



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

## **Food Registration & Regulatory Affairs (FR & RA) Directorate**

### **GUIDELINES FOR THE REGISTRATION OF BULK/SEMI PROCESSED FOOD PRODUCT FOR EXPORT**

## 1. **General**

- 1.1. These guidelines are for the interest of the public and in particular, manufacturers/exporters of food products.
- 1.2. It is necessary to emphasize that, no Food Product 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. **Application**

- 2.1. A written application for the registration of bulk/semi-processed food product for export should be made on the company's letter head to the Director-General (NAFDAC), ATTENTION: The Director, Food Registration and Regulatory Affairs (FR&RA) Directorate, Ground Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, and Lagos State.
- 2.2. An online application form for the registration of bulk/semi-processed food product for export should be purchased, completed and submitted at <https://www.napams.org>.
- 2.3. A separate application form shall be submitted for each product.

## 3. **Labelling Information**

- 3.1. Labelling should be informative, accurate and in conformance with the Agency's Food Labelling Regulations and any other relevant Regulations.

## **Step I**

### 4. **Documentation**

- 4.1. The application letter for registration of bulk/semi processed food products for export.
- 4.2. Evidence of Business Incorporation.
- 4.3. Evidence of payment.
- 4.4. Contract Manufacturing Agreement (where applicable).
- 4.5. Evidence of Registration of Brand Name with Trademark Registry in the Ministry of Industry, Trade and Investment (where applicable). This should be done in the name of the owner of the Trademark/Brand name, as the case may be.
- 4.6. Product Labels/artworks.
- 4.7. Comprehensive Certificates of Analysis of the product for export and product specification from country of destination.

## **Step II**

### **5. Product Approval Meeting**

- 5.1. Upon satisfactory Documentation review, GMP inspection report of the production facility and laboratory analysis report of the product, applicant is issued NAFDAC Reg. No. subject to ratification at approval meeting.

### **6. Tariff**

- 6.1. Please refer to NAFDAC Tariff on the website.

### **7. Note**

- 7.1. Failure to comply with these requirements may result in the disqualification of the application or lead to considerable delay in the processing of registration.
- 7.2. A successful application will be issued a Certificate of Registration with a validity period of two (2) years.
- 7.3. 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 are allowed.
- 7.4. NAFDAC reserves the right to revoke, suspend or vary a certificate during its validity period.
- 7.5. Filing an application or paying an application fee does not confer registration status.
- 7.6. 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.
- 7.7. The timeline for processing approvals for export of bulk/semi-processed food products starting from receipt of application in Food R&RA is twenty-five (25) working days and the breakdown is as follows: Issuance of request for inspection by FR & RA – 2 days, Label vetting by FR & RA – 2 days, Inspection by FSAN – 3 days, Lab analysis – 8 days, Review and issuance of NAFDAC Registration Number by FR & RA – 4 days, Issuance of Export certificate by PID – 6 days.
- 7.8. 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),

Ground Floor, NAFDAC Office Complex

Isolo Industrial Estate

Apapa-Oshodi Expressway, Isolo, Lagos.

NAFDAC website: [www.nafdac.gov.ng](http://www.nafdac.gov.ng)

E-mail: [food.registration@nafdac.gov.ng](mailto:food.registration@nafdac.gov.ng)

Telephone no.: +234-8035507545

**All submissions should be made at the Office of the Director, F R & RA, Ground Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (outside Lagos).**

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