

PRESENTATION ON THE ROLE OF NAFDAC IN PROMOTING NON – OIL EXPORTS

BY

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INTRODUCTION

NAFDAC has put in place improved systems for the processing of export of NAFDAC regulated products in line with the

- ✓ Federal Government policy on diversification of the economy through the Non-oil export sector.
- ✓ Policy initiative on the Presidential Enabling Business Executive Council (PEBEC).
- ✓ The Director General's drive towards improving efficiency and quality of services through customer focused activities.



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NAFDAC MANDATE

NAFDAC draws her powers from NAFDAC Act as described in sections 5e and 5g of the NAFDAC Act.

5e) compile standard specifications and guidelines for the production, importation, **exportation**, sale and distribution of food, drugs, cosmetics, medical devices, bottled water and chemicals;

5g) control the **exportation** and issue quality certification of food, drugs, cosmetics, medical devices, bottled water and chemicals intended for **export**.



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NAFDAC MANDATE (Contd)

NAFDAC also draws her powers from "The Food, Drugs & related products Acts Cap F33 LFN 2004" stipulates that:

"No Processed Food, Drug, Drug Product, Cosmetic, Medical Device or Water shall be Manufactured, Imported, Exported, Advertised, Sold or Distributed in Nigeria unless it has been Registered in accordance with the Provision of this Decree or Regulations made under it"



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NAFDAC MANDATE (Contd)

NAFDAC functions also include

- To control the export of food, drugs cosmetics, medical devices, and chemicals and issue quality certification of the above products for **export**.
- Duties also include compilation of guidelines & regulation for importation/**exportation** of regulated products.
- Sampling of relevant products for laboratory analysis before final release.



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PRODUCTS FOR EXPORT

NAFDAC controls the **Exportation** of the products covered by its enabling Laws at the Ports and Land borders. These include:

- Food (Processed and Semi-processed)
- Pharmaceuticals (Drugs/pharmaceutical raw materials)
- Cosmetics/Household item/products
- Medical Devices
- Chemicals.



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REQUIREMENTS FOR EXPORT OF NAFDAC REGULATED PRODUCTS

S/N	PROCESS	TIMELINE
1	Assessment of Documents & vetting of Sample	one working day
2	Request for Physical Inspection	Within 48hours of application
3	Perishable products	ASAP
4	Warehouse Inspection	5 working days
5	Laboratory Analysis	2 weeks
6	Issuance of Export Certificate for Registered Products	Maximum of Five working days from the date of submission
7	Issuance of Health Certificate after receiving Satisfactory Report of Inspection and Laboratory Analysis	2 days maximum
	Total Number of Working Days	28 Working Days or 6 Weeks



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COMMON MISTAKES

- **Hurried exports without proper documentation**
- **Poor Planning**
- **Poor Agricultural, hygienic, handling and storage practices**
- **Export of NAFDAC regulated products without recourse to NAFDAC which has led to rejections in importing countries**
- **Use of inexperienced and non-compliant clearing agents**



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GUIDELINES FOR REGISTRATION OF MSME
(MICRO / COTTAGE / KITCHEN SCALE)
REGULATED PRODUCTS



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SOME OF NAFDAC/MSME REGULATED PRODUCTS

Chin-chin, Groundnut, Honey, Palm oil, Chips, Flour, Seasoning, Dried fish, Popcorn, Shea butter, Liquid detergent, Coconut oil, Petroleum Jelly, Laundry Starch, Bread & Water. etc



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SOME OF NAFDAC/MSME REGULATED PRODUCTS (Contd.)



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WHAT DO WE MEAN BY MSME PRODUCTS

MSME; stands for micro small and medium enterprises.

- They are small business sized entities.
- It is a business which can be managed by one or two person partners, private or public limited companies.
- Micro Enterprise is a business that has the potential to reduce the level of unemployment in a country where they are encouraged.

