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

Ports Inspection Directorate (PID)

GUIDELINES FOR CLEARING IMPORTED NARCOTIC AND CONTROLLED SUBSTANCES, PHARMACEUTICAL RAW MATERIALS AND RESTRICTED CHEMICALS AT PORTS OF ENTRY IN NIGERIA

1. **General**

1.1. These Guidelines are for the interest of the general public and in particular, importers of Narcotic and Controlled Substances, Pharmaceutical raw materials and restricted chemicals into Nigeria.

1.2. It is necessary to emphasize that, no Narcotic and Controlled Substances 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.

1.3. It is also necessary to emphasize that pharmaceutical raw materials and restricted chemicals should not be imported without obtaining Import Permit and Permit to Clear where applicable.

Step I

2. **Payment**

2.1. The applicant is required to visit:

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

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

2.1.3. Any nearest commercial bank for payment.

2.1.4. NAFDAC Accounts Office to collect receipt of payment.

Step II

3. **Submission of Documents for First Endorsement**

3.1. The applicant is to write an Indemnity 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 should state that:

3.1.1. The Agency will be informed 48hrs before the arrival of the product.

3.1.2. The Agency will be duly invited for examination of the consignment.

3.1.3. Product will not be sold or distributed without the satisfactory pronouncement by the Agency.

3.2. The letter should be submitted via email (ports@nafdac.gov.ng) or at the Ports Inspection Directorate, Yaba, Lagos State [or any NAFDAC Office (outside Lagos)] and should be accompanied with the following documents;

3.2.1. Single Goods Declaration (SGD) Form
3.2.2. Commercial invoice
3.2.3. Pre-Arrival Assessment Report (PAAR)
3.2.4. Form M
3.2.5. Bill of Lading/Airway Bill
3.2.6. Packing List
3.2.7. Form C-30
3.2.8. Evidence of payment advice issued
3.2.9. Valid Import Permit (for Narcotic and Controlled Substances and Restricted Chemicals)
3.2.10. Valid Permit to Clear (for Narcotic and Controlled Substances and Restricted Chemicals)
3.2.11. Original copy of Certificate of Analysis
3.2.12. The address of warehouse where the product will be stored
3.2.13. Evidence of payment to the Agency
3.2.14. Letter of introduction with a copy of identity card of company representative
3.2.15. Valid Pharmacist's Annual License to practice (applicable to narcotic and controlled substances and pharmaceutical raw materials)
3.2.16. Valid Certificate of Registration/Retention of Premises issued by the Pharmacists' Council of Nigeria (PCN) (applicable to narcotic and controlled substances and pharmaceutical raw materials)
3.2.17. Pre-shipment notice
3.2.18. Evidence of Registration for Product to be manufactured (where applicable)
3.2.19. Approval for Letter of No Objection (where applicable)

Step III

4. **First Endorsement**

4.1. Upon satisfactory vetting of the application and accompanying documents, the Single Declaration Goods Form (SGD) is given the First Endorsement.

Step IV

5. **Joint Inspection of Consignment**

5.1. Joint Inspection of the consignment is carried out by NAFDAC and other relevant Government organizations.

Step V

6. **Second Endorsement**

6.1. The company representative is required to re-present all documents presented for First Endorsement. This should be accompanied with the report of the Joint Inspection and sample of product (s) in line with the Agency's applicable sampling Guideline for verification.

Step VI

7. **Release of consignment**

7.1. Upon satisfactory verification of the documents and product sample for the purpose of Second Endorsement, the Single Goods Declaration Form is given Second Endorsement which is the release of the consignment to the importer.

8. **Note**

8.1. Narcotics and Controlled Substances, Pharmaceutical raw materials and restricted chemicals can only be marketed and used after a satisfactory Laboratory evaluation. In case of unsatisfactory laboratory analysis report, the consignment is placed on Hold. This may be for destruction or for further investigation which may include retest by the Agency and/or independent laboratory.

8.2. The timelines for the various processes include;

8.2.1. Cost assessment and issuance of Payment Advice is Ten (10) minutes

8.2.2. Issuance of 1st endorsement is Thirty (30) minutes

8.2.3. Physical inspection as determined by the Joint Task Force is Two (2) hours

8.2.4. Issuance of 2nd endorsement is Fifteen (15) minutes

8.3. Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.

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).