TITLE: APPLICATION FOR THE REGISTRATION OF LOCALLY MANUFACTURED FOOD PRODUCT

1. DETAILS OF APPLICANT

Name of Applicant: (Company)

Company TIN number:

Postal Address:

Telephone: Email:

Contact Person Name:

2. DETAILS OF MANUFACTURER

Name of Manufacturer:

Manufacturing Facility Location Address (Please include; Plot No./ HNo/Ghana Post Digital Address):

Telephone: Email:

3. DETAILS OF THIRD-PARTY REPRESENTATION (WHERE APPLICABLE)

Name:

Business Address:

Telephone: Email:

Contact Person Name:

4. INFORMATION ON PRODUCT

Brand Name:	
Product Description:	
Variants (If any)	Yes: ☐ No: ☐
Type of Packaging:	
Primary Packaging:	
Secondary Packaging:	
Recommended Storage & Handling Condition:	
Shelf-Life:	Best Before/ Use By/Expiry Date:
Country of Origin:	
Labelling Language:	
Number of Samples Submitted:	
Type of Samples Submitted (Please tick the box that Applies)	☐ Final Samples ☐ Mock Samples
Unit Size (s) Volume or Weight)	
Raw materials/ Ingredients:	
For Packaged water Source of Water: Bore-hole/ Pipe borne Other-specify	

5. PRODUCTION PROCESS

Briefly describe your Production Process	

6. TYPE OF APPLICATION (Please tick the box that applies)

☐ New ☐ Renewal

For Renewal Applications: Have any modifications been made to the product/production since the last registration? (Please tick the box that applies, and briefly describe the modifications accordingly)

☐ No Changes	
☐ Yes, labels	
☐ Yes, location of manufacturing facility	
☐ Yes, Product Formulation	

7. DECLARATION

I Hereby, declare that the above information is correct to the best of my knowledge.

Name:		Signature:	
Position:		Date:	

NB: Please attach the following documents:

1. Copy of Business Registration Certificate
2. Certificate of Analysis (per product and variant), Sanitary or Phytosanitary Certificate (where applicable), and Radiation Certificate (where applicable)

3. Details of any investigations carried out to determine whether or not ingredient(s) used in Manufacturing/processing the product is injurious to health
4. Model Labels (per product and variant)
5. Copy of previous Registration Letter or Certificate