



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

Narcotics & Controlled Substances (NCS) Directorate

GUIDELINES FOR OBTAINING PERMIT TO IMPORT PRECURSOR CHEMICALS

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 import Schedule 1 Narcotic drugs 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 precursor chemicals.
- 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, Apap-Oshodi Expressway, Isolo, Lagos state and duly signed by the Managing Director/CEO or the Technical Officer of the company. The following should be indicated:
 - 2.2.1.1. The list of chemicals to be imported
 - 2.2.1.2. The quantity(ies) of chemical(s) to be imported
 - 2.2.1.3. Intended Use(s) for the Chemicals
 - 2.2.1.4. Country of origin
 - 2.2.2. Evidence of Business Incorporation.
 - 2.2.3. Evidence of Tax Clearance.
 - 2.2.4. Evidence of Certified true copy of the Memorandum and Articles of Association.
 - 2.2.5. Evidence of Certified true copy of the Particulars of Directors; FORM CO7.
 - 2.2.6. Passport photograph, Credentials, letter of appointment of the technical officer, letter of acceptance of employment by the Technical Officer who must be a Nigerian and should have a science background with a minimum qualification of Ordinary National Diploma (OND)
 - 2.2.7. Material Safety Data Sheet (MSDS) for each of the chemical(s) .The specific chemical name(s) of the item(s) required must be given.
 - 2.2.8. Proforma Invoice from manufacturer
 - 2.2.9. Local Purchase Order (LPO) from end user(s) (Only applicable to marketers)

- 2.2.10. Evidence of Permit from Federal Ministry of Solid Minerals (applicable to importers of Ammonium Nitrate)
- 2.2.11. Evidence of NAFDAC Listing Certificate (for marketers)
- 2.2.12. Evidence of NAFDAC Registration Certificate (where applicable)
- 2.2.13. Disposal records of previously imported consignments of precursor chemicals (applicable to new applicants who have purchased precursor chemicals locally).
- 2.2.14. Evidence of sales such as invoice, receipts, and delivery notes/waybills may also be required.
- 2.2.15. Fresh applicants who have been purchasing precursor chemicals locally should submit the disposal records.

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 Directorate.

5. Tariff

- 5.1. Please refer to Tariff section

6. Note

- 6.1. The Pharmacist's Annual Licence to Practice does not confer authorization to import and clear precursor chemicals.
- 6.2. Precursor chemicals 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.
- 6.3. Precursor chemicals 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.
- 6.4. The Timeline for this process is 5 working days from the submission of a satisfactory application.

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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).