

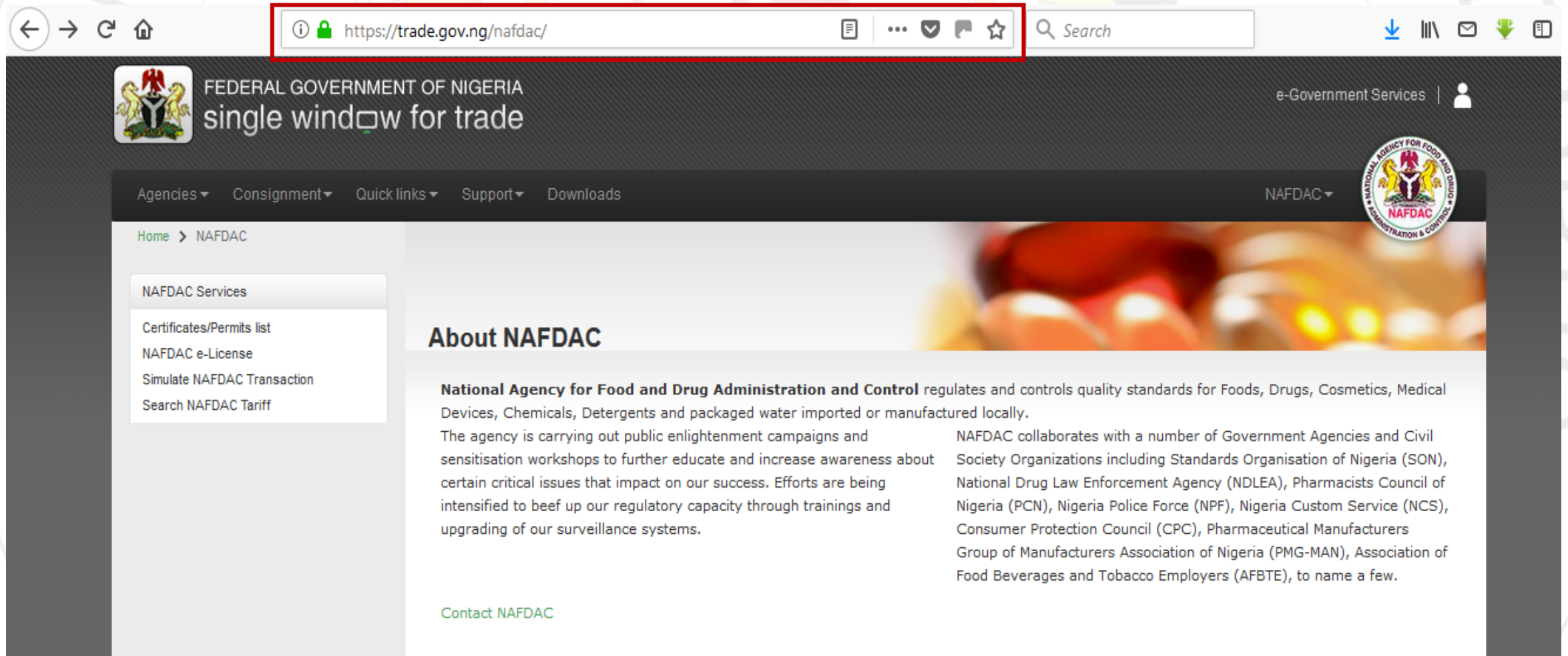


# NAFDAC e-License Application User Manual for Certificate/Permit Enrolment

**This documented procedure provides technical know how on NAFDAC e-License Application for NAFDAC Clients who wish to digitize their already issued permits and certificates.**

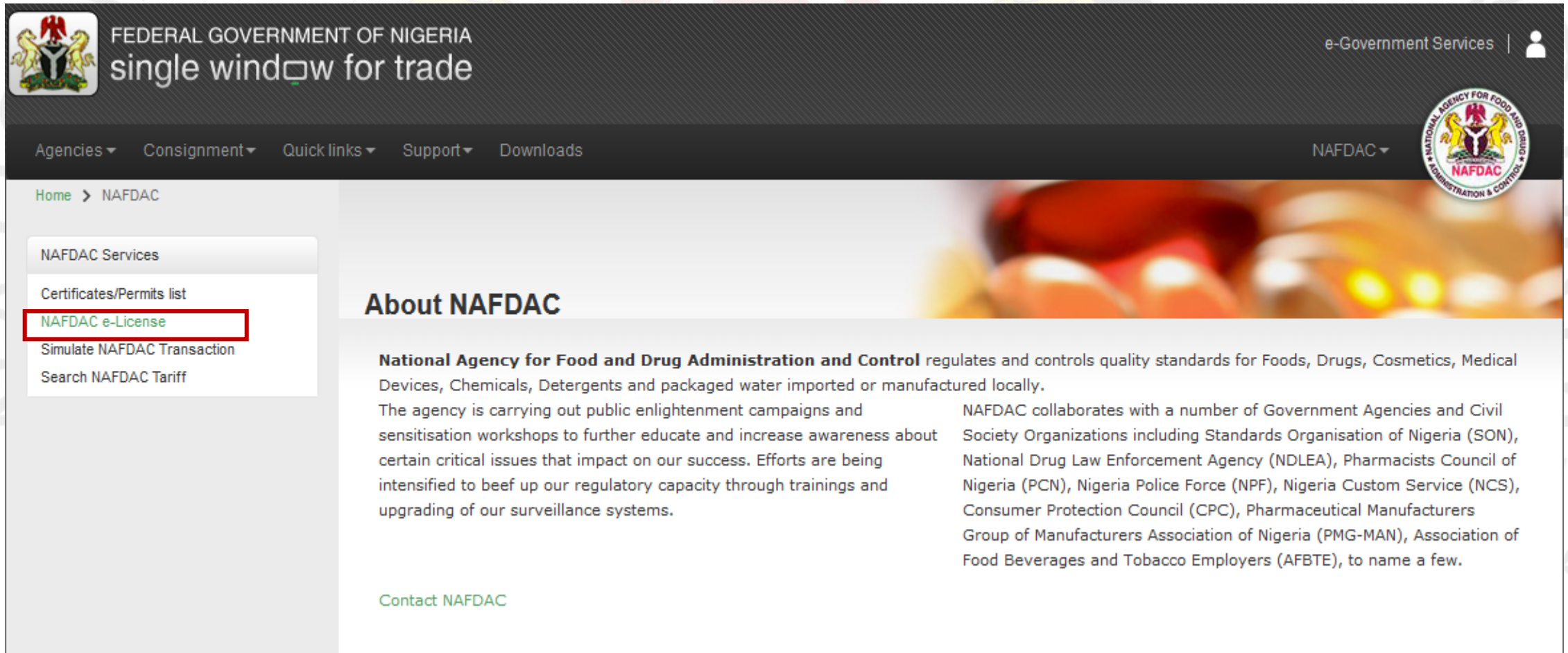
## FORM RESOURCE LOCATOR (URL):

It can be assessed via the URL: <https://trade.gov.ng/nafdac> using the Trade Portal. The NAFDAC homepage will be displayed.




The screenshot shows a web browser displaying the NAFDAC website. The address bar at the top shows the URL <https://trade.gov.ng/nafdac/>. The website header features the Federal Government of Nigeria logo and the text "FEDERAL GOVERNMENT OF NIGERIA single window for trade". Below the header, there is a navigation menu with links for Agencies, Consignment, Quick links, Support, and Downloads. The main content area is titled "About NAFDAC" and includes a brief description of the National Agency for Food and Drug Administration and Control, its mission, and its collaborations with various government agencies and civil society organizations. A sidebar on the left lists "NAFDAC Services" including Certificates/Permits list, NAFDAC e-License, Simulate NAFDAC Transaction, and Search NAFDAC Tariff. The footer of the page contains the text "NAFDAC e-License Application User Manual for Certificate/Permit Enrolment".


Under NAFDAC Services, click on “**NAFDAC e-License**” to open its page.



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single window for trade

e-Government Services | 

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

NAFDAC ▾ 

Home > NAFDAC

NAFDAC Services

- Certificates/Permits list
- NAFDAC e-License**
- Simulate NAFDAC Transaction
- Search NAFDAC Tariff

## About NAFDAC

**National Agency for Food and Drug Administration and Control** regulates and controls quality standards for Foods, Drugs, Cosmetics, Medical Devices, Chemicals, Detergents and packaged water imported or manufactured locally.

The agency is carrying out public enlightenment campaigns and sensitisation workshops to further educate and increase awareness about certain critical issues that impact on our success. Efforts are being intensified to beef up our regulatory capacity through trainings and upgrading of our surveillance systems.

NAFDAC collaborates with a number of Government Agencies and Civil Society Organizations including Standards Organisation of Nigeria (SON), National Drug Law Enforcement Agency (NDLEA), Pharmacists Council of Nigeria (PCN), Nigeria Police Force (NPF), Nigeria Custom Service (NCS), Consumer Protection Council (CPC), Pharmaceutical Manufacturers Group of Manufacturers Association of Nigeria (PMG-MAN), Association of Food Beverages and Tobacco Employers (AFBTE), to name a few.

[Contact NAFDAC](#)

Log in using your TIN number and password already created from the Single Window Trade platform. Visit <https://trade.gov.ng/firs/registration/ShowValidationPage.do> to generate password if new to the site.

FEDERAL GOVERNMENT OF NIGERIA  
single window for trade

e-Government Services |

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > NAFDAC > nafdac e-license > Submit

## Login to Community Services

To access to Community services you need to be a registered user of the Nigeria Single Window Portal. Please login below.

Username

Password

☐ Remember Me

[Forgot your Username or Password?](#)



NAFDAC e-License main page will be displayed. Default page is for new permits. For digitization of certificates/permits, please click ***‘Permit/Certificate Enrollment’***

e-License Operations

New

Permit / Certificate Enrollment

Search

NAFDAC e-License - Fill Application

Import XMLExport XML

StoreSubmitClose

HeaderNames & PartiesItemsAttachmentsFees

Applicants Type

Certificate

SUGGEST

Application Number

1538512863539

Previous Certificate/Permit Number

Request Number

Request Date

Approval Reference

Approval Date

Valid From

Valid To

Type of Use

Total Number of Items

Total Amount

0.00

Amount To Be Paid

0.00

Current Division

Division Status

Use the matrix below to correctly match '**Application Type**' and '**Product type**' in the next three (3) slides. Please note that '**Certificate**' must correspond with the document header on your hard copy certificate or permit.

R&R_Division Permit Allotment				
S/No	E-License Field	Application Type Drop down	Product Type	Division
1	Certificate/Approvals Enrolment	Market Authorization Holder	Imported Drugs	ID: Imported Drugs Division
			Biologics and Vaccines	BVM: Biologics, Vaccines and Medical Devices Division
			Medical Devices	
			Imported Food and Packaged Water	IFPW: Imported Food and Packaged Water Division
			Food Products Manufactured in Nigeria	FPO: Food Products and Others Division
			Drugs Products manufactured in Nigeria	DH: Drugs and Herbals Division
			Herbal and Neutraceutical Products	
			Cosmetics	COS: Cosmetics Division
			Animal Health, Agrochemical Products and Finished Chemicals	AHFC: Animal Health and Finished Chemicals Division
2		Supermarket/Restaurant Operator	Supermarket/Restaurant Products	DO: Director's Office
3		Ancillary Approvals	Imported Service Drugs	
			Imported Service Medical Devices	
			Imported Orphan Drugs	
			Special Approvals (NGOs, Medical Missions, Donations)	
			Administrative Approval	

Click ***'Applicant Type'*** and select relevant categorization

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License Version: 1.6.162.2

e-License Operations

New

Permit / Certificate Enrolment

Search

### NAFDAC e-License - Fill Application

Import XML Export XML Store Submit Close

Header Names & Parties Product Transport Items Attachments Fees

Applicants Type \* ?

Certificate \*

Product Type

Trade Type

Application Number 1538513478029

Previous Certificate/Permit Number

Request Number

Request Date

NAFDAC Registration Number

Approval Date

- Market Authorization Holder
- Supermarket/Restaurant Operator
- Ancillary Approvals
- Manufacturer
- Marketer
- Exporter

Place cursor in Certificate field and all certificates and permits will pop up; click relevant or required certificate

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License Version: 1.6.162.2

**e-License Operations**

New

Permit / Certificate Enrolment

Search

### NAFDAC e-License - Fill Application

Import XML Export XML Store Submit Close

Header Names & Parties Product Transport Items Attachments Fees

Applicants Type \* ?

Certificate \* This field is required.

Product Type

Trade Type

Application Number

Previous Certificate/Permit Number

Request Number

Request Date

**SUGGEST**

- 8504 Registration and Regulatory Affairs: Global Listing License for Supermarket
- 8503 Registration and Regulatory Affairs: Listing Certificate for Herbal Products and Nutraceuticals
- 8502 Registration and Regulatory Affairs: NAFDAC Certificate of Product Registration
- 8510 Registration and Regulatory Affairs: Notice of Renewal of Product(s) License
- 8501 Registration and Regulatory Affairs: Notification of Product Registration
- 8507 Registration and Regulatory Affairs: Permit for Importation of Service Drug
- 8509 Registration and Regulatory Affairs: Permit to Import Orphan Drugs
- 8506 Registration and Regulatory Affairs: Permit to Import Registration Samples
- 8508 Registration and Regulatory Affairs: Permit to Import Service Medical Devices
- 8513 Registration and Regulatory Affairs: Provisional Registration Number
- 8511 Registration and Regulatory Affairs: Special Approvals (NGOs, Medical Missions, Donations)



Place cursor in '**Product Type**' field and all product types will pop up; click relevant product

Home > e-License Version: 1.6.162.2


**e-License Operations**

- New
- Permit / Certificate Enrolment
- Search


### NAFDAC e-License - Fill Application

[Import XML](#) [Export XML](#) [Store](#) [Submit](#) [Close](#)

Header | Names & Parties | **Product** | Transport | Items | Attachments | Fees

Applicants Type *	Market Authorization Holder 
Certificate *	8502 <small>Registration and Regulatory Affairs: NAFDAC Certificate of Product Registration</small>
Product Type *	<div><div>SUGGEST</div><div><div>Animal Health, Agrochemical Products and Finished Chemicals</div><div>Biologics and Vaccines</div><div>Cosmetics</div><div>Drugs Products manufactured in Nigeria</div><div>Food Products Manufactured in Nigeria</div><div>Herbal and Neutraceutical Products</div><div>Imported Drugs</div><div>Imported Food and Packaged Water</div><div>Medical Devices</div><div>AHFC: Animal Health and Finished Chemicals Division</div><div>BVM: Biologics, Vaccines and Medical Devices Division</div><div>COS: Cosmetics Division</div><div>DH: Drugs and Herbals Division</div><div>FPO: Food Products and Others Division</div><div>DH: Drugs and Herbals Division</div><div>ID: Imported Drugs Division</div><div>IFPW: Imported Food and Packaged Water Division</div><div>BVM: Biologics, Vaccines and Medical Devices Division</div></div><div>This field is required.</div></div>
Trade Type	
Application Number	
Previous Certificate/Permit Number	
Request Number	
Request Date	
NAFDAC Registration Number	
Approval Date	

Start data capturing, complete data entry fields on '*Header tab*' then proceed to other tabs

Header	Names & Parties	Product	Transport	Items	Attachments	Fees
Applicants Type *	Supermarket/Restaurant Operator 					
Certificate *	8504		Registration and Regulatory Affairs: Global Listing License for Supermarket			
Product Type *	Supermarket/Restaurant Products				DO: Director's Office	
Trade Type	IMPORT					
Application Number	1538514368970					
Previous Certificate/Permit Number						
Request Number						
Request Date						
NAFDAC Registration Number						
Approval Date						
Valid From *			This field is required.			
Valid To						

Fill relevant fields and ensure mandatory fields are filled before submission

Application Number	1538513478029
Previous Certificate/Permit Number	<input type="text"/>
Request Number	<input type="text"/>
Request Date	<input type="text"/>
NAFDAC Registration Number	<input type="text"/>
Approval Date	<input type="text"/>
Valid From *	<input type="text"/>
Valid To	<input type="text"/>
Type of Use	<input type="text"/>
Total Number of Items	<input type="text"/>
Total Amount ₦	0.00
Amount To Be Paid ₦	0.00
Current Division	<input type="text"/>
Division Status	<input type="text"/>

Click '**Names and Parties**' Tab and fill relevant fields where applicable.

Header **Names & Parties** Product Transport Items Attachments Fees

Company TIN: 00029701-0001

Company Name & Address: INTERNATIONAL STARCHEM INDUSTRIES LIMITED, BADEJO KALESANWO STREET, MUSHIN, MUSHIN, LAGOS

Company Phone \*: 08052097173

Company Email \*: afam.d@nafdac.gov.ng

Declarant Code: SUGGEST (MIN 2)

Declarant Name & Address:

