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

Narcotics & Controlled Substances (NCS) Directorate

GUIDELINES FOR OBTAINING PERMIT FOR IMPORTATION OF NARCOTIC DRUGS, PSYCHOTROPIC SUBSTANCES AND DRUG PRECURSORS

1. **General**

1.1. These Guidelines are for the interest of the general public and in particular, importers of Narcotic Drugs, Controlled/Psychotropic Substances and Drug Precursors into Nigeria.

1.2. It is necessary to emphasize that, no product containing Narcotic and Controlled Substances 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. It is also necessary to emphasize that Narcotics, Controlled/Psychotropic substances and/or Drug precursors should not be imported without obtaining Import Permit and Permit to Clear where applicable.

Step 1

2. **Documentation**

2.1. Companies intending to import Narcotic drugs, Psychotropic Substances and Drug precursors should visit the Federal Government of Nigeria Single Window for Trade Portal (www.trade.gov.ng) to fill the electronic application form for Permit to import Narcotic drugs, Psychotropic Substances and Drug precursors.

2.2. The following documents are required to be attached for a successful Submission of the electronic form:

2.2.1. 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 and duly signed by the Superintendent Pharmacist of the company. The following should be indicated:

2.2.1.1. The name of substance(s) to be imported

2.2.1.2. The quantity(ies) of substance(s) to be imported in kilogram

2.2.1.3. Country of origin

2.2.1.4. Name and address of the manufacturer

2.2.1.5. Name and address of the supplier

2.2.2. Valid Annual Licence to Practice of the Superintendent Pharmacist

2.2.3. Valid Certificate of registration/retention of premises

2.2.4. Letter of Recommendation from Registration and Regulatory Affairs Directorate (for new applicants only)

2.2.5. Proforma Invoice

2.2.6. Jacked/Used copy of previous import permit(s)

2.2.7. Disposal records for previous importation(s) according to approved template.

2.2.8. Distribution records for finished product(s) according to approved template.

2.2.9. Evidence of product registration by NAFDAC

2.2.10. Evidence of payment of stipulated fee

Step II

3. **Processing of Permit**

3.1. Upon satisfactory documentation, Company is to liaise with the Inspection & Monitoring Division of the Directorate for inspection of her facility (not applicable to new applicants).

3.2. Permit to Import will be processed for satisfactory applications.

3.3. For unsatisfactory application/documentation, a Compliance Directive(s) will be issued to the company.

Step III

4. **Collection of Permit**

4.1. Collection of endorsed Permit to Import 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. Allocation of controlled substances is based on availability.

6.4. Submission of fake documents will be considered as a violation and may result in regulatory action and/or prosecution.

6.5. The Pharmacist's Annual Licence to Practice does not confer authorization to import and clear Narcotic drugs, Controlled/Psychotropic substances and Drug Precursors.

6.6. 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.

6.7. 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.

6.8. That permit expires on the 31st of December of the year of issuance and shipment should be done before or on 31st December.

6.9. The Timeline for this process is 5 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
3rd Floor, NAFDAC Office Complex,
Apapa-Oshodi Expressway,
Lagos state.
Website: www.nafdac.gov.ng.
E-mail address: ncs@nafdac.gov.ng

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