



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

Chemical Evaluation and Research Directorate

PERMIT FOR CLEARANCE OF IMPORTED RESTRICTED AND AGRO

CHEMICALS

1. General

- 1.1. These Guidelines are for the general public and in particular persons intending to obtain permit to clear Restricted Chemicals and Agrochemicals.
- 1.2. These Guidelines prescribe the requirement for documentation, processing, personnel requirement, and timeline for obtaining permit.

Step I

2. Application

- 2.1. Application letter on company's letter headed paper addressed to the Director-General (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), Isolo stating the chemicals, the quantities required (SI unit) and uses for which the chemicals are intended. The Application must be signed by Managing Director/CEO or the Technical Officer of the company.
- 2.2. The following documents should be attached to the application:
 - 2.2.1. The list of chemicals and quantities required.
 - 2.2.2. Permit to Import showing cumulative deductions of any importations made within the validity of the permit
 - 2.2.3. Single Goods Declaration Form (SGD)
 - 2.2.4. Bill of Lading/Airway Bill.
 - 2.2.5. Commercial Invoice
 - 2.2.6. Form M
 - 2.2.7. Packing List
 - 2.2.8. Pre-Arrival Assessment Report (PAAR)
 - 2.2.9. Certificate of Analysis/Quality Control Certification to include Name, Signature and Designation of Analyst.
 - 2.2.10. Certificate of Value and Origin.
 - 2.2.11. Valid End User Certificate issued by the Office of the National Security Adviser (where applicable). Refer to www.euc.nsa.gov.ng for List of Chemicals in this category.
 - 2.2.12. Evidence of payment for Permit to Clear

Step II

3. Processing of Permit

- 3.1. Upon satisfactory documentation, the application will be processed further and permit to clear will be issued.
- 3.2. For unsatisfactory application, a Compliance Directive(s) will be issued to the company.

Step III

4. Collection of Permit

- 4.1. Collection of endorsed permit to clear is at the office of the Director.

5. Tariff

- 5.1. Please see the tariff section

6. Note

6.1. Personnel

The company representative responsible for interfacing with the Agency should be a technical officer with scientific background (minimum of Ordinary National Diploma; OND or its equivalent is required). The technical officer will be responsible for explaining and discussing the exact chemical nature and use of the items for which application is submitted. He is also responsible for the handling and storage of the chemicals.

6.2. Timeline

6.2.1. A processing period of forty eight (48) work hours should be allowed from the time of submission of a complete application .Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicate compliance to the Agency.

- 6.3. It is an offence for any company to clear Restricted Chemicals and Agrochemicals from the ports without a Permit to Clear.
- 6.4. Please note that all applications for Permits to clear are to be submitted and processed manually.
- 6.5. All documents must be in English language.

All correspondence should be addressed to:-

The Director-General (NAFDAC)

Attn: The Director,

Chemical Evaluation and Research Directorate,

1stFloor, NAFDAC Office Complex,

Apapa-Oshodi Expressway,

Isolo, Lagos.

NAFDAC website: www.nafdac.gov.ng

E-mail: cer@nafdac.gov.ng

Telephone no.: +234-1-4609762

All submissions should be made at the Office of the Director, CER, 1st Floor, NAFDAC Office

Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (for those outside Lagos).