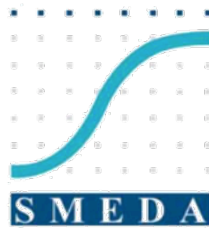


REGISTRATION AND LICENSING WITH PUNJAB FOOD AUTHORITY



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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MAY 2018

1. INTRODUCTION OF SMEDA

The Small and Medium Enterprise Development Authority (SMEDA) was established with the objective to provide fresh impetus to the economy through the launch of an aggressive SME development strategy. Since its inception in October 1998, SMEDA had adopted a sectoral SME development approach. A few priority sectors were selected on the criterion of SME presence. In depth research was conducted and comprehensive development plans were formulated after identification of impediments and retardants. The all-encompassing sectoral development strategy involved overhauling of the regulatory environment by taking into consideration other important aspects including finance, marketing, technology and human resource development.

After successfully qualifying in the first phase of sector development SMEDA reorganized its operations in January 2001 with the task of SME development at a broader scale and enhanced outreach in terms of SMEDA's areas of operation. Currently, SMEDA along with sectoral focus offers a range of services to SMEs including over the counter support systems, exclusive business development facilities, training and development and information dissemination through a wide range of publications. SMEDA's activities can now be classified into the three following broad areas:

1. **Creating a Conducive Environment;** includes collaboration with policy makers to devise facilitating mechanisms for SMEs by removing regulatory impediments across numerous policy areas
2. **Cluster/Sector Development;** comprises formulation and implementation of projects for SME clusters/sectors in collaboration with industry/trade associations and chambers
3. **Enhancing Access to Business Development Services;** development and provision of services to meet the business management, strategic and operational requirements of SMEs.

SMEDA has so far successfully formulated strategies for sectors, including fruits and vegetables, marble and granite, gems and jewelry, marine fisheries, leather and footwear, textiles, surgical instruments, transport and dairy. Whereas the task of SME development at a broader scale still requires more coverage and enhanced reach in terms of SMEDA's areas of operation.

Despite the structural shift towards industrialization, agriculture sector is still the largest sector of the economy with deep impact on socio-economic set up. Knowing this fact, SMEDA, since its inception, is highly committed to enhance the competitiveness of local food processing industry in the country. SMEDA 'Agro Food Services' offers a wide range of services to support the industry, including; Identification of potential investment opportunities in the sector, development of business plans and feasibilities etc. Training and capacity building and hand holding of entrepreneurs.



2. DISCLAIMER

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1. INTRODUCTION

The Punjab food Authority was established in 2011 under the Punjab Food Authority Act (Act XVI of 2011). The main role of The Food Authority is to regulate and monitor the food business in order to ensure provision of safe food to the consumers.

2. LICENSING FOR FOOD BUSINESS

Under the provisions of section 15 of the Punjab Food Authority Act, 2011 every food operator is required to obtain a license to run a food business.

For the purpose of issuing licenses, the Punjab Food Authority has divided the food business into following three major categories:

- **Category A** (Premises carrying out business of margarine, banaspati, fat spreads, animal fat (Halal), ghee, fish oil, edible oil, spices, cereal products, soft drinks, aerated water and cold storages).
- **Category B** (Creameries, dairies, dairy farms, bakers, hotels, eating houses and other small scale food manufacturing Concerns).
- **Category C** (Manufacturing Units & Others).

