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

Chemical Evaluation and Research Directorate

GUIDELINES FOR RENEWAL OF PERMIT TO IMPORT INDUSTRIAL AND LABORATORY CHEMICALS

1. **General**

1.1. These Guidelines are for the general public and in particular persons intending to renew Permit to Import Industrial and Laboratory Chemicals. These Guidelines prescribe the requirement for documentation, processing, personnel requirements, and timeline for obtaining permit.

1.2. Please note that all applications for Chemical Import Permits are to be submitted and processed online at Single Trade Window (www.trade.gov.ng/nafdac).

1.3. All documents are to be scanned and uploaded as attachments (PDF or JPEG format). 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.

Step 1

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 (SI unit) 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. A copy of the last approved chemical import permit.

2.1.3. Passport photograph of technical officer (If new).

2.1.4. Appointment and acceptance letters of the technical officer including all credentials (Degree, NYSC certificates, etc.) and evidence of relevant experience. This is for new technical officers.

2.1.5. Valid Listing Certificate for Chemical Marketers.

2.1.6. Companies manufacturing NAFDAC-regulated products must submit evidence of valid product registration of all their products with the Agency or evidence of commencement of registration (if new manufacturer)

2.1.7. Local Purchase Order (LPO) from intending end user to the applicant (marketer). See a list of Chemicals that require LPO.

2.1.8. 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 online).

2.1.9. All new chemicals not included in the previous permit, the Material Safety Data Sheet must be attached. Material Safety Data Sheets (MSDS) for each new chemical from the overseas manufacturer should contain the following information:

2.1.9.1. Identity of product and the company

2.1.9.2. Composition and information on ingredients
2.1.9.3. Hazardous identification
2.1.9.4. First aid measures
2.1.9.5. Fire fighting measures
2.1.9.6. Accidental release measures
2.1.9.7. Handling and storage
2.1.9.8. Exposure control/ personal protection measures
2.1.9.9. Physical and chemical properties
2.1.9.10. Stability and reactivity
2.1.9.11. Toxicological information
2.1.9.12. Ecological information
2.1.9.13. Disposal consideration
2.1.9.14. Transport Information
2.1.9.15. Regulatory information
2.1.9.16. Other Information

2.1.10. It is to be emphasized that specific chemical names of the items required must be given and it must be same as stated on the MSDS. General name or physical description of the chemicals,e.g. foaming agent, low density chemicals, industrial gases, water softeners, etc. will not be accepted.

2.1.11. 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 on the single window trade portal.

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, a 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 a 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 offence for any company to import chemicals with an expired 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. Applicants are to commence renewal of the Import Permit 3 months before expiration. (Permit is non transferable).

5.5 In order to renew a Chemical Import Permit, applicants are to ensure that their storage facility is within the validity period of the inspection. The validity of warehouse inspection is 2 years for importers of general chemicals.

5.5. All documents must be in English language.

6. Tariff

6.1. Please see the tariff section

Please note that the timeline stops once a query 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 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).