



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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF HEALTH CERTIFICATE FOR EXPORTATION OF PROCESSED & SEMI-PROCESSED FOOD COMMODITIES

1. **General**

- 1.1. These Guidelines are for the interest of the general public and in particular, exporters of processed and semi-processed food commodities.
- 1.2. It is necessary to emphasize that processed and semi-processed food commodities should not be exported without obtaining Export/Health Certificate from the Agency.
- 1.3. 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 processed and semi-processed food commodities 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 information should be indicated in the application letter;
 - 2.2.1 Full Name and location address of manufacturer's warehouse
 - 2.2.2 List of Product(s) intended for Export
 - 2.2.3 Quantity of each product
 - 2.2.4 Pack size of each product
 - 2.2.5 Batch Number of each product
 - 2.2.6 Manufacturing date and Best Before/Expiry Date (as applicable)
 - 2.2.7 Country of destination
 - 2.2.8 Consignee's name and address
- 2.3. The following documents should be attached to the application;
 - 2.3.1. Evidence of Registration with Nigeria Export Promotion Council (NEPC)
 - 2.3.2. NXP Forms for commercial export
 - 2.3.3. Proforma Invoice
 - 2.3.4. Packing List
 - 2.3.5. One sample of each product
 - 2.3.6. Original copy of Certificate of analysis
 - 2.3.7. Phytosanitary Certificate (from Nigeria Agricultural Quarantine Service)

Step II

3. Submission of application

- 3.1. The application letter, accompanying documents and samples should be submitted via email (ports@nafdac.gov.ng) or at the Ports Inspection Directorate (PID), NAFDAC Office, Yaba, Lagos or the nearest NAFDAC Office (outside Lagos).

Step III

4. Review of application

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

Step IV

5. Request for inspection and sampling

- 5.1. A request is sent to Food Safety and Applied Nutrition (FSAN) Directorate for the Inspection of the Warehouse. Upon satisfactory inspection of the Warehouse, samples are collected for laboratory analysis.
- 5.2. In case of unsatisfactory Warehouse Inspection and/or laboratory report, a Compliance Directive is issued to the applicant.

6. Step V

6.1. Issuance of Health Certificate

- 6.2. Upon satisfactory review of the documents, warehouse inspection and laboratory analysis, a Health Certificate will be issued by NAFDAC.

7. Tariff

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

8. Note:

- 8.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being exported.
- 8.2. The following labelling information should be indicated:
 - 8.2.1. Name of Product
 - 8.2.2. Name and Address of manufacturer
 - 8.2.3. Manufacturing Date and Best Before/Expiry Date

- 8.2.4. Storage condition
- 8.2.5. List of ingredients/composition
- 8.2.6. Sticker labels are not allowed
- 8.2.7. Misleading pictures are not allowed
- 8.2.8. Please note that NAFDAC would inspect the facility for issuance of Health Certificate.
- 8.2.9. A period of twenty-one (21) working days (Timeline) from time of submission should be allowed for issuance of approval subject to satisfactory review of documents, warehouse inspection and laboratory analysis.
- 8.2.10. Timeline for processing is suspended when a compliance directive is issued and resumes when applicant complies and communicates compliance to the Agency.
- 8.2.11. Applicants are to ensure that products intended for export are in good condition at the time of departure.
- 8.2.12. 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
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).