

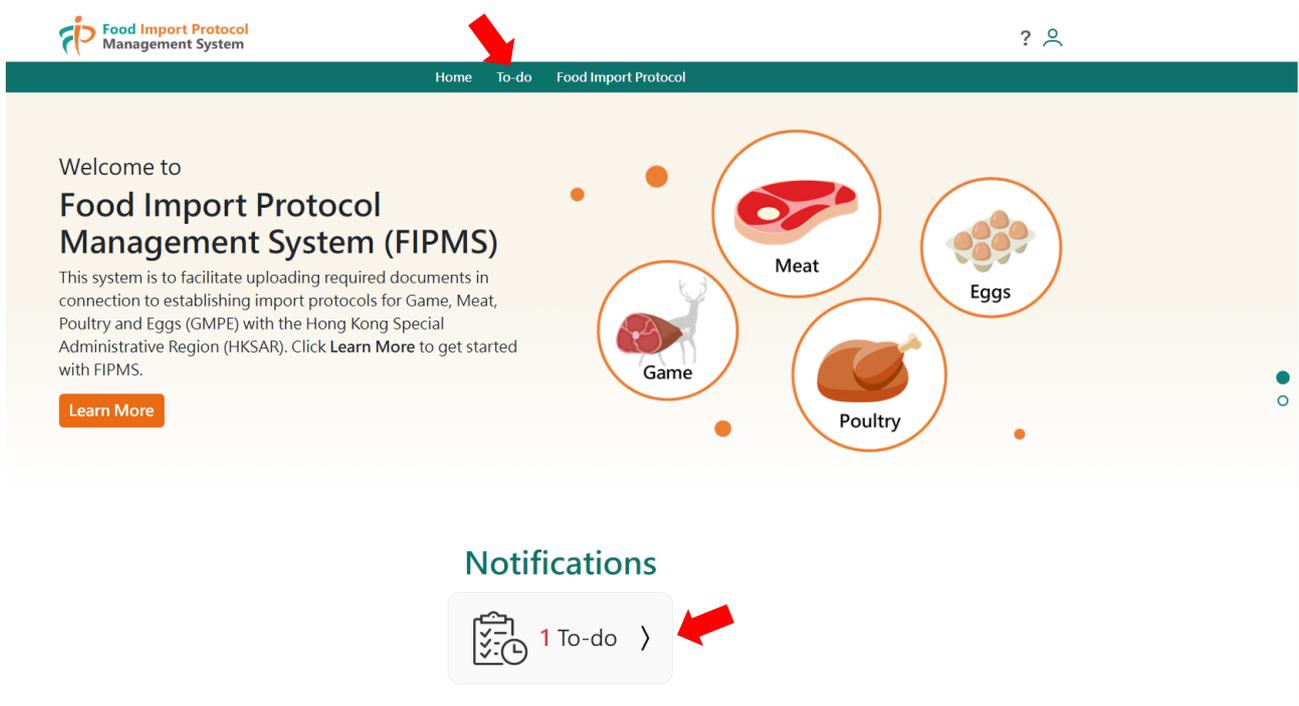
# User Manual

# Submission of Documents

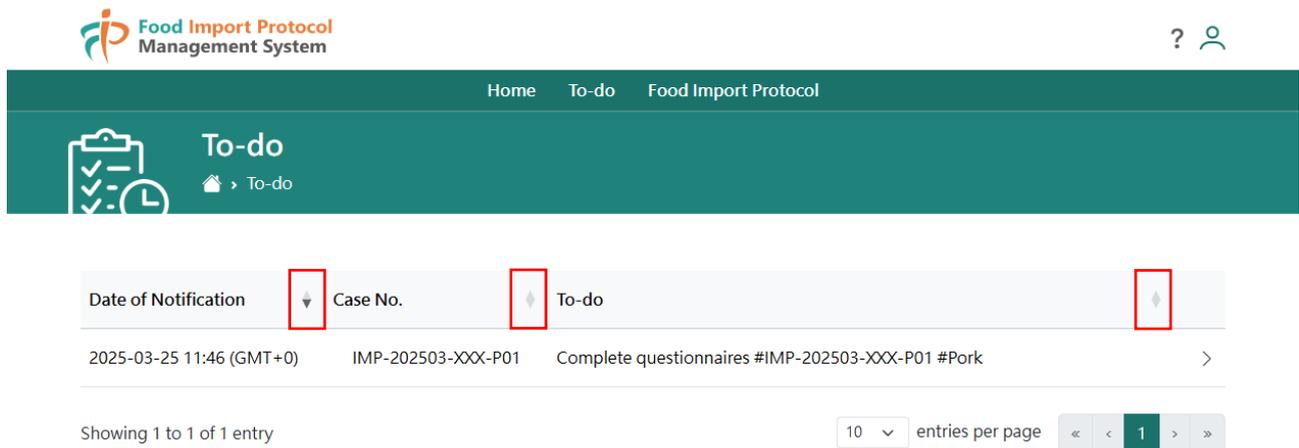
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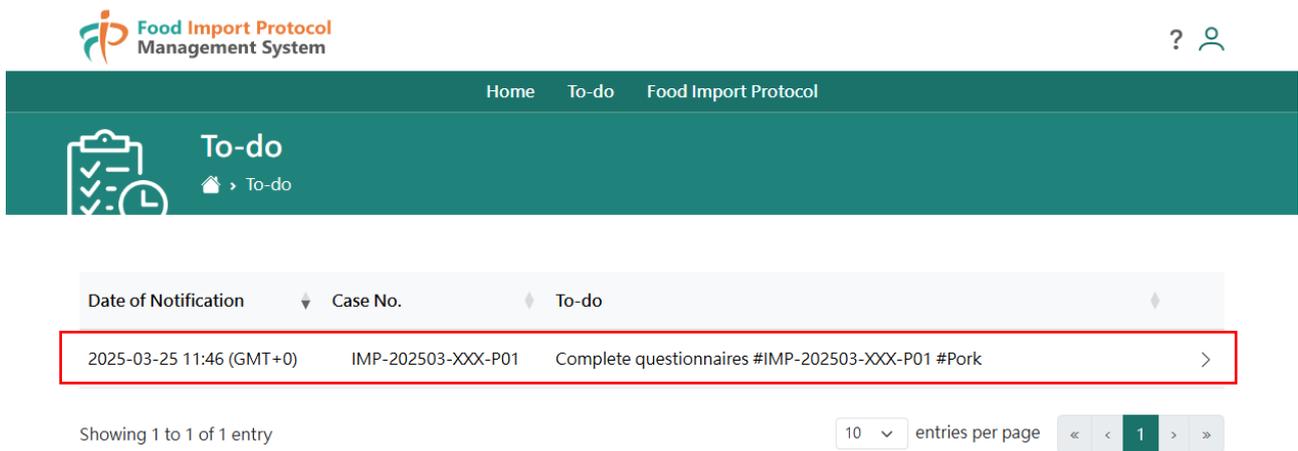
# Read “To-do” Request



1. Click “To-do” from the top menu or “To-do” icon under “Notifications”;



2. On the “To-do” page, you can sort the information in both ascending and descending order by clicking on the column header “Date of Notification”, “Case No.” and “To-do”;



