

**Filing & Management System for Exporters and Agents Exporting
Food to China and Consignees within China**

**—Enterprise Edition User Manual V1.0 for Exporters and Agents
Exporting Food to China**

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1 Initial Filing

1.1 Operation Sequence

Step 1: Launch Internet Browser of IE6.0 or higher version, and log on to Filing & Management System for Exporters and Agents Exporting Food to China and Consignees within China:



Step 2: Click “Login” under the tab of Filing & Management System for Exporters and Agents Exporting Food to China to log onto its sub-system:



Step 3: Click “Initial Filing” button to enter initial information registration page for filing exporters and agents exporting food to China:

初次备案 Initial Filing

Information marked with an * must be submitted

第1项——企业资料 Section 1 - Applicant's Information

*企业名称(英文)
Name(in English): The Russian Federation, "West - Siberian" Import and Export Corporations

企业名称(中文)
Name(in Chinese): 俄罗斯联邦“西-西伯利亚”进出口公司

*企业地址(英文)
Address(in English): The Siberian city of the Russian Federation, the Communist Street

企业地址(中文)
Address(in Chinese): 俄罗斯联邦西伯利亚市共产主义大街

*企业类型
Company Type: 出口商 Exporter 代理商 Agent 出口商或代理商 Exporter or Agent

*国家/地区
Country/Region: 俄罗斯(Russia) *邮政编码
Postal Code: 999081

*联系人姓名
Contractor Name: 李立

联系人电话(请注明国家/地区代码及区域码)
Contractor Telephone(Include Area/Country/Region Code): 375-232-455676788

联系人传真(请注明国家/地区代码及区域码)
Contractor Fax(Include Area/Country/Region Code): 375-232-455676788

联系人手机(请注明国家/地区代码及区域码)
Contractor Cell Phone(Include Area/Country/Region Code):

*联系人电子邮件信箱
E-mail: www.yasuoka@kinzoku.co.jp

第2项——经营食品种类(多项) Section 2—Food Category of Operation

- | | |
|--|---|
| <input type="checkbox"/> 动物性中药材 medicinal materials of animal origin | <input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs |
| <input type="checkbox"/> 蔬菜水果制品 vegetable and fruit products | <input type="checkbox"/> 食用海藻及藻类 seaweeds, algae |
| <input type="checkbox"/> 粮食制品 grain products | <input type="checkbox"/> 食用动物内脏及杂碎类 edible flesh and offal of animal origin |
| <input type="checkbox"/> 干豆类 dried legume | <input type="checkbox"/> 乳与乳制品类 milk and dairy products |
| <input type="checkbox"/> 调味品 processed flavorings | <input type="checkbox"/> 油籽类 oil seeds |
| <input type="checkbox"/> 干坚果类 dried fruits, nuts | <input type="checkbox"/> 咖啡可可原料类 unprocessed coffee and cocoa beans |
| <input type="checkbox"/> 初榨植物油类 virgin vegetable oil | <input type="checkbox"/> 糖及糖果、巧克力类 sugars, candies, chocolates |
| <input type="checkbox"/> 食用油 edible oil | <input type="checkbox"/> 转基因食品 GMO foods |
| <input type="checkbox"/> 特殊食品 foods for special dietary uses | <input type="checkbox"/> 粮食制粉 grain products(flour and rice flour) |
| <input type="checkbox"/> 饮料类 soft drinks and drinking water | <input type="checkbox"/> 蜂产品 bee products |
| <input type="checkbox"/> 蛋制品类 egg products | <input type="checkbox"/> 酒类 alcoholic beverage |
| <input type="checkbox"/> 原糖和制糖原料类 raw sugar | <input type="checkbox"/> 蜜饯类 candied (preserved) fruits |
| <input type="checkbox"/> 干坚果炒货类 roasted nuts | <input type="checkbox"/> 罐头类 canned foods |
| <input type="checkbox"/> 糕点饼干类 pastry biscuits, crackers | <input type="checkbox"/> 植物性调料类 vegetal flavorings |
| <input type="checkbox"/> 动物水产品类 fresh and froze fishery products | <input type="checkbox"/> 熟肉制品(非罐头包装) cooked meat products(non-canned) |
| <input type="checkbox"/> 粮谷类 grain | <input type="checkbox"/> 植物性中药材类 botanicals |
| <input type="checkbox"/> 保鲜蔬菜类 fresh-kept vegetables | <input type="checkbox"/> 茶叶 tea leaves |
| <input type="checkbox"/> 水产制品 preserved aquatic products | |

第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称(中文) Name(in Chinese)	*企业地址(中文) Address(in Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作
北京对外贸易公司	北京西城区	刘冷凤	086-010-98768990	liulengfeng@sina.com	增加(Add) 删除(Delete)

第4项——企业承诺书 Section.4—letter of commitment

兹承诺: 所提交资料信息准确、真实。 I hereby commits: The information we submit is authentic, and accurate.

