



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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF APPROVAL TO IMPORT DONATED ITEMS BY NON- GOVERNMENTAL ORGANIZATIONS

General

- 1.1. These Guideline is for the interest of the general public and in particular, non-governmental organization who wish to import NAFDAC regulated items.
- 1.2. It is necessary to emphasize that, no Food, Drug, Cosmetics, Packaged water, Detergent, Medical Device 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. For Pharmaceutical product(s), approval of Letter of No Objection can only be granted for applications made in favor of a duly registered Pharmaceutical company.

Step I

2. Application

- 2.1. The intending 3rd party importer of NAFDAC Registered product(s) shall log on to: <https://trade.gov.ng/> using company's TIN and Password.
- 2.2. After logging in on to the trade portal, beneficiary will scroll down the **Agency** icon and click on **NAFDAC**
- 2.3. Under NAFDAC Services, click on NAFDAC e-license
- 2.4. Under e-license operations, click on New
- 2.5. Scroll down on New to Fill-PID
- 2.6. Fill-PID e-form displayed, the **following fields and others** should be carefully followed:
 - Applicant type is **Ancillary**
 - Certificate: **Ports Inspection Directorate- Approval to Import Donated items by Non-Governmental Organizations**
 - Under icon Items: Each product(s) should be filled in turns as follows:
 - i.) fill the HS Code
 - ii.) Name of product as it appears on NAFDAC Registration Certificate
 - iii.) Unit of measurement (e.g. cm, m, cl, l, g, kg etc)
 - iv.) Pack size
 - Click **the add button (+)**
 - The above process is repeated for each of the product(s) to be imported on the same application.
 - Under attachment icon: attach the following as in PDF/ JPEG etc. format but **not Microsoft Word document**
- 2.7. The following documents should be uploaded online:

- 2.7.1. A duly signed application letter titled **Approval to Import Donated items by Non-Governmental Organizations** addressed to the Director, Ports Inspection.

Step II

3. Review of application

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

Step III

4. Payment

- 4.1. The applicant is required to visit:
 - 4.1.1. **www.remita.net** to generate Remita invoice.
 - 4.1.2. Any nearest commercial bank for payment.
 - 4.1.3. NAFDAC Accounts department to obtain receipt of payment.

Step V

5. Issuance of Authorization

- 5.1. Upon satisfactory review of the documents, an electronic copy of the **Approval to Import Donated items by Non-Governmental Organizations** is issued which the applicant can access through their TIN on the trade portal.

6. Tariff

- 6.1. Please refer to Tariff section.

7. Note

- 7.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being exported.
- 7.2. The timelines for the Issuance of **Approval to Import Donated items by Non-Governmental Organizations** is seventy-two (72) 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.
- 7.3. The **Approval to Import Donated items by Non-Governmental Organizations** 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 enquiries 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).