

GUIDANCE DOCUMENT FOR THE REGISTRATION OF ALCOHOL BASED HAND SANITIZERS MADE IN NIGERIA

➤ **To Submit Application**

- i. Click <http://www.registration.nafdac.gov.ng> to submit application:
- ii. Click the sign in icon on top right hand corner of the screen
- iii. Drop down and select “Client”
- iv. New Client
 - Create user profile by clicking the register icon
 - Sign in with details created
- v. Returning user
 - sign in with login details (Email and Password)

➤ **After signing in –**

- vi. Under navigation, “Select Registration Form”
- vii. Under Application Type Select “New Product Registration”
- viii. Under Category Select “Medical Devices”
- ix. Under Sub-Category 1 Select “Medical Devices 1”
- x. Under Sub-Category 2 Select the “Disinfectant”

➤ **After Filling the Registration Form, proceed to provide information about the product under the following sub-headings: -**

- a. Product details
- b. Manufacturer’s Details
- c. Evidence of Company Registration
- d. Evidence of Trademark Registration Acceptance Form (if the product is branded)
- e. Coloured Product Artwork/Label
- f. Payment
- g. Product Summary

- Upon completing click **Submit**.

Note: Minimum Labelling Requirement.

1. Product Name
2. The Name and Full location address of the manufacturer
3. Provision for “NAFDAC Registration Number”
4. Product Composition (stating the volume concentration of the active ingredient, %v/v)
5. Date of Manufacture and Expiry
6. Batch Number
7. Storage condition
8. Net content of the product
9. Cautions/Warnings