

GACC Self-Registration Step-by-Step Guide for Wine Producers

In 2021, The General Administration of Customs of the People's Republic of China (GACC) released two new measures known as: **Decree 248** for '*Overseas Manufacturer Registration of Imported Foods*' and **Decree 249** for '*Measures on Import and Export Food Safety*'. Both decrees apply to wine and wine products. The decrees mandate that from 1 January 2022, overseas food manufacturers must register with GACC as a precursor to the products they manufacture being imported to China.

Accordingly, wine 'production' facilities handling wine exported to China should self-register through [GACC's Single Window website](#) as soon as possible to avoid export delays or trade disruptions.

What is the 'production' facility for wine?

Unlike many other foods, wine may be processed across several sites. For example, the site where the fruit is crushed may not be the site at which it is vinified, and the site at which it is vinified may not be the site at which it is bottled or, in the case of bulk wine, prepared for export.

For wine and wine products, these changes mean that from 1 January 2022, a 'production facility' must be registered with the Chinese General Administration of Customs of China (GACC) in relation to every product before the product will be cleared for import into China. It is recommended that either the facility at which packaging/bottling occurred (for packaged/bottled product) or the place from which product was transferred to the bulk tank/vessel in which it is to be exported (for bulk product) be registered.

It is recommended that the 'production facility' identified for the purposes of the GACC registration be the last site at which the wine underwent processing. Accordingly, for bottled product, it is recommended that the bottling site be identified, and for bulk product, the place in which it was loaded for delivery to the port.

In the case of contract processing, bottling or packaging, exporters should decide which facility best describes the 'production facility', hence choosing whether to identify the contract facility, or one of their own sites. It is not incumbent upon a contract bottler or processor to register their facility, but rather, the exporter must decide which site best identifies the production facility.

How to self-register?

Follow the step-by-step guide below to complete the GACC self-registration.¹

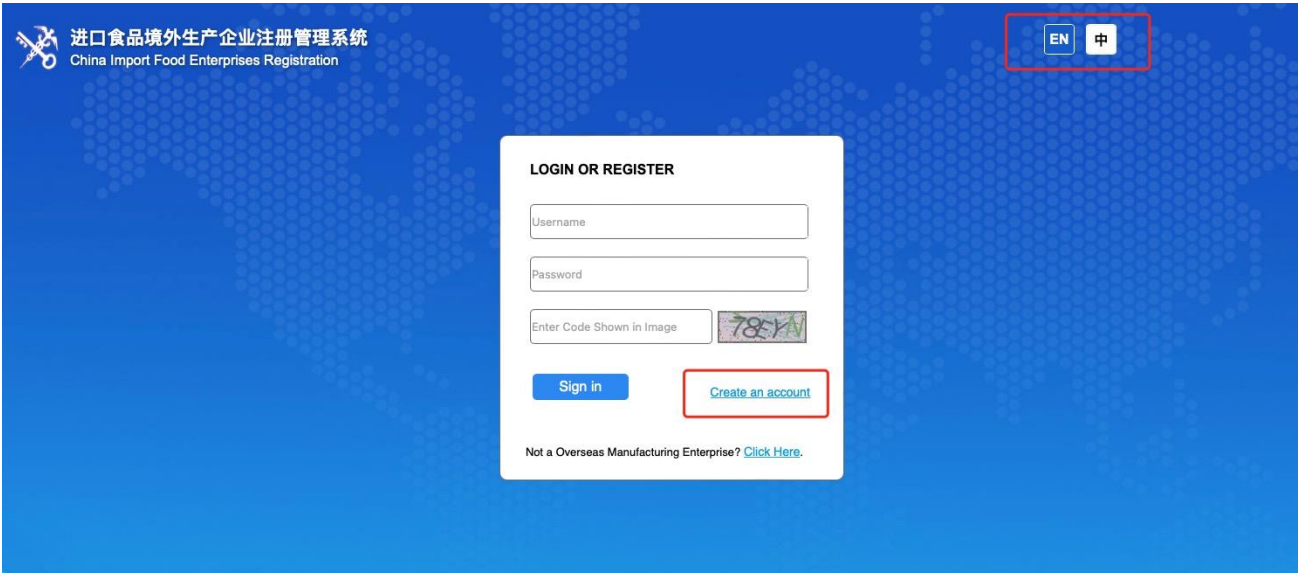
Step 1: Operating System and Browser

Before self-registration, check the compatibility of your operating system and browser below:

- **Operating system:** Windows 7 or 10 (either 32-bit Operating System or 64-bit Operating System) is recommended. Windows XP is not recommended.
- **Browser:** Chrome 50 and above is recommended. Some functions of the system may not be displayed properly when using other browsers.

Step 2: Create an account on the GACC self-registration system

- Access the *China Import Food Enterprises Registration System* (CIFER) via the following link: <https://cifer.singlewindow.cn>.
- Click on the link above and you will be guided to the login page (Pic. 1).
- Click on the “EN/中” icon in the upper right corner to switch between English and Chinese.



Pic. 1

¹ Note that this information is relevant as of 1 January 2022. However, it is likely that the GACC Single Window will evolve.

- If you do not already have an account, register an account.
- Click on 'Create an account'. You will be led to a new page where you will need to complete the relevant information shown in Pic. 2.

Abroad Enterprise Registration

EN 中

ENTERPRISE NAME/ADDRESS INFORMATION

*Username	<input type="text"/>
*Password	<input type="password"/>
*Confirm password	<input type="password"/>
*Located Country(Region)	<input type="text" value="请选择地区(Please select a country)"/>
Located Country(Region) Register Number	<input type="text"/> !
*Workplace	<input type="text"/>
Work Department	<input type="text"/>
Job Title	<input type="text"/>
*Contacts	<input type="text"/>
*Contact Mobile	<input type="text"/>
Contact Fax	<input type="text"/>
Mobile	<input type="text"/>
*Contact Address	<input type="text"/>
*E-mail	<input type="text"/>
Remarks	<input type="text"/>

[Register now](#)

