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

Ports Inspection Directorate (PID)

GUIDELINES FOR APPROVAL FOR LETTER OF NON-OBJECTION

General

1.1. This Guideline is for the interest of the general public and in particular, holders of NAFDAC Certificate of Registration for regulated products, who may wish to grant authorization (Non-Objection) for the importation of their registered products by another company.

1.2. It is necessary to emphasize that, no Food, Drug, Cosmetic, Chemical**,** Packaged water, Detergents, 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

1.3. For Pharmaceutical product(s), approval of Letter of Non-Objection can only be granted for applications made in favor of a duly registered Pharmaceutical company.

1.4 This license does not apply to NAFDAC Regulated products containing restricted, controlled and psychotropic substances requiring permits to import and permits to clear.

Step I

2. **Application**

2.1. The intending 3rd party importer of NAFDAC Registered product(s) shall **log on** to: https://trade.gov.ng/ using company's TIN and Password.

2.2. After logging on to the trade portal, the applicant should scroll down the 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 **Marketer.**

b) Certificate: **Ports Inspection Directorate- Non-Objection Approval (8401)**

c) Under icon Items: Each product(s) should be filled in turns as follows:

i.) fill the HS Code

ii.) Name of product as it appears on NAFDAC Registration Certificate

iii.) Unit of measurement (e.g. cm, m, **cl, l, g, kg** etc.)

iv.) Pack size as approved on the NAFDAC registration Certificate and approval for pack size extension.

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 etc. format but **not Microsoft Word document.**

2.7. The following documents should be uploaded online:

2.7.1. A duly signed application letter on the certificate of registration holder's letterhead and titled Approval for **Letter of Non-Objection** addressed to the Director, Ports Inspection **Directorate, PID**. The letter must be signed by the MD/CEO or one of the directors listed on the certificate of registration holder's CAC Form CO7 or the Regulatory Officer/Superintendent Pharmacist

2.7.2. An affidavit deposed by the signatory to the application in 2.7.1 above at Federal/State High Court.

2.7.3. Evidence of current product(s) registration with NAFDAC and approval for pack size extension.

2.7.4. Valid Beneficiary's Pharmacist's Annual License to Practice for the Superintendent Pharmacist issued by the Pharmacists Council of Nigeria **(for pharmaceutical products) or Annual Practicing license for the Veterinary Doctor issued by Veterinary Council of Nigeria (for Veterinary products).**

2.7.5. Valid Beneficiary's Certificate of Registration/Retention of Premises issued by the

Pharmacists' Council of Nigeria **(for pharmaceutical products) or Veterinary Council of Nigeria (for Veterinary products).**

2.7.6. Certificate of registration holder's CAC Form CO7 or valid Official Identity card for the regulatory officer or Superintendent Pharmacist.

Step II

3. **Review of application**

3.1. The application and accompanying documents are reviewed. [30 minutes for an application with a single item].

3.2 Upon satisfactory review of documents, the Deponent and the intending third party importer are invited to a tripartite virtual/physical meeting with NAFDAC to affirm that the applicant has the consent of the certificate of registration holder.

Step III

4. **Payment**

4.1. The applicant is required to visit:

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

4.1.2. Any nearest commercial bank for payment.

4.1.3. NAFDAC Accounts department to obtain receipt of payment or upload Remitta 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 for Letter of Non-Objection** 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

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 for Letter of Non-Objection** is seventy-two (72) working hours 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 for Letter of Non-Objection** expires 31st of December every year.

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-mail address: 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).