CIFER Guidance
How to use the system

This guidance has been designed for New Zealand based operators who manufacture/process food products for export to China, where the food comes under the scope of Decree No. 248.

The information covered here is best used in conjunction with other MPI guidance.

Before using this guidance, ensure you're familiar with:

- Which method of registration (self-registration and/or MPI-recommended registration) is required for your establishment and products.

- F36/23: China Registration of Food Establishments for more detailed information

> (!) If you are exporting more than one product type, you may need to register the establishment for each product category separately. It's also possible you may need to use both methods: self-registration for some products, and MPI-recommended registration for others.
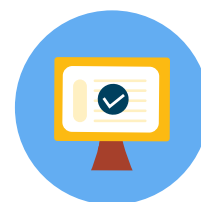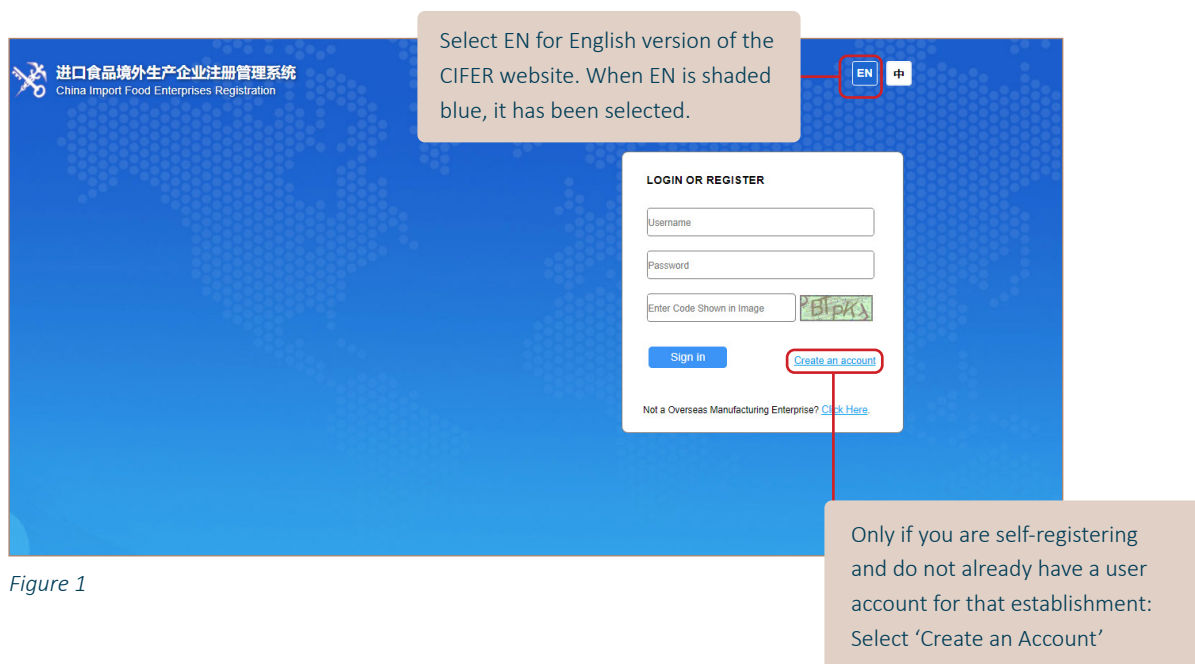
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New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

CIFER website and logging in

The following link takes you directly to the login page of the GACC registration website CIFER (China Imported Food Enterprise Registration): https://cifer.singlewindow.cn.

There is an English version of the website available, see Figure 1.

Select EN for English version of the CIFER website. When EN is shaded blue, it has been selected.

Only if you are self-registering and do not already have a user account for that establishment: Select 'Create an Account'

Figure 1

Creating a new account

To login to CIFER, you need a CIFER account.

The CIFER account is specific to an establishment at a specific location and to one MPI registration number.

