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## **FOOD AND DRUGS AUTHORITY**

Effective Date: 01/06/2020

# TITLE: REQUIREMENTS FOR REGISTRATION OF IMPORTED PRE-PACKAGED FOODS

1 Purchase and complete an Imported Food Product Registration Form

THE CHIEF EXECUTIVE OFFICER FOOD AND DRUGS AUTHORITY

P. O. BOX CT 2783

**CANTONMENTS, ACCRA** 

3. Copy of Business Registration Certificate

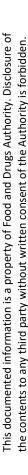
Application Letter to:

4. Certificate of Analysis for each product and variant where applicable (Should be endorsed by an authorized officer)

- 5. Samples of each product and variants where applicable. For Mock samples, submit two (2) sample units and model label
- 6. For fresh meat, poultry and fish products attach a permit from Veterinary Services Department and Health Certificate from the Country of Origin
- 7. Product Registration Fee (Renewable after every 3 years)
  - 1 to 30 Products
    GH¢ 450.00 per product (3years)
  - 31 to 500 products GH¢ 360.00 per product (3years)
  - 501 to 1000 products GH¢ 300.00 per product (3years)
  - More than 1000 products
    GH¢ 240.00 per product (3years)
- 8. Site Verification Fee:
  - \$7,500.00 when importing Canned Tomato Paste, Fish and Meat Products and Infant Formula from outside Africa
  - \$4,000.00 when importing Canned Tomato Paste, Fish and Meat Products and Infant Formula from Africa
  - \$4,000.00 for all products imported from Nigeria

#### NB:

- 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.





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 Clearing agents are not permitted to register products for client unless expressly communicated in writing to the FDA by the client.

- Model labels submitted solely for evaluation attract a fee of GH¢ 100.00 (per product, per variant)
- Documentation should be provided to substantiate any claim on health, nutrition, superlative, comparative, etc. on the label
- 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

- All submissions made to the FDA should always 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)

## RENEWAL APPLICATIONS

 The same requirements are applicable to renewal applications except the Certificate of Analysis which needs not be submitted