



SPICES BOARD

(Ministry of Commerce & Industry Govt. of India)
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N.H.By-pass
P.B.No. 2277
Palarivattom P.O.
Kochi - 682 025, India

स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)
सुगन्ध भवन
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कोच्ची - 682 025, भारत

16th June 2026

TRADE ADVISORY 02/2026-27

Sub: Application for Department of Animal and Plant Quarantine (DAPQ) registration with General Administration of Customs of the People's Republic of China (GACC) for export of whole Spices to China - Submission of supplementary materials for priority processing – reg.

As per the registration requirements prescribed by the GACC for overseas food enterprises exporting products to China, for export of whole spices, the firms are required to obtain a DAPQ registration.

In this regard, it is to inform that GACC, through the Embassy of India, Beijing, has informed that firms seeking expedited processing of applications for DAPQ registration are required to submit the supplementary documents/details as prescribed in **Annexure I**. The supplementary documents required as per Annexure I broadly include: (i) a profile of the enterprise and production facilities; (ii) photographs of products and storage areas; (iii) details of the production process and technological controls; (iv) layout plans and photographs of operational facilities; (v) relevant manufacturing and marketing licences; (vi) key quality management and traceability documents, including pest control and residue monitoring procedures; (vii) sample product labels; and (viii) export performance details for the preceding three years.

Further, on review and evaluation of applications for DAPQ registration and supplementary materials/details submitted by firms, certain deficiencies have been observed, which are compiled and placed as **Annexure II**. In this regard, applicants are advised to carefully review and address the common observations as per **Annexure II** before submission of the application, so as to facilitate smooth processing of applications and to minimize reversions.

Also, the exporters are advised to ensure that the information submitted in the registration application, supplementary materials, photographs, facility layout plans, and quality management documents accurately reflects the actual conditions and operations of the establishment. Particular attention may be given to warehouse management, pest control,

traceability systems, hygiene practices and consistency of information across all submitted documents.

Further, the exporters are advised to ensure that all submissions are complete, accurate and furnished strictly in the prescribed format, as incomplete or deficient applications will not be considered by the DAPQ. For further clarifications, may please contact Marketing Division, Spices Board, Kochi (Email: marketing.sb-ker@spicesboard.gov.in, Phone: 0484 2333610, Extn No: 334).



Director (MKTG)

To
All Exporters of Spices (in whole form) to China

List of documents for the registration of recommended enterprises

境外推荐企业注册信息清单

国家或地区 Country(Region):

企业名称 Name of the enterprise:

企业编号 Registration number:

推荐输华产品类别 Product category:

一、第一项内容：企业简介，包括地址、种植面积、产量、生产企业名称、生产注册号；加工厂名称、采收日期、加工企业注册号、采收人。

I. Brief description of the enterprise, indicating address, growing area, yield, name of the enterprise, registration number, name of the packinghouse, date of harvest, packinghouse registration number, collector of the harvest.

二、第二项内容：该企业向中方推荐注册的所有产品，在该厂存放场所存放时的照片。

II. Photos of the products recommended for registration by the enterprise to the P.R.China, which are stored in the storage place of the factory.

三、第三项内容：生产过程的技术方案（注明必要的技术参数—涉及商业秘密的数据除外）。

III. Technological scheme of the production process (with indication of the necessary technological parameters - with the exception of the data related to the trade secret).

四、第四项内容：场地平面图及相关照片（包括该区域概况、主入口、主要设备、存储区、包装间、最终产品存储区、实验室、样品存储区、档案室）。

IV. A plan of the premises and relevant photographs (including a general view of the area, main entrance, main equipment, storage area, packing room, final product storage area, laboratories, sample storage area, archives).

五、第五项内容：在原产国（地区）注册的产品的生产、销售和使用等许可情况。

V. Details of licenses to manufacture, market and use the products being registered in the country (region) of origin.

六、第六项内容：企业质量管理体系的关键文件，包括卫生标准操作程序（SSOP）、有害生物控制程序（应包括对中国有检疫意义的有害生物的控制措施）、产品可追溯体系、质量控制措施（包括对转基因生物的检查程序和对农药、农用化学品残留量的检查程序（注明最后处理日期））

VI. Key documents on the enterprise quality management system, including Sanitation Standard Operating

Procedures (SSOP), pest control procedure (shall include control measures for pests of quarantine significance in Russia), product traceability system, quality control procedure (including the procedure for checking for GMOs and checking for amounts of pesticides and agrochemicals residue (indicating date of last treatment)).

七、第七项内容：产品标签

VII. Sample label

八、第八项内容：注册企业近3年出口情况，包括出口国家、产品名称、数量。如果发现产品退货或其他不合格，应提供所需信息。

VIII. Information on the exports of the enterprise being registered over the last 3 years, including export countries, name and quantity of products. In case of product returns or other non-conformities detected, the required information should be provided.

ANNEXURE II

Common observations noted during review of applications / supplementary materials for DAPQ registration

The following observations have been noted by the General Administration of Customs of the People's Republic of China (GACC) during the review and evaluation of registration applications submitted under the DAPQ registration framework. Exporters are advised to carefully review these observations and ensure that the relevant aspects are adequately addressed prior to submission of applications/supplementary materials/details.

1. Enterprise profiles and product information shall provide sufficient details relating to the products proposed for registration;
2. Factory layout plans, facility drawings and supporting photographs of production, processing, storage and packaging areas shall be provided
3. Clear and legible copies of statutory licences, registrations and certifications shall be provided
4. Robust warehouse management practices shall be followed and demonstrated through photographs, including designated storage systems and arrangements; appropriate segregation of finished products and packaging materials. The products shall not be stored directly on the floor or against walls
5. Adequate hygiene, sanitation and housekeeping practices shall be followed in processing and storage areas, and the same shall be depicted in the photographs
6. Comprehensive documentation relating to pest-control procedures and associated records shall be provided
7. Identification and traceability measures, including storage labels, traceability indicators for clear identification of raw materials, semi-finished products and finished products may be followed and demonstrated through photographs
8. There shall be consistency, completeness and accuracy in quality management system documents and supporting records.