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

Food Registration & Regulatory Affairs (FR&R) Directorate

GUIDELINES FOR REGISTRATION OF ANIMAL FEEDS MADE IN NIGERIA

1. **General**

1.1. These Guidelines are for the interest of the general public and in particular, manufacturers of Animal Feed made in Nigeria.

1.2. It is necessary to emphasize that, no Animal Feed shall be manufactured, imported, exported, advertised, sold, distributed or used in Nigeria unless it has been registered in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines.

2. **How to Apply**

2.1. A written application for registration of animal feed made in Nigeria should be made on the Company's letter head to the Director-General (NAFDAC), ATTENTION: The Director, Food Registration and Regulatory Affairs (FR&R) Directorate, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State.

2.2. An online application form for registration of animal feed shall be purchased and completed at https://www.napams.org

2.3. A separate application shall be submitted for each product.

Step I

3. Documentation

3.1. The application letter and print out of the online registration form shall be accompanied by the following documents (originals) and submitted at the Liaison Office of the Director (LOD), FR&R Directorate, NAFDAC Office Complex, Oshodi-Apapa Express Way, Isolo, Lagos State OR any NAFDAC office (for those outside Lagos):

3.1.1. Evidence of Business Incorporation. In-case of Micro, Small and Medium Enterprises (MSMEs); evidence of Business name.

3.1.2. Evidence of payment of the required tariff.

3.1.3. Contract Manufacturing Agreement (where applicable).

3.1.4. Evidence of Registration of Brand Name with Trademark Registry in the Ministry of Industry, Trade and Investment. This should be done in the name of the owner of the

Trademark/Brand name as the case may be.

3.1.5. Evidence of satisfactory Inspection issued by the Agency's Veterinary Medicines and Allied Products (VMAP) Directorate or Good Manufacturing Practice (GMP) Certificate for product line (companies with registered products).

3.1.6. Product Labels/artwork.

3.1.7. Comprehensive Certificate of Analysis. The certificate of analysis must be presented on a

Letter-head of the Quality Control Laboratory where the sample was tested/evaluated and should contain the following information:

3.1.7.1. The brand name of the product

3.1.7.2. The batch number of the product

3.1.7.3. The manufacturing and expiry dates

3.1.7.4. The name, designation and signature of the analyst

Step II

4. Product Approval Meeting

4.1. Upon satisfactory documentation, GMP inspection of the production facility and laboratory analysis products are presented at the Agency's products approval meetings.

4.2. For a product with unsatisfactory labeling, a compliant artwork may be accepted with a written commitment by the manufacturer to ensure that the commercial product will be labeled in accordance with the approved product artwork.

Step III

5. Issuance of Notification

5.1. For products approved by the Agency, a Notification of Registration shall be issued to the applicant while compliance directives shall be issued for those not approved.

6. Labelling Information

6.1. Product labels shall be informative, accurate and in conformity with the Agency's Regulations.

7. Tariff

7.1. Please refer to Tariffs section.

8. Notes

8.1. Failure to comply with the above requirements may result in the rejection of an application or lead to considerable delay in the processing of registration.

8.2. For a successful application, a certificate of registration with a validity period of five (5) years shall be issued.

8.3. Registration of a product does not automatically confer Advertising Permit. A separate application and subsequent approval by the Agency shall be required if the product is to be advertised. Simultaneous submission of registration and advertisement applications is permissible.

8.4. NAFDAC reserves the rights to revoke, suspend or vary a certificate during its validity period

8.5. Filing of an application or paying the requisite fees does not confer registration status.

8.6. Failure to respond promptly to queries or enquiries raised by NAFDAC on the application (within 90 working days) will automatically lead to the closure of the Application.

8.7. The time line for product registration from acceptance of submissions to issuance of NAFDAC Registration Number is one hundred and twenty (120) working days.

8.8. Please note that the clock stops once compliances are issued.

All correspondences should be addressed to:

Director-General (NAFDAC),

Attn: The Director

Food Registration and Regulatory Affairs Directorate,

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

NAFDAC Office Complex, Isolo Industrial Estate, Apapa-Oshodi Expressway, Isolo, Lagos

NAFDAC website: www.nafdac.gov.ng

E-mail: food.registration@nafdac.gov.ng

All submissions should be made to the Office of the Director, Food Registration and Regulatory Affairs Directorate, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos OR the nearest NAFDAC Office (for those outside Lagos).