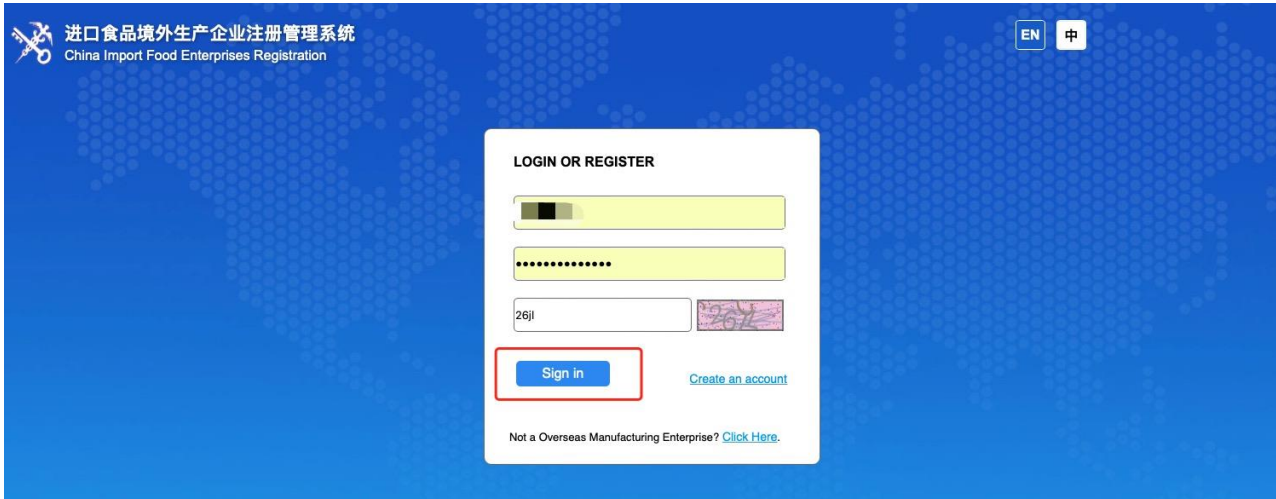
Pic. 2

Note:

- Fields marked with an asterisk (*) are mandatory.
- ‘Located Country (Region) Register Number’ (Registration number issued by local competent authority) is mandatory. If you do not fill in the registration number here, you will need to complete it after login.
- After filling in all the required information, click on "Register now" to complete the registration.
- All the information filled in the system should be in English or Chinese.
- For the ‘Located Country (Region) Register Number’, you should enter the , Australian Business Number (ABN) or the Australian Company Number (ACN) that best identifies the facility.
- Next to ‘Workplace’, identify the full company name that best identifies the facility

Step 3: Login to the system

- Once you have created an account, login to the system with your account name and password. Click on ‘Sign in’ to login to the system (Pic. 3). You will be guided to the CIFER homepage.



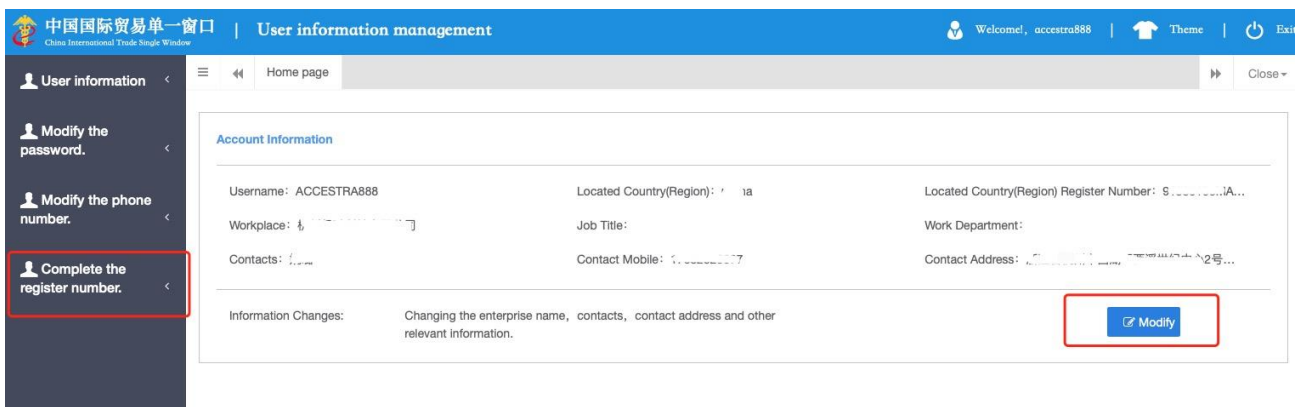
Pic.3

Step 4: Account management

- Click on your username in the top right corner of the homepage (Pic.4) to access the ‘User Information Management’ page (Pic.5).

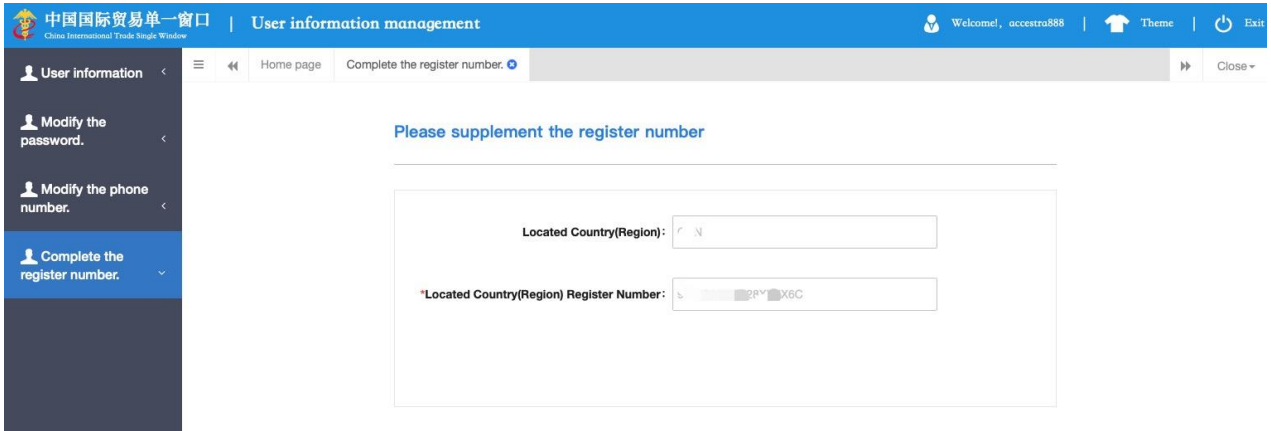


Pic. 4



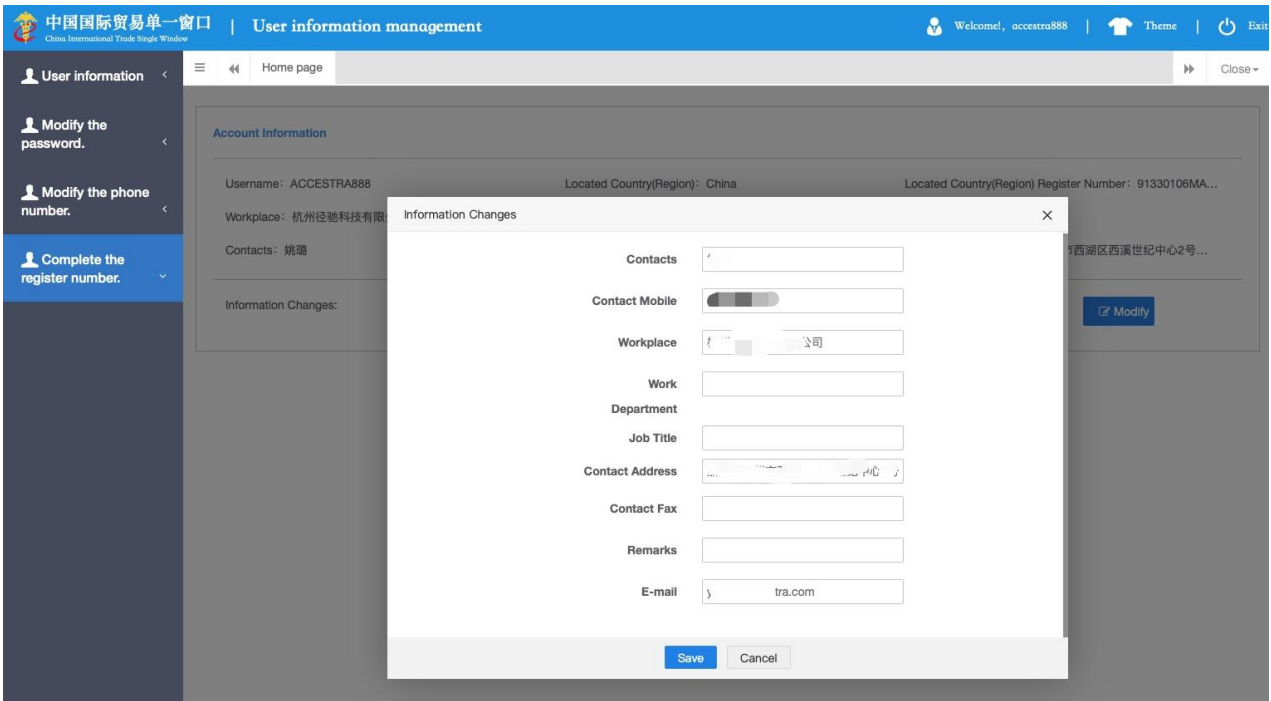
Pic. 5

Note: If you did not provide a registration number when creating your account, click on 'Complete the register number' in the left column. Once the registration number is entered and saved, the 'Save' function in this menu will disappear and the number will not be able to be changed (Pic.6).



Pic. 6

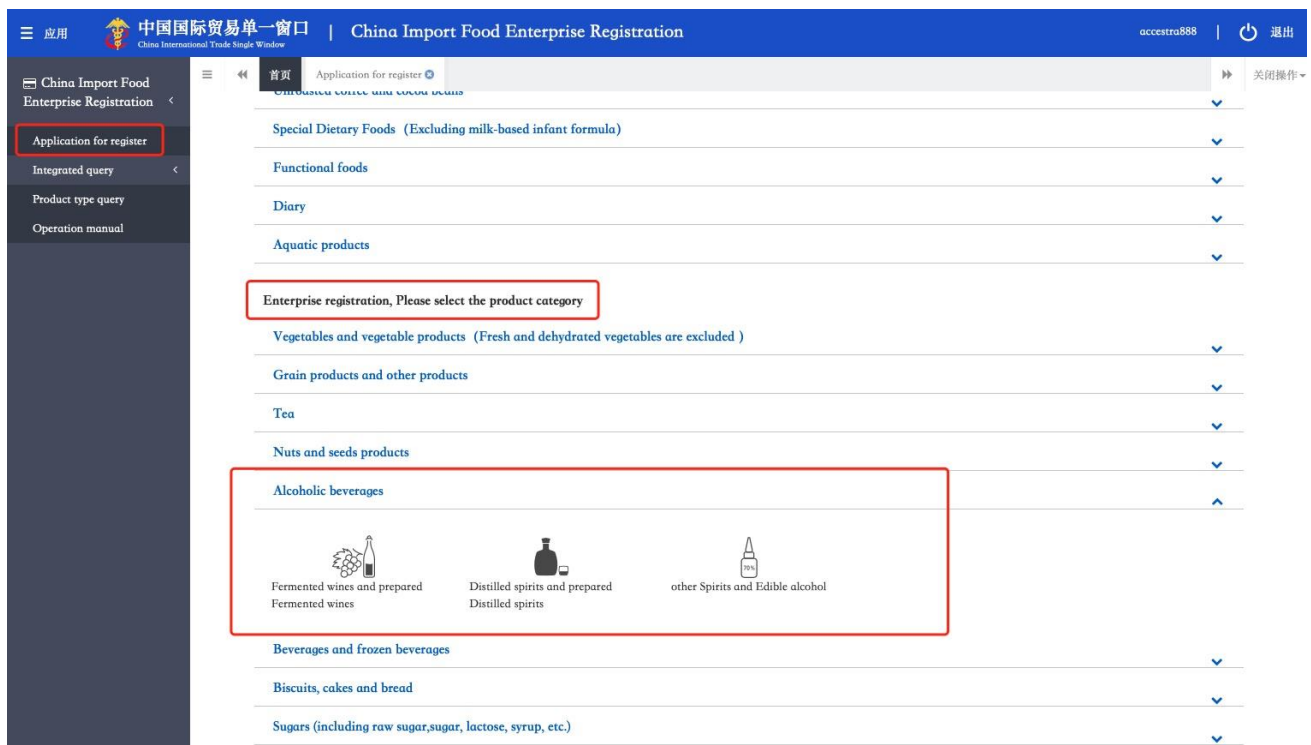
Note: If you click on 'Modify', you can make changes to the contact information and the company name but changes to the company name are not recommended. Click on "Save" to save your changes (Pic.7).