Food Import Protocol Management System

Home To-do Food Import Protocol

## To-do

Home > To-do

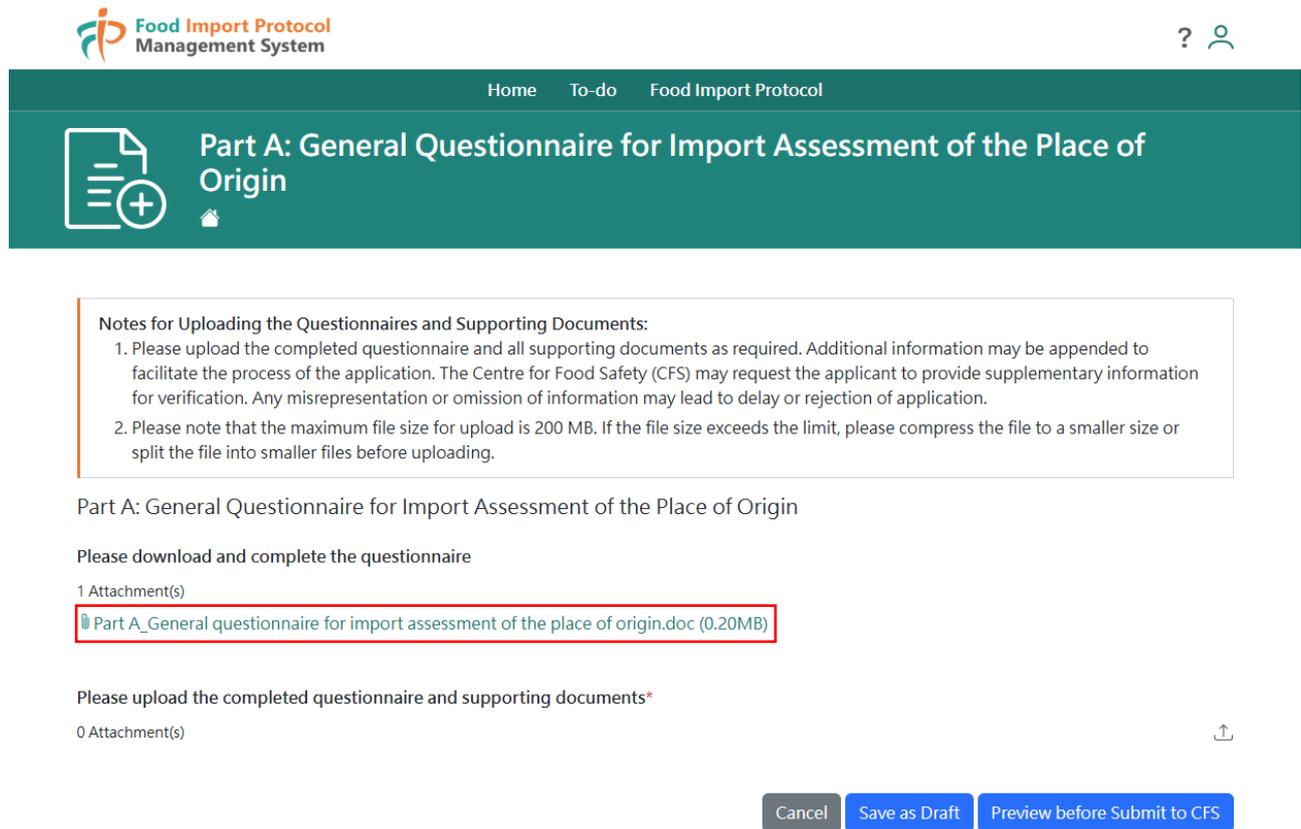
Date of Notification	Case No.	To-do
2025-03-25 11:46 (GMT+0)	IMP-202503-XXX-P01	Complete questionnaires #IMP-202503-XXX-P01 #Pork

Showing 1 to 1 of 1 entry

10 entries per page

3. After you read the information for “To-do”, click the corresponding entry to access the document submission page.

# Download the Documents for Submission



The screenshot shows the user interface of the Food Import Protocol Management System. At the top left is the logo and name. On the right, there are help and user icons. A navigation bar contains 'Home', 'To-do', and 'Food Import Protocol'. Below this is a dark green header with a document icon and the title 'Part A: General Questionnaire for Import Assessment of the Place of Origin'. A white box contains instructions for uploading documents. Below the instructions, the title 'Part A: General Questionnaire for Import Assessment of the Place of Origin' is repeated. Underneath, it says 'Please download and complete the questionnaire' and '1 Attachment(s)'. A red box highlights the attachment: 'Part A\_General questionnaire for import assessment of the place of origin.doc (0.20MB)'. Below this, it says 'Please upload the completed questionnaire and supporting documents\*' and '0 Attachment(s)'. At the bottom right, there are three buttons: 'Cancel', 'Save as Draft', and 'Preview before Submit to CFS'.

Notes for Uploading the Questionnaires and Supporting Documents:

1. Please upload the completed questionnaire and all supporting documents as required. Additional information may be appended to facilitate the process of the application. The Centre for Food Safety (CFS) may request the applicant to provide supplementary information for verification. Any misrepresentation or omission of information may lead to delay or rejection of application.
2. Please note that the maximum file size for upload is 200 MB. If the file size exceeds the limit, please compress the file to a smaller size or split the file into smaller files before uploading.

Part A: General Questionnaire for Import Assessment of the Place of Origin

Please download and complete the questionnaire

1 Attachment(s)

[Part A\\_General questionnaire for import assessment of the place of origin.doc \(0.20MB\)](#)

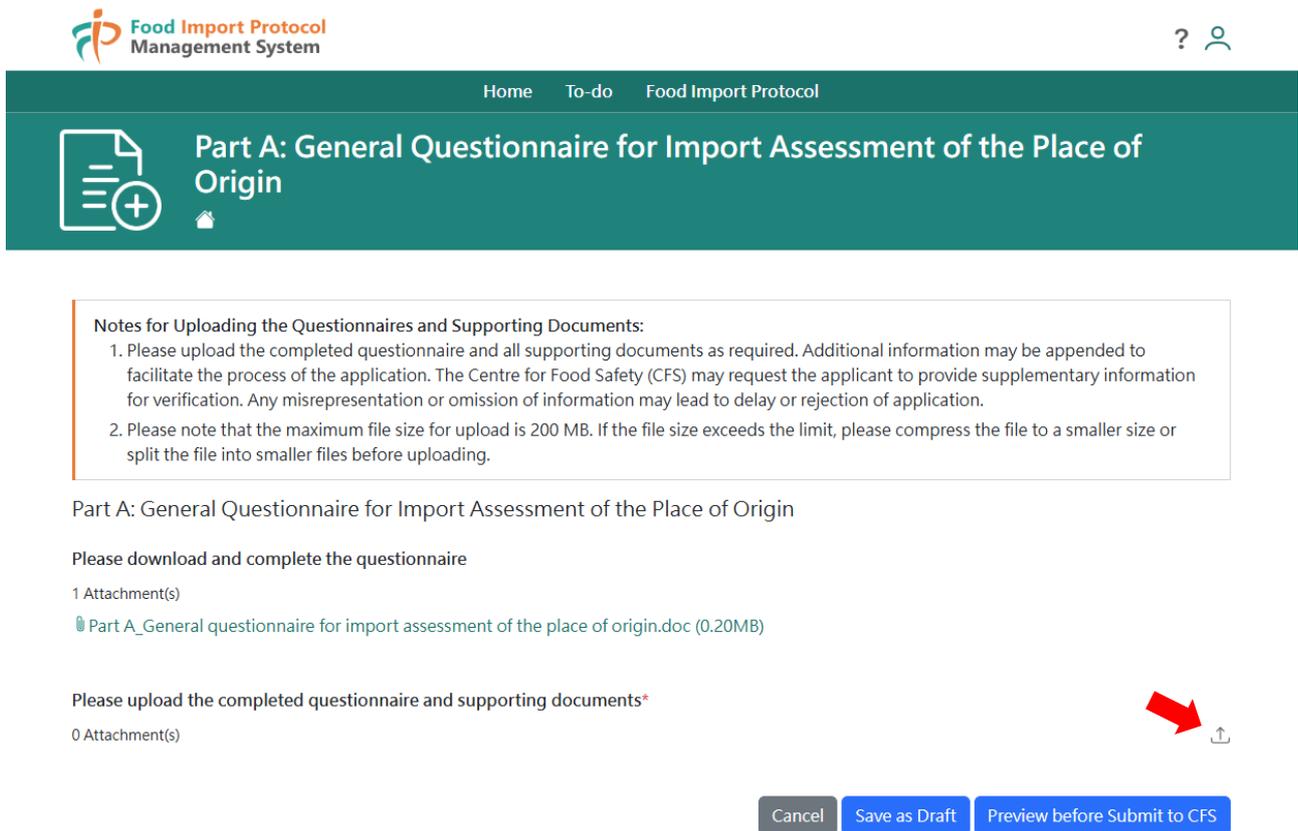
Please upload the completed questionnaire and supporting documents\*

0 Attachment(s)

[Cancel](#) [Save as Draft](#) [Preview before Submit to CFS](#)

1. On the document submission page, click the hyperlink to download the required document.

# Submission of Documents



The screenshot shows the user interface for submitting documents. At the top, there is a navigation bar with 'Home', 'To-do', and 'Food Import Protocol'. Below this is a header for 'Part A: General Questionnaire for Import Assessment of the Place of Origin'. A note box provides instructions for uploading questionnaires and supporting documents. Below the note, there are two sections for attachments: one for a downloaded questionnaire and another for uploading completed documents. A red arrow points to the upload icon in the second section. At the bottom, there are three buttons: 'Cancel', 'Save as Draft', and 'Preview before Submit to CFS'.

Notes for Uploading the Questionnaires and Supporting Documents:

1. Please upload the completed questionnaire and all supporting documents as required. Additional information may be appended to facilitate the process of the application. The Centre for Food Safety (CFS) may request the applicant to provide supplementary information for verification. Any misrepresentation or omission of information may lead to delay or rejection of application.
2. Please note that the maximum file size for upload is 200 MB. If the file size exceeds the limit, please compress the file to a smaller size or split the file into smaller files before uploading.

Part A: General Questionnaire for Import Assessment of the Place of Origin

Please download and complete the questionnaire

1 Attachment(s)

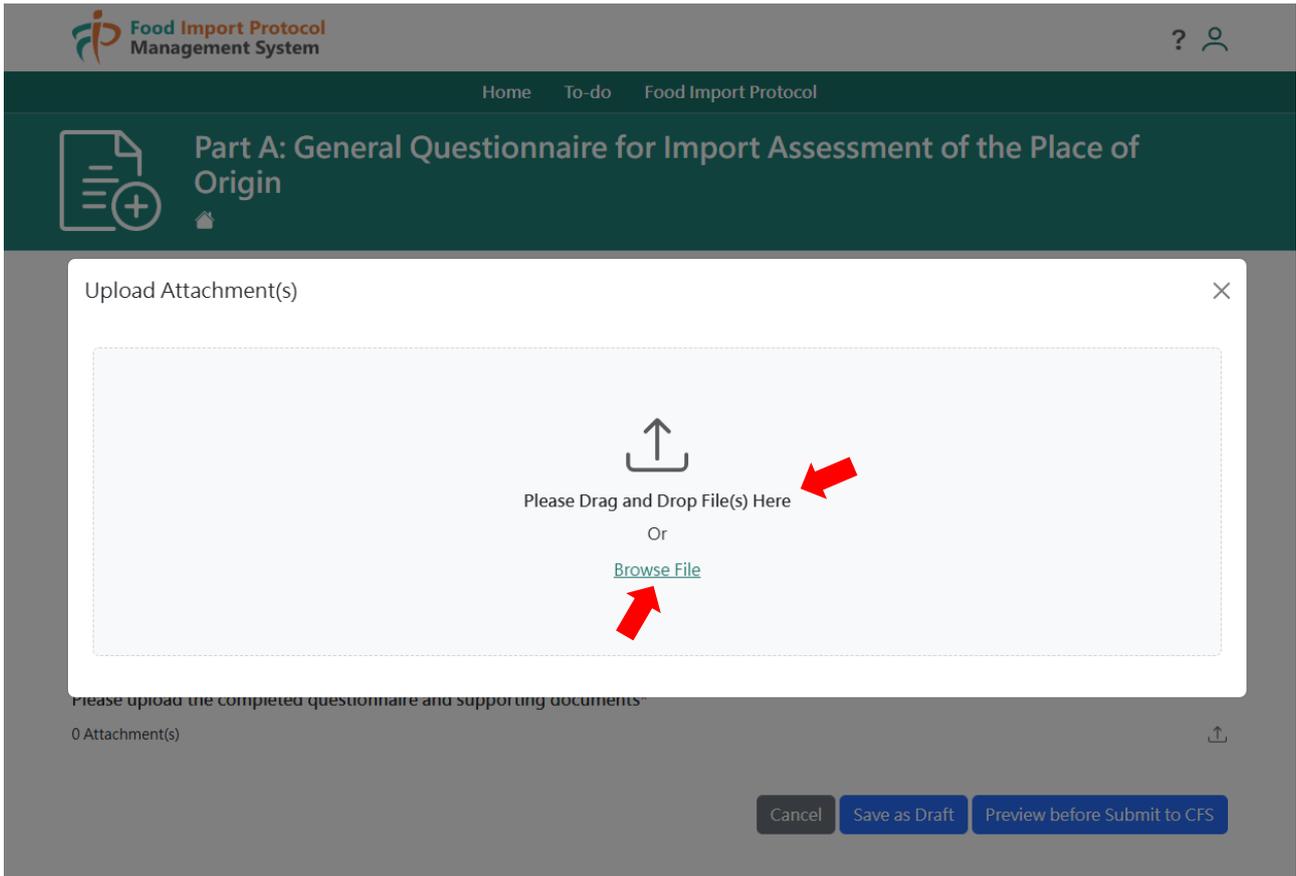
 Part A\_General questionnaire for import assessment of the place of origin.doc (0.20MB)

