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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF EXPORT E-LIECNSES FOR NAFDAC REGULATED PRODUCTS

1. **General**

1.1. These Guidelines are for the interest of the general public and in particular exporters of Drugs, Food, Cosmetics, Medical Devices, Agrochemicals and other regulated products intended for commercial purpose.

1.2. It is necessary to emphasize that, no regulated product shall be manufactured, imported, exported, 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. NAFDAC will not issue any NAFDAC Export e-License for products that have already left the shores of the country.

Step I

2. **Application**

2.1. The intending exporter of NAFDAC Regulated product(s) shall log on to: https://trade.gov.ng/nafdac using company's Tax Identification Number (TIN) and password.

2.2. Under NAFDAC Services, click on NAFDAC e-license

2.3. Under e-license operations, click on New

2.4. Scroll down on New to Fill-PID

2.5. Fill-PID e-form displayed, the **following fields and others** should be carefully followed: Applicant type is **Exporter**

Certificate: **Ports Inspection Directorate- Health Certificate, CCMFS, COPP, CFS, Export Certificate.**

Under icon Items: Each product(s) should be filled in turns as follows:

i.) fill the HS Code

ii.) Name of product as it appears on the NAFDAC Registration Certificate

iii.) Unit of measurement (e.g. Kg, MT etc.)

iv.) Pack size

v.) Batch Number

vi.) Date Markings.

Click **the add button(+)**

The above process is repeated for each of the product(s) to be exported on the same application.

2.6. Under attachment, the following documents should be uploaded online in PDF/JPEG etc formats but not in **Microsoft Word document.**

2.6.1. A duly signed application letter titled **Application for NAFADC Export E-license (Combined Certificate of Manufacture and Free Sale; Certificate of Pharmaceutical Products; Certificate of Free Sales; Export Certificate; Health Certificate as applicable)** addressed to the Director, Ports Inspection.

2.6.2 The following information should be indicated in the application letter;

i. Full Name and location address Exporter or manufacturer's address
ii. List of Product(s) intended for Export.
iii. Quantity of each product
iv. Pack size of each product
v. Batch Number of each product
vi. Manufacturing date and Best Before/Expiry Date (as applicable)
vii Total Net Weight of the Consignment
viii. Country of destination
ix. Consignee's name and address

2.6.3. The following documents should be uploaded along with the application;

i. Evidence of Product Registration issued by NAFDAC (for retail Registered Products).
ii. Evidence of Valid GMP certificate issued by NAFDAC (for retail Registered Products).
iii. Certificate of Analysis (for retail Registered Products, processed and semi-processed Agro- products.).
iv. Listing Certificate/ Permit for chemicals
v. NAFDAC Release Notice for import clearance (For Certificate of Free sales).

vi. Letter of No Objection (for 3rd party Exporters)

vii. Evidence of Registration with Nigeria Export Promotion Council (NEPC)

viii. Form NXP for commercial export

ix. Proforma Invoice

x. Packing List

xi Phytosanitary Certificate from NAQS (for Processed & Semi-Processed Agro Products of plant origin).

xii In addition to i-xii above, NAFDAC to conduct Good Manufacturing Practice (GHP) Inspection of the Facility for processing export products as well as laboratory analysis of the Processed & Semi-Process products.

Step II

3. **Submission of application**

3.1. Upon submission of the online application, click the Submit icon.

3.2 A representative sample of the product(s) as packed for export for vetting should be sent by courier to Export Division, Ports Inspection Directorate (PID), NAFDAC Office, Yaba, Lagos.

Step III

4. **Review of application**

4.1. The application and accompanying documents are subsequently reviewed.

Step IV

5. **Payment**

5.1 **Tariff**

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

5.2. The applicant is required to visit:

5.2.1. **www.remita.net** to generate Remita Invoice.

5.2.2. Any nearest commercial bank for payment using the Remita Invoice generated.

5.2.3. NAFDAC Accounts (nafdacyabaccts2017@gmail.com) to submit notification for payment as well as evidence of payment to obtain receipt of payment.

6. **Issuance of NAFDAC Export e-Licenses**

6.1. Upon satisfactory review of the documents, the appropriate e-license is issued.

6.1.1. Drugs - Certificate of Pharmaceutical Products (COPP)

6.1.2. Other regulated products - Combined Certificate of Manufacture and Free Sale (CCMFS).

6.1.3. Products that are freely sold in Nigeria & eligible for export - Certificate of Free Sale (CFS)

6.1.4. Products exported through the Land borders – Export Certificate.

6.1.5. Processed & Semi-processed Agricultural/Non-Agricultural Products – Health Certificate.

7. **Note:**

7.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being exported.

7.2. The following labelling information should be indicated:

7.2.1. Name of Product

7.2.2. Name and Address of manufacturer.

7.2.3. Batch Number

7.2.4. Manufacturing Date and Best Before/Expiry Date

7.2.5. Storage condition

7.2.6. List of ingredients/composition

7.2.7 Any declaration required to be made on any pre-packaged food under this guideline shall be in English and may include any other language. (As specified by country of trade).

7.2.8. Sticker labels are not allowed.

7.2.9. Misleading pictures are not allowed.

7.2.10. Applicants are to ensure that products intended for export are in good condition at the time of departure.

7.2.11. The batch(es) of product (s) to be exported must be same as that collected for laboratory analysis.

7.2.12. Issuance of Export e-License does not guarantee admittance of the product into the country of destination. All products must comply with the requirements of the country of destination.

8. **Timeline:**

8.1. A period of nine (9) working days from time of submission should be allowed for issuance of Export e-License for Registered Products (COPP, CCMFS, CFS, and Export Certificate.

8.2 Timeline for processing is suspended when a compliance directive is issued. and resumes when applicant complies and communicates compliance to the Agency.

8.3 Timeline for warehouse/facility inspection and report submission is three (3) working days.

8.4. Timeline for Laboratory Analysis of Export Products is five (5) working days.

8.5. Issuance of Health Certificate after receiving satisfactory Reports of GHP inspection and laboratory analysis is two (2) working days.

8.6 All Export e-Licenses are one-off and valid for a period of three (3) months from 'date of issue'.

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

For enquiry: contact pidexport@gmail.com

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).