CATEGORY AND DESCRIPTION OF MSMEs

SN	DESCRIPTION	ME (MICRO ENTERPRISE)	SME (SMALL/MEDIUM ENTERPRISE)
1	Number Of Personnel	1-5	Six (6) and above
2	Space	The production area can be one standard room or kitchen scale	The production area is a purpose built facility in a residential or industrial area
3	Cluster / Facility	Shared facility for production with similar products	Contract Manufacturing Agreement
4	Tariff	Fifty percent (50%) discount applied	Regular tariff
5	Trade Mark	Optional	Compulsory
6	Registration Time-line	90 working days	90-120 Working days



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NAFDAC PROCEDURE FOR REGISTRATION OF MSME PRODUCTS

Step 1: Go online to <https://www.nafdac.gov.ng> and go straight to 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 NAFDAC State offices in the country.

Step 2: Submission of documents

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

- Submit evidence of Registration with Cooperate Affairs Commission (CAC) (Business Name and Incorporation)
- Site use Agreement (Where applicable)
- Evidence of Trademark approval we advise that you get this document as it helps to protect the product/or business name.
- One Sample and three labels
- Fumigation certificate
- Copy of Receipt of Payment for Production Inspection, Laboratory Analysis and Product
- 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.



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NAFDAC PROCEDURE FOR REGISTRATION OF MSME PRODUCTS..... Cont'd

Procedure for Payment.

Applicants should be given payment advice first, before using the remita site to generate remita invoice. 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.

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

- make payment through any commercial bank.
- Visit NAFDAC Accounts department to collect receipt of payment

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.

Step 5: Product Approval

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



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NAFDAC PROCEDURE FOR REGISTRATION OF MSME PRODUCTS..... Cont'd

Step 6: Collection of Certificate

Company is notified to collect their certificate

TIMELINE: The timeline for the achievement of step 1 to step 6 is ninety (90) working days.

REQUIREMENT FOR PRODUCT LABEL & ARTWORK

Labeling must be in English Language and should contain the following:

- Name of Product
- Net Weight/ Volume
- Batch Number
- Manufacturing Date
- Best Before Date
- Provision for NAFDAC Reg No.
- Allergy caution where necessary
- Dispose properly Sign
- Storage condition



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NAFDAC REQUIREMENTS FOR REGISTRATION OF PRODUCT CONTINUED (MICRO, COTTAGE/KITCHEN SCALE)

- List of ingredients
- Manufacturers Name and Location or distributor
- Direction for Use
- Disposal Sign and Storage condition

NOTE THE FOLLOWING:

No Middleman Needed: You do not need any middle man to get NAFDAC certificate. The processes are simplified. All necessary information are readily available online.

Access to NAFDAC Offices: All NAFDAC offices are accessible and customer friendly

NAFDAC: Customer focused, Agency minded.



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All correspondence should be addressed to:

The Director General (NAFDAC)

Attn:

The Director.

1. Lagos State Office

National Agency for Food and Drug
Administration and Control

3/5 Apapa-Oshodi Expressway,

Laboratory Complex Oshodi, Lagos.

NAFDAC website: www.nafdac.gov.ng

E-mail address: lagos@nafdac.gov.ng

For further enquiry, Pls call 07065086926

2. Food Safety & Applied Nutrition (FSAN)

Plot 1, Oshodi Apapa Expressway, Lagos

Tel: 09060956907, 01-4609764

3. FCT Office

Plot 2032, Olusegun Obasanjo Way

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1. South South Office

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2. South West Office

Federal Secretariat, Jericho,

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ayinde.bolakale@nafdac.gov.ng

5. South East Office

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Independence Layout,

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3. North West Office

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4. North Central

Federal Secretariat

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abayomi.b@nafdac.gov.ng

6. North East Office

NAFDAC Lab. Complex

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Tel: +2348038525361

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Dedicated Lines for Enquiry & Complaints

For Enquiry please call: 07065086926, 08037432552

For Complaints, Please Call: 07065086926, 08037432552 or Email: lagos@nafdac.gov.ng



