

THE HONG KONG HEALTH FOOD ASSOCIATION LIMITED
APPLICATION FOR CERTIFICATE OF FREE SALES
APPLICATION FORM

A. Application Information

Company Name (English) _____

Company Name (Chinese) _____

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

Company Address (English): _____

Contact Person: Mr./Miss/Ms _____ (Block Letters)

Title: _____

E-mail: _____ Phone No.: _____

Capacity of the Applicant in relation to the Product(s) (i.e. Manufacturer, Owner,
Authorized Dealer, Importer, Wholesaler, Retailer etc.): _____

B. Product Information

Product Name(s) and pack size to be listed on the Certificate (max. 6 products):

Product Name (1) and Pack Size:

Chinese : _____

English : _____

Country of Origin: _____

Manufacturer's Name: _____

Manufacturer's Address: _____

Product Name (2) and Pack Size:

Chinese : _____

English : _____

Country of Origin: _____ (☐ same as above)

Manufacturer's Name: _____ (☐ same as above)

Manufacturer's Address: _____ (☐ same as above)

Product Name (3) and Pack Size:

Chinese : _____

English : _____

Country of Origin: _____ (☐ same as above)

Manufacturer's Name: _____ (☐ same as above)

Manufacturer's Address: _____ (☐ same as above)

Product Name (4) and Pack Size:

Chinese : _____

English : _____

Country of Origin: _____ (☐ same as above)

Manufacturer's Name: _____ (☐ same as above)

Manufacturer's Address: _____ (☐ same as above)

Product Name (5) and Pack Size:

Chinese : _____

English : _____

Country of Origin: _____ (☐ same as above)

Manufacturer's Name: _____ (☐ same as above)

Manufacturer's Address: _____ (☐ same as above)

Product Name (6) and Pack Size:

Chinese : _____

English : _____

Country of Origin: _____ (☐ same as above)

Manufacturer's Name: _____ (☐ same as above)

Manufacturer's Address: _____ (☐ same as above)

C. Name of the Countries (or Districts) for the Certificate will be used:

D. Additional Information:

☐ GMP Certificate issued from the country of origin

☐ Certificate of Analysis of the finished product

☐ Others: _____

Declaration

I, _____ (name), _____ (title)
duly authorized representative of _____ (company name) hereby
declare all the information and materials submitted to the Hong Kong Health Food Association
Ltd. I also declare that the application products have been sold in the Hong Kong Special
Administrative Region and the relevant product(s) is/are not classified as registered

pharmaceutical products or registered proprietary Chinese medicine (pCm). The information in this application is true and accurate. Further, our company shall indemnify and keep indemnified the HKHFA against any 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(s), including but not limited to, product liability, misrepresentation, intellectual property right and/or other liability in contract.

Authorized Signatory: _____ Company Chop: _____

Name: _____

Sign Date: _____

Application Information

1. The application must be from a member company of HKHFA and registered in Hong Kong.
2. The Certificate of Free Sales will only be issued for products that are freely saleable in Hong Kong. The applicant must provide the actual product(s), including the product label and insert for the application. The same product name shall be printed on the Certificate of Free Sale.
3. The actual product(s) could be returned, subject to request, at the applicant's own expenses.
4. The applicant must provide Sales Invoices* indicating the sale of the product to at least two retail customers in Hong Kong during the most recent 3 months of the application.
5. The applicant must complete the "Declaration* of non-Pharmaceutical Product or non-Proprietary Chinese Medicine".
6. The applicant needs to submit the oath paper made at the Home Affairs Department of the Government of the HKSAR to confirm that the Application Form, Sales Invoices*, and the signed Declaration* 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, certificate of analysis, manufacturer's GMP certificate, specification of the product(s), etc. Further supporting materials may be required from the applicant.
8. The maximum number of product names that can be included in the same certificate is six (6). The application fee for the first product for certification is HK\$800. For additional products to be included in the same application, will be charged HK\$400 per product.
9. Only one Country (or District) will be listed in One Certificate. For additional certificate listing another country (or district), an administration fee will be HK\$400 each country (or district). It must be applied in the same application.
10. For one duplicate copy of the certificate, the administration fee will be HK\$400. The total payment should be made payable by a crossed bank cheque to **"The Hong Kong Health Food Association Limited"**.
11. Processing time is approximately 4 weeks from the date of receipt of the application, including all the required materials and the payment.
12. The Certificate of Free Sale is valid for one (1) year from the date of issue.

13. The application must be from a member company of HKHFA and registered in Hong Kong.
14. The Certificate of Free Sales will only be issued for products that are freely saleable in Hong Kong. The applicant must provide the actual product(s), including the product label and insert for the application. The same product name shall be printed on the Certificate of Free Sale.
15. The actual product(s) could be returned, subject to request, at the applicant's own expenses.
16. The applicant must provide Sales Invoices* indicating the sale of the product to at least two retail customers in Hong Kong during the most recent 3 months of the application.
17. The applicant must complete the "Declaration* of non-Pharmaceutical Product or non-Proprietary Chinese Medicine".
18. The applicant needs to submit the oath paper made at the Home Affairs Department of the Government of the HKSAR to confirm that the Application Form, Sales Invoices*, and the signed Declaration* are true and authentic.
19. The item "Additional Information" in the Application Form refers to, for example, but not limited to, any scientific data on product efficacy and safety, certificate of analysis, manufacturer's GMP certificate, specification of the product(s), etc. Further supporting materials may be required from the applicant.
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22. For one duplicate copy of the certificate, the administration fee will be HK\$400. The total payment should be made payable by a crossed bank cheque to **"The Hong Kong Health Food Association Limited"**.
23. Processing time is approximately 4 weeks from the date of receipt of the application, including all the required materials and the payment.
24. The Certificate of Free Sale is valid for one (1) year from the date of issue.
25. The Hong Kong Health Food Association Ltd. (HKHFA) shall not be obliged to issue the Certificate of Free Sale to any particular application or for any product. The decision to issue any Certificate of Free Sale is solely at the 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. Only 50% of the Administration fee will be refunded if the application is rejected by the HKHFA.

26. HKHFA reserves the right to change the amount of the Administration fee payable from time to time without giving any advance notice to the public. The applicant should enquire with HKHFA about the updated tariff immediately before applying.
27. The application Form, Business Registration Certificate copy, product samples, sales invoices, contact person's business card, Administration Fee, and other supporting documents should be mailed to the Association's postal address below:

The Hong Kong Health Food Association Limited

P.O. Box 90674 TSIM SHA TSUI POST OFFICE

HONG KONG HEALTH FOOD ASSOCIATION APPLICATION FOR CERTIFICATE OF FREE SALE

MATERIAL CHECKLIST

For application of Certificate of Free Sale, please send below information to The Hong Kong Health Food Association Limited.

The Hong Kong Health Food Association Limited
P.O. Box 90674 TSIM SHA TSUI POST OFFICE

1. Original Application Form with signature and company stamp. ☐
2. Photocopy of the business registration certificate. ☐
3. Applicant's business card. ☐
4. Actual product(s) for the application. ☐
(Return the product(s) after application: Yes ☐ No ☐)
5. Invoices indicating sale of each application product to at least two retail customers (within 3 months from the application date). ☐
6. Declaration of non-Pharmaceutical Product or non-Proprietary Chinese Medicine. ☐
7. The oath paper made at the Home Affairs Department of the Government of the HKSAR to the application form, sales invoices and declaration. ☐
8. Additional documents (if available) ☐
9. Crossed cheque for full payment of Administration Fees. ☐

END