



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

Ports Inspection Directorate (PID)

GUIDELINES FOR CLEARING OF IMPORTED REGULATED FOOD PRODUCTS (INCLUDING GLOBAL LISTING FOR SUPERMARKET ITEMS & RESTAURANT OPERATORS) AT PORTS OF ENTRY IN NIGERIA

1. General

- 1.1. These Guidelines are for the interest of the general public and in particular, importers of food products into Nigeria.
- 1.2. It is necessary to emphasize that, no food products shall be manufactured, imported, advertised, offered for sale, 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 1

2. Application

- 2.1. An applicant (NAFDAC Certificate of Registration Holder or Holder of Global Listing Certificate for Supermarket items and Restaurant Operators; GLSI Scheme or company granted valid "Letter of No Objection") should submit an application letter addressed to the Director-General, National Agency for Food and Drug Administration and Control (NAFDAC); ATTENTION: The Director, Ports Inspection Directorate, NAFDAC, Yaba, Lagos State.
- 2.2. The following documents should be attached to the application;
 - 2.2.1. The applicant is to write an Indemnity Letter addressed to the Director-General, National Agency for Food and Drug Administration and Control (NAFDAC); ATTENTION: The Director, Ports Inspection Directorate, NAFDAC, Yaba, Lagos State. The letter should state that:
 - 2.2.1.1. The Agency will be informed 48hrs before the arrival of the product.
 - 2.2.1.2. The Agency will be duly invited for examination of the consignment.
 - 2.2.1.3. Product will not be sold or distributed without the satisfactory pronouncement by the Agency.
 - 2.2.2. Single Goods Declaration (SGD) Form
 - 2.2.3. Commercial invoice
 - 2.2.4. Pre-Arrival Assessment Report (PAAR)
 - 2.2.5. Form M
 - 2.2.6. Bill of Lading/Airway Bill
 - 2.2.7. Packing List
 - 2.2.8. Form C-30
 - 2.2.9. Evidence of payment advice issued by NAFDAC
 - 2.2.10. Evidence of current product registration with NAFDAC
 - 2.2.11. Original copy of Certificate of analysis
 - 2.2.12. Original copy of Radiation Analysis Certificate (for meat & meat products, milk &

milk products, fish & fish products)

- 2.2.13. Original copy of Phytosanitary Certificate (For products of plant origin)
- 2.2.14. Original copy of Health certificate (Issued and endorsed by the controlling authority in the country of origin)
- 2.2.15. Original copy of Clean Report of Inspection Analysis (CRIIA) for products coming from China.
- 2.2.16. A letter of undertaking stating that the product(s) will be forfeited if found unsatisfactory
- 2.2.17. The address of warehouse where product will be stored.
- 2.2.18. Evidence of payment to the Agency
- 2.2.19. Letter of introduction with a copy of Identity card of company representative
- 2.2.20. Valid Letter of No Objection (where applicable)
- 2.2.21. Evidence of valid Global Listing Certificate for Supermarket items or Restaurant Operators (where applicable).

Step II

3. Verification of application

- 3.1. The application and accompanying documents are verified at the E-Clearance office at Ports Inspection Directorate, Yaba, Lagos State.

Step III

4. Payment

- 4.1. Upon satisfactory verification of the application, the applicant is required to:
 - 4.1.1. Obtain payment Advice for the clearance of the products (applicable for applicants not online).
 - 4.1.2. Visit www.remita.net to generate Remita invoice and print out a copy of the invoice.
 - 4.1.3. Any nearest commercial bank for payment.
 - 4.1.4. NAFDAC Accounts Office to collect receipt of payment.

Step IV

5. Submission of application

- 5.1. The application letter, accompanying documents and evidence of payment should be submitted via email (ports@nafdac.gov.ng) or at the Ports Inspection Directorate, NAFDAC Office, Yaba, Lagos state or any NAFDAC Office (outside Lagos).

Step V

6. Review of application

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

Step VI

7. First Endorsement

- 7.1. Upon satisfactory vetting of the application and accompanying documents, the Single Declaration Goods Form (SGD) is given the First Endorsement.

Step VII

8. Joint Inspection of Consignment

- 8.1. Joint Inspection of the consignment is carried out by NAFDAC and other relevant Government organizations.

Step VIII

9. Second Endorsement

- 9.1. The company representative is required to re-present all documents presented for First Endorsement. This should be accompanied with the report of the Joint Inspection and sample of product (s) in-line with the Agency's applicable sampling Guideline for laboratory analysis.

Step VIX

10. Release of consignment

- 10.1. Upon satisfactory verification of the documents and product sample for the purpose of Second Endorsement, the Single Goods Declaration Form is given Second Endorsement which is the release of the consignment to the importer. Products on GLSI Scheme are granted conditional release subject to 100% physical examination at the importers warehouse.

11. Tariff

- 11.1. **Please refer to tariff section**

12. Note

- 12.1. The importation of unregistered retail food products not listed on Certificate for Global Listing Items for Supermarkets or Restaurant Operators is a violation.
- 12.2. The importation of registered retail food products by persons or companies other than those that registered the product or with letter of No Objection shall be regarded as a violation.
- 12.3. Perishable food must be imported under controlled temperature in refrigerated containers.
- 12.4. Importations are restricted to only registered source(s) as stated on the product Registration Certificate(s) and Global Listing Certificate for Supermarket items or Restaurant Operators.
- 12.5. The imported products are granted second endorsement for release to importer's warehouse within 24 hours of sample collection
- 12.6. The imported products can only be marketed and used after a satisfactory Laboratory evaluation.
- 12.7. The timelines for the various processes include;
 - 12.7.1. Cost assessment and issuance of Payment Advice is Ten (10) minutes
 - 12.7.2. Issuance of first endorsement is Thirty (30) minutes
 - 12.7.3. Physical inspection as determined by the Joint Task Force is Two (2) hours
 - 12.7.4. Issuance of second endorsement is Fifteen (15) minutes
- 12.8. Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicate compliance to the Agency.

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 submissions 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).

Review Date: 31/05/2023
Effective Date: 01/06/2018

Doc. Ref. No: PID-GDL-005-00