



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

## **Ports Inspection Directorate (PID)**

### **GUIDELINES FOR EXPORT APPROVAL FOR NAFDAC REGULATED PRODUCTS AND FOOD STUFF FOR PERSONAL USE**

## 1. **General**

- 1.1. These Guidelines are for the interest of the general public and in particular, for travelers wishing to obtain Export Approval for NAFDAC regulated products including food stuff not pre-packaged (e.g. crayfish, pepper, etc.) for personal use.
- 1.2. NAFDAC will not issue any Export Approval for products that have already left the shores of the country.

## **Step I**

### 2. **Application**

- 2.1. Applicants intending to export regulated products including food stuff not pre-packaged for personal use 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. Name and address of applicant
  - 2.2.2. List of Product(s) intended for Export
  - 2.2.3. Quantity (10kg for single product; not exceeding 30kg for summation of various products)
  - 2.2.4. Country of destination
  - 2.2.5. Valid contact number of the applicant
  - 2.2.6. Endorsed International Passport with valid visa

## **Step II**

### 3. **Submission of application and sampling**

- 3.1. The application letter and accompanying documents should be submitted via email ([ports@nafdac.gov.ng](mailto:ports@nafdac.gov.ng)) or at the Ports Inspection Directorate, NAFDAC Office, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos) does this statement apply?
- 3.2. The products for export are to be presented at the office for sighting.

## **Step III**

### 4. **Review of application**

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

#### **Step IV**

##### **5. Issuance of Export Approval**

- 5.1. Upon satisfactory review of the documents, an Export Approval is issued to the applicant.

##### **6. Tariff**

- 6.1. NAFDAC Export Processing is **FREE!**

##### **7. Note:**

- 7.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being exported.
- 7.2. The applicant must be the intended traveler accompanying the products.
- 7.3. A period (Timeline) of forty-eight (48) hours from time of submission should be allowed for issuance of approval subject to satisfactory review of documents.
- 7.4. Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.
- 7.5. Applicants are to ensure that products intended for export are in good condition at the time of departure.
- 7.6. Issuance of Export Approval does not guarantee admittance of the product into the country of destination. All products must comply with the requirements of the country of destination.

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](http://www.nafdac.gov.ng)  
E-mail address: [ports@nafdac.gov.ng](mailto:ports@nafdac.gov.ng)

**All submissions should be made at the Office of the Director, Ports Inspection Directorate,**

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**NAFDAC Laboratory Complex, Edmund Crescent, Medical Compound, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos).**