Please upload the completed questionnaire and supporting documents\*

0 Attachment(s) 

Cancel Save as Draft Preview before Submit to CFS

1. On the document submission page, click the upload icon  to open an “Upload Attachment(s)” window;



2. You can upload the completed document by dragging and dropping the file(s) into the window or by clicking “Browse File” to select the specific file.

*(Please note that the maximum file size for upload is 200 MB. If the file size exceeds the limit, please compress the file to a smaller size or split the file into smaller files before uploading.)*



## Part A: General Questionnaire for Import Assessment of the Place of Origin

### Notes for Uploading the Questionnaires and Supporting Documents:

1. Please upload the completed questionnaire and all supporting documents as required. Additional information may be appended to facilitate the process of the application. The Centre for Food Safety (CFS) may request the applicant to provide supplementary information for verification. Any misrepresentation or omission of information may lead to delay or rejection of application.
2. Please note that the maximum file size for upload is 200 MB. If the file size exceeds the limit, please compress the file to a smaller size or split the file into smaller files before uploading.

### Part A: General Questionnaire for Import Assessment of the Place of Origin

Please download and complete the questionnaire

1 Attachment(s)

 Part A\_General questionnaire for import assessment of the place of origin.doc (0.20MB)

Please upload the completed questionnaire and supporting documents\*

1 Attachment(s)



(Completed) Part A\_General...

