



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

Food Registration & Regulatory Affairs (FR & RA) Directorate

GUIDELINES FOR REGISTRATION OF PRE- PACKAGED FOOD PRODUCTS MADE IN NIGERIA

1. General

- 1.1. These guidelines are for the interest of the general public and in particular manufacturers of local food and feed products.
- 1.2. It is necessary to emphasize that, no regulated pre-packaged food and feed product shall be manufactured, imported, exported, advertised, sold, distributed or used in Nigeria unless it has been registered in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related legislations and the accompanying guidelines.

2. Application

- 2.1. A written application for Registration of pre-packaged food & feed products made in Nigeria should be made on the company's letter head to the Director-General (NAFDAC), ATTENTION: The Director, Food Registration and Regulatory Affairs (FR & RA) Directorate, Ground Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State.
- 2.2. An online application form for Registration of pre-packaged food & feed product made in Nigeria shall be purchased, completed and submitted at <https://registration.nafdac.gov.ng>.
- 2.3. A separate application form shall be submitted for each product.

3. Labelling Information

- 3.1. Labelling should be informative, accurate and in conformance with the Agency's Pre-packaged Food (Labelling) Regulations (2022) and the International Code of Marketing of Breastmilk Substitutes and any other relevant regulations and standards, as applicable.

Step I

4. Documentation

- 4.1. The application letter for product registration
- 4.2. Evidence of Business Incorporation.
- 4.3. Batch formulation (Where applicable)
- 4.4. Evidence of payment.
- 4.5. Contract Manufacturing Agreement (where applicable).
- 4.6. 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, as the case may be.
- 4.7. Product Labels/Coloured artworks.
- 4.8. Comprehensive Certificates of Analysis of product.

Step II

5. Product Approval Meeting

- 5.1. Upon satisfactory documents review, GMP inspection and laboratory analysis reports, products are presented for Approval Meetings.
- 5.2. Products not approved at approval meeting are issued compliance directives.

Step III

6. Issuance of Notification of Approval

- 6.1. For products approved at the meeting, a certificate of product registration is issued to the applicant.

7. Tariff

- 7.1. Please refer to NAFDAC tariff at www.nafdac.gov.ng

8. Note

- 8.1. Failure to comply with these requirements may result in the disqualification of the application or delay in processing of the application.
- 8.2. Filing an application or paying an application fee does not confer registration status.
- 8.3. A successful application will be issued a Certificate of Registration with a validity period of five (5) years for full registration and two (2) years for listing registration.
- 8.4. Product registration does not automatically confer advertisement permit. A separate application and subsequent approval by the Agency shall be required if the product is to be advertised.
- 8.5. Failure to respond to compliance directives within 90 working days will automatically lead to the closure of the Application.
- 8.6. The time line for processing applications for registration from submissions to approval is one hundred and twenty (120) working days.
- 8.7. NAFDAC reserves the right to revoke, suspend or vary a certificate during its validity period.
- 8.8. Please note that the clock stops once compliances are issued.
- 8.9. A renewal application can be initiated six (6) months before the current/valid registration certificate expires.

All correspondences should be addressed to: -

Director-General (NAFDAC),

Attn: The Director

Food Registration and Regulatory Affairs Directorate,
National Agency for Food and Drug Administration and Control (NAFDAC),
Ground Floor, NAFDAC Office Complex
Isolo Industrial Estate
Apapa-Oshodi Expressway, Isolo, Lagos

NAFDAC website: www.nafdac.gov.ng

E-mail: food.registration@nafdac.gov.ng

Telephone no.:

All submissions should be made at <https://registration.nafdac.gov.ng>.

UNCONTROLLED