



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

Ports Inspection Directorate (PID)

**GUIDELINES FOR CLEARING OF IMPORTED
REGULATED FOOD PRODUCTS (RETAIL
REGISTERED PACKAGED FOOD,
SUPERMARKET ITEMS &
RESTAURANT OPERATORS) 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 food products into Nigeria.
- 1.2. It is necessary to emphasize that, no food products shall be manufactured, imported, advertised, offered for sale, 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 1

2. Submission of Application

- 2.1 An applicant (a company or its representative possessing relevant NAFDAC Approvals, Certificates, Permits i.e. Product Registration Certificate, Global Listing Certificate for Supermarket items and Restaurant Operators issued under the Global Listing of Supermarket Items (GLSI) Scheme, should visit the **PIDCARMS** portal on url: <https://ports.nafdac.gov.ng>
- 2.2 Applicant should follow the link *to 'submit new SGD clearance request/check request status'* 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 are the documents 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. The letter should state 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/ company representative.
 - 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
- 23.11. 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)
- 2.3.14 The address of warehouse where product will be stored.

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.

Note: If documentation or submission is unsatisfactory, the entry is returned to applicant with a compliance directive (CD) and notified via the registered email.

Step III

4. First Endorsement

- 4.1 Upon satisfactory vetting of the application and accompanying documents and payment, 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.

4.3 For Supermarket items and restaurant operators, *first endorsement* is given on conditional release subject to 100% physical examination at Importer's warehouse.

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.
- 6.3 Products on GLSI Scheme are granted conditional release subject to 100% physical examination at the importers warehouse.

7. Tariff

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

8. NOTE:

- 8.1 Perishable food must be imported under controlled temperature in refrigerated containers.
- 8.2 Importations are restricted to only registered source(s) as stated on the product Registration Certificate(s) and Global Listing Certificate for Supermarket items or Restaurant Operators.
- 8.3 Imported products are granted second endorsement for release to importer's warehouse within 24 hours of sample collection
- 8.4 Imported products can only be marketed and used after a satisfactory Laboratory evaluation.

9. Timelines:

- 9.1 Cost assessment and issuance of Remita invoice is thirty (30) minutes

- 9.2 Issuance of first endorsement is thirty (30) minutes for an entry with single item.
- 9.3 Physical inspection as determined by the Joint Task Force is Two (2) hours
- 9.4 Issuance of second endorsement is thirty (30) minutes
- 9.5 Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and return the entry on PIDCARMS by following the *'respond to query & compliance directive/update request'* link on the PIDCARMS home page.

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).