



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

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

### **GUIDELINES FOR ISSUANCE OF EXPORT APPROVAL OF SAMPLES FOR MACHINE TRIALS (RESEARCH)**

## 1. **General**

- 1.1. These Guidelines are for the interest of the general public and in particular, exporters of samples for machine trials.
- 1.2. It is necessary to emphasize that, no regulated products 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 (formerly Decree 19 of 1993), other related legislations and the accompanying Guidelines.

## **Step I**

### 2. **Application**

- 2.1. Applicants intending to export samples for machine trials 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 (PID), NAFDAC, Yaba, Lagos State.
- 2.2. The following information should be indicated in the application letter;
  - 2.2.1. Full Name and address of the applicant
  - 2.2.2. Full name and address of the consignee
  - 2.2.3. Name of the product intended for export
  - 2.2.4. Purpose of export
  - 2.2.5. Valid contact number of the applicant
- 2.3. The following documents should be attached to the application;
  - 2.3.1. Evidence of Registration with Nigeria Export Promotion Council (NXP)
  - 2.3.2. NXP Forms for commercial export
  - 2.3.3. Proforma Invoice
  - 2.3.4. Packing List
  - 2.3.5. Sample of each product for vetting
  - 2.3.6. Original copy of Certificate of analysis
  - 2.3.7. Phytosanitary Certificate (from Nigeria Agricultural Quarantine Service)

## **Step II**

### 3. **Submission of application**

- 3.1. The application letter, accompanying documents and samples should be submitted at the Ports Inspection Directorate, NAFDAC Office, Yaba, Lagos State or the nearest NAFDAC Office (outside Lagos).

### **Step III**

#### **4. Review of application**

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

### **Step IV**

#### **5. Issuance of Export Approval**

- 5.1. Upon satisfactory review of the documents, an Export Approval is issued to the applicant.

#### **6. Tariff**

- 6.1. NAFDAC Export processing is **FREE!**

#### **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. NAFDAC will not issue any Export Approval for products that have already left the shores of the country.
- 7.3. A period of Forty-eight (48) hours should be allowed for issuance of the Approval.
- 7.4. 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.

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

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