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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF AUTHORIZATION ON LETTER OF NO OBJECTION AND APPROVAL TO OPEN FORM M AND PRE-ARRIVAL ASSESSMENT REPORT (PAAR)

1. **General**

1.1. These Guidelines are for the interest of the general public and in particular, holders of NAFDAC Certificate of Registration for regulated products, who may wish to grant authorization (No Objection) for the importation of their registered products by another company.

1.2. These Guidelines are also for those importers of NAFDAC regulated products, for which NAFDAC Permits or Certificate of Registration are not issued, who require Authorization to open Form M and Pre-Arrival Assessment Report (PAAR).

1.3. 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.

1.4. For Pharmaceutical product(s), approval of Letter of No Objection can only be granted for applications made in favour of a duly registered Pharmaceutical company.

Step I

2. **Application**

2.1. The NAFDAC Certificate of Registration Holder (applicant) intending to grant authorization to a third party to import a registered product 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. The letter must be endorsed by the Managing Director/ Chief Executive Officer and should clearly state the details of the products requested.

2.2. The following documents should be indicated in the application letter:

2.2.1. An affidavit by the signatory to the application, sworn at a Federal/State High Court.

2.2.2. Evidence of current product(s) registration with NAFDAC.

2.2.3. Evidence of payment to the Agency

2.2.4. Valid Pharmacist's Annual License to Practice for the Superintendent Pharmacist issued by the Pharmacists Council of Nigeria (for pharmaceutical products and their raw materials)

2.2.5. Valid Certificate of Registration/Retention of Premises issued by the Pharmacists Council of Nigeria (for pharmaceutical products and their raw materials)

2.3. For fish and fish products, the following documents are also required:

2.3.1. Evidence of company's registration with the Corporate Affairs Commission (CAC)

2.3.2. Particulars of Directors (Form C07)

2.3.3. Allocation from Department of Fisheries, Federal Ministry of Agriculture.

2.3.4. Certificate of Clearance from Association of Fish Importers

2.3.5. Information on the previous year's imports [what information exactly?]

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 Directorate, NAFDAC Office, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos)

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Step III

4. **Review of application**

4.1. The application and accompanying documents are subsequently reviewed.

Step IV

5. **Payment**

5.1. The applicant is required to visit:

5.1.1. E-clearance office at Ports Inspection Directorate, NAFDAC Office, Yaba, Lagos State to obtain Payment Advice for the clearance of the products (applicable for applicants not online).

5.1.2. **www.remita.net** to generate Remita invoice and print out a copy of the invoice.

5.1.3. Any nearest commercial bank for payment.

5.1.4. NAFDAC Accounts department to obtain receipt of payment.

Step V

6. **Issuance of Authorization**

6.1. Upon satisfactory review of the documents, the Authorization on Letter of No Objection and/or Approval to Open Form M and PAAR is issued to the applicant.

7. **Tariff**

7.1. Please refer to Tariff section.

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 timelines for the Issuance of Authorization on Letter of No Objection is forty-eight (48) hours from time of submission. The timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.

8.3. The Authorization on Letter of No Objection expires 31st of 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).