



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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF APPROVAL TO IMPORT RAW MATERIALS FOR MACHINE TRIALS / RESEARCH PURPOSES

Review Date: 28-02-2027

General

- 1.1. These Guideline is for the interest of the general public and in particular, companies/ institution(s) who wish to import raw materials for machine trials or research purposes for utilization in the production process, laboratory analysis and use of NAFDAC regulated items.
- 1.2. It is necessary to emphasize that, no Food, Drug, Cosmetics, Packaged water, Detergent, Medical device 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

Step I

2. Application

- 2.1. The intending importer of NAFDAC Registered product(s) shall log onto: <https://trade.gov.ng/nafdac> using company's TIN and Password.
- 2.2. After **logging** on to the trade portal, the client should scroll down to **Agency** icon and click on NAFDAC
- 2.3. Under NAFDAC Services, click on NAFDAC e-license
- 2.4. Under e-license operations, click on New
- 2.5. Scroll down on New to: Fill-PID
- 2.6. Fill-PID e-form displayed, the **following fields and others** should be carefully followed:
 - a) Applicant type is **Ancillary**
 - b) Certificate: **Ports Inspection Directorate- Approval to Import Raw Materials for Machine Trials / Research Purpose.**
 - c) Under icon Items: Each **product** should be filled in turn as follows:
 - i.) fill the HS Code
 - ii.) Name of product as it should **appear on** the certificate
 - iii.) Unit of measurement (e.g. cm, m, cl, l, g, kg etc)
 - iv.) Pack size
 - d) Click **the add button(+)**
 - e) The above process is repeated for each of the product(s) to be imported on the same application.
 - f) Under attachment icon attach the following as in PDF/JPEG format but **not**

Review Date: 28-02-2027

Microsoft Word document

2.7. The following documents should be uploaded online:

2.7.2 A summary update on the progress and outcome of the machine trial(s) and research project(s) associated with the imported raw materials (for previous approvals).

2.7.3 An inventory of the imported items, specifying quantities, types, and any relevant details.

Step II

3. Review of application

3.1. The application and accompanying documents are subsequently reviewed.

Step III

4. Payment

The applicant is required to visit:

4.1. **www.remita.net** to generate Remita invoice.

4.2. Any nearest commercial bank for payment.

4.3. NAFDAC Accounts department to obtain receipt of payment or upload Remita receipt of payment via nafdacyabaccts2017@gmail.com for confirmation of payment.

Step IV

5. Issuance of Authorization

5.1. Upon confirmation of payment, the application returns to the processing unit for recommendation for approval.

5.2. The application is approved and an electronic copy of the **Approval to Import Raw Materials for Machine Trials / Research Purpose** is issued which the applicant can access on the trade portal using its TIN.

6. Tariff

6.1. Please refer to the appropriate section in the NAFDAC Approved Tariffs available at www.nafdac.gov.ng

Review Date: 28-02-2027

7. Note

- 7.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being imported.
- 7.2. The timeline for the Issuance of **Approval to Import Raw Materials for Machine Trials / Research Purpose** is nine (9) working days for an application with a single item (one product) from time of submission. The timeline is suspended when there is a compliance directive and resumes when the applicant complies and communicates compliance to the Agency.
- 7.3. The **Approval to Import Raw Materials for Machine Trials / Research Purpose** has a duration of 3 months.
- 7.4. It is advised that the applicant consults the NAFDAC Ceiling List (<https://www.nafdac.gov.ng/nafdac-ceiling-list/>) and Import Prohibition List (https://customs.gov.ng/?page_id=3075). Items on these lists will not be processed. Also Regulated products containing restricted, controlled and psychotropic substances requiring permits to import and permits to clear will not be processed.
- 7.5 The quantity to be imported per item is restricted to 500kg. The applicant should note that exceeding the quantities approved is a **violation** and it attracts the appropriate administrative charge.

Review Date: 28-02-2027

All correspondence should be addressed to

The Director-General (NAFDAC)

Attn: The Director,

Ports Inspection Directorate,

Medical Compound,

8/10, Merret Road, Off Herbert

Macaulay Way, Yaba,

Lagos State.

Website:www.nafdac.gov.ng

E-mailaddress:ports@nafdac.gov.ng

All submissions should be made at the Office of the Director, Ports Inspection Directorate, Medical Compound, 8/10, Merret Road, Off Herbert Macaulay Way, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos).