

THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR

MINISTRY OF HEALTH

ZANZIBAR FOOD AND DRUGS AGENCY



GUIDELINES FOR FOOD IMPORTATION AND EXPORTATION

November, 2018

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



TABLE OF CONTENTS

TABLE OF CONTENTS	i
ABBREVIATIONS	ii
ACKNOWLEDGEMENT	iii
FOREWORD.....	iv
CHAPTER ONE	1
1. INTRODUCTION	1
1.1 General.....	1
1.2 Objectives	1
1.3 Scope.....	2
1.4 Terms and definitions	2
CHAPTER TWO.....	5
2. IMPORTATION OF FOOD.....	5
2.1 General.....	5
2.2 Specific requirements for importers	5
2.3 Procedure for Registration as Food Importer.	5
2.4 Procedure for Processing Import Permit	6
2.5 Inspection of goods after shipment by COTECNA/TISCAN	7
2.6 Inspection of Food at Port of entry	8
2.7 Taking of Samples.....	9
2.8 Release of Consignment.....	9
CHAPTER THREE.....	11
3. EXPORTATION OF FOOD	11
3.1 General.....	11
3.2 Specific requirements for Exporters	11
3.3 Inspection of Food before Export.....	12
3.4 Taking Samples	12
3.5 Procedures for Processing Health Certificate	12
3.6 Terms and conditions for Exportation of Food.....	13
3.7 Inspection at POEs	13



ABBREVIATIONS

CCFIEICS	-	Codex Committee on Food Import and Export Inspection and Certification System
FAO	-	Food and Agriculture Organization
FCVR	-	Final Clarification Value Report
GMP	-	Good Manufacturing Practices
HACCP	-	Hazard Analysis and Critical Control Points
ICS	-	Inspection and Certification Systems
MP's	-	Manufacturing Premises
SBE	-	Single Bill of Entry
WHO	-	World Health Organization
ZFDA	-	Zanzibar Food, Drugs and Cosmetics Agency.
ZFDCA	-	Zanzibar Food, Drugs and Cosmetics Act, No. 2/2006 and its Amendment Act No. 3/2017



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 Sheha, Mr. Abraham Hamad Mussa, Mr. Abdulmatin Yassin Mkubwa, 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
 - 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 Na.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 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.



- g) Name of the manufacturer.
- h) Country of destination.
- i) Expiry Date.

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 Dairy 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 Zanzibar Food, Drugs
and Cosmetics Act, 2006)

ZFDA/DFSC/AFM/003
Rev. # 3

I/We hereby apply for registration of my/our existing/new importer for the year in accordance with the Zanzibar 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. Imported Food Product(s)
5. Existing Importer Certificate # Issued on: Expired on:
(Not applicable for new applicant)
6. Premises Registration No.
7. Business Permit No. 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 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, Moznasa Area, Changu Road, Zanzibar
Tel + 255 24 2233959, Fax + 255 24 2233959, Website www.zfda.go.tz
E mail info@zfda.go.tz

Page 1 of 1



Annex 2

ZFDA/DFSC/CRT/002
Rev. # 3


ZFDA

ZANZIBAR FOOD AND DRUGS AGENCY

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

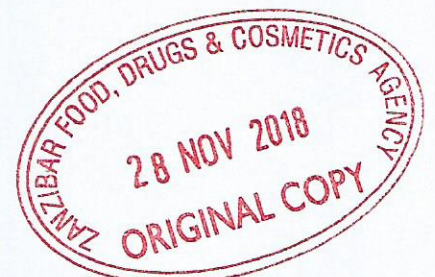
Certificate No.
ZFDA/IC/No./Year

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(i) of the ZFDC Act 2/06 and Regulation 123(e))

ZFDA/FSCD/AFM/007
Rev #3

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:

S/n	Product		Quantity (litre/kg/no.)	Value of the products	For official use only
	Brand name	Common (Generic) name			

(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, Changu Road, Zanzibar
Tel + 255 24 2233959, 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 123(e))

ZFDA/DFSC/AFM/008
Rev. #3

**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:
 Arrival 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:

S/n	Product		Quantity (litre/kg/no.)	Value of the products	For official use only
	Brand name	Common (Generic) name			

(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, Changu Road, Zanzibar
 Tel +255 24 2233959 , Fax + 255 24 2233959, Website www.zfda.go.tz,
 E mail: info@zfda.go.tz

Page 1 of 1



Annex 5

SAMPLE COLLECTION NOTIFICATION AND
RECEIPTZFDA/DFSC/FOM/001
Rev. # 3

(Section 102 of the Zanzibar Food, Drugs and Cosmetics Act 7/05)

(To be filled in duplicate)

To

I, have this day of
 Taken/procure/purchased 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

S/N	Brand name	Common name	Batch/lot number	Sample size	Manufacturing date	Expiry date

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 there under regulations for the purpose 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.

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

Page 1 of 1



Annex 6

ZFDA/DFSC/CRT/007
Rev. # 2



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.

