



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

**Ports Inspection Directorate (PID)**

**GUIDELINES FOR CLEARING IMPORTED  
FINISHED BULK FOOD, FOOD RAW MATERIALS  
AND ANIMAL FEED AT PORTS OF ENTRY IN  
NIGERIA**

## 1. General

- 1.1. These Guidelines are for the interest of the general public and in particular, importers of finished bulk food, food raw materials and animal feed into Nigeria.
- 1.2. It is necessary to emphasize that, no finished bulk food and/or food raw materials or Animal Feed 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. It is also necessary to emphasize that no finished bulk food and/or food raw materials should be imported without obtaining relevant approval or Permit from NAFDAC.

### Step I

## 2. Submission of Application

- 2.1. An applicant should visit the *PIDCARMS* portal on URL: <https://ports.nafdac.gov.ng> to submit application and upload documents for clearance of finished bulk food, food raw materials and animal feed.
- 2.2. Applicant should follow the link *to 'submit new SGD clearance request/check request statuses* on the PIDCARMS homepage and follow the prompts on the portal to submit application. For clarity, applicant should follow the instructions on the *'user manual'* available for download on the site.
- 2.3. The following documents are required to be uploaded in *PDF*:
  - 2.3.1 A Letter of Undertaking addressed to the Director-General (NAFDAC), for the attention: Director (Ports Inspection Directorate) Yaba, Lagos State, stating that:
    - 2.3.1.1 The Agency will be informed 48hrs before the arrival of the product.
    - 2.3.1.2 The Agency will be duly invited for examination of the consignment.
    - 2.3.1.3 Product will not be sold or distributed without the satisfactory pronouncement by NAFDAC.
    - 2.3.1.4 That the product(s) will be forfeited for destruction if found unsatisfactory
  - 2.3.2 Letter of Authority with means of identification of the clearing agent
  - 2.3.3. Single Goods Declaration (SGD) Form

- 2.3.4. Commercial invoice
- 2.3.5. Pre-Arrival Assessment Report (PAAR)
- 2.3.6. Form M
- 2.3.7. Bill of Lading/Airway Bill
- 2.3.8. Packing List
- 2.3.9. Hard copies of NAFDAC Approvals, Certificates, Permits (valid/current digitized product registration certificates, Global listing Certificates, Non-Objection approvals, machine trials, Authorization to Open Form M, etc.,)
- 2.3.10. Original copy of Certificate of analysis
- 2.3.11. Original copy of Radiation Certificates (for meat & meat products, milk & milk products, fish & fish products)
- 2.3.12. Original copy of Phytosanitary Certificate (For products of plant origin)
- 2.3.13. Original copy of Clean Report of Inspection Analysis (CRIA) for Regulated Products sourced from India and China (as applicable)
- 2.2.14. Letter of introduction with a copy of Identity card of company representative

## **Step II**

### **3. Cost Assessment/ Payment**

3.1. Upon satisfactory verification of the application and accompanying documents (referred to as *an entry*), and cost assessment is carried out on the entry. An electronic invoice (e- invoice) is issued and sent to the applicant via the e- mail address provided on Ports Inspection Data Capture and Risk Management Systems (PIDCARMS).

3.2 Upon receipt of e- invoice, Applicant should make payment using the Remita Retrieval Reference (RRR) number on the e- invoice by either visiting any nearest bank or via on- line platform (s).

3.3 Payment is auto detected and NAFDAC receipt of payment is sent to applicant's registered email

## **Step III**

### **4 First Endorsement**

4.1 Upon satisfactory vetting of the application and accompanying documents, the Single Declaration Goods Form (SGD) is given the First Endorsement.

4.2 A first endorsement notification is electronically generated and sent to the

Applicant's e- mail.

#### **Step IV**

##### **5. Joint Inspection of Consignment**

- 5.1 Upon presentation of the endorsement notification, a joint inspection of the consignment is carried out by NAFDAC and other relevant Government organizations.
- 5.2 Samples are drawn (where applicable) according to NAFDAC's sampling guide and vetted for compliance.
- 5.3 Where samples are drawn, a sample receipt is issued to the importer.

#### **Step V**

##### **6 Release of Consignment (Second Endorsement).**

- 6.1 Upon satisfactory vetting of inspection report, release is issued on PIDCARMS and e- release notice is sent to Applicant's e- mail.
- 6.2 Where there is non- compliance with any of the required process stated above, a compliance directive is issued, and the applicant should respond without delay.

##### **7. Tariff**

- 7.1 Please refer to the appropriate section in the NAFDAC Approved Tariffs available at [www.nafdac.gov.ng](http://www.nafdac.gov.ng)

##### **8. Note**

- 11.1 The imported products can only be marketed and used after a satisfactory Laboratory evaluation. In case of unsatisfactory laboratory analysis report, the consignment is placed on Hold. This may be for destruction or for further investigation.
- 11.2 Temperature sensitive bulk finished food, food raw materials and animal feed must be imported in refrigerated containers (REEFER CONTAINER) and also transported to the storage facilities under controlled temperature.

##### **12 Timelines:**

- 12.1 Cost assessment and issuance of remita invoice is Thirty (30) minutes
- 12.2 Issuance of first endorsement is Thirty (30) minutes for an entry with single item.
- 12.3 Physical inspection as determined by the Joint Task Force is Two (2) hours
- 12.5 Issuance of second endorsement is Fifteen (30) minutes.

12.5 Note that the timeline for processing is suspended when there is a compliance directive and resumes when the applicant satisfactorily responds/complies and return the entry on PIDCARMS by following the *‘respond to query & compliance directive/update request’* link on the PIDCARMS home page.

12.6 Non- completion of the clearance process or failure to respond to compliance directive after a maximum period of ninety (90) calendar days of opening SGD will lead to automatic system lock and no further clearance of consignment can be carried out by the Applicant until the issue is resolved.

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](http://www.nafdac.gov.ng)

E-mail address: [ports@nafdac.gov.ng](mailto: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).**

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