



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

Food Registration & Regulatory Affairs (FR&RA) Directorate

Guidelines for Donated Food Products in Nigeria

1.0. GENERAL

- 1.1 These guidelines are for the interest of the general public, donors, and recipients of donated food products.
- 1.2 It is necessary to emphasize that no donated Food product shall be imported into Nigeria unless it has undergone due processing with the Agency in accordance with the guidelines for donated food products in Nigeria, and a Permit to Import the specific donated items is issued.
- 1.3 The recipient organization must demonstrate the capacity to handle the type and quantity of the food products.
- 1.4 The recipient organization must liaise with the NAFDAC Office in the location where the project/ program will be executed.
- 1.5 Products not approved from the list of products/items during assessment must not be imported.
- 1.6 The recipient organization, after obtaining approval and having successfully imported and cleared the donated food products should invite NAFDAC (PMS Directorate, State and or Zonal offices) in the area to witness the event where the donated food products are to be used.
- 1.7 The NAFDAC State and or Zonal offices would periodically monitor and evaluate the level of compliance with the conditions of approval for each consignment of donated food products.
- 1.8 A report detailing the distribution and stock utilization records should be generated regarding the donation exercise and submitted to Post Market Surveillance (PMS) Directorate and the State Coordinators. This is a requirement for the issuance of subsequent permits.
- 1.9 The Post Market Surveillance (PMS) Directorate of the Agency will also be involved in monitoring the public for any unexpected adverse reactions associated with the use of donated food products.

2.0 APPLICATIONS/RECIPIENTS/DONORS

- 2.1 An application for a Permit to Import donated food products should be made by the recipient organization in Nigeria to the Agency before the food products leave the country of origin. The recipient organization must be an entity registered by the Corporate Affairs Commission or recognized by the Federal Government of Nigeria.

- 2.2 The application should be in the form of a letter addressed to the Director General and attention the Director Food Registration and Regulatory Affairs (FR&RA).
- 2.3 The inventory of donated food items must be submitted in an editable Microsoft Excel sheet format with the following column headers:
- i. Product/brand name.
 - ii. Product description
 - iii. Unit/pack size.
 - iv. Quantity.
 - v. Batch details.
 - vi. Manufacturer's name and address
 - vii. Country of origin.
 - viii. Production date, Best Before date.
- 2.4 The identity and contact address of the donor and expected date of arrival at the port of entry should be stated.
- 2.5 Applicant should provide information on the port of arrival of the consignment before shipping.
- 2.6 In addition, the following documents should be attached:
- i. Evidence of correspondence between the recipient and donor showing how the donation was initiated or a certificate of donation.
 - ii. Clean Report of Inspection and Analyses for all products coming from China and India.
 - iii. Current Good Manufacturing Practice Certificate (cGMP) of the manufacturing facility.
 - iv. Certificate of Analysis of the food product.
 - v. HACCP Certificate, ISO 22000 or any Global Food Safety Standard Certification for the manufacturing facility.
 - vi. A Clearance letter of good standing from the Director, Post-Marketing Surveillance Directorate of NAFDAC, for applicants with previous approvals.
 - vii. A memorandum of understanding with the concerned level of Government of Nigeria, where the donated food products will be utilized, where applicable.
 - viii. Detailed plan on how the program will be executed, which must include: date, venue, and details of the Nigerian contact/focal person.
 - ix. Evidence that the donated food products are relevant for the purpose and shall be of benefit.
 - x. Evidence of employment of a food expert with a basic knowledge of science e.g nutritionist/food scientist or other food experts to handle the donated food items.

- xi. The address of the premises (warehouse) where the donated food item will be kept pending usage must be submitted. The ware house must not necessarily be owned by the recipient organization but could be owned by a third party with which it has an understanding with (copy of agreement must be attached).

3.0 PRODUCTS

All donated food products should meet the following requirements:

- 3.1 Be of good quality, wholesome, safe, efficacious where applicable.
- 3.2 The presentation and formulation should be as much as possible similar to those used in Nigeria, unless specifically requested by the recipient.

3.3 Labelled in English language and bear the brand name, product description, quantity, batch number, composition/ingredients, name of manufacturer, quantity in each container, storage condition and date markings as applicable.

- 3.4 The food products should be obtained from reliable sources and must comply with quality standards in Nigeria and donor country.

- 3.5 Only brands not already registered shall be allowed. However, any company wishing to import small quantities of an already registered brands should provide a notarized "letter of no objection" from the party that registered the food products.

- 3.6 The following products are not qualified under the donated food product Scheme and should be excluded from the item list:

- i. Products for which there is local manufacturing capacity.
- ii. Products for which there are safety concerns.
- iii. Products on Federal Government Import Prohibition List.
- iv. Products affected by any restrictions as specified by the Agency.

- 3.7 Expired food products should not be donated.

- 3.8 The Agency, as the need arises, may in some cases demand that donated food products be subjected to laboratory analysis to ascertain their quality and safety.

- 3.9 Donated food products should be packed appropriately according to the storage conditions before shipment.

- 3.10 Donated food products should not be sold to the general public, exported or diverted.

- 3.11 In an event that the donated food products are not exhausted after a program for which it is imported, the remaining shall be returned to NAFDAC and documented for destruction.

- 3.12 Products under this scheme are prohibited from Advertisement.

- 3.13 Upon arrival, all donated food products must have a shelf life of at least six (6) months upon arrival at the ports of entry.

- 3.14 It is important that date of arrival and best before dates of the food products (where applicable), be communicated to the recipient well in advance.

4.0 PORT CLEARANCE OF DONATED FOOD PRODUCTS

Upon arrival in the country, the following documents are required before clearance at the ports.

- 4.1 A copy of the approval letter from the Agency to import the donated food products
- 4.2 A letter of undertaking as required by the Ports Inspection Directorate attaching the following documents:
- 4.3 Single Goods declaration (SGD) form, if applicable.
- 4.4 Packing list.
- 4.5 Evidence of destination inspection (if applicable.
- 4.6 Bill of lading/Airway bill.
- 4.7 Pre-Assessment Arrival Report (PAAR).
- 4.8 Invoice or letter transferring the donated food products from the donor to the recipient organization containing the name and quantity of the food products.

5.0 TARIFF

- 5.1 The processing fee for donated food products will be as prescribed in the official tariff document: https://www.nafdac.gov.ng/wp-content/uploads/Publications/NAFDAC-2019-Tariff_Final_Combined.pdf
- 5.2 Where the need for Product laboratory analysis arises, the recipient shall bear the cost.

6.0 REPORT

On completion of the proposed program, the recipient organization is required within thirty (30) workdays to provide a report to the Post- marketing Surveillance (PMS) Directorates and copy the Food Registration and Regulatory Affairs (FR&RA) of NAFDAC where applicable. The report should be detailed and include:

- i. pictorials,
- ii. detailed distribution record,
- iii. stock utilization record of the donated food products
- iv. any other pertinent details.

Failure to do so will result in denial of future requests.

7.0 CONDITIONS FOR DESTRUCTION

Where donated food products do not comply with requirements, or are expired upon arrival, the Agency shall seize and destroy the food products. The recipient organization shall bear

the cost of destruction as stipulated in the appropriate guidelines with the Investigation & Enforcement Directorate of the Agency.

NOTE

Donated food products are sent by a Donor to a Recipient Organization in Nigeria in the event of natural disaster, emergency and non-emergency situations or on humanitarian basis which may or may not be on request.

All applications and correspondences with respect to processing the Permit to import donated food products should be addressed in this format:

The Director-General

National Agency for Food and Drug Administration and Control (NAFDAC) Plot
2032, Olusegun Obasanjo Way,
Zone 7, Wuse, Abuja.

Attention:

Director,
Food Registration and Regulatory Affairs
Directorate. Plot 1, Isolo Industrial Area,
Apapa-Oshodi Expressway, Isolo, Lagos.

E-mail: foodregistration@nafdac.gov.ng

Website: www.nafdac.gov.ng