



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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF AUTHORIZATION TO OPEN FORM M.

1. General

- 1.1. This Guideline is for those importers of bulk food raw materials / importers of frozen fish, for which NAFDAC Permits or Certificate of Registration are not issued, who require Authorization to open Form M.
- 1.2. It is necessary to emphasize that, no Food, Drug, Cosmetics, Packaged water, Detergent, Medical device 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.

Step I

1. Application

- 1.1. Importers of bulk food raw material / importers of frozen fish, for which NAFDAC Permits or Certificate of Registration are not issued shall log on to: <https://trade.gov.ng/> using company's TIN and Password.
- 1.2. After logging in on to the trade portal, beneficiary will scroll down the **Agency** icon and click on **NAFDAC**
- 1.3. Under NAFDAC Services, click on NAFDAC e-license
- 1.4. Under e-license operations, click on New
- 1.5. Scroll down on New to: Fill-PID
- 1.6. Fill-PID e-form displayed, the **following fields and others** should be carefully followed:
 - Applicant type is **Manufacturer / Marketer**
 - Certificate: **Ports Inspection Directorate- Authorization to Open Form M**
Under icon Items: Each product(s) should be filled in turns as follows:
 - i.) fill the HS Code
 - ii.) Name of product as it appears on NAFDAC Registration Certificate
 - iii.) Unit of measurement (e.g. cm, m, cl, l, g, kg etc.)
 - iv.) Pack size
 - Click **the add button (+)**
 - The above process is repeated for each of the product(s) to be imported on the same application.
 - Under attachment icon: attach the following as in PDF/ JPEG etc. format but **not Microsoft Word document**
- 1.7. The following documents should be uploaded online:
 - 1.7.1. A duly signed application letter titled **Authorization to open Form M** addressed to the Director, Ports Inspection.
 - 1.7.2. An LPO (**if the importer is a Marketer**).
 - 1.7.3. Evidence of current product(s) registration with NAFDAC (**for bulk food raw material**) for manufacture purpose.

- 1.7.4. Permit from Department of Fisheries, Federal Ministry of Agriculture (**Only for fish Importer**).

Step II

2. Review of application

- 2.1. The application and accompanying documents are subsequently reviewed.

Step III

3. Payment

- 3.1. The applicant is required to visit:
 - 3.1.1. **www.remita.net** to generate Remita invoice.
 - 3.1.2. Any nearest commercial bank for payment.
 - 3.1.3. NAFDAC Accounts department to obtain receipt of payment.

Step V

4. Issuance of Authorization

- 4.1. Upon satisfactory review of the documents, an electronic copy of the **Authorization to open Form M** is issued which the applicant can access through their TIN on the trade portal.

5. Tariff

- 5.1. Please refer to Tariff section.

6. Note

- 6.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being exported.
- 6.2. The timelines for the Issuance of **Authorization to open Form M** is seventy-two (72) hours from time of submission. The timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.
- 6.3. The **Authorization to open Form M** expires 31st of December every year.

All correspondence should be addressed to

The Director-General (NAFDAC)

Attn: The Director,
Ports Inspection Directorate,
NAFDAC Laboratory Complex, Edmund
Crescent, Medical Compound, Yaba,
Lagos state.
Website: www.nafdac.gov.ng
E-mail address: ports@nafdac.gov.ng

All enquiries should be made at the Office of the Director, Ports Inspection Directorate, NAFDAC Laboratory Complex, Edmund Crescent, Medical Compound, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos).