

NAFDAC REGULATED PRODUCTS AND LICENSES - 3

1. GUIDELINES FOR GLOBAL LISTING OF SUPERMARKET ITEMS (FOOD AND COSMETICS) NAFDAC/RR/017/00

“Supermarket automatic doors open for me; therefore, I am.”

--Craig Bruce--

A. GENERAL

1. These guidelines are for operators who must have an established supermarket. Items to be listed shall include food and cosmetics regulated by the Agency sold in supermarkets/stores and such other specialties as required by Hotels and International Organizations e.g. Embassies.
2. Already registered products shall not be allowed for listing. Such items should be sourced from companies that registered them or a 'letter of no objection' shall be obtained from the party that registered them.
3. The importation of products banned by the Federal Government of Nigeria shall not be allowed.
4. For small and medium supermarket operators, the quantity of each item to be imported shall not exceed 100 cartons of 100 units (maximum) per shipment and shall not exceed 2500 cartons in total per annum.
5. Supermarket operators shall only distribute to own supermarket chains.
6. Supermarket operators shall register TWO (2) products per 100 items imported.
7. Food items that require mandatory fortification shall not be allowed, i.e. table salt, sugar, flour, vegetable oil except they have been fortified to the levels prescribed in the Food Grade (Table or Cooking) Salt Regulations and the Food Fortification with Vitamin A Regulations. Note: Refined vegetable oil is currently banned.
8. Supermarket operators shall be categorized as follows:

Category	Small	Medium	Large	Mega
No. of items	Up to 500	501 - 2500	2501 - 5000	5001 & above
Qty. of items for importation per annum	Limited	Limited	Limited	Limited

MANDATORY FORTIFIED FOOD ITEMS / LEVELS OF FORTIFICATION

S/N	FOOD VEHICLE	MICRONUTRIENTS	LEVELS OF FORTIFICATION
1.	Sugar	Vitamin A	25,000 iu/kg
2.	Wheat/Maize flower	Vitamin A Iron	25,000 iu/kg 40.7 mg/kg
3.	Vegetable oil	Vitamin A	20,000 iu/kg
4.	Salt	Iodine (in the form of potassium iodate)	50 ppm (min level of iodine at factory/port of entry) and 30 ppm (min level of iodine at all retail outlet/household)

B. DOCUMENTATION

An application for the listing of supermarket items shall be made with three (3) copies of inventory of products to be imported for the year stating the following:

- a) Name/Description of product
- b) Brand of product
- c) Origin of product
- d) Units/Pack e.g. 10 X 125g
- e) Pack type e.g. can, sachet, bottle
- f) Number of cartons (per item, per shipment)

The application shall be accompanied with the following:

- a) Duly completed Listing Form, "NAFDAC/1005"
- b) Certificate of Analysis for each product shall be made available (where applicable) from the manufacturer or a Government approved analyst from country of origin.
- c) Certificate of Business Incorporation in Nigeria and Form C07
- d) Receipt for Application Form purchased
- e) Introduction Letter/Confirmation of Membership from National Association of Supermarket Operators of Nigeria (NASON) (Optional).

C. ESTABLISHMENT INSPECTION

1. Supermarkets/stores shall be inspected by the Establishment Inspection Directorate upon submission of an application form and evidence of payment.
2. Health and Hygiene MUST be maintained.
3. A register of stock shall be maintained.
4. No expired goods should be displayed or sold.

5. Register of expired products should be kept.
6. Register of destroyed unwholesome/expired product should be kept.
7. Food items should be displayed away from toiletries and chemical based items.
8. Pet food must be displayed separately and should be isolated from any other foodstuff.
9. Right temperature should be maintained, while storing/displaying chilled and frozen items and such records shall be kept.
10. Food handlers must be medically examined and fitness certificate should be obtained every six months from a medical practitioner.
11. Food handlers associated with bakery and fresh products must have their hair covered. They must wear appropriate clothing and no jewelry.
12. There shall be standard operating procedures (SOPs) for cleaning premises and equipment.
13. Pesticides and disinfectants used for fumigation and cleaning should be appropriate and safe for humans.

