



GUIDELINES FOR THE IMPORTATION OF TOBACCO PRODUCTS

1.0 INTRODUCTION

Tobacco is the single most preventable cause of death in the world today. Currently, about **5 million deaths** occur annually from tobacco-related diseases; this could almost double **in 20 years** if prevalence of tobacco use remains constant. Tobacco use is growing fastest in low-income countries and it is estimated that more than 80% of the world's tobacco-related deaths will be in low and middle-income countries by 2030

In response to the growing threat of the tobacco epidemic, in the year 2004, 192 member states of the World Health Organisation (WHO), including Ghana, adopted the Framework Convention on Tobacco Control (FCTC). Parties to the WHO FCTC have committed to protect the health of their populace by joining the fight against the tobacco epidemic and are enjoined to take administrative, legislative and any other means to curb the incidence of smoking and reduce the hazards associated with smoking.

Ghana as a party to the WHO FCTC and in fulfillment of her obligations under the Convention, drafted the Tobacco Control Bill in 2004. Currently, the tobacco control measures specified in the Tobacco Control Bill of 2004 have been merged into a larger Public Health Bill and occupies Part Six of the Public Health Bill. This section of the Public Health Bill recommends that the Food and Drugs Board (FDB) should be responsible for the regulation of tobacco and have the mandate to initiate the prosecution of person(s) who contravenes the provisions when it becomes law.

2.0 LEGAL BASIS

In anticipation of the passage of the Public Health Bill into law, interim tobacco control measures have been instituted by the issuing of the "Directive for the Registration of Tobacco and Tobacco Product(s)" in October, 2007 by the Minister of Health which mandates the Food and Drugs Board to regulate tobacco and tobacco product(s).

Within the mandate of the "Directive for the Registration of Tobacco and Tobacco Product(s)", these Guidelines are hereby made to provide prospective importers of tobacco with information on the general requirements for the registration of tobacco products. These Guidelines apply to all body-corporates duly registered by the Registrar-General Department which want to import tobacco products into Ghana

3.0 DEFINITION OF TERMS

In these Guidelines, unless the context otherwise states:

- a) "**FDB**" means Food and Drugs Board
- b) "**Applicant**" means the product owner or licence holder. Representatives of licence holders may not hold themselves as applicants
- c) "**Tobacco Products**" means products entirely or partly made of the leaf tobacco as raw material which are manufactured to be used for smoking, sucking, chewing or snuffing
- d) "**Applicant**" and "**Importer**" are used interchangeably

4.0 REQUIREMENTS

4.1 REGISTRATION AS AN IMPORTER OF A TOBACCO PRODUCT

- a) An application as an importer of a tobacco product shall be made in writing to the FDB
- b) An application form, "**Application for Registration as an Importer of Tobacco Product**" shall be completed in accordance with the sequence of appendices and shall be dated, signed and stamped by the applicant/licence holder.
- c) Applications shall be accompanied by:
 - A duly signed covering letter
 - Two (2) completed application forms
 - All supporting documents as specified on the application form
 - Non-refundable application fee as specified in FDB's Fees Schedule
- d) The FDB shall approve the application before any importation of the product shall be made into the country.
- e) The registration as an importer of tobacco products shall be valid for one (1) year

4.2 RE-REGISTRATION AS AN IMPORTER OF A TOBACCO PRODUCT

- a) An application for re-registration as an importer of a tobacco product shall be made in writing to the FDB. The application shall be accompanied by:
 - A duly signed covering letter
 - A copy of the Certificate of Registration from the Registrar General's department

- Contact information (Postal Address, Location Address, E-mail Address, Telephone Numbers, Fax Numbers) of all Distributors
 - Non-refundable application fee as specified in FDB's Fees Schedule
- b) The FDB shall approve the application before any importation of the product shall be made into the country

4.3 Registration of a Tobacco Product

- f) An application for the registration of a tobacco product shall be made in writing to the FDB
- g) An application form, "**Application form for the Registration of a Tobacco Product**" shall be completed in accordance with the sequence of appendices and shall be dated, signed and stamped by the applicant/licence holder.
- h) Applications shall be accompanied by:
- A duly signed covering letter
 - Two (2) completed application forms
 - All supporting documents as specified on the application form
 - Non-refundable application fee as specified in FDB's Fees Schedule
- i) The FDB shall approve the application before any importation of the product shall be made into the country.

4.3 Re-Registration of a Tobacco Product

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- b) An application form, "**Application form for the Registration of a Tobacco Product**" shall be completed in accordance with the sequence of appendices and shall be dated, signed and stamped by the applicant/licence holder.
- c) Applications shall be accompanied by:
- A duly signed covering letter
 - Two (2) completed application forms
 - All supporting documents as specified on the application form
 - Non-refundable application fee as specified in FDB's Fees Schedule
- d) The FDB shall approve the application before any importation of the product shall be made into the country.

4.4 Importation of a Tobacco Product

- a) An importer of a tobacco product shall import a tobacco product into the country **only** upon issuance of a tobacco import permit.
- b) The importer shall submit an application for a tobacco import permit online on the Ghana Community Network (GCNet) electronic permit system.
- c) The importer shall correctly enter the following details on the permit application:
- Name, full postal address and telephone numbers of the importing company
 - Name, full postal address and telephone numbers of the exporting company
 - The purpose of import
 - The item details : shall include the following details
 - the full name of the tobacco product
 - the total quantity of the tobacco product being imported to the smallest unit of use e.g number of sticks, total number of pouches etc **or** if a bulk quantity is stated (e.g number of cartons, number of sleeves etc), a description of the bulk quantity, to the smallest unit of use

- Transport details (NB. This section which includes the Mode of transport, Mode of Transport Description, Shipment date, Carrier, Port of Arrival, Port of Departure, Customs Office and Freight Station shall be fully stated).
- d) Upon receipt of the import permit application, the application shall be vetted by the FDB.
- e) Based on the outcome of the vetting, the importer shall receive a reply from the FDB on the GCNet electronic permit system approving or rejecting the import permit application.
- f) Non-refundable fees as specified in FDB's Fees Schedule (*Refer to Food and Drugs Board Guidelines for Importation of Drugs, Cosmetics, Medical Devices and Household Chemical Substances*)