Pic. 7

Step 5: Apply for registration

- Go back to the CIFER homepage, and click ‘Application for register’ in the menu on the left to start your registration.
- Scroll down to find ‘Enterprise registration, please select the product category’ (bottom half of the page), and click on ‘Alcoholic beverages’.
- You will be presented with three drop-down options (Pic.8).
- Select ‘Fermented wines and prepared Fermented wines’ and follow the registration procedure below.



Pic. 8

Step 6: Basic information

- When you click on ‘Fermented wines and prepared Fermented wines’, you will be led to a page to fill in basic information (Pic. 9).

应用 | 中国国际贸易单一窗口 | China Import Food Enterprise Registration | access888 | 退出

应用 | 中国国际贸易单一窗口 | China Import Food Enterprise Registration

Application for register | Fermented wines and prepared Fermented wines | current state - saved

Save | delete

Basic information of the enterprises

*Country (Region) | *Registration number approved by located competent authority | Name of the registration approval competent authority

Registration number (in China) | Registration date (in China) | Registration expiration date (in China)

*Enterprise name | *Plant establishment time | *State/Province/Territory

*Address of manufacturing facility

*Legal representative - name | *Legal representative - contact number | *Legal representative - email address

*Contact person - name | *Contact person - phone number | *Contact person - E-mail

Date of reconstruction and expansion | Item of reconstruction and expansion | Production facilities of reconstruction and expansion

Remarks

*Licensed production certificate issued by the competent authority of the country (region)

Upload attachments

Pic. 9

Note:

- Fields marked with an asterisk (*) are mandatory and those without are optional.
- Fields with a grey background cannot be edited.
- If a red alert pops up next to a field while inputting, it indicates that the information entered does not meet the field requirements and should be modified according to the alert message.
- ‘Country (Region)’ and ‘Registration number approved by located competent authority’ are automatically populated by the system based on the information previously provided. ‘Registration number (in China)’, ‘Registration date (in China)’, and ‘Registration expiration date (in China)’ will be populated by the system after your application is approved by GACC.
- ‘Name of the registration approval competent authority’ is an optional field and can be left blank. If you are forced to enter the name of an authority, use ‘Wine Australia’.
- ‘Address of manufacturing facility’ is the facility address. Each facility should have its own registration account.
- ‘Legal representative’ is defined in China as the person who exercises civil rights and performs civil obligations on behalf of the enterprise. If there is no equivalent of a ‘legal representative’ that relates to your facility, you should identify a senior representative – for example, the CEO, a director, or a senior executive. If you are asked to provide supporting documents, you should submit an excerpt from the Australian Security and Investment Commission (ASIC) with a short document explaining the role of the person identified as the ‘legal representative’, including their position, rights and obligations.
- Where you are asked to upload a ‘Licensed production certificate issued by the competent authority of the country (region)’, it is recommended that you provide either:
 - your producer’s/liquor licence (issued at a State level),
 - a business registration certificate, or
 - your export licence.
- Click on “Upload attachments” and you will be led to a page to upload the document(s) (Pic. 10).
- Click on “Add file” to upload, and then click on “Save”.

Upload attachments — □ ×

Tips: *.jpg | *.jpeg | *.gif | *.png | *.bmp | *.pdf files can be uploaded. The size of single file cannot exceed 4MB.

Order No.	Attachment type	Required	Attachment name	Operation	
1	Licensed production certificate issued by the competent authority of the country (region)	Yes	-	-	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> + Add file </div>

Save
Close

Pic. 10

Step 7: Add product information

- Scroll to the bottom of the page and find 'Products to be registered/added to China' (Pic.11).

*Products to be registered/added to China

+ Add

Order NO.	Product name	HS/CIQ code	Brand name	Number of storage warehouse	Capacity of storage warehouse	Operation
No matching records found						

Pic. 11

- Click 'Add' to fill in the information for wine products intended for export to China (Pic.12).

Note: Multiple products may be added under one registration, i.e., different SKUs or products with the same production process do not require separate registrations. If you would like to add additional products from the same category after the registration approval date, you may need to apply for a change of registration or a new registration. Therefore, it is recommended that you register all applicable products together to avoid any export delays or trade disruptions.

- Click on 'Add file' to upload the product pictures. After filling in all the information, click 'Save'. Labels uploaded to the Wine Australia label directory through WALAS will suffice.

Products to be registered/added to China — [icon] ×

*Production type production processing storage

*Specific products for export to China

*HS/CIQ code

*Product brand

Number of storage warehouse

Capacity of storage warehouse (cubic meters)

*Designed annual production and processing capacity (tons/year)

*Actual production and processing capacity (tons/year)

Tips:*.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot be exceed 4MB.

Order No.	Attachment type	Attachment name	Operation
1	Product photo	wine 1.jpg	<input type="button" value="Delete"/> <input type="button" value="Download"/> <input type="button" value="Add file"/>

Pic. 12

Note:

- Fill in the product name in the field of ‘Specific products for export to China’.
- The description of HS/CIQ code is in Chinese, so please choose the correct HS code for your product from the drop-down list (Pic.13). Note that the HS code for wine in bottles under 2 litres is 2204-21; wine over 2 litres (i.e. bulk) is 2204-22 (2-10 litres); and bulk wine (over 10 litres) is 2204-29.