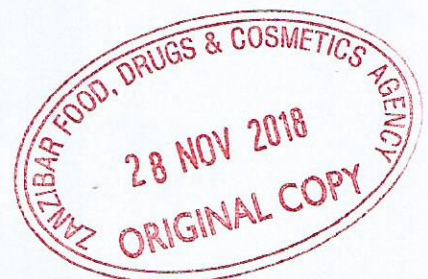
SN.	NAME	UNIT	QUANTITY	PLACE OF DISPOSAL	DATE OF DISPOSAL

Reason(s) for Disposal:

1.

.....
Date

.....
Signature and stamp of Executive Director



Annex 7

SEIZURE CERTIFICATE - A
(Section 33 of the Zanzibar Food, Drugs and Cosmetics Act 2006
and Regulations 123(v))

ZFDA/DFSC/FOM/007
Rev. # 3

(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 contravenes 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

S/N	Brand name	Common name	Qty or number	Batch Number	MFD-Date	EXP-Date	Reasons for seizure

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 3598, Mombasa Area, Changu Road, Zanzibar
Tel: + 255 24 2233959, Fax: + 255 24 2233959, Website www.zfda.go.tz,
E mail: info@zfda.go.tz

Page 1 of 1



Annex 8



SEIZURE CERTIFICATE - B
(Section 33 of the Zanzibar Food, Drugs and Cosmetics Act 2006
and Regulations 123(v))

ZFDA/DFSC/FOM/008
Rev. # 2

(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) seizes

S/N	Brand name	Common name	Qty or number	Batch Number	MFD-Date	EXP-Date	Reasons for seizure

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 3595, Mombasa Area, Changu Road, Zanzibar
Tel: + 255 24 2233959-. Fax: + 255 24 2233959. Website: www.zida.go.tz.
E mail: info@zida.go.tz

Page 1 of 1



Annex 9

ZFDA/DFSC/CRT/006
Rev #2


ZANZIBAR FOOD AND DRUGS AGENCY

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

Certificate No.:
ZFDB/COC/000/2017

Name and address of owner or agent

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

This is to certify that, the above said food item(s) onboard 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 Cosmetic 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)(g)).

Date

Signature and stamp of the Executive Director

NB: 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

ZFDA/DFSC/FOM/009

(Made Under Section 163 of the ZFPA Act No. 2/2006)

Rev #3



(To be filled in duplicate)

DATE

TIME OF INSPECTION

NAME OF THE PREMISES/OWNER OR INCHARGE

LIST OF FOOD CONFISCATED/TAKEN BY INSPECTORS

No.	NAME OF PRODUCT	UNIT	QUANTITY	MAN. DATE	EXP. DATE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

OWNER(S)/AGENT(S) PARTICULARS

I, _____ Owner/in charge of the above named premise,
confirm that the food listed above have been confiscated/taken by inspectors as deemed to be
unfit/unsound for human consumption.

Signature of the Owner/in charge

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

P.O.Box 3595, Mombasa Area, Changua Road, Zanzibar
Tel: +255 24 2233959, Fax: +255 24 2233959, Website: www.zfda.go.tz
E mail: info@zfda.go.tz

Page 1 of 1



Annex 11

ZFDA/DFSC/CRT/004
Rev. # 5


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

Invoice No. and Date KK02 of 11/05/2017		Shipping Order DDDDD of 23/05/20044	
Place of loading ZANZIBAR	Place of destination SWEDEN		
Means of transport AIRLINE	Expected Date of Export		
Name and address of consignor AMINA RAMADHAN SALIM P.O BOX ---, KISAUNI, ZANZIBAR TEL : +255 774137222		Name and address of consignee AMINA RAMADHAN SALIM P.O BOX ---, TEL : +255 774137222 SWEDEN	

Product Details

S/N	Brand name	Common name	Number and type of packages	Quantity (kg)/liters

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 a PoE) has examined the above listed product(s) and has found them fit/not fit for the intended use as it complies with exportation requirements under section 123 (1-e) regulations 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 Zanzibar Food, Drugs
and Cosmetics Act, 2006)

ZFDA/DFSC/AFM/004
Rev # 3

I/We hereby apply for registration of my/our existing/new exporter for the year in accordance with the Zanzibar 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

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 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

Page 1 of 1



Annex 13

ZFDA/FSCD/CRT/003 Rev. # 4	
 ZFDA	
ZANZIBAR FOOD AND DRUGS AGENCY	
FOOD EXPORTER REGISTRATION CERTIFICATE <i>Under Section 19(3) of the Zanzibar Food, Drugs and Cosmetics Act, 2006</i>	
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. 12(3)(E) of the Zanzibar Food, Drugs and
Cosmetics Act, 2006)

ZFDA/DFSC/AFM/006
Rev. #3

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:

S/n	Product		Quantity (litre/kg/no.)	Value of the products	For official use only
	Brand name	Common (Generic) name			

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

Date

Signature of applicant

PART B: OFFICIAL USE

Fees..... Receipt No..... of.....
I..... 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 Zanzibar.

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

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

Page 1 of 1



All rights reserved

This is a controlled document. It must not be copied without authorization from the Head of Quality Management or Director of Food Safety or Executive Director. Only originals or authorized copies shall be used.

