



FOOD AND DRUGS AUTHORITY

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Ver. No.: 01

Effective Date: 01/06/2020

REQUIREMENTS FOR REGISTRATION OF LOCALLY MANUFACTURED PRE-PACKAGED FOODS

1. Purchase and complete a form for Registration of Locally Manufactured Pre-packaged Foods
2. Application Letter to: **THE CHIEF EXECUTIVE OFFICER
FOOD AND DRUGS AUTHORITY
CANTONMENTS, ACCRA**
3. Copy of Business Registration Certificate
4. Certificate of Analysis for each product and variant where applicable (***Should be endorsed by an authorized officer***)
5. ***Applications without certificate of analysis will not be accepted.***
6. Documentation should be provided to substantiate any claim on health, nutrition, superlative, comparative, etc. on the label.
7. Submit samples of each product and variants where applicable as per FDA's approved sample schedule. For mock samples, submit two (2) sample units and model label
8. Food Product Registration fee (**Renewal after every 3 years**)
 - Cottage Industry - GH¢ 150 per product (3years)
 - Small Scale Industry - GH¢ 450 per product (3years)
 - Medium Scale Industry - GH¢ 600 per product (3years)
 - Large Scale Industry - GH¢ 900 per product (3years)

4.1.1.1NB:

- All documents to be submitted for registration must be bound together
- Applications submitted must be completed within 3months from initial application submission date or else the client shall be required to reapply.
- Only company owners and/or competent company representatives with adequate knowledge of the company must complete the application form.
- Clients who engages the services of a third party must communicate to FDA in writing
- Model labels submitted solely for evaluation attract a fee of GH¢ 100.00 (per product, per variant)
- Name Search for products
 - Up to 5 products - GH¢50
 - 6 to 10 products - GH¢100
 - 11 to 20 products - GH¢200
 - More than 20 products - GH¢300



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- All submissions made to the FDA should be accompanied by a cover letter. E.g. Submission of additional samples, revised certificate of analysis, variants, payments, responses, etc
- Submit soft copy of application document (Pen Drive or CD)
- **FOR RENEWAL APPLICATIONS**
 - **The same requirements are applicable to renewal applications except Certificate of Analysis which need not be submitted**