Pic. 13

- If there is no brand name, “Product brand” should be filled in as “None”. If you produce a single product for multiple brands, click “Add” under “Products to be registered/added to China” to add another brand.
- “Number of storage warehouse” and “Capacity of storage warehouse” should be filled in only when the production type is “storage”.
- The “production and processing capacity” is the total production capacity of the facility producing the product category being registered (e.g., annual production capacity of fermented wines).
- You can upload several pictures for one product, and the pictures should reflect the product form and packaging.
- If you have multiple fermented wine products, click on “Add” to add another product (Pic.14).

*Products to be registered/added to China

[+Add](#)

Order NO.	Product name	HS/CIQ code	Brand name	Number of storage warehouse	Capacity of storage warehouse	Operation
1	Wine 1	2204210000999	None	-	-	Edit Delete
2	Wine 2	2204220000101	None	-	-	Edit Delete

Showing 1 to 2 of 2 rows

Pic. 14

Step 8: Export trade history

- The 'Export trade history in recent 2 years' field is not mandatory. You can choose to fill in the trade history based on your current situation, or leave this item blank. If chosen, click on 'Add' to fill in the trade history (Pic.15).

Export trade history in recent 2 years

[+Add](#)

Order NO.	Product name	Year	Country	Operation
1	Wine 1	2019	阿联酋-United Arab Emirates	Edit Delete

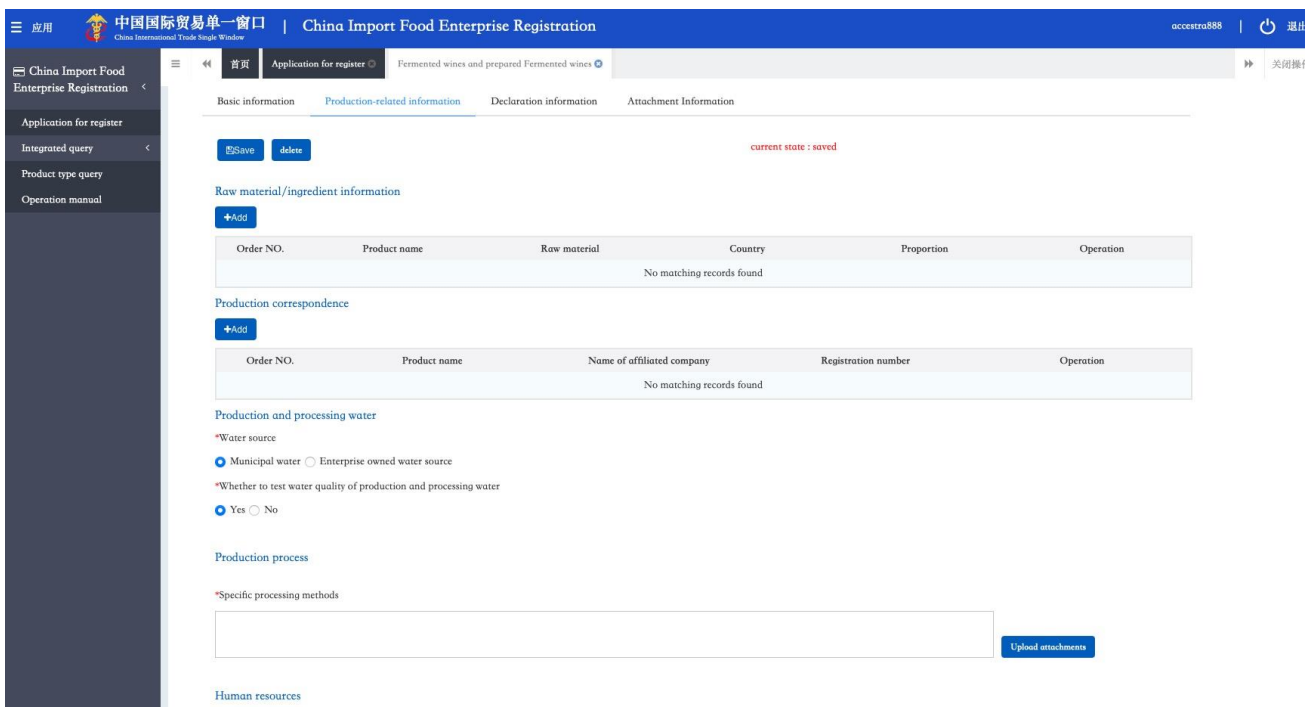
Showing 1 to 1 of 1 rows

Pic. 15

Note: The options for "Export product variety" come from the products added in the field of "Products to be registered/added to China".

Step 9: Product related information

- After filling in the "Basic information" fields, click on "Next page" to go to "Production-related information" (Pic.16).