> ⚠ Before setting up a new account, operators should check whether the establishment has a CIFER user account which may have already been set up. If in doubt, please check with ChinaCountryListings@mpi.govt.nz.

If you need MPI recommended registration under Decree 248 to register meat, casings, fish products (excluding live aquatic animals), dairy products, dairy-based infant and young children formula, bee products, edible fats and oils, unroasted malt, foods for special dietary use (FSDU), or health food, please contact ChinaCountryListings@mpi.govt.nz for help setting up an account.

If you need to set up an account to apply for self registration and do not already have an account, click 'Create an Account' (see Figure 1), then follow the guidance in Figure 2 (see next page).

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Your 'Registration Number' is your establishment's MPI registration. E.g. your RMP, WSMP, ULI or Food Act Registration number.

China requires this to be a number related to MPI approval, so you can't use your NZBN or another number that's not related to an MPI risk-based measure.

Your region as a NZ based establishment should be NZL.

Sign up for an Overseas or HK & MAC & TW Regions of China Account

EN 中

*User Name

*Password

*Re-enter Password

*Country/Region — Please select a Country(Region)

Registration Number

*Organisation Name

*Address

*E-mail

Figure 2

These should match the exact details used for your MPI registration.

This MPI registration number cannot be changed once your user account registration is complete. It's important to check your MPI registration number is correct before pressing 'Register Now'.

Note: For an RMP ID, remove the /01 suffix (e.g. for RMP AB123/01, enter AB123). For any other MPI registration, enter the full registration number (e.g. for Food Act registration MPI123456/1, enter MPI123456/1

This email is used to receive notifications and reset your password if forgotten. We recommend planning how you will manage access if staff change, for example using a shared inbox.

Main Menu Navigation

Reminders

Log out

Your username- Click to open user management menu to update your password or change account details like your email address (used for password recovery).

Click "Application for registration" to apply to register a new product category.

Click "Application for modification" if you already have an approved registration, and you want to apply to make changes to it.

Click "Application for extension" to apply to renew your existing registration.

Please note this is only available for a registration 3-6 months before expiry.
It must be submitted 3 months before expiry **at the latest.**

Click to see "Application form query" and "Obtained registration in China".

Check status of a new application, modification application or renewal application, including draft applications and applications you've submitted.

Check details of your currently approved registrations.

Check how your products are categorised by China and what method of registration is required.

Click to access GACC's CIFER user manual (English available).

This is where CIFER shows any recent system updates.

Figure 3

How do I find out my product category?

GACC provides a HS (Harmonised System) and CIQ code search function on CIFER to show which products are within scope of Decree No. 248 and which product category they are defined under.

Use the 'Product type query' search function on the main menu (refer to figure 4).

If you are unsure about the HS/CIQ code, ask your Chinese importer or agent to confirm the full Chinese HS code (10 digits) and CIQ code (3 digits) that they will use to import the product into China. This is important, because the importer includes an HS/CIQ code in their import declaration, and it must match one of the HS/CIQ codes you have in your registration scope.

If there are no results for your HS/CIQ code search, the product may not be in scope of the Decree 248 registration requirements.

Note: New Zealand may not have market access into China for all products listed.

Optional: search by product name (not always most accurate result)

Optional: use CIQ to find exact product

1. Click "Product type query"

2. Type in HS code to find products

Search by HS code (most accurate)

3. Click Inquire

Figure 4

If your search results show up in Chinese, use your internet browser's translation function to translate into English.

If the answer is "Yes", this means MPI-recommendation is required to register your product, please contact MPI at CountryListings@mpi.govt.nz for more information.

Separate registration is required per product category you make

Figure 5

If the answer is "No", you can apply for self-registration for products, which will go directly to GACC in CIFER.

Apply for a new registration

Start an application

If you are applying for an MPI-recommended registration, make sure you have completed Steps 1-3 before starting your application in CIFER. If you are applying for self-registration, you can follow these steps as soon as you are ready to apply.

