



## FOOD AND DRUGS AUTHORITY

**DOC. TYPE: FORM**

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**Ver. No.: 00**

**Effective Date: 6/01/20**

# REQUIREMENTS FOR REGISTRATION OF IMPORTED COSMETICS AND HOUSEHOLD CHEMICALS

## IMPORTER'S REGISTRATION

1. Complete and submit an application form for registration as an importer of cosmetics/household chemical substance.
2. An Application Letter on Company's Letterhead to: **THE CHIEF EXECUTIVE  
FOOD AND DRUGS AUTHORITY**
3. Documentation should be submitted either as comb-bound, CD or pendrive

## PRODUCT REGISTRATION

1. Complete and submit an application form for the Registration of Cosmetics or Household Chemical Substances Products
2. An Application Letter on Company's Letterhead to: **THE CHIEF EXECUTIVE  
FOOD AND DRUGS AUTHORITY  
ACCRA**
3. Attach a copy of Incorporation Certificate from Registrar Generals Department
4. Submit a signed, stamped and dated Certificate of Analysis, Manufacturing Licence and Certificate of Free Sale from a competent certifying authority in the country of origin
5. Six (6) samples of the products and two (2) of each variant or size where applicable. (refer to sample schedule)
6. Registration fee (renewable after every three (3) years). Refer to fee schedule
  - 1-30 Products -\$150
  - 31-500 Products -\$90
  - 501-1000 Products -\$60
  - > 1000 Products -\$15
7. Documentation should be submitted either as comb-bound, CD or pendrive

## WAREHOUSE LICENSING

1. Complete and submit an application form for warehouse licensing
2. An Application Letter on Company's Letterhead to: **THE CHIEF EXECUTIVE  
FOOD AND DRUGS AUTHORITY  
ACCRA**
3. Warehouse Licensing fee - renewable after every year
  - Cottage Industry -GH¢120
  - Small Scale Industry -GH¢240
  - Medium Scale Industry -GH¢500



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**REQUIREMENTS FOR REGISTRATION OF IMPORTED COSMETICS AND HOUSEHOLD CHEMICALS**

- Large Scale Industry -GH¢800

4. Documentation should be submitted either as comb-bound, CD or pendrive

**NB:**

- Submit relevant documentation as per application form (refer checklist)
- All documents to be submitted for registration must be comb-bound and should be in duplicate.
- All application forms should be duly stamped, signed and dated by the applicant.
- Only company owners and/or competent company representatives with adequate knowledge of the company must complete the application form.
- Clearing agents are not allowed to complete application forms or submit application on behalf of applicants or local agents.