



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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF AUTHORIZATION TO OPEN FORM M.

1. General

- 1.1. This Guideline is for the interest of the general public and in particular importers of frozen fish, packaging materials for NAFDAC regulated products, fresh fruits, raw and unprocessed seeds and vegetables, and other borderline products for which NAFDAC Permits or Certificate of Registration are not issued, who require Authorization to open Form M.
- 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. Importers of frozen fish, packaging materials, fresh fruits, raw and unprocessed seeds and vegetables, and other borderline products for which NAFDAC Permits or Certificate of Registration are not issued shall log onto: <https://trade.gov.ng/> using company's TIN and Password.
- 2.2. After logon to the trade portal, the applicant will 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:
 - 2.6.1 Applicant type is **Manufacturer/ Marketer**
 - 2.6.2 Certificate: **Ports Inspection Directorate- Authorization to Open Form M**
Under icon Items: Each product(s) should be filled in turns as follows:
 - i.) Fill the HS Code
 - ii.) Name of product as it should appear on the approval certificate
 - iii.) Unit of measurement (e.g. cm, m, cl, l,g, kgetc.)
 - iv.) Pack size
 - 2.6.3 Click **the add button(+)**

2.6.4 The above process is repeated for each of the product(s) to be imported on the same application.

2.6.5 Under attachment icon: attach the following as in PDF/JPEG format but **not Microsoft Word document**

2.7. The following documents should be uploaded online:

2.7.1. A duly signed application letter titled **Authorization to open Form M** addressed to the Director, Ports Inspection.

2.7.2. An LPO (**if the importer is a third party**).

2.7.3. Evidence of current product(s) registration with NAFDAC and approval for pack size extension (**for packaging materials**) for manufacturing purposes.

2.7.4. Valid Allocation of Frozen fish importation issued by Department of Fisheries and Aquaculture, Federal Ministry of Agriculture and Rural Development (**Only for Frozen fish Importer**) or Letter of clearance for stockfish/stockfish heads (For stockfish/stockfish heads).

2.7.5. Plant import Permit issued by Plant Quarantine Department, Nigeria Agricultural Quarantine Service (**Only for fresh fruits, raw and unprocessed seeds and vegetables**).

2.7.6. Standard Organization of Nigeria Conformity Assessment Programme Products Certificate (**Only for borderline products**).

2.7.7. Valid Registration of Premises Certificate and License to use Radioactive Sources from Nigeria Nuclear Regulatory Authority (**Only for radioactive sources**).

2.7.8. Valid certificate of analysis for the fresh fruit, raw unprocessed seed and vegetables

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. The risk profile of the company is verified after documentation review. The application will only be processed further on positive profile verification.

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 Remita receipt of payment via nafdacyabaccts2017@gmail.com for confirmation of payment.

Step V

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 **Authorization to Open Form M** is issued which the applicant can access through their TIN on the trade portal.

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 **Authorization to open Form M** 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 **Authorization to open Form M** expires 31st of December every year.
- 7.4. The applicant should note that exceeding the quantities approved is a **violation** and it attracts the appropriate administrative charge.
- 7.5. Regulated products containing restricted, controlled and psychotropic substances requiring permits to import and permits to clear cannot be processed via this document.

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 (where applicable) 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).