

**REGISTRATION REQUIREMENTS – Imported Food Products**

1. Purchase forms (GH ¢5) at an FDA office or download one on our website ([www.fdaghana.gov.gh](http://www.fdaghana.gov.gh)) for free and complete registration forms
2. Application letter to: THE CHIEF EXECUTIVE FOOD AND DRUGS AUTHORITY

ACCRA

1. Copy of Business Registration Certificate.

1. Certificate of Analysis for each product and each variant where applicable (Should be endorsed

by an authorized officer)

1. Model labels of the products
2. Samples of each product and variant where applicable (see attached sample schedule – FER/RQT-

008)

 Where a product has both Primary and Secondary Packaging, both must be submitted  Two (2) Mock sample units (where applicable)

1. Licensing of food storage facilities (Cold or Dry) (Renewable after every year)
   * + Small Scale - GH¢240
     + Large Scale – GH¢600
2. Food importers license (Renewable after every year)
3. Registration fee -GH ¢1800 per product (Renewable after every 3 years)
4. Site verification fee:
   * $20,000.00 when importing Canned Tomato products, Fish and Meat Products and Infant Formula from outside Africa
   * $10,000.00 for all products imported from Nigeria
   * $10,000.00 when importing Canned Tomato products, Fish and Meat Products and Infant Formula from West Africa
   * $15,000.00 when importing Canned Tomato products, Fish and Meat Products and Infant Formula from North, East, South and Central Africa NB:
   * All documents to be submitted for registration must be comb-bound.
   * Applications awaiting additional samples expire after three (3) months from the date of submission of application
   * 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 the application form.
   * Model labels submitted solely for evaluation attract a fee of GH ¢50.00
   * Name Search for products

o Up to 5 products - GH ¢ 50 o 5 to 10 products - GH ¢ 100 o More than 10 products - GH ¢ 200

 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.