



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

Chemical Evaluation & Research (CER) Directorate

GUIDELINES FOR OBTAINING LISTING CERTIFICATE FOR CHEMICAL MARKETERS (NEW APPLICANTS)

1. General

- 1.1. These Guidelines are for the general public and in particular persons intending to obtain Listing Certificate as chemical marketers (locally or through importation). It prescribes the minimum safety standard for chemical handling, documentation, personnel requirement, facility and timeline for obtaining Listing Certificate.
- 1.2. It is an offence for any company to market chemicals without authorization.

Step 1

2. Application

- 1.1. An applicant shall obtain and complete a Listing Registration form. The form should be submitted with the following documents:
 - 1.1.1. Application letter on company's letter head paper addressed to the Director-General (NAFDAC), ATTENTION: Director, Chemical Evaluation & Research (CER), ISOLO stating the chemicals, the quantities required (in SI units e.g. MT, Kg or Ltrs) and uses for which the chemicals are intended. The Application must be signed by Managing Director/CEO or the Technical Officer of the company.
 - 1.1.2. Evidence of Business Incorporation. In-case of Micro, Small and Medium Enterprises (MSMEs); evidence of Business name.
 - 1.1.3. Evidence of certified true copy of Memorandum and Articles of Association.
 - 1.1.4. Evidence of particulars of Directors (Form CO7).
 - 1.1.5. Two (2) passport photographs of technical officer with name and company written on the back of the passport.
 - 1.1.6. Standard Operating Procedure (SOP) for storage, handling and disposal of chemicals duly signed by Managing Director/CEO or Technical officer with name and designation.
 - 1.1.7. Evidence of payment for Listing application form, inspection and Listing Certificate.
 - 1.1.8. Evidence of payment of rent for a minimum of one year or evidence of ownership in case of companies using their own warehouse.
 - 1.1.9. List of intending customers indicating full contact address (no P.O. Box), phone number, email and status (marketer or end-user).
 - 1.1.10. Medical Fitness Certificate for the technical officers (this should be done biannually).

Step II

3. Review of Company documents

- 3.1. Upon satisfactory review of the documents submitted, the company is then scheduled for Warehouse inspection.

Step III

4. Warehouse Inspection.

4.1. Please refer to Guideline Ref. No: CER-GDL-0001-00 for information on Warehouse Inspection.

Step IV

5. **Issuance of Certificate**

5.1. Upon satisfactory inspection of the warehouse facility, Listing Certificate is issued. For unsatisfactory Inspection, a Compliance Directive is issued within two (2) work days.

6. **Tariff**

6.1. Please refer to the Tariff section

7. **Note**

7.1. Listing certificate is valid for two years from date of issuance.

7.2. The process of renewal of Listing Certificate should commence at least three (3) months before expiration of current Listing Certificate.

7.3. A processing period of fifteen (15) work 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 communicate compliance to the Agency.

7.4. Please note that the timeline stops once compliance directive is issued.

All correspondences should be addressed to

Director-General (NAFDAC),

Attn: The Director

Chemical Evaluation and Research (CER) Directorate,

National Agency for Food and Drug Administration and Control, (NAFDAC)

1st Floor, NAFDAC Office Complex

Isolo, Lagos.

NAFDAC website: www.nafdac.gov.ng

E-mail: cer@nafdac.gov.ng

Telephone no.: +234-1-4609762

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