



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

Chemical Evaluation & Research (CER) Directorate

GUIDELINES FOR OBTAINING LISTING CERTIFICATE FOR CHEMICAL MARKETERS (NEW APPLICANTS)

1. General

- 1.1. These Guidelines are for the general public and in particular persons intending to obtain Listing Certificate as chemical marketers (locally or through importation). It prescribes the minimum safety standard for chemical handling, documentation, personnel requirement, facility and timeline for obtaining Listing Certificate.
- 1.2. It is an offence for any company to market chemicals without authorization.

Step 1

2. Application

- 1.1.1. An applicant applying for Listing certificate shall do so via www.trade.gov.ng/nafdac through e-licence operation of CER under certificate no: 8105. The form should be uploaded with the following documents:
- 1.1.2. Application letter on company's letter head paper addressed to the DIRECTOR-GENERAL (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), ISOLO stating the chemicals, the quantities required (SI units e.g. MT, Kg or Ltrs) and uses for which the chemicals are intended. The Application must be signed by Managing Director/CEO, the Technical Officer and any designated personnel of the company.
- 1.1.3. Evidence of Business Incorporation or Business name.
- 1.1.4. Evidence of certified true copy of Memorandum and Articles of Association.
- 1.1.5. Evidence of particulars of Directors (Form CO7).
- 1.1.6. Passport photograph of technical officer.
- 1.1.7. Duly Endorsed Standard Operating Procedure (SOP) for storage, handling and disposal of chemicals.
- 1.1.8. Evidence of rent or ownership of warehouse.
- 1.1.9. List of intending customers indicating full contact address (no P.O. Box), phone number, email and status (marketer or end-user).
- 1.1.10. Medical Fitness Certificate for the technical officers (validity for six months).

Step II

3. Review of Company documents

- 3.1. Upon satisfactory review of the documents uploaded, the company is then scheduled for Warehouse inspection.

Step III

4. Warehouse Inspection.

- 4.1. Please refer to Guideline Ref. No: CER-GDL-0001-00 for information on Warehouse Inspection.

Step IV

5. Issuance of Certificate

5.1. Upon satisfactory inspection of the warehouse facility, Listing Certificate is issued. For unsatisfactory Inspection, a query is issued within two (2) work days.

6. Tariff

6.1. Please refer to the Tariff section

7. Note

7.1. Listing certificate is valid for two years from date of issuance.

7.2. The process of renewal of Listing Certificate should commence at least three (3) months before expiration of current Listing Certificate.

7.3. 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 applicant complies and communicate compliance to the Agency.

Please note that the timeline stops once compliance directive is 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 on-line via www.trade.gov.ng/nafdac through e- license operation of Chemical Evaluation and Research Directorate (CER) under certificate No 8105.