



**APPLICATION FORM FOR THE GRANT OF PRODUCT
REGISTRATION NUMBER UNDER THE BALOCHISTAN
FOOD AUTHORITY ACT, 2014**



To,

The Director General,
Balochistan Food Authority

Subject: REGISTRATION OF FOOD PRODUCTS

I/we hereby apply for the Product Registration as per subject above pursuant to the provisions of section 7(2) (k) and section 15 of Balochistan Food Authority Act, 2014.

Applicant Name: _____

CNIC No: _____

Designation/position: _____

Food Business Name: _____

Office Address: _____

Manufacturing Unit Address: _____

Landline Phone: _____

Cell No: _____

Fax: _____

Email: _____

Name of person to be contacted in case of Emergency

Telephone No. (01) _____

(02) _____

Fax _____

Email _____

Product Category _____

Brand/Product Name _____

List of Ingredients including Additives

Final product Specification (Chemical & Microbiological)

Packaging Material _____

CHECKLIST FOR BRAND/PRODUCT REGISTRATION

Food Business/Manufacturer Name:

Brand/Product Name:

Sr. No.	ITEM/ASPECT/REQUIREMENT	Yes/No	Page No.	Remarks
1	Challan form submitted			
2	Filled Registration form			
3	Proof of Identity of Applicant			
	(i) Copy of CNIC of applicant/authorized representative			
	(ii) Authorization Certificate/Letter			
4	Copy of previous Certificate of Product Registration in case of renewal application / Product registration certificate of PSQCA			
5	Raw material important information			
	(i) Raw material list (complete)			
	(ii) Contact details of supplier of raw material (Contact No. + Complete address etc.)			
	(iii) Certificate of Analysis of each raw material			
	(iv) Halal Certification of each raw material			
6	Manufacturing unit			
	(i) Plant layout as per standard of BFA			
	(ii) Process flow/manufacturing process			
	(iii) Quality Management System (ISO, HACCP etc.) (if any)			
	(iv) Specific temperature for product manufacturing and storage			
7	Laboratory Information			
	(i) List of analytical test with reference			
	(ii) Technical staff in laboratory (Education + Experience)			
	(iii) Record maintenance in laboratory			
8	Product and label specification			
	(i) Finished product specification (Physical, Chemical and Biological)			
	(ii) Certificate of analysis of final product			
	(iii) Organic Certification (in case of claim)			
	(iv) Shelf life of final product, parameters and methods used to determine Shelf life			
	(v) Specimen of labeling			
9	Halal Certification of final product			

Registration fee (per product) as per the applicable fee structure of the Authority + the applicable government taxes at the time of this application _____

Bank Challan Slip No. _____

Deposit Date _____

Correspondence office address	Manufacturing unit address
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DECLARATION

To be signed by the applicant

I/we further declare that:

1. The information given in this declaration is true to the best of my/our knowledge and belief.
2. The sample(s) for which the report(s) are enclosed in the application form are owned by manufacturer / applicant.
3. If any misleading information has been found in this declaration, the applicant for grant of registration shall be liable for rejection.
4. If the registration, granted on the basis of information given above, which is found to be incorrect later, the registration shall be liable for cancellation.
5. Furthermore, whatever has been declared is true and nothing has been concealed. If there are any changes in future with regard to the information provided in the form, the same shall be immediately reported to the Assistant Director (Licensing), Balochistan Food Authority Quetta.

TERMS AND CONDITIONS

I/we (the applicant) on grant of registration number shall: -

1. Comply with the provisions of Balochistan Food Authority Act 2014 and rules made there under.
2. In case of expiry or validity or cancellation or withdrawal of license, discontinue forth with the production and agree to the recall of all products from market including promotional and advertisement matter which contains any reference thereat.
3. Permit access to a team appointed by Balochistan Food Authority for the purpose of inspection and collection of sample(s) from the factory and from the market.
4. Pay all financial dues to the Balochistan Food Authority even during the period of discontinued registration.
5. Report any product related complaint to Balochistan Food Authority and cooperate with and assist Balochistan Food Authority for resolution of such complaint including recall and withdrawal of product.
6. The funds that are submitted to Balochistan Food Authority are not transferable and not refundable.

Name and Signature of the applicant

Designation _____

Stamp _____

Date _____

REQUIREMENT FOR LOCALLY MANUFACTURED PRODUCT REGISTRATION

1. Duly filled registration form
2. Copy of CNIC of applicant.
3. Raw material/ ingredients information including name of supplier.
4. Certificate of analysis (if any).
5. Specimen of label used for the packing of products.
6. Method of disposal of expired / substandard products (with records).
7. Specific temperature requirement for ingredients or product (if any).
8. Halal certificate of ingredients and products.

REQUIREMENT FOR IMPORTED PRODUCT REGISTRATION

1. Duly filled registration form from importer and distributors.
2. Copy of CNIC of applicant.
3. Product list.
4. Copy of product label.
5. Certificate analysis.
6. Specific temperature requirement of product (if any).
7. Halal certificate of final product.
8. Name and address of the manufacturing company including the country of origin.
9. Method of disposal of expired / substandard products (with records).

Note: Requirement/documents should be submitted in the office of Balochistan Food Authority, Quetta either by hand or courier.

REQUIREMENT FOR LOCALLY MANUFACTURED PRODUCT REGISTRATION (Industrial Scale)

1. Duly filled registration form manufacturer.
2. Copy of CNIC of applicant.
3. Raw material / component information (stamped / signed).
 - i. Raw material list.
 - ii. Name of supplier with complete address and contact number.
 - iii. Certificate of analysis of all raw materials from supplier.
 - iv. Certificate of analysis of raw material of industry as received (if any).
4. Manufacturing unit:
 - v. Plant layout.
 - vi. Process flow and detail of manufacturing process (self/outsourced)
 - vii. Quality Management systems in the industry (GMP, ISO Systems, HACCP, FSSC etc.)
 - viii. Specific temperature requirement for ingredients or product (if any)
5. Laboratory information:
 - ix. List of analytical tests with reference.
 - x. Technical staff in laboratory.
 - xi. Laboratory record.
6. Product and label specifications:

- i. Finished product specifications (physical, chemical and microbiological).
 - ii. Certificate of analysis of final product.
 - iii. Shelf life.
 - iv. Specimen of labels and labelling material used in the product.
7. Discard policy of substandard/ unsafe ingredients and product.
 8. Halal certificate of ingredients and products.
 9. Attach list of distributions/Marts/Shops, etc. with complete address and contact number where product is available for sale.