1. Click application for registration

2. Select your product category (see how do I find out my product category? if unsure)

3. Select your product to start a draft application for registration

Figure 6

Complete your information

Fill in the information requested. Red asterisks mean the field is mandatory

Clicking 'Save' will save a draft. It does not submit your application.

Upload required attachments (a 'licensed production certificate' is your Notice of registration issued by MPI or your local authority)

Figure 7

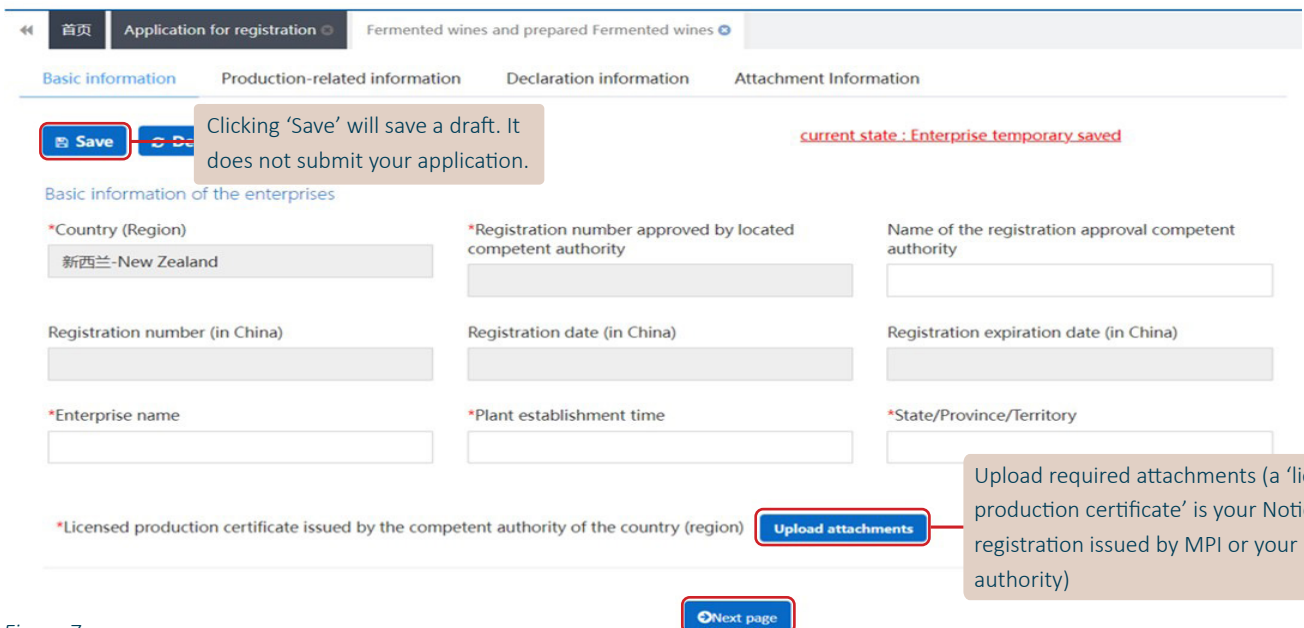Click Next to go to the next page to complete the rest of the information needed