同意(Agree) 不同意(Disagree)

*填表人姓名(印刷体)
Contractor name(the printing version): 刘冷凤

填表人电话
Contractor's office Telephone: 086-010-98768990

填表人传真
Contractor's office Fax: 086-010-98768990

填表人手机
Contractor's office cell phone:

*填表人电子邮件信箱
Contractor's E-mail Address: liulengfeng@sina.com

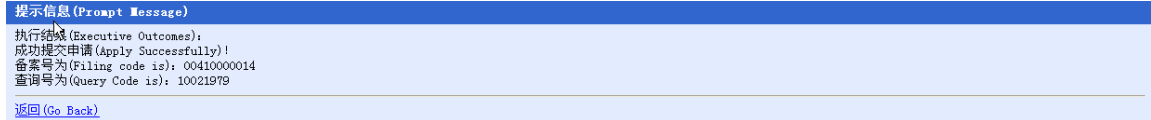
暂存(Temp Save) 提交(Commit) 返回(Go back)

Step 4: After filling the required information, click “Agree”, then click “Save” to save the information. Now that the information is saved, you can choose to submit the information immediately by clicking “Submit” or to submit afterwards. Once successfully submitted, the registered information is ready for verification and can be checked in the verification page for filing exporters and agents exporting food to China.



(Are you sure the data entered are correct? Submit now?)

Step 5: Click “OK” in the confirm page as shown above, then the system will prompt “Filing successfully submitted” and pop up result information, filing No. and tracking No..



Attention:

Users must take down the filing No. and tracking No. to log onto system. Users can submit, or modify and submit, or modify and save the registered information by inputting filing No. and tracking No. in the homepage and clicking “Initial Filing” / “Login” to log onto the initial filing page.

1.2 Notes on Filing

初次备案 Initial Filing

Information marked with an * must be submitted

第1项——企业资料 Section 1 - Applicant's Information

*企业名称(英文)
Name (in English):

企业名称(中文)
Name (in Chinese):

*企业地址(英文)
Address (in English):

企业地址(中文)
Address (in Chinese):

*企业类型
Company Type: 出口商 Exporter 代理商 Agent 出口商或代理商 Exporter or Agent

*国家/地区 [1] *邮政编码
Country/Region: Postal Code:

*联系人姓名
Contractor Name:

联系人电话(请注明国家/地区代码及区域码)
Contractor Telephone (Include Area/Country/Region Code):

联系人传真(请注明国家/地区代码及区域码)
Contractor Fax (Include Area/Country/Region Code):

联系人手机(请注明国家/地区代码及区域码)
Contractor Cell Phone (Include Area/Country/Region Code):

*联系人电子邮件信箱 [2]
E-mail:

第2项——经营食品种类(多项选择) Section 2—Food Category of Operation

<input type="checkbox"/> 动物性中药材 medicinal materials of animal origin	<input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs
<input type="checkbox"/> 蔬菜水果制品 vegetable and fruit products	<input type="checkbox"/> 食用海藻及藻类 seaweeds, algae
<input type="checkbox"/> 粮食制品 grain products	<input type="checkbox"/> 食用动物内脏及杂碎类 edible flesh and offal of animal origin
<input type="checkbox"/> 干豆类 dried legume	<input type="checkbox"/> 乳与乳制品类 milk and dairy products
<input type="checkbox"/> 调味品 processed flavorings	<input type="checkbox"/> 油籽类 oil seeds
<input type="checkbox"/> 干坚果类 dried fruits, nuts	<input type="checkbox"/> 咖啡可可原料类 unprocessed coffee and cocoa beans
<input type="checkbox"/> 初榨植物油类 virgin vegetable oil	<input type="checkbox"/> 糖及糖果、巧克力类 sugars, candies, chocolates
<input type="checkbox"/> 食用油 edible oil	<input type="checkbox"/> 转基因食品 GMO foods
<input type="checkbox"/> 特殊食品 foods for special dietary uses	<input type="checkbox"/> 粮食制粉 grain products (flour and rice flour)
<input type="checkbox"/> 饮料类 soft drinks and drinking water	<input type="checkbox"/> 蜂产品 bee products
<input type="checkbox"/> 蛋制品类 egg products	<input type="checkbox"/> 酒类 alcoholic beverage
<input type="checkbox"/> 原糖和制糖原料类 raw sugar	<input type="checkbox"/> 蜜饯类 candied (preserved) fruits
<input type="checkbox"/> 干坚果炒货类 roasted nuts	<input type="checkbox"/> 罐头类 canned foods
<input type="checkbox"/> 糕点饼干类 pastry biscuits, crackers	<input type="checkbox"/> 植物性调料类 vegetal flavorings
<input type="checkbox"/> 动物水产品类 fresh and froze fishery products	<input type="checkbox"/> 熟肉制品(非罐头包装) cooked meat products (non-canned)
<input type="checkbox"/> 粮谷类 grain	<input type="checkbox"/> 植物性中药材类 botanicals
<input type="checkbox"/> 保鲜蔬菜类 fresh-kept vegetables	<input type="checkbox"/> 茶叶 tea leaves
<input type="checkbox"/> 水产制品 preserved aquatic products	

