申請須知

Qualifications of Ordinary Member Applicant 普通會員申請資格：

Business enterprises or organizations, which are involved in the health food business (Retail, Wholesale, Manufacturer or Marketing) in Hong Kong, are eligible to apply for Ordinary Membership. 凡在香港從事與健康食品有關(零售、批發、生產或營銷)之公司或企業、工商機構等，可申請為普通會員。

Membership Terms and Conditions 會員條款及細則：

- ◆ New member applications must be approved by the current Council. 新會員入會申請需由當屆理事會通過。
- ◆ The Association reserves the final decision to accept or reject a new member's application. 本會對接受或拒絕新會員的會籍申請有最終決定權。
- ◆ The Association will conduct a background check on the applicant company. 本會會對申請入會的公司進行背景審查。
- ◆ The Applicant should provide the Hong Kong company address of the operation site. The address of a secretarial company is not acceptable. An on-site visit will be conducted if necessary. 香港公司地址必須提供實體營運地點，不接受以秘書公司地址作登記，如有需要，將安排實地探訪。
- ◆ For the business type is Manufacturers, the Applicant should provide documents proving the legitimate factory or provide relevant certificates for production (e.g. GMP, ISO, etc.). 如申請公司為“製造商”，必須提供合法工廠證明文件，或出示相關生產認證(如GMP、ISO等)。
- ◆ For the business type that is Retail, Wholesale, or Marketing, the Applicant should provide supporting documents for Brand product sales, and proving the Brand product is officially sold in the Hong Kong market. 如申請公司為“零售”、“批發”或“營銷”，必須提供品牌產品銷售證明，以證明其品牌產品已於香港市場正式銷售。
- ◆ The Applicant should provide the actual product, product information, sales channels, and relevant information, as references of the products which currently being sold in Hong Kong. 申請公司需提供真實產品、產品資料、銷售渠道與相關證明，作為產品目前在香港銷售的參考依據。
- ◆ The Association will conduct an industry reputation check on applicant companies. If the applicant has been involved in any disputes or violations, the application will be rejected. 本會會對申請公司進行行業聲譽調查，如曾涉及爭議或違規行為，會拒絕其申請。
- ◆ The Association may arrange a representative to visit the applicant's company to ensure the authenticity and compliance of the operations. 本會可安排代表親身探訪申請公司，以確保其營運真實性與合規性。

Ordinary Member Subscription Fee 普通會員會費：

Ordinary Member 普通會員	Entrance Fee 會員入會費	Subscription Fee 會員會費
Application month between April and August 申請入會月份為 4月至 8月間 The annual subscription ends on 31 March of the next calendar year 年費由批准入會當月起計算至翌年3月31日	HK\$1,500 港幣1,500元	HK\$4,800 港幣4,800元
Application month between September and March 申請入會月份為 9月至3月間 The annual subscription ends on 31 March of the next/ same calendar year 年費由批准入會當月起計算至翌年/ 同年3月31日	HK\$1,500 港幣1,500元	HK\$3,550 港幣3,550元

Documents to be sent with the application 遞申請表時需附交文件：

1. A photocopy of the business registration 商業登記證副本
2. Business card of the three company representatives 三位公司代表的個人名片
3. Original copy of signed & stamped Practice Guideline 經簽署及蓋章營商守則原本
4. Cross Check payable to The Hong Kong Health Food Association Limited. 劃線支票並寫上香港保健食品協會有限公司

Application Evaluation: The application may take up to 4 weeks to process. Acceptance of new members shall be at the sole discretion of the Association.

審核申請：本會有最終權力決定接受或拒絕新會員的申請會籍，審核需時約四星期。

For an unsuccessful application, the Entrance Fee is not refundable. 如申請不成功，會員入會費將不獲退回。

Please mail the completed application form, company materials & payment to the following address:

請將填妥之表格連同有關的公司資料及劃線支票寄回以下地址：

The Hong Kong Health Food Association Ltd. 香港保健食品協會有限公司
P.O. Box 90674 TSIM SHA TSUI POST OFFICE 尖沙咀郵政局郵箱90674號

For Internal use only

Date of Admission: _____ Resolved by Council: _____

Member No: _____

香港保健食品協會

營商守則同意書

申請入會的公司必須仔細閱讀下列守則中的各項條文，同意後，在文件上簽署及蓋章，把原件連同申請表及其他相關文件寄回香港保健食品協會。地址：尖沙咀郵政局郵箱90674號。

香港保健食品協會會員承諾：

遵守相關的法律及規例

- ◆ 遵守所有與銷售、推廣及分銷保健食品之相關法律及條例；必要時尋求修改與公眾最佳利益不一致的法律條文。

履行有誠信廣告的責任

- ◆ 避免作出任何聲稱，導致消費者放棄尋求適當的醫療。
- ◆ 避免作出虛假、誤導或誇大產品效用的廣告或聲稱。
- ◆ 堅持產品標籤及廣告的內容符合本地法規。
- ◆ 以真實的態度，準確地向公眾發表相關的研究報告、調查結果或消費者報告。

保護產品安全性

- ◆ 有責任確保保健食品的安全及給予適宜服用的人群。
- ◆ 有責任建議適當的服用方法、劑量和儲存環境；需要時，標籤應有提醒懷孕、授乳中婦女或兒童不能觸及的一些警告或預防性質的字句。

確保產品質素

- ◆ 必需清晰地列載保健食品的成分、生產批號及使用期限在產品標籤上。
- ◆ 在包裝、儲存及運送產品的方式與過程中，必須保存產品及其成分完整。
- ◆ 確保原材料符合規定的標準；生產過程符合認可的優良生產規範。
- ◆ 當發現產品配方、生產過程或標籤發生了重大的問題時，應即時採取補救措施，情況嚴重時，更需要回收產品。

