THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR

MINISTRY OF HEALTH

ZANZIBAR FOOD AND DRUGS AGENCY

GUIDELINES FOR FOOD IMPORTATION AND EXPORTATION

November, 2018

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<tr>
<td>CCFIEICS</td>
<td>Codex Committee on Food Import and Export Inspection and Certification System</td>
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<td>FAO</td>
<td>Food and Agriculture Organization</td>
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<td>FCVR</td>
<td>Final Clarification Value Report</td>
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<td>Good Manufacturing Practices</td>
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<td>MP's</td>
<td>Manufacturing Premises</td>
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<td>SBE</td>
<td>Single Bill of Entry</td>
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<tr>
<td>WHO</td>
<td>World Health Organization</td>
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<td>ZFDA</td>
<td>Zanzibar Food, Drugs and Cosmetics Agency.</td>
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<tr>
<td>ZFDCA</td>
<td>Zanzibar Food, Drugs and Cosmetics Act, No. 2/2006 and its Amendment Act No. 3/2017</td>
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ACKNOWLEDGMENT

Preparation of these guidelines would not have been accomplished without the contribution of ZFDA staff who worked tirelessly in reviewing them at different stages of development of the document.

We would like to thank the management of ZFDA for guiding and participating actively in the whole process of development of these guidelines. Special gratitude goes to the following; Dr. Burhani Othman Simai, Dr. Khamis Ali Omar, Ms. Khadija Ali Shcha, Mr. Abrahman Hamad Mussa, Mr. Abdulmatin Yaassin Mkwubwa, Mr. Mohamed Shadhil Shauri, Ms. Khadija Abdalla Abass, Ms. Aisha Suleiman Mubandakazi, Mrs. Fatma Said Masoud, Mrs. Fatma Taha Makame and Ms. Amina Ramadhan Salim.

I would also like to sincerely thank all those who reviewed and made constructive comments and inputs to the guidelines including staffs in the Department of Food Safety Control.

Dr. Khamis Ali Omar
DIRECTOR
DEPARTMENT OF FOOD SAFETY CONTROL
FOREWORD

International trade in food is growing fast due to globalization and liberalization of trade. This implies that food borne diseases found in one part of the world can spread so fast to other parts of the world. As a result of this, countries all over the world are putting in place systems for controlling imports and exports in order to ensure that food products circulating in these countries are of required quality and safety to protect human health which is in line with ZFDA’s mission.

As one of the means of achieving this goal all food and food ingredients destined for marketing in Zanzibar, have to be subjected to control at the port of entry to ascertain their compliance with set standards of quality and safety prior to entering into Zanzibar. Similarly, Zanzibar has an obligation of ensuring quality and safety of exported products among other reasons, to safeguard the interests of the nation as a reputable supplier of quality and safety foods. In order for this task to be accomplished efficiently, different tools need to be in place. One of the important tools required by the inspector and food dealers is having import and export guidelines. These are quite useful for key import and export stakeholders. These stakeholders include food inspectors at the ports entry, food importers and exporters and other law enforcers. The guidelines will enhance standardization of operations by inspectors stationed at ports of entry thus minimizing variations in decision-making process. Knowledge of other stakeholders on the requirements for importation and export of foods will enhance compliance to the legislation.

Benefits derived from the application of these guidelines will be achieved if stakeholders will make use of them effectively. It is therefore anticipated that every stakeholder will play his role so that both human health protection and promotion of the food business are achieved, for example food importers and exporters will be able to prepare the required documentation in line with the requirements of the guidelines and therefore minimize unnecessary queries and therefore speed up provision of quality services to the clients. On the other hand, use of the guidelines by inspectors will minimize risks of trading sub standards foods among nations and therefore prevent dumping of substandard or unfit products to our country.

Import and export control of food is changing very fast due to technology and emerging food borne diseases. Therefore, for the guidelines to suit the changing environment, it is expected that feedback from users will serve as an input in revising it so as to maintain its value as a tool for import and export control of foods.
CHAPTER ONE

1. INTRODUCTION

1.1 General

There is no single country which can be self-sufficient in all food commodities in terms of quantity and varieties. Often time’s countries specialize in production of food products with higher comparative advantage or comparatively low cost per unit of output and purchase products from other countries that are relatively cheaper. In view of this fact, Zanzibar imports food products to meet to Country’s food demand in terms of quantity and varieties but also exports food to other countries in order to earn foreign currency. However, countries including Zanzibar are demanding products which are being imported to comply with local or international standards in order to safeguard the health of consumers.

Inspection and certification systems are fundamentally important and used as a means of food control. Inspections and certification may be focused on the products, processes or facilities, auditing of systems and examinations. Taking into consideration the importance of enhancing quality and safety of imported or exported foods.

ZFDA is confident that use of these guidelines will enable provision of timely and quality services and provide conducive environment for effective and efficient food import and export control by;

a) Assisting food importers and exporters to comply with the requirements of the legislation.

b) To guide Authorized officers on the requirements for importation and exportation so that enforcement is carried out in the right manner.

1.2 Objectives

1.1.1 Overall objective

ZFDA has developed these guidelines with the objectives of enhancing effective enforcement of the Zanzibar Food Drugs and Cosmetics Act (ZFDCA) regulations relevant to import and export control of food.

