NATIONAL AGENCY FOR FOOD & DRUG ADMINISTRATION & CONTROL (NAFDAC)

PORTS INSPECTION DIRECTORATE (PID)

GUIDELINES FOR CLEARING IMPORTED NARCOTIC AND CONTROLLED SUBSTANCES, PHARMACEUTICAL RAW MATERIALS AND RESTRICTED CHEMICALS 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 Narcotic and Controlled Substances, Pharmaceutical raw materials and restricted chemicals into Nigeria.

1.2. It is necessary to emphasize that, no Narcotic and Controlled Substances 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.

1.3. It is also necessary to emphasize that pharmaceutical raw materials and restricted chemicals should not be imported without obtaining Import Permit and Permit to Clear where applicable.

Step I

2. Application

The applicant should visit ports.gov.ng to submit application for clearance of imported Narcotic and Controlled Substances, Pharmaceutical raw materials and restricted chemicals, and upload the following documents in pdf for vetting;

2.1 Single Goods Declaration (SGD) Form
2.2 Commercial invoice
2.3 PAAR (Pre-Arrival Assessment Report)
2.4 Form M
2.5 Bill of Lading/Airway Bill
2.6 Packing List
2.7 Form C-30
2.8 Permit to import
2.9 Permit to clear (where applicable).
2.10 Evidence of Product registration with NAFDAC. (Where applicable).
2.11 Original copy of Certificate of analysis from manufacturer.
2.12 Valid Certificate of registration of premise by Pharmacists Council of Nigeria (for narcotics and pharmaceutical raw material).
2.13 Valid Pharmacist's Annual License to Practice. (For narcotics and pharmaceutical raw material).
2.14 A Letter of Undertaking/ indemnity addressed to the Director-General (NAFDAC), for the attention: Director (Ports Inspection Directorate) Yaba, Lagos State, stating that:

2.8.1 The Agency will be informed 48hrs before the arrival of the product.

2.8.2 The Agency will be duly invited for examination of the consignment.

2.8.3 Product will not be sold or distributed without the satisfactory pronouncement by NAFDAC.

2.8.4 That the product(s) will be forfeited for destruction if found unsatisfactory.

2.8.5 The location address of the company's warehouse.

2.8.6 The letter should be signed by the Importer/ Superintendent Pharmacist/CEO.

2.15 Current NAFDAC import permit.

2.16 Original copy of Certificate of Analysis from manufacturer.

2.17 Letter of authority introducing the declarant with means of identification.

2.18 End- User- Certificate (EUC) from Office of National Security Adviser (ONSA), where applicable.

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

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

b. A first endorsement notification is electronically generated and sent to the Applicant's e- mail.

Step IV

5. JOINT PHYSICAL INSPECTION

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

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 NOTE

7.1 The timelines for the various processes include;

7.1.1 Cost assessment and issuance of invoice is thirty (30) minutes.

7.1.2 Issuance of 1st endorsement is thirty (30) minutes.

7.1.3 Physical inspection as determined by the NAFDAC and other relevant Government Agencies is Two (2) hours.

7.1.4 Issuance of 2nd endorsement is thirty (30) minutes.

7.2 The timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.

7.3 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
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).