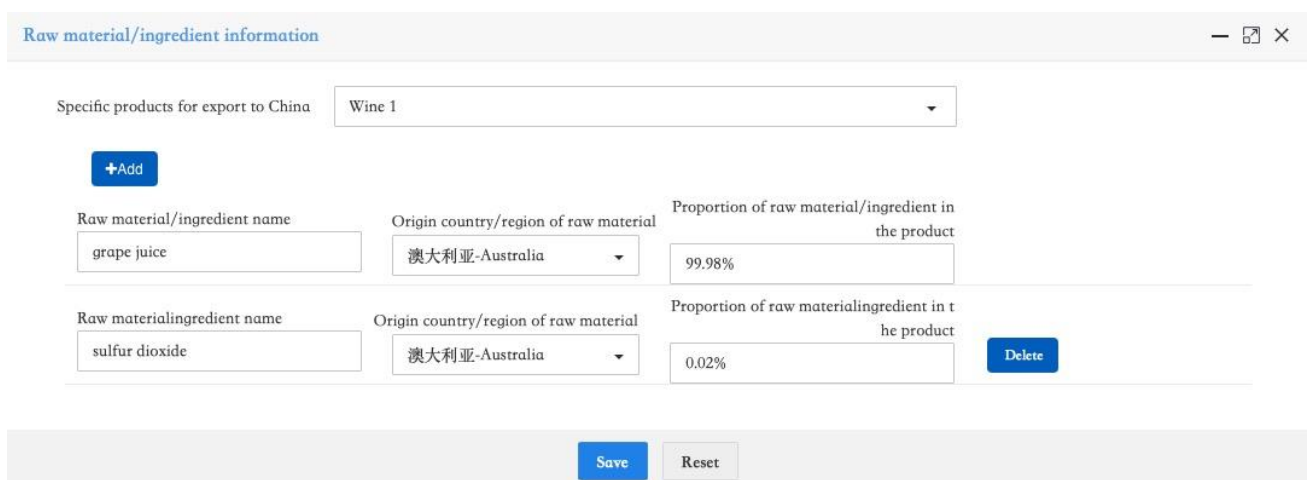


The screenshot shows the 'China Import Food Enterprise Registration' interface. The main content area is titled 'Application for register' and 'Fermented wines and prepared Fermented wines'. It features several tabs: 'Basic information', 'Production-related information', 'Declaration information', and 'Attachment Information'. The 'Production-related information' tab is active, showing sections for 'Raw material/ingredient information', 'Production correspondence', 'Production and processing water', and 'Production process'. The 'Raw material/ingredient information' section contains a table with columns: Order NO., Product name, Raw material, Country, Proportion, and Operation. Below the table, there are radio buttons for 'Municipal water' and 'Enterprise owned water source', and another set of radio buttons for 'Whether to test water quality of production and processing water'. There is also a text input field for 'Specific processing methods' and an 'Upload attachments' button.

Pic. 16

Step 10: Raw material/ingredient name

- The “Raw material/ingredient name” information fields are not mandatory. If you would like to add raw materials/ingredient information (i.e., grape varieties, yeast, sulphur dioxide etc.), click on ‘Add’ to fill in the fields (Pic. 17). The information should reflect any information included on your label.



This close-up shows the 'Raw material/ingredient information' form. At the top, there is a dropdown menu for 'Specific products for export to China' with 'Wine 1' selected. Below this is a '+Add' button. The form contains two rows of input fields. The first row has 'grape juice' in the 'Raw material/ingredient name' field, '澳大利亚-Australia' in the 'Origin country/region of raw material' dropdown, and '99.98%' in the 'Proportion of raw material/ingredient in the product' field. The second row has 'sulfur dioxide' in the 'Raw material/ingredient name' field, '澳大利亚-Australia' in the 'Origin country/region of raw material' dropdown, and '0.02%' in the 'Proportion of raw material/ingredient in the product' field. A 'Delete' button is located to the right of the second row. At the bottom of the form, there are 'Save' and 'Reset' buttons.

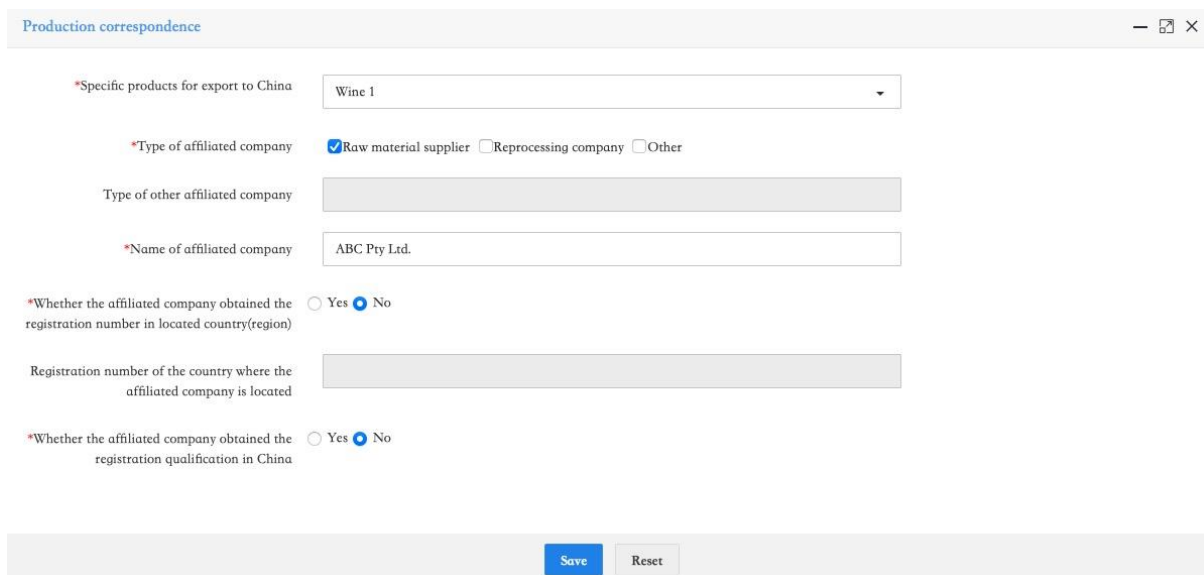
Pic. 17

Note:

- The options for ‘Specific products for export to China’ come from the products added in the field of ‘Products to be registered/added to China’.
- The proportion of raw material/ingredient in the product can be a range.

Step 11: Production correspondence

- The “Production correspondence” step is not mandatory. Should you choose to fill in this field, click on “Add” to add information about your raw material suppliers (Pic.18).



Production correspondence — ☰ ×

*Specific products for export to China

*Type of affiliated company Raw material supplier Reprocessing company Other

Type of other affiliated company

*Name of affiliated company

*Whether the affiliated company obtained the registration number in located country(region) Yes No

Registration number of the country where the affiliated company is located

*Whether the affiliated company obtained the registration qualification in China Yes No

Pic. 18

Note:

- ‘Production correspondence’ usually refers to the raw material suppliers. If you have multiple raw material suppliers, click on ‘Add’ to add more suppliers (Pic.19).
- If your supplier has a registration number, please select ‘Yes’ and fill in their registration number. Otherwise, select ‘No’.

Production correspondence

Order NO.	Product name	Name of affiliated company	Registration number	Operation
1	Wine 1	ABC Pty Ltd.	-	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 rows

Pic. 19

Step 12: Production and processing water

- The 'Production and processing water' section is mandatory. You should choose whether the water source is 'Municipal water' or an 'Enterprise owned water source'. If it is an 'Enterprise owned water source', please select whether the water has undergone a 'Disinfection treatment method' or not, and choose the correct method (e.g., chlorination, ozone or other) (Pic.20).

Production and processing water

*Water source

Municipal water Enterprise owned water source

*Whether to test water quality of production and processing water

Yes No

*Whether to disinfect the self-owned water source

Yes No

*Disinfection treatment method for self-owned water source

Chlorination treatment Ozone treatment Other

Pic. 20

Step 13: Production process

- Fill in the "Production process" field by providing a brief explanation of the wine production process (Pic. 21).

