



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

## **Ports Inspection Directorate (PID)**

### **GUIDELINES FOR CLEARANCE OF IMPORTED GENERAL CHEMICALS, AGROCHEMICALS AND RAW MATERIALS 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 General Chemicals, Agrochemicals and Raw Materials into Nigeria.
- 1.2. It is necessary to emphasize that, no finished Agrochemicals 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. No General Chemicals, Agrochemicals or Raw Materials shall be imported without obtaining an Import Permit or approval.

## 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](http://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 obtain 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 (where applicable).
- 3.2. The letter should be submitted via email ([ports@nafdac.gov.ng](mailto:ports@nafdac.gov.ng)) or at the Ports Inspection Directorate, Yaba, Lagos State [or the nearest 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. Photocopy of payment advice
- 3.2.9. Current Import Permit
- 3.2.10. Original copy of Certificate of analysis
- 3.2.11. Original copy of Clean Report of Inspection and Analysis (CRIA) for products coming from China (where applicable).
- 3.2.12. The address of warehouse where product will be stored.
- 3.2.13. Photocopy of NAFDAC receipt of payment
- 3.2.14. Letter of introduction of the Clearing Agent with a copy of ID card [with appropriate identification]

### **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 (where applicable) for verification.

### **Step VI**

#### **7. Release of consignment**

- 7.1. Upon satisfactory verification of the documents and where applicable, 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. Tariff**

8.1. Please refer to Tariff section.

**9. Note**

- 9.1. Agrochemicals 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.
- 9.2. The importation of General Chemicals, Agrochemicals and raw materials by persons other than the holders of relevant permits shall be a violation.
- 9.3. The timelines for the various processes include:
  - 9.3.1. Cost assessment and issuance of Payment Advice is Ten (10) minutes
  - 9.3.2. Issuance of first endorsement is Thirty (30) minutes
  - 9.3.3. Physical inspection as determined by the Joint Task Force is Two (2) hours.
  - 9.3.4. Issuance of second endorsement is Fifteen (15) minutes
- 9.4. 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.
- 9.5. In case of unsatisfactory laboratory analysis report, the consignment is placed on Hold. This may be for destruction or for further investigation.

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](http://www.nafdac.gov.ng)  
E-mail address: [ports@nafdac.gov.ng](mailto:ports@nafdac.gov.ng)

**All submissions should be made at the Office of the Director, Ports Inspection Directorate,**

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**NAFDAC Laboratory Complex, Edmund Crescent, Medical Compound, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos).**