



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

Ports Inspection Directorate (PID)

GUIDELINES FOR CLEARING OF IMPORTED COSMETICS (INCLUDING GLOBAL LISTING FOR SUPERMARKET ITEMS) AND MEDICAL DEVICES AT PORTS OF ENTRY IN NIGERIA

General

- 1.1 These Guidelines are for the interest of the general public and in particular, importers of Cosmetics and medical devices into Nigeria.
- 1.2 It is necessary to emphasize that, no Cosmetics and Medical Devices 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 Submission of Application.

- 2.1 The applicant should visit <https://ports.nafdac.gov.ng> and submit application for clearance of imported cosmetics (including Global Listing for Supermarket items) & Medical Devices with the following documents uploaded;
- 2.2 Single Goods Declaration (SGD) Form.
- 2.3 Commercial invoice.
- 2.4 PAAR (Pre-Arrival Assessment Report).
- 2.5 Form M.
- 2.6 Bill of Lading/Airway Bill.
- 2.7 Packing List.
- 2.8 Form C-30.
- 2.9 Letter of undertaking.
- 2.10 Evidence of Valid product registration with NAFDAC.
- 2.11 Original copy of Certificate of Analysis from manufacturer.
- 2.12 Original copy of Clean Report of Inspection and Analysis (CRIA) for products coming from China and India (where applicable).
- 2.13 Letter of authority introducing the declarant with means of identification.
- 2.14 Letter of non-objection (where applicable).
- 2.15 Global listing certificate for supermarket items.

Step II

3 Cost assessment/ Payment.

- 3.1 Assessment Officers carry out cost assessment on the application and electronic invoice (e-invoice) is issued via e-mail provided by Applicant on Ports Inspection Data Capture and Risk Management Systems (PIDCARMS).

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

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 Joint Inspection of the consignment is carried out by NAFDAC and other relevant Government Agencies.

5.2 Samples are drawn (where applicable) according to NAFDAC's sampling guide and vetted for compliance.

Step V

6 Second Endorsement (Release) of consignment.

6.1 Upon satisfactory vetting of samples, 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, compliance directive is issued which Applicant should respond to without delay.

Step VI

7.1 Cosmetics and Medical Devices 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 which may include re-test by the Agency and/or independent laboratory.

8. Tariff

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

9. Timelines:

The timelines for the various processes include;

- 9.1 Cost assessment and issuance of Payment Advice is Ten (10) 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 Inspection Team is Two (2) hours.
- 9.4 Issuance of second endorsement is Fifteen (15) minutes.
- 9.5 Note that the timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.
- 9.6 Non- completion of the clearance process or failure to respond to compliance directive after 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 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).