



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

Chemical Evaluation and Research Directorate (CER)

GUIDELINES FOR RENEWAL OF LISTING CERTIFICATE FOR CHEMICAL MARKETERS

1. General

- 1.1. These Guidelines are for the general public and in particular persons intending to renew the 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 renewal of Listing Certificate.

Step 1

2. Application

- 2.1. An applicant applying for Listing certificate shall do so via (www.trade.gov.ng/nafdac) through e-licence operation of CER under certificate number 8105. The form should be uploaded with the following documents
 - 2.1.1. Application letter on company's letter head paper addressed to the Director-General (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), 1st Floor, NAFDAC Office Complex, Apapa-Isolo Expressway, Isolo, Lagos State.
The application letter should state the chemicals, the quantities required (in SI units) and uses for which the chemicals are intended. The Application must be signed by Managing Director/CEO, the Technical Officer or any designated personnel of the company.
 - 2.1.2. Passport photographs of technical officer.
 - 2.1.3. Standard Operating Procedure (SOP) for storage/handling of chemicals duly signed by Managing Director/CEO, Technical officer or any designated personnel with name and designation.
 - 2.1.4. Evidence of rent ownership of warehouse.
 - 2.1.5. Evidence of previous Listing Certificate.
 - 2.1.6. Evidence of previous Chemical Import Permit and Permit to clear (where applicable).
 - 2.1.7. Evidence of sales (invoice) and local purchase.
 - 2.1.8. Stock cards / disposal records.
 - 2.1.9. Evidence of waste disposal
 - 2.1.10. List of customers indicating full contact address (no P.O.Box), phone number, email and status (marketer or end-user).
 - 2.1.11. Medical Fitness Certificate for the technical officer (valid for six months).

Step II

3. Submission of application

- 3.1. The application letter and accompanying documents should be uploaded to the portal via www.trade.gov.ng/nafdac through e-licence operation of CER under certificate number 8105

4. Review of Company documents

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

Step III

5. Warehouse Inspection

- 5.1. The warehouse is inspected as scheduled.

Step IV

6. Issuance of Listing Certificate

- 6.1. Upon satisfactory inspection of the warehouse facility and adequate documentation, Listing Certificate is issued. For unsatisfactory inspection, a query is issued within two (2) work days

7. Tariff

- 7.1. Please refer to the Tariff section

8. Note

- 8.1. Listing certificate is valid for two years from date of issuance.
- 8.2. The process of renewal of Listing Certificate should commence at least three (3) months before expiration of current Listing Certificate.
- 8.3. 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.
- 8.4. It is an offence for any company to market chemicals without authorization or with expired Listing Certificate.
- 8.5. All documents must be in English language.

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.

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