



**INTERNATIONAL ANIMAL HEALTH DIVISION – POLICY LIAISON TEAM CARLISLE
CUSTOMER INFORMATION NOTE (CIN)**

NUMBER: APE/17/04a

To: Interested organisations

Date: 23/11/2017

EXPORT OF PORK, BEEF AND MUTTON (MEAT/OFFAL) TO HONG KONG

Background

1. The European Commission has agreed new documentation – an Export Health Certificate (EHC) and a Declaration - with the Veterinary Authorities in Hong Kong for the export of meat/offal of pork, beef, and mutton as harmonised documents for eligible Member States of the European Union.

The scope of these new documents only includes fresh meat/offal (including chilled and frozen). This certificate/declaration should not be used to export meat products and meat preparations (as defined under EU legislation). The Hong Kong authorities (FEHD) have confirmed that there is no requirement for any official documentation to accompany meat products or meat preparations exported to Hong Kong. Exporters of meat products and meat preparations are advised to consult importers to establish what commercial paperwork and/or other certification are required for these. The existing certificate 5604EHC may be used if required for the export of meat products and meat preparations. The scope of this 5604EHC will be extended to include meat products and meat preparations of pork, lamb and beef as necessary.

2. The **existing** TRACES EHC for meat raised or slaughtered in other **eligible Member States, but packed and exported** in UK remains current for consignments signed off until 1 December 2017. **This will then be replaced by a TRACES Export Health Declaration.** Where these conditions apply, the importer in Hong Kong is required to apply in writing for permission to import to the Food and Environmental Hygiene Department (FEHD) in Hong Kong.
3. The **new** TRACES EHC must be used where the meat is derived from animals born and reared either in an eligible EU Member State or the United Kingdom, but **slaughtered & packed in the United Kingdom.**
4. Both *Certificate* and *Declaration* are available immediately, but old versions of the below listed certificates will remain available and acceptable for a transitional period until 30 November 2017. This date refers to **date of certification (i.e. OV signature)**, as confirmed by the Hong Kong Competent Authority (FEHD).

From 1st December 2017 the following certificates will no longer be available for meat which is covered by the new TRACES documents:

1957EHC and 6669EHC, which will be completely withdrawn;

5604EHC whose scope will be increased to cover pork/beef/lamb meat products and meat preparations.

The application process for 5604EHC remains the same as at present, contact product.exports@apha.gsi.gov.uk for further details of this process.

For ease of reference, the current scope of these certificates are as follows:

- 1957EHC – Fresh Meat/Meat Preparations from Bi-ungulate Animals (excluding bovines)
- 5604EHC – Meat Products of Bi-ungulate Animals (excluding beef products)
- 6669EHC – Chilled/Frozen Meat and Meat Products of Bovine Origin.

Obtaining a TRACES User Account

5. Applications for the new EHC must be made on the EU TRAdE Control and Expert System (TRACES).
6. To obtain a TRACES user account exporters in GB must be registered on the TRACES system. This will be facilitated by APHA on supply of the following information:
 - the name and email address of any user requiring TRACES access
 - organisation address and, if appropriate, establishment approval number
7. These details must be emailed to: product.exports@apha.gsi.gov.uk
8. An automatic confirmation email will be sent by the TRACES system when the account has been activated and ready for use, follow instructions within that email. The registered email address is utilised as the username. On first logon a password change will be required, the user can at this stage choose their own password.

Note that only **applicants for the certificate** need to have a logon for TRACES. Certifying Official Veterinarians do **not** need to have a TRACES logon or be registered on the TRACES system. It is sufficient for OVs in GB to hold the PX (Product Exports) Official Controls Qualification (Veterinary) (OCQ(V)) authorisation, and in NI to be an Authorised Veterinary Inspector (AVI) appointed as an OV to the appropriate export panel.