1.1.2 Specific objectives:

a) The food products imported into Zanzibar are safe, of good quality and are of good nutritive value.

b) The food products destined to be exported from Zanzibar must meet specified requirements (i.e. food standards and regulations) of the importing country.

c) Protecting the consumer from false and unjustifiable claims and advertisement of food.
d) Preventing/minimizing fraudulent practices in the food trade.

e) To assist prospective exporters, (manufacturers or their agents), of foodstuffs with information related to the issuing of health certificates and how, amongst others, to obtain such certificates.

1.3 Scope

These guidelines form the basis for control of importation and exportation of food.

1.4 Terms and definitions

**Agency**

Means the Zanzibar Food, Drugs and Cosmetics Agency, or its acronym "ZFDA".

**Audit**

Is a systematic and functionally independent examination to determine whether activities and related results comply with planned objectives.

**Authorized Officer**

Means an officers/inspector appointed, authorized and recognized as such under section 106 of ZFDC Act No. 2006.

**Certification**

Is the procedure by which official certification bodies or officially recognized certification bodies provide written or equivalent assurance that foods or food control systems conform to the requirements. Certification of food may be, as appropriate, based on a range of inspection activities, which may include continuous on-line inspection, auditing of quality assurance systems, and examination of finished products.

**Certifying officer**

Refers to a person who is employed by a competent health authority within the national health system and who has been specifically authorized, or by virtue of his official functions related to food control authorized to compile, sign and issue a health certificate related to the compliance to health requirements of a consignment of foodstuffs destined for export as based on the criteria specified by the importing country.

**Certificate of Conformance**

A Certificate given from exporting country after inspecting the consignment before shipment, in relation to quality and safety of such particular consignment.

**Health certificate**

Refers to an official written document issued and signed by a certifying officer employed by a competent health authority, containing full details of the food safety related status of a consignment destined for export.
Certificate of Analysis
Refers to quality control data for a particular lot/batch of product.

Codex
Means the Codex Alimentarius Commission responsible for execution of the joint FAO/WHO food standards programme for the purpose of protecting the health of food consumers and ensuring fair practices in the international food trade.

Competent Health Authority
Refers to the relevant authority, which is mandated to attend to food safety/control matters, including the issuing of a health certificates as described by these guidelines and as determined by the relevant authority of importing Country.

Consignment
Refers to a quantity of goods or specific batch/lot of food stuffs as specified on the relevant export documentation of the exporter and which can be identified by the certifying officer for inspection/sampling purposes, depending on the nature of the certification as determined by the importing Country.

Food
Means any article other than medicine, cosmetics and tobacco used as food or drink for human consumption and includes any substance used in manufacture or treatment of food.

Exporter
Means person or institution authorized to export food to other Countries.

Exportation
Means an act or process of passing goods (food products) outside of Zanzibar.

Food safety
Refers to the assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.

Food control
Means a mandatory, regulatory activity of enforcement by the competent health authority to provide consumer protection and ensure that all food during production, handling, storage, processing and distribution is safe, wholesome and fit for human consumption; conform to safety requirements; and are honestly and accurately labeled as prescribed by law.

Importation
Means an act or process of bringing goods (food products) into Zanzibar.

Importer
Means person or institution authorized to import food to Zanzibar.
Import permit
Means a permit issued to food importer by the Agency, authorizing him to import food items in Zanzibar.

Non Registrable foods
Means all non pre-packaged foods, bulk food and raw food materials.

Official Accreditation
Is the procedure by which a Government Agency having jurisdiction formally recognizes the competence of an inspection and /or certifying body to provide inspection and certification services.

Phytosanitary Certification
Refers to a document required by importing countries for the export of non processed plant products for the purpose of protecting plants against pests, plant diseases, chemical treatments and weeds.

Registrable foods
Means all pre-packaged foods.

Zoo Sanitary Certificate
Refers to a document required by importing countries for the export of non processed animal products for the purpose of protecting animals against pests, and animal diseases.
CHAPTER TWO

2. IMPORTATION OF FOOD

2.1 General

2.1.1 Authorized importers of food fall under the following categories:-

   a) Government and Non-Government Organizations such as World Food Programme
   b) Food dealers (Wholesalers and Retailers) with valid license
   c) Food Manufacturers with valid license
   d) Donors
   e) Persons authorized to import food for personal use.
   f) Individuals/Institutions authorized to conduct Researches

2.2 Specific requirements for importers

2.2.1 Food importer should have the following requirements:

   a) Government and NGOs shall be required to submit relevant documents for justification.
   b) Food dealers shall be registered as Food importers and must have suitable and registered premises to stock such particular food product and valid license issued by the Zanzibar Food and Drugs Agency.
   c) Food Manufacturers shall have valid manufacturing license and registered as Food importers.
   d) Food donations by Countries, Faith based organization (FBO’s) or individuals shall be fit for human consumption, safe and of good quality not prohibited from the Country of origin attached with relevant documents for justification.
   e) Individuals authorized to import food for personal use shall submit relevant documents to justify that the products are not meant for commercial purpose.
   f) Individuals/Institutions authorized to conduct Researches shall submit relevant documents approved by Ethical Committee Research Committee of the Ministry responsible for Health -Zanzibar.

2.2.2 The importer shall be responsible for recall/withdraw of product from the market once it is proven to cause health hazards to consumers.

2.3 Procedure for Registration as Food Importer

2.3.1 Any person who intends to import food into Zanzibar shall be required to apply for registration as food importer to the Executive Director of Zanzibar Food and Drugs Agency in a prescribed form in Annex 1.

2.3.2 Application shall be accompanied by fee as prescribed under current ZFDA Fees and Charges Document.
2.3.3 The Executive Director, upon receiving application shall issue a Food Importer Registration Certificate to the applicant and shall be valid for one year. A format of Food Importer Registration Certificate is provided as Annex 2.

2.4 Procedure for Processing Import Permit

2.4.1 A registered Food Importer shall be required to apply for Import permit by fill in prescribed forms (Annex 3 for registrable foods and Annex 4 for non-registrable foods).

2.4.2 Application for Import permit shall be accompanied with the following documents;

a) Proforma invoice/Invoice from the supplier
b) Certificate of Origin
c) Bill of Lading
d) Packing List
e) Phytosanitary Certificate
f) Health Certificate
g) Fumigation Certificate
h) Certificate of Conformance

And where applicable;

a) Certificate of analysis
b) Radiation free certificate
c) Document show Minimum Residue Limit (MRL) of antibiotics or pesticide
d) Halal Certificate

2.4.3 Application for importation of non-registrable products shall be accompanied with pre-shipment samples for analysis whose cost will be incurred by importer as prescribed in the Fees and Charges ZFDA Fees and Charges Document. Proforma invoices shall not contain non-food products, while food products and food supplements shall be in separate proforma invoices.

2.4.4 Proforma invoice shall indicate the following for each food to be imported;

a) Name of the Supplier
b) Name of the Manufacturer
c) Name of importer
d) Country of Origin
e) Trade and Common names
f) Quantity to be imported
g) Registration number in case of registrable products
h) Date and invoice number
2.4.5 In addition to above requirements, the Proforma invoice for importation of Food Supplements must indicate ingredients/compositions and their strength/level.

2.4.6 Proforma invoice must also indicate the value of the product(s), currency of payment, validity of the proforma, mode of shipment (sea, air, road), and the destination port of entry.

2.4.7 The proforma invoice shall have a signature and stamp of the supplier/shipper.

2.4.8 The Executive Director, upon receiving applications for import permit and other supporting documents as specified above, shall:

   a) Examine the applications to authenticate whether the applicant is registered as Food importer.
   b) Examine the Proforma invoice to ensure that the food intended to be imported are those granted marketing authorization (registered) by the Zanzibar Food and Drugs Agency.
   c) Agency. Calculate the applicable and statutory fees of 0.5% FOB value of goods to be imported to be payable to the Zanzibar Food and Drugs Agency.
   d) On completion of above scrutinization and if satisfied with the submitted data, the proforma invoice shall be dated and stamped with the official ZFDA stamp and endorsed with the word “PAID”.
   e) After completion of above process the Import Permit will then be issued.

2.5 Inspection of goods after shipment at destination port.

2.5.1 All food consignments after shipment also comply with the Revenue Authorities such as ZRB and TRA rules and other port regulations. The ZFDA Inspectors will conduct inspection of all consignment imported through designated ports of entry under the Zanzibar destination inspection procedures.

2.5.2 Food authorized for importation shall only be:

   a) Pre-packaged food and Food supplements that are registered by the Agency.
   b) Non pre-packaged/Non registrable food which comply with the specifications and /or requirements prescribed by the Agency.
   c) Food, which has not been banned or does not contain an ingredient, which has been banned in the Country of origin.
   d) All that transported, packed and stored in accordance with Food Safety and Good Hygienic Practices (GHP) as provided in the Zanzibar Food, Drugs and Cosmetics Act No.2/2006 and its associated food regulations.

2.5.3 Import Permit shall not be transferable and shall be issued to cover only one food consignment to be imported.
2.5.4 Approved Proforma Invoice and Import Permit shall be valid for 6 months from the date of approval.

2.5.5 Imported Food product shall have at least a shelf life of 6 months remained before entry at port of entry for those products with shelf life of 9 months or more.

2.6 Inspection of Food at Port of entry

2.6.1 Each imported food consignments shall be inspected or examined by the food inspector before clearing from the customs to ensure that meets the following requirements;

a) The documents correspond to the consignment shall be submitted as stipulated in 2.4.2.
b) Labeling requirements

i Primary packaging of food imported shall be clearly labeled in English or Swahili or both and shall include the following information;

   a) Trade and Common names
   b) Food Ingredients/compositions in case for Food Supplements
   c) Dates of Manufacture and Expiry (including date/month/year or month. Packaging unit/weight.
   d) Storage conditions
   e) Name and address of Manufacturer

ii Food products with labels, which show evidence of alteration, will be regarded as substandard and shall be CONDEMNED. Such alterations shall include;

   a) Entire label or parts with details such as batch numbers, dates of manufacture and expiry cut off.
   b) Evidence of labels being removed or new ones attached or new labels being pasted over old ones.
   c) Details are being erased or painted out and replaced with new details.
   d) Counterfeiting (such as use of other person brand name).

iii The primary package shall be sealed in such a way that the product can not be reached or tempered without damaging the seal.
2.6.2 Approved ports of entry

a) For the purpose of better control of food products, food raw materials and food supplements, the official entry points in the country are sea and air approved by the Government which are:

i. Malindi Seaport
ii. Mkokotoni Seaport
iii. Mkoani Seaport
iv. Wete Seaport
v. Abeid Amani Karume International Airport
vi. Pemba Airport

2.7 Taking of Samples

2.7.1 For the purpose of ensuring compliance, Food inspector shall be obliged to take sample of food whenever deemed necessary, for analysis or for other examination in the following conditions;

a) Routine samples, such consignment shall be released to the importer with no halt of sales.
b) Suspicious consignment in which sample was taken for analysis shall remain under Customs Control pending analysis result.

