



**RWANDA FDA**  
 Rwanda Food and Drugs Authority  
 P.O. Box 1948 Kigali  
[info@rwandafda.gov.rw](mailto:info@rwandafda.gov.rw)  
[www.rwandafda.gov.rw](http://www.rwandafda.gov.rw)

**APPLICATION FORM FOR REGISTRATION OF IMPORTED LOW RISK FOOD**

*New/renewal application:*

*(Fill in product registration number if renewing).....*

**1.0 Particulars of food**

1.1 Brand Name/Trade Name/Trade Mark: .....

1.2 Common name/Product Name: .....

1.3 Brief description of the physical characteristics of the food (form, colour etc.): .....

.....

1.4 Intended end user (infants, young children, pregnant women, immune compromised, old age, diabetic or general population). State any other conditions or contraindications if any:

.....

1.5 Type of materials for the packaging container and liner if any (Describe primary, secondary and tertiary packaging material where applicable): .....

1.6 Type of materials for closure /cap/crown/seal and liner if any: .....

1.7 Retail packaging unit in weight, volume, or number: .....

1.8 Shelf life (month)/where applicable: .....

1.9 Instructions for use: .....

.....

1.10 Recommended storage conditions before opening: .....

.....

1.11 Standard used in the manufacture of the product: .....

.....

**2.0 Particulars of manufacturer**

2.1 Name (company/person): .....

2.2 Name of the country where the company was incorporated: .....



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2.3 Postal Address: .....

2.4 Physical address (country, town/city, street Plot No: .....

.....

2.5 Phone: .....

2.6 Fax: .....

2.7 E-Mail: .....

### 3.0 Particulars of the Trade Mark Holder/If Applicable

3.1 Name (company/person): .....

3.2 Name of the country where the company was incorporated: .....

3.3 Postal Address: .....

3.4 Physical address (country, town/city, street Plot No: .....

.....

3.5 Phone: .....

3.6 Fax: .....

3.7 E-Mail: .....

### 4.0 Particulars of Local Technical Representative (LTR)/If Applicable

4.1 Name (company/person): .....

4.2 Name of the country where the company was incorporated: .....

4.3 Physical address (plot/block No./street/Village/Sector/District/Province/City: .....

.....

4.4 Postal Address: .....

4.5 Country of origin (food to be imported): .....

4.6 Telephone: .....

4.7 Fax: .....

4.8 E-Mail: .....



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### 5.0 Raw materials, Ingredients & Additives used

List of raw materials, ingredients and/or additives in descending order of proportion, quantities per unit of the food and purpose of use

#### 5.1 Raw Materials

S/N	Name	Proportion (e.g. %, ppm, unit/mass or volume)	Purpose of use
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

#### 5.2 Ingredients & Additives

S/N	Name	Proportion (e.g. %, ppm, unit/mass or volume)	Purpose of use
01			
02			
03			
04			
05			



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06			
07			
08			
09			
10			

**6.0 Certification by the applicant**

I, .....  
 The..... (Position in the company) and a  
 duly authorised representative of ..... do hereby  
 certify that all the information filled in this form and all the accompanying documents are true and  
 correct to the best of my knowledge and confirm that the information referred to in this application  
 is available for proof.

Signature: .....

Date: ,,.,,.....

Official Stamp/Seal: .....

.....

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**For official use only**

Name of receiving officer: .....

Date:.....



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### NOTES

- **LOW RISK FOODS:** Fats and oils, Edible ices, Flours, Processed fruits and fruits products, Confectionaries, Coffee, Tea, Cocoa and their products, Cereals and cereals products, Bakery wares, sweeteners, Non-alcoholic beverages, Alcoholic beverages, Salts and salts substitutes, Vinegars.



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### CHECKLIST OF SUBMITTED APPLICATION DOCUMENTS

<b><u>LIST OF REQUIRED DOCUMENTS</u></b>	<b>Mandatory/Optional</b>	<b>Provided (Yes/No)</b>
An application letter requesting for product registration addressed to the DG of Rwanda FDA.	<b>Mandatory</b>	
A duly filled Application form	<b>Mandatory</b>	
Proof of payment for product's registration (Consider the regulation governing service fees, Tariff and Fines that can be found on <a href="http://www.rwandafda.gov.rw">www.rwandafda.gov.rw</a> , publications window in the Technical Regulations Portal) to one of Rwanda FDA's accounts highlighted on the bottom of the Authority's website.	<b>Mandatory</b>	
A Notarized Power of Attorney from the manufacturer/Market Authorization Holder (MAH) giving the permission to Local Technical Representative (LTR) to apply for product registration with Rwanda FDA on their behalf.	<b>Mandatory where applicable</b>	
If the applicant is the Manufacturer/MAH, the latter shall provide a letter appointing the LTR	<b>Mandatory where applicable</b>	
Notarized mutual agreement when a Trademark holder is not the manufacturer	<b>Mandatory where applicable</b>	
Business registration certificate from Rwanda Development Board (RDB) for LTR	<b>Mandatory</b>	
Premise licensing issued by Rwanda FDA for LTR facilities/warehouses	<b>Mandatory</b>	
Premise licensing by Rwanda FDA for LTR or warehouses	<b>Mandatory</b>	
Proof of registration/approval from a regulatory body in the country of origin, or any other valid international certificate such as GMP, ISO, HACCP, FSSC, etc	<b>Mandatory</b>	
The certificate of analysis/ test report showing testing of critical parameters	<b>Mandatory</b>	
A Bovine Spongiform Encephalopathy (BSE) and Transmissible Spongiform Encephalopathy (TSE) free	<b>Mandatory where applicable</b>	



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certificate, if the raw material is from animal source and contains; gelatine, magnesium stearate, lactose etc. (where applicable)		
A copy/ mockup of the current label	<b>Mandatory</b>	
Two samples of the product packaged in final package ready for the market or mock samples	<b>Mandatory</b>	

**Note:** The application materials are submitted via email at [info@rwandafda.gov.rw](mailto:info@rwandafda.gov.rw) and samples are submitted to the Reception of Rwanda FDA Headquarters.



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