



National Agency for Food & Drug Administration & Control (NAFDAC)

Chemical Evaluation & Research (CER) Directorate

GUIDELINES FOR ISSUANCE OF ADDITIONAL PERMIT (NEW ITEMS OR QUANTITIES) TO IMPORT INDUSTRIAL AND LABORATORY CHEMICALS

1. General

- 1.1. These Guidelines are for the general public and in particular persons intending to obtain new items and or additional quantities for permit to import Industrial and Laboratory Chemicals. These Guidelines prescribe the requirements for documentation, processing, personnel, and time line for obtaining additional permit (new items or quantities) to import Industrial and Laboratory Chemicals
- 1.2. Please note that all applications for Chemical Import Permits are to be submitted and processed online at the Single Trade Window Portal (www.trade.gov.ng/nafdac).
- 1.3. All documents are to be scanned and uploaded as attachments (PDF or JPEG). The scanned document file size limit is 2 MB. There is no overall limit for the total size of all attachments. The file size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.
- 1.4. In order to obtain an additional Chemical Import Permit, applicants are required to have a current valid import permit of the same year.

Step I

2. Application

- 2.1. The following documents are to be uploaded on the website indicated above;
 - 2.1.1. Application letter on company's letterhead paper addressed to the DIRECTOR-GENERAL (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), ISOLO stating the chemicals, the quantities required, and uses for which the chemicals are intended. The Application must be signed by the Managing Director/CEO, the Technical Officer, or any designated personnel of the company.
 - 2.1.2. Utilization records of previously imported Industrial and Laboratory Chemicals indicating quantity utilized, sold or disposed and the balance; Evidence of sales such as invoice, receipts, delivery notes/ waybills (applicable for additional quantities).
 - 2.1.3. Companies manufacturing NAFDAC-regulated products must submit evidence of valid registration of all their products with the Agency or evidence of commencement of registration (if new manufacturer)
 - 2.1.4. A list in tabular form containing names of chemicals with compositions in bracket, Commodity Codes/Harmonized System (HS) codes, and quantities requested (to be filled on-line).
 - 2.1.5. Material Safety Data Sheets (MSDS) for each new chemical from the overseas manufacturer (only applicable to applicants requesting for new items). MSDS should contain the following information:
 - 2.1.5.1. Identity of product and the company

- 2.1.5.2. Composition and information on ingredients
 - 2.1.5.3. Hazardous identification
 - 2.1.5.4. First aid measures
 - 2.1.5.5. Fire fighting measures
 - 2.1.5.6. Accidental release measures
 - 2.1.5.7. Handling and storage
 - 2.1.5.8. Exposure control/ personal protection measures
 - 2.1.5.9. Physical and chemical properties
 - 2.1.5.10. Stability and reactivity
 - 2.1.5.11. Toxicological information
 - 2.1.5.12. Ecological information
 - 2.1.5.13. Disposal consideration
 - 2.1.5.14. Transport Information
 - 2.1.5.15. Regulatory information
 - 2.1.5.16. Other Information
- 2.1.6. It is to be emphasized that specific chemical names of the items required must be given and it must be the same as stated on the MSDS. General names or physical descriptions of the chemicals, e.g. foaming agents, low-density chemicals, industrial gases, water softeners, etc. will not be accepted.
- 2.1.7. Companies applying for chemicals that require approval from other government regulatory authorities should attach such a letter of approval. E.g. chemicals used for explosives from the Ministry of Mines and Steel Development etc.

Step II

3. Processing of Permit

- 3.1. Upon successful submission of the application on the website, an auto-generated response is sent to the company's registered email.
- 3.2. Companies can also view the progress of their application on the support information tab on the applicant's portal.
- 3.3. Upon satisfactory vetting of the application, pay advice via the company's registered email is sent to the company.
- 3.4. A print-out of the pay advice, bank teller and Remita invoice shall be presented at NAFDAC accounts department for issuance of NAFDAC receipt. The Agency then processes the Permit.

Step III

4. **Issuance of Permit**

4.1. Once the Permit is approved, the applicant is notified via email. The applicant may log-on to the **Single Trade Window Portal** to download and print the Permit.

5. **Note**

5.1. **Personnel**

The company's representative responsible for interfacing with the Agency should be a technical officer with (minimum of Ordinary National Diploma; OND or its equivalent in related sciences). The technical officer will be responsible for explaining and discussing the exact chemical nature and use of the items for which the application is submitted. He is also responsible for the handling and storage of the chemicals.

5.2. **Timeline**

A processing period of fifteen (15) work days should be allowed from the time of submission of a complete application. Note that the timeline for processing is suspended when there is a query and resumes when the applicant complies and communicates compliance to the Agency.

5.3. It is an offense for any company to import chemicals without a Chemical Import Permit.

5.4. The Permit granted is an authorization for the applicant to import and should therefore be obtained before the order is placed or shipped. (Permit is non transferable)

5.5. Additional Permits are issued for new items not in current permit or additional quantities for items in current permit.

5.6. All documents must be in English language.

6. **Tariff**

Please see the tariff section

Please note that the timeline stops once compliances are issued.

All correspondences should be addressed to:

Director-General (NAFDAC),

Attn: The Director

Chemical Evaluation and Research (CER) Directorate,

National Agency for Food and Drug Administration and Control, (NAFDAC)

1st Floor, NAFDAC Office Complex

Isolo, Lagos.

NAFDAC website: www.nafdac.gov.ng

E-mail: cer@nafdac.gov.ng

All submissions should be made at the Office of the Director, CER, First Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (for those outside Lagos).