

NATIONAL AGENCY FOR FOOD & DRUG ADMINISTRATION & CONTROL

PORTS INSPECTION DIRECTORATE

**GUIDELINES FOR CLEARANCE OF IMPORTED REGULATED FOOD PRODUCTS
AT PORTS OF ENTRY IN NIGERIA**

NAFDAC/PID/002/00

A. GENERAL

1. These guidelines are for the interest of the general public and in particular importers of foods and related products into Nigeria.
2. It is necessary to emphasize that, no food and related products shall be manufactured, imported, exported, advertised, sold or distributed in Nigeria unless it has been registered in accordance with the provisions of Act Cap F33 LFN 2004 (formerly decree 19 of 1993) and the accompanying guidelines
3. Please note that the importation of unregistered food product(s) or registered food products by persons or companies other than those that registered the products should be regarded as a violation.

B. APPLICATION

- 1 The application should be by the company that registered the product(s) with NAFDAC or company granted “Letter of Authorisation” by the party that registered the products. It should be noted that such importations are restricted to only registered source(s) as stated on the Product Registration Certificate(s).

C. DOCUMENTATION

- 1 The following shipping documents should be submitted for obtaining “First Stamp”:
 - i. Single Goods Declaration (SGD) Form,
 - ii. Commercial Invoice
 - iii. Risk Assessment Report
 - iv. Form M
 - v. Bill of Lading/Airway Bill
 - vi. Packing List
- 2 Evidence of current product registration with NAFDAC
- 3 Originals of;
 - i. Certificate of analysis
 - ii. Irradiation Analysis Certificate (where applicable)
 - iii. Phytosanitary Certificate
- 4 Originals documents of 1 & 2 above should be sighted

D. TARRIFF

- 1 All payments to the Agency must be in bank draft in favour of National Agency for Food and Drug Administration & Control and the following fees, as appropriate should apply covering inspection, analysis and irradiation (where applicable)
- 2 Consignment of Finished Food Products
 - a. Inspection per consignment Twenty thousand naira (₦20, 000.00) + 5% VAT
 - b. Laboratory analysis per product Fifty thousand naira (₦50, 000.00) + 5% VAT
 - c. Irradiation per product Twenty-five thousand naira (₦25, 000.00) + 5% VAT (applicable to only milk & milk products, fish & fish products and meat & meat products).
 - d. A consignment is defined as a 20ft container.
- 3 Consignment (Shipload) of Bulk Food Products such as Sugar, Salt, Rice and Fish
 - a. Inspection Fifty thousand naira (₦50, 000.00) + 5% VAT
 - b. Laboratory Analysis per product Fifty thousand naira (₦50, 000.00) + 5% VAT
 - c. Irradiation per product Twenty-five thousand naira (₦25, 000.00) + 5% VAT (as applicable)
- 4 Containerized Food Raw Materials, Frozen Fish, Meat and Fish Meal
 - a. Inspection for every 10 x 20ft containers Twenty thousand naira (₦20, 000.00) + 5% VAT,
 - b. Laboratory Analysis per sample Fifty thousand naira (₦50, 000.00) + 5% VAT
 - c. Irradiation Fifty thousand naira (₦50, 000.00) + 5% VAT per sample (as applicable).

E. DOCUMENTS FOR PRE-RELEASE FIRST STAMP

- 1 In addition to the earlier listed documents, the following are required before a pre-release first stamp is endorsed on the original SGD Form.
 - i. A letter of undertaking stating that the product(s) will be forfeited if found unsatisfactory
 - ii. Letter of explanation on use of food raw materials (where applicable)
 - iii. The address of warehouse where product will be stored.
- 2 Evidence of payment for the imported consignment

F. PHYSICAL EXAMINATION

- 1 Physical examination of the consignment should be conducted by NAFDAC with other relevant Government Agencies at the Port of Entry.
- 2 Samples of the imported product(s) shall be drawn during physical examination by NAFDAC and forwarded to the relevant NAFDAC laboratory for analysis and irradiation test (where applicable) within 24 hours of drawing such samples.

G. RELEASE OF THE CONSIGNMENT FROM THE PORT OF ENTRY

- 1 The food product(s) should be released to the importer's warehouse pending satisfactory Laboratory and irradiation within a period of ten work days of collection of sample(s).
- 2 The food product can only be marketed/used after a satisfactory Laboratory evaluation.

H. CORRESPONDENCE

All correspondence in respect of importation of Food and related products should be addressed to:

The Director,
Ports Inspections Directorate,
NAFDAC
NAFDAC Laboratory Complex,
Edmund Crescent, Medical Compound,
Yaba, Lagos.
E-mail address: portsinspections@nafdac.gov.ng
Telephone :