



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

Ports Inspection Directorate (PID)

GUIDELINES FOR CLEARING OF IMPORTED DONATED ITEMS AT PORTS OF ENTRY IN NIGERIA

1. General.

- 1.1 These Guidelines are in the interest of the general public and importers of donated items into Nigeria.
- 1.2 It is necessary to emphasize that, no regulated product shall be manufactured, imported, advertised, distributed, sold or used in Nigeria unless it has been registered following the provisions of the NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines.

Step I

2. Application.

- 2.1 An Applicant intending to clear donated items should submit their request through the Ports Inspection Data Capture and Risk Management System (PIDCARMS) portal on URL: <https://ports.nafdac.gov.ng>.
- 2.2 Applicant should follow the link “Submit New SGD Clearance Request/Check Request Status” on the PIDCARMS Home Page and follow the prompt on the portal to submit the request. For clarity, the 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 file;
- 2.3.1 Letter of Undertaking/ indemnity 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.
- 2.3.1.5 The location address of the company’s warehouse.
- 2.3.1.6 The letter should be signed by the Importer/ CEO.
- 2.3.2 Letter of Authority of authorized personnel & means of identification.
- 2.3.3 Single Goods Declaration (SGD) Form.
- 2.3.4 Commercial invoice
- 2.3.5 Packing List
- 2.3.6 Bill of Lading/Airway Bill

2.3.7 Valid Annual Licence to Practice of Superintendent.

2.3.8 Copy of NAFDAC Approval (Approval to import Donated Items as a Non- Governmental Organization, Valid NAFDAC Registration Licence, where applicable).

2.3.9 Certificate of Donation.

2.3.10 PAAR (Pre-Arrival Assessment Report) - where applicable.

2.3.11 Form M (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. Tariff

4.1 Please refer to tariff section.

Step IV

5. Endorsement

5.1 Upon satisfactory vetting of the application and accompanying documents, the client receives a notification to proceed for physical inspection at the port of entry. However, a compliance directive is issued for any deficiencies in documentation or observed violations.

Step V

6. Physical examination

6.1 Physical examination of the consignment should be conducted by NAFDAC with other relevant Government Agencies at the port of entry or Importer's warehouse where applicable.

6.2 Samples of the imported product(s) shall be drawn during physical examination by NAFDAC Inspectors and forwarded to the relevant NAFDAC laboratory for analysis.

Step VI

7 Release of the consignment from the Port of Entry

- 7.1 The donated items should be granted release to importer's warehouse within 24 hours of sample collection.
- 7.2 The donated items can only be marketed and used after a satisfactory Laboratory evaluation.

8 Note

- 8.1 Please note that the importation of unapproved donated items is a violation and attracts the appropriate administrative charge(s).
- 8.2 Imported donated items must be limited to the number and quantity of the product approved.
- 8.3 Approval to import donated items can be processed via the Nigeria Single Window for Trade on URL; <https://trade.gov.ng/nafdac>
- 8.4 No donated item must be sold or distributed for sale to the public.
- 8.5 The following conditions must be met for port clearance.
 - 8.5.1 Regulated products shall have a minimum of 6 months shelf-life on arrival at any of the designated ports of entry.
 - 8.5.2 Regulated products containing restricted, controlled and psychotropic substances; on Federal Government Import Prohibition List as published on <https://customs.gov.ng/prohibitionlist/import.php> and products on ceiling list <https://www.nafdac.gov.ng/nafdac-ceiling-list> shall not be imported.
- 8.6 **Timelines:**
 - 8.6.1 Timeline for cost assessment and issuance of payment advice is thirty (30) minutes.
 - 8.6.2 Timeline for issuance of 1st Endorsement is Thirty (30) minutes for consignment containing a single item.
 - 8.6.3 Timeline for Physical inspection as determined by the Joint Inspection Team is Two (2) hours.
 - 8.6.4 Timeline for issuance of release notice is thirty (30) minutes.
 - 8.6.5 The timeline for processing is suspended when there is a compliance directive and resumes when applicant complies and communicates compliance to the Agency.
- 8.7 Regulated products referred to in this document include the following classes of products; finished pharmaceutical products, Medical Devices, Cosmetics, Nutraceuticals, Food and food products.

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All correspondence should be addressed to:

The Director-General (NAFDAC)
Attn: The Director,
Ports Inspection Directorate, NAFDAC Laboratory Complex,
Edmund Crescent, Medical Compound, 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, NAFDAC Laboratory Complex, Edmund Crescent, Medical Compound, Yaba, Lagos state or the nearest NAFDAC Office (outside Lagos).