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NAFDAC LAGOS STATE & FCT OFFICES

Frequently Asked Question on NAFDAC MSME(Micro, Cottage/Kitchen Scale) Registration Process

QUESTIONS	ANSWERS
Must a client make use of the services of consultant on product registration	NAFDAC does not encourage the use of consultants, however the use of consultant by any client is at his/her own risk
How much does it cost to register 1 MSME(Micro, Cottage/ kitchen) product?	Currently, Micro scale food is 21,250 while Micro Scale Cosmetics is 37,000
What is a micro scale Facility?	A micro scale facility is a business enterprise with not more than five (5) employees. Its building can be purpose - built or adapted with a minimum of a designated standard room that is not open directly to any source of contamination. However, there are products exempted under this scope. These include Meat products except dried, Milk & dairy Products, Beverages, Packaged water,& Vegetables.
What is a small scale Facility?	A small scale facility is a facility with 1 to 10 employees. Its building can be purpose built or adapted. It must also have adequate space, capacity and equipment for its intended product (s) for registration.
How long does it take a product to be registered under MSME	The timeline is ninety (90) working days
What are the requirements for the registration of a product?	Trade Mark, SOPs, Product Label, Cert. of Fumigation, CAC, Food handlers test, Batch Formulation, (Trademark optional for Micro scale)



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Must a client have a Trade Mark before product registered.	NAFDAC encourages Trademark registration, however it is optional for micro scale.
Must I register my Company Name with the Cooperate Affairs Commission (C.A.C) before I can register my product with NAFDAC ?	It is mandatory for companies to register with Cooperate Affairs Commission. It shows that the business is a legal entity and is on the public register of duly registered companies.
Can I change my factory location after registration?	A company can choose to change its factory location after registration after duly notifying and getting authorization from Agency on the proposed relocation.
What is the validity period of my listing certificate?	The validity period for listing certificate is two (2) years
How many products can I register under micro scale?	Not more than five (5) products can be registered under micro scale. It is important to note that Food Allergen Sources e.g. stock fish cannot be processed in the same room alongside other non – allergen products.
Do I need NAFDAC Registration for Export	Yes NAFDAC Registration Number for regulated products is mandatory
what types of products one cannot register under Micro scale	The under listed products are exempted under micro scale enterprise: Meat and meat products (except dried), Milk and dairy products, Fish & fish products (except dried), Beverages.



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NAFDAC REFORM INITIATIVES TO SUPPORT MSME'S

NAFDAC has carried out a number of reforms to support MSME's:

- The Agency's website (www.nafdac.gov.ng) has been updated in line with transparency on the Ease of Doing Business in Nigeria.**
- A platform has been created for use of common facilities by companies with same products and limited resources can come together and use the common facilities provided products are similar.**
- Expedited product analysis for MSME's**
- MSME's Product registration is now decentralized bringing registration timeline to 60 days at the zones and 90 days for other big companies.**



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NAFDAC Reform Initiatives to support MSME's... Cont'd

- The products which are handled at the zonal level are:
- Renewal of packaged water
- Registration:
 - Dry finger foods: Chin-chin, popcorn, plantain chips etc
 - Locally grown rice products, ogbono, etc.
 - Seasoning and spices: Pepper, ginger, garlic, palm oil, honey, dried fish and dried fish products, dried meat and dried fish products.
 - Household cosmetics: Liquid hand wash, liquid soap, car wash, dish wash, petroleum jelly, etc
- Integration of electronic licenses for processing import and export transactions in the National Single Window (NSW) platform.



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CONCLUSION

NAFDAC is relentlessly working with relevant stakeholders to ensure that all NAFDAC registered products, irrespective of their origin are of good quality, wholesome, safe and efficacious.

As a Customer-Focused Agency Minded organization, NAFDAC is committed to the PEDEC policy of the federal government by ensuring that regulated packaged and prepackaged products for export (non - oil export products) are safe, of good quality and meet specified international standards.



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Thank you



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