第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称(中文) Name (in Chinese)	*企业地址(中文) Address (in Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作 [3]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	增加(Add)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	删除(Delete)

第4项——企业承诺书 Section 4—Letter of commitment

兹承诺: 所提交资料信息准确、真实。 I hereby commits: The information we submit is authentic, and accurate.

[4]

*填表人姓名(印刷体)
Contractor name (the printing version):

填表人电话
Contractor's office Telephone:

填表人传真
Contractor's office Fax:

填表人手机
Contractor's office cell phone:

*填表人电子邮件信箱
Contractor's E-mail Address:

- 1、 Items marked with an asterisk (*) must be filled in before submission.
- 2、 Company name: Company name (English) must be filled in correctly and users must pay attention to blank spaces and the letter case when filling in information.
- 3、 [1] Country/Region: Click button and choose your Country/Region from the table, and then click “Confirm” button.
- 4、 [2] Email of contact person: This information must be correctly filled in for the retrieval of tracking No.
- 5、 [3] Click “Add” button to add one piece of information of Chinese trade partner, and click corresponding “Delete” button to delete one piece of information of Chinese trade partner. At least one piece of partner information is required for filing.
- 6、 [4] You must read through the agreement and click “Agree” button before saving or submitting information.

2 Modification of Filing Application

2.1 Operation Sequence

Under any of the following circumstances, users can log onto the system from the enterprise end to modify a previous filing.

1. Filing verification at local end not approved
2. Random filing inspection at local end not approved
3. Release of filing information from general end
4. Filing information temporarily saved

Step 1: Launch Internet Browser of IE6.0 or higher version, and log onto Filing & Management System for Exporters and Agents Exporting Food to China and Consignees within China:



Step 2: Click “Login” under the tab of Filing & Management System for Exporters and Agents Exporting Food to China to log onto its sub-system:



Step 3: Input filing No., tracking No. and extra-code, then click “Login” button to enter information maintenance page.

Note: For un-registered enterprise users with the user status being “Filing Information Temporarily Saved”, click “Initial Filing” to log onto sub-system for filing exporters and agents exporting food to China.

信息变更 Update of Information

说明(Explain):

1、*为必填项。

Information marked with an * must be submitted

返回 (Go Back)

备案变更 Information changed

进度信息查询 Information Query

第1项——企业资料 Section 1 - Applicant's Information

*企业名称 (英文)
Name(In English): The Russian Federation, "West- Siberian" Import and Export Corporations

企业名称 (中文)
Name(In Chinese): 俄罗斯联邦“西-西伯利亚”进出口公司

*企业地址 (英文)
Address(In English): The Siberian city of the Russian Federation, the Communist Street

企业地址 (中文)
Address(In Chinese): 俄罗斯联邦西伯利亚市共产主义大街

*企业类型
Company Type: 出口商 Exporter 代理商 Agent 出口商或代理商 Exporter or Agent

*国家/地区
Country/Region: 俄罗斯(Russia) *邮政编码
Postal Code: 999081

*联系人姓名
Contractor Name: 李立

联系人电话 (请注明国家地区代码及区域码)
Contractor Telephone(Include Area/Country/Region Code): 375-232-455876788

联系人传真 (请注明国家地区代码及区域码)
Contractor Fax (Include Area/Country/Region Code): 375-232-455876788

联系人手机 (请注明国家地区代码及区域码)
Contractor Cell Phone/Fax (Include Area/Country/Region Code):

*联系人电子邮件信箱
E-mail: www.yasuoka@kinzoku.co.jp

第2项——经营食品种类 (多选题) Section 2—Food Category of Operation

<input type="checkbox"/> 动物性中药材 medicinal materials of animal origin	<input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs
<input checked="" type="checkbox"/> 蔬菜水果制品 vegetable and fruit products	<input checked="" type="checkbox"/> 食用海藻及藻类 seaweeds, algae
<input type="checkbox"/> 粮食制品 grain products	<input type="checkbox"/> 食用动物内脏及杂碎类 edible flesh and offal of animal origin
<input type="checkbox"/> 干豆类 dried legume	<input type="checkbox"/> 乳与乳制品类 milk and dairy products
<input type="checkbox"/> 调味品 processed flavorings	<input type="checkbox"/> 油籽类 oil seeds
<input type="checkbox"/> 干坚果类 dried fruits, nuts	<input type="checkbox"/> 咖啡可可原料类 unprocessed coffee and cocoa beans
<input type="checkbox"/> 初榨植物油类 virgin vegetable oil	<input type="checkbox"/> 糖及糖果、巧克力类 sugars, candies, chocolates
<input type="checkbox"/> 食用油 edible oil	<input type="checkbox"/> 转基因食品 GMO foods
<input type="checkbox"/> 特殊食品 foods for special dietary uses	<input type="checkbox"/> 粮食制粉 grain products(flour and rice flour)
<input type="checkbox"/> 饮料类 soft drinks and drinking water	<input type="checkbox"/> 蜂产品 bee products
<input type="checkbox"/> 蛋制品类 egg products	<input type="checkbox"/> 酒类 alcoholic beverage
<input type="checkbox"/> 原糖和制糖原料类 raw sugar	<input type="checkbox"/> 蜜饯类 candied (preserved) fruits
<input type="checkbox"/> 干坚果炒货类 roasted nuts	<input type="checkbox"/> 罐头类 canned foods
<input type="checkbox"/> 糕点饼干类 pastry biscuits, crackers	<input type="checkbox"/> 植物性调料类 vegetal flavorings
<input type="checkbox"/> 动物水产品类 fresh and froze fishery products	<input type="checkbox"/> 熟肉制品 (非罐头包装) cooked meat products(non-canned)
<input type="checkbox"/> 粮谷类 grain	<input type="checkbox"/> 植物性中药材类 botanicals
<input type="checkbox"/> 保鲜蔬菜类 fresh-kept vegetables	<input type="checkbox"/> 茶叶 tea leaves
<input type="checkbox"/> 水产制品 preserved aquatic products	

第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称 (中文) Name(In Chinese)	*企业地址 (中文) Address(In Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作
北京对外贸易公司	北京西城区	刘冷凤	086-010-98768990	liulengfeng@sina.com	增加(Add) 删除(Del)

第4项——企业承诺书 Section.4—letter of commitment

兹承诺: 所提交资料信息准确、真实。 I hereby commits: The information we submit is authentic, and accurate.

同意 (Agree)

不同意 (Disagree)

*填表人姓名 (印刷体)
Contractor name(the printing version): 刘冷凤

填表人电话
Contractor's office Telephone: 086-010-98768990

填表人传真
Contractor's office Fax: 086-010-98768990

填表人手机
Contractor's office cell phone:

*填表人电子邮件信箱
Contractor's E-mail Address: liulengfeng@sina.com

*填表日期
Date: 2012-02-03

暂存 (Temp Save)

提交 (Commit)

取消备案 (Cancel Record)

返回 (Go Back)

Step 4: Modify information in the information maintenance page (except in the case of status of “Filing Information Temporarily Saved”, modification of Company Name and Country/Region is not permitted), click “Agree” button of the agreement, and then click “Submit” button. System will then prompt: “Enterprise filing successfully submitted for verification at local end. Please wait for the result. ”

If user information is submitted after modification of temporarily saved information, the user status will be: ‘Filing application awaiting verification’. In other cases, the user status will be: ‘Filing application modified, awaiting verification’.

3 Cancellation of Filing Application

3.1 Operation Sequence

Under any of the following circumstances, users can log on to system from enterprise access to cancel a previous filing.

1. Filing verification at local end not approved
2. Random filing inspection at local end not approved
3. Release of filing information from general end
4. Filing information temporarily saved

Step 1: Launch Internet Browser of IE6.0 or higher version, and log onto Filing & Management System for Exporters and Agents Exporting Food to China and Domestic Consignees:

进口食品境外出口商或代理商及境内收货人备案管理系统

境外出口商或代理商
备案管理系统

境内收货人
备案管理系统

登录系统

登录系统

备案名单查询

备案名单查询

用户手册下载
User Manual

出口商或代理商备案系统用户手册

进口收货人备案系统用户手册

Step 2: Click “Login” under the mark of Filing & Management System for Exporters and Agents Exporting Food to China to log onto its sub-system:

进口食品境外出口商或代理商备案管理系统
Filing of Exporters and Agents Export Food to China

企业备案号: Registration NO.

查询号: Query NO.

附加码: Extra-code.

找回查询号 Find Query NO.

欢迎
Welcome

登录 Login

初次申请
Initial Registration

Step 3: Input filing No., tracking No. and extra-code, then click “Login” button to enter information maintenance page.

信息变更 Update of Information

说明(Explain):

1、*为必填项。

Information marked with an * must be submitted

返回 (Go Back)

备案变更 Information changed

进度信息查询 Information Query

第1项——企业资料 Section 1 - Applicant's Information

*企业名称 (英文)
Name(In English): The Russian Federation, "West- Siberian" Import and Export Corporations

企业名称 (中文)
Name(In Chinese): 俄罗斯联邦“西-西伯利亚”进出口公司

*企业地址 (英文)
Address(In English): The Siberian city of the Russian Federation, the Communist Street

企业地址 (中文)
Address(In Chinese): 俄罗斯联邦西伯利亚市共产主义大街

*企业类型
Company Type: 出口商 Exporter 代理商 Agent 出口商或代理商 Exporter or Agent

*国家/地区
Country/Region: 俄罗斯(Russia) *邮政编码
Postal Code: 999081

*联系人姓名
Contractor Name: 李立

联系人电话 (请注明国家地区代码及区域码)
Contractor Telephone(Include Area/Country/Region Code): 375-232-455876788

联系人传真 (请注明国家地区代码及区域码)
Contractor Fax (Include Area/Country/Region Code): 375-232-455876788

联系人手机 (请注明国家地区代码及区域码)
Contractor Cell Phone/Fax (Include Area/Country/Region Code):

*联系人电子邮件信箱
E-mail: www.yasuoka@kinzoku.co.jp

第2项——经营食品种类 (多选题) Section 2—Food Category of Operation

- | | |
|---|---|
| <input type="checkbox"/> 动物性中药材 medicinal materials of animal origin | <input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs |
| <input checked="" type="checkbox"/> 蔬菜水果制品 vegetable and fruit products | <input checked="" type="checkbox"/> 食用海藻及藻类 seaweeds, algae |
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| <input type="checkbox"/> 调味品 processed flavorings | <input type="checkbox"/> 油籽类 oil seeds |
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第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称 (中文) Name(In Chinese)	*企业地址 (中文) Address(In Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作
北京对外贸易公司	北京西城区	刘冷凤	086-010-98768990	liulengfeng@sina.com	增加(Add) 删除(Del)

第4项——企业承诺书 Section.4—letter of commitment

兹承诺: 所提交资料信息准确、真实。 I hereby commits: The information we submit is authentic, and accurate.

同意 (Agree)

不同意 (Disagree)

*填表人姓名 (印刷体)
Contractor name(the printing version): 刘冷凤

填表人电话
Contractor's office Telephone: 086-010-98768990

填表人传真
Contractor's office Fax: 086-010-98768990

填表人手机
Contractor's office cell phone:

*填表人电子邮件信箱
Contractor's E-mail Address: liulengfeng@sina.com

*填表日期
Date: 2012-02-03

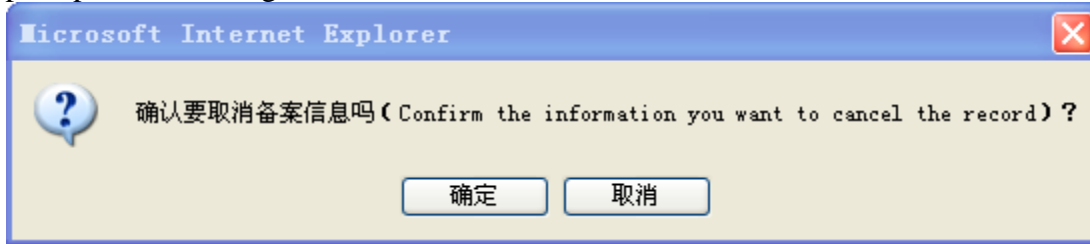
暂存 (Temp Save)

提交 (Commit)

取消备案 (Cancel Record)

返回 (Go Back)

Click “Cancel Filing” button in information maintenance page, and the system will prompt the following information:



(Are you sure you want to cancel the record?)

Click “OK” button and system will prompt “Application successfully cancelled. Please wait for verification.”

4 Progress Tracking

4.1 Operation Sequence

Step 1: Launch Internet Browser of IE6.0 or higher version, and log onto Filing & Management for Exporters and Agents Exporting Food to China and Consignees within China:



Step 2: Click “Login” under the tab of Filing & Management System for Exporters and Agents Exporting Food to China to log onto its Sub-system:



Step 3: Input filing No., tracking No. and extra-code, then click “Login” button to enter information maintenance page. Then click “Progress Tracking” to check the entire filing procedure. The user status is updated in real time. If the filing is issued, the filing status will be: Verification approved and filing released.

信息变更 Update of Information

说明 (Explain):
 1、*为必填项。
 Information marked with an * must be submitted

[返回 \(Go Back\)](#)

备案变更 information changed **进度信息查询 Information Query**

进度信息查询 Information Query

备案号 Record No :	00410000014	当前处理结果说明 Results of Transaction :	备案申请删除, 已归档
企业名称 (中英文) Name (in Chinese/English):	The Russian Federation, "West - Siberian" Import and Export Corporation		
操作日期	处理状态	处理结果说明	
2010-07-08	备案申请删除, 已归档	备案申请删除, 已归档	
2010-07-08	审核不通过, 待修改	111	
2010-07-08	备案申请, 待审核	备案申请, 待总局审核	
2010-07-08	备案提交, 待处理		
2010-07-08	备案暂存, 待提交	备案暂存, 待提交	

All possible filing states include:
 Filing temporarily saved and to be submitted;
 Filing submitted and to be processed;
 Filing application to be approved;
 Verification not approved. Filing to be improved;
 Verification approved. Filing to be issued;
 Verification approved. Filing already issued;
 Random inspection not approved. Filing to be improved;

Filing improved and to be verified;
Filing deleted and archived;
Filing application cancellation to be approved;
Filing application cancellation archived;
Filing modification temporarily saved and to be submitted;
Filing modification submitted and to be processed;

5 Filing List Tracking

5.1 Operation Sequence

Click the filing list tracking link on the website of General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China, and check the filing list in the pop-up page where information of company names, products imported, and authorities concerned are shown.



Step 2: click “Login” under the tab of Filing & Management System Exporters and Agents Exporting Food to China to log onto its sub-system:



Step 3: click “I forgot Query No.” button



Input Company Name (English) and Country/Region, and click “OK” button. The system

will prompt “Successfully recovered the query code information”. A retrieval email including tracking No. and filing No. will be sent to the user’s email-box registered during initial filing.

7 Complaint Application

7.1 Operation Sequence

If Company Name and Country/Region are already available during initial complaint application, click “Submit” button and complaint application page will pop up.



(Prompt: The company is already filed and hence cannot be filed again! Want to lodge a complaint?)

Click “Yes” button as shown in the above picture.

企业投诉信息 (Company Complaint Information)			
*企业名称 (英文) Name (in English):	West - Siberian Import and Export Corporation	企业名称 (中文) Name (in Chinese):	俄罗斯联邦“西-西伯利亚”进出口公司
*企业地址 (英文) Address (in English):	of the Russian Federation, the Communist Street	企业地址 (中文) Address (in Chinese):	俄罗斯联邦西伯利亚市共产主义大街
*国家/地区 Country/Region:	俄罗斯 (Russia)	*联系人电话 Contractor Telephone (Include Area/Country/Region Code):	0906-0908655-090
*联系人姓名 Contractor Name:	dingguoying	*联系人电子邮箱 E-mail:	dingguoying08126.com
*投诉原因 complainReason	Enterprise exists		
		提交 (Commit)	关闭 (Close)

联系人姓名=Contact Person’s Name

联系人电话=Telephone (including Area/Country/Region Code)

提交=Submit

Complete complaint information as shown in the above picture and click “Submit” button. The system will then prompt “Successfully Submitted”. After lodging a complaint, users at the general end can check complaint information on the complaint management page.