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

Veterinary Medicines & Allied Products Directorate (VMAP)

GUIDELINES FOR ISSUANCE OF PERMIT TO IMPORT FEED SUPPLEMENTS, FEED CONCENTRATES, FEED ADDITIVES, PREMIXES, FISH MEAL (NEW APPLICANT)

1. General

1.1. These Guidelines are for the interest of the general public, and in particular manufacturers and importers of Feed supplements, Feed concentrates, Feed additives, premixes and Fish meal in Nigeria.

1.2. It is necessary to emphasis that no importation shall be made by any importer of Feed supplements, Feed concentrates, Feed additives, premixes and Fish meal without obtaining Import Permit from the Agency in accordance with the provisions of NAFDAC Act CAP N1 (LFN) 2004, other related Legislations and the accompanying Guidelines.

1.3. No company is allowed to Import bulk Feed supplements, Feed concentrates, Feed additives, premixes and Fish meal without due authorization.

Step I

2. Application

2.1. Client should visit the National Single Window Portal (https://nsw.gov.ng/) to create an Account, obtain login details and provide necessary company information.

2.2. The following documents are to be uploaded and submitted on the website indicated above;

2.2.1. An application for Import Permit of Feed supplements, Feed concentrates, Feed additives, premixes and Fish meal shall be made by the importer on the company's letter head and addressed to Director-General (NAFDAC), ATTENTION: The Director, Veterinary Medicines & Allied Products Directorate (VMAP), 3rd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way, Isolo, Lagos State.

The application shall indicate names of items, quantities in metric tonnes/litres, the uses of the intended items and must be signed by the Managing Director (MD) or the Technical Officer.

2.2.2. Evidence of Business Incorporation. For Micro, Small and Medium Enterprises (MSMEs); evidence of Business name.

2.2.3. Evidence of Certified True Copy of Memorandum and Articles of Association (where applicable)

2.2.4. Evidence of Tax Clearance Certificate.

2.2.5. Evidence of Certified True Copy of Particulars of Directors-Form C07

2.2.6. Evidence of NAFDAC Registration Licence (Manufacturers only, where applicable).

2.2.7. Material Safety Data Sheet (MSDS) of each item from the Manufacturer

2.2.8. Appointment and acceptance letters of the technical officer including all credentials (Degree, NYSC certificates, etc.). The technical officer should have scientific background with minimum of Ordinary National Diploma; OND or its equivalent.

2.2.9. Technical Officer's recent Passport photograph.

2.2.10. Local Purchase Order (LPO) (where applicable).

2.2.11. A list in tabular form containing names of chemicals with compositions in bracket, Commodity Codes/Harmonized System (HS) Codes, and quantities requested (to be filled online).

Step II

3. Processing of Permit

3.1. Companies can view the progress of their application on the support information tab on applicant's portal.

3.2. Upon successful submission of application on the website, an auto generated response is sent to the company's registered email and telephone number.

3.3. A check on all documents submitted is carried out.

3.4. The company is scheduled for inspection; an email which includes information on payment of inspection and application fees is sent to the company and is required to:

3.4.1. Visit www.remita.net to generate Remita invoice and print out a copy of the invoice.

3.4.2. Pay direct online or any nearest commercial bank for payment.

3.4.3. Visit NAFDAC Accounts department to collect receipt of payment and input payment in to the portal.

3.5. Upon satisfactory vetting of all documents submitted, an email which includes information on payment is sent to the company.

3.6. The company is then required to visit:

3.6.1. www.remita.net to generate Remita invoice and print out a copy of the invoice.

3.6.2. any nearest commercial bank for payment or pay with card.
NAFDAC Accounts Office to collect receipt of payment and input payment in to the portal.

Step III

4. Issuance of Permit

4.1. Once the Permit is approved, the applicant is notified via email. The applicant may log-on to the National Single Window Portal (https://nsw.gov.ng/) .to download and print the Permit.

5. Labelling Information

5.1. Product label shall comply with the Agency's Labelling Regulations and any other relevant Regulations.

5.1.1. The labelling requirements include:
5.1.2. Name of product.
5.1.3. Composition of active ingredient
5.1.4. Full name and location address of manufacturer/importer
5.1.5. Batch number.
5.1.6. Manufacturing date.
5.1.7. Expiry date.
5.1.8. Net weight.
5.1.9. Storage conditions.

6. Tariff

6.1. Please refer to tariff section.

7. Note

7.1. Company may be requested to present their original documents listed above for sighting (when required)

7.2. Evaluation of the utilization of the previously issued permit shall be carried out periodically before issuance of new permit after paying the required re-inspection fee.

7.3. The technical officer is responsible for processing the Permit to Import bulk Feed supplements, Feed concentrates, Feed additives, premixes and Fish meal.

7.4. Applicants must have a warehouse, which shall be inspected for adequacy and suitability for the storage of products.

7.5. Warehouses located in residential buildings will not be approved for use.

7.6. The Agency should be notified of any change in location address of company, warehouse address, GSM number, or appointment of a new Technical officer. The appointment and acceptance letters, credentials and recent Passport photograph of the new technical officer

should be submitted to Liaison Officer to the Director; LOD (VMAP).

7.7. Companies manufacturing NAFDAC- regulated product using any of the imported Feed supplements, Feed concentrates, Feed additives, premixes and Fish meal shall submit evidence of registration of all their products with NAFDAC or evidence of production approval (if new manufacturer).

7.8. The MSDS shall have the following sub-headings:

7.8.1. Identification of product and the company

7.8.2. Composition and information on ingredients

7.8.3. Hazardous identification

7.8.4. First aid measures

7.8.5. Firefighting measures

7.8.6. Accidental release measures

7.8.7. Handling and storage

7.8.8. Exposure control/ personal protection measures

7.8.9. Physical and chemical properties

7.8.10. Stability and reactivity

7.8.11. Toxicological information

7.8.12. Ecological information

7.8.13. Disposal consideration

7.8.14. Health Hazard Data

7.8.15. Spills or Leak Procedures

7.8.16. Transport information

7.9. Applicants are to commence the submission of application for renewal of Permit from 1st November every year.

7.10. A processing period (Timeline) of fifteen (15) working days should be allowed from the time of submission of a complete application. Note that the timeline for processing is suspended when there is a Compliance Directive and resumes when applicant complies and communicates compliance to the Agency.

All correspondence should be addressed to:

Director-General (NAFDAC)
Attn: The Director
Veterinary Medicine and Allied Product Directorate (VMAP), NAFDAC,
3rd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos State.
NAFDAC website: www.nafdac.gov.ng
E-mail address: vmap@nafdac.gov.ng
Telephone Number: 01-4609756

All submissions should be made at the Office of the Director, VMAP, 3rd Floor, NAFDAC Office Complex, Isolo Industrial Estate, Oshodi-Apapa Express Way Isolo, Lagos or the nearest NAFDAC Office (outside Lagos).