

REGISTRATION AND REGULATORY AFFAIRS DIRECTORATE

GUIDELINES FOR REGISTRATION OF FOOD AND WATER MANUFACTURED IN NIGERIA NAFDAC/RR/005/00

A. GENERAL

1. These guidelines are for the interest of the general public and in particular food manufacturing industries in 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. A manufacturer who intends to register a food or related product in Nigeria shall first have the factory inspected by the Establishment Inspection Directorate of NAFDAC and be assigned a Certificate of Recognition as a manufacturer before an application to register the product can be made.
4. Food in these guidelines includes supplements processed for addition to animal and poultry feeds.

B. APPLICATIONS/MANUFACTURER

- (a) The applicant should purchase and fill the prescribed application form. A separate application form shall be submitted for each food product.
- (b) Written application for food registration shall be made to the Director (Registration and Regulatory Affairs), stating the name of the manufacturer, the generic name of product, brand name (where applicable)

C DOCUMENTATION

Documents required for submission for food registration are:

- 1 Evidence of pre-production inspection/ Certificate of Recognition issued by NAFDAC.
- 2 Evidence of Trade mark approval for brand name from Federal Ministry of Commerce (where applicable).
- 3 Certificate of Incorporation of the company issued by the Corporate Affairs Commission.
- 4 Comprehensive Certificate of analysis of the batch of the product submitted for registration from the manufacturer stating name and signature of the analyst.

D. PRODUCT

1. Three vetting samples shall be submitted upon satisfactory Pre- Registration inspection.

E. LABELLING

1. Labeling shall be informative, clear and accurate.
2. Minimum requirements on the package label in accordance with food labeling regulations shall be:
 - (a) Name of food (brand name) (where applicable).
 - (b) Name and location address of the manufacturer, distributor, packer or advertiser.
 - (c) Provision for NAFDAC Registration Number on product label or listing number.
 - (d) Batch No., Manufacturing date and Expiry date.
 - (e) Net content.
 - (f) A complete list of ingredients.
 - (g) Adequate warnings (where necessary).
3. Where a brand name is used, the type of product should also be stated e.g.:-
CADBURY BOURNVITA
“CHOCOLATE DRINK”
4. Any food product whose name or package label bears close resemblance to an already registered product or is likely to be mistaken for such registered product, shall not be considered for registration.
5. Any food product which is labeled in a foreign language shall not be considered for registration unless an English translation is included on the label.
6. Failure to comply with these requirements may result in the disqualification of the application or lead to considerable delays in processing of registration time.
7. A successful application attracts a Certificate of Registration with a validity period of 5 (five) years whereas products with Listing status has a validity of 2 (two) years.
- 8.) The time line for product registration from submission of samples up to issuance of registration number is sixty (60) work days. However, this depends on satisfactory compliance by the applicant.

F. TARRIFF

All payments to the Agency should be in Bank Draft payable to National Agency for Food and Drug Administration and Control (NAFDAC)

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| 1 | Food - | Fifty thousand naira (₦ 50, 000:00) + 5% VAT. |
| 2 | Water in sachet | Thirty thousand naira (₦30, 000:00) + 5% VAT. |
| 3 | Water in bottle | Fifty thousand naira (₦50, 000:00) + 5% VAT. |

G. NOTE

- 1 Registration of a product does not automatically confer Advertising permit. A separate approval by the Agency shall be required if the product is to be advertised.
- 2 NAFDAC may withdraw the certificate of Registration in the event that the product is advertised without express approval from the Agency.
- 3 NAFDAC reserves the right to revoke, suspend or vary the certificate during its validity period.
- 4 Filling an application form or paying for an application form does not confer registration status.
- 5 Failure to respond promptly (within 30 work days) to queries or enquiries raised by NAFDAC on the application, will automatically lead to suspension of further processing of the application.

All correspondence in respect of Drug registration should be addressed to:

The Director,
Registration & Regulatory Affairs
NAFDAC
Central Laboratory Complex
Oshodi, Lagos.
NAFDAC website: www.nafdac.gov.ng
E-mail address: registration@nafdac.gov.ng
Telephone number: +234-1-4772452, 01-4748627