

**REQUIREMENTS FOR RENEWAL REGISTRATION – Locally Manufactured 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

1. Application letter to: THE CHIEF EXECUTIVE

FOOD AND DRUGS AUTHORITY ACCRA

1. Copy of Business Registration Certificate.
2. Copies of Food Handler’s Certificates
3. Model labels of the products
4. Samples of each product and variant where applicable (see attached sample schedule – **FER/RQT-008**)
   * + For Mock samples, submit Two (2) sample units
     + Where a product has both Primary and Secondary Packaging, both must be submitted
5. Licensing of local food production premises **(Renewable after every year)**
   * + Cottage Industry – GH ¢ 50
     + Medium Scale Industry - GH ¢300
     + Large Scale Industry - GH ¢600
6. Food Product Registration fee **(Renewable after every 3 years)**
   * Cottage Industry - GH ¢150 per product/product group
   * Medium Scale Industry - GH ¢ 450 per product/product group
   * Large Scale Industry - GH ¢900 per product/product group

**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**

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|  **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**