



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

## **Drug Registration & Regulatory Affairs (DR&R) Directorate**

### **GUIDELINES FOR THE GLOBAL LISTING OF SUPERMARKET ITEMS (GLSI)**

## **1.0 BACKGROUND**

The Global listing scheme was introduced in 2003 to allow for the importation of specific NAFDAC regulated products (food and cosmetics items) subject to meeting established conditions or requirements. The consideration of this category became necessary because of the large number of items under the scheme and to meet special needs by certain groups or organizations in Nigeria.

## **2.0 ELIGIBILITY**

This scheme is only open to specific entities operating in Nigeria with established retail outlets where applicable such as: -

1. Supermarket Operators
2. Fast Food Chains
3. Restaurants
4. Hotels
5. Embassies and
6. International Organizations

## **3.0 CONDITIONS TO GET GLOBAL LISTING APPROVAL**

### **3.1 GENERAL RULES**

- 3.1.1 Items to be listed under the Global Listing of Supermarkets shall include Conventional Cosmetics regulated by the National Agency for Food and Drug Administration and Control (NAFDAC) sold in supermarkets/stores and such other specialties as required by Hotels and International Organizations e.g., Embassies.
- 3.1.2 An applicant shall have an established supermarket (where applicable).
- 3.1.3 Already registered items shall not be entertained for listing. Such items should be sourced from local agents, or a 'letter of no objection' shall be obtained from the local representatives of these brands.
- 3.1.4 Quantity of each item to be imported shall not exceed 2500 cartons per annum. Any entity willing to import more than the approved quantity (2500 cartons) should register such product(s) in line with the relevant extant registration guideline.

- 3.1.5 Supermarket operators shall sell the imported items only on retail basis and can only distribute to owned supermarket chain.
- 3.1.6 Supermarket operator shall register 2 products per 100 items imported, evidence of product registration will be required for the renewal of Global Listing License after the first two (2) years.
- 3.1.7 The importation of products banned by the Federal Government of Nigeria or on NAFDAC ceiling shall not be allowed.
- 3.1.8 Supermarket operators shall be categorized as follows:

#### 4.0 CATEGORY

Category	A	B	C	D	E
No. of items	1 to 100	101 to 250	251 to 500	501 to 1000	1001 to 5000
Qty. of items for importation per annum	Limited	Limited	Limited	Limited	Limited

#### 5.0 DOCUMENTATION

The following shall be submitted by the applicant to the office of the Director (DR&R), National Agency for Food and Drug Administration and Control, (NAFDAC), Plot 1, Isolo Industrial Layout, Apapa-Oshodi Expressway, Isolo, Lagos.

- i. Completed Global Listing Form, “NAFDAC/1005”
- ii. A Notarized Declaration of indemnity in Favour of the Agency for any liability in case of false documentation/false submission. (See attached format)
- iii. An application letter for the Listing of Supermarket items to include: -
  - a. Company’s valid Phone number and email address
  - b. Company’s Representative’s valid Phone number and email address
  - c. Letter stating outlet(s) and their location address (es).
- iv. Two (2) copies of Inventory of products to be imported for the year stating the following in the order stated below: -
  - (a) Serial Number
  - (b) Product Name
  - (c) Brand of product (Brand Only)
  - (d) Origin of product (Country)
  - (e) Product Description

- (f) Units/Pack e.g., 10 X 125g
  - (g) Pack type e.g., can, sachet, bottle
  - (h) Number of cartons (per item, per shipment or annum)
  - (i) Total Quantity Expressed in Units (Pack No x No of Cartons)
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- v. Certificate of Analysis for each product shall be made available, where applicable (from the manufacturer or a Government approved analyst from country of origin).
  - vi. Certificate of Business Incorporation in Nigeria.
  - vii. Form C07/CAC7.
  - viii. Receipt for Application Form purchased.
  - ix. Introduction Letter of the authorized person(s) to process the application.
  - x. Confirmation of Membership from National Association of Supermarket Operators of Nigeria (NASON) where applicable (Optional)
  - xi. One rewritable CD-ROM containing the inventory of items (in excel) to be imported formatted in the order stated in (ii) above.

## **6.0 ESTABLISHMENT INSPECTION**

Supermarkets/stores wishing to have items to be listed shall be inspected by the Agency after submission of an Application Form and evidence of payment of the appropriate inspection fee. The facilities shall be subjected to inspection by Drug Evaluation and Research (DER) Directorates to ensure compliance. For More information visit [Guidelines for Inspection of Premises for Global Listing of Cosmetics Products](#) for payment guidance, visit - See Section D, 6.0 page 5 – [NAFDAC Tariff](#)

## **7.0 TARIFF**

- I. A sum of ~~₦~~**2,500:00** for Listing Form per group of items paid by NAFDAC Teller in favour of the National Agency for Food and Drug Administration and Control (NAFDAC) will be required.
- II. A payment for processing shall be made in favour of the National Agency for Food and Drug Administration and Control as Global Annual Listing fee after a satisfactory inspection report. Please visit the registration section of tariff – See Section G, 3.0 page 9 – [NAFDAC Tariff](#)

NO. OF ITEMS	GLOBAL ANNUAL REGISTRATION TARIFF	7.5% VAT	TOTAL
1 - 100	₹1,500,000.00	₹112,500.00	₹1,612,500.00
101 to 250	₹3,300,000.00	₹247,500.00	₹3,547,500.00
251 to 500	₹ 7,000,000.00	₹525,000.00	₹7,525,000.00
501 - 1000	₹12,000,000.00	₹900,000.00	₹12,900,000.00
1001 - 5000	₹ 20,000,000.00	₹1,500,000.00	₹21,500,000.00

The fees (plus 7.5% VAT) are to be paid annually.

Normal port handling charges for inspection, analysis, radiation etc for consignments imported into the country shall be paid in line with the current Agency Tariff Regulations.

**NOTE: Payment advice will be issued based on the list submitted in the application.**

## 8.0 ADDITIONAL ITEMS

Additional items in replacement of unapproved items on the original list can be allowed provided it is within the category paid for.

However, if the addition of new items exceeds the category paid for, the applicant will be required to pay the balance of the next category.

## 9.0 LABELLING

- Labelling shall comply with international regulations for cosmetic products.
- Any product labelled in a foreign language (except those for embassies) shall **NOT** be considered for listing unless an English translation is included on the label and package insert (where applicable). [Cosmetics-Products-Labelling-Regulations-2019](#)

## **10.0 DIGITIZATION**

All items approved are to be digitized by uploading them on the Single Trade Window – <https://trade.gov.ng> prior to importation.

## **11.0 SAMPLING - [NAFDAC-SAMPLING-GUIDE-2019](#)**

- Registration and Regulatory Affairs Directorate (R & R) shall submit to PID the list of approved items to be imported by the operator.
- Operator shall submit to PID an advance list of items per shipment.
- PID will determine the products to be sampled for analysis.
- Consignments will be released to the importer after physical inspection and sampling at the port.

## **12.0 POST MARKETING SURVEILLANCE**

After approval has been granted Pharmacovigilance and Post Marketing Surveillance have statutory function to conduct post approval inspection to ascertain compliance with the spirit of the scheme by GLSI operators.

All correspondence in respect of Global Listing of Supermarket - Cosmetics Items should be addressed to:

Director,  
Drug Registration and Regulatory Directorate,  
Plot 1 Isolo Industrial Layout,  
Apapa-Oshodi Expressway,  
Isolo, Lagos.

E-mail: [registration@nafdac.gov.ng](mailto:registration@nafdac.gov.ng)  
Website: [www.nafdac.gov.ng](http://www.nafdac.gov.ng)