2.7.2 While taking samples the inspector shall fill in Sample Collection Notification and Receipt (Annex 5)

2.8 Release of Consignment

2.8.1 Once satisfied that all importation conditions of food consignment have been fulfilled as required in the Act, the Food inspector shall release the consignment and stamp the import permit with a RELEASE stamp.

2.8.2 The following shall apply for Food Consignments which do not meet specified requirements;

a) Food and Food supplements rejected because of quality reason shall be CONDEMNED.
b) Foods rejected because of being unregistered in Zanzibar may be re-exported to a third country on special request and with special clearance from the Food Authority of the country where the consignment is being exported.
c) A re-export exercise shall be preceded by re-inspection of the rejected consignment to confirm that it is still intact before re-export permit is issued by the Zanzibar Food and Drugs Agency.
d) Reloading for re-export shall be witnessed by customs officials and Food Inspector(s) of the Zanzibar Food and Drugs Agency.
e) Copies of re-export documents stamped at the exit port shall be submitted to the ZFDA as evidence of exportation export.
f) Destruction of rejected food shall be done as per ZFDA requirements. The Food inspectors, customs officials and representatives from other relevant Government institutions shall jointly supervise destruction of food still under customs.

g) After completion of destruction, ZFDA shall issue a disposal certificate (Annex 6) to the importer.

2.8.3 Where the consignment is detained, the inspector shall condemn and seize by filling in Seizure Certificate A (Annex 7) or Seizure Certificate B (Annex 8) and Condemnation Certificate (Annex 9) a Confiscation form of food consignment(s) (Annex 10) stating clearly the reason(s) for detention.
CHAPTER THREE

3. EXPORTATION OF FOOD

3.1 General

3.1.1 Authorized exporters of food fall under the following categories:

a) Government and Non-Government Organizations.
b) Food dealers (Wholesalers and Retailers) with valid license.
c) Food Manufacturers with valid license.
d) Donors.
e) Persons authorized to export food for personal use.
f) Individuals/Institutions authorized to conduct Researches.

3.1.2 Certification of food for export is normally done by ZFDA. The Agency shall issue Health Certificate for Export (Annex 11) to accompany food for export.

3.1.3 The Agency shall issue a health certificate if it is satisfied that:

a) The food has been registered and manufactured under license issued by it or the food consignment has been inspected and found in compliance with existing standards.
b) For Company/individuals intending to export, inspection and sampling of the consignment to be exported shall be done by an inspector prior to issuance of health certificate on which the samples shall be analyzed under exporters cost.
c) The food does not contravene any provision of ZFDC Act, No. 2/2006 and its associated regulations.

3.2 Specific requirements for Exporters

a) Government and NGOs shall be required to submit relevant documents.
b) Food dealers shall be registered as Food exporters (Annex 12 and Annex 13) and must have suitable and registered premises to stock such particular food product and valid license issued by the Zanzibar Food, Drugs and Cosmetics Agency.
c) Food Manufacturers shall have valid manufacturing license and registered as Food Exporters.
d) Food donations by organization or individuals shall be fit for human consumption, safe and of good quality not prohibited to the Importing country attached with relevant documents for justification.
e) Individuals authorized to export food for personal use shall submit relevant documents to justify that the products are not meant for commercial purpose.
f) Individuals/Institutions authorized to conduct Researches shall submit relevant documents approved by Ethical Committee Research Committee of the Ministry responsible for Health -Zanzibar.
3.3 Inspection of Food before Export

3.3.1 Each consignment intended for exportation shall be thoroughly inspected to ensure that it meets the following requirements;

   a) The premise shall comply with Good Hygienic Practices (GHP).
   b) Labeling requirements

3.3.2 Primary packaging of food intended for exportation shall be clearly labeled in English or Swahili and shall include the following information;

   a) Trade and/or Common names.
   b) Food Ingredients/compositions in case for Food Supplements.
   c) Dates of Manufacture and Expiry (including date/month/year OR month).
   d) Packaging unit/weight.
   e) Storage conditions
   f) Name and address of Manufacturer.

3.3.3 Food products with labels, which show evidence of alteration, will be regarded as substandard and shall be REJECTED. Such alterations shall include;

   a) Entire label or parts with details such as batch numbers, dates of manufacture and expiry cut off.
   b) Evidence of labels being removed or new ones attached or new labels being pasted over old ones.
   c) Details are being erased or painted out and replaced with new details.
   d) Counterfeiting (such as use of other person brand name).

3.4 Taking Samples

3.4.1 The sample will be taken as per ZFDA Guidelines for Food Sampling.

3.5 Procedures for Processing Health Certificate

3.5.1 Any person intending to export food shall be required to fill in Application for Permission to Export Foodstuff (Annex 14) and addressed to the ZFDA Executive Director.

3.5.2 The application shall include the following:

   a) Name and address of the exporter.
   b) Name and address of the importer
   c) Quantity of the food item to be exported.
   d) Type of packaging material.
   e) Mode of transportation (sea or air ).
   f) Batch number(s) of the consignment.
guidelines for food importation and exportation

3.5.3 The application shall be accompanied with:

a) Proforma invoice.
b) Certificate of analysis of the batch to be exported.
c) Any other relevant documents.

3.5.4 Application shall be accompanied with relevant fee as prescribed in existing fees and charges document.

3.5.5 After assessing the compliance of submitted documents, a Health Certificate will be issued.

3.5.6 The permit is valid for six (6) months from the date of issue and it is for single use only.

3.6 Terms and conditions for Exportation of Food

3.6.1 Food authorized for exportation shall only be:

a) Pre-packaged food, Food supplements, Meat and Meat Products and Milk and Diary products that are registered by the Agency.
b) Non pre-packaged/Non registrable food which comply with the specifications and /or requirements prescribed by the Agency.
c) Food, which has not been banned or does not contain an ingredient, which has been banned in both import and export countries.

3.6.2 Export Permit shall not be transferable and shall be issued to cover only one food consignment to be exported.

3.6.3 Approved Preforma Invoice and Export Permit shall be valid for 6 months from the date of approval.

3.7 Inspection at PoEs

3.7.1 Before the consignment exit Zanzibar at PoEs, the Inspector shall examine:

a) The consignment to confirm if it is fit and corresponds to the documents submitted as stipulated in section 3.5 of this guideline.
b) The package shall be sealed and make sure the ZFDA seals are not tempered.
ANNEXES

Annex 1

APPLICATION FOR REGISTRATION AS
FOOD IMPORTER
(Under Section 36(1) of the Zambian Food, Drugs and Cosmetics Act 2006)

1. We hereby apply for registration of my/our existing/new importer for the year .......... in accordance with the Zambian Food, Drugs and Cosmetics Act, 2006 and its Amendments No. 3/2017.

2. Name of Applicant ..........................................................

3. Postal address ..........................................................

4. Physical address ..........................................................

5. Tel. No ...........................................................................

6. District ...........................................................................

7. Imported Food Product(s) ..................................................

8. Extant Importer Certificate # .............................................

9. Issued on: ............................................................. Expired on: ..........................................................

10. Premises Registration No. ..............................................

11. Business Permit No. ..........................................................

12. Expires on ........................................................................

I, the undersigned do hereby certify that all the information in this form and all the accompanying documentations is correct and true to the best of my knowledge.

                                      Date........................................................................ Signature of Applicant

N.B. False declaration constitutes an offence.

FOR OFFICIAL USE ONLY

Fees .......................................................... Receipt No ..........................................................

Registration granted/not granted because .............................................................................

Registration No .......................................................... Approved by Management Meeting No. ..........................................................

Date ........................................................................ Responsible Registration Officer Signature

Date ........................................................................ Signature of Executive Director and stamp

P O Box 3595, Mumbwa Area, Changu Road, Lusaka
Tel + 256 24 2233959, Fax + 256 24 2233959, Website www.zfda.go.zm
Email info@zfda.go.zm
ANNEX 2

ZANZIBAR FOOD AND DRUGS AGENCY

FOOD IMPORTER REGISTRATION CERTIFICATE
Under Section 19(3) of the Zanzibar Food, Drugs and Cosmetics Act, 2006

Certificate No.
ZFDA/IC/No./Year

M/S ——— of Postal address P.O.BOX ———- having premises at ————
Street/Village, Plot No - is hereby granted registration No ————
- as importer of ————- or substances to be used in manufacture of food as entered in the importers register under his/her name.

Issued on ———— Expires on ————

EXECUTIVE DIRECTOR
Annex 3

APPLICATION FOR PERMISSION TO IMPORT REGISTRABLE PRODUCT(S)

(Section 18(1) of the ZFSC Act 2/06 and Regulation 12.3(e))

PART A: APPLICATION DETAILS

Name of registered importer .................................................................
Registration No......................................... Postal address .............. Tel ........................
Exporting Country .................................... Invoice No ........................ Date ..............
Purpose of importation: ...........................................................................
Exporter/Sender .................................................. Postal address........
Arrival expected by (ship/air cargo): ...................................................
Via ......................................................... port of entry

I/We hereby apply for permission to export the following product(s) in accordance with the above mentioned Act and Regulations made thereunder:

<table>
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<tr>
<th>S/in</th>
<th>Product</th>
<th>Quantity</th>
<th>Value of the products</th>
<th>For official use only</th>
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(Attach extra sheet if the space above is not enough)

............................................................... Date
............................................................ Signature of applicant

PART B: OFFICIAL USE

Fees ........................................ Receipt No .................................... of .................................................................

Permission is hereby [granted/not granted] with Permit No ........................................
to import items marked [approved/not approved] in the last column above.

