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

Registration & Regulatory Affairs (R & R) Directorate

GUIDELINES FOR REGISTRATION OF PESTICIDES MADE IN NIGERIA

1. **General**

1.1. These Guidelines are for the interest of the general public in particular and manufacturers of Pesticides made in Nigeria.

1.2. "PESTICIDES" Include:

1.3. Herbicides, Insecticides, Rodenticides, Fungicides, Molluscides Nematocides, Repellants, Attractants, Insect growths regulators, Fumigants and Plant growth regulators. These are used in agriculture, public health, horticulture and food storage. While some of the chemicals may be used without great hazard to health, others are so toxic that their use must be strictly controlled to protect humans, animals and the general environment. Some pesticides quickly disappear or are broken down into harmless degradation products (they are environmentally friendly). Others persist after application and may breakdown to form even more poisonous products. Since unsafe levels may appear in foods, such as food crops, milk & meat products, it becomes imperative that the levels of pesticides in these products should be regulated and controlled.

1.4. It is necessary to emphasize that, no Pesticide product shall be manufactured, imported, advertised, offered for sale, 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.

2. **Application**

2.1. A written application for the registration of Pesticides should be made on the company's letter head paper to the Director-General (NAFDAC), ATTENTION: The Director, Registration and Regulatory Affairs (R & R) Directorate, Ground Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, and Lagos State.

2.2. An online application form for Product Registration should be purchased at; http://registration.nafdac.gov.ng and completed.

2.3. A separate application form shall be submitted for each product.

Step I

3. **Documentation**

3.1. The application letter and print-out of the registration form are to be accompanied with two (2) sets of the following documents are to be submitted at the Liaison Office of the Director (LOD), R & R Directorate, Ground Floor, NAFDAC Office Complex, Oshodi-Apapa Express Way, Isolo, Lagos State or any NAFDAC Office (outside Lagos):

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3.1.1. Evidence of Business Incorporation. In-case of Micro, Small and Medium scale Enterprises (MSMEs); evidence of Business name.

3.1.2. Evidence of payment to the Agency.

3.1.3. Contract Manufacturing Agreement (where applicable).

3.1.4. Evidence of Registration of Brand Name with Trademark Registry in the Ministry of Industry, Trade and Investment. This should be done in the name of the owner of the Trademark/Brand name as the case may be (where applicable)

3.1.5. Evidence of satisfactory Inspection issued by the relevant Directorate or Good Manufacturing Practice (GMP) certificate for product line (companies with registered products).

3.1.6. Product Labels/artwork.

3.1.7. Comprehensive Certificate of Analysis. The certificate of analysis must be presented on a letter-headed paper of the Quality Control Laboratory where the sample was tested/evaluated and should contain the under listed information:

3.1.17.1. The brand name of the product

3.1.17.2. The batch number of the product

3.1.17.3. The manufacturing and expiry dates

3.1.17.4. The name, designation and signature of the analyst

Step II

4. **Product Approval Meeting**

4.1. Upon satisfactory Documentation review, GMP inspection of the production facility and laboratory analysis of product, products are presented for Approval Meetings.

4.2. For products labels with compliance issues, compliant artworks may be submitted with a commitment letter from manufacturer (stating that the commercial products will be in compliance).

Step III

5. **Issuance of Notification**

5.1. For products approved at the meeting, Notification of Registration is issued to the applicant while Compliance Directive is issued to those not approved.

6. **Labelling Information**

6.1. Labelling should be informative, accurate and in conformance with the Agency's Pesticide Registration Regulations or any other relevant Regulations.

7. **Tariff**

7.1. Please refer to tariff section.

8. **Note**

8.1. It is the responsibility of the applicant to ensure safe disposal of all expired stock in consultation with the appropriate Government bodies.

8.2. Local field trials under appropriate tropical climatic conditions for adaptability may be required for pesticides with insufficient safety and efficacy data in Nigeria.

8.3. Failure to comply with these requirements may result in the disqualification of the application or lead to considerable delay in the processing of registration.

8.4. A successful application will be issued a Certificate of Registration with a validity period of five (5) years.

8.5. Registration of a product does not automatically confer Advertising Permit. A separate application and subsequent approval by the Agency shall be required if the product is to be advertised. Simultaneous submission of registration and advertisement applications are allowed.

8.6. NAFDAC reserves the right to revoke, suspend or vary a certificate during its validity period

8.7. Filing an application form or paying an application fee does not confer registration status.

8.8. There must be evidence that such pesticide product may be used without great hazard to human, animal and the environment. In the case of products known to be toxic, there must be indicated precaution, in order to protect human, animals and the environment.

8.9. The application shall indicate the class of product i.e. fungicides, insecticides, herbicides, fumigants and rodenticides etc.

8.10. Products found to be of doubtful value, environmentally unfriendly and which may break down to more poisonous substances on application, or may be harmful and subject to misuse shall not be considered for registration.

8.11. Failure to respond promptly to queries or enquiries raised by NAFDAC on the application (within 90 working days) will automatically lead to the closure of the Application.

8.12. The time line for product registration from acceptance of submissions to issuance of Registration number is one hundred and twenty (120) working days.

8.13. Please note that the clock stops once compliances are issued.

All correspondences should be addressed to:-

Director-General (NAFDAC),

Attention: The Director

Registration and Regulatory Affairs Directorate,

National Agency for Food and Drug Administration and Control (NAFDAC),
Ground Floor, NAFDAC Office Complex
Isolo Industrial Estate
Apapa-Oshodi Expressway, Isolo, Lagos

NAFDAC website: www.nafdac.gov.ng
E-mail: registration@nafdac.gov.ng
Telephone no.: +234-1-4772452

All submissions should be made at the Office of the Director, R & R, Ground Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (outside Lagos).