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

Ports Inspection Directorate (PID)

GUIDELINES FOR ISSUANCE OF LICENSE FOR IMPORTED ANCILLARY REGULATED ITEMS.

1. General

1.1 This Guideline is for the interest of the general public and in particular importers of frozen fish, packaging materials for NAFDAC regulated products, fresh fruits, raw and unprocessed seeds and vegetables, and other borderline products for which NAFDAC Permits or Certificate of Registration are not issued, that require License to import Ancillary Regulated items.

1.2 This Guideline is for the interest of the general public and in particular importers of frozen fish, packaging materials for NAFDAC regulated products, fresh fruits, raw and unprocessed seeds and vegetables, and other borderline products for which NAFDAC Permits or Certificate of Registration are not issued, that require License to import Ancillary Regulated items.

2. Application

2.1 Importers of frozen/dried fish/cod, packaging materials, fresh fruits, raw and unprocessed seeds and vegetables, and other borderline products for which NAFDAC Permits or Certificate of Registration are not issued shall log on to the National Single Window (NSW) portal with the URL, https://nsw.gov.ng/ using company's TIN and Password.

2.2 After logging into the portal, the applicant should click on **Application Submission > submit Master Document.**

2.3 Under the **Header**, the following are the field and button description of the Master Document submission page;

FIELD/BUTTON DESCRIPTION	**ACTION/INPUT REQUIRED**
Document category	Preselected by system as Master Document
MDA code	NAFDAC
MDA office	NAFDAC ABUJA HQ
Document	8403L
Document type	Preselected by system
Regime	Preselected by system
Applicant type	Manufacturer/ Marketer/ Market Authorization Holder
Facility code	As previously registered on the NSW portal
Provisional Ref. No	System generated
Facility Link	As previously registered on the NSW portal

2.4 Under icon Item, click on the add button (+): Each product(s) should be filled in turns as follows:

i. Product registration number (of the finished product)
ii. Fill the HS Code
iii. Description (auto-filled)
iv. Country of Origin
v. Quantity
vi. Quantity unit of measurement UOM
vii. Package Type
viii. Product brand Name

The above process is repeated for each product to be imported on the same application.

2.5 Under **Document** icon: attach the following in PDF/JPEG format but **not Microsoft Word document**

2.5.1 A duly signed application letter titled **License to Import Ancillary Regulated Items** addressed to the Director, Ports Inspection.

2.5.2 An LPO **(if the importer is a third party).**

2.5.3 Evidence of current product(s) registration with NAFDAC and approval for pack size extension (**for packaging materials**) for manufacturing purposes.

2.5.4 Valid Allocation of Frozen fish importation issued by Department of Fisheries and Aquaculture, Federal Ministry of Marine & Blue Economy **(Only for Frozen fish Importer) or** Letter of clearance for stockfish/stockfish heads.

2.5.5 Plant import Permit issued by Plant Quarantine Department, Nigeria Agricultural Quarantine Service **(Only for fresh fruits, raw and unprocessed seeds and vegetables).**

2.5.6 Standard Organization of Nigeria Conformity Assessment Programme Products Certificate **(Only for borderline products).**

2.5.7 Valid Registration of Premises Certificate and License to use Radioactive Sources from Nigeria Nuclear Regulatory Authority **(Only for radioactive sources).**

2.5.8 Valid certificate of analysis for fresh fruit, raw unprocessed seed and vegetables.

2.5.9 Under the **Summary** icon, agree with the **terms and conditions** then submit.

3. Review of application

3.1 The application and accompanying documents are reviewed.

The Agency receives submitted application automatically.

3.2 The Agency officers review submitted documents and may;

3.2.1 Approve the application.
3.2.2 Reject the application for amendment.
3.2.3 Reject the application entirely with reasons.

4 Responding to queries

4.1 Clients receive notifications for queries or requests for additional information.
4.2 Client logs in to the NSW portal.
4.3 Client uploads required documents or clarification.
4.4 Client resubmits the application.

5 Approval, Payment and LPCO Issuance

5.1 The Agency approves application.
5.2 Client receives email notification to make payment.
5.3 Client logs into account module and checks pending payment for invoice to make payment.
5.4 Client makes payment online or through the bank.
5.5 The LPCO is generated automatically.
5.6 Client can download the approved document from NSW.
5.7 The approval is automatically shared with other relevant Agencies such as the Central Bank of Nigeria (CBN) and the Nigeria Customs Service (NCS).

6 The risk profile of the company is verified after documentation review. The application will only be processed further on positive profile verification.

7 **Tariff**

7.1 Please see the tariff section of the NAFDAC website on https://nafdac.gov.ng/regulatory-resources/nafdac-tariff/.

8 **Note**

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

8.2 The timeline for the Issuance of **License to Import Ancillary Regulated Items** is Forty- Eight (48) 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.

8.3 This **License** expires 31st of December every year.

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

8.5 Regulated products containing restricted, controlled and psychotropic substances requiring permits to import and permits to clear cannot be processed via this document.

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