Preview and submit your application

Figure 8
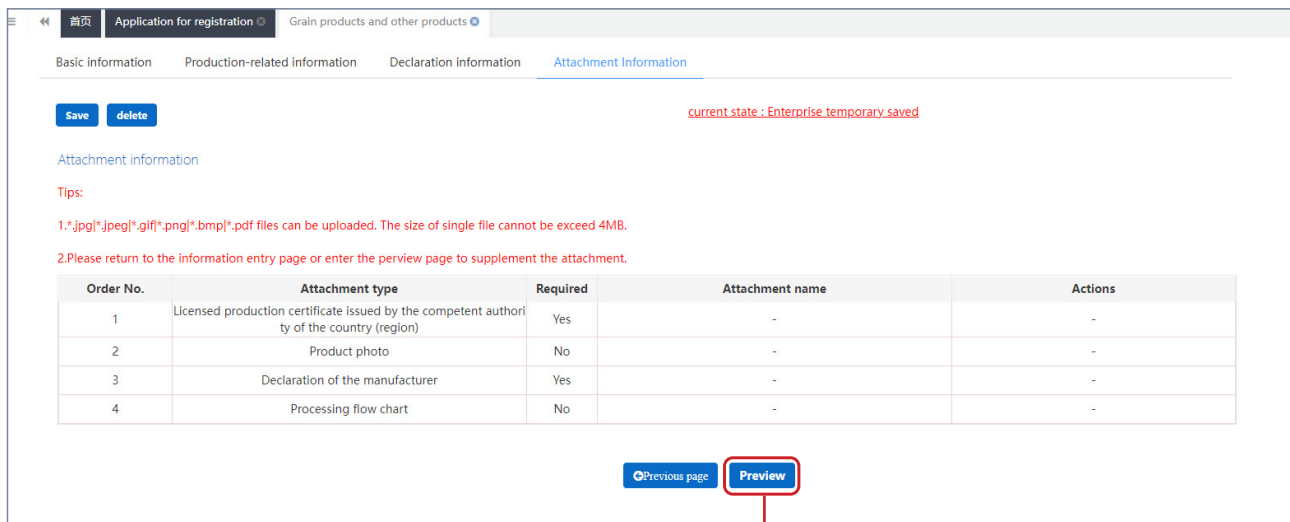
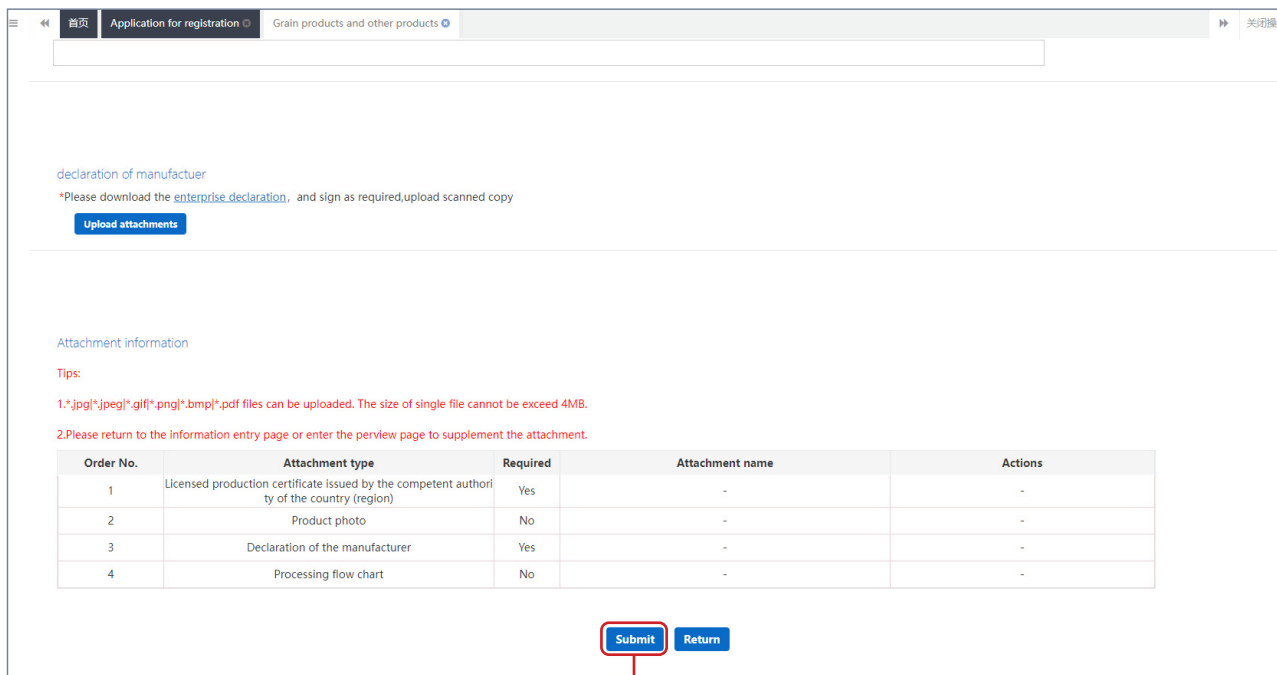> Once you have completed all required information, click preview to review your application

Figure 9

> After reviewing your information, scroll down and click submit to submit your application.
>
> If your application is for a self-registration product category, this will submit your application to GACC.
>
> If your application is for an MPI-recommended product category, this will submit your application to MPI.

Application for Modification

- Click 'Application for modification' from the main menu

- Select the registration you want to modify from the table and select 'Modify' to take you into a draft application.

- Update your information

- Click Preview, review your information, then click submit to submit your application (see Fig 8 and 9).

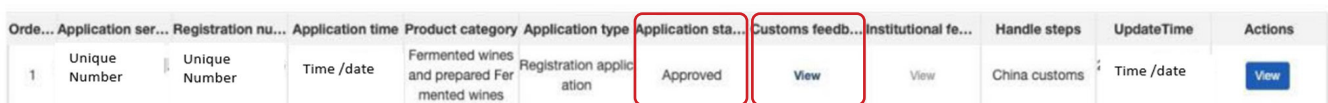## Application for Extension (renewal)

- Click 'Application for extension' from the main menu

- Select the registration you want to renew from the table and select 'Extend' to take you into a draft application. You will only see (and be able to apply to renew) registrations that are within their 'renewal window'.

- Upload the required Renewal Declaration, signed by your establishment's legal representative.

- Click 'Extend' (top left of the page) then 'confirm' to submit your application

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Checking the status of your application

1. Use 'Application form query' to view the status of your application.

2. Check the column 'Application status' (refer to figure 10).

You can find a full list of statuses in the 'Operation Manual' in CIFER. The main statuses you may see are:

- Temporarily saved by enterprise: You have started a draft application but not submitted it yet. Click 'Edit' under 'Actions' to continue editing.

- Being Accepted by the GACC: GACC has accepted the application and is reviewing it.

- Approved: GACC has approved the application.

- To be corrected: GACC has returned the application so it can be edited and resubmitted.

  ◦ For self-registration applications, you will need to edit and resubmit yourself.

  ◦ For MPI-recommended applications, MPI will assess the application and let you know the next steps.

Orde...	Application ser...	Registration nu...	Application time	Product category	Application type	Application sta...	Customs feedb...	Institutional fe...	Handle steps	UpdateTime	Actions
1	Unique Number	Unique Number	Time /date	Fermented wines and prepared Fermented wines	Registration application	Approved	View	View	China customs	Time /date	View

Figure 10

If your application is 'to be corrected'

Select the 'Examine', 'View' or 'Check' option to view reasons for return. These may appear greyed out, but are a link and so can be clicked (refer to figure 10).

A pop-up window will appear. Example: figure 11. Sometimes this has an English component, but if not just copy and paste it into a translation function.

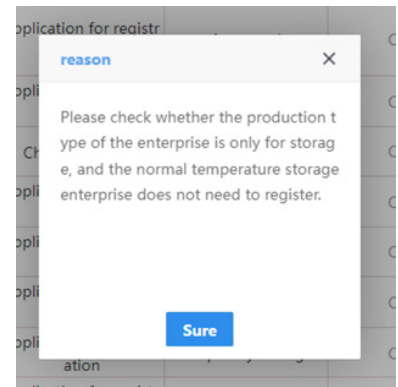Note the feedback before you edit and resubmit to GACC.

Figure 11

Troubleshooting

404 error?

If you see this error (refer to figure 12), please backspace the website in the address bar of your browser (while still keeping the page open), then copy then paste this exact link https://cifer.singlewindow.cn directly into the address bar and hit enter on your keyboard.

Figure 12

Check for Firewalls

Operators who are having issues logging into CIFER, or operating within it, should check for firewalls or other security settings in place on their systems that could prevent access to CIFER.