

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC), CHEMICAL IMPORT CONTROL SECTION, MEDICAL STORES COMPOUND, P.M.B. 1016, OSHODI-LAGOS

GUIDELINES ON REQUIREMENT FOR OBTAINING PERMIT TO IMPORT INDUSTRIAL, LABORATORY AND AGRICULTURAL CHEMICALS

1. The following are required from each fresh application:
 - a) Application letter addressed to the Director-General, National Agency for Food and Drug Administration and Control (NAFDAC), indicating the list of chemicals, the quantities required and the uses for which the chemicals are intended.
 - b) One photocopy of Certificate of Incorporation and Original for sighting.
 - c) Certified True Copy of Memorandum of Articles of Association and Original for sighting.
 - d) One photocopy of current Tax Clearance Certificate and Originals for sighting.
 - e) One Certified True Copy of Particulars of Directors – Form CO7/Business Permit where applicable and Originals for sighting.
 - f) One photocopy of used permit showing returns of what was imported in the previous year. For only renewals (not required in case of initial application)
 - g) Materials Safety Data Sheet (MSDS) for each chemical from the overseas manufacturer. It is to be emphasized that specific chemical names or physical description of the chemicals, e.g. use of such general description foaming agent, low density chemicals, industrial gases, water softeners etc will not be accepted.
 - h) Application Form duly completed and signed by the Managing Director or the Technical Officer shall be collected by the agency.
 - i) Employ a Technical Staff with a minimum of Ordinary National Diploma (OND) qualification in any of the Sciences and submit the appointment letter credentials of the technical person.
 - j) Submit a diskette containing chemicals and quantities requested in Microsoft Excel format.

2. APPLICANTS ARE TO NOTE THAT:

- a) A non-refundable processing fee of One Thousand Fifty Naira (N1,050.00), Inspection Fee of N5,250.00, initial application fee of N500.00 will be paid when application is submitted. One approval, Permit/License fee of Ten Thousand Five Hundred Naira (N10, 500.00) shall be paid.
- b) A processing period of two to four weeks should be allowed between the time of submission of application and expected time of collection.
- c) It has become necessary to disallow Clearing Agents from processing application on behalf of importing companies/establishment. Such transactions are to be undertaken by technical officers or other persons with scientific background who will be in a position to understand, explain and discuss the exact chemical nature and use of the items for which application is submitted.
- d) The permit granted is an authorization for the applicant to import and should therefore be obtained before and order is placed for the industrial or laboratory or agricultural chemicals. One Hundred items are allowed on each permit.
- e) All fees are to be paid by Bank Draft made payable to National Agency for Food and Drug Administration and Control (NAFDAC).
- f) Companies applying for chemicals whose use requires approval from other government regulatory authorities, should attach such letter of approval. E.g. chemicals used for explosives, Oil Servicing Companies, Companies using radioactive substances, etc.
- g) Applicants should have a warehouse, which shall be inspected for adequacy and appropriateness for the storage of chemicals. Warehouses located in residential buildings are not accepted. For rented warehouses, evidence of payment of rent for a minimum of 1 year or certificate of ownership in case of companies using their own warehouses, must be submitted. The following safety aids should be available in the warehouse:- Fire Extinguishers, nose masks, hand gloves, eye goggles, overalls, safety boots, pallets, source of running water and first aid box.
- h) Companies manufacturing NAFDAC regulated products must submit evidence of registrations of all their products with NAFDAC or evidence of pre-production approval (if new manufacturer).

3. CONSUMABLE CHEMICAL PRODUCTS:

Companies importing consumable chemical products that do not undergo further processing (Break Fluid, Car care products, paints, sealants etc) shall submit certificate of manufacture and free sale from the manufacturers issued by the regulatory authority in the country of origin.