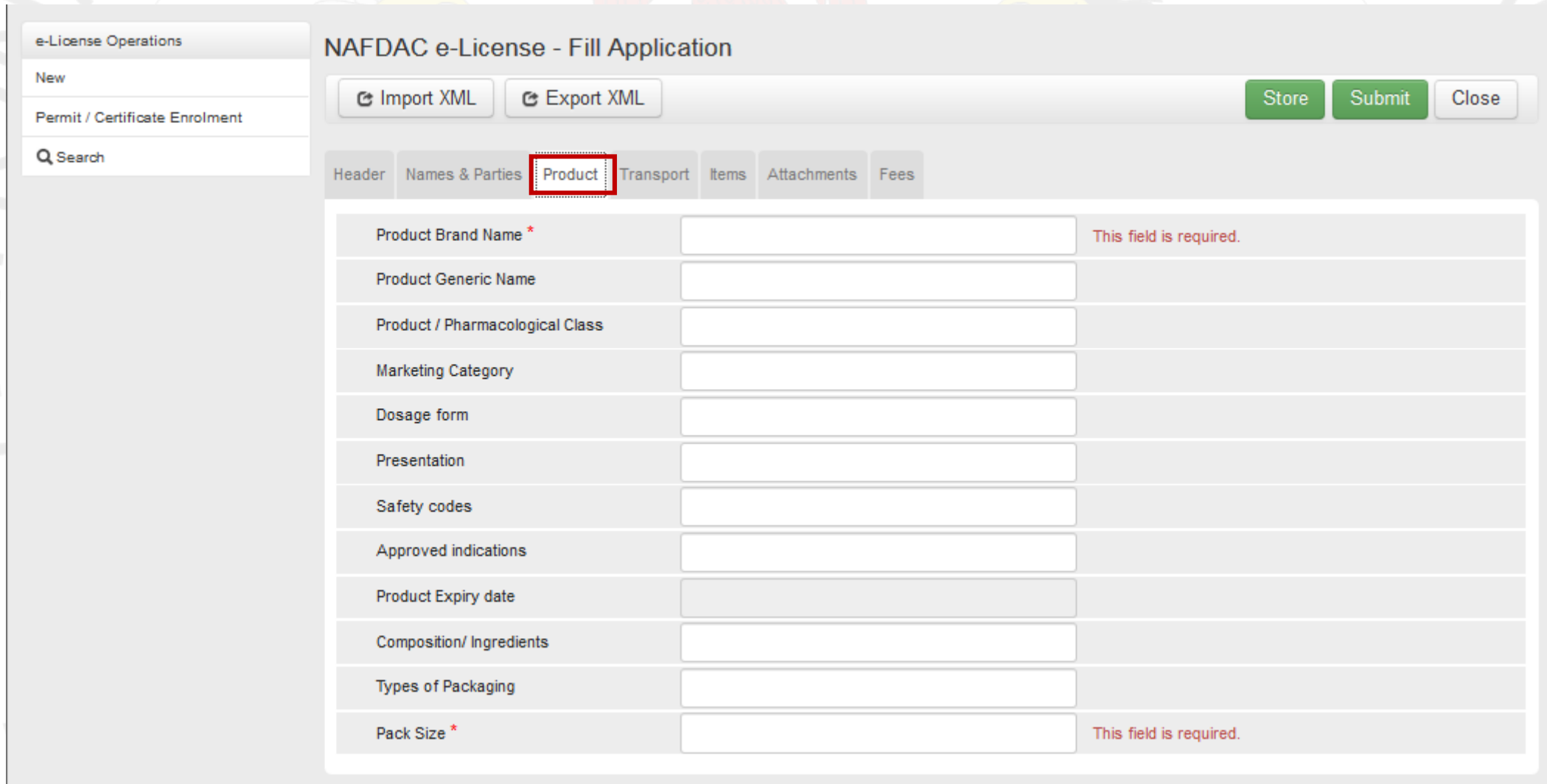
\* Country Of Destination

Company Name:

Address:

Automatically populates details after successful log in by user. Details are from registered TIN from FIRS.

Click ***Product*** Tab and fill fields where applicable and relevant to your product type and document



The image shows a web application interface for NAFDAC e-License. On the left is a sidebar with 'e-License Operations' and links for 'New', 'Permit / Certificate Enrolment', and a search bar. The main area is titled 'NAFDAC e-License - Fill Application' and contains 'Import XML' and 'Export XML' buttons. Below these are tabs for 'Header', 'Names & Parties', 'Product' (highlighted with a red box), 'Transport', 'Items', 'Attachments', and 'Fees'. The 'Product' tab contains a form with the following fields: 'Product Brand Name \*' (with a red error message 'This field is required.'), 'Product Generic Name', 'Product / Pharmacological Class', 'Marketing Category', 'Dosage form', 'Presentation', 'Safety codes', 'Approved indications', 'Product Expiry date', 'Composition/ Ingredients', 'Types of Packaging', and 'Pack Size \*' (with a red error message 'This field is required.').

Header	Names & Parties	Product	Transport	Items	Attachments	Fees
<b>Product Brand Name *</b> <span>This field is required.</span>						
Product Generic Name						
Product / Pharmacological Class						
Marketing Category						
Dosage form						
Presentation						
Safety codes						
Approved indications						
Product Expiry date						
Composition/ Ingredients						
Types of Packaging						
<b>Pack Size *</b> <span>This field is required.</span>						



Click **'Items'** Tab and **'Add (+) button'**, then wait for page to load.

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e-Government Services | DUNOI AFAM .O.

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License Version: 1.6.162.2

e-License Operations

New

Permit / Certificate Enrolment

Search

NAFDAC e-License - Fill Application

Import XML Export XML Store Submit Close

Header Names & Parties Product Transport **Items** Attachments Fees

List of Items

Search Commodity

Import XLS Export XLS

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
0								

Home | FAQ | Contact Site Administrator

Items tabs loads and reveals mandatory fields, please fill revealed fields

Header Names & Parties Product Transport **Items** Attachments Fees

Item No 1

**Commodity Code \*** 200

Commodity Description 2001100000 Cucumbers and gherkins  
2001900000 Vegetables, fruit, nuts and other edible Other  
2002100000 Tomatoes, whole or in pieces  
2002901100 Triple concentrate(Note : additional LEVY USD 1,500 per Metric ton applicable)  
2002901900 Other concentrate (excluding Triple concentrate(Note: ADD. LEVY USD 1,500/MT applicable)  
2002902000 Tomato paste or concentrates, put up for retail sale  
2002909000 Other Tomatoes prepared or preserved not specified.  
2003100000 Mushrooms of the genus Agaricus  
2003900000 Mushrooms and truffles, prepared or preserved Other  
2004100000 Potatoes  
2004900000 Other vegetables and mixtures of vegetables

Name of Item as it would appear on Permit/Certificate \*

Country of Origin \*

Manufacturers name and Address

Exporter Name and Address

Unit Of Measurement \*

Description/Pack Size

Type Of Packaging

Enter the H.S. code. Note that when entering the HS code, the system will display the list of HS codes which will contain the same value. Use the scrollbar to move up and down the list to select the relevant HS code from dropdown list.

Please fill reveal fields

Commodity Code *	2002902000
Commodity Description	Tomato paste or concentrates, put up for retail sale
Name of Item as it would appear on Permit/Certificate *	JOY Tomato Paste
Country of Origin	GB United Kingdom
Manufacturers name and Address	
Exporter Name and Address	
Unit Of Measurement	2U Pair
Description/Pack Size *	20g
Type Of Packaging	Satchets
Batch Number	
Production Date	
Expiry Date	
Strength	
Requested Quantity *	5,000.00

Place cursor on field and type country of origin, select country of origin from dropdown list where the goods come from.

Select unit of measurement from dropdown list. Supermarket and restaurant operators on Global Listing Scheme should reduce quantity to number of units of products retail pack.

Please note that Requested Quantity should reference Unit of measurement where this field is applicable and is the total sum requested throughout the validity period of certificate or permit

Continue filling relevant fields and then click 'add' button. Please note that fields may be greyed out in certain cases as applicable.

The screenshot displays a web form for NAFDAC e-License application. The form is divided into several sections, each with a label on the left and input fields on the right. The following fields are visible:

- Description/Pack Size \***: A text input field, highlighted with a red box.
- Type Of Packaging**: A text input field, highlighted with a red box.
- Batch Number**: A text input field.
- Production Date**: A date input field.
- Expiry Date**: A date input field.
- Strength**: A text input field.
- Requested Quantity \***: A text input field, highlighted with a red box.
- Remaining Quantity**: A text input field.
- Other Information**: A large text area, with a red arrow pointing to it from a callout box.
- Assessed Quantity**: A text input field.
- Other Information**: A large text area.
- Recommended Quantity**: A text input field.
- Other Information**: A large text area.

At the bottom of the form, there are two buttons: **Add** and **Cancel**. The **Add** button is highlighted with a red box.

A red callout box with the text "Provide other necessary/supporting information on products and requested quantity that would assist prompt processing of application" has a red arrow pointing to the "Other Information" field under the "Requested Quantity" section.

A details row is created on new page after the click of the *'add'* button as shown in the screenshot

NAFDAC e-License - Fill Application

Import XML Export XML Store Submit Close

Header Names & Parties Product Transport Items Attachments Fees

List of Items

Search Commodity

Import XLS Export XLS


#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1								
1	2002902000	Joy Tomato Paste	GB	G				

+ [View, Edit, Delete Icons]

View, edit and delete buttons



For accelerated capturing of numerous items, it is recommended that you click on ***‘Export XLS’*** button to generate an empty excel file, save file in your chosen location.



FEDERAL GOVERNMENT OF NIGERIA  
single window for trade

Agencies ▾

Consignment

Home > e-License

e-License Operations

New

Permit / Certificate Enrolment

Search

e-Government Services

DUNOI AFAM .O. ▾

Version: 1.6.162.2

Store Submit Close

Fees

Search Commodity

Import XLS Export XLS

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1								
1	2002902000	Joy Tomato Paste	GB	G				

Opening NAFDAC\_Items\_-298558770.xlsx

You have chosen to open:  
 **NAFDAC\_Items\_-298558770.xlsx**  
which is: Microsoft Excel 97-2003 Worksheet  
from: <https://app.trade.gov.ng>

What should Firefox do with this file?