0.20MB | 2025-03-26 08:29:24



(GMT+0)

Cancel

Save as Draft

Preview before Submit to CFS

3. After completed the file upload, the tag of the uploaded file will be shown on the document submission page;



## Part A: General Questionnaire for Import Assessment of the Place of Origin

### Notes for Uploading the Questionnaires and Supporting Documents:

1. Please upload the completed questionnaire and all supporting documents as required. Additional information may be appended to facilitate the process of the application. The Centre for Food Safety (CFS) may request the applicant to provide supplementary information for verification. Any misrepresentation or omission of information may lead to delay or rejection of application.
2. Please note that the maximum file size for upload is 200 MB. If the file size exceeds the limit, please compress the file to a smaller size or split the file into smaller files before uploading.

### Part A: General Questionnaire for Import Assessment of the Place of Origin

Please download and complete the questionnaire

1 Attachment(s)

[Part A\\_General questionnaire for import assessment of the place of origin.doc \(0.20MB\)](#)

Please upload the completed questionnaire and supporting documents\*

1 Attachment(s)



(Completed) Part A\_General...  
0.20MB | 2025-03-26 08:29:24  
(GMT+0) 

Cancel

Save as Draft

Preview before Submit to CFS

4. Click the hyperlink in the tag to download the file, or click  button to delete the specific uploaded file;



## Part A: General Questionnaire for Import Assessment of the Place of Origin

### Notes for Uploading the Questionnaires and Supporting Documents:

1. Please upload the completed questionnaire and all supporting documents as required. Additional information may be appended to facilitate the process of the application. The Centre for Food Safety (CFS) may request the applicant to provide supplementary information for verification. Any misrepresentation or omission of information may lead to delay or rejection of application.
2. Please note that the maximum file size for upload is 200 MB. If the file size exceeds the limit, please compress the file to a smaller size or split the file into smaller files before uploading.

### Part A: General Questionnaire for Import Assessment of the Place of Origin

Please download and complete the questionnaire

1 Attachment(s)

 Part A\_General questionnaire for import assessment of the place of origin.doc (0.20MB)

Please upload the completed questionnaire and supporting documents\*

1 Attachment(s)



(Completed) Part A\_General...  
0.20MB | 2025-03-26 08:29:24  
(GMT+0) 

 Cancel Save as Draft Preview before Submit to CFS

5. If you do not plan to submit the uploaded document(s) to the Centre for Food Safety (CFS) right away, you can click “Save as Draft” button to save and reopen this record later from “To-do” for further updates;



## Part A: General Questionnaire for Import Assessment of the Place of Origin

### Notes for Uploading the Questionnaires and Supporting Documents:

1. Please upload the completed questionnaire and all supporting documents as required. Additional information may be appended to facilitate the process of the application. The Centre for Food Safety (CFS) may request the applicant to provide supplementary information for verification. Any misrepresentation or omission of information may lead to delay or rejection of application.
2. Please note that the maximum file size for upload is 200 MB. If the file size exceeds the limit, please compress the file to a smaller size or split the file into smaller files before uploading.

### Part A: General Questionnaire for Import Assessment of the Place of Origin

Please download and complete the questionnaire

1 Attachment(s)

 Part A\_General questionnaire for import assessment of the place of origin.doc (0.20MB)

Please upload the completed questionnaire and supporting documents\*

1 Attachment(s)



(Completed) Part A\_General...

0.20MB | 2025-03-26 08:29:24

(GMT+0)



[Cancel](#) [Save as Draft](#) [Preview before Submit to CFS](#)



