



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

## **Veterinary Medicines & Allied Products Directorate (VMAP)**

### **GUIDELINE FOR LISTING AS PESTICIDES, AGROCHEMICALS, FERTILIZERS, BIO-PESTICIDES AND BIO-FERTILIZERS MARKETERS (NEW APPLICANT)**

## 1. **General**

- 1.1. These Guidelines are for the interest of the general public and in particular marketers of Pesticides, Agrochemicals, Fertilizers, Bio-pesticides and Bio-fertilizers in Nigeria.
- 1.2. It is necessary to emphasise that no importation shall be made by any importer of Pesticides, Agrochemicals, Fertilizers Bio-pesticides and Bio-fertilizers without obtaining Listing Certificate as Pesticide and Agrochemical Marketer from NAFDAC except in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines

## **Step I**

### 2. **Application**

- 2.1. An applicant must purchase the Listing Form for Pesticides, Agrochemicals, Fertilizers Bio-pesticides and Bio-fertilizers from the Liaison office of the Director (LOD), VMAP Directorate, 3rd Floor, NAFDAC Office Complex, Oshodi-Apapa Express Way, Isolo, Lagos State or any NAFDAC Office (outside Lagos).
- 2.2. The completed form should be accompanied with the under listed documents and submitted to LOD, VMAP or the nearest NAFDAC Office (outside Lagos);
  - 2.2.1. The application letter should be on the company's letter head paper addressed to the Director-General (NAFDAC), ATTENTION: The Director, Veterinary Medicines & Allied Products Directorate, Plot 1, 3rd Floor, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos State. The application should state the name and location address of the Warehouse along with duly completed application form.
  - 2.2.2. Evidence of Business Incorporation. For Micro, Small and Medium Enterprises (MSMEs); evidence of Business name
  - 2.2.3. Evidence of Certified true copy of the Memorandum and Articles of Association (where applicable).
  - 2.2.4. Evidence of Certified true copy of particulars of Directors (Form CO7)
  - 2.2.5. Photocopy of current tax clearance certificate.
  - 2.2.6. Appointment and acceptance letters, 2 passport photographs of the technical officer including all credentials (Degree, NYSC certificates, etc.). The technical officer should have scientific background with minimum of Ordinary National Diploma; OND or its equivalent.

- 2.2.7. Medical Fitness Certificate for Technical staff (biannually).
- 2.2.8. Local Purchase Order (where applicable)
- 2.2.9. Standard Operating Procedure (SOP) for Storage/ Handling of Pesticides, Agrochemicals, Fertilizers, Bio-pesticides and Bio-fertilizers.
- 2.2.10. Record of waste disposal in a timely and sanitary manner.
- 2.2.11. Evidence of fumigation / Pest control

## **Step II**

### **3. Review of submitted documents**

- 3.1. A check on all documents submitted is carried out using the checklist.

## **Step III**

### **4. Payment**

- 4.1. When all necessary documents are submitted, a Payment Advice is issued to the company.
- 4.2. The company is then required to visit:
  - 4.2.1. [www.remita.net](http://www.remita.net) to generate Remita invoice and print out a copy of the invoice.
  - 4.2.2. any nearest commercial bank for payment.
  - 4.2.3. NAFDAC Accounts department to collect receipt of payment.

## **Step IV**

### **5. Scheduling of Inspection**

- 5.1. Upon satisfactory vetting of the application, the date of the inspection is communicated to the company.

## **Step V**

### **6. Inspection**

- 6.1. The Inspection is conducted as scheduled. An inspection of the warehouse facility for the storage of Pesticides, Agrochemicals, Fertilizers, Bio-pesticides and Bio-fertilizers will be carried out. Upon satisfactory inspection the document review is concluded. Where the Inspection is unsatisfactory a Compliance Directive is issued and communicated to the company.

## **Step VI**

### **7. Review of Documentation & Issuance of Notification for Listing as Pesticides, Agrochemicals, Fertilizers, Bio-pesticides and Bio-fertilizers Marketer**

- 7.1. Upon satisfactory review of documentation and inspection of the facility, the Notification for Listing as Pesticides, Agrochemicals, Fertilizers Bio-pesticides and Bio-fertilizers Marketer is issued to the company.

## **Step VII**

### **8. Issuance of Listing Certificate as Pesticides, Agrochemicals, Fertilizers, Bio-pesticides and Bio-fertilizers Marketer**

- 8.1. The Certificate is issued to the company.

### **9. Tariff**

- 9.1. Please refer to Tariff section.

### **10. Note**

- 10.1. Please note that warehouse will be inspected after submission of completed inspection documents.
- 10.2. The listing certificate is the Agency's Authorization permitting the holder to market Pesticides, Agrochemicals, Fertilizers, Bio-pesticides and Bio-fertilizers in Nigeria.
- 10.3. The listing certificate is valid for two (2) years from the date of issue and should be renewed accordingly.
- 10.4. Application for renewal should be made to NAFDAC at least three (3) months before expiration of the current certificate.
- 10.5. Please note that the clock stops once Compliance Directives are issued.

All correspondence should be addressed to:

Director-General (NAFDAC)

**Attn:** The Director

Veterinary Medicine and Allied Product Directorate (VMAP), NAFDAC,  
3<sup>rd</sup> Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo,  
Lagos State.

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**All submissions should be made at the Office of the Director, VMAP, 3<sup>rd</sup> Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (outside Lagos).**