

NAFDAC PROCEDURE AND REQUIREMENTS FOR REGISTRATION OF MSME PRODUCTS (MICRO / COTTAGE / KITCHEN SCALE)

Step 1: Go online to: <https://www.nafdac.gov.ng/our-services/msme/> micro or small scale enterprises environment and click e-Registration for Registration form and Guidelines.

The applicant can also pick up Registration and guidelines from all NAFDAC State offices across the country.

Step 2: Submission of documents (micro scale enterprises)

Submission of the fully completed registration form. This should be accompanied with the following documents:

1. Evidence of Registration with Cooperate Affairs Commission (CAC)
2. (Business Name and/ or incorporation)
3. Site use Agreement (Where applicable)
4. Evidence of Trademark approval we advise that you get this document as it helps
5. To protect the product brand /or business name.
6. One vetting Sample and three labels
7. Fumigation certificate
8. Copy of Receipt of Payment for production registration
9. Food handlers certificate / medical fitness certificate for production staff, this should include the following: Sputum test, stool test, Urinary test, Widal test, Hepatitis B test.

Procedure for Payment:

1. Applicants should be given payment advice first, before using the remita site to generate remita invoice.
2. Before the documents are submitted, NAFDAC desk officer reviews the application letter to determine the type and number of products and then issues payment advice accordingly.
3. OR visit www.remita.net to generate Remita invoice and print out a copy of the invoice and make payment through any commercial bank.
4. Visit NAFDAC Accounts department to collect receipt of payment
5. Attach photocopy of the receipt of payment as indicated above and submit the application.

Step 3: Inspection Booking

- In booking for your facility inspection you are given the privilege to pick a most convenient date for your inspection.

Step 4: Sampling products

- Samples of products are collected during facility inspection and sent to the laboratory for analysis.

**Note: samples are taken when GMP/GHP is satisfactory.*

Steps Product Approval

- The products are scheduled for approval upon satisfactory Good Manufacturing Practice(GMP) and laboratory report.

Step 6: Collection of Certificate

- Company is notified to collect their certificate

***TIMELINE:** The timeline for the achievement of step 1 to step6 is ninety (90) working days.

REQUIREMENT FOR PRODUCT LABEL & ARTWORK

1. Labeling must be in English Language and should contain the following:
2. Name of Product
3. Net Weight/Volume
4. BatchNumber
5. Manufacturing Date
6. BestBefore Date
7. Provision for NAFDAC Reg No.
8. Allergy caution where necessary
9. Dispose properly sign
10. Storage condition
11. List of ingredients
12. Manufacturer's name and address
13. Directions for use