

# GUIDANCE TO APPLICANTS FOR REGISTRATION OF HERBAL MEDICINES MADE IN NIGERIA

**Step 1: Obtain the required technical information template by clicking the link below:** [https://www.nafdac.gov.ng/wp-content/uploads/Files/Resources/Guidelines/HERBAL\\_GUIDELINES/Herbal-Medicines-Technical-Information-Submission\\_Template-1.pdf](https://www.nafdac.gov.ng/wp-content/uploads/Files/Resources/Guidelines/HERBAL_GUIDELINES/Herbal-Medicines-Technical-Information-Submission_Template-1.pdf) to guide preparation of technical information for submission.

**Step 2: To Submit Application**

- i. Click <http://www.registration.nafdac.gov.ng> to submit application:
- ii. Click the sign in icon on top right hand corner of the screen
- iii. Drop down and select “Client”
- iv. New Client
  - Create user profile by clicking the register icon
  - Sign in with details created
- v. Returning user
  - sign in with login details (Email and Password)

## **After signing in –**

- vi. Under navigation, “Select Registration Form”
- vii. Under Application Type Select “New Product Registration”
- viii. Under Category Select “Herbal and Nutraceuticals”
- ix. Under Sub-Category 1 Select “Herbal”
- x. Under Sub-Category 2 Select the appropriate information
- xi. Under Sub-Category 3 Select “All”

After Filling the Registration Form, proceed to provide information about the product under the following sub-headings:-

- a. Product details
- b. Manufacturer’s Details
- c. Product Specific/Documents (attachments – Attach the Technical Document generated from the template above with the Application letter) and send to [drugherbalregistration@nafdac.gov.ng](mailto:drugherbalregistration@nafdac.gov.ng)
- d. Payment
- e. Product Summary

Upon completing click Submit.