

**China's General Administration of Customs (GACC)
Online Self-Registration Guide**

Updated 29/11/2021

The General Administration of Customs of the People's Republic of China (GACC) has introduced a new regulation, [China \(Decree 248\)](#), relating to the registration of foreign producers of imported products. The regulations require all **foreign producers** to self-register on their online platform.

The regulations take effect on 1 January 2022 and the producer (exporter) that exports liquor products to the Chinese market need to register with the GACC. To register with the GACC you will need a valid A Code number issued by the Department of Agriculture.

The below label requirement will also be applicable:

"The registered overseas manufacturer shall mark the registration number in China or the registration number approved by the competent authorities in the country (region) where it is located on the inner and outer packaging of its food exported to China."

The A Code number issued by the Department of Agriculture is linked to the physical address of the responsible seller and this number should be indicated on the label of the product(s) exported to China. If you have any queries relating to A Code numbers, please contact Rhonel Basson at RhonelB@dalrrd.gov.za. In most cases the A Code number is already indicated on the product label for export purposes.

The registration will be valid for 5 years and application to renew should be submitted 3-6 months before the expiry and be done through the same GACC portal as the initial registration. A new registration or change in registration will be required in instances where there is a change in the producers' physical address, change in legal representative or a change in A code number. It is understood that the legal representative in this instance is a person representing the registered premises who can be held responsible.

If you do have problems with the registration on the GACC platform, please request assistance from your importer(s) in China to assist in resolving the matter.

Additional registration requirements updated 29/11/2021

Further registration processes and requirements have come to the fore and producers need to follow all the steps as indicated in this guide.

There are 3 different registration procedures that should be followed:

- 1) Overseas business registration
- 2) Food Enterprise Registration
- 3) Product Registration

1) Overseas business registration

Step by Step Registration Guide:

The self-registration portal is only available in Mandarin at the moment. Below are instructions with unofficial translation of the screens.

1) Navigate to/or follow the below link:

https://app.singlewindow.cn/userserver/user/userEtpsRegister/choseRgtWay?service=https%3A%2F%2Fswapp.singlewindow.cn%2Fdeskserver%2Fj_spring_cas_security_check

2) Click on Overseas business registration



企业用户包括管理员与操作员两种账号。
一家企业只能注册一个管理员、可注册多个操作员；须先注册管理员才能注册操作员。



Enterprise users include two accounts: administrator and operator.
A company can only register one administrator and multiple operators; the administrator must be registered before the operator can be registered.

注册方式选择 Registration method selection

企业用户注册 Enterprise user registration



从事国际贸易进出口环节各类业务的企业法人或其他组织 Corporate legal persons or other organizations engaged in various businesses in the import and export of international trade

个人用户注册 Individual user registration



从事国际贸易进出口环节各类业务的自然人用户 Natural person users engaged in various businesses in the import and export of international trade

事业单位注册 Institution Registration



从事国际贸易进出口环节各类业务的事业单位法人 Institutional legal persons engaged in various businesses in the import and export links of international trade

境外企业注册 Overseas business registration



从事国际贸易进出口环节各类业务的境外企业法人或其他组织 Foreign corporate legal persons or other organizations engaged in various businesses in the import and export of international trade

Click Here →

3) Complete registration information:



境外账号注册(Abroad Enterprise Registration)

账号信息(ENTERPRISE NAME/ADDRESS INFORMATION)	
*用户名(Username)	<input type="text"/> 6-18位英文字母或字母与数字组合
*密码>Password)	<input type="text"/> 8-10位大小写字母、数字和符号任意三种及以上组合
*确认密码(Confirm Password)	<input type="text"/>
*所在国家或地区(Country/Area)	<input type="text" value="请选择地区(Please select a country)"/>
所在国注册号(Approval NO)	<input type="text" value="使用《进口食品境外生产企业注册系统》必填"/> A Code Number
*工作单位(Enterprise Name)	<input type="text"/>
工作部门(Department)	<input type="text"/>
工作职务(Post)	<input type="text"/>
*联系人(Contacts)	<input type="text"/>
*联系电话(Tel)	<input type="text"/>
联系传真(Fax Number)	<input type="text"/>
联系手机(Mobile)	<input type="text"/>
*联系地址(Enterprise Street Address)	<input type="text"/>
*联系邮箱(E-mail Address)	<input type="text"/>
备注(Remarks)	<input type="text"/>

立即注册
(Register now)

* **Username:** Username to be used for GACC Portal access

* **Password:** Password to be used for GACC Portal access

* **Confirm Password:** Confirmation of Password

* **Country/Area:** South Africa

NB Approval NO: A Code number as issued by the Department of Agriculture. Do not leave this blank!

* **Enterprise Name:** Business/Organisation name

Department: Division in Business/Organisation

Post: Designation/position of user

* **Contacts:** Contact Person

* **Tel:** Contact telephone number

Fax Number: Contact fax number

Mobile: Contact mobile number

* **Enterprise Street Address:** Physical address of Business/Organisation

* **E-mail Address:** Contact e-mail address

Remarks: Leave this blank

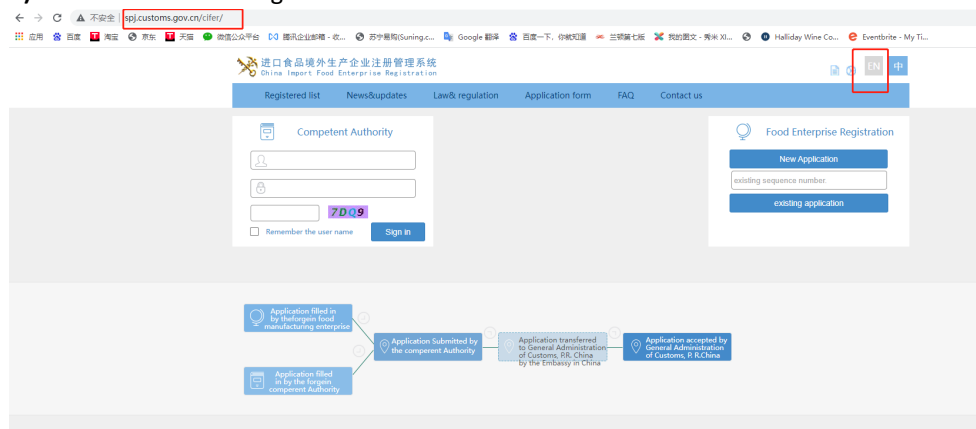
* **Denotes a forced field**

2) Food Enterprise Registration

1) Navigate to the following link:

<http://spj.customs.gov.cn/cifer/>

2) Click on EN for the English version of the site



3) Click on **“New Application”** to start a new application, alternatively supply your sequence number/ZA number (ZAXXXXXX), issued by GACC, and click on **‘existing application’** to continue with an existing application.

4) Complete the 8 section application process. Some sections are optional and no information will be required for these.

SECTION 1: ENTERPRISE NAME/ADDRESS INFORMATION

For Section 1 is it important to include your A Code number as the “Approval NO”.

SECTION 2: PREFERRED MAILING ADDRESS INFORMATION(Optional)

Store your sequence number/ZA number for future reference.

SECTION 3: PARENT COMPANY NAME/ADDRESS INFORMATION AND TRADE NAMES(Optional)

SECTION 4: ENTERPRISE EMERGENCY CONTACT INFORMATION

SECTION 5: CHINA IMPORTERS(Optional)

SECTION 6: GENERAL PRODUCT CATEGORIES

FOOD FOR HUMAN CONSUMPTION;AND TYPE OF ACTIVITY CONDUCTED AT THE ENTERPRISE

Click on **“Please select Product Category”** and select **“Alcoholic beverages(beer,wine,spirits and other fermented beverages)”** on the new screen and click on Submit.

Indicate facilities of the enterprise for the product category by clicking on the applicable options
PP--Processing Plant ; CS--Cold Store ; DS--Dry store.

SECTION 7: OWNER,OPERATOR,OR AGENT-IN-CHARGE INFORMATION(Optional)

SECTION 8: INSPECTION STATEMENT

View & Confirm

Verify all information is correct as supplied and submit the application.