For example:

- "Raw material → crushing (pressing) → fermentation → separation → storage → clarification treatment → blending → sterilising → filling → finished product' (adjust accordingly).

Production process

*Specific processing methods

Raw material → crushing (pressing) → fermentation → separation → storage → clarification treatment → blending → sterilizing → filling → finished product

Upload attachments

Pic. 21

Note: Although it is not mandatory to provide a flow chart, it is recommended that one is uploaded to ensure the GACC has a clear understanding of the production process. Click on “Upload attachments” to add your wine processing flow chart (Pic. 22).

Upload attachments — □ ×

Tips: *.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot be exceed 4MB.

Order No.	Attachment type	Required	Attachment name	Operation
1	Processing flow chart	No	Processing flow chart for wine 1.jpeg	Delete Download + Add file

Save Close

Pic. 22

Step 14: Human Resources

- Fill in the “Human resources” fields by entering the number of employees and the number of management and technical personnel (Pic. 23).

Human resources

*Total number of employees

200

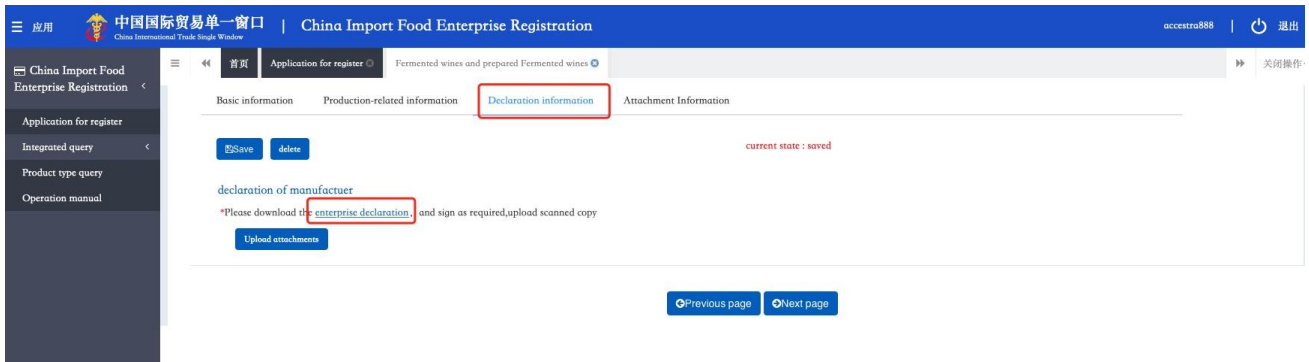
*Number of management and technical personnel

30

Pic. 23

Step 15: Declaration information

- After filling in all the information relating to “Production-related information”, click on “Next page” to go to the “Declaration information” page (Pic. 24).



Pic. 24

- Download the template of the “enterprise declaration” from this page and upload a scanned copy after signing. Please note that the downloaded template is currently in Chinese. Please refer to the English translation below (Pic.25).

Declaration of the manufacturer

自行申请的进口食品境外生产企业符合性声明

中华人民共和国海关总署 (GACC):

现声明 _____ (企业名称) 提交的信息真实、完整, 能够符合中国和 _____ (出口国国家或地区名称) 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, 请予以注册。

法定代表人姓名和职务

法定代表人签名和公司盖章

日期:

To GACC

We _____ (company name), hereby declare that the information and related materials submitted are true and complete, and can meet the relevant regulations of China and _____ (name of exporting country or region) and the *Regulations of the People's Republic of China on the Registration and Administration of Overseas Manufacturers of Imported Food*.

Name and position of the legal representative of the manufacturer

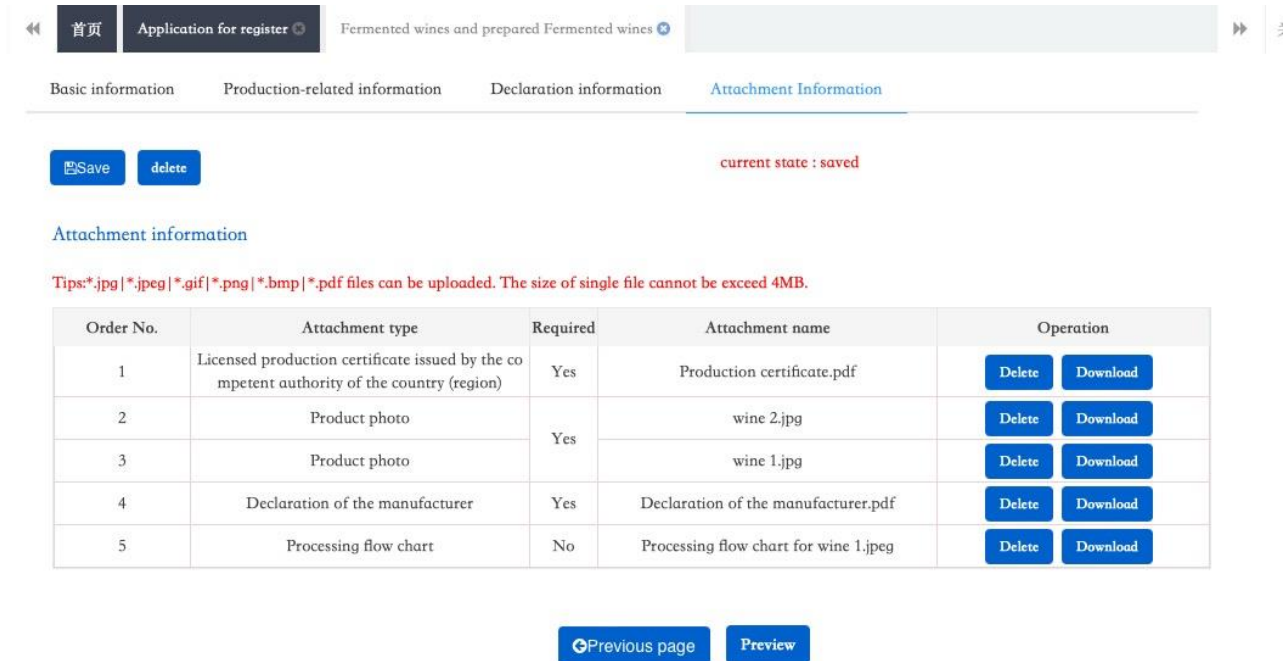
Signature and seal of the legal representative

Date:

Pic. 25

Step 16: Review uploaded documents

- After uploading a scanned copy of “enterprise declaration”, click on “Next page” to go to the “Attachment information” page. Please review all the uploaded documents (Pic.26).
-



Basic information Production-related information Declaration information **Attachment Information**

Save delete current state : saved

Attachment information

Tips:*.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot exceed 4MB.