2.1 Licensing Procedure

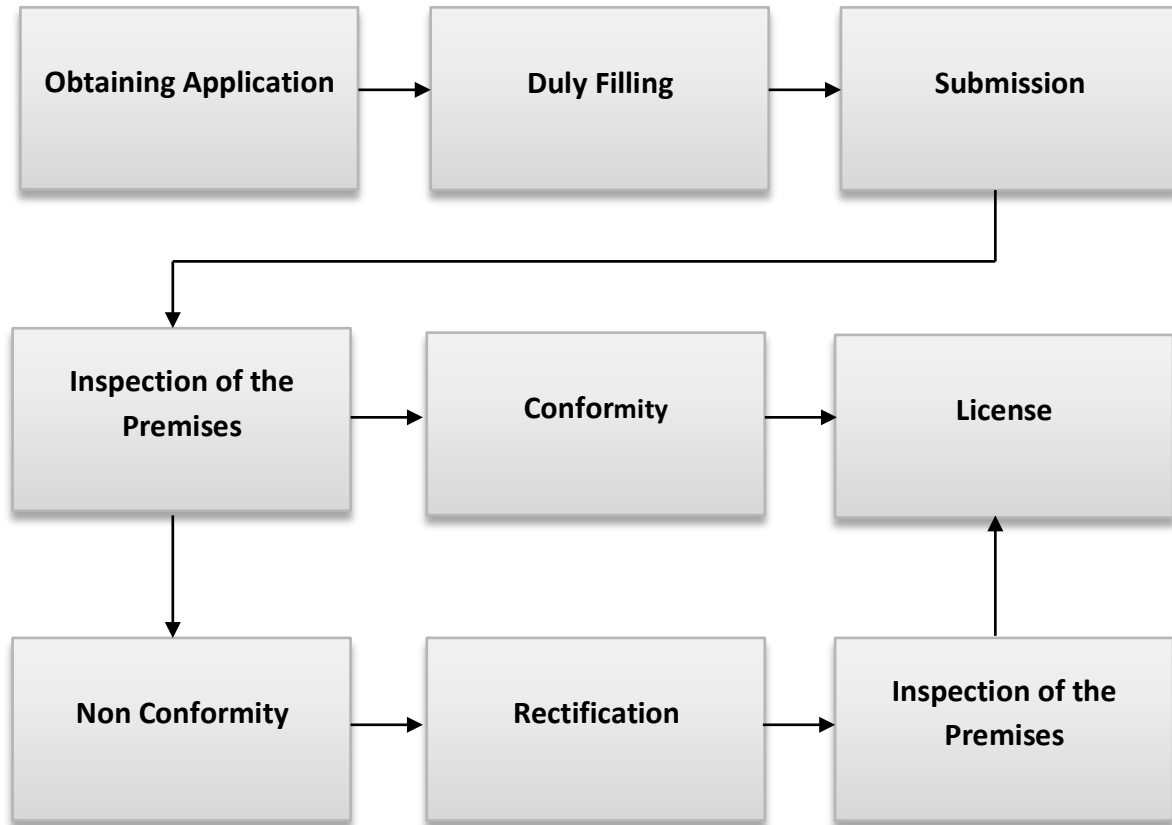
Application form for License can be obtained from PFA district offices (Annexure I) or can be accessed online at www.pfa.gov.pk. Duly filled form must be accompanied by:

- i. Copy of ID card
- ii. Location Map,
- iii. 2 Pictures
- iv. Copy of Fee challan
- v. Medical certificates of the employees

After successful submission, a team of FSOs (Food Safety Officers) shall visit the location for inspection of the business premises and give report to the Authority within 3 days. If the information and details provided are found correct, the license will be issued for the period of one year. License can also be obtained through application submitted via smartphones and tablets by downloading the PFA app from Play Store and Apple Store. The procedure remains the same as discussed above. In case of application submitted through smartphones and

tablets, the required relevant documents mentioned above must be scanned and uploaded in app.

Figure 1. Process flow for the application procedure



2.2 Validity

The validity of the license issued by Punjab Food Authority is one year starting from 1st January to 31st December of every year. In case the license is issued after January in any subsequent month, the same shall be valid till 31 December and the business will have to get renewal of his / her license.

2.3 Renewal

Every food license is renewed annually against payment of same amount of fee that is paid for getting license. A copy of previous license is required in case of renewal.

3. FEE FOR LICENSE

The PFA has prescribed fees for each category and food business; the detail whereof is as follows:

Category	Premises Name	License Fee (Rs.)
A	PREMISES CARRYING OUT BUSINESS OF MARGARINE, BANASPATI, FAT SPREADS, ANIMAL FAT (HALAL), GHEE, FISH OIL, EDIBLE OIL, SPICES, CEREAL PRODUCTS, SOFT DRINKS, AERATED WATER AND COLD STORAGEES	
1	Mega Mart / Whole sale dealer / Ware houses / Distributor	10,000
2	Departmental store/ Large Kiryana Store	5,000
3	Small Kiryana store, Pan shop	1,000
B	CREAMERIES, DAIRIES, DAIRY FARMS, BAKERS, HOTELS, EATING HOUSES AND OTHER SMALL SCALE FOOD MANUFACTURING CONCERNS	
1	<ul style="list-style-type: none"> • Hotels and Restaurants • Fast Food & Restaurant chains 	20,000
2	Hotel & Restaurant, Fast food points, marriage/banquet hall with or without kitchen and caterers, fish corner, creameries, Confectionary (Sweets), & small scale manufacturing units.	10,000
3	<ul style="list-style-type: none"> • Bakery outlets & Dairy shop Chain • Bakery & Dairy Shop without chain 	5,000 1,000
4	Tandoor without Hotel (Large, Medium, Small) Local cart, Tea stall, Dhaba, Shawarma point	500
5	Atta Grinding Chakki	1,000
C	MANUFACTURING UNITS	50,000
	Other	
1	Registration fee for selling of food products in District Lahore	10,000

In case of online submission; fee can be submitted through credit/debit card facility, in case of manual submission; fee should be submitted at the office.

4. OBLIGATIONS OF A LICENSEE

The licensee shall cause the built up portion of premises to have the following:-

- a) Floors constructed of concrete or other impervious material, smooth properly drained and drains provided with traps clean and in good repairs.

- b) Walls and ceilings having smooth, washable light colored surface, clean and in good repair.
- c) Doors and windows provided with effective means to prevent the access of flies and to screen the outer air, the doors shall be self-closing.
- d) Lighting on all working surfaces shall be adequate.
- e) Ventilation sufficient to avoid smoke, off odors accumulating in structures and on equipment.
- f) Effective means for protection and contamination from insects and rodents.
- g) Toiled rooms wherever provided shall bear a sign and self-closing doors not opening into any room used for handling or storing of food.
- h) Water supply which is easily accessible, adequate and of a safe sanitary quality.
- i) Convenient hand washing facilities with water, soap and clean towels.
- j) Medical records of the staff
- k) Use of Personal Protective Equipment (PPE) in the premises

5. PRODUCT REGISTRATION

Apart from licensing, PFA also tests, registers and certifies different food products through PFA testing and accreditation labs. After testing and registration PFA logo can be used on a product which will depict that the product is safe and healthy for the human consumption. Although registration is not mandatory, however, this product registration puts more trust in the consumers and thus it's beneficial for any food business. For this purpose PFA has divided the product registration into following three categories:

- Locally manufactured food products at industrial scale
- Locally manufactured food products at cottage / small scale
- Imported products

5.1 Registration Procedure

Application form for Product Registration can be obtained from the Punjab Food Authority district offices (Annexure II) along with the Checklist for brand / product registration (Annexure III) or can be accessed online at www.pfa.gov.pk or similarly by downloading the PFA app from play store and apple store in case of access through smartphones and devices.

I) For Imported Product Registration:

Duly filled application form must be submitted along with following documents / information:

- Copy of CNIC of applicant
- Two passport size photographs.
- Valid certificate of accreditation with supplier, source to imported food products.
- Product list
- Copy of label of product,
- Certificate of analysis of final product
- Halal certificate
- Name and address of the manufacturing company including the country of origin.
- Method of disposal of expired/ substandard products (with records).

II) For Local Product Registration (Cottage / Small Scale):

Duly filled application form must be submitted along with following documents / information:

- Copy of CNIC of applicant
- Two passport size photographs.
- Raw material list.
- Name of supplier with complete address and contact number.
- Machinery available in factory
- Goods manufacturing practice followed.
- Laboratory analysis report (if any) of raw material and finished products.
- Evidence of labels and type of labeling material used.

III) For Local Product Registration (Industrial Scale):

Duly filled application form must be submitted along with following documents / information:

- Two passport size photographs of applicant
- Copy of CNIC
- A complete list of raw materials.
- Details of manufacturing unit along with the details of machinery used and production capacity details
- Plant layout



Registration & Licensing with PFA

- Laboratory analysis report
- Details of packaging and labelling material used for packaging and labeling
- Method of disposal of expired / substandard products (with records) is required

After successful submission, a team of FSOs (Food Safety Officers) shall visit the location for inspection and collect samples. If the information and details provided are found correct, the product will be registered for a period of one year and PFA logo can be used for the registered period on the product.

5.2 Fee

The prescribed fee for registering a product with Punjab Food Authority is 5800/- Rs. (Note: This fee is for single product registration).

5.3 Validity

The validity of the registration of the product is one year i.e. starting from 1st January of every year and ending on 31st December. In case the registration is issued after January in any subsequent month, the same shall be valid till 31 December and the business will have to get renewal of his / her registration.

5.4 Renewal

Registration is renewed annually against payment of same amount of fee that has paid for getting license.

ANNEXURE - I



Application for Issuance of Punjab Food Authority License



This application is submitted for the Issuance of Punjab Food Authority License

Full name of FBO

Father name of FBO _____

CNIC of FBO

Contact No. _____

Email ID _____

Business Name _____

Business Category _____

Town Name _____

Date

Assistant Food Safety Officer
Punjab Food Authority

Signature of FBO



ANNEXURE – II

APPLICATION FORM FOR THE GRANT OF REGISTRATION NUMBER UNDER THE PUNJAB FOOD AUTHORITY ACT, 2011

To,

The Director General,
Punjab Food Authority,

Subject: REGISTRATION OF FOOD PRODUCTS

I/we hereby apply for the Product Registration as per subject noted above pursuant to the provisions of section.7.2 (k), 15 of the Punjab food Authority Act, 2011.

Applicant Name: _____

CNIC No: _____

Designation/ _____ position:

Food Business Name: _____

Office Address: _____

Manufacturing Unit Address: _____

Landline Phone: _____ Cell No:

Fax _____ Email

Registration & Licensing with PFA



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 Additive _____

Final product Specification (Chemical & Microbiological) _____

Packaging Material _____

Registration fee (per product) 5,800/-

Bank Challan Slip No. _____ Deposit _____

Date _____

Correspondence address:

Office

Manufacturing Unit



**ANNEXURE - III
CHECKLIST FOR BRAND/PRODUCT REGISTRATION**

Food _____ Business _____ /Manufacturer _____ Name: _____

Brand/Product name: _____

Sr.	ITEM /ASPECT/REQUIREMENT	Yes/No	Page	Remarks
1	Challan form submitted			
2	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			
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 PFA			
(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			

Registration & Licensing with PFA



(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 labelling			
9	Halal Certification of final product			
10	Recall policy for expired & Hazardous stock			
11	Discard policy of substandard list			

Note

- * Documents should be properly signed and stamped
- * Documents should be in legible writing and language
- * Make sure that no document is expired (i.e. Halal, COA / COC and ISO certificate etc.)

TERMS AND CONDITIONS

1. I /we on grant of registration number shall:-
2. Comply with the provisions of Punjab Food Authority Act 2011 and rules and regulations made there under.
3. In case of expiry or validity or cancellation or withdrawal of license, discontinue forth with the production and withdraw all products from market including promotional and advertisement matter which contains any reference thereat.
4. Permit access to a team appointed by Punjab Food Authority for the purpose of inspection and collection of sample(s) from the factory and from market.
5. Pay all financial dues to the Punjab Food Authority (including registration fee plus tax, per product and cost of analysis of each product), even during the period of discontinue of the registration.
6. Report any product related complaint to Punjab Food Authority and cooperate with and assist Punjab Food Authority for resolution of such complaint including recall and withdrawal of product.
7. The funds that are submitted to Punjab Food Authority are not transferable and not refundable.



DECLARATION

I/we further declare that:

The information given in this declaration is true to the best of my/our knowledge and belief.

The sample(s) for which the report(s) are enclosed in the application form are owned by manufacturer / applicant.

If any misleading information has been found in this declaration, the applicant for grant of registration shall be liable for rejection.

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.

Signature _____

Designation _____

Stamp _____

Date _____