## Part A: General Questionnaire for Import Assessment of the Place of Origin

### Preview

Collapse all —

### Part A: General Questionnaire for Import Assessment of the Place of Origin



Please upload the completed questionnaire and supporting documents

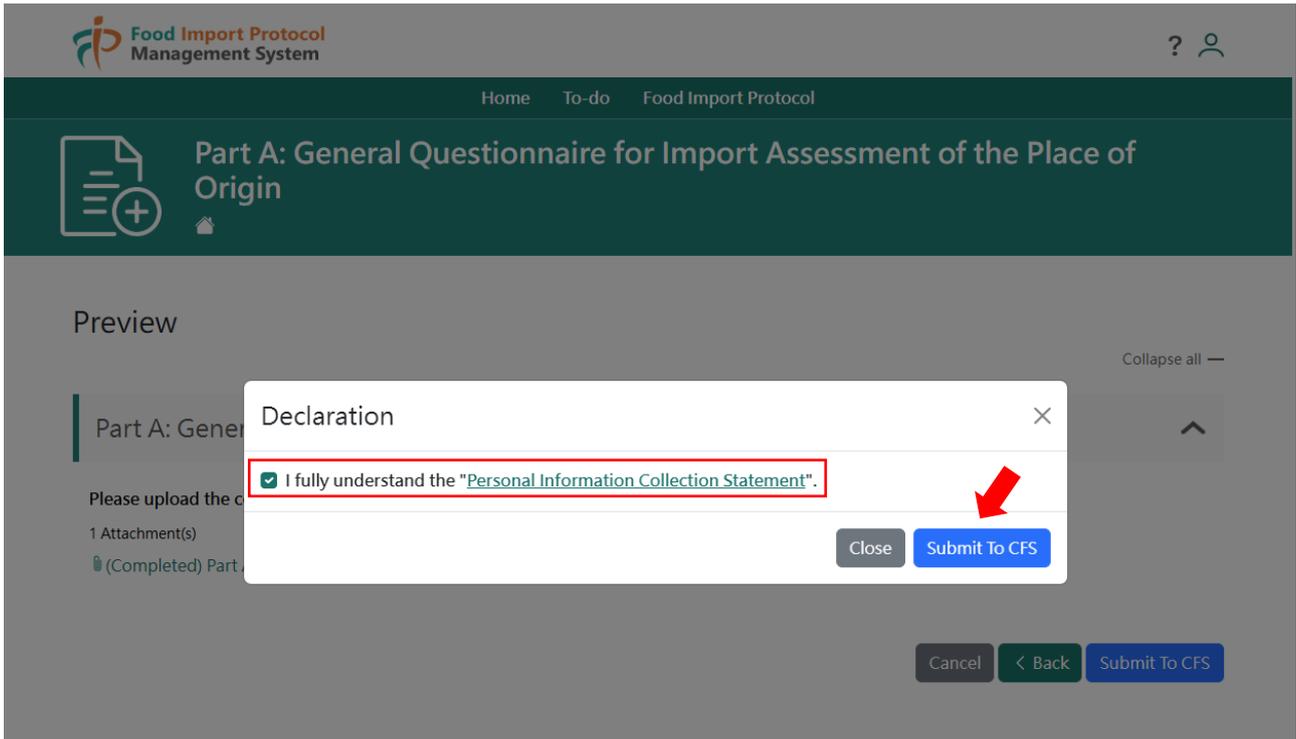
1 Attachment(s)

 (Completed) Part A\_General questionnaire for import assessment of the place of origin.doc (0.20MB)

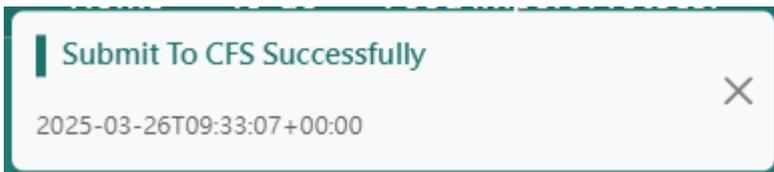
[Cancel](#) [< Back](#) [Submit To CFS](#)



6. Otherwise, click “Preview before Submit to CFS” button to preview the uploaded documents before submission;
7. If it is fine, click “Submit To CFS” button;



8. Please check the checkbox in “Declaration” window, if you fully understand the “Personal Information Collection Statement”;
9. Click “Submit To CFS” button to submit the file(s) right away;



10. A success message will appear when your document has been submitted successfully.