



FOOD AND DRUGS AUTHORITY

DOC. TYPE: FORM

DOC NO.: FDA/FER/RQT - 02

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Ver. No.: 01

Effective Date: 01/06/2020

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

1. Purchase and complete an 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 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***