# Purchase from any of our offices or download from [www.fdaghana.gov.gh](http://www.fdaghana.gov.gh) imported Food Product Registration Form

2. Application Letter to: **THE CHIEF EXECUTIVE OFFICER**

**FOOD AND DRUGS AUTHORITY**

**P. O. BOX CT 2783**

**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.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 (3years)
* 31 to 500 products - GH¢ 360.00 (3years)
* 501 to 1000 products - GH¢ 300 (3years)
* More than 1000 products - GH¢ 240.00 (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 the initial application 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.
* ***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***