



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

Registration & Regulatory Affairs (R & R) Directorate

GUIDELINES FOR RENEWAL OF CERTIFICATE OF REGISTRATION FOR IMPORTED HERBAL/DIETARY SUPPLEMENTS IN NIGERIA

1.0. General

- 1.1. The National Agency for Food and Drug Administration and Control has the responsibility of ensuring that imported Herbal remedies/Dietary supplements placed on the Nigerian market for use meet the requirements for Quality, Safety and Efficacy throughout the lifecycle of the product.
- 1.2. The procedure for registration of imported Herbal remedies/Dietary supplements outlines the process to be followed and the technical requirements to be met before a product can be placed on the Nigerian market.
- 1.3. A product authorized for marketing in Nigeria will be issued a Certificate of Registration valid for 5 years (or less in some cases) and should be renewed upon expiration.
- 1.4. These guidelines are intended to provide guidance on the technical and other general data requirements when submitting an application for renewal of product licence for imported Herbal products and Dietary supplements.

Step I

2.0. Application Letter for Renewal of Product Licence

- 2.1. An application for renewal should be initiated not later than 30 calendar days to the date of expiration of the current/valid licence.
- 2.2. An applicant is required to submit an application letter stating their intention to renew the Certificate of Registration for the drugs made in Nigeria.
- 2.3. The application should be made on the company's letter head which should contain the current/valid email address and telephone number of the applicant.
- 2.4. The applicant should provide the details of the product(s) for renewal and clearly state the purpose in the body of the letter along with the contact details of the manufacturer of the product(s) (i.e. name, address email and telephone number of the contact person).
- 2.5. The letter should be dated and signed by Managing Director or Chief Executive Officer or a staff of the company so delegated to sign (evidence of delegation should be provided).
- 2.6. The renewal application should be addressed to the Director-General (NAFDAC), ATTENTION: The Director, Registration & Regulatory Affairs (R & R) Directorate, Ground Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, and Lagos State.
- 2.7. An online application form for Product Registration should be purchased at; <http://registration.nafdac.gov.ng> and completed.
- 2.8. A separate application form should be submitted for each product

Step II

3.0. Documentation

The following documents are the requirements for submission of an application for renewal of product licence. Submission of application should follow the "NAFDAC Procedures for Submission of Applications"

3.1. Certificate of Registration of Brand Name/Trademark

Evidence of Registration of Brand Name with Trademark Registry in the Ministry of Industry, Trade and Investment. This should be done in the name of the owner of the Trademark/Brand name.

3.2. Expired NAFDAC Licence

A copy of the Certificate of Registration for the product(s).

3.3. Notarized Declaration

A declaration by the applicant regarding the correctness, completeness and accuracy of all documents submitted should be provided. The format should be in line with the template attached as Annex 2 in this guideline. This document must be notarized by a notary public.

3.4. Power of Attorney/Contract Manufacturing Agreement (where applicable)

At the expiration of a product licence, the Power of Attorney or Contract Manufacturing Agreement may have lapsed except in cases when a specific expiration date was specified in the original Power of Attorney or contract manufacturing agreement or a statement that the agreement is for an indefinite period. Except in the cases stated above, an applicant will be required to submit a new contract manufacturing agreement at renewal. The document shall give details of:

3.4.1. The Issuer and the Receiver of the Power of Attorney or Contract Manufacturing Agreement, the parties involved with their specific roles and the terms of the contract agreement.

3.4.2. A list of the products covered by the Power of Attorney or Contract Manufacturing agreement (this can come as an annexure for large number of products but must form part of the Power of Attorney or Contract Manufacturing Agreement with a specific reference to the annexure stated on the Contract).

3.4.3. State ownership of Brand name/s or Trademark.

3.4.4. The validity of the Power of Attorney should be stated and it should not be less than 5 years.

- 3.4.5. The document must be signed by the authorized person(s) and should be notarized by a notary public.

Step III

4.0. Issuance of Notice of Renewal

Upon successful submission of all required documents, the Notice of Renewal is issued to the applicant.

Step IV

5.0. Product Sampling:

- 5.1. Product sampling for Renewal of marketing authorization will be based on laboratory reports emanating from any of the following activities within the validity of current licence:
 - 5.1.1. Pharmacovigilance monitoring
 - 5.1.2. Ports Inspection and Distribution channels sampling
 - 5.1.3. Routine facility Inspections/Audits
- 5.2. In the event that there is a need to conduct laboratory analysis, there will be a request for samples of the product.

