

Food Facility Registration User Guide: Update Registration

食品企业注册用户指南：更新注册

Online Registration of Food Facilities

食品企业在线注册

Step 1 Select the registration you want to update

步骤 1 选择您想要进行更新的注册

Step 2 Indicate which section of the registration you want to update

步骤 2 选择注册需要更新的部分

Step 3 Update the Facility Information

步骤 3 更新企业信息

Step 4 Review the Registration

步骤 4 注册信息核对

Once you are logged in to FDA Industry Systems/your Online Account Administration (OAA) account, choose the "Food Facility Registration" (FFR) system. Next, choose the "Update Facility Registration" option from the FFR main menu (Figure 1).

用户在进入美国食品药品监督管理局(FDA)的行业系统(FIS)后，登陆线上账户管理账号(OAA)，选择“食品企业注册(FFR)”系统。接下来，如 Figure 1 所示，在 FFR 主菜单选择“更新企业注册信息(Update Facility Registration)”选项。

Figure 1 图 1

Welcome to the Food Facility Registration Module. Please select the menu option from the left to get started.

PAPERWORK REDUCTION ACT NOTICE

The burden for this collection of information is estimated to average between 1 and 12 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the following address:

Department of Health and Human Services
Food and Drug Administration
Office of Chief Information Officer
Paperwork Reduction Act (PRA) Staff
PRASStaff@fda.hhs.gov

For more information regarding food facility registration, please visit:
<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

For assistance, please contact the FDA Industry Systems Help Desk:
1-800-216-7331
301-575-0156
furls@fda.gov

(Technical, Computer & General Questions)
Help desk hours are Monday to Friday from 7:30 am to 11:00 pm Eastern Standard Time

Please Note: The system will automatically time out if there is no activity for 30 minutes.

Step 1 - Select the registration you want to update

步骤 1 – 选择您想要进行更新的注册

The system displays a list of all the registrations associated with the account (Figure 2). To choose a particular registration, select the hyperlinked Registration Number to view options for updating that registration.

如 Figure 2 所示，系统会显示与该账户关联的所有注册的列表。接下来，选择某一个注册，点击注册号码的链接打开注册信息，查看需要更新的选项。

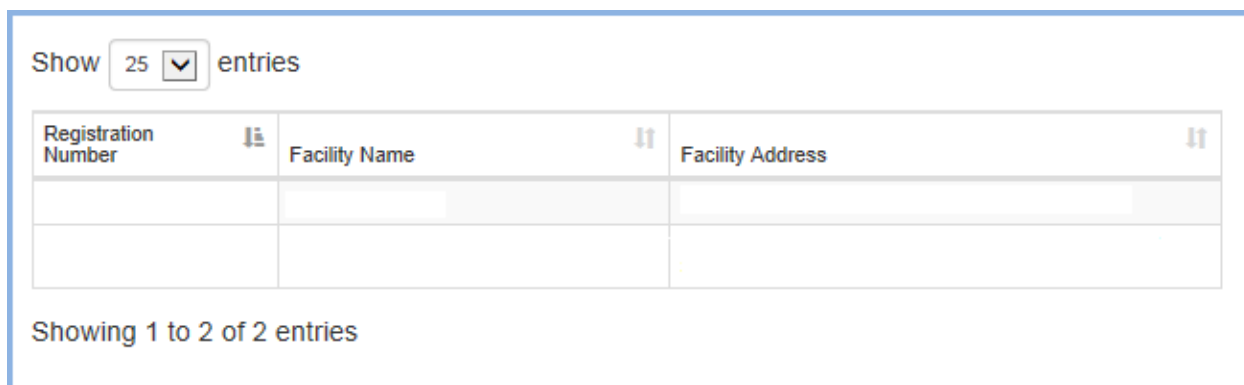
If you are the main account holder (i.e., the Enterprise account), this list includes all the registrations created by your Subaccounts. If you are a Subaccount holder, this list only includes the registrations that are linked to the Subaccount.

如果您是主账号所有者(即公司账号)，该列表将包括您子账户所创建的所有注册。如果您是子账户所有者，该列表只包含该子账户关联的注册。

Note: You will also be asked for Broker Identification questions if you are updating a registration that did not have this information captured when the registration was created. These questions will identify whether your facility needs to be registered (see the Registration of Food Facilities user guide for information).

注意：如果该企业注册在创建时未提供经销商身份信息，那么在您更新该注册时，您将回答关于经销商身份确认的问题。这些问题会确认您的企业是否需要注册（请参考食品企业注册的用户指南）。

Figure 2 图 2



Registration Number	Facility Name	Facility Address

Showing 1 to 2 of 2 entries

Step 2 - Indicate which section of the registration you want to update

步骤 2 – 选择注册需要更新的部分

Sections that may be updated have an “Edit” button displayed on the registration review screen (Figure 3). Certain elements of the registration form are optional; updating those optional items is not required but is strongly encouraged if necessary. To modify the PIN for this registration choose the “Modify PIN” link under Section 1.

如 Figure 3 所示，注册中可更新的部分在屏幕上显示有“编辑(Edit)”按钮。注册表的有些内容是可选填的；系统并不要求对这些可选填的项目进行更新，但如有必要，强烈建议对这些可选填的内容进行更新确认。要修改该注册的密码(PIN)，请选择第 1 部分里的“修改 PIN (Modify Pin)”链接。

Note: The Facility Location information (which indicates whether the registration is a domestic or foreign facility) cannot be updated. If you wish to change the Facility Location information, you must create a brand new registration after cancelling the existing registration through the Cancel Registration main menu option.

注意：工厂位置信息（表明该注册是国内或是国外工厂）是无法更改的。如果您希望更改工厂的位置信息，您必须先在主菜单中进入取消注册选项来取消现有注册后再创建一个全新的注册。

Figure 3 图 3

Section 1: Type of Registration

Facility Location: **Domestic Registration**

UPDATE OF REGISTRATION INFORMATION: *Registration number:* Pin No **Modify**
Pin

Are you the new owner of a previously registered facility?

Yes No

Previous Owner's Title:
Previous Owner's Name:
Previous Owner's Registration Number:

Section 2: Facility Name/Address Information Edit

Facility Name	Telephone Number
Facility Name Suffix	Fax Number
Facility Street Address, Line 1	E-Mail Address
Facility Street Address, Line 2	
City	
State/Province/Territory	
Zip/Postal Code	
Country/Area	

Step 3 - Update the Facility Information

步骤 3 – 更新企业信息

Section 2 -- Facility Name / Address Information

Update the facility name/address information.

第二部分 – 企业名称/地址信息

更新企业名称和地址信息。

Fields Included in this Section 本部分需要填写的内容

Facility Name 企业工厂名称	The name of the facility being registered. 注册的企业名称。
Facility Street Address 工厂街道地址	The physical location of the facility being registered. This is normally a street address, but may be some other physical/geographical designation used in rural locations. 该企业注册的工厂的物理位置。该地址一般是街道地址，但也有可能是农村地区的某个物理/地理标志物。
City 城市	The city in which the facility is located. 工厂所在城市。
Country/Area 国家/地区	The country/area in which the facility is located. For foreign addresses, select a country/area from the pull-down menu. (For domestic registrations, United States is filled in automatically.) 企业工厂所在的国家/地区。如果是美国境外地址，请从下拉菜单选择一个国家/地区。（如果是美国国内企业的注册，系统会自动填入美国）。
State/Province/Territory 州/省/区	The state, province, or territory in which the facility is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable." 企业工厂所在州/省/地区。从下拉菜单选择工厂所在州、省或地区，如果不适用请选择“不适用(Not Applicable)”。
Zip Code/Postal Code 邮政编码	The zip code (for domestic addresses) or postal code (for foreign addresses) of the facility being registered.

	企业注册工厂的 zip 码（美国国内地址）或邮编（美国以外的地址）。
Phone Number: Country Code 电话号码：国家区号	For foreign addresses, the three-digit country code of the telephone number for the facility being registered. 美国境外注册企业请输入工厂所在国家的三位国家电话区号（例如中国为 086）。
Phone Number: Area/City Code 电话号码：地区/城市代码	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the facility being registered. 美国国内企业请填写三位数字的地区代码，境外企业请填写注册工厂所在地城市的电话城市代码。
Phone Number: Phone Number 电话号码：电话号码	The telephone number of the facility being registered. 注册企业工厂的电话号码。
Phone Number: Extension 电话号码：分机号	The telephone extension, if any, dialed after the telephone number, of the facility being registered. 注册企业工厂的电话如果有分机号，请填写分机号。
FAX Number: Country Code 传真号：国家区号	For foreign addresses, the three-digit country code of the telephone number of the FAX machine for the facility being registered. 美国境外注册企业工厂所在地的传真号码的国家区号（三位数字）。
FAX Number: Area/City Code 传真号：地区/城市号码	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number of the FAX machine for the facility being registered. 美国国内注册企业请填写传真号码的三位数字地区号码，国外注册企业请填写工厂所在地传真号码的城市代码。
FAX Number: FAX Number 传真机号码：传真机号码	The telephone number of the FAX machine for the facility being registered. 注册企业工厂所在地的传真号码。
E-mail Address 邮箱地址	An electronic mail address for the facility being registered. 注册企业的电子邮箱地址。
AutoFill from Account Information 从账户自动导入信息	If this is the first facility registration entered by this account holder this session, this option will copy the company address data from your account information.

	<p>Otherwise, this option will fill the address fields automatically using data in this section from the last registration entered this session. If you choose to autofill but decide the information is not what you wanted, you may clear and enter the correct information manually.</p> <p>如果这是该账户第一次注册企业，该选项会从您的账户信息中直接导入企业地址信息。如果您的账户不是第一次注册企业，那么该选项会将您上次注册时填入的企业地址信息自动导入至此地址栏。如果您选择自动导入，但认为导入的信息不是您想要填写的内容，您可以清除信息并手动输入正确的内容。</p>
<p>Name 名称</p>	<p>The name of the person or company where you wish to receive mail from FDA regarding this registration.</p> <p>收取 FDA 关于该注册的邮寄信件时，收件人的姓名或者公司的名称。</p>
<p>Address 地址</p>	<p>The mailing address of the company or person named - the address at which you would like to receive notices from FDA about this registration.</p> <p>上述联系人或企业收信的邮寄地址—您希望收到 FDA 发送相关通知的邮寄地址。</p>
<p>City 城市</p>	<p>The city in which the preferred mailing address is located.</p> <p>首选邮寄地址所在城市。</p>
<p>Country/Area 国家/地区</p>	<p>The country/area in which the preferred mailing address is located. Select a country/area from the pull-down menu.</p> <p>首选邮寄地址所在国家/地区。从下拉菜单选择国家/地区。</p>
<p>State/Province/Territory 州/省/区</p>	<p>The state, province, or territory in which the preferred mailing address is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable."</p> <p>首选邮寄地址所在州/省/地区。从下拉菜单选择州/省/地区，或选择“不适用 (Not applicable)”。</p>
<p>Zip/Postal Code 邮政编码</p>	<p>The zip code (for domestic addresses) or postal code (for foreign addresses) for the preferred mailing address.</p> <p>首选邮寄地址的 zip 码（美国国内地址）或邮编（美国境外地址）。</p>