為消費者提供良好營商規範

- ◆ 提供經審慎考慮過的配方，產品標籤內容要準確，廣告內容要誠實。

- ◆ 提供他們需要的資料，讓他們能夠於市場上作出更佳及更明智的選擇。
- ◆ 承諾快速調查投訴並作出解決的義務。
- ◆ 不會不真實地貶抑競爭對手或其產品。
- ◆ 尊重保健食品界之間的合作；不會不真實地毀壞保健食品質素的名譽。

香港保健食品協會謹此鄭重聲明，如任何本會公司會員或其職員嚴重違反本會的營商守則或觸犯以下任何一項事情，本會有權取消其會員資格，若有尚欠款項須即時償還。

1. 公司會員、其產品或顧員證實有意作出虛假及失實的聲稱。
2. 未經本會許可擅自使用本會的名稱或商號。
3. 作出影響本會的聲譽的行為或言論。

本公司，_____，倘若成為香港保健食品協會會員，承諾遵守上述的營商守則，並在此簽署及蓋章以確認。

公司負責人簽署及公司蓋章：_____

日期：_____

附註

營商守則的執执行程序

1. 香港保健食品協會會員必須遵守本協會的營商守則。
2. 本協會將會成立顧問小組，為會員對守則釋義及對衍生的問題提供意見。
3. 如有會員公司被發現有不遵從守則的行為時，其他會員公司的管理層，可以書面通知本協會作出調查。
4. 該通知信須附有可靠證據，例如有問題的廣告、標籤、產品樣本、文件等。
5. 本協會理事會將跟進事件；如有需要，會邀請顧問小組作出調查及研究。
6. 如顧問小組達成建議，經理事會確認後，結果將覆函投訴會員，如有需要，會發建議信給被投訴的會員。

The Hong Kong Health Food Association
Practice Guideline Agreement

In applying for the membership of Hong Kong Health Food Association (HKHFA), please read carefully the terms & conditions stipulated in the Practice Guideline as enclosed below. If agreed, kindly put the authorized signature and company seal on the document, and mail it with other documents to the Association's corresponding address, P.O. Box 90674 Tsim Sha Tsui Post Office, Hong Kong for application processing.

Members of the Hong Kong Health Food Association should be committed to:

Comply with Applicable Laws and Regulations

- Abide by all applicable laws and regulations relating to the sales, promotion, and distributing of health food products. If necessary, seek to change those laws and regulations that are inconsistent with the best interests of the public.

Exercise the Responsibility for Truthful Advertising

- Avoid any claims that may lead consumers to forgo appropriate medical treatment.
- Avoid advertising false, misleading, or exaggerated product functions and claims.
- Strictly adhere to local regulation in advertising and product labeling.
- Represent the findings of scientific researches, surveys, or consumer reports to the public in an honest and accurate manner.

Protect the Safety of Product

- Recognize a responsibility to assure health food products are safe for consumption by appropriate population groups.
- Recognize a responsibility to recommend appropriate usage instructions, dosage, and storage conditions; whenever needed, to label warning statements for pregnant or lactating women or keep out of reach by children, or other precaution statements.

Assure Product Quality

- Ensure the name of ingredients, batch number, and expiration date are printed on the product label in conspicuous space and in legible manner.

- Products should be packaged, stored, and transported in ways that can preserve the integrity of the product and its ingredients.
- Ensure that the raw materials for manufacture match the specifications prescribed, and that the manufacture process is according to recognized good manufacture practice.
- Initiate immediate remedial actions, including product recall, if necessary, when significant errors are found to have occurred in product formulation, manufacture process, or labeling.

Provide Consumers with Good Business Practices

- Provide consumers with carefully formulated product that is accurately labeled and honestly advertised.
- Provide consumers with the information they need to enable them to make better and more informed choices in the marketplace.
- Commit an obligation to promptly investigate and resolve consumer complaints.
- Do not falsely disparage competitors or competitors' products.
- Value the cooperation of segments of the industry and do not falsely denigrate the reputation of the quality of health food.

The Hong Kong Health Food Association solemnly declared that any member of the Association or its employees seriously infringe the Practice Guideline or commit the any of the following matters, the Association reserves the right to cancel the membership of the involved member and to collect any outstanding payment owed to the Association.

1. If Member, its product or its employee is duly proved to have made false or untrue claim.
2. If Member uses the Association's name or logo for any purpose without the prior written approval and consent of the Association.
3. If Member do any physical or literal act that will tarnish the goodwill of the Association.

If we, (name of company)_____, becomes a member of the Hong Kong Health Food Association, it will commit to abide by the Practice Guideline of the Association. The authorized signature and company seal are hereby affixed to confirm this agreement.

Authorized Signature & Company Seal: _____

Date:_____

Appendix

Implementation of the Practice Guideline

1. Members of the Hong Kong Health Food Association (the Association) have to abide by the Practice Guideline of the Association.
2. The Association shall establish an Advisory Committee to give advice to members for the interpretation of the Guideline and any issues derived from the Guideline.
3. If any Member was found to have breached the Guideline, the management of any other Member can write to inform the Association about the breach for investigation.
4. The informing letter should be accompanied with reliable evidence, for example the advertisement, the label, the product sample, or relevant documents in question.
5. The Council of the Association will follow up the case; if necessary, will request the Advisory Committee to investigate the details.
6. Upon the recommendation of the Advisory Committee, the Council will decide on the results and will reply the complainant Member with the findings; if necessary, will issue recommendation letter to the Member being complained.