Application Procedure

9. Exporters in Great Britain (GB) wishing to apply for the new EHC or declaration must create the EHC or declaration on TRACES (see 'TRACES Guidance' below). **Once this has been created a reference number will be generated.** The exporter should then send a notification email to the Processing Team at the Centre for International Trade – Carlisle (CITC) containing:

- which document (certificate/declaration) is required
- the destination country (Hong Kong should be specified as export certificates for other markets are already active in TRACES)
- reference number of the EHC or declaration created (this will be in the format: EXPORT.GB.YYYY.NNNNNNN)
- name of the nominated OV/OV Practice who will be certifying the EHC or declaration
- email address of the nominated OV/OV Practice where your EHC or declaration will be sent to
- date of export and expected date of certification

10. For each EHC or declaration created these details must be emailed to:

processingteam@apha.gsi.gov.uk

11. EHCs or declarations created on TRACES are not required to be printed on crown vellum watermarked paper which will allow CITC to process your application and email this EHC or declaration directly to your nominated OV.

12. Correctly completed applications will be processed **the next working day** (Monday to Friday).

13. It is not possible to create block **(multiple)** applications on TRACES. Each EHC or declaration for an individual consignment must be created as a standalone application.

Creation of Additional Establishment Addresses in TRACES

14. CITC will create any additional address in GB that will need to be included in the TRACES EHC or declaration to assist exporters and destination addresses in Hong Kong. These could include addresses for slaughterhouses, processing premises or cold stores. **These establishments will only need to be added if they are not already within the TRACES database. If unsure, check with CITC.** To enable the creation of establishment addresses exporters must email the following details to the Product Export Team at CITC:

- organisation address
- approval number of the premises.

15. These details must be emailed to: product.exports@apha.gsi.gov.uk

16. A confirmation email will be returned by CITC when the address has been created.

TRACES Guidance

17. Guidance for exporters creating EHCs (the process is the same for declarations) on TRACES is available on the APHA Vet Gateway at the following link:

<http://ahvla.defra.gov.uk/documents/traces/guid-traces-ehc.pdf>

This contains screen-by-screen walkthrough guidance. Please consult this guide before directing questions to CITC.

18. Although this guidance has been drafted specifically for beef exports to Canada using TRACES, the principles for the EHC data input are the same for the EHC to Hong Kong.

19. The TRACES User Guide can be accessed here:

<https://circabc.europa.eu/webdav/CircaBC/SANTE/Traces%20Toolkit/Information/index.html>

Validity Period of EHC or declaration on TRACES

20. The validity period of an EHC or declaration on TRACES is 10 days, which commences from the date of declaration. The date of declaration is the date the certificate or declaration was created in TRACES by the applicant, which counts as day one of the 10 day validity. Any EHC or declaration that has not been signed within the 10 days validity cannot be used for export to Hong Kong and will be cancelled and recalled from your OV by CITC.

Returned Certified Copies of EHC or declaration

21. EHC or declaration on TRACES need to undergo a validation process whereby the final certificate / declaration details need to be updated in TRACES and 'validated' by CITC which sends an electronic notification of the consignment dispatch from GB to Hong Kong.

22. OVs will be required to return certified copies of TRACES EHC or declaration for Hong Kong to CITC on the day on which the EHC or declaration is signed to enable the validation process to take place in a timely manner and within the 10 day validity of the EHC or declaration.

Cancelled Consignments

23. If a consignment that has already been certified by your OV is subsequently cancelled, the exporter must notify CITC immediately by email to enable the TRACES EHC or declaration to be cancelled. This will provide an electronic notification of the cancellation of the consignment to Hong Kong.

24. These details must be emailed to: product.exports@apha.gsi.gov.uk

25. A confirmation email will be returned by CITC when the EHC or declaration has been cancelled.

Further Enquiries

26. If you have any further enquiries concerning the subject matter of this CIN you should contact the Centre for International Trade – Carlisle:

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency/about/access-and-opening#specialist-service-centres-ssc>

Issued by:

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