Phone Number: Country Code 电话号码：国家区号	For foreign addresses, the three-digit country code of the telephone number for the preferred mailing address. 美国国外注册企业请输入首选邮寄地址的三位国家电话区号。
Phone Number: Area/City Code 电话号码：地区/城市代码	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the preferred mailing address. 首选邮寄地址的电话号码，美国国内地址请填写三位数字的地区代码，国外地址请填写所在地的城市电话代码。
Phone Number: Phone Number 电话号码：电话号码	The telephone number for the preferred mailing address. 首选邮寄地址的电话号码。
Phone Number: Extension 电话号码：分机号	The telephone extension, if any, dialed after the telephone number, for the preferred mailing address. 首选邮寄地址的电话如果有分机号，请填写分机号。
FAX Number: Country Code 传真号码：国家区号	For foreign addresses, the three-digit country code for the telephone number of the FAX machine for the preferred mailing address. 国外首选邮寄地址所在地的传真号码的三位数字国家区号。
FAX Number: Area/City Code 传真号码：地区/城市号码	The three-digit area code (for domestic addresses) or city code (foreign addresses) of the telephone number of the FAX machine for the preferred mailing address. 美国国内首选邮寄地址请填写传真号码的三位数字地区号码，国外首选邮寄地址请填写工厂所在地传真号码的城市代码。
FAX Number: FAX Number 传真机号码：传真机号码	The telephone number of the FAX machine for the preferred mailing address. 首选邮寄地址所在地的传真机号码。
E-mail Address 电子邮件	An electronic mail address for the preferred mailing address. 首选邮寄地址的电子邮箱地址。

Section 3 -- Preferred Mailing Address Information

第三部分 -- 首选邮寄地址信息

Update the Preferred Mailing Address Information. If the Preferred Mailing Address is the same as the Facility Address, you should leave this section blank. The Facility Address and the Preferred Mailing Address do not need to be in the same country/area.

更新首选邮寄地址信息。如果您企业的首选邮寄地址与企业工厂地址相同，您不用在该部分填入任何信息。企业工厂地址和首选邮寄地址可以在不同的国家/地区。

Fields Included in this Section 本部分需要填写的内容

Section 4 -- Parent Company Name / Address Information

第四部分 -- 总公司名称/地址信息

Update the Parent Company Name / Address Information. The company that owns the facility being registered is referred to as the Parent Company. If the Facility and the Parent Company have different names, you must complete this section; if they have the same name, leave this section blank. The Facility Address and the Parent Company Address do not need to be in the same country/area.

更新总公司名称/地址信息。拥有该注册企业工厂所有权的公司是总公司。如果企业工厂名称和总公司名称不同，您必须完成该部分内容的填写；如果企业工厂名称和总公司名称相同，则您不用在该部分填入任何信息。企业工厂地址和其总公司的地址可以在不同的国家/地区。

Fields Included in this Section 本部分需要填写的内容

If information is the same as another section, check which section

如果该信息与本表其他部分信息相同，请选择是哪个部分。

Specifies whether the parent company name/address information is identical to previously entered information. If you choose an option but decide the information is not what you wanted, you may clear and enter the correct information manually. Choose Section 2 if the parent company name/address is the same as the facility name/address information entered in Section 2: Facility Name / Address Information. - or - Choose Section 3 if the parent company name/address is the same as the preferred mailing address information entered in Section 3: Preferred Mailing Address Information. - or - Choose Clear if you need to clear Section 4.

确认总公司名称/地址信息是否与之前输入的信息相同。如果您选择了某一选项，但默认填入的信息不是您想输入的信息，您可以选择“Clear”来清除已填入信息并手动输入正确的信息。如果您总公司名称/地址与您在第二部分“企业名称/地址信息”输入一致，请选择第二部分。或者，如果您总公司名称/地址与您在第三部分“首选邮寄地址信息”中输入的信息一致，则选择第三部分。或者，如想要清除第四部分已输入内容，请选择“Clear”。

<p>AutoFill from Account Information 从账户自动导入信息</p>	<p>If this is the first facility registration entered by this account holder this session, this option will copy the company address data from your account information. Otherwise, this option will fill the address fields automatically using data in this section from the last registration entered this session. If you choose to autofill but decide the information is not what you wanted, you may clear and enter the correct information manually.</p> <p>如果这是该账户第一次注册企业，该选项会从您的账户信息中直接导入企业地址信息。如果您的账户不是第一次注册企业，那么该选项会将您上次注册时填入的企业地址信息自动导入至此地址栏。如果您选择自动导入，但认为导入的信息不是您想要填写的内容，您可以清除信息并手动输入正确的内容。</p>
<p>Company Name 公司名称</p>	<p>The name of the company that owns the facility being registered, if different from the Facility Name. 若注册企业工厂名称和其所有者公司的名称不一致，请填写所有者公司的名称。</p>
<p>Street Address 街道地址</p>	<p>The address of the parent company. This can be a physical/geographical location or other mailing address.</p> <p>总公司地址。该地址可以是物理/地理位置或其他邮寄地址。</p>
<p>City 城市</p>	<p>The city in which the parent company is located.</p> <p>总公司所在城市。</p>
<p>Country/Area 国家/地区</p>	<p>The country/area in which the parent company is located.</p> <p>总公司所在国家/地区。</p>
<p>State/Province/Territory 州/省/区</p>	<p>The state, province, or territory in which the parent company is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable."</p> <p>总公司所在州/省/地区。从下拉菜单选择总公司所在州、省或者地区，如果不适用请选择“不适用（Not applicable）”。</p>
<p>Zip Code (Postal Code) 邮政编码</p>	<p>The zip code (for domestic addresses) or postal code (for foreign addresses) for the parent company.</p> <p>总公司所在地的 zip 码（美国国内地址）或邮政编码（美国境外地址）。</p>

Phone Number: Country Code 电话号码：国家区号	For foreign addresses, the three-digit country code for the parent company. 美国国外注册企业请输入总公司所在地的三位数字国家电话区号。
Phone Number: Area/City Code 电话号码：地区/城市代码	The three-digit area code (for domestic addresses) or city code (for foreign addresses) for the parent company. 美国国内地址请填写三位数字的地区代码，国外地址请填写所在地的城市电话代码。
Phone Number: Phone Number 电话号码：电话号码	The telephone number for the parent company. 总公司电话号码。
Phone Number: Extension 电话号码：分机号	The telephone extension, if any, dialed after the telephone number, for the parent company. 总公司电话如果有分机号，请填写分机号。
FAX Number: Country Code 传真号码：国家区号	For foreign addresses, the three-digit country code of the telephone number of the FAX machine for the parent company. 美国境外注册企业总公司所在地的传真号码的三位数字国家区号。
FAX Number: Area/City Code 传真号码：地区/城市代码	The three-digit area code (for domestic addresses) or city code (foreign addresses) of the telephone number of the FAX machine for the parent company. 美国国内注册企业请填写总公司传真号码的三位数字地区代码，国外注册企业请填写总公司所在地传真号码的城市代码。
FAX Number: FAX Number 传真号码：传真号码	The telephone number of the FAX machine for the parent company. 总公司传真机拨号号码。
E-mail Address 电子邮箱地址	An electronic mail address for the parent company. 总公司的电子邮件地址。

Section 5 -- Facility Emergency Contact Information

第五部分 — 企业工厂紧急联系人信息

Update the Facility Emergency Contact Information. FDA will use this information in case of emergency to notify the facility of the nature of the emergency. Unless foreign

facilities choose to designate another emergency contact, FDA will use their U.S. agent as the emergency contact.

更新企业紧急联系人信息。FDA 会用此信息来通知企业紧急情况。除非境外注册企业选择指定另外的紧急联系人，FDA 一般会用该企业的美国代理作为紧急联系人。

Fields Included in this Section 本部分需要填写的内容

<p>AutoFill from Account Information 从账户自动导入信息</p>	<p>If this is the first facility registration entered by this account holder this session, this option will copy the company address data from your account information. Otherwise, this option will fill the address fields automatically using data in this section from the last registration entered this session. If you choose to autofill but decide the information is not what you wanted, you may clear and enter the correct information manually. 如果这是该账户第一次注册企业，该选项会从您的账户信息中直接导入企业地址信息。如果您的账户不是第一次注册企业，那么该选项会将您上次注册时填入的企业地址信息自动导入至此地址栏。如果您选择自动导入，但认为导入的信息不是您想要填写的内容，您可以清除信息并手动输入正确的内容。</p>
<p>Individual's Name 个人姓名</p>	<p>The first name and last name (surname) of the person to contact in case of emergency for the facility being registered. 该注册企业在紧急情况下联系人的姓名。</p>
<p>Title 称谓</p>	<p>The job title for the emergency contact. 该紧急联系人的工作称谓。</p>
<p>Emergency Contact Phone: Country Code 紧急联系电话：国家区号</p>	<p>For foreign registrations, the three-digit country code for the telephone number of the person or entity that FDA can call 24 hours a day, 7 days a week, in case of emergency. 美国境外注册企业，请填写 FDA 在紧急情况下一周 7 天、每天 24 小时都可以联系到的个人或者单位电话的三位数字的国家区号。</p>
<p>Emergency Contact Phone: Area/City Code 紧急联系电话：地区/城市代码</p>	<p>The three-digit area code (for domestic addresses) or city code (for foreign addresses) for the telephone number of the person or entity that FDA can call 24 hours a day, 7 days a week, in case of emergency. 请填写 FDA 在紧急情况下一周 7 天、每天 24 小时都可以联系到的个人或者单位的电话的三位数字地区代码（美国国内企业）或城市电话号码（境外企业）。</p>
<p>Emergency Contact Phone: Phone Number</p>	<p>The telephone number of the person or entity that FDA can call 24 hours a day, 7 days a week, in case of emergency.</p>

紧急联系电话：电话号码	FDA 在紧急情况下一周 7 天、每天 24 小时都可以联系到的个人或者单位的电话。
Emergency Contact Phone: Extension 紧急联系电话：电话分机号码	The telephone extension, if any, dialed after the telephone number of the person or entity that FDA can call 24 hours a day, 7 days a week, in case of emergency. FDA 在紧急情况下一周 7 天、每天 24 小时都可以联系到的个人或者单位电话的分机号码（如适用）。
E-mail Address 电子邮箱地址	The electronic mail address for the emergency contact. 紧急联系人的电子邮箱地址。

Section 6 -- Trade Names

第六部分 — 商业贸易中使用的名字

If this facility conducts business under a name other than that entered in Section 2: Facility Name / Address Information, then complete this section. For example, complete this section if you describe your facility as "also doing business as ..." or "facility also known as ..."

如果该企业除第二部分中列出的企业名称（企业工厂名称/地址信息）之外，在贸易过程中还使用其他名称，您可以把该名称列入此部分。例如，如果您描述您的企业为“贸易中还使用.....（企业名称）”或“该企业还被称作.....”，则您需要填写此部分。

Fields Included in this Section 本部分需要填写的内容

Alternate Trade Name

A trade name other than that listed in Section 2: Facility Name / Address Information.

贸易中使用的其他名称

除在第二部分：企业名称/地址信息外，在贸易中使用的其他名称。

Section 7 -- United States Agent

第七部分 — 美国代理

Foreign facilities may update information about the United States Agent for the facility being registered. Every foreign facility must have a U.S. Agent who acts as the domestic communications representative for that facility. If you indicated in Section 1: Type of Registration, that the facility being registered is a foreign facility, you are required to enter information about the U.S. Agent. Domestic facilities do not require a U.S. Agent.

美国境外企业可以更新其注册企业在美国的代理信息。每个境外企业都需要有一个美国代理来作为其在美国国内交流的代表。如果在您在注册信息填写的第一部分：注册类型中选择您的注册企业是美国境外企业，则需要填写美国代理信息。美国国内企业不需要美国代理。

Note: The U.S. Agent should not be confused with the Agent in Charge, which is another type of submitter for either domestic or foreign facilities.

注意：美国代理不应与负责代理人混淆。负责代理人对于美国国内企业或者国外企业来说是另外一个类型的提交人。

Fields Included in this Section 本部分需要填写的信息

<p>AutoFill from Account Information 自动导入账户信息</p>	<p>If this is the first facility registration entered by this account holder this session, no data will be entered. Otherwise, this option will fill the address fields automatically using data in this section from the last registration entered this session. If you choose to autofill but decide the information is not what you wanted, you may clear and enter the correct information manually.</p> <p>如果这是该账户第一次注册企业，系统不会自动填入信息。如果您的账户不是第一次注册企业，那么该选项会将您上次注册时在此处填写的信息自动导入填写信息。如果您选择自动导入并认为导入的信息不是您想要填写的信息，您可以清除信息并手动输入正确的信息。</p>
<p>Please select (Yes) if new U.S. Agent is being reassigned. 如果指定新的美国代理，则请选“是(Yes)”</p>	<p>Choose one of the following two options: Yes. Registration number and PIN will be mailed to your new U.S. Agent. - or - No. Continue updating this section</p> <p>选择如下两个选项： 选择“是(Yes)”则注册号码和 PIN 号码会邮寄给您新的美国代理，或选择“否(No)”则继续更新该部分其他内容。</p>
<p>Name of U. S. Agent 美国代理人姓名</p>	<p>The first name and last name (surname) of the person acting as U. S. Agent for the foreign facility being registered.</p> <p>美国境外注册企业美国代理联系人的姓氏和名字。</p>
<p>Title 称谓</p>	<p>The job title of the U. S. Agent.</p> <p>美国代理联系人的工作称谓。</p>
<p>Address 地址</p>	<p>The U. S. address of the U. S. Agent.</p> <p>美国代理的美国国内地址。</p>
<p>City 城市</p>	<p>The city in which the U. S. address of the U.S. Agent is located.</p> <p>美国代理地址所在的美国城市名称。</p>

State 州	The state in which the U. S. address of the U.S. Agent is located. 美国代理地址所在州的名称。
Zip Code 邮政编码	The zip code for the U. S. address of the U. S. Agent. 美国代理所在地址的邮编。
U. S. Agent Phone Number: Area Code 美国代理电话号码：地区代码	The three-digit area code of the telephone number for the U. S. Agent. 美国代理电话号码的三位数字地区代码。
U. S. Agent Phone Number: Phone Number 美国代理电话号码：电话号码	The telephone number for the U. S. Agent. 美国代理的电话号码。
U. S. Agent Phone Number: Extension 美国代理电话号码：分机号	The telephone extension, if any, dialed after the telephone number, for the U. S. Agent. 美国代理电话如果有分机号，请填写分机号。
Emergency Contact Phone Number: Area Code 紧急联系电话号码：地区代码	The three-digit area code of the telephone number for the U. S. Agent that FDA can call 24 hours a day, 7 days a week, in case of emergency. FDA 在紧急情况下一周 7 天、每天 24 小时都可以联系到美国代理的电话的三位数字地区代码。
Emergency Contact Phone Number: Phone Number 紧急联系电话号码：电话号码	The telephone number for the U. S. Agent that FDA can call 24 hours a day, 7 days a week, in case of emergency. FDA 在紧急情况下一周 7 天、每天 24 小时都可以联系到美国代理的电话。
Emergency Contact Phone Number: Extension 紧急联系电话号码：分机号	The telephone extension, if any, dialed after the telephone number for the U. S. Agent that FDA can call 24 hours a day, 7 days a week, in case of emergency. FDA 在紧急情况下一周 7 天、每天 24 小时都可以联系到美国代理的电话的分机号(如适用)。
FAX Number: Area Code 传真号码：地区代码	The three-digit area code of the telephone number of the FAX machine for the U. S. Agent. 美国代理的传真号码的三位数字地区代码。

FAX Number: FAX Number 传真号码：传真号码	The telephone number of the FAX machine of the U. S. Agent. 美国代理的传真号码。
E-mail Address 电子邮箱地址	The electronic mail address for the U. S. Agent. 美国代理的电子邮箱地址。

Section 8 -- Seasonal Facility Dates of Operation

第八部分 — 季节性运营企业的运营日期

Dates of operation refer to the months during which the facility is open for business. If this facility operates on a seasonal basis, you may choose to complete this section. You might enter, for example, March - September.

运营日期是指企业工厂开放生产运营的月份。如果您的企业按照季节性进行生产运营，您可以选择填写此部分内容。您可以输入，例如：3-9月。

Fields Included in this Section 本部分需要填写的内容

Dates of Operation

The approximate months during which the facility operates, if it operates on a seasonal basis.

运营日期

如果企业是季节性生产运营，则运营日期是指企业生产运营的大致月份。

Section 9 -- General Product Categories - Human/Animal/Both

第九部分 — 主要产品类别—人类/动物/人类和动物

Based on your facility's activities, you may choose Food for Human Consumption and/or Food for Animal Consumption.

根据您企业工厂的活动，您可以选择供人食用的或供动物食用的食品。

Section 9(a/b) -- General Product Categories – Food for Human/Animal/Both Consumption; and Type of Activity Conducted at the Facility

第九部分 (a/b) -- 主要产品类别—供人/供动物/供人和动物食用的食品

All facilities being registered must complete this information. Select as many categories as appropriate.

所有注册企业必须完成此部分内容的填写。填写时请尽量全面地选择产品类别。

Note: For more information about each of the categories included in Sections 9a and 9b, see the [Product Code Builder](#) and the relevant regulation ([21 CFR 170.3](#)).

注意: 如果需要了解第九部分 9a 和 9b 中每种产品类别的更多信息, 请访问[产品编码生产者](#)以及相关法规([21 CFR 170.3](#))。

Section 10 -- Owner, Operator, or Agent in Charge Information

第十部分 — 所有者/经营者/负责代理人信息

If the contact information for the owner, operator, or agent in charge is the same as that in another section of the form, select the appropriate option for that section; otherwise enter the information as requested.

如果所有者、经营者或负责代理人的信息与本表的其他部分相同, 请选择与之相对应的选项。否则请按要求填写信息。

Fields Included in this Section 本部分需要填写的信息

Name of Entity or Individual who is the Owner, Operator, or Agent in Charge 所有者、经营者或负责代理人的姓名	The name of the person or entity who is the owner, operator, or agent in charge of the facility being registered. 注册企业的所有者、经营者或负责代理人的个人姓名或单位名称。
If information is the same as another section of the form, check which section 如果该信息与本表其他部分内容相同, 请选择是哪部分	Specifies whether the Owner, Operator, or Agent in Charge address information is identical to previously entered information. If you choose one of these and decide the information is not what you wanted, you may clear and enter the correct information manually. Choose Section 2 if the owner, operator, or agent in charge address information is the same as the facility address information entered in Section 2: Facility Name / Address Information. - or - Choose Section 3 if the owner, operator, or agent in charge address information is the same as the preferred mailing address information entered in Section 3: Preferred Mailing Address Information. - or - Choose Section 4 if the owner, operator, or agent in charge address

	<p>information is the same as the Parent Company address information entered in Section 4: Parent Company Name / Address Information. - or - Choose Section 7 if the owner, operator, or agent in charge address information is the same as the U. S. Agent address information entered in Section 7: United States Agent. - or - Choose Clear if you need to clear Section 12</p> <p>确定所有者、经营者或负责代理人的地址信息是否与先前输入的信息相同。如果您选了其中之一，但确定信息不是您想要填入的信息，您可以手动清除并输入正确的信息。如果所有者、经营者或负责代理人的地址信息与第二部分：企业工厂名称/地址信息中输入的地址信息相同，请选择第二部分。- 或者如果所有者、经营者或负责代理人的地址信息与第三部分：首选邮寄地址信息中输入的首选邮寄地址信息相同，请选择第三部分。- 或者如果所有者、经营者或负责代理人的地址信息与第四部分：总公司名称/地址信息中输入的总公司地址信息相同，请选择第四部分。- 或者对于美国境外企业，如果所有者、经营者或负责代理人的地址信息与第七部分：美国代理商中输入的美国代理商的地址信息相同，则选择第七部分。- 或者如果您需要清除第十二部分内容，请选择“Clear”键清除。</p>
<p>Street Address 街道地址</p>	<p>The address of the owner, operator, or agent in charge of the facility being registered. This can be a physical/geographical location or other mailing address.</p> <p>注册企业所有者、经营者或负责代理人的地址。这可以是物理/地理位置或其他邮寄地址。</p>
<p>City 城市</p>	<p>The city in which the owner, operator, or agent in charge of the facility being registered is located.</p> <p>注册企业所有者、经营者或负责代理人所在城市。</p>
<p>Country/Area 国家/地区</p>	<p>The country/area in which the owner, operator, or agent in charge of the facility being registered is located.</p> <p>注册企业所有者、经营者或负责代理人所在的国家/地区。</p>
<p>State/Province/Territory 州/省/区</p>	<p>The state, province, or territory in which the owner, operator, or agent in charge of the facility being registered is located. Select a state, province, or</p>

	<p>territory from the pull-down menu when applicable or select "Not applicable." 注册企业所有者、经营者或负责代理人所在州、省、或地区。如果适用，从下拉菜单中选择州、省或地区，或者选择“不适用(Not applicable)”。</p>
Zip Code (Postal Code) 邮政编码	<p>The zip code (for domestic addresses) or postal code (for foreign addresses) for the owner, operator, or agent in charge of the facility being registered. 注册企业所有者、经营者或负责代理人的 zip 码（国内地址）或邮政编码（境外地址）。</p>
Phone Number: Country Code 电话：国家区号	<p>For foreign addresses, the three-digit country code for the owner, operator, or agent in charge of the facility being registered. 对于美国境外地址，注册企业所有者、经营者或负责代理人电话号码的三位数字国家区号。</p>
Phone Number: Area/City Code 电话：地区/城市代码	<p>The three-digit area code (for domestic addresses) or city code (for foreign addresses) for the owner, operator, or agent in charge of the facility being registered. 注册企业所有者、经营者或负责代理人电话号码的三位数字区号（美国国内地址）或城市代码(境外地址)。</p>
Phone Number: Phone Number 电话号码：电话号码	<p>The telephone number for the owner, operator, or agent in charge of the facility being registered. 注册企业所有者、经营者或负责代理人的电话号码。</p>
Phone Number: Extension 电话号码：分机号	<p>The telephone extension, if any, dialed after the telephone number, for the owner, operator, or agent in charge of the facility being registered. 注册企业所有者、经营者或负责代理人的电话号码如有分机号，则请填写分机号。</p>
FAX Number: Country Code 传真号码：国家区号	<p>For foreign addresses, the three-digit country code for the telephone number of the FAX machine of the owner, operator, or agent in charge of the facility being registered. 对于美国境外地址，注册企业所有者、经营者或负责代理人传真号码的三位数字国家区号。</p>
FAX Number: Area/City Code 传真号码：地区/城市代码	<p>The three-digit area code (for domestic addresses) or city code (for foreign addresses) for the telephone number of the FAX machine of the</p>

	<p>owner, operator, or agent in charge of the facility being registered. 注册企业所有者、经营者或负责代理人的传真机拨号号码的三位数字区号（美国国内地址）或城市代码(境外地址)。</p>
<p>FAX Number: FAX Number 传真机号码: 传真机号码</p>	<p>The telephone number of the FAX machine for the owner, operator, or agent in charge of the facility being registered. 注册企业所有者、经营者或负责代理人的传真号码。</p>
<p>E-mail Address 电子邮箱地址</p>	<p>An electronic mail address for the owner, operator, or agent in charge of the facility being registered. 注册企业所有者、经营者或负责代理人的电子邮箱地址。</p>

Section 11 -- Inspection Statement

第十一部分 -- 检查声明

Acknowledge that the FDA will be permitted to inspect the facility in the manner permitted by the Federal Food, Drug and Cosmetics Act.

已知晓根据美国联邦食品、药品和化妆品法的授权，FDA 可以对企业进行检查。

Section 12 -- Certification Statement

第十二部分 -- 保证声明

After making other changes to the registration, you may update information about yourself as the submitter of this registration or the person who authorized submission of this registration, and certify its truth and accuracy. Once you have completed this section, you will be given the opportunity to review your registration and make any changes before submitting it for processing.

在您对注册信息进行更改后，您可以更新自己作为注册提交者或被授权的注册提交者的信息，证明提交信息是真实与准确的。一旦您完成了这部分内容的填写，您将可以浏览您所提交的注册信息，并在正式提交前对内容进行修改。

The owner, operator, or agent in charge of the facility, or an individual authorized by the owner, operator, or agent in charge of the facility, must submit this form. By submitting this form to FDA, the owner, operator, or agent in charge or the individual authorized by the owner, operator, or agent in charge, certifies that the information submitted is true and accurate and that the facility has authorized the submitter to register on its behalf.

Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

此表必须由企业的所有者、经营者或负责代理人，或者是由企业的所有者、经营者或负责代理人授权的个体来提交。向 FDA 提交此表，即代表企业的所有者、经营者或负责代理人，或者被他们授权的个体证明所提交的信息是真实准确的，并且企业已经授权提交者代表自己提交注册信息。18 U.S.C. 1001 条规定，任何向美国政府作出严重虚假、虚构或欺诈性陈述的人都将受到刑事处罚。

Fields Included in this Section 本部分需要填写的内容

<p>Name of the Submitter 提交者姓名</p>	<p>The first name and last name (surname) of the person submitting this form. 提交此表的人员姓氏和名字。</p>
<p>Check One Box 勾选一项</p>	<p>Specify whether the owner, operator, or agent in charge of the facility, or an individual authorized by the owner, operator, or agent in charge of the facility, is submitting this form. Choose: Owner, Operator, or Agent in Charge (Stop here, form is completed) - or - Individual Authorized to Submit the Registration (Fill in address below) 说明提交此表的是企业的所有者、经营者或负责代理人，还是所有者、经营者或负责代理人授权的个体。如果选择企业的所有者、经营者或负责代理人提交(结束，表格填写完成) – 或 -如果选择被授权提交此注册表的个体（请填写下面的地址）</p>
<p>Indicate who authorized you to submit the registration 表明谁授权您提交此注册</p>	<p>If you checked box B above (Individual Authorized to Submit the Registration) because you are not the owner, operator, or agent in charge, you need to indicate the person who authorized you to submit this registration. Choose: Owner, Operator, or Agent in Charge (Stop here, form is completed) - or - Fill in the name of individual who authorized registration on behalf of owner, operator, or agent in charge.(Fill in address below). 如果您不是所有者、经营者或负责代理人，您勾选了上面的 B 选项（被授权提交注册的个体），您需要确定谁授权您提交此注册。请选择：所有者、经营者或负责代理人授权（结束，表格填写完成。） - 或 - 填写代表所有者、经营者或负责代理人进行授权的个人姓名（填写下面的地址）。</p>
<p>Authorizing Individual Street Address</p>	<p>The address of the person who authorized you to submit this form, if applicable. This can be a</p>

<p>授权代表街道地址</p>	<p>physical/geographical location or other mailing address. 如适用，请填写代表所有者、经营者或负责代理人授权您来进行提交的个人的地址。该地址可以是物理/地理位置或其他邮寄地址。</p>
<p>City 城市</p>	<p>The city in which the authorizing individual is located. 授权个人所在城市。</p>
<p>State/Province/Territory 州/省/区</p>	<p>The state, province, or territory where the authorizing individual is located. Select a state, province, or territory from the pull-down menu when applicable or select "Not applicable." 授权人所在州、省、或地区。如果适用，从下拉菜单中选择州、省或地区，或者选择“不适用(Not applicable)”。</p>
<p>Zip/Postal Code 邮政编码</p>	<p>The zip code (for domestic registrations) or postal code (for foreign registrations) where the authorizing individual is located. 授权人 zip 码（美国国内企业注册）或邮编（美国境外企业注册）。</p>
<p>Country/Area 国家/地区</p>	<p>The country/area where the authorizing individual is located. 授权人所在国家/地区。</p>
<p>Phone Number: Country Code 电话号码：国家区号</p>	<p>For foreign addresses, the three-digit country code of the telephone number for the authorizing individual. 如果是美国境外地址，则填写授权人电话号码的三位数字国家区号。</p>
<p>Phone Number: Area/City Code 电话号码：地区/城市区号</p>	<p>The three-digit area code (for domestic addresses) or city code (foreign addresses) of the telephone number for the authorizing individual. 授权人电话号码的三位数字区号（美国国内地址）或城市代码(境外地址)。</p>
<p>Phone Number: Phone Number 电话号码：电话号码</p>	<p>The telephone number for the authorizing individual. 授权人的电话号码。</p>
<p>Phone Number: Extension 电话号码：分机号</p>	<p>The telephone extension, if any, dialed after the telephone number, for the authorizing individual. 授权人的电话号码如有分机号，则填写分机号。</p>

FAX Number: Country Code 传真号码：国家区号	For foreign addresses, the three-digit country code for the telephone number of the FAX machine of the authorizing individual. 对于美国境外地址，授权人传真机拨号号码的三位数字国家区号。
FAX Number: Area/City Code 传真号码：地区/城市代码	The three-digit area code (for domestic addresses) or city code (for foreign addresses) of the telephone number for the FAX machine of the authorizing individual. 授权人的传真号码的三位数字地区区号（美国国内地址）或城市代码(境外地址)。
FAX Number: FAX Number 传真机号码：传真机号码	The telephone number of the FAX machine of the authorizing individual. 授权人的传真号码。
E-mail Address 电子邮箱地址	The electronic mail address of the authorizing individual. 授权人的电子邮箱地址。

Step 4 - Review the Registration

步骤 4 – 注册信息的核对

If all the information is correct after review, select Submit. You may also select Cancel to leave the Update process, but note that any changes made will be lost. The system displays that your registration was successfully updated.

如果在核对后，输入的信息全部正确，那么请您提交更新的表格。您也可以选择“取消（Cancel）”选项离开更新过程，但是这种操作会丢失之前所作的的所有更改。系统显示您的注册已经更新成功。

Note: FDA offers these translations as a service to a broad international audience. We hope that you find these translations useful. While the agency has attempted to obtain translation that are as faithful as possible to the English version, we recognize that the translated versions may not be as precise, clear, or complete as the English version. The official version of these documents is the English version.

注：FDA 将这些翻译作为一项服务提供给广大国际受众。我们希望这些翻译对您有所帮助。虽然 FDA 试图获得尽可能忠实于英文版本的翻译，但翻译版本可能不如英文版本准确、清晰或完整。英文版是这些文件的官方版本。