☐ Open with Microsoft Excel (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

Open the excel file, then start data capturing by completing all mandatory fields as highlighted by your first data entry on the *'items'* button

AutoSave Off

NAFDAC\_Items\_-298558770\_Test Manual - Saved

FileHomeInsertPage LayoutFormulasDataReviewViewHelpNitro ProTell me what you want to do

CutCopyFormat Painter

Calibri11

B I U

Wrap Text

General

Conditional FormattingFormat as TableCell Styles

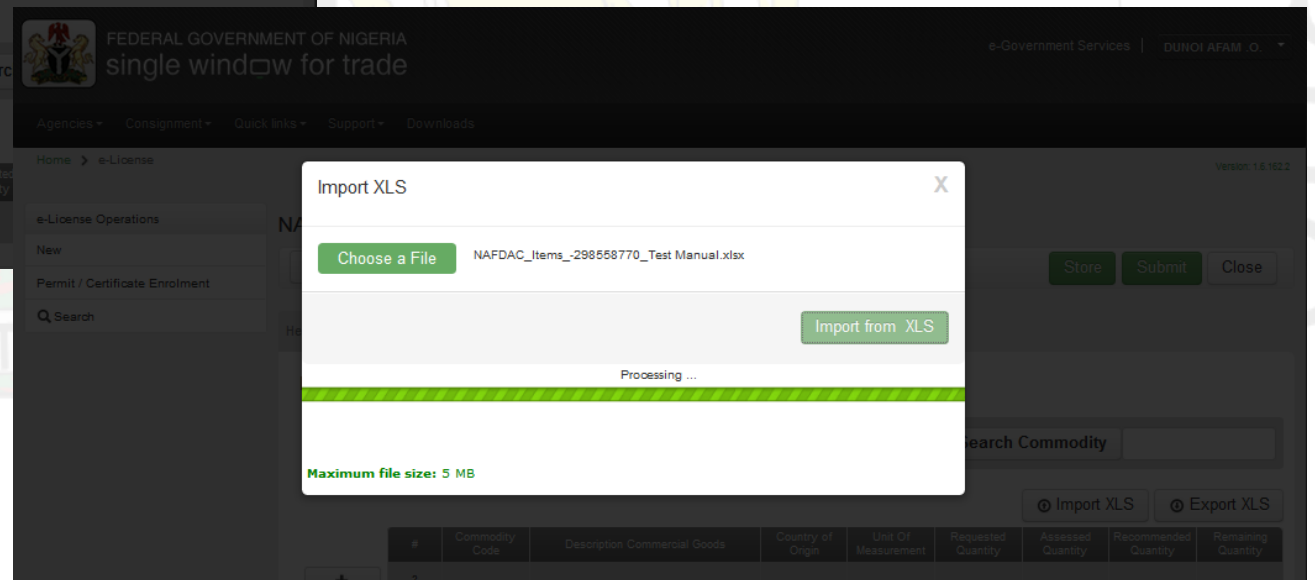
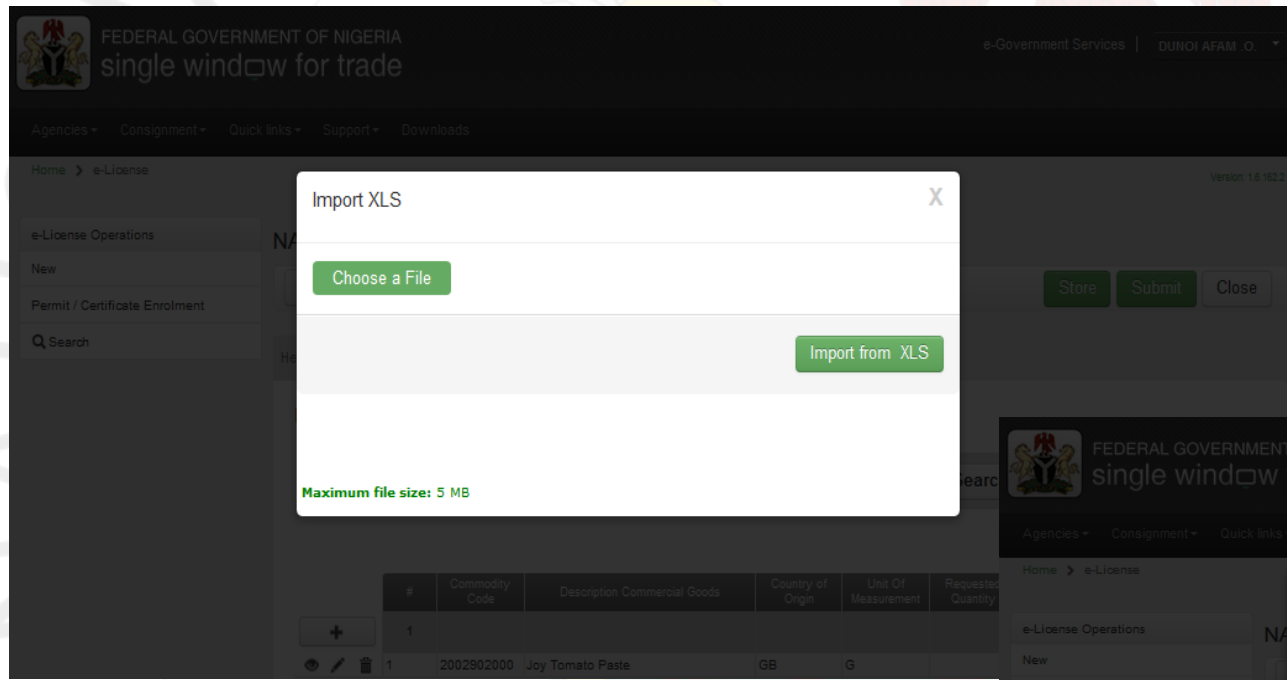
InsertDeleteFormat

ClipboardFontAlignmentNumberStylesCells

L10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	rank	commodity Code	goodsDe scription	countryOfO riginCode	countryOfOrig inName	manufact urerNam e	exporter NameAn dAddress	uomCod e	uomDesc	packetSiz e	requeste dAmount	requeste dOtherIn formatio n	assessed Amount	OtherInf ormation	recomme ndedAm ount	recomme ndedOth erInform ation
1		1 2002902000	Joy Tomato Paste	GB	United Kingdom			G	Gram		5000					
2		2 2002902000	Joy Tomato curry	GB	United Kingdom			G	Gram		3000					
3		3 2204100000	Joy Sparkling Wine	IT	Italy			LT	Liter		1000					
4																
5																

After completing data capturing, import excel file from saved location by clicking *'Import XLS'* button



Items on excel file appear on the *Items* tabs as seen below

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License Version: 1.6.162.2

e-License Operations

- New
- Permit / Certificate Enrolment
- Search

### NAFDAC e-License - Fill Application

[Import XML](#) [Export XML](#) [Store](#) [Submit](#) [Close](#)

Header Names & Parties Product Transport **Items** Attachments Fees

#### List of Items

[Search Commodity](#)

[Import XLS](#) [Export XLS](#)

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
+	3							
	1	2002902000 Joy Tomato Paste	GB	G				
	2	2002902000 Joy Tomato curry	GB	G				
	3	2204100000 Joy Sparkling Wine	IT	LT				

Click on **'Attachments'** tab and click the edit icon to input data

The screenshot shows the NAFDAC e-License application interface. At the top, there is a navigation bar with links: Agencies, Consignment, Quick links, Support, and Downloads. Below this, a breadcrumb trail shows 'Home > e-License' and the version 'Version: 1.6.162.2'.

The main content area is titled 'NAFDAC e-License - Fill Application'. It features a sidebar on the left with 'e-License Operations' containing links for 'New', 'Permit / Certificate Enrolment', and a 'Search' button. The main area has tabs for 'Header', 'Names & Parties', 'Product', 'Transport', 'Items', 'Attachments' (which is highlighted with a red box), and 'Fees'. Above the tabs are buttons for 'Import XML', 'Export XML', 'Store', 'Submit', and 'Close'.

Below the tabs, a message states: 'Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.'

The 'List of Attachments' section contains a table with the following columns: #, Code, Current Valid Certificate/Permit/Approval, Reference Number, Date, and File. The first row of the table has the following data: # 1, Code 0000, Current Valid Certificate/Permit, and empty cells for the other columns. To the left of the first row, there is an edit icon (a pencil) which is highlighted with a red box.

At the bottom of the page, there is a footer with links: Home, FAQ, and Contact Site Administrator.



Fill relevant fields on table. Reference Number here refers to any code you might have given to your documents for your internal documentation purposes. Enter date of upload and click **'Upload'** tab

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License Version: 1.6.162.2

e-License Operations

New

Permit / Certificate Enrolment

Q Search

### NAFDAC e-License - Fill Application

Import XML Export XML Store Submit Close

Header Names & Parties Product Transport Items **Attachments** Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

List of Attachments

	#	Code	Current Valid Certificate/Permit/Approval	Reference Number	Date	File
✓ ✕	1	0000	Current Valid Certificate/Permit			Upload

Home | FAQ | Contact Site Administrator

Web

Sep 2018

Su Mo Tu We Th Fr Sa

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30

Choose the already scanned copy of the required certificate/permit that is to be digitized and then click '**Upload + Add**' button. (Please note that documents must be scanned into a single document in acceptable formats before attachment and upload)

The screenshot displays the NAFDAC e-License application interface. A modal window titled "Upload the file" is centered on the screen. Inside this modal, a green button labeled "Choose a file" is highlighted with a red rectangle. Below it, the file path "C:\fakepath\Sample Certificate\_of\_Registration\_of\_Company.pdf" is visible. To the right of the modal, a green button labeled "Upload + Add" is also highlighted with a red rectangle. The background interface shows a sidebar with "e-License Operations" and "New" options, and a main area with a table of existing certificates. The table has columns for #, Code, Current Valid Certificate/Permit/Approval, Reference Number, Date, and File. A row is visible with #1, Code 0000, and a date of 05/09/2018. The footer of the application includes links for Home, FAQ, and Contact Site Administrator.