D. TARIFF

All payments shall be in bank draft in favour of National Agency for Food and Drug Administration and Control. Normal port handling charges for inspection, analysis, radiation etc. shall apply in line with the Agency's Tariff Regulations:

1. Cost of listing form, One thousand Naira only (=N=1000.00) plus 5% VAT.
2. Cost of inspection, Ten thousand naira (=N=10, 000.00) plus 5% VAT.
3. Annual Global Listing Tariff after a satisfactory evaluation of application shall apply as follows:

NO. OF ITEMS	FEE
Less than 500	=N= 375,000:00 + 5% VAT
501 TO 2500	=N= 1,000,000:00 + 5% VAT
2501 to 5000	=N= 2,500,000:00 + 5% VAT
5001 & above	=N= 5,000,000:00 + 5% VAT

E. LABELING

1. Labeling shall comply with Codex Standards for food products and with international requirements for cosmetic products.
2. Any product labeled in a foreign language (except those for embassies) shall NOT be considered for listing unless an English translation is included on the label and package insert.

F. SAMPLING

1. Operator shall submit to PID an advance list of items per shipment as approved by R&R.
2. Port Inspection Directorate shall randomly sample products for analysis.
3. Consignments will be released to the importer after physical inspection and sampling.
4. Physical inspection fee shall be charged per consignment **not** per container and shall be implemented as follows:

No. of containers per consignment (Shipment)	Amount to be paid
1 - 10	=N= 20,000:00 + 5% VAT
11 - 20	=N= 40,000:00 + 5% VAT
21 - 30	=N= 60,000:00 + 5% VAT

NOTE: An increase of =N=20,000 shall be paid per consignment for every multiple of ten (10) containers.

- i. Sampled items shall be put on hold for 14 days awaiting laboratory results, after which the goods may be sold.
- ii. Sample of one (1) product shall be taken per 20ft container and fifty thousand naira only (=N=50,000.00) + 5% VAT for laboratory analysis.
- iii. Samples of two (2) products shall be taken per 40ft container and one hundred thousand naira (=N=100,000.00) + 5% VAT for laboratory analysis.

G. TIMELINE

The timeline for processing is ten (10) workdays.

All correspondence shall be addressed to:

The Director

Registration and Regulatory Affairs Directorate National Agency for Food and Drug Administration and Control (NAFDAC)

Central Laboratory Complex,

3 / 4 Apapa– Oshodi Expressway, Lagos.

2. GUIDELINES FOR GLOBAL LISTING OF ITEMS FOR FAST FOOD CHAINS/RESTAURANTS NAFDAC/RR/018/00

A. GENERAL RULES

1. Items to be listed under Global Listing for Fast Food Chains/Restaurants shall include all foods regulated by the National Agency for Food and Drug Administration and Control (**NAFDAC**) for use in Fast Food Chains/Restaurants.
2. An applicant shall have an established outlet.
3. Already registered items shall not be entertained for listing. Such items should be sourced from local agents or a 'letter of no objection' shall be obtained from the local representatives of these brands for importation of such.
4. Quantity of each item to be imported shall not exceed 3000 cartons per annum in its original cartons. There shall be no restriction in quantities of each item to be imported per shipment provided Operator does not exceed the 3000 cartons/item/annum mark.
5. All high turnover products shall be registered with NAFDAC.
6. The importation of products banned by the Federal Government of Nigeria shall not be allowed.
7. Mandatorily fortified food items shall not be allowed, that is, table salt, sugar, flour, vegetable oil **except** they have been fortified to the levels prescribed in the Food Grade (Table or Cooking) Salt Regulations and the Food Fortification with Vitamin A Regulations. See the table below.

Note: Vegetable oil is currently banned.

MANDATORILY FORTIFIED FOOD ITEMS / LEVEL OF FORTIFICATION

S/N	FOOD VEHICLES	MICRO NUTRIENTS	LEVELS OF FORTIFICANTS
1	Sugar	Vitamin A	25,000iu/kg
2	Wheat/Maize Flour	Vitamin A Iron	30,000iu/kg 40,000iu/kg
3	Vegetable	Vitamin A	20,000iu/kg
4	Salt	Iodine (in the form of Sodium or Potassium iodate)	50ppm(minimum level of iodine at factory/port of entry) and 30ppm(minimum level of iodine at all retail outlets/house hold)

B. DOCUMENTATION

1. An application for the listing of fast food/restaurant items shall be made with inventory of products (3 copies) to be imported for the year stating the following
 - (a) Name/Description of product
 - (b) Brand of product (where applicable)
 - (c) Origin of product
 - (d) Units/Pack e.g. 10 X 125g
 - (e) Pack type e.g. can, sachet, bottle
 - (f) Number of cartons (per item, per shipment)

2. The application shall be accompanied with:
 - (a) Completed Listing Form, "NAFDAC/1005"
 - (b) Certificate of Analysis for each product (from the manufacturer Certificate of Business Incorporation in Nigeria and Form C07
 - (c) Receipt for Application Form purchased

C. ESTABLISHMENT INSPECTION

Fast Food Chains/Restaurants wishing to have items to be listed shall be inspected by the Establishment Inspection Directorate after submission of an Application Form and evidence of payment of inspection fee.

1. Health and Hygiene MUST be maintained.
2. A register of stock shall be maintained
3. No expired goods should be displayed or sold
4. Register of expired products should be kept
5. Register of destroyed unwholesome/expired product should be kept
6. Food items should be displayed away from toiletries and chemical based item
7. Right temperature should be maintained, while storing/displaying chilled and frozen items and such records shall be kept
8. Fresh food handlers must be medically examined and fitness certificate should be obtained every six months from a medical practitioner.
9. Food handlers associated with bakery and fresh products must have their hair covered. They must wear clean uniform/apron along with their nametags for easy identification.
10. The use of jewellery for food handlers should be discouraged.
11. Fast Food Chain operators/allied groups should have standard operating procedures (SOPs) for cleaning premises and equipment.
12. Pesticides and disinfectants used for fumigation and cleaning should

be appropriate and safe for humans.

D. TARIFF

All fees are payable in bank draft in favour of National Agency for Food and Drug Administration and Control.

- (i) Cost of listing form per category of operator is one thousand naira only (=N=1000).
- (ii) Cost of inspection of facility is ten thousand naira plus 5% VAT (=N=10,000:00 + 5% VAT)
- (iii) Annual Global Listing Tariff after a satisfactory evaluation of application shall apply as follows:

NO. OF ITEMS	GLOBAL ANNUAL REGISTRATION TARIFF
Up to 100	N100,000.00 + 5% VAT
Up to 250	N200,000.00 + 5% VAT
Up to 500	N375,000.00 + 5% VAT

Normal port handling charges for inspection, analysis, radiation etc shall be paid in line with the current Agency Tariff Regulations at the Port Inspection Directorate (PID).

E. LABELLING

1. Labeling shall comply with Codex Standards.
2. Any product labeled in a foreign language (except those for embassies) shall not be considered for listing unless an English translation is included on the label and package insert (where applicable).

F. SAMPLING

1. Operator shall submit to PID an advance list of items per shipment.
2. PID will determine the products to be sampled for analysis.
3. Consignments will be released to the importer after physical inspection and sampling.
4. Sampled items shall be put on hold for 14 days awaiting laboratory results, after which the goods may be sold.
5. Samples of one (1) product shall be taken per 20ft container and =N=50,000 paid for laboratory analysis.
6. Samples of two (2) products shall be taken per 40ft container and =N=100,000 paid for laboratory analysis.

G. All applications and correspondences shall be submitted to:

The Director

Registration and Regulatory Affairs Directorate
National Agency for Food and Drug Administration and Control
(NAFDAC)
Central Laboratory Complex,
3/4, Apapa - Oshodi Expressway, Lagos.

“No matter what anyone says, my cooking is excellent,
even the smoke alarm seems to be cheering me on.”

--Unknown--

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