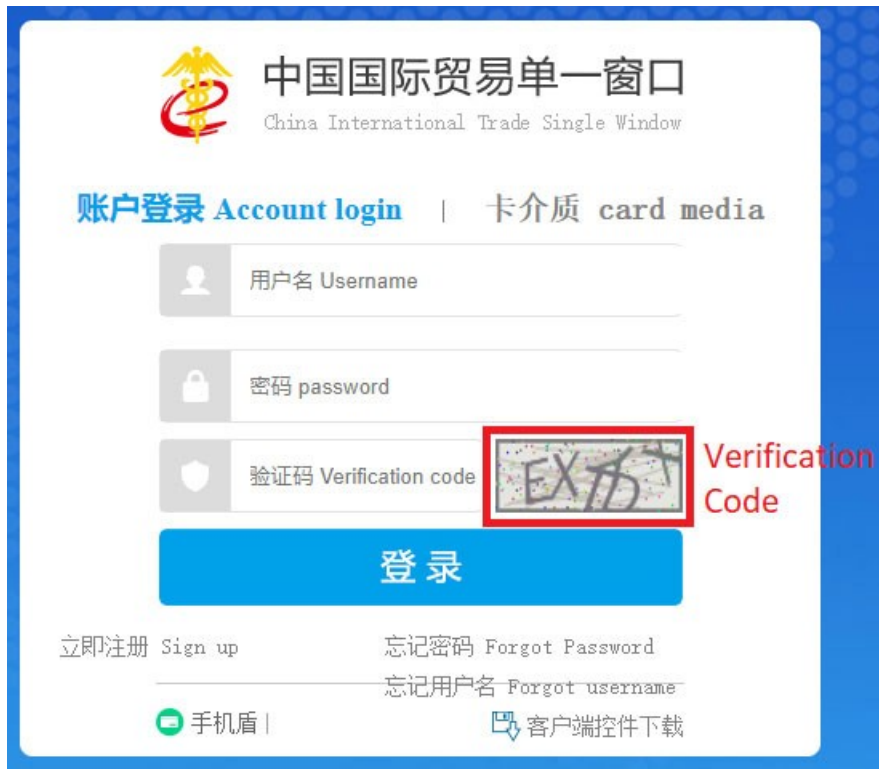
3) Product Registration

1) Navigate to the following link:

https://app.singlewindow.cn/cas/login?loginAb=1&service=https%3A%2F%2Fcifer.singlewindow.cn%2Fciferwebserver%2Fspring_cas_security_check

2) Click on “EN” for the English version of the site.

3) Log in with the login information registered in step 1 (Overseas Business Registration).



4) Use your browser's internal translation service to auto translate the page.

5) Click on Application for register:



6) Click on “Alcoholic beverages” under the heading “Enterprise registration, Please select the product category”.

- 7) Select the applicable product category:
 Fermented wines and prepared Fermented wines
 Distilled spirits and prepared Distilled spirits
 other Spirits and Edible alcohol

8) Provide all the requested information.

Commodity codes for reference in case required:

类别编码 Category code	类别名称 Category name	商品编码 Commodity code	商品名称 Commodity name	检验检疫编码 Inspection and Quarantine Code	检验检疫商品名称 Inspection and Quarantine Commodity Name
2301	发酵酒及其配制酒 Fermented wine and its blended wine	2204220000	中等包装鲜葡萄酿造的酒(中等包装是指装入两升以上但不超过十升容器的) Medium-packed wine made from fresh grapes (Medium packaging refers to containers that are more than two liters but not more than ten liters)	101	中等包装鲜葡萄酿造的酒(中等包装是指装入两升以上但不超过十升容器的)(葡萄酒) Medium-packed wine made from fresh grapes (Medium packaging refers to containers that are more than two liters but not more than ten liters) (wine)
2301	发酵酒及其配制酒 Fermented wine and its blended wine	2204210000	小包装的鲜葡萄酿造的酒(小包装指装入两升及以下容器的) Wine made from small packages of fresh grapes (Small packaging refers to those packed into containers of two liters or less)	999	小包装的鲜葡萄酿造的酒(小包装指装入两升及以下容器的) Wine made from small packages of fresh grapes (Small packaging refers to those packed into containers of two liters or less)
2301	发酵酒及其配制酒 Fermented wine and its blended wine	2204100000	葡萄汽酒 Sparkling wine	999	葡萄汽酒 Sparkling wine

Note you will need the following documentation/images available for upload:

- 1 Licensed production certificate issued by the competent authority of the country (region)
- 2 Product photo
- 3 Declaration of the manufacturer

You can upload files with the suffix name .jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf, and the size of a single file cannot exceed 4M.

1) Licensed production certificate. A copy of the A code certificate as registered with the DALRRD can be downloaded from Wine Online at Documentation – Documents – Print Documents – A/B Code Certificates. If you do not have the rights to this functionality or unable to download a copy of your certificate, please

contact the DALRRD Export Office at 021 809 1602.

2) Photo/copy of the product label with the A Code number indicated.

3) Download the declaration, complete as required and upload the completed declaration. Below an unofficial translation of the declaration:

企业声明

Enterprise statement

现声明本企业提交信息与相关材料真实、完整，能够符合中国和南非相关法规及《中华人民共和国进口食品境外生产企业注册管理规定》的要求。

It is hereby declared that the information and related materials submitted by this company are true and complete, and can comply with the relevant laws and regulations of China and South Africa and the requirements of the "Regulations of the People's Republic of China on the Registration and Administration of Overseas Manufacturers of Imported Food".

企业法人代表姓名和职务

Name and position of the legal representative of the enterprise

企业法人签章

日期

Stamp of the legal representative

Date
