



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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF APPROVAL TO IMPORT DONATED ITEMS BY NON- GOVERNMENTAL ORGANIZATIONS

General

- 1.1. These Guideline is for the interest of the general public and in particular, non-governmental organizations who wish to import NAFDAC regulated items.
- 1.2. It is necessary to emphasize that, no Food, Drug, Cosmetics, Packaged water, Detergent, Medical Device 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. Application

- 2.1. The intending importer of NAFDAC regulatory product(s) shall log onto: <https://trade.gov.ng/> using company's TIN and Password.
- 2.2. After logon to the trade portal, the applicant will scroll down the **Agency** icon and click on **NAFDAC**
- 2.3. Under NAFDAC Services, click on NAFDAC e-license
- 2.4. Under e-license operations, click on New
- 2.5. Scroll down on New to Fill-PID
- 2.6. Fill-PID e-form displayed, the **following fields and others** should be carefully followed:
 - 2.6.1 Applicant type is **Ancillary**
 - 2.6.2 Certificate: **Ports Inspection Directorate- Approval to Import Donated items by Non-Governmental Organizations**
 - 2.6.3 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 NAFDAC Registration Certificate
 - iii.)Unit of measurement (e.g. cm, m, cl, l, g, kg etc.)
 - iv.)Pack size
 - 2.6.4 Click **the add button (+)**
- 2.6.5 The above process is repeated for each of the product(s) to be imported on the same

application.

2.6.6 Under attachment icon attach the following as in PDF/JPEG format but **not Microsoft Word document.**

2.7. The following documents should be uploaded online:

2.7.1A duly signed application letter titled **Approval to Import Donated items by Non-Governmental Organizations** addressed to the Director, Ports Inspection.

2.7.2 Certificate of Incorporation from Corporate Affairs Commission.

2.7.3 Articles of Memorandum from Corporate Affairs Commission.

2.7.4 Certificate of Donation issued by the Donor Company from the country of Origin

Step II

3. Review of application

3.1. The application and accompanying documents are reviewed (30 minutes for an application with a single item).

3.2. An application to import NAFDAC registered products should be accompanied with a Letter of Non-Objection, sworn affidavit deposed in federal/state high court by the signatory to the application letter, and clear copies of the NAFDAC certificate of registration; all from the Certificate of Registration Holder. Upon satisfactory review of documents, the Deponent and the applicant are invited to a tripartite **virtual/physical** meeting with NAFDAC to affirm that the applicant has the consent of the certificate of registration holder.

Step III

4. Payment

- 4.1. The applicant is required to visit:
 - 4.1.1. www.remita.net to generate Remita invoice.
 - 4.1.2. Any nearest commercial bank for payment.
 - 4.1.3. NAFDAC Accounts department to obtain receipt of payment or upload Remita receipt of payment via nafdacymbaccts2017@gmail.com for confirmation of payment.

Step V

5. Issuance of Authorization

- 5.1. Upon confirmation of payment, the application returns to the processing unit for recommendation for approval.
- 5.2. The application is approved and an electronic copy of the **Approval to Import Donated items by Non-Governmental Organizations** is issued which the applicant can access through their TIN on the trade portal.

6. Tariff

- 6.1. Please refer to Tariff section.

7. Note

- 7.1. NAFDAC does not take responsibility for any risk associated with the mode of transportation of the products being imported.
- 7.2. The timeline for the Issuance of **Approval to Import Donated Items by Non-Governmental Organizations** is seventy two (72) working hours for an application with a single item (one product) from time of submission. The timeline is suspended when there is a compliance directive and resumes when the applicant complies and communicates compliance to the Agency.
- 7.3. The **Approval to Import Donated items by Non-Governmental Organizations has a duration of three (3) months.**
- 7.4. It is advised that the applicant consults the NAFDAC Ceiling List (<https://www.nafdac.gov.ng/nafdac-ceiling-list/>) and Import Prohibition List (https://customs.gov.ng/?page_id=3075). Items on these lists will not be processed. Also Regulated products containing restricted, controlled and psychotropic substances requiring permits to import and permits to clear will not be processed.

7.5. The applicant should note that exceeding the quantities approved is a **violation** and it attracts the appropriate administrative charge.

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).