

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL

LAGOS STATE OFFICE (LSO) DIRECTORATE.

3/5 APAPA-OSHODI EXPRESS WAY, LABORATORY COMPLEX, OSHODI, LAGOS.

GUIDELINES FOR REGISTRATION OF LOCALLY MANUFACTURED REGULATED FOOD (MSME'S)

NAFDAC/LSO/REG/01

EFFECTIVE DATE: 20/01/2019

REVIEW DATE:

GENERAL

1. These guidelines are for the interest of the public and in particular to MSME's manufacturers in Nigeria.
2. It is necessary to emphasize that no human food under MSME's should be produce in Nigeria unless the production facility and process have been inspected and been authorized for use by NAFDAC in accordance with provisions of NAFDAC ACT N1 LFN 2004 and guideline thereof.

PRODUCT REGISTRATION

1. The applicant should purchase Product Registration
<http://registartion.nafdac.gov.ng>
2. The duly completed form accompanied with the under listed documents should be submitted at LOD, Lagos State office.
 - (a) Application letter for product registration
 - (b) Photocopy of Certificate of incorporation of company in Nigeria
 - (c) Contract Manufacturing Agreement (Where applicable)
 - (d) Evidence of Trademark registration from Federal Ministry of Commerce and Industry (Where applicable)
 - (e) One product and two Labels (See page 2(3a))
 - (f) Certification of Analysis for finished product (optional for micro facility)
 - (g) Photocopy of Receipt of Payment for production Inspection, laboratory Analysis and registration License fee (Twenty-one thousand naira, ₦21000)
 - (h) Copy of Expiring Registration Certificate/License (For Renewal Application only).

NOTE: Late Renewal application of expired product(s), Registration Certificate/License will attract an administrative fine of fifty thousand naira only (50000).

3. The following documents should be submitted and made available during inspection:
 - a. PRODUCT LABEL/ART WORK (in English Language) should contain the following:-
 - i. Name of Product
 - ii. Net Weight/Volume

- iii. Batch Number
- iv. Manufacturing Date
- v. Best Before Date
- vi. Provision for NAFDAC Reg No.
- vii. List of ingredients
- viii. Manufacturer's Name and Location
- ix. Address of Manufacturer's or distributors or packer
- x. Direction for Use.
- xi. Disposal Sign
- xii. Storage condition

BREAKDOWN OF TARIFF FOR FOOD, (MSME's): BREAKDOWN OF TARIFF FOR SMALL & MEDIUM INDUSTRIES

Laboratory Analysis: ₦10,000 + 5% VAT
 Inspection: ₦ 5,000 5% VAT
 LISTING: ₦ 5,000 + 5% VAT
 Registration Form ₦ 250

Total: 21,250. For Micro Industries

Laboratory Analysis: ₦20,000 + 5% VAT
 Inspection: ₦ 10,000 + 5% VAT
 Reg/Listing Cert ₦ 10,000 + 5% VAT
 Registration Form ₦ 250

Total: ₦ 42,250. For Small/Medium Ind.

All correspondence in respect of Registration should be addressed to:

**The Director General,
 Attn.
 Director
 Lagos State Office
 NAFDAC.
 3/5 Apapa-Oshodi Express Way, Laboratory Complex Oshodi, Lagos
 Mail address: lagos@nafdac.gov.ng or call**

For further enquire, pls call 07065086926