# CHECKLIST FOR BRAND/ PRODUCT REGISTRATION

**FOOD CATEGORY /MANUFACTURER NAME:** _____

**BRAND/PRODUCT:** _____

| SR. NO. | ITEM / ASPECT/ REQUIREMENT | YES/ NO | PAGE NO. | 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 License from PFA** (if manufacturing Unit in territorial jurisdiction of Punjab) | | | |
| 5 | **Copy of previous Certificate of Product Registration** (in case of renewal Application) | | | |
| 6 | **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 along with Water Testing Report | | | |
| (iv) | Halal Certificate of each Raw Material (if deemed applicable/ necessary) | | | |
| 7 | **Manufacturing Unit Information** | | | |
| (i) | Plant Layout as per Standards | | | |
| (ii) | Process Flow/ Manufacturing Process | | | |
| (iii) | Quality Management System (ISO, HACCP etc.) (if any) | | | |
| (iv) | Specific Temperature for product manufacturing and storage. | | | |
| 8 | **Laboratory Information** | | | |
| (i) | List of Analytical Tests with reference | | | |
| (ii) | Technical staff in Laboratory (Education + Experience) | | | |
| (iii) | Record maintenance in Laboratory | | | |
| 9 | **Product and Label Specification** | | | |
| (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 Labeling (Approved Label) | | | |
| 10 | **Halal Certification of Final product** (in case of claim) | | | |
| 11 | **Packaging Information** | | | |
| (i) | Packaging Material Type | | | |
| (ii) | Food Grade Certificate of Packaging Material | | | |
| 12 | **Recall Policy for expired and Hazardous stock** | | | |
| 13 | **Discard policy of Substandard Product** | | | |
| 14 | **List of Distributions/Marts/Shops, etc. with complete address and contact number where product is available for sale** | | | |

**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.)