

The step-by-step procedure to apply for product registration at the Sindh Food Authority (SFA):

Step 1: Obtain the Product Registration Form

- Visit the Sindh Food Authority Product Registration Wing at Head Office
- Request the Product Registration Form
- Ensure you receive the latest version of the form

Step 2: Fill in the Product Registration Form

- Fill in the form manually, providing all required information
- Ensure accurate and complete information
- Attach supporting documents as required (e.g., product formula, label, etc.)

Step 3: Attach Required Documents

- Attach copies of the following documents:
 - Valid Site License issued by SFA.
 - CNIC of Representative/ Contact Person
 - Sample Labels/Artwork (2 Color Copies)
 - Valid CoA of Product from Pre-qualified Laboratory
 - PSQCA License/ Registration Certificate (if available)
 - Fee Payment Receipt
 - Halal certification (if applicable)
 - Proof of Trade Mark Registration (if applicable)

Step 4: Pay the Registration Fee

- Deposit the registration fee at a designated Sindh Bank
- Obtain a receipt or challan copy as proof of payment

Step 5: Submit the Application

- Visit the Sindh Food Authority office
- Submit the completed form, supporting documents, and fee receipt

Step 6: Inspection of Facilities

- Depending on the regulatory requirements, the food manufacturing Facilities may be inspected to assess compliance with GMP and other safety Standards

Step 7: Wait for Processing

- SFA will review the application and verify the information
- SFA may request additional information or samples
- Wait for the application to be processed (time frame may vary)

Step 8: Product Testing (if required)

- SFA may conduct testing of the product
- Test results will be shared with the applicant

Step 9: Certificate Issuance

- If the application is approved, a Certificate of Product Registration (FPRC & FPLC) will be issued
- The FPRC will be valid for a specified period (e.g., 2 years)
- The FPLC is issued for life-time remaining valid until any changes occurred in Labeling

Step 10: Renewal

- Before the FPRC expires, apply for renewal
- Follow the same procedure as initial registration