



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

Ports Inspection Directorate (PID)

**GUIDELINES FOR CLEARING OF IMPORTED
GENERAL CHEMICALS, AGROCHEMICALS AND
RAW MATERIALS AT PORTS OF ENTRY IN
NIGERIA**

1. **General**

These Guidelines are for the interest of the general public and in particular importers of General Chemicals, Agrochemicals and Raw Materials into Nigeria.

It is necessary to emphasize that, no finished Agrochemicals 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.

No General Chemicals, Agrochemicals or Raw Materials shall be imported without obtaining an Import Permit or approval from NAFDAC.

Step I

2. **Submission of Application**

The applicant should visit ports.gov.ng to submit application for clearance of imported general chemicals, agrochemicals and raw materials, 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 A Letter of Undertaking 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

2.9 Current NAFDAC import permit.

2.10 Original copy of Certificate of Analysis from manufacturer.

2.11 Original copy of Clean Report of Inspection and Analysis (CRIA) for products coming from China and India.

- 2.12 Letter of authority introducing the declarant with means of identification.
- 2.13 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

- 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.

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.

Step VI

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 Agrochemicals 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.
- 8.2 The importation of General Chemicals, Bulk Agrochemicals and raw materials by persons other than the holders of relevant permits shall be a violation.
- 8.3 The timelines for the various processes include:
 - 8.3.1 Cost assessment and issuance of Payment Advice is Thirty (30) minutes.
 - 8.3.2 Issuance of first endorsement is thirty (30) minutes for an entry with single item.
 - 8.3.3 Physical inspection as determined by the Joint Task Force is Two (2) hours.
 - 8.3.4 Issuance of second endorsement is thirty (30) minutes.
- 8.4 Note that the timeline for processing is suspended when there is a compliance directive and resumes when the applicant satisfactorily responds/complies and communicates compliance to the Agency.
- 8.5 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
Macauley Way, Yaba, Lagos State.
Website: www.nafdac.gov.ng

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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).