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License

Version: 1.6.162.2

e-License Operations

New

Permit / Certificate Enrolment

Search

Upload the file

Choose a file

C:\fakepath\Sample Certificate\_of\_Registration\_of\_Company.pdf

Upload + Add

Acceptable formats for attachment of files: pdf, jpg, jpeg, tiff, tif, gif, png

Maximum page size of PDF document : 2 MB

#	Code	Current Valid Certificate/Permit/Approval	Reference Number	Date	File
1	0000	Current Valid Certificate/Permit	12345	05/09/2018	Upload

Home | FAQ | Contact Site Administrator

Attached documents appear as below and the **‘Upload’** button changes to **‘Download’** for view by user

The screenshot displays the NAFDAC e-License application interface. At the top, there is a navigation bar with links for Agencies, Consignment, Quick links, Support, and Downloads. Below this, a breadcrumb trail shows 'Home > e-License' and the version number 'Version: 1.6.162.2' is visible in the top right corner.

The main content area is titled 'NAFDAC e-License - Fill Application'. It features a sidebar on the left with 'e-License Operations' and a search bar. The main area has tabs for Header, Names & Parties, Product, Transport, Items, Attachments (which is currently selected), and Fees. Above the Attachments tab, there are buttons for 'Import XML', 'Export XML', 'Store', 'Submit', and 'Close'.

Below the tabs, a message states: 'Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.'

The 'List of Attachments' section contains a table with the following data:

#	Code	Current Valid Certificate/Permit/Approval	Reference Number	Date	File
1	0000	Current Valid Certificate/Permit	12345	05/09/2018	<a href="#">Download</a>

The 'Download' link in the table is highlighted with a red rectangle. At the bottom of the page, there is a footer with links for Home, FAQ, and Contact Site Administrator.

Click on '**Fees**' tab and fill relevant information on payments made for approved certificate and/or permit on table.

Agencies ▾Consignment ▾Quick links ▾Support ▾Downloads

Home > e-LicenseVersion: 1.5.162.2

e-License Operations

New

Permit / Certificate Enrolment

Q Search

NAFDAC e-License - Fill Application

Import XMLExport XML

StoreSubmitClose

HeaderNames & PartiesProductTransportItemsAttachmentsFees

List of Fees and Charges

MONEY PAID IS NOT REFUNDABLE

	#	Code	Receipt Number	Payment Date	Description	Amount
<div>+</div>	1	--	1234-2345-2345	04/04/2017	AYMENT FOR GLOBAL LISTING CERT	850,000.00

Total Amount ₦850,000.00

Home | FAQ | Contact Site Administrator

Click on **‘Store’** button if you do not intend to immediately submit application. Where you intend to submit, click **‘Submit’** button after proper review for correctness of the data provided on all relevant and mandatory fields.

[Agencies](#) ▾ [Consignment](#) ▾ [Quick links](#) ▾ [Support](#) ▾ [Downloads](#)

Home > e-License Version: 1.5.162.2

e-License Operations

New

Permit / Certificate Enrolment

Q Search

### NAFDAC e-License - Fill Application

Import XML

Export XML

Store

Submit

Close

Header

Names & Parties

Product

Transport

Items

Attachments

Fees

#### List of Fees and Charges

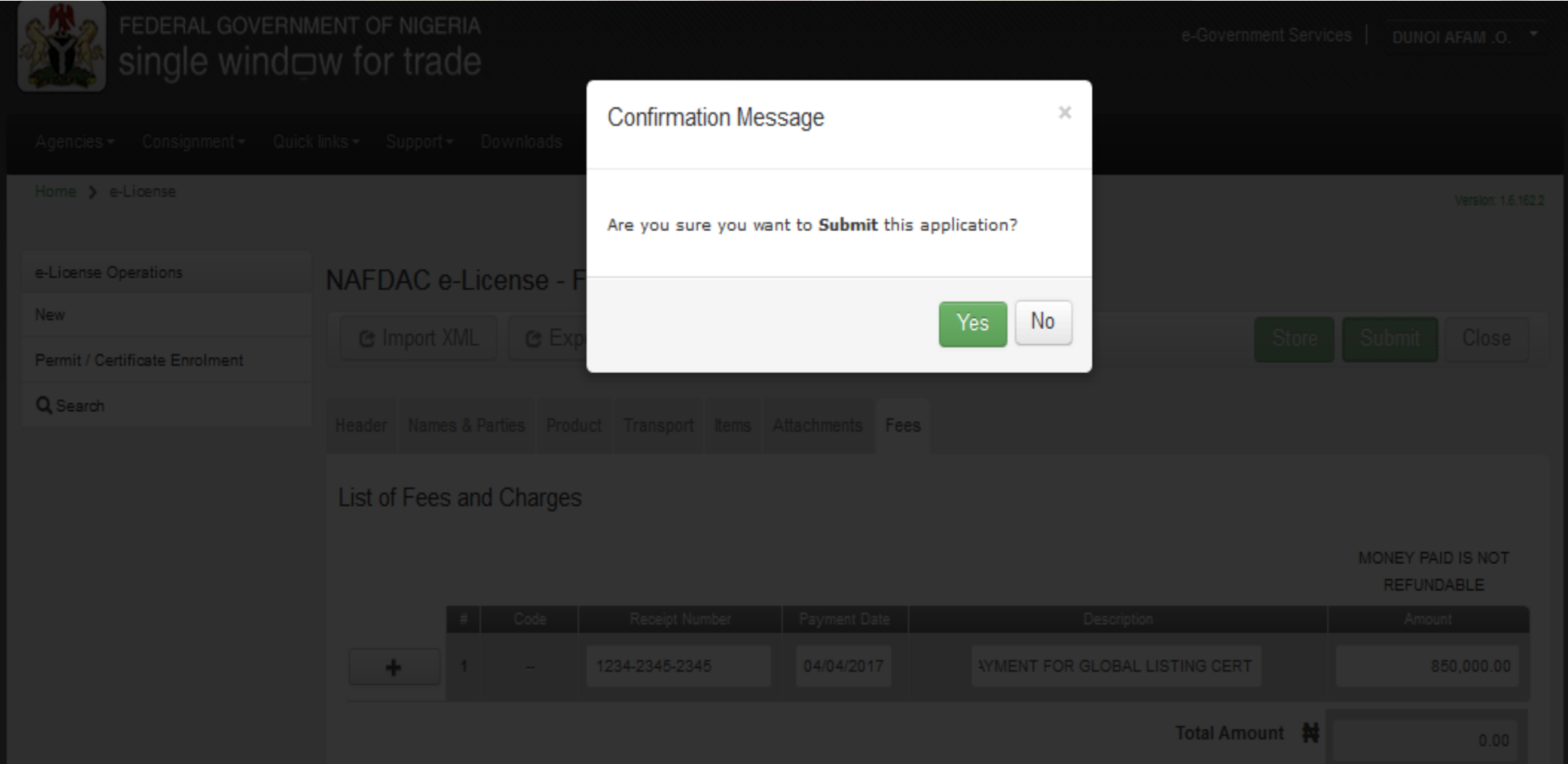
MONEY PAID IS NOT REFUNDABLE

#	Code	Receipt Number	Payment Date	Description	Amount	
<div>+</div>	1	--	1234-2345-2345	04/04/2017	PAYMENT FOR GLOBAL LISTING CERT	850,000.00
Total Amount ₦					850,000.00	

Home | [FAQ](#) | [Contact Site Administrator](#)



Confirmation message will be displayed *“Are you sure you want to submit this application?”*. Click on **Yes** button to confirm operation.



Notification message will be displayed: *'Application has been submitted successfully'* with Certificate Type code.

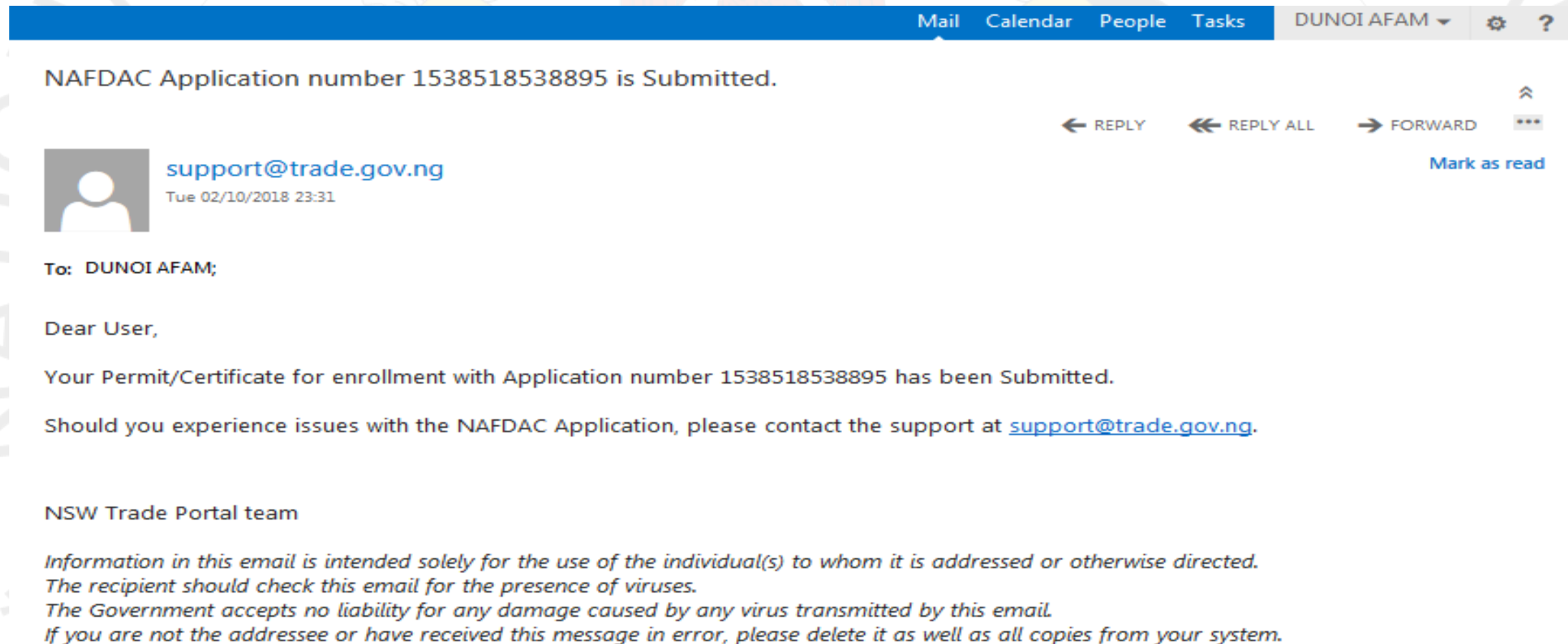
The screenshot displays the NAFDAC e-License application interface. A modal window is open in the center, displaying the message: "Application has been Submitted successfully". Below the message, the following details are listed:

Certificate Type	8504
Request Number	PE-8504201800017
Request Date	02-10-2018

An "Ok" button is located at the bottom right of the modal. The background interface shows the "NAFDAC e-License - View Application" page for "INTERNATIONAL STARCHEM INDUSTRIES LIMITED". The left sidebar contains navigation options: "e-License Operations", "New", "Permit / Certificate Enrolment", and a search bar. The main content area includes tabs for "Header", "Names & Parties", and "Product Information". Below the tabs, there are sections for "Applicants Type", "Certificate", and "Product Type". At the bottom, there is a table with application details:

Trade Type	IMPORT
Application Number	1538518538895
Previous Certificate/Permit Number	153143
Request Number	PE-8504201800017
Request Date	02/10/2018
NAFDAC Registration Number	
Approval Date	

An email notification is immediately sent to your registered email address



**Support information tab** provides a general status of application. **Application Progress Indicator**- shows the current status of your application at NAFDAC.

The screenshot displays the NAFDAC e-License application interface. At the top, a navigation bar includes links for Agencies, Consignment, Quick links, Support, and Downloads. Below this, a breadcrumb trail shows 'Home > e-License' and the version '1.7.0'. The main content area is titled 'NAFDAC e-License - View Application' for 'INTERNATIONAL STARCHEM INDUSTRIES LIMITED'. It features an 'Export XML' button and a 'Close' button. A tabbed interface below the title bar includes 'Header', 'Names & Parties', 'Product', 'Transport', 'Items', 'Attachments', 'Fees', and 'Support Information' (which is highlighted with a red box). The 'Support Information' tab displays the 'Application Progress Indicator'. This indicator shows a progress bar with five stages: 'Account' (green), 'Documentation' (green), 'Inspection' (green), 'Vetting' (grey), and 'Approval' (grey). Below the progress bar, a legend explains the background colors: Orange for 'inprogress', Yellow for 'Queried status', and Green for 'completed the process'. The application details show the owner as 'NFC-Trader\_2', the status as 'Endorsed', and the date as '02/10/2018'. A log entry at the bottom states: '[11:31:01] NFC-Trader\_2 : Committed Submit operation . New Status of document is Endorsed'.

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License Version: 1.7.0

e-License Operations

New

Permit / Certificate Enrolment

Search

NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

Export XML Close

Header Names & Parties Product Transport Items Attachments Fees Support Information

**Application Progress Indicator**

Account Documentation Inspection Vetting Approval

Process background color legend:

Orange - application is inprogress, Yellow - application is in Queried status, Green - application has completed the process

Owner NFC-Trader\_2

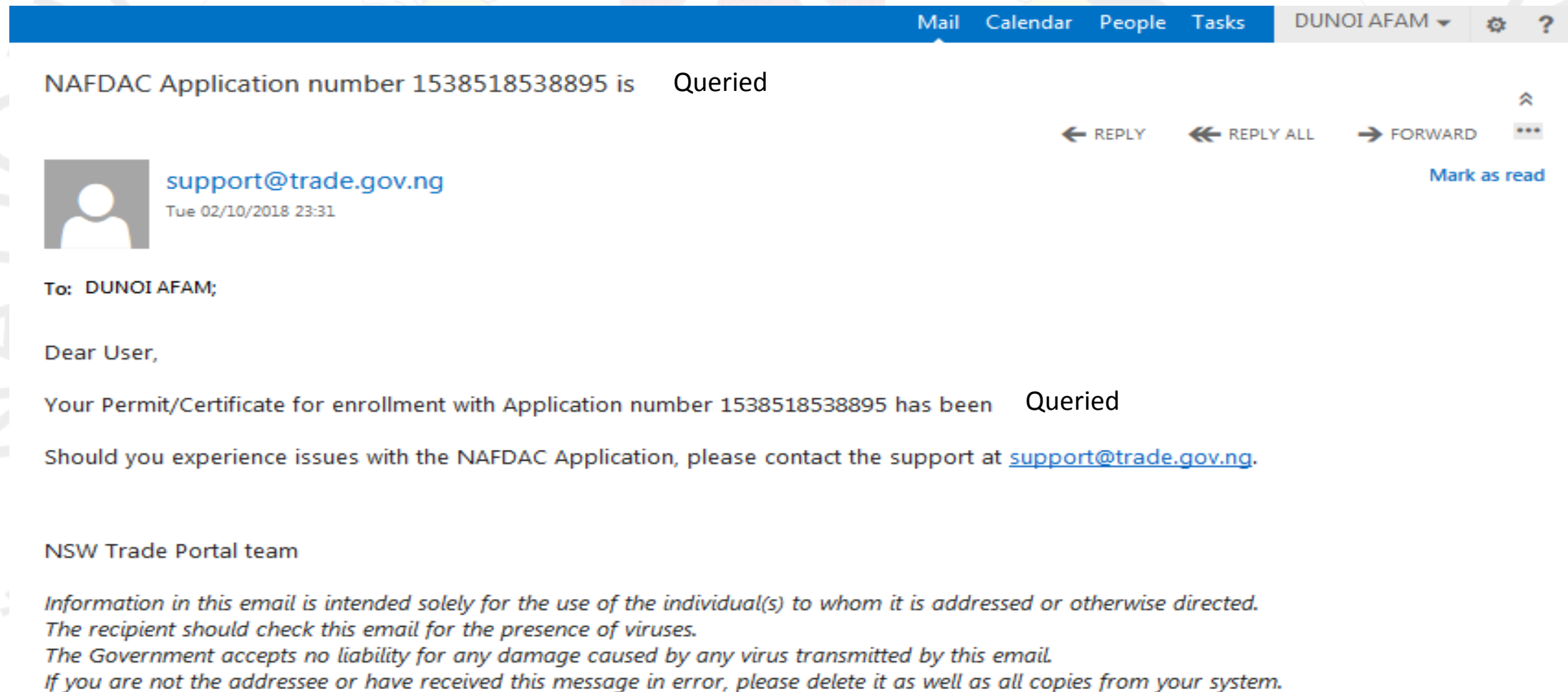
Status Endorsed

02/10/2018

[11:31:01] NFC-Trader\_2 : Committed Submit operation . New Status of document is Endorsed

Home | FAQ | Contact Site Administrator

Where there is a query on an application, an email notification is immediately sent to your registered email address



To search for queried application, click the '*Search*' button

Search for e-License

Status	<input type="text" value="ALL"/>			
Division Status	<input type="text" value="ALL"/>			
Certificate	<input type="text" value="SUGGEST"/>			
Product Type	<input type="text"/>			
Application Number	<input type="text"/>			
Request Number	<input type="text"/>	Request Date	<input type="text"/>	<input type="text"/>
Approval Reference	<input type="text"/>	Approval Date	<input type="text"/>	<input type="text"/>
Company TIN	<input type="text" value="SUGGEST (MIN 2)"/>	Commodity Code	<input type="text"/>	<input type="text"/>
Flow	<input type="text" value="ALL"/>			
Officer	<input type="text"/>			
Directorate	<input type="text" value="SUGGEST"/>			
Division	<input type="text" value="ALL"/>			
Renewal	<input type="checkbox"/>			
Additional Quantity	<input type="checkbox"/>			

Legend: ■ Renewal ■ Additional Quantities ■ Queried ■ Returned by Director

Status of applications appear on table, click to view and edit where necessary

Request Number  Request Date

Approval Reference  Approval Date

Company TIN  Commodity Code

Flow

Officer

Directorate

Division

Renewal ☐

Additional Quantity ☐

Legend: ■ Renewal ■ Additional Quantities ■ Queried ■ Returned by Director

Loaded 10 document(s) of 819

	Status	Division	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division	Officer
	Partially ...	Endorsed	8504	Super...	1538518538895	PE-85042018...	02/10/2018			00029701-...	R&R	R&R_DO_...	
	Partially ...	Validated	8101		1538061749352	8101201800005	27/09/2018			00029701-...	CER	CER_INS	
	Approved	Approved	8504	Super...	1538046813015	PE-85042018...	27/09/2018			00029701-...	R&R		
	Partially ...	Vetted	8401		1538044457916	PE-84012018...	27/09/2018			00029701-...	PID	PID_DO_VO	
	Requested		8301		1537887030293	8301201800011	26/09/2018	2018000046	25/09/2018	00029701-...	NCS	NCS_DC	
	Partially ...	Endorsed	8203		1537882795972	8203201800022	27/09/2018	2018000047	26/09/2018	00029701-...	VMAP	VMAP_AF...	
	Requested		8105		1537882791776	8105201800025	28/09/2018	2018000048	27/09/2018	00029701-...	CER	CER_DC	
	Requested	Requested	8304		1537882783315	8304201800022	25/09/2018			00029701-...	NCS	NCS_DC	
	Queried		8404		1537880672769	PE-84042018...	25/09/2018			00029701-...	PID	PID_DO_VO	
	Queried		8304		1537880389019	8304201800021	24/09/2018			00029701-...	NCS	NCS_DC	



Click '*Support information*' tab for Query requirement

e-License Operations

New

Permit / Certificate Enrolment

Q Search

### NAFDAC e-License - Edit Application

Export XML

Update Cancel Submit Close

Header Names & Parties Product Transport Items Attachments Fees **Support Information**

#### Application Progress Indicator

Account Documentation Inspection **Vetting** Approval

Process background color legend:  
Orange - application is inprogress, Yellow - application is in Queried status, Green - application has completed the process

Owner WF-jcirujales-trader

Status Queried

25/09/2018

[02:07:27] WF-jcirujales-trader : Committed Submit operation . New Status of document is Endorsed

[02:10:18] \*\*\*\*\* : CD Message: for trader's deletion

[02:10:18] \*\*\*\*\* : Committed CD operation . New Status of document is Queried

[02:14:16] WF-jcirujales-trader : Committed Update operation . New Status of document is Queried

[02:14:52] WF-jcirujales-trader : Message: deleted item(s) 2309901000, 2309901000, 2309901000, 2309901000, 2309901000, 2309901000

[02:14:52] WF-jcirujales-trader : Committed Submit operation . New Status of document is Endorsed

[03:01:49] \*\*\*\*\* : CD Message: for trader

[03:01:49] \*\*\*\*\* : Committed CD operation . New Status of document is Queried

Respond to Query by either editing or deleting where applicable

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > e-License Version: 1.7.0

e-License Operations

New

Permit / Certificate Enrolment

Search

### NAFDAC e-License - Edit Application

[Export XML](#) [Update](#) [Cancel](#) [Submit](#) [Close](#)

Header Names & Parties Product Transport **Items** Attachments Fees Support Information

List of Items

[Search Commodity](#)

[Export XLS](#)

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
13	2309901000	Broiler Pre-starter Concentrate Feed ...		KG	7,000			
	2309901000	Broiler Starter Concentrate Feed 2%		KG	14,000			
	2309901000	Broiler Finisher Concentrate feed 2%		KG	14,000			
	2309901000	Chick Layer Concentrate feed 2%		KG	14,000			
	2309901000	Grower Layer Concentrate feed 2%		LO	30,000			
	2309901000	Layer Concentrate Feed 2%		KG	100,000			
	2836300000	SODA BI-CARBONATE		KG	50,000			
	2309901000	Broiler Starter Vitamin TM Premix		KG	6,000			
	2309901000	Broiler Finisher Vitamin TM Premix		KG	5,000			
	2309901000	Layer Chick Vitamin TM Premix		KG	5,000			

If required to delete, Click the Delete icon, the item list would populate and then you can click the ***Delete*** button

The screenshot shows a form with several sections for data entry. The first section contains 'Production Date', 'Expiry Date', and 'Strength'. The second section contains 'Requested Quantity' (with the value '50,000.00'), 'Remaining Quantity', and 'Other Information'. The third section contains 'Assessed Quantity' and 'Other Information'. The fourth section contains 'Recommended Quantity' and 'Other Information'. The fifth section is labeled 'Reason For Deletion \*' and has a text input field. At the bottom of the form, there are two buttons: 'Delete' and 'Cancel'. The 'Delete' button is highlighted with a red rectangular box.

It is mandatory to provide reason for deletion before confirmation can be made

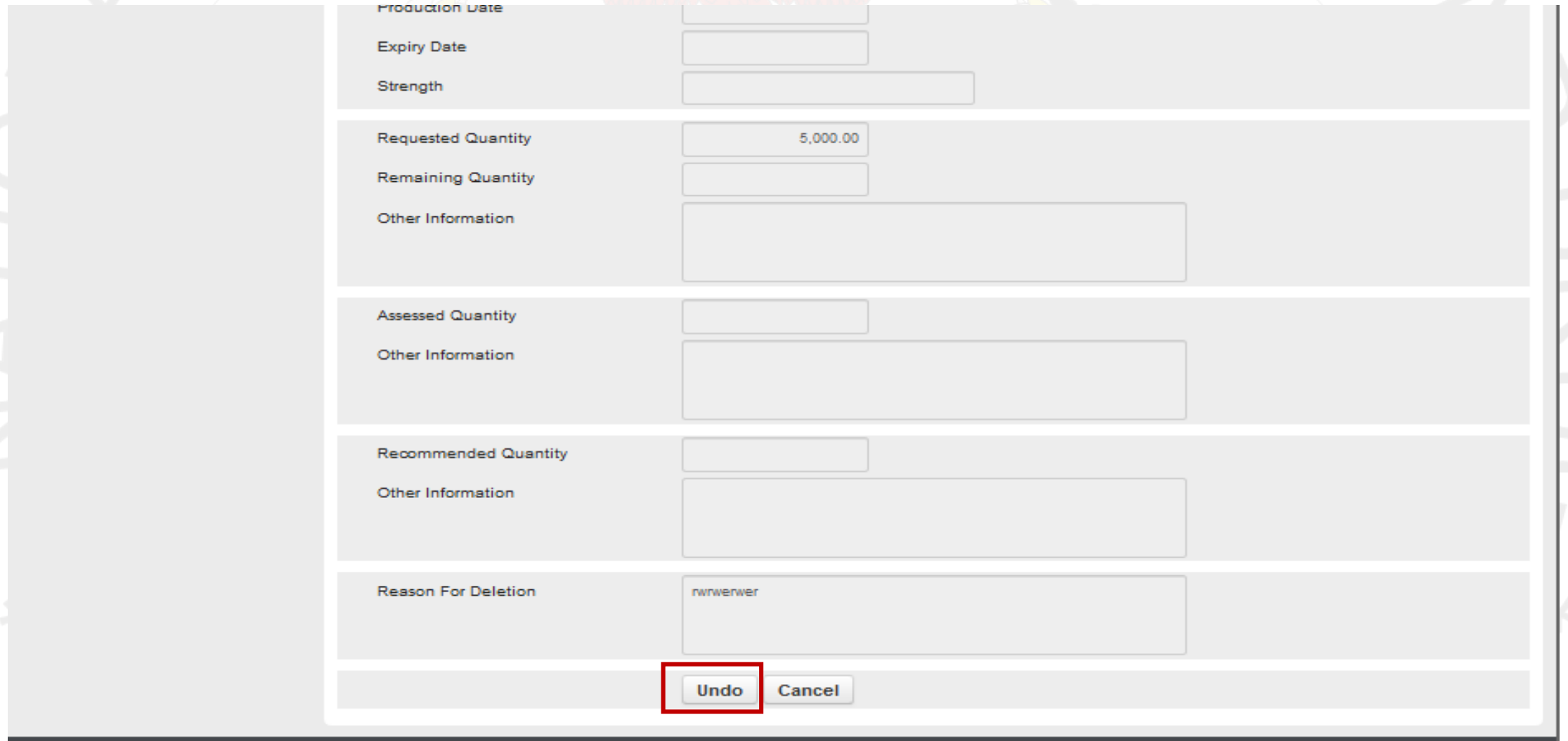
Production Date	<input type="text"/>
Expiry Date	<input type="text"/>
Strength	<input type="text"/>
Requested Quantity	<input type="text" value="50,000.00"/>
Remaining Quantity	<input type="text"/>
Other Information	<input type="text"/>
Assessed Quantity	<input type="text"/>
Other Information	<input type="text"/>
Recommended Quantity	<input type="text"/>
Other Information	<input type="text"/>
Reason For Deletion *	<input type="text"/>
<input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

You can undo delete if done in error by clicking the *'Undo'* icon

The screenshot shows the 'NAFDAC e-License - Edit Application' interface. On the left is a sidebar with 'e-License Operations' containing 'New', 'Permit / Certificate Enrolment', and a 'Search' button. The main area has a top navigation bar with 'Agencies', 'Consignment', 'Quick links', 'Support', and 'Downloads'. Below this is a breadcrumb 'Home > e-License' and a version indicator 'Version: 1.7.0'. The main title is 'NAFDAC e-License - Edit Application'. Below the title are buttons for 'Export XML', 'Update', 'Cancel', 'Submit', and 'Close'. A tabbed interface shows 'Header', 'Names & Parties', 'Product', 'Transport', 'Items' (selected), 'Attachments', 'Fees', and 'Support Information'. The 'List of Items' section includes a 'Search Commodity' input field and an 'Export XLS' button. A table with 9 columns is displayed: '#', 'Commodity Code', 'Description Commercial Goods', 'Country of Origin', 'Unit Of Measurement', 'Requested Quantity', 'Assessed Quantity', 'Recommended Quantity', and 'Remaining Quantity'. The table contains 13 rows of data. To the left of the table is a vertical column of icons for actions: eye, eye with slash, pencil, trash, and undo/redo. A red arrow points to the undo/redo icon for the 13th row.

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
13	2309901000	Broiler Pre-starter Concentrate Feed ...		KG	7,000			
	2309901000	Broiler Starter Concentrate Feed 2%		KG	14,000			
	2309901000	Broiler Finisher Concentrate feed 2%		KG	14,000			
	2309901000	Chick Layer Concentrate feed 2%		KG	14,000			
	2309901000	Grower Layer Concentrate feed 2%		LO	30,000			
	2309901000	Layer Concentrate Feed 2%		KG	100,000			
1	2836300000	SODA BI-CARBONATE		KG	50,000			
2	2309901000	Broiler Starter Vitamin TM Premix		KG	6,000			
	2309901000	Broiler Finisher Vitamin TM Premix		KG	5,000			
	2309901000	Layer Chick Vitamin TM Premix		KG	5,000			

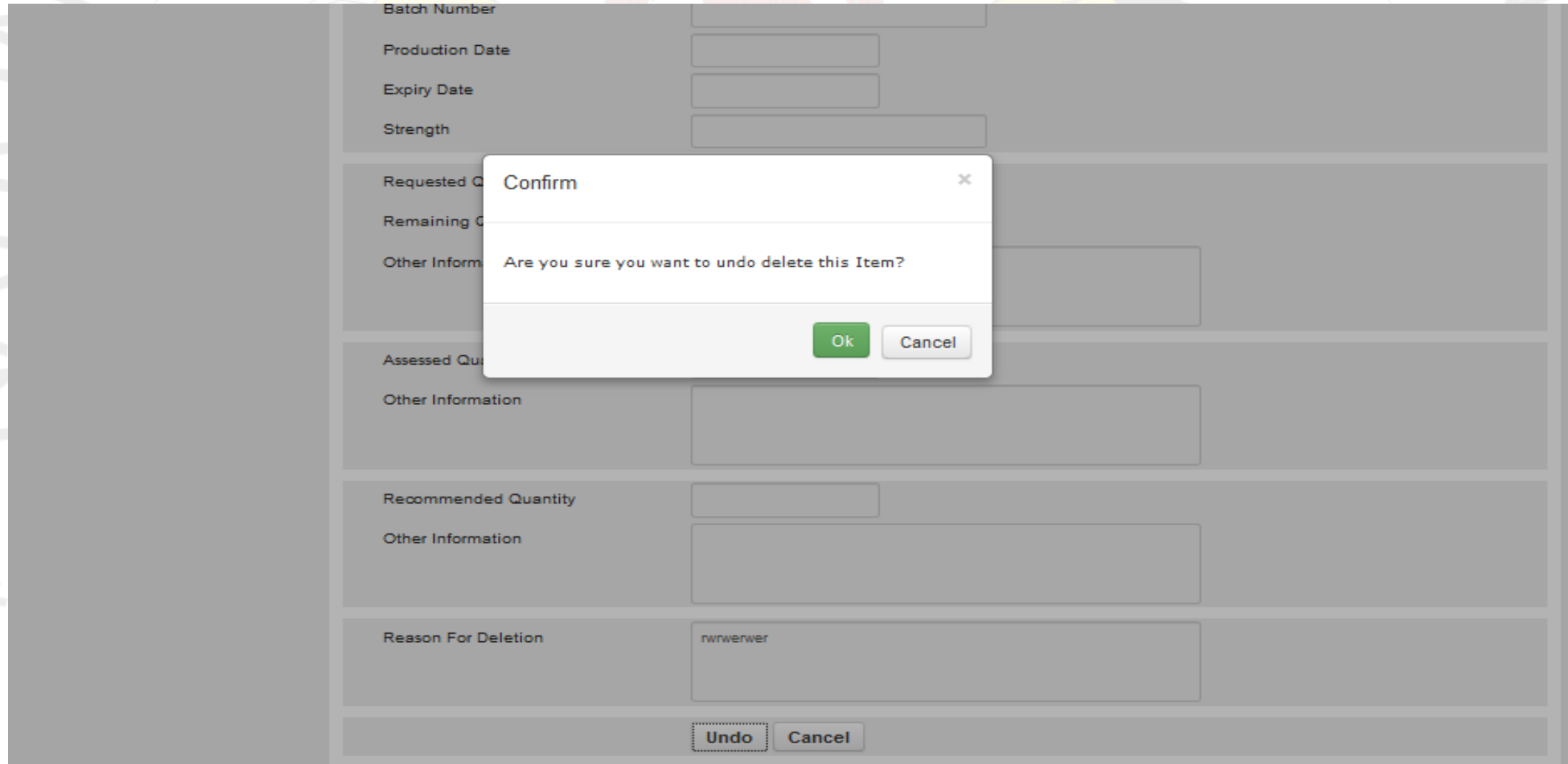
The Item details is opened for you to further undo delete by clicking the ***‘Undo’*** button



The screenshot shows a web application interface for item details. It features a sidebar on the left and a main form area on the right. The form is divided into several sections, each with a label and input fields. The 'Undo' button at the bottom is highlighted with a red rectangle.

Production Date	<input type="text"/>
Expiry Date	<input type="text"/>
Strength	<input type="text"/>
Requested Quantity	<input type="text" value="5,000.00"/>
Remaining Quantity	<input type="text"/>
Other Information	<input type="text"/>
Assessed Quantity	<input type="text"/>
Other Information	<input type="text"/>
Recommended Quantity	<input type="text"/>
Other Information	<input type="text"/>
Reason For Deletion	<input type="text" value="nrwrwer"/>
<div><span>Undo</span> <span>Cancel</span></div>	

Confirmation message will be displayed *“Are you sure you want to undo delete this item?”*. Click on **Ok** button to confirm operation.



The screenshot displays a software interface with a form and a modal dialog box. The form in the background contains several input fields: 'Batch Number', 'Production Date', 'Expiry Date', 'Strength', 'Requested Quantity', 'Remaining Quantity', 'Other Information', 'Assessed Quantity', 'Recommended Quantity', and 'Reason For Deletion'. The 'Reason For Deletion' field contains the text 'rwrwer'. At the bottom of the form are 'Undo' and 'Cancel' buttons. A white modal dialog box titled 'Confirm' is centered over the form. It contains the text 'Are you sure you want to undo delete this Item?' and has 'Ok' and 'Cancel' buttons at the bottom.



Where ***‘Update’*** button is clicked, Confirmation message will be displayed ***“Are you sure you want to update this application?”***. Click on ***Yes*** button to confirm operation.

The screenshot displays the NAFDAC e-License application interface. At the top, the header includes the Federal Government of Nigeria logo, the text "FEDERAL GOVERNMENT OF NIGERIA single window for trade", a "TEST ENVIRONMENT" badge, and navigation links for "e-Government Services" and "Trader NFC". Below the header, there are tabs for "Agencies", "Consignment", "Quick links", "Support", and "Downloads". The main content area is titled "NAFDAC e-License - E" and features a sidebar with "e-License Operations" (New, Permit / Certificate Enrolment, Search) and an "Export XML" button. The central form contains fields for "Item No", "Commodity Code" (2309901000), "Commodity Description" (Preparations containing added vitamins), "Name of Item as it would appear on Permit/Certificate" (Broiler Finisher Vitamin TM Premix), "Country of Origin" (SUGGEST (MIN 2)), and "Manufacturers name and Address". A confirmation dialog box is overlaid on the form, asking "Are you sure you want to Update this application?" with "Yes" and "No" buttons. The dialog box also has a close button (X) in the top right corner.

Notification message will be displayed: *'Application has been updated successfully'* with Request number.

The screenshot displays the NAFDAC e-License application interface. At the top, the header includes the Federal Government of Nigeria logo, the text 'single window for trade', and a 'TEST ENVIRONMENT' badge. Navigation links for Agencies, Consignment, Quick links, Support, and Downloads are present. The main content area is titled 'NAFDAC e-License - View Application' for 'INTERNATIONAL STACHEM INDUSTRIES LIMITED'. A modal dialog box is centered on the screen, displaying the message 'Application has been Updated successfully'. The dialog also shows the following details:

Certificate Type	8404
Request Number	PE-8404201800011
Request Date	25-09-2018

The background interface includes a sidebar with 'e-License Operations' (New, Permit / Certificate Enrolment, Search) and a main form with tabs for Header, Names & Parties, and Product Information. The form contains fields for Applicants Type, Certificate, Product Type, Trade Type (IMPORT), Application Number (1537880672769), Previous Certificate/Permit Number (152540), Request Number (PE-8404201800011), and Request Date (25/09/2018).

Upon approval of Certificate/permit, A '*Print view*'

### NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

[Export XML](#) [Print View](#) [Close](#)

Header

Names & Parties

Product

Transport

Items

Attachments

Fees

Support Information

Applicants Type	Supermarket/Restaurant Operator	?
Certificate	8504	Registration and Regulatory Affairs: Global Listing License for Supermarket
Product Type	Supermarket/Restaurant Products	DO: Director's Office
Trade Type	IMPORT	
Application Number	1538046813015	
Previous Certificate/Permit Number	152991	
Request Number	PE-8504201800016	
Request Date	27/09/2018	
NAFDAC Registration Number		
Approval Date		

## Open and View your certificate/permit

