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**Registrar Corp**  
ASSISTANCE WITH U.S. FDA REGULATIONS

SOUTHERN AFRICA  
**TRADE  
+ INVESTMENT  
HUB**

## Checklist for Exporting Food and Beverages to the USA



### Verify that you have a valid FDA registration

Facilities that manufacture, process, pack, or hold food must register with the U.S. Food and Drug Administration (FDA) and renew their registrations between October 1 and December 31 of each even-numbered year.



### Designate a U.S. Agent

The U.S. agent for FDA communications serves as a point of contact for any matters related to FDA, including the scheduling of inspections, complications in port, and other regulatory matters. This agent is different than a commercial or customs agent.



### Verify that your labeling is compliant

Labeling mistakes are one of the leading causes for food to be denied entry into the USA. FDA's regulations are strict and extensive, and include everything from the placement of the Nutrition Facts Chart to the font sizes used. Be sure to review the regulations thoroughly.



### Ensure that your ingredients are not prohibited by FDA

Certain ingredients are not permitted in food products intended for U.S. consumption. Products utilizing prohibited ingredients may be subject to FDA regulatory action, even if the ingredients are acceptable in the country of origin.



### Determine if your product requires an FCE Registration

FDA requires companies that produce certain shelf-stable, hermetically-sealed acidified or low-acid foods to obtain a Food Canning Establishment (FCE) registration. In addition, manufacturers must submit documentation for each process used in the production of foods subject to these requirements.



### Submit Prior Notice for each shipment

Facilities must submit Prior Notice to FDA for every shipment of food to the United States. Prior Notice may be submitted by anyone with knowledge of a shipment and includes information about the exporter, the importer, the product, and the method of shipment. When to submit Prior Notice depends on the method of shipment (air, sea, road, etc.).



### Comply with the new Food Safety Modernization Act (FSMA) requirements

New regulations under FDA's Food Safety Modernization Act require most FDA-registered food facilities to write and implement Food Safety Plans (HARPC Plans), Food Defense Plans, and monitor their suppliers for compliance with FDA regulations.

**Registrar Corp assists with all the FDA requirements above. Contact us for help.**

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