

## **STEPS TO ONLINE APPROVAL TO IMPORT PRODUCTS BY GOVERNMENT AGENCIES, INTERNATION BODIES & MULTINATION ORGANIZATIONS**

- Log on to: <https://trade.gov.ng/>
- Login to Community Services with your TIN & Password (**BENEFICIARY TO APPLY**)
- Scroll down the **Agency** icon and click on **NAFDAC**
- Under NAFDAC Services, click on NAFDAC e-license
- Under e-license operations, click on New
- Scroll down on New to Fill-PID
- Fill-PID e-form displayed, the **following fields and others** should be carefully followed:
  - Applicant type is **Ancillary**
  - Certificate: **Ports Inspection Directorate- Approval to Import Product by Government Agencies, International Bodies & Multinational Organizations**
  - Under icon Items: Attach each product and click **the add button (+)** to continue the addition of other products on the application in turn.
  - Under attachment icon: attach the following as in PDF/ JPEG etc format but **not Microsoft Word document**
- 1. Duly signed application Letter from Market Authorization Holder  
**NOTE: -** Documents to be attached should be compressed to 2MB, if it exceed 2MB, others should be scanned and sent as PDF file to [nafdacpid@outlook.com](mailto:nafdacpid@outlook.com)  
**Please Note:** Necessary update will be sent to your mail as at when due