............................................................... Date
............................................................ Responsible Officer
............................................................... Signature

............................................................... Date
............................................................ Signature of Executive Director and stamp

NB: This form is for single consignment only

*Delete whichever is not applicable

P O Box 3395, Mombasa Area, Chongu Road, Mombasa
Tel +255 24 2233950, Fax +255 24 2233959, Website www.zfda.go.tz,
E mail info@zfda.go.tz

Page 1 of 1
Annex 4

APPLICATION FOR PERMISSION TO IMPORT NON-REGISTRABLE FOOD
(Section 18(1) of the ZFDC Act 2/06 and Regulation 12.3(p))

PART A: APPLICATION DETAILS

Name of Importer .......................................................... Registration No .................................................
Product Reg. No....................................................... Postal address ...................................................... Tel ..........................................................
Exporting Country.................................................... Invoice No.......................................................... Date ......................................................
Exporter/Sender ........................................................ Postal address .........................................................
Purpose of importation: ................................................ Admission expected by (ship/air cargo) ................
Via ...................................................................................................... port of entry

I/We hereby apply for permission to import the following non-registrable food items and/or substances used in the preparation/ manufacture of food in accordance with the above mentioned Act and Regulations made thereunder:

<table>
<thead>
<tr>
<th>S/n</th>
<th>Product</th>
<th>Quantity</th>
<th>Value of the products</th>
<th>For official use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Brand name</td>
<td>Common (Generic name)</td>
<td>litre/kg/ no.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach extra sheet if the space above is not enough)

Date ........................................................................ Signature of applicant

PART B: OFFICIAL USE

Fees............................................................ Receipt No ......................................................... of .................................

Permission is hereby *granted/not granted* with Permit No. ............................................. to import items marked *approved/not approved* in the last column above.

Date .................................................................... Responsible Officer .............................................. Signature ..........................

Date .................................................................... Signature of Executive Director and stamp

NB: This form is for single consignment only
*Delete whichever is not applicable.

P O Box 3595, Mombasa Area, Changam Road, Zanzibar
Tel +255 24 2233959, Fax +255 24 2233959, Website www.zfda.go.tz, Email info@zfda.go.tz

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Annex 5

SAMPLE COLLECTION NOTIFICATION AND
RECEIPT

(Section 102 of the Zanibar Food, Drugs and Cosmetics Act 2/05)

[To be filled in duplicate]

To: ..........................................................

..............................................................................

I, .................................................................................. have this .................................. day of ................................

Taken/purchased/procured......................................................... from the

premises/port of entry. .............................................. situated at ................................................ under

powers vested in me as Authorized Officer under section 102 of the Zanzibar Food, Drugs

and Cosmetics Act, 2006 and if I consider it necessary, will have the same analysed or

examined by an Analyst.

Details of the food product(s) sampled

<table>
<thead>
<tr>
<th>S/N</th>
<th>Brand name</th>
<th>Common name</th>
<th>Batch/lot number</th>
<th>Sample size</th>
<th>Manufacturing date</th>
<th>Expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Date.......................................................... Place of Origin ........................................

..............................................................................

Name of Inspector .................................... Title of Inspector .................................... Signature of Inspector

..............................................................................

Name of Inspector .................................... Title of Inspector .................................... Signature of Inspector

..............................................................................

Name of Inspector .................................... Title of Inspector .................................... Signature of Inspector

I have witnessed sample being taken/purchased from my consignment/premise according to
ZFDB Act #2/2006 and these under regulations for the purposes explained above.

..............................................................................

Name Owner or Agent ..................................... Signature of Owner or Agent

Note: The consignment represented by the sample is under quarantine and by no means
should be supplied, sold, or used until an official notification by ZFDA have been issued to the
owner or agent.
Annex 6

ZANZIBAR FOOD AND DRUGS AGENCY

CERTIFICATE OF DISPOSAL
(Section 100 of the Zanzibar Food, Drugs and Cosmetics Act 2/06)

Certificate No.: ZFDB/COD/000/2017

Name and address of owner or agent

The Zanzibar Food, Drugs & Cosmetics Agency (ZFDA) in accordance with Section 100 of the law relating to the Control of Food, Pharmaceutical Products, Herbal Products, Cosmetics, Veterinary Medicines and any product regulated under the ZFDB Act No.2 of 2006, hereby certifying that the following listed item(s) were disposed after being found unfit for human consumption.

<table>
<thead>
<tr>
<th>SN.</th>
<th>NAME</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>PLACE OF DISPOSAL</th>
<th>DATE OF DISPOSAL</th>
</tr>
</thead>
</table>

Reason[s] for Disposal:

1.

Date

Signature and stamp of Executive Director

Page 19 of 27
Annex 7

SEIZURE CERTIFICATE - A
(Section 33 of the Zanzibar Food, Drugs and Cosmetics Act / Ordinance
and Regulations 125(i))

(To be used where the food item(s) has/have to be removed from the premises)

Name and Address of owner or agent

Tel No.

Whereas I, ........................................ (Name of Inspector) have reason to believe that, the
stock of food item(s) detailed below, which is in your possession at the premises situated at
the above address, contravene the provisions of the Zanzibar Food, Drugs and
Cosmetics Act, 2006 or the Regulations made thereunder. Now, therefore, I hereby seize and remove
the said food item(s) from premises as it is described under the Provisions of Section 33 of the said Act.

Details of food item(s) seized

<table>
<thead>
<tr>
<th>S/N</th>
<th>Brand name</th>
<th>Common name</th>
<th>Qty or number</th>
<th>Batch Number</th>
<th>MFD-Date</th>
<th>EXP-Date</th>
<th>Reasons for seizure</th>
</tr>
</thead>
</table>

If you consent to the destruction or disposal of the food item(s) seized as mentioned above as I direct, you
should sign your name to the following voluntary declaration and return the original of this certificate to me.

Date

Name of Inspector in block letters

Signature

Owner(s)/Agent's Declaration

I consent to the destruction or disposal of the food item(s) seized and mentioned above.

Date

Name of Owner/ Agent in block letters

Signature

---

P.O.Box 3595, Mombasa Area, Changu Road, Zanzibar
Tel. +255 24 2230959, Fax. +255 24 2230959, Website www.tida.go.tz,
E-mail: mtg@tida.go.tz

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Annex 8

SEIZURE CERTIFICATE - B
(Section 33 of the Zanzibar Food, Drugs and Cosmetics Act 2006 and Regulations L23(3))

(To be used where the food item(s) has/have to be left under care of Owner/Agent)

Name and Address of owner or agent

Tel No.

Whereas I ................................................................. (Name of Inspector) have reason to believe that the stock of food item(s) detailed below which is in your possession at the premises situated at .................................................. contravenes the provisions of the Zanzibar Food, Drugs and Cosmetics Act 2006 or the Regulations made thereunder. Now, therefore, I hereby seize the said food item(s) under the Provisions of Section 33 of the said Act, and direct you to keep the said sealed stock in safe custody subject to such orders as may be issued subsequently in relation thereto. Be it known to you that removal or alteration or interference in any way with the said food item(s) without my authority is an offence under section mentioned above.

Details of food item(s) seized:

<table>
<thead>
<tr>
<th>#/N</th>
<th>Brand name</th>
<th>Common name</th>
<th>Qty or number</th>
<th>Batch Number</th>
<th>MFD-Date</th>
<th>EXP-Date</th>
<th>Reasons for seizure</th>
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</tbody>
</table>

I hereby further order to sign your name on this seizure certificate as a declaration of your acknowledgment of receipt of this certificate with the said food item(s) intact as mentioned above.

Date .................................................. Name of Inspector in block letters .................................................. Signature ..................................................

Date .................................................. Name of Owner/Agent in block letters .................................................. Signature ..................................................

The consignment is under quarantine and by no means should be supplied, sold, or used until an official notification by the ZFDA have been issued to the Owner/Agent.

P.O. Box 3593, Mombasa, Areea, Changgu Road, Zanzibar
Tel. + 255 24 2233958, Fax: + 255 24 2233959, Website www.zida.go.tz,
E-mail info@zida.go.tz

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Annex 9

ZANZIBAR FOOD AND DRUGS AGENCY

CERTIFICATE OF CONDEMNATION
(Section 100 of the Zanzibar Food, Drugs and Cosmetics Act 21/06)

Certificate No.: ZFDB/COC/000/2017

Name and address of owner or agent

SN. | IDENTIFICATION | AMOUNT (Tons) | BATCH NO. | MFD - EXP | COUNTRY OF ORIGIN | DATE OF ARRIVAL/ INSPECTION
---|---|---|---|---|---|---
1 | | |

Time is to certify that, the above said food item(s) on board is/are damaged/contaminated

List of visual abnormalities:
- Presence of abnormal smell
- Presence of maggots

Render it/them to be unfit for human consumption, hence condemned by the Zanzibar Food, Drug and Cosmetic Board. Therefore, in accordance with Zanzibar Food, Drugs and Cosmetics Act, No 2 of 2006.

1. You are required to make full payment of disposal fees (Section 100 (1)) for the product(s) has to be disposed. OR
2. You are ordered to return the above mentioned product to the country of origin (Section 107 (1)(b)).

Date

Signature and stamp of the Executive Director

If B. You are required to respond within two weeks upon receiving this certificate and bare witness during the disposal or transportation process that will be supervised by the Zanzibar Food, Drug and Cosmetic Board.
Annex 10

CONFISCATION FORM FOR UNFIT FOOD PRODUCTS
(Made Under Section 103 of the ZFSCA, Act No. 4 of 2007)

(To be filled in duplicates)

DATE ____________________ TIME OF INSPECTION ____________________

NAME OF THE PREMISES/OWNER OR IN CHARGE __________________________

<table>
<thead>
<tr>
<th>No.</th>
<th>NAME OF PRODUCT</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>MAN DATE</th>
<th>EXP DATE</th>
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<tbody>
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</table>

OWNER(S)/AGENT(S) PARTICULARS

1. Owner/In charge of the above named premises, confirm that the food listed above have been confirmed/taken by inspectors as deemed to be unfit/unsafor human consumption.

Signature of the Owner/In charge __________________________

<table>
<thead>
<tr>
<th>Name of Inspector</th>
<th>Title of Inspector</th>
<th>Signature of Inspector</th>
</tr>
</thead>
<tbody>
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</table>
Annex 11

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**ZANZIBAR FOOD AND DRUGS AGENCY**

**HEALTH CERTIFICATE FOR EXPORT**

*Under section 19(1)(d) of the Zanzibar Food, Drugs and Cosmetics Act, 2006*

Certificate No.
ZFDA/HC/0173/2017

**PART A**

<table>
<thead>
<tr>
<th>Invoice No. and Date</th>
<th>Shipping Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX02 of 11/05/2017</td>
<td>DDDDD of 23/05/20044</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of loading</th>
<th>Means of transport</th>
<th>Place of destination</th>
<th>Expected Date of Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZANZIBAR</td>
<td>AIRLINE</td>
<td>SWEDEN</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and address of consignor</th>
<th>Name and address of consignee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMINA RAMADHAN SALIM</td>
<td>AMINA RAMADHAN SALIM</td>
</tr>
<tr>
<td>P.O. BOX ----, KISARINI,</td>
<td>P.O. BOX ----,</td>
</tr>
<tr>
<td>ZANZIBAR</td>
<td>TEL +255 774137222</td>
</tr>
<tr>
<td>TEL +255 774137222</td>
<td>SWEDEN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S/N</strong></td>
<td><strong>Brand name</strong></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>

**REMARKS:** This consignment of goods has been duly inspected and found fit for human consumption.

**Date of issue:** 18/10/2017

**EXECUTIVE DIRECTOR**

---

**PART B**

I, ____________________________, being the ZFDA Inspector at ____________________________ (Name and Post) have examined the above listed product(s) and have found them fit/not fit for the intended use as it complies with exportation requirements under section 123 (1) of the Zanzibar Food, Drugs and Cosmetics Act #2/2006 for export of food products, it is hereby allowed/not allowed to be exported from Zanzibar.

__________________________  ____________________________
Date Signature of ZFDA Inspector and Stamp

**N.B:** Please note this permit is for single consignment only, and is valid from 09/10/2017 to 09/04/2018.
Annex 12

APPLICATION FOR REGISTRATION AS FOOD EXPORTER
(under Section 36(1) of the Zambian Food, Drugs and Cosmetics Act, 2006)

If we hereby apply for registration of my/our existing/new exporter for the year ............... in accordance with the Zambian Food, Drugs and Cosmetics Act, 2006 and its Amendments No. 3/2017

1. Name of Applicant ..................................................
2. Postal address ...................................................... Tel. No ..................................................
3. Physical address ................................................... District ..................................................
4. Exported Food Product(s) ...........................................

5. Existing Export Certificate No. .................. Issued on ........ Expired on: ........
(Not applicable for new applicant)

6. Premises Registration No. ..........................................

7. Business Permit No. ................................................ Expires on ..........................................

1. The undersigned do hereby certify that all the information in this form and all the accompanying documentations is correct and true to the best of my knowledge.

................................................................. Date ................................................................. Signature of Applicant

N.B. False declaration constitutes an offence.

FOR OFFICIAL USE ONLY

Fees .......................................................... Receipt No .......................................................... of ..........................................................

Registration granted/not granted because ..........................................................

Registration No. .................. Approved by Management Meeting No. .................. of ......

................................................................. Date ................................................................. Responsible Registration Officer ................................................................. Signature

................................................................. Date ................................................................. Signature of Executive Director and stamp

P O Box 3595, Mombasa Area, Changu Road, Zanzibar
Tel. + 255 24 2233959, Fax + 255 24 2233959, Website www.zfda.go.tz,
E mail info@zfda.go.tz
ZANZIBAR FOOD AND DRUGS AGENCY

FOOD EXPORTER REGISTRATION CERTIFICATE
Under Section 19(3) of the Zanzibar Food, Drugs and Cosmetics Act, 2006

Certificate No. ZFDA/EC/SN/YEAR

M/S  of Postal address P.O.BOX , having premises at Street/Village. Plot No. is hereby granted registration No. ZFDA/FE/033/2018 as exporter of FOODSTUFF or substances to be used in manufacture of food as entered in the importers register under his/her name.

Issued on 17/04/2018
Expires on 30/12/2018

EXECUTIVE DIRECTOR
Annex 14

APPLICATION FOR PERMISSION TO
EXPORT FOOD STUFF
(Under Section No. 12A(E) of the Zanbari Food, Drugs and
Cosmetics Act, 2009)

PART A: APPLICATION DETAILS

Name of exporter............................................. Registration No..........................................
Physical Address............................................. Postal address............................................. Tel.No.............................................
Purpose of Exportation..............................................................
Name of consignee..............................................................
Address........................................................................
Invoice No............................................. Date............................................. Means of transport by ship or air cargo ship/air
........................................................................... Via...........................................................................
............................................. port of entry.

I/we hereby apply for permission to export the following product[s] in accordance with the above mentioned Act and Regulations made thereunder:

<table>
<thead>
<tr>
<th>S/n</th>
<th>Product</th>
<th>Quantity (litre/kg/no.)</th>
<th>Value of the products</th>
<th>For official use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

(Attach extra sheet if the space above is not enough)

Date............................................. Signature of applicant

PART B: OFFICIAL USE

Fees............................................. Receipt No............................................. of
1............................................. being the ZFDA inspector at ............................................. has
examined the above listed product(s) and have found them fit/not fit for the intended use hence allowed/not allowed to exit Zanbari.

Date............................................. Signature of ZFDA Inspector

Permission is hereby granted/not granted with Permit No............................................. to export items marked approved/not approved in the last column above

Date............................................. Responsible Registration Officer Signature

Date............................................. Signature of Executive Director and stamp

NB: This form is for single consignment only. *Delete whichever is not applicable