Order No.	Attachment type	Required	Attachment name	Operation
1	Licensed production certificate issued by the competent authority of the country (region)	Yes	Production certificate.pdf	Delete Download
2	Product photo	Yes	wine 2.jpg	Delete Download
3	Product photo		wine 1.jpg	Delete Download
4	Declaration of the manufacturer	Yes	Declaration of the manufacturer.pdf	Delete Download
5	Processing flow chart	No	Processing flow chart for wine 1.jpeg	Delete Download

Previous page Preview

Pic. 26

Note: If an ‘Attachment type’ is marked ‘Yes’ in the ‘Required’ column, it is mandatory to provide the document. If it is marked ‘No’, the document is optional.

Step 17: Submission

- Click on ‘Preview’ to view the information you have filled in. After confirming the information is correct, click ‘Submit’ at the bottom of the page (Pic.27). Otherwise, click on ‘Return’ to modify the information.

declaration of manufacturer

*Please download the [enterprise declaration](#), and sign as required,upload scanned copy

Upload attachments

Attachment information

Tips:*.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot exceed 4MB.

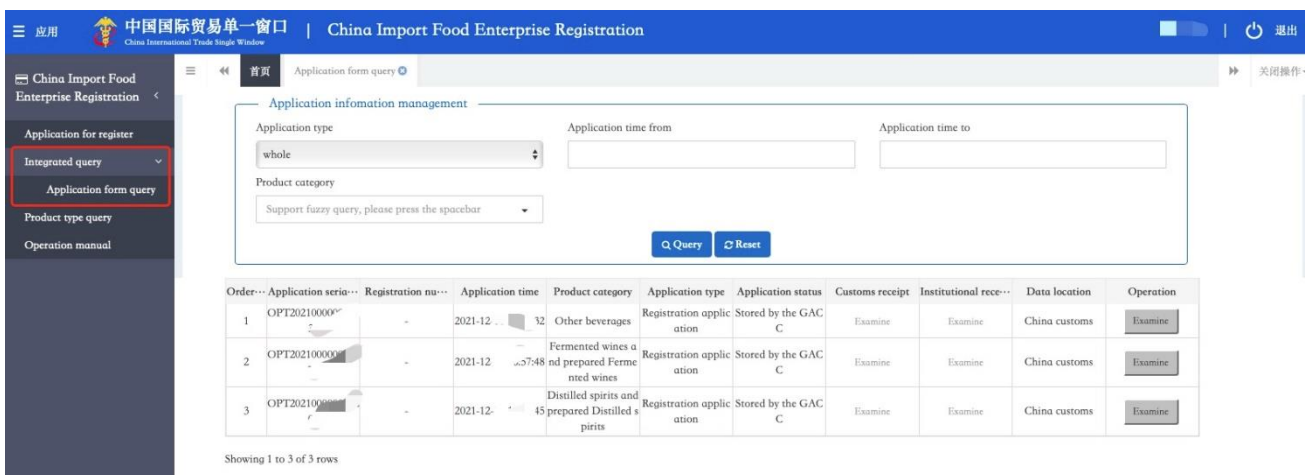
Order No.	Attachment type	Required	Attachment name	Operation
1	Licensed production certificate issued by the competent authority of the country (region)	Yes	Production certificate.pdf	Delete Download
2	Product photo	Yes	wine 2.jpg	Delete Download
3	Product photo		wine 1.jpg	Delete Download
4	Declaration of the manufacturer	Yes	Declaration of the manufacturer.pdf	Delete Download
5	Processing flow chart	No	Processing flow chart for wine 1.jpeg	Delete Download



Pic. 27

Step 18: Status check

- To check the status of the registration, click on 'Integrated query' from the menu on the left. Select 'Application form query' from the drop-down options to find all submitted application forms (Pic. 28).



Order No.	Application serial number	Registration number	Application time	Product category	Application type	Application status	Customs receipt	Institutional receipt	Data location	Operation
1	OPT20210000	-	2021-12-31	Other beverages	Registration application	Stored by the GACC	Examine	Examine	China customs	Examine
2	OPT20210000	-	2021-12-31	Fermented wines and prepared Fermented wines	Registration application	Stored by the GACC	Examine	Examine	China customs	Examine
3	OPT20210000	-	2021-12-31	Distilled spirits and 45 prepared Distilled spirits	Registration application	Stored by the GACC	Examine	Examine	China customs	Examine

Pic. 28

The 'Application form query' page provides the following information regarding your registration application:

- Application serial number: the serial number for the application.
- Registration number in China: after the application is approved by the GACC, the system will fill in the registration number in China automatically.
- Application time: the date when you submitted the application.
- Product category: the product category you chose to apply for the registration.
- Application type: registration, change, renewal, etc.
- Application status: currently, what the application status is, such as:
 - Enterprise temporary storage (Enterprise has not submitted the application to the GACC)
 - Stored by the GACC (System processing. GACC system received the data successfully)
 - Accepted (The application has been accepted by GACC and will be reviewed)
 - Supplementation and correction (The submitted application does not meet the requirements – The GACC may return the application and request the enterprise to modify the application)
 - Approved (If the enterprise meets the requirements, the GACC will approve the registration application and issue a registration number in China to the enterprise)
- Customs receipt: feedback from GACC.
- Institutional receipt: feedback from the local competent authority (for the 18 high-risk categories)
- Data location: where the data of application is currently stored, e.g., Enterprise, China customs.
- Operation: to examine the application information.