



FOOD AND DRUGS AUTHORITY

DOC. TYPE: FORM

DOC NO.: FDA/CHC/FOR - 2

Page 1 of 2

Ver. No.: 00

Effective Date: 06/01/20

REQUIREMENTS FOR REGISTRATION OF LOCALLY MANUFACTURED COSMETICS and HOUSEHOLD CHEMICAL

MANUFACTURING LICENSING

1. Purchase and complete an Application Form for License to Manufacture Cosmetics/Household Chemical Substance (GH ₵5)
2. An Application Letter on Company's Letterhead to: **THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
ACCRA**
3. Manufacturing Licensing Fee (renewable after every year)
 - Cottage Industry -GH₵ 50 per year
 - Small Scale Industry -GH₵ 100 per year
 - Medium Scale Industry -GH₵ 200 per year
 - Large Scale Industry -GH₵ 400 per year
4. Documentation should be submitted either as comb-bound, CD or pendrive

PRODUCT REGISTRATON

1. Complete and submit an application form for the registration of cosmetics/household chemical substance
2. An Application Letter on Company's Letterhead to: **THE CHIEF EXECUTIVE
FOOD AND DRUGS AUTHORITY
ACCRA**
3. Attach Copy of Business certificate from the Registrar Generals' Department.
4. Six (6) samples of the products and two (2) of each variant or size where applicable. (refer to sample schedule)
5. Registration Fee (Renewable after every three (3) years).
 - Cottage Industry -GH₵ 300
 - Small Scale Industry -GH₵ 600
 - Medium Scale Industry -GH₵ 750
 - Large Scale Industry -GH₵ 900
6. Complete and submit application form for license to manufacture cosmetics/household chemical substance and pay the requisite fee. Refer to fee schedule
7. 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.



FOOD AND DRUGS AUTHORITY

DOC. TYPE: FORM

DOC NO.: FDA/CHC/FOR - 2

Page 2 of 2

Ver. No.: 00

Effective Date: 06/01/20

REQUIREMENTS FOR REGISTRATION OF LOCALLY MANUFACTURED COSMETICS and HOUSEHOLD CHEMICAL

- 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.