



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

## **Narcotics & Controlled Substances (NCS) Directorate**

### **GUIDELINES FOR OBTAINING PERMIT TO CLEAR PRECURSOR CHEMICALS FROM THE PORTS IN NIGERIA**

## 1. **General**

- 1.1. These Guidelines are for the interest of the general public and in particular, importers of Precursor Chemicals into Nigeria.
- 1.2. These Guidelines outline the process for obtaining Permit to Import Precursor Chemicals under the various International Conventions and Treaties and those controlled nationally.

## **Step I**

### 2. **Documentation**

- 2.1 Companies intending to clear imported Precursor Chemicals from the Ports are required to submit the following documents:
  - 2.1.1. An application on the company's letter head addressed to the Director-General, National Agency for Food and Drug Administration (NAFDAC), ATTENTION: Director, Narcotics and Controlled Substances (NCS) Directorate, NAFDAC Office Complex, Isolo Industrial Estate, Apapa-Oshodi Expressway, Isolo, Lagos state. The name, quantity of precursor chemical and the port of entry should be indicated.
  - 2.1.2. Photocopy of permit to Import.( jacked copy if not first consignment)
  - 2.1.3. Commercial Invoice
  - 2.1.4. Bill of Entry (Single Goods Declaration form)
  - 2.1.5. Bill of Lading or Airway Bill
  - 2.1.6. Certificate of Value and Origin
  - 2.1.7. Form M
  - 2.1.8. Packing List
  - 2.1.9. Pre-Arrival Assessment Report (PAAR)
  - 2.1.10. Certificate of Analysis of the chemical issued by the manufacturer– with the Name, Signature and Designation of Analyst clearly indicated.

## **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, NCS.

#### **5. Tariffs**

- 5.1. Please refer to Tariff section

#### **6. Note:**

- 6.1. Failure to submit adequate documents may lead to considerable delay in processing the application.
- 6.2. Failure to respond promptly to Compliance Directives will lead to suspension of further processing of the application.
- 6.3. Submission of fake documents will be considered as a violation and may result in regulatory action and/or prosecution.
- 6.4. The consignment must not be shipped without obtaining a Permit to import from the Agency. Any applicant/importer that ships precursor chemicals before Permit to import is issued will be sanctioned appropriately.
- 6.5. The consignment will only be cleared from the Ports upon obtaining a Permit to Import and Permit to Clear. Failure to present these documents will be considered an offence.
- 6.6. That permit expires on the 31st of December of the year of issuance and shipment should be done before or on 31<sup>st</sup> December.
- 6.7. The Timeline for this process is 2 working days from the submission of a satisfactory application.

All correspondence should be addressed to:

Director-General (NAFDAC)

**ATTENTION:** The Director,  
Narcotics and Controlled Substances Directorate  
3<sup>rd</sup> Floor, NAFDAC Office Complex,  
Apapa-Oshodi Expressway,  
Lagos state.

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E-mail address: [ncs@nafdac.gov.ng](mailto:ncs@nafdac.gov.ng)

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