Step V

6.0. Product Approval meeting

Upon meeting all regulatory requirements, product is presented for Approval Meeting.

Step VI

7.0. Product Approval meeting

Upon satisfactory document review products are presented for Approval Meetings.

Step III

8.0. Issuance of Notification

For products approved at the meeting, Notification of Renewal of Registration or Listing is issued to the applicant while compliance directive is issued to those not approved.

9.0. Labelling Guidelines for Imported Herbal products/Dietary supplements

- 9.1. Labelling shall be in compliance with the Agency's Herbal Medicines Labelling Regulations

10.0. Tariff

Please see Tariff section.

10.0. Note

- 10.0. Failure to comply with these requirements may result in the disqualification of the renewal application or lead to considerable delay in the processing of registration.
- 10.1. A successful renewal application will be issued a Certificate of Registration with a validity period of five (5) years.
- 10.2. Renewal of Registration of a product does not automatically confer Advertising Permit. A separate application and subsequent approval by the Agency shall be required if the product is to be advertised. Simultaneous submission of registration and advertisement applications are allowed.
- 10.3. NAFDAC reserves the right to revoke, suspend or vary a certificate during its validity period.
- 10.4. Filing an application form or paying an application fee does not confer registration status.
- 10.5. Failure to respond promptly to queries or enquiries raised by NAFDAC on the application (within 45 working days) will automatically lead to the closure of the Application.
- 10.6. The time line for product registration from acceptance of submissions to issuance of Registration number is sixty (60) working days.
- 10.7. Please note that the clock stops once compliances are issued.

All correspondences should be addressed to:-

Director-General (NAFDAC),

Attn: The Director

Registration and Regulatory Affairs Directorate,

National Agency for Food and Drug Administration and Control,

Ground Floor, NAFDAC Office Complex

Isolo Industrial Estate

Apapa-Oshodi Expressway, Isolo, Lagos

NAFDAC website: www.nafdac.gov.ng

E-mail: registration@nafdac.gov.ng

Telephone no.: +234-1-4772452

Annex 2

Notarised Declaration Template

I Applicant's Name the Managing Director of Applicant's Company Name hereby declare on oath and state as follows:

1. That Applicant's Company Name of Applicant's Company Address forwarded an application to the National Agency for Food and Drug Administration and Control for the Registration of regulated products hereinafter listed:
 - a. List of Products (Product Names)
 - b. _____

Pursuant to the provisions of Food and Drugs and Regulated Products (REG etc.) Act Cap F33 LFN 2004 and all relevant Regulations as representatives of Manufacturer's Company Name

2. That the said application before the National Agency for Food and Drug Administration and Control for the registration of the above listed Products, the application No: Applicant Form No thereof and the attached documents viz:
 - a. Power of attorney / Contract Manufacturing Agreement and notarization thereof
 - b. Certificates of Pharmaceutical Product/ Certificate of Manufacture and/or Free Sale and the authentication thereof by the Nigerian Mission in the country of origin
 - c. Manufacturing licence / Certificate for companies from India and China and the authentication thereof by the Nigerian Mission in the country of origin
 - d. Certificate of Good Manufacturing Practice (GMP) and the authentication thereof by the Nigerian Mission in the country of origin
 - e. Certificate of Analysis of product
 - f. Evidence of Registration of Trademark and the information contained in all the above referred documents is true and correct.
3.
 - a. That the manufacturer Manufacturer's Company Name is or is not the owner of the trademark
 - b. The product name(s) is generic
4.
 - a. That Applicant's Company Name of Applicant's Company Address is or is not the owner of the trademark.
 - b. The product _____ is generic
5. That Applicant's Company Name and the declarant shall indemnify the National Agency for Food and Drug Administration and Control against any suit, claim, damages or liability arising from the use of all documents submitted and information declared by us in the processing, approval and grant of any certificate of registration in respect of Product Name(s)
6. We agree to be held criminally liable for any false declaration made herein and forged documents submitted to the National Agency for Food and Drug Administration and Control in respect of the application for the registration of Product Name(s)

Review Date: 22/05/2024
Effective Date: 23/05/2019

Doc. Ref. No: R&R-GDL-029-00

Signature & Date

DECLARANT (Applicant)

BEFORE ME

NOTARY PUBLIC (NBA Seal)

NAME:

ADDRESS:

SIGNATURE:

DATE: