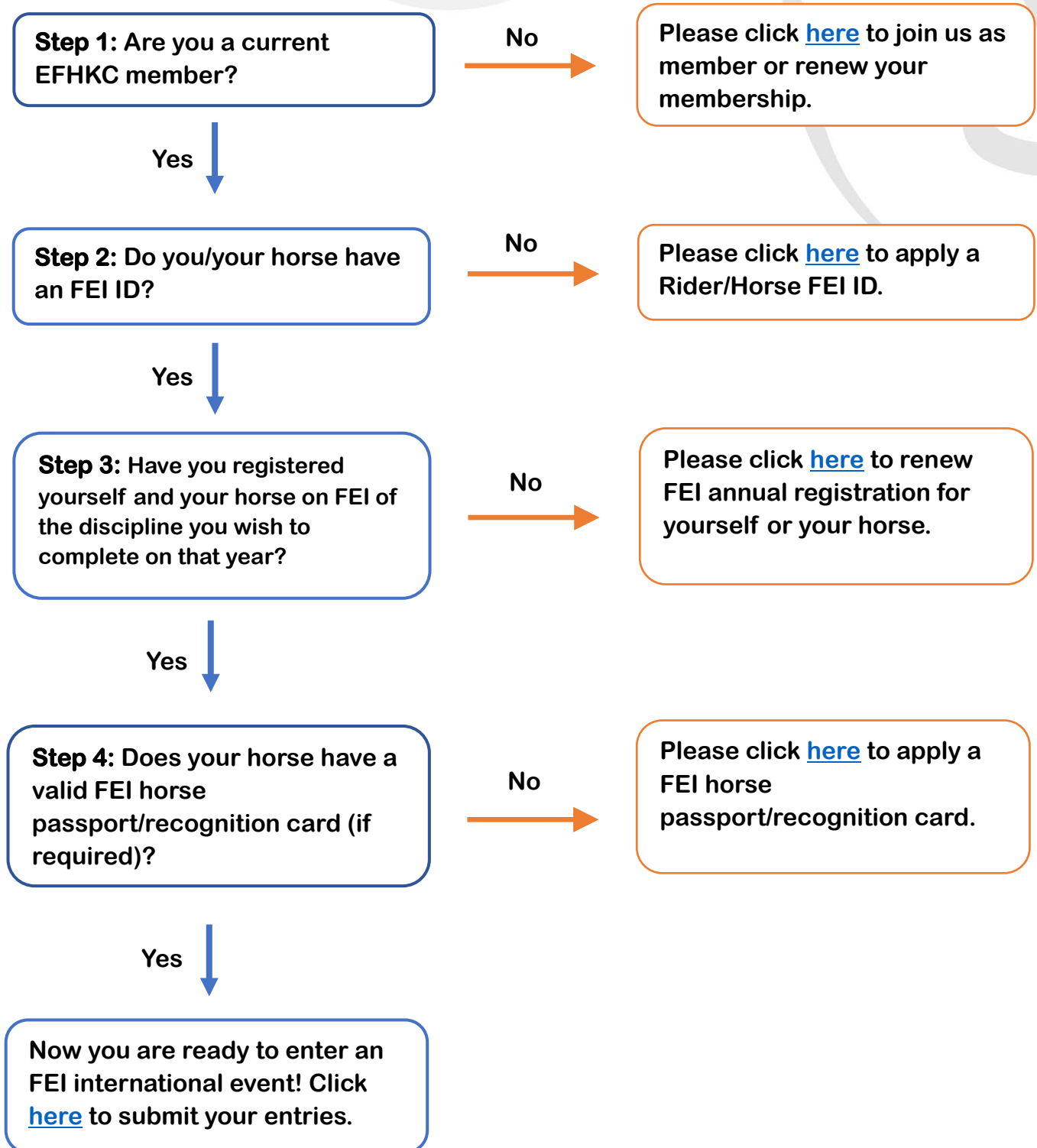




FEI International Events Entry Flowchart





Submit FEI Entries via EFHKC

Any HKG riders who wish to participate at FEI international events must be submitted through the FEI entry system via EFHKC. Once you have completed the all the steps required above, please email your entry request along with the details below to vien.leung@efhkc.org and info@efhkc.org with the subject line “**FEI Entry Request – Event Name & Date**”:

- **Event name, host country and competition classes** (e.g. *CSI2* Lier (BEL), small tour / CDI1* Wellington (GBR), PSG class*)
- **Show date** (E.g. *10-15/1/2025*)
- **Rider name & FEI ID** (E.g. *Chan Tai Man (10053270)*)
- **Horse name & FEI ID** (E.g. *Amazing Horse (108AV78)*)

The process usually takes **1-2 working days**, provided that all requirements are fulfilled.

Notes:

1. Please note that EFHKC has no control over the acceptance of the entries. For any inquiries, please contact the organizer directly; their contact information is available on the FEI schedule.
2. Additional entries procedure or information may be required by the organizer or relevant National Federation. The rider is responsible for ensuring these requirements are fulfilled, including settling the entry fee to the OC.
3. To participate in competition under Chinese Equestrian Association, please visit the [CEA website](#) for further information.
4. The rider shall study the FEI show schedule and relevant sport rules for before entering an FEI competition.
5. It is strongly recommended that the rider purchase necessary insurance while competing overseas.
6. If the rider wishes to apply for No Objection Certificate or Certificate of Eligibility to compete outside Hong Kong, please refer to the [Application Guide](#).

Quick jump to Q&A:

[What is an FEI international event?](#)

[Where can I find the FEI Approved Schedule?](#)

[How to check my entries status?](#)

[How do I find out when the show opens for entry?](#)

[How do I make changes to my entries on FEI?](#)

[What is an FEI HorseApp?](#)



Apply for a Rider/Horse FEI ID

To participate at FEI international events, all Athletes and Horses must be registered with the FEI through the National Federation. Once you/your horse registered on FEI, you/your horse will obtain an FEI ID. Application procedures as follow:

Step 1: Email the following documents to info@efhkc.org with the subject line “**Apply for FEI ID – Rider/Horse Name.**” Please indicate the discipline you wish to register for with FEI (if applicable) and provide the contact email where you would like to receive FEI notifications.

Documents required for applying for a Rider FEI ID:

- A copy of your HKID (if you are under 18) or HKSAR Passport (if you are 18 or older).

Documents required for applying for a Horse FEI ID:

- A copy of the FEI-approved national passport of your horse, including the following pages:

For actions relating to a **FEI Registration Number Only**, the following pages are required:

FEI Registration Number Only		
Pages to Upload		Description of Pages
Name Page Nat. Doc	✓	Page(s) from the approved national passport containing the name of the horse. <i>(the page must contain the name of the horse, this might not be the front cover)</i>
Diagram and Description Page	✓	Description and Diagram page(s) of approved national passport <i>(these might be on separate pages, so two scans are necessary)</i>
Horse Information Page	✓	Page(s) from the approved national document containing basic information about the horse <i>(e.g. Colour, Gender, Date of birth etc.)</i>
Pedigree page	optional	Pedigree page from the approved national passport
Owner Page Nat. Doc	optional	Ownership page from the approved national passport

If your horse does not have an FEI approved national passport, you must apply for an FEI passport.

Step 2: Settle the payment to EFHKC according to the price list below and attach the payment record in your email.

- **Annual FEI Rider Registration Fee:** HK\$2,500 per rider
- **Annual FEI Horse Registration Fee:** HK\$900 per horse

Step 3: The process usually takes **2-4 working days**, provided that all documents and payment are received in order.

Step 4: Once the application succeeds, you will then receive the FEI ID number.



Renew Rider/Horse FEI Registration

To participate at FEI Events, all Athletes and Horses must be registered with the FEI through the National Federation. This is an annual registration effective from 1 Jan to 31 Dec and this must be renewed each year. Application procedures as follow:

Step 1: Email the following details to info@efhkc.org with the subject line “**Renew FEI Registration – Rider/Horse Name**”

- Rider/Horse Name & FEI ID
- Discipline that you/your horse(s) wish to register

Step 2: Settle the payment to EFHKC according to the price list below and attach the payment record in your email.

- **Annual FEI Rider Registration Fee:** HK\$2,500 per rider
- **Annual FEI Horse Registration Fee:** HK\$900 per horse

Step 3: The process usually takes **2-4 working days**, provided that all information and payment are received in order.

Quick jump to Q&A:

[How do I find my FEI ID?](#)

[How do I find my horse FEI ID?](#)

[How can I pay EFHKC?](#)

Apply for an FEI Horse Passport/Recognition Card

An FEI registered horses need a FEI document (FEI horse passport/recognition card) to compete in all FEI Events outside of their country of residence and all higher-level events.

Application procedures as follow:

FEI Horse Passport

Step 1: Submit the “[FEI Horse New Registration Form](#)” to info@efhkc.org with the subject line “**Apply for FEI horse passport – Horse Name**”.

Step 2: Settle the payment **HK\$3,000** to EFHKC and attach the payment record in your email.

Step 3: A Blank FEI Passport will be sent to you.

Step 4: The Vet must fill out the description and diagram of the FEI Passport, in line with the [Identification of Horses](#) details, it must then be signed and stamped and sent back the original to the EFHKC.



Step 5: The process usually takes **10 working days excluding shipment**, provided that all documents and payment are received in order.

For actions relating to a **FEI Passport**, the following pages are required:

FEI Passport	PAGES TO UPLOAD					
	Name Page of FEI Passport (page 1)	Owner Page of FEI Passport (page 10)	Description + Diagram Page of FEI Passport (page 32-33)	Pedigree Page of FEI Passport (page 34-35)	Name Page of National Document	Owner Page of National Document
New FEI Passport	✓	✓	✓	✓	✓	✓

FEI Recognition Card

Step 1: Submit the “FEI Horse New Registration Form” to info@efhkc.org with the subject line “Apply for FEI Recognition Card – Horse Name”.

Step 2: Settle the payment **HK\$3,000** to EFHKC and attach the payment record in your email.

Step 3: Attached a copy of the FEI-approved national passport of your horse, including the following pages:

For actions relating to a **FEI Recognition Card** the following pages are required:

FEI Recognition Card	PAGES TO UPLOAD					
	Name Page of FEI Recognition Card (page 1)	Owner Page of FEI Recognition Card (page 2)	Name Page of National Document	Description + Diagram Page of National Document	Pedigree Page of National Document	Owner Page of National Document
New FEI Recognition Card	✓	✓	✓	✓	✓	optional

Step 4: The process usually takes **10 working days excluding shipment**, provided that all documents and payment are received in order.

Quick jump to Q&A:

[Does my horse need an FEI horse passport/recognition card to enter FEI competitions?](#)

[What is the difference between FEI Horse Passport and FEI Recognition Card?](#)

[How can I pay EFHKC?](#)



Revalidation of FEI Horse Passport/Recognition Card

In accordance with Art.1027.8 of the FEI Veterinary Regulations all FEI documents need to be revalidated every 4 years for Horses that are active in international competition. FEI documents are valid for 4 years from the date of issue. If a Horse is wanting to compete in any FEI event and a FEI document is necessary, it must be valid. Application procedures as follow:

Step 1: Email to info@efhkc.org with the subject line “**FEI Horse Passport/Recognition Card Revalidation – Horse Name**”.

Step 2: Settle the payment **HK\$3,000** to EFHKC and attach the payment record in your email.

Step 3: The process usually takes **2-4 working days**, provided that all documents and payment are received in order.

Step 4: A revalidation sticker will be sent to you, please note that the sticker needs to be stuck on page 36 of the FEI Recognition card or on page 1 of the FEI Passport.

Horse Name/Ownership Change on FEI Horse Passport/Recognition Card

Step 1: Email the following details to info@efhkc.org with the subject line “**Horse Name/Ownership change – Horse Name**” and send the original FEI Horse Passport/Recognition Card to EFHKC.

- Horse Name & FEI ID
- Details of the change:
 - New horse name change: New horse name (Please state if it is a Commercial Names)
 - New ownership change: Owner name, FEI ID (if any), nationality, address, ownerships percentage, ownerships start date
- Collect method: Collect from office/by post

Step 2: Settle the payment to EFHKC according to the price list below and attach the payment record in your email.

- **Horse Name Change Fee:** HK\$10,000 for Commercial Names and HK\$4,000 for non-Commercial Names per horse
- **Ownership Change Fee:** No payment required

Step 3: The process usually takes **5 working days excluding shipment**, provided that all information and payment are received in order.

Quick jump to Q&A:

[What name is considered as a commercial name?](#)



Q&A

What is an FEI international event?

An International Event (CI) must be organised under the FEI Statutes, GRs and Sport Rules, including any specific invitation rules that may be established by the relevant Technical Committee and may be open to Athletes of all NFs. These events can be found in the [FEI Calendar](#). As for FEI World Challenge hold in Hong Kong, please submit your entries via EFHKC website when available.

Where can I find the FEI Approved Schedule?

The FEI Approved Schedule can be found in the [FEI Calendar](#) or in the FEI SportApp. For further instruction, please visit the FEI website [here](#).

How to check my entry status?

You may download the FEI SportApp to check your entry status. For more details and instruction, please visit the FEI website [here](#).

Useful links:

[How to download and use the FEI SportApp](#)

[How to consult the status of my entries on the FEI SportApp](#)

[How to find the contact details of an Organising Committee for an FEI Event](#)

How do I find out when the show opens for entry?

You can check if the show entry is open on the [FEI Calendar](#). Search for the show, click on the specific event, and you will find the entry status on the event details page.

EVENT DETAIL

Venue	Lier
Venue Complement	
NF	BEL
Show Type	Standard Show
Discipline	Jumping
Category	Senior Riders
Official Team	No
Date from	18/06/2025 To 22/06/2025
Open for entries	Yes
Indoor	No
Event Code	CSI2*
Code Complement	
Modification Code	A
Event on borrowed horses	No
Draft Schedule Prize Money	75,650 EUR
Prize Money	

How do I make changes to my entries on FEI?

As Athlete, you cannot directly modify your entries in the FEI online systems, only your National



Federation can make any changes or new entries. Please contact vien.leung@efhkc.org and info@efhkc.org if you need to make changes of your entries on FEI online system, including but not limited to new entries, withdrawal and horse substitution.

What is an FEI HorseApp?

The FEI HorseApp contains various modules to manage FEI Horses, including traceability features and monitoring of horse health at FEI Events. In accordance with Art. 1027 and 1029 of the [FEI Veterinary Regulations](#), as of 1 January 2022, ALL Horses present at ALL FEI Events must fulfil the [Horse Health Requirements](#) via the FEI HorseApp. For more details and instruction, please visit the FEI website [here](#).

Useful links:

[FEI Horse Health Requirements](#)

[How to log in to the FEI HorseApp](#)

[How to manage My Horses on the FEI HorseApp](#)

[How to enter Horse temperatures on the FEI HorseApp](#)

[How to submit my Horse Health Self-Certification Form on the FEI HorseApp](#)

[How to check-in a Horse using the FEI HorseApp](#)

How do I find my FEI ID?

Step 1: Go to <https://data.fei.org>

Step 2: Click on **Person** in the top menu bar

Step 3: Search for yourself on the FEI Database by using the different options and filters (keep the search quite basic):

- fill in your Family Name
- or fill in a few letters of your Family Name and your First Name

Then click on **Search**.

FEI Database 2.78.13

Calendar/Results Horses Person National Federations Rankings / Standings

PERSON SEARCH

Group: All People Administering NF: [dropdown]

Family Name: smith First Name: E FEI ID: [input] Gender: [dropdown]

Begin (selected) Is equal to Contain

Reset Search



Step 4: A list of options will appear, if your name does not appear, try searching again with less criteria. You will be able to see your **8 digit FEI ID number** on the left hand side.

10 Person(s) / 1 Page(s)

FEI ID	Name	Groups	NF	Gender
10077948	SMITH, Elizabeth	Official	CAN	Female
10107866	SMITH, Elliott	Athlete, Owner	GBR	Male
10058391	SMITH, Emily	Athlete	CAN	Female
10065348	SMITH, Emily	Athlete	USA	Female
10073391	SMITH, Emily	Athlete, Owner	USA	Female
10147382	SMITH, Emily	Athlete	USA	Female
10083382	SMITH, Emma	Athlete, Owner	AUS	Female
10068539	SMITH, Eric	Athlete	IRL	Male
10008524	SMITH, Erika	Athlete	USA	Female
10109064	SMITH, Ewie	Athlete, Owner	IRL	Female

10 Person(s) / 1 Page(s)

How do I find my horse FEI ID?

Step 1: Go to <https://data.fei.org>

Step 2: Click on **Horses** in the top menu bar

Step 3: Search for your horse on the FEI Database by using the different options and filters (keep the search quite basic):

- fill in your Horse Name
- or by filling in the Horse Sex/Administering NF/Year of Birth to shortlist the options

Then click on **Search**.

HORSE SEARCH

Name Include Historical Names
 Begin Is equal to Contain

FEI ID

Sex Administering NF

Pony All Yes No Studbook Year of birth

Registration Discipline Year From To

Reverse Qualification

Step 4: A list of options will appear, if your horse name does not appear, try searching again with less criteria. You will be able to see your horse FEI ID number on the left hand side, usually in 3 numbers/2 letters/2 numbers format, e.g. 100AB12).

51 Horse(s) / 2 Page(s)

Page

Go to page

FEI ID	Name	Studbook	Registration	Pony	Type	Sex	Date of birth	Admin NF
108D142	AMAZING 49	BRAND	S		RC	Gelding	04/05/2018 (7 y)	GER
109AW80	AMAZING START	ZIDP	A		RC	Gelding	15/07/2017 (8 y)	GER
103XA01	AMAZING GOLD	OLDBG	S18		RC	Gelding	27/05/2007 (18 y)	GRE
108WO22	AMAZING NEMO		C24		P	Gelding	24/11/2018 (7 y)	HKG
108RB54	AMAZING GRACE		C24		ID	Gelding	01/04/2016 (9 y)	IND
103BX54	AMAZING EXPERIENCE	ISH	S10	<input checked="" type="checkbox"/>	RC	Gelding	01/01/1998 (27 y)	IRL



Does my horse need a FEI Passport/FEI Recognition Card in order to enter FEI competitions?

According to the Art. 137 of the FEI General Regulations, every Horse entered for any Competition at CIMs (see FEI General Regulations - Appendix E) in a country other than the country of the Horse's residency, and all Horses entered for other CIs, FEI Championships, Regional, Olympic Games and Paralympic Games, at all times, must have an official, valid FEI passport, or a national passport approved by the FEI and inserted inside an FEI Recognition Card. For details, please visit [FEI General Regs & Statutes](#).

What is the difference between FEI Passport and FEI Recognition Card?

A **FEI Recognition Card** is an official FEI horse document that accompanies and supports the national passport of the horse. A **FEI Passport** is an official FEI horse document that contains the horse description and diagram and can be issued outside of the European Union if the horse does not have a national passport approved by the FEI.

How do I check my/my horse FEI registration status?

Step 1: Go to <https://data.fei.org>

Step 2: Find your/your horse FEI ID

Step 3: Click on your/your horse name to open the **ATHLETE PERFORMANCE / HORSE PERFORMANCE** page. You can see your/your horse registered discipline and year.

ATHLETE PERFORMANCE				> View Athlete Details
Name	HO, Annie			
FEI ID	10064162			
Gender	Female			
Competition for	HKG - Hong Kong, China			
Registration	Dressage 2024 / Eventing 2024			

HORSE PERFORMANCE				> View Horse Details
Name	AMAZING NEMO	Registration	Eventing 2024	
FEI ID	1081W022	Autumn Nr	HKG - Hong Kong, China	
Age	7 - 24/11/2018			
Sex	Gelding			
Color	Bay			
Studbook				

You can also see more information by clicking **VIEW ATHLETE/HORSE DETAILS** on the top right corner.

What name is considered as a commercial name?

The FEI consider a commercial name as:

- A company/brand: adding the name of the company or brand to the Horse's Current Name



- A stable: adding the name of the stable to the Horse's Current Name
- A group of persons/association: adding the name of the group of persons/association to the Horse's Current Name
- A person: adding the name of the person/owner to the Horse's Current Name
i.e: Brand name CONTENTO => AUDI'S CONTENTO
Company name CADJANINE Z => CITIZENGARD CADJANINE Z
Stable name BOWMAN => FE BOWMAN (FE = Fredericks Equestrian)
Group of person ZENITH => ZENITH SFN
Association ARLANDO => ARLANDO N.O.P
Person name BANANA => DJB BANANA (DJB = Darolyn Jane Butler)

How can I pay EFHKC?

We accept the following payment methods; a payment record must be sent along with your application to info@efhkc.org.

1. Fast Payment System (FPS) 轉數快 (FPS ID 轉數快識別碼: 0892570) (Payment Slip is required 需提供付款證明)

(The Equestrian Federation of Hong Kong, China (New Name); HK Equestrian Federation (Former Name))

2. Cheque 支票 (Payable to "The Equestrian Federation of Hong Kong, China"; 支票抬頭請填寫: 「中國香港馬術總會」)

*Please submit a crossed cheque in person or by post to The Equestrian Federation of Hong Kong, China. (Address: The Equestrian Federation of Hong Kong, China, 8/F Central Complex Building, Shatin Racecourse, Shatin, N.T., Hong Kong.)

請將劃線支票，親臨或郵寄至本會辦理。(地址：香港新界沙田馬場綜合大樓八樓中國香港馬術總會)

3. Deposit 存款 (Bank Pay-In Slip is required 需提供銀行存款單證明)

(EFHKC bank account 本會銀行戶口 - Standard Chartered Bank (Hong Kong) Limited 渣打銀行, A/C no: 411-0-326427-0)