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FOOD AND DRUGS AUTHORITY

GUIDELINES FOR REGISTRATION AS AN IMPORTER OF FOOD

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1.0 INTRODUCTION

In exercise of the powers conferred on the FDA by the Public Health Act, 2012, Act 851, Part Seven, Section 99, these guidelines apply to the registration of an applicant as an importer of food in order to import into the country. These guidelines apply to importers of all food products.

Notwithstanding the above, all food products to be imported shall comply with existing Ghana Standards.

The purpose of these guidelines is to provide guidance to food importers on the requirements of the Food and Drugs Authority and the procedures by which an applicant may be registered as an importer of food.

2.0 GLOSSARY

For the purpose of these guidelines the following definitions shall apply:

“Requirements” are the criteria set down relating to trade in foodstuffs covering the protection of public health, the protection of consumers and conditions of fair trading;

“Renewal” means to make valid for a further period or extent, the validity of the registration of the pre-packaged food for the period determined by the Board.

3.0 REGISTRATION AS AN IMPORTER

An applicant shall, for Registering as an Importer:

3.1. Purchase and complete the Imported Food Product Information Form **(FDA/FM05/IM/02)**;

3.2. Submit the above form in addition to

- A Copy of Business Registration Certificate
- Registration as an importers fee as stated in the Food and Drugs Authority's Fee Schedule;L.I.2228 (2016) (non-refundable) – **as indicated below;**

Food Importers fee - GH¢400

3.3.The application shall be addressed to

**THE CHIEF EXECUTIVE FOOD AND DRUGS AUTHORITY P. O. BOX CT 2783
CANTONMENTS, ACCRA**

4.0 RENEWAL OF REGISTRATION AS AN IMPORTER

An applicant shall, for Registering as an Importer:

4.1. Purchase and complete the Imported Food Product Information Form
(FDA/FM05/IM/02);

4.2. Submit the above form in addition to

- A Copy of Business Registration Certificate
- Registration as an importer fee as stated in the Food and Drugs Authority's Fee Schedule; L.I. 2228

Food Importers fee - GH¢400

4. 3.The application shall be addressed to

**THE CHIEF EXECUTIVE FOOD AND DRUGS AUTHORITY P. O. BOX
CT 2783 CANTONMENTS, ACCRA**

4.4 All documents to be submitted for registration must be comb-bound

4.5 Only company owners and/or competent company representatives with adequate knowledge of the company must complete and submit the application form. Clearing agents are not allowed to complete the application form.

3.0 TIMELINES

3.1. Where all requirements for registration as an importer have been met, the registration process shall take a maximum of **thirty (30) working** days from the date of submission of application.

3.2. Where the Food and Drugs Authority is satisfied that there is the need to register the applicant as an importer, it shall do so and issue to the applicant a facility license, subject to such conditions as may be prescribed by the Authority from time to time.

3.3. The Food and Drugs Authority may defer or reject an application.

3.4. Applicants shall respond or address any issues raised concerning the registration as an importer within a period of **thirty (30) days** of issue of the notice.

3.5. If the Authority does not receive any response within the period specified under

3.4, the applicant shall reapply for registration.

4.0 SANCTIONS

4.1 The Authority shall cancel, suspend, or withdraw the registration of the applicant as a food importer if:-

1. the grounds on which it was registered is later found to be false;
2. the circumstances under which it was registered no longer exist;
3. any of the provisions under which it was registered has been contravened.

5.0 PENALTIES

Where there is non-adherence to these guidelines, the FDA will impose an Administrative charge in accordance with Section 148, Sub-section 4 & 5 of the Public Health Act, 2012, Act 851.