



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

Ports Inspection Directorate (PID)

GUIDELINES FOR FAST TRACK CLEARING OF IMPORTED NAFDAC REGULATED PRODUCTS AND BULK RAW MATERIALS

1. **General**

- 1.1. These Guidelines are for the interest of the general public and in particular beneficiaries of Fast Track clearance of NAFDAC regulated products.
- 1.2. It is necessary to emphasize that, no Cosmetics 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.
- 1.3. Intending beneficiaries of NAFDAC Fast Track Clearance must be registered under the Nigeria Customs Service (NCS) Fast Track Scheme and also obtain written annual approval from NAFDAC.
- 1.4. Fast Track is an initiative of the Federal Government to facilitate trade and it is aimed at building local capacity in manufacturing and decongest the ports. It is for clearing of registered regulated products, bulk raw materials and packaging materials for registered regulated products.
- 1.5. Concession is given to the beneficiaries especially manufacturers for immediate release of goods from the Ports after all the necessary fees have been paid and documents submitted.

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 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 (PID), NAFDAC, Yaba, Lagos State.
- 2.2. The following documents should be attached to the application:
 - 2.2.1. An Indemnity Letter [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 (for finished registered product).
 - 2.2.2. Evidence of registration under Nigeria Customs Service (NCS) Fast Track Scheme

- 2.2.3. Single Goods Declaration (SGD) Form
- 2.2.4. Commercial invoice
- 2.2.5. Pre-Arrival Assessment Report (PAAR)
- 2.2.6. Form M
- 2.2.7. Bill of Lading/Airway Bill
- 2.2.8. Packing List
- 2.2.9. Form C-30
- 2.2.10. Evidence of payment advice issued by NAFDAC
- 2.2.11. Evidence of current product registration with NAFDAC
- 2.2.12. Original copy of Certificate of analysis
- 2.2.13. Original copy of Radiation Analysis Certificate (for meat & meat products, milk & milk products, fish & fish products)
- 2.2.14. Original copy of Phytosanitary Certificate (For products of plant origin)
- 2.2.15. Original copy of Health certificate (Issued and endorsed by the controlling authority in the country of origin)
- 2.2.16. Original copy of Clean Report of Inspection Analysis (CRIA) for products coming from China.
- 2.2.17. A letter of undertaking stating that the product(s) will be forfeited if found unsatisfactory
- 2.2.18. The address of warehouse where product will be stored.
- 2.2.19. Evidence of payment to the Agency
- 2.2.20. Letter of introduction with a copy of Identity card of company representative
- 2.2.21. Valid Letter of No Objection (where applicable)
- 2.2.22. 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 department 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 at the Ports Inspection Directorate, NAFDAC Office, Yaba, 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 at the importers warehouse after release by Nigeria Customs Service.

Step VIII

9. Second Endorsement

- 9.1. Upon satisfactory Joint Inspection, the company representative is required to re-present all documents presented for First Endorsement at the Post-Port Clearance Division of PID, Yaba, Lagos or the NAFDAC State Office. This should be accompanied with the report of the Joint Inspection and sample of product(s) where applicable, 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.

11. Note:

- 11.1. Processing of Approval on NAFDAC Fast Track Scheme shall require the submission of evidence of Registration with Nigeria Customs Service and payment of NAFDAC Annual fees.
- 11.2. The lock or seal on fast track containers must be intact and must be broken only during joint inspection by the relevant Government Agencies at the importer's warehouse.. Breakage of lock or seal in the absence of NAFDAC officers is considered as a violation.
- 11.3. The timelines for the various processes include :
 - 11.3.1. Issuance of Second Endorsement is within 24 hours after examination
 - 11.3.2. Obtaining written approvals NAFDAC Fast Track beneficiary is 48 hours
- 11.4. 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.
- 11.5. This